

# **SCOPE OF WORK**

## **North Side Finger Pier Replacement**

Forked River State Marina  
Forked River, Ocean County, NJ

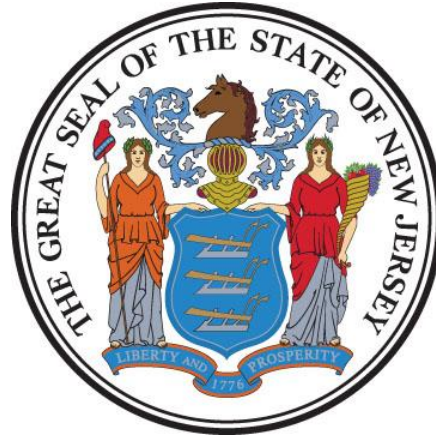
**Project No. P1353-00**

## **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: June 10, 2025**

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## **I. OBJECTIVE**

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The objective of this project is to remove and replace the old pilings and the deteriorated finger piers on the north side of the Forked River State Marina located in Ocean County. The project also includes the new installation or replacement of cleats along the bulkhead.

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## **II. CONSULTANT QUALIFICATIONS**

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### **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):

- **P012 Marine Engineering**

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

- **P017 Hydrographic Surveying**

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).

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## **III. PROJECT BUDGET**

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### **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 \$ 854,500.

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.

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## **IV. PROJECT SCHEDULE**

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### **A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE**

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Schematic Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. DCA Submission Plan Review</b>	<b>30</b>
<b>7. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>8. Bid Phase</b>	<b>42</b>
<b>9. Award Phase</b>	<b>28</b>

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**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.

**PROJECT NAME:** North Side Finger Pier Replacement  
**PROJECT LOCATION:** Forked River State Marina, Ocean County  
**PROJECT NO:** P1353-00  
**DATE:** June 10, 2025

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## **V. PROJECT SITE LOCATION & TEAM MEMBERS**

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### **A. PROJECT SITE ADDRESS**

The location of the project site is:

Forked River State Marina - North Side  
311 South Main Street  
Forked River, NJ 08731

GPS Coordinates: 39.8351295° N, -74.194800° 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:	<u>Robert Tampellini, Project Manager</u>
Address:	<u>Division of Property Management &amp; Construction</u> <u>20 West State Street, 3<sup>rd</sup> Floor</u> <u>Trenton, NJ 08608-1206</u>
Phone No:	<u>(609) 633-7069</u>
E-Mail:	<u><a href="mailto:Robert.Tampellini@treas.nj.gov">Robert.Tampellini@treas.nj.gov</a></u>

#### **2. Department of Environmental Protection:**

Name:	<u>Robert Baudo, Project Manager</u>
Address:	<u>Department of Environmental Protection</u> <u>275 Freehold-Englishtown Road</u> <u>Englishtown, New Jersey 07726</u>
Phone No:	<u>(609) 775-7662</u>
E-Mail:	<u><a href="mailto:Robert.Baudo@dep.nj.gov">Robert.Baudo@dep.nj.gov</a></u>

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## VI. PROJECT DEFINITION

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### A. BACKGROUND

The Forked River State Marina was founded in 1932. It is located at 311 South Main Street in the central part of Ocean County at the end of the north branch of Forked River (see **Exhibit ‘B’** Site Location Map). The marina is one of New Jersey’s four state-owned marinas and is currently managed by the New Jersey Department of Environmental Protection (NJDEP) administered through the New Jersey’s State Parks, Forests, & Historic Sites Division. The marina was originally constructed as an Island Terminal for the Department of Economic Development under the Division of Navigation which maintained a fleet of patrol vessels and continues to maintain over 4,500 buoys, channel markers, and navigational beacons along state navigation channels throughout New Jersey.

Forked River State Marina offers year-round boat slips and dry trailer storage facilities providing a safe and secure space for various boat types. The marina is west of the Barnegat Bay and provides access to boating, fishing, and recreational activities amongst some of the best scenic views surrounding the New Jersey shore. The combined administration office building at the marina has an observation tower and facilities including laundry, shower / sanitary facilities, and a lounge that serve the boat slip renters. The Office of Coastal Engineering also occupies office space in the building providing other beach nourishment and shore protection projects throughout the State.

### B. FUNCTIONAL DESCRIPTION OF THE BUILDING/SITE

Forked River State Marina has four (4) main sections-the South side, the Barra, the North side, and the North basin. The south side and north side have dedicated parking lots. (See **Exhibit ‘B’** Project Site).

The marina rents boat slips to the public ranging 20 ft. to 50 ft. and dry storage facilities year round. The north side bulkhead of the marina is approximately 400 ft. There are 14 finger piers along the north side bulkhead that include eight (8) piers measuring approximately 25 ft. and six (6) piers approximately 12 ft.

