

SCOPE OF WORK

Potable Water Treatment Upgrades

Woodbine Developmental Center
Woodbine, Cape May County, NJ

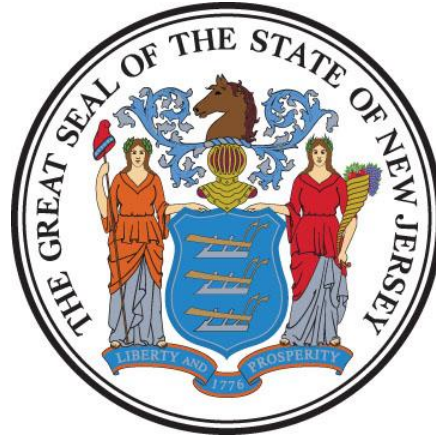
Project No. M1622-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: July 16, 2026

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I. OBJECTIVE

The objective of this project is to design and install a secondary water treatment system to establish consistent chlorine residuals and soften utility water. The project will construct two dedicated buildings, one for each incoming municipal water main or one building if possible, and housing the following:

- Secondary Disinfection: Integrated flow metering and automated chlorine injection systems to ensure regulatory disinfection levels.
- Water Softening: A campus-scale softening system designed to mitigate hard water and extend the service life of downstream mechanical and plumbing systems.
- Backflow Prevention: Installation of RPZ (Reduced Pressure Zone) preventers on each service main to eliminate chemical back-feeding into the municipal utility.
- Safety & Logistics: Implementation of an integrated fire alarm system and large-scale roll-up doors to facilitate high-volume chemical deliveries and equipment maintenance.

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):

- **P004 Plumbing Engineering**

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

- **P002 Electrical Engineering**
- **P005 Civil Engineering**
- **P010 Fire Protection Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$ 1,278,298.73

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 \$ 1,891,882

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
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1. Site Access Approvals & Schedule Design Kick-off Meeting	14
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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
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	240
11. Project Close Out Phase	30

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

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

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

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative

Name: Ronald Kraemer, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 203-2532
E-Mail: Ronald.Kraemer@treas.nj.gov

2. DHS Representative:

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: Ripenrai.Nagar@dhs.nj.gov

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

VI. PROJECT DEFINITION

A. BACKGROUND

Woodbine Developmental Center (WDC) was founded in 1921, is located on 250 acres of land in Cape May County. The Woodbine Developmental Center provides residential treatment and rehabilitation services to approximately 250 developmentally individuals with a disability who reside in 18 residential buildings.

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

B. FUNCTIONAL DESCRIPTION

Woodbine Developmental Center has two incoming city water mains (10-inch and 6-inch) that supply the entire campus for both potable use and fire suppression. The 10 inch is the primary that feeds the powerhouse and the facility; it's not specifically for the powerhouse, while the 6 inch is by the learning center. We need both in operation to achieve full pressure for the learning center fire suppression system and proper pressure for the hydrants on the back side of the campus. So, the 6-inch is used to augment the 10-inch primary. Existing double check valves are in underground pits, are not up to code, and pose a freezing risk. Chlorine levels from the city supply are undetectable, and the facility is currently remediating a Legionella issue in building C19 (levels are undetectable), underscoring the need for treatment.

New above-ground, testable, and heated backflow preventers must be installed for both mains. Chlorination injection ports are required at both water entry points. Work must be phased one line at a time to ensure continuous water supply and fire protection. Shutting down one line would reduce water pressure and impact the fire suppression system, particularly at the learning center. An "insertion valve" was suggested as a method to bypass old meters and keep water flowing during construction.

The upgrades will require two small buildings, one at each entry point, housing all equipment. Ample space is available near the existing meter pits for new structures, which will require new power feeds.

The consultant shall determine the appropriate chlorination levels. Additionally, guidelines and operational manuals shall be developed to ensure both systems operate correctly and in full compliance with applicable standards.

The consultant should investigate a consolidated approach to integrate both separate water services into a single treatment facility. This option will be thoroughly evaluated for feasibility.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. Potable Water Treatment Upgrades Investigation

Investigate the Potable Water Treatment Upgrades at Woodbine Developmental Center to determine if a single treatment building can treat both incoming water services or if two small treatment buildings, one at each entry point, will be needed. This information shall also be used to identify the areas of the Center that will be impacted by the construction work and potentially requiring removal of hazardous materials.

