SCOPE OF WORK

Roof & Facade Rehabilitation

D.O.V.E.S. Residential Community Home
Hopewell, Mercer County, N.J.

Project No. S0617-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY
Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: 8/1/18 Final
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. OBJECTIVE</td>
<td>6</td>
</tr>
<tr>
<td>II. CONSULTANT QUALIFICATIONS</td>
<td>6</td>
</tr>
<tr>
<td>A. CONSULTANT &amp; SUB-CONSULTANT PRE-QUALIFICATIONS</td>
<td>6</td>
</tr>
<tr>
<td>III. PROJECT BUDGET</td>
<td>6</td>
</tr>
<tr>
<td>A. CONSTRUCTION COST ESTIMATE (CCE)</td>
<td>6</td>
</tr>
<tr>
<td>B. CURRENT WORKING ESTIMATE (CWE)</td>
<td>6</td>
</tr>
<tr>
<td>C. CONSULTANT’S FEES</td>
<td>7</td>
</tr>
<tr>
<td>IV. PROJECT SCHEDULE</td>
<td>7</td>
</tr>
<tr>
<td>A. SCOPE OF WORK DESIGN &amp; CONSTRUCTION SCHEDULE</td>
<td>7</td>
</tr>
<tr>
<td>B. CONSULTANT’S PROPOSED DESIGN &amp; CONSTRUCTION SCHEDULE</td>
<td>8</td>
</tr>
<tr>
<td>C. CONSULTANT DESIGN SCHEDULE</td>
<td>8</td>
</tr>
<tr>
<td>D. BID DOCUMENT CONSTRUCTION SCHEDULE</td>
<td>8</td>
</tr>
<tr>
<td>E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE</td>
<td>9</td>
</tr>
<tr>
<td>V. PROJECT SITE LOCATION &amp; TEAM MEMBERS</td>
<td>9</td>
</tr>
<tr>
<td>A. PROJECT SITE ADDRESS</td>
<td>9</td>
</tr>
<tr>
<td>B. PROJECT TEAM MEMBER DIRECTORY</td>
<td>9</td>
</tr>
<tr>
<td>1. DPMC Representative</td>
<td>10</td>
</tr>
<tr>
<td>2. Client Agency Representative</td>
<td>10</td>
</tr>
<tr>
<td>VI. PROJECT DEFINITION</td>
<td>10</td>
</tr>
<tr>
<td>A. BACKGROUND</td>
<td>10</td>
</tr>
<tr>
<td>B. FUNCTIONAL DESCRIPTION OF THE BUILDING</td>
<td>10</td>
</tr>
<tr>
<td>1. Building Description</td>
<td>10</td>
</tr>
<tr>
<td>VII. CONSULTANT DESIGN RESPONSIBILITIES</td>
<td>10</td>
</tr>
<tr>
<td>A. ROOF &amp; FACADE DESIGN CRITERIA</td>
<td>11</td>
</tr>
<tr>
<td>1. General</td>
<td>11</td>
</tr>
<tr>
<td>2. Copper Flashing</td>
<td>11</td>
</tr>
<tr>
<td>3. Gutters &amp; Downspouts</td>
<td>11</td>
</tr>
<tr>
<td>4. Roofing</td>
<td>11</td>
</tr>
<tr>
<td>5. Chimneys</td>
<td>11</td>
</tr>
<tr>
<td>6. Skylight Panels</td>
<td>12</td>
</tr>
<tr>
<td>7. Well House Roof</td>
<td>12</td>
</tr>
</tbody>
</table>
B. GENERAL DESIGN OVERVIEW ................................................................. 12
  1. Design Detail: ..................................................................................... 12
  2. Specification Format: ....................................................................... 13
  3. Submittal Schedule: ........................................................................ 13
C. PROJECT COMMENCEMENT ................................................................. 14
  1. Project Directory: ............................................................................ 14
  2. Site Access: ...................................................................................... 14
  3. Project Coordination: ...................................................................... 14
  4. Existing Documentation: ................................................................. 14
  5. Scope of Work: ............................................................................... 15
  6. Project Schedule: ............................................................................ 15
D. BUILDING & SITE INFORMATION .......................................................... 15
  1. Building Classification: ................................................................. 15
  2. Building Block & Lot Number: ......................................................... 15
  3. Building Site Plan: .......................................................................... 15
  4. Site Location Map: .......................................................................... 16
E. DESIGN MEETINGS & PRESENTATIONS ........................................... 16
  1. Design Meetings: ........................................................................... 16
  2. Design Presentations: ..................................................................... 16
F. CONSTRUCTION BID DOCUMENT SUBMITTAL ..................................... 17

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES ............ 17
A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW .............. 17
B. PRE-BID MEETING ............................................................................ 17
C. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD ........ 17
  1. Post Bid Review: ............................................................................ 18
  2. Review Meeting: ........................................................................... 18
  3. Substitutions: ............................................................................... 18
  4. Schedule: ...................................................................................... 18
  5. Performance: ............................................................................... 19
  7. Conformed Drawings: ................................................................... 19
D. DIRECTOR’S HEARING ..................................................................... 20
E. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS ....................... 20
  1. Meetings: ...................................................................................... 20
  2. Schedules: .................................................................................... 20
  3. Submittal Log: ............................................................................... 21
F. CONSTRUCTION SITE ADMINISTRATION SERVICES ......................... 21
G. SUB-CONSULTANT PARTICIPATION .................................................. 22
H. ROOF MONITOR RESPONSIBILITIES ................................................. 22
  1. Roof Monitor Inspections: ............................................................. 22
  2. Inclement Weather: ...................................................................... 23
PROJECT NAME: Roof & Façade Rehabilitation
PROJECT LOCATION: D.O.V.E.S. Residential Community Home
PROJECT NO: S0617-00
DATE: 6/29/18

3. Unsatisfactory Work: ................................................................. 23
4. Meetings: ................................................................................. 23

I. EMERGENCY REPAIRS .......................................................... 23
J. DRAWINGS ............................................................................. 24
   1. Shop Drawings: .............................................................. 24
   2. As-Built & Record Set Drawings: .................................... 24
K. CONSTRUCTION DEFICIENCY LIST ........................................ 25
L. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION ....... 25
M. CLOSE-OUT DOCUMENTS .................................................... 25
N. CLOSE-OUT ACTIVITY TIME ............................................... 25
O. TESTING, TRAINING, MANUALS AND ATTIC STOCK ........... 25
   1. Testing: ........................................................................... 26
   2. Training: ......................................................................... 26
   3. Operation & Maintenance Manuals: ............................... 26
   4. Attic Stock: ..................................................................... 27
P. CHANGE ORDERS ................................................................... 27
   1. Consultant: ..................................................................... 27
   2. Contractor: ..................................................................... 27
   3. Recommendation for Approval: ...................................... 28
   5. Cost Estimate: ............................................................... 28
   6. Time Extension: ............................................................ 29
   7. Submission: .................................................................... 29
   8. Meetings: ........................................................................ 29
   9. Consultant Fee: ............................................................ 29

