

# **SCOPE OF WORK**

## **Kitchen Hood and Fire Suppression System Replacement**

Costello Preparatory Academy  
Tabernacle, Burlington County, NJ

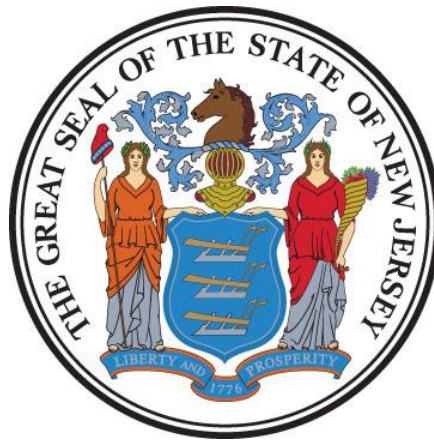
**Project No. S0667-00**

### **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**

Thomas A. Edenbaum, Director

**Date: March 24, 2025**

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. OBJECTIVE .....</b>	<b>4</b>
<b>II. CONSULTANT QUALIFICATIONS .....</b>	<b>4</b>
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS .....	4
<b>III. PROJECT BUDGET .....</b>	<b>4</b>
A. CONSTRUCTION COST ESTIMATE (CCE) .....	4
B. CURRENT WORKING ESTIMATE (CWE) .....	5
C. CONSULTANT'S FEES .....	5
<b>IV. PROJECT SCHEDULE .....</b>	<b>5</b>
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE .....	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE .....	6
<b>V. PROJECT SITE LOCATION &amp; TEAM MEMBERS .....</b>	<b>7</b>
A. PROJECT SITE ADDRESS .....	7
B. PROJECT TEAM MEMBER DIRECTORY .....	7
1. DPMC Representative: .....	7
2. Youth Justice Commission Representative: .....	7
<b>VI. PROJECT DEFINITION .....</b>	<b>8</b>
A. BACKGROUND .....	8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING .....	8
<b>VII. CONSULTANT DESIGN RESPONSIBILITIES .....</b>	<b>9</b>
A. INVESTIGATION PHASE .....	9
B. KITCHEN HOOD, EXHAUST, & DUCTWORK .....	9
C. TESTING & BALANCING .....	11
D. FIRE SUPPRESSION SYSTEM & RELATED EQUIPMENT .....	11
E. HAZARDOUS BUILDING MATERIALS .....	12
F. SPECIAL CONSIDERATIONS .....	13
G. SITE REQUIREMENTS .....	13
H. DESIGN MEETINGS & PRESENTATIONS .....	14
I. EXISTING DOCUMENTATION .....	15
<b>VIII. PERMITS &amp; APPROVALS .....</b>	<b>15</b>
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT .....	15

PROJECT NAME: Kitchen Hood and Fire Suppression System Replacement  
PROJECT LOCATION: Costello Preparatory Academy, Burlington County  
PROJECT NO: S0667-00  
DATE: March 24, 2025

---

B.	OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS .....	18
<b>IX.</b>	<b>ENERGY REBATE AND INCENTIVE PROGRAMS .....</b>	<b>18</b>
<b>X.</b>	<b>ALLOWANCES .....</b>	<b>19</b>
A.	PLAN REVIEW AND PERMIT FEE ALLOWANCE.....	19
1.	Permits: .....	19
2.	Permit Costs:.....	19
3.	Applications: .....	19
4.	Consultant Fee: .....	20
B.	HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE .....	20
C.	HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE .....	20
D.	HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE .....	20
<b>XI.</b>	<b>SOW SIGNATURE APPROVAL SHEET .....</b>	<b>22</b>
<b>XII.</b>	<b>CONTRACT DELIVERABLES .....</b>	<b>23</b>
<b>XIII.</b>	<b>EXHIBITS.....</b>	<b>23</b>
A.	SAMPLE PROJECT SCHEDULE FORMAT	
B.	PROJECT SITE LOCATION MAP	
C.	PHOTOS	
D.	DRAWING	
E.	OUTSIDE CONTRACTOR REQUIREMENTS	
F.	YJC POLICY FORMS	

---

## **I. OBJECTIVE**

---

The objective of this project is improving the kitchen exhaust system and replacing the fire suppression system to accommodate the commercial cooking appliances at the Youth Justice Commission (YJC) Costello Preparatory Academy, formerly known as the Juvenile Justice Commission (JCC), located in Burlington County.

---

## **II. CONSULTANT QUALIFICATIONS**

---

### **A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS**

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

- **P003 HVAC Engineering**

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

- **P002 Electrical Engineering**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P010 Fire Protection Engineering**
- **P065 Lead Paint Evaluation**

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

---

## **III. PROJECT BUDGET**

---

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

The initial Construction Cost Estimate (CCE) for this project is \$528,000.

