SCOPE OF WORK

Batsto Maintenance Additional Garage

Wharton State Forest Pole Barn Hammonton, Burlington County, NJ

Project No. P1405-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

Honorable Shirley U. Emehelu, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

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I. OBJECTIVE

The objective of this project is to consolidate maintenance operations into a single, larger facility by constructing a new building next to the existing pole barn at the Batsto maintenance facility within Wharton State Forest to help provide additional workspace, hand tool storage, an office, a mechanical room, an employee bathroom, and an external flammable-storage cabinet for fuel cans.

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):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P007 Structural Engineering**
- **P009 Soils Engineering**
- **P010 Fire Protection Engineering**
- **P011 Environmental Engineering**
- **P015 Land Surveying**
- **P025 Estimating/ Cost Analysis**
- **P031 Archaeology**
- **P048 Security Systems**

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 $ 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 $ 2,130,000

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.

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.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**

2. Schematic Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
5. Final Design Re-Submission to Address Comments	**7 (See Note)**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. DCA Submission Plan Review	**30**
7. Permit Application Phase	**7**
• *Issue Plan Release*	
8. Bid Phase	**42**
9. Award Phase	**28**
10. Construction Phase	**180**
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:

Batsto Maintenance Facility
Wharton State Forest
31 Batsto Rd.
Hammonton, NJ 08037

GPS Coordinates
39.64569183394048, -74.6486196889516

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:	Lydell Dewberry, Project Design Manager
Address:	Division of Property Management & Construction 20 West State Street, 3rd Floor Trenton, NJ 08608-1206
Phone No:	(609) 218-4794
E-Mail:	Lydell.Dewberry@treas.nj.gov

2. Department of Environmental Protection Representative

Name:	Kevin Husta, Project Manager
Address:	Department of Environmental Protection 275 Freehold-Englishtown Rd Freehold NJ 07726
Phone No:	609-508-2711
E-Mail No:	Kevin.husta@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Once a prosperous industrial town, Batsto now appears as it did in the late nineteenth century. During the American Revolution, Batsto's furnace provided iron goods, including cannons and cannonballs, to General George Washington's Continental Army. Decades later, Batsto shifted to glass production, manufacturing windowpanes and streetlights for cities like Camden, NJ. Joseph Wharton, a wealthy industrialist from Philadelphia, purchased the village in 1876. No longer producing iron or glass, Wharton turned Batsto into a small farming and milling community that also served as one of his family's many private estates.

Today, Batsto Village is open to the public as a preserved Pine Barrens industrial town. Highlights include an operational 1852 post office, a functional 1882 water-powered sawmill, and an impressive 36-room Victorian mansion. The grounds are open year-round for self-guided tours, and guided tours of Batsto Mansion are available throughout the year.

The current maintenance facility structures were built between 1970 and 2002 and consist of a wellhouse (1970), 2-bay main shop pole barn garage (1999) with a (2) electrical vehicle charging stations, rear overhang, and several shed outbuildings including one for park police.

B. FUNCTIONAL DESCRIPTION

The current Batsto maintenance facility is in the North end of the village at the end of the old orchard and adjacent to the former Batsto – Washington Turnpike. The main address for this location is 31 Batsto Rd., Hammonton, NJ 08037 within Burlington County. The maintenance facility currently consists of a 2-bay main shop pole barn garage with no bathrooms and propane heat. In the immediate vicinity is a well house with fuel tanks, a fuel shed, and 1 additional storage shed for hand tools. There is a mower shed about 100 yards away which is in a converted nature center pavilion.

The goal is to consolidate maintenance operations into a single, larger facility. This can be achieved by constructing a new standalone building near the existing pole barn. The new facility should support approximately six full-time staff and twelve seasonal staff, and include an office, bathroom (a toilet and a sink), a conference room with a kitchenette, storage areas, a mechanical room, and an external flammable storage cabinet for fuel cans. The new facility will also consist of an approximately 30' wide by 40' long garage bay, with a slop sink on the interior shared wall. The new facility shall incorporate design elements including siding options of either metal or Hardie Board in a tan or light brown color, as well as a metal roof. The facility staff would like additional storage space above the ceiling within the attic area.

The facility's HVAC system shall consist of mini-split heating and cooling units.

Since there are no fuel pumps at Batsto, staff must travel to Greenbank to obtain gas and diesel. To support safer and more efficient site-storage, the project will include the addition of an external flammable storage cabinet for fuel cans.

The site's water system, installed in the 1970s, has been contaminated for the past three years (E. coli and coliform) and is no longer used for drinking water. The suspected source of contamination is groundwater intrusion through cracked underground metal tanks. A separate project is currently underway to install four new wells for drinking water in the village. However, this new maintenance building will require installing its own dedicated new well as part of this project. There is no active well associated with the existing maintenance building.

A small one-pipe septic system for the well house bathroom was installed in the 1970s but has been nonfunctional for approximately 15 years. A new septic system will be required.

A perimeter fence is desired; however, the final location will need to be determined later in the field during the design process. Once the placement of the new standalone building, well, and septic system has been established, the fence will be laid out to encompass the maintenance area accordingly.

The current maintenance area does not have high-speed internet, requiring staff to use computers at the visitor center, which is inefficient. This project should include extending the existing Comcast network to the new facility, likely to require new trenching parallel to existing utility lines.

The park is a very popular destination for hiking, biking, fishing, and canoeing, with parking lots frequently overflowing. The site experiences significant and frequent vandalism, with buildings like the mansion and general store being broken into monthly. As part of this project, alternative alarm system options should be evaluated. A self-monitoring system capable of calling designated numbers upon activation would be preferred. The new system should not utilize the type currently installed in the visitor center, mansion, and general store, which is managed by Johnson Controls.

The site location is within the Pinelands Management area. Some tree removal may be required.

Approval from the State Historic Preservation Office (SHPO) is required. It is anticipated that SHPO will require a phase 1 archeology study.

The NJDEP has constructed new maintenance buildings and equipment storage buildings at other locations and drawings are included in **Exhibit 'E'** as an example. These documents are intended as a reference guide only. There may be variations in the building design due to site and other restrictions.

See **Exhibit 'B' & 'C'** for photos of the area where the storage building will be built.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. Design

The Consultant shall provide construction documents for a single story, pole barn type storage building. The building will be located on the site as shown in **Exhibit 'B'**.

The building will have an office, bathroom, tool storage, mechanical room, conference room with a kitchenette, and an external flammable storage cabinet for fuel cans. There will be roll up doors for equipment access and an individual door for access. The building will need telecommunications and an HVAC system since the building will be used year-round.

The Consultant shall provide ideas based on their expertise with the NJDEP and building construction standards and guidelines. The Consultant shall be responsible for designing all the elements needed for the building, including site planning, location, foundation and utilities.

2. Geotechnical Testing

The Consultant shall conduct geotechnical investigations to determine and identify the soil conditions, water table, soil bearing, etc. of the proposed construction areas on the site. All soil borings shall be accurately surveyed and their dimensioned locations with the test data shall be shown on the site plan.

The Consultant, or Sub-Consulting firm selected by the Consultant, to conduct the geotechnical tests and prepare any documents to facilitate the construction of the building described above, shall estimate all the costs associated with the work and submit that amount to the Consultant prior to the proposed date for inclusion into the Consultant's lump sum fee proposal.

3. Furniture

Fixed furniture layout plans for the office shall be included.

4. HVAC System

As guided by the State's Energy Master Plan, the Consultant shall provide a new state of the art HVAC system.

5. Plumbing

Construction documents shall include the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown, as applicable, for fuel oil, gas service, sanitary drain and vent systems, hot and cold-water distribution systems and storm drainage systems. Equipment connections shall be identified on all schematic and riser diagrams. Include a fixture schedule on the drawings listing each fixture, description, trap & vent sizes, values, and hot and cold-water connection pipe sizes.

Include all design details and information required for the proper fire stopping for all floor and wall penetrations of building elements (walls, partitions, etc.).

6. Electrical

Provide an electrical distribution system for new building structure and all new lighting fixtures.

Electrical drawings shall include all supply service equipment, lighting, power, communications, fire alarm, security, and specialized systems. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated.

Lighting features must indicate typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient and have occupancy sensors where applicable.

7. Septic System

The Consultant shall provide a fully engineered and code approved design of the complete septic system. The Consultant shall ensure the septic system design follows applicable codes and standards.

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 field and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations if any. The design shall include, but not be limited to, a scaled layout of the septic system and all related system components, pumps, piping, and disposal beds, tanks, and associated parts.

The Design Consultant shall identify the areas of the site that will be impacted by the septic system construction work. The Design Consultant shall determine the excavation depth required for the removal and replacement or abandoned-in-place any underground sanitary lines and tanks.

8. New Well

The Consultant shall provide construction documents for a new dedicated well with a water treatment system, as necessary, to serve the new maintenance building.

Closure of an existing well does not pertain to this project, as there is no active well associated with the existing maintenance building.

a. Design Concept

The Consultant shall provide the design and specifications to construct new well-associated equipment, and piping for the maintenance area.

The design and specifications of the new wells shall be in accordance with N.J.A.C. 7:9D as it applies to Category 1 potable water supply wells. The Consultant shall identify all required permits and special requirements.

The Consultant shall provide the design and specifications of all new equipment including but not limited to the well, pumps, tank, piping, valves, water treatment, connections, tie-in points, required enclosures, and all incidental items required for the complete operation of a domestic water supply well.

All Agency supplied drawings and/or documentation shall be used as a guide and verified by the Consultant. Any available land and water source mapping referenced shall be verified by the Consultant prior to any final well designs.

