

SCOPE OF WORK

Holly Hall – Roof Replacement

Ancora Psychiatric Hospital
Winslow Township, Camden County, NJ

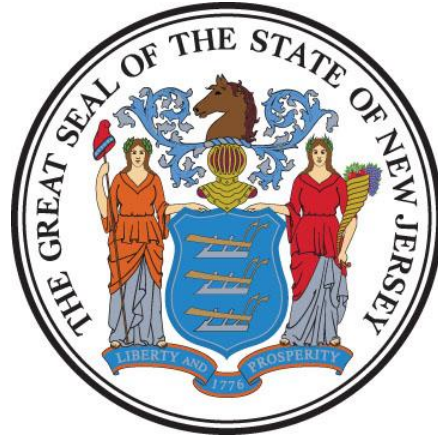
Project No. M1640-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor
Honorable Dr. Dale G. Caldwell, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: April 27, 2026

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PROJECT NAME: Holly Hall – Roof Replacement
PROJECT LOCATION: Ancora Psychiatric Hospital, Camden County
PROJECT NO: M1640-00
DATE: April 27, 2026

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I. OBJECTIVE

The objective of this project is to install approximately 26,900 square feet of a new roofing system at Holly Hall at Ancora Psychiatric Hospital.

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):

- **P035 Roofing Consultant**

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

- **P007 Structural Engineering**
- **P025 Estimating/ Cost Analysis**
- **P028 Roofing Inspection**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$ 2,249,824.57

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 \$ 3,206,000

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 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.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14

5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	120
11. Project Close Out Phase	30

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:

Ancora Psychiatric Hospital
301 Spring Garden Road
Ancora, New Jersey 08037-9699

GPS Coordinates: 39.682453° N, -74.863527° W

See **Exhibit ‘B’** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative

Name: Robert Tampellini, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609)731-1598
E-Mail No: Robert.Tampellini@treas.nj.gov

2. Department of Health Representatives

Name: Kevin Jennings, Director
Address: Department of Health
55 North Willow Street, Suite 1-003
PO Box: 360
Trenton, New Jersey 08618
Phone No: (609)-306-2462
E-Mail: Kevin.Jennings@doh.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Ancora Psychiatric Hospital was constructed in the early 1950s and is located in Winslow Township in Camden County. The facility occupies a 640-acre site that includes 65 buildings (see **Exhibit ‘B’** Project Site Location Map). Ancora Psychiatric Hospital provides in-patient treatment for approximately 300 adults in southern New Jersey. The facility includes acute and chronic psychiatric units, a sub-acute medical unit, a secure care unit (Forensic), and a dual diagnostic unit for the mentally ill and developmentally disabled.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Holly Hall building is a secure patient facility that is approximately 26,900 square feet. The fence around the building indicates higher security. The occupants are court-mandated patients.

The Holly Hall building was constructed in the 1950’s and is built of brick masonry with dead-level concrete roof structure. Roof drainage is internal. The roof was replaced back in 2003 under DPMC project M1335-01. Drawings will be provided to consultant.

During the roof replacement project M1335-01 several of the planks were found to be deteriorated and were subsequently replaced with new metal roof deck supported on the existing steel beam framing.

The existing main roof and elevator penthouse roofing system is described in the drawings as follows:

- Concrete plank deck.
- 2-ply built-up temporary membrane-fiberglass felts & hot asphalt
- Lightweight insulating concrete fill with 1/4” per foot (nominal) slope to drain. Minimum 2” thick at low points and minimum 2” thick over stepped insulation.
- Fiberglass base sheet mechanically fasted to lightweight insulating concrete fill.
- 4-ply built-up membrane-fiberglass felts & hot asphalt.
- Slag aggregate in flood coat of asphalt.

The existing sunscreen/canopies roofing system is described in the drawings as follows:

- Elastomeric concrete coating.
- Cement plaster stucco.
- Concrete plank deck.
- High density wood fiberboard insulation adhered to concrete deck with insulation adhered as follows:
 - * 1/4” per foot tapered board-1” thick at low point at all 2nd level sunscreen/canopy areas.

- * 1/8” per foot tapered board-1” thick at low point at all 1st level sunscreen/canopy areas except at front entry and loading dock roofs.
- * 1” thick flat board with 1/8” per foot tapered board 24” wide at rising walls at front entry and loading dock roofs.
- 0.60 EPDM membrane-fully adhered.

The existing roof leaks in multiple areas and has been extensively patched.

The Holly Hall building will remain occupied during construction; moving patients is nearly impossible. Staging space is available on one side of the building.

The building has interior drains and roof access is via hatch with ladder. Conduits for roof lights are on the deck but not mounted.

Under DPMC Project M1482-00, rooftop HVAC units were to be replaced. One unit was not replaced due to budget shortfalls. This unit is currently abandoned in place and will be removed in this project. The units are located on Drawing A-101 (Roof Plan B) within the southeast (SE) section. Specifically, please refer to the units labeled AHU-5 and CU-5. The design and construction administration services for any structural engineering required to fill in the roof openings upon HVAC removal will be done under an allowance.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. New Roof System

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to replace the existing roofing system on the Holly Hall building at the Ancora Psychiatric Hospital. See **Exhibit ‘B’** for an overhead view of the building.

