

SCOPE OF WORK

Secondary Domestic/Fire Water Service

Greystone Park Psychiatric Hospital
Morris Plains, Morris County, NJ

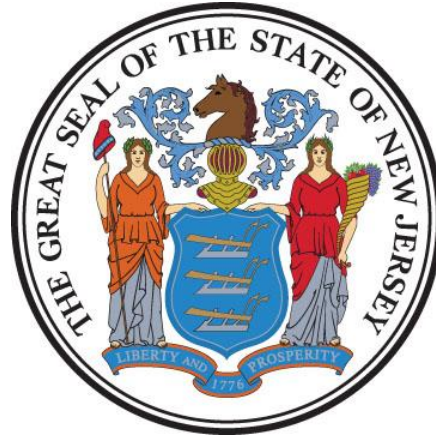
Project No. M1573-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: October 30, 2025

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)	4
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	6
A. PROJECT SITE ADDRESS	6
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative	7
2. Client Agency Representative.....	7
VI. PROJECT DEFINITION	7
A. BACKGROUND.....	7
B. FUNCTIONAL DESCRIPTION	8
VII. CONSULTANT DESIGN RESPONSIBILITIES	8
A. INVESTIGATION PHASE.....	8
1. Investigation.....	8
2. Investigation Report and Presentation.....	8
B. DESIGN REQUIREMENTS	9
1. Utility Coordination Allowance	9
2. Piping.....	9
3. Water Meters/Meter Pits.....	10
4. Taps/Fees	10
5. System Tests	10
6. Site Restoration	10
C. SITE PLAN.....	10
D. SITE GEOTECHNICAL INVESTIGATION Allowance.....	11
E. UNDERGROUND UTILITIES.....	11

F.	DOMESTIC/FIRE WATER NEEDS.....	11
G.	FIRE HYDRANT FLOW TESTS ALLOWANCE	11
H.	ADDITIONAL REQUIREMENTS	12
I.	DESIGN MEETINGS & PRESENTATIONS.....	13
1.	Design Meetings.....	13
2.	Design Presentations	13
J.	EXISTING DOCUMENTATION	14
VIII.	PERMITS & APPROVALS.....	14
A.	NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT	14
B.	OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS	17
IX.	ALLOWANCES.....	18
A.	PLAN REVIEW AND PERMIT FEE ALLOWANCE	18
1.	Permits	18
2.	Permit Costs	18
3.	Applications	18
4.	Consultant Fee.....	18
B.	SITE GEOTECHNICAL INVESTIGATION ALLOWANCE	19
C.	UTILITY COORDINATION ALLOWANCE.....	19
D.	FIRE HYDRANT FLOW TEST ALLOWANCE	19
E.	DCA HEALTHCARE REVIEW ALLOWANCE.....	19
XI.	SOW SIGNATURE APPROVAL SHEET.....	20
XII.	CONTRACT DELIVERABLES.....	21
XIII.	EXHIBITS	21
A.	SAMPLE PROJECT SCHEDULE FORMAT	
B.	PROJECT SITE LOCATION MAP	
C.	PHOTOS	
D.	GPPH Contractors - Vendors Policy	

I. OBJECTIVE

The objective of this project is to replace the existing secondary water main from Southeast Morris County Municipal Utilities Authority (SMCMUA) at Greystone Park 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):

- **P005 Civil Engineering**

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 \$ 305,063.28

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 \$ 452,610.00

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Investigation Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30 (See Note 2)
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
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 either the DPMC Code Group or the Department of Community Affairs (DCA).

Note 2: A DCA UCC review is likely to be declined since work will take place outside of a building. However, there is uncertainty if a DCA Healthcare Review will be required. The Consultant shall propose an allowance for DCA Healthcare Review. Any funds remaining in the allowance will be returned to the State at the close of the project.

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Greystone Park Psychiatric Hospital
59 Koch Avenue
Morris Plains, NJ 07950-4400

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: Nurul Hasan, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: 609-433-8792
E-Mail: Nurul.Hasan@treas.nj.gov

2. Client Agency Representative

Name: Christian Casteel, Director
Address: Department of Human Services
222 South Warren Street
Trenton, New Jersey 08625-0700
Phone No: 609-475-5622
E-Mail No: Christian.Casteel@dhs.nj.gov

Name: Ripenrai Nagar, Project Manager
Address: Department of Human Services
222 South Warren Street, PO Box 700
Trenton, New Jersey 08625-0700
Phone No: Cell: (609) 940-2023
E-Mail No: Ripenrai.Nagar@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Greystone provides inpatients psychiatric services to patients throughout Northern New Jersey. While the hospital is relatively new in comparison to other onsite facilities, it has been in operation since 2008 and can accommodate 475 patient beds.

B. FUNCTIONAL DESCRIPTION

The existing secondary 8" water main from Southeast Morris County Municipal Utilities Authority (SMCMUA) has collapsed and repeatedly failed after repairs. It appears that the existing line and valves are unable to withstand the existing water pressure. Failure to repair the line could result in decertification.

The line to be replaced begins within a vault located at the intersection of Hanover Ave. and Koch Ave. as shown on **Exhibit 'B'**. The consultant will need to survey the line from this point to assess viability of the line all the way to the capping point in the event they are not permitted to construct a brand new main.