2. Potable Water Treatment Upgrades Investigation Report & Presentation

Provide three (3) bound copies of the Potable Water Treatment Upgrades 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 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

1. New Secondary Water Treatment

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to install secondary water treatment to the two water mains at WDC as per the requirements set by the New Jersey Department of Human Services (DHS).

The Consultant shall submit recommendations and drawings to be reviewed by the Client Agency and DPMC for approval. The design of all components of this project shall comply with all applicable codes, standards and guidelines.

The Consultant shall provide drawings and specifications of the new Secondary Water Treatment and list the names of (3) three equal manufacturers.

The Consultant shall inspect the existing system on site, including but not limited to pipes and fittings, all potable water tie-in points, pipe sizes, isolation valves, pipe sizes and lengths of the piping runs.

The Consultant shall provide a Water Treatment System Process Flow Diagram with all associated required pipes, valves and fittings and submit it to the Client Agency and DCA for review and approval.

The Consultant shall review all rules, regulations, and codes of the relevant authorities having jurisdiction, along with the applicable DEP permits, and ensure that the design criteria meet all applicable standards. The Consultant shall evaluate any impact on NFPA 99 or 101 and shall determine whether DCA Healthcare Unit review and DEP permits since this system may be considered a Public Community Water System are required.

2. Check Valve & By-Pass

The Consultant shall provide the design for check valves and bypasses with associated pipes, isolation valves and fittings. Testing shall be administered to check valves and isolation valves are in proper working condition.

3. Chlorine Injection System

Provide the design to install a chlorine injection system for chlorine treatment into the existing domestic water service piping. The Consultant shall provide the design to ensure that there will be no dead legs and interconnections in the water distribution system where stagnation can occur. Design and re-route piping to ensure that there will be sufficient chlorine contact time.

The system design should accommodate a range of flows. If two buildings are used instead of one, for example, it might be prudent to see if each building's output can be sized to pick up the slack if one is down or there's a sudden increase in flow for fire protection purposes. Likewise, if flow usage drops for some reason, like census decline, the new system should be able to operate at lower flow rates.

At the most distant building in the system there should be installed chlorine test equipment to measure the chlorine injection rate, and not just at the point of injection.

The Consultant shall provide drawings and a specification of the new chlorine injection pump and list the names of (3) three equal manufacturers.

4. Water Softener System

The Consultant shall provide the design to install a water softener system for the potable water system. Provide drawings that indicate the location of the water softener system inside the enclosure. The drawings shall indicate all potable water tie-in points, pipe sizes, isolation valves, pipe sizes and lengths of the piping runs.

The Consultant shall provide drawings and a specification of the new water softener system and list the names of (3) three equal manufacturers.

5. Enclosure Location

The Consultant shall determine the best location for the new secondary water treatment enclosures to ensure the water is adequately chlorinated after being filtered. The building shall include proper safety equipment as required by OSHA (eye washing station, etc.).

Provide drawings to show a location for the new enclosures to be reviewed by the Client Agency and DPMC for approval.

6. Backflow Preventer & Sanitary Drain

The Consultant shall determine the necessity for backflow prevention as per code requirements and provide drawings and specifications for recommended backflow preventers for review and approval. The drawing shall indicate the size and location of the new backflow preventers. Submit to the Project Team for review and approval.

The consultant shall assess and determine the necessity of three existing backflow preventers located on grounds. The consultant shall also evaluate whether this project will eliminate the need for these devices, or if they must be raised above grade as part of a subsequent project.

The drawings shall indicate pipe sizes, locations, location of isolation valves, etc. Provide a location as to where the water line will tie into the existing water system located on the WDC. All piping is to conform to all applicable codes.

Provide the design to install a sanitary drain line to facilitate a drain for the backflow preventer discharge. The drawings shall indicate drain location in the enclosure and the size of the sanitary drain line. The drawing shall indicate where the new sanitary drain line will be tied into an existing sanitary line on the WDC. The sanitary drain line shall conform to all applicable codes.

