

# **SCOPE OF WORK**

## **Group Campground Restroom Replacement**

Voorhees State Park  
Glen Gardner Township, Hunterdon County, NJ

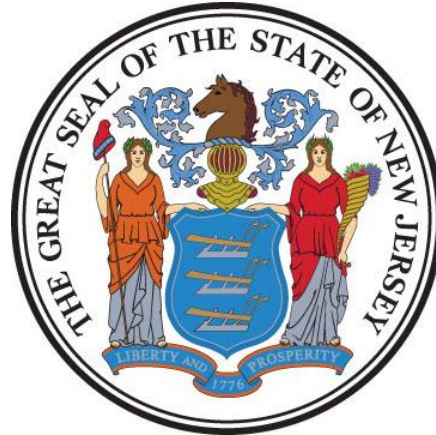
**Project No. P1385-00**

### **STATE OF NEW JERSEY**

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

### **DEPARTMENT OF THE TREASURY**

Aaron Binder, State Treasurer



### **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Thomas A. Edenbaum, Director

**Date: April 21, 2026**

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. OBJECTIVE .....</b>	<b>4</b>
<b>II. CONSULTANT QUALIFICATIONS .....</b>	<b>4</b>
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
<b>III. PROJECT BUDGET .....</b>	<b>4</b>
A. CONSTRUCTION COST ESTIMATE (CCE) .....	4
B. CURRENT WORKING ESTIMATE (CWE) .....	5
C. CONSULTANT’S FEES .....	5
<b>IV. PROJECT SCHEDULE .....</b>	<b>5</b>
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE .....	5
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE .....	6
<b>V. PROJECT SITE LOCATION &amp; TEAM MEMBERS.....</b>	<b>7</b>
A. PROJECT SITE ADDRESS.....	7
B. PROJECT TEAM MEMBER DIRECTORY .....	7
1. DPMC Representative .....	7
2. Department of Environmental Protection .....	7
<b>VI. PROJECT DEFINITION .....</b>	<b>8</b>
A. BACKGROUND .....	8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
<b>VII. CONSULTANT DESIGN RESPONSIBILITIES.....</b>	<b>9</b>
A. NEW RESTROOM BUILDING DESIGN REQUIREMENTS.....	9
B. SEPTIC SYSTEM .....	12
C. SITE WORK.....	13
D. SITE UTILITIES .....	14
E. ADDITIONAL CONSIDERATIONS .....	15
F. HAZARDOUS BUILDING MATERIALS.....	16
G. DESIGN MEETINGS & PRESENTATIONS.....	17
H. EXISTING DOCUMENTATION .....	18
<b>VIII. PERMITS &amp; APPROVALS.....</b>	<b>18</b>
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT .....	18
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	20

**IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES .... 21**

**X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES . 21**

**XI. PROJECT CLOSE-OUT PHASE ..... 21**

**XII. ENERGY REBATE AND INCENTIVE PROGRAMS ..... 21**

**XIII. ALLOWANCES ..... 22**

- A. PERMIT FEE ALLOWANCE ..... 22
  - 1. Permits ..... 22
  - 2. Permit Costs ..... 22
  - 3. Applications ..... 22
  - 4. Consultant Fee ..... 23
- B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE ..... 23
- C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE ..... 23
- D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE .... 23

**XIV. SOW SIGNATURE APPROVAL SHEET ..... 25**

**XV. CONTRACT DELIVERABLES ..... 26**

**XVI. EXHIBITS ..... 26**

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

## **I. OBJECTIVE**

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The objective of this project is to demolish the existing restroom building and to construct a new restroom building that serves the group campground at Voorhees State Park in Hunterdon County.

## **II. CONSULTANT QUALIFICATIONS**

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### **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):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**
- **P025 Estimating/ Cost Analysis**
- **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**

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### **A. CONSTRUCTION COST ESTIMATE (CCE)**

The initial Construction Cost Estimate (CCE) for this project is \$1,500,000.

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 \$ \$2,055,000.

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.

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**IV. PROJECT SCHEDULE**

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**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.

