SCOPE OF WORK

Wolverton Generator Installation

Vineland Developmental Center
Vineland, Cumberland County, NJ

Project No. M1608-00

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: May 01, 2025

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I. OBJECTIVE

The objective of this project is to install a new generator and associated automated transfer switch and a minimum of 72 hours diesel fuel supply for the Wolverton building at Vineland Developmental Center. Upgrade the electrical bus as needed to accommodate the new generator. See **Exhibit 'B'** for site location map.

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):

- **P002 Electrical Engineering**

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

- **P007 Structural 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 $331,763.96

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 $524,187

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	**28**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Final Design Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
5. Final Design Re-Submission to Address Comments	**7**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. DCA Submission Plan Review	**30**
7. Permit Application Phase	**7**
• *Issue Plan Release*	
8. Bid Phase	**42**
9. Award Phase	**28**

10. Construction Phase	**180***
11. Project Close Out Phase	**30**

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

*Construction Phase duration to be adjusted for long lead items as necessary. 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:

Vineland Developmental Center (Wolverton)
1676 East Landis Avenue
Vineland, Cumberland County, New Jersey 08362

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: Darren Comegys, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609)690-3298
E-Mail: Darren.Comegys@treas.nj.gov

2. Department of Human Services Representative:

Name: Christian Casteel, Senior Executive Service
Address: Department of Human Services
222 South Warren Street
Trenton, NJ 08625
Phone No: (609) 472-5622
E-Mail: Christian.Casteel@dhs.nj.gov

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

VI. PROJECT DEFINITION

A. BACKGROUND

The Vineland Developmental Center was founded in 1888, and provides a comprehensive array of residential, habilitation, behavioral and health care services for women and men with intellectual and developmental disabilities. Vineland Developmental Center is a 205 Bed Intermediate Care Facility with service to the surrounding community.

B. FUNCTIONAL DESCRIPTION

Wolverton Cottage is a one-story block steel frame building. The Department of Human Services (DHS) is seeking to install a generator and associated automated transfer switch and a minimum of 72 hours supply of diesel fuel for the Wolverton building at the Vineland Developmental Center.

As a priority, the generator shall back up the oxygen systems within the building. It will be the Consultant's responsibility to determine what building loads fall under what classification and how the systems are classed, designed and installed under the (3) NEC code classifications.

The project shall include a coordination study to ensure that the generator does not operate simultaneously with the campus generators.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. Generator Size & Capacity Investigation:

The Consultant shall meet and coordinate with NJDHS Staff and VDC Staff to outline all functional requirements necessary for the design to install the generator system and ATS. The Consultant shall document interviews with the Client Agency Staff and with the VDC Staff to identify their requirements and needs.

The Consultant shall investigate the existing conditions of the site and confirm the generator classification, size, condition, ratings, generator exhaust breaching and arrangement of the existing electrical equipment and power distribution system.

Evaluate the existing emergency electrical distribution system and normal power interface. Check the adequacy of the existing equipment with proposed new equipment, as required by the facility and by the client agency. Make the necessary design changes to the electrical system to achieve the required connections for the capacity of the new generator.

A coordination study shall be performed to ensure the new generator does not operate simultaneously with existing campus generators.

Items to investigate shall include, but not be limited to, the electrical supply system, electrical system devices and operation, controls, wiring, building penetrations, and generator exhaust breaching and cost estimates.

This information shall also be used to identify the areas of the building that will be impacted by the new construction.

2. Electrical Bus Upgrade Investigation:

The Consultant shall conduct a survey of the existing electrical bus and upgrade it to be compatible with the new generator system. Analyze the electrical bus configuration, battery storage system and charging infrastructure, and capacity. Document the location of the electrical panels, zone detectors, sensors, wiring & raceways, and all equipment and systems.

3. Title V Air Permit:

The Consultant shall investigate the requirements for DEP permit modification and present this information, along with any required DEP prior approvals or pre-construction permits, as part of their Investigation Phase report. The Consultant may require coordination with the DOH air permitting Consultant.

4. Investigation Report and Presentation:

Provide three (3) bound copies of the Generator Size/Capacity, Electrical Bus Upgrade and ATS Capacity Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

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

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

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

B. GENERATOR INSTALLATION FUNCTIONAL DESIGN CRITERIA

1. General:

Guided by the results of the Investigation Phase, the Consultant shall provide Design; Construction Administration, Permitting and Bid/Award services to install the new generator and ATS system to back up the Wolverton building at Vineland Developmental Center. The

Consultant is to ensure the location and installation are following all applicable codes, regulations and requirements.