The piers along the north side are in poor condition with several closed due to failing structure and rotted pilings (See **Exhibit ‘C’** Photos). The New Jersey Department of Environmental Protection (NJDEP) would like to replace the piers and pilings in-similar-kind and same dimensions as well as installing cleats for the boats to tie to along the bulkhead.

Forked River State Marina is open year round, 24 hours a day and 7 days a week. However, the majority of public activity at the marina takes place during the summer months from Memorial Day thru Labor Day. The marina will remain open during construction.

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## VII. CONSULTANT DESIGN RESPONSIBILITIES

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### A. NEW PILING AND PIERS DESIGN REQUIREMENTS

#### 1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services for the demolition, removal, and replacement of the (14) finger piers and the surrounding pilings along the north side section (approximately 400 feet) at Forked River State Marina (See **Exhibit 'B'** Project Site).

The design shall include a detailed repair plan for any damage to the existing structure or components after the demolition and removal of the piers and/or pilings at the north side bulkhead section of the marina.

The design for replacing the piers and pilings shall be in support of the marina operation and comply with all permit requirements including ADA Accessibility Guidelines. The Consultant shall provide a design with at least one of the reconstructed finger piers to be ADA accessible.

The Consultant shall provide a design for this project that is environmentally safe and approved by the Agency, facility staff, and DPMC project team prior to installation as well as by all other official authorities concerned as per all applicable codes.

All meetings and interviews with the NJDEP, facility staff, and DPMC shall identify and outline all functional requirements for the new design and all associated components.

The Consultant shall provide a site location map on the drawing coversheet identifying the vehicular travel routes and approved access roads from major highways to the contractor's worksite staging area.

The Consultant shall include in the design documentation the peak season for the public and visitors are from Memorial Day weekend through Labor Day weekend. This facility will remain open during construction. The Consultant shall provide phasing, as necessary, in the design to keep the facility operational during construction.

Any temporary building access pathways shall be specified in the design. All necessary temporary signage related to the construction shall be stated in the design.

The construction documents shall be formatted to comply with the Bureau of Coastal Engineering requirements and all other local or federal permitting required. (see **Exhibit 'D'**)

### **Piers**

The Consultant shall provide the design drawings for replacing the following at the north side of the marina:

- (8) eight fixed piers measuring approximately 25 feet at the west end of the bulkhead.
- (6) six fixed piers measuring approximately 12 feet located at the east end of the bulkhead.

The Consultant shall provide the drawings for the new piers to be installed at the same location and measurements. The Consultant shall provide all calculation(s) to confirm the correct dimensions needed for the new piers.

The design shall be similar-in-kind including steps and handrails/railings. The design shall include for all finger piers to be replaced with pressure treated wood.

### **Pilings**

The Consultant shall provide the design drawings for installing and/or replacing the following at the north side of the marina:

- All new pilings shall be provided in the same location, size, and material.

## **2. Demolition:**

The Consultant shall include in the design documents a detailed plan for the removal, demolition, and disposal of fixed piers and surrounding pilings located adjacent at the north side of the marina, an approximately 400 feet (see **Exhibit 'B'** Project Site).

The drawings shall include the demolition and removal of any other related or identified debris and/or rubbish.

The drawings shall identify the approved location of the dumpster(s), vehicle parking, boat trailers, material storage trailers, construction equipment, and any other necessary demolition related equipment.

The demolition debris of any type are not permitted to be stored at the project site. All demolition debris shall be removed daily and/or on an approved Agency schedule.

The Consultant shall note any Agency designated material (ladders, fixtures, devices, hoses, docks, gangways, etc.) not being disposed shall be safely removed, protected, and stored. The Consultant shall provide a design that will minimize the potential damage to any conduits, hosing, utility lines, and/or wiring as necessary during construction.

As applicable, the Consultant shall indicate methods to temporarily cap, shutdown, and make safe all utilities and systems while the demolition work is being conducted. Any stored equipment, material or utilities shall be reinstalled and/or reconnected at the Agency's discretion.

Drawings shall identify the approved location of the dumpster(s), vehicle parking and boat trailers, construction equipment, etc. and specify any safety and or security measures required in those areas. The Consultant shall identify any required construction barriers or other measures to be taken to protect equipment and personnel from construction dirt, dust and provide safety during any demolition and construction work.

### **3. Cleats & Miscellaneous:**

The Consultant shall provide the design and specifications for the following items and quantity required.

- Cleats along the bulkhead side.
- Boat fenders along the piers.
- Other items at the discretion of the Agency.

## **B. CONSTRUCTION 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:**

The Contractor staging and location of construction equipment, demolition debris, materials, storage, and dumpsters shall be specified in an Agency approved secure area at the construction site. 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 and specifications.