<b><u>PROJECT PHASE</u></b>	<b><u>ESTIMATED DURATION (Calendar Days)</u></b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Schematic Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	<b>14</b>
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	<b>14</b>

<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7 (See Note)</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>7. Bid Phase</b>	<b>42</b>
<b>8. Award Phase</b>	<b>28</b>
<b>9. Construction Phase</b>	<b>120</b>
<b>10. Project Close Out Phase</b>	<b>30</b>

**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**

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### **A. PROJECT SITE ADDRESS**

The location of the project site is:

Voorhees State Park Campground  
1 Observatory Road  
Glen Gardner, NJ 08826

GPS Coordinates: 40.687367° N, -74.897185° 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: Joelle Hansbury, Project Manager  
Address: Division of Property Management & Construction  
33 West State Street, 9<sup>th</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 638-5013  
E-Mail: [Joelle.Hansbury@treas.nj.gov](mailto:Joelle.Hansbury@treas.nj.gov)

#### **2. Department of Environmental Protection**

Name: Matthew Marziaz, Project Manager  
Address: Department of Environmental Protection  
275 Freehold-Englishtown Road  
Englishtown, NJ 07726  
Phone No: (609) 414-4617  
E-Mail: [Matthew.Marziaz@dep.nj.gov](mailto:Matthew.Marziaz@dep.nj.gov)

Name: Patricia Kallesser, Project Area Superintendent  
Address: Department of Environmental Protection  
275 Freehold-Englishtown Road  
Englishtown, NJ 07726  
Phone No: (908) 638-6969  
E-Mail: [Patricia.Kallesser@dep.nj.gov](mailto:Patricia.Kallesser@dep.nj.gov)

## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

Voorhees State Park is a 1,342-acre public recreation area located in the wooded hills of northern Hunterdon County, within Lebanon Township near Glen Gardner, New Jersey (See **Exhibit ‘B’** Project Site Location Map). Established in 1929, the park originated from a 323-acre donation by former New Jersey Governor Foster M. Voorhees, whose former farm, known as Hill Acres, became the foundation of the modern park. During the 1930s, the Civilian Conservation Corps (CCC) played a major role in developing the park’s infrastructure, constructing trails, shelters, picnic areas, and other facilities that continue to support recreational use today.

The park is a popular destination for hiking, stargazing, and camping, offering a mix of wooded terrain, open fields, and scenic overlooks. Its group campground provides organized camping accommodation for larger groups and is frequently used by youth organizations, outdoor education programs, and community groups. The restroom facility within the group campground serves the group campground sites as well as some visitors from the adjacent shelter area (See **Exhibit ‘B’** Project Location Map). Replacement of this facility is necessary to maintain service quality, meet current accessibility and code requirements, and support the ongoing use of the group camping area.

### **B. FUNCTIONAL DESCRIPTION OF THE BUILDING**

The restroom building serves as the primary sanitary building for the Group Campground at Voorhees State Park. It supports two designated group camping areas: Group Site A, which accommodates up to 50 campers, and Group Site B, which accommodates up to 30 campers (See **Exhibit ‘B’** Project Location Map). In addition to these sites, several cabin-style camping shelters located adjacent to the group campground rely on this restroom for sanitary access, further increasing the building’s functional demand and importance within this section of the park.

The building is a single floor, wood-framed structure, and is approximately 207 sq. ft. (See **Exhibit ‘C’** Photos). The building provides essential hygiene services for campers and shelter users. It includes toilets and handwashing sinks. However, the building does not have showers. The existing structure is currently served by electrical power, well water supply, composting toilet system, and a septic system. As part of the replacement project, all existing utilities must be fully evaluated to determine their condition, capacity, and suitability for reuse or required upgrades. Available drawings and/or documentation for completed projects will be provided to the Consultant to be used as a guide only.

The objective of this project is to demolish the existing restroom building at Voorhees State Park and construct a new, family-style restroom facility to serve the group campground. The new

structure should incorporate park-appropriate architectural features and with durable materials that blend naturally with the surrounding environment while providing improved accessibility, modern amenities, and enhanced durability to support ongoing park operations and maintenance. The new building will be designed to perform under heavy seasonal use while ensuring continued sanitary support for both group campsites and the adjacent cabin-style shelters.

New Jersey State Parks, Forest & Historic Sites manages the Group Campground Restroom building at Voorhees State Park. Although the park is pet-friendly, the campground does not permit pets. The campground is open to visitors from April 1 thru October 31st. The building is currently in operation and will be closed during construction.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. NEW RESTROOM BUILDING DESIGN REQUIREMENTS**

#### **1. General**

The Consultant shall provide comprehensive Design, Construction Administration, Permitting, and Bid/Award Services for the demolition of the existing sanitary facility and the construction of a new sanitary facility at Voorhees State Park.

