

SCOPE OF WORK

Assunpink Wildlife Conservation Center Renovation

Assunpink Wildlife Management Area
Robbinsville, Monmouth County, NJ

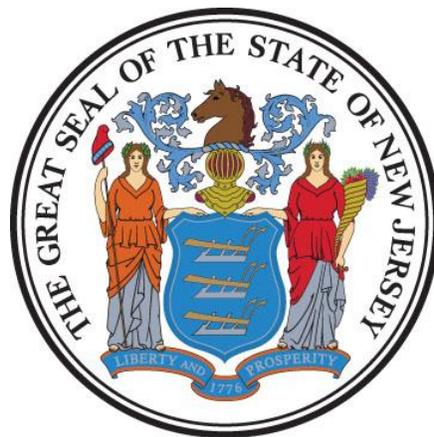
Project No. P1337-00

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

Christopher Chianese, Director

Date: November 21, 2024

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I. OBJECTIVE

The objective of this project is to renovate the Wildlife Conservation Center at the Assunpink Wildlife Management Area in Monmouth County. The new modern indoor/outdoor meeting facility will retain the historic outdoor lodge appearance and be used as a showcase representing the vision of the NJ DEP Fish and Wildlife.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**

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 \$ 600,000.

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 \$ 940,000. The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

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

The Fish & Wildlife management desire to upgrade the facility with the goal of mimicking the look of a rustic hunting lodge with vaulted ceilings and a covered outdoor porch area for an exterior classroom and meeting space. The building since has turned into more of a conventional conference room..

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. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14

3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7
• <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	180
11. Project Close Out Phase	30

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Assunpink Wildlife Management Area
1 Eldridge Rd.
Robbinsville, New Jersey 08691

GPS Coordinates: 40.203132° N, -74.5034957° W

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name: Andrew Boden, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 306-0315
E-Mail: Andrew.Boden@treas.nj.gov

2. Department of Environmental Protection:

Name: William White, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, NJ 07726
Phone No: (609) 802-5886
E-Mail: William.White@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Wildlife Conservation Center building located at Assunpink Wildlife Management Area (WMA) was built in the 1980's by the DEP Fish & Wildlife staff. The NJ Fish & Wildlife's Central Regional Office is also located at the Assunpink WMA. There are 6,393 acres of fields, hedgerows, woods, and wetlands with year-round opportunities to the local wildlife and the area's three (3) lakes-Lake Assunpink, Stone Tavern Lake, and Rising Sun Lake.

Originally, the Conservation Center building intended purpose was for use while groups were conducting field trials. Due to the increase volume of both traffic and other uses field trials have now been moved to other WMAs. The building has developed into more of a conventional conference room. NJ Fish & Wildlife Management desire is to upgrade the facility to have the rustic look of a hunting lodge with vaulted ceilings and a rear porch covered area for an exterior classroom and meeting space. The NJ Fish and Wildlife would like to showcase this location to the groups representing the vision of the agency.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING/ SITE

1. Functional Description:

The Assunpink Wildlife Conservation Center is primarily used as a meeting venue for regional and statewide meetings to various groups both within and outside of the NJDEP. There are also regularly scheduled DEP Fish and Wildlife Council and Advisory Committee meetings held at the Assunpink WMA.

2. Building Description:

The Assunpink Wildlife Conservation Center building is an open floor layout that requires a new roof, structural repairs, and building renovations. The building includes a kitchen area, two (2) restrooms, and a janitor closet/mechanical room. The building's water is supplied by a nearby well. Heating is currently provided by an exterior oil tank. Due to costs, resource availability and, environmental considerations it is the Agency's preference to install and supply propane to fuel the building. A new septic system shall to be designed and installed as the current septic system is near the end of its useful life (See **Exhibit 'C'** Photos).

The building is currently not occupied with any staff.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services to renovate the Wildlife Conservation Center for use as an Agency meeting venue and conduct educational activities by the DEP Fish and Wildlife located at the Assunpink Wildlife Management Area (WMA) in Monmouth County.

