

# **SCOPE OF WORK**

## **Great Bay Boulevard Boat Ramp Renovation**

Great Bay Boulevard WMA  
Little Egg Harbor Township, Ocean County, NJ

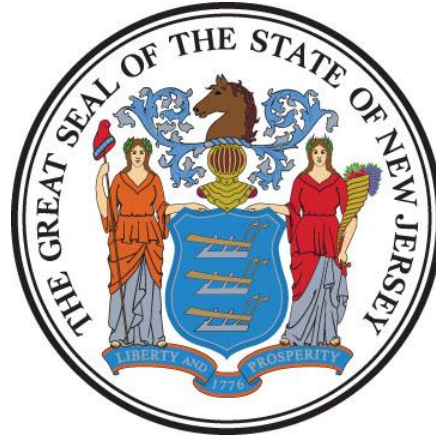
**Project No. P1371-00**

### **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: October 3, 2025**

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## **I. OBJECTIVE**

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The objective of this project is to create a safe boating access area at the Great Bay Boulevard Boat Ramp by removing the abandoned and deteriorated cedar shore timbers, wooden debris, and boat ramp and replacing them with a new concrete boat ramp, fishing dock, and bulkhead decking. The design will be similar to recently completed projects for the NJ Fish & Wildlife. The project area is located within the Great Bay Boulevard WMA in Little Egg Harbor Township.

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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:

- **P002 Electrical Engineering**
- **P011 Environmental Engineering**
- **P031 Archaeology**

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 \$500,000.

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 \$729,500.

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. The Consultant's proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

<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 (See Note)</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14

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<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>
<b>10. Construction Phase</b>	<b>120</b>
<b>11. Project Close Out Phase</b>	<b>30</b>

**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, and 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: Great Bay Boulevard Boat Ramp Renovation**  
**PROJECT LOCATION: Great Bay Blvd WMA, Ocean County**  
**PROJECT NO: P1371-00**  
**DATE: October 3, 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:

600 Great Bay Boulevard  
Little Egg Harbor Township, Ocean County  
New Jersey 08087

GPS Coordinates: 39.539616° N, -74.327274° 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: Darren J. Comegys, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 984-6219  
E-Mail: [Darren.Comegys@treas.nj.gov](mailto:Darren.Comegys@treas.nj.gov)

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

Name: Robert Baudo, Project Manager  
Address: Department of Environmental Protection  
275 Freehold-Englishtown Road  
Englishtown, New Jersey 07726  
Phone No: 609-775-7662  
E-Mail: [Robert.Baudo@dep.nj.gov](mailto:Robert.Baudo@dep.nj.gov)

## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The Great Bay Boulevard access roadway connects the Great Bay region, near Little Egg Harbor, to the nearby barrier islands. The narrow two lane roadway was built with elevated bridges and constructed over creeks through the marshes (see **Exhibit ‘B’** Project Site Map). Great Bay WMA area has a rich history for both recreational and commercial shellfish and finfish. The salt marshes are also known for waterfowl hunting opportunities, history, and huge spawning area for aquatic life.

Owned by the NJ Department of Environmental Protection (NJDEP) and managed by the NJ Fish & Wildlife, the Great Bay Boulevard Wildlife Management Area (WMA) is 5,982 acres and is located in Ocean County. New Jersey’s Wildlife Management Area System, administered by Fish and Wildlife’s Bureau of Land Management, preserves a diversity of fish and wildlife habitats from Delaware Bay coastal marshes to Kittatinny Ridge mountain tops and is also responsible for stocking fish and game birds, maintenance of buildings and grounds, development of visitor facilities, construction of parking areas and boat ramps.

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

NJ Fish & Wildlife maintains a public boat launch located at 600 Great Bay Blvd in Little Egg Harbor Township just over the bridge at Big Thorofare Inlet (see **Exhibit ‘B’** Project Site Location Map). This is the former site of Rands Marina.

