# SCOPE OF WORK

## HVAC System Assessment & Replacement

NJDOT Thiokol Complex Buildings 6 & 8
Ewing, Mercer County, N.J.

## Project No. T0644-00

## STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

## DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer

## DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

**Date: 7/1/21 Final**

*Document Format Revision 9-4-18*

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# I. OBJECTIVE

The objective of this project is to improve the indoor thermal environment and indoor air quality of Thiokol Buildings 6 & 8 at NJDOT Headquarters in Ewing, NJ. This is to be achieved by evaluating and then rehabilitating the systems that serve the aforementioned buildings, and subsequently integrating them into the existing campus wide building management system.

# 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**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

# III. PROJECT BUDGET

## A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $2,000,000

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in their technical proposal based on their professional experience and opinion.

## B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $2,630,000

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

The CWE is the Client Agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change 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.

| PROJECT PHASE | ESTIMATED DURATION (Calendar Days) |
|---|---|
| **1. Site Access Approvals & Schedule Design Kick-off Meeting** | **14** |
| **2. Survey and Assessment Phase** | **42** |
| • *Project Team Review & Comment* | 14 |
| **2. Schematic Design Phase 25% (Minimum)** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Comment* | 14 |
| **3. Design Development Phase 50% (Minimum)** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Comment* | 14 |
| **4. Final Design Phase 100%** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Approval* | 14 |
| **5. Final Design Re-Submission to Address Comments** | **7** |

- *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** **240**

## B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

The Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this document entitled "Contract Deliverables - Project Close-Out Phase" and include this information in the bar chart schedule submitted.

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.

## C. CONSULTANT DESIGN SCHEDULE

Based on the Notice to Proceed, Consultant shall update its approved schedule and shall distribute it at the design kickoff meeting. Note that this schedule shall be submitted in both paper format and on compact disk in a format compatible with *Microsoft Project*. This schedule will be binding for the Consultant's activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design

schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

## D. BID DOCUMENT CONSTRUCTION SCHEDULE

The Consultant shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in "bar chart" format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements including, but not limited to: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security needs, lead times for materials and equipment, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Consultant during the design phases of the project.

## E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE

The Contractor shall be responsible for preparing a coordinated combined progress schedule with the Sub-Contractors after the award of the contract. This schedule shall meet all of the requirements identified in the Consultant's construction schedule. The construction schedule shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions and Bulletins that may be issued on the project.

The Consultant must review and analyze this progress schedule and recommend approval/disapproval to the Project Team until a satisfactory version is approved by the Project Team. The Project Team must approve the baseline schedule prior to the start of construction and prior to the Contractor submitting invoices for payment.

The Consultant shall note in Division 1 of the specification that the State will not accept the progress schedule until it meets the project contract requirements and any delays to the start of the construction work will be against the Contractor until the date of acceptance by the State.

The construction progress schedule shall be reviewed, approved, and updated by the Contractor, Consultant, and Project Team members at each regularly scheduled construction job meeting and the Consultant shall note the date and trade(s) responsible for project delays (as applicable).

# V. PROJECT SITE LOCATION & TEAM MEMBERS

## A. PROJECT SITE ADDRESS

The location of the project site is:

NJ Department of Transportation – Thiokol Complex
930 Lower Ferry Road
Ewing, New Jersey 08628

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: | Joseph Polizzi, Project Manager |
| Address: | Division of Property Management & Construction |
| | 20 West State Street, 3rd Floor |
| | Trenton, NJ 08608-1206 |
| Phone No: | (609) 984-1656 |
| E-Mail No: | Joseph.Polizzi@treas.nj.gov |

### 2. Client Agency Representative:

| | |
|---|---|
| Name: | Hani Shamroukh, Project Manager |
| Address: | Department of Transportation |
| | 1035 Parkway Avenue PO Box 600 E & O 1st Floor |
| | Ewing, New Jersey 08625 |
| Phone No: | (609) 963-1341 |
| E-Mail No: | Hani.Shamroukh@dot.nj.gov |

# VI. PROJECT DEFINITION

## A. BACKGROUND

The New Jersey Department of Transportation (DOT) Headquarters facility is the largest of the DOT facilities within the State. It provides workspace for approximately 1,950 employees and is comprised of 42 buildings ranging in age from 23 years to over 80 years old. The buildings can be grouped into two categories: the first group can be described as office type buildings used for finance, administration, engineering, and operations functions. The second group can be described as industrial type buildings used for storage, repair, and maintenance of DOT equipment and vehicles. The Thiokol Complex falls into the former group. See **Exhibit 'D'** for an aerial photograph of the complex buildings.

## B. FUNCTIONAL DESCRIPTION OF THE BUILDING

Thiokol Buildings 6 & 8 are single story masonry buildings which house the Capital Post Office. Prior to ownership by the State, the buildings were used as a commercial laboratory and manufacturing facility. The buildings were renovated in the mid 1990's to its current configuration. Much of the HVAC equipment is integrated into a Building Management System (BMS) which was recently replaced as part of the Energy Savings Improvement Program (ESIP). The various mechanical systems are distributed amongst the rooftops and ceiling plenums.

# VII. CONSULTANT DESIGN RESPONSIBILITIES

## A. SURVEY AND ASSESSMENT

### 1. General:

The Consultant shall provide a survey and assessment of the existing HVAC system within the Thiokol buildings 6 & 8 including the electrical power supplied to the HVAC systems and related equipment. The Consultant shall provide an analysis of the current electrical usage needs of each of the building occupants and the job functions being performed within the buildings. The new high efficiency HVAC equipment and HVAC system designed and installed shall address these specific and unique requirements. The Consultant shall take into account the HVAC electrical needs and all other electrical needs and the design shall improve the quality of the power supplied to the buildings to ensure reliable operation of the HVAC equipment and all other electrically powered systems in the building.

## 2. Existing Conditions:

The Consultant shall perform a thorough evaluation of the indoor thermal environment and indoor air quality of the Thiokol buildings, and of the existing systems that help maintain them. The Consultant shall also evaluate the existing electrical power supplied to the aforementioned systems.

The Consultant shall utilize all technical disciplines that are necessary for meeting the aforementioned objectives, taking into account the following considerations as well as any other relevant considerations:

Type of space:

- The types of spaces within the buildings shall be taken into account. For example, occupied spaces such as offices, bathrooms, laboratory rooms, as well as miscellaneous spaces such as electrical rooms, IT rooms...etc.

- Thermal environment / air quality:
  - The existing thermal environment and air quality conditions within the building shall be taken into account. Examples of thermal environment considerations include air temperature, relative humidity, diffuser air speed...etc. Air quality considerations may include ventilation requirements, air change rates, and protection against airborne contaminants...etc.

- Mechanical systems:
  - The design, operation, and condition of the existing mechanical systems shall be taken into account. These may include air systems, hydronic systems, DX systems...etc.

- Electrical systems:
  - The design, operation, and condition of the existing electrical power supply and distribution that serve the mechanical systems shall be taken into account.

- Controls systems:
  - The design, operation, and condition of the existing control systems shall be taken into account. These may include the physical devices/wiring in the buildings as well as the programming within the equipment controllers and BMS.

- Building envelope:
  - The design and condition of the existing building envelope shall be taken into account. Example considerations may include wall construction, air infiltration...etc.

- Energy efficiency:
  - Energy efficiency of the mechanical, electrical, and controls systems shall be taken

into account, including consideration of the overall energy usage goals established by the ESIP – reference ESIP M&V performance year report.

- System resilience:
  - Resilience with respect to the mechanical, electrical, and controls systems shall be taken into account. A system resilience assessment is currently in progress as of the issuance of this scope, the results of which shall be reviewed by the Consultant during their evaluation.

- External impact:
  - Potential impact of project scope on related building systems (e.g. fire suppression system) shall be taken into account.

