

SCOPE OF WORK

Statewide Generator Replacement

NJDOT Various Locations

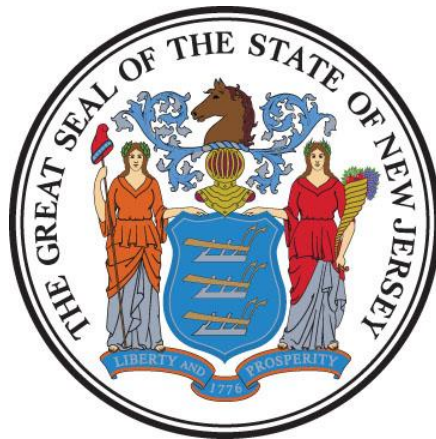
Project No. T0696-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: August 26, 2024

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PROJECT NAME: Statewide Generator Replacement
PROJECT LOCATION: NJDOT Facilities Statewide
PROJECT NO: T0696-00
DATE: August 26, 2024

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I. OBJECTIVE

The objective of this project is the removal and replacement of the existing generators at eight (8) NJ DOT locations throughout the state.

The generators will provide backup power to the entire facility at the Sand Hill Maintenance Yard, Freehold Maintenance Yard, Manahawkin Maintenance Yard, Carneys Point SP Weigh Station, Cherry Hill Maintenance Yard, and Glassboro Maintenance Yard. The project also includes replacing the generators at two (2) DOT Hub locations. The Lawrence Hub and the Newark Hub will also be replaced.

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):

- **P002 Electrical Engineering**

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

- **P005 Civil Engineering**
- **P007 Structural 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 \$900,000.

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$ 1,250,500.

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. Investigation and Schematic Design Phase	63
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14

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

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The locations of the project site are:

PROJECT NAME: Statewide Generator Replacement
PROJECT LOCATION: NJDOT Facilities Statewide
PROJECT NO: T0696-00
DATE: August 26, 2024

NJDOT North

Newark Hub# 5 / Newark Maintenance Yard
602 Route 1 & 9 South
Newark, NJ 07114
GPS Coordinates: 40.70941990° N, 74.17571162° W

NJDOT Central

Sand Hill Maintenance Yard Office Building
3919 US Route 1 South
Monmouth Junction, NJ 08852
GPS Coordinates: 40.41112755° N, 74.54426021° W

Lawrence Hub# 2
US Route 1 NB, Milepost 6.8
Lawrence, NJ 08648
GPS Coordinates: 40.2661006° N, 74.7166958° W

Freehold Maintenance Yard Building
120-140 Daniels Way
Freehold, NJ 07728
GPS Coordinates: 40.24369762° N, 74.27130460° W

Manahawkin Maintenance Yard Office Building
123 Grassy Hollow Road
Manahawkin, NJ 08005
GPS Coordinates: 39.69451178° N, 74.26486765° W

NJDOT South

Carneys Point SP Weigh Station
Route 295 Northbound, Milepost 3.6
Carneys Point, NJ 08069
GPS Coordinates: 39.70090244° N, 75.45954258° W

Cherry Hill Maintenance Yard Office Building
120 Frontage Street
Cherry Hill, NJ 08034
GPS Coordinates: 39.90389152° N, 74.98461145° W

Glassboro Maintenance Yard Office Building
126 Grove Street
Glassboro, NJ 08028
GPS Coordinates: 39.69656522° N, 75.10849719° W

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name: Youstina A. Mansy, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-2077
E-Mail: Youstina.Mansy@treas.nj.gov

2. Department of Transportation:

Name: Hani Shamroukh, Project Manager
Address: Department of Transportation
1035 Parkway Ave., PO Box 600
Trenton, New Jersey 08625
Phone No: (609) 963-1341
E-Mail: Hani.Shamroukh@dot.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Department of Transportation owns and operates many garage and maintenance facilities to provide storage and forward staging equipment and materials. The equipment and materials are used in DOT maintenance and roadway construction operations. Additionally, specified locations area equipped to provide the service and repair for NJDOT and other agency vehicles. (Based on assigned vehicle service location)

These DOT garage and maintenance facilities throughout the state require power to access and operate the buildings, the equipment, and on-site critical systems throughout the day and night without interruption. The length of a power outage may impact the access to the building and necessary equipment.

There are six (6) New Jersey DOT maintenance facilities and two (2) DOT Hub locations across the North, Central, and South part of the state that require power back-up for the entire location. (see **Exhibit 'B'** Site Location Map)

B. FUNCTIONAL DESCRIPTION OF THE EQUIPMENT/ BUILDING

The diesel generators at the Freehold Maintenance Yard (80kW), Manahawkin Maintenance Yard (60kVA), Carneys Point SP Weigh Station (125kW), Cherry Hill Maintenance Yard Office (30kW), and Glassboro Maintenance Yard (75kW) have aged, reached the end of its useful life, and/or are not operating. The Sand Hill Maintenance Yard currently does not have any generator on its property.

Additionally, there are two (2) DOT Hub sites located along state roadways with aged diesel generators that require replacement. The Hub locations are Newark Hub# 5 (150kW) and the Lawrence Hub# 2 (60kVA).

The NJDOT Maintenance and Yard locations typically include an Office & Garage building, Yard site, Material and Storage building, and a Salt Storage Dome/Shed. The DOT facilities have variation in the property size and building layout of each of the locations which dictates the appropriately size generator. (see **Exhibit 'C'** Photos)

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. GENERATOR REPLACEMENT

1. General:

The Consultant shall provide the Design, Construction, Administration, Permitting and Bid/Award for the removal and disposal and replacement of the generators at eight (8) Department of Transportation (DOT) facilities and Hubs throughout the state. The new generators shall be sized to power the entire DOT facilities. The Hub locations shall back up the Agency determined load.

The Consultant shall investigate suggested locations, provide recommendations, and identify requirements, such as structural calculations for new pads as necessary. The new generators may be located in the same area of the existing generators, space permitting or as necessary.

The Consultant shall prepare two construction bid packages. The first bid package, T0696-00, shall include the DOT North and Central locations for the Freehold Maintenance Yard, Newark Hub, Lawrence Hub, and Sand Hill Maintenance Yard. The second bid package, T0696-01, shall include the DOT South locations for Cherry Hill Maintenance Yard, Glassboro Maintenance Yard, Manahawkin Maintenance Yard, and the Carneys Point SP Weigh Station.

2. Location:

The Design Consultant shall investigate the facility properties and provide recommendations to

identify the locations and requirements such as geotechnical testing and foundation requirements. The new generators may be located in the same area of the existing generator, space permitting or as necessary. Space created by the removal of the existing generator shall be considered.

3. Equipment Removal:

The Consultant shall provide a demolition plan, as necessary specifying the existing generator equipment and related equipment as necessary to be removed and disposed of by the contractor. Provide a phasing plan for equipment removal and provide for temporary backup generator power as necessary.

4. New Generators:

The Consultant shall provide the design and specifications for the new generator classifications, power, capacity and size according to load requirements in order to back up the entire DOT facilities and Hub loads. Provide for new power and control wiring where needed. The new generators shall be in weather tight enclosures located outside.

The new generators must provide backup power within 10 seconds of normal power failure. Investigate industry-recognized manufacturers of the replacement components to be specified in the design documents. Items to consider shall include, but not be limited to product reliability and performance, manufacturer's years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment and related components, physical size, etc. Note that the names of three "equal" manufacturers shall be identified and included in the design documents for reference.

The Consultant shall include in the design the new generators shall be powered by diesel fuel. The Consultant shall verify there is ample fuel to run the new generator for 72 hours. Determine the need to add a new fuel storage tank, if necessary. Provide all piping to the new generator including but not limited to any underground routing to the new outdoor generator location.

The Consultant shall evaluate the generator design criteria based on a thorough evaluation of requirements of NEC Articles 700, 701, and 702. The Consultant shall be responsible for determining the applicable NEC Code Article for the generator being replaced.

5. Drawings:

Provide a Single- Line Diagram to show new generator tie-in details that identifies the name, location, and rating of all switchgears, transformers and generator control panel components to be replaced. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

Provide short circuit study and selective coordination study of over-current protection devices.

Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

6. Generator Pads:

The Consultant shall assess the existing concrete pads and determine to reuse the existing concrete pads with the new equipment or provide the design and specifications to construct a new concrete pads for the new generators and fuel tanks as necessary. Provide signed and sealed structural calculations, verifying that they will support the new equipment. Conduct geotechnical testing which would include soil borings and a geotechnical report as necessary.

7. Control and Switchgear Equipment:

The Consultant shall evaluate the existing electrical distribution system and normal power interface. Identify all of the systems to be backed up.

Provide the design and specification for a master control system, automatic transfer switch, new circuit breaker switchgear, and all further details regarding the sequence of operations.

Provide all power, control wiring and any underground routing to the new generator.

8. Generator Annunciator Panel:

Provide a new generator annunciator panel. Supply a Remote Annunciator Panel at a location that is a manned 24-7 work station or at a location that is visual to the occupants of the building.

The Consultant shall include in their design local annunciator panels and wireless annunciator panels at approved occupied workstations within the DOT facility or approved workstations within the DOT facility for the specific DOT Hub served.

9. Equipment Installation Schedule:

Develop a proposed sequenced phased construction schedule that identifies how the new generators, components, switchgears, and other related equipment are to be installed. Minimize the required downtime and switchover periods.

The final approved schedule shall be included in Division 1 of the specification for Contractor reference during bidding.

Determine all construction schedule coordination requirements with the local Electrical Utility Company and the Agency's project team. Identify the need for temporary backup power if

necessary during any anticipated power shutdown duration and include the information in the design documents for reference.

10. Equipment Tests:

The design documents shall include detailed test requirements of the new equipment and systems. The Contractor and a certified testing lab shall perform operational tests of the completed installation to certify their proper operation. All test results shall be bound in a booklet and three (3) copies presented to the Project Manager for record.

11. Spare Parts:

A critical spare parts list shall be prepared for all appropriate items and purchased as part of this project. The Consultant shall include provisions for the manufacturer/vendor of the equipment to provide critical spare and maintenance parts as part of this project. All of the critical parts shall be reviewed and approved by the Client Agencies.

B. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

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

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

C. EXISTING DOCUMENTATION

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

- T0371-00: New Jersey Department of Transportation Newark Complex, April 26, 2002, Urban Architects, PC
- T0441-00: DOT Sand Hill Maintenance Yard Water & Sewer Connections, October 2, 2007, CMX
- Sand Hill Maintenance Miscellaneous Drawings
- T0527-00 Emer. Generator Repl. NJDOT Freehold Maintenance Facility, 5/02/15, LAN Associates
- T0566-01: Alternation & Renovation To Deepwater Welcome Center, 2/1/2019
- T0391-00: NJDOT Cherry Hill Maintenance Facility Sewer Extension, October 25, 2020
- T0308-00 NJDOT Road Maintenance Crew Facility Glassboro, 1995, Remington & Vernick Engineers

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

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

D. SITE REQUIREMENTS

The following project site requirements shall be included in the design documents as appropriate:

1. Contractor Use of the Premises:

Determine the coordination, policies, and procedures with the Client Agency and the Contractor with respect to parking, material staging, and storage areas, use of Client Agency 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.

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

2. Dumpster:

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

3. Special Sequencing:

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

4. Site/Property Restoration:

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

E. SPECIAL CONSIDERATIONS

1. Hours of Work:

Identify the approved construction work hours for this project in Division 1 of the specification. Special hours required to install the internal roof drains in the building shall be identified if required. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the Project Team members.

2. Trailers:

Provide a storage trailer and meeting room at the construction site if required for the project and in an area approved by the Client Agency.

3. Fire Protection:

Design documents shall require the Contractor to make provisions and address the fire protection requirements and any necessary stand-by portable fire extinguishers during any demolition and installation of equipment and systems.

Fire extinguishers shall be located on the roof and/or near any source of open flame or spark and all employees shall be trained in their proper use.

4. Fencing:

All fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

F. HAZARDOUS BUILDING MATERIALS

The Consultant shall review the Hazardous Materials Testing Report provided USA EMI and conduct additional testing as deemed necessary. If deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.

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

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

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

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

Consultant shall estimate the cost to provide "Construction Monitoring and Administration Services" for hazardous materials abatement activities and include that amount in their fee

proposal line item entitled “**Hazardous Materials Construction Administration Allowance**”, refer to paragraph X.D.

There shall be no “mark-up” of subconsultant or subcontractor fees if subconsultants or subcontractors are engaged to perform any of the work defined in paragraph VII.I “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.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

As of July 25, 2022, the Department of Community Affairs (DCA) is only accepting digital signatures and seals issued from a third party certificate authority. The DCA ePlans site can be found at:

<https://www.nj.gov/dca/divisions/codes/offices/ePlans.html>

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

https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the “Project Review Application” and include the following on Block

5 as the “Owner’s Designated Agent Name”:

Joyce Spitale, DPMC
PO Box 235
Trenton, NJ 08625-0235
Joyce.Spitale@treas.nj.gov 609-943-5193

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

The NJUCC “Plan Review Fee Schedule” can be found at:

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

2. NJ Uniform Construction Code Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The “Agent Section” of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA approved, signed and sealed construction documents** shall be forwarded to the DPMC Project Manager.

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

<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 VIII.B.

3. Prior Approval Certification Letters:

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification

that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

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", Paragraph **"9. REGULATORY AGENCY APPROVALS"** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

3. Applications:

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

4. Consultant Fee:

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.F 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.F** 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.F** and enter that amount on their fee proposal line item entitled "**Hazardous Materials Construction Administration Allowance**". Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

PROJECT NAME: Statewide Generator Replacement
PROJECT LOCATION: NJDOT Facilities Statewide
PROJECT NO: T0696-00
DATE: August 26, 2024

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Alison F. Gottlieb 8/27/2024
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 8/27/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Dennis W. Meszaros 8/27/2024
DENNIS W. MESZAROS, PROJECT MANAGER DATE
NEW JERSEY DEPARTMENT OF TRANSPORTATION

SOW APPROVED BY: Youstina A. Mansy 8/27/2024
YOUSTINA A. MANSY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 9.27.24
JEANETTE BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**

END OF SCOPE OF WORK

Deliverables Checklist

Investigation and Schematic Design Phase

A/E Name: _____

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

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

Consultant Signature_____
Date

Deliverables Checklist Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist

Permit Application Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

Deliverables Checklist

Bidding and Contract Award Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date

Deliverables Checklist

Construction Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks				
<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 Submittal for Constructability	OCS					

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

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DBCA - TEST

Bureau of Design & Construction Services

Sheet 1 of 3

EXHIBIT 'A'

