

# **SCOPE OF WORK**

## **Ligature Resistant Bathroom & Shower Renovation**

Voorhees Residential Community Home  
Glen Gardner, Hunterdon County, NJ

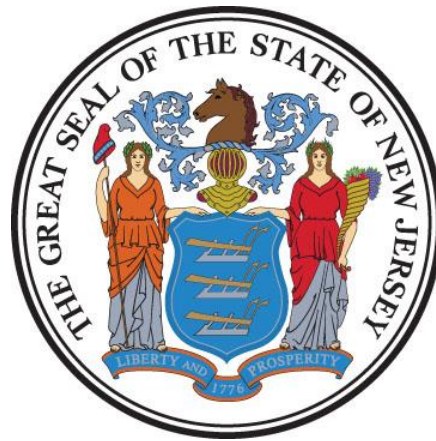
**Project No. S0661-00**

### **STATE OF NEW JERSEY**

Honorable Philip D. Murphy, Governor  
Honorable Tahesha L. Way, Lt. Governor

### **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



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

Christopher Chianese, Director

**Date: October 8, 2024**

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**PROJECT NAME: Ligature Resistant Bathroom & Shower Renovation**  
**PROJECT LOCATION: Voorhees RCH, Hunterdon County**  
**PROJECT NO: S0661-00**  
**DATE: October 8, 2024**

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## **I. OBJECTIVE**

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The objective of this project is to renovate the bathroom and shower areas by providing ligature resistant fixtures and stalls to meet Prison Rape Elimination Act (PREA) compliance at the Juvenile Justice Commission (JJC) Voorhees Residential Community Home (RCH) located in Hunterdon County.

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## **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**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P010 Fire Protection Engineering**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

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## **III. PROJECT BUDGET**

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

The initial Construction Cost Estimate (CCE) for this project is \$ 326,000.00

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 \$ 609,570.00

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 in Scope of Work through a Contract amendment.

**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.

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Schematic Design Phase</b>	<b>21</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>	<b>14</b>

<b>5. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. DCA Submission Plan Review</b>	<b>30</b>
<b>7. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>8. Bid Phase</b>	<b>42</b>
<b>9. Award Phase</b>	<b>28</b>
<b>10. Construction Phase</b>	<b>210</b>
<b>11. Project Close Out Phase</b>	<b>30</b>

## **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, 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.

PROJECT NAME: Ligature Resistant Bathroom & Shower Renovation  
PROJECT LOCATION: Voorhees RCH, Hunterdon County  
PROJECT NO: S0661-00  
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## V. PROJECT SITE LOCATION & TEAM MEMBERS

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### A. PROJECT SITE ADDRESS

The location of the project site is:

Voorhees Residential Community Home  
201 Route 513  
Glen Gardner, Hunterdon County, NJ 08826

GPS Coordinates: 40.6816651° N, -74.0728654° 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: Youstina A. Mansy, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-2077  
E-Mail: [Youstina.Mansy@treas.nj.gov](mailto:Youstina.Mansy@treas.nj.gov)

#### 2. Juvenile Justice Commission:

Name: Peter Ciarrocca, Construction Manager  
Address: Department of Law and Public Safety  
Juvenile Justice Commission  
1001 Spruce Street, Suite 202  
Phone No: (609) 376-0682  
E-Mail: [Peter.Ciarrocca@jjc.nj.gov](mailto:Peter.Ciarrocca@jjc.nj.gov)

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The Juvenile Justice Commission (JJC) operates 11 Residential Community Homes (RCH) in the State. These facilities offer a less restrictive environment, but maintain security by trained staff. The JJC program at the Voorhees Residential Community Home helps juvenile residents prepare for their return to their communities. The Voorhees facility is located on 9-acres in Hunterdon County adjacent to Voorhees State Park. The residential dormitory building at the site was previously owned by Governor Foster M. Voorhees who served as New Jersey's Governor from 1899-1902. The dormitory involved in this project is eligible for the New Jersey Register of Historic Places.

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

The JJC Voorhees Residential Community Home includes a maximum of 27 males between the ages 15 and 20 and provides year-round dormitory, academic, and vocational programs for the residents. The building is occupied 24/7 with JJC staff and residents.

The Voorhees Residential Community Home dormitory building is a 2-story wood frame building and is approximately 5,275 sq.ft. The building has a stone masonry basement and roof dormers. The building is set into the side of a hill. There is a medical office and classrooms on the first floor. The second floor includes the juvenile residents' bedrooms, bathroom and a shower room. There is an additional single toilet room with a wash basin on the second floor. The building does not house an elevator. Recent building modifications included electrical, fire suppression, and fire alarm upgrades. Drawings will be made available to the Consultant. The building will be occupied during construction. (See **Exhibit 'C'** Photos)

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. BATHROOM AND SHOWER RENOVATION REQUIREMENTS**

The Consultant shall provide the design, specifications, bid/award and construction management services for the demolition and replacement of the existing bathroom and shower areas at the Voorhees Residential Community Home. The Consultant shall provide a design and layout for a new bathroom and shower room to meet Prison Rape Elimination Act compliance.