The design should maintain the existing building footprint as closely as possible; however, a modest increase in size may be considered if necessary to meet program requirements. Program requirements shall be provided by the Agency and the project team.

The Consultant shall perform a comprehensive assessment of all existing utilities serving the sanitary facility, including but not limited to electrical service, septic systems, well water supply, and any underground or above-grade infrastructure. As part of the design effort, the Consultant shall evaluate all existing utilities including electrical service, septic systems, well water supply, and any other relevant infrastructure to determine their suitability and capacity for supporting the new facility.

The design plans shall include all amenities, mechanical equipment, and code requirements to meet the current UCC Code.

The Consultant shall meet and coordinate with the New Jersey Department of Environmental Protection (DEP) Office of Resource Development and the Voorhees State Park staff to establish all requirements associated with the demolition of the existing sanitary facility and the design of the replacement building. The Consultant shall conduct and document interviews with DEP and Park personnel to clearly identify operational needs, functional requirements, and any site-

specific considerations related to demolition activities. All directives, required components, and essential elements identified by the Client Agency during these meetings shall be fully incorporated into the demolition approach and subsequent design documents.

## **2. Demolition & Removal**

The Consultant shall provide the design for the demolition and safe removal of the existing building structure including the concrete foundation pad.

The Consultant shall determine which utilities are to be removed, capped, abandoned-in-place, protected, or retained for future use, based on coordination with the Client Agency and applicable regulatory requirements.

The Consultant shall develop a demolition plan that clearly identifies utility disconnection procedures, required shutdowns, locations of all underground utilities, protection measures for utilities to remain in service, and any temporary utility provisions needed to support park operations during demolition. All utility-related work shall comply with relevant codes, safety standards, and permitting requirements.

The Consultant shall develop detailed design documentation for the removal of any existing oil, fuel and/or and Underground Storage Tank (UST) inclusive of all related equipment and debris. Any tank, piping, and/or conduits determined to be abandoned-in-place shall be decommissioned, capped, and protected.

The Consultant shall provide in the design documents any necessary shoring and/or trenching required for any removal of below-grade equipment. The Design Consultant shall make note of any specialty construction equipment required for the demolition and safe removal of the building and any associated equipment.

## **3. New Sanitary Facility Design Criteria**

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development and the Voorhees State Park staff to outline and include all specific components and essential items for the design and construction of the new restroom building facility.

The new building design will be intended for seasonal use and have an adequate number of toilet rooms to serve the expected usage to be outlined by Park Staff. The design and layout of the new facility shall be developed to make the most effective use of the existing footprint using ADA/Barrier Free codes and standards. The new building design shall be constructed using a park-like style. All rooms shall be accessed through dedicated exterior doors.

The facility design shall allow for full winterization when not in operation. The structure shall be designed for the installation of equipment and fixtures requiring minimal routine maintenance and repairs. All interior surfaces to be durable, easy to maintain and sanitize. All amenities and equipment shall be designed for contactless/touch-free, motion and/or sensor access with automatic flushing systems for hygiene and wellness promotion. All equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving and energy efficient.

Adequately sized pipe chases shall be provided to allow for future repairs. All plumbing shall be fully drainable to accommodate the winterization of the building if required. All mechanical equipment, including the water heater and electrical service, shall be in a separate lockable room. A lockable janitorial closet with a slop sink and storage space for cleaning supplies shall also be included.

The Consultant shall evaluate and provide the building design to include, but not limited to, the following:

- Designed for heavy peak seasonal use and optimal ventilation during camping seasons.
- Single occupancy barrier free toilet room(s).
- ADA/Barrier Free upgrades.
- Windows for optimal natural indoor lighting.
- Amenities include motion sense wave sensors, touchless activation soap/towel dispensers, hand dryers, trash receptacles, and baby changing stations.
- New energy efficient LED lighting for interior/exterior.
- Mechanical room to include all pipe chases for direct plumbing access.
- Plumbing shall be copper piping where permitted with manifolds, homeruns, and shutoffs.
- Janitor closet to include a wash area and slop sink.
- Interior finishes including painting, tile flooring, partitions etc.
- Security & all necessary room door locks
- Signage

#### **4. Roofing System**

The Consultant shall provide a gable-style roofing system design for a for the new DEP building for review and approval by the DEP and the project team.

