SCOPE OF WORK

Ligature Resistant Improvements

Northern Region Independence and Reentry Success Center
Newark, Essex County, NJ

Project No. S0681-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

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I. OBJECTIVE

The objective of this project is to renovate the third-floor bathrooms and shower areas by installing ligature-resistant fixtures and stalls to ensure compliance with the Prison Rape Elimination Act (PREA) in the Northern Region Independence and Re-entry Success Center building. See **Exhibit 'B'** for the project site location map.

This initiative includes converting these spaces (the bathrooms and shower areas) to meet the standards for ligature resistance. The conversion will enhance safety and supervision without violating the current PREA regulations across all YJC facilities.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **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).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $ 409,000.

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 $ 655,305.
The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Schematic Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14

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

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

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

The Northern Region Independence and Re-Entry Success Center building.
461-463 Central Avenue
Newark, NJ 07107

See **Exhibit 'B'** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative

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

2. Youth Justice Commission Representative

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

VI. PROJECT DEFINITION

A. BACKGROUND

The Northern Region Independence and Re-entry Success Center is the YJC's first program that houses transitional residents only.

The Success Center can accommodate up to 25 males who have been paroled or completed a Community Program as a Probationer and that live in all counties north of Middlesex (including Middlesex). Parolees attend as a condition of their parole, and probationers attend when they have completed a community program and have been granted a release date.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

To enhance safety and supervision while maintaining full compliance with the current Prison Rape Elimination Act (PREA) regulations across all YJC facilities and to provide residents with a secure, ligature resistant yet normative environment, this project includes renovating the third-

floor bathrooms and showers in the Northern Region Independence and Re-entry Success Center building.

Provisions should be made to evaluate existing walls and interior layouts to improve sightlines where feasible; consider removing non-structural walls without utilities and keeping windows intact.

Provisions should be made to prepare sole-source justification letters for approved ligature-resistant fixtures to ensure compliance.

Provisions should be made to evaluate existing HVAC equipment (grilles, vents, and ducts) in shower/bath areas currently providing climate control to the work area and revise if necessary.

Provision should be made for the evaluation of the existing in-floor drains to conclude that they are suitable for reuse.

Fire protection is largely complete; confirm detectors and door hardware; coordinate with renovation.

No third-floor ADA retrofit planned. A variation request may be required by the reviewing agency.

Implement phased closures; coordinate resident movements with the facility; consider simultaneous work where practical.

VII. CONSULTANT DESIGN RESPONSIBILITIES

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 toilet and shower rooms on the third floor of the Northern Region Independence and Re-entry Success Center building. 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.

1. 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.

2. 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.

3. 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.

4. Sanitary Waste & Vent Piping

The Consultant shall provide design criteria for 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.

5. HVAC

Any vents and covers shall be Agency approved and be ligature resistant.

6. Carpentry

The Consultant shall provide all design requirements for 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.

7. 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 finished and shall extend up to or above the finished ceiling height.

8. 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, insulation of all fittings and valves, butt-joint fastening, and all other items necessary to provide a completely insulated water supply system.

9. 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.

10. Partitions

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

11. 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 ligaturing resistant and agency approved.

12. Phasing

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

B. HAZARDOUS BUILDING MATERIALS

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

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

2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.

3. PCB’s in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB’s.

4. Mold.

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

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

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

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

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

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

C. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: contractor site access limitations, utility shutdowns and switchover coordination, phased construction and

schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

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

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

2. Design Presentations

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

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

D. EXISTING DOCUMENTATION

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

- S0640-00 NRI & RSC- Security Camera Installation Project. October 2024.

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

for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.
All original documentation shall be returned to the provider at the completion of the project.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJUCC Plan Review

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

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

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

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

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

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

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

The NJUCC "Plan Review Fee Schedule" can be found at:

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

2. NJUCC Permit

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

The following information should be provided for the permit application and technical sections to be submitted:

Ownership in Fee:
Department of Law & Public Safety
Youth Justice Commission
P.O. Box: 1001
Trenton, NJ 08625

Proposed work site:
Northern Region Independence and Reentry Success Center

Work site location:
Northern Region Independence and Reentry Success Center
461-463 Central Avenue
Newark, NJ 07107
Essex County
Block 1849 Lot 27
The county MUST be listed in the address.

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

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

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

3. Prior Approval Certification Letters

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

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

4. Multi-building or Multi-site Permits

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

5. Special Inspections

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

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

a. Definition

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

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

b. Responsibilities

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

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

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

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

The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "18. CONSTRUCTION PHASE" for all construction administration requirements

available at
https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf.