The Consultant shall evaluate the existing bathroom and shower room. The evaluation shall include and identify, but not be limited to: room dimensions, door and window openings, room

finishes, all bath and toilet fixtures, waste, drain, vent and water supply piping, floor drains, heating and/or cooling outlets, emergency and area light fixtures and electrical devices.

The Consultant shall locate and identify the building's mechanical, plumbing and electrical sources required for the project renovations. Design documents shall include site work access routes during renovation demolition and construction including material delivery and equipment.

The required number of toilets, shower stalls, and sinks in these spaces shall be evaluated by the Consultant. However, the design shall not be less than the current quantity.

All floor, wall and ceiling penetrations shall include all required safing, sleeves, fire stops, flashing, etc. as required to make a complete and code compliant installation.

All new pipe materials, floor drains, hangers, pipe fastening materials and all other components of the new work shall be adequately sized and suitable for facilities of this type.

All new installations shall comply with ligature resistant regulations and all applicable building codes and regulations.

- **Demolition:**

The Consultant shall provide the demolition design and debris removal criteria required for the project. This shall include but not be limited to the demolition and removal and disposal of all tile walls and floors, fixtures, exhaust fans and lighting fixtures, electrical receptacles, etc.

- **Electric/Lighting:**

The Consultant shall design all electrical requirements for the project to include but not limited to: replacement of the existing light fixtures, addition of new fixtures to provide an appropriate level of lighting, all required emergency and egress lighting, replacement of existing switches and receptacles including any required ground fault devices, addition of new devices as deemed necessary or appropriate by the proposed electrical design, any required disconnects, any required grounding, and any and all components necessary for a complete and code compliant system. The new light fixtures are to be sealed LED light fixtures with ligature resistant covers and, as necessary, have polycarbonate lenses. The Consultant shall determine if the existing circuitry and electrical service is sufficient for the proposed design. If not, provide necessary design elements to upgrade the service and provide sufficient circuits.

- **Plumbing & Piping:**

The Consultant shall design the supply piping to meet the supply demands of the showers, water closets, urinals and sinks. The system design shall also consider but not be limited to: all pipe

joint connection methods, installation of appropriate valves, water temperature tempering devices, shock absorbing devices, pipe anchoring and bracing, change in direction fittings, and all other items necessary to provide a complete water supply system.

- **Sanitary Waste & Vent Piping:**

The Consultant shall provide design criteria for the sanitary waste and vent piping to meet the demands of the new plumbing fixtures. This is to include any new under the floor waste and vent piping to the new fixtures and floor drain locations. Any vents and covers shall be Agency approved and be ligature resistant.

- **Disinfection of a Potable Water System:**

Upon completion of the supply piping and installation of all faucets, flush valves and shower diverters, the Contractor shall perform or have performed under their direction, the disinfection of the potable water system. The Contractor or sub-contractor shall design all parameters of the process to include but not limited to: listing of any and all chemical additives, duration of process, frequency of tests after disinfection, provide water test criteria, and directions for retest if required. All test results shall be submitted to the Consultant and Project Manager in report form. Additional reports shall be distributed as deemed necessary by the Contractor and Project Manager.

- **HVAC:**

The Consulting firm is to perform a heat load calculation to evaluate that the existing heating and cooling equipment is sufficient for the space and should remain. The specifications shall describe the preferred new systems if necessary or equipment if needed and shall list the names of three equal manufactures for each. The exhaust registers are to be installed in the ceilings and not in any of the walls. Any vents and covers shall be Agency approved and be ligature resistant.

- **Carpentry:**

The Consultant shall provide all design requirements for any and all carpentry items, whether exposed or concealed, necessary for attachment and or support of other work. Provide design requirements for countertops that shall be fully anchored with hidden supports. All rough plumbing for fixtures must be concealed by standard and compliant methods of carpentry. Provide an appropriate secure ceiling design for this facility in each room.

- **Flooring & Finishes:**

The Consultant shall provide the flooring design for the bathrooms and curbless shower areas with non-penetrable flooring. There shall not be any shower pan thresholds allowing water to

drain directly from the shower onto the bathroom floor. For proper floor drainage, shower flooring must be sloped correctly. All floors shall have a code compliant, positive drain slope to floor drains.

The Consultant shall provide the design for the installation of all flooring finish as epoxy type. It shall be noted the Agency does not prefer any tile flooring in any of the spaces. All floor finishes shall be of a slip resistant finish. The bathroom and shower walls shall be of paint finish and shall extend up to or above the finished ceiling height.