### **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.

## **C. 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. No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 3:30 PM. Additional construction hours during the week day or weekends will be allowed only if the Contractor obtains prior approval from the Agency and/or project team.

### **3. Fencing:**

All 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.

## **D. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings:**

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies,

sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

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

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

## **2. Design Presentations:**

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

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.

## **E. 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.

- DPMC Project No. P1043-00: Bulkhead Replacement Forked River State Marina, 8/21/09, Birdsall Services Group.

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.

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## VIII. PERMITS & APPROVALS

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### 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](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](mailto: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](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

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## **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](https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf)

**a. Definition:**

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

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

**b. Responsibilities:**

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

**B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS**

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

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

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

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

the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

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## **IX. ENERGY REBATE AND INCENTIVE PROGRAMS**

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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.

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## **X. ALLOWANCES**

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### **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.

PROJECT NAME: North Side Finger Pier Replacement  
PROJECT LOCATION: Forked River State Marina, Ocean County  
PROJECT NO: P1353-00  
DATE: June 10, 2025

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## XI. SOW SIGNATURE APPROVAL SHEET

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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 6/10/2025  
ALISON F. GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 6/10/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Robert Baudo 6/11/2025  
ROBERT BAUDO, PROJECT MANAGER DATE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Robert T. Pampaloni 6/13/2025  
ROBERT TAMPELLINI, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 6.17.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XII. CONTRACT DELIVERABLES**

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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**

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## **XIII. EXHIBITS**

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- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**
- D. **MUNICIPAL REQUIREMENTS FOR ALL SPECIFICATIONS, DRAWINGS & SURVEY DATA SUBMITTED TO STATE OF N.J.-BUREAU OF COASTAL ENGINEERING**

**END OF SCOPE OF WORK**

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

## Deliverables Checklist Design Development Phase

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

## Deliverables Checklist Final Design Phase

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

**A/E Name:** \_\_\_\_\_

[illegible]

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

Consultant Signature

Date \_\_\_\_\_

[illegible]

Date

[illegible]

Date \_\_\_\_\_

[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	Resp	Weeks
<b>&lt;PROJ&gt;</b>			
<b>Design</b>			
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	
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.

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DBCA - TEST

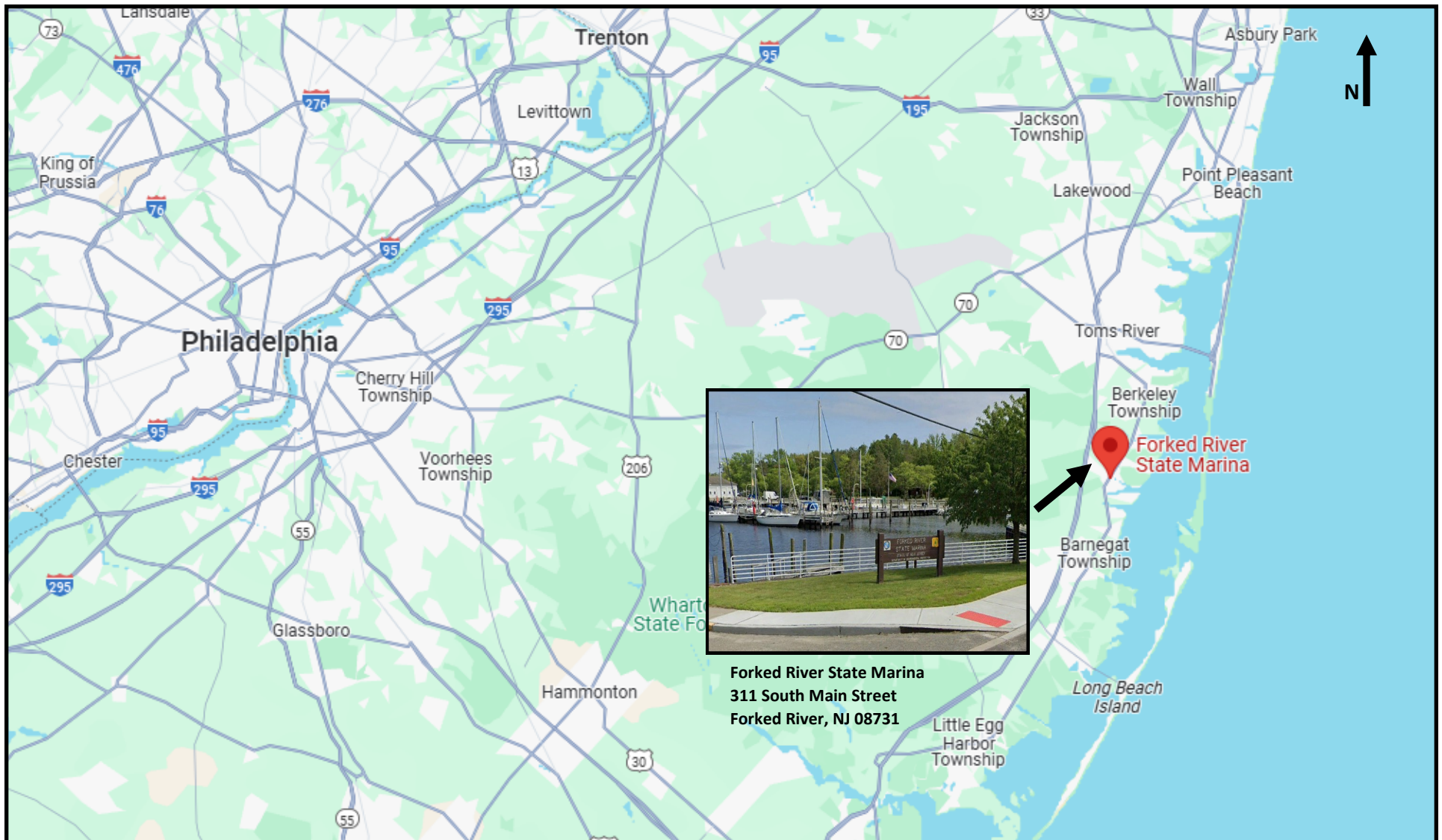
Bureau of Design & Construction Services

