

SCOPE OF WORK

Maintenance Building Septic System Replacement

Allaire State Park
Wall Township, Monmouth County, NJ

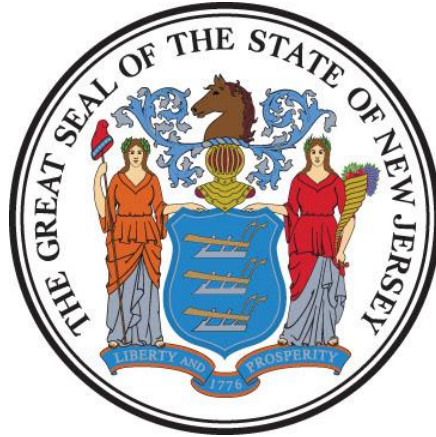
Project No. P1383-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor
Honorable Dr. Dale G. Caldwell, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, Acting State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 28, 2026

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I. OBJECTIVE

The objective of this project is the removal and replacement of the complete septic system, including the pump and related components, that serves the Maintenance Building in Allaire State Park in Monmouth County.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P006 Sanitary Engineering**

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with DPMC in:

- **P011 Environmental Engineering**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$300,000.

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$469,500.

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the client agency’s financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change after notification from the consultant during the design process and in a revised CWE deliverable.

C. CONSULTANT’S FEES

The construction cost estimate for this project *shall not* be used as a basis for the Consultant’s design and construction administration fees. The Consultant’s fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations. The Consultant’s proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30

7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	120
11. Project Close Out Phase	30

Note: The Final Design Phase is considered complete upon the release of Construction Documents by the DPMC Code Group and/or the Department of Community Affairs (DCA).

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A.’** The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, and activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Allaire State Park Maintenance Building
4265 Atlantic Avenue
Wall Township, Monmouth County, NJ 07727

GPS Coordinates: 40.162150° N, -74.131264° W

See **Exhibit ‘B’** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Representative

Name: Peter Buckley, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (732) 600-8512
E-Mail: Peter.Buckley@treas.nj.gov

2. Department of Environmental Protection

Name: Robert Baudo, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 775-7662
E-Mail: Robert.Baudo@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Allaire State Park is known for the Historic Village at Allaire, an iron-producing, self-sufficient community in the early 19th century and the Pine Creek Railroad, a narrow-gauge railway exhibit train ride of early rail travel in the United States.

The industrial community in New Jersey was founded by James P. Allaire, a New York entrepreneur who bought the site to produce casting and pig iron, for steamship parts, naming it Howell Iron Works. The Village contained a carpentry and pattern making shop, a blacksmith shop, a bakery, a boarding house, a blast furnace, mills to finish iron products, a school, a church, a general store with a post office, and workers' home.

The Manasquan River, which winds through the park, provides excellent opportunities for freshwater fishing. The river's floodplain provides habitat for over 200 species of wildflowers, trees and plants as well as habitat for birds and other wildlife. Multi-use trails are throughout the park providing opportunities for hikers, mountain bikers, and horseback riders. Allaire State Park is open year-round, and Allaire Village historic buildings can be toured by the public.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Maintenance Building at Allaire State Park was constructed in 1974 and is approximately 9400 sq.ft. The building is located near the park's main entrance and adjacent to the Allaire State Park Office (see **Exhibit 'B'** Project Site).

The intent of this project is to remove and replace the Maintenance Building's septic system, pump, and related components located at the rear of the Maintenance Building (see **Exhibit 'C'** Photos). The septic tank has been problematic over the last few years and is not draining through the disposal field as designed. The septic tank and lines have been pumped with clean-outs at least 1-2 times a year. Nearby trees and vegetation roots may contribute to the drainage problem and, additionally, the equipment is the original system for the building.

The Maintenance Building is used 7 days a week throughout the full year by the DEP maintenance staff only. The building contains two bathrooms and a utility sink. This building contains no public restrooms. The Maintenance Building will remain open during construction.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW SEPTIC SYSTEM DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to remove and replace the existing septic system, pump, piping, and related components serving the Maintenance Building at Allaire State Park.

