

SCOPE OF WORK

Exterior Restoration of Belle Mead Maintenance Barn

D&R Canal State Park
Franklin Township, Somerset County, NJ

Project No. P1342-00

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 22, 2024

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
III. PROJECT BUDGET	4
A. CONSTRUCTION COST ESTIMATE (CCE)	4
B. CURRENT WORKING ESTIMATE (CWE)	5
C. CONSULTANT’S FEES	5
IV. PROJECT SCHEDULE	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	5
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	6
V. PROJECT SITE LOCATION & TEAM MEMBERS	6
A. PROJECT SITE ADDRESS.....	6
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative:	7
2. Client Agency Representative:	7
VI. PROJECT DEFINITION	7
A. BACKGROUND	7
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
VII. CONSULTANT DESIGN RESPONSIBILITIES.....	8
A. DESIGN REQUIREMENTS	8
1. Roof Replacement:.....	8
2. Siding:.....	8
3. Windows and Doors.....	8
4. Foundation Restoration.....	8
5. State Historical Preservation Office Approval	8
6. Special considerations.....	9
B. HAZARDOUS MATERIALS SURVEY AND REPORT	9
C. DESIGN MEETINGS & PRESENTATIONS.....	10
D. EXISTING DOCUMENTATION	10
VIII. PERMITS & APPROVALS.....	11

PROJECT NAME: Exterior Restoration of Belle Mead Maintenance Barn
PROJECT LOCATION: D&R Canal State Park
PROJECT NO: P1342-00
DATE: November 22, 2024

- A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT..... 11
- B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS..... 13
- IX. ENERGY REBATE AND INCENTIVE PROGRAMS..... 14**
- X. ALLOWANCES 15**
 - A. PLAN REVIEW AND PERMIT FEE ALLOWANCE..... 15
 - 1. Permits: 15
 - 2. Permit Costs:..... 15
 - 3. Applications: 15
 - 4. Consultant Fee: 15
 - B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE 16
 - C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE 16
 - D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE 16
- XI. SOW SIGNATURE APPROVAL SHEET..... 17**
- XII. CONTRACT DELIVERABLES 18**
- XIII. EXHIBITS..... 18**
 - A. SAMPLE PROJECT SCHEDULE FORMAT
 - B. PROJECT SITE LOCATION MAP
 - C. PHOTOS

I. OBJECTIVE

The objective of this project is to rehabilitate the exterior of the Maintenance Barn by replacing the roof, painting the building, painting/glazing windows, and repointing the foundation.

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):

- **P034 Historical Preservation/ Restoration**

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

- **P007 Structural Engineering**
- **P037 Asbestos Management & Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation/Inspection**

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 \$ 225,000.

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 \$ 356,875.

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

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

C. CONSULTANT’S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
4. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. DCA Submission Plan Review	30

6. Permit Application Phase	7
• <i>Issue Plan Release</i>	
7. Bid Phase	42
8. Award Phase	28
9. Construction Phase	120
10. 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:

D&R Canal State Park
625 Canal Rd.
Somerset, NJ 08873

40°28'26"N 74°34'11"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: Michael Ryan, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609)-984-5062
E-Mail: michael.ryan3@treas.nj.gov

2. Client Agency Representative:

Name: Matthew Marziaz, Project Design Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Rd.
Freehold, NJ 07726
Phone No: (609)-414-4617
E-Mail No: matthew.marziaz@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Delaware and Raritan (D&R) Canal State Park is a linear park that's more than 70 miles long and is central New Jersey's most popular recreational corridor. When it opened in 1834, the Delaware and Raritan Canal provided a direct transportation link between the cities of Philadelphia and New York City. This new transportation corridor was a waterway connection that flowed through the heart of central New Jersey. What was once a thoroughfare for mule-powered canal boats, steam-powered vessels and pleasure boats of all kinds, is today a linear state park that offers a serene and surprising respite from the commotion of nearby highways and surrounding suburban communities. With more than 70 miles of flat, continuous path available for use, the D&R Canal State Park is a haven for cyclists, runners, hikers, and nature and history lovers of all kinds.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Belle Meade Maintenance Barn at six-mile run is used for storage of maintenance equipment and supplies as well as a small shop area with benches and tools. It is attached to the existing maintenance shop. The whole site is registered under the historical preservation office.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. Roof Replacement:

Remove and replace the asphalt shingles on the barn. Remove and replace all flashing. Evaluate the roof decking and replace as necessary. Evaluate the rake, fascia, and trim boards and provide recommendations for repair or replacement. Evaluate all gutters and downspouts and provide recommendations for repair or replacement.