Sheet 1 of 3

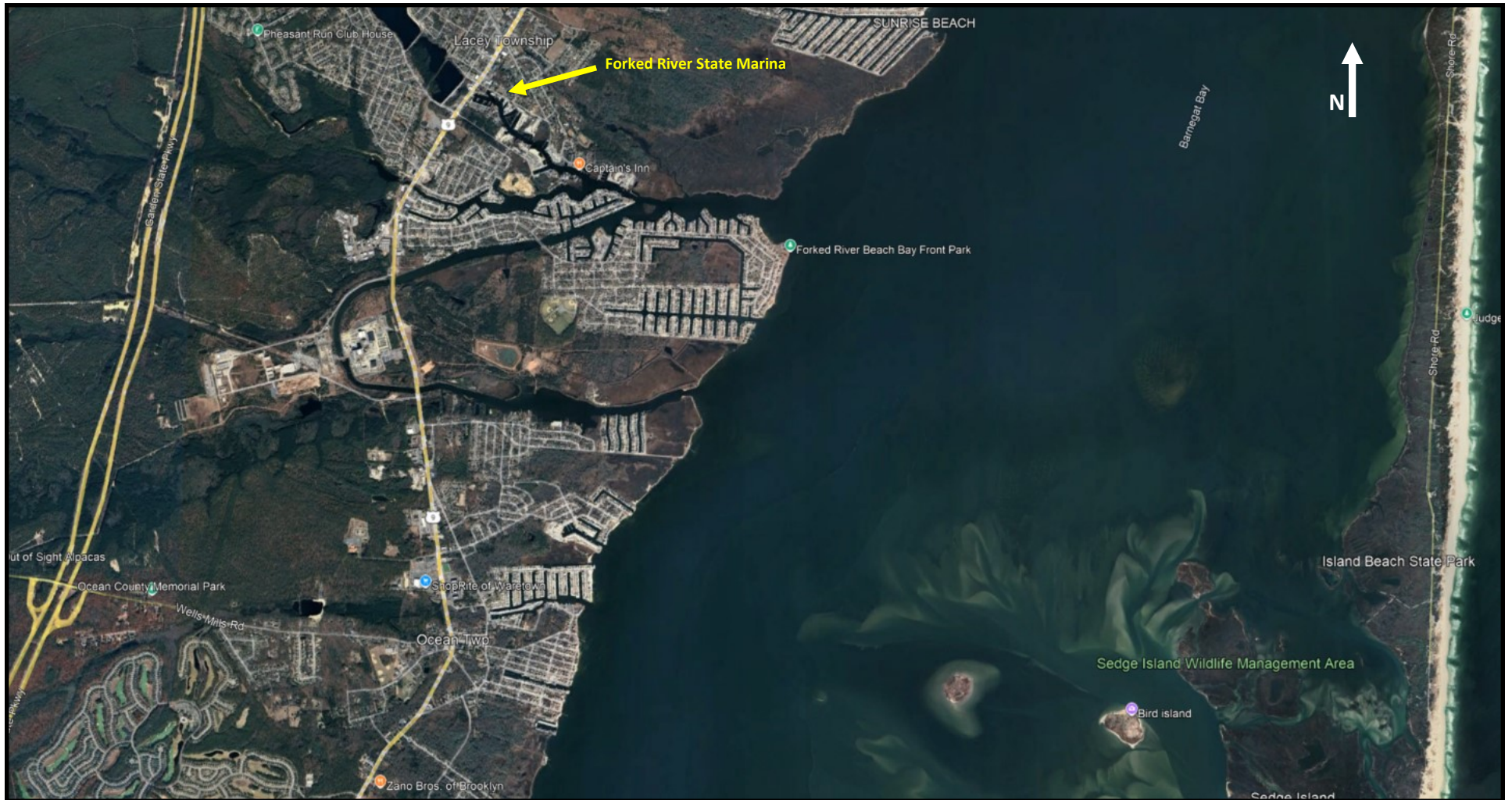
**EXHIBIT 'A'**



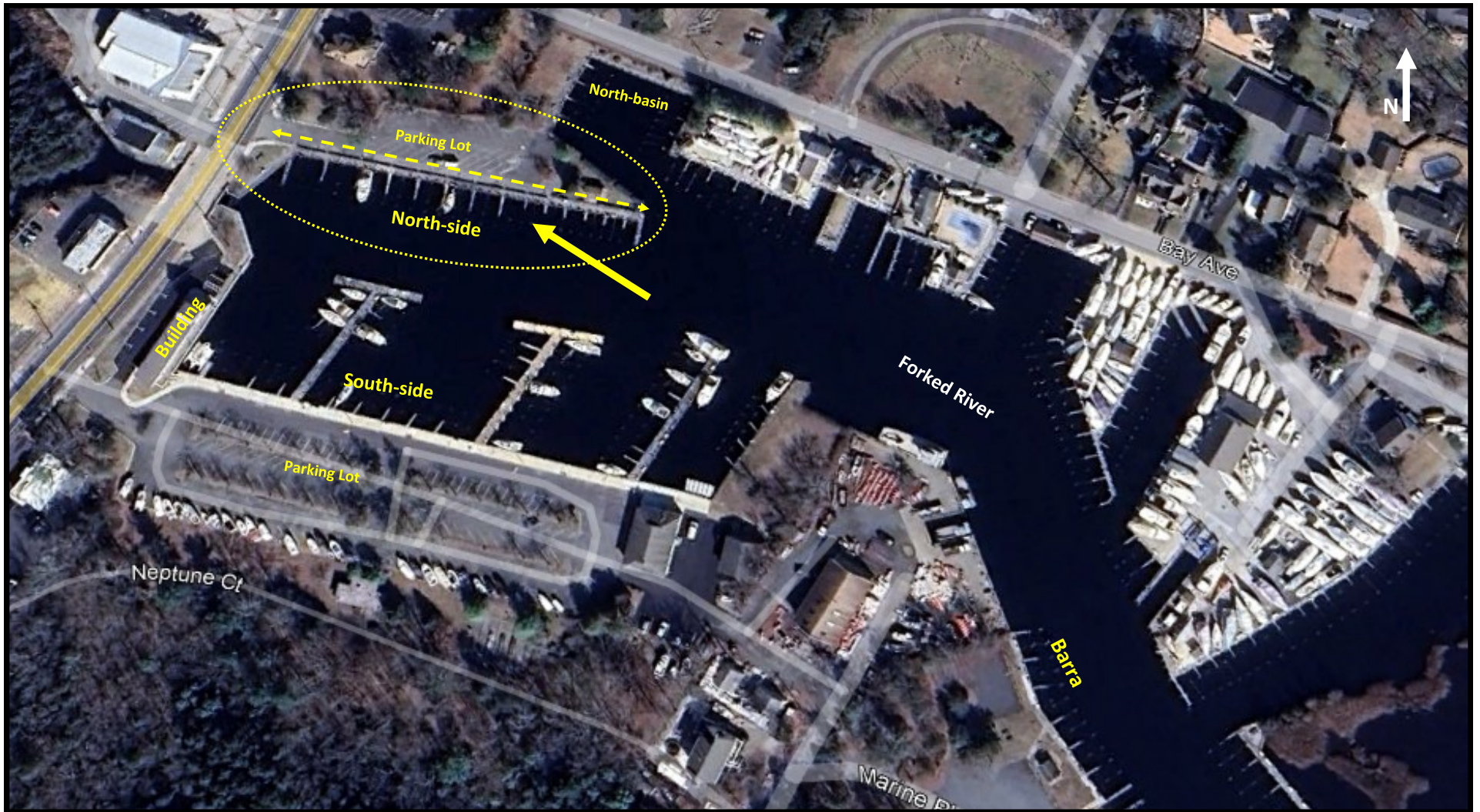




