SCOPE OF WORK

Smoke and Fire Door Upgrades

Woodbine Developmental Center
Woodbine, Cape May County, NJ

Project No. M1623-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

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TABLE OF CONTENTS

SECTION **PAGE**

I. OBJECTIVE 4

II. CONSULTANT QUALIFICATIONS 4

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS 4

III. PROJECT BUDGET 4

A. CONSTRUCTION COST ESTIMATE (CCE) 4
B. CURRENT WORKING ESTIMATE (CWE) 5
C. CONSULTANT'S FEES 5

IV. PROJECT SCHEDULE 5

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE 5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE 6

V. PROJECT SITE LOCATION & TEAM MEMBERS 7

A. PROJECT SITE ADDRESS 7
B. PROJECT TEAM MEMBER DIRECTORY 7
1. DPMC Representative 7
2. DHS Representative 7

VI. PROJECT DEFINITION 8

A. BACKGROUND 8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING 8
1. Building Description 8
1. Building List 8

VII. CONSULTANT DESIGN RESPONSIBILITIES 9

A. SURVEY 9
B. DESIGN 9
1. Doors and Wall Assemblies 9
2. Phasing Plan 10
C. ICF/IID/CMS INSPECTION DRAWINGS 10
D. HAZARDOUS BUILDING MATERIALS 10
E. SITE REQUIREMENTS 12
1. Contractor Use of the Premises 12
2. Dumpster 12
3. Special Sequencing 12
4. Site Restoration 12

F. DESIGN MEETINGS & PRESENTATIONS 12
1. Design Meetings 12
2. Design Presentations 13
G. EXISTING DOCUMENTATION 13

VIII. PERMITS & APPROVALS 14

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT 14
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS 17

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES 17

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES . 17

XI. PROJECT CLOSE-OUT PHASE 18

XII. ENERGY REBATE AND INCENTIVE PROGRAMS 18

XIII. ALLOWANCES 19

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE 19
1. Permits 19
2. Permit Costs 19
3. Applications 19
4. Consultant Fee 19
B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE 19
C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE 20
D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE 20

XIV. SOW SIGNATURE APPROVAL SHEET 21

XV. CONTRACT DELIVERABLES 22

XVI. EXHIBITS 22

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. PHOTOS
D. WOODBINE DEVELOPMENTAL CENTER REGULATIONS

I. OBJECTIVE

The objective of this project is to replace 120 smoke and fire rated doors in 14 buildings throughout Woodbine Developmental Center to ensure Division of Fire Safety (DFS) compliance.

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:

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

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $ 1,520,094

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $ 2,249,739

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Survey Phase	**28**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
5. Final Design Re-Submission to Address Comments	**7 (See Note)**

- *Project Team & DPMC Plan/Code Unit Review & Approval* 14

6. DCA Submission Plan Review **30**

7. Permit Application Phase **7**

- *Issue Plan Release*

8. Bid Phase **42**

9. Award Phase **28**

10. Construction Phase **180**

11. Project Close Out Phase **30**

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

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Woodbine Developmental Center
1175 DeHirsch Avenue
Woodbine, Cape May County, NJ 08270

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative

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

2. DHS Representative

Name:	Herman Snyder, OPMC Director
Address:	Department of Human Services 222 South Warren Street Trenton. New Jersey 08608
Phone No:	(609) 542-9064
E-Mail:	Herman.Snyder@dhs.nj.gov

Name:	Patrick Littleford, Project Manager
Address:	Department of Human Services 222 South Warren Street Trenton, NJ 08625
Phone No:	(609) 940-9964
E-Mail:	Patrick.Littleford@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Woodbine Developmental Center was founded in 1921 and is located on 250 acres of land in Cape May County. The Woodbine Developmental Center provides residential treatment and rehabilitation services to approximately 250 individuals with developmental disabilities who reside in 18 residential buildings.

In addition to the residential cottages and the food services building, the Center contains forty additional buildings that include administrative offices, a school, recreational facilities, a powerhouse, maintenance facilities and various support facilities. The facility was constructed in 1930 and continues to utilize some of the original buildings. Additional buildings have been constructed, and numerous renovations have occurred over the years to maintain compliance with codes and licensing requirements.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

1. Building Description

Over time, smoke and fire doors throughout Woodbine Developmental Center (WDC) have become damaged and required repairs that have either negated or made it difficult to determine the UL rating of the doors. The project involves replacing approximately 120 full smoke and fire door assemblies (door and frame) across 14 buildings, which negates the need for third-party certification of individual doors, as the factory will certify the complete assembly.

The facility has "swing buildings" available to relocate patients, making full assembly replacement feasible. Phasing will be required, with separate drawing documents and permits for each building. Escorts may be required for the construction crew.

Locks must be "Best" brand; the specific pin count (potentially 7-pin) needs to be confirmed. Doors with magnetic hold-opens require coordination with the fire alarm vendor, Johnson Controls.

The consultant must investigate the roll-down kitchen doors and determine whether they require tampering and/or integration with the existing control panels and ensure that all recommendations and work comply with applicable NFPA and IBC code.

1. Building List

The following is a list of buildings that will be part of the Smoke and Fire Door Upgrades. Note that the Building I.D. represents the number assigned to the building in the State’s Land & Building Asset Management System (LBAM) and not the building number onsite.

Bldg. ID	Building Name
2699	Woodbine Developmental Center – Cottage C-11
2700	Woodbine Developmental Center – Cottage C-12
2701	Woodbine Developmental Center – Cottage C-14
2709	Woodbine Developmental Center – Cottage C-13
2713	Woodbine Developmental Center – Cottage C-7
2716	Woodbine Developmental Center – Cottage C-8
2719	Woodbine Developmental Center – Cottage C-9
2720	Woodbine Developmental Center – Cottage C-1
2739	Woodbine Developmental Center – Cottage C-5
2741	Woodbine Developmental Center – Cottage C-19
2742	Woodbine Developmental Center – Cottage C-15
2743	Woodbine Developmental Center – Cottage C-16
2744	Woodbine Developmental Center – Cottage C-17
2745	Woodbine Developmental Center – Cottage C-18

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. SURVEY

The Consultant should locate and survey the doors in the 14 buildings listed above and identify doors and assemblies to be replaced.

B. DESIGN

1. Doors and Wall Assemblies

The Consultant shall provide the design and specifications to replace 120 smoke and fire doors. The design shall meet the requirements of the NJ Rehabilitation code. Doors shall be properly labeled and meet all code requirements including NFPA 101 and NFPA 99 to meet the standards for a Healthcare Facility. All door hardware shall meet the requirements of the NJ Barrier Free Code.

Review the wall assemblies to confirm the information on the JCAHO Life Safety drawings is correct and make recommendations to correct any deficiencies found.

