

SCOPE OF WORK

Slater House Exterior Rehabilitation & Air Conditioning Installation

Kittatinny Valley State Park
Andover Twp., Sussex County, NJ

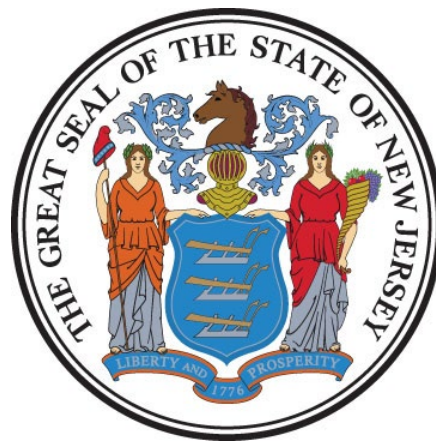
Project No. P1362-00

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: August 13, 2025

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PROJECT NAME: Slater House Exterior Rehabilitation & Air Conditioning Installation
PROJECT LOCATION: Kittatinny Valley State Park, Sussex County
PROJECT NO: P1362-00
DATE: August 13, 2025

I. OBJECTIVE

The objective of this project is to restore the exterior and install a new air conditioning system at the Slater House. Key rehabilitation efforts will also include restoring the porch, repairing and painting the exterior, installation of new windows, door restoration, upgrading the entryway for accessibility, and ensuring accessible parking and pathways. The Slater House is located in Kittatinny Valley State Park in Sussex County.

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**
- **P005 Civil Engineering**
- **P024 Barrier Free/ ADA Design**
- **P037 Asbestos 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 \$700,000.

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 \$1,056,500.

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.

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.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Schematic Design Phase	42
• Project Team & DPMC Plan/Code Unit Review & Comment	14

3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. Project Close Out Phase	30

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

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A’**. The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, 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: Slater House Exterior Rehabilitation & Air Conditioning Installation
PROJECT LOCATION: Kittatinny Valley State Park, Sussex County
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V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Kittatinny Valley State Park
Northern Region Office Parks & Forests
265 Limecrest Road
Newton, Sussex County, NJ 07860

GPS Coordinates: 41.010425° N, -74.736148° 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: Sukhbir Singh, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-7998
E-Mail: Sukhbir.Singh@treas.nj.gov

2. Department of Environmental Protection

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

VI. PROJECT DEFINITION

A. BACKGROUND

The Slater House, built in 1874 by Charles K. Slater, is a historic landmark in Kittatinny Valley State Park, just north of Andover, NJ. It stands along Andover Long Pond and has known by several names, including Struble's Pond, New Wawayanda Lake, and Lake Aeroflex (see **Exhibit 'B'** Site Map).

Following Slater's passing in 1876, the house transitioned into an administrative office or YMCA camp in 1919 and was renamed Ayer Hall in honor of F. Wayland Ayer, a state YMCA executive committeeman. In 1954, Frederick Hussey purchased the property, making it the headquarters for the Aeroflex Corporation, pioneering research into helicopters and hydroplanes.

Following the creation of Kittatinny Valley State Park (KVSP) in 1994, the Slater House became the park's administrative office, a role it held until 2003. It then transitioned to serve as the District 3 Headquarters for the New Jersey State Park Police. Today, it continues its legacy of adaptation and service as the Northern Region Office for State Parks and Forests.

While the Slater House is primarily known for its administrative functions, the property has made it a significant site for local history. The Andover Long Pond itself has been a focal point for recreation and industry, with early settlers using it for transportation and fishing. Over the years, the surrounding area has evolved, with the state park preserving much of its natural beauty and historical significance.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The historic Slater House serves as the Northern Region Office for the New Jersey State Parks & Forests Service operating under the Department of Environmental Protection Agency. It is the central hub for administrative operations, coordinating park and forest management efforts, overseeing environmental programs, and ensuring the smooth execution of day-to-day tasks. Employees work on-site seven days a week, handling crucial responsibilities that support the region's parks and natural areas.

The 1874 historic building is approximately 2677-sq.ft. and features two floors of office spaces along with a basement and an attic. Currently, the building is cooled by individual space window air conditioning units. The exterior siding and porch decking is weathered and needs repair. Although there is nearby on-site parking and a concrete path around the perimeter of the building, the facility currently does not offer an assigned ADA entranceway to the building. The building has baseboard heating with the building's mechanical and electric panel equipment located in the basement (see **Exhibit 'C'** Photos).