The boat launch area is an approximately 500 foot by 110 foot region with a bulkhead running along the inlet shoreline. The boat ramp has mostly broken concrete and is not useable in its current condition. The old cedar pilings scattered in the inlet along with the wooden pier are unsafe and non-functional (see **Exhibit ‘C’** Photos).

The NJDEP would like to remove and replace the boat ramp using the same dimensions and remove and dispose of the old, unsafe pier and pilings. The project design will be based on the DPMC No. P1227-00 Tuckahoe Boat Ramp at the Tuckahoe WMA (See **Exhibit ‘D’** Design Examples & Photos). The parking area is open to the public. However, the site will remain closed during construction.



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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. GREAT BAY BLVD. BOAT RAMP DESIGN REQUIREMENTS**

#### **1. General**

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services for the demolition, removal, disposal, and replacement of the existing concrete ramp and the removal and disposal of all select wooden debris along the 500-foot run at 600 Great Bay Boulevard in Little Egg Harbor Township. Approximately 450-feet of the existing bulkhead will be evaluated for its physical integrity in order to install new bulkhead decking starting at both, north and south of the new concrete ramp continuing along Great Bay Boulevard and finishing where the boat parking property terminates. All components of this project shall comply with barrier free guidelines.

The Consultant shall refer to the Tuckahoe Boat Ramp project (DPMC Project No. P1227-00) and the project's related documents including but not limited to the Feasibility Study dated February 28, 2020 provided by Churchill Consulting Engineers in order to provide the design and specifications of this Great Bay Boulevard Boat Ramp project. The Consultant shall refer to the study prepared by Churchill Consulting Engineers regarding any of the following subjects: Surface Water Resources; Surface Water Regulation; Riparian Zone; Wetlands and Transition Areas; Tidelands; Flood Hazard Areas; Cultural Resources; and the Consultant shall research to provide their own conclusions and recommendations for this project as approved by NJDEP. All documentation provided to the Consultant shall be used as a guide only, where possible, in order to reduce design costs, and as directed by the Agency.

#### **2. Functional Design Requirements**

The Consultant shall meet and coordinate with NJDEP, Fish and Wildlife's Bureau of Land Management and project staff to outline all functional requirements necessary for the design of the new boat ramp and fishing dock. The Consultant shall document interviews with DEP and Staff to identify their requirements and needs. NJDEP prefers a design based on similar completed projects (see **Exhibit 'D'** Design Examples & Photos).

The Consultant shall discuss with NJDEP and determine necessary seasonal and/or wildlife related restrictions to be included in the design documentation.

#### **3. Demolition**

The Consultant shall include within the design documents all necessary select demolition.

The Consultant shall provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major highways to the project construction site and the approved access roads to the contractor's worksite staging area.

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.

The following shall be provided:

- Removal and disposal of all deteriorated, abandoned, wood on shore and off shore.
- Removal and disposal cedar poling timber.
- Removal and disposal of wood debris

#### **4. Boat Ramp Replacement**

The Consultant shall provide the design and specifications to construct a new Agency approved reinforced concrete boat ramp replacing the existing ramp. NJDEP prefers for the boat ramp replacement to be similar to the Tuckahoe Boat Ramp project (DPMC Project No. P1227-00).

The Consultant shall provide calculation(s) to confirm the correct degree of inclination needed for the new concrete ramp. Calculations shall be provided to confirm the new concrete ramp slope/angle, width and thickness. The Consultant shall determine the foundation and depth of the new ramps. The design shall include, as necessary, a provision for controlling soil erosion around the ramp. The ramp's surface finish shall be specified for good traction under year-round seasonal conditions. All functional ramp requirements outlined by the Agency shall be met.

Any necessary ramp maintenance shall be specified in the design. A design shall be included for soil erosion control. Storm water management practices and protection around the replaced ramp shall be included. The boat ramp shall be provided to meet requirements for barrier free access.