2. Phasing Plan

Since residents will be impacted by the construction work, the Consultant shall work with the facility staff and provide a construction phasing plan. Factors to consider will include available swing space, and facility requirements.

C. ICF/IID/CMS INSPECTION DRAWINGS

The Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID) and Centers for Medicare and Medicaid Services (CMS) are bodies designed to ensure compliance with federal regulatory standards for hospitals. The WDC must meet the standards established by these entities to receive the federally funded programs, Medicare and/or Medicaid. The Consultant will be required to update the existing set of Life Safety drawings for the buildings included in this project.

The A/E should provide, at the final design phase, a set of Life Safety drawings for the facility's use for ICF/IID/CMS inspections. These drawings shall not be reviewed by plan review and must include satisfying ICF/IID/CMS:

A legend that clearly identifies features of fire safety
Areas of the building that are fully sprinkled (if the building is only partially sprinkled)
Location of all exterior exit doors
Locations of all hazardous storage areas
Locations of all rated barriers (exit stairs/ramps, horizontal exits and exit passageways)
Locations of all smoke barriers
Suite boundaries, including the size of the identified suites – both sleeping (max 5000 sq. ft.) and non-sleeping (max 10,000 sq. ft.)
Locations of designated smoke compartments Locations of chutes and shafts
Wet locations
Location of any approved equivalencies or waivers
Denoting related square footage of the features of fire safety
Other elements that the A/E believes to be pertinent to life/safety

Copies of these drawings need to be provided in a full-size drawing, current Auto-CAD, and PDF format.

D. HAZARDOUS BUILDING MATERIALS

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

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

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

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

4. Mold.

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

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

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

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

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

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

E. SITE REQUIREMENTS

1. Contractor Use of the Premises

The Consultant shall review the Woodbine Developmental Center site regulations as indicated in **Exhibit 'D'**. Any additional use requirements shall be reviewed and approved by the Using Agency.

Develop procedures for personnel to access the project site and construction areas and provide the names and phone numbers of approved escorts when needed, see **Exhibit 'D'**, Contractor Rules.

2. Dumpster

The location and security requirements of the dumpster shall be identified on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification.

3. Special Sequencing

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Project Team to provide for any functional requirement of the facility. Items should include but not be limited to safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

4. Site Restoration

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

F. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

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

site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

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

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

2. Design Presentations

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

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

G. EXISTING DOCUMENTATION

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

- (Woodbine (C-1, C-5 - C-9, C-11 – C-19, and Hospital) Life Safety Drawings, 1/26/2022, and by Lammy & Giorgio)

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest

to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJUCC Plan Review

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

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

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

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

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

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

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

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

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

2. NJUCC Permit

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

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

Ownership in Fee:
Department of Human Services
222 South Warren Street
Trenton. New Jersey 08608

Proposed work site:
Woodbine Developmental Center

Work site location:
Woodbine Developmental Center
1175 DeHirsch Avenue, Woodbine, NJ 08270
Cape May County
Block 110 Lot 1
The county MUST be listed in the address.

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

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

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

3. Prior Approval Certification Letters

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

certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

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

4. Multi-building or Multi-site Permits

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

5. Special Inspections

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

Bulletin 03-5 can be found at:

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

a. Definition

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

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

b. Responsibilities

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

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

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-

construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's.

The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "18. CONSTRUCTION PHASE" for all construction administration requirements available at https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf.

XI. PROJECT CLOSE-OUT PHASE

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

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits

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

2. Permit Costs

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

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

3. Applications

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

4. Consultant Fee

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

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

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

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

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

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

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

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

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

XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 09-16-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 9/16/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Herman D. Snyder III 9/16/2026
HERMAN SNYDER, OPMC DIRECTOR DATE
DHS REPRESENTATIVE

SOW APPROVED BY: B.Ogunnubi 9/16/2026
BABATUNDE OGUNNUBI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 10.26.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DPW PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

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

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

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

SURVEY PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE.

XVI. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. PHOTOS
D. WOODBINE DEVELOPMENTAL CENTER REGULATIONS

END OF SCOPE OF WORK

Deliverables Checklist

Survey Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Included	
		Yes	No	Yes	No	Yes	No
11.5.1.	A/E Statement of Site Visit						
11.5.2	Narrative Description of Project						
11.5.3.	Space Analysis						
11.5.4.	Special Features						
11.5.5.	Site Evaluation						
11.5.6.	Subsurface Investigation						
11.5.7.	Surveys						
11.5.8.	Arts Inclusion						
11.5.9.	Design Rendering						
11.5.10.	Regulatory Approvals						
11.5.11.	Utility Availability						
11.5.12.	Diagrammatic Sketches/Drawings (6 Sets)						
11.5.13.	Specifications (6 Sets)						
11.5.14.	Current Working Estimate/Cost Analysis in CSI Format						
11.5.15.	Project Schedule						
11.5.16.	Formal Presentation						
11.5.17.	Scope of Work Compliance Statement						
11.5.18.	Advisability Study Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1623-00

Deliverables Checklist
Design Development Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1623-00

Deliverables Checklist
Final Design Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1623-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1623-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Construction Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
0	**Typical Project Model**	**Mon 5/19/...**	**Mon 1/25/...**	**617 days**
1	**Project Initiation Phase**	**Mon 5/19/25**	**Tue 7/1/25**	**44 days**
2	Project Funding Received	Mon 5/19/25	Tue 5/20/25	1 eday
3	Schedule Site Visit	Wed 5/21/25	Thu 5/22/25	1 eday
4	Site Visit	Thu 5/29/25	Fri 5/30/25	1 eday
5	Prepare Draft SOW	Fri 5/30/25	Wed 6/4/25	5 edays
6	Distribute Draft SOW for Review	Wed 6/4/25	Thu 6/5/25	1 eday
7	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
8	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
9	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
10	Receive Comments Revise SOW	Sun 6/15/25	Fri 6/20/25	5 edays
11	Distribute Final SOW for Review & Signature	Fri 6/20/25	Sat 6/21/25	1 eday
12	Review & Sign SOW	Sat 6/21/25	Sun 6/22/25	1 eday
13	Review & Sign SOW	Tue 6/24/25	Wed 6/25/25	1 eday
14	Review & Sign SOW	Fri 6/27/25	Sat 6/28/25	1 eday
15	Forward SOW to Procurement	Mon 6/30/25	Tue 7/1/25	1 eday
16	**Consultant Selection Phase**	**Tue 7/1/25**	**Mon 8/11/25**	**41 days**
17	Prepare Solicitation, Advertise Proj	Tue 7/1/25	Thu 7/3/25	2 edays
18	Select Firms - Random Selection	Thu 7/3/25	Fri 7/4/25	1 eday
19	Conduct Preproposal Meeting	Mon 7/14/25	Tue 7/15/25	1 eday
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/15/25	Wed 7/16/25	1 eday
21	Receive Proposals - Distribute for Review	Sat 7/26/25	Sun 7/27/25	1 eday
22	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
23	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
24	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Fri 8/1/25	Sat 8/2/25	1 eday
26	Negotiate Fee	Sat 8/2/25	Thu 8/7/25	5 edays
27	Provide Funding for Consultant Contract	Thu 8/7/25	Fri 8/8/25	1 eday
28	Complete Recommendation to Awa	Thu 8/7/25	Sat 8/9/25	2 edays
29	Consultant Contract Award	Sat 8/9/25	Mon 8/11/25	2 edays
30	**Design Phase**	**Sat 8/16/25**	**Tue 3/17/26**	**213 days**
31	Design Contract "Kick-Off" Meeting	Sat 8/16/25	Mon 8/18/25	2 edays
32	Program Design Phase	Mon 8/18/25	Mon 9/15/25	28 edays
33	Receive Program Submittal & Distribute for Review	Mon 9/15/25	Thu 9/18/25	3 edays