The Conservation Center design renovations shall be based on the requirements of the DEP Fish and Wildlife staff in order to update and modernize the facility while using the included presentation as a guide and basis for the design (See **Exhibit 'D'** Presentation). The renovations shall include a historic outdoor lodge appearance with a covered outdoor porch area in the front for a sitting area and a covered outdoor porch in the rear of the building for a classroom/meeting space. The building shall have a vaulted ceiling and be furnished for use as a modern indoor/outdoor meeting facility. The building shall comply with all barrier free requirements.

The design plans shall include all Agency approved amenities, mechanical equipment required, and code requirements to meet the current UCC code. Propane will be used to power the building heat, fire place, stove, and other system and/or equipment desired by the Agency.

The Design Consultant shall locate, evaluate, and document all above and below grade utility lines, systems and equipment including but not limited to well water, electric, pumps, septic system, leach field system, and supply/return lines to the building.

The Consultant shall meet and coordinate with DEP Fish and Wildlife Staff to outline the design and functional requirements necessary for the building renovation.

2. Demolition and Removal:

The Design Consultant shall identify, through project discussion, and provide the design and specifications for the demolition and removal of the building's interior, exterior, and existing roofing system while keeping the structural integrity of the building. Any existing appliances for reuse shall be removed and stored in a separate and enclosed region. The design shall include the safe removal and disposal of the building's oil tank. Any associated pipes that lead to and from the tank shall be cut off, capped, and/or sealed.

The Consultant shall include in the design the safe removal of any asbestos-containing building material and hazardous building debris.

3. Building Renovations:

The Consultant shall use the presentation in **Exhibit ‘D’** as a guide and provide an Agency approved design for the building renovations that includes but is not limited to the following:

- Exterior and Interior lighting for hosting meetings after hours.
- Year-round climate controlled heating/cooling.
- A properly sized and located propane tank for the building’s fuel source.
- Vaulted ceilings.
- A new roof system along with the building’s required structural repairs.
- Outdoor covered porch area for classroom/meeting space use.
- Kitchen area agency approved updates and improvements.
- Propane fueled stove.
- Upgraded audio/visual (A/V) system and related components to support modern hybrid meetings.
- Update (2) bathrooms with new fixtures.
- Janitor closet/ supply room, and mechanical room.
- A new septic system and tie-ins.
- New interior windows and doors.
- Propane fueled fireplace.
- Extend exterior walk path to the parking lot for ADA accessibility.
- Bid/Award Phase (FY 2025) and Construction Phase (FY 2026)

The building shall comply with all barrier free requirements.

The installation of equipment and fixtures shall require minimal routine maintenance and repairs. All interior surfaces are to be durable, easy to maintain, and sanitize. All equipment and fixtures

throughout shall be Agency approved, environmentally friendly, water saving, and energy efficient.

An upgraded audio/visual (A/V) system will be designed, including power supplies, voltage drops, etc. However, installation shall be provided at a later time and is not part of this project.

The Consultant shall include the design any necessary site improvements including but not limited to building access pathways leading to and around the building's perimeter shall be evaluated and included in the design. Site lighting and parking spaces shall be provided for the ADA parking area.

B. 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:

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

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

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

C. EXISTING DOCUMENTATION

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

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.

D. HAZARDOUS BUILDING MATERIALS

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

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Sub-code. Consultant shall document their 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 their fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance**”, refer to paragraph **X.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 their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance**”, refer to paragraph **X.C.**

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in their fee

proposal line item entitled “**Hazardous Materials Construction Administration Allowance**”, refer to paragraph **X.D**.

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

E. SITE REQUIREMENTS

The following project site requirements shall be included in the design documents as appropriate:

1. Contractor Use of the Premises:

Determine the coordination, policies, and procedures with the Client Agency and the Contractor with respect to parking, material staging, and storage areas, use of Client Agency utilities, allowable hours of construction, the need and location of portable toilets, the need and location of construction and storage trailers, etc. and include the information in Division 1 of the specification.