All design, specifications, and construction to the site shall meet the State Historic Preservation Office (SHPO) Approval per Section 106 of the National Historic Preservation Act (NHPA). The Consultant is expected to coordinate the construction of the new well with the NJ Department of Environmental Protection (NJDEP) and the NJ Pinelands Commission as the location is in the NJ Pine Barrens.

b. Test Well

The Consultant shall determine the location of the well by soliciting and employing the services of a licensed Well Drilling Firm to install the test well as per N.J.A.C. 7:9D as it applies to Category 1 potable water supply wells, code, and standards. The Consultant shall engage, if necessary, in the services of a Hydrogeologist to aid in locating the area of the site best suited for the new well. Upon completion of the test well, the Consultant shall employ the services of a Certified Testing Laboratory to conduct the required water testing and submit the required reporting.

The design and specifications for locating the new test well shall be based on the electrical supply, underground water resources, and civil/site work at each of the building's properties. The plan shall include but not be limited to a geophysical survey, land assessments, a test well drilling plan, water quality testing requirements, water flow testing requirements, power utility investigation, areas of influence, and aquifer.

The Consultant shall provide the total of all costs associated with the test well and submit that cost amount prior to the proposal due date. The Consultant shall enter the cost of work amount submitted by the Well Drilling Firm on the fee proposal line item entitled **"Well Drilling Allowance"**, refer to Paragraph **X.B**, and 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 cost per foot drilled. Any funds remaining in the Well Drilling Allowance account will be returned to the State at the close of the project.

c. Production Well

The Consultant shall design the conversion of the test wells to production wells and obtain all necessary NJDEP permits including a "**Water Allocation Permit**".

Once the test wells are installed, the Consultant shall prepare and submit a separate permit application for a "permit to construct" these production wells as "public community" supply wells which will include pump test data and raw water quality results from each well. (The well driller will also need to apply to change the use designation of the wells from "test" to "public community" during this phase).

All the requirements for this application are included in N.J.A.C. 7:10-1 et seq. Once this permit is approved and the work is completed, an NJDEP engineer will conduct an inspection, and the next phase may begin with the Consultant preparing and applying for a "permit to operate". Depending on the raw water quality data, additional water treatment may be required prior to receiving approval to operate the wells. Actual requirements of water quality will be provided to the Consultant as part of the permitting process.

d. Pump, Controller, Tank, and Piping

The Consultant shall provide the design and specifications for the new pump, water pressure tank, controller, and all associated piping from the well to the building's domestic water distribution system. This includes but is not limited to all piping, valves, meters, alarms, etc. It is the Agency's request to have all well and pump-related equipment installed in the building's space at an Agency approved location determined by the Consultant.

As determined by the Agency and Consultant, any equipment not feasible for installation in the building space shall be installed at a location on the property and in a manner approved by SHPO to minimize impact to the historic site.

The new pump and tank shall be designed to handle the sustainable flow of the well as documented in the Well Driller Firm's report provided to the Consultant. The new tank should be sized only for the building's domestic water needs. The pressure flow from the new pump system shall be accounted for when designing this system.

e. Water Treatment

The Consultant shall determine the need for water treatment to supply the domestic water to the building. If water treatment is needed, the Consultant shall specify and provide the design and specifications for a suitable system for providing such treatment.

The Consultant shall also determine the need for any treatment to the building's existing interior plumbing/piping system used for domestic water.

9. Fire Detection

As applicable, provide the design and specifications for the complete installation of a building fire alarm system for the new building.

10. Data and Communications System

The consultant shall provide design for the network, telephone and data communication system for the new building. Construction documents shall include location of the data jacks and wiring circuits for all proposed data and communication system for the new building. Documents shall include the wire sizes, switch and panel schedules, conduits, panels, hangers, supports, mounting brackets, termination outlets, switches, and other related components for the equipment. The location, capacity, and space requirements for all the equipment shall be indicated.

11. Security

Construction documents shall include wiring, outlet/power connections, support brackets and shelving for security cameras. Consultant shall determine the location of security cameras to be installed in coordination with DEP Support Services. Contact information will be provided upon award. Construction documents shall include security systems for the new building including access control systems.

12. Tree Removal Requirements

With the removal of trees within the proposed location and for building safety, the below "No Net Loss Reforestation Act" shall be adhered to if applicable:

No Net Loss Reforestation Act:

The proposed location of the new construction building(s) may require the removal of mature trees. On January 29, 2002 the Department of Environmental Protection issued the NJ No Net Loss Reforestation Act P.L. 1993, c.106 (C.13:1L-14.2), as amended, that requires all State entities that deforest a half-acre or more of forested land will fall under the act and reforestation plans will be mandatory. The Consultant shall address the No Net Loss Reforestation Act in the design documents of this project if required.

13. State Historical Preservation Office Approval

Consultant shall complete an "Application for Project Authorization" under the New Jersey Register of Historic Places Act" and submit it to the State Historic Preservation Office for review and approval prior to securing the required UCC permits.

The "Application for Project Authorization Under the New Jersey Register of Historic Places Act" can be found at: **https://dep.nj.gov/wpcontent/uploads/hpo/docs/regulatory/application-project-authorization-nj-register.pdf**

14. Pinelands Approval

The Consultant shall complete a Pinelands application found at **https://www.nj.gov/pinelands/appli/** and submit it to the Pinelands Commission for review and approval prior to securing UCC Permits.

15. Secure Fencing & Gate

Construction documents shall include any agency required secure gates and/or fencing, as necessary.

B. SITE PLAN

1. Existing Information

Consultant shall obtain all additional field measurements and record all data necessary to provide an accurate site survey of the existing conditions. Items shall include, but not limited to, existing buildings, parking lots and islands, storm drainage inlets, utility manhole covers, fences, trees, rock formations, site lighting, signage, and other relevant physical landscape features.

2. Site Survey Drawing

Consultant shall provide a scaled survey drawing that depicts the dimensioned locations of the hardscape, landscape, and landmark features that are to remain, those that are to be removed, and those that are to be constructed.

Include adjoining highways and streets outside the property lines where appropriate for ingress and egress information.

All horizontal control shall be on the New Jersey State Plane Coordinate System (NAD 83) and vertical datum shall be the North American Vertical Datum of 1988 (NAVD 88).

3. Topographic Survey

Consultant shall obtain all field measurements and record all data necessary to provide an accurate topographic survey of the facility. Surface features shall include, but not be limited to the public streets, alleys, roadways, parking lot surface area, utility rims, and other appropriate objects.

Consultant shall provide a topographic survey drawing that depicts the location and elevation of the existing and new surface features of the construction site. Contours shall be accurately plotted to an acceptable scale and labeled with spot elevations at high, low, and critical points. Show datum, benchmark, and north arrow. Benchmarks must be well defined and described.

4. Temporary Construction Site

Construction documents shall provide information on the appropriate drawing(s) that locate all temporary site construction roads, construction office trailer(s), dumpsters, material and equipment storage trailers and Contractor parking areas.
Construction documents shall include requirements for a fence with lockable gates and construction site lighting as applicable.

Temporary utilities shall be provided for the trailers installed by the Contractors.

C. SITE SOIL EROSION AND SEDIMENT CONTROL

Consultant shall submit the Application for Soil Erosion and Sediment Control Plan Certification to the local County Soil Conservation District Office. The submission and design requirements, documentation, drawings, calculations, meetings, etc. required for the application shall conform with the guidelines and procedures published by that District Office.

All costs associated with the preparation of the Application for Soil Erosion and Sediment Control Plan Certification shall be included in the Consultant's lump sum fee proposal.

D. SITE UTILITIES

1. Underground Utilities

Construction documents shall identify the size and location of all underground utility lines. The utility line sizes, locations and elevations shall be shown on the design drawings for Contractor reference.

2. 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 costs of the installation of new utilities that will originate from the main supply lines.

3. 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 building. Letters pertaining to applicable utility 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.

E. 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 delivery contract, 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 attend the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those people 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.

F. 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.

- Department of Environmental Protection – Division of Parks and Forestry – Subsurface Sewage Disposal Inventory, 09-26-9-1991
- Wharton State Forest-Batsto Maintenance Shop, 12-22-1998, and by Agway Buildings

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 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

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":

DPMC Office of Design and Construction
PO Box 235
Trenton, NJ 08625-0235
DPMC-ODC-ePLANS@treas.nj.gov 609-633-7186

The Consultant shall complete the NJUCC "Plan Review Fee Schedule", determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.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 following information should be provided for the permit application and technical sections to be submitted:

Ownership in Fee:
Department of Environmental Protection
501 East State Street
Trenton, 08625

Proposed work site:
Wharton State Forest

Work site location:
Wharton State Forest
Batsto Maintenance Facility
31 Batsto Rd.
Hammonton, NJ 08037
Burlington County
Block 8 Lot 1

The county MUST be listed in the address.

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 for carrying 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 and county Regulatory Agency permits, certificates, and approvals that will govern and county 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

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 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 for completing 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. PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all 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. WELL DRILLING ALLOWANCE

The well-drilling firm selected by the Consultant to install the test well described above shall estimate all the costs associated with the work and submit that amount to the Consultant prior to the proposed due date.

The Consultant shall enter the amount submitted by the well drilling firm on the fee proposal line item entitled **"Well Drilling Allowance"** and 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 cost per foot drilled.

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

C. ARCHEOLOGY ALLOWANCE

The Consultant shall determine and include an allowance to cover the potential costs of providing archaeological services and/or monitoring necessary to facilitate restoration of the structure and enter that amount in their fee proposal line item entitled **"Archaeological Allowance"**.
The Consultant shall have in-house capabilities or Sub-Consultants pre-qualified with DPMC in P031 Archaeology Professional Discipline.