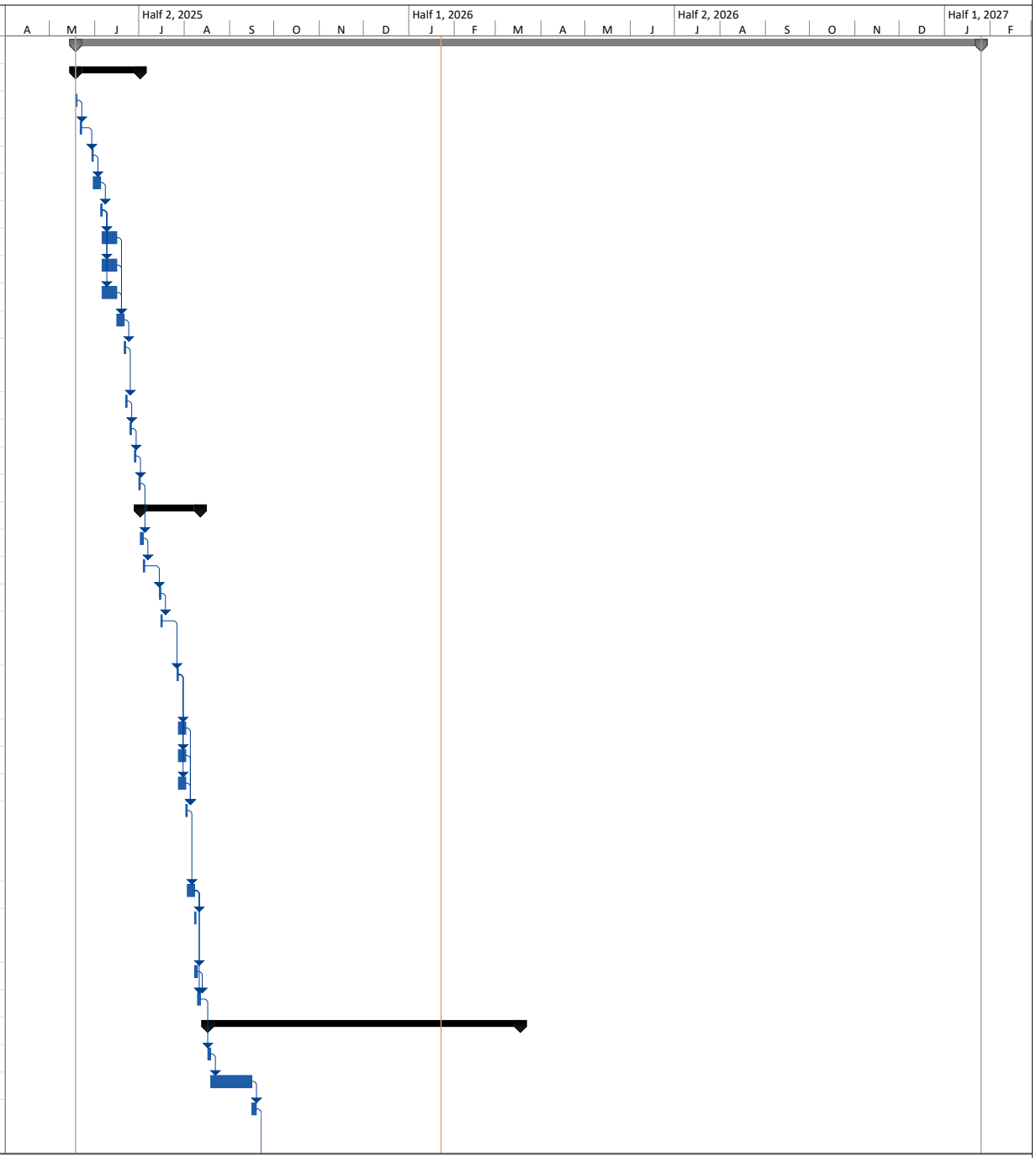


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
34	Program Phase Presentation/Submittal	Thu 9/18/25	Fri 9/19/25	1 eday
35	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
36	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
37	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 9/29/25	Thu 10/2/25	3 edays
39	Schematic Design Phase	Thu 10/2/25	Thu 10/30/25	28 edays
40	Receive Schematic Submittal & Distribute for Review	Thu 10/30/25	Sun 11/2/25	3 edays
41	Schematic Phase Presentation/Submittal	Sun 11/2/25	Mon 11/3/25	1 eday
42	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
43	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
44	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Thu 11/13/25	Sun 11/16/25	3 edays
46	Design Development (DD) Design Phase	Sun 11/16/25	Sun 12/14/25	28 edays
47	Receive DD Submittal & Distribute for Review	Sun 12/14/25	Wed 12/17/25	3 edays
48	DD Phase Presentation/Submittal	Wed 12/17/25	Thu 12/18/25	1 eday
49	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
50	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
51	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Sun 12/28/25	Wed 12/31/25	3 edays
53	Final Design Phase	Wed 12/31/25	Wed 1/28/26	28 edays
54	Final Submittal & Distribute for Rev	Wed 1/28/26	Sat 1/31/26	3 edays
55	Final Phase Presentation/Submittal	Sat 1/31/26	Mon 2/2/26	2 edays
56	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
57	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
58	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
59	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Thu 2/12/26	Sun 2/15/26	3 edays
61	Final/Permit Design Phase	Sun 2/15/26	Sun 3/1/26	14 edays