2. Roof System Removal

The existing roof system, insulation, flashings, and related trims shall be completely removed to the original decking and legally disposed. The removal of the existing roof system and HVAC unit shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building.

Design documents shall identify all requirements for safety devices, need for chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor

use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc., see **Exhibit ‘C’** for Contractor Rules.

To minimize 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 etc...) are expected to travel over or operate from unpaved areas.

3. HVAC Removal Services Allowance

The Consultant shall provide an allowance for additional design and construction administration services as necessary to remove the abandoned HVAC system and address the infill of the roof openings. The Consultant shall estimate the cost to provide design and construction administration services to address removal of the HVAC unit and infill of roof openings and enter that amount on the fee proposal line item entitled, **“HVAC Removal Services Allowance.”** Refer to paragraph XIII.E.

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

4. Staging Plan and Underground Utility

Consultant should provide detailed plan showing location(s) of staging areas, indicating location(s) of existing fragile underground utilities and indicating where protection plate(s) shall be placed.

5. New Roofing System Criteria

Provide the design for a new roofing system, giving consideration to roof systems with short off-gassing durations or low VOC or low odor products to reduce the impact on clients occupying the building.

The manufacturer of the roofing system shall have no less than five (5) years’ successful experience in producing the materials required for this project. Membrane, flashing, adhesive and all materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

The roofing system shall be in accordance with the latest adopted version ASHRAE energy standards.

The roofing system shall follow the “Factory Mutual Research Corp” (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

The new roofing system must be an FM Global compliant roof system with a roof nav number to be depicted in the bid docs.

The Contractor shall supply only a U.L. Class “A” fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements or the consultant may submit calculations of the new load as compared to the existing (old) load in order to prove the structure is sufficient.

The design documents shall address the roof manufacturer’s installation criteria, occupancy of the building, access to the building roof and security issues, approved storage methods of the roofing materials, etc.

6. Caulking & Joint Sealants

All appropriate roof deck joint sealants shall be removed and replaced with high performance sealants as part of the roof system. The consultant shall specify low VOC sealants wherever possible. The design shall include the cleaning, priming, and installation of new sealants with new backer rods and bond breakers.

Examine and measure all exterior joints and calculate the required joint width(s). Design for widening joints as required.

Observe the installation of the sealant joints, performing pull tests for cohesion and adhesion on a random sampling of each joint type.

Specify that the sealant manufacturer must provide a warranty for a minimum of twenty (20) years for any repairs to maintain joints in a leak-free condition and at no cost to the State.

7. Insulation

The Consultant shall recommend new high-density rigid insulation boards that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board through the medium to the roof deck system.

Flat roofs shall be avoided by using tapered insulation or another method to promote positive drainage to the roof drains. Incorporate a roof design that shall slope a minimum of ¼” per foot (½” per foot preferred).

DPMC does not permit Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

8. Flashing

All rooftop HVAC curbing, skylights, parapet walls, pipe supports, pipe vents, roof hatch, and other roof penetrations must have new flashing installed as part of this project. All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

9. Parapet Walls & Coping

All the coping is to be replaced. Provide a design to replace any damaged coping and parapet walls as part of this project including design details to seal the coping joints.

Address any required increase to the height of the existing parapet walls based on the tapered insulation thickness selected for energy requirements and to obtain the proper slope to the roof drains.

10. Removals

Remove all unused antennas, conduit, piping, structural steel support systems, curbing, etc. as part of this project. Details shall be included in the drawings that indicate the methods to seal all roof penetrations and cap all pipe below the new roofline.

11. Walkways

Provide new walkway pads from access points to and around all roof-mounted equipment requiring periodic servicing and any other trafficking areas. Specify new pads, detail their installation, and indicate their location on the plans.

12. Roof Drains

Roof drains shall be tested by the A/E prior to and after the installation of the new roof by the contractor to determine functionality. The Consultants shall test roof drains using a 3/4" hose flowing for 30 minutes. The contractor shall perform the same test prior to starting roof removal and upon completion. Clogged roof drains shall be cleared. All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Investigate the abandonment of leaking interior drain lines and/or replace as necessary. Install new interior lines where access is impossible for repairs and/or replacement. New drains can be tied into existing drain piping to avoid disturbing interior finishes.

13. Night Seals

Specify in the design documents that only as much roofing insulation, membrane, and flashing as can be made weather tight shall be demolished and installed each day. Install temporary watertight night seals around all exposed edges of the roofing assembly at the end of each workday and when work must be postponed due to inclement weather. No application of tarps will be acceptable as a temporary seal of an open roof area day or night.

14. Fire Protection Program

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states that open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The facility safety officer and fire protection personnel are notified of the work to be done through this process. The facility will not perform a fire watch.

If hot work is needed, the Contractor is required to obtain and conform to the requirements of a hot work permit.

The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project as required by N.J.A.C. 5:70-2.7.

The Contractor shall submit a copy of the DFS Hot Work Permit for the building prior to commencing the hot work. The Contractor will also need to obtain a daily hot work permit from the Facility, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State’s Insurance Carrier. There is no fee for this Permit.

15. Allowable Roof System Installation

The design documents specify the weather and temperature installation restrictions based on the roof system manufacturer’s recommendations.