#### **5. Plumbing**

Construction documents shall show the locations of all plumbing equipment and piping. Provide separate riser diagrams for the sanitary drain and vent systems, hot and cold-water distribution,

and storm drainage. All equipment connections shall be clearly identified on the schematic and riser diagrams. Include a fixture schedule listing each fixture with its description, trap and vent sizes, valves, and hot and cold-water connection sizes.

## **6. Electrical**

Provide a complete electrical power system for the new building and all new site lighting. Electrical drawings shall show all service equipment, lighting, power, communications, and any specialized systems. Include riser diagrams identifying service equipment, feeders, panels, and branch circuits, along with wire sizes and switch and panel schedules. Indicate the location, capacity, and space requirements for all major equipment.

Lighting design shall show typical fixture layouts, fixture types, light levels, and all required emergency and egress lighting. All lighting shall be energy-efficient and include occupancy sensors where appropriate.

## **7. Staging Area**

Construction documents shall show a Project Team approved staging area identifying where the contractor may store debris, materials, tools, and equipment.

# **B. SEPTIC SYSTEM**

## **1. General**

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to remove and replace the existing septic system. The design documents shall identify the site restoration work required after the full installation of the replaced septic system. 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.

## **2. Septic Removal**

The Consultant shall provide the design for the demolition and safe removal of the existing septic system. The location of the existing septic tank shall be identified, and the tank shall be legally disposed of offsite at an approved landfill verified and documented by the Consultant.

The Consultant shall document the location and layout of the existing septic system, all related components, and the conditions of the disposal bed. The Design Consultant shall identify the areas of the site that will be impacted by the construction work.

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

### **3. New Septic Design**

A fully engineered and code approved design of the complete septic system shall be provided by the Consultant. The design shall include, but not be limited to, a scaled layout of the new septic system and all related system components, pumps, piping, and disposal beds, tanks and associated parts.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength & 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 if any.

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 Consultant shall ensure all new septic system designs follow any applicable codes and standards.

### **4. Site Restoration**

The design documents shall identify the Agency approved site restoration work needed after installation of the lines including roadways, driveways, parking lots, sidewalks, and lawn areas.

### **5. Staging**

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.

## **C. SITE WORK**

### **1. Foundation**

The Consultant shall include in the design documents the calculations for the facility's new concrete foundation. Any necessary improvements and/or soil grading, including building access pathways leading to and around the building's perimeter shall be evaluated and included in the design. The design shall comply with all current ADA codes and standards and meet all applicable codes, standards, and regulatory requirements.

## **2. Parking Lots & Roadways**

Construction documents shall include paving and parking lots as needed and based on budgetary considerations. The Consultant shall evaluate and estimate the cost of each proposed item and provide a written report to the Project Team.

Parking lot and roadway surfaces shall be bituminous concrete and shall include appropriate striping and signage. All grading shall ensure proper slopes for stormwater runoff directed to gutters and inlets connected to the existing site drainage system.

All costs associated with evaluating, estimating, preparing written reports and providing design services for repairing and striping parking lots and roadways shall be included in the consultant's lump sum fee proposal.

## **3. Sidewalks**

Evaluate the path of travel, and any areas requiring access (i.e., new parking areas, etc). Construction documents shall include concrete sidewalks from the parking lot(s) to new buildings and other areas of the site requiring pedestrian or staff access. Incorporate barrier free access ramps wherever the barrier free path of travel is required.

## **4. Signage**

The Consultant shall provide the design for the building's signage including the bulletin board, park maps, directions, information, travel paths, entrances, use restrictions, handicapped parking spaces, speed restrictions, and similar directives. The Consultant shall propose the specifications for signage using a clearly visible sign from the roadway. The signage design must have enhanced visibility at night. The street signage shall be illuminated and of size/shape, as determined by the DEP.

Construction documents shall include exterior site signage where applicable.

Site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives. Propose specifications for signage using a clearly visible sign from roadway. Must have enhanced visibility at night. Directional signage on property directing visitors, deliveries, material drop off, material pick-up, etc. shall be clearly delineated. The exterior signage at the street, shall be of a size/shape as determined by the DEP.