IX. PERMITS & APPROVALS ...................................................... 29
   A. NJ UNIFORM CONSTRUCTION CODE PERMIT .............. 30
      1. Prior Approval Certification Letters: .............................. 30
      2. Multi-building or Multi-site Permits: ............................. 31
      3. Special Inspections: ..................................................... 31
   B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS .... 31
   C. STATE INSURANCE APPROVAL .................................... 32
   D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM ........ 32
   E. PERMIT MEETINGS .......................................................... 32
   F. MANDATORY NOTIFICATIONS ....................................... 33
   G. CONSULTANT FEE .......................................................... 33

X. GENERAL REQUIREMENTS .................................................. 33
   A. SCOPE CHANGES ............................................................ 33
   B. ERRORS AND OMISSIONS ............................................... 33
   C. ENERGY INCENTIVE PROGRAM ....................................... 33
XI. ALLOWANCES ........................................................................................................ 34
   A. PERMIT FEE ALLOWANCE .................................................................................. 34
      1. Permits: ............................................................................................................... 34
      2. Permit Costs: ...................................................................................................... 34
      3. Applications: ...................................................................................................... 34
      4. Consultant Fee: ................................................................................................. 34
   B. ROOF MONITOR ALLOWANCE ......................................................................... 35

XII. SUBMITTAL REQUIREMENTS .......................................................... 35
   A. CONTRACT DELIVERABLES ............................................................................. 35
   B. CATALOG CUTS ................................................................................................. 35
   C. PROJECT DOCUMENT BOOKLET .................................................................... 35
   D. DESIGN DOCUMENT CHANGES ...................................................................... 36
   E. SINGLE-PRIME CONTRACT .............................................................................. 36

XIII. SOW SIGNATURE APPROVAL SHEET ........................................ 37

XIV. CONTRACT DELIVERABLES .......................................................... 38

XV. EXHIBITS ................................................................................................. 45
   A. SAMPLE PROJECT SCHEDULE FORMAT
   B. PROJECT SITE LOCATION
   C. BACKGROUND CHECK FORM
   D. EXTERIOR STUDY
   E. PREA FORM
   F. SECURITY PROCEDURES
   G. CARI FORM
   H. PHOTOS
I. OBJECTIVE

The objective of this project is to repair and rehabilitate the roof and façade on the D.O.V.E.S. Residential Community Home.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- P001 Architecture

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

- P028 Roofing Inspection
- P034 Historical Preservation / Restoration

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 $405,000

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $550,000

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.
The CWE is the Client Agency’s financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT’S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

<table>
<thead>
<tr>
<th>PROJECT PHASE</th>
<th>ESTIMATED DURATION (Calendar Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</td>
<td>14</td>
</tr>
<tr>
<td>2. Schematic Design Phase</td>
<td>35</td>
</tr>
<tr>
<td>• Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</td>
<td>14</td>
</tr>
<tr>
<td>3. Design Development Phase</td>
<td>42</td>
</tr>
<tr>
<td>• Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</td>
<td>14</td>
</tr>
<tr>
<td>4. Final Design Phase</td>
<td>42</td>
</tr>
<tr>
<td>• Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</td>
<td>14</td>
</tr>
<tr>
<td>5. Permit Application Phase</td>
<td>7</td>
</tr>
<tr>
<td>• Issue Plan Release</td>
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</tr>
<tr>
<td>6. Bid Phase</td>
<td>42</td>
</tr>
<tr>
<td>7. Award Phase</td>
<td>28</td>
</tr>
<tr>
<td>8. Construction Phase</td>
<td>180</td>
</tr>
</tbody>
</table>
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

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

C. CONSULTANT DESIGN SCHEDULE

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

D. BID DOCUMENT CONSTRUCTION SCHEDULE

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

E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE

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

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

D.O.V.E.S. Residential Community Home
188 Lindbergh Road
Hopewell, New Jersey 08525-2601
GPS Coordinates (40.4240061 – 74.7676747)

See Exhibit ‘B’ for the project site location.

B. PROJECT TEAM MEMBER DIRECTORY

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

A. BACKGROUND

The D.O.V.E.S. Residential Community Home is located at 188 Lindbergh Road, Hopewell, NJ 08525 whose property is owned by the Juvenile Justice Commission. The facility consists of 2 buildings and several shed type structures. The building is on the NJ State and FED Historical Registry and is known as the Lindbergh Estate.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

1. Building Description:

There are approximately 16 Female residents housed in a two story, concrete wood structure. The building consists of a dormitory sleeping area, resident shower and lavatory facilities, kitchen, cafeteria, laundry, administrative and medical offices with a staff lavatory and Mechanical Room.
A. ROOF & FACADE DESIGN CRITERIA

1. General:

The basis of this design is to be based on the Ronald A. Sebring Associates Report: Exterior Condition Study, Highfields Albert Elias Residential Center, see Exhibit ‘D’. Within this report, findings and recommendations for existing exterior condition analysis are addressed and outlined. The Executive Summary references recommendations for repair to the roof and façade.

Thus, the Consultant is to provide a new and construable design, along with specifications to resolve the recommendations outlined within the report. The specifications shall describe the preferred new systems and shall list the names of three equal manufacturers for each.

2. Copper Flashing:

The Consultant shall provide a design to replace the copper flashing above each of the Dormer windows. The copper flashing below the Dormer windows has been replaced in a previous project.

3. Gutters & Downspouts:

Provide a design to remove and replace the existing gutters and downspouts. Provide a new and construable design, along with specifications to remove and replace the gutters and downspouts. The specifications shall describe the new gutters and downspouts and shall list the names of three equal manufacturers for review and approval.

4. Roofing:

The Consultant shall provide a design to repair the existing slate shingle roofing system as needed. The new shingles are to match the existing according to size, shape and thickness. The Roofing Contractor shall be a Historic Roofer and Restoration type. There is to be a roof monitor at all times for this project, see Section, VIII. H.

5. Chimneys:

Provide a design to repoint any or all of the masonry work on the existing chimneys. The damaged, old and loose mortar between the existing bricks of the chimneys shall be repaired or replaced. The color of the new mortar is to match the existing in texture and color.
6. Skylight Panels:

The Consultant shall provide a design to remove and replace skylight panels that are cracked and damaged. The new panels are to match the existing panels in size, shape and thickness. The new shingles shall be presented to the Project Team for review and approval.

