

SCOPE OF WORK

Fernwood Buildings 1 and 1A Sprinkler System Installations

NJ Department of Transportation Headquarters
Ewing, Mercer County, NJ

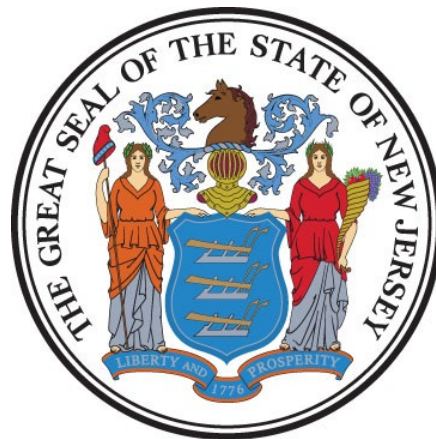
Project No. T0708-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 3, 2025

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I. OBJECTIVE

The objective of this project is to install a sprinkler system within the Fernwood Building 1 and 1A at the Department of Transportation in Ewing, New Jersey.

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):

- **P010 Fire Protection Engineering**

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

- **P007 Structural Engineering**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Management & 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 \$1,400,000.00

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$1,885,000.00

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

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

C. CONSULTANT'S FEES

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

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. Schematic/Investigation Phase	42
• <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
9. Award Phase	28
10. Construction Phase	120
11. Project Close Out Phase	30

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with thier 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 location of the project site is:

NJDOT Headquarters
1035 Parkway Avenue
Ewing, NJ 08625

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: Babatunde Ogunnubi, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-7061
E-Mail: Babatunde.Ogunnubi@treas.nj.gov

2. Department of Transportation Representative:

Name: George Schwarz, Principal Engineer
Address: Department of Transportation
1035 Parkway Avenue, 1st Floor E&O
Ewing, New Jersey 08618
Phone No: (609) 963-2169
E-Mail: george.schwarz@dot.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Department of Transportation (DOT) Ewing Headquarters Campus is the largest of the DOT facilities within the State. It provides workspace for approximately 1,950 employees and is comprised of several buildings ranging in age from 23 years to over 80 years old. The total square footage of the buildings in the complex is 861,274 square feet.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

1. Fernwood Building 1/1B – Office/Car & Truck Shop:

The Office/Car & Truck Shop known as Building 1 and 1B (or sometimes referred to as Building 1) is a one level building with one mezzanine area and one basement area. The building houses the administrative offices and repair/maintenance shop of DOT vehicles. A skylight/clerestory running the length of the building which once was operable has, for the most part, been abandoned in place and the occupants open windows and/or garage bay doors for ventilation. Much of the original glazing for the clerestory has been replaced with aluminum reinforced fiberglass panels. There is an EPDM roof on Building 1 and a built up roof on Building 1B which is due to be replaced under project T0698-00.

Note that there is a lower level portion of the building in back that adjoins Building 1 and 1A that is also included in the project. This portion of the building is used as a locker room and is included in the project. See **Exhibit 'C'**.

The shop area currently benefits from natural light, provided by perimeter vertical glazing and some skylights.

2. Fernwood Building 1A – Mower/Machine Shop:

The Mower/Machine Plow Shop is a one level building with one foreman's office. The building houses the repair/maintenance shop of DOT vehicles. An operable ridge venting system used to relieve stratified air is no longer in use and abandoned in place. The shop area currently receives natural light through perimeter vertical glazing. Building 1A has an EPDM roof which is due to be replaced under project T0698-00.

Currently, neither building has a sprinkler system. An old sprinkler system was demolished under project T0317-00. Drawings will be provided.

Piping to the buildings is expected to be adequate. However, there will be an allowance to upgrade the water supply system, including booster pumps, if needed.

VII. DESIGN REQUIREMENTS

A. SPRINKLER SYSTEM INSTALLATIONS

1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to install a sprinkler system in Building 1/1B and 1A at the Department of Transportation Headquarters in Ewing, New Jersey.