NJDOT North

Newark Hub# 5 at Newark Maintenance Yard

602 Route 1&9 South, Newark, NJ 07114

Union County

NJDOT Central

Sand Hill Maintenance Yard Office Building

3919 US Route 1 South

Monmouth Junction, NJ 08852

Middlesex County

Lawrence Hub# 2

US Route 1 NB Milepost 6.8

Lawrence, NJ 08648

Mercer County

Freehold Maintenance Yard Building

120-140 Daniels Way

Freehold, NJ 07728, Monmouth County

Monmouth County

Manahawkin Maintenance Yard Office Building

123 Grassy Hollow Rd

Manahawkin , NJ 08005

Ocean County



NJDOT South

Carneys Point SP Weigh Station

Route 295 Northbound, Milepost 3.6

Carneys Point, NJ 08069

Mercer County

Cherry Hill Maintenance Yard Office Building

120 Frontage Street

Cherry Hill, NJ 08034

Camden County

Glassboro Maintenance Yard Office Building

126 Grove St

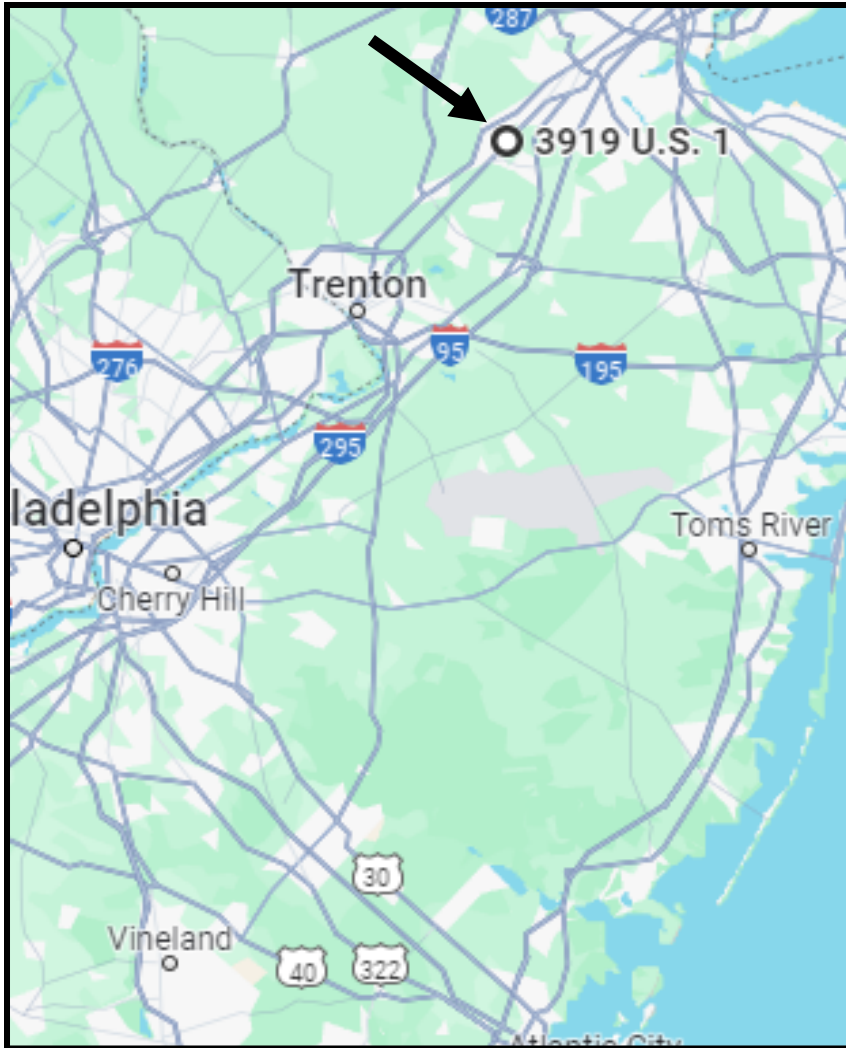
Glassboro, NJ 08028

Gloucester County

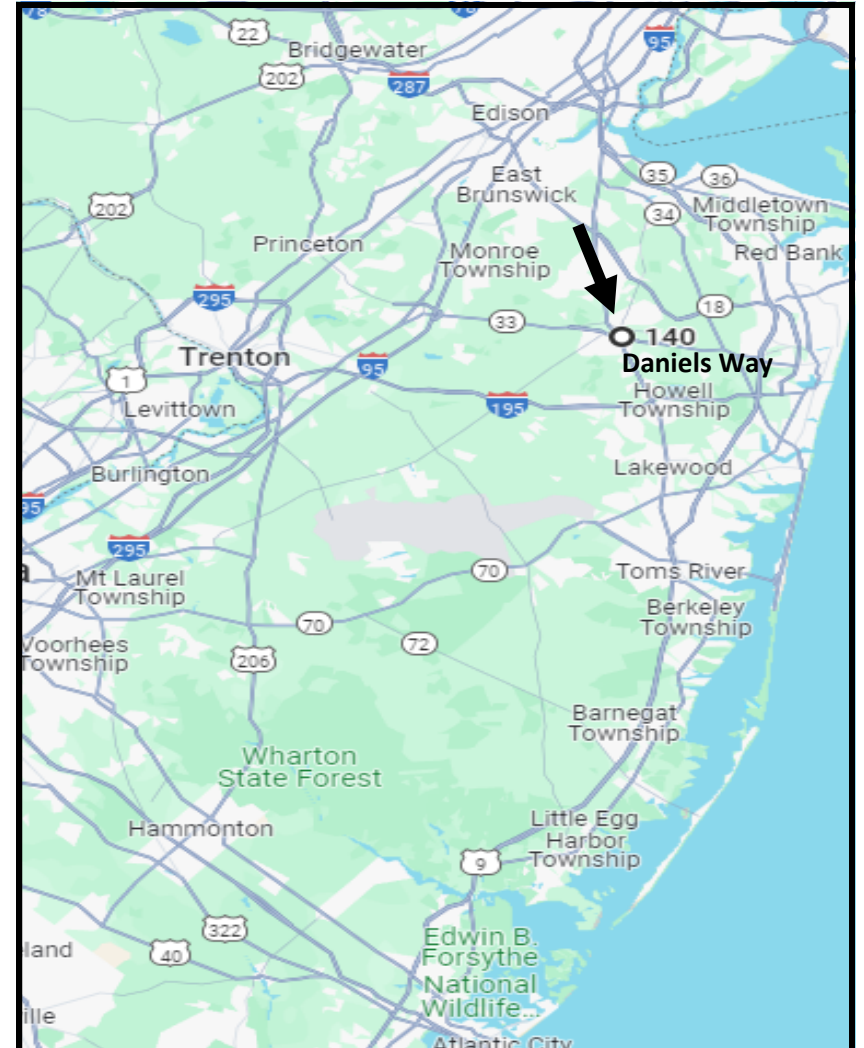
Project Site Locations

NJ DOT

EXHIBIT 'B'