7. Well House Roof:

Provide a design to remove and replace the cedar shingle roof on the Well House structure. Provide a design along with a specification to remove and replace the existing shingles. The specifications shall describe the new shingles and shall list the names of three equal manufactures for review and approval.

B. GENERAL DESIGN OVERVIEW

1. Design Detail:

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

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

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

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

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

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

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

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

3. Submittal Schedule:

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

4. Construction Cost Estimates:

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat® 2014 applicable to the project.

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

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

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

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

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

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

1. **Project Directory:**

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

2. **Site Access:**

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

3. **Project Coordination:**

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

4. **Existing Documentation:**

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

- **C0379-00:** As-Built Drawings, 6/8/94, Chandi P. Maitra, P.E. Professional Engineer
- **S0434-00:** Record Drawings, 8/20/04, Strunk - Albert Engineering – Consulting Engineers
- **S0518-00:** Design Drawings, 4/13/09, Highland Associates, Architecture/Engineering/Interior Design

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

5. **Scope of Work:**

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

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

6. **Project Schedule:**

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

D. **BUILDING & SITE INFORMATION**

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

1. **Building Classification:**

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

2. **Building Block & Lot Number:**

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

3. **Building Site Plan:**

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:
• The size and location of new and existing buildings and additions as well as other structures.
• The distance between buildings and structures and to lot lines.
• Established and new site grades and contours as well as building finished floor elevations.
• New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

4. Site Location Map:

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

E. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

Record the minutes of each design meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

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

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

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

F. CONSTRUCTION BID DOCUMENT SUBMITTAL

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

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

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

B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled “Bulletins.” These Bulletins must be sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

C. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

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

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

2. Review Meeting:

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

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

3. Substitutions:

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

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 “Substitutions” of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor’s bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.
Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

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

5. Performance:

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

6. Letter of Recommendation:

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

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

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

7. Conformed Drawings:

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

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.
D.  DIRECTOR’S HEARING

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

E.  CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

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

1. Meetings:

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

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

2. Schedules:

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

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.
The Consultant shall ensure that the Contractor provides a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. **Submittal Log:**

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

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

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

**F. CONSTRUCTION SITE ADMINISTRATION SERVICES**

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

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

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

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

G. SUB-CONSULTANT PARTICIPATION

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

H. ROOF MONITOR RESPONSIBILITIES

The Consultant shall provide a full time roof monitor during the removal and installation of the roof system on the building. The responsibilities of the roof monitor shall include, but not be limited to the following items:

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The costs for the services provided by the roof monitor shall be included in their fee proposal line item entitled “Roof Monitor Allowance”, refer to paragraph XI.B.

1. Roof Monitor Inspections:

The Roof Monitor must continuously inspect and monitor the Contractor’s work on site during removal and installation of the roofing system and file a daily DPMC 605 Roofing Inspector’s Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, etc. This form shall be submitted, in electronic format, to the Project Team by the close of business on each day that work is performed.
2. Inclement Weather:

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.

On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

3. Unsatisfactory Work:

If the Roof Monitor determines that the roof Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions shall be made to seal the roof work area until the Consultant arrives and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

4. Meetings:

The Consultant and Roof Monitor shall both attend the pre-construction conference and all periodic job progress meetings during the construction phase of the project.

I. EMERGENCY REPAIRS

The Consultant must include information in the contract documents that will address the Contractor’s responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within twenty four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.
J. DRAWINGS

1. Shop Drawings:

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

2. As-Built & Record Set Drawings:

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

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

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

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

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

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

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

L. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

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

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

M. CLOSE-OUT DOCUMENTS

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

N. CLOSE-OUT ACTIVITY TIME

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

O. TESTING, TRAINING, MANUALS AND ATTIC STOCK

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

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

2. **Training:**

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

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

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

3. **Operation & Maintenance Manuals:**

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

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

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

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.
The Consultant shall include in the specification that the Contractor must provide a minimum of ten (10) “throwaway” copies of the manual for use at the training seminar and seven (7) hardbound copies as part of the project close-out package.

4. Attic Stock:

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

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

P. CHANGE ORDERS

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

1. Consultant:

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

2. Contractor:

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

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.
If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Approval:

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

4. Code Review:

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

5. Cost Estimate:

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

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

- DPMC 9b Change Order Request
- DPMC 10 Consultant’s Evaluation of Contractor’s Change Order Request
- Consultant’s Independent Detailed Cost Estimate
- Notes of Negotiations
6.  Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Consultant’s independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare their time element with that of the Contractor’s time request and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

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

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

7.  Submission:

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

8.  Meetings:

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

9.  Consultant Fee:

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

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

IX. PERMITS & APPROVALS
A. NJ UNIFORM CONSTRUCTION CODE PERMIT

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

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

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

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

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

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

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

1. Prior Approval Certification Letters:

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

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

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

3. **Special Inspections:**

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

Bulletin 03-5 can be found at:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf](http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf)

a. **Definition:**

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

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. **Responsibilities:**

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

**B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS**

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant’s Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, **“Permit Fee Allowance.”**
The Consultant may refer to the Division of Property Management and Construction “Procedures for Architects and Engineers Manual”, Section 6.4.8, which presents a compendium of State permits, certificates, and approvals that may be required for this project.

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

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

C. STATE INSURANCE APPROVAL

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

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

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

The link to the document is:


E. PERMIT MEETINGS

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

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

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

G. CONSULTANT FEE

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

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

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

B. ERRORS AND OMISSIONS

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

C. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs described on the “New Jersey’s Clean Energy Program” website at: http://www.njcleanenergy.com to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for “New Jersey Clean Energy Program” rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other incentives.
The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project. All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of their fee proposal.

XI. ALLOWANCES

A. PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

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

3. Applications:

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

4. Consultant Fee:

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the “Permit Phase” column.
Any funds remaining in the permit allowance will be returned to the State at the close of the project.

**B. ROOF MONITOR ALLOWANCE**

The Consultant shall provide a full time roof monitor pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The roof monitor must be present during the tear off of the old roof system and the installation of the roof system to the building. See section **VIII.H** paragraph 1, of this scope of work for a description of services to be provided by a roof monitor.

The costs for the services provided by the roof monitor shall be included in the “**Roof Monitor Allowance**” of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

The Consultant shall attach a detailed hourly rate cost breakdown of the roof monitor 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 Allowance shall be returned to the State at the end of the project.