### 3. Report and Presentation:

Consultant shall provide a report and oral presentation to the project team detailing their findings, as well as a recommended design and construction cost estimate to address the needs identified in the evaluation. Energy efficiency and system resilience shall be emphasized wherever applicable. The consultant shall also present, evaluate and discuss alternate design options to address the needs identified in the evaluation. The design team will then select which design option(s) to pursue based on the findings of the survey and assessment.

## B. DESIGN

### 1. General:

The Consultant is to provide a new and constructible design, along with plans and specifications for the installation of new HVAC equipment. The specifications shall describe the preferred new HVAC systems and equipment and shall list the names three alternate manufacturers, which must be compatible with the existing campus-wide building management system. The design findings and recommendations shall include recommendations for replacement of all required equipment and hardware, including but not limited to supply and return ducts, air handlers, boilers, VAV boxes, pumps, exhaust fans, fin tube radiation and air conditioning units.

The new HVAC equipment shall be controlled by the existing building management system. The connected equipment shall be tested to confirm proper operation and response of the equipment and their related components. Additional control items to be addressed shall include, but not limited to, the HVAC system interface with the existing smoke detection system and fire alarm panel.

All system controls shall have a manual override feature.

Existing equipment and/or systems selected to be incorporated into the upgraded HVAC system design shall be thoroughly inspected and tested by an authorized manufacturer's representative prior to the incorporation into the final design to ensure that the equipment and/or system functions according to the original design and operating parameters. Any deficiencies shall be corrected as part of the new HVAC system design otherwise the deficient equipment and/or system shall be replaced in its entirety.

Since the HVAC system in each building will be connected to the existing campus-wide building management system, all HVAC equipment specified by the Consultant shall be compatible with the existing campus-wide building management system and shall be integrated with the building management system for the proper operation of the HVAC equipment. The HVAC system shall be capable of maintaining desired building temperature levels. The design shall address all control items including, but not limited to the following: thermostats, smoke detectors, HVAC fan motor shutdown and interface with the existing fire and smoke detection system and existing fire alarm panels.

The Consultant shall also provide drawings of building 6 & 8 in Ewing, NJ. These drawings shall include all equipment schedules on the drawings indicating the HVAC equipment and all associated components and equipment by symbol designation, name and estimated size or capacity in BTU, GPM, gallons, etc. The drawings shall also include ventilation schedules for all building spaces. The drawings shall also include the location of all air conditioning equipment and all duct runs in the building as it relates to this equipment. Note that the design shall incorporate the use of existing ductwork as much as possible.

The Consultant shall include language in the design documents stating that the contractor shall be responsible for replacing all metal grid and ceiling tiles that become damaged. Areas of construction must be isolated with construction barriers to eliminate dirt and dust and provide safety for administration personnel.

## 2. Demolition:

The Consultant shall include within the design documents all necessary required select demolition including, but not limited to: air handlers, boilers, pumps, exhaust fans, cabinet heaters, fin tube radiation, air conditioners, VAV boxes, supply and return ductwork, piping, electrical wiring and devices, etc. All components of the existing and heating and cooling systems, electric distribution and control systems shall removed back to a suitable point as necessary to allow for secure connection of the new work.

All of the components of the existing heating and cooling systems and electric distribution and control systems shall be removed back to a suitable point as necessary to allow for secure connection of the new work.

Indicate methods to temporarily cap, seal, bypass, shutdown, and make safe all of the building utilities and systems while the demolition work is being conducted in the building as required.

The design documents shall identify any special utility coordination and shutdown requirements needed to demolish the designated interior areas of the building.

All materials including fixtures, equipment, debris, rubbish, etc. shall be removed as it accumulates or placed in dumpsters and not stored otherwise on the site.

The approved location of the dumpster(s), vehicle parking, material storage trailers, construction equipment, etc. shall be coordinated and approved by the Using Agency at the Construction Kickoff meeting.

Identify and specify any safety and security measures required by the Using Agency in the area of construction including, but not limited to, required measures to be taken to protect equipment and building occupants from construction dirt, dust and debris and provide safety to building occupants and equipment during demolition and construction work.

## 3. Electrical:

The Consultant shall design all electrical requirements for the project to include but not limited to any required disconnects and any required grounding for a complete and code compliant electrical system. The Consultant shall determine the existing circuitry and electrical service is sufficient for the proposed design as well as all other building electrical needs. If nor the Consultant shall provide design elements to upgrade the electrical service to power the new HVAC equipment and all other building electrical needs. The Consultant shall investigate variations in voltage (greater than 10%) of the power provided to the equipment which have occurred in the past and provide a design for corrective measures to prevent future voltage instability and to prevent premature failure of electrically powered systems and equipment in the building.

## 4. HVAC:

The Consultant shall provide a design for the replacement or addition of HVAC equipment and associated components including air supply and return ductwork and coolant supply and return piping between condensers, compressors and air handlers. The Consultant shall perform load calculations to determine that the replacement or addition of HVAC equipment and accessories will meet the building code and building requirements, taking into account required building occupancy count.

## 5. Schedule:

Construction requirements shall be identified in the design documents that will minimize disruption of the HVAC system. A phased construction schedule shall be included in the specification identifying long lead item delivery dates and the sequence of installation. Special demolition and removal procedures shall be identified in the design documents for the existing units and related components.
The design documents shall identify any special utility coordination and shutdown requirements needed to demolish the designated interior areas of the building.

A note shall be added that states all materials including fixtures, equipment, debris, rubbish, etc. shall be removed as it accumulates and not stored on the site.

Drawings shall identify the approved location of the dumpster(s), vehicle parking, material storage trailers, construction equipment, etc. and specify any safety and or security measures required in those areas.

Identify any required construction barriers or other measures to be taken to protect equipment and personnel from construction dirt, dust and provide safety during any demolition and construction work.

## 6. Testing and Balancing:

The Consultant shall, during the investigation phase of its work, use its discretion and experience to determine whether HVAC System Testing and Balancing is needed in order to properly assess the function of the existing HVAC 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 that, 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 HV AC system as installed performs as specified and designed. The design documents shall further require that the HV AC System Testing and Balancing firm shall produce a report setting forth its findings, adjustments, recommendations, and further that it shall certify that the HV AC system meets the design intent and will perform as specified and designed 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 as set forth in Section VIII (F) below, 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.

# C. SITE REQUIREMENTS

## 1. Contractor Use of the Premises:

Determine the coordination, policies, and procedures with the Project Team and the Contractor with respect to parking, material staging, and storage areas, use of utilities, allowable hours of construction, the need and location of portable toilets, the need and location of construction and storage trailers, etc. and include the information in Division 1 of the specification.

## 2. Dumpster:

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Project Team in a locked, fenced in construction area. 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 Project Team to provide for any functional requirement of the facility. Items shall include, but not be limited to: safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

## 4. Site Restoration:

Include in the contract documents that the site must be restored to pre-construction conditions after construction has been completed and approved.

# D. SPECIAL CONSIDERATIONS

## 1. Hours of Work:

Identify the approved construction work hours for this project in Division 1 of the specification. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the DPMC Project Manager in Consultation with the Project Team

members. If additional hours of work are allowed, it will be at no added cost to the contract. The building will be occupied during construction.

The hours of construction for this project will be eight (8) hours shifts, Monday through Friday, beginning no earlier than 3:30 p.m. and ending no later than 12:00 a.m. Contractor requests for hours beyond these will be evaluated on a case-by-case basis.

### 2. Material Staging:

The Project Team shall approve the construction material staging area and the location shall be shown on the project site plan.

### 3. Material Safety Data Sheets (MSDS):

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all materials used such as part of the product submittal. The MSDS will be distributed by the A/E to the project team and, in particular, the facility's safety officer prior to the start of any work.

### 4. Fire Extinguishers:

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located near any source of open flame or spark and all contractor employees shall be trained in their proper use.