Sand Hill Maintenance Yard

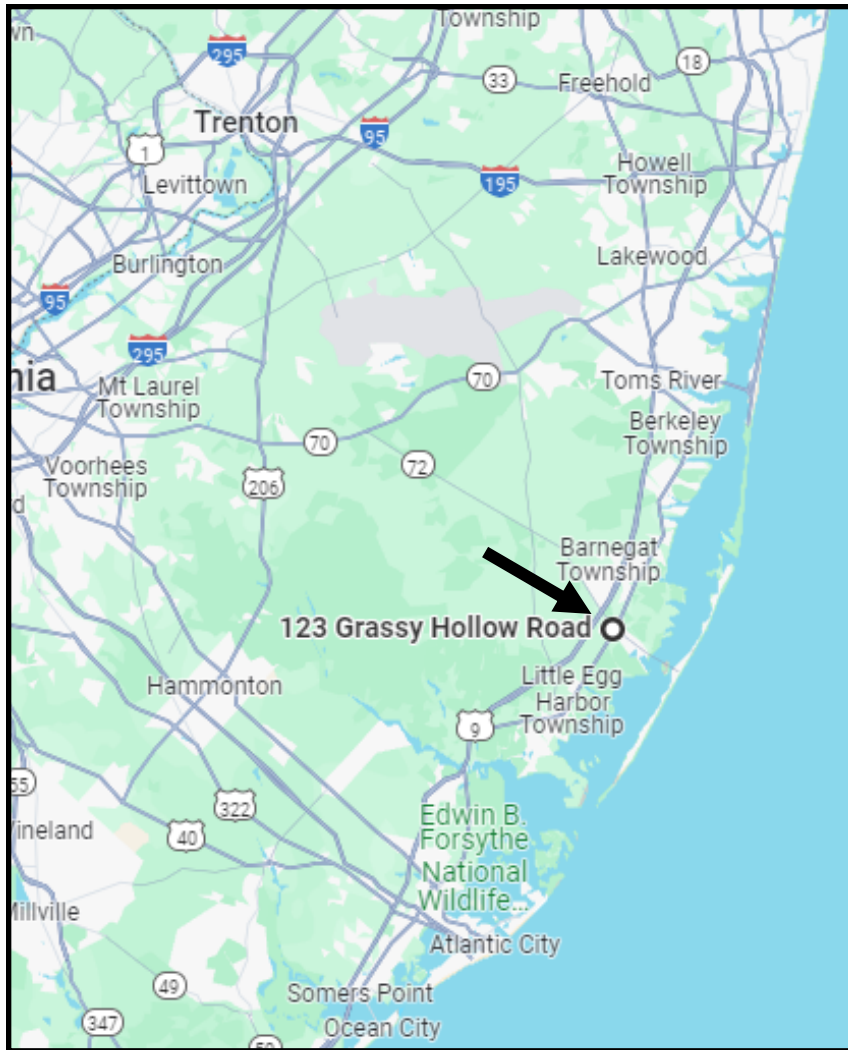


Freehold Maintenance Yard

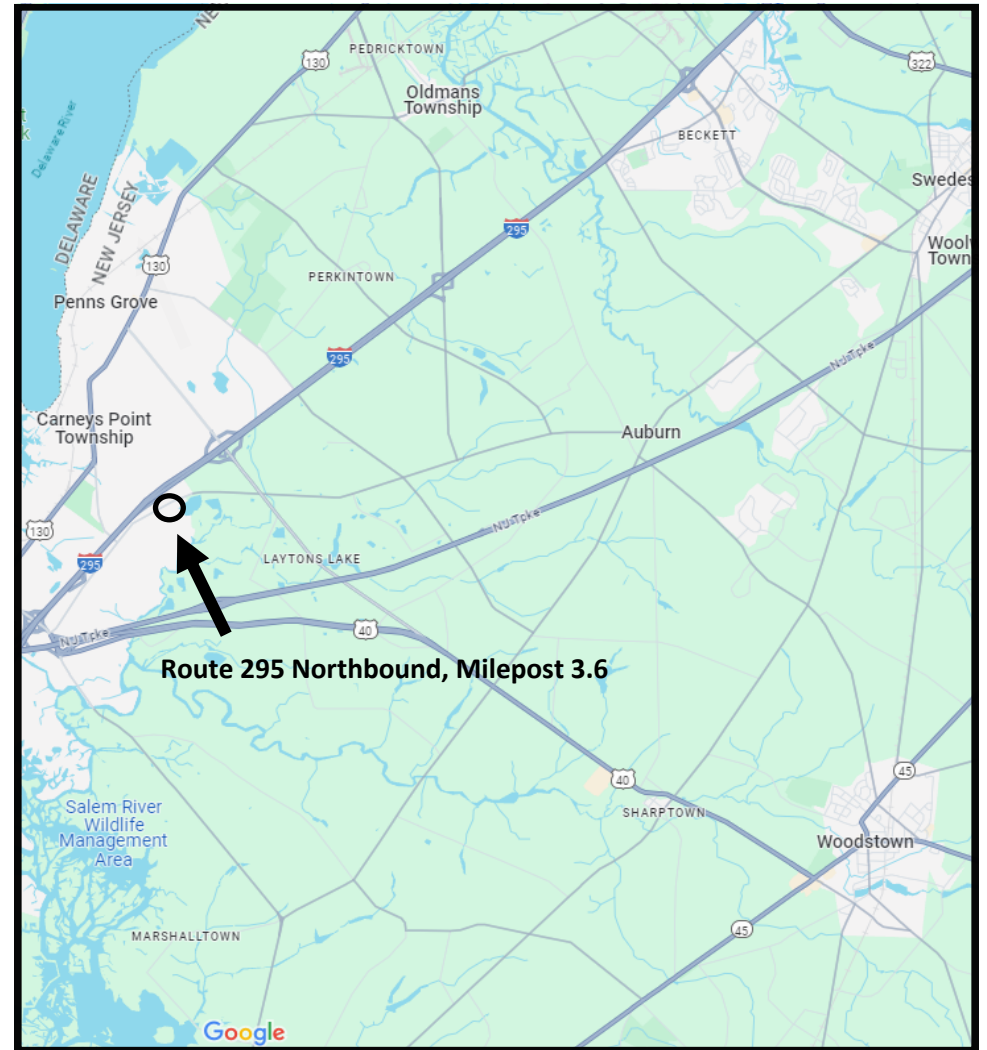
Project Site Location Map

NJ DOT

EXHIBIT 'B'