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

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: Cecile Guirguis 10-07-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/7/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Kevin Husta 10/8/2026
KEVIN HUSTA, PROJECT MANAGER DATE
DEPARTMENT OF EVNIRONMENTAL PROTECTION

SOW APPROVED BY: Lydell Dewberry 10/8/2026
LYDELL DEWBERRY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 11.4.26
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
D. PROPOSED CONCEPT SKETCH FOR THE NEW BUILDING
E. MAINTENANCE BUILDING REFERENCE DRAWINGS

END OF SCOPE OF WORK

Deliverables Checklist
Schematic 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
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic 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

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

DPMC Project No.: P1405-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis in CI Format						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application 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 Project Manager the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award 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
Construction Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction 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
Project Close-Out Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out 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
0	**Typical Project Model**	**Mon 5/19/...**	**Mon 1/25/...**	**617 days**
1	**Project Initiation Phase**	**Mon 5/19/25**	**Tue 7/1/25**	**44 days**
2	Project Funding Received	Mon 5/19/25	Tue 5/20/25	1 eday
3	Schedule Site Visit	Wed 5/21/25	Thu 5/22/25	1 eday
4	Site Visit	Thu 5/29/25	Fri 5/30/25	1 eday
5	Prepare Draft SOW	Fri 5/30/25	Wed 6/4/25	5 edays
6	Distribute Draft SOW for Review	Wed 6/4/25	Thu 6/5/25	1 eday
7	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
8	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
9	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
10	Receive Comments Revise SOW	Sun 6/15/25	Fri 6/20/25	5 edays
11	Distribute Final SOW for Review & Signature	Fri 6/20/25	Sat 6/21/25	1 eday
12	Review & Sign SOW	Sat 6/21/25	Sun 6/22/25	1 eday
13	Review & Sign SOW	Tue 6/24/25	Wed 6/25/25	1 eday
14	Review & Sign SOW	Fri 6/27/25	Sat 6/28/25	1 eday
15	Forward SOW to Procurement	Mon 6/30/25	Tue 7/1/25	1 eday
16	**Consultant Selection Phase**	**Tue 7/1/25**	**Mon 8/11/25**	**41 days**
17	Prepare Solicitation, Advertise Proj	Tue 7/1/25	Thu 7/3/25	2 edays
18	Select Firms - Random Selection	Thu 7/3/25	Fri 7/4/25	1 eday
19	Conduct Preproposal Meeting	Mon 7/14/25	Tue 7/15/25	1 eday
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/15/25	Wed 7/16/25	1 eday
21	Receive Proposals - Distribute for Review	Sat 7/26/25	Sun 7/27/25	1 eday
22	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
23	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
24	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Fri 8/1/25	Sat 8/2/25	1 eday
26	Negotiate Fee	Sat 8/2/25	Thu 8/7/25	5 edays
27	Provide Funding for Consultant Contract	Thu 8/7/25	Fri 8/8/25	1 eday
28	Complete Recommendation to Awa	Thu 8/7/25	Sat 8/9/25	2 edays
29	Consultant Contract Award	Sat 8/9/25	Mon 8/11/25	2 edays
30	**Design Phase**	**Sat 8/16/25**	**Tue 3/17/26**	**213 days**
31	Design Contract "Kick-Off" Meeting	Sat 8/16/25	Mon 8/18/25	2 edays
32	Program Design Phase	Mon 8/18/25	Mon 9/15/25	28 edays
33	Receive Program Submittal & Distribute for Review	Mon 9/15/25	Thu 9/18/25	3 edays

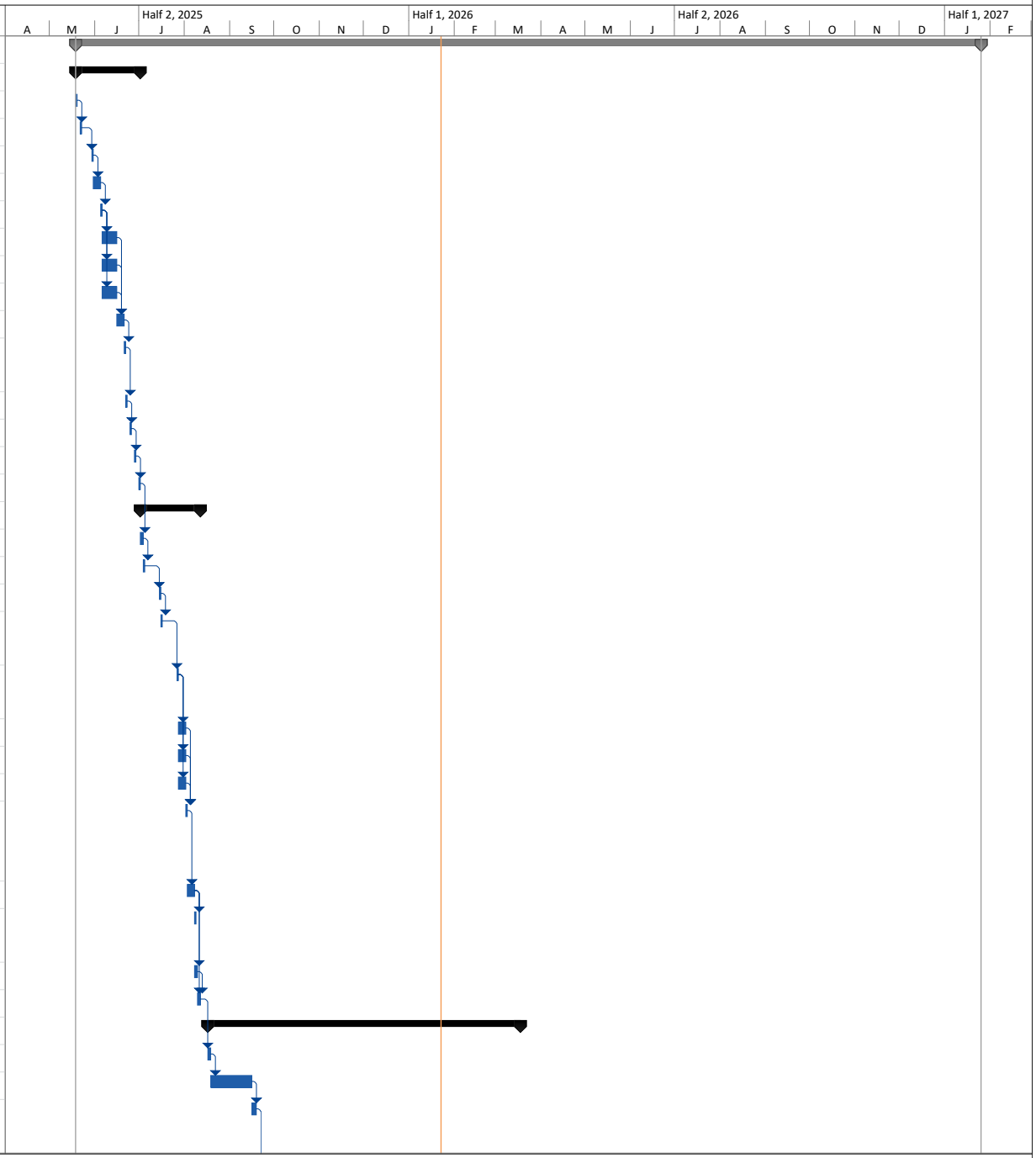


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
34	Program Phase Presentation/Submittal	Thu 9/18/25	Fri 9/19/25	1 eday
35	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
36	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
37	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 9/29/25	Thu 10/2/25	3 edays
39	Schematic Design Phase	Thu 10/2/25	Thu 10/30/25	28 edays
40	Receive Schematic Submittal & Distribute for Review	Thu 10/30/25	Sun 11/2/25	3 edays
41	Schematic Phase Presentation/Submittal	Sun 11/2/25	Mon 11/3/25	1 eday
42	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
43	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
44	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Thu 11/13/25	Sun 11/16/25	3 edays
46	Design Development (DD) Design Phase	Sun 11/16/25	Sun 12/14/25	28 edays
47	Receive DD Submittal & Distribute for Review	Sun 12/14/25	Wed 12/17/25	3 edays
48	DD Phase Presentation/Submittal	Wed 12/17/25	Thu 12/18/25	1 eday
49	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
50	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
51	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Sun 12/28/25	Wed 12/31/25	3 edays
53	Final Design Phase	Wed 12/31/25	Wed 1/28/26	28 edays
54	Final Submittal & Distribute for Rev	Wed 1/28/26	Sat 1/31/26	3 edays
55	Final Phase Presentation/Submittal	Sat 1/31/26	Mon 2/2/26	2 edays
56	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
57	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
58	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
59	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Thu 2/12/26	Sun 2/15/26	3 edays
61	Final/Permit Design Phase	Sun 2/15/26	Sun 3/1/26	14 edays