## 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 **XI.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 **XI.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 **XI.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. GENERAL DESIGN OVERVIEW

## 1. Design Detail:

Section VII of this Scope of Work is intended as a guide for the Consultant to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Consultant shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities, and the guidelines established in the DPMC Procedures for Architects and Engineers Manual.

The Consultant shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the Uniform Construction Code N.J.A.C. 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly delineate the design intent of the Consultant and enable all Contractors to uniformly bid the project.

The Consultant shall review and comply with the DPMC "Plan Review Instructions" which can be found on DPMC's web site at:

http://www.state.nj.us/treasury/dpmc/lists_and_publications.shtml

The Consultant shall ensure that all of the design items described in this scope of work are addressed and included in the project drawings and specification sections where appropriate.

It shall be the Consultant's responsibility to provide all of the design elements for this project. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this Scope of Work.

## 2. Specification Format:

The Consultant shall prepare the construction specifications in the Construction Specifications Institute (CSI) format entitled MasterFormat©, latest edition.

The project construction specifications shall include only those CSI MasterFormat© specification sections and divisions applicable to this specific project.

## 3. Submittal Schedule:

The Consultant shall include a submittal schedule in Division 1 of the specifications. The schedule (list of required submittals) shall identify the general conditions and/or specification section (number and name) and the type of submittal required (material data, product data, test results, calculations, etc.). The submittal schedule is a compilation of the submittals required on the project and is provided as an aid to the contractor.

## 4. Construction Cost Estimates:

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© latest edition applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, premium time, building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

The cost estimate shall include descriptions of all allowances and contingencies noted in the estimate.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project supported by the detailed construction cost estimate. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

## G. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Consultant and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

### 1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

### 2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

### 3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

### 4. 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 A1260-00: **Alterations to Capitol Post Office**, Asbuilts 1/22/18, Lammey & Giorgio Architcts

- DPMC Project Z0271-00: **Alterations to Capitol Post Office**, Asbuilts 4/1/12 Lammey & Giorgio Architects

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.

### 5. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, ***shall be included in Division 1*** of the specification. The Consultant shall assure that there are no conflicts between the information contained in Division 1 of the specification and the DPMC General Conditions.

### 6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

## H. BUILDING & SITE INFORMATION

The following information shall be included in the project design documents.

### 1. Building Classification:

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

### 2. Building Block & Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

### 3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures and to lot lines.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

### 4. Site Location Map:

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

## I. 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 seven (7) 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:

Survey and Assessment Phase: One (1) oral presentation at phase completion.

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

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

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

## J. CONSTRUCTION BID DOCUMENT SUBMITTAL

In addition to submitting construction bid documents as defined in Section XIV Contract Deliverables, Consultant shall submit both specifications and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf).*

# VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

## A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase. The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

## B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled “Bulletins.” These Bulletins must be

sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

## C. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant; in conjunction with the Project Manager and Project Team members, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all requirements necessary to deliver the project in strict accordance with the plans and specifications.

### 1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids did not meet the construction cost estimate.

### 2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss their bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that their bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

### 3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 "Substitutions" of the General

Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

## 4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the "ballpark" costs.

## 5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their DPMC pre-qualification package or other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

## 6. Letter of Recommendation:

The Consultant shall prepare a Letter of Recommendation for contract award to the Contractor submitting the lowest responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

### 7. Conformed Drawings:

The Consultant shall prepare and distribute two (2) sets of drawings stamped "Conformed Drawings" to the Project Manager that reflect all Bulletins and/or required changes, additions, and deletions to the pertinent drawings within fourteen (14) calendar days of the construction contract award date.

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

## D. DIRECTOR'S HEARING

The Consultant must attend any Director's hearing(s) if a Contractor submits a bid protest. The Consultant shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Consultant shall submit a new "Letter of Recommendation" for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Consultant and the costs will be included in the base bid of their fee proposal.

## E. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Consultant shall conduct all of the construction job meetings, to be held bi-weekly for the duration of construction, in accordance with the procedures identified in the A/E manual and those listed below.

### 1. Meetings:

The Consultant and Sub-Consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Consultant shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled "Agenda."

Also, the Consultant is responsible for the preparation and distribution of minutes within three (3) calendar days of the meeting. The format to be used for the minutes shall comply with those identified in the "Procedures for Architects and Engineers Manual," Section 10.3.4, entitled, "Format of Minutes." All meeting minutes are to have an "action" column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

### 2. Schedules:

The Consultant; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Consultant shall ensure that the Contractor provides a two (2) week "look ahead" construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

### 3. Submittal Log:

Based on the Submittal Schedule in Division 1 of the specifications, the Consultant shall develop and implement a submittal log that includes all of the required project submittals as identified in the general conditions and technical specifications. The submittal log shall be provided to the contractor at the pre-construction meeting. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Consultant and Sub-Consultant (if required) include: project schedule, schedule of values, shop drawings, equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Consultant, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Consultant shall provide an updated submittal log at each job meeting that highlights the status of all required submissions.

## F. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Consultant and Sub-Consultant(s) shall provide construction site administration services during the duration of the project. The Consultant and Sub-Consultant(s) do not necessarily have to be on site concurrently if there are no critical activities taking place that require the Sub-Consultant's participation.

The services required shall include, but not be limited to; field observations sufficient to verify the quality and progress of construction work, conformance and compliance with the contract documents, and to attend/chair meetings as may be required by the Project Manager to resolve special issues.

Consultant and Sub-Consultant(s) shall conduct weekly site inspection/field observation visits. Site inspection/field observation visits may be conducted in conjunction with regularly scheduled bi-weekly construction job meetings, depending on the progress of work, for weeks that construction job meetings are scheduled. The Consultant and their Sub-Consultant(s) shall submit a field observation report for each site inspection to the Project Manager within three (3) calendar days of the site visit. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-Consultant does not relieve the Consultant of their site visit obligation.

The Consultant shall refer to Section XIV. Contract Deliverables of this Scope of Work subsection entitled “Construction Phase” to determine the extent of services and deliverables required during this phase of the project.

## G. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Consultant to ensure that they have provided adequate hours and/or time allotted in their technical proposal so that their Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings and construction job meetings, site visits, and close-out activities described in this Scope of Work. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within three (3) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Consultant’s fee proposal.

## H. DRAWINGS

### 1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor’s shop drawing submissions for conformity with the construction documents within seven (7) calendar days of receipt. The Consultant shall return each shop drawing submittal stamped with the appropriate action, i.e. “Approved”, “Approved as Noted”, “Approved as Noted Resubmit for Records”, “Rejected”, etc.

### 2. As-Built & Record Set Drawings:

The Contractor(s) shall keep the contract drawings up-to-date at all times during construction and upon completion of the project, submit their AS-BUILT drawings to the Consultant with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated.

The Consultant shall review the Contractor(s)' AS-BUILT drawings at each job progress meeting to ensure that they are up-to-date. Any deficiencies shall be noted in the progress meeting minutes.

The Consultant shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), the Consultant shall obtain the original reproducible drawings from DPMC and transfer the AS-BUILT conditions to the original full sized signed reproducible drawings to reflect RECORD conditions within fourteen (14) calendar days of receipt of the AS-BUILT information.

The Consultant shall note the following statement on the original RECORD-SET drawings. "The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The Architect/Engineer does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the Architect's/Engineer's knowledge."

Upon completion, The Consultant shall deliver the RECORD-SET original reproducible drawings to DPMC who will acknowledge their receipt in writing. This hard copy set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to DPMC. The discs shall contain all AS-BUILT drawings in both ".dwg" (native file format for AUTO CAD) and ".pdf" (*Adobe* portable document format) file formats.