**XII. SUBMITTAL REQUIREMENTS**

**A. CONTRACT DELIVERABLES**

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

**B. CATALOG CUTS**

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

**C. PROJECT DOCUMENT BOOKLET**

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½” x 11” bound “booklet” format.
D. DESIGN DOCUMENT CHANGES

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

E. SINGLE-PRIME CONTRACT

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

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

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

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

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Gregory Symczak, Project Manager
DPMC Project Planning & Initiation

SOW APPROVED BY: Philip Saglembeni, Project Manager
Client Agency Representative

SOW APPROVED BY: Babatunde Ogunnubi, Design Manager
DPMC Project Management Group

SOW APPROVED BY: Richard Flodmand, Deputy Director
Div Property Mgt & Construction

PAGE 37
XIV. CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled, “Procedures for Architects and Engineers,” Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

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

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

6.1 Project Schedule (Update Bar Chart Schedule)

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

6.3 Correspondence

6.4 Submission Requirements

   6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
   6.4.2 Space Analysis & Program Requirements
   6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
   6.4.4 Site Evaluation
   6.4.7 Design Rendering/Sketches
   6.4.8 Regulatory Agency Approvals
      6.4.8.2 NJ Department of Community Affairs
             (a) UCC Permit for Building Construction
      6.4.8.3 NJ Department of Environmental Protection
             (a) Historic Site Project Building
   6.4.9 Utility Availability for:
      Storm Water
      Electric Service
   6.4.10 Drawings: 6 sets
      Cover Sheet (See A/E Manual for format)
      Site Plan
      Site Utility Plan
      Floor Plans
Elevations
Sections/Details
Structural Narrative
Electrical Narrative

6.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
6.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
6.4.13 Bar Chart of Design and Construction Schedule
6.4.14 Oral Presentation of Submission to Project Team
6.4.15 SOW Compliance Statement
6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
6.4.17 Deliverables Submission in Booklet Form: 7 sets

6.5 Approval
6.5.1 Respond to Submission Comments

6.6 Submission Forms

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

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

7.1 Project Schedule (Update Bar Chart Schedule)

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

7.3 Correspondence

7.4 Submission Requirements

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

7.5 Approval

7.5.1 Respond to Submission Comments

7.6 Submission Forms

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

FINAL DESIGN PHASE 100% Complete Construction Documents

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

8.1 Schedule (Update Bar Chart Schedule)

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

8.3 Correspondence

8.4 Submission Requirements

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

8.5 Approvals

8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

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

8.6 Permit Application Submission Requirements

8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time
8.6.8 Regulatory Agency Approvals
   (a) UCC Permit Application & Technical Sub-codes completed by A/E
8.6.9 Utility Availability Confirmation
8.6.10 Signed and Sealed Drawings: 6 sets
8.6.11 Signed and Sealed Specifications: 6 sets
8.6.12 Current Working Estimate/Cost Analysis
8.6.13 Bar Chart Schedule
8.6.14 Project Presentation (N/A this Project)
8.6.15 Plan Review/SOW Compliance Statement
8.6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

Figure 8.4.12 Current Working Estimate/Cost Analysis
Figure 8.4.16 Submission Checklist (Final Review Phase)
BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

9.01 Original Drawings signed & sealed by A/E and drawings on compact disk (CD) in Adobe Portable Document Format (.pdf)

9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11 and specifications on compact disk (CD) in Adobe Portable Document Format (.pdf)

9.03 Bid Documents Checklist

9.04 Bid Proposal Form

9.05 Notice for Advertising

9.1 Chair Pre-Bid Conference/Mandatory Site Visit

9.2 Prepare Bulletins

9.3 Attend Bid Opening

9.4 Recommendation for Contract Award

9.4.1 Prepare Letter of Recommendation for Award & Cost Analysis

9.5 Attend Pre-Construction Meeting

9.6 Submission Checklist

9.7 Submission Forms

CONSTRUCTION PHASE

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

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

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

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

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

  10.12.1 Construction Progress Schedule
  10.12.2 CPM Consultant

10.13 Review & Recommend or Reject Change Orders

  10.13.1 Scope Changes
  10.13.2 Construction Change Orders
  10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

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

PROJECT CLOSE-OUT PHASE

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

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

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

11.6 Ensure Issuance of “Temporary Certificate of Occupancy or Approval”

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC
11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each
(b) Guarantees
(c) Shop Drawings
(d) Letter of Contract Performance
11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25
11.8.4 This Submission Checklist

11.9 Final Payment

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

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

11.11 Ensure Issuance of a “Certificate of Occupancy or Approval”

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

XV.EXHIBITS

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

END OF SCOPE OF WORK
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.

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<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>REPORTS TO ASSOCIATE DIRECTOR OF:</th>
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<td>Contract Management Group</td>
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<td>CA</td>
<td>Client Agency</td>
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<td>CSP</td>
<td>Consultant Selection and Prequalification Group</td>
<td>Technical Services</td>
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<td>A/E</td>
<td>Architect/Engineer</td>
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<td>Plan Review Group</td>
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<td>CP</td>
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<td>Planning &amp; Administration</td>
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<td>CON</td>
<td>Construction Contractor</td>
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<td>FM</td>
<td>Financial Management Group</td>
<td>Planning &amp; Administration</td>
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<td>OEU</td>
<td>Office of Energy and Utility Management</td>
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<td>PD</td>
<td>Project Development Group</td>
<td>Planning &amp; Administration</td>
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EXHIBIT ‘A’
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<td>CV301</td>
<td>Schedule/Conduct Predesign/Project Kick-Off Mtg.</td>
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<td>CV302</td>
<td>Prepare Program Phase Submittal</td>
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<tr>
<td>CV303</td>
<td>Distribute Program Submittal for Review</td>
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<tr>
<td>CV304</td>
<td>Prepare &amp; Submit Project Cost Analysis (DPMC-38)</td>
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<tr>
<td>CV305</td>
<td>Review &amp; Approve Program Submittal</td>
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</tr>
<tr>
<td>CV306</td>
<td>Review &amp; Approve Program Submittal</td>
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<td>CV307</td>
<td>Review &amp; Approve Program Submittal</td>
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<td>CV308</td>
<td>Consolidate &amp; Return Program Submittal Comments</td>
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<td>Prepare Schematic Phase Submittal</td>
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<td>CV327</td>
<td>Review Final Design Submit for Constructability</td>
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**NOTE:**
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

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Bureau of Design & Construction Services
Routine Project