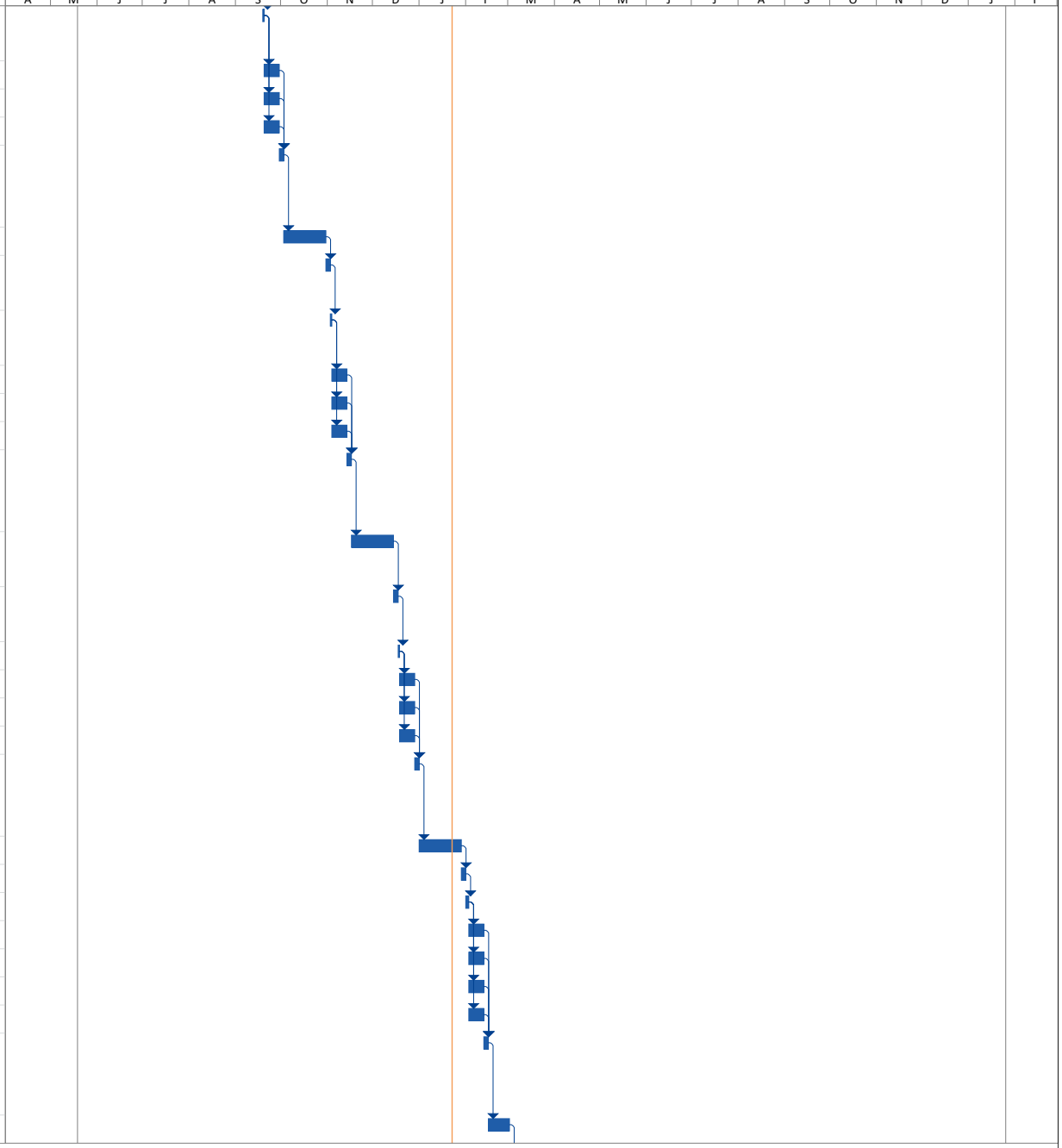


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
62	Final/Permit Submittal & Distribute for Review	Sun 3/1/26	Wed 3/4/26	3 edays
63	Review Final/Permit Phase	Wed 3/4/26	Sat 3/14/26	10 edays
64	Receive Final/Permit Phase Approval and Forward to	Sat 3/14/26	Tue 3/17/26	3 edays
65	**Permit Acquisition Phase**	**Wed 3/4/26**	**Sun 3/29/26**	**25 days**
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Tue 3/17/26	Tue 3/24/26	7 edays
67	Provide Funding for Construction	Wed 3/4/26	Thu 3/5/26	1 eday
68	Secure Bid Clearance Including Funding Verification	Tue 3/24/26	Sun 3/29/26	5 edays
69	**Advertise-Bid-Award Phase**	**Sun 3/29/26**	**Sun 5/24/26**	**56 days**
70	Advertise Project for Construction	Sun 3/29/26	Mon 3/30/26	1 eday
71	Conduct Pre-Bid Meeting	Mon 4/13/26	Tue 4/14/26	1 eday
72	Contractor Questions Due - Prepare and Issue Bulletin	Sun 4/19/26	Wed 4/22/26	3 edays
73	Construction Bids Due - Open Bids	Mon 4/27/26	Tue 4/28/26	1 eday
74	Conduct Post Bid Review Meeting	Sun 5/3/26	Mon 5/4/26	1 eday
75	Prepare and Submit Recommendation for Award	Mon 5/4/26	Wed 5/6/26	2 edays
76	Prepare and Submit Recommendation for Award	Wed 5/6/26	Fri 5/8/26	2 edays
77	Prepare Contract and Schedule Award Meeting	Fri 5/8/26	Wed 5/13/26	5 edays
78	Conduct Contract Award Meeting/Issue NTP	Mon 5/18/26	Tue 5/19/26	1 eday
79	Sign/Seal UCC Permit Applications	Mon 5/18/26	Tue 5/19/26	1 eday
80	Secure UCC Permit from DCA	Tue 5/19/26	Sun 5/24/26	5 edays
81	**Construction Phase**	**Sun 5/24/26**	**Sat 11/21/26**	**181 days**
82	Conduct Construction "Kick-Off Meeting"	Sun 5/24/26	Mon 5/25/26	1 eday
83	Complete Construction - Achieve Substantial Completion	Mon 5/25/26	Sat 11/21/26	180 edays
84	**Project Close-Out Phase**	**Sat 11/21/26**	**Mon 1/25/27**	**65 days**
85	Complete Punch List	Sat 11/21/26	Mon 12/21/26	30 edays
86	Close Out Construction Contract	Mon 12/21/26	Sat 12/26/26	5 edays
87	Close Out Consultant Contract	Sat 12/26/26	Mon 1/25/27	30 edays

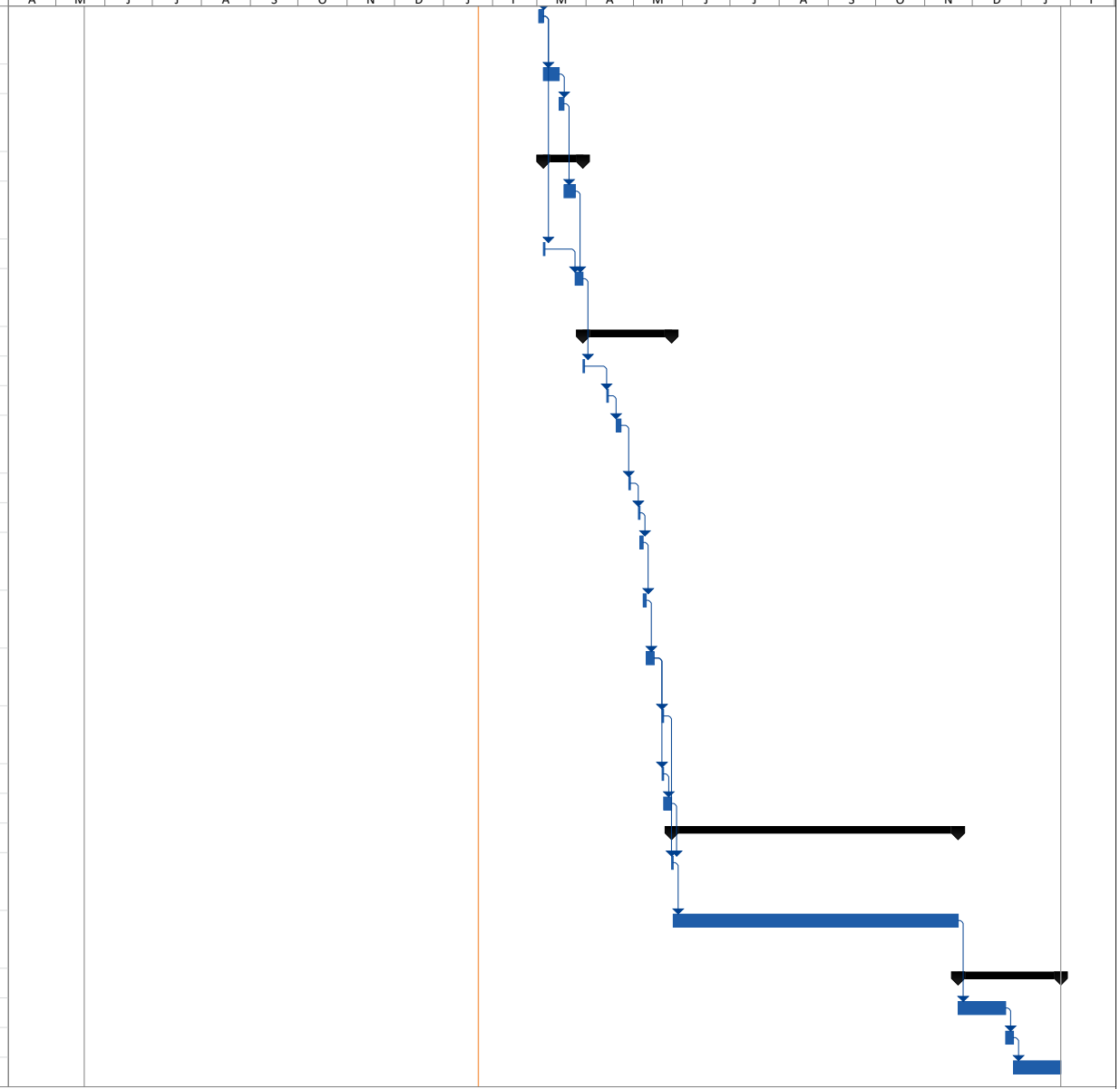


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

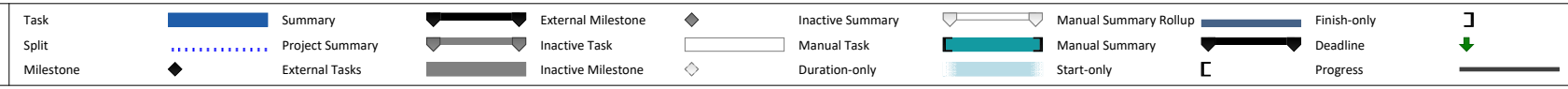


EXHIBIT 'A'