7. Fire Detection

Provide the design and specifications for the complete installation of a building fire alarm and evaluate whether fire detection and suppression are required for the new secondary water treatment system buildings. Code should dictate whether it's needed. If it is not required, the consultant shall include in their design underground conduit to install fire detection in the building in the future.

The majority of panels on grounds are proprietary and managed by Johnson Controls.

C. HAZARDOUS BUILDING MATERIALS

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

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Sub-code.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
4. Mold.

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

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

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

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

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

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

D. FIRE HYDRANT FLOW TESTS

The Consultant and/or a pre-qualified Testing Lab shall conduct field tests (both predesign and post completion) to confirm that the required flow to the fire suppression systems have not been diminished.

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.

E. SITE REQUIREMENTS

1. Contractor Use of the Premises

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

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

2. Dumpster

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

3. Special Sequencing

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

4. Site Restoration

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

F. SITE GEOTECHNICAL ALLOWANCE

The Consultant shall analyze the soils conditions in the locations of new building(s) to determine the soil classification and engineering properties. This information shall be used in the design of footings/foundations and slabs.

All soil boring/test pit data obtained shall be included in the construction documents for Contractor reference.

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

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

G. GROUND PENETRATING RADAR (GPR) SURVEY ALLOWANCE

The Consultant shall perform underground utility mark outs, including the use of GPR scanning of utility corridors in the locations of new building(s). This information shall be used in locating and identifying underground utilities, voids, and subsurface anomalies within the project area.

All data obtained (a report with findings, marked-up site plans, GPS coordinates (if applicable), and digital images or data outputs) shall be included in the construction documents for Contractor reference.

Consultant shall estimate the costs to scan the utility and include that amount in the “**Ground Penetrating Radar (GPR) Survey Allowance**,” refer to paragraph XIII.F.

All costs associated with managing, coordinating, and administering subconsultants providing underground utility mark out services, including the use of ground penetrating radar, shall be included in the consultant's lump sum fee proposal.

H. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

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

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

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

2. Design Presentations

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

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.

I. EXISTING DOCUMENTATION

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

- (M546: Water System Improvements Woodbine Developmental Center, 12-1-85, and by Pennon Associates Inc.)

Review these documents and any additional information that may be provided later 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 using 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.

PROJECT NAME: Potable Water Treatment Upgrades
PROJECT LOCATION: Woodbine Developmental Center
PROJECT NO: M1622-00
DATE: July 16, 2026

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

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

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

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

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

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

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

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

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

2. NJUCC Permit

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

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

Ownership in Fee:

Department of Human Services
222 South Warren Street, PO Box 700
Trenton, NJ 08625

Proposed work site:
Woodbine Developmental Center

Work site location:
Woodbine Developmental Center
1175 DeHirsch Avenue
Woodbine, Cape May County, NJ 08270
Block 110 Lot 1

The county MUST be listed in the address.

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

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

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

3. Prior Approval Certification Letters

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

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

4. Multi-building or Multi-site Permits

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

5. Special Inspections

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

Bulletin 03-5 can be found at:

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

a. Definition

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

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

b. Responsibilities

The Consultant shall submit with the permit application a list of special inspections and the agencies or special inspectors that will be responsible for carrying 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) to meet the approved project milestone dates.

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

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

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

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's.

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

XI. PROJECT CLOSE-OUT PHASE

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

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits

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

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit and DCA plan review fee) and include that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance.**” A breakdown of each permit and application fee shall be attached to the fee proposal for reference. **NOTE:** The NJUCC permit and DCA Plan Review are excluded since they will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the

application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.C and enter that amount on the fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance**,” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

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

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

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

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

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

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

E. SITE GEOTECHNICAL 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.F.

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.

F. GROUND PENETRATING RADAR (GPR) SURVEY ALLOWANCE

Consultant shall estimate the costs to complete underground utility scanning, including the use of ground penetrating radar, and include that amount on their fee proposal line item entitled “**Ground Penetrating Radar (GPR) Survey Allowance,**” refer to paragraph VII.G.