XI. PROJECT CLOSE-OUT PHASE

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

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

1. Permits

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

2. Permit Costs

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

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

3. Applications

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

4. Consultant Fee

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a "Hazardous Materials Survey Report" noted in paragraph **VII.B** and enter that amount on the fee proposal line item entitled **"Hazardous**

Materials Testing and Report Allowance," Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

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

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

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

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

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

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

XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Lucy Ibrahim 09/17/2026
LUCY IBRAHIM, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 9/17/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: P. Ciarrocca 9/17/26
PETER CIARROCCA, PROJECT MANAGER DATE
YOUTH JUSTICE COMMISSION

SOW APPROVED BY: Peter Buckley 9/24/2026
PETER BUCKLEY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 11.4.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DOV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

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

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

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

SCHEMATIC DESIGN PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE.

XVI. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. EXISTING PHOTOS
D. BACKGROUND CHECK REQUEST
PREA FORM
RESIDENTIAL PROGRAM SITE SECURITY REGULATIONS

END OF SCOPE OF WORK

Deliverables Checklist
Schematic Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

DPMC Project No.: S0681-00

Deliverables Checklist
Design Development Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Final Design Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: S0681-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis in CSI Format						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

DPMC Project No.: S0681-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Construction Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

Typical DPMC Project - Random Selection of Design Consultant

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

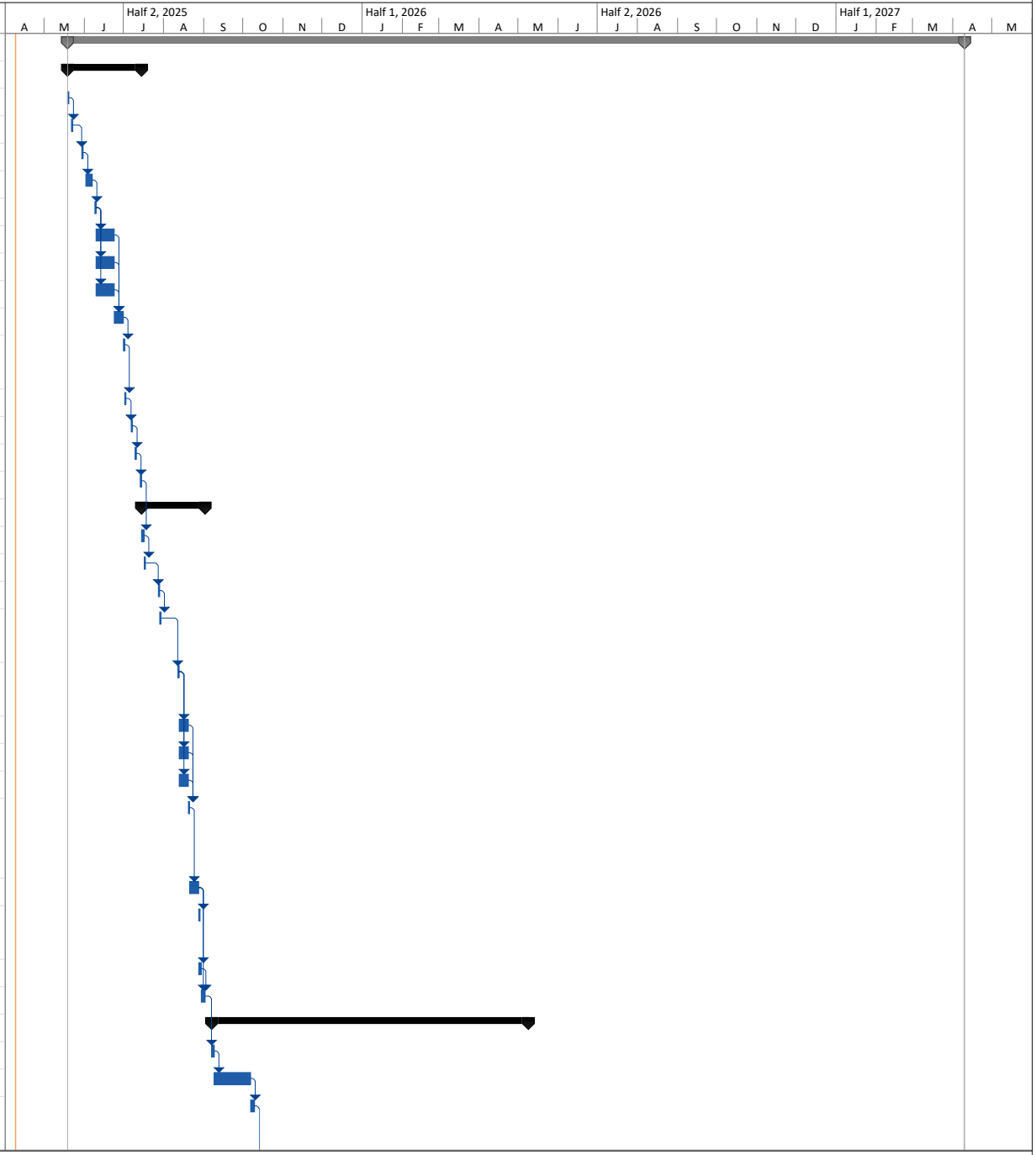


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
34	Program Phase Presentation/Submittal	Fri 10/10/25	Fri 10/10/25	1 day
35	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days
36	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days
37	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 10/27/25	Wed 10/29/25	3 days
39	Schematic Design Phase	Thu 10/30/25	Wed 11/26/25	28 days
40	Receive Schematic Submittal & Distribute for Review	Thu 11/27/25	Mon 12/1/25	3 days
41	Schematic Phase Presentation/Submittal	Tue 12/2/25	Tue 12/2/25	1 day
42	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days
43	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days
44	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Wed 12/17/25	Fri 12/19/25	3 days
46	Design Development (DD) Design Phase	Sat 12/20/25	Fri 1/16/26	28 days
47	Receive DD Submittal & Distribute for Review	Mon 1/19/26	Wed 1/21/26	3 days
48	DD Phase Presentation/Submittal	Thu 1/22/26	Thu 1/22/26	1 day
49	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days
50	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days
51	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Fri 2/6/26	Tue 2/10/26	3 days
53	Final Design Phase	Wed 2/11/26	Tue 3/10/26	28 days
54	Final Submittal & Distribute for Rev	Wed 3/11/26	Fri 3/13/26	3 days
55	Final Phase Presentation/Submittal	Sat 3/14/26	Mon 3/16/26	2 days
56	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
57	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
58	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
59	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Tue 3/31/26	Thu 4/2/26	3 days
61	Final/Permit Design Phase	Fri 4/3/26	Thu 4/16/26	14 days