16. Unit Prices

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a “Unit Price” Section in Division 1 of the specification for that item. Items may include the replacement of deteriorated concrete or metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, interior roof drains, etc.

17. Warranty

The roofing manufacturer’s warranty shall be for a minimum period of twenty (20) years.

B. ROOF MONITOR

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 X.B. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

The Consultant should provide a full-time roof monitor during the installation of the roof systems on the buildings. The responsibilities of the roof monitor shall include, but not be limited to the following items:

1. Roof Monitor Inspections

The Roof Monitor must continuously inspect and monitor the Contractor’s work on site 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.

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 should 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.

C. 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 made and the roof restored to the standard of the original installation.

D. CONTRACTOR CERTIFICATION

The Consultant shall state in the design documents that the DPMC Contractor Classification Group must have certification in writing from the roofing system manufacturer that the Roofing Contractor is a licensed or approved installer of the roofing system selected for the project. The certification can be delivered post bid but must be delivered prior to contract award.

E. SITE REQUIREMENTS

1. Contractor Use of the Premises

Work with the Project Team to determine any security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

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 ‘C’**, 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. SPECIAL CONSIDERATIONS

1. Hours of Work

No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 4:30 PM.

Identify the approved construction work hours for this project in Division 1 of the specification. Additional construction hours during the day or weekend will be allowed if the Contractor obtains prior approval from the DPMC Project Manager in Consultation with the Project Team members. If additional hours of work are allowed, it will be at no added cost to the contract. The contractor will be responsible for additional roof monitoring costs. The building will be occupied during construction.

Note that expanded hours of work by the Contractor must be attended by the Roof Monitor and the cost for the Roof Monitor’s time must be paid for by the Contractor if he is required to be paid at an overtime rate. The contractor must pay the difference between the regular rate and the overtime rate. If the monitor works at a regular rate, no additional expense shall be charged to the contractor, unless all roof monitor hours included in the project have been expended.

2. Material Staging

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

3. Material Protection

All stored roofing felts, insulation boards, and/or other roofing components shall be protected from the elements and moisture with weighted plastic sheet covers or other approved materials.

4. Material Safety Data Sheets (MSDS)

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

5. Fire Extinguishers

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

6. Fencing

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate. Fencing must be construction type chain link, minimum of 8' high on platforms at the joints, joints must be secure, and the opening must be padlocked, and 6 sets of keys need to be provided to the facility.

7. Existing Equipment Removal & Replacement

Identify on the design drawings any existing equipment and materials that must be removed to install any component of the new roofing system such as lights, security cameras, lightning protection systems, antennas, piping, conduit, dishes, etc. and include details indicating the approved methods of reattachment. All removed equipment shall be reinstalled in the same configuration prior to removal.

8. HVAC Unit, Roof Ventilators, Intake Fans

The facility is required under ASHRAE 170 to meet a minimum number of air exchanges per hour. The consultant will evaluate as part of their field investigation what methods can be employed to limit odors and fumes coming into the building's air intakes. This may include, but would not be limited to, any of the following: temporary shutdown of AHU's and delivery of fresh air through other mechanisms, construction of temporary partitions with air scrubbers around intakes, air monitoring during construction. The consultant shall submit MSDS cut sheets

for basis of design roofing system during design so that the project team may evaluate which compounds specifically need to be monitored and controlled.

9. Debris Safety

Measures should be taken to protect staff and residents from any material or debris that might fall off the roof onto roadways or sidewalks.

G. 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.
1. 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.G “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.

H. 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 delivery contract, 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 attend the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those people 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.

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.

I. 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.

- (APH Holly Hall Roof Structure Assessment, July 5, 2024, and by JBCI Engineers)
- (M1335-01: Roof Replacement at Holly Building-Ancora Psychiatric Hospital, 07/18/2003, and by Cannon Group Roof & Building Consultants)
- (M1482-00: HVAC Upgrades main Building and Holly Hall, 03/30/2017, and by Princeton Engineering Group, LLC)

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

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DOH. DOH will pay the NJUCC Plan Review Fee.

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”:

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

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

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

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 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 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 Final Design 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 separate permits should 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 was 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 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 for completing 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 DCA plan review fee) 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 and DCA Plan Review are excluded since they 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.G 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.G 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.G 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.

E. HVAC REMOVAL SERVICES ALLOWANCE

The Consultant shall estimate all the costs associated with providing design and construction administration services pertaining to the removal of abandoned HVAC systems and infill of roof openings and enter that amount in the fee proposal line item entitled, “**HVAC Removal Services Allowance.**” Refer to paragraph VII.A.3.