- **Insulation:**

All supply piping shall be insulated with an appropriate material sufficient to maintain desired water temperatures and prevent condensation build-up. The insulation design criteria shall consider all components to include but not be limited to: insulation thickness, insulation jacket material, insulating of all fittings and valves, butt-joint fastening, and all other items necessary to provide a completely insulated water supply system.

- **Fixtures:**

Agency approved fixtures for both newly created rooms shall be ligature resistant. Fixtures include, but are not limited to, doors, hinges, shower stalls, windows, urinals, all sink and toilet fixtures, dispensers, waste, vent and water supply piping, floor drains, heating and/or cooling outlets, emergency and area light fixtures and electrical devices. All fixtures and their controls shall be suitable for facilities of this type and shall meet all requirements relative to local building codes.

The Consultant shall determine if the existing water pressure is sufficient for the proper operation of the new fixtures. If not, provide a system design that will satisfy water pressure demand of the new fixtures. All furnishings and fixtures which the residents may have access to must be approved for their security and ligature resistant safety properties. All fixtures are to be provided with manual flush valves. Showers are to be provided with mixing valves with the Diverter. Sink traps shall be provided with lavatory guards.

- **Partitions:**

Provide a design to install a maximum number of partitions in the shower room that meet code. Partition design shall consider all material types, blocking, and any applicable hardware. Safety and resident protection shall be considered.

- **Windows and Window Treatment:**

The Consultant shall include window openings to be of a non-breakable composite shatter

resistant glass or with wire mesh in glass. All window covering treatments must be designed to be ligature resistant

- **Life Safety/ Fire Protection:**

The Consultant shall evaluate the existing fire protection / sprinklers system and ensure that the new design complies with all applicable codes and regulations as they relate to fire protection. The Consultant shall provide design criteria for a fire protection system in the bathroom and shower areas. Fire protection sprinkler system heads shall be ligature resistant and agency approved.

- **Phasing:**

The Consultant shall determine and provide the design for any phasing required for temporary shower and bathroom needs during construction.

## **B. 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.

## **C. 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.

- DPMC Project: S0522-00 New Fire Suppression & Fire Alarm System at The Voorhees Residential Community Home Record Drawings, 1/25/12 As-Built, LAN Associates
- DPMC Project: S0411-00 Voorhees Residential Group Center Electrical Service Upgrade, 3/24/03 As-Built, Omdex Incorporated Consulting Engineers
- DPMC Project: S0476-00 Voorhees RCH Roof Replacement and Building Repair Record Drawings,

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.

## **D. HAZARDOUS BUILDING MATERIALS**

Consultant shall survey the building(s) 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 Subcode.
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.

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

Consultant shall estimate the cost of hazardous materials sample collection, destructive testing as necessary, tests and analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled “Hazardous Materials Testing and Report Allowance”, refer to paragraph **X.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, subcode and Federal regulations.

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

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

There shall be no “mark-up” of subconsultant or subcontractor fees if subconsultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.D “Hazardous Building Materials”**. All costs associated with managing, coordinating, observing and administering subconsultants 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

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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:

<http://www.state.nj.us/dca/divisions/codes/codreg/>

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## 1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

As of July 25, 2022, the Department of Community Affairs (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.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf)

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

Trevor M. Dittmar, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Trevor.Dittmar@treas.nj.gov](mailto:Trevor.Dittmar@treas.nj.gov) 609-984-5529

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.A.  
The NJUCC “Plan Review Fee Schedule” can be found at:

[http://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

## 2. NJ Uniform Construction Code 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 approved, signed and sealed construction 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/divisions/codes/resources/constructionpermitforms.html>

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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. 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 New Jersey Uniform Construction Code 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:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](http://www.state.nj.us/dca/divisions/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 New Jersey Uniform Construction Code.

**b. Responsibilities:**

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

**B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS**

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

The Consultant may refer to the Division of Property Management and Construction "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.

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## IX. 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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## X. ALLOWANCES

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### A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

#### 1. Permits:

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

#### 2. Permit Costs:

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

**NOTE:** The NJ Uniform Construction Code 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 under the "Permit Phase" column.