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 \$795,960.

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.

---

# 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.

<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. Investigation Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7</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>180</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: Kitchen Hood and Fire Suppression System Replacement**  
**PROJECT LOCATION: Costello Preparatory Academy, Burlington County**  
**PROJECT NO: S0667-00**  
**DATE: March 24, 2025**

---

---

## **V. PROJECT SITE LOCATION & TEAM MEMBERS**

---

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

The location of the project site is:

Phillip M. Costello Preparatory Academy  
800 Carranza Road  
Tabernacle, Burlington County, N.J. 08088

GPS Coordinates: 39.7859° N, -74.6650° 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: Michael Ryan, Jr., Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 984-5062  
E-Mail: [michael.ryan3@treas.nj.gov](mailto:michael.ryan3@treas.nj.gov)

#### **2. Youth Justice Commission Representative:**

Name: Steven Stachar, Construction Manager  
Address: Department of Law and Public Safety  
Youth Justice Commission  
1001 Spruce Street, Suite 202  
Trenton NJ, 08625  
Phone No: (609) 775-3262  
E-Mail No: [steven.stacher@jjc.nj.gov](mailto:steven.stacher@jjc.nj.gov)

---

## **VI. PROJECT DEFINITION**

---

### **A. BACKGROUND**

The Phillip M. Costello Preparatory Academy officially opened on March 21, 2007 and is operated by the Youth Justice Commission (YJC), formerly known as the Juvenile Justice Commission (JCC). It presently services thirty (30) male youths between the ages of fifteen (15) to twenty (20) with a history of substance abuse. The model program includes high school and college residents in a safe and structured environment. The program places an emphasis on substance abuse treatment, education, respect, responsibility, social and job training skills, and individual or group counseling. The Costello Preparatory Academy serves residents on both probationary and/or committed status with a length of stay between 9-12 months.

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

The YJC Costello Preparatory Academy is a minimum security facility located on a 43-acre site within the New Jersey Pinelands National Reserve in Wharton Forest of Tabernacle, NJ (see **Exhibit ‘B’** Site Maps). The main building totals approximately 15,433-square feet and houses the dormitory, a full service commercial kitchen with walk-in freezer, large activity room, dining hall, gymnasium, security area, administration offices, nurse office, mechanical room, laundry room, and multiple restrooms. The Building Use classification is I-3 and Construction Type 3-B (see **Exhibit ‘D’** Site Layout).

The kitchen at Costello Preparatory Academy operates daily and includes a commercial grill, stove, fryer and oven (see **Exhibit ‘C’** Photos). The YJC is seeking is to upgrade the existing kitchen hood, associated ductwork, exhaust fan, conditioned make-up air, and fire suppression system to accommodate the commercial cooking appliances at the Costello Preparatory Academy. The existing kitchen hood is outdated, parts cannot be obtained, and certifications are no longer available through the insurance vendors to meet requirements established by Underwriters Laboratories (UL) for UL 300 certification.

The entire building operates on a 24/7 basis. The building will be occupied during construction.

---

## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

---

### **A. INVESTIGATION PHASE**

The Consultant shall perform an evaluation of the existing kitchen hood and exhaust system in order to provide a design for improving the air flow and ventilation conditions at the Costello Preparatory Academy. The evaluation shall consider all existing cooking equipment (range/grill, stove, oven fryer, etc.). The Consultant shall then address the needs identified during the investigation and provide the Design, Construction Administration, Permitting and Bid/Award services by replacing the existing kitchen hood which will require additional renovations to the existing commercial kitchen ventilation system that includes but not limited to replacing the kitchen exhaust fan, ductwork, makeup air, a fire suppression system, and related components. The fire suppression items to address shall include but not limited to thermostats, wiring, smoke detectors shutdown, and interface with fire alarm panel components.

The Consultant shall also review project S0592-00 'Kitchen Hood Upgrade and Fire Suppression System Replacement' completed at the JJC Vineland Preparatory Academy, now known as the YJC, as a guide for the equipment specified in the development of the design for this Scope. The new kitchen hood, exhaust, fire suppression system, and related components shall meet all current codes and standards.

### **B. KITCHEN HOOD, EXHAUST, & DUCTWORK**

The Consultant shall provide the design and specifications for replacing the kitchen hood, exhaust fan, and associated duct work based on the approved recommendations provided in the investigation phase. The design and specifications shall include the installation for replacing the existing exhaust duct with a fully welded ducting system due to the cooking equipment producing heat and grease laden effluent. The design for the new equipment shall meet UL300 or equivalent standards.

The design documents shall provide details in the drawings and specifications describing the methods and materials required by the contractors to interface the new kitchen hood equipment to the existing interior system components.