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

PROJECT NAME: Holly Hall – Roof Replacement
PROJECT LOCATION: Ancora Psychiatric Hospital, Camden County
PROJECT NO: M1640-00
DATE: April 27, 2026

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* 04-27-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *James Wright* 4/27/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *Kevin Jennings* 4/27/26
KEVIN JENNINGS, DIRECTOR DATE
DEPARTMENT OF HEALTH REPRESENTATIVE

SOW APPROVED BY: *Robert T. P.* 4/30/26
ROBERT TAMPELLINI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: *Jeanette M. Barnard* 6.8.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV 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:

- SCHEMATIC DESIGN 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. OUTSIDE CONTRACTOR RULES**
- D. PHOTOS**

END OF SCOPE OF WORK

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

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

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026							Half 1, 2027						
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F					
0	Typical Project Model	Mon 5/19/...	Mon 1/25/...	617 days	[Gantt bar spanning from Mon 5/19/25 to Mon 1/25/27]																											
1	Project Initiation Phase	Mon 5/19/25	Tue 7/1/25	44 days	[Gantt bar from Mon 5/19/25 to Tue 7/1/25]																											
2	Project Funding Received	Mon 5/19/25	Tue 5/20/25	1 eday	[Gantt bar from Mon 5/19/25 to Tue 5/20/25]																											
3	Schedule Site Visit	Wed 5/21/25	Thu 5/22/25	1 eday	[Gantt bar from Wed 5/21/25 to Thu 5/22/25]																											
4	Site Visit	Thu 5/29/25	Fri 5/30/25	1 eday	[Gantt bar from Thu 5/29/25 to Fri 5/30/25]																											
5	Prepare Draft SOW	Fri 5/30/25	Wed 6/4/25	5 edays	[Gantt bar from Fri 5/30/25 to Wed 6/4/25]																											
6	Distribute Draft SOW for Review	Wed 6/4/25	Thu 6/5/25	1 eday	[Gantt bar from Wed 6/4/25 to Thu 6/5/25]																											
7	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays	[Gantt bar from Thu 6/5/25 to Sun 6/15/25]																											
8	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays	[Gantt bar from Thu 6/5/25 to Sun 6/15/25]																											
9	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays	[Gantt bar from Thu 6/5/25 to Sun 6/15/25]																											
10	Receive Comments Revise SOW	Sun 6/15/25	Fri 6/20/25	5 edays	[Gantt bar from Sun 6/15/25 to Fri 6/20/25]																											
11	Distribute Final SOW for Review & Signature	Fri 6/20/25	Sat 6/21/25	1 eday	[Gantt bar from Fri 6/20/25 to Sat 6/21/25]																											
12	Review & Sign SOW	Sat 6/21/25	Sun 6/22/25	1 eday	[Gantt bar from Sat 6/21/25 to Sun 6/22/25]																											
13	Review & Sign SOW	Tue 6/24/25	Wed 6/25/25	1 eday	[Gantt bar from Tue 6/24/25 to Wed 6/25/25]																											
14	Review & Sign SOW	Fri 6/27/25	Sat 6/28/25	1 eday	[Gantt bar from Fri 6/27/25 to Sat 6/28/25]																											
15	Forward SOW to Procurement	Mon 6/30/25	Tue 7/1/25	1 eday	[Gantt bar from Mon 6/30/25 to Tue 7/1/25]																											
16	Consultant Selection Phase	Tue 7/1/25	Mon 8/11/25	41 days	[Gantt bar from Tue 7/1/25 to Mon 8/11/25]																											
17	Prepare Solicitation, Advertise Proj	Tue 7/1/25	Thu 7/3/25	2 edays	[Gantt bar from Tue 7/1/25 to Thu 7/3/25]																											
18	Select Firms - Random Selection	Thu 7/3/25	Fri 7/4/25	1 eday	[Gantt bar from Thu 7/3/25 to Fri 7/4/25]																											
19	Conduct Preproposal Meeting	Mon 7/14/25	Tue 7/15/25	1 eday	[Gantt bar from Mon 7/14/25 to Tue 7/15/25]																											
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/15/25	Wed 7/16/25	1 eday	[Gantt bar from Tue 7/15/25 to Wed 7/16/25]																											
21	Receive Proposals - Distribute for Review	Sat 7/26/25	Sun 7/27/25	1 eday	[Gantt bar from Sat 7/26/25 to Sun 7/27/25]																											
22	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays	[Gantt bar from Sun 7/27/25 to Fri 8/1/25]																											
23	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays	[Gantt bar from Sun 7/27/25 to Fri 8/1/25]																											
24	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays	[Gantt bar from Sun 7/27/25 to Fri 8/1/25]																											
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Fri 8/1/25	Sat 8/2/25	1 eday	[Gantt bar from Fri 8/1/25 to Sat 8/2/25]																											
26	Negotiate Fee	Sat 8/2/25	Thu 8/7/25	5 edays	[Gantt bar from Sat 8/2/25 to Thu 8/7/25]																											
27	Provide Funding for Consultant Contract	Thu 8/7/25	Fri 8/8/25	1 eday	[Gantt bar from Thu 8/7/25 to Fri 8/8/25]																											
28	Complete Recommendation to Award	Thu 8/7/25	Sat 8/9/25	2 edays	[Gantt bar from Thu 8/7/25 to Sat 8/9/25]																											
29	Consultant Contract Award	Sat 8/9/25	Mon 8/11/25	2 edays	[Gantt bar from Sat 8/9/25 to Mon 8/11/25]																											
30	Design Phase	Sat 8/16/25	Tue 3/17/26	213 days	[Gantt bar from Sat 8/16/25 to Tue 3/17/26]																											
31	Design Contract "Kick-Off" Meeting	Sat 8/16/25	Mon 8/18/25	2 edays	[Gantt bar from Sat 8/16/25 to Mon 8/18/25]																											
32	Program Design Phase	Mon 8/18/25	Mon 9/15/25	28 edays	[Gantt bar from Mon 8/18/25 to Mon 9/15/25]																											
33	Receive Program Submittal & Distribute for Review	Mon 9/15/25	Thu 9/18/25	3 edays	[Gantt bar from Mon 9/15/25 to Thu 9/18/25]																											

EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

Project: Typical Project Model
Date: Fri 1/23/26

Task
Split
Milestone



Summary
Project Summary
External Tasks



External Milestone
Inactive Task
Inactive Milestone



Inactive Summary
Manual Task
Duration-only



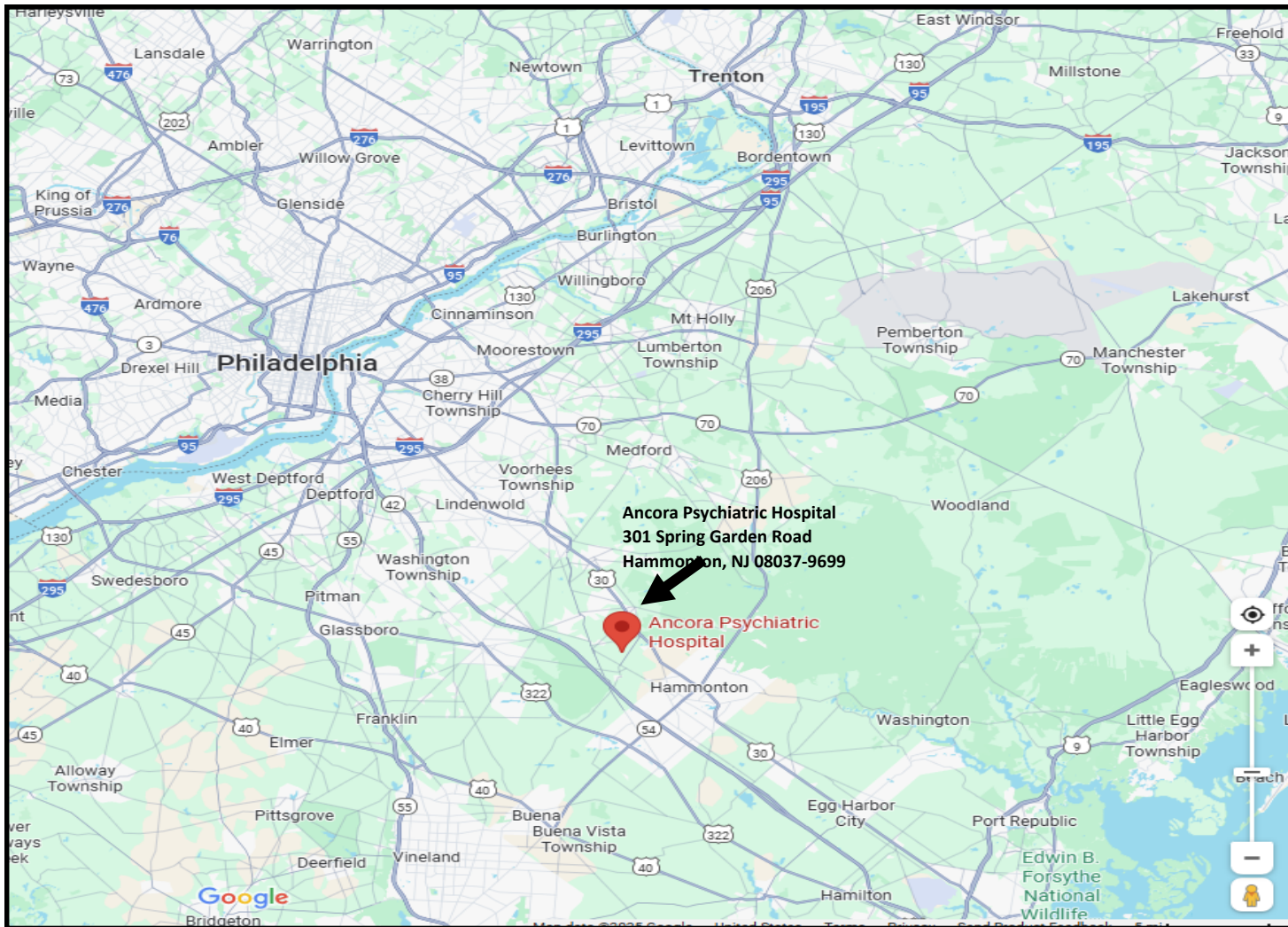
Manual Summary Rollup
Manual Summary
Start-only