The primary Parsippany-Troy Hills main water line is located on the opposite side of the facility near the cooling tower where it connects to the facility. Since a future water treatment room (softener and future chlorine injection is going to be located in the vicinity of that connection, it would make sense for the new secondary line from SMCMUA to also connect somewhere in this area to work as a true redundant main in the case of a failure of the primary Parsippany-Troy line. Water from the SMCMUA line can then flow through the regular distribution system after being similarly treated.

Original and recent construction drawings will be provided to assist the design consultant in locating these water lines. However, a detailed survey is expected to be needed to determine exact locations. Coordination with the SMCMUA and the Parsippany-Troy Hills water utility is also expected.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. Investigation

The Consultant shall conduct an investigation to survey the existing line to assess viability of the line if they are not permitted to construct a brand new main. Determine exact locations, piping material, routing, utility crossing points, tie-in locations with existing piping, and cost compare between new piping and repair of existing piping.

2. Investigation Report and Presentation

Provide three (3) bound copies of the Investigation Report to the Project Manager. The document shall be presented in an 8 1/2" x 11" bound booklet that contains a Table of Contents describing

all of the information contained in the document and an Executive Summary with a list of recommendations.

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

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

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

B. DESIGN REQUIREMENTS

The Consultant shall provide the design, specifications, bid/award and construction administration services to repair or replace the secondary SMCMUA domestic/fire water supply starting from the vault located at the intersection of Hanover Ave. and Koch Ave. to the primary Parsippany-Troy Hills main water line located on the opposite side of the facility near the cooling tower where this line connects to the facility.

1. Utility Coordination Allowance

Prior to design, the Consultant shall discuss and coordinate with the SMCMUA all of their design and testing criteria, contract limit lines, reviews, permitting, and approval requirements for this project.

Establish any Contractor coordination requirements with the Utility Department in the design documents including, but not limited to: inspections, termination and/or tie-in fees, construction contract limit lines, material and equipment to be provided by both parties such as meters, panels, valves, etc.

Application and connection fees must be submitted and filed with the SMCMUA. The Consultant shall estimate all of the costs associated with the connection fees and all other fees, permit costs, etc. and include that amount in the fee proposal line item entitled, **“Utility Coordination Allowance.”** Refer to paragraph IX.C.

2. Piping

The Consultant shall develop a cost estimate based on the selected piping material. Cost estimates shall include all required installation, connections, fittings, valves, excavation, compaction and backfill, testing and disinfection and all other items incidental to and required to

provide a complete installation. The cost estimates shall be identified in the Consultants base bid proposal.

The Consultant shall also inspect the interior piping at the point of reconnection and determine if the existing piping is in suitable condition for the work to be completed. If not, provide the limit of removal and replacement required to complete the work.

3. Water Meters/Meter Pits

The water meters and meter pits required for the project shall be supplied by the local Municipal Utility Authority. The Consultant shall coordinate installation with the local water company and shall provide installation details for the meters and pits in the design documents.

4. Taps/Fees

The Consultant shall determine all required tap and connection fees and include them as separate line item in their base bid proposal.

5. System Tests

The design documents shall also include the required inspection and test procedures for the utility system and the authorities that must be present for review and approval of these inspections and tests.

6. Site Restoration

The design documents shall identify the site restoration work needed after installation of the lines including roadways, driveways, parking lots, sidewalks, and lawn areas.

C. SITE PLAN

Review and field verify the site to ensure the topographic and survey information is accurate and depicts the current conditions. Obtain all additional survey and topographical information within the site construction area and beyond the facility property lines necessary to facilitate the replacement of the secondary water main.

Provide a new site plan with a scale that complies with all other design drawing scales and that indicates all current topographic features including, but not limited to: buildings, trailers, structures, roads, paving, slabs, vegetation, tanks, fueling system, fencing, and other miscellaneous surface objects.

Contour lines shall be shown at appropriate intervals. Spot elevations shall be provided at the locations of all topographical features that will be impacted by the installation of the new sewer and water lines.

The information obtained shall identify the clearing and filling requirements, excavating and grading requirements to establish a uniform elevation and relationship of site grade to building and road elevations.

D. SITE GEOTECHNICAL INVESTIGATION ALLOWANCE

Conduct any necessary geotechnical investigations to determine and identify the soil conditions, water table, etc. of the proposed construction areas along the proposed route. All soil borings shall be accurately surveyed and their dimensioned locations with the test data shall be shown on the site plan. Consultants shall include all associated costs in their Fee Proposals. Technical proposals shall address the investigation issue.

Consultant shall estimate the costs to analyze the soils and include that amount in the “**Site Geotechnical Investigation Allowance**”, refer to paragraph IX.B.

All costs associated with managing, coordinating, and administering sub consultants providing soil testing services shall be included in the consultant’s lump sum fee proposal.

E. UNDERGROUND UTILITIES

Conduct all subsurface investigations, test pits, underground line detection methods, etc., necessary to determine the location, elevations, and critical crossing points of all the existing underground site utilities, treatment plant appendages, and other obstructions that will impact the work identified in this project and a method to deal with same in construction.

F. DOMESTIC/FIRE WATER NEEDS

Determine the domestic/fire water requirements. Consideration shall be given to current usage and the need for spare capacity based on potential future expansion of the facility, as well as the fire suppression needs both for buildings that are currently suppressed and for any buildings on the site that may have suppression added at a later date.

G. FIRE HYDRANT FLOW TESTS ALLOWANCE

The Consultant and/or a pre-qualified Testing Lab shall conduct field tests to demonstrate that the proposed size of the new main is enough to support both domestic water and fire main needs.

