

SCOPE OF WORK

Old Dutch Parsonage Restorations

65 Washington Place
Somerville Town, Somerset County, NJ

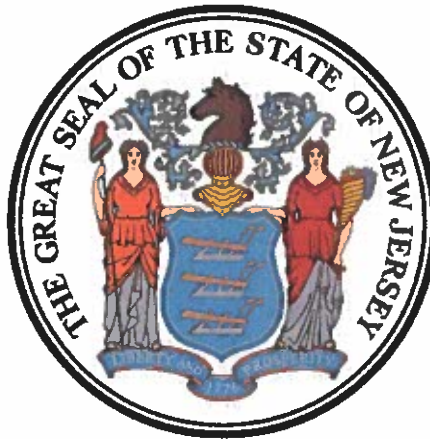
Project No. P1347-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 21, 2025

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I. OBJECTIVE

The objective of this project is to restore the exterior and replace the heating system of the Old Dutch Parsonage located in Somerville Township. The cedar roof is not part of the project scope. An historic structures report and landscape plan will be developed for the Old Dutch Parsonage. See **Exhibit 'B'** for the project site location map.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P034 Historical Preservation/Restoration**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P013 Landscape Design**
- **P025 Estimating/Cost Analysis**
- **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 \$1,150,000.00

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 \$1,735,000.00

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. 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	180
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:

Wallace House Historic Site
Old Dutch Parsonage
65 Washington Place
Somerville, NJ 08876

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.

PROJECT NAME: Old Dutch Parsonage Restorations
PROJECT LOCATION: 65 Washington Place, Somerville, NJ
PROJECT NO: P1347-00
DATE: January 21, 2025

1. DPMC Representative:

Name: Eugene Cardone, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: 609-633-2648
E-Mail: Eugene.Cardone@treas.nj.gov

2. Department of Environmental Protection Representative:

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

VI. PROJECT DEFINITION

A. BACKGROUND

Several congregations of the Dutch Reformed Church in the Raritan River Valley constructed Old Dutch Parsonage in 1751 for their shared minister. Rev. Johannes Frelinghuysen with his wife Dinah Van Bergh, an emigrant from Amsterdam, boarded and tutored students preparing for ministry in the Dutch Reformed Church. Rev. Jacob Rutsen Hardenbergh led the Dutch Reformed Church's effort to found a college for the Dutch in British North America, securing in the charter for Queen's College, today Rutgers, the State University.

Old Dutch Parsonage was relocated in 1913. Early restoration removed Victorian additions, returning windows converted into French doors to their original dimensions and abandoning Victorian porches and wings. Later restoration removed a Victorian gable from the roof and took out internal partitions to restore interior rooms to their original dimensions.

Old Dutch Parsonage is listed #2581 on the New Jersey Register of Historic Places and #71000514 in the National Register of Historic Places. In addition, Old Dutch Parsonage may contribute to Traditional Patterned Brickwork Buildings in New Jersey, ca. 1680 – ca. 1830 MPDF listed #5604 on the New Jersey Register and #MC100002171 in the National Register.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Department of Environmental Protection operates the building as an historic house museum offering tours, interpretive programs and exhibits.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General:

The Consultant shall provide the design, specifications, bid/award and construction administration services to address the following areas of concern for the Old Dutch Parsonage building:

- Replacement of gutters, leaders, and flashing.
- Soffit and cornice repair.
- Brick chimney repair and repointing.
- Brick repair and repointing of patterned brick exterior.
- Window and doors repair & new replica window at eaves.
- ADA-compliant entrance and pathway from Wallace House parking lot. Accessible path to continue to rear garden area and burial plot.
- Electric power to be relocated underground.
- Repair and repointing of the foundation.
- Replace building heating system, add air conditioning
- Interior plaster wall and ceiling repair and paint to match existing color
- ODP Historic Structures Report – The HSR will include all the elements included in the attached “Historic Structure Report & Preservation Plan – A Preparations Guide Second Edition” prepared by the New Jersey Historic Trust and NJDEP Historic Preservation Office, and available at: <https://www.nj.gov/dca/njht/documents/resources/publications/HSR-PP-Guidelines-forweb.pdf>
- A landscape plan shall be developed for the site including recommendations for the historical interpretive garden and burial plot. As part of the landscape plan, the garden/burial plot fencing will be either rehabilitated or replaced. The plan shall include recommendations for a future project to install green infrastructure for flood mitigation.

This list is not exclusive, any other needed exterior repairs not noted here are part of the project excluding the cedar roof.

2. State Historic 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

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.