Batona Trail
Batsto Rd
Batsto Rd
Batsto Rd
1808 Trailhead
Batsto Rd
31 Batsto Rd
Recently viewed
Hammonton Rd
Blacksmith
Batsto Grist Mill
Batsto Village
542
Goodwater Rd
Washington Turnpike
Batsto River
Batsto River
Batsto Lake
Hammonton Rd
The Forks Rd
Sawmill
Nature Center
Batsto Lake
Canoe Launch
Batsto Lake Rd
Hammonton Rd
Old Elwood Batsto Rd
Hammonton Rd
Mullica River
542

Exhibit 'B'


Batsto Lake Trailhead
31 Batsto Rd
Ore Boat
Batsto Village
Batsto Grist Mill
Nature Center
Sawmill
Batsto River
Hammonton Rd

Exhibit 'B'



Existing Brown Tool Shed to be Demolished

Existing Well House #2

Proposed Location

For The New Building

Exhibit 'B'





The Entrance To

The Maintenance Area



Existing Well

House #2



Existing

Water Tank

Existing

Fuel Tank

EXHIBIT 'C'



Existing Pole Barn Shop

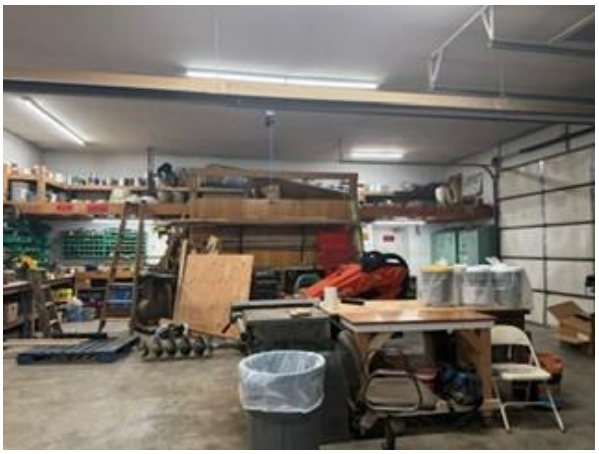


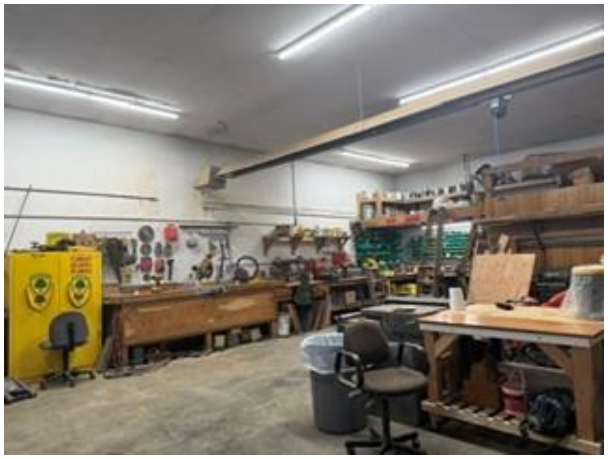






EXHIBIT 'C'









The Interior of The Existing Pole Barn Shop



Existing Propane Tank

EXHIBIT 'C'

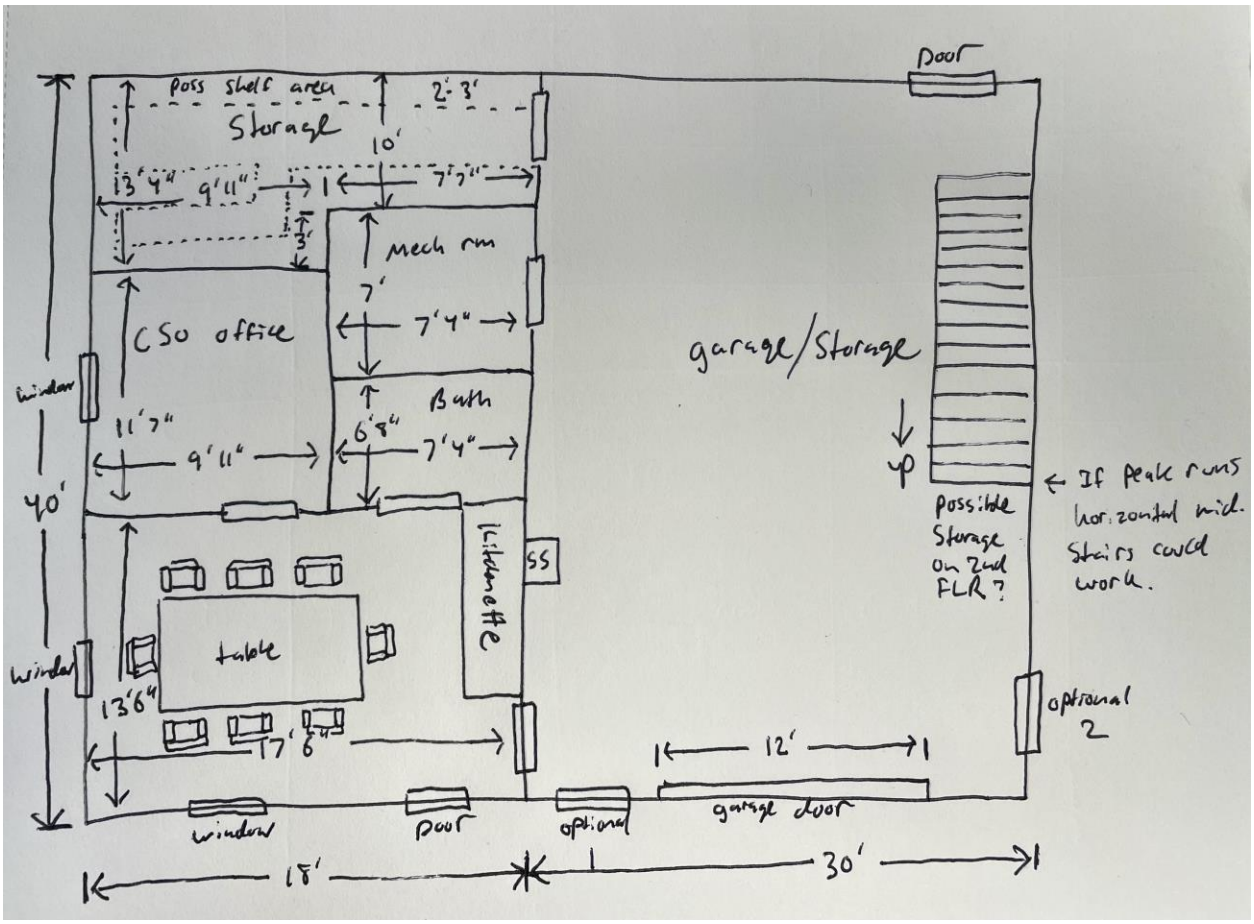


Proposed Location For The New Building



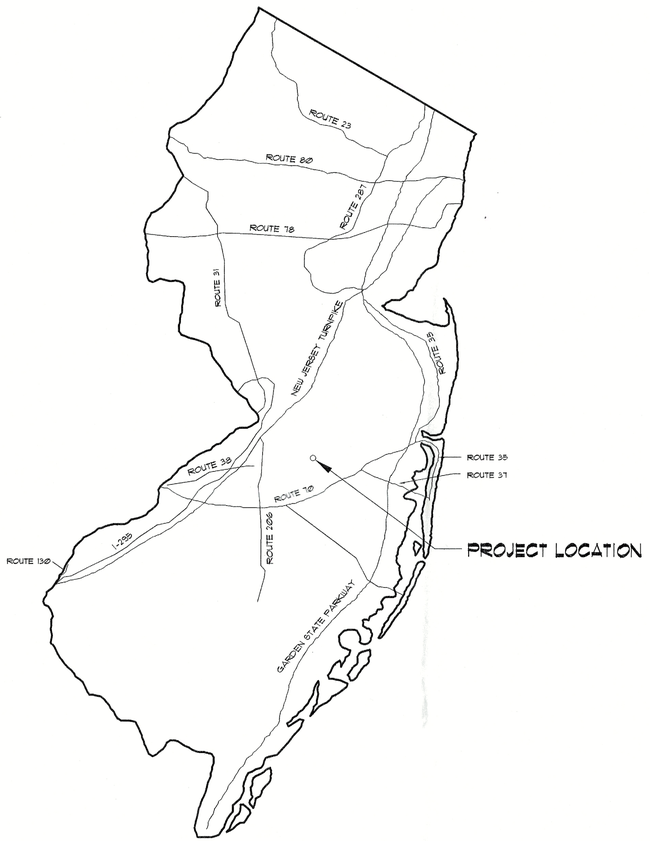


EXHIBIT 'C'



Proposed Concept Sketch For the New Building

EXHIBIT 'D'



SITE LOCATION PLAN

NEW COLLIERS MILLS FIELD OFFICE

COLLIERS MILLS WILDLIFE MANAGEMENT AREA
JACKSON TOWNSHIP, OCEAN COUNTY, NEW JERSEY

PROJECT No. P1029-00

STATE OF NEW JERSEY

HONORABLE JON S. CORZINE, GOVERNOR

DEPARTMENT OF TREASURY
R. DAVID ROUSSEAU, TREASURER

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
STEVEN SUTKIN, DIRECTOR
RICHARD FLODMAND, DEPUTY DIRECTOR
RAYMOND A. ARCARIO, DEPUTY DIRECTOR