The Consultant and/or a pre-qualified Testing Lab shall re-perform hydrant flow tests to show the total pressure available with the Par-Troy service, as we'd likely want to meet or exceed the Par-Troy pressure/size in order for the line to truly function as a secondary.

Schedule the fire hydrant testing such that representatives of the Client Agency, DPMC Code Plan Review Unit, the local fire department, the local municipal water company and the DCA code inspector may witness the test. All costs associated with the hydrant tests shall be estimated by the Consultant and the amount included in the base bid of their fee proposal.

The Consultant shall estimate all of the costs associated with the tests, **"Fire Hydrant Flow Test Allowance."** Refer to paragraph IX.D.

H. ADDITIONAL REQUIREMENTS

The following miscellaneous general requirements shall apply to this project.

1. Contractor's Use of the Premises

The Contractor's use of the premises shall be as indicated in Exhibit **'D', Contractors - Vendors Policy**, attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.

2. Demolition Material

Describe the approved storage methods of all demolition materials, location of dumpsters, and protection of dumpsters, removal requirements and security issues in the design documents. If components of the existing systems are not to be reused, they shall be removed in their entirety and legally disposed in accordance with SMCMUA and code requirements. **No components shall be "abandoned in place."**

3. Equipment Protection at the Construction Site

Procedures for the security of materials and equipment in the facility must be established and included in the specification. Approved methods of dust control and cleaning the construction site after each workday must be described in the design documents.

4. Working Hours

Working hours (7:30am-4:00pm) shall be as determined by the facility staff. Consultant and Contractors are advised that due to the nature of this Facility, shift work and/or phased construction may be required. All costs related to site meetings, project inspections, regularly scheduled job meetings, etc., shall be included in the Consultant's base bid.

5. Equipment Training

Manuals shall be issued that contains the operating procedures, parts list, detailed drawings, catalog cuts, and maintenance procedures for all equipment installed in the building. The content of the manuals and training sessions, and the length of the training sessions shall be reviewed and approved by the DPMC Project Team members prior to the training seminar.

I. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

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

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

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

2. Design Presentations

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

Investigation 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.

J. 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.

- (GPPH Utility Site plan, 06/19/1998, and by: Boswell Engineering)
- (A1132-00, GPPH Demolition and Site Restoration, 04/07/2014, and by: The RBA Group, Inc.)
- (GPPH Subsurface Utilities, Main Building, Medical Building, by: Geo-Graf, Inc.)
- (GPPH Grading and Drainage Plan, by Vitetta)

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 DHS. DHS 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. NJ Uniform Construction Code Permit

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

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

<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 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. 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 under the “Permit Phase” column.

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

B. SITE GEOTECHNICAL INVESTIGATION ALLOWANCE

Consultant shall estimate the costs to complete the soils analysis and soils contamination testing and include that amount on their fee proposal line item entitled “**Site Geotechnical Allowance**”, refer to paragraph VII.C.

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 Site Geotechnical Allowance will be returned to the State at the close of the project.

C. UTILITY COORDINATION ALLOWANCE

Consultant shall estimate the costs to provide design and construction administration services for the potential upgrades to the utilities serving the site and include that amount on their fee proposal line item entitled “**Utility Coordination Allowance**,” refer to paragraph VII.A.1.

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 Utility Upgrade Allowance will be returned to the State at the close of the project.

D. FIRE HYDRANT FLOW TEST ALLOWANCE

The Consultant shall estimate the costs associated to conduct and interpret fire hydrant flow test according to the standards and procedures outlined in NFPA 291 and include the amount in the fee proposal line entitled “**Fire Hydrant Flow Test Allowance**.” refer to paragraph VII.F

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

E. DCA HEALTHCARE REVIEW ALLOWANCE

The Consultant shall estimate the costs associated with submitting the project for a DCA Healthcare Review and include the amount in the fee proposal line entitled “**DCA Healthcare Review Allowance**.”

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

PROJECT NAME: Secondary Domestic/Fire Water Service
PROJECT LOCATION: Greystone Park Psychiatric Hospital
PROJECT NO: M1573-00
DATE: October 30, 2025

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 10-30-2025
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/30/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: AK SA 10/30/25
CHRISTIAN CASTEEL, DIRECTOR DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: Nurul Hasan 11/3/2025
NURUL HASAN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 11.21.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

INVESTIGATION PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE.

XIII. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**
- D. GPPH Contractors - Vendors Policy**

END OF SCOPE OF WORK

Deliverables Checklist Investigation Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis in CSI Format						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	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 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

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

[illegible]

Date

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

[illegible]

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Repon	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

Sheet 1 of 3

DBCA - TEST

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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Activity ID	Description	Repr	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

NOTE:

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

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DECA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