## **D. SITE UTILITIES**

### **1. Utility Capacities**

Consultant shall survey the site utilities to determine their capacity to meet the requirements of this project. Develop a table that identifies the maximum capacity rating based on the capacities anticipated for the new facility utilities.

Provide the most cost-effective design to provide the required utilities to the new buildings based on the costs of the installation of new utilities that will originate from the main supply lines.

All above and below grade utility lines, well water, pumps and supply lines to the structure shall be located, evaluated, and documented. Any necessary improvements and/or soil grading, including building access pathways leading to and around the building's perimeter shall be evaluated and included in the design.

## **2. Utility Verification Letter**

As applicable, the consultant shall obtain written verification from all appropriate utility authorities certifying they can provide adequate capacity for the new buildings. Letters pertaining to water, sanitary, gas, electrical and telephone service must be obtained which confirm adequate pressures, flows, specific consumption or loads and approximate date of service.

Identify the extent of work to be done by the utility provider, the utility approvals required for the connection points, available rebates, meters and pit requirements, and whether there will be any fees to be paid by the contractor to the utility company. All termination and/or tie-in fees required by the affected utility companies shall be covered by an allowance within the construction documents.

## **3. Electric & Switch Gear**

Include schematic drawings of the electric distribution system of the facility indicating all components of the distribution system including, but not limited to, panels, subpanels, breakers, transformers, meters and lines. Consultant shall coordinate with the electrical utility company representatives as required for service improvements.

## **4. Water Service**

Construction documents shall provide existing well water service to the facility.

The Consultant shall determine, and include in the construction documents, any requirements for the construction contractor to coordinate with the existing well, but not limited to, inspections, termination and/or tie-in fees, construction limit lines, material and equipment to be provided by both parties.

## **E. ADDITIONAL CONSIDERATIONS**

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The consultant shall incorporate all environmental protection measures required by the Endangered and Nongame Species Program (ENSP) into the design documents. These measures include restricting tree and shrub removal greater than 3 inches in diameter between April 1 and September 30 to protect bat roosting and cavity-nesting birds, and avoiding clearing of woody or herbaceous vegetation from May 1 to July 15 to protect nesting songbirds. If dense shrubs such as Autumn olive or multiflora rose must be removed between April and June, the consultant must require checks for bobcat dens and delay work if kittens are present. Soil erosion and sediment control specifications must call for 100% biodegradable products made of natural fibers without synthetic netting. Plastic or synthetic netting products, including those marketed as photo-, oxo-, or UV-degradable, are prohibited unless unavoidable; in such cases, temporary products must be removed within six months, and permanent products must have rectangular apertures and movable joints if available. These requirements are mandatory to ensure compliance with the NJ Endangered and Nongame Species Conservation Act, the federal Endangered Species Act, and the Migratory Bird Treaty Act.

Any grading or site improvements to address construction trailer parking for the new building and general parking (staff/visitors) shall address any grading changes and soil erosion/storm water management compliance, as required. The facility parking lot design shall be coordinated with the DEP and the project team at the initial design stages.

Drawings and specifications will be reviewed by the DPMC Plan Review Unit and the bid clearance form will be signed stating that the permit will be issued upon receipt of all prior approvals and permit applications from the Contractor. Plans and specifications will be held for stamping until such time that the permits are granted. The project will be bid and awarded without stamped documents from the DPMC Plan Review Unit.

## **F. 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

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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 administrating 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.

## **G. 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.

## **H. 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.

- DBC No. P584: Voorhees State Park Sanitary Facilities. 09/4/92, and Van Note-Harvey Associates

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.

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## **VIII. PERMITS & APPROVALS**

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### **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>

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data required. The Agent section of the shall be signed. These documents 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.

### **1. 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 Final Design 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.

### **2. 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.

### **3. 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](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, **“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**

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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**

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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**

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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**

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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.

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### **XIII. ALLOWANCES**

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#### **A. 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 “**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.