The construction documents shall be in compliance with USACE, and any other regulations that do apply. See below for suggested regulatory requirements and permit applications.

#### **5. New Bulkhead Decking**

The Consultant shall evaluate and provide the design and specifications to install new bulkhead decking along the existing bulkhead. Any rotted wood decking along the bulkhead shall be repaired or replaced or demolished and removed from the project area (see **Exhibit 'C'** Photos). All metal fasteners, clips, and hardware shall remain in-tact.

The following shall be provided:

- Limits for new bulkhead decking shall be north and south of the new boat ramp and continue to the end of the ramp parking lot, as per the Agency.
- The new bulkhead decking shall follow all barrier free standards and regulations.

## **6. New Fishing Dock/Pier**

The Consultant shall provide the design, specifications, and location for a new functional fishing dock/pier and its suitable access. NJDEP prefers for the design to be based on similar completed projects (see **Exhibit 'D'** Design Examples & Photos).

The new dock/pier shall follow all barrier free standards.

## **7. Electrical/ Lighting**

The Consultant shall provide the design and installation of lighting and to determine its power source within this region. All new lighting shall be code compliant.

The Consultant shall determine the need and provide the design and installation for any necessary hard wired electrical receptacles.

## **8. Site Parking Restoration**

All asphalt damaged in the parking lot as a result of construction shall be repaired and replaced with asphalt or crushed stone.

The Consultant shall use the “Design Example in **Exhibit 'D'**” as a guide to provide the design for the improvements to the parking lot adjacent to the new boat ramp.

The Client Agency desires the lot coverage area to include parking for standard vehicles and trailer vehicles. All design shall comply with barrier free guidelines. The Consultant shall provide the design and specifications, if preferred by the Agency, to light the boat ramp and parking area. The Consultant shall be responsible for the design of power to the area as there is currently none.

The Consultant shall provide for any striping or signage for the parking lot for trailers or barrier free accessibility as required.

## **9. Signage & Fencing**

The Consultant shall provide the design and installation or replacement of signage or fencing removed or missing.

## **10. Archaeological Analysis**

The Consultant shall perform an archaeological analysis on the site. Specific archaeological analysis requirements shall be coordinated with the State Historic Preservation Office (SHPO).

## **11. Contractor Staging Area**

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

The Consultant shall provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major highways to the project construction site and the approved access roads to the contractor's worksite staging area.

## **B. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings**

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

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

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

### **2. Design Presentations**

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

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

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

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

## **C. EXISTING DOCUMENTATION**

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

- DPMC Project No. P1227-00: Mosquito Landing Boat Ramp Tuckahoe WMA, Final Design #2, date 05/14/2021, Colliers Engineering & Design
- DPMC Project No. P1138-00: Feasibility Study Replacement Boat Ramps, February 28, 2020, Churchill Consulting Engineers
- DPMC Project No. P1093-00 Boat Ramp & Parking Replacement Stow Creek State Park, As-Built Issue 11/04/16, Jefferis Engineering Associates, LLC

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

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

## **D. SURVEY REQUIREMENTS**

The Consultant shall survey the site area and determine whether any additional surveys are required (i.e. boundary site survey, site topography, or cultural resource surveys) for the successful completion of this Project. All original documentation shall be returned to the provider at the completion of the project.

The Consultant shall survey the site area and determine site property lines meets and bounds, as well as the site topography. The survey shall include surroundings of the Great Bay Boulevard, as required, to complete the design and permit applications successfully for this project.

## **E. REGULATORY REQUIREMENTS**

The Design Consultant shall review for their permitting analysis and regulatory requirements of the below listed Agency.

It is the Consultant's responsibility to 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.

### **1. NJ Department of Environmental Protection**

The project site is located within the Coastal Area Facility Review Act (CAFRA) where the Design Consultant shall include but not limited to identifying water-ward of the mean high high-water line, sites located within a tidal flood hazard area, and wetlands with mapped threatened endangered species.