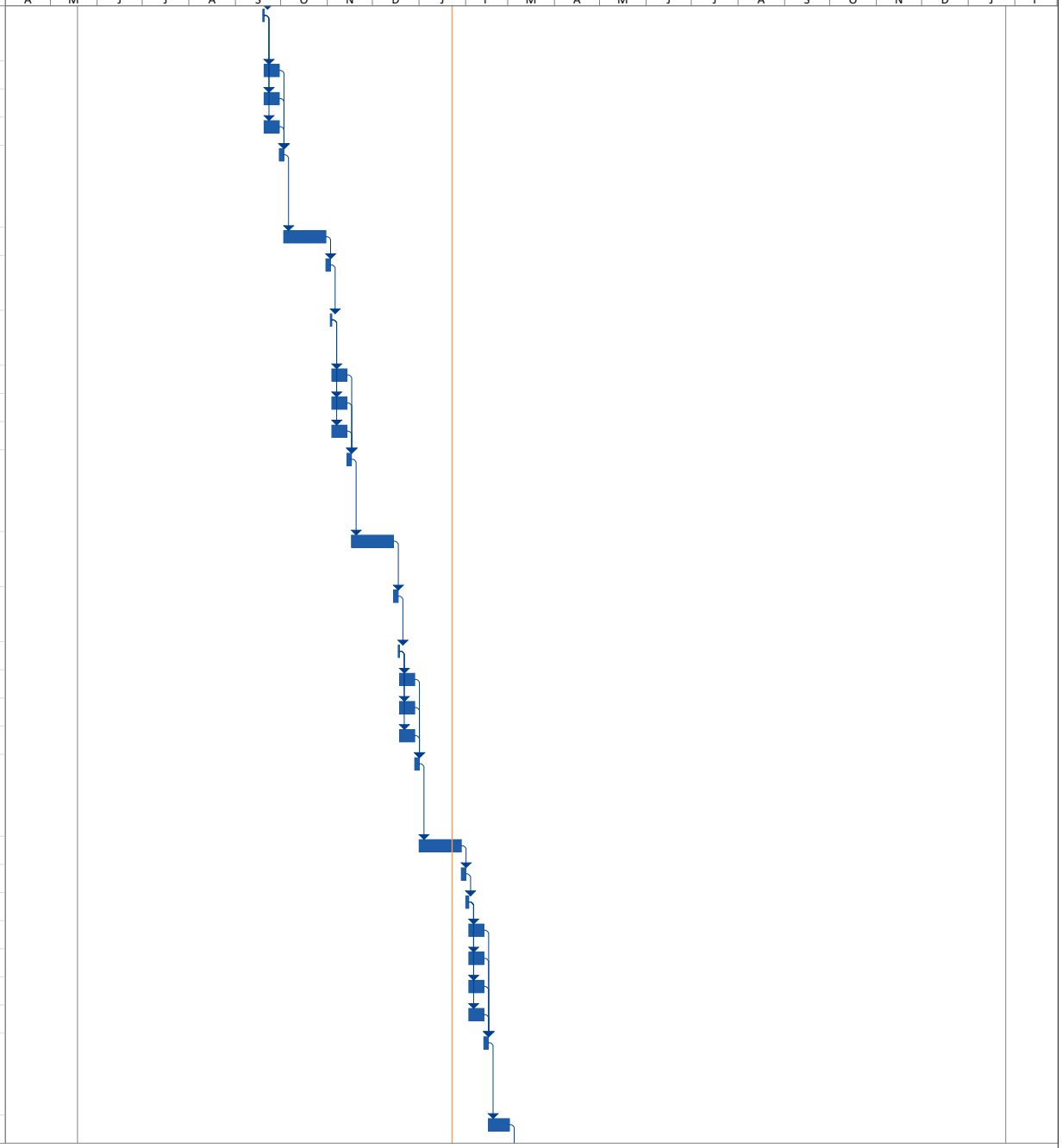


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
62	Final/Permit Submittal & Distribute for Review	Sun 3/1/26	Wed 3/4/26	3 edays
63	Review Final/Permit Phase	Wed 3/4/26	Sat 3/14/26	10 edays
64	Receive Final/Permit Phase Approval and Forward to	Sat 3/14/26	Tue 3/17/26	3 edays
65	**Permit Acquisition Phase**	**Wed 3/4/26**	**Sun 3/29/26**	**25 days**
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Tue 3/17/26	Tue 3/24/26	7 edays
67	Provide Funding for Construction	Wed 3/4/26	Thu 3/5/26	1 eday
68	Secure Bid Clearance Including Funding Verification	Tue 3/24/26	Sun 3/29/26	5 edays
69	**Advertise-Bid-Award Phase**	**Sun 3/29/26**	**Sun 5/24/26**	**56 days**
70	Advertise Project for Construction	Sun 3/29/26	Mon 3/30/26	1 eday
71	Conduct Pre-Bid Meeting	Mon 4/13/26	Tue 4/14/26	1 eday
72	Contractor Questions Due - Prepare and Issue Bulletin	Sun 4/19/26	Wed 4/22/26	3 edays
73	Construction Bids Due - Open Bids	Mon 4/27/26	Tue 4/28/26	1 eday
74	Conduct Post Bid Review Meeting	Sun 5/3/26	Mon 5/4/26	1 eday
75	Prepare and Submit Recommendation for Award	Mon 5/4/26	Wed 5/6/26	2 edays
76	Prepare and Submit Recommendation for Award	Wed 5/6/26	Fri 5/8/26	2 edays
77	Prepare Contract and Schedule Award Meeting	Fri 5/8/26	Wed 5/13/26	5 edays
78	Conduct Contract Award Meeting/Issue NTP	Mon 5/18/26	Tue 5/19/26	1 eday
79	Sign/Seal UCC Permit Applications	Mon 5/18/26	Tue 5/19/26	1 eday
80	Secure UCC Permit from DCA	Tue 5/19/26	Sun 5/24/26	5 edays
81	**Construction Phase**	**Sun 5/24/26**	**Sat 11/21/26**	**181 days**
82	Conduct Construction "Kick-Off Meeting"	Sun 5/24/26	Mon 5/25/26	1 eday
83	Complete Construction - Achieve Substantial Completion	Mon 5/25/26	Sat 11/21/26	180 edays
84	**Project Close-Out Phase**	**Sat 11/21/26**	**Mon 1/25/27**	**65 days**
85	Complete Punch List	Sat 11/21/26	Mon 12/21/26	30 edays
86	Close Out Construction Contract	Mon 12/21/26	Sat 12/26/26	5 edays
87	Close Out Consultant Contract	Sat 12/26/26	Mon 1/25/27	30 edays