Exhibit "A"
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<td>CV0006</td>
<td>Consolidate &amp; Return Final Design Comments</td>
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<td>CV0007</td>
<td>Prepare &amp; Submit Permit Application Documents</td>
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<td>CV0008</td>
<td>Prepare &amp; Submit Bidding Cost Analysis (DPMC 38)</td>
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<td>CV0009</td>
<td>Plan Review-Permit Acquisition</td>
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<td>CV0001</td>
<td>Review Constr. Documents &amp; Secure UCC Permit</td>
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<td>CV0010</td>
<td>Provide Funding for Construction Contracts</td>
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<td>CV0011</td>
<td>Secure Bid Clearance</td>
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<td>CV0012</td>
<td>Advertise-Bid-Award</td>
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<td>Advertise Project &amp; Bid Construction Contracts</td>
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<td>CV0014</td>
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<td>Evaluate Bids &amp; Prep. Recommendation for Award</td>
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<td>CV0016</td>
<td>Evaluate Bids &amp; Prep. Recommendation for Award</td>
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<td>CV0017</td>
<td>Complete Recommendation for Award</td>
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<td>CV0018</td>
<td>Award Construction Contracts/Issue NTP</td>
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<td>CV0020</td>
<td>Project Construction Start/Issue NTP</td>
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<td>CV0021</td>
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<td>CV0022</td>
<td>Preconstruction Meeting</td>
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<td>Begin Preconstruction Submittals</td>
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<td>CV0024</td>
<td>Longest Lead Procurement Item Ordered</td>
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<td>CV0025</td>
<td>Lead Time for Longest Lead Procurement Item</td>
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<td>CV0026</td>
<td>Prepare &amp; Submit Shop Drawings</td>
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<td>Complete Construction Submittals</td>
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**NOTE:**
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

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

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EXHIBIT 'B'
SITE LOCATION

188 Lindbergh Rd, Hopewell, NJ 08525
Location: 40.4246090623182, -74.7574559961969
SECTION A - I certify, under penalty of perjury, that I will answer all questions truthfully including any conviction of a crime or disorderly person offense. My signature below indicates my consent for a background check.

(LAST NAME) (FIRST NAME) (MI) (MAIDEN NAME)

(LIST ANY/ALL ALIAS' USED)

(ADDRESS: INCLUDE HOUSE NUMBER, STREET, APARTMENT NUMBER, CITY, STATE, ZIP CODE)

(DATE OF BIRTH) (PLACE OF BIRTH) (SOCIAL SECURITY #) □ MALE □ FEMALE

(DRIVER LICENSE #) (STATE) (RACE)

1) Have you ever been convicted, adjudicated guilty, or found guilty, as an adult or juvenile, of any crime or disorderly persons offense at anytime?
   □ NO □ YES, Explain below

2) Are there currently any pending criminal charges, disorderly persons offense charges, or other related charges pending against you anywhere?
   □ NO □ YES, Explain below

REASON FOR INQUIRY □ Criminal Justice Student □ Juvenile Volunteer □ Pre Employment
□ Parolee □ Adult Volunteer □ Outside Contractor □ Other ____________________________

(PRINT APPLICANT'S LAST NAME, FIRST NAME, MI) (APPLICANT'S SIGNATURE) (DATE)

SECTION B - SIGNATURES

RESULTS OF INQUIRY □ All inquiries NEGATIVE □ See Attached Results

COMMENTS: ____________________________

(JJC REQUESTER SIGNATURE) (DATE) (AUTOMATED CHECK COMPLETED BY; (DATE)

(FINGERPRINTED BY) (DATE) (FINGERPRINTS RECEIVED and REVIEWED BY) (DATE)

(RESULTS PROVIDED TO) (DATE) (RESULTS PROVIDED BY) (DATE)
EXHIBIT 'D'
EXTERIOR CONDITION STUDY

EXTERIOR CONDITION STUDY
HIGHFIELDS
ALBERT ELIAS RESIDENTIAL CENTER
HOPEWELL TOWNSHIP, NEW JERSEY
For
NEW JERSEY JUVENILE JUSTICE COMMISSION

RONALD A. SEBRING ASSOCIATES, LLC
ARCHITECTURE-PLANNING-DESIGN
405 RICHMOND AVENUE, POINT PLEASANT BEACH, NJ 08742
(732) 701-9444 FAX 701-9919
E-Mail architecta@rasalic.com

9/18/16
EXECUTIVE SUMMARY

- The original roofing slates are Vermont Freaks. The colors are Vermont Blue, Blue-Gray, Weathering Green, and Purple. "Freaks" are no longer available but slates matching in color, thickness, and size are available as a custom order.

- The slates are poor quality however their longevity is offset by their thickness.

- The existing slates show signs of wear as a result of environmental effects and weathering, but due to their thickness, have considerable life remaining.

- Delaminated, cracked, chipped, and broken slates should be replaced.

- Flashings are currently not leaking, however, slates at ridge, eaves, and valleys need to be removed for the replacement of copper flashings, which have reached the end of the serviceable life span.

- In place of repair, the entire roof could be replaced with like material, however, replacement is not in keeping with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Maintaining historic fabric, where possible, is a goal of historic preservation.

- Gutters and downspouts require replacement.

- Cracked skylight panels require replacement.

- Windows require restoration.

- Stucco repair and painting is required.

- Wood trim requires repair.

- The estimated cost to repair the exterior façade, including roof replacement, is $439,000.

- The estimated cost to repair the exterior façade and roof is $289,000.
PURPOSE

The purpose of this Study, commissioned by New Jersey Department of Law and Public Safety, Juvenile Justice Commission (JJC), is to assess the exterior condition of Highfields, the former residence of Charles and Anne Lindbergh, currently the Albert Elias Residential Center; and to develop costs for repair or replacement of damaged materials.

The site and residence is on both the Federal and State Registers of Historic Places. Highfields was designed by Delano and Aldridge Architects, and constructed in 1931. The structure is stone, finished with stucco exterior, with steeply pitched slate roofs. Lindbergh requested that the sisters install the roofing in a pattern that, when observed from the air, resembled waves in the ocean as a reflection of his solo flight over the Atlantic. The New Jersey State Historic Preservation Office considers this feature to be significant and contributory to the history of the residence. Accordingly, they have determined that alternate roofing materials would not be appropriate for repair or replacement.

This Study investigated the stone façade, slate roofing, copper roofing, single-ply roofing, flashings, skylights, windows, wood trim, and moldings.

SLATE ROOF

Roofing slates are installed over solid sheathing in an unusual random pattern to achieve the effect directed by Lindbergh. The slates are random width of 8", 12" and 18", with variations in thickness of 3/8" to 1" thick.