Manahawkin Maintenance Yard

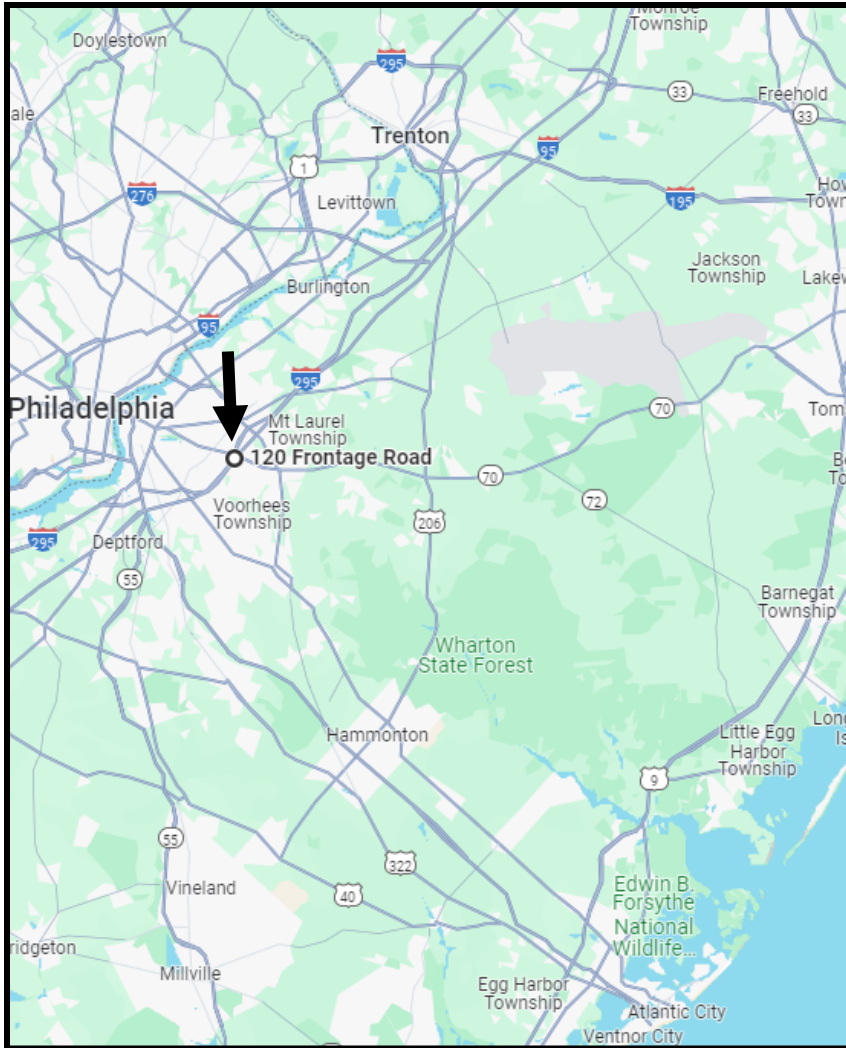


Carneys Point SP Weigh Station

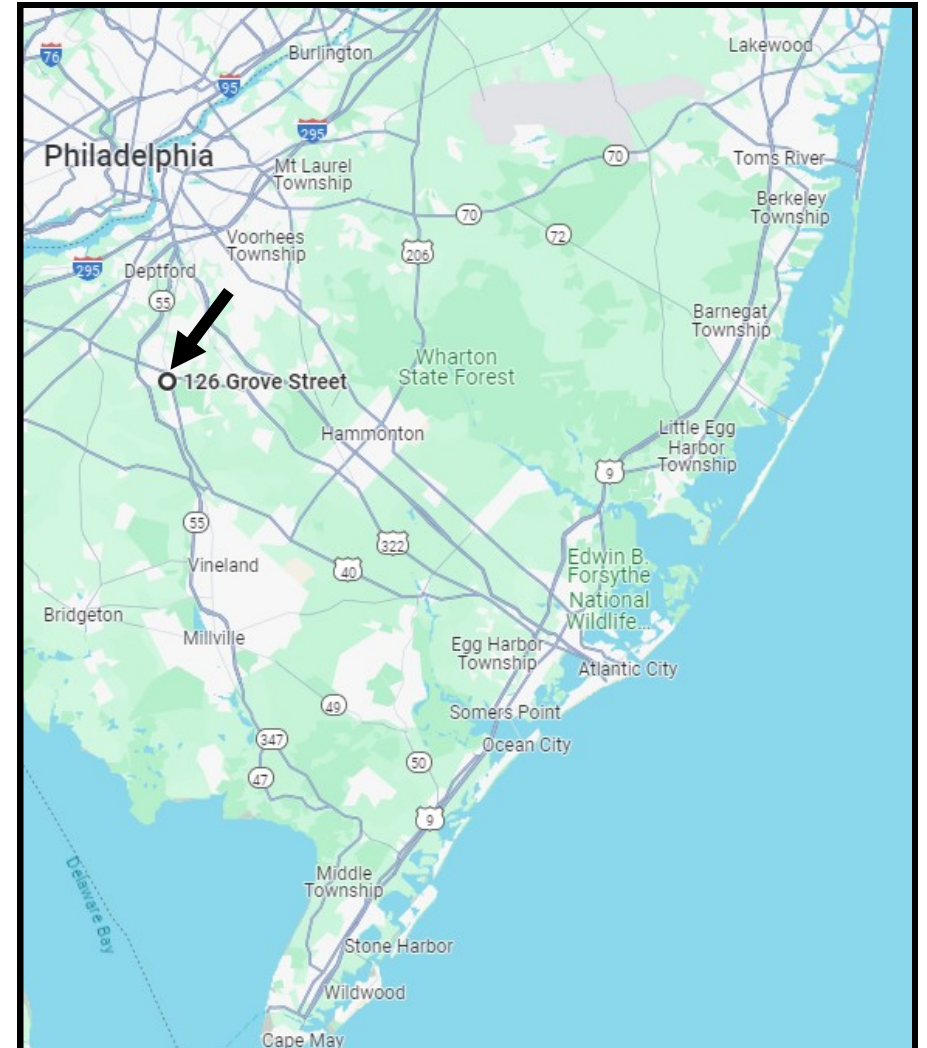
Project Site Location Map

NJ DOT

EXHIBIT 'B'



Cherry Hill Maintenance Yard

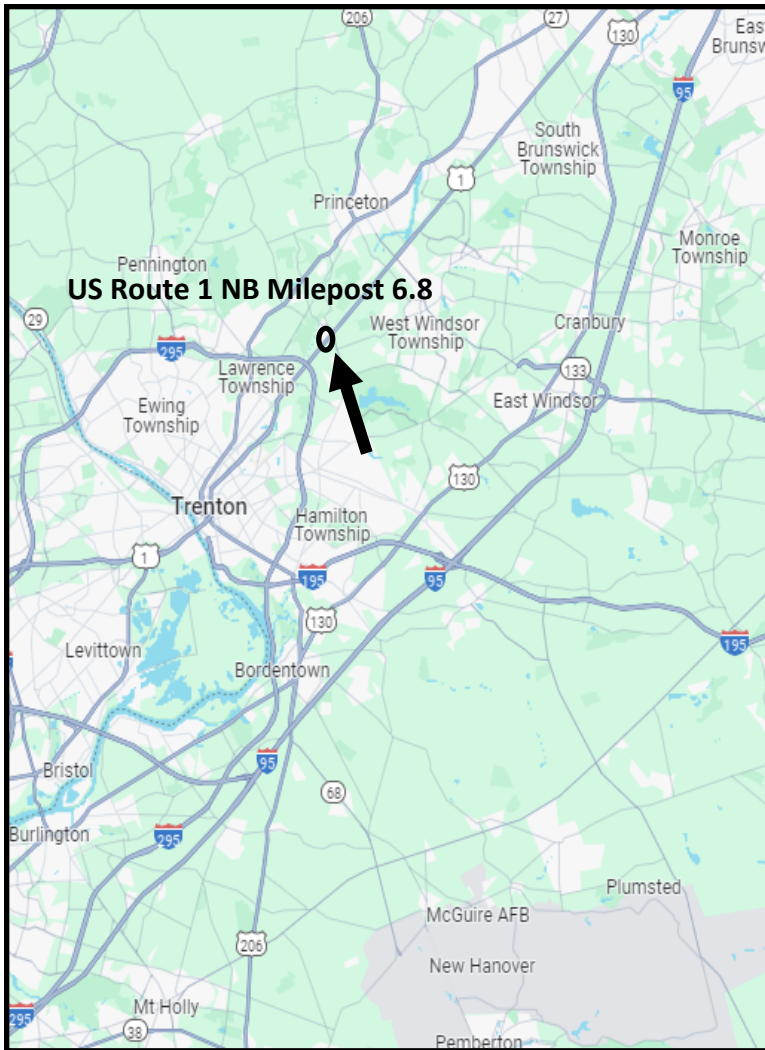


Glassboro Maintenance Yard

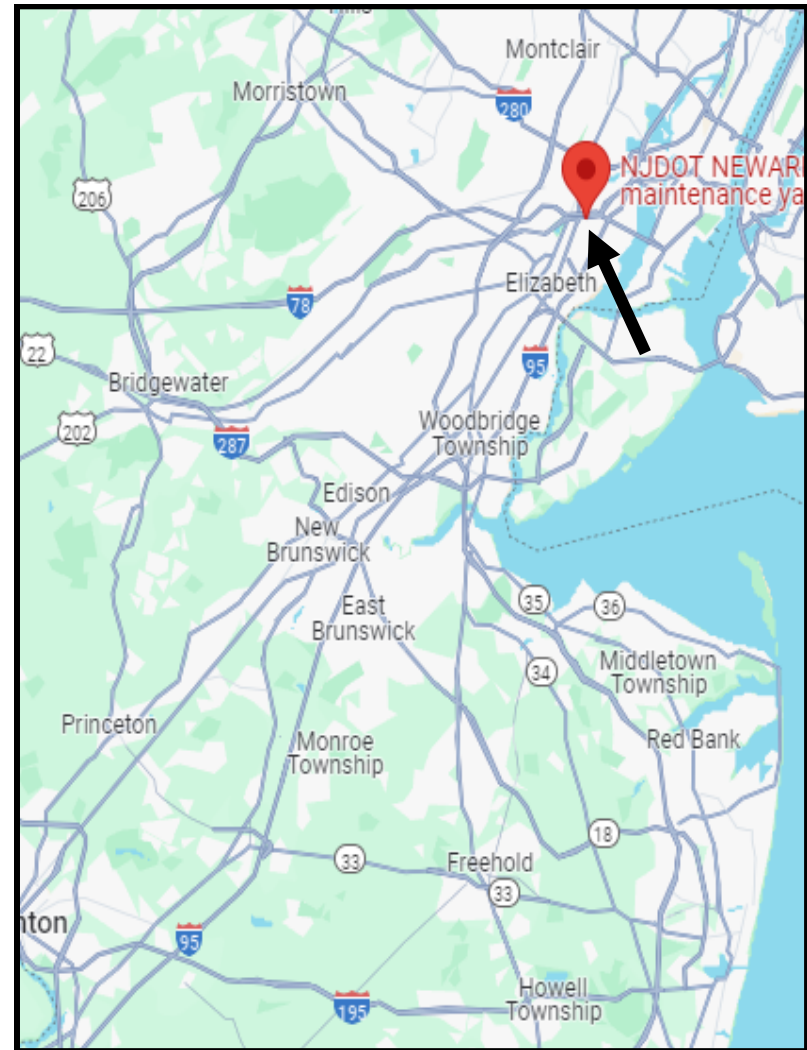
Project Site Location Map

NJ DOT

EXHIBIT 'B'