All metal supports for the ductwork shall be painted with a rustproof paint. Identify the location of all fire dampers on the drawings where the ductwork passes through a fire rated assembly. The ductwork shall have an exterior insulation system installed.

The upgrades to the kitchen hood shall include a multistage grease extraction and grease filter system similar to the concept used in the S0592-00 project at the Vineland Preparatory Academy. The design shall include for the grease filters to be easily accessible for removal in order to provide for regular cleaning and/or replacement.

The exhaust fan shall be designed in accordance with proper ventilation requirements and be able to withstand grease loading.

The Consultant shall review and evaluate the size, location, and condition of the existing make-up air distribution system and all related components for proper air flow and operation.

The Consultant shall determine if the required capacities of supply and return or exhaust air and the air exchange can accommodate for proper ventilation and cooling with the existing make-up air system. If the Consultant determines the existing equipment for the supply air and return or exhaust air cannot be obtained with the existing make-up air system or its components, the Consultant shall provide a design for an improved conditioned make-up air system to meet the requirements that includes, but is not limited to, enlarging or adding plenums, ductwork, blowers, registers, grills, diffusers, dampers, volume adjustment devices, controls, etc.

The Consultant shall provide all calculations of the required building air supply and exhaust quantities for the kitchen area to meet the cooling and heating load condition requirements. The Consultant shall also provide the calculations required for an improved conditioned make-up air system. Calculations shall be based on but not be limited to the following considerations: conduction, convection, heat transmission, air ventilation and infiltration, internal building heat sources, etc.

The design documents shall provide details in the drawings and specifications describing the methods and materials required by the contractors to interface the new equipment to the existing interior system components. The design drawings shall also indicate the location of any new and existing HVAC equipment, new piping, and ducts.

The Consultant shall provide the design drawing(s) and include the ventilation schedule(s) for the kitchen. The Consultant shall include equipment schedules indicating all new exhaust and ventilation equipment by symbol designation, name and size, capacity. The Consultant shall indicate the piping and duct sizes on the drawings. Details of any new ductwork construction shall be shown on the drawings.

The Consultant shall provide the electrical drawing(s) for kitchen hood, exhaust, conditioned make-up air components, heating elements, control systems, and any specialized system needed for the proper performance of the equipment installed. The drawings shall be single line riser diagrams indicating the locations of the new equipment, feeders, branch circuits, electrical panels, breakers, switches and disconnects, etc. Size of wires, current demand factors, conduits, raceways, and transformers from the service entry to branch circuit panel boards shall be indicated on the drawings. Panel loads, schedules, and spare circuits shall be provided for each panel. Branch circuit wire size, voltages, ratings, grounding details, and load for each circuit shall be shown for each circuit.

All newly installed exhaust and related equipment shall meet required codes and standards as necessary.

## **C. TESTING & BALANCING**

The Consultant shall, during the investigation phase, determine whether an HVAC System Testing and Balancing is required in order to properly assess and improve the function of the existing kitchen hood system. Such HVAC System Testing and Balancing shall be performed by a qualified firm. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of the design documents, the Consultant shall ensure following construction the Contractor is required to hire a qualified HVAC Testing and Balancing firm, and such firm shall perform system tests to ensure that the HVAC system has been installed as per the design. The design documents shall further require that the HVAC System Testing and Balancing firm shall produce a report setting forth its findings, adjustments, recommendations, and further that it shall certify that the HVAC system meets the design intent and will perform as specified and that that all equipment, i.e., fans, controls, dampers, and devices requiring adjustments or regulation are properly installed, thoroughly cleaned, adjusted, or regulated for proper operation and free from objectionable noise and vibration. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of Consultant's Construction Site Administration services, it will oversee the Contractor's work and their hiring of a HVAC System Testing and Balancing firm. The Consultant shall further ensure that any testing and balancing is performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. Any system tests shall be observed and approved by the DPMC Project Manager and Code Group and a copy of the certified report and certification referred to above is to be provided to the DPMC Project Manager. The system shall be maintained by the maintenance personnel in accordance with the report data and operating manuals provided by the Contractor.

## **D. FIRE SUPPRESSION SYSTEM & RELATED EQUIPMENT**

The Consultant shall research and provide the design and specifications for a fire suppression and extinguishing system to follow UL 300 or other equivalent standards. The design shall be sized to include for the necessary cooking equipment in accordance with all applicable codes and regulations. The existing fire suppression system is a remote mounted, appliance specific wet chemical system. (See **Exhibit 'C'** Photos).

The Consultant shall refer to completed project S0592-00 'Kitchen Hood Upgrade and Fire Suppression System Replacement' at the JJC Vineland Preparatory Academy as a guide in order to provide the fire suppression system design for this scope. Drawings for S0592-00 will be made available to the Consultant by the Agency and/or project team.