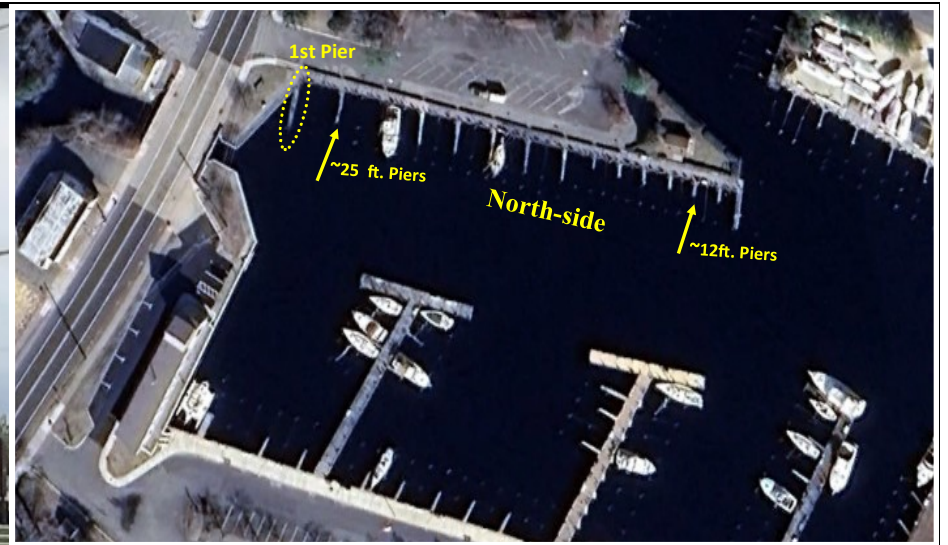
Project Site Location Map  
Forked River State Marina  