Lawrence Hub# 2

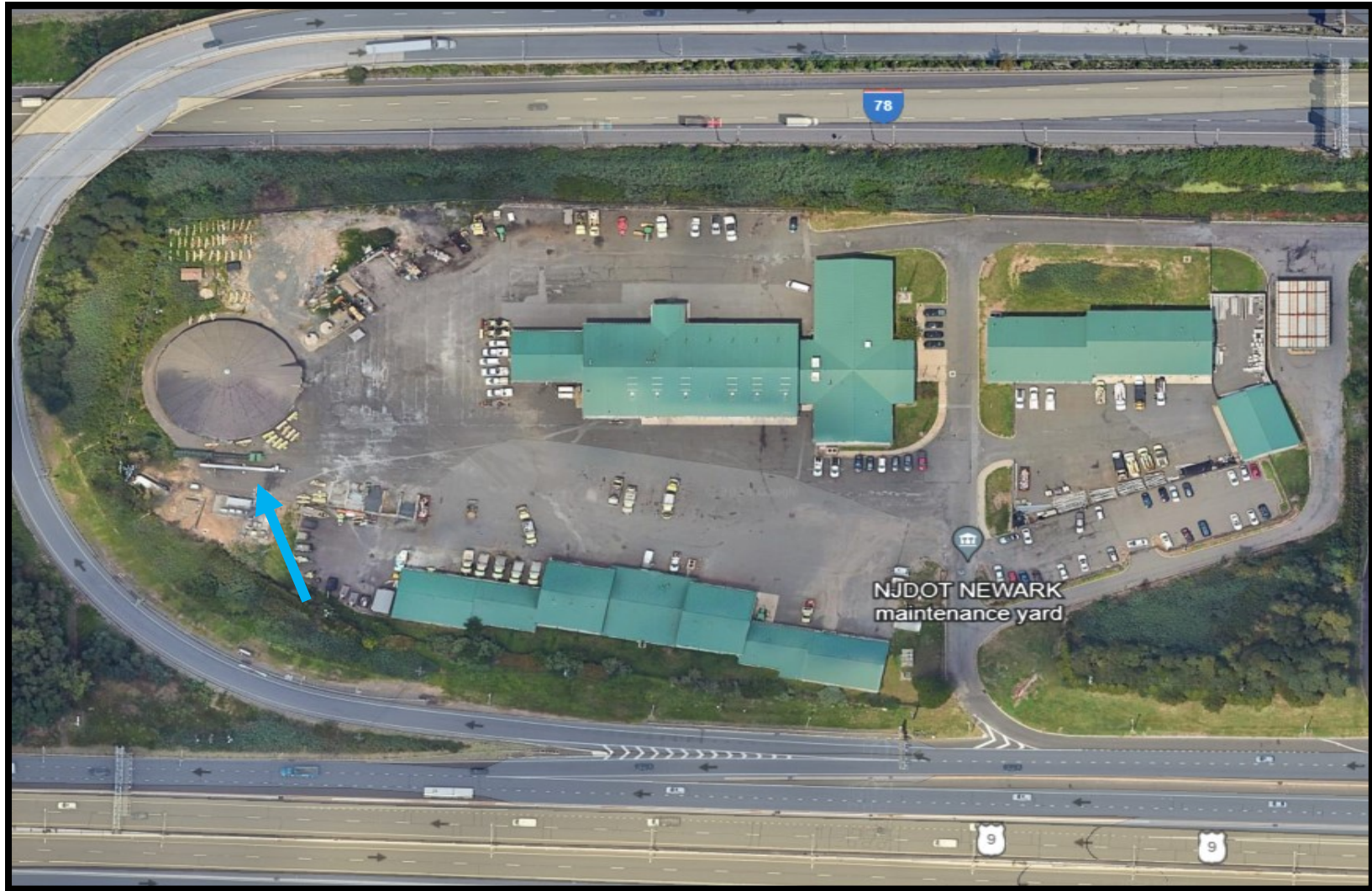


Newark Hub# 5 @ Newark Maintenance Yard

Project Site Location Map

NJ DOT

EXHIBIT 'B'

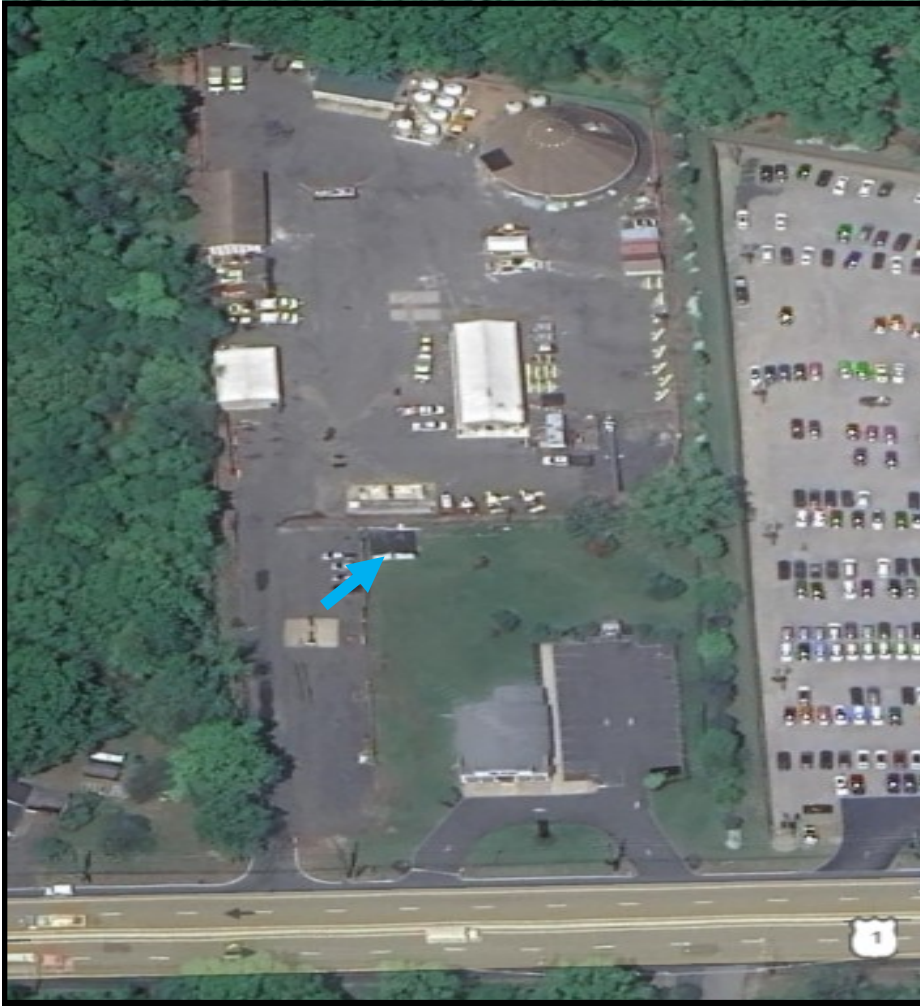


Newark Hub #5 at Newark Maintenance Yard

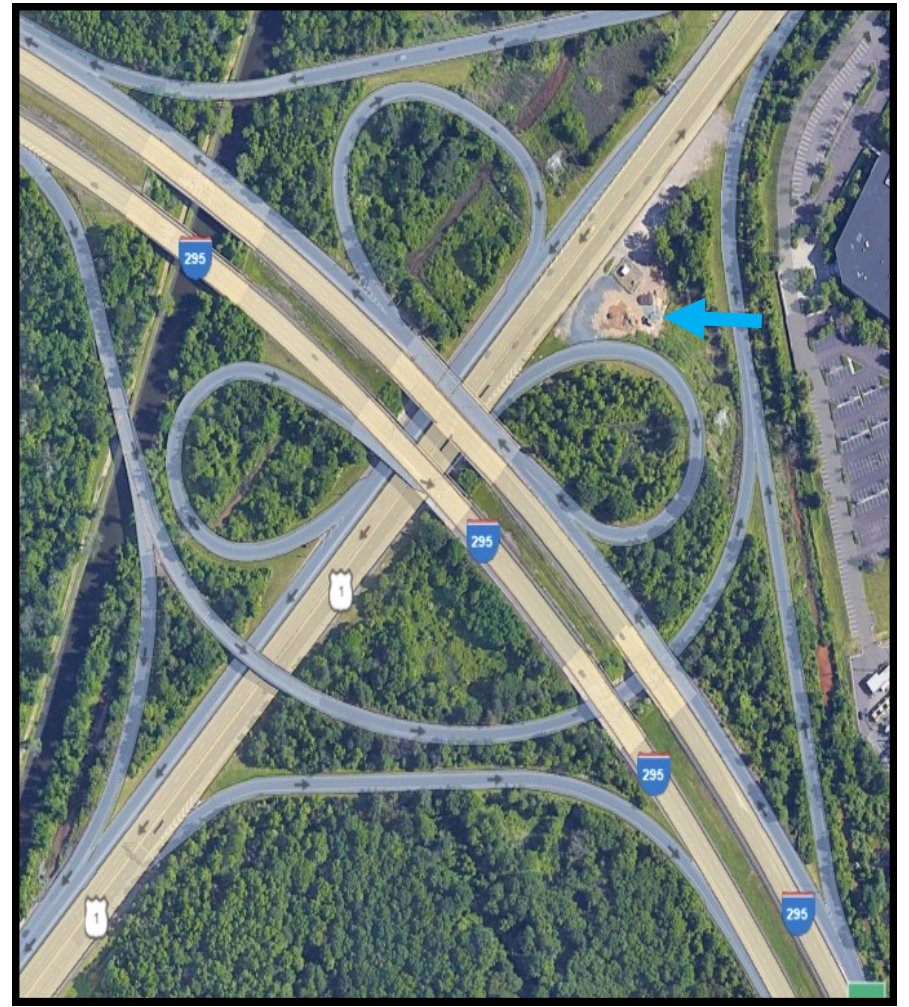
Project Site Map

NJDOT North

EXHIBIT 'B'