The Consultant shall conduct an evaluation and document the layout of the existing septic system, pump, and related components including the site conditions and disposal bed. The Consultant, with approval of the NJ Department of Environmental Protection, shall review and determine if any replaced equipment is to be decommissioned, salvaged, or abandoned-in-place.

Any updated environmental screening of topography, geology, soils, surface water and ground water shall be specified in the design documents. Soil suitability testing shall be performed if necessary to estimate depth to groundwater.

The Design Consultant shall identify the areas of the park that will be impacted by the construction work.

2. Septic System Removal

The Consultant shall provide the design for the demolition and safe removal of the existing septic system, pump, piping, and related components located in the rear of the Maintenance Building. The septic tank and all related components shall be identified and legally disposed of offsite at an approved landfill verified and documented by the Consultant. All materials including debris, rubbish, etc. shall not be stored and all debris shall be removed on a regular basis from the project site so as not to accumulate.

The Consultant shall provide in the design documents any necessary shoring and/or trenching required for the removal of all below-grade equipment. The design documents shall include the necessary equipment required for the removal and proper disposal of any equipment.

The Consultant shall provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major highways to the project construction site and the approved access roads to the contractor's worksite staging area.

Drawings shall identify the approved location of the dumpster(s), vehicle parking, material storage trailers, construction equipment, etc. and specify any safety, fencing, and or security measures required in those areas. Identify any required construction barriers or other measures to

be taken to protect equipment and personnel from construction dirt, dust, and provide safety during any demolition and construction work.

3. New Septic System Design

The Consultant shall provide a fully engineered and code approved design of the complete septic system. The design shall include, but not be limited to, a scaled layout of the new septic system, related system components, pumps, piping, and disposal bed.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength and material lifespan, tank maintenance, septic disposal and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations, as necessary.

All design documents, drawings and specifications are to indicate the septic system type, model and name of the system. The design shall specify at least three (3) manufacturers of each equipment type and any components proposed.

The replacement septic system design shall be environmentally safe and approved by the DPMC project team, facility staff, and any other official authorities prior to any installation. All new septic system designs shall follow and meet the current applicable codes, standards, and regulations.

4. Staging Area

Construction documents shall include a staging area approved by the Project Team indicating the location where the contractor can store debris, materials, tools, and equipment.

5. Site Restoration

The design documents shall identify the Agency approved site restoration work needed after construction has been completed including roadways, driveways, parking lots, sidewalks, and lawn areas.

B. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building and related components and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Sub-code.

2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
4. Mold.

Consultant shall document the procedure, process and findings and prepare a "Hazardous Materials Survey Report" identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the "Hazardous Materials Survey Report" to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, testing, analysis and preparation of the Hazardous Materials Survey Report and include that amount in the fee proposal line item entitled "**Hazardous Materials Testing and Report Allowance,**" refer to paragraph **XIII.B.**

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, sub-code and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in the fee proposal line item entitled "**Hazardous Materials Abatement Design Allowance,**" refer to paragraph **XIII.C.**

Consultant shall estimate the cost to provide "Construction Monitoring and Administration Services" for hazardous materials abatement activities and include that amount in the fee proposal line item entitled "**Hazardous Materials Construction Administration Allowance,**" refer to paragraph **XIII.D.**

There shall be no "mark-up" of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.B "Hazardous Building Materials."** All costs associated with managing, coordinating, observing and administering sub-consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

C. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

Conduct the appropriate number of review meetings with the Project Team members during each

design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations

The minimum number of design presentations required for each phase of this project is identified below for reference:

Schematic Phase: One (1) oral presentation at phase completion.

Design Development Phase: One (1) oral presentation at phase completion.

Final Design Phase: One (1) oral presentation at phase completion.