The original drawings specify the slate to be "Vermont Freaks". Freaks are fabricated from slate from the top of the quarry which are poorer quality and, therefore, are thicker. Vermont Structural Slate Company was consulted and informed us that "Freaks" are no longer available, but they can supply slates to match in color, thickness, and size. The colors are Vermont Blue, Blue-Gray, Weathering Green, and Purple. Based on the photographs provided they believe that the roof has considerable life remaining.

Based on research, and a conversation with the company that has provided roof maintenance, the slate utilized for repair is Pennsylvania Gray Slate; a soft-vein product quarried in Northampton and Lehigh County of Pennsylvania. This slate is quarried by Penn Big Bod Slato Company, Slaton, PA. The standard thickness is 3/8", but can be produced to match the existing thickness and size. They also believe that the roof has considerable life remaining.

There is evidence of continued roof maintenance through the replacement of damaged and fastening of loose slates. Roofing slates deteriorate as a result of natural weathering manifested by chipping, cracking, and scaling along the cleavage plane. Thin laminations have flaked off the surface exposing the inner layers. The inner layers then become soft or spongey and delaminate. A ring test on the slate confirmed delamination. However, since the slate is so thick, it is not a good indication of deterioration. Two options are available; restoration of the roof through repair and replacement of damaged slate, or replacement of the entire roof.

The photograph at above right is typical of the condition of the entire roof. The random pattern of short coursing and installing an additional slate creates the wave effect when viewed from the air.
This photograph is of a dormer pan flashing which was previously replaced.

FLASHING

Flashings at valleys, wall intersections, dormers, ridges, and eaves, are copper. All, except most of the dormer flashing, are original. The original flashings are currently not showing signs of infiltration, but have reached the limit of life expectancy and will need to be replaced as part of any roof replacement. Pipe vent flashings are lead, or copper, and are in satisfactory condition, but also should be replaced as part of any roof replacement.

Step flashing at roof to vertical wall intersections is only visible at one location. In random stone construction, traditionally, two methods of waterproofing the intersection between the roof and vertical wall, were utilized. The first, documented in the photograph below, was building-in step flashing in each slate course and covering with counterflashing set into a reglet cut into, or built into, the stone. The second method utilized, documented in the photograph on the following page, was to build in a continuous flashing under the slate, and bent up the vertical wall and covered with stucco. New copper step flashing must be installed, covered with new counter flashing set into a reglet in the vertical wall.

The copper eave flashing under the slate at the roof edge is deteriorated. This flashing must be installed as part of any roof restoration or replacement. Ridge corner flashing at the dormers, and valley flashing, is concealed. These flashings, along with the remaining dormer pan flashing, must be replaced as part of any roof restoration or replacement.
Photograph of continuous roof-vertical wall flashing surface mounted to the stone work and covered by stucco.

Photograph of rear elevation and the 1980 addition with single-ply membrane shed roof.
SINGLE PLY MEMBRANE ROOF

The rear shed roof, constructed in 1980, is covered with a single ply membrane, painted white. This roof is in failure. The photograph (right) documents a hole through the membrane. This roof is currently scheduled to be replaced by the JJC.

SKYLIGHTS

In the photograph of the rear elevation, on the previous page, there is a different color block on the slate roof between the dormers. This is the location of one of the uniquely constructed skylights. The skylight is constructed of wire glass panels the size of slates and installed in the same manner with side and head overlaps. The panels are supported by steel framing attached to the roof rafters. The glass panels are held in place with pins that penetrate the glass, and hooks that engage the steel framing. The skylights show no evidence of water infiltration. Several of the panels are cracked and require replacement.

GUTTERS AND DOWNSPOUTS

Gutters are painted copper semicircular type supported by gutter brackets. Most of the gutters are damaged. There are no snow guards on the steep roof to break up and hold ice and snow. We believe this is a dangerous condition and has resulted in damage to the gutters. The gutters should be replaced, and snow guards installed, as part of any roof replacement.

Downspouts are corrugated round copper painted white. Some of the downspouts are missing. The remaining downspouts are terminated above grade and are not connected to the underground drainage system. Missing or damaged downspouts should be replaced. Refer to the attached building elevation drawings delineating damaged, or missing, gutters and downspouts.
WOOD TRIM AND MOULDINGS

The wood trim and mouldings were evaluated and appear to be original. They should be considered significant in that they reflect the original design intent of the building and have not been modified since the building was constructed. The roof eave and rake trim are similar. The rake trim has no soffit or cornice trim integrated into the design. The roof edge trim consists of a fascia, or rake board, and a single crown molding. At the eave, the soffit is solid boards run parallel to the façade with a small cornice trim. The dormer’s roof eave trim is much more simplistic, utilizing only a single trim piece at the roof / wall transition. At the lower ends of the rake trim, at each gable, there is a return that is capped with painted copper flashings.
There is minimal trim on the exterior façade due to the stone and plaster wall construction, except at the front main entrance. The front main entrance protrudes out from the entrance hall with canted sides. Each side has a half sidelight installed. The six panel wood front door has a five pane transom with decorative arched tops. The entrance is trimmed with fluted columns, a large cornice trim, and crown molding which runs the entire length of the front façade between the wings that flank the main entrance façade. A small portion of trim at the base of the fluted columns, on each side of the main entrance door, is missing and must be replaced to match the existing trim in profile, size, and species. Additional trim that may have been on the west façade’s three car garage and side porch, is no longer there, since the openings have been infilled, and non-historic door and windows have been installed. There is also a small extension off the first floor dining room, on the west façade, that has adjoined windows with raised panel trim on the exterior. There is a non-historic addition on the rear of the building. The addition encompasses the existing rear porch utilizing the stone porch walls as the base of the wall construction. The addition enclosed the rear porch fenestrations and exterior trim. The trim on the rear addition has no historic significance, with aluminum wrapped fascia and vinyl soffit installed. The roof eaves crown trim, on the west side of the main entrance façade, is damaged and needs to be repaired or replaced.

All exterior wood trim should have remedial work performed following The Secretary of the Interior’s Standards for the Treatment of Historic Properties, which advocates the repair of historical materials unless deterioration or damage is so extensive that repair is infeasible.
WOOD WINDOWS

The windows throughout the structure were observed to be mostly wood double hung style with six over six single pane glazing. The second floor windows, on the rear gable ends, are double casement windows matching the double hung windows in style. There are also four pane windows in the flat dormers at the rear elevation in attic, and six pane windows in the attic spaces of the gable ends.

The windows should be considered significant because they are original and reflect the original design intent for the building. The overall condition of the windows was observed to be fair. Some of the wood frame and sills require repairs, which can be achieved with epoxy consolidation along with the lower portions of the window casement trim prior to painting. The sashes (rails, stiles, and muntins) were observed to be intact with less decay or damage. The glazing putty was observed to be cracked, loose, or missing on all of the windows and will require replacement. The glazing putty was observed to be previously repaired on most of the windows, except on the east elevation, which may have had the original putty intact.