## **E. 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.E. "Hazardous Building Materials"**. All costs associated with managing, coordinating, observing and administrating 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.



## **F. SPECIAL CONSIDERATIONS**

### **1. Security:**

The Consultant shall include the Contractor is to follow and complete all required forms provided in **Exhibit 'E'** Outside Contractor Requirements and **Exhibit 'F'** YJC Policy Forms-Procedures Request for Background Information, PREA, and CARI. Include any special security requirements or policies published by the Client Agency in Division 1 of the specification.

### **2. Hours of Work:**

Identify the approved construction work hours for this project in Division 1 of the specification. Special hours required to install the internal roof drains in the building shall be identified if required. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the Project Team members. No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 3:30 PM. If additional hours of work are allowed, it will be at no added cost to the contract.

### **3. Pinelands Approval:**

The Consultant shall complete a Pinelands application and submit to the Pinelands Commission for review and approval prior to securing UCC Permits.

## **G. SITE REQUIREMENTS**

### **1. Contractor Use of the Premises:**

Determine the coordination, policies, and procedures with the Client Agency and the Contractor with respect to parking, material staging, and storage areas, construction equipment, entering and egress access to the project site, use of Client Agency utilities, allowable hours of construction, the need and location of portable toilets, the need and location of dumpsters, etc. and include the information in Division 1 of the specification and shown on the project site plan.

Floor and furniture protection must be specified in all interior areas of the building when used by the Contractors.

### **2. Dumpster:**

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Agency/ Project Team in a locked and fenced in construction area, and the frequency of debris removal shall be identified in the design specification.

### **3. Special Sequencing:**

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Client Agency in order to prevent disruption of the facility regular operation. Items shall include, but not be limited to: noise restrictions, prevention of fumes inside the building related to the construction, weather and/or seasonal concerns, and shut down of any functions, services, and/or utilities.

### **4. Site Restoration:**

Include in the contract documents that the site must be restored to pre-construction conditions (flooring, ceiling tiles, etc.) after construction has been completed and approved.

## **H. 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:

Investigation 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.

## **I. 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 No. S0536-00: Fire Suppression & Detection Upgrade, July 23, 2012 Record Drawings, Gannett Fleming
- DPMC Project No. S0592-00: Kitchen Hood Upgrade and Fire Suppression System Replacement JJC Vineland Preparatory Academy, 10/13/16, DPMC SOW
- Juvenile Correctional Facility, A1, A2, EH1, S1 Drawings, 1995-1996

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

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

---

## **VIII. PERMITS & APPROVALS**

---

### **A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT**

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

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

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

#### **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>

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.

---

**IX. ENERGY REBATE AND INCENTIVE PROGRAMS**

---

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

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

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

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

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

---

## **X. ALLOWANCES**

---

### **A. PLAN REVIEW AND PERMIT FEE ALLOWANCE**

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

#### **1. Permits:**

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

#### **2. Permit Costs:**

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the 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.E.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.E 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



**PROJECT NAME: Kitchen Hood and Fire Suppression System Replacement**  
**PROJECT LOCATION: Costello Preparatory Academy, Burlington County**  
**PROJECT NO: S0667-00**  
**DATE: March 24, 2025**

---

Services for hazardous materials abatement as noted in paragraph **VII.E** 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: Kitchen Hood and Fire Suppression System Replacement  
PROJECT LOCATION: Costello Preparatory Academy, Burlington County  
PROJECT NO: S0667-00  
DATE: March 24, 2025

---

---

## XI. SOW SIGNATURE APPROVAL SHEET

---

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

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

SOW PREPARED BY: Alison F. Gottlieb 3/24/2025  
ALISON F. GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 3/24/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Brad Sleister 3/24/2025  
BRAD SLEISTER, CONSTRUCTION MANAGER DATE  
YOUTH JUSTICE COMMISSION

SOW APPROVED BY: Michael Ryan  
MICHAEL RYAN, JR., PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 4.29.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

---

## **XII. 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:

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

---

## **XIII. EXHIBITS**

---

- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**
- D. **DRAWING**
- E. **OUTSIDE CONTRACTOR REQUIREMENTS**
- F. **YJC POLICY FORMS**

**END OF SCOPE OF WORK**

## Deliverables Checklist Investigation Phase

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

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program 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

**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 \_\_\_\_\_

**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



**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 \_\_\_\_\_

**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	Rspn	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 "IV Project Schedule" of the  
Scope of Work for contract phase durations.

© Primavera Systems, Inc.