## I. CONSTRUCTION DEFICIENCY LIST

The Consultant shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

## J. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

The Consultant and their Sub-Consultant(s) accompanied by the Project Manager, Code Inspection Group, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Consultant shall prepare and distribute the coordinated punch list, written warranties and other related DPMC forms and documents, supplied by the Contractor, to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

## K. CLOSE-OUT DOCUMENTS

The Consultant shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the "Procedure for Architects and Engineers' Manual." The Consultant shall forward the package to the Project Manager within fourteen (14) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Consultant shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

## L. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the "Close-Out Phase" of this project as part of their Lump Sum base bid. The Consultant and/or Sub-Consultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

## M. TESTING, TRAINING, MANUALS AND ATTIC STOCK

The Consultant shall ensure that all equipment testing, training sessions and equipment manuals required for this project comply with the requirements identified below.

### 1. Testing:

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Consultant shall ensure the testing procedures comply with manufacturers recommendations. The Consultant shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within seven (7) calendar days of receipt of the report.

## 2. Training:

The Consultant shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Consultant shall ensure that the training session is video recorded by the Contractor. A copy of the recording shall be transmitted to the Project Manager on compact disk who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

## 3. Operation & Maintenance Manuals:

The Consultant shall coordinate and review the preparation and issuance of the equipment manuals provided by the Contractor(s) ensuring that they contain the operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility.

A troubleshooting guide shall be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Include a list of the manufacturer's recommended spare parts for all equipment being supplied for this project.

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.

The Consultant shall include in the specification that the Contractor must provide a minimum of ten (10) "throwaway" copies of the manual for use at the training seminar and seven (7) hardbound copies as part of the project close-out package.

### 4. Attic Stock:

The Consultant shall determine and recommend whether "attic stock" should be included for all aspects of the project. If required, the Consultant shall specify attic stock items to be included in the project.

Prior to project close-out, the Consultant must prepare a comprehensive listing of all items for delivery by the Contractor to the Owner and in accordance with the appropriate specification/plan section. Items shall include, but not be limited to: training sessions, O&M manuals, as-built drawings, itemized attic stock requirements, and manufacturer guarantees/warranties.

## N. CHANGE ORDERS

The Consultant shall review and process all change orders in accordance with the contract documents and procedures described below.

### 1. Consultant:

The Consultant shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission. This will require the use of the current DPMC 9b form.

### 2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within seven (7) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement

of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

## 3. Recommendation for Approval:

The Consultant shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order Request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

## 4. Code Review:

The Consultant shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the DPMC Plan & Code Review Unit for approval, if required. The Consultant must also determine and produce a permit amendment request if required.

## 5. Cost Estimate:

The Consultant shall provide a detailed cost estimate of the proposed Change Order Request, as submitted by the Contractor, in CSI format (latest edition) for all appropriate divisions and sub-divisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Consultant's estimate is lower than the corresponding line item in the Contractor's estimate, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences. The Consultant shall document the negotiated agreement on the Change Order Request form. If the Contractor's total dollar value changes based on the negotiations, the Consultant shall identify the changes on the Change Order Request form accordingly.

When recommending approval or disapproval of the change order, the Consultant shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- DPMC 9b Change Order Request
- DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- Consultant's Independent Detailed Cost Estimate
- Notes of Negotiations

## 6. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Consultant's independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare their time element with that of the Contractor's time request

and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Consultant is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Article 10.1 "Changes in the Work".

## 7. Submission:

The Consultant shall complete all of the DPMC Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Consultant shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

## 8. Meetings:

The Consultant shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

## 9. Consultant Fee:

All costs associated with the potential Contractor Change Order Requests shall be anticipated by the Consultant and included in the base bid of their fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Consultant may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this Scope of Work.

# IX. PERMITS & APPROVALS

## A. NJ UNIFORM CONSTRUCTION CODE PERMIT

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

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

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

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

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

http://www.state.nj.us/dca/divisions/codes/forms/

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

### 1. Prior Approval Certification Letters:

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

### 2. Multi-building or Multi-site Permits:

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

### 3. Special Inspections:

In accordance with the requirements of the 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

#### 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, **"Permit Fee Allowance."**

The Consultant may refer to the Division of Property Management and Construction "Procedures for Architects and Engineers Manual", Section 6.4.8, 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.

## C. STATE INSURANCE APPROVAL

The Consultant shall respond in writing to the FM Global Insurance Underwriter plan review comments through the DPMC Plan & Code Review Unit Manager as applicable. The Consultant shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's SOW requirements, State code requirements, schedule, budget, and Consultant fee.

## D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states: The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled "Air quality during renovation and remodeling". The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is:

http://www.nj.gov/health/workplacehealthandsafety/peosh/peosh-health-standards/iaq.shtml

## E. PERMIT MEETINGS

The Consultant shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

## F. MANDATORY NOTIFICATIONS

The Consultant shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the New Jersey "One Call" Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is known as the "New Jersey Underground Facility Protection Act", refer to N.J.A.C. 14:2.

## G. CONSULTANT FEE

The Consultant shall determine the efforts required to complete and submit all permit applications, obtain and prepare supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the "Permit Phase".

# X. GENERAL REQUIREMENTS

## A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9c Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9c form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9c form is done at the Consultant's own financial risk.

## B. ERRORS AND OMISSIONS

The errors and omissions curve and the corresponding sections of the "Procedures for Architects and Engineers Manual" are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis. The State will review each error or omission with the Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

## C. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs described on the "New Jersey's Clean Energy Program" website at: http://www.njcleanenergy.com to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey

Clean Energy Program" rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other incentives.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets, and 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 their fee proposal.

# XI. ALLOWANCES

## A. PERMIT FEE ALLOWANCE

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

### 1. Permits:

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

### 2. Permit Costs:

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled **"Permit Fee Allowance"**, refer to Paragraph IX.A. 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 their 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**. 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 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.

# XII. SUBMITTAL REQUIREMENTS

## A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIV of this Scope of Work and described in the DPMC Procedures for Architects and Engineers Manual.

## B. CATALOG CUTS

The Consultant shall provide catalog cuts as required by the DPMC Plan & Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

## C. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (latest edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½" x 11" bound "booklet" format.

## D. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to DPMC Plan & Code Review Unit as a complete document. Corrected pages or drawings may not be submitted separately unless the Consultant inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

# E. SINGLE-PRIME CONTRACT

All references to "separate contracts" in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a "Single Bid" (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The drawings shall have the required prefix designations and the specification sections shall have the color codes as specified for each trade in the DPMC Procedure for Architects and Engineers Manual.

The Consultant must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

## XIII. 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 and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

**SOW PREPARED BY:** 7/14/21
GREGORY SYMCAK, PROJECT MANAGER — DATE
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** 07/19/21
MICHAEL DEANGELO, MANAGER — DATE
CLIENT AGENCY REPRESENTATIVE

**SOW APPROVED BY:** 07/19/2021
JOSEPH POLIZZI, PROJECT MANAGER — DATE
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:** 10/5/21
RICHARD FLODMAND, DEPUTY DIRECTOR — DATE
DIV PROPERTY MGT & CONSTRUCTION

# XIV. CONTRACT DELIVERABLES

The following is a listing of 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," Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

The numbering system used in this "Contract Deliverables" section of the scope of work corresponds to the numbering system used in the "Procedures for Architects and Engineers" manual and some may have been deleted if they do not apply to this project.