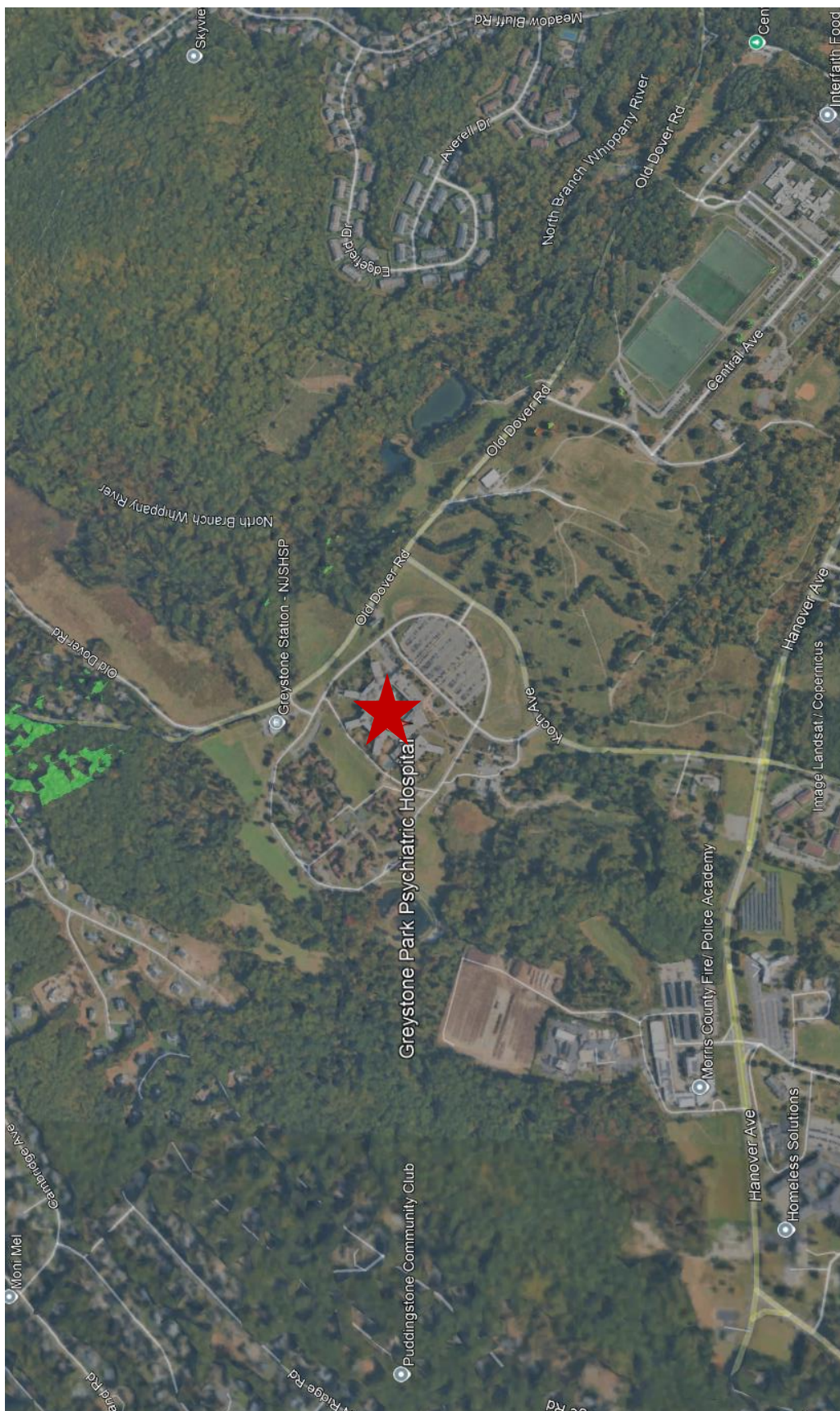


EXHIBIT 'B'