A phasing plan and strategic scheduling is required to minimize interference with the daily office activity throughout construction. Employees work on-site seven days a week, handling crucial responsibilities that support the region's parks and natural areas. The building is currently occupied and will remain open during construction.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. SLATER HOUSE DESIGN REQUIREMENTS

1. Project Overview

The Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award Services for a comprehensive rehabilitation of the Slater House's exterior. The Slater House will continue to serve as the Northern Region Office for the New Jersey State Parks & Forests Service operating under the Department of Environmental Protection Agency. The goal is to deliver an exterior that is both visually appealing and functionally robust while meeting current energy efficiency standards, ADA accessibility guidelines, and historical preservation requirements. Also included in the project will be the installation of a brand-new air conditioning system.

All work provided shall keep the historic character and image of the building. All work shall be approved by the Agency and/or project team prior to construction.

The Design Consultant shall provide the drawings and specifications for the refurbishment of the building's exterior to include but not limited to surface preparation, paint application, window replacement, door rehabilitation, porch restoration, ADA compliant parking and pathways. The project entails a comprehensive refurbishment of the building's exterior to restore its aesthetics, enhance durability, and warrant improved functionality.

All design, specifications, and construction to the building shall meet the State Historic Preservation Office Approval per Section 106 of the National Historic Preservation Act. An Application for Project Authorization is found under the New Jersey Register of Historic Places Act. All design and specifications shall meet *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

2. Exterior Siding & Trim

The Design Consultant shall evaluate the building's exterior (see **Exhibit 'C'** Photos) and provide the design and specifications for repair/replacement of the siding and trim (i.e. cleaned, scraped, primed, and painted). All work provided shall keep the historic character and image of the building.

3. Doors & Windows

The Design Consultant shall evaluate the doors and windows and provide the design and specifications for repair and/or replacement. The Consultant shall evaluate the doors and windows are sealed properly to protect the building from outside elements and provide for energy efficient insulation. The Design Consultant shall provide recommendations and the design and specifications for the replacement of doors and windows with energy-efficient windows, where applicable. The Consultant shall evaluate all window and door trim for repair, replacement, paint, etc. The design and specifications shall include the demolition, removal and safe disposal of all debris.

4. Porch

The Consultant shall evaluate the conditions of the porch (see **Exhibit 'C'** Photos) and provide the design and specifications including but not limited to restoring and/or replacing the steps, decking, ceiling, columns, framing, painting, etc.

5. Downspouts & Drains

The Consultant shall evaluate the conditions of all downspouts and gutters and provide the design and specifications for repair and/or replacement. Any water drainage and/or downspouts shall be properly repaired and/or replaced. The Design Consultant shall evaluate the downspout discharge to determine if additional underground piping is needed to divert water away from the building or walkways.

6. ADA Accessibility, Pathways, & Parking

The Consultant shall develop comprehensive design plans and provide the design and specifications to repair and upgrade the building's ADA accommodations (see **Exhibit 'C'** Photos). This includes ADA ramps, aprons, walkways, accessible parking, and access pathways leading to and around the building's perimeter. All ramps and entranceways must be graded appropriately for winter conditions and routine maintenance. All existing pathways and walkways leading to the building shall be evaluated for their integrity, surface quality, safety features, and ADA compliance. Based on this evaluation, the Consultant will provide recommendations for repairing or replacing these access routes, ensuring a safe and accessible transit environment for all users. Additionally, the design and specifications shall incorporate provisions for the demolition and safe removal of any debris.

The Consultant shall provide the design for the improvement and/or replacement of all exterior lighting with new LED fixtures, along with the installation of additional lighting to illuminate ADA pathways.

All the work provided shall keep the historic character and image of the building. All work shall be approved by the agency and/or project team prior to construction. The design shall comply with all barrier free requirements.

7. Air Conditioning Installation

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services to research, design, and install a new efficient air conditioning system for an improved indoor climate control of all spaces throughout the building.

The Design Consultant shall evaluate building requirements and provide the design and specifications for an appropriate AC system, including capacity and load type (central, split, or packaged), and placement.

The Consultant shall incorporate all necessary equipment, controls, and thermostats into the design to ensure compliance with current energy codes and standards. Additionally, the Consultant shall assess the building's existing electrical system, including panels and related equipment, to support any new or associated installations. The design documentation will include all load calculations required for equipment start-up, testing, and balancing of the installed AC systems as needed.