## SURVEY AND ASSESSMENT

**Executive Summary**
**Purpose, Limitations and Process**
**Existing Conditions & Recommendations**
**Construction and Project Budget Estimates**
**Exhibits & Addendums**
Cost Calculations
Photographs
Existing and Recommended HVAC System Schematic Drawings
Utility System Schematic Drawings

## SUBMISSIONS, COPIES AND PRESENTATIONS

Survey and Assessment Report (4 copies)
Oral Presentation
Copy of Electronic Data (2 Compact Disks)

## SCHEMATIC DESIGN PHASE: 25% Complete Design Documents (Minimum)

**6.1 Project Schedule (Update Bar Chart Schedule)**

**6.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**

**6.3 Correspondence**

**6.4 Submission Requirements**

6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
6.4.2 Space Analysis & Program Requirements

6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
6.4.4 Site Evaluation
6.4.7 Design Rendering/Sketches
6.4.8 Regulatory Agency Approvals
6.4.8.2 NJ Department of Community Affairs
(a) UCC Permit for Building Construction
6.4.8.3 NJ Department of Environmental Protection
(s) Hazardous Waste Storage or Disposal
6.4.10 Drawings: 6 sets
Cover Sheet (See A/E Manual for format)
Site Plan
Site Utility Plan
Floor Plans
Elevations
Sections/Details
Structural Narrative
HVAC Narrative
Electrical Narrative
6.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
6.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
6.4.13 Bar Chart of Design and Construction Schedule
6.4.14 Oral Presentation of Submission to Project Team
6.4.15 SOW Compliance Statement
6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
6.4.17 Deliverables Submission in Booklet Form: 7 sets

### 6.5 Approval

6.5.1 Respond to Submission Comments

### 6.6 Submission Forms

Figure 6.4.10 Plan Review Record Sheet
Figure 6.4.12 Current Working Estimate/Cost Analysis
Figure 6.4.16 Submission Checklist

## DESIGN DEVELOPMENT PHASE: 50% Complete Design Documents (Minimum)

### 7.1 Project Schedule (Update Bar Chart Schedule)

## 7.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)

## 7.3 Correspondence

## 7.4 Submission Requirements

7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
7.4.2 Space Analysis & Program Requirements (if changed from Schematic Phase)
7.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
7.4.4 Site Evaluation
7.4.7 Design Rendering/Sketches
7.4.8 Regulatory Agency Approvals (See Section 6.4.8 for listing)
7.4.10 Drawings: 6 sets
Cover Sheet (See A/E Manual for format)
Site Plan
Site Utility Plan
Floor Plans
Elevations
Sections/Details
HVAC Drawings, Heating & Cooling Equipment Schedules
Electrical Drawings, Riser Diagram, Panel Schedules, Service Size, Lighting Design
Emergency Power Equipment & Source
7.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
7.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
7.4.13 Bar Chart of Design and Construction Schedule
7.4.14 Oral Presentation of Submission to Project Team
7.4.15 SOW Compliance Statement
7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
7.4.17 Deliverables Submission in Booklet Form: 7 sets

## 7.5 Approval

7.5.1 Respond to Submission Comments

## 7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis
Figure 7.4.16 Submission Checklist

## FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

### 8.1 Schedule (Update Bar Chart Schedule)

### 8.2 Meeting & Minutes (Minutes within seven (7) calendar days of meeting)

### 8.3 Correspondence

### 8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit
8.4.2 Space Analysis
8.4.3 Special Features Description: Communication/Security/Fire/Smoke/Exhaust)
8.4.4 Site Evaluation
8.4.7 Framed Rendering and Photographs
8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)
8.4.10 Drawings: 6 sets
8.4.11 Specifications: 6 sets
8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
8.4.13 Bar Chart of Design and Construction Schedule
8.4.14 Oral Presentation of this Submission to Project Team
8.4.15 Plan Review/SOW Compliance Statement
8.4.16 This Submission Checklist
8.4.17 Deliverables Submission in Booklet Form: 7 sets

### 8.5 Approvals

8.5.1 Respond to Submission Comments

## PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

### 8.6 Permit Application Submission Requirements

8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time
8.6.8 Regulatory Agency Approvals
(a) UCC Permit Application & Technical Sub-codes completed by A/E

8.6.9 Utility Availability Confirmation
8.6.10 Signed and Sealed Drawings: 6 sets
8.6.11 Signed and Sealed Specifications: 6 sets
8.6.12 Current Working Estimate/Cost Analysis
8.6.13 Bar Chart Schedule
8.6.14 Project Presentation (N/A this Project)
8.6.15 Plan Review/SOW Compliance Statement
8/6.16 Submission Checklist

### 8.7 Approvals

### 8.8 Submission Forms

Figure 8.4.12 Current Working Estimate/Cost Analysis
Figure 8.4.16 Submission Checklist (Final Review Phase)
Figure 8.6.12-b Bid Proposal Form (Form DPMC -3)
Figure 8.6.12-c Notice of Advertising (Form DPMC -31)
Figure 8.6.16 Submission Checklist (Permit Phase)
Figure 8.7 Bid Clearance Form (Form DPMC -601)

## BIDDING AND CONTRACT AWARD

### 9.0 Bidding Phase Requirements

9.01 Original Drawings signed & sealed by A/E and drawings on compact disk (CD) in *Adobe Portable Document Format (.*pdf)
9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11 and specifications on compact disk (CD) in *Adobe Portable Document Format (.*pdf)
` 9.03 Bid Documents Checklist
9.04 Bid Proposal Form
9.05 Notice for Advertising

### 9.1 Chair Pre-Bid Conference/Mandatory Site Visit

### 9.2 Prepare Bulletins

### 9.3 Attend Bid Opening

### 9.4 Recommendation for Contract Award

9.4.1 Prepare Letter(s) of Recommendation for Award & Cost Analysis

### 9.5 Attend Post Bid Review Meeting(s)

**9.6 Submission Checklist**

**9.7 Submission Forms**

Figure 9.4.1 Cost Analysis
Figure 9.6 Submission Checklist

# CONSTRUCTION PHASE

**10.1 Site Construction Administration**

**10.2 Pre-Construction Meeting**

**10.3 Construction Job Meetings**

10.3.1 Agenda: Schedule and Chair Construction Job Meetings
10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting
10.3.3 Schedules; Approve Contractors' Schedule & Update
10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

**10.4 Correspondence**

**10.5 Prepare and Deliver Conformed Drawings**

**10.7 Approve Contractors Invoicing and Payment Process**

**10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials**

**10.10 Approve Test Reports**

**10.11 Approve Shop Drawings**

**10.12 Construction Progress Schedule**

10.12.1 Construction Progress Schedule

**10.13 Review & Recommend or Reject Change Orders**

10.13.1 Scope Changes
10.13.2 Construction Change Orders
10.13.3 Field Changes

### 10.14 Construction Photographs

### 10.15 Submit Field Observation Reports

### 10.16 Submission Forms

Figure 10.3.4-a Job Meeting Format of Minutes
Figure 10.3.4-b Field Report
Figure 10.6 DPMC Insurance Form-24
Figure 10.6-a Unit Schedule Breakdown
Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2
Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A
Figure 10.6-d Invoice DPMC 11
Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3
Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A
Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12
Figure 10.7-b Request for Change Order DPMC 9b
Figure 10.9 Transmittal Form DPMC 13
Figure 10.10 Submission Checklist

## PROJECT CLOSE-OUT PHASE

### 11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities

### 11.2 Commencement: Initiate Close-Out w/DPMC 20A Project Close-Out Form

### 11.3 Develop Punch List & Inspection Reports

### 11.4 Verify Correction of Punch List Items

### 11.5 Determination of Substantial Completion

### 11.6 Ensure Issuance of "Temporary Certificate of Occupancy or Approval"

### 11.7 Initiation of Final Contract Acceptance Process

### 11.8 Submission of Close-Out Documentation

11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC
11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each
(b) Guarantees
(c) Testing and Balancing Reports
(d) Shop Drawings

(e) Letter of Contract Performance

11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25

11.8.4 This Submission Checklist

**11.9 Final Payment**

11.9.1 Contractors Final Payment

11.9.2 A/E Invoice and Close-Out Forms for Final Payment

**11.10 Final Performance Evaluation of the A/E and the Contractors**

**11.11 Ensure Issuance of a "Certificate of Occupancy or Approval"**

**11.12 Submission Forms**

| | |
|---|---|
| Figure 11.2 | Project Close-Out Documentation List DPMC 20A |
| Figure 11.3-a | Certificate of Substantial Completion DPMC 20D |
| Figure 11.3-b | Final Acceptance of Consultant Contract DPMC 20C |
| Figure 11.5 | Request for Contract Transition Close-Out DPMC 20X |
| Figure 11.7 | Final Contract Acceptance Form DPMC 20 |
| Figure 11.8.3-a | Final Cost Analysis |
| Figure 11.8.3-b | Insurance Transfer Form DPMC 25 |
| Figure 11.8.4 | Submission Checklist |