2. Dumpster:

If a dumpster is required, the location shall be shown 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 Client Agency in order to provide for any functional requirement of the facility. Items shall include, but not be limited to safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any functions or services.

4. Site Restoration:

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

F. SPECIAL CONSIDERATIONS

1. Security:

Include any special security requirements or policies published by the Client Agency in Division 1 of the specification.

2. Hours of Work:

Identify the approved construction work hours for this project in Division 1 of the specification. Special hours required to install the internal roof drains in the building shall be identified if required. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the Project Team members. No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 3:30 PM. If additional hours of work are allowed, it will be at no added cost to the contract.

3. Material Staging:

The Client Agency shall approve the construction material staging area and the location shall be shown on the project site plan.

4. Material Protection:

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

5. Material Safety Data Sheets (MSDS):

Specify in the contract documents that the contractor shall provide material safety data sheets on site for all roofing materials used such as: sealants, bonding adhesives, solvents, bitumen, etc.

6. Fire Extinguishers:

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

7. Fencing:

All security fencing that is required around the construction site or elements of the site such as construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

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 estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”, refer to paragraph X.A.

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:

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

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 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 is excluded since it will be paid for by the State.

3. Applications:

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

4. Consultant Fee:

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph **VII.D** and enter that amount on their 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
 - Preparation of an Hazardous Materials Survey Report

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

The Consultant shall estimate the costs to prepare construction documents for hazardous

materials abatement noted in paragraph **VII.D** and enter that amount on their 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

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph **VII.D** and enter that amount on their 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.

PROJECT NAME: Conservation Center Renovation
PROJECT LOCATION: Assunpink Wildlife Management Area, Robbinsville, Monmouth County
PROJECT NO: P1337-00
DATE: November 21, 2024

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: *Alison F. Gottlieb* 11/21/2024
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *James Wright* 11/21/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *William C. White* 11/21/24
WILLIAM C. WHITE, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: *Andrew Boden* 11/21/24
ANDREW BODEN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: *Jeanette M. Barnard* 2.11.25
JEANETTE 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:

- **SCHEMATIC DESIGN 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. PRESENTATION

END OF SCOPE OF WORK

Deliverables Checklist Design Development Phase

A/E Name: _____

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

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Respon	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV2001	Distribute Final Design Submittal for Review	CM	
CV2002	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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Activity ID	Description	Respn	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	