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**

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.1 and enter that amount on their 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
  - Preparation of an 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**

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.B and enter that amount on their 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**

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.B and enter that amount on their 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: Ligature Resistant Bathroom & Shower Renovation  
PROJECT LOCATION: Voorhees RCH, Hunterdon County  
PROJECT NO: S0661-00  
DATE: October 8, 2024

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## XI. 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 10/8/2024  
ALISON GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/08/2024  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Thomas Guerriero October 8, 2024  
THOMAS GUERRIERO, PROJECT MANAGER DATE  
JUVENILE JUSTICE COMMISSION

SOW APPROVED BY: Youstina Mansy 10/08/2024  
YOUSTINA MANSY, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 12.23.24  
JEANETTE BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XII. 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**
- **PROJECT CLOSE-OUT PHASE**

---

## **XIII. EXHIBITS**

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- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**
- D. **SCHEMATIC**
- E. **JJC FORMS**

**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						
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						
<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 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						
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						
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

## Deliverables Checklist

### Permit Application Phase

**A/E Name:** \_\_\_\_\_

[illegible]

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:** \_\_\_\_\_

[illegible]

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:** \_\_\_\_\_

[illegible]

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:** \_\_\_\_\_

[illegible]

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 \_\_\_\_\_

February 7, 1997  
Rev.: January 29, 2002

### Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>REPORTS TO ASSOCIATE DIRECTOR OF:</u>
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

## EXHIBIT 'A'

Activity ID	Description	Repn	Weeks
<b>&lt;PROJ&gt;</b>			
<b>Design</b>			
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

**NOTE:**

Refer to section "TV Project Schedule" of the Scope of Work for contract phase durations.

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DBCA - TEST

Sheet 1 of 3

**Bureau of Design & Construction Services**

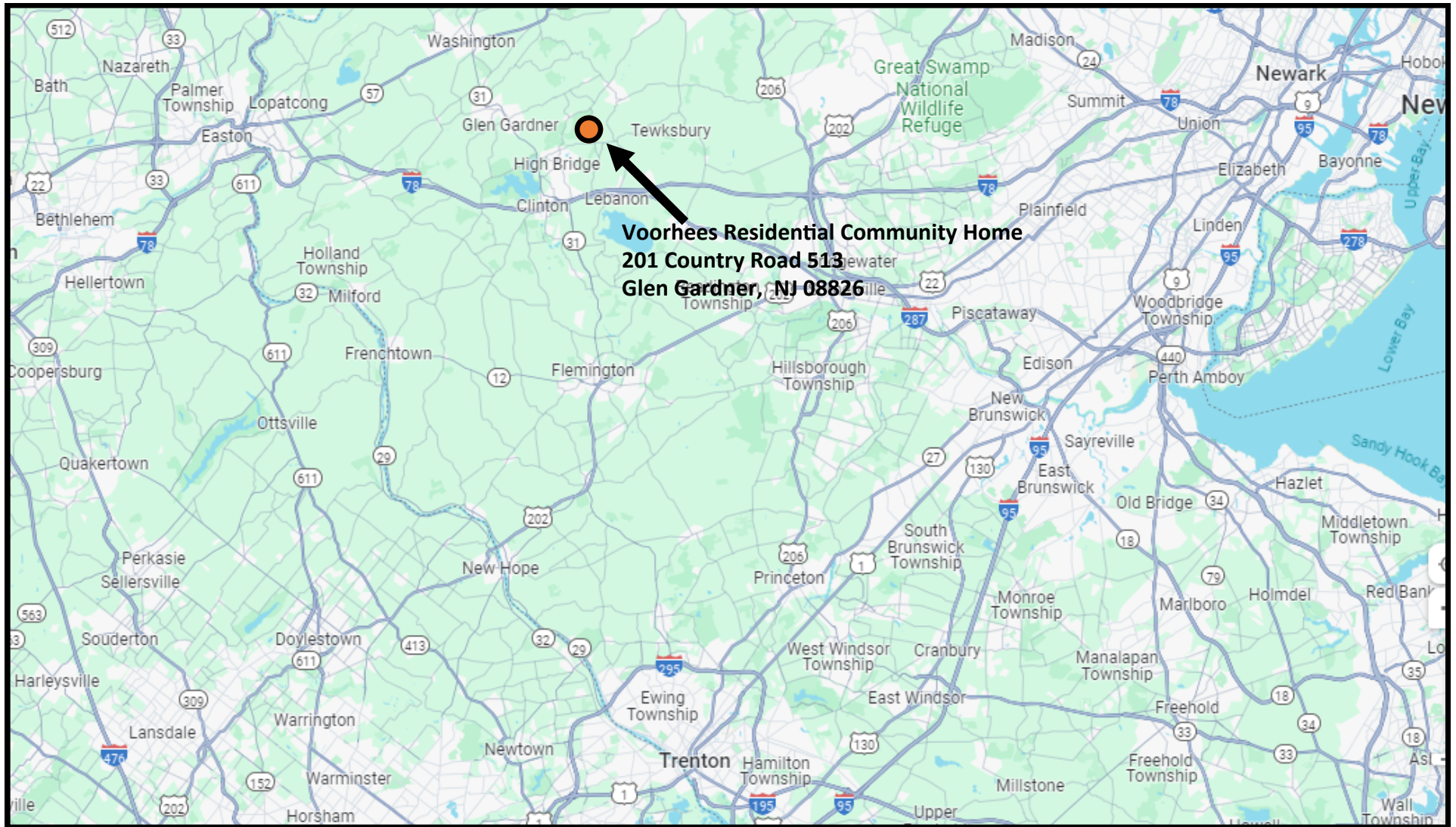
**EXHIBIT 'A'**











Project Site Location Map  
Voorhees Residential Community Home  
**EXHIBIT 'B'**