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

PROJECT NAME: Potable Water Treatment Upgrades
PROJECT LOCATION: Woodbine Developmental Center
PROJECT NO: M1622-00
DATE: July 16, 2026

XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 07-16-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 7/16/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Ripenrai Nagar 7/16/2026
RIPENRAI NAGAR, PROJECT MANAGER DATE
DHS REPRESENTATIVE

SOW APPROVED BY: Ronald W Kraemer 07/23/2026
RONALD KRAEMER, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 8.10.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DOW PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

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

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

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

INVESTIGATION PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE.

XVI. EXHIBITS

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

END OF SCOPE OF WORK

Deliverables Checklist 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
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic 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

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



EXHIBIT 'B'



EXHIBIT 'C'



EXHIBIT 'C'



EXHIBIT 'C'

Woodbine Developmental Center – Engineering Department

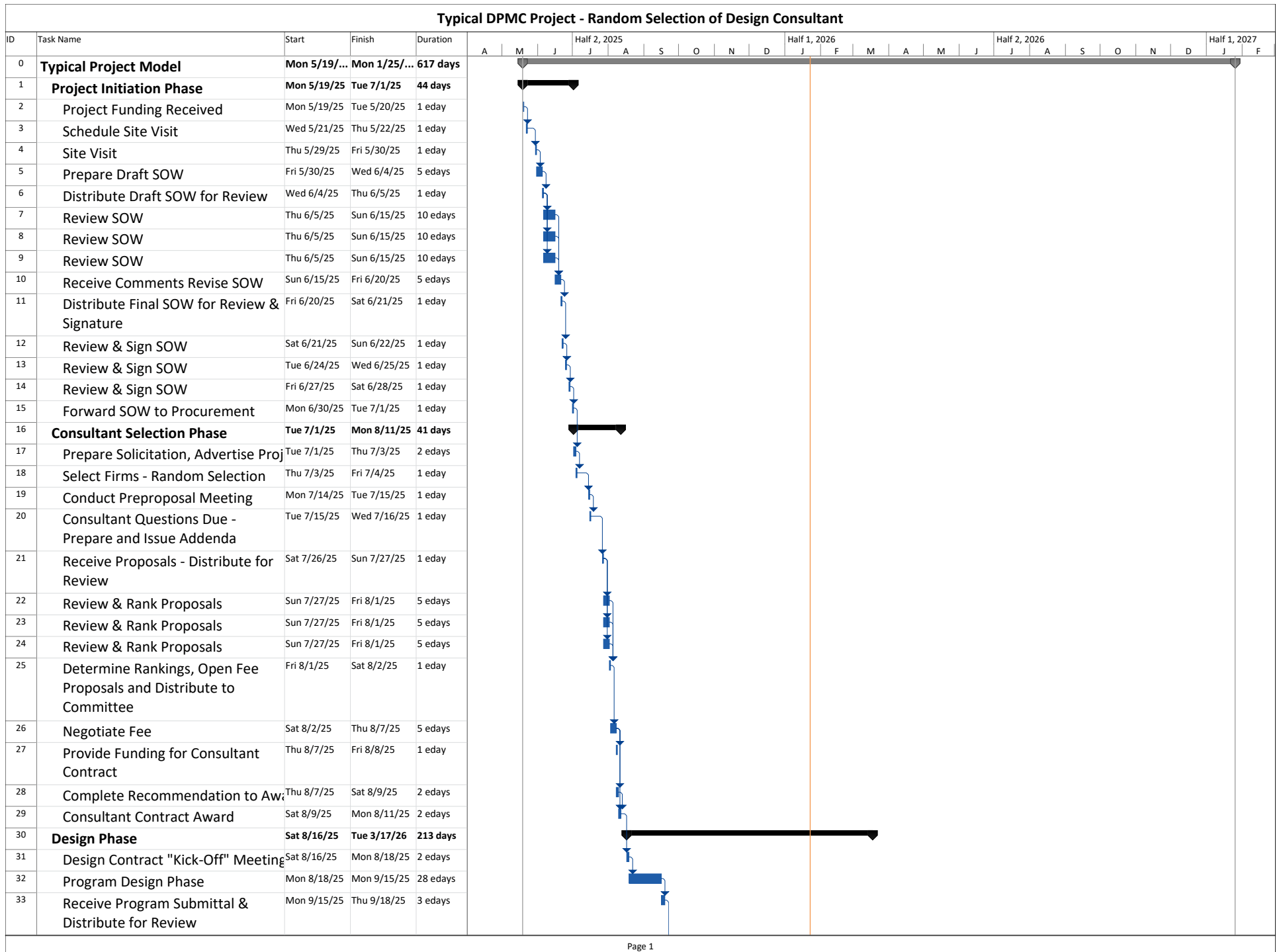
A. GENERAL SITE REGULATIONS