The Consultant shall incorporate building repairs in the design documents to address any damage caused during equipment installation.

8. State Historic Preservation Office Approval

The 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. SITE REQUIREMENTS

1. Material Staging

Construction documents shall include an Agency approved staging area by the Project Team indicating on the project site plan the location where the contractor can store materials, tools, and equipment.

2. Demolition

The Design Consultant shall identify and provide the design and specifications for the identified demolition and safe removal of the identified debris while maintaining the structural integrity of the building.

3. Dumpster & Debris

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency. The frequency of debris removal shall be identified in the design specification.

4. 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.

C. HAZARDOUS BUILDING MATERIALS

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

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

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

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

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

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

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

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

D. 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 documents shall be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

Review provided 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 DCA, Bureau of Construction Project Review to secure a complete plan release.

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

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

https://www.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; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that 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 NJUCC.

b. Responsibilities

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible 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 DPMC "Procedures for Architects and Engineers Manual," Paragraph **"9. REGULATORY AGENCY APPROVALS"** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) 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 NJUCC 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 NJUCC 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.C 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; and
 - Preparation of an Hazardous Materials Survey Report

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.C 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.C 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

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PROJECT LOCATION: Kittatinny Valley State Park, Sussex County
PROJECT NO: P1362-00
DATE: August 13, 2025

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: Slater House Exterior Rehabilitation & Air Conditioning Installation
PROJECT LOCATION: Kittatinny Valley State Park, Sussex County
PROJECT NO: P1362-00
DATE: August 13, 2025

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Alison F. Gottlieb 8/13/2025
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 8/13/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Matthew Marziaz 8/13/2025
MATTHEW MARZIAZ, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: sukhbir singh 8/13/2025
SUKHBIR SINGH., PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 8.14.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

SCHEMATIC DESIGN PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE

XIII. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. DRAWINGS**

END OF SCOPE OF WORK

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						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

A/E Name: _____

[illegible]

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

Consultant Signature

Date

[illegible]

Date _____

[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	Repn	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	