DBCA - TEST

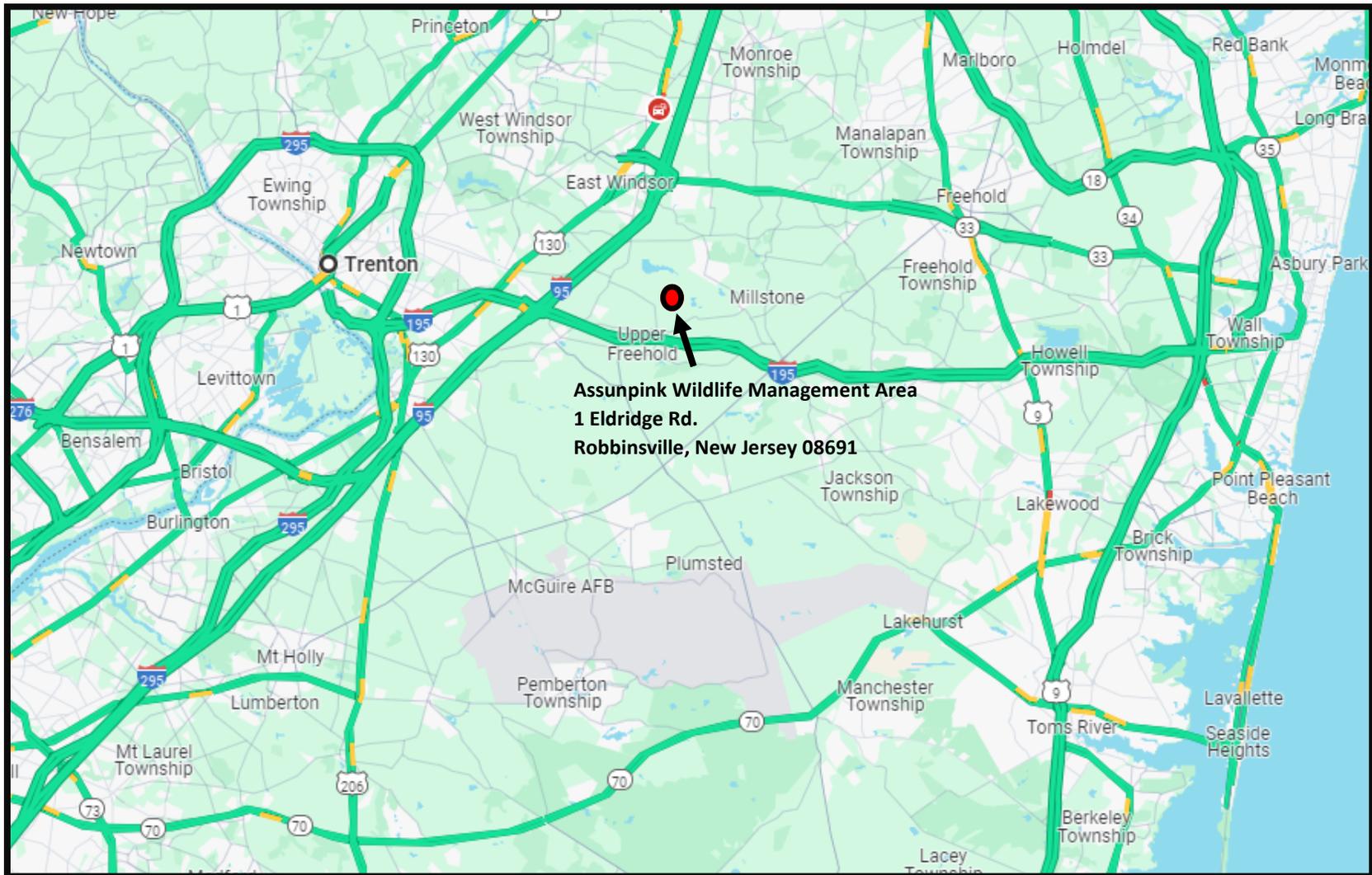
Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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Project Site Location Map
Assunpink Wildlife Management Area (WMA)
EXHIBIT 'B'



Project Site Location
Assunpink Wildlife Management Area (WMA)

EXHIBIT 'B'



Project Site
Assunpink Wildlife Conservation Center
EXHIBIT 'B'



Side view



Front view



Rear view

Photos - Exterior

Assunpink Wildlife Conservation Center

EXHIBIT 'C'