Repairs to the windows should be performed following The Secretary of The Interior’s Standards for the Treatment of Historic Properties.

The majority of the wood windows have modern metal framed storm windows installed over the existing window trim. There are some damaged frames from the installation of window mounted air conditioning units that should be properly repaired or replaced.

Sealant was observed between the copper window trim flashing and the vertical slate shingles on the dormer. The sealant has failed and requires replacement after flashing repairs are completed.
STUCCO FINISH

The stucco finish on the entire building has been painted. There were large areas observed to have peeling paint and will require repainting. The most important factor to consider when repainting a previously painted surface, is that the new paint be compatible with any coatings already on the surface. All loose and peeling paint not firmly adhered to the stucco must be removed and the surface cleaned in preparation for the new paint. All areas of the stucco finish that must be repaired to install the new flashings, must be replicated to match the historic stucco finish.

CONSTRUCTION COST

The total cost to restore or repair all items identified in this report including the complete replacement of the slate roof is $439,000. The cost to repair the façade and existing slate roof is approximately $299,000.

Detailed Construction Cost Estimates are presented on the following pages.
# Construction Cost Estimate

**Exterior Repairs**

**Repair Roofing Slate**

**Lindbergh Estate**

9/23/2016

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## CONSTRUCTION COST ESTIMATE
### EXTERIOR REPAIRS
### REPLACE ROOFING SLATE
### LINDBERGH ESTATE
### 9/23/2018

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### GENERAL REQUIREMENTS (DIVISION 1)

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### DISMANTLE

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### SITEWORK (DIVISION 2)

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### THORAL AND MOISTURE PROTECTION (DIVISION 7)

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### AREA ADJUSTMENT DIVISION 2

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### DOORS AND WINDOWS (DIVISION 8)

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### FINISHES (DIVISION 9)

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### GENERAL CONSTRUCTION

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### EXHIBIT 'D'
### EXTERIOR CONDITION STUDY
NEW JERSEY JUVENILE JUSTICE COMMISSION

Policy 13ED:01.02, Prison Rape Elimination Act (PREA)

____________________________
CONTRACTOR ACKNOWLEDGMENT

This Acknowledgment of Receipt form has been prepared to document that each Commission contractor and their personnel ("Contractor") is aware of their obligations under Commission Policy 13ED:01.02, Prison Rape Elimination Act (PREA), (the "Policy"). By signing the acknowledgment below you affirm that you understand the Policy as explained in this Acknowledgment.

The purpose of the Policy is to provide a safe, humane and secure environment, free from the threat of sexual abuse and sexual harassment, for all Juveniles assigned to Commission facilities, by ensuring that Staff and Contractors conform to the Commission’s Zero-Tolerance Policy toward all forms of sexual abuse and sexual harassment involving those Juveniles.

As a Contractor, you have an obligation to maintain clear boundaries with Juveniles and to maintain at all times a relationship of authority, objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional or sexual relationship to occur between you and any Juvenile. Any and all sexual contact between a Juvenile, including Juveniles age 18 and older, and a Contractor is sexual abuse under the Policy, and will be disciplined as such.

Please sign below to confirm that you understand the Policy as explained in this Acknowledgement. Failure to sign this Acknowledgement does not relieve a Contractor of the responsibility to understand and adhere to the Policy, explained herein.

A copy of the signed form will be placed in the applicable Contractor file.

____________________________
Name of Contractor (Please Print)

____________________________
Signature of Contractor

____________________________
Date

EXHIBIT 'E'
1.4 GENERAL REQUIREMENTS

A. When workers are finished for the day, all tools will be accounted for by the contractor.

B. Workers once entering controlled areas are not permitted to wander from the work area. Should a worker need to go to another area, he/she will be escorted by a staff member.

C. Should work required more than one day to complete the job, permission to construct and use temporary storage facilities is solely at the discretion of the facility authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.

D. It is essential that construction operation and debris removal be conducted in a manner to assure that materials which might be used as weapons do not fall into the hands of juveniles.

E. Anything of unusual nature such as loss of key, identification cards, tools, piping, etc., shall be reported immediately to the program superintendent.

F. In the event that construction requires the disruption of plumbing, electrical power, etc., the program superintendent must receive at least twenty-four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the facility’s routine will not be interfered with.

G. Workers will be denied access to controlled areas should they have relatives or close friends incarcerated in the facility.

H. Workers shall be subjected to all rules and regulation and shall comply with staff members instructions accordingly.

1.5 SPECIAL REQUIREMENTS

A. Materials shall be moved through the building using rubber tired vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors and ceiling surfaces, including doors and door and/or window frames.
B. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps to keep the existing premises dry at all times.

C. All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on the file with the Architect and Owner prior to commencement of any welding.

D. Existing streets, pavements, lawns, curbs and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner, Architect and local authorities.

1.6 SITE SECURITY

A. The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workmen, servicemen, manufacturer’s representatives, etc.):

1. Assigning Men to the Site
   a. Each trade subcontractor shall notify the program superintendent twenty-four (24) hours in advance, but no later than 12:00 noon, on the previous work day before sending men to the project site, so a staff member can be assigned to accompany all his personnel.

2. Tools and Materials
   a. No tools or materials shall be left unguarded at any time, and they shall be removed from the working areas at the end of each working day or at anytime the workmen leave the area unlocked.

3. Prison Records
   a. Where a workmen or representative visiting the facility has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record, and notifying the facility at least twenty-four (24) hours in advance of his visit. The facility will then notify the trade subcontractor and give or deny permission for that person to enter the facility. Any workman denied entrance to the facility must be replaced by the trade subcontractor or subcontractor at no additional cost.

4. Searches
   a. All workmen will be expected to submit to search of themselves,
their tool boxes, lunch containers, and/or their vehicles at any time, if the search is deemed necessary.

5. Prohibited Items

   a. The following items are prohibited from being brought onto the facility grounds and construction site:

      1. Alcoholic beverages and drugs.
      2. Explosives and firearms.

6. Working Dress and Workmen

   a. Workmen will maintain proper attire while working at the facility.

7. It is forbidden to aid or abet the escape of any juvenile, or to advise, connive or assist in any escape, or to conceal any juvenile after escape, or withhold information pertaining thereto. Violation of this probation can result in prosecution and the law provides for punishment of fine and imprisonment.

8. It is likewise strictly forbidden to bring into or take out of the facility either for pay, or for favor, for any juvenile, any article.