Sand Hill Maintenance Yard

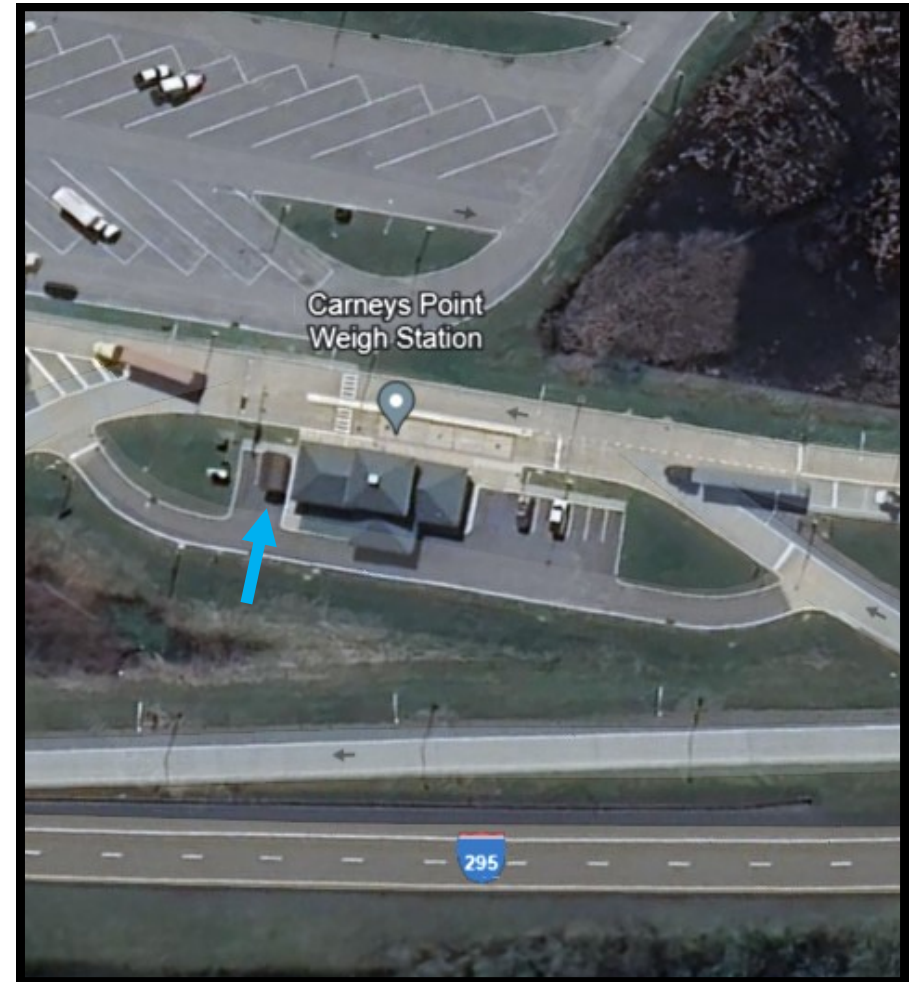


Lawrence Hub #2

Project Site Map
NJDOT Central
EXHIBIT 'B'