2. Investigation:

Investigate the existing buildings 1/1B and 1A and identify those areas that will require a fire sprinkler system and related components as required by code. This information shall also be used to identify the areas of the building that will be impacted by the construction work and potential removal of hazardous materials. Prior to the start of the design phase of the project, the Consultant shall conduct a survey of the existing facility fire detection system to ensure that it will be compatible with the new fire suppression system. Verify that the fire alarm panels have adequate capacity and zones for the new fire suppression system components. Document the

location of the fire alarm panels, zone detectors, sensors, wiring & raceways, and all equipment and systems that are monitored by the panels.

Items to investigate shall include, but not be limited to, the fire suppression water supply system, fire alarm panel, fire detection system devices and operation, wiring, ceiling impact, hazardous materials survey, and cost estimates.

2. Fire Protection System Investigation Report and Presentation:

Provide three (3) bound copies of the Fire Protection Systems Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations for upgrade or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the latest CSI format and shall also be summarized on the DPMC 38 Cost Analysis form(s).

B. EXISTING WATER SUPPLY:

Survey the existing water supply system for the buildings to determine if the capacity is adequate for the new fire sprinkler system.

1. Hydrant Tests:

The Consultant and/or a pre-qualified Testing Lab shall conduct field tests of the nearest fire hydrant and determine the static and residual pressures and flow rates of water being supplied to the buildings. Schedule the fire hydrant testing such that representatives of the Client Agency, DPMC Code Plan Review Unit, the local fire department, the local municipal water company and the DCA code inspector may witness the test. All costs associated with the hydrant tests shall be estimated by the Consultant and the amount included in the base bid of their fee proposal.

2. Hydraulic Calculations:

The hydrant test results shall be used as the basis for hydraulic calculations to verify that there is adequate water pressure volume and flow for the sprinkler systems. Signed and sealed calculations must be submitted to the DPMC Plan & Code Review Unit for record, review and approval.

3. Water Supply System Upgrade Design Criteria:

The potential water supply design shall include all upgrades to the existing water delivery system required to meet codes for a fully suppressed building. Provide details on the drawings and information for all new water supply components such as: pumps and control systems, water supply lines, gate valves, water meters and pits, line flushing valves, line flushing procedure, fire hydrants, restraints, valve boxes, manholes, permit requirements, etc. Size any new water supply line to provide suppression for the buildings.

4. Water Supply Upgrade Allowance:

If the underground water supply line must be replaced or upgraded or a new waterline needs to be installed, the Consultant shall show the dimensioned location and elevation of the new water line and all existing underground utility lines in that construction area. This information will eliminate the potential of the lines intersecting at critical crossing points. Drawings shall show the path of the new water line from the existing water main and shall indicate the size and length.

Details showing the location and method of the potential new water line tie-in to the main lines shall be shown on the drawings including the new water meter and meter pits if required. The line shall have individual water line shut off valves and detector double check backflow preventer device. Identify how the main water line will be restrained from movement on the plans with details such as thrust blocks, tie rods or mechanical joints. Include all tests, procedures, and disinfection requirements for the water line. Provide construction administration services during all phases of the water line installation

Pipe trenching size details, bedding, backfill materials, and dewatering requirements shall be identified on the drawings. Include all site restoration work needed including lawn areas, sidewalks and driveways. If roadway repaving is required, provide exact details of paving depths and construction materials and methods that comply with DOT standards.

All design coordination and submissions, meetings, permits and approval requirements with the local utility companies must be determined and provided by the Consultant.

The Consultant shall estimate the costs associated with the potential requirement to upgrade the building water supply systems, including booster pumps, and enter that amount in their fee proposal line item entitled **“Water Supply Upgrade Allowance”**. Refer to paragraph X.E.

C. NEW FIRE SUPPRESSION SYSTEM DESIGN CRITERIA

1. Existing Conditions:

Survey the interior of the buildings and show all existing spaces, ceiling construction, location of walls and partitions, and the occupancy of each room on the drawings. Identify the location of all equipment located above the ceilings to determine the appropriate routing of the new sprinkler mains, branches, and head locations. Provide a design to relocate any existing equipment necessary to install the new sprinkler system such as conduit, piping, ductwork, suspended ceiling system components, panels, light fixtures, mechanical equipment, etc. If hazardous materials are detected during the survey the consultant shall refer to section VII.E for detailed removal and disposal direction.