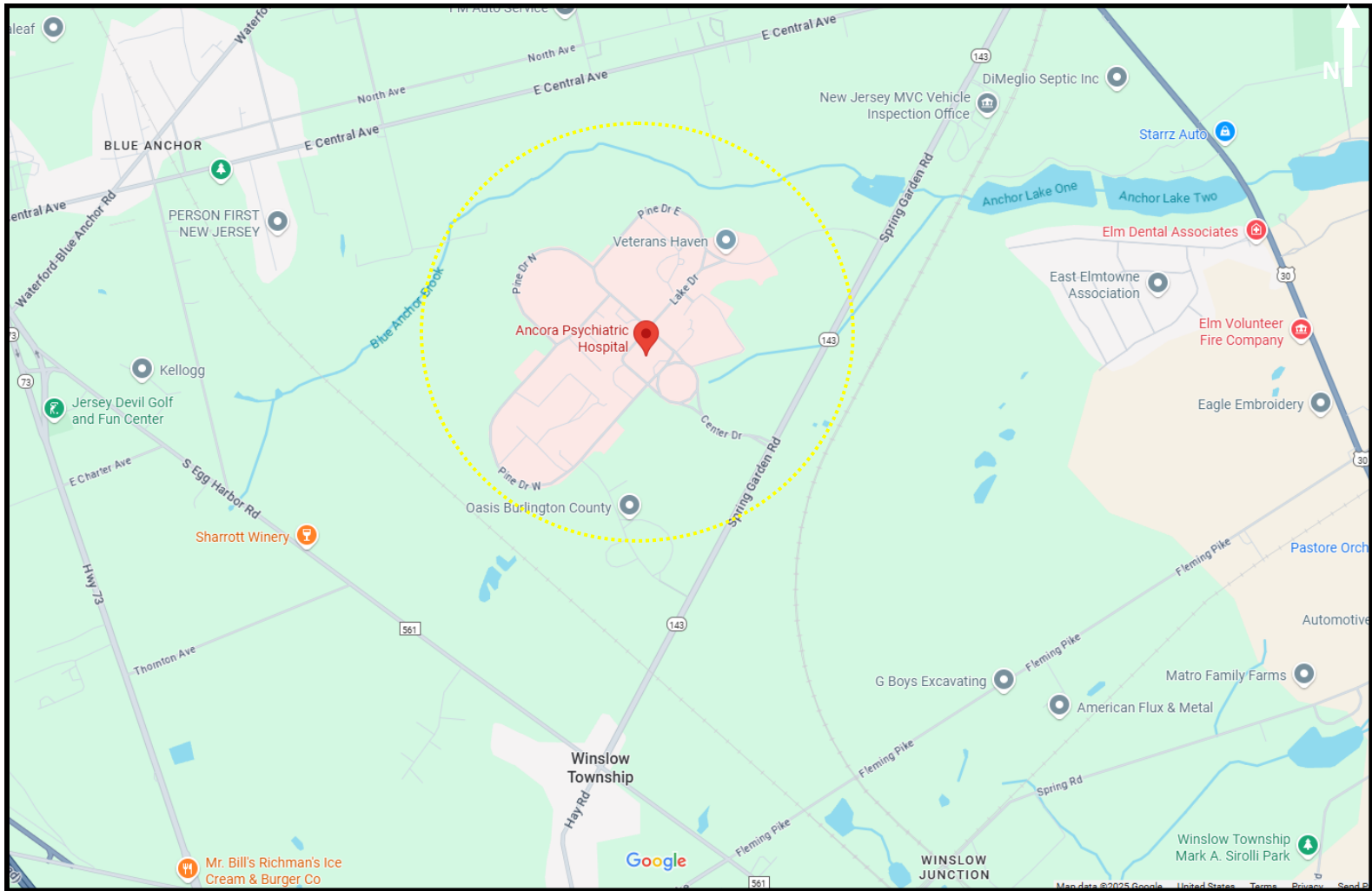
Finish-only
Deadline
Progress



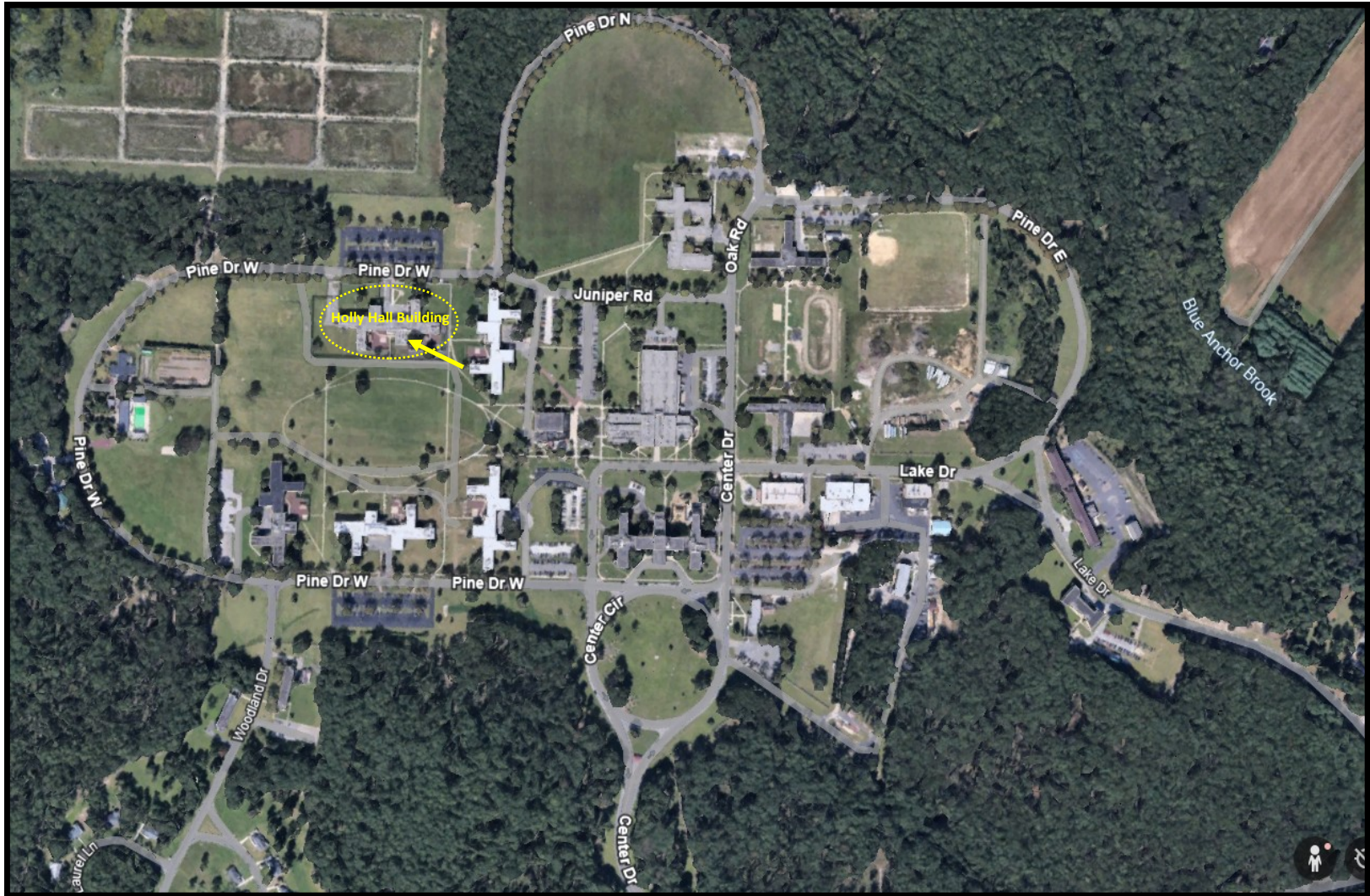
EXHIBIT 'A'



Project Site Location Map
Ancora Psychiatric Hospital
EXHIBIT 'B'



Project Location Map
Ancora Psychiatric Hospital
EXHIBIT 'B'



Project Site
Ancora Psychiatric Hospital
EXHIBIT 'B'



Holly Hall Building

Project Site
Ancora Psychiatric Hospital
EXHIBIT 'B'

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

All workmen employed by contractors to work within the confines of Ancora Psychiatric Hospital property must conform to regulations governing the functioning of the hospital and the safety and welfare of the patients and staff. Any questions concerning these regulations should be brought to the attention of the Engineer in Charge of Maintenance.

All contractors must stay to the right at the Main Entrance and check in at the Visitor Center. Each contracted employee will receive a temporary visitors' badge before proceeding to the Maintenance Office. The temporary badge must always be worn and turned in to the Security Guard as you exit the Main Gate at the end of the day.

All persons on grounds are required to have an identification badge worn in plain view. Contractor's employees must obtain a badge each day from the Maintenance Office. This badge is to be returned to the Maintenance Office by 4:00 p.m. daily.

Particular attention is called to the following:

AGE RESTRICTIONS:

No one under the age of 18 is allowed on Ancora Hospital Property.

PARKING:

Parking is permitted only in assigned areas. Contractors should check with the Engineer in Charge of Maintenance for assignment to a parking area.