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

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

B. HOURS OF WORK

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



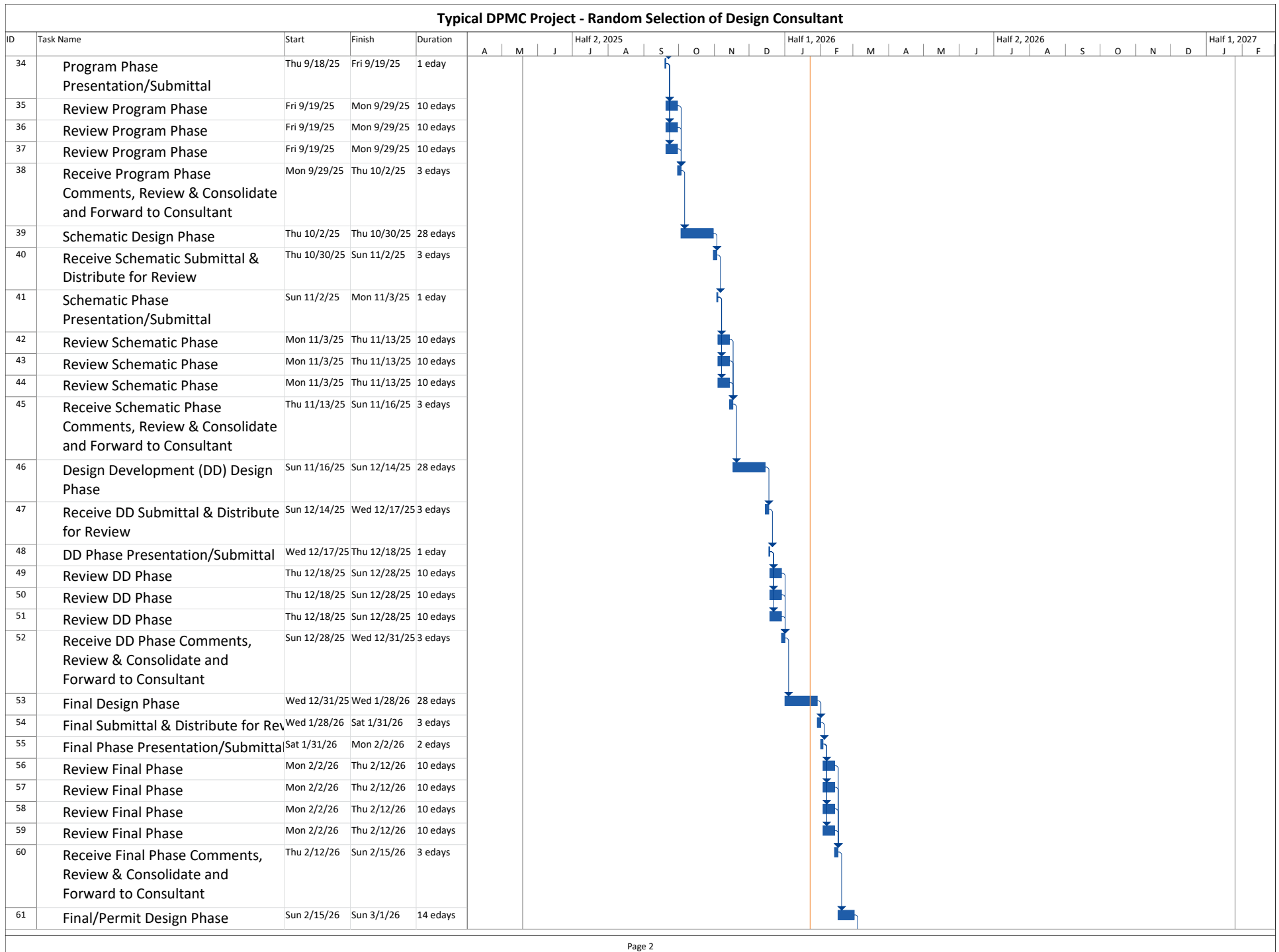
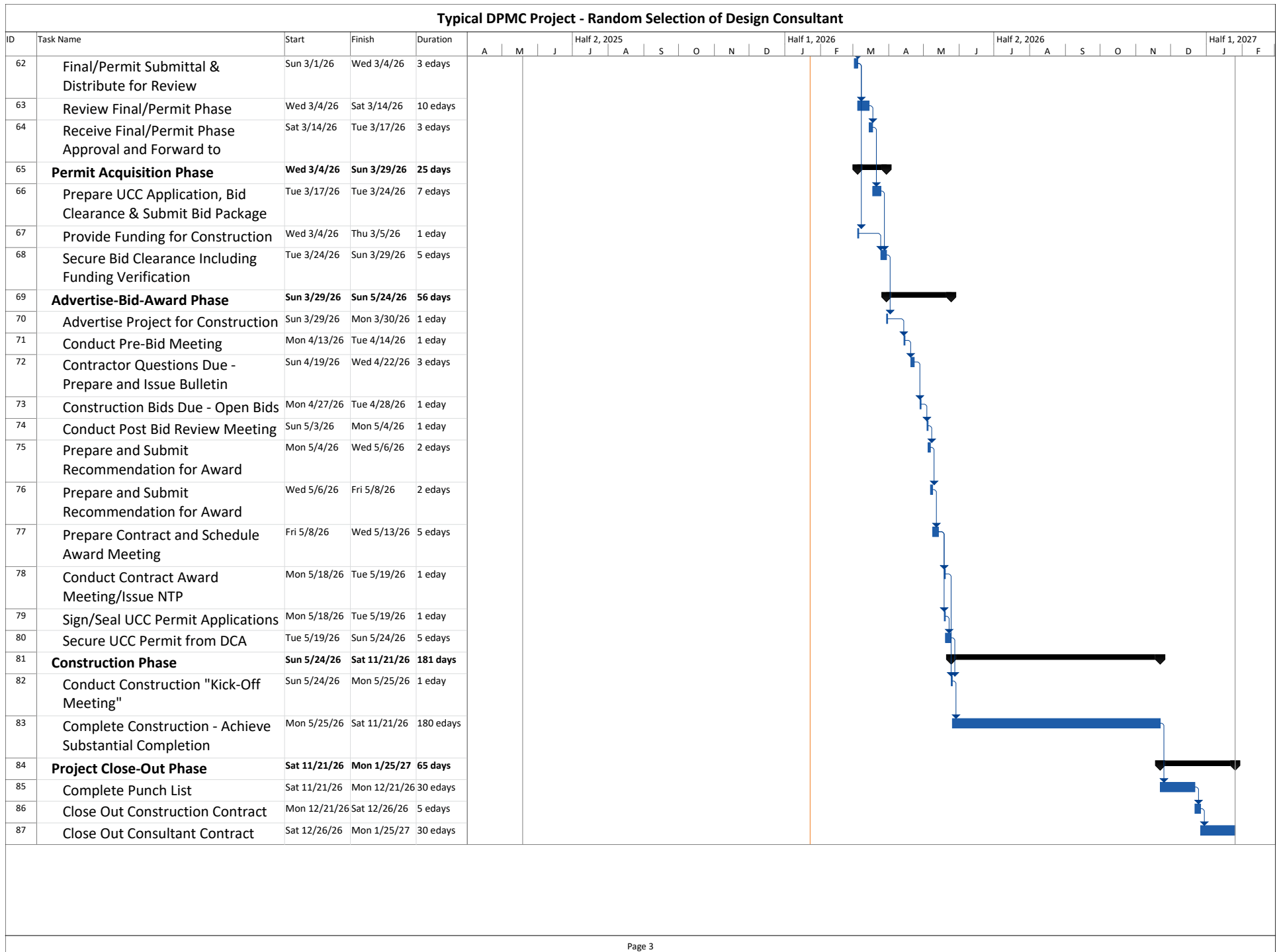
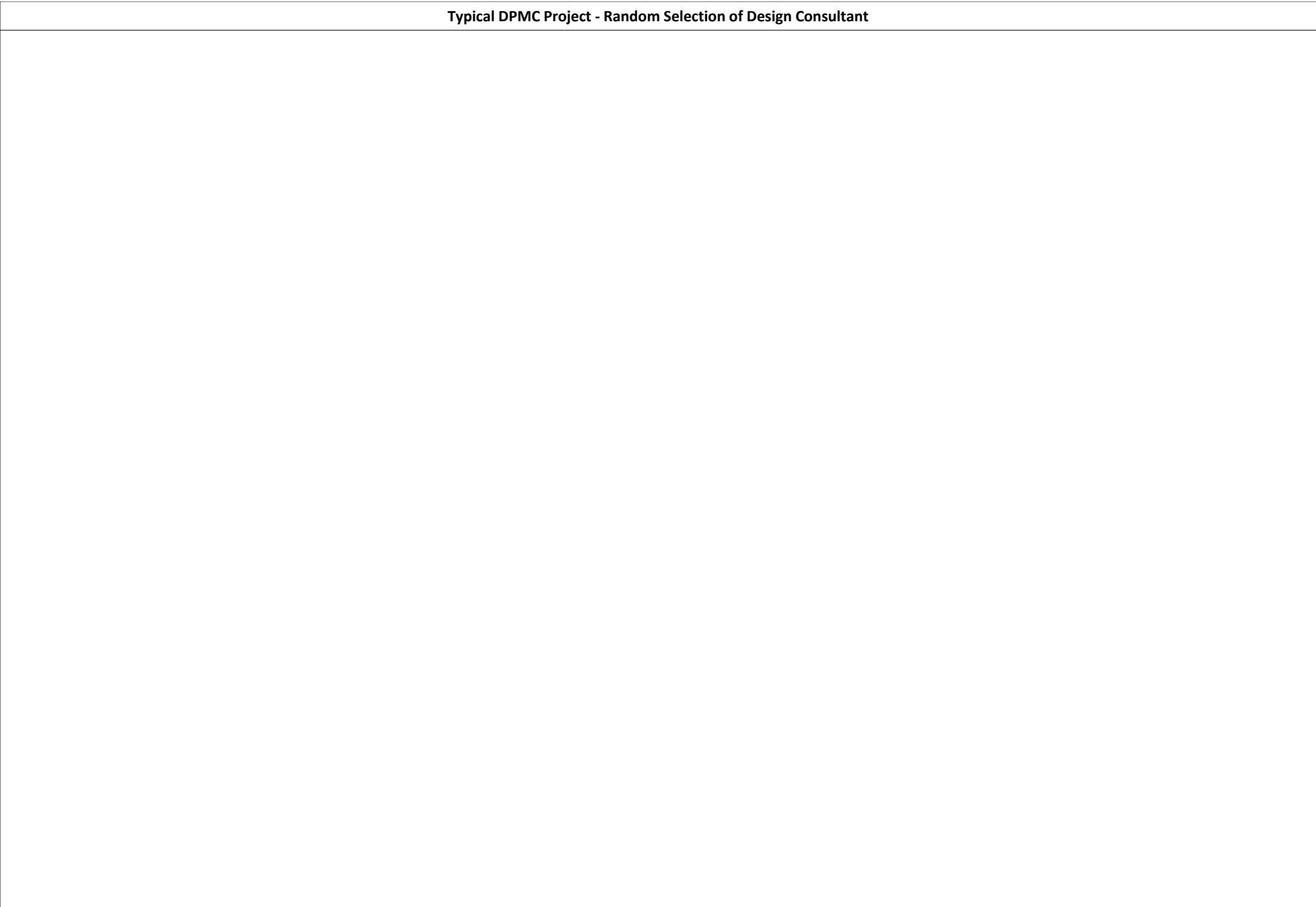


EXHIBIT 'A'





Project: Typical Project Model Date: Fri 1/23/26	Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
	Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

EXHIBIT 'A'