9. You are not authorized to roam at will throughout the facility. You will restrict yourself to going directly to those places where your work is conducted and remaining away from all areas where you have no business.

10. Stopping to socialize, exchange pleasantries, or conduct business with juveniles in traffic areas (hallways, center areas, etc.) is prohibited. Also no affectionate or intimate behavior between official visitors and juveniles permitted.

11. Your automobile is to be parked in the main parking lot designated by the program superintendent. Parked vehicles must always have the ignition locked and if the interior of the car contains packages, clothing, or any other removable articles, the door must be locked as well. Key's will be required to be turned in to desk officer until departing unit except for vehicles needed on the job site.

12. No photography may be taken without proper authorization. No public news releases may be given without similar authorization.

13. You are not authorized to escort any person, not previously approved, onto the facility grounds or into the facility.
14. The offering and/or giving of any tips, gratuities, fees, etc. to any juveniles and/or facility personnel is strictly prohibited.

15. The use of indecent, abusive or profane language is forbidden anywhere on the facility’s property.

16. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by juveniles.

17. In event an acquaintance, friend, or relative of contractor’s employees should be a juvenile of the facility at which you are working, it is advisable that you communicate this confidentially to the program superintendent.

18. Tools and Equipment Safety
   
a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.

b. Tools: Maintain tools and related equipment (e.g., hack saw blades, etc.) in secure locations acceptable to the program superintendent.

c. Powder Actuated Tools: Comply with manufacturers and Program Superintendents directions for control of powder used and stored.

19. Construction Personnel Vehicle Parking
   
a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.

b. The program superintendent at the facility will assign areas within the facility site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site. Vehicles to remain parked in the main lot will be required to turn in keys to desk officer.

c. Vehicle inspections may be conducted at discretion of the program superintendent for the duration of the project.

20. Smoking should only be done in the designated smoking area. Cigarette butts must be disposed of properly (stripped and discarded in trash can). Cigarettes, lighters or matches should be kept on person at all times.

1.7 FIRE PROTECTION
A. Protect and maintain fire department facilities (e.g., sprinkler heads, hydrants, wires, cables, ducts, manholes, posts, poles, signals, alarm boxes, etc.) at all times.

B. Maintain unobstructed access to the following at all times: Fire hydrants and fire alarm boxes.

C. Immediately notify the Fire Department in the event of accidental damage to fire department facilities.

D. Immediately restore damaged facilities to original condition at no increase to Contract Sum.

1. Restoration: Approved by Fire Department authorized representative.

I have read and understood the attached security procedures.

__________________________  ________________  __________
Signature Representing Date

__________________________  ________________  __________
Signature Representing Date

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Signature Representing Date

EXHIBIT 'F'
SECURITY PROCEDURES
CONFIDENTIAL

CHILD ABUSE RECORD INFORMATION FORM
DEPARTMENT OF CHILDREN & FAMILIES
JUVENILE JUSTICE COMMISSION

Indicate Reason for CARI by Checking Appropriate Box
Employee:  □ New Employee  □ Promotion;  □ Volunteer;  □ Intern
Contractor: □ New Contractor  □ Renewal

PLEASE PRINT CLEARLY IN INK. COMPLETE THIS FORM ON BOTH SIDES AND RETURN IT TO THE
JUVENILE JUSTICE COMMISSION. ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

Your full name (first, middle, last): ________________________________________________

Previous name, maiden name or nicknames: __________________________________________

Date of name change, if applicable: ________________________________________________

Address: _______________________________________________________________________

City: ___________________________ State: _______ Zip: _______

Date of birth: ______________________ Race: ___________________________

Social Security number: _______________________________________________________________________

Sex: ___________________________

Full Names and Dates of Birth of your children, if any: ________________________________

______________________________________________________________________________

Your previous addresses since your 18th birthday and the dates you lived at each address: (ATTACH
ADDITIONAL SHEETS IF MORE SPACE IS NEEDED).

1) ____________________________________________________________________________

From: ___________________________ To: ___________________________

(month) (year) (month) (year)

2) ____________________________________________________________________________

From: ___________________________ To: ___________________________

(month) (year) (month) (year)

3) ____________________________________________________________________________

From: ___________________________ To: ___________________________

(month) (year) (month) (year)

______________________________________________________________________________

1 Pursuant to the Federal Privacy Act of 1974 (P.L. 93-579), the disclosure of your Social Security Number is voluntary.
Your Social Security Number, race, date of birth, and sex will only be used for the purpose of conducting a Child Abuse
Record Information background check in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15501;
28 CFR 115.317.

2 The disclosure of the Names and Dates of Birth of your children is voluntary. This information will only be used for the
purpose of conducting a Child Abuse Record Information background check of the applicant in order to comply with the
Any Juvenile Justice Employee; Volunteer; Intern; or Contractor completing this form must read the following and sign below:

I consent to have the Department of Children and Families conduct a Child Abuse Record Information check to determine whether an allegation of child abuse or neglect has been substantiated against me. I understand that if a record of substantiated child abuse or neglect is found, or if I refuse to sign this consent form, I may not be permitted to work or continue to work as a JJC employee; Volunteer; Intern; or Contractor. I certify that all information I have given on this form is accurate and complete to the best of my knowledge.

☐ I certify that I am not currently being investigated for an allegation of child abuse or neglect

☐ I certify that I am currently being investigated for an allegation of child abuse or neglect

Signature: ____________________________ Date: ______________

All requests should be mailed to the following address:
Department of Children and Families-Office of Legal Affairs
50 East State Street, 4th Floor
CARI Unit-CC# 910
P.O. Box 717
Trenton, NJ 08625-0717
(855)-744-4913

FOR JJC USE ONLY

JJC STAFF NAME: Attn: Keith Poujol, Chief Administrative Officer
MAILING ADDRESS: 1001 Spruce Street, Suite 202, Trenton, NJ 08638
Staff signature: ____________________________ Date: ______________

FOR DEPARTMENT OF CHILDREN & FAMILIES USE ONLY

CARI staff initials ____________________________

CARI JJC 07/14
EXHIBIT ‘H’
D.O.V.E.S. RCH RESIDENTIAL CENTER
EXHIBIT ‘H’

RESIDENTIAL CENTER / CHIMNEY 1
EXHIBIT ‘H’

CHIMNEY 2 / WELL HOUSE
EXHIBIT ‘H’

WELL HOUSE ROOF / SKYLIGHT 1
EXHIBIT ‘H’

SHYLIGHT 2 / DORMER WINDOWS
EXHIBIT ‘H’
SINGLE DORMER WINDOW