DBCA - TEST

Bureau of Design & Construction Services

Sheet 1 of 3

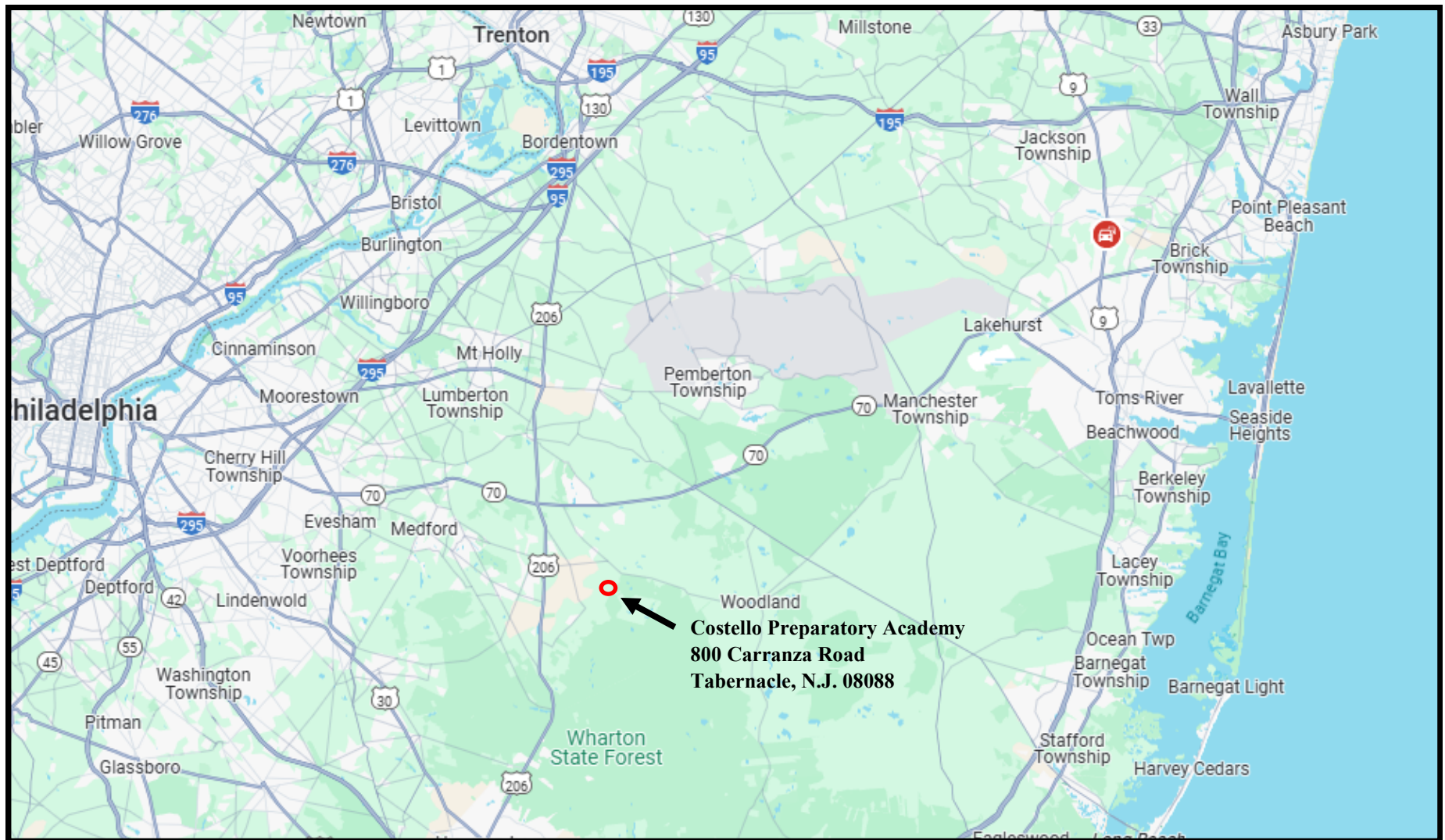
**EXHIBIT 'A'**





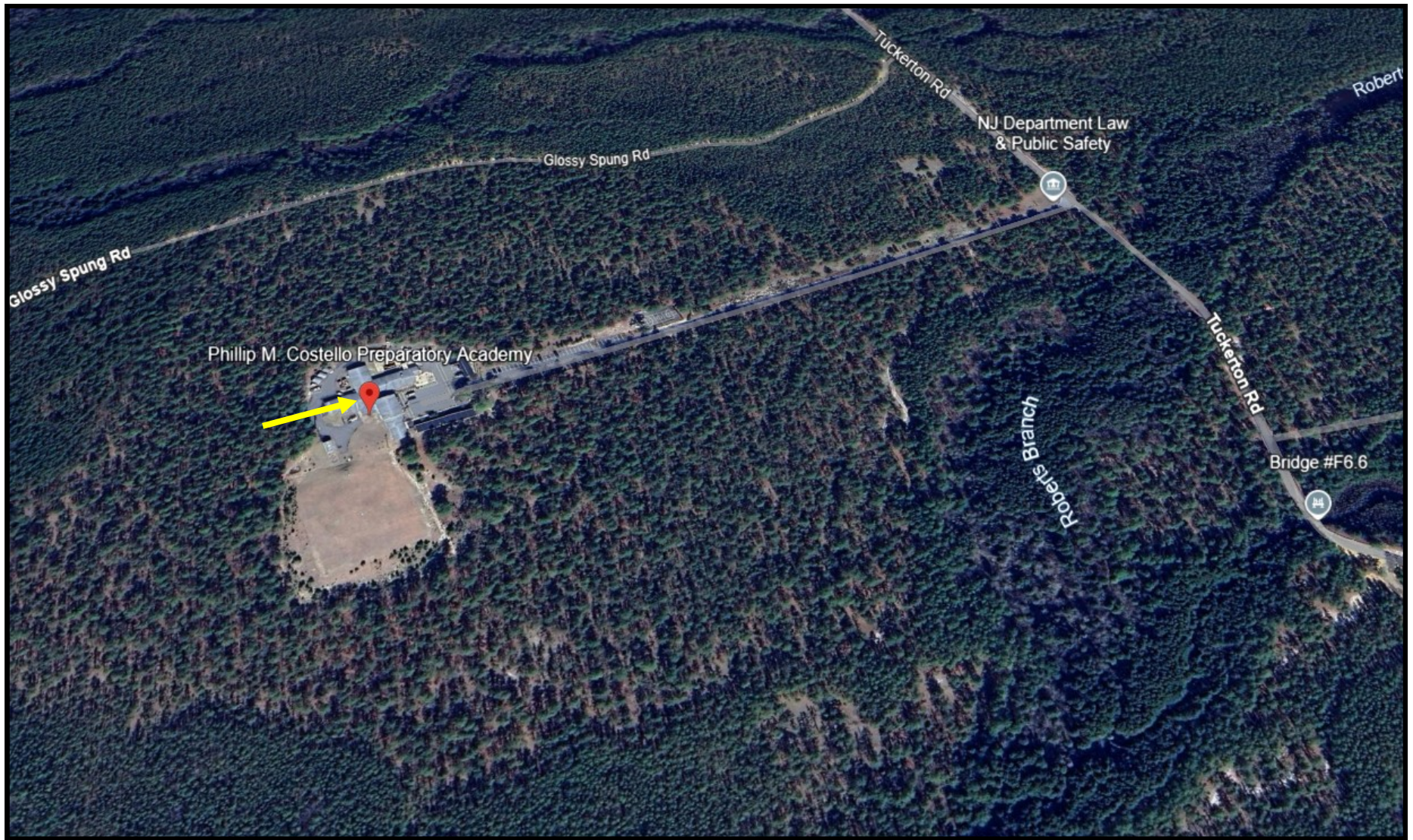






Project Site Location Map  
Costello Preparatory Academy  
**EXHIBIT 'B'**





Project Location  
**Costello Preparatory Academy**  
**EXHIBIT 'B'**





Project Site

**Costello Preparatory Academy**

**EXHIBIT 'B'**



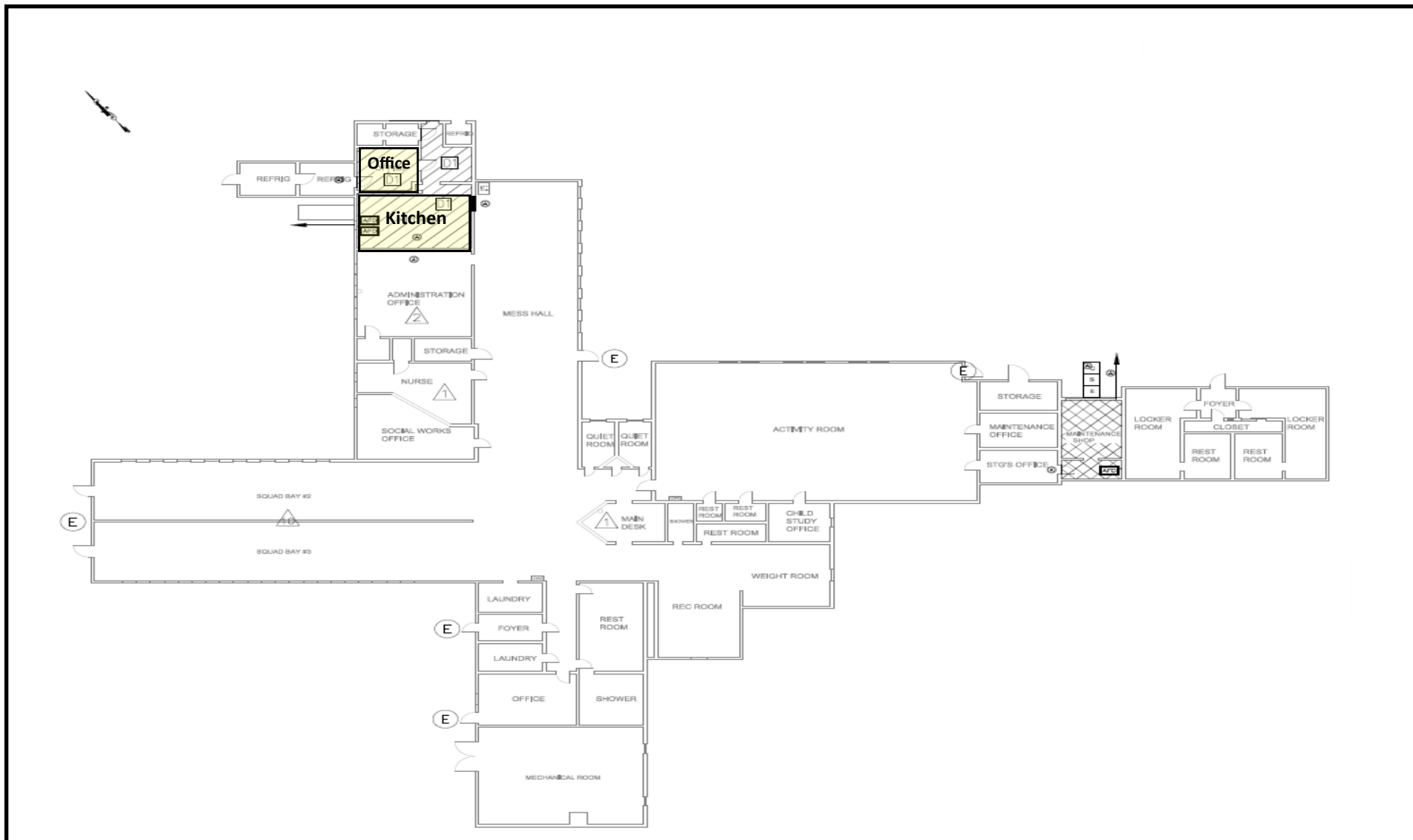
Photos  
**Costello Preparatory Academy**  
**EXHIBIT 'C'**





Photos

**Costello Preparatory Academy**  
**EXHIBIT 'C'**



Layout

# Costello Preparatory Academy

## EXHIBIT 'D'

# OUTSIDE CONTRACTOR SECURITY PROCEDURES

## ATTACHMENT I

### A. INSTITUTIONAL OPERATIONS - OUTSIDE CONTRACTOR SECURITY PROCEDURES

#### 1. Purpose

- a. To provide a means of safely providing access to the facility to effect repairs or new construction without jeopardizing the safety, security, or orderly running of the institution.