The design requirements of this project shall include but not be limited to the following items identified below. These items are meant to be used as a design guide; however, it shall be the responsibility of the Consultant to determine the final design criteria to make a complete working installation based on their experience with projects similar in size and scope to this one, and the equipment manufacturer's requirements.

2. Location:

The Consultant shall investigate locations, provide recommendations, and identify requirements. The Consultant shall coordinate the generator location with the DHS and VDC.

3. New Generator:

The Consultant shall determine the new generator classifications, power, capacity and size according to the full load requirements to back up the building, with oxygen systems as a priority. DHS requests the new generator design to be under full load to back up the building in case of loss of electricity and power outage.

Investigate industry-recognized manufacturers of the installation components to be specified in the design documents. Items to consider shall include, but not be limited to product reliability and performance, manufacturer's years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment and related components, physical size, etc. Note that the names of three "equal" manufacturers shall be identified and included in the design documents for reference.

The consultant shall evaluate the generator design criteria based on a thorough evaluation of requirements of NEC Articles 700, 701, and 702, as well as the Center for Medicaid and Medicare Services (CMS), NFPA 99 2012, including class and type, paying close attention to the 10 second switching requirement.

4. Drawings:

Provide a Single- Line Diagram to show new generator tie-in details that identifies the name, location, and rating of all switchgears, transformers and generator control panel components. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

Provide short circuit study and selective coordination study of over-current protection devices. Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall

be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

5. Generator Pad:

The Consultant shall provide the design and specifications to construct a new concrete pad for the new generator and the new day tank. Provide signed and sealed structural calculations, verifying that they will support the new equipment.

6. Control Equipment:

Provide the design and specification for a master control system, new installation circuit breaker switchgear, and all further details regarding the sequence of operations.

7. Generator Annunciator Panel:

The Consultant shall include in their design local annunciator panels and wireless annunciator panels at approved occupied workstations within the VDC facility.

8. Equipment Installation Schedule:

Develop a proposed sequenced phased construction schedule that identifies how the new generator, components and other related items are to be installed. Minimize the required downtime and switchover periods. Temporary emergency backup power shall be provided if required. The final approved schedule shall be included in Division 1 of the specification for Contractor reference during bidding.

Determine all construction schedule coordination requirements with the local Electrical Utility Company and representatives of the VDC.

9. Equipment Tests:

The design documents shall include detailed test requirements of the new equipment and systems. The Contractor and a certified testing lab shall perform operational tests of the completed installation to certify their proper operation. All test results shall be bound in a booklet and three (3) copies presented to the Project Manager for record.

10. Spare Parts:

A critical spare parts list shall be prepared for all appropriate items and purchased as part of this project. The Consultant shall include provisions for the manufacture/vendor of the equipment to provide critical spare and maintenance parts as part of this project. All of the critical parts shall be reviewed and approved by the Client Agency.

C. ADDITIONAL REQUIREMENTS:

The following miscellaneous general requirements shall apply to this project.

1. Contractor's Use of the Premises:

The Consultant shall review the various VDC policies and procedures as indicated in **Exhibit 'D'** attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.

2. Fire Protection:

Address the fire protection requirements during any demolition and installation of equipment and systems. Language shall be included in the design documents that states any acetylene, welding, brazing, and soldering equipment, or other potential source of fire ignition 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 Contractor shall coordinate fire watch activities with the client agency. Language shall be included in the design documents to require that contractors obtain hot work permits. There are two – a one-time hot work permit issued by DCA and a daily hot work permit issued by the facility based on the contractor's scheduled hot work activities.

3. Working Hours:

Working hours 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.

4. Equipment Spare Parts List:

A spare parts list shall be prepared and items purchased, including a storage cabinet with keyed lock, as part of this project for all critical items necessary for the successful operation of the generator system.

5. Equipment Training:

The authorized service representative(s) shall train the facility personnel in the operation and maintenance of the new equipment and systems installed, including step-by-step troubleshooting with required test equipment. The representative shall be familiar with the installed items and have a minimum of 3 years of training experience.

Three (3) copies of the operation and maintenance manuals shall be prepared and presented to the Project Manager for reference.

6. Construction Work Area Requirements:

Indicate the location and dimensioned details for any temporary construction barriers for security and/or safety, plastic barriers for dust and dirt containment, and special covers for equipment protection during the removal and installation of the new equipment and system components. The design documents shall describe all salvage items that are to be retained by Client Agencies.