# XV. EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

**END OF SCOPE OF WORK**

February 7, 1997
**Rev.**: January 29, 2002

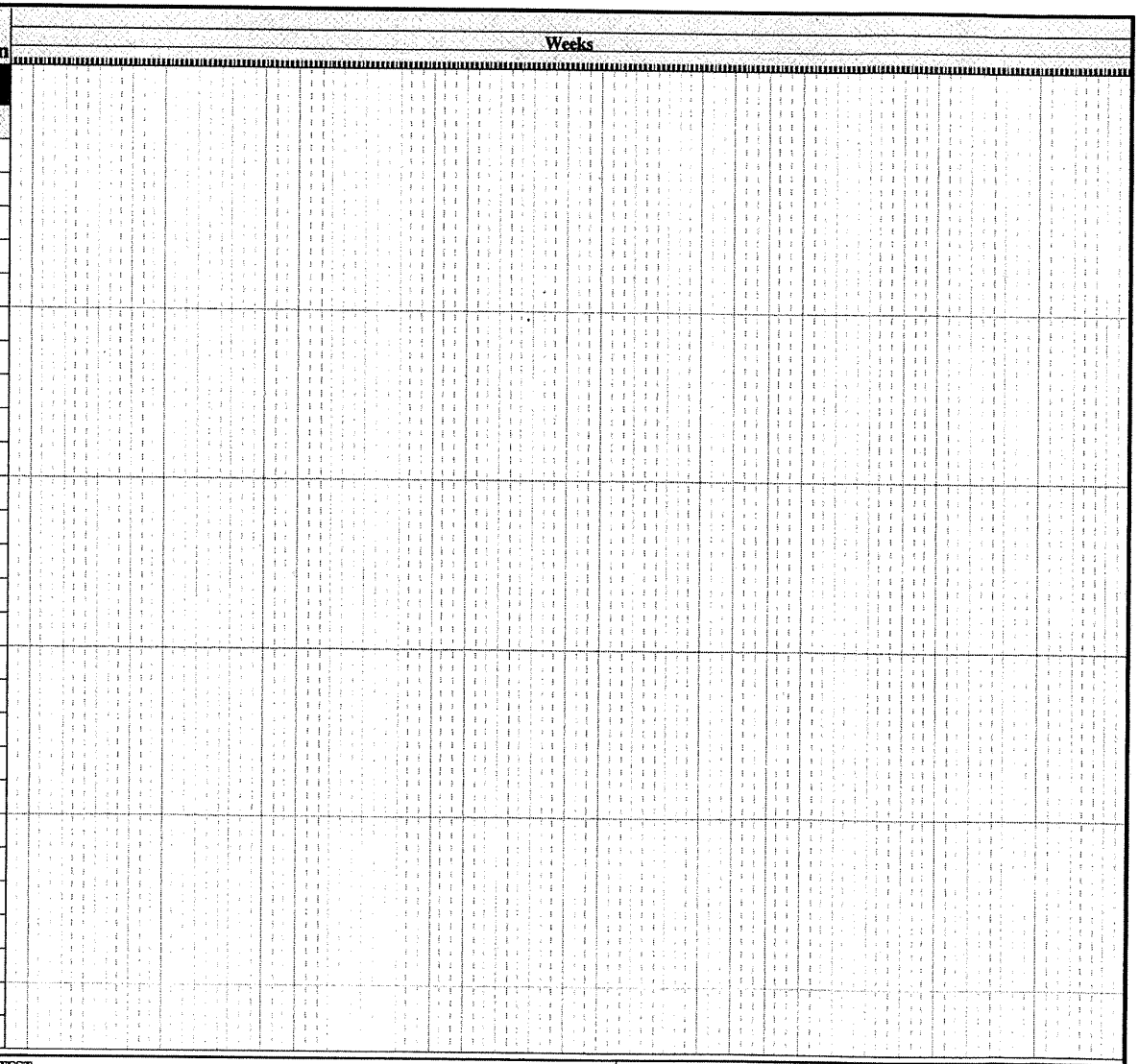
## Responsible Group Code Table

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.

| CODE | DESCRIPTION | REPORTS TO ASSOCIATE DIRECTOR OF: |
|---|---|---|
| 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 |
|---|---|---|
| <PROJ> | | |
| *Design* | | |
| 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 Submitl for Constructability | OCS |




**NOTE:**
**Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.**



DBCA - TEST

Sheet 1 of 3

**Bureau of Design & Construction Services**
**Routine Project**

**Exhibit "A"**

| Activity ID | Description | Rspn | Weeks |
|---|---|---|---|
| CV3055 | Review & Approve Final Design Submittal | CM | |
| CV3056 | Consolidate & Return Final Design Comments | CM | |
| CV3060 | Prepare & Submit Permit Application Documents | AE | |
| CV3068 | Prepare & Submit Bidding Cost Analysis (DPMC-38) | CM | |
| ***Plan Review-Permit Acquisition*** | | | |
| CV4001 | Review Constr. Documents & Secure UCC Permit | PR | |
| CV4010 | Provide Funding for Construction Contracts | CA | |
| CV4020 | Secure Bid Clearance | CM | |
| ***Advertise-Bid-Award*** | | | |
| CV5001 | Advertise Project & Bid Construction Contracts | CP | |
| CV5010 | Open Construction Bids | CP | |
| CV5011 | Evaluate Bids & Prep. Recommendation for Award | CM | |
| CV5012 | Evaluate Bids & Prep. Recommendation for Award | AE | |
| CV5014 | Complete Recommendation for Award | CP | |
| CV5020 | Award Construction Contracts/Issue NTP | CP | |
| ***Construction*** | | | |
| CV6000 | Project Construction Start/Issue NTP | CM | |
| CV6001 | Contract Start/Contract Work (25%) Complete | CON | |
| CV6002 | Preconstruction Meeting | CM | |
| CV6003 | Begin Preconstruction Submittals | CON | |
| CV6004 | Longest Lead Procurement Item Ordered | CON | |
| CV6005 | Lead Time for Longest Lead Procurement Item | CON | |
| CV6006 | Prepare & Submit Shop Drawings | CON | |
| CV6007 | Complete Construction Submittals | CON | |
| CV6011 | Roughing Work Start | CON | |
| CV6012 | Perform Roughing Work | CON | |
| CV6010 | Contract Work (50%+) Complete | CON | |
| CV6013 | Longest Lead Procurement Item Delivered | CON | |
| CV6020 | Contract Work (75%) Complete | CON | |

**NOTE:**
**Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.**



DBCA - TEST

Sheet 2 of 3

**Bureau of Design & Construction Services**
**Routine Project**

**Exhibit "A"**

| Activity ID | Description | Rspn | Weeks |
|---|---|---|---|
| CV6014 | Roughing Work Complete | CON | |
| CV6021 | Interior Finishes Start | CON | |
| CV6022 | Install Interior Finishes | CON | |
| CV6030 | Contract Work to Substantial Completion | CON | |
| CV6031 | Substantial Completion Declared | CM | |
| CV6075 | Complete Deferred Punch List/Seasonal Activities | CON | |
| CV6079 | Project Construction Complete | CM | |
| CV6080 | Close Out Construction Contracts | CM | |
| CV6089 | Construction Contracts Complete | CM | |
| CV6090 | Close Out A/E Contract | CM | |
| CV6092 | Project Completion Declared | CM | |