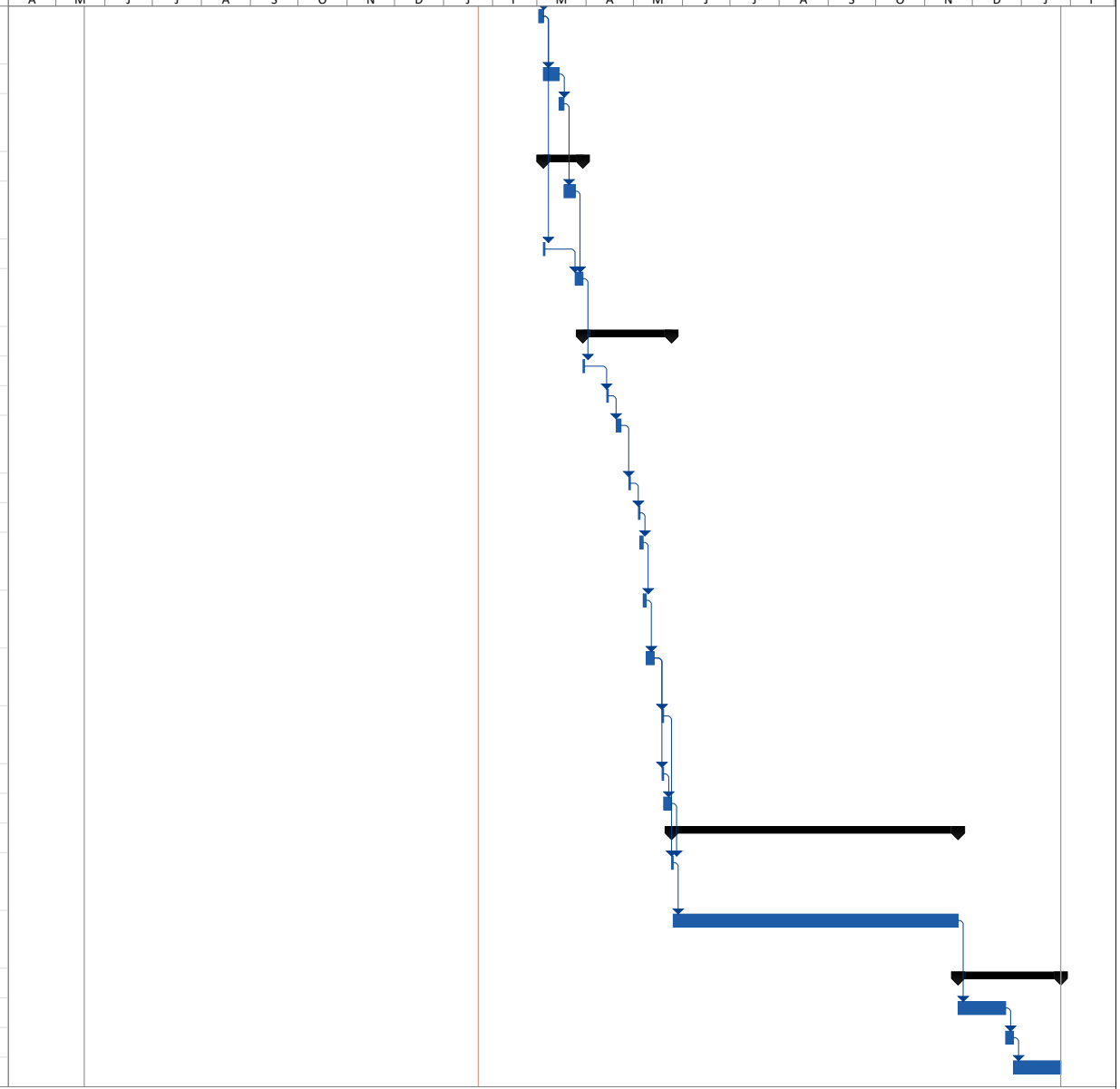


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

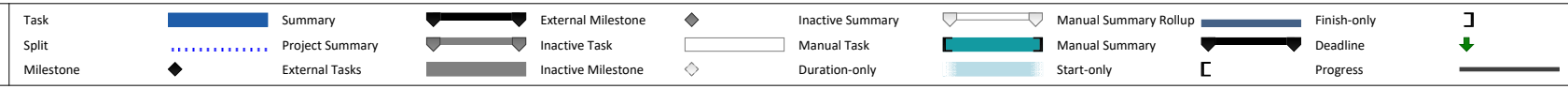
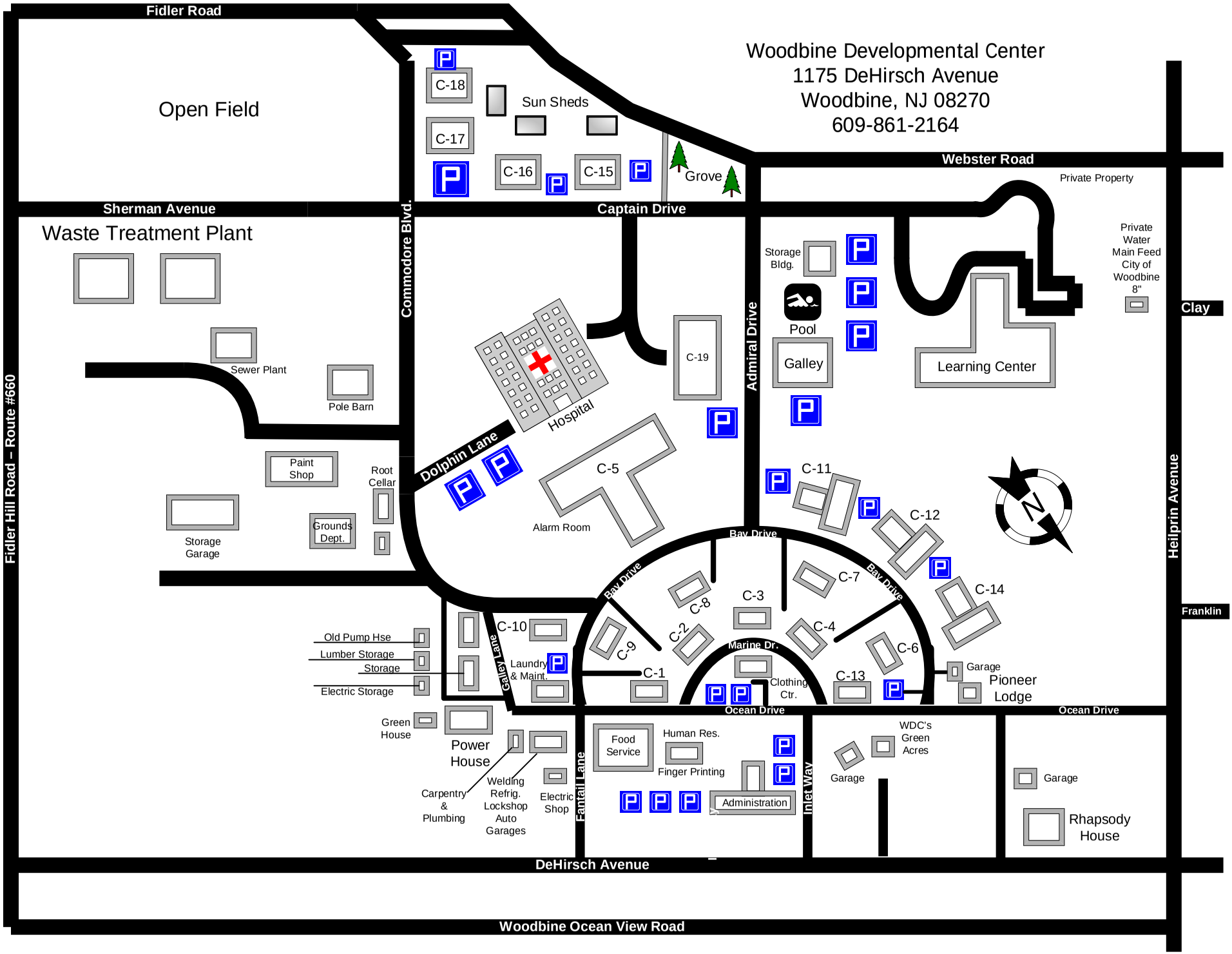