2. Design Documents:

A fully engineered and code approved design of the new sprinkler system shall be provided by the Consultant. The design shall include, but not be limited to a scaled layout of the new sprinkler piping and all related system components. The system layout shall be shown on the current interior floor plan of the building and coordinated with the ceilings, lighting, HVAC ductwork and diffusers, wiring conduit, and other obstructions. Identify the location of all walls, partitions, concealed spaces, closets, and bathroom areas. The design shall be in accordance with NFPA 13 (2013) and the International Building Code (IBC). The Consultant shall provide the design in accordance to NFPA 101 and NFPA 99 standards for a Healthcare Facility. Provide fire protection for all material storage areas and identify the storage commodity description and classification, storage area height, and storage arrangement.

Design documents and specifications shall indicate the type of system and the name of the desired manufacturer and two alternate manufacturers of each type of equipment proposed including but not limited to: pipe material, size and wall thickness, and center to center dimension of the sprinkler heads, control valves, check valves, backflow preventers, line flushing valves, drain pipes, air compressors, jockey pumps, fire pumps, and test connections, etc. Details of the hanger type and location, sleeves, braces, and methods of securing the sprinkler system shall be provided including calculations that indicate they meet all support and seismic requirements.

A statement shall be included in the specifications and on the drawings that states: "If the sprinkler Contractor prepares shop drawings that differ in design from those supplied by the Consultant, they shall submit them, **through the consultant**, to DPMC Plan & Code Review Unit for approval prior to fabrication and installation of the system".

3. Alarms/Monitoring/Control:

All valves which control the flow of water to water based fire suppression systems shall be provided with tamper alarm switches.

Provide each sprinkler system and/or zone with a water flow alarm switch.

As applicable, all non-addressable alarm initiating, supervisory and status monitored devices shall be integrated into the building fire alarm system.

4. Fire Detection System Integration:

The new sprinkler system, sprinkler main valve supervision, flow and tamper switches must be integrated with the fire detection system in the building and must comply with both NFPA 13 and NFPA 72.

5. Sprinkler System Valves & Drains:

Provide all system wet and dry valves, compressors, and Siamese connections per the requirements of NFPA 13. All hydrants, control valves, check valves, backflow preventers, line flushing valves, drainpipes, air compressors, jockey pumps, fire pumps, and test connections shall be shown.

Each system shall have a single control valve designed to shut off both the domestic and sprinkler systems and a separate valve for the domestic system only. The sprinkler system main valve supervision, flow and tamper switches must be integrated with the fire detection system of the building and must comply with NFPA 72 current code.

Design all test valves and drains as needed. As applicable, dry systems must be designed to completely drain after testing without special procedures and no low spots will be allowed in the piping. It is preferred that all drains shall discharge to the exterior of the building.

Where required by the Insurance Underwriter or Client Agency, provide durable locks and chains for each interior valve controlling water to a sprinkler or standpipe system and each outside valve controlling fire water into the building or on the site, so that these valves may be locked in the fully open position.

All control, drain, and test connection valves shall be provided with permanently marked weather proof metal or rigid plastic identification signs attached with corrosion resistant materials.

6. Pipe Penetration:

All new piping installed in the buildings shall be sealed where it passes through the floors and walls of the structure and the material must afford the required fire rating of that floor and wall. Details of the pipe penetrations shall be included on the design drawings indicating the type of penetration, how they will be sealed and the type of material to be used.

7. Sprinkler Riser Diagram:

A sprinkler piping riser diagram shall be provided identifying the routing and interface of the new system piping to the existing or upgraded water supply line and related components. The drawings shall provide a full height cross section of the area where the sprinkler system is being installed including the ceiling construction and location of any structural obstructions. Drawings shall include all standard fire safety symbols and occupancy of each area or room.

8. Building Interior Finishes:

The design documents shall address the restoration of all building interior finishes that are impacted by the installation of the fire suppression system component items such as the sprinkler pipe, attachment devices, heads, soffits, ceiling tiles, etc.