Below is a summary of regulations that could be applicable to this project in the potential permitting:

- a. U.S. Army Corps of Engineers (USACE) pursuant to Pursuant to 33 USC 408;
- b. U.S. Army Corps of Engineers (USACE) Authorization pursuant to Section 10 of the Rivers and Harbors Act of 1899, and Section 404 of the Clean Water Act;
- c. NJDEP Division of Land Use Regulation (DLUR) pursuant to the Freshwater Wetlands Protection Act Rules at N.J.A.C. 7:7A;
- d. NJDEP Division of Land Use Regulation (DLUR) pursuant to the Flood Hazard Area Control Act Rules N.J.A.C. at 7:13;
- e. NJDEP Division of Land Use Regulation (DLUR) pursuant to the Coastal Zone Management Rules N.J.A.C. at 7:7;
- f. NJ Natural Heritage Program pursuant to the Office of Natural Lands Management protocols; and
- g. Soil Conservation District pursuant to the Soil Erosion and Sediment Control Act at N.J.A.C. 2:90.

### **2. US Army Corps of Engineers (USACE)**

The Consultant shall determine if portions of the project take place on USACE owned property and include in the design State permits required in coastal waterways or wetlands, waterfront development areas, and waterways within 1000 feet of ordinary high water or mean high tide along the Great Bay Boulevard.

Portions of the project including the bulkhead removal and/or replacement, reclamation of formerly filled area, and fence replacement adjacent to the Canal's bulkhead would likely take place on USACE owned property.

The project site is within the Delaware River and the Consultant shall include in the design the required permits from the NJDEP and United States Army Corps of Engineers (USACE).

### **3. 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](http://www.nj.gov/dep/hpo/2protection/sr_revapp_min.pdf)

## **F. PERMIT APPLICATIONS**

The Consultant is responsible to prepare permit application packages for all State and Federal Agencies. The Consultant shall identify any and all approvals needed, and any other costs associated with the new design and construction. The Consultant shall also develop a detailed estimate of construction costs.

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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:

<https://www.nj.gov/dca/codes/codereg/ucc.shtml>

#### **1. 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 XIII.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.nj.gov/dca/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.nj.gov/dca/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 XIII.A.

The NJUCC “Plan Review Fee Schedule” can be found at:

[https://www.nj.gov/dca/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf)

## **2. NJUCC 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 or DPMC released drawings and specifications, with raised seals and wet signatures** 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/codes/resources/constructionpermitforms.shtml>

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 NJUCC 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 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.

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## **IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES**

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The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “17. BIDDING AND CONTRACT AWARD” for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

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## **X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES**

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The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI’s.

The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “18. CONSTRUCTION PHASE” for all construction administration requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

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## **XI. PROJECT CLOSE-OUT PHASE**

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The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

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## **XII. 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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## **XIII. 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 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.

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

PROJECT NAME: Great Bay Boulevard Boat Ramp Renovation  
PROJECT LOCATION: Great Bay Blvd WMA, Ocean County  
PROJECT NO: P1371-00  
DATE: October 3, 2025

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## XIV. 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 10/03/2025  
ALISON F. GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/3/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Robert Baudo 10/6/2025  
ROBERT BAUDO, PROJECT MANAGER DATE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Darren J. Comegys 10/7/25  
DARREN J. COMEGYS, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 10.20.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XV. 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; and**

**PROJECT CLOSE-OUT PHASE**

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## **XVI. EXHIBITS**

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- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**
- D. DESIGN EXAMPLES & PHOTOS**

**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						
<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 \_\_\_\_\_

**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

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

[illegible]