#### 2. Policy

- a. This administration is charged with the responsibility of safe custody and the welfare of our inmate juveniles. This procedure applies to all personnel contracted to provide services at the New Jersey Training school. Any person not willing to cooperate will be barred from admittance to the facility. All non-state employees are responsible and should comply with these procedures for their own protection as well as the safety of our juveniles and staff.

#### 3. Procedure Guidelines

- a. The Contractor will submit a list of all workers who will be working on the project. The Contractor will also be responsible to have each worker fill out and submit an Internal Affairs Unit "Request for Background Information" at least two weeks prior to the date each worker is expected to be working in the institution. The office of the Director of Custody Operations will provide these forms to the Contractor upon request.

Upon receipt of the background check from Internal Affairs, the Contractor will be notified if any of the workers will not be allowed into the institution. An approved list of workers will be promulgated and distributed to the appropriate persons and places.

- b. The Construction Workers will report to the Gatehouse each day for work and will turn in their personal ID in exchange for a pass. They must carry or wear this pass on their person at all times while inside the security perimeter of the institution.
- c. They will then proceed directly to the work site. They are to remain on the work site at all times. They are not to move around the grounds without a Custody Officer escort.
- d. If the workers are leaving the institution for lunch, they must leave in a group and be processed out, turning their pass back in to the Gatehouse in exchange for their personal ID. When returning from lunch, they will process in again. This is a time consuming process and the Custody staff do what they can to expedite it without compromising the security of the facility.
- e. At the end of the day the workers must again leave in a group, processing out through the Gatehouse in the same manner as described in item d above.