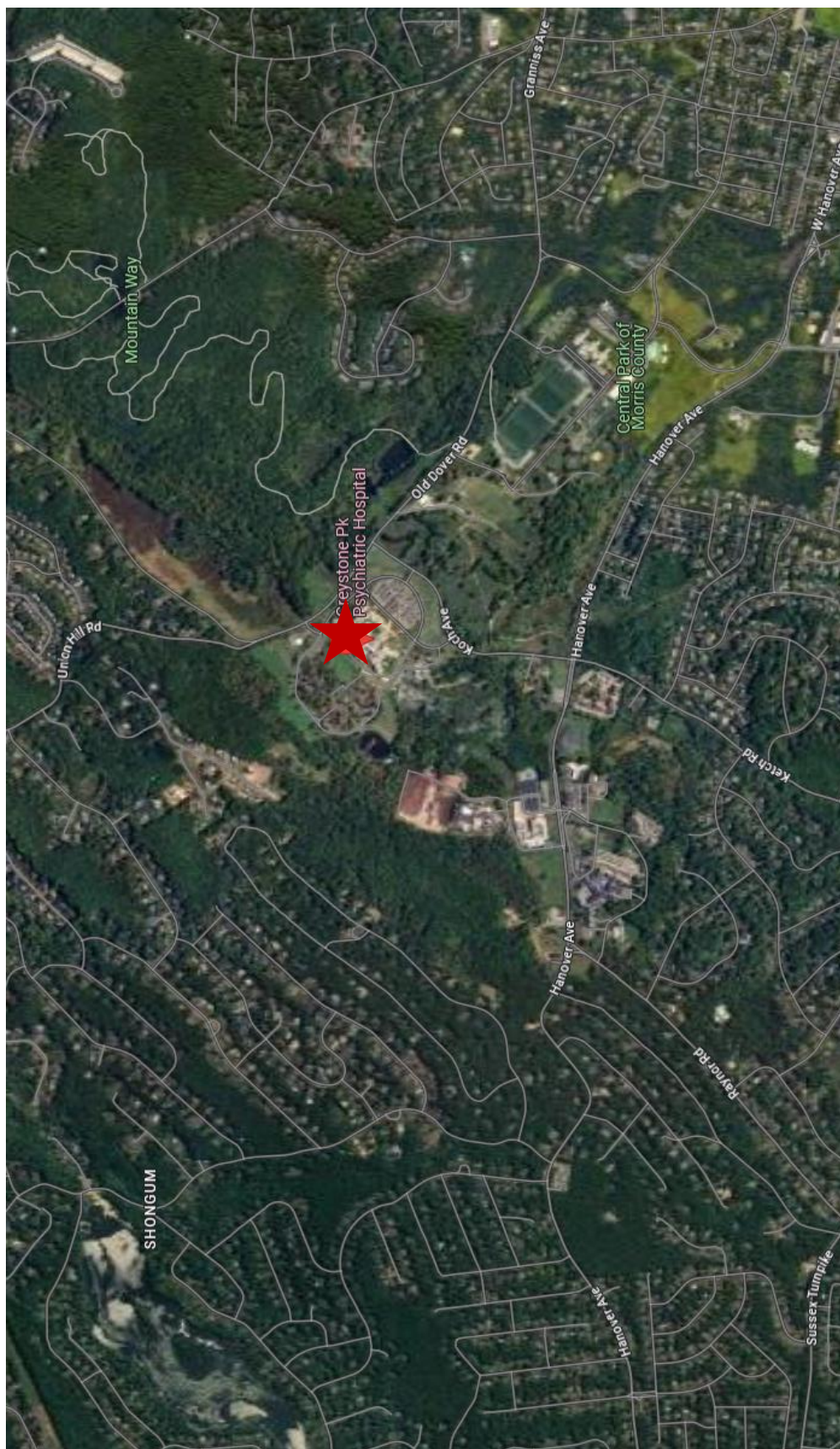
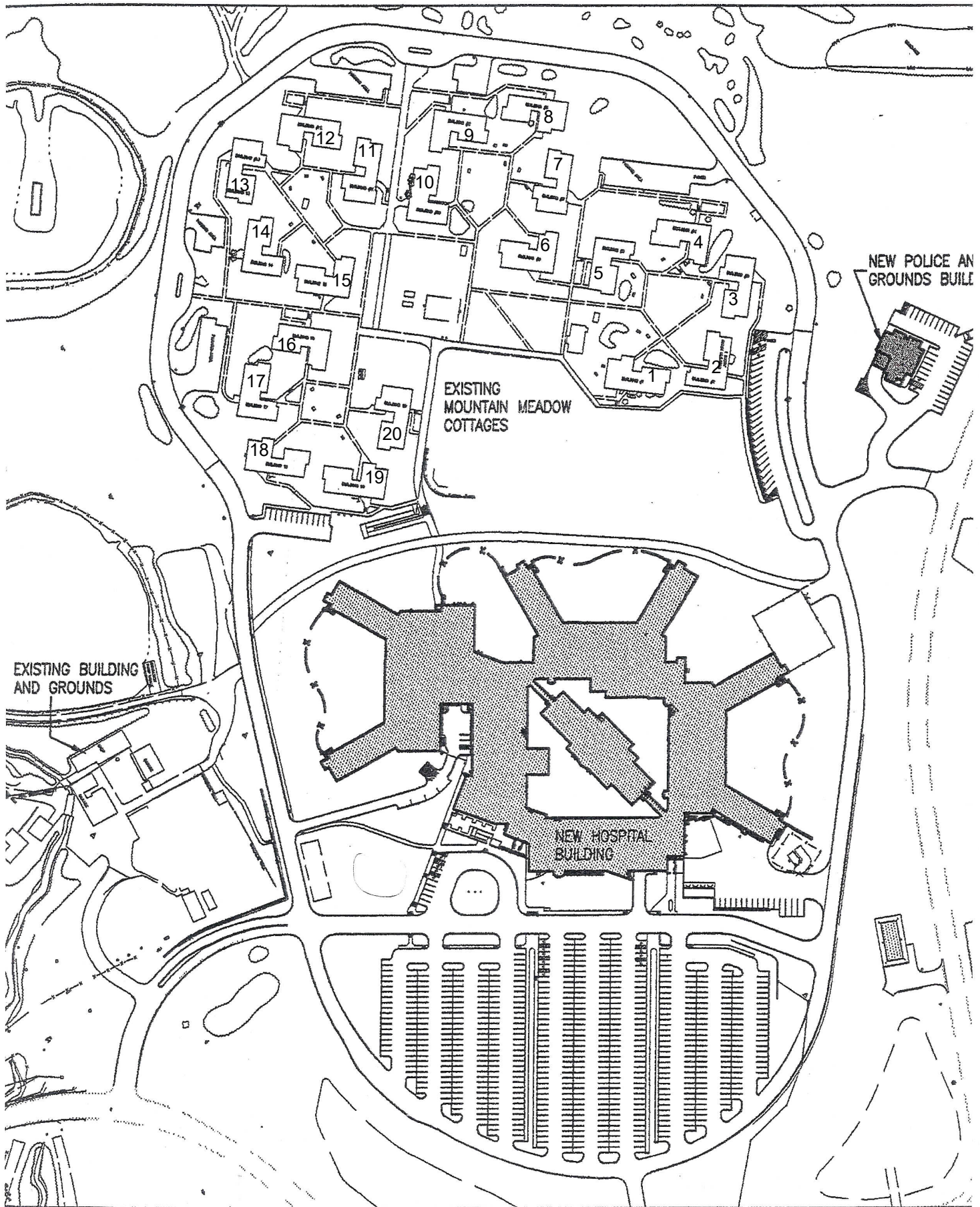