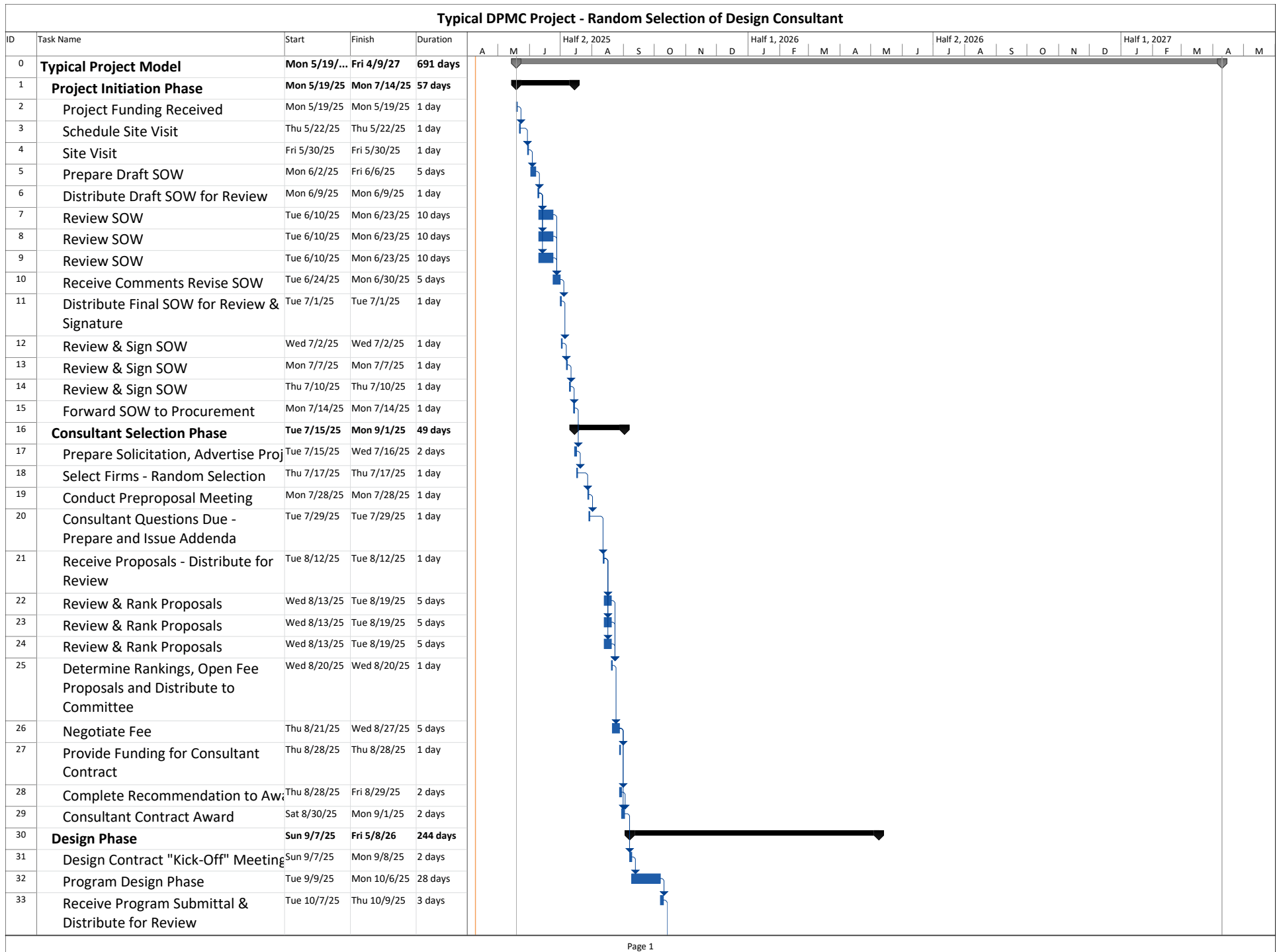
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