Finishes shall include, but not be limited to patching, painting, and the relocation of lighting, signage, alarms, ventilators, louvers, curtain tracts, wood trim, ceiling systems, etc. necessary to install the sprinkler pipe, attachment devices, heads and all other components of the system.

Procedures required to control and eliminate odors related to paint, cleaning agents, etc. must be addressed in the design documents to prevent potential problems with the building occupants. Materials with minimal odors and fumes should be specified.

9. Seismic Design:

Design shall conform to all seismic design requirements for the construction site locations.

10. Riser Main Drain Connection:

Each fire suppression pipe riser shall have its own main drain connection. This connection will be run "full open" for two minutes to measure flow and pressure of the system during the annual test. Gauge connections shall also be provided. The discharge point of these drains shall be at a location that will not cause damage to the building.

11. Sprinkler System Controls:

Sprinkler system controls shall be vertically mounted and accessible without the need for a ladder. Service side and system side pressure gauges shall be provided installed and legible from a standing position

12. System Operation:

The existing fire detection system must remain operational during the installation of new system components and the installation of the new fire suppression system.

13. Sanitation:

Sanitation requirements such as flushing of the lines, chemical treatments, and pipe cleaning details shall be included in the design documents for all piping components. Readily removable fittings shall be provided at the end of all cross mains to facilitate the flushing process.

14. Equipment Tests:

Upon completion of the project, and prior to issuance of the Certificate of Approval, the Contractor shall test the complete fire suppression and detection system making adjustments as required to secure all necessary approvals. The Consultant shall identify the testing requirements in the specifications including the hydrostatic test pressures, the test duration under pressure, and the amount of allowable leakage per hour.

All equipment testing shall be conducted in the presence of the Consultant and designated representatives of the DPMC, Client Agency, Contractors and DCA. The Consultant shall be responsible for the coordination and scheduling of all tests. All test results shall be collected and bound in a manual for reference.

Locate test/drain connections so that their discharge will not cause damage to the building or site. Provide splash blocks where test and drain connections are discharged to grade. All test stations shall be located in areas where testing does not affect occupants or programs, and water discharge does not pool or freeze.

15. Structural Calculations:

The Consultant shall provide structural calculations and verification for the updated load, as required by the Code Review.

E. HAZARDOUS MATERIALS SURVEY AND REPORT

Consultant shall survey the building, review past reports and documents 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:

- a. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
- b. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
- c. 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.
- d. Mold and other items as necessary.

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.C.

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.D.

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.E.

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 section VII.E "Hazardous Materials Survey and Report". All costs associated with managing, coordinating, observing and

administrating subconsultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation and hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

F. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

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

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

G. 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.

- DBC Project T0192-00: Roof Replacement and Related Work, 1/11/1988, H.J. Cannon Associates

- ODC Project T0317-00: Garage Ventilation System Improvements, 7/29/1998, Hanson Engineers
- DPMC Project T0452-00: Emergency Lighting Improvements, 9/16/2008, Gannett Fleming
- DPMC Project T0480-00: Building 1 & 1A Window Replacement, 2012, Kalwall Corporation
- DBC Project T169: Partial Roof Replacement Building No. 1, As-Built 12/1/86, Department of the Treasury Division of Building and Construction State of New Jersey

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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”:

Trevor M. Dittmar, DPMC
PO Box 235
Trenton, NJ 08625-0235
Trevor.Dittmar@treas.nj.gov 609-984-5529

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

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

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, **"Plan Review and Permit Fee Allowance."**

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

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

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

IX. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs available on the "New Jersey's Clean Energy Program" website at: <http://www.njcleanenergy.com> as well as New Jersey electric and gas utility websites 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" or utility approved rebates and incentives.

Consultant shall identify all rebates and incentives in their technical proposal.

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**”, 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 its fee proposal under the “Permit Phase” column.

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted

in paragraph VII.E 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.