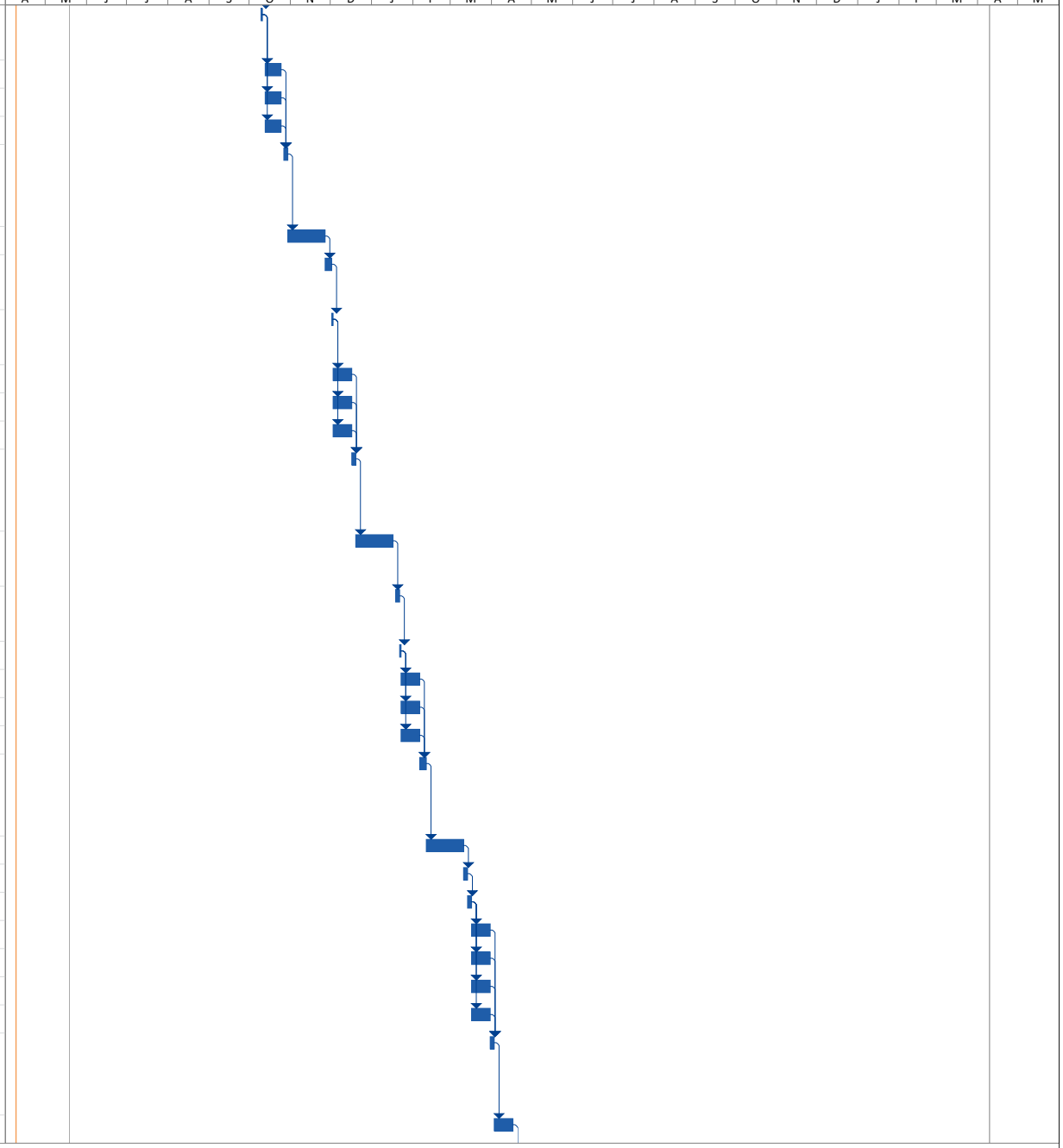


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
62	Final/Permit Submittal & Distribute for Review	Fri 4/17/26	Tue 4/21/26	3 days
63	Review Final/Permit Phase	Wed 4/22/26	Tue 5/5/26	10 days
64	Receive Final/Permit Phase Approval and Forward to	Wed 5/6/26	Fri 5/8/26	3 days
65	**Permit Acquisition Phase**	**Wed 4/22/26**	**Fri 5/22/26**	**31 days**
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Sat 5/9/26	Fri 5/15/26	7 days
67	Provide Funding for Construction	Wed 4/22/26	Wed 4/22/26	1 day
68	Secure Bid Clearance Including Funding Verification	Mon 5/18/26	Fri 5/22/26	5 days
69	**Advertise-Bid-Award Phase**	**Mon 5/25/26**	**Thu 7/23/26**	**60 days**
70	Advertise Project for Construction	Mon 5/25/26	Mon 5/25/26	1 day
71	Conduct Pre-Bid Meeting	Tue 6/9/26	Tue 6/9/26	1 day
72	Contractor Questions Due - Prepare and Issue Bulletin	Mon 6/15/26	Wed 6/17/26	3 days
73	Construction Bids Due - Open Bids	Tue 6/23/26	Tue 6/23/26	1 day
74	Conduct Post Bid Review Meeting	Mon 6/29/26	Mon 6/29/26	1 day
75	Prepare and Submit Recommendation for Award	Tue 6/30/26	Wed 7/1/26	2 days
76	Prepare and Submit Recommendation for Award	Thu 7/2/26	Fri 7/3/26	2 days
77	Prepare Contract and Schedule Award Meeting	Mon 7/6/26	Fri 7/10/26	5 days
78	Conduct Contract Award Meeting/Issue NTP	Thu 7/16/26	Thu 7/16/26	1 day
79	Sign/Seal UCC Permit Applications	Thu 7/16/26	Thu 7/16/26	1 day
80	Secure UCC Permit from DCA	Fri 7/17/26	Thu 7/23/26	5 days
81	**Construction Phase**	**Fri 7/24/26**	**Wed 1/20/27**	**181 days**
82	Conduct Construction "Kick-Off Meeting"	Fri 7/24/26	Fri 7/24/26	1 day
83	Complete Construction - Achieve Substantial Completion	Sat 7/25/26	Wed 1/20/27	180 days
84	**Project Close-Out Phase**	**Thu 1/21/27**	**Fri 4/9/27**	**79 days**
85	Complete Punch List	Thu 1/21/27	Fri 2/19/27	30 days
86	Close Out Construction Contract	Mon 2/22/27	Fri 2/26/27	5 days
87	Close Out Consultant Contract	Mon 3/1/27	Fri 4/9/27	30 days