D. 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.

C. 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.

- (M080: Long Term Care Facility – Vineland State School, 11-1979, and by Architects II)
- (M0715-02: Electrical System Distribution VDC East Campus, 05-19-1988, and by Stone & Webster Engineering Corporation)
- (M1343-00: Central Fire Notification System Improvements VDC East Campus, 10-01-2003, and by COLM Engineering)
- (Proposed Extension of O2 System, 03-19-2014, and by PMH Associates, INC.)
- (New Oxygen and Vacuum Outlets, 04-02-2020, and by Lammey & Gorgio)

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (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 Department of Community Affairs (DCA), Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the Department of Community Affairs (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.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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 New Jersey Uniform Construction Code.

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.
Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

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 05-01-2025

CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 5/1/2025

JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: 5/1/25

CHRISTIAN CASTEEL, DIRECTOR DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: Darren J Comegys 5/1/25

DARREN COMEGYS, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 5.29.25

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**
- **PROJECT CLOSE-OUT PHASE**

XIII. EXHIBITS

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

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1608-00

Deliverables Checklist
Design Development Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1608-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1608-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1608-00

Deliverables Checklist
Construction Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

DPMC Project No.: M1608-00

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

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

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

_____ _____

Consultant Signature Date

February 7, 1997
Rev.: January 29, 2002

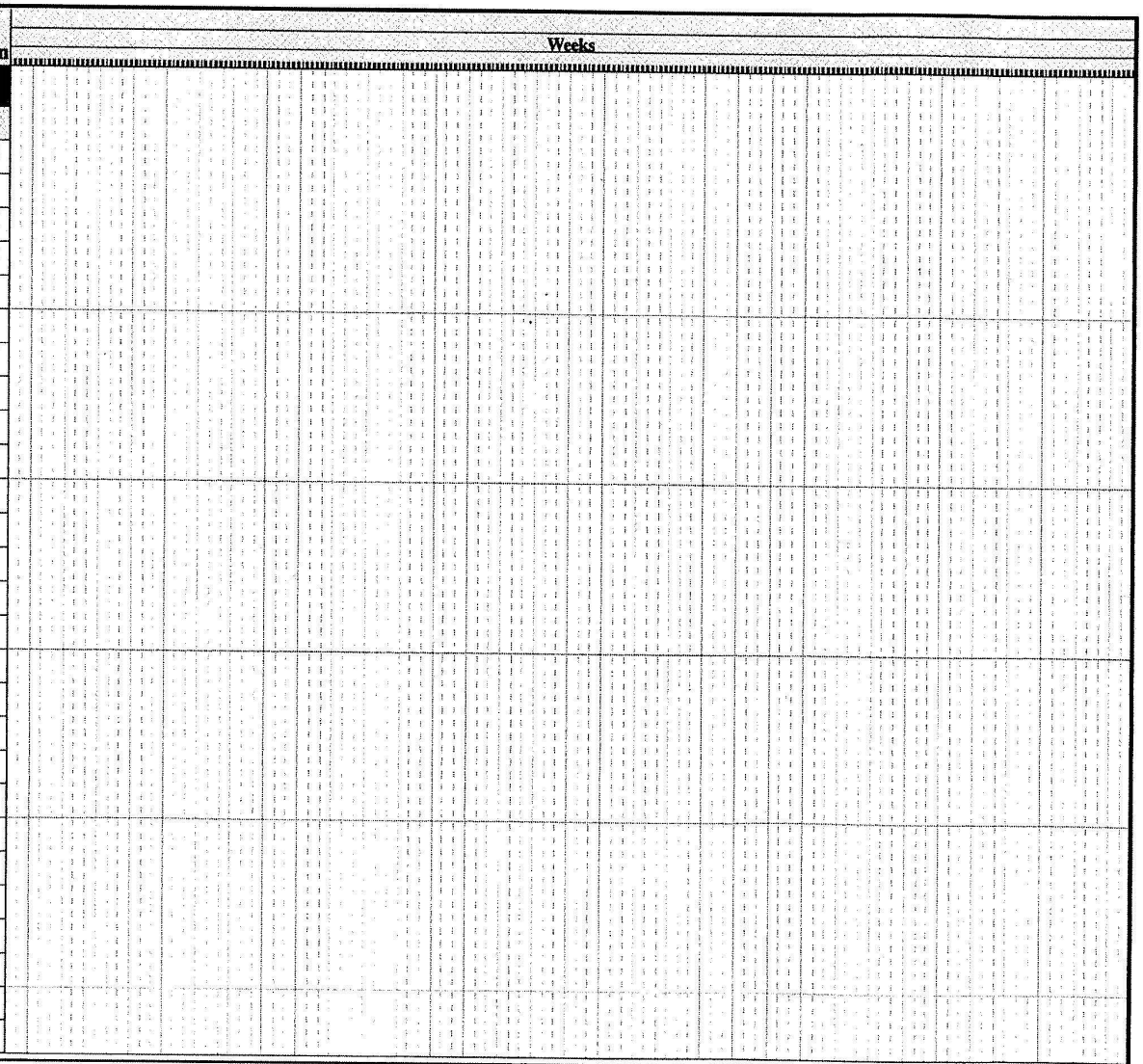
Responsible Group Code Table

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.

CODE	DESCRIPTION	REPORTS TO ASSOCIATE DIRECTOR OF:
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	Rspn
<PROJ>		
Design		
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.	CM
CV3020	Prepare Program Phase Submittal	AE
CV3021	Distribute Program Submittal for Review	CM
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3022	Review & Approve Program Submittal	CA
CV3023	Review & Approve Program Submittal	PR
CV3024	Review & Approve Program Submittal	CM
CV3025	Consolidate & Return Program Submittal Comments	CM
CV3030	Prepare Schematic Phase Submittal	AE
CV3031	Distribute Schematic Submittal for Review	CM
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3032	Review & Approve Schematic Submittal	CA
CV3033	Review & Approve Schematic Submittal	PR
CV3034	Review & Approve Schematic Submittal	CM
CV3035	Consolidate & Return Schematic Submittal Comment	CM
CV3040	Prepare Design Development Phase Submittal	AE
CV3041	Distribute D. D. Submittal for Review	CM
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3042	Review & Approve Design Development Submittal	CA
CV3043	Review & Approve Design Development Submittal	PR
CV3044	Review & Approve Design Development Submittal	CM
CV3045	Consolidate & Return D.D. Submittal Comments	CM
CV3050	Prepare Final Design Phase Submittal	AE
CV3051	Distribute Final Design Submittal for Review	CM
CV3052	Review & Approve Final Design Submittal	CA
CV3053	Review & Approve Final Design Submittal	PR
CV3054	Review Final Design Submitl for Constructability	OCS



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

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks
CV3055	Review & Approve Final Design Submittal	CM	
CV3056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
Plan Review-Permit Acquisition			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
Construction			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

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

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	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.