EXHIBIT 'B'



GPPH SITE MAP

EXHIBIT 'B'

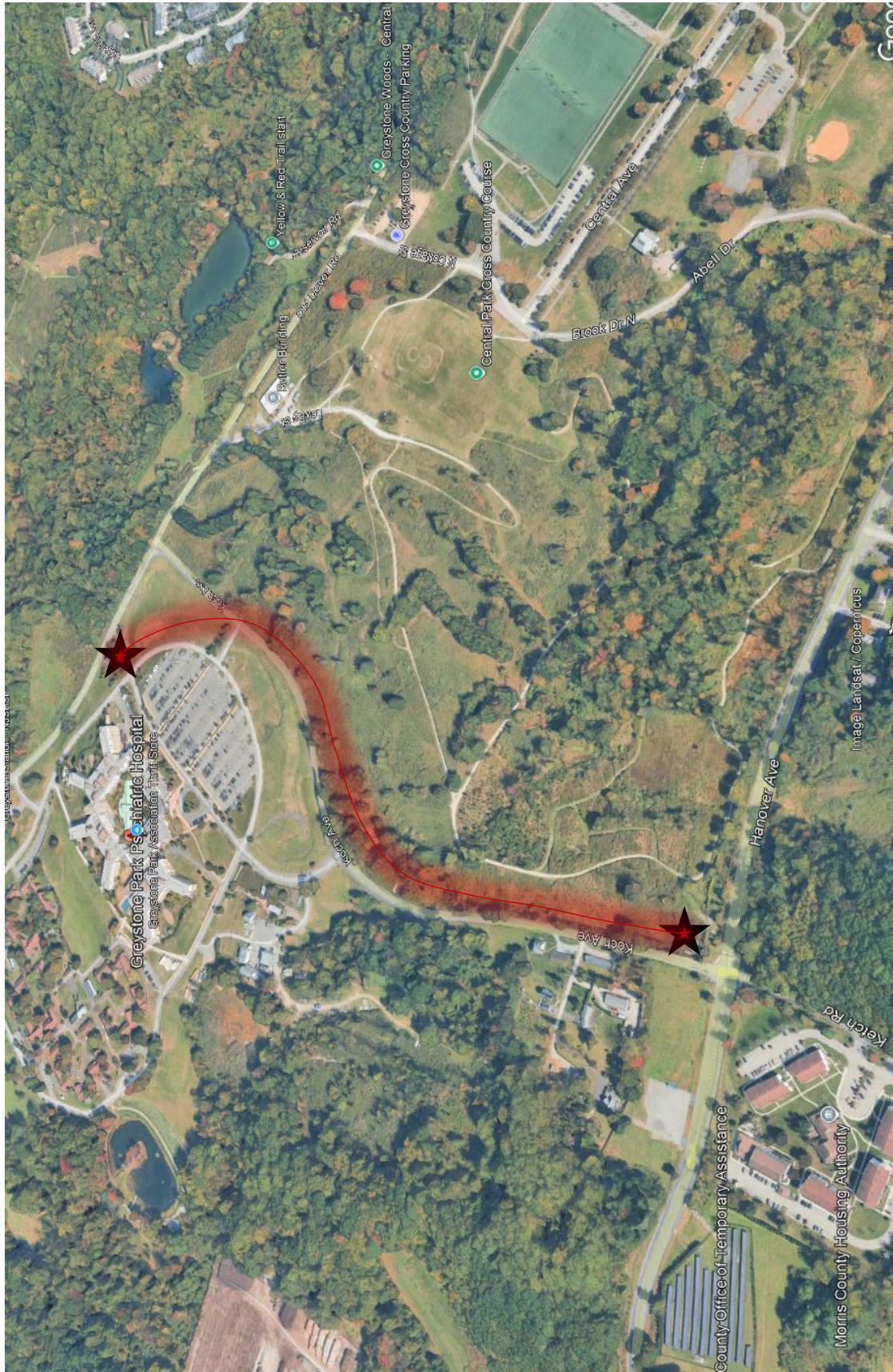
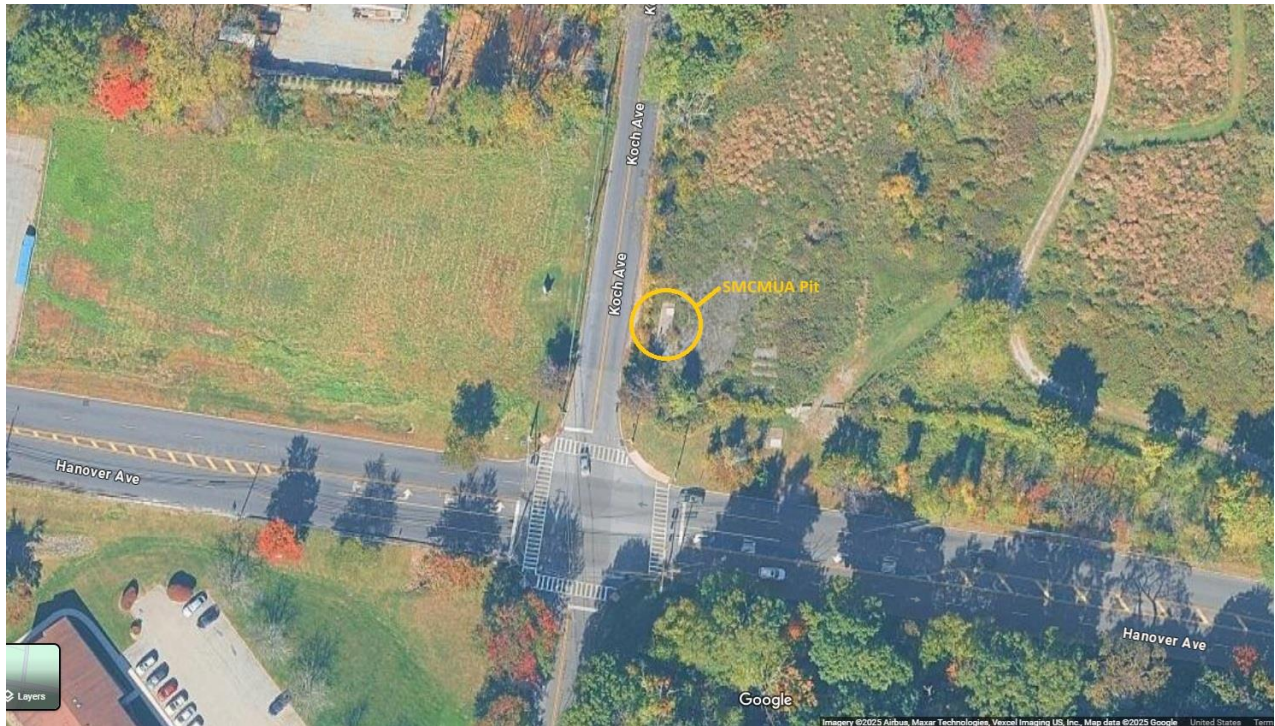