D. EXISTING DOCUMENTATION

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- ODC No. P0830-00: Water Supply Extension Allaire State Park, Feb. 18, 1999, S.T. Hudson Engineers, Inc.
- DBC No. P0697 Removal & Replacement of Underground Waste Oil Tank and Miscellaneous Plumbing Improvements, 5/20/94, James C. Anderson Associates, Inc.
- DBC No. P901 Infrared Gas Heating System In Allaire State Park Maintenance Building, Dec. 1985, O'Connor, Jeffrey & Kallaur Consulting Engineers

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It

shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).

The latest NJUCC Adopted Codes and Standards can be found at:

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

1. NJUCC Plan Review

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled “**Plan Review and Permit Fee Allowance,**” refer to paragraph XIII.A.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the DCA is only accepting digital signatures and seals issued from a third party certificate authority.

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the “Project Review Application” and include the following on Block 5 as the “Owner’s Designated Agent Name”:

Trevor M. Dittmar, DPMC
PO Box 235
Trenton, NJ 08625-0235
Trevor.Dittmar@treas.nj.gov 609-984-5529

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph XIII.A.

The NJUCC “Plan Review Fee Schedule” can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The “Agent Section” of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA or DPMC released drawings and specifications, with raised seals and wet signatures** shall be forwarded to the DPMC Project Manager.

The Consultant may obtain copies of all NJUCC permit applications at the following website:

<https://www.nj.gov/dca/codes/resources/constructionpermitforms.shtml>

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

3. Prior Approval Certification Letters

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

5. Special Inspections

In accordance with the requirements of the NJUCC N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition

Special inspections are defined as an independent verification by a certified special inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to be independent from the contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

b. Responsibilities

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, **"Plan Review and Permit Fee Allowance."**

The Consultant may refer to the DPMC "Procedures for Architects and Engineers Manual," Paragraph **"9. REGULATORY AGENCY APPROVALS"** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “17. BIDDING AND CONTRACT AWARD” for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI’s.

The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “18. CONSTRUCTION PHASE” for all construction administration requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

1. Permits

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit) and include that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance.**” A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJUCC permit is excluded since it will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal.

Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance**,” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection;
 - Sample testing; and,
 - Preparation of a Hazardous Materials Survey Report.

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance**.” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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PROJECT LOCATION: Allaire State Park, Monmouth County
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Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

The Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

PROJECT NAME: Maintenance Building Septic System Replacement
PROJECT LOCATION: Allaire State Park, Monmouth County
PROJECT NO: P1383-00
DATE: January 28, 2026

XIV. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: *Alison F. Gottlieb* 1/28/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *James Wright* 1/28/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *Robert Baudo* 2/4/2026
ROBERT BAUDO, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: *Peter Buckley* 2/10/2026
PETER BUCKLEY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: *Jeanette M. Barnard* 4.9.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

The following are checklists listing the Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled “Procedures for Architects and Engineers,” 3.0 Edition, dated September 2022 available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf> for a detailed description of the deliverables required for each submission item listed. References to the applicable paragraphs of the “Procedures for Architects and Engineers” are provided.

Note that the Deliverables Checklist may include submission items that are “S.O.W. Specific Requirements.” These requirements will be defined in the project specific scope of work and included on the deliverables checklist.

This project includes the following phases with the deliverables noted as “Required by S.O.W” on the Deliverables Checklist:

- SCHEMATIC DESIGN PHASE;**
- DESIGN DEVELOPMENT PHASE;**
- FINAL DESIGN PHASE;**
- PERMIT APPLICATION PHASE;**
- BIDDING AND CONTRACT AWARD;**
- CONSTRUCTION PHASE; and**
- PROJECT CLOSE-OUT PHASE**