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

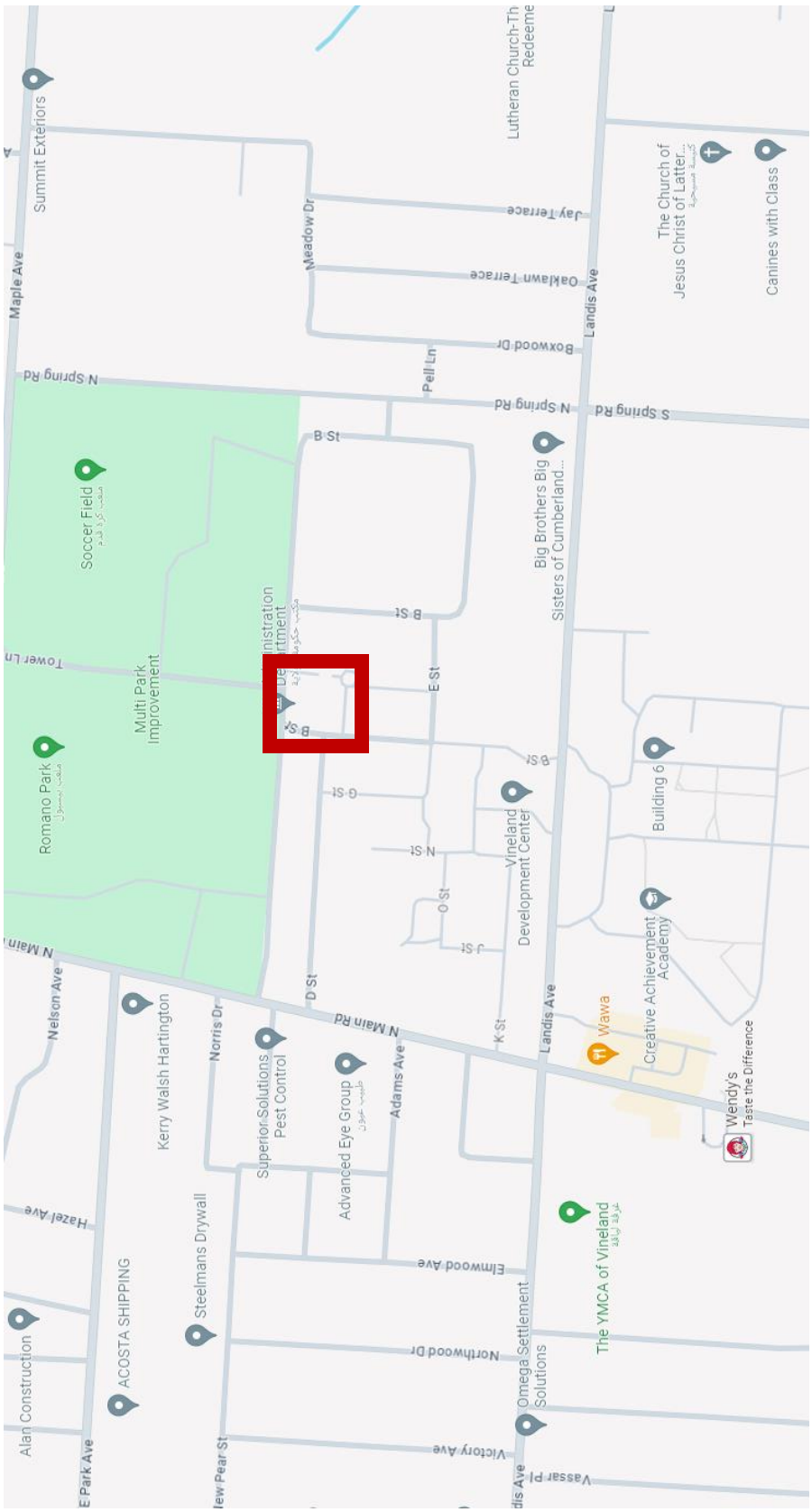

Summit Exteriors
Maple Ave
Meadow Dr
Jay Terrace
Oaklawn Terrace
Boxwood Dr
Pell Ln
Landis Ave
Lutheran Church-Th
Redeeme
The Church of
Jesus Christ of Latter...
Canines with Class
N Spring Rd
S Spring Rd
B St
Soccer Field
Big Brothers Big
Sisters of Cumberland...
Tower Ln
Multi Park
Improvement
E St
G St
N St
O St
J St
K St
Romano Park
Vineland
Development Center
Building 6
Creative Achievement
Academy
N Main Rd
Nelson Ave
D St
Norris Dr
Adams Ave
Wawa
Wendy's
Taste the Difference
Kerry Walsh Hartington
Superior Solutions
Pest Control
Advanced Eye Group
Hazel Ave
Elmwood Ave
Northwood Dr
Victory Ave
Vassar Pl
The YMCA of Vineland
Omega Settlement
Solutions
Steelmans Drywall
ACOSTA SHIPPING
Alan Construction
E Park Ave

EXHIBIT 'B'