**NOTE:**
**Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.**



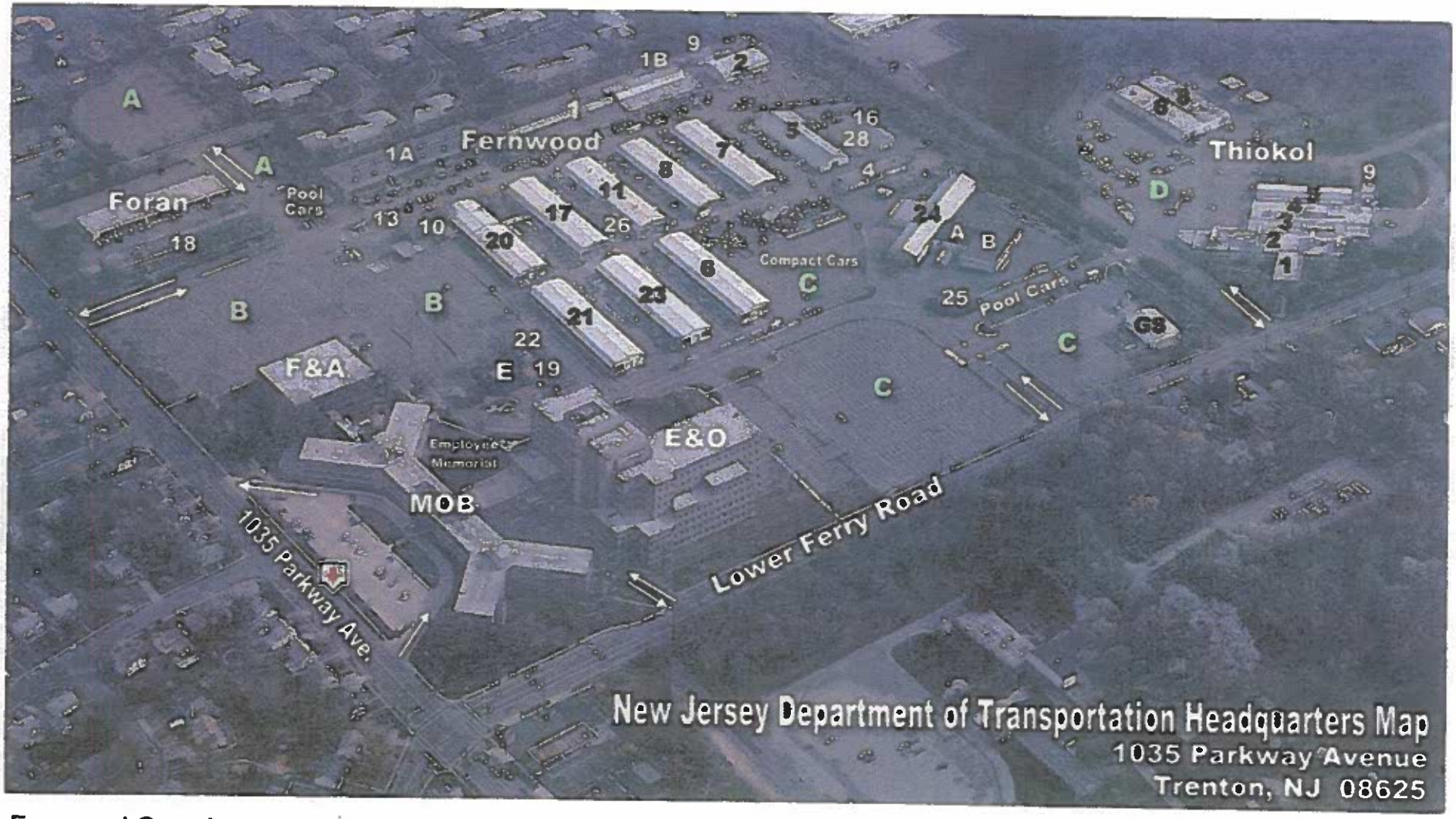
DBCA - TEST

Sheet 3 of 3

**Bureau of Design & Construction Services**
**Routine Project**

**Exhibit "A"**

EXHIBIT "B"




## Fernwood Complex

Building E - Central Steam Plant
Building 1 - Equipment Office/car & Truck Shop
Building 1A - Mower/Machine Shop
Building 1B - Storage
Building 2 - Plow Shop
Building 4 - Plant Maintenance Shop
Building 5 - Storage
Building 6 - Furniture Storage & Overhead Sign Crew
Building 7 - Equipment Receiving
Building 8 – Pavement Management/Records Storage
Building 9 – Vehicle Wash Building
Building 10 – Vehicle Gas & Natural Gas Stations
Building 11 – Inspection Shop
Building 13 – Guard House
Building 16 – Soils Building/Emergency Mgt. & Storage
Building 17 – Construction Shop
Building 18 – Vacant Building
Building 19 – Plant Maintenance
Building 20 – Central Electrical Operations/Radio Shop
Building 21 – Sign Shop
Building 22 – Switch Gear
Building 23 – Overhead Sign Crew
Building 24 – Warehouse Stock Room
Annex A – Department of Health
Annex B – Criminal Justice
Building 25 – Criminal Justice
Building 26 – Body Shop
Building 28 – BES Artifacts

## Thiokol Complex

Building 1 – Vacant
Building 2 – Bituminous & Chemistry Labs
Building 3 – Materials Testing Lab
Building 4 – Physical Testing Lab
Building 5 – Storage
Building 6 – Accident Records/MVC/NJSP Fatal Unit
Building 8 – Print Shop
Building 9 – Concrete testing
GS – Geodetic Survey

MOB Main Office Building

E&O Engineering & Operations

F&A Finance & Administration

*Map Created and Maintained by The Web Development Unit Division of IT*

EXHIBIT 'B'