- f. Depending on the scope of the construction, a service road may be established for use by the construction company. A checkpoint will exist to control unauthorized personnel. All construction supply vehicles, worker's vehicles, and heavy equipment will gain entrance to the facility via this service road.
- g. All construction worker's privately owned vehicles will be parked in the transient parking area (Visitor's Lot) after which they will proceed directly to the construction area.
- h. All tools being brought into the institution must be listed on an inventory slip provided by the workers bringing the tools in. This list will be submitted to the assigned Construction Officer who will meet them at the Gatehouse daily. The Construction Officer will inspect the tools, comparing them to the inventory list. The Officer will ensure that the tools stay with the workers throughout the day. At the end of the day, the Construction Officer will again check the tools going out against the inventory slip, which he has maintained in his possession throughout the day, to ensure that all tools brought into the institution are going out. Any discrepancies in tools or tool inventory will be immediately reported to the Shift Commander on Duty. The workers involved will be detained until such time as a Custody Supervisor Investigates the discrepancy and the Shift Commander releases them.
- i. Whenever construction vehicles are allowed to be brought inside the security perimeter of the institution, they will be searched in the vehicle sally port each time coming in and out. Tools carried in vehicles are subject to be inventoried each time coming in and out as well. The driver of each vehicle will be responsible to have the required inventory list of all tools for submission to the Construction Officer as in item h. above.
- j. Provision of toilet areas is the responsibility of the construction company (Spot-A-Pots, etc.).
- k. Construction workers are not allowed to utilize the Employee Dining Room or the Campus Shop. They are not allowed to have outside food vendors deliver food inside the security perimeter of the institution. Depending on the individual project, the workers may be allowed to bring their lunch into the work site or they will be allowed to leave the institution and eat at their vehicles, go out, etc. If allowed to bring lunch into the work site, all food containers will be subject to be opened for a visual inspection when entering or leaving the facility. This will be discussed and agreed upon with the Director of Custody Operations or his designee at a pre-start meeting.
- l. The construction company will provide a secure area such as a trailer, portable locked buildings, etc., as needed to ensure all tools and materials can be secure when not in use. The Director of Custody Operations or his designee will determine if the provided security is sufficient.
- m. The function of the officer assigned to the construction site is to provide security and check ID's. He will assist in rectifying problems to expedite the work whenever possible, with security as his primary concern.
- n. Excavations and other hazardous areas will be fenced off by the construction company. Any items which may be used by our inmates as weapons, to include scrap metal, wire, toxic substances, etc., must be disposed of in a secure manner so as to prevent their introduction into the rest of this facility.

- o. NO ammunition or weapons of any type are to be brought onto the grounds of this institution by any contracted personnel.
- p. Construction workers will refrain from any contact whatsoever with the inmates of this facility. They will not converse with them, nor are they to give or take ANY object whatsoever.
- q. Construction workers will not interfere with the activities or operations of the institution in any way.
- r. The construction area is off-limits for any inmates and/or staff at all times unless assigned to be there.
- s. NO alcoholic beverages or drugs are permitted on grounds.
- t. ALL vehicles will be securely locked at all times. All equipment, which cannot be locked, must be disabled when unattended. Tools must not be left unattended.
- u. Institutional keys will not be issued to construction personnel under any circumstances. A Custody Officer will provide access to the appropriate areas of the institution as needed.
- v. No photographs are to be taken without the permission of an administrator.
- w. Warning lights must be displayed on all dangerous areas at night as directed by the institutional maintenance engineer.
- x. All institutional fire regulations must be obeyed. These are available from the maintenance department.
- y. The institutional speed limit is 15 MPH and will be adhered to at all times.
- z. All excavations effecting roadways and sidewalks will be protected as directed by our maintenance engineer, and those across main roads must be covered with plates.
- aa. Any difficulties encountered by construction workers will be referred to their foreman or supervisor. He will then contact out maintenance engineer who will act as the institutional liaison to resolve this matter.



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 'F'



**CONFIDENTIAL**

**CHILD ABUSE RECORD INFORMATION FORM**

DEPARTMENT OF CHILDREN & FAMILIES  
JUVENILE JUSTICE COMMISSION

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

<b>Employee:</b>	New Employee	Promotion	<b>Location:</b> _____	<b>Unit:</b> _____
<b>Contractor:</b>	New Contractor	<input type="checkbox"/> Renewal	<b>Location:</b> _____	<b>Unit:</b> _____
<b>Volunteer</b>	<b>Type of Service:</b> _____		<b>Location:</b> _____	<b>Unit:</b> _____
<b>Intern</b>	<b>Assigned to Staff:</b> _____		<b>Location:</b> _____	<b>Unit:</b> _____

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

# 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