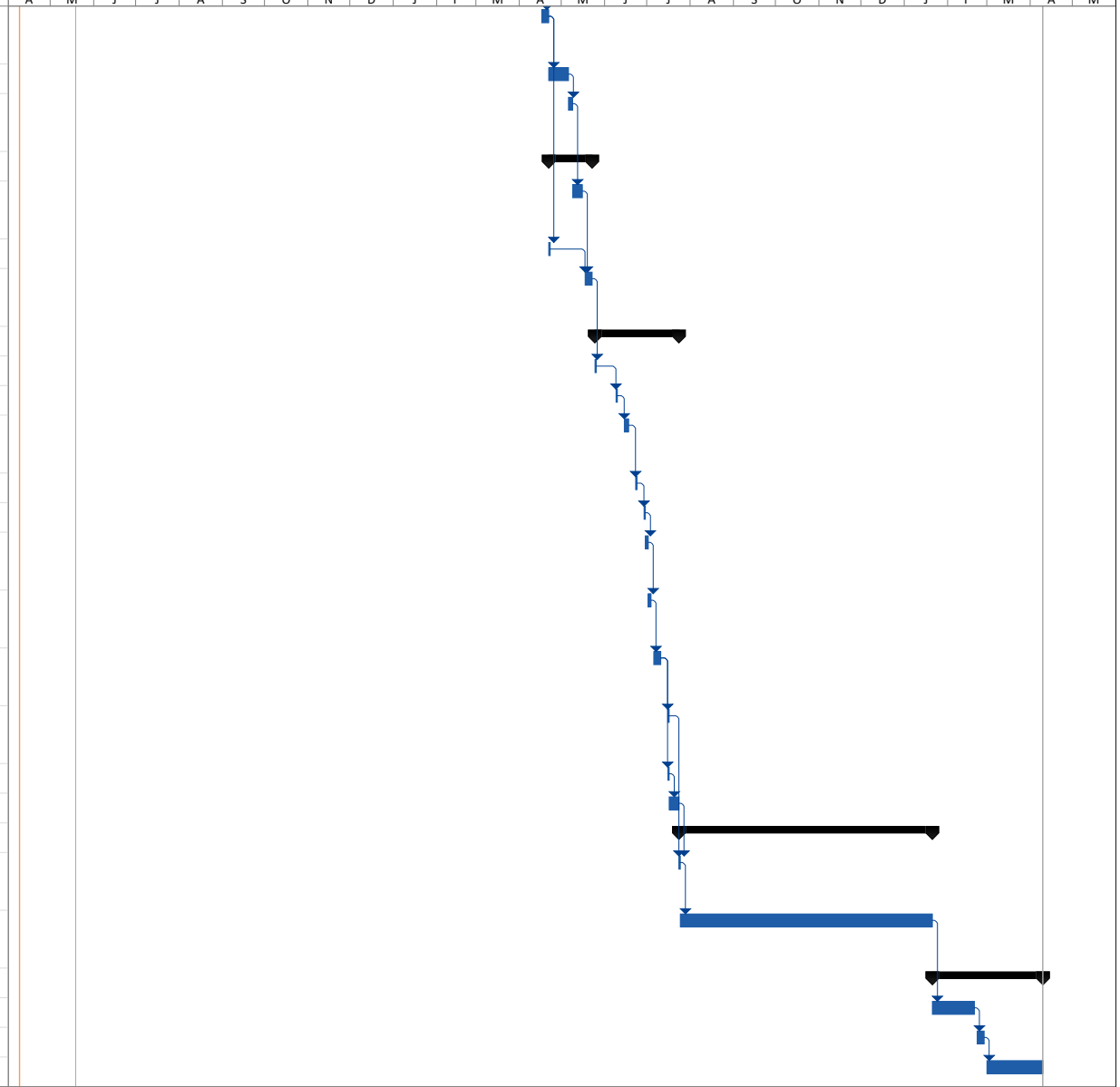


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

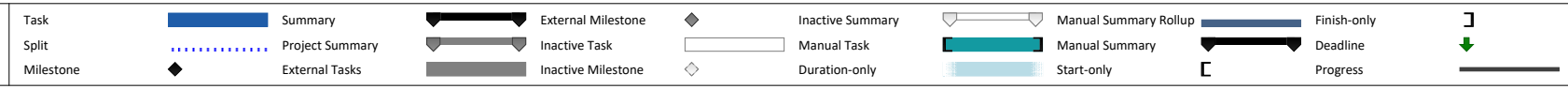


EXHIBIT 'A'