- Bulletin of the Archeological Society of New Jersey No 55 2000
- Conservation Assessment Survey Report for Old Dutch Parsonage prepared by Watson & Henry dated November 10, 1994
- General Frelinghuysen Chapter Daughters of the American Revolution a Comprehensive History January 11, 1986 – January 11, 1976
- Historic Structure Reports & Preservation Plans – A Preparation Guide Second Edition” prepared by the New Jersey Historic Trust and the NJDEP Historic Preservation Office

- P1081-25: Roof Replacement and Other Repairs (only the cedar roof replacement was constructed), May 11, 2012, HMR Architects
- Wallace House 2023 Scope of Work Proposals

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/codereg/>

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

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

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

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

The NJUCC "Plan Review Fee Schedule" can be found at:

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification

that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical

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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.

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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 01-21-2025
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 1/21/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: William White 1/21/25
WILLIAM WHITE, PROJECT MANAGER DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: Eugene Cardone 01.22.2025
EUGENE CARDONE, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 1.30.25
JEANNETTE M. BARNARD, DATE
DEPUTY DIRECTOR, CONTRACT ADMINISTRATION
DIVISION OF PROPERTY MANAGEMENT AND
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 Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

Deliverables Checklist

Permit Application Phase

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 _____

A/E Name: _____

[illegible]

Consultant Signature

Date _____

A/E Name: _____

[illegible]

Date _____

A/E Name: _____

[illegible]

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Report	Weeks
<PRO>			
Design			
CV2001	Schedule/Conduct Pre-Design/Project Kick-Off Mtg.	CM	
CV2002	Prepare Program Phase Submittal	AE	
CV2003	Distribute Program Submittal for Review	CM	
CV2004	Prepare & Submit Project Cost Analysis (DPMAC-38)	CM	
CV2005	Review & Approve Program Submittal	CA	
CV2006	Review & Approve Program Submittal	PR	
CV2007	Review & Approve Program Submittal	CM	
CV2008	Consolidate & Return Program Submittal Comments	CM	
CV2009	Prepare Schematic Phase Submittal	AE	
CV2010	Distribute Schematic Submittal for Review	CM	
CV2011	Prepare & Submit Project Cost Analysis (DPMAC-38)	CM	
CV2012	Review & Approve Schematic Submittal	CA	
CV2013	Review & Approve Schematic Submittal	PR	
CV2014	Review & Approve Schematic Submittal	CM	
CV2015	Consolidate & Return Schematic Submittal Comments	CM	
CV2016	Prepare Design Development Phase Submittal	AE	
CV2017	Distribute D. D. Submittal for Review	CM	
CV2018	Prepare & Submit Project Cost Analysis (DPMAC-38)	CM	
CV2019	Review & Approve Design Development Submittal	CA	
CV2020	Review & Approve Design Development Submittal	PR	
CV2021	Review & Approve Design Development Submittal	CM	
CV2022	Consolidate & Return D.D. Submittal Comments	CM	
CV2023	Prepare Final Design Phase Submittal	AE	
CV2024	Distribute Final Design Submittal for Review	CM	
CV2025	Review & Approve Final Design Submittal	CA	
CV2026	Review & Approve Final Design Submittal	PR	
CV2027	Review Final Design Submittal for Constructability	OCS	

NOTE:

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

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EXHIBIT 'A'

Activity ID	Description	Reps	Weeks
CV205	Review & Approve Final Design Submittal	CM	
CV206	Consolidate & Return Final Design Comments	CM	
CV208	Prepare & Submit Permit Application Documents	AE	
CV208	Prepare & Submit Bidding Cost Analysis (DPMAC-38)	CM	
Plan Review-Permit Acquisition			
CV401	Review Const. Documents & Secure UOC Permit	PR	
CV410	Provide Funding for Construction Contracts	CA	
CV420	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV501	Advertise Project & Bid Construction Contracts	CP	
CV510	Open Construction Bids	CP	
CV511	Evaluate Bids & Prep. Recommendation for Award	CM	
CV512	Evaluate Bids & Prep. Recommendation for Award	AE	
CV514	Complete Recommendation for Award	CP	
CV520	Award Construction Contracts/Issue NTP	CP	
Construction			
CV600	Project Construction Start/Issue NTP	CM	
CV601	Contract Start/Contract Work (25%) Complete	CON	
CV602	Preconstruction Meeting	CM	
CV603	Begin Preconstruction Submittals	CON	
CV604	Longest Lead Procurement Item Ordered	CON	
CV605	Lead Time for Longest Lead Procurement Item	CON	
CV606	Prepare & Submit Shop Drawings	CON	
CV607	Complete Construction Submittals	CON	
CV608	Roughing Work Start	CON	
CV612	Perform Roughing Work	CON	
CV619	Contract Work (50%+) Complete	CON	
CV623	Longest Lead Procurement Item Delivered	CON	
CV629	Contract Work (75%) Complete	CON	

NOTE:

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

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EXHIBIT 'A'