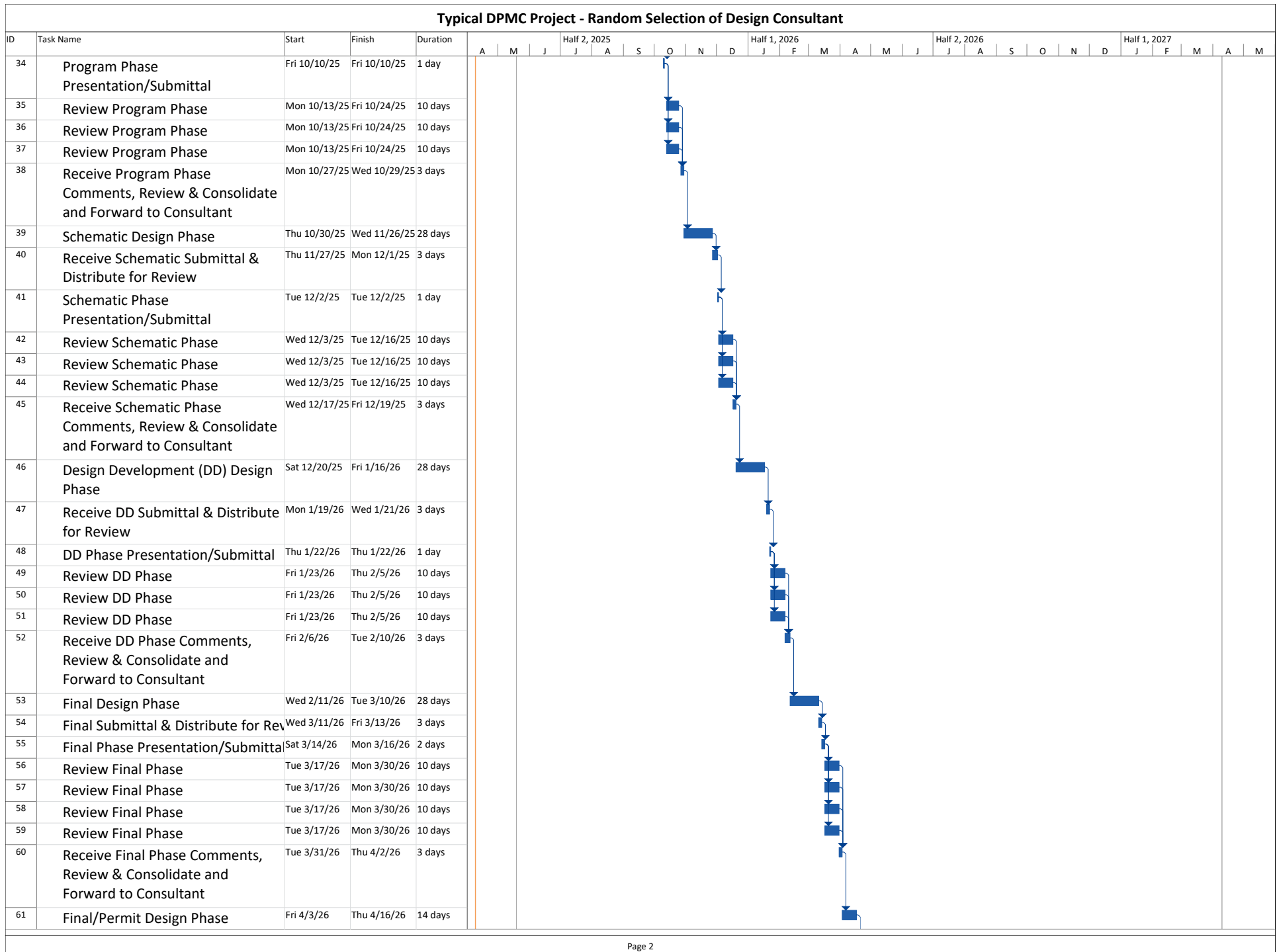
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Consultant Signature