ABBREVIATIONS

ABV	ABOVE	E	EXISTING TO REMAIN	JC	JANITOR'S CLOSET	R	REMOVE
AFF	ABOVE FINISHED FLOOR	EA	EACH/EXHAUST AIR	JT	JOINT	RAD	RADIUS
ACOUST	ACOUSTICAL	EAT	ENTERING AIR TEMPERATURE	JF	JOINT FILLER	REFL	REFLECT(ED)
ACT	ACOUSTICAL TILE	ELEC	ELECTRIC (AL)	J	JOIST	REF	REFRIGERATOR
ADH	ADHESIVE	EC	ELECTRICAL CONTRACTOR			REINF	REINFORCE(D)/REINFORCING
ADJ	ADJACENT	EP	ELECTRICAL PANELBOARD	KIT	KITCHEN	REV	REVISION(S)/REVISED
AGGR	AGGREGATE	EWC	ELECTRIC WATER COOLER	KW	KILOWATTS	RH	RIGHT HAND
AC	AIR CONDITIONING	ELEV	ELEVATION			RFG	ROOFING
ALUM	ALUMINUM	EQ	EQUAL	LAT	LEAVING AIR TEMPERATURE	RM	ROOM
ANCH	ANCHORE ANCHORAGE	EQUIP	EQUIPMENT	LBL	LABEL	RO	ROUGH OPENING
ANOD	ANODIZED	EXH	EXHAUST	LAM	LAMINATE(D)	RPM	REVOLUTIONS PER MINUTE
APPRX	APPROXIMATE	EF	EXHAUST FAN	LAV	LAVATORY	RS	REFRIGERANT SUCTION LINE
ARCH	ARCHITECT (URAL)	ESP	EXTERNAL STATIC PRESSURE	LH	LEFT HAND		
AVG	AVERAGE	EXIST	EXISTING	L	LENGTH/LONG	SAN	SANITARY DRAIN
		EX	EXISTING	LL	REFRIGERANT LIQUID LINE	SECT	SECTION
B	BASE CABINETS	(E)	EXISTING	LRA	LOCKED ROTOR AMPS	SHT	SHEET
BSMT	BASEMENT	(ER)	EXISTING TO BE RELOCATED	LT	LIGHT	SB	SINK BASE CABINET
BRG	BEARING	EJ	EXPANSION JOINT	LF	LINEAL FOOT	SCJ	SOFT CUT JOINT
BLW	BELOW	EXP	EXPOSED			SPEC.	SPECIFICATION(S)
BTW	BETWEEN	EXT	EXTERIOR	MFR	MANUFACTURE(R)	SQ	SQUARE
BVL	BEVELED			MAS	MASONRY	SI	SQUARE INCH
BHP	BRAKE HORSE POWER	FL	FLOOR	MO	MASONRY OPENING	SF	SQUARE FOOT
BIT	BITUMINOUS	FD	FLOOR DRAIN	MAT	MATERIAL(S)	SQ. FT.	SQUARE FEET (FOOT)
BLK	BLOCK	FIN	FINISH/FINISHED	MAX	MAXIMUM	SY	SQUARE YARD
BLKG	BLOCKING	FF	FINISHED FLOOR	MECH	MECHANIC(AL)	SS	SERVICE SINK
BD	BOARD	FLSHG	FLASHING	MC	MECHANICAL CONTRACTOR	STD	STANDARD
BO	BOTTOM OF	FLR	FLOOR/FLOORING	MTL	METAL	STL	STEEL
BLDG	BUILDING	FLUOR	FLUORESCENT	MTR	METER(S)	STR	STRUCTURAL
		FT	FOOT/FEET	MIN	MINIMUM	SUSP	SUSPENDED
CD	COIL CONDENSATE DRIP PIPING	FTG	FOOTING	MISC	MISCELLANEOUS		
CSMT	CASEMENT	FND	FOUNDATION	MR	MOP RECEPTOR	TB	TEST BORING
CS	CAST STONE	FPM	FEET PER MINUTE		MOUNTED/MOUNTING	TDH	TOTAL DYNAMIC HEAD
CLG	CEILING	FRMG	FRAME/FRAMING			THK	THICK/THICKNESS
CH	CEILING HEIGHT	FV	FIELD VERIFY	N	NEW	TLT	TOILET
CEM	CEMENT			NRC	NOISE REDUCTION COEFFICIENT	TO	TOP OF
CL	CENTER LINE	GA	GAGE/GAUGE	NOM	NOMINAL	TYP	TYPICAL
CER	CERAMIC	GAL	GALLON(S)	NIC	NOT IN CONTRACT		
CT	CERAMIC TILE	GALV	GALVANIZED	NTS	NOT TO SCALE	UR	URINAL
CIR	CIRCLE	GC	GENERAL CONTRACT/CONTRACTOR				
CO	CLEAN OUT	GFP	GOVERNMENT FURNISHED PROPERTY	OC	ON CENTER(S)	V	VENT
COL	COL		GLASS/GLAZING	OPNG	OPENING	VD	VOLUME DAMPER
CONC	CONCRETE	GPM	GALLONS PER MINUTE	OPP	OPPOSITE	VERT	VERTICAL
CMU	CONCRETE MASONRY UNIT	GRD	GRADE/GRADING	OD	OUTSIDE DIAMETER/DIMENSION	VCT	VINYL COMPOSITION TILE
CONST	CONSTRUCTION			OA	OVERALL/OUTSIDE AIR	VT	VINYL TILE
CJ	CONSTRUCTION JOINT	HB	HOSEBIB			VTR	VENT THROUGH ROOF
CONT	CONTINUOUS OR CONTINUE	HDW	HARDWARE				
CORR	CORRUGATED	HWD	HARDWOOD	PD	PRESSURE DROP		
CTR	COUNTER	HDR	HEADER	PTD	PAINT/PAINTED	W	WALL CABINET
CU	CUBIC	HTG	HEATING	PNL	PANEL	WH	WATER HEATER
CFM	CUBIC FEET/MINUTE	HVAC	HEATING/VENTILATING/AIR COND.	PED	PEDESTAL	WF	WASH FOUNTAIN
CW	COLD WATER	HT	HEIGHT/HIGH	PERF	PERFORATE/(ED)	WSCT	WAINSCOT
CYD	CUBIC YARD	HM	HOLLOW METAL	PERIM	PERIMETER	WC	WATER CLOSET
		HORIZ	HORIZONTAL	PLAS	PLASTER	WWR	WELDED WIRE REINFORCEMENT
D	DEEP/DEPTH	HP	HORSE POWER		PLATE	WB	WET BULB TEMPERATURE
DEMO	DEMOLISH/DEMOLITION	HTW	HIGH TEMPERATURE WATER	PC	PLUMBING CONTRACTOR	W	WIDTH/WIDE
DEPR	DEPRESSED	HW	HOT WATER	PLYD	PLYWOOD	WNDW	WINDOW
DTL	DETAIL	WH	HOT WATER HEATER	PT	POINT	W	WITH
DIAG	DIAGONAL	HWR	HOT WATER RETURN	POLY.	POLYETHYLENE	WO	WITHOUT
DIAM	DIAMETER	HWS	HOT WATER SUPPLY	PVC	POLYVINYL CHLORIDE	WD	WOOD
DIMN	DIMENSION			PSI	POUNDS PER SQUARE INCH	WP	WEATHERPROOF
DIV	DIVISION			PC	PRECAST		
DN	DOWN	IN	INCH/INCHES	PREFAB	PREFABRICATE(D)	YD	YARD(S)
DR	DOOR	INCL	INCLUDE(D)/INCLUDING				
DH	DOUBLE HUNG	ID	INSIDE DIAMETER/DIMENSION				
DS	DOWNSPOUT	INSUL	INSULATE'D'/INSULATION				
DB	DRAWER BASE CABINET	INT	INTERIOR				
DWG	DRAWING						

BUILDING CRITERIA

USE GROUP:	MIXED USE: B-BUSINESS, S1 - STORAGE
CONSTRUCTION CLASS:	VB
BUILDING AREA:	3200 sq.ft.
BUILDING HEIGHT:	(1) STORY, 19'-0"± FEET

DESIGN BUILDING AS A NON-SEPARATED USE GROUP

DESIGN LOADS AND DATA

FLOOR LIVE LOAD	
OFFICE	50 Psf
STORAGE	125 Psf
ROOF LIVE LOAD	25 Psf
ROOF DEAD LOAD (19.2 PSF)	25 Psf
TRUSS UPPER CHORD LOAD	25 Psf LIVE 5 Psf DEAD
TRUSS LOWER CHORD LOAD	20 Psf DEAD
GROUND SNOW LOAD	25 Psf
BASIC WIND SPEED	100 Mph.
WIND EXPOSURE	B
W = 8640*	
SEISMIC USE GROUP	I
IMPORTANCE FACTOR	1.0
SITE CLASS	D
RESPONCE MOD	6.5
V = 5626*	
FLOOD DESIGN DATA	N/A
SOIL BEARING CAPACITY	1 1/2 TONS Psf

DESIGN CODE CRITERIA

2006 INTERNATIONAL BUILDING CODE, NEW JERSEY EDITION
ASHRAE 90.1 -2004
THE NATIONAL STANDARD PLUMBING CODE 2006
THE INTERNATIONAL MECHANICAL CODE 2006
THE NATIONAL ELECTRICAL CODE NFPA 70-2005.