Activity ID	Description	Reps	Weeks
C0014	Roughing Work Complete	CON	
C0021	Interior Finishes Start	CON	
C0022	Install Interior Finishes	CON	
C0029	Contract Work to Substantial Completion	CON	
C0031	Substantial Completion Declared	CM	
C0075	Complete Deferred Punch List/Seasonal Activities	CON	
C0079	Project Construction Complete	CM	
C0089	Close Out Construction Contracts	CM	
C0090	Construction Contracts Complete	CM	
C0099	Close Out A/E Contract	CM	
C0092	Project Completion Declared	CM	

NOTE:

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

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EXHIBIT 'A'



EXHIBIT 'B'

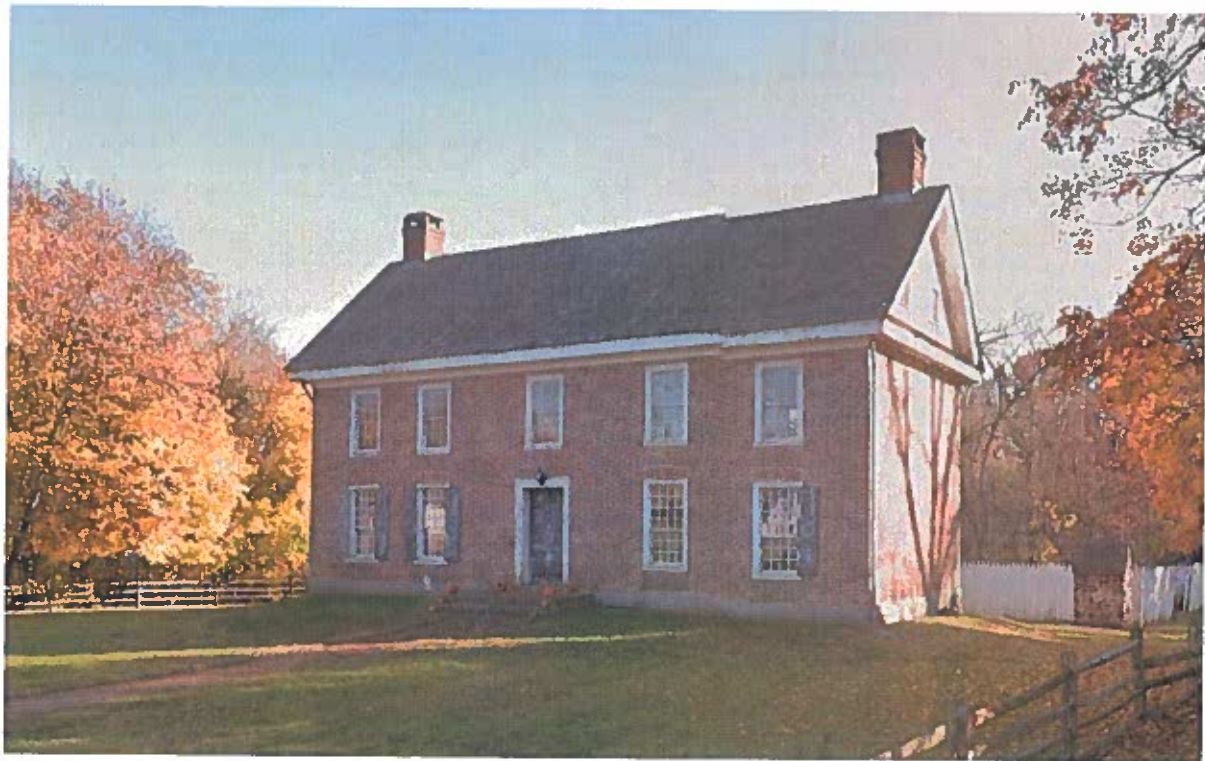
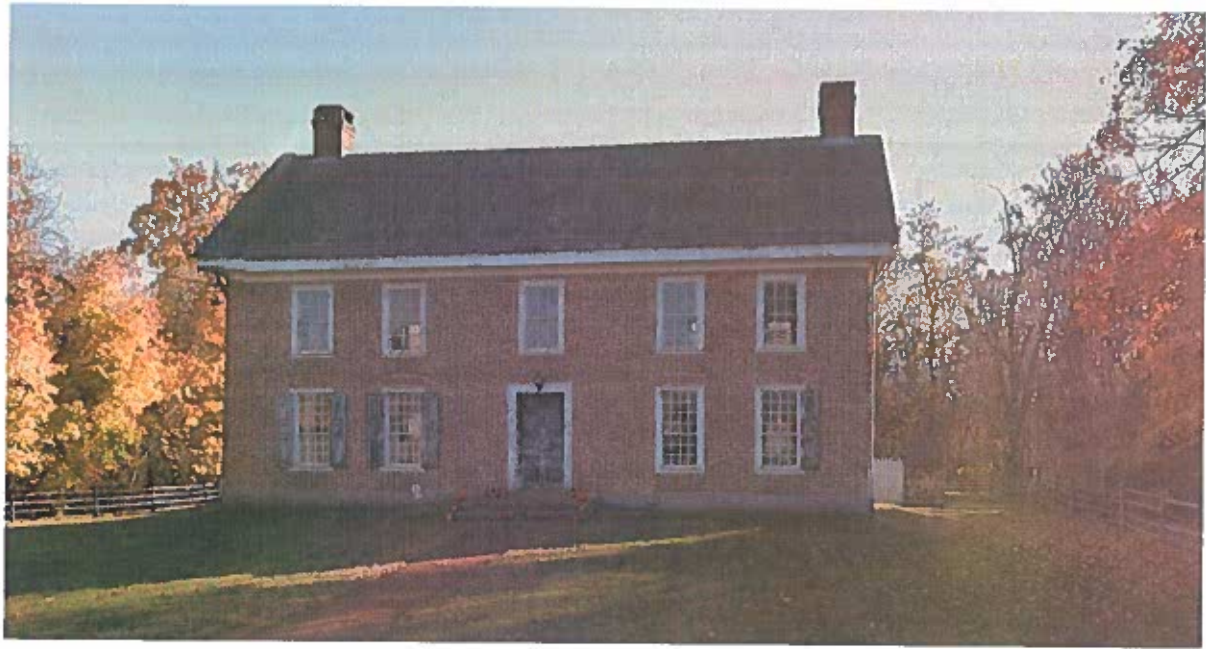