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

**PROJECT NAME: Group Campground Restroom Replacement**  
**PROJECT LOCATION: Voorhees State Park, Hunterdon County, NJ**  
**PROJECT NO: P1385-00**  
**DATE: April 21, 2026**

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Services for hazardous materials abatement as noted in paragraph **VII.F** 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: Group Campground Restroom Replacement  
PROJECT LOCATION: Voorhees State Park, Hunterdon County, NJ  
PROJECT NO: P1385-00  
DATE: April 21, 2026

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## XIV. SOW SIGNATURE APPROVAL SHEET

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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* 4/21/2026  
ALISON F. GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** *James Wright* 4/28/2026  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** *Matthew Marziaz* 4/28/2026  
MATTHEW MARZIAZ, PROJECT MANAGER DATE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**SOW APPROVED BY:** *Joelle Hansbury* 5/12/26  
JOELLE HANSBURY, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:** *Jeanette M. Barnard* 6.8.26  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

## **XV. CONTRACT DELIVERABLES**

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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**

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## **XVI. EXHIBITS**

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- 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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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	<b>Typical Project Model</b>	Mon 5/19/...	Fri 4/9/27	691 days	[Gantt bar spanning from start to end]																											
1	<b>Project Initiation Phase</b>	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	<b>Consultant Selection Phase</b>	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	<b>Design Phase</b>	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