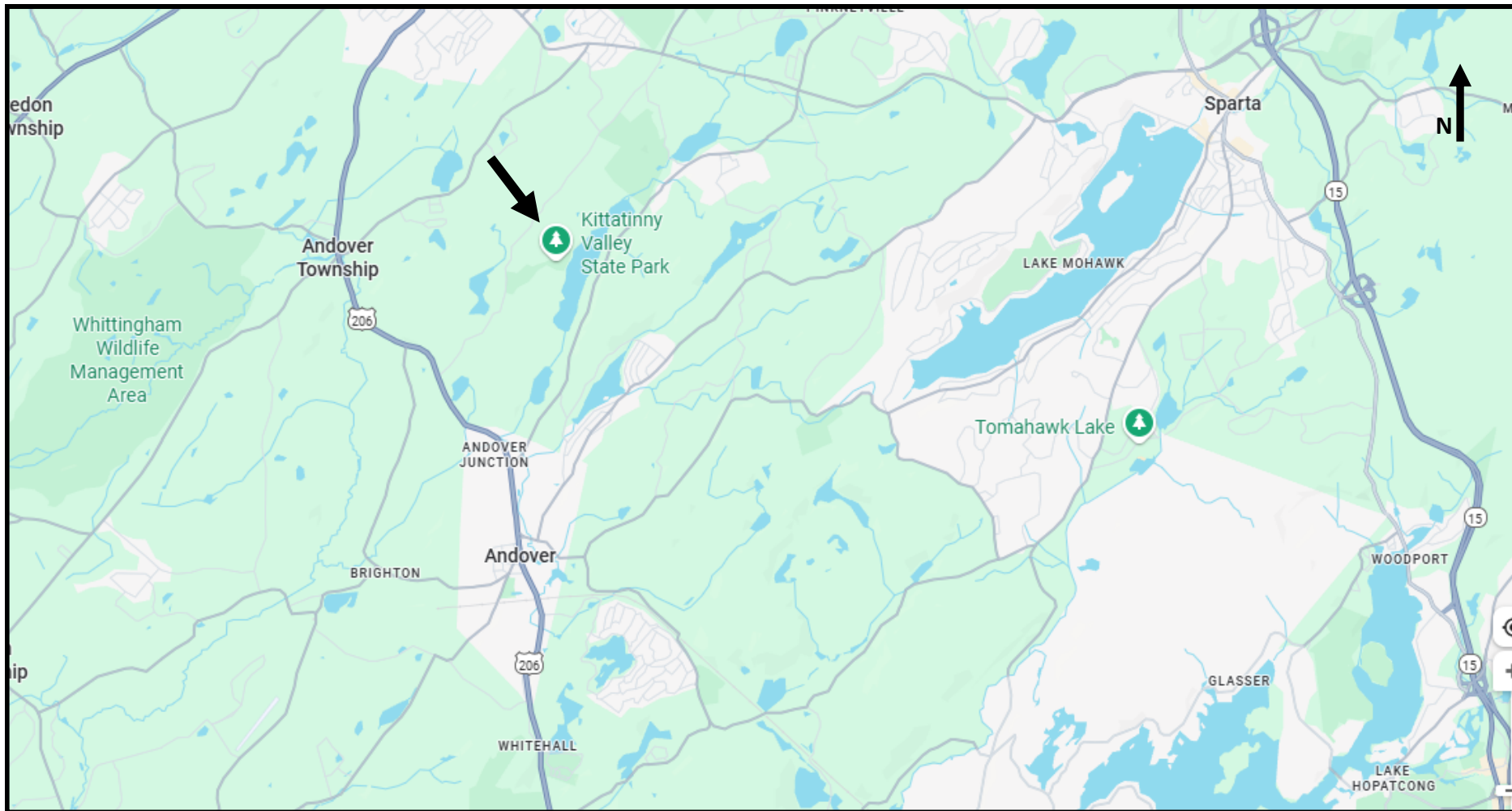
DBCA - TEST

Sheet 1 of 3

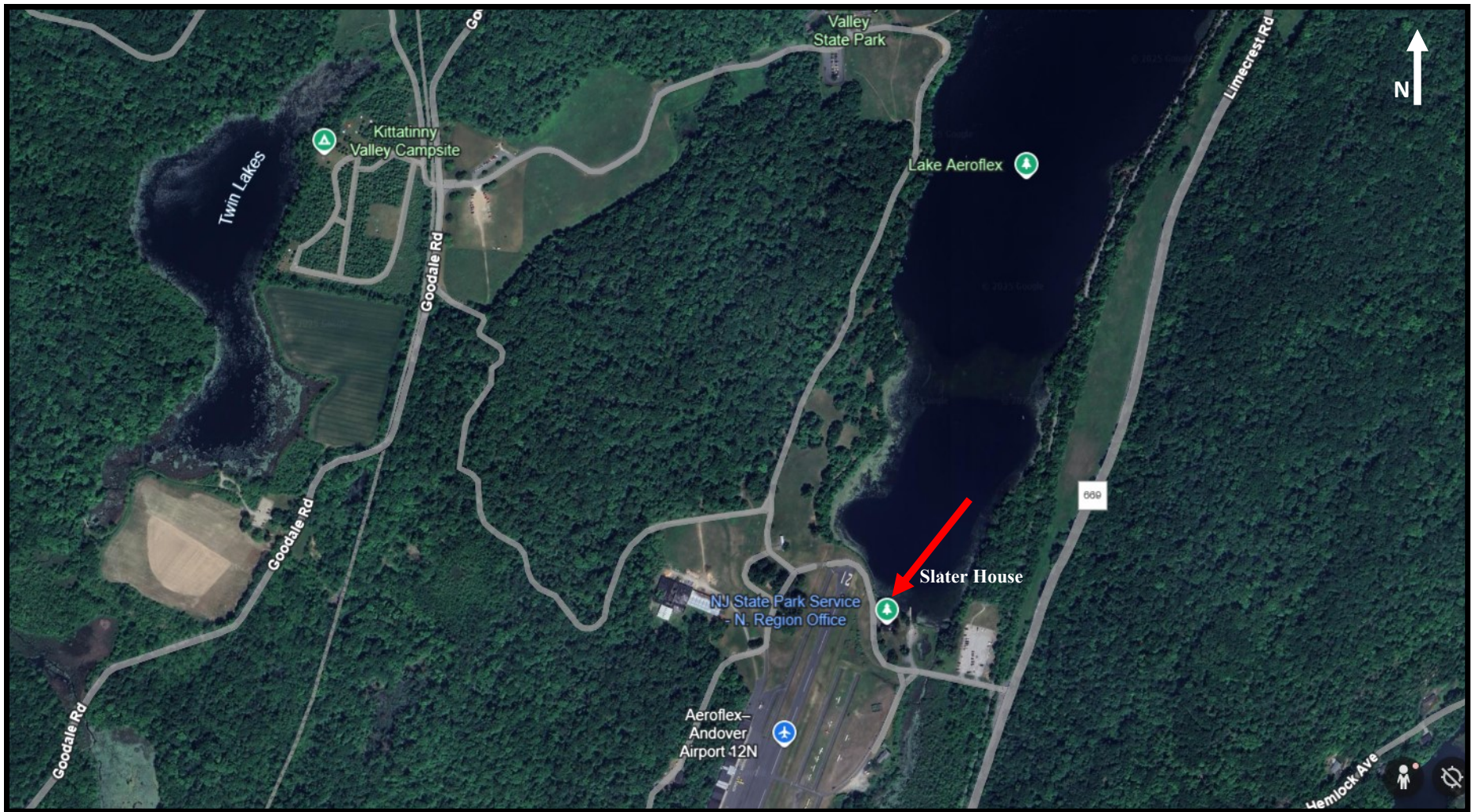
Bureau of Design & Construction Services