EXHIBIT 'A'


On The Bit Farm
The SOAR
Dehirsch Ave
Fidler Hill Rd
Dehirsch Ave
Dehirsch Ave
Dehirsch Ave
Gregory Novotny
Galley Ln
Bay Dr
Dolphin Ln
Woodbine Developmental Center
Bay Dr
Marine Dr
Ocean Dr
Dehirsch Ave
Captain Dr
Admiral Rd
Bay Dr
Fidler Rd
Sherman Ave
Heilprin Ave
Isaacs Ave
Monroe Ave
Clark St

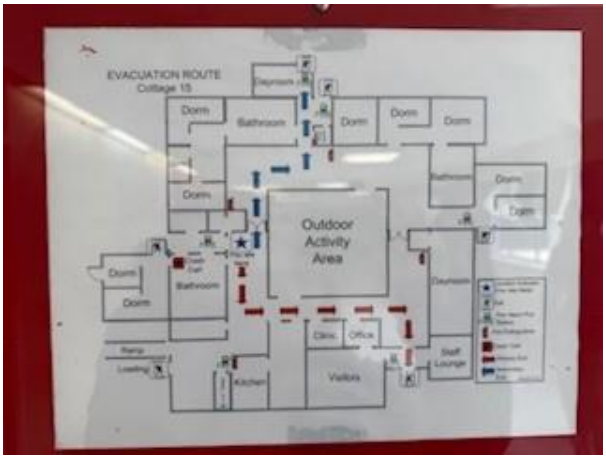
EXHIBIT 'B'

EXHIBIT 'B'


Woodbine Developmental Center
1175 DeHirsch Avenue
Woodbine, NJ 08270
609-861-2164
Fidler Road
Open Field
C-18
C-17
C-16
C-15
Sun Sheds
Grove
Webster Road
Private Property
Sherman Avenue
Captain Drive
Waste Treatment Plant
Commodore Blvd.
Admiral Drive
Storage Bldg.
Pool
Galley
Learning Center
Private Water Main Feed City of Woodbine 8"
Clay
Sewer Plant
Pole Barn
Hospital
C-19
Fidler Hill Road – Route #660
Dolphin Lane
Paint Shop
Root Cellar
Storage Garage
Grounds Dept.
C-5
Alarm Room
C-11
C-12
C-14
C-7
C-3
C-8
C-2
C-4
C-9
C-1
C-6
C-13
Bay Drive
Marine Dr.
Clothing Ctr.
Garage
Pioneer Lodge
Hellprin Avenue
Franklin
Old Pump Hse
Lumber Storage
Storage
Electric Storage
C-10
Gallery Lane
Laundry & Maint.
Green House
Power House
Carpentry & Plumbing
Welding Refrig. Lockshop Auto Garages
Electric Shop
Fantail Lane
Food Service
Human Res.
Finger Printing
Administration
Inlet Way
Ocean Drive
WDC's Green Acres
Garage
Rhapsody House
DeHirsch Avenue
Woodbine Ocean View Road



Cottage C-15



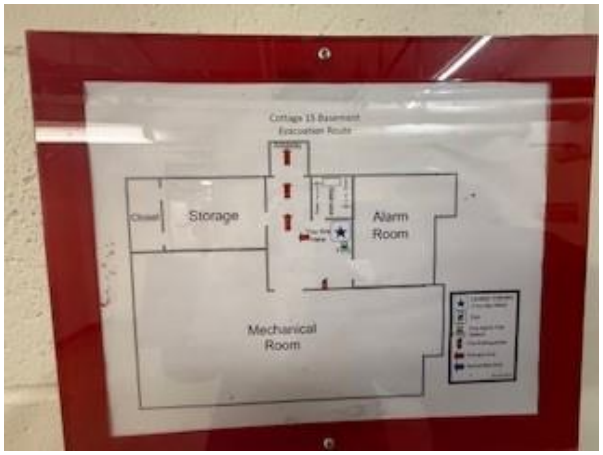


EXHIBIT 'C'









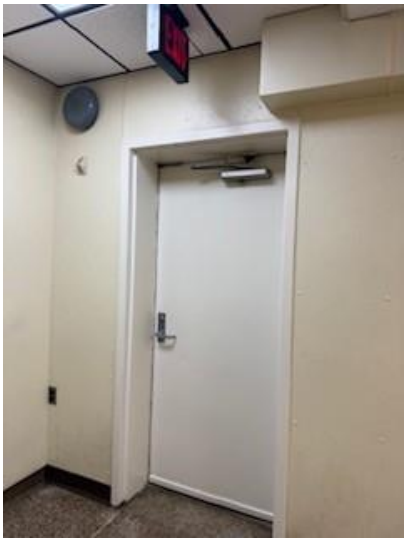
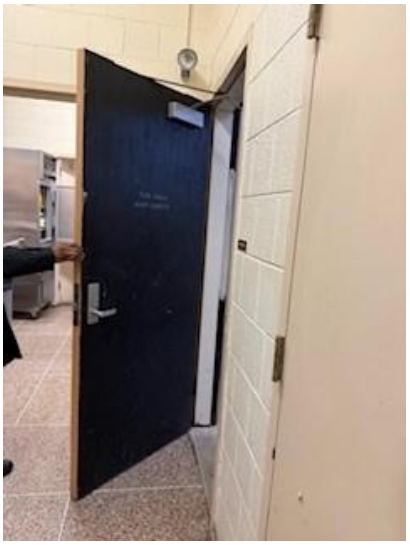