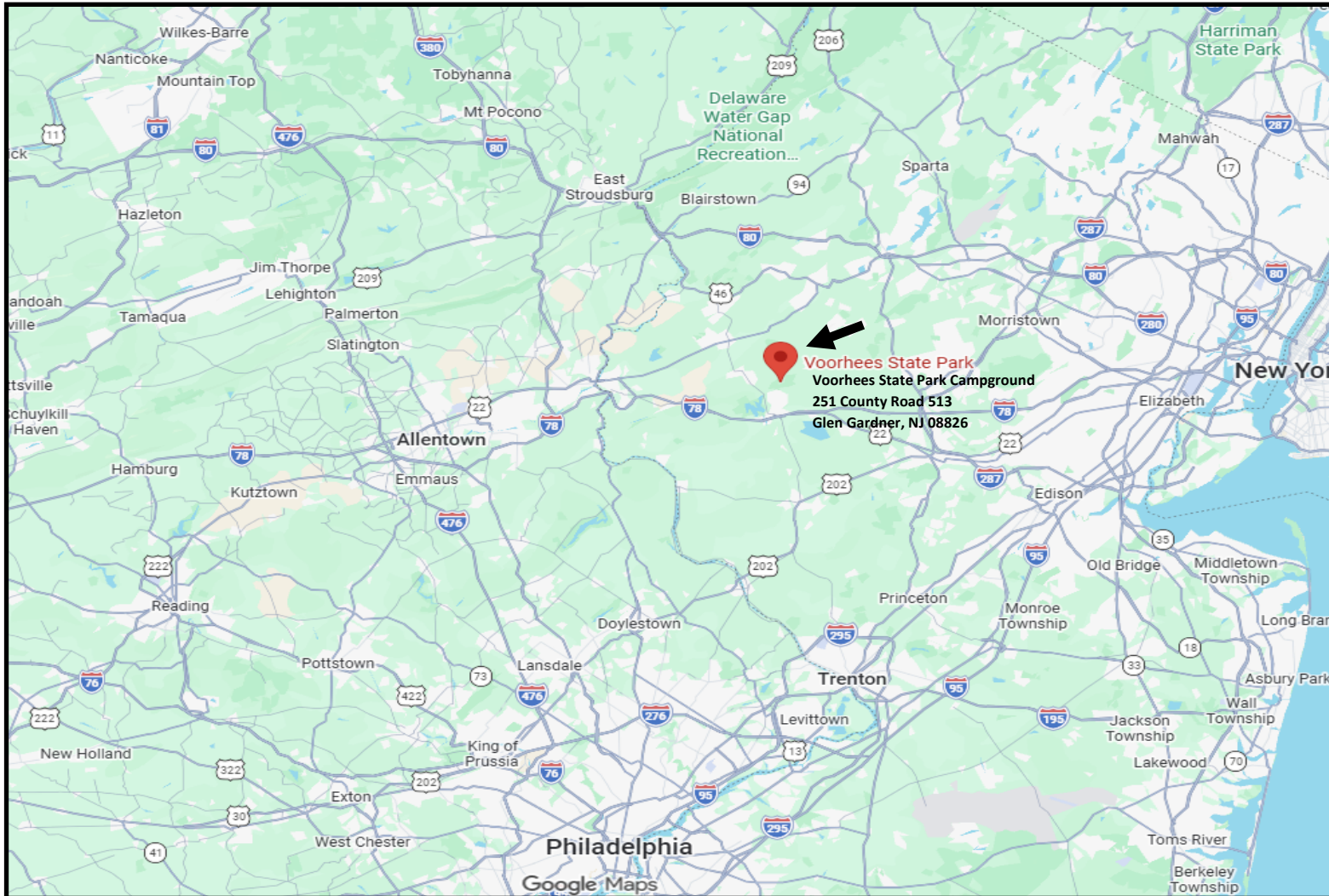


Project: Typical Project Model  
 Date: Wed 4/9/25

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'**

## Group Campground Restroom

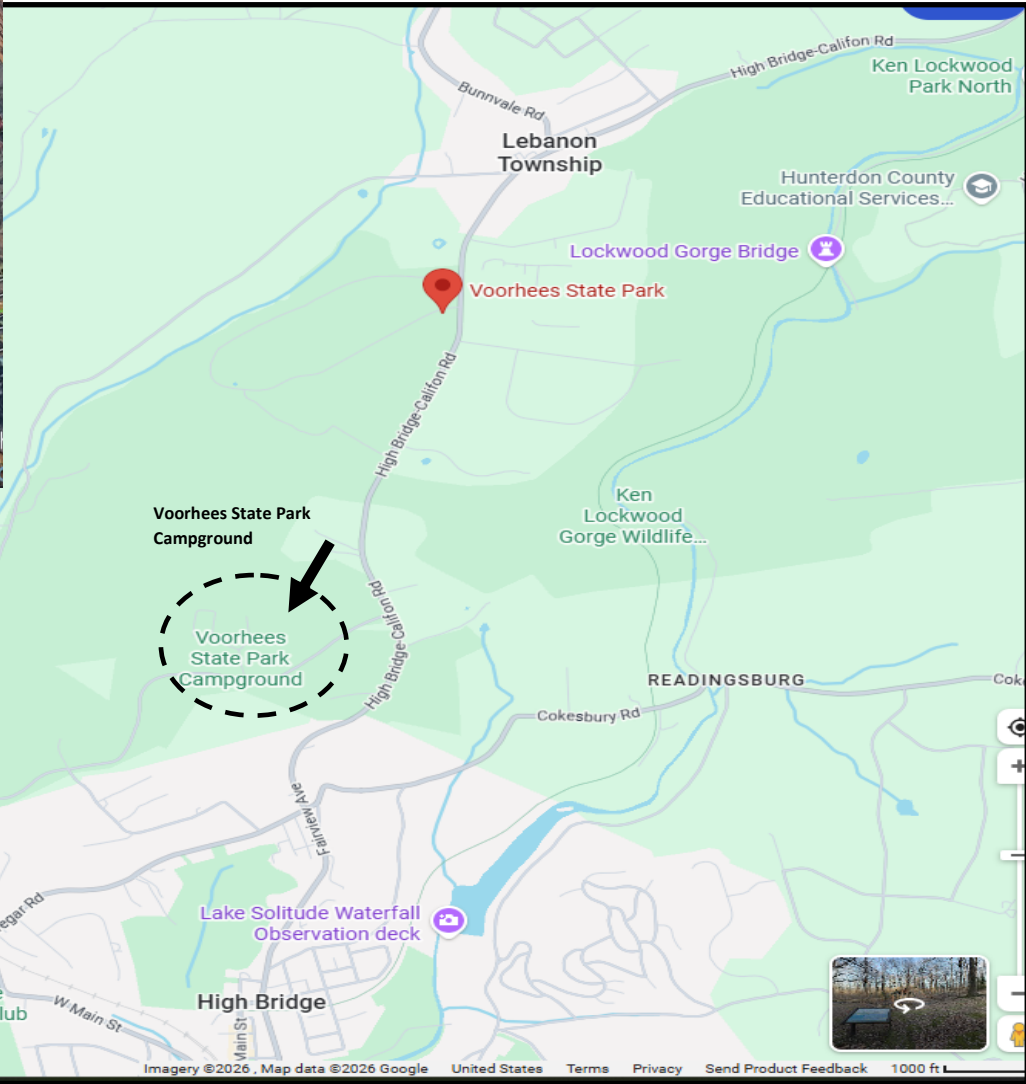


## Project Site Location Map

Voorhees State Park