XVI. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**

END OF SCOPE OF WORK

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

_____ Consultant Signature

_____ Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026							Half 1, 2027						
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M		
0	Typical Project Model	Mon 5/19/...	Fri 4/9/27	691 days	[Gantt bar spanning from start to end]																											
1	Project Initiation Phase	Mon 5/19/25	Mon 7/14/25	57 days	[Gantt bar]																											
2	Project Funding Received	Mon 5/19/25	Mon 5/19/25	1 day	[Gantt bar]																											
3	Schedule Site Visit	Thu 5/22/25	Thu 5/22/25	1 day	[Gantt bar]																											
4	Site Visit	Fri 5/30/25	Fri 5/30/25	1 day	[Gantt bar]																											
5	Prepare Draft SOW	Mon 6/2/25	Fri 6/6/25	5 days	[Gantt bar]																											
6	Distribute Draft SOW for Review	Mon 6/9/25	Mon 6/9/25	1 day	[Gantt bar]																											
7	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days	[Gantt bar]																											
8	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days	[Gantt bar]																											
9	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days	[Gantt bar]																											
10	Receive Comments Revise SOW	Tue 6/24/25	Mon 6/30/25	5 days	[Gantt bar]																											
11	Distribute Final SOW for Review & Signature	Tue 7/1/25	Tue 7/1/25	1 day	[Gantt bar]																											
12	Review & Sign SOW	Wed 7/2/25	Wed 7/2/25	1 day	[Gantt bar]																											
13	Review & Sign SOW	Mon 7/7/25	Mon 7/7/25	1 day	[Gantt bar]																											
14	Review & Sign SOW	Thu 7/10/25	Thu 7/10/25	1 day	[Gantt bar]																											
15	Forward SOW to Procurement	Mon 7/14/25	Mon 7/14/25	1 day	[Gantt bar]																											
16	Consultant Selection Phase	Tue 7/15/25	Mon 9/1/25	49 days	[Gantt bar]																											
17	Prepare Solicitation, Advertise Proj	Tue 7/15/25	Wed 7/16/25	2 days	[Gantt bar]																											
18	Select Firms - Random Selection	Thu 7/17/25	Thu 7/17/25	1 day	[Gantt bar]																											
19	Conduct Preproposal Meeting	Mon 7/28/25	Mon 7/28/25	1 day	[Gantt bar]																											
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/29/25	Tue 7/29/25	1 day	[Gantt bar]																											
21	Receive Proposals - Distribute for Review	Tue 8/12/25	Tue 8/12/25	1 day	[Gantt bar]																											
22	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days	[Gantt bar]																											
23	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days	[Gantt bar]																											
24	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days	[Gantt bar]																											
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Wed 8/20/25	Wed 8/20/25	1 day	[Gantt bar]																											
26	Negotiate Fee	Thu 8/21/25	Wed 8/27/25	5 days	[Gantt bar]																											
27	Provide Funding for Consultant Contract	Thu 8/28/25	Thu 8/28/25	1 day	[Gantt bar]																											
28	Complete Recommendation to Award	Thu 8/28/25	Fri 8/29/25	2 days	[Gantt bar]																											
29	Consultant Contract Award	Sat 8/30/25	Mon 9/1/25	2 days	[Gantt bar]																											
30	Design Phase	Sun 9/7/25	Fri 5/8/26	244 days	[Gantt bar]																											
31	Design Contract "Kick-Off" Meeting	Sun 9/7/25	Mon 9/8/25	2 days	[Gantt bar]																											
32	Program Design Phase	Tue 9/9/25	Mon 10/6/25	28 days	[Gantt bar]																											
33	Receive Program Submittal & Distribute for Review	Tue 10/7/25	Thu 10/9/25	3 days	[Gantt bar]																											

EXHIBIT 'A'