INDEX OF DRAWINGS

T1	TITLE SHEET
S1	SITE PLAN
S2	RESTORATION PLAN FOR OFFICE TRAILER AREA
S3	INDIVIDUAL SEWAGE DISPOSAL SYSTEM PLAN
A1	FOUNDATION PLAN
A2	FLOOR PLAN
A3	ELEVATIONS
A4	ELEVATIONS
A5	BUILDING SECTIONS
A6	WALL SECTIONS AND DETAILS
A7	WALL SECTIONS AND DETAILS
A8	INTERIOR ELEVATIONS AND SCHEDULES
P1	PLUMBING
H1	HVAC
E1	ELECTRICAL
E2	ELECTRICAL

CIVIL DYNAMICS, inc.
CIVIL ENGINEERING & LAND SURVEYING
CERTIFICATE OF AUTHORIZATION No. 24GA28018600

CHRISTOPHER S. ADAMS, P.E.
N.J. PROFESSIONAL ENGINEER No. 24GE05133000

DATE

109A County Rte. 515, P.O.Box 760, Stockholm, N.J. 07460-0760
Phone (973) 697-3490 Fax (973) 697-1678

DRAWN	DATE
AFC	02/13/09

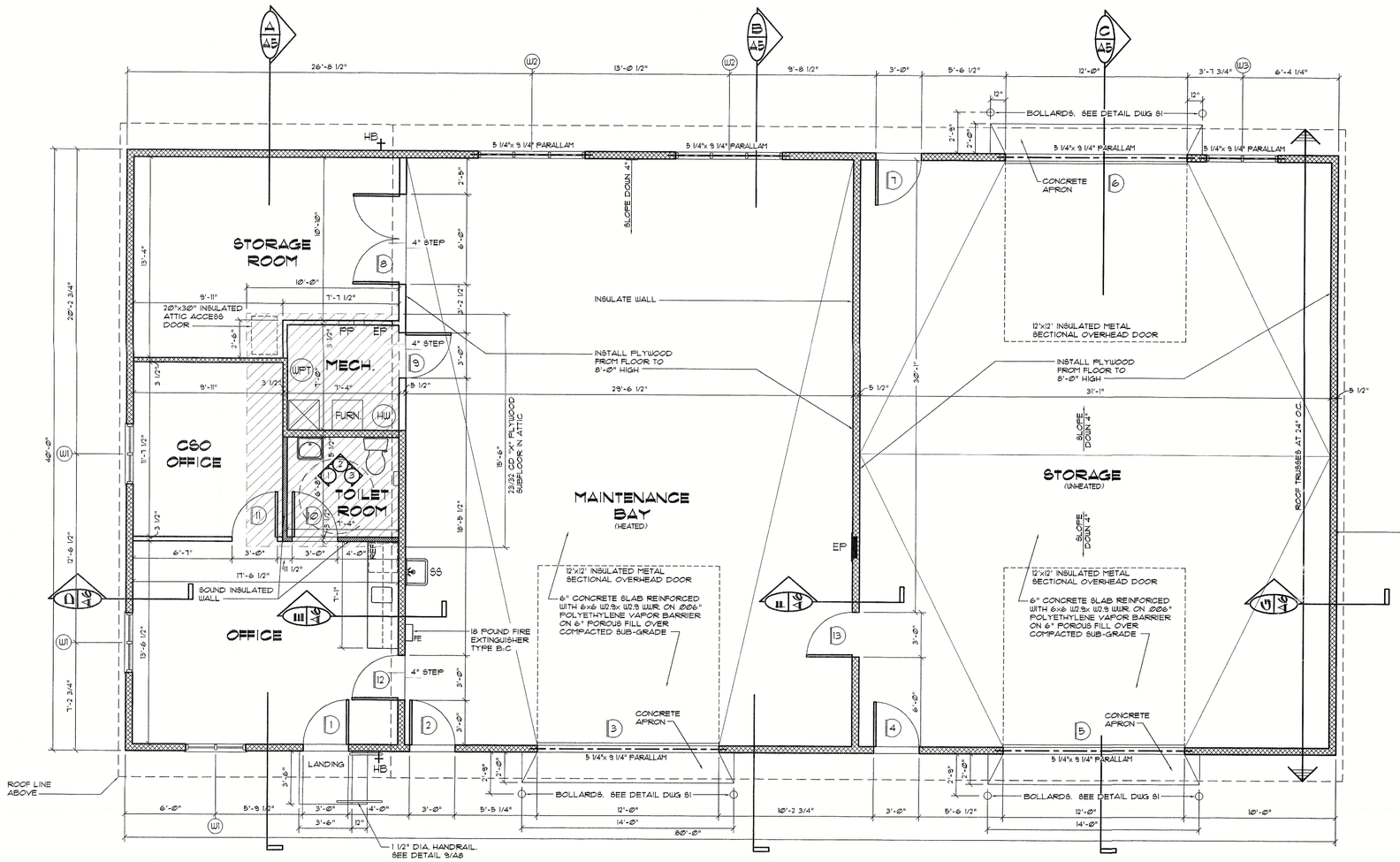
R.N.	BY	DATE

EASTERN CONSULTANTS, INC.
CONSULTING ENGINEERS
MECHANICAL & ELECTRICAL ENGINEERING
2211 LEHIGH STREET, P.O. BOX 4539
EASTON, PENNSYLVANIA 18043
610-258-6425

RONALD A. SEBRING, ARCHITECT C6933

RONALD A. SEBRING ASSOCIATES, LLC
ARCHITECTURE – PLANNING – DESIGN
407 RICHMOND AVENUE
POINT PLEASANT BEACH, NEW JERSEY 08742
(732) 701-9444 FAX 701-9919 E-MAIL ARCHITECTS@RASALLC.COM

T1



FLOOR PLAN

SCALE: 1/4" = 1'-0"

LEGEND

(W)	WINDOW MARK
[1]	DOOR MARK
HB	HOSE BIBB
EP	ELECTRICAL PANEL
HW	HOT WATER
WPT	WELL PRESSURE TANK
PP	PHONE PANEL
SS	SERVICE SINK
FURN.	FURNACE
FE	FIRE EXTINGUISHER
	R-19 INSULATED WALL
	"QUIET ZONE" SOUND INSULATED WALL

NOTES:

1.) ALL PLYWOOD SHEATHING TO BE INSTALLED WITH LONG DIMENSION PERPENDICULAR TO FRAMING. STAGGERED PATTERN 8' AND FASTENED WITH 8d NAILS AT 6" O.C.

2.) WALL FRAMING: SELECT STUDS FOR STRAIGHTNESS AND SET PLUMB, TRUE, AND IN ALIGNMENT. IN WALLS AND PARTITIONS MORE THAN EIGHT FEET TALL, PROVIDE HORIZONTAL BRIDGING AT NOT MORE THAN EIGHT FEET ON CENTER USING NOMINAL 2 INCH MATERIAL OF THE SAME WIDTH AT THE STUDS. INSTALL THE BRIDGING FLAT. SIZES AND SPACING OF STUDS SHALL BE AS INDICATED. DOUBLE STUDS AT JAMBS AND HEADS OF OPENINGS AND TRIPLE AT CORNERS TO FORM CORNER POSTS. FRAME CORNER POSTS TO RECEIVE SHEATHING AND INTERIOR FINISH.

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COLLIERS MILLS WILDLIFE MANAGEMENT AREA
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FLOOR PLAN

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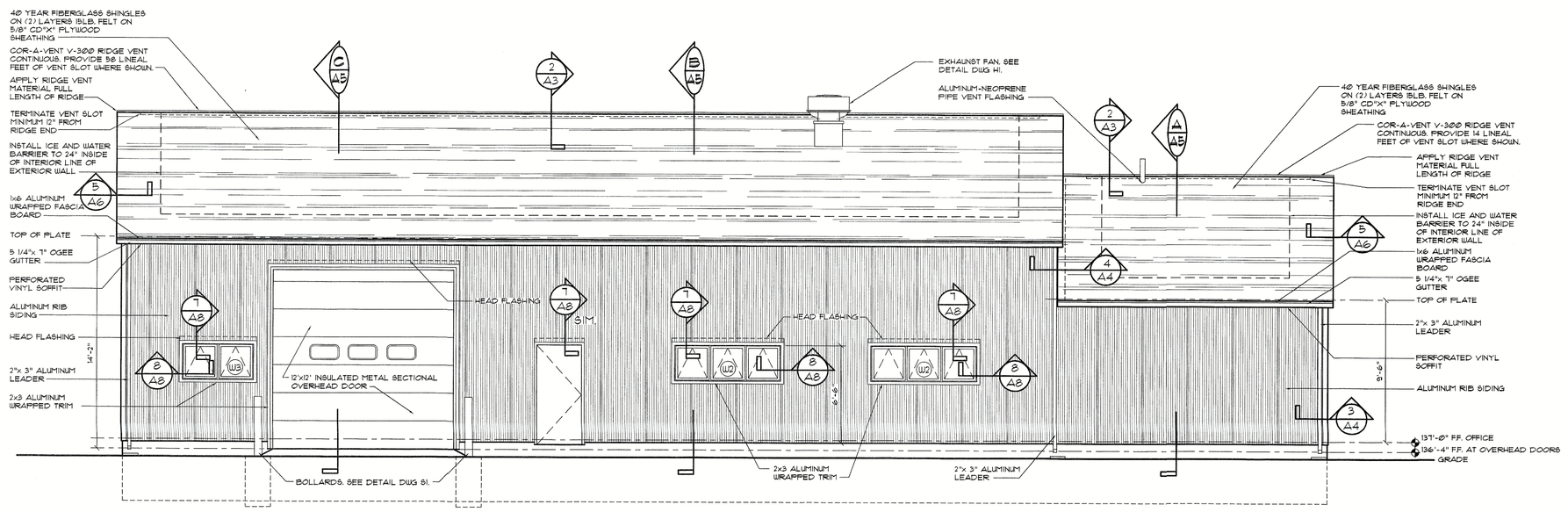
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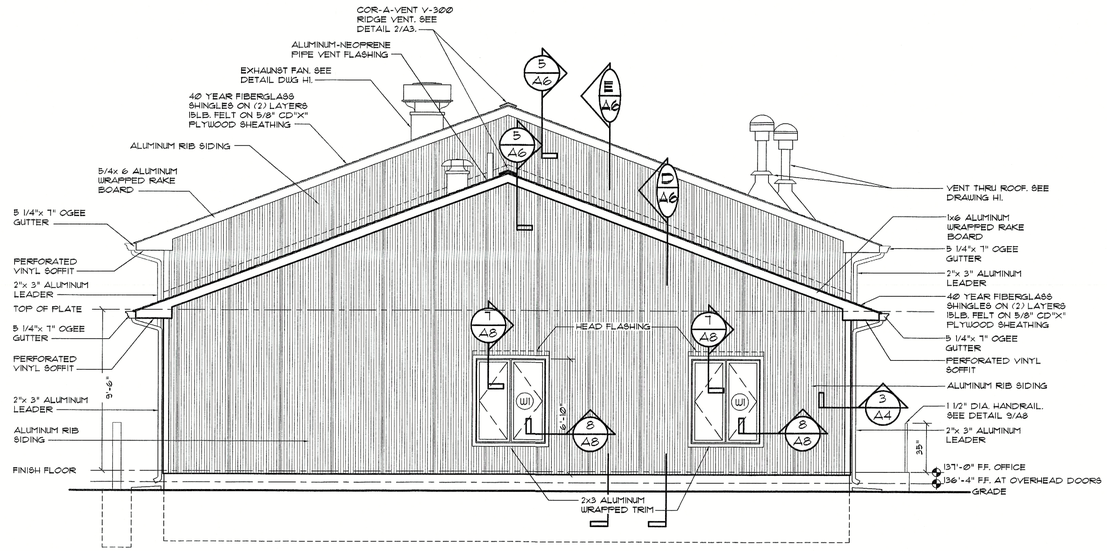
A2