**EXHIBIT 'B'**



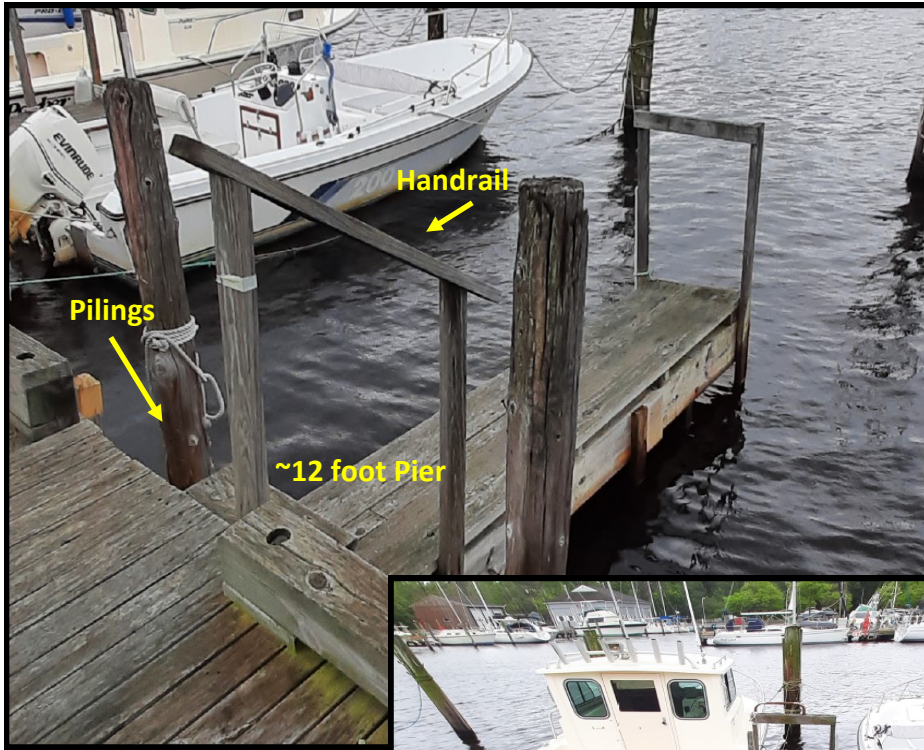
Project Location Map  
Forked River State Marina  
**EXHIBIT 'B'**