EXHIBIT 'B'



SMCMUA Pit Aerial View



SMCMUA Pit Street View

GREYSTONE PARK PSYCHIATRIC HOSPITAL ADMINISTRATIVE PROCEDURE		
Subject: USE OF VENDORS AND CONTRACTORS		
Section: AD-EC-1030	Issued: 12/4/12	Revised: 1/6/15, 12/20/17

I. PURPOSE

To establish a mechanism by which the use of any contractor or vendor hired or working within the campus of Greystone Park Psychiatric Hospital follows a uniform procedure to ensure safety and appropriate completion of work. This policy does not include contractors hired to provide clinical services to our population.

II. POLICY

It is the policy of GPPH to adhere to the Notice to Contractors protocol regardless of which department or discipline is utilizing the services of an outside vendor or contractor.

III. DEFINITIONS

NEO: New Employee Orientation at Greystone Park Psychiatric Hospital

GPPH: Greystone Park Psychiatric Hospital

IV. PROCEDURE

1. Any outside vendor or contractor entering GPPH must sign in at the Front Desk. If the vendor or contractor has not completed NEO, then they must be escorted by GPPH staff.
2. Any Department looking to introduce new items to the Hospital for patient use would first need approval from the Safety Department. Director of Chaplaincy, or designee, will ensure any new items purchased for the GPA store are approved by the Safety Office before they are sold. Department Heads will ensure all contact information is obtained and submitted to the Business Office for file before the vendor does any transactions with the Hospital. (see Contractor/Vendor Signature form)
3. All outside vendors and contractors performing work on or for the facility will adhere to the attached protocol. The requesting Department or Discipline Head will ensure the attached protocol is reviewed and the signature form is completed before the vendor or contractor arrives to the hospital. Completed forms will be sent to the Business Office for file. The Business Office will ensure the forms are completed with any contractor or vendor that is part of a state contract.

_____{Signature on File}_____
Chief Executive Officer

Date

EXHIBIT 'D'

**STATE OF NEW JERSEY
NEW JERSEY DEPARTMENT OF HEALTH
GREYSTONE PARK PSYCHIATRIC HOSPITAL
GREYSTONE PARK, NJ 07950
Telephone: (973) 538-1800**

NOTICE TO CONTRACTORS

- I.** All contractors/ vendors will report to the Front Lobby and sign in at the front desk. The following information will be provided upon entrance to the Hospital:
- A. The Department that they are working with and contact person in the Department.
 - B. The location where they will be working.
 - C. Number of employees on site.
 - D. Obtain an I.D. badge from the Guard. If the contractor\vendor has an approved badge from GPPH, they present it when they arrive.
- II.** When the contractor/ vendor is finished for the day:
- A. They are escorted back to the front lobby by the appropriate department if they are not authorized to travel independently throughout the Hospital.
 - B. Return ID Badge (s).
 - C. Sign Out
- III.** All contractors/vendors working within the confines of the institutional property must conform to the rules and regulations of the Hospital. Employees who observe or are knowledgeable of contractors/vendors that violate Hospital policies/procedures will notify the Chief Operating Officer or Business Office personnel immediately.
- IV.** Contractors/vendors who do not willingly conform to Hospital policy and procedure will be removed from the Hospital.
- V.** The Department responsible for the contractor/vendor shall distribute this policy again at the first working meeting and ensure compliance as needed.
- VI.** **RESPONSIBILITIES:**
- A. **Parking:** Areas are subject to varying time limits for parking. All contractors/vendors will park in approved areas. Special accommodations must be approved by the Chief Operating Officer or designee before the first day of work.
 - B. **Locked Cars:** When parked, all vehicles are to be locked. Human Services Police will remove keys left in vehicles. A violation in this area may result in ability to come back on Hospital grounds. Permission for re-entry to the Hospital grounds will be decided by Chief Executive Officer or designee.
 - C. **Fire Regulations:** Welding and other work involving an open flame is prohibited without permission from the Fire Chief or designee. Fire Chief or designee will instruct all contractors\vendors of required precautions and instructions as needed.