2. Siding:

Clean, scrape, sand, and paint/stain siding and trim boards on the entire barn. Consultant shall evaluate the condition of all the boards and provide recommendations for repair or replacement.

3. Windows and Doors

Clean, scrape, sand, and paint/stain all windows and doors. Remove and replace any glazing on windows. Consultant shall evaluate all wood and glass panes on doors and windows and provide recommendations for repair or replacement.

4. Foundation Restoration

Consultant shall evaluate and provide recommendations for the repointing of the foundation.

5. State Historical Preservation Office Approval

Consultant shall complete an “Application for Project Authorization under the New Jersey Register of Historic Places Act” and submit it to the State Historic Preservation Office for review and approval prior to securing the required UCC permits.

The “Application for Project Authorization Under the New Jersey Register of Historic Places Act” can be found at: http://www.nj.gov/dep/hpo/2protection/sr_revapp_min.pdf

6. Special considerations

The design shall take into consideration all applicable site conditions, policy, procedures, and operation requirements. Timing restrictions, quality compliance, biohazard/sanitation requirements must be confirmed with the site, followed for all site visits, and included in the design and bid documents.

B. HAZARDOUS MATERIALS SURVEY AND REPORT

Consultant shall survey the building, review past reports and documents 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:

- a. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
- b. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement 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, destructive testing as necessary, tests and 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 section VII.B “Hazardous Materials Survey and Report”. All costs associated with managing, coordinating, observing and

administrating sub consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation and hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

C. 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:

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

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

D. 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.

- (P0881-00: New Maintenance Building D & R Canal State Park, November 05, 2003, and by: Ronald A. Sebring, Architect)

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

Consultant shall 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.B 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

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.B 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.B 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: Exterior Restoration of Belle Mead Maintenance Barn
PROJECT LOCATION: D&R Canal State Park
PROJECT NO: P1342-00
DATE: November 22, 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: Cecile Guirguis 11-22-2024
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 11/22/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Matthew Marziaz 11/22/2024
MATTHEW MARZIAZ, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Michael Ryan 02-04-2025
MICHAEL J RYAN, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 3.21.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DW 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:

- **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**

END OF SCOPE OF WORK

Deliverables Checklist Bidding and Contract Award Phase

A/E Name: _____

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

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

Consultant Signature

Date

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	Rspn	Weeks																	
<PROJ>																				
Design																				
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.	CM																		
CV3020	Prepare Program Phase Submittal	AE																		
CV3021	Distribute Program Submittal for Review	CM																		
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM																		
CV3022	Review & Approve Program Submittal	CA																		
CV3023	Review & Approve Program Submittal	PR																		
CV3024	Review & Approve Program Submittal	CM																		
CV3025	Consolidate & Return Program Submittal Comments	CM																		
CV3030	Prepare Schematic Phase Submittal	AE																		
CV3031	Distribute Schematic Submittal for Review	CM																		
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM																		
CV3032	Review & Approve Schematic Submittal	CA																		
CV3033	Review & Approve Schematic Submittal	PR																		
CV3034	Review & Approve Schematic Submittal	CM																		
CV3035	Consolidate & Return Schematic Submittal Comment	CM																		
CV3040	Prepare Design Development Phase Submittal	AE																		
CV3041	Distribute D. D. Submittal for Review	CM																		
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM																		
CV3042	Review & Approve Design Development Submittal	CA																		
CV3043	Review & Approve Design Development Submittal	PR																		
CV3044	Review & Approve Design Development Submittal	CM																		
CV3045	Consolidate & Return D.D. Submittal Comments	CM																		
CV3050	Prepare Final Design Phase Submittal	AE																		
CV3051	Distribute Final Design Submittal for Review	CM																		
CV3052	Review & Approve Final Design Submittal	CA																		
CV3053	Review & Approve Final Design Submittal	PR																		
CV3054	Review Final Design Submittal for Constructability	OCS																		
NOTE: Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations. © Primavera Systems, Inc.			DBCA - TEST			Sheet 1 of 3			Bureau of Design & Construction Services						EXHIBIT 'A'					