EXHIBIT 'E'



WEST ELEVATION

SCALE: 1/4" = 1'-0"



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

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ATTIC VENTILATION CALCULATION

LOWER ROOF

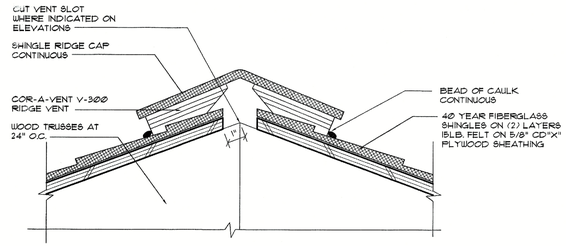
REQUIRED VENTILATION:
720 sq.ft. /300 x144 = 345.6 sq.in.

PROVIDED VENTILATION:
14 LINEAR FEET OF RIDGE VENT AT 18 sq.in. FREE AIR PER LINEAR FOOT = 252 sq.in.
36 LINEAR FEET OF SOFFIT VENT AT 6.4 sq.in. FREE AIR PER LINEAR FOOT = 288 sq.in.
252 + 288 = 540 sq.in.

UPPER ROOF

REQUIRED VENTILATION:
2480 sq.ft. /300 x144 = 1190 sq.in

PROVIDED VENTILATION:
58 LINEAR FEET OF RIDGE VENT AT 18 sq.in. FREE AIR PER LINEAR FOOT = 1044 sq.in.
124 LINEAR FEET OF SOFFIT VENT AT 6.4 sq.in. FREE AIR PER LINEAR FOOT = 793 sq.in.
1044 + 793 = 1837 sq.in.



RIDGE DETAIL

SCALE: 3" = 1'-0"

2 / A3

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ELEVATIONS

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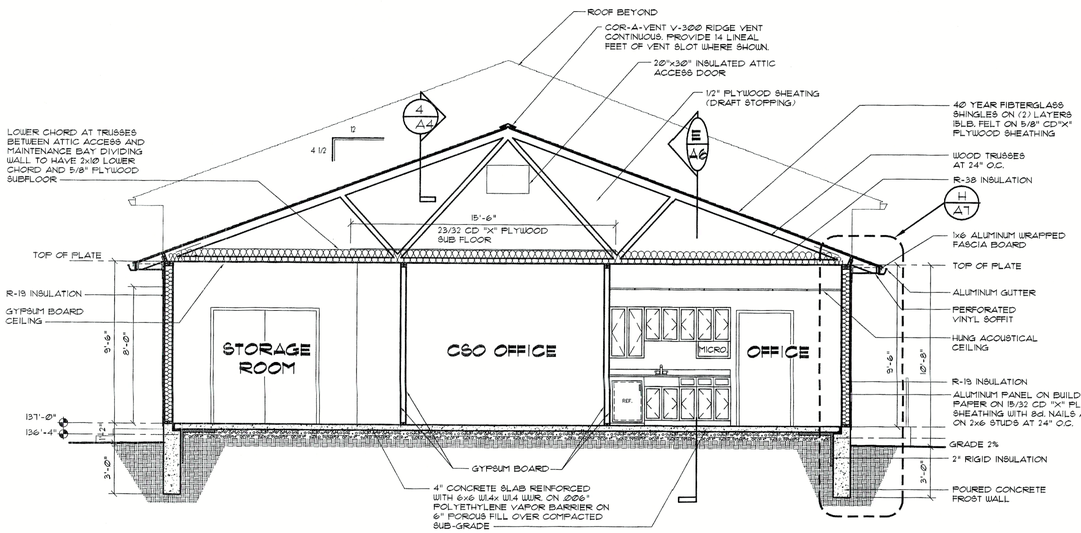
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A3

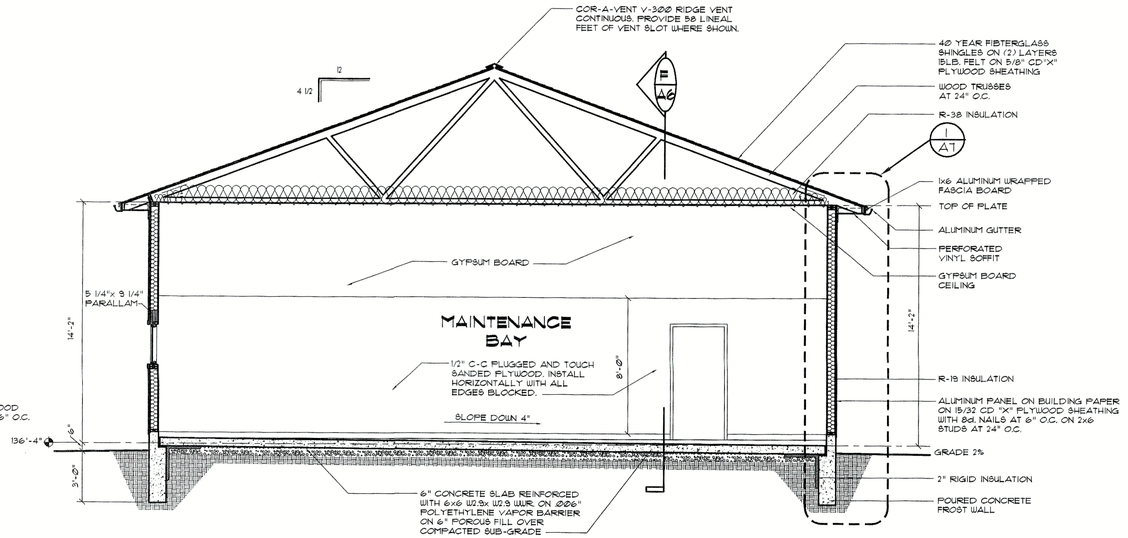
EXHIBIT 'E'



SECTION

SCALE: 1/4" = 1'-0"

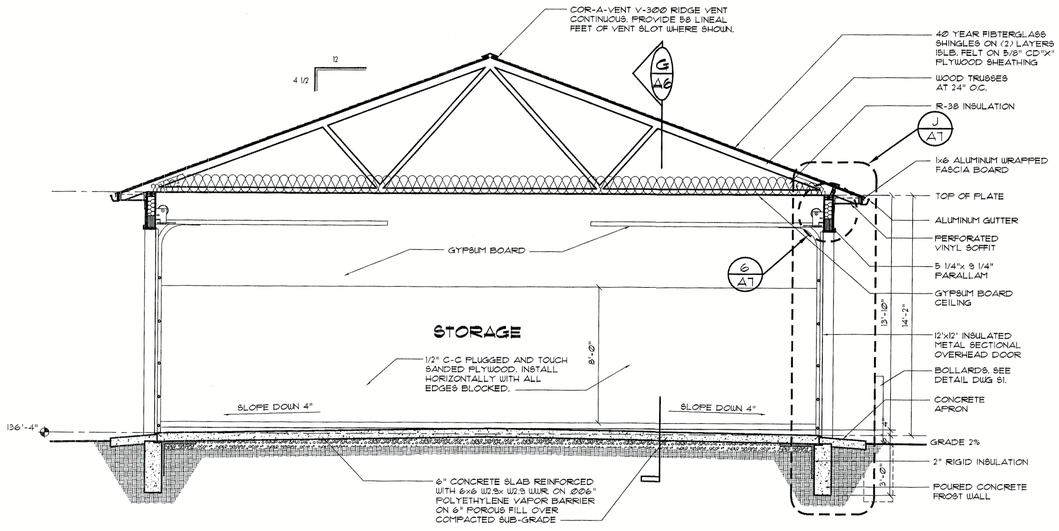
A A5



SECTION

SCALE: 1/4" = 1'-0"

B A5



SECTION

SCALE: 1/4" = 1'-0"

C A5

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BUILDING SECTIONS

DRAWN	DATE
AFC	Ø2/13/Ø9

R.N.	BY	DATE

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A5

EXHIBIT 'E'