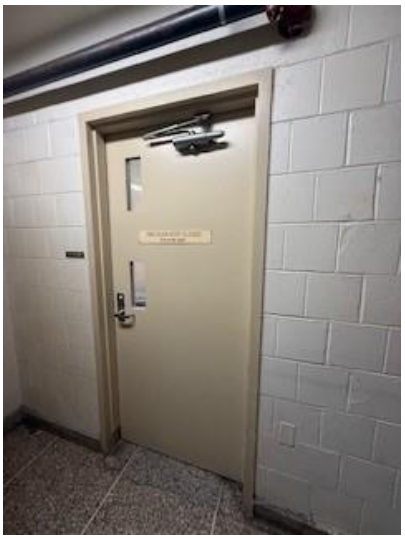




EXHIBIT 'C'



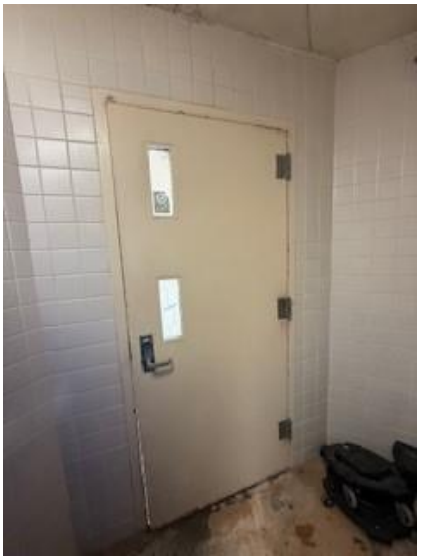
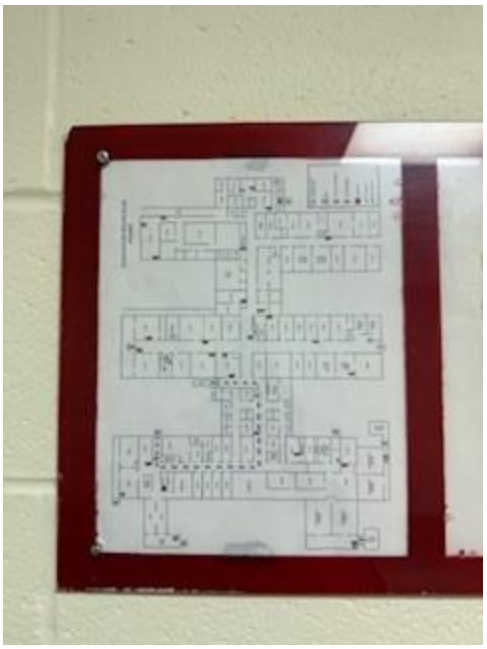



EXHIBIT 'C'



A Wing - Hospital

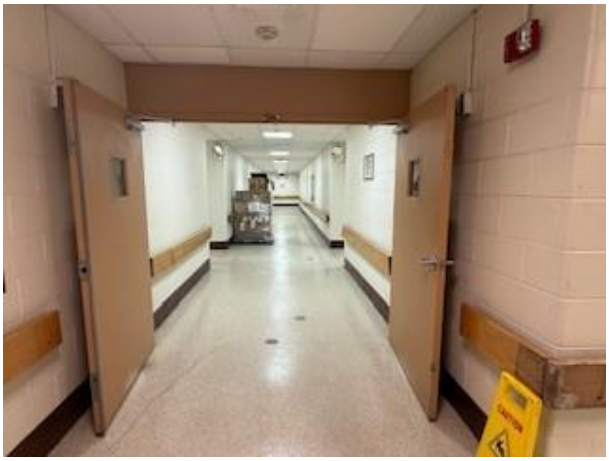








EXHIBIT 'C'













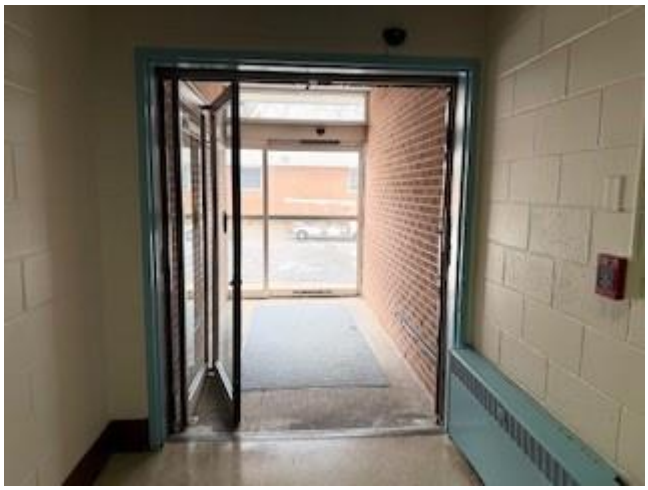


EXHIBIT 'C'



Cottage C-19

EXHIBIT 'C'

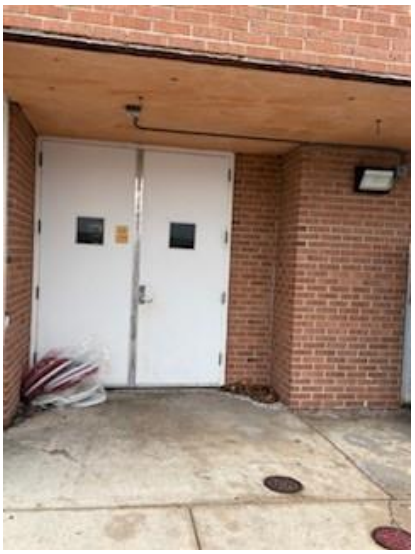














EXHIBIT 'C'











EXHIBIT 'C'



Learning Center



EXHIBIT 'C'



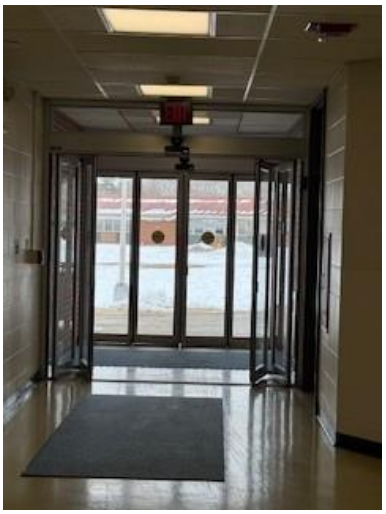




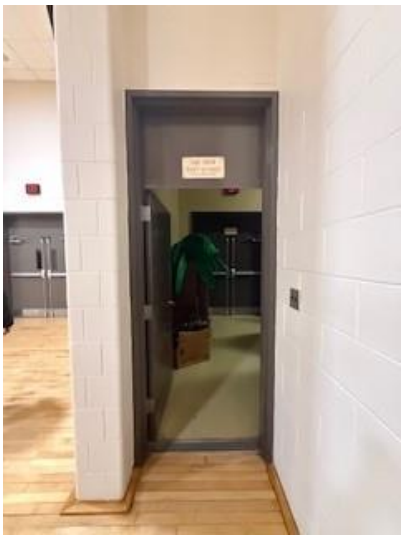








EXHIBIT 'C'