Project Location

Voorhees Residential Community Home

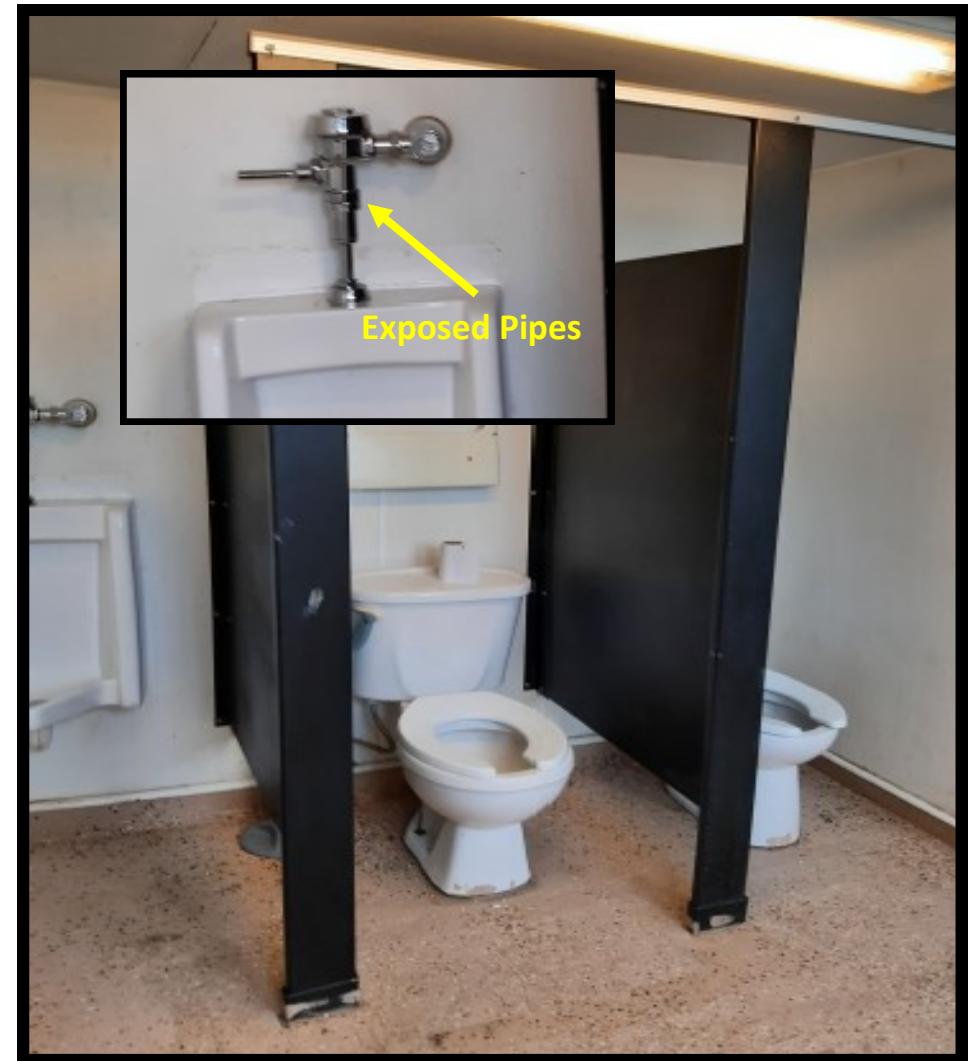
**EXHIBIT 'B'**



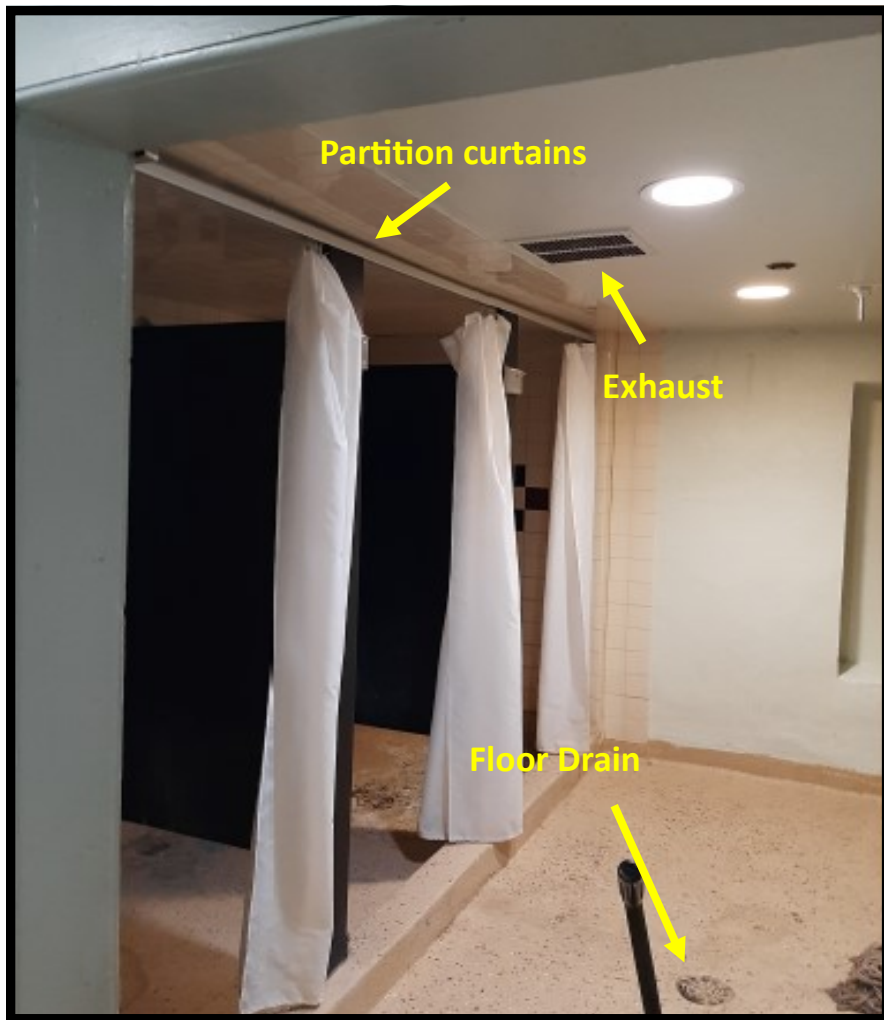


Project Site  
Voorhees Residential Community Home  
**EXHIBIT 'B'**

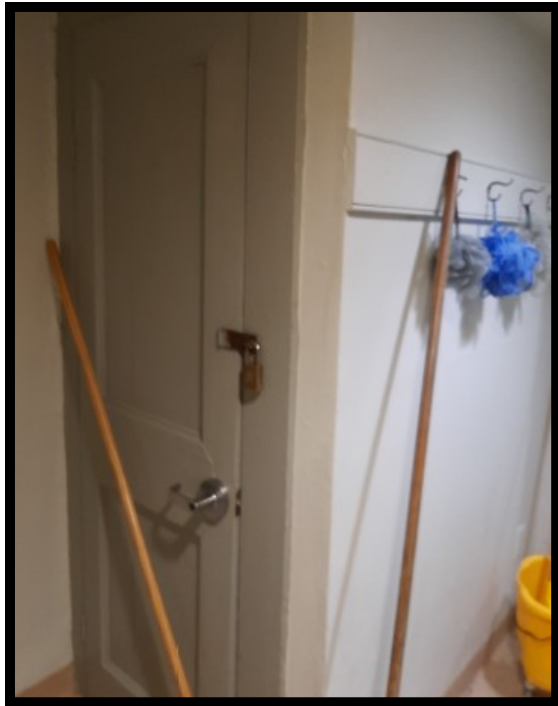




Photos  
Voorhees Residential Community Home  
**EXHIBIT 'C'**



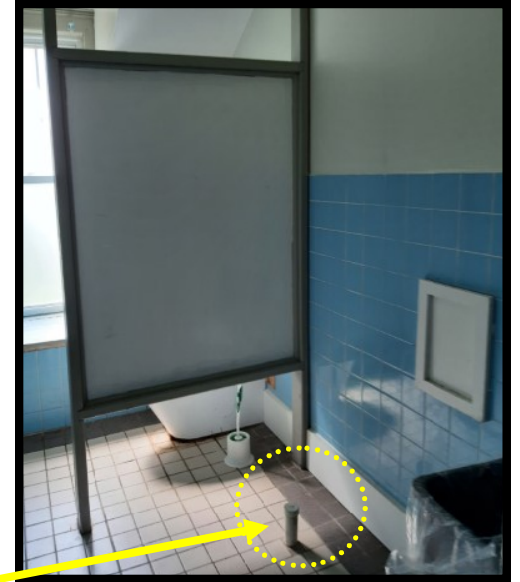
Photos  
Voorhees Residential Community Home  
**EXHIBIT 'C'**



Janitor/ Storage Closet



Single toilet room; janitor slop sink  
(for alt. use/phasing)