STATE OF NEW JERSEY
NEW JERSEY DEPARTMENT OF HEALTH
GREYSTONE PARK PSYCHIATRIC HOSPITAL
GREYSTONE PARK, NJ 07950
Telephone: (973) 538-1800

NOTICE TO CONTRACTORS

- D. **Keys/Access Cards:** Contractors/vendors who are provided keys/access cards will resume full responsibility for exercising the utmost care in preventing the elopement of patients. All keys must be signed in/out at the front desk and returned to the Hospital daily. Under certain circumstances, with Administrative approval, a Contractor may be allowed to hold onto construction cored keys until completion of a project. This must be approved by the Deputy CEO or Chief Operating Officer.
- E. **I. D. Badges:** I.D. Badges will be issued after signing in at the front desk and are always to be worn within the confines of Hospital property. ID badges are to be returned daily when signing out. (see letter D above)
- F. **Ladders and Scaffolding:** Must be properly attended to while work is in progress. Never leave a ladder in position without someone in attendance, and consult with the Engineer in Charge concerning safeguards for scaffolding that cannot be removed at the end of a workday.
- G. **Materials:** All materials are to be stored in places protected from access by patients. Chemicals that are hazardous must be securely protected from patient access. Material Safety Data Sheets (MSDS) must be provided to the Safety Department upon usage.
- H. **Pictures:** Photographs are never to be taken without permission of one of the Deputy Chief Executive Officer, Chief Operating Officer, or designee.
- I. **Gifts of Money:** Vendors/contractors will not give any gifts or money to any staff or patient (s).
- J. **Regulations:** Contractor/vendors are subject to the same regulations as those governing regular institutional personnel, which prohibits their bringing on the grounds any alcoholic beverages, firearms, ammunition, hunting knives, or other items that can be dangerous. When it becomes necessary to utilize tools that can be dangerous in nature, it is incumbent upon the users to keep them out of patients' reach.
- K. **Personal Conduct:** Workers are not to fraternize with patients at any time. Discretion should be exercised in relationships with employees, while common courtesy and cooperation are expected of our employees always. No contractor/vendor is authorized to enter locked areas without the permission of authorized staff.
- L. **Excavations:** When excavations are made, the contractor must make them safe by erecting a temporary perimeter fence totally enclosing the area. The fence must be a minimum of 48" in height and sufficient in strength to prevent a person from falling into the excavation. If the excavation is in or is around vehicular traffic, lighted barriers must also be used and if necessary, signs or barriers to divert vehicular traffic around the excavation must be present. Utility mark outs must be performed prior to excavation and all contractors/vendors working within the confines of institutional property must conform to regulations governing the functioning of the Hospital for the safety and welfare of patients.
- M. **Wall Penetrations:** Before wall penetrations are to occur the rating of the walls involved must be confirmed with the Engineering Department by the requesting department and vendor. The vendor will acquire appropriate materials which will be documented with the Safety Department who ensures that it meets specifications. When wall penetrations are required to perform the job, the requesting

**STATE OF NEW JERSEY
NEW JERSEY DEPARTMENT OF HEALTH
GREYSTONE PARK PSYCHIATRIC HOSPITAL
GREYSTONE PARK, NJ 07950
Telephone: (973) 538-1800**

NOTICE TO CONTRACTORS

Department must:

- a. Notify the Fire Department.
- b. Verify that all penetrations are **closed and sealed at the end of each day.**
- c. Ensure that all penetrations are closed and sealed **when the job is completed.**
- d. The requesting Department is responsible to evaluate and ensure that all wall penetrations are closed and sealed during and after the job is completed. The Fire Department or Safety Department checks that the seals are completed and ensures that the safety data sheets are obtained. This will be kept on file in the Safety Department.
- e. The requesting Department is responsible to provide to the Fire and Engineering Departments a summary of and the locations of all wall penetrations generated during the project. The Engineering Department will then update the existing drawings to reflect the location of the work. Additionally, no wall penetrations are to occur without the Engineering Department being notified of the wall rating.

NOTE: It is the responsibility of all contractors/vendors to ensure the closure of any junction boxes that may have been opened during their work on Hospital Grounds. The Department responsible for the contractors/vendors will ensure all junction boxes are secured by hired parties.

Please note that any repair or replacement that alters the physical structure of the Hospital must be reported and approved by Engineering before the work is permitted to start.

**Greystone Park Psychiatric Hospital
Contractor/Vendor Form**

- 1- Date: _____
- 2- Company Name: _____
- 3- Company Rep.'s Name (s) _____
- 4- Date work will begin? End? _____
- 5- Number of Employees completing work: _____
- 6- Have you read and understand "Notice of Contractors" policy?
- 7- Department Requesting your service: _____
- 8- Name /Contact Person at GPPH: _____
- 9- Work (Project) to be Performed: _____
- 10- Location / Area of Work to be Performed: _____