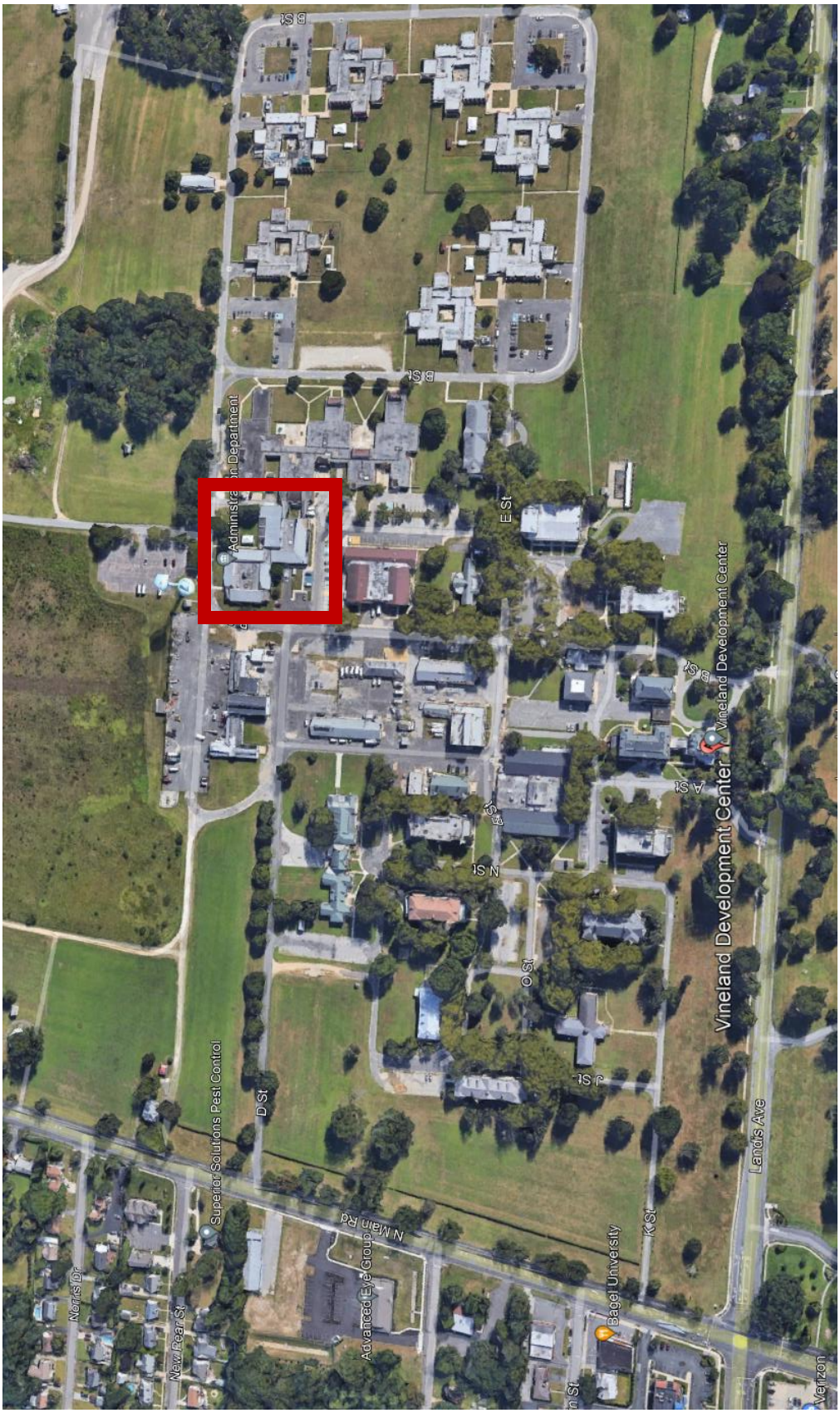