Northern Region Independence and Reentry Success Center

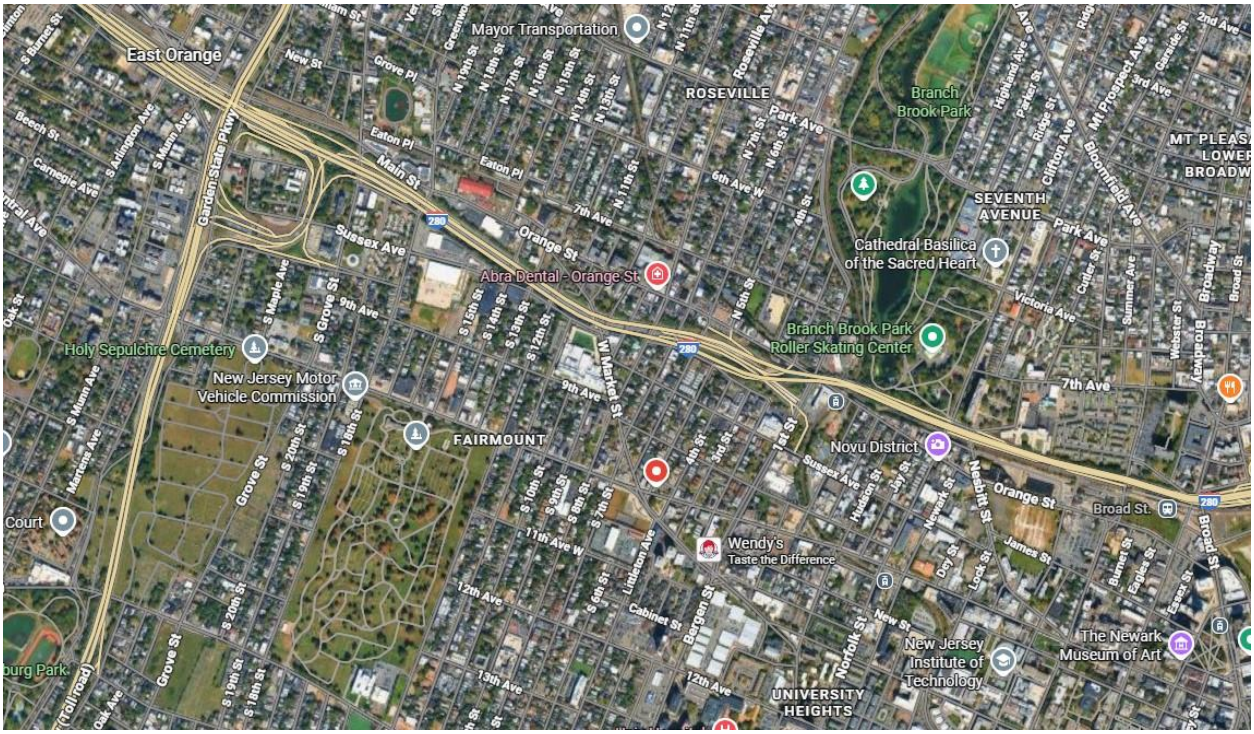




EXHIBIT 'B'

Northern Region Independence and Reentry Success Center



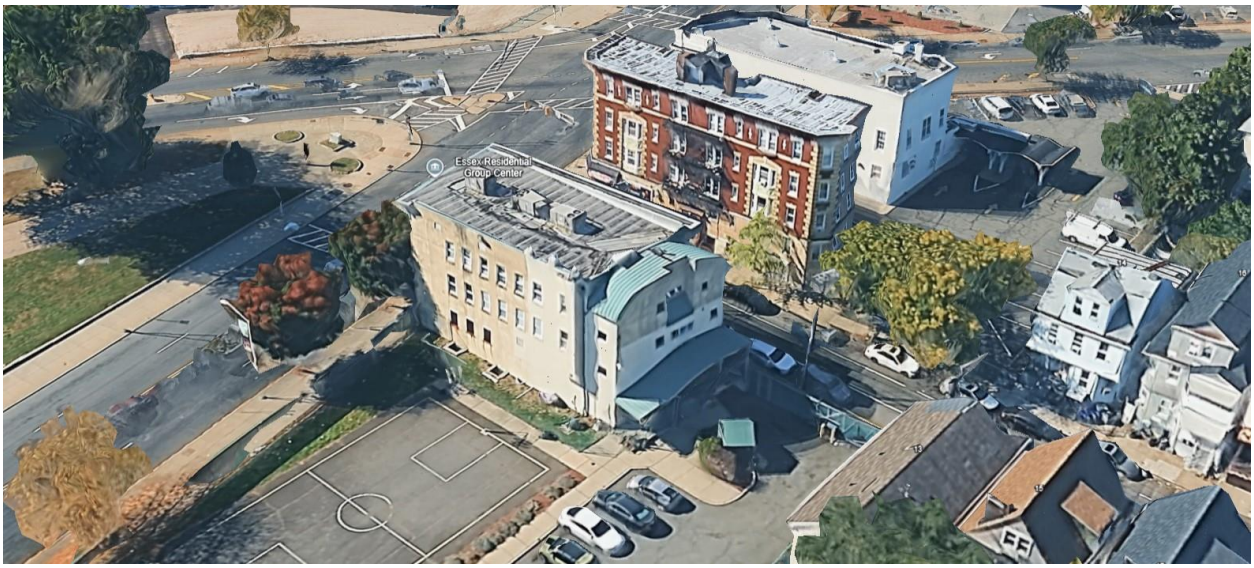


EXHIBIT 'B'

CAMERA # REFERENCE:	
©	WV-S22500-V3L (INDOOR)
©	WV-S25500-V3LN (OUTDOOR)
$©_{180}$	WV-S8563LG (INDOOR/OUTDOOR 180°)
$©_{270}$	WV-S8563LG (INDOOR/OUTDOOR 270°)
$©_{360}$	WV-S8564LG (INDOOR/OUTDOOR 360°)

CAMERA MOUNTING LEGEND:

C – CEILING MOUNTED/SOFFIT MOUNTED
W – WALL (SINGLE – WALL
MULTI-SENSOR – PENDANT)
P – PENDANT MOUNTED

CAMERA NOTES:

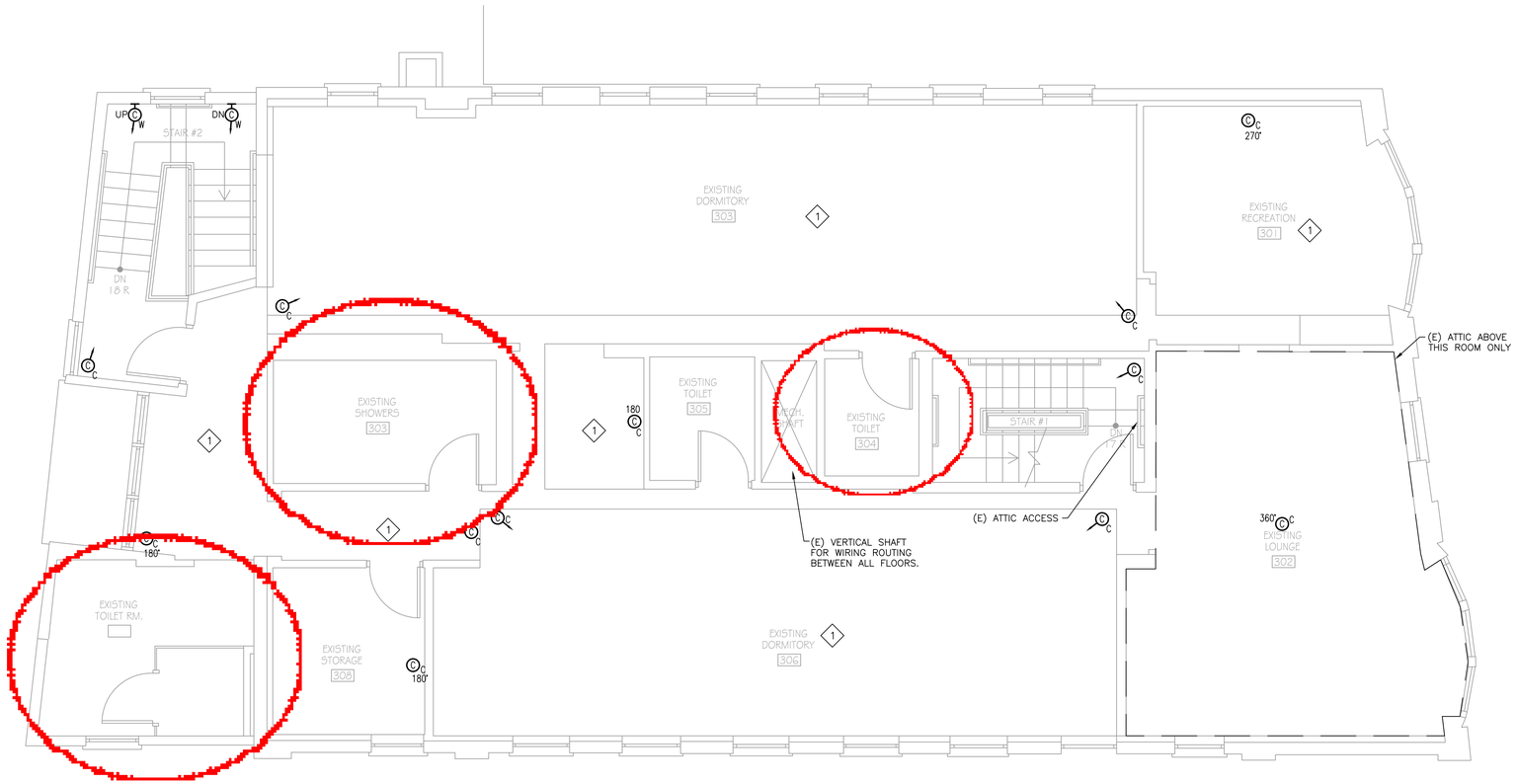
1. ARROW ON CAMERA INDICATES CENTER OF VIEWING FIELD.
2. PROVIDE CAMERAS WITH ALL BRACKETS, CABLES, COVERS, ETC. NECESSARY FOR A COMPLETE INSTALLATION.
3. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILS.

NOTES:

1. REFER TO DRAWING E0-1 FOR LEGEND, ABBREVIATIONS AND GENERAL NOTES.
2. ALL WORK SHOWN IS NEW WORK, UNLESS OTHERWISE NOTED AS EXISTING (E), REMOVE AND REPLACE (RAR), OR RELOCATED (REL)
3. ALL WIRING SHALL BE 3/4"C-2#12+1#12GND.
4. ALL WALL AND FLOOR PENETRATIONS WITH CONDUITS AND CABLES SHALL BE FIRE RATED. FOLLOW DETAILS 1, 2 & 3 DRAWING E2.1.

CEILING TYPE KEY:

1. DRYWALL
2. ACT
3. NO RESIDENTS



1 NEW WORK THIRD FLOOR PLAN
1/4" = 1'-0"

SEAL:

RICHARD L. DELP, P.E.
N.J. Professional Engineer
NO. GE45368

SCHILLER AND HERSH ASSOCIATES, INC.
Consulting ME/P Engineers
636 Skippack Pike
Suite 200
Blue Bell, PA 19422
P: 215.886.8947
F: 215.886.8956
www.schillerhersh.com
Certificate of Authorization: 24GA28014000
SH JOB # 2331G

NEW JERSEY JUVENILE JUSTICE COMMISSION

NO.	REVISION	DATE

ISSUED FOR:
FINAL DESIGN

NRI & RSC
SECURITY CAMERA INSTALLATION PROJECT

NEW WORK THIRD FLOOR PLAN

PROJECT NO.:	S0640-00
DRAWN BY:	JDB
CHECKED BY:	RLD
DATE:	2024-10-28
SCALE:	AS NOTED

DRAWING NO.:

E1-3

Existing Showers 303











EXHIBIT 'C'

Existing Toilet RM.