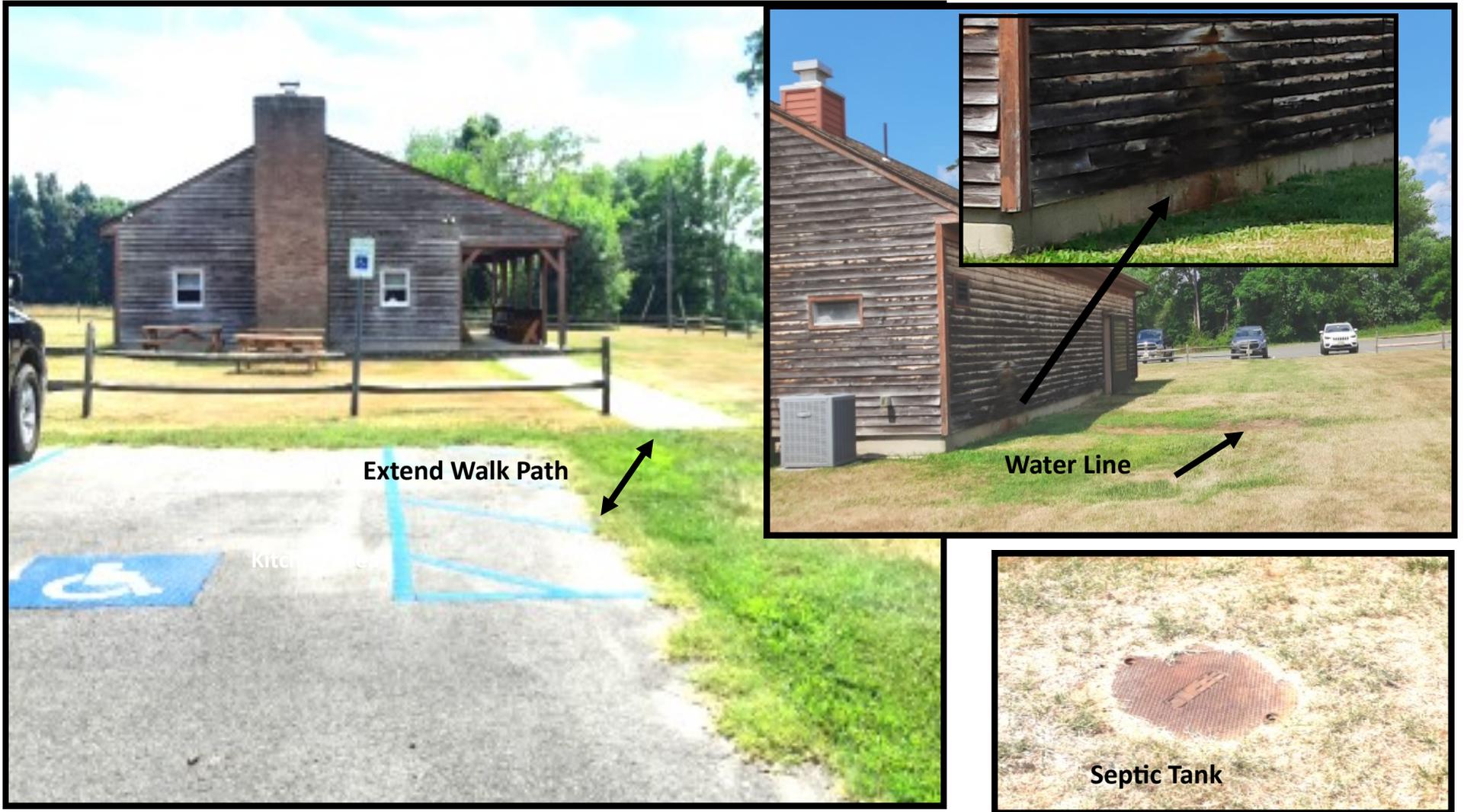


Kitchen Area

Janitor Closet/ Mechanical Room

Bathroom

Photos - Interior
Assunpink Wildlife Conservation Center
EXHIBIT 'C'



Photos - Walk path, Parking, Septic
Assunpink Wildlife Conservation Center
EXHIBIT 'C'



Conservation Center Renovation

- Update the facility
- Modern lodge



EXHIBIT 'D'

Conservation Center Renovation

- Host meetings after hours
- Isolated from CRO
- Vaulted ceiling
- Updated AV systems to host modern hybrid meeting



EXHIBIT D'

Conservation Center Renovation

- Update Bathrooms & Kitchen area
- Create outdoor classroom



EXHIBIT 'D'



EXHIBIT 'D'



Conservation Center Renovation

- Working with ORD
- Met with architect (small vs large project)
- Draft Scope of work created
- Meeting with Treasury Tuesday to review scope
- Bid out for Design (FY 25)
- Construction (FY 26)

EXHIBIT 'D'