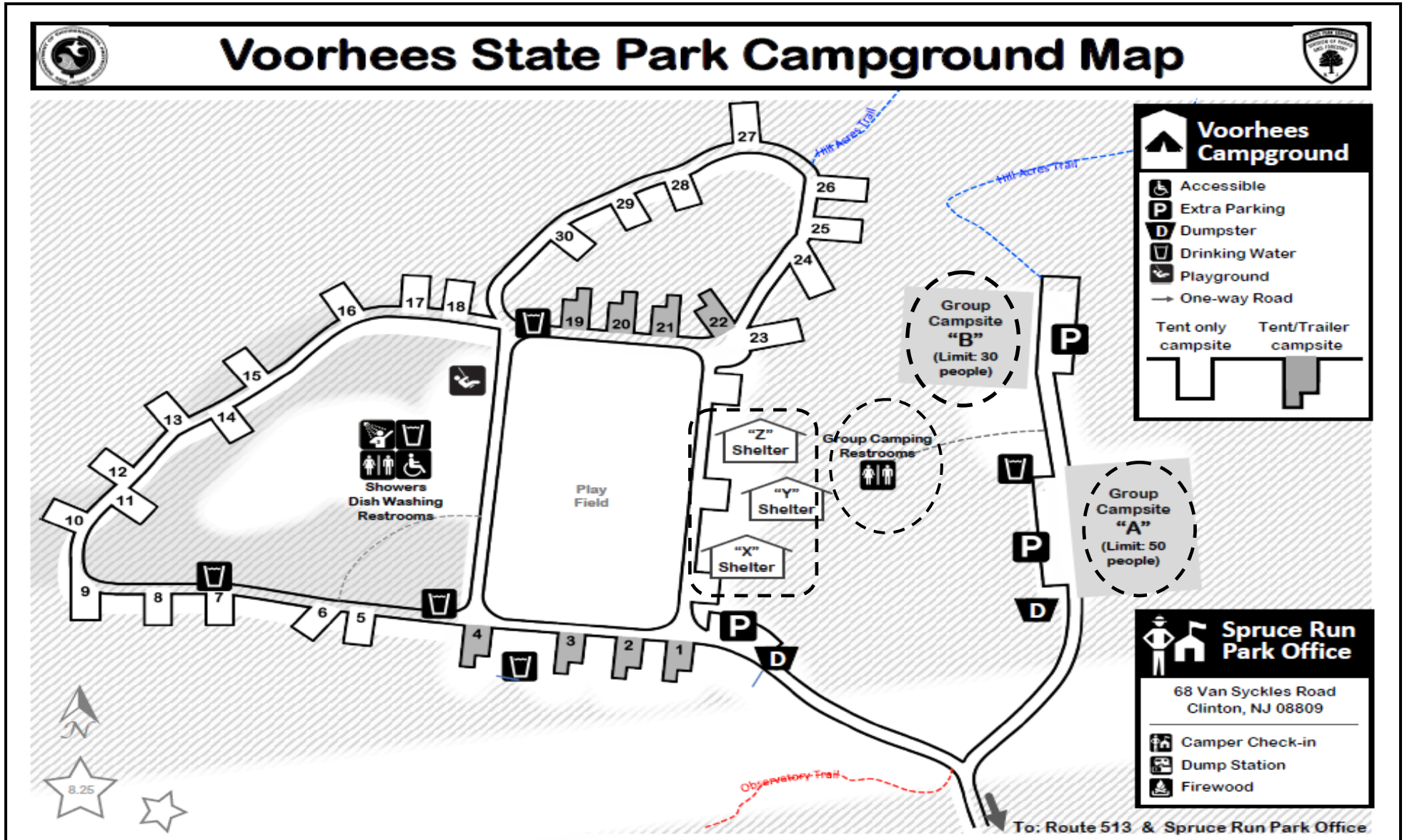
**EXHIBIT 'B'**

# Group Campground Restroom



Project Location Map  
Voorhees State Park

Group Campground Restroom



Voorhees State Park

**EXHIBIT 'B'**



Group Campground Restroom



Side View



Front View



Rear View

Photos

Voorhees State Park

**EXHIBIT 'C'**