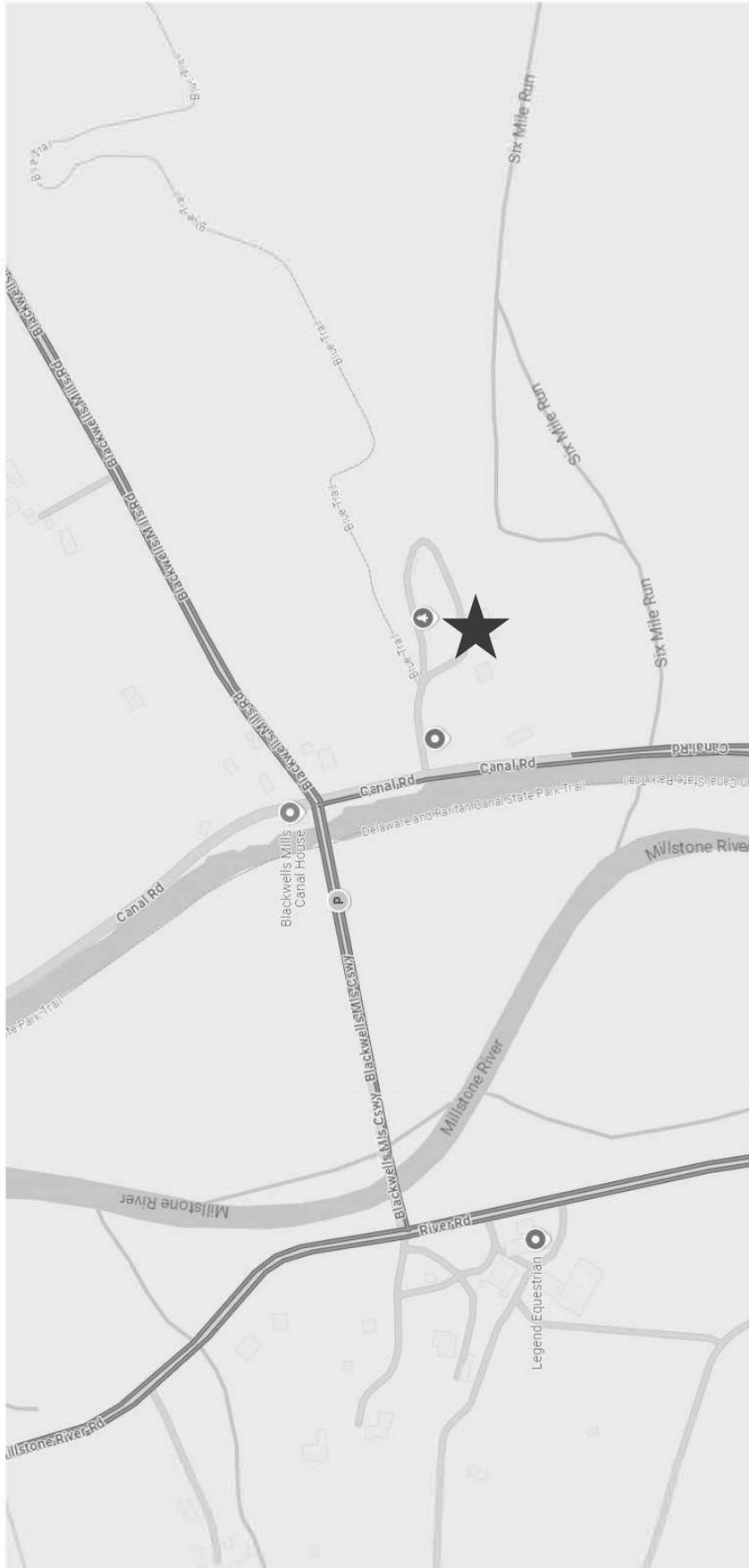


EXHIBIT 'B'



EXHIBIT 'C'



EXHIBIT 'C'