# DEPARTMENT OF TRANSPORTATION HEADQUARTERS, WEST TRENTON, NEW JERSEY

New Jersey
Department of Transportation
Ewing Complex

1035 Parkway Avenue
Trenton, NJ 08625

*Created by the Division of IT*
*3/6/01*

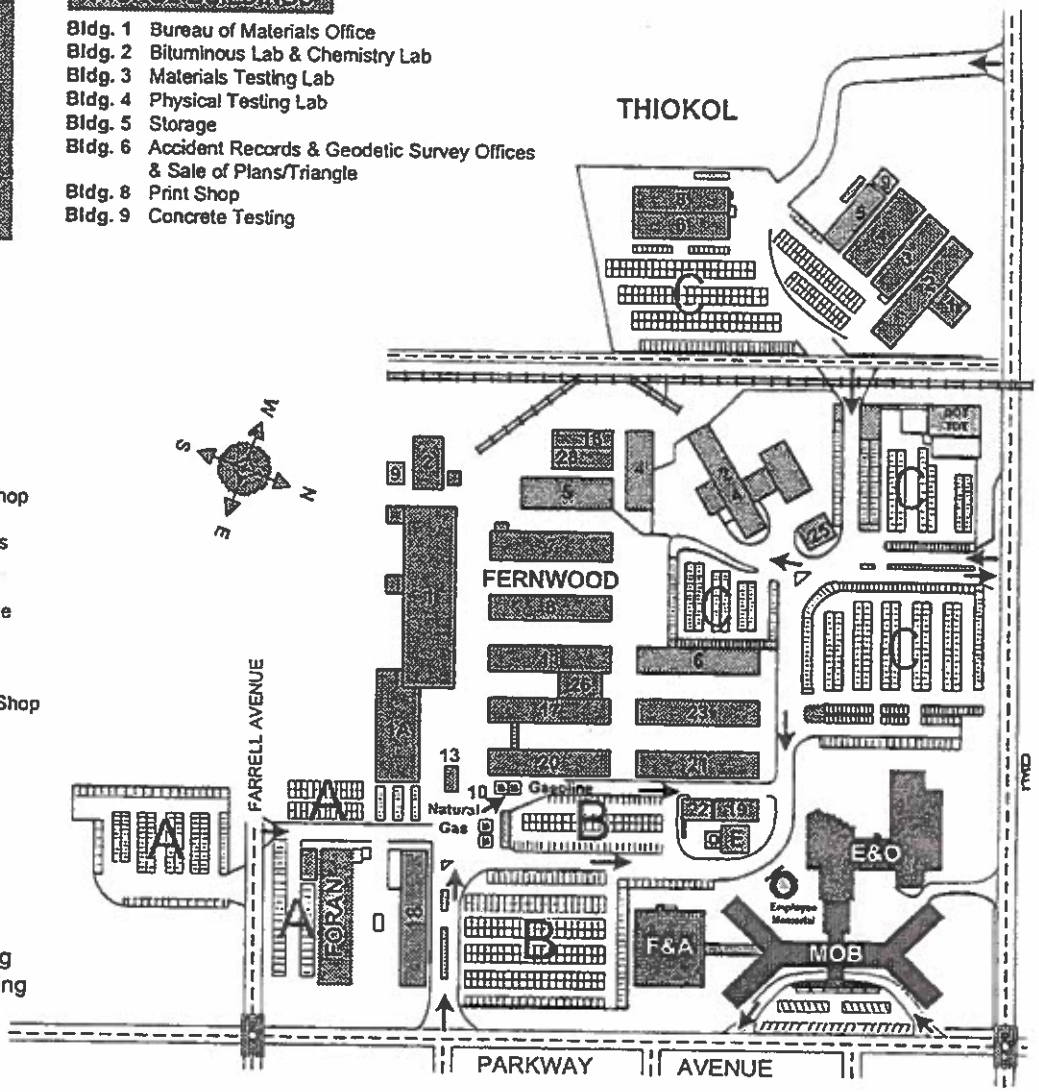
**THIOKOL BUILDINGS**

- Bldg. 1 Bureau of Materials Office
- Bldg. 2 Bituminous Lab & Chemistry Lab
- Bldg. 3 Materials Testing Lab
- Bldg. 4 Physical Testing Lab
- Bldg. 5 Storage
- Bldg. 6 Accident Records & Geodetic Survey Offices & Sale of Plans/Triangle
- Bldg. 8 Print Shop
- Bldg. 9 Concrete Testing

**FERNWOOD BUILDINGS**

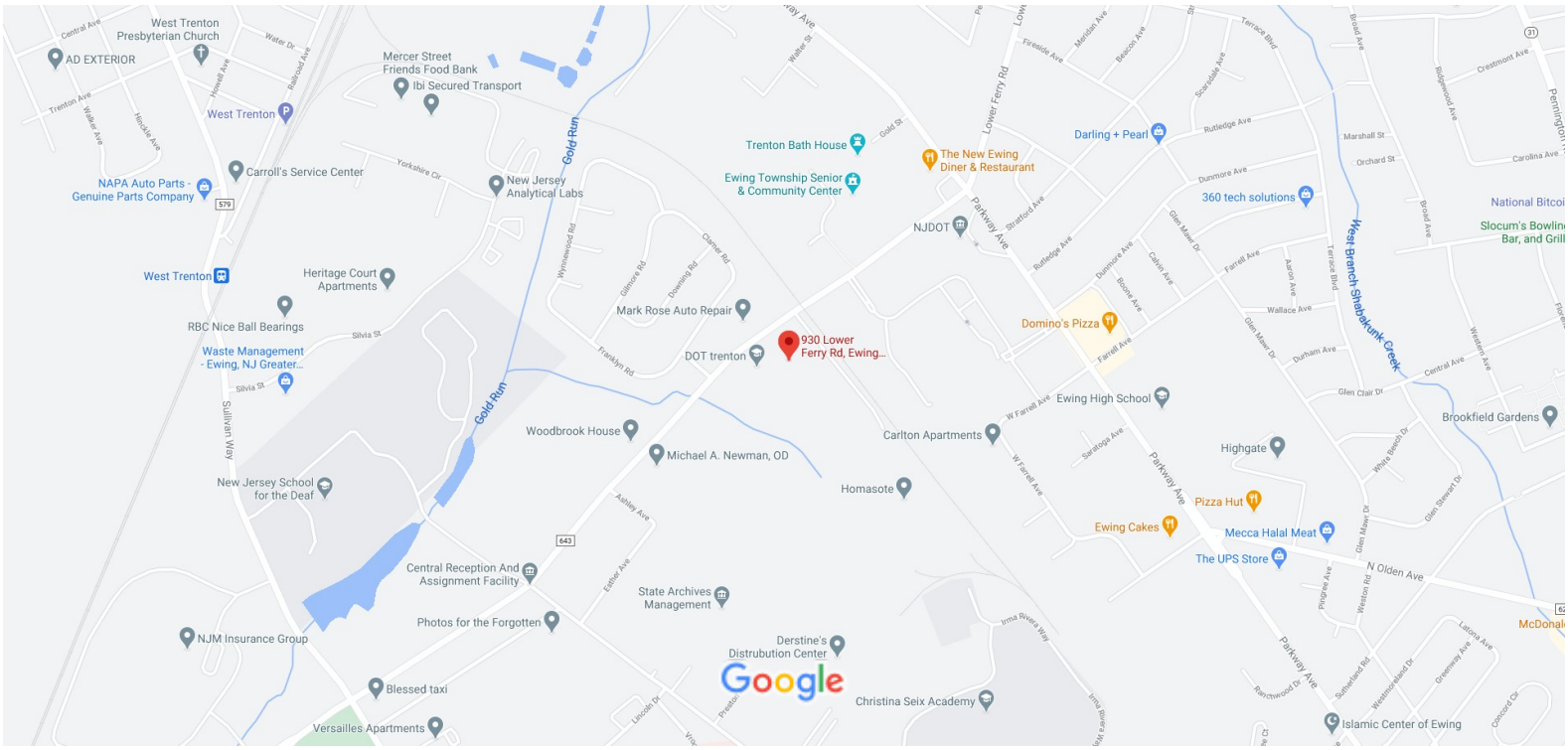
- Bldg. E Central Steam Plant
- Bldg. 1 Equipment Office/Car & Truck Shop
- Bldg. 1A Mower / Machine Shop
- Bldg. 2 Plow Shop
- Bldg. 4 Plant Maintenance Shops
- Bldg. 5 Storage
- Bldg. 6 Furniture Storage
- Bldg. 7 Equipment Receiving
- Bldg. 8 Pavement Management/Furniture Shop
- Bldg. 9 Vehicle Wash Building
- Bldg. 10 Vehicle (Gas & Natural Gas) Stations
- Bldg. 11 Inspection Shop
- Bldg. 13 Guard House
- Bldg. 16 Soils Building & Maintenance Storage
- Bldg. 17 Construction Shop
- Bldg. 18 Vacant Building
- Bldg. 19 Scale Prototype and Development
- Bldg. 20 Central Electrical Operations/Radio Shop
- Bldg. 21 Sign Shop
- Bldg. 22 Switch Gear
- Bldg. 23 Overhead Sign Crew
- Bldg. 24 DOT/DMV Warehouse/Stock Room
- Bldg. 25 Landscape Chemical Storage
- Bldg. 26 Body Shop
- Bldg. 28 Storage

MOB Main Office Building
E&O Engineering & Operations Building
F&A Finance and Administration Building




**DIRECTIONS:** Take Route 29 North to Parkside Avenue, follow Parkside Avenue five traffic lights to Parkway Avenue. Make a left onto Parkway Avenue, after second traffic light and before the third traffic light at Lower Ferry Road, make a left in the DOT Administration Building Parking Lot. (NOTE: DOT is located on the corner of Parkway Avenue and Lower Ferry Road).

Google Maps 930 Lower Ferry Rd




Map data ©2021 500 ft

# EXHIBIT 'C' PROJECT SITE LOCATION

## 930 Lower Ferry Rd

Building

Directions Save Nearby Send to your phone Share

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# EXHIBIT 'D'
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