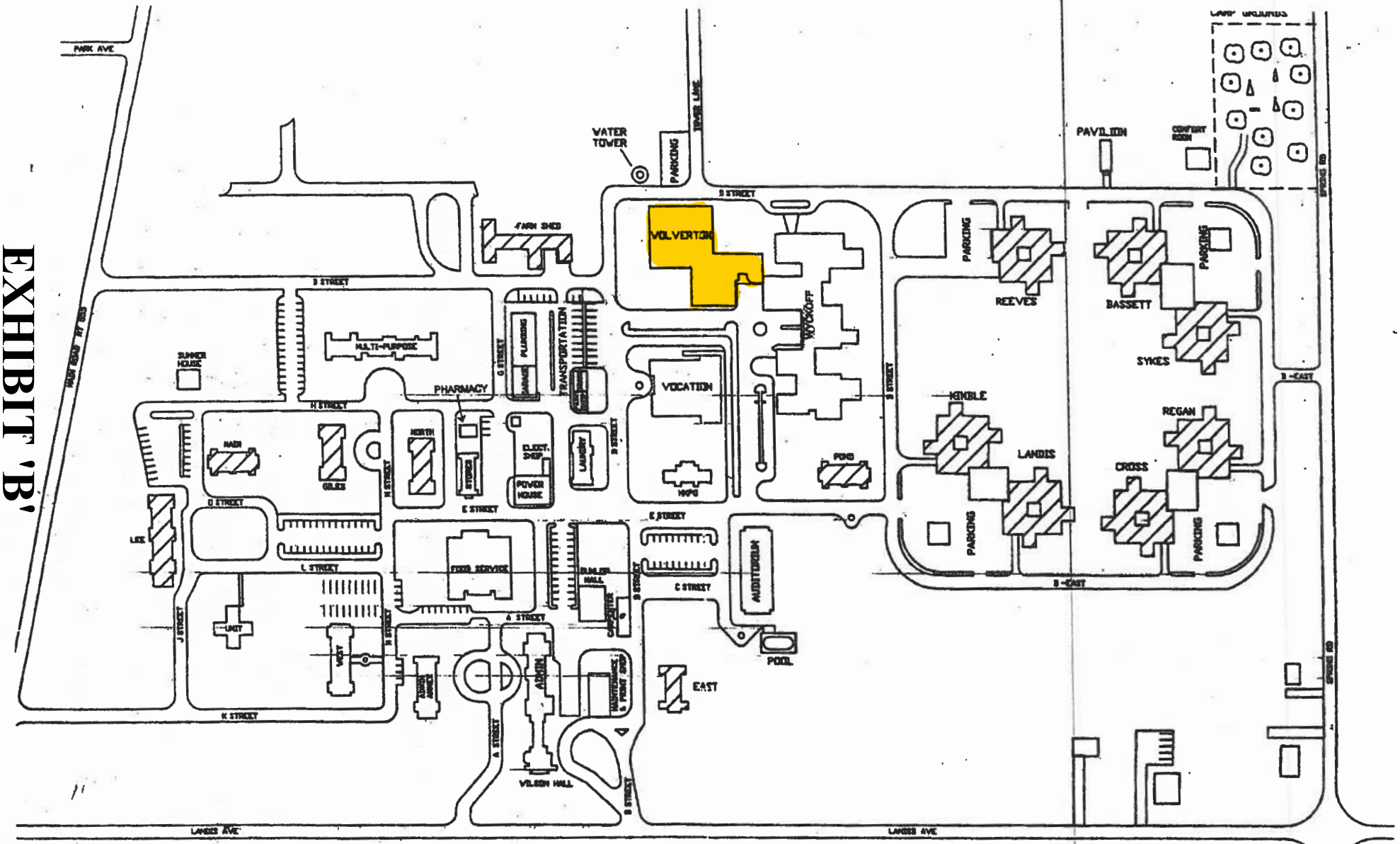