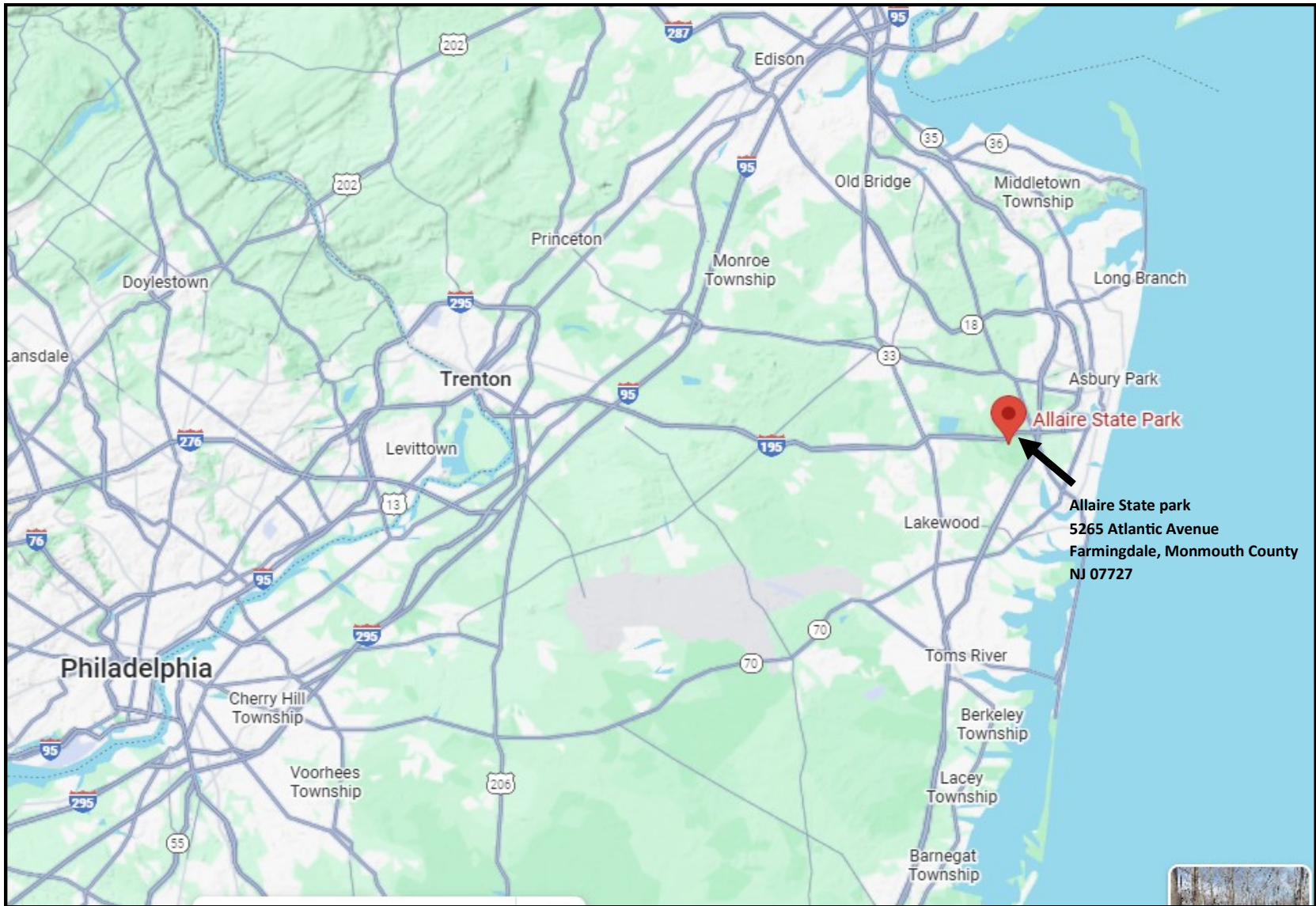
Typical DPMC Project - Random Selection of Design Consultant