E. WATER SUPPLY UPGRADE ALLOWANCE

The hydrant test results shall be used as the basis for hydraulic calculations to verify that there is adequate water pressure and flow for the building sprinkler system. Signed and sealed calculations must be submitted to the DPMC Plan & Code Review Unit for record. The Consultant shall estimate the costs associated with the potential requirement to upgrade the

PROJECT NAME: Fernwood Building 1 and 1A Sprinkler System Installations
PROJECT LOCATION: NJ Department of Transportation Headquarters
PROJECT NO: T0708-00
DATE: January 3, 2025

building water supply system, including booster pumps, and enter that amount in their fee proposal line item entitled **“Water Supply Upgrade Allowance”**.

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

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

SOW APPROVED BY: _____ **1/3/2024**
JAMES WRIGHT, PROJECT MANAGER **DATE**
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: _____ **1/7/2024**
DENNIS MESZAROS, MANAGER **DATE**
NJ DEPARTMENT OF TRANSPORTATION

SOW APPROVED BY: Babatunde Ogunnubi **1/8/2025**
BABATUNDE OGUNNUBI, PROJECT MANAGER **DATE**
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: _____ **2.21.25**
JEANETTE M. BARNARD, DEPUTY DIRECTOR **DATE**
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

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

END OF SCOPE OF WORK

Deliverables Checklist Schematic/Investigation Phase

A/E Name: _____

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

Deliverables Checklist

Project Close-Out Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Repn	Weeks
<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 "TV Project Schedule" of the Scope of Work for contract phase durations.

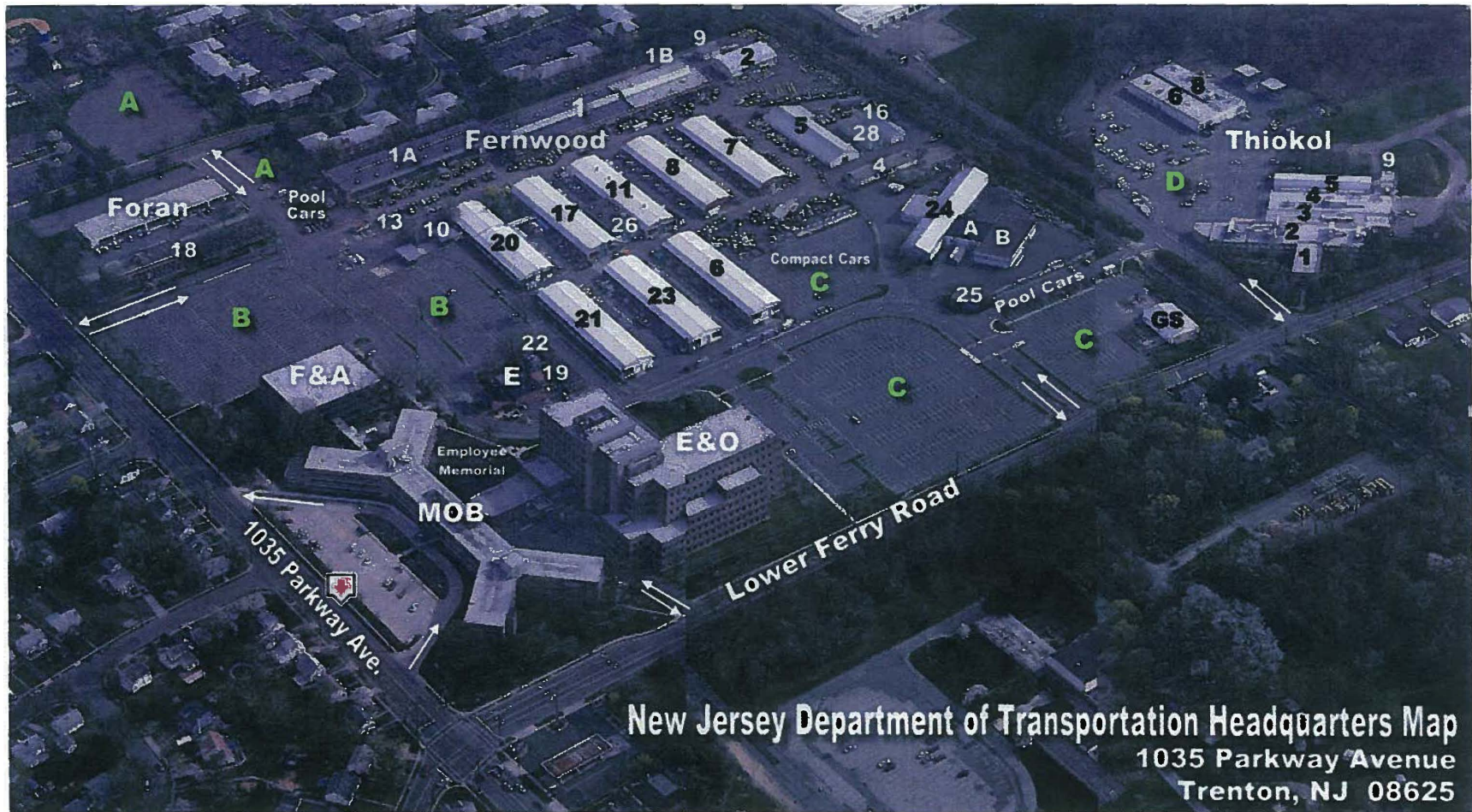
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DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'