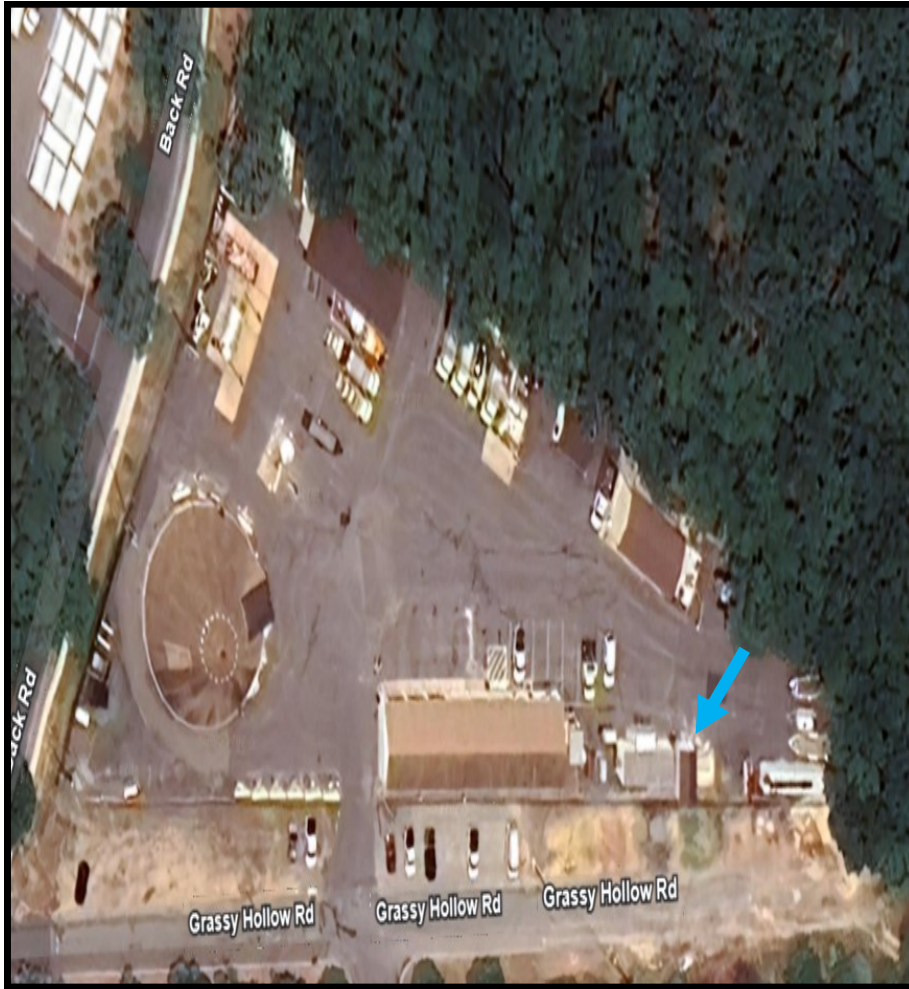


Freehold Maintenance Yard

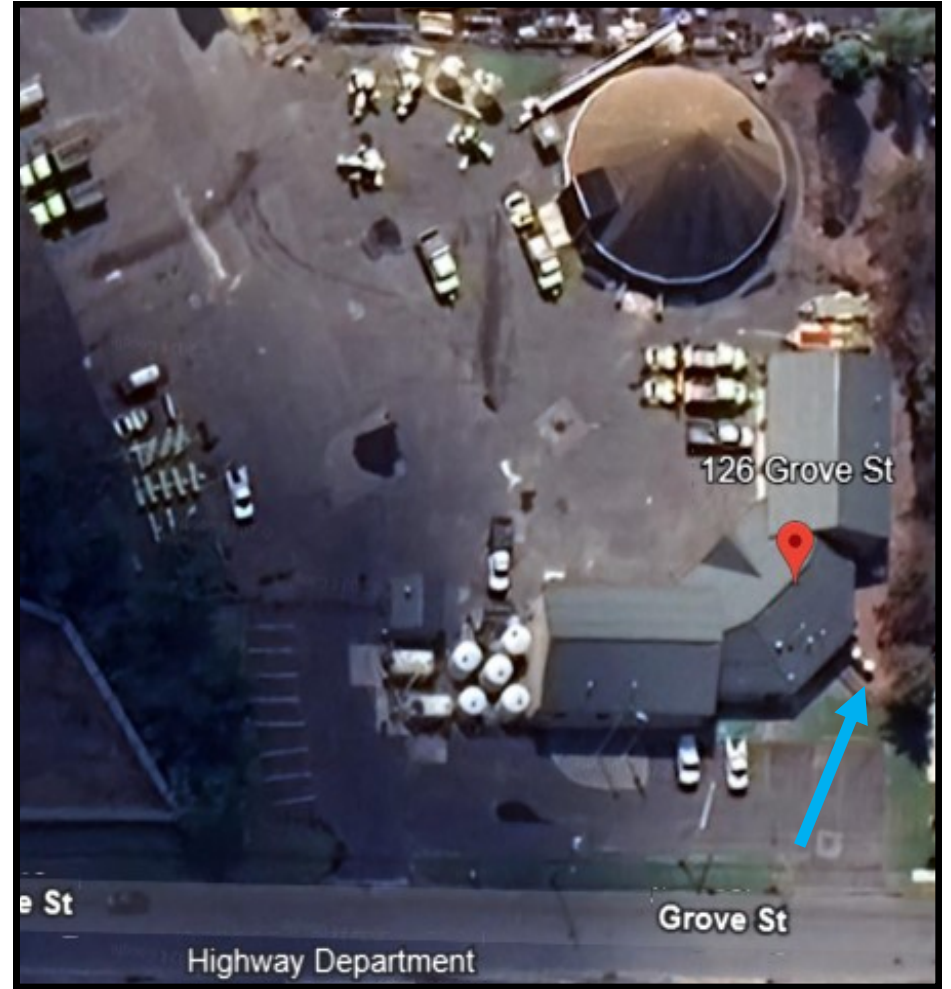


Carneys Point Weigh Station

Project Site Map
NJDOT Central
EXHIBIT 'B'

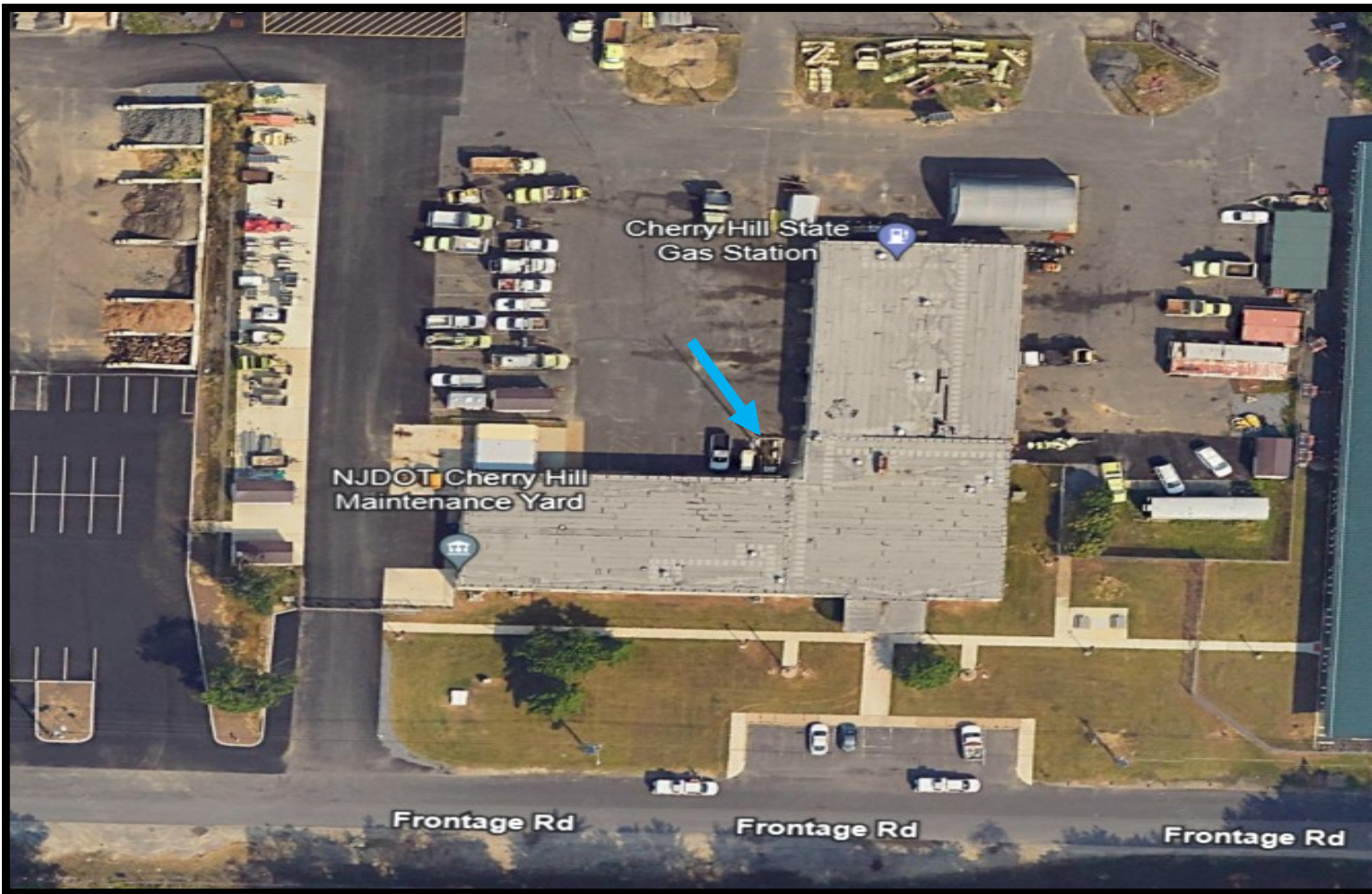


Manahawkin Maintenance Yard



Glassboro Maintenance Yard

Project Site Map
NJDOT South
EXHIBIT 'B'



Cherry Hill Maintenance Yard

Project Site Map
NJDOT South
EXHIBIT 'B'



Generator



Building/ ATS



Newark Hub# 5
(Located at the Newark Maintenance Yard)

Photos
NJDOT North
EXHIBIT 'C'

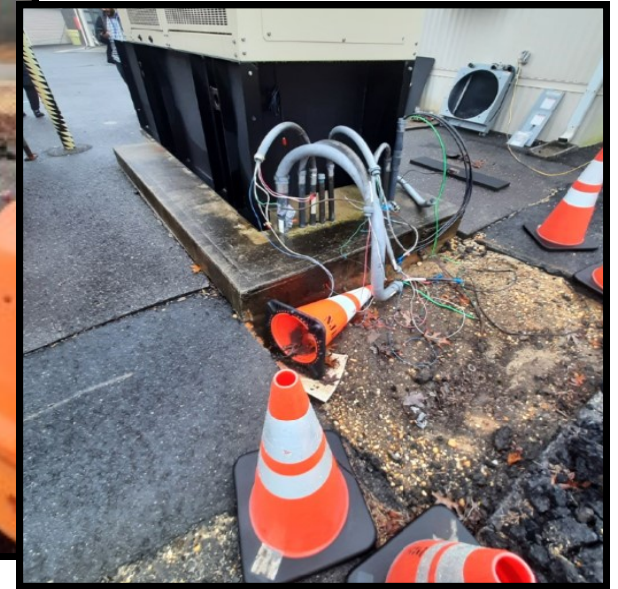


Freehold Maintenance Yard



Lawrence Hub# 2

Photos
NJDOT Central
EXHIBIT 'C'



Manahawkin Maintenance Yard

Photos

NJDOT Central

EXHIBIT 'C'



Carneys Point SP Weigh Station



Cherry Hill Maintenance Yard Building

Photos
NJDOT South
EXHIBIT 'C'



Glassboro Maintenance Yard

Photos
NJDOT South
EXHIBIT 'C'