LOCKING OF VEHICLES:

Locking of your car or truck is important not only for the protection of your vehicle but also as a safety measure for the patients. Keys, if found in your vehicle, will be confiscated, and turned into the hospital Police Department. Your re-entry to the hospital will be at the hospital's discretion.

KEYS:

Issuance of hospital keys to contractor's employees carries with it the responsibility for exercising the utmost care in preventing elopement of our patients. The employee signing out the key(s) will be responsible for returning the key(s) to the Maintenance Office at the end of every day. A charge of \$10.00 per key will be assessed for any key(s) lost or not returned.

DOORS:

ALL LOCKED DOORS WHICH ARE OPENED TO PERMIT PASSAGE MUST BE RELOCKED IMMEDIATELY. Particular attention should be given to doors to the outside, stair towers and to roofs. Additionally, at no time or for any reason will door stops of any kind be used to hold open any door throughout the hospital complex.

ASBESTOS AWARENESS:

Contractors employed by APH shall be informed by the Engineer in Charge of Maintenance of the location of suspect and known asbestos in the work area to which they are assigned. Contractors shall, under no circumstances, damage or disturb these areas unless they are a licensed Abatement Contractor and have been specifically employed to perform asbestos removal. Contractors shall not proceed with any change in work order without prior approval from the Engineer in Charge.

ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES

SPRINKLER PIPES:

Nothing can be attached to or make contact with sprinkler pipes.