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

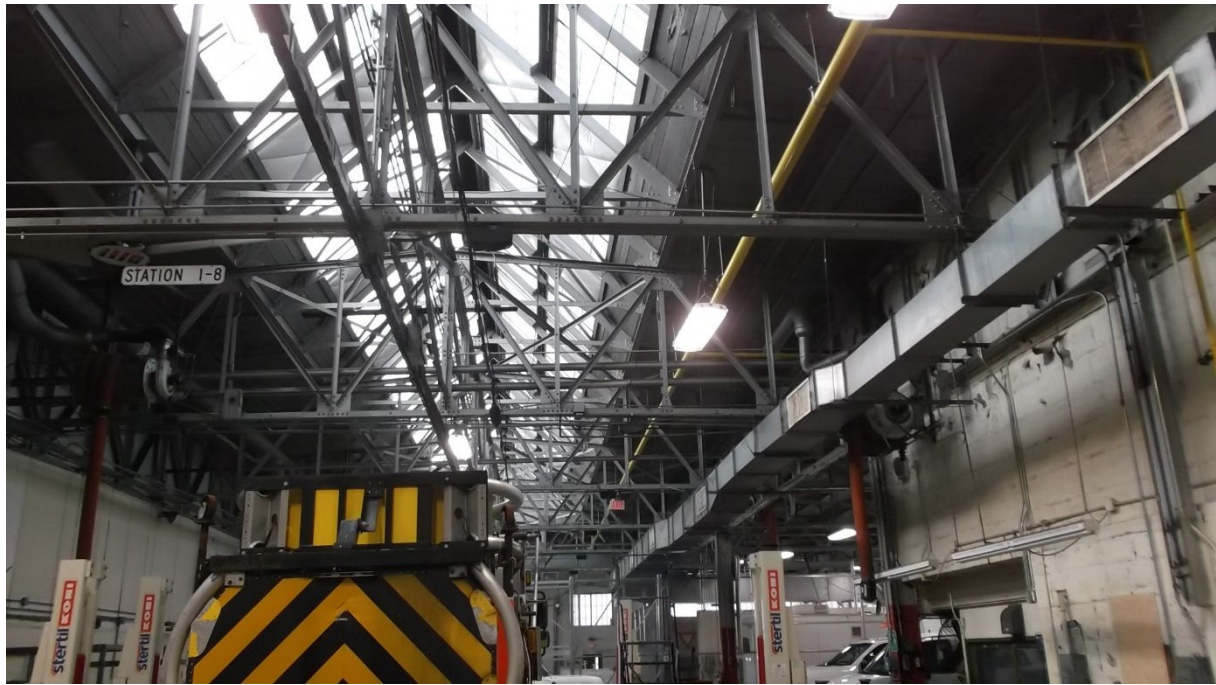
F&A Finance & Administration

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

EXHIBIT 'B'



Project Site Map
EXHIBIT 'C'



Building 1/1B



Building 1A

EXHIBIT 'D'