Project: Typical Project Model
 Date: Wed 4/9/25

Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

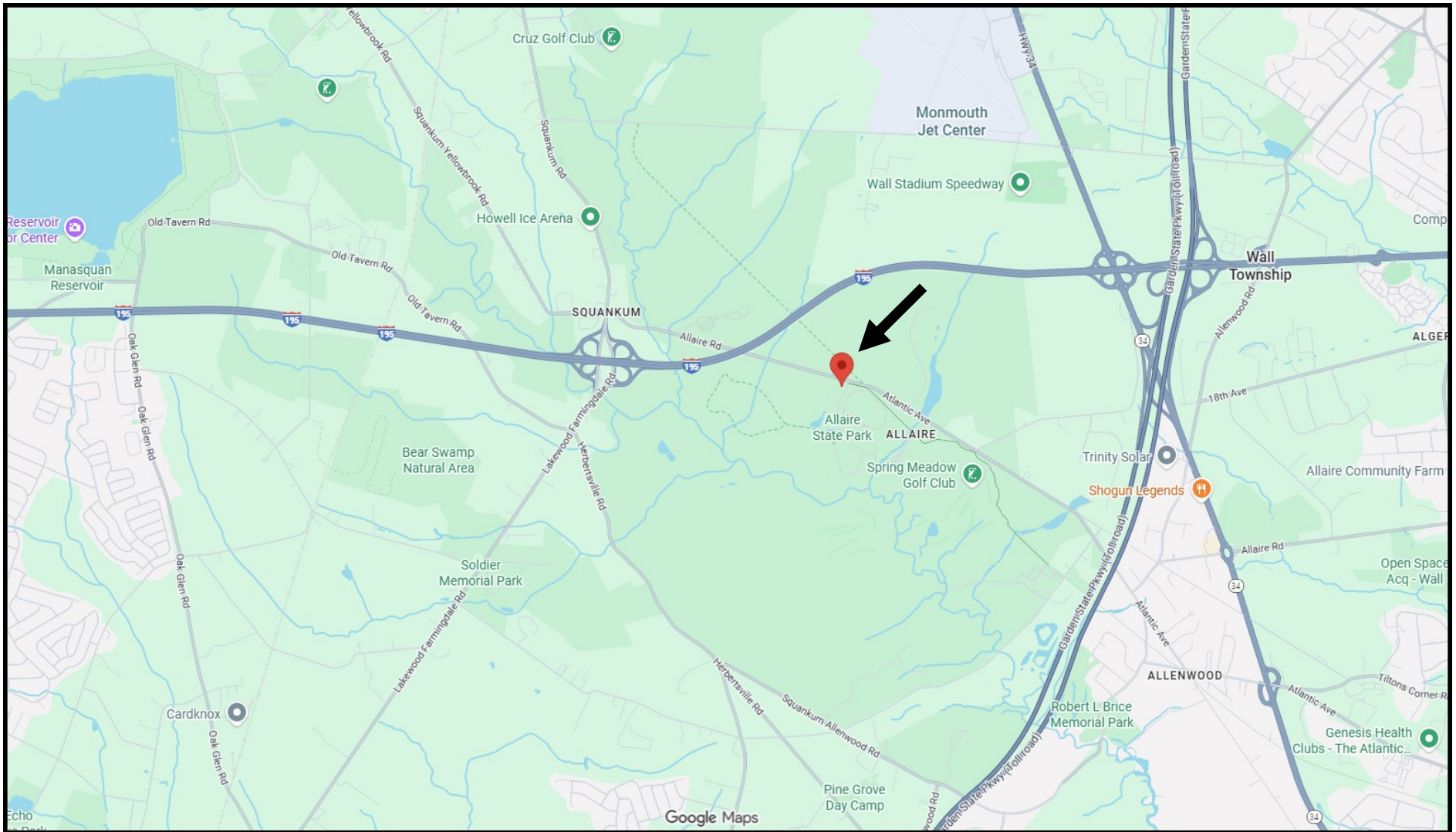
EXHIBIT 'A'



Project Site Location Map

Allaire State Park

EXHIBIT 'B'



Project Location Map

Allaire State Park

EXHIBIT 'B'



Project Site
Allaire State Park
EXHIBIT 'B'

ALLAIRE State Park



Allaire State Park
EXHIBIT 'B'



Photos

Allaire State Park Maintenance Building

EXHIBIT 'C'



Septic Tank, Equipment & Disposal Field

Photos

Allaire State Park Maintenance Building

EXHIBIT 'C'



Septic Tank, Pump,
Equipment & Disposal
Field

Interior



Building Exterior

Photos

Allaire State Park Maintenance Building

EXHIBIT 'C'