EXHIBIT 'C'







EXHIBIT 'C'

Existing Toilet 304







EXHIBIT 'C'

STATE OF NEW JERSEY
JUVENILE JUSTICE COMMISSION

REQUEST FOR BACKGROUND INFORMATION

Form: BI-001
Revised: 05/2015

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 'D'

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

EXHIBIT 'D'

C O N F I D E N T I A L

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:[1] _____ Sex: _____

Telephone Number: _____

Full Names and Dates of Birth of your children, if any:[2] _____

_____

_____

Your previous addresses since your 18th 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)

[1] 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.

[2] 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.

3) _____

From: _____ To: _____
(month) (year) (month) (year)

4) _____

From: _____ To: _____
(month) (year) (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 _____

EXHIBIT 'D'

ATTACHMENT I

A. Residential Community Program - OUTSIDE CONTRACTOR SECURITY PROCEDURES

1. Purpose

   a. To provide a means of safely providing access to the community programs to effect repairs or new construction without jeopardizing the safety, security, or orderly running of the program.

2. Policy

   a. This administration is charged with the responsibility of safe custody and the welfare of our resident juveniles. This procedure applies to all personnel contracted to provide services at the New Jersey Juvenile Justice Commissions Community Programs. Any person not willing to cooperate will be barred from admittance to any NJ-JJC Program site or 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 Construction Workers will report to the administration building or site supervisor each day for work and will sign in the unit visitor's logbook.

   b. They will then proceed to the work site. They are to remain on the work site at all times.

   c. If the workers are leaving the property for lunch, they must sign out in the visitor's logbook. When returning form lunch, they proceed to sign in the visitor's logbook.

   d. At the end of the day the workers must be sure to sign out in the visitor's logbook.

   e. Depending on the scope of the construction, a service road may be established for use by the construction company. All construction supply vehicles, worker's vehicles, and heavy equipment will gain entrance to the property via this service road.

   f. 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 after signing in.

   g. All tools being brought into the facility must be secured and accounted for at all times. The contractor and workers will ensure that the tools stay with the workers throughout the day and are never left unattended at any time. At the end of the day the contractor and workers shall check the tools to insure they are accounted for. Any missing tool must be immediately reported to the site supervisor on duty. The workers involved will be detained until such time as the site supervisor investigates the missing tool and the site supervisor releases them.

h. Whenever construction vehicles are on site they will be secured at all times. If a construction vehicle or equipment is left on site overnight it will be disabled and secured. 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 for that vehicle and it's contents.

i. Construction workers are allowed to utilize the Employee Dining Room or the toilet facilities as designated by the site supervising staff. Contractors and their employees are permitted to bring their lunch into the work site or they will be allowed to leave the site 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 site superintendent or his designee at a pre-start meeting.

j. The construction company will provide a secure area such as a trailer, portable lock box, etc., as needed to ensure all tools and materials can be secure when not in use. The site superintendent or his designee will determine if the provided security is sufficient.

k. Excavations and other hazardous areas will be fenced off by the construction company. Any items, which may be used by our residents 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.

l. NO ammunition or weapons of any type are to be brought onto the grounds of any NJ-JJC site or facility by any contracted personnel.

m. Construction workers will refrain from any contact whatsoever with the residents of site or facility. They will not converse with them, nor are they to give or take ANY object whatsoever.

n. Construction workers will not interfere with the activities or operations of the site or facility in any way.

o. The construction area is off-limits for any residents and/or staff at all times unless assigned to be there.

p. NO alcoholic beverages or drugs are permitted on grounds of any NJ-JJC site or facility.

q. 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.

r. Facility keys will not be issued to construction personnel under any circumstances. An assigned staff member will provide access to the appropriate areas of the site or facility as needed.

s. No photographs are to be taken without the permission of an administrator.

t. Warning lights must be displayed on all dangerous areas at night as directed by the site maintenance staff.

u. All site fire regulations must be obeyed. These are available from the maintenance department.

v. The facility speed limit is 15 MPH and will be adhered to at all times.

w. All excavations effecting roadways and sidewalks will be protected as directed by our superintendent, facility coordinator and/or site maintenance staff, and those across main roads must be covered with plates.

x. Any difficulties encountered by construction workers will be referred to their foreman or supervisor. He will then contact out facilities coordinator who will act as the site liaison to resolve this matter.

y. No smoking or use of any tobacco products on the premises." Failure to comply will result in **Termination of Contract** (unless specified area is designated by JJC Superintendent)

EXHIBIT 'D'