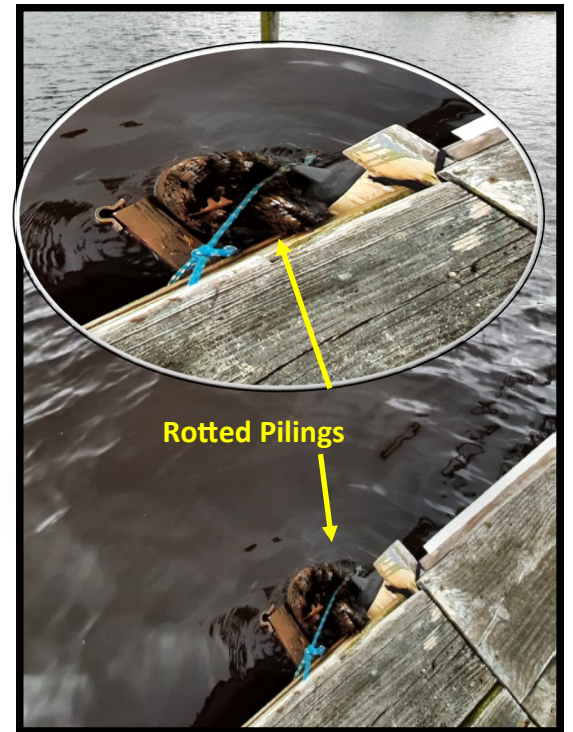
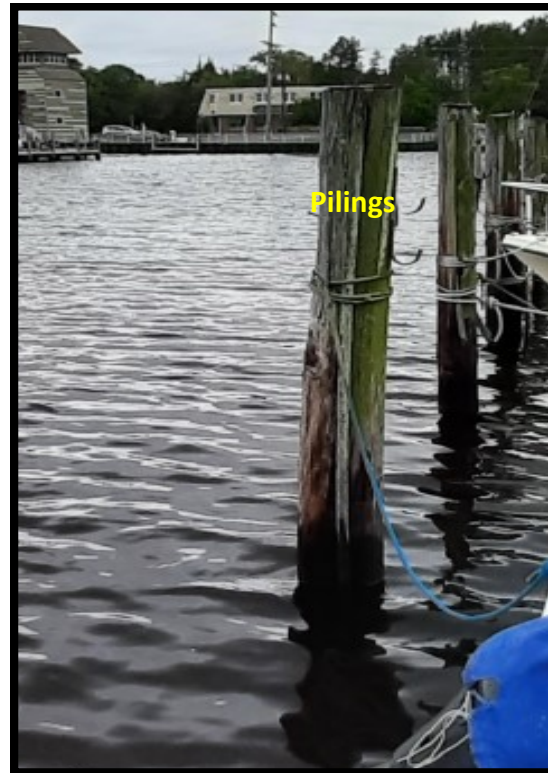
Project Site  
Forked River State Marina - North side  
**EXHIBIT 'B'**



Photos  
Forked River State Marina  
**EXHIBIT 'C'**



Photos  
Forked River State Marina  
**EXHIBIT 'C'**



Photos  
Forked River State Marina  
**EXHIBIT 'C'**

**MUNICIPAL REQUIREMENTS FOR ALL SPECIFICATIONS, DRAWINGS &  
SURVEY DATA SUBMITTED TO  
STATE OF N.J. - BUREAU OF COASTAL ENGINEERING**

**PLAN REQUIREMENTS**

- All submissions shall be original black ink on Mylar (polyester) film, matte both sides, 3 mil thick.
- Sizes:
  - \* Project plan drawings 24"x36"
  - \* Permit drawings 8.5"x11"
  - \* Minimum 1/2" borders (ACOE standards for permit drawings)
  - \* Lettering shall be no larger than 0.25" and no smaller than 0.10".

In addition to the above, computer files in the following format shall be provided on a CD.

- **PREFERRED FORMAT**                      DWG drawing format (AutoCAD)
- Each page of the drawing shall be in a separate file:  
    Example      PROJECT1.DWG      PERMIT1.DWG  
                    PROJECT2.DWG      PERMIT2.DWG  
                    etc.                      etc.

\*\*\* DXF files may be used as an alternative to AutoCAD.

**IF DXF FORMAT IS USED, CONSULTANT SHALL ENSURE COMPLETE AND TOTAL DRAWING EXCHANGE (fonts, line weight and type, proper location and orientation of all drawing details) BETWEEN CHOSEN FORMAT AND AutoCAD, BEFORE SUBMISSION.**

- **Limit X-REF OR ATTACHED IMAGE FILES, INCLUDE NECESSARY FILES.**
- Layers: No turned off, locked or unused layers.
- Do not include any data other than what will be shown in the hard copy printout of each drawing page.
- Font: One font only, standard block lettering.
- No shading or solid fill areas.
- Limited cross-hatching, only if absolutely necessary.

**EXHIBIT 'D'**

The following information shall be included on all **project plans**, unless otherwise specified by the Bureau:

- All plan views shall be in the State Plane Coordinate System NAD83, in feet and tenths of feet, with a **north orientation to the top of drawing sheet**. Graphic scale shall be included.
- If a DXF file is used, be advised that AutoCAD DXF output includes only model space NOT layout or paper space. Complete sheet with border/title shall be in model space.
- All land elevations shall be in feet and tenths of feet and refer to NAVD88. All water depths shall be in local MEAN LOW WATER (MLW). Adjustment between MLW and NAVD88 shall be noted.
- Lot and Block limits and numbers within and adjacent to the project area. Lot and Block numbers for the property (in which the project is located) shall be designated within the project plans.
- All existing structures, roads, utilities, topography, vegetation, piers, bulkheads, pilings, rip-rap, etc. within the scope of the project and all its contiguous lots.
- Delineate the mean high water line, mean low water line and spring high water line, and provide elevations (note: all elevations should be based upon mean low water datum). If NAVD 88 is used, the correlation factor to mean low water shall be provided. Also include the name of the waterway.
- Wetlands delineation of coastal and/or freshwater wetland limits (if they exist). The coastal upper and lower wetland boundary can be obtained directly from the Wetlands Act of 1970 (N.J.S.A 13:9A-1 et seq.) promulgated wetlands maps. Any existing verified freshwater wetlands delineation (obtained through Letter of Interpretation or Freshwater Wetlands Permit) shall be shown, including the file/permit number and resource value classification.
- Identify the 100-year flood elevation and the FEMA zone for the project area.
- All proposed construction, structures, filling, grading, excavation, clearing, limits of disturbance, utilities, landscaping and soil erosion and sediment control devices shall be clearly labeled, showing all distances and dimensions; include any relocated mean high water lines.
- A cross-section view, to scale, showing all existing and proposed structures, excavation, grading, etc., including water depth and locations as described above.

## **EXHIBIT 'D'**

- A soil erosion and sediment control plan which is in compliance with the appropriate Soil Conservation District requirements.
- The general site location of the project, which may be on an insert from a USGS topographic quadrangle map or a county or local road map. The state plane and latitude, longitude coordinates for the project location.
- The name of the person who prepared the plan and the date it was prepared. All plans must be signed and sealed by a Professional Engineer.

#### SURVEY DATA:

- All survey data shall be referenced to National Geodetic Survey monumentation. First order vertical and horizontal. PID # of all monuments used shall be provided (ex. AB1234). Tidal benchmarks used/referenced shall be listed by PID # also.
- All information supplied (data, work drawings, cross-sections) shall include all raw survey data/notes.

Sample title block, to be placed in lower right hand corner.

APPR.	BY	DESCRIPTION	STATE OF NEW JERSEY					
			DEPARTMENT OF ENVIRONMENTAL PROTECTION					
			OFFICE OF ENGINEERING & CONSTRUCTION					
			BUREAU OF COASTAL ENGINEERING					
DATE	REV.		EMERGENCY BULKHEAD REPAIR					
			BARNEGAT LIGHTHOUSE STATE PARK					
			BOROUGH OF BARNEGAT LIGHT					
			COUNTY OF OCEAN					
			DRAWN BY: B.M.C.	APPROVALS			PROJECT NO.	4181-05
			CHECKED BY: C.B.T.	APPROVED BY	TITLE	DATE	SHEET 1 OF 5	
			SCALE: AS SHOWN				DWG. NO. E-34-37	
			DATE: JAN. 13, 2005					

## EXHIBIT 'D'

## **ADDITIONAL ENGINEER AND DESIGN INFORMATION**

In addition to the plan requirements the engineer must provide the following calculations if applicable:

- Area (sq. ft.) to be filled
  - Area (sq. ft.) to be filled waterward of the High Tide Line
  - Area (sq. ft.) of underwater area to be filled
  - Area (sq. ft.) of intertidal zone to be filled
  - Area (sq. ft.) of wetlands to be filled
  - Proposed height of fill
  - Volume to be discharged below the plane of (and waterward of) the High Tide Line
  - Volume of material used in fill
  - Area (sq. ft.) of material being excavated
  - Volume of material to be excavated
  - All other calculations applicable to the project
- Provide an alternative analysis for the proposed project giving discussion and/or documentation explaining why this method of shore protection is best suited for this project area. Include alternate designs for the project site and discuss what aspects do not make them optimal under the conditions of this project.
  - After all permit applications have been submitted, the municipality shall supply all technical specifications for the proposed project on a CD in Microsoft Word format. The Bureau will provide a template to be used to develop the specifications for this project.

## **ADDITIONAL MUNICIPAL REQUIREMENTS**

The municipality is responsible for providing the following:

- Execution of a future State-Aid agreement.
- The municipality, as a requirement of the State-Aid agreement, shall provide a perpetual easement for all private and public property within the project area. The language of this easement, which will be provided by the State of New Jersey, encompasses project construction and project maintenance, as well as parallel and perpendicular public access.
- Provide a certified list of all owners of real property, including easements as shown on a current tax map, within 200 feet of the project property and the disposal area property, if applicable, that shall be no more than one year old. Provide a second list, as discussed above, but limit it to the property owners directly adjacent to the project property and the disposal area property.

**Contacts:** Plan Requirement Information - Bruce M. Clark, GIS Specialist - 732-255-0782  
Engineering and Design Information – ***ADD PROJECT ENGINEER HERE***  
Permitting Information - ***ADD PROJECT ENVIRONMENTALIST HERE***

## **EXHIBIT ‘D’**