LADDERS, SCAFFOLDING & EXCAVATIONS:

All ladders and scaffolding at ground level must be attended while work is in progress. Never leave a ladder in position without someone in attendance. All ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such way that patients and staff cannot gain access. If scaffolding is to be fenced, the Engineer in Charge of Maintenance must approve the perimeter fence. Any excavation must be surrounded by a secure fence at the completion of the day's work. While the excavating is in progress a fence may also be required if risk is presented to the patients. The Engineer in Charge must be notified of all excavations, and he will determine the need for fencing.

TOOLS & MATERIALS:

Keep all tools and materials stored in places protected from access by patients. Never leave tools and equipment unattended, to assure that this doesn't happen, all hand tools will be transported in a tool bag or toolbox that will remain closed and locked until the nursing staff in the area has been notified and the clients have been removed from the area. An inventory of all tools and equipment used on the job will be taken at the completion of any job and before the area is released to staff and clients. **Tamperproof screws are to be used in all areas of the hospital.** Pick up truck operators must not leave tools and/or materials exposed in the back of the truck.

PICTURES:

NO PHOTOS may be taken without permission of the Chief Executive Officer or designee

HOSPITAL REGULATIONS:

Any person coming on grounds is prohibited from bring with them any alcoholic beverages, firearms, ammunition, hunting knives or any other article having the nature of a weapon. When necessary to utilize tools, which can become a weapon, it is incumbent upon the users to keep them out of reach of the patients. Never leave tools unattended.

SMOKING:

The buildings and grounds of this facility are smoke free. There is to be **NO SMOKING BY ANYONE** in any area of the facility.

PATIENT INTERACTION:

Contractor employees should not interact with the patients. Do not provide the patients with money, cigarettes, matches, lighters, tools or any other dangerous item. If a patient asks for anything, a simple, polite explanation that you do not have whatever is being requested will usually be sufficient. If there is a particularly troublesome patient, please report the incident to the Engineer in Charge of Maintenance.

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

INSPECTION:

Any construction by outside agencies dealing with communication, electrical, or fire alarm work or any penetrations through any wall must be inspected and approved by the APH SAFETY DEPARTMENT or their designee, at the completion of work or prior to any work above a concealed space being covered. **Note:** The use of any component of the fire suppression system as a support mechanism in any way is strictly prohibited.

FIRE REGULATIONS:

The hospital Fire Chief will provide instructions as applicable to the contractor.

*** AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT A HOT WORK PERMIT**

HOT WORK PERMITS

- A. The Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits. The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project, as required by N.J.A.C. 5:70-2.7. Application must be completed via DCA RIMS website (http://www.nj.gov/dca/divisions/codes/RIMS_online.html) which requires account setup by the applicant. The Contractor must pay DFS directly for this permit. The estimated cost is approximately forty-two (\$42.00) dollars for each permit. If the project requires hot work at separate buildings, a separate permit will be required for the work to be performed at each building. The Contractor shall submit a copy of the DFS Hot Work Permit for each building to APH prior to commencing the work.
- B. The Contractor is also required to obtain a daily hot work permit from the Facility's Fire Department who will instruct the Contractor in the necessary procedures, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

**ANCORA PSYCHIATRIC HOSPITAL
PLANT SERVICES DEPARTMENT
OUTSIDE CONTRACTOR RULES**

COVID 19 Requirements – For reference only as these protocols may change

This is the required PPE for all contractors to wear indoors and outdoors to keep everyone safe and healthy:

1. All contractors must wear a hospital approved **face mask**. Surgical mask, or KN95 if entering a patient unit, a KN95/N95 is required on quarantine or isolation units.
2. All contractors must wear eye protection on quarantine or isolation units – Face shield OR Goggles.
3. Face shields and goggles **MUST** be worn over corrective eyeglasses Corrective eyeglasses alone do not meet the mandate of required PPE.
4. Always maintain social distancing, both indoors and outdoors.
5. Proof of fully vaccination with booster must be provided; photo of card is acceptable.

The contractor and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub contractor and his employees sign this form. The signed copies of the form are to be turned in to the Maintenance Department. This form may be duplicated as necessary. Contractors will be required to remove any employee who does not conform to these rules.

I certify that I have read the above rules and agree to abide with everything contained in them.

Print Name

Signature

Print Name of Company

Date



The Holly Hall Building



EXHIBIT 'D'



The Abandoned HVAC Unit

EXHIBIT 'D'



EXHIBIT 'D'

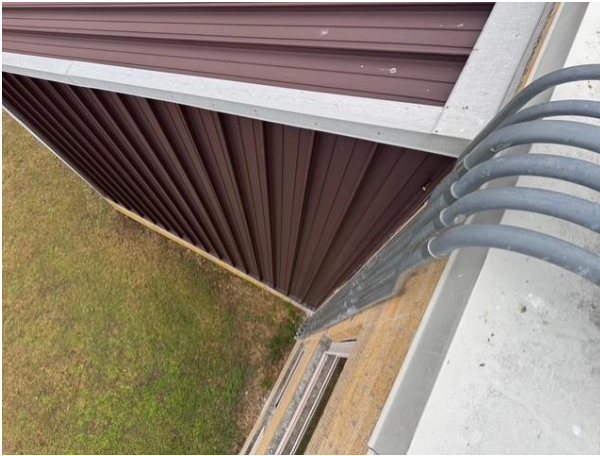


EXHIBIT 'D'



EXHIBIT 'D'



EXHIBIT 'D'



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