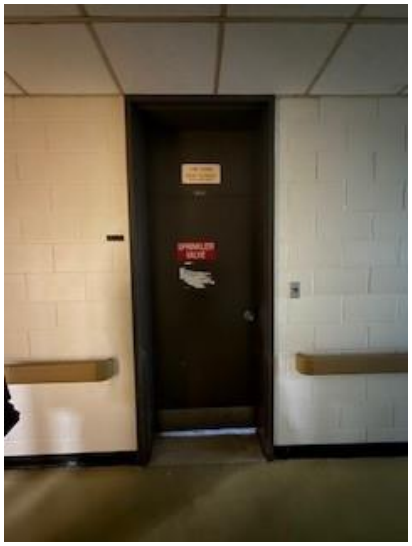











EXHIBIT 'C'











EXHIBIT 'C'



Cottage C-5

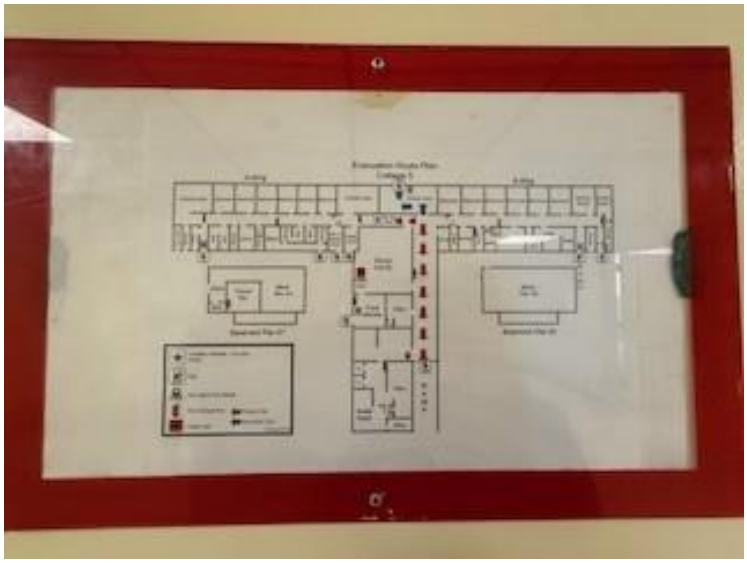
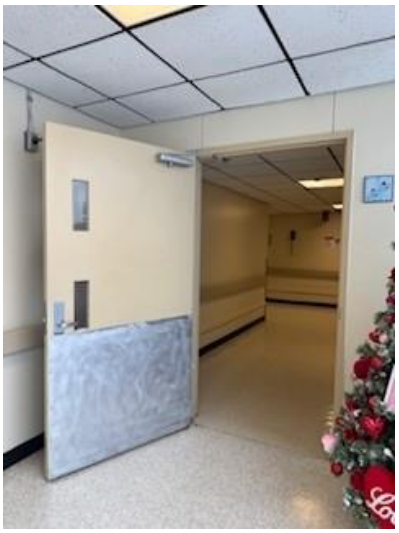


EXHIBIT 'C'











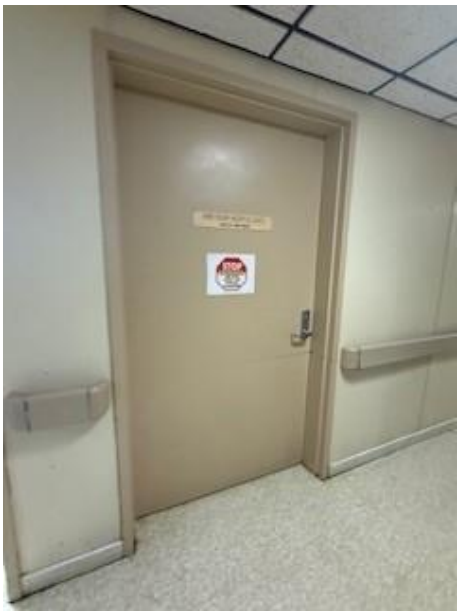




EXHIBIT 'C'

A. GENERAL SITE REGULATIONS

UNLESS OTHERWISE SPECIFIED IN THE SOW, THE FOLLOWING REPRESENTS THE GUIDELINES FOR WORK PERFORMED AT WOODBINE DEVELOPMENTAL CENTER.

1. Contractors and their Employees are authorized to be on grounds only during the performance of work related to the project.
2. The speed limit is 15 mph on grounds. Yield to all pedestrian traffic. Resident population is severely handicapped, some are blind, some are deaf; many do not possess good pedestrian skills.
3. Do not give anything to a resident. This includes food, money and cigarettes.
4. It is not permitted to photograph any resident.
5. Smoking is permitted in designated areas only. Matches and cigarette butts pose a life threatening danger to some of our residents and must be disposed in an appropriate receptacle.
6. Contractor will be responsible to police the construction area keeping it free of debris and litter.
7. Vehicles and operating equipment is to be off and secure whenever not in use. All tools and equipment are to be secured at the end of the work day. If kept on site, they must be stored within a fenced work staging area. WDC will not assume responsibility for any missing articles.
8. To minimize the disruption to unexcavated areas and enhance the protection of fragile underground utilities, ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters) is expected to travel over or operate from unpaved areas.
9. Active construction, staging and equipment storage areas are to be fenced and secured (6 foot chain link preferred) at all times to prevent residents and employees from wandering inside.
10. Possession and/or consumption of alcoholic beverages or drugs are prohibited, by law, anywhere on State property.
11. Please Note: As available, prints of the site's utilities may have been provided by the facility. Understand that the prints are general and that we have encountered situations where they are not accurate. Contractor should determine the actual location of any utility within the construction zone.

B. HOURS OF WORK

1. Work will occur Monday through Friday only. Any work on Saturday, Sunday, or state Holiday must be approved by the project coordinator and the WDC Engineering Office. A two day (48 hour) notice is required.
2. Project work will not begin before 7:30am.
3. WDC Engineering Office is to be notified whenever project work is to occur beyond 4:30pm. A two day (48 hour) notice is required. Approval for ongoing work which is required to be completed that day should be sought by project manager/site foreman as soon as he becomes aware of the need. Facility will work with project manager to accommodate unanticipated needs.
4. No work will occur past dusk without 48 hours notice and approval of the WDC Engineering Office.
5. The facility requires a minimum of 48 hours notice for any contractor operation such as large material deliveries, power tie-ins, etc, that will impact or potentially disrupt facility operations.

EXHIBIT 'D'