EXHIBIT 'A'

NOTE:
Refer to section "TV Project Schedule" of the
Scope of Work for contract phase durations.
© Primavera Systems, Inc.



Project Location Map
Kittatinny Valley State Park
EXHIBIT 'B'



Project Site

Slater House

EXHIBIT 'B'

KITTATINNY VALLEY State Park

This map of Kittatinny Valley State Park illustrates a network of trails, water bodies, and park facilities. The map includes a legend with the following categories:

- Open Field or Grass:** Yellow square
- Forest:** Green square
- Developed Area:** Tan square
- Water:** Blue square
- Wetland:** Light green square
- Restricted Area:** Dark green square
- Trails:**
 - Andover Junction Trail (1.0 mi) - Red dashed line
 - Andover Loop Trail (6.8 mi) - Red solid line
 - Explorer Trail (1.6 mi) - Yellow solid line
 - Glacial Trail (2.6 mi) - Grey solid line
 - Hemlock Trail (0.8 mi) - Red dashed line
 - Limestone Trail (1.2 mi) - White solid line
 - Mount Nebo Trail (0.8 mi) - Red solid line
- Facilities:**
 - Parking Lot (P)
 - Plenic Area (P)
 - Restrooms (R)
 - Restrooms (Primitive) (R)
 - Scenic View (S)
 - Visitor Center (V)
 - Boat Launch (B)
 - Canoing (C)
 - Fishing (F)
 - Group Campground (G)
 - Hunting (H)
 - Interpretive Center (I)

The map also shows major roads (e.g., 208, 52, 517, 603), lakes (e.g., Lake Linn, Lake Linn, Lake Linn), and other landmarks like the Mount Nebo Visitor Center. A scale bar (0 to 1000 feet) and a north arrow are located in the bottom right corner.

Project Site

Slater House

EXHIBIT 'B'



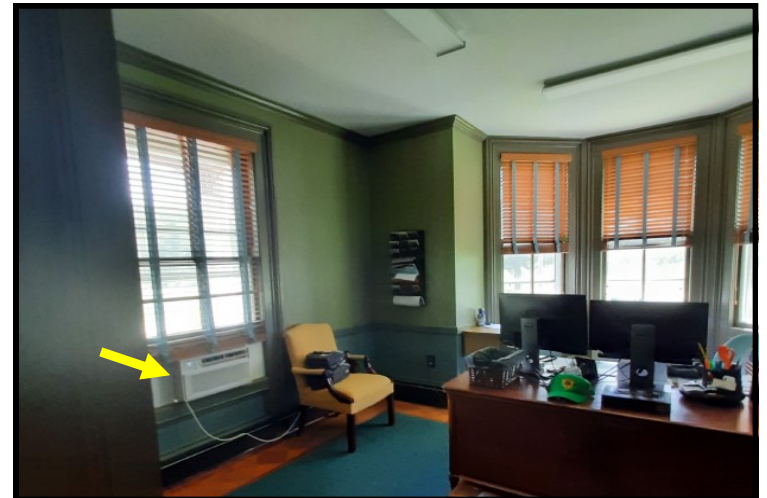
Photos

Exterior

Slater House
EXHIBIT 'C'



Basement Mechanical Room
& Switchgear



Multiple Window A/C Units

Photos
Slater House
EXHIBIT 'C'



ADA Accessibility



Photos
Slater House
EXHIBIT 'C'