Vineland Development Center
Vineland Development Center
E St
D St
O St
K St
N Main Rd
Landis Ave
Superior Solutions Pest Control
Advanced Eye Group
Bagel University
New Bea St
Norris Dr
Verizon

EXHIBIT 'B'


Spring Rd
D East
Camp-ground
Sykes
Regan
Bassett
Cross
Reeves
Landis
Kimble
D Street
Wyckoff
Pond
Pool
Audi-torium
Wolverton
Tower Ln
Vocation
Water Tower
East
C St
B Street
Laundry
Farm shed
Gar./Plumb
Power House
Administration
G Street
Food Services
North
Multi-purpose
H Street
E St
A Street
A St
Giles
West
Main
L Street
Unit Bldg
K Street
Lee
Landis Ave

EXHIBIT 'B'

EXHIBIT 'B'



VINELAND DEVELOPMENTAL CENTER – EAST CAMPUS

EXHIBIT 'B'

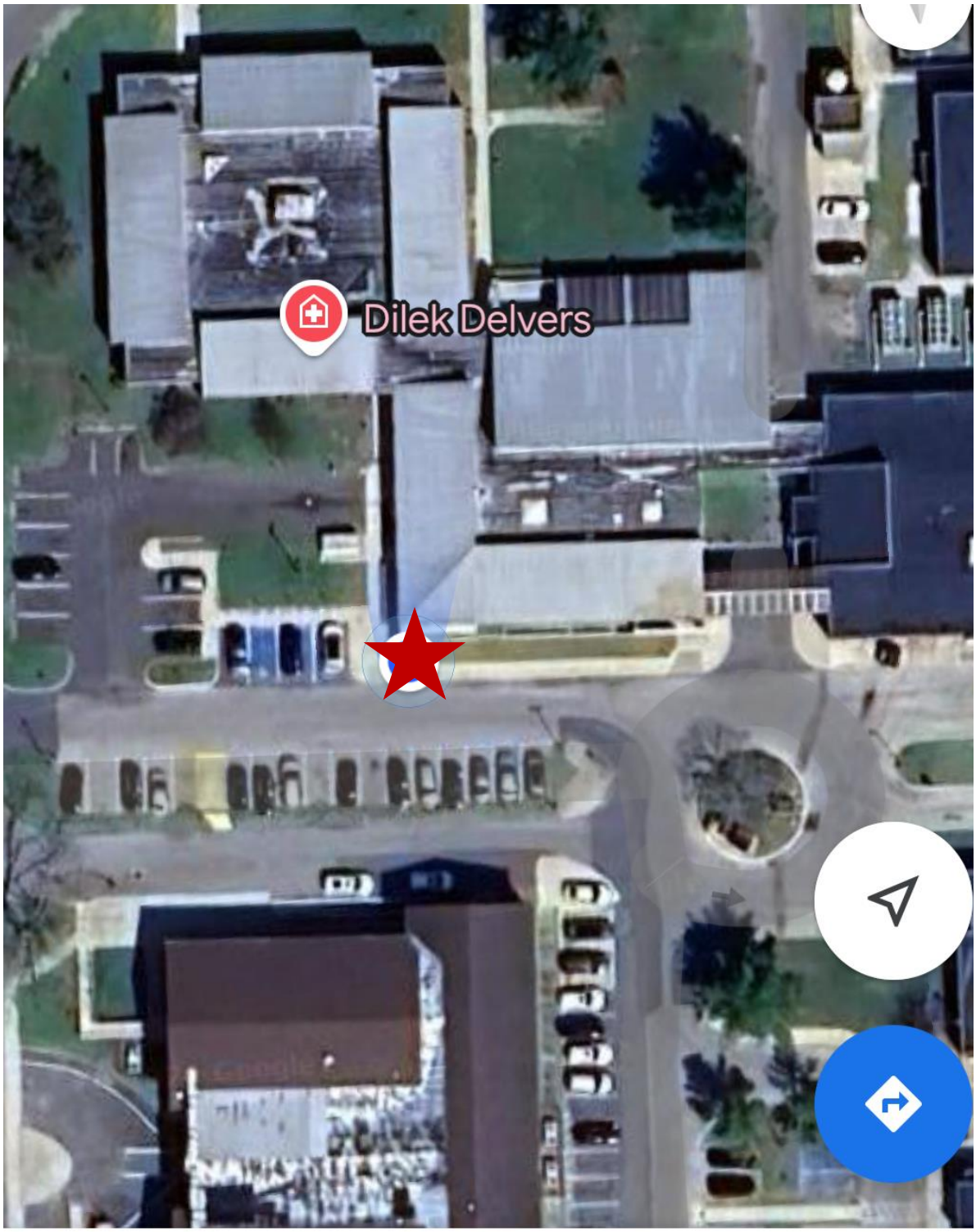


EXHIBIT 'B'

OXYGEN INLET LOCATION

EXHIBIT 'C'

AIR HANDLER UNIT

COMPRESSOR MOTOR

MAIN DISTREBUTION PANEL

EXHIBIT 'C'

Vineland Developmental Center

Regulations Governing Contractors and Their Employees

The Administration is charged with the responsibility of custody welfare of our consumers. All non-State employees are responsible and must comply with the following rules for their own protection as well as the safety of our clients.

1. No workman is to fraternize with our clients. Any difficulties encountered are to be reported directly to the Facility Engineer.
2. Do not give or take any item to or from the clients.
3. Lock all cars and trucks and demobilize all equipment when left unattended.
4. Issuance of keys to contractors and their employees, carries with it the responsibility for exercising the utmost care in their security.
5. No photographs are to be taken without the express permission of the Facility Engineer.
6. All tools and equipment must be secured before leaving at the end of the day. Should equipment such as scaffolding and ladders be required to remain up overnight, the contractor will obtain prior permission of the facility engineer.