Photos

Voorhees Residential Community Home

**EXHIBIT 'C'**



Bathroom/ Shower room

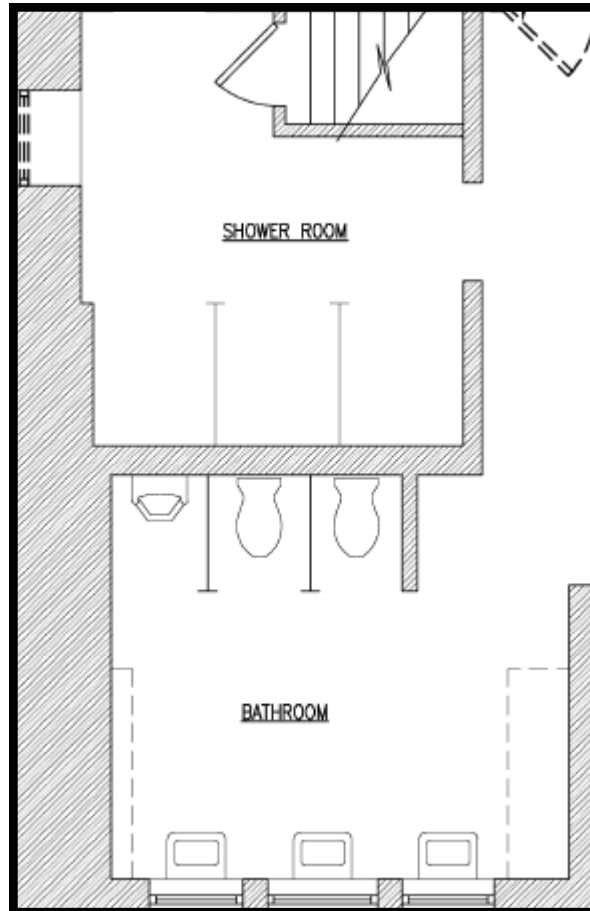


Exterior front

Photos

Voorhees Residential Community Home

**EXHIBIT 'C'**



Layout

Voorhees Residential Community Home

**EXHIBIT 'D'**



STATE OF NEW JERSEY  
JUVENILE JUSTICE COMMISSION

Form: BI-001  
Revised: 05/2015

**REQUEST FOR BACKGROUND INFORMATION**

**SECTION A - I certify, under penalty of perjury, that I will answer all questions truthfully including any conviction of a crime or disorderly person offense. My signature below indicates my consent for a background check.**

\_\_\_\_\_  
(LAST NAME)

\_\_\_\_\_  
(FIRST NAME)

\_\_\_\_\_  
(MI)

\_\_\_\_\_  
(MAIDEN NAME)

\_\_\_\_\_  
(LIST ANY/ALL ALIAS' USED)

\_\_\_\_\_  
(ADDRESS: INCLUDE HOUSE NUMBER, STREET, APARTMENT NUMBER, CITY, STATE, ZIP CODE)

\_\_\_\_\_  
(DATE OF BIRTH)

\_\_\_\_\_  
(PLACE OF BIRTH)

\_\_\_\_\_  
(SOCIAL SECURITY #)

☐ MALE

☐ FEMALE

\_\_\_\_\_  
(DRIVER LICENSE #)

\_\_\_\_\_  
(STATE)

\_\_\_\_\_  
(RACE)

1) Have you ever:

a. Been convicted, adjudicated guilty, or found guilty, as an adult or juvenile, of any crime or disorderly persons offense at anytime?

☐ Yes ☐ No

b. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or a government operated facility for the mentally ill?

☐ Yes ☐ No

c. Been civilly or administratively adjudicated to have engaged in sexual activity in the community, facilitated by force, overt or implied threats of force, or coercion, or where the victim did not consent or was unable to consent or refuse?

☐ Yes ☐ No

2) Are there currently any pending criminal charges, disorderly persons offense charges, or other related charges pending against you anywhere?

☐ Yes ☐ No

If you answered "YES" to any of the above, explain below, identifying the corresponding question number and letter:

REASON FOR INQUIRY ☐ Intern ☐ Volunteer ☐ Contractor ☐ Pre-Employment ☐ Parolee ☐ Other \_\_\_\_\_

\_\_\_\_\_  
(PRINT APPLICANT'S LAST NAME, FIRST NAME, MI)

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

\_\_\_\_\_  
(DATE)

**SECTION B - SIGNATURES**

**RESULTS OF INQUIRY** ☐ All inquiries NEGATIVE ☐ See Attached Results

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
(JJC REQUESTER SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(AUTOMATED CHECK COMPLETED BY)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(FINGERPRINTED BY)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(FINGERPRINTS RECEIVED and REVIEWED BY)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(RESULTS PROVIDED TO)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(RESULTS PROVIDED BY)

\_\_\_\_\_  
(DATE)

**EXHIBIT 'E'**

# NEW JERSEY JUVENILE JUSTICE COMMISSION

Policy 13ED:01.02, Prison Rape Elimination Act (PREA)

---

## CONTRACTOR ACKNOWLEDGMENT

This Acknowledgment of Receipt form has been prepared to document that each Commission contractor and their personnel ("Contractor") is aware of their obligations under Commission Policy 13ED:01.02, Prison Rape Elimination Act (PREA), (the "Policy"). By signing the acknowledgment below you affirm that you understand the Policy as explained in this Acknowledgment.