EXHIBIT 'C'

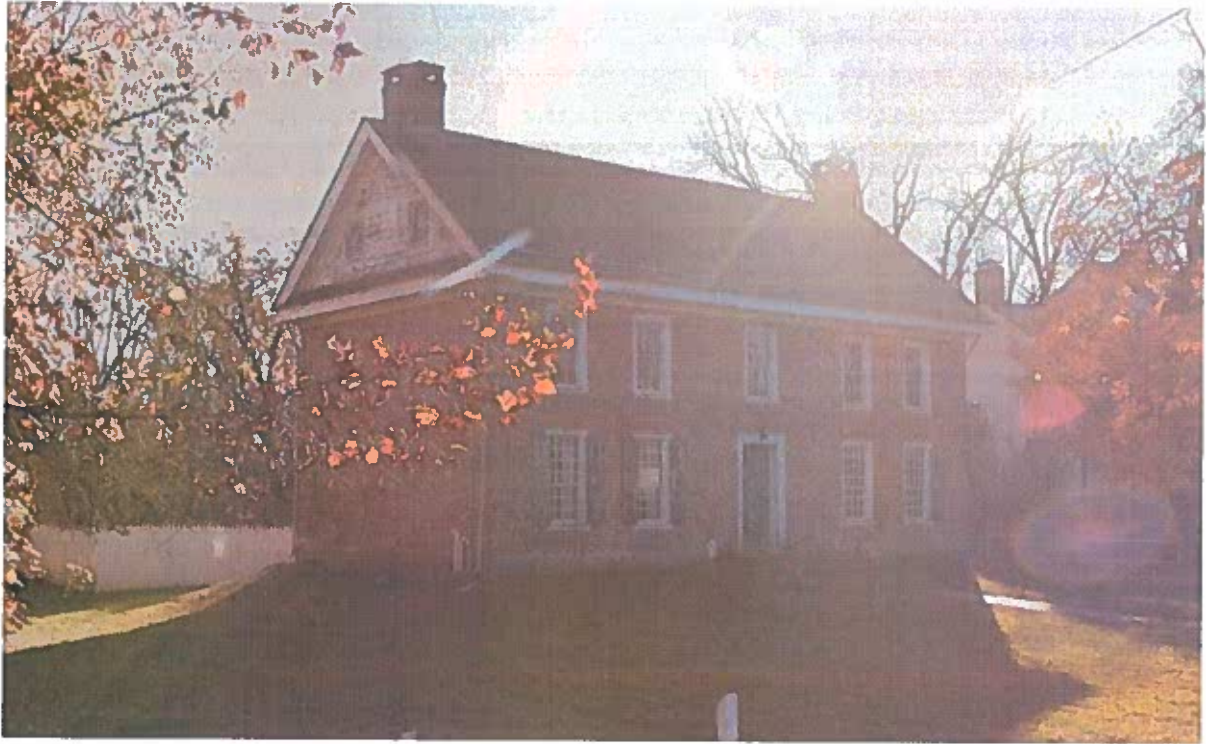


EXHIBIT 'C'