7. Warning lights must be displayed at all dangerous area overnight.
8. No firearms, hunting knives, ammunition or other articles of this kind are to be brought on facility grounds.
9. No alcoholic beverages are permitted on facility grounds.
10. Institutional fire regulations shall be strictly adhered to. Questions are to be directed to the Facility Engineer.
11. The 15 M.P.H. speed limit will be strictly adhered to.
12. Personal items and supplies must be stored or kept in a central location designated for your use.
13. All excavation will be protected as directed by the Facility Engineer and those across roads must be covered with plates.
14. It is the responsibility of the contractor to secure all tools and equipment.
15. All contractors must report to the Engineer's Office when arriving on grounds during normal business hours.

EXHIBIT 'D'

16. No littering is permitted. Please help to keep the institution clean. Our clients are curious and may ingest what you discard.

17. There will be no materials, supplies or equipment shipped to the site without the express permission of the Facility Engineer. It is the sole responsibility of the contractor to have someone on site to receive any item shipped for work to be performed. The facility cannot be held liable for loss of material or receipt of items.

18. The use of telephones is strictly prohibited. The contractor must supply their own means of communication, or use available payphones.

The administration will regretfully take action against anyone violating these regulations. Thank you for your cooperation to keep our residents safe.

_____
Contractor Date

_____
Bruce D. Mondgock, Engineer
In Charge of Maintenance

EXHIBIT 'D'