The purpose of the Policy is to provide a safe, humane and secure environment, free from the threat of sexual abuse and sexual harassment, for all Juveniles assigned to Commission facilities, by ensuring that Staff and Contractors conform to the Commission's Zero-Tolerance Policy toward all forms of sexual abuse and sexual harassment involving those Juveniles.

As a Contractor, you have an obligation to maintain clear boundaries with Juveniles and to maintain at all times a relationship of authority, objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional or sexual relationship to occur between you and any Juvenile. Any and all sexual contact between a Juvenile, including Juveniles age 18 and older, and a Contractor is sexual abuse under the Policy, and will be disciplined as such.

Please sign below to confirm that you understand the Policy as explained in this Acknowledgement. Failure to sign this Acknowledgement does not relieve a Contractor of the responsibility to understand and adhere to the Policy, explained herein.

A copy of the signed form will be placed in the applicable Contractor file.

\_\_\_\_\_  
Name of Contractor (Please Print)

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

**CONFIDENTIAL**

**CHILD ABUSE RECORD INFORMATION FORM**

DEPARTMENT OF CHILDREN & FAMILIES  
JUVENILE JUSTICE COMMISSION

**Indicate Reason for CARI by Checking Appropriate Box**

**Employee:** ☐ New Employee ☐ Promotion **Location:** \_\_\_\_\_ **Unit:** \_\_\_\_\_  
**Contractor:** ☐ New Contractor ☐ Renewal **Location:** \_\_\_\_\_ **Unit:** \_\_\_\_\_  
**Volunteer** ☐ **Type of Service:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Unit:** \_\_\_\_\_  
**Intern** ☐ **Assigned to Staff:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

PLEASE PRINT CLEARLY IN INK. COMPLETE THIS FORM ON BOTH SIDES AND RETURN IT TO THE  
**JUVENILE JUSTICE COMMISSION**. ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

Your full name (first, middle, last): \_\_\_\_\_

Previous name, maiden name or nicknames: \_\_\_\_\_

Date of name change, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security number:<sup>1</sup> \_\_\_\_\_ Sex: \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

Full Names and Dates of Birth of your children, if any:<sup>2</sup> \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Your previous addresses since your 18<sup>th</sup> birthday and the dates you lived at each address:**  
**(ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED).**

1) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

2) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

<sup>1</sup> Pursuant to the Federal Privacy Act of 1974 (P.L. 93-579), the disclosure of your Social Security Number is voluntary. Your Social Security Number, race, date of birth, and sex will only be used for the purpose of conducting a Child Abuse Record Information background check in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

<sup>2</sup> The disclosure of the Names and Dates of Birth of your children is voluntary. This information will only be used for the purpose of conducting a Child Abuse Record Information background check of the applicant in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.



Name: \_\_\_\_\_

page 2

3) \_\_\_\_\_

From: \_\_\_\_\_  
(month) (year)

To: \_\_\_\_\_  
(month) (year)

4) \_\_\_\_\_

From: \_\_\_\_\_  
(month) (year)

To: \_\_\_\_\_  
(month) (year)

**Any Juvenile Justice Employee; Volunteer; Intern; or Contractor completing this form must read the following and sign below:**

I consent to have the Department of Children and Families conduct a Child Abuse Record Information check to determine whether an allegation of child abuse or neglect has been substantiated against me. I understand that if a record of substantiated child abuse or neglect is found, or if I refuse to sign this consent form, I may not be permitted to work or continue to work as a JJC employee; Volunteer; Intern; or Contractor. I certify that all information I have given on this form is accurate and complete to the best of my knowledge.

☐ I certify that I **am not** currently being investigated for an allegation of child abuse or neglect

☐ I certify that I **am** currently being investigated for an allegation of child abuse or neglect

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All requests should be mailed to the following address:**

Roy Hambrecht, Chief Administrative Officer  
New Jersey Juvenile Justice Commission  
1001 Spruce Street, Suite 202  
P.O. Box 107  
Trenton, NJ 08625- 107

**FOR DEPARTMENT OF CHILDREN & FAMILIES USE ONLY**

CARI staff initials \_\_\_\_\_

CARI JJC 01/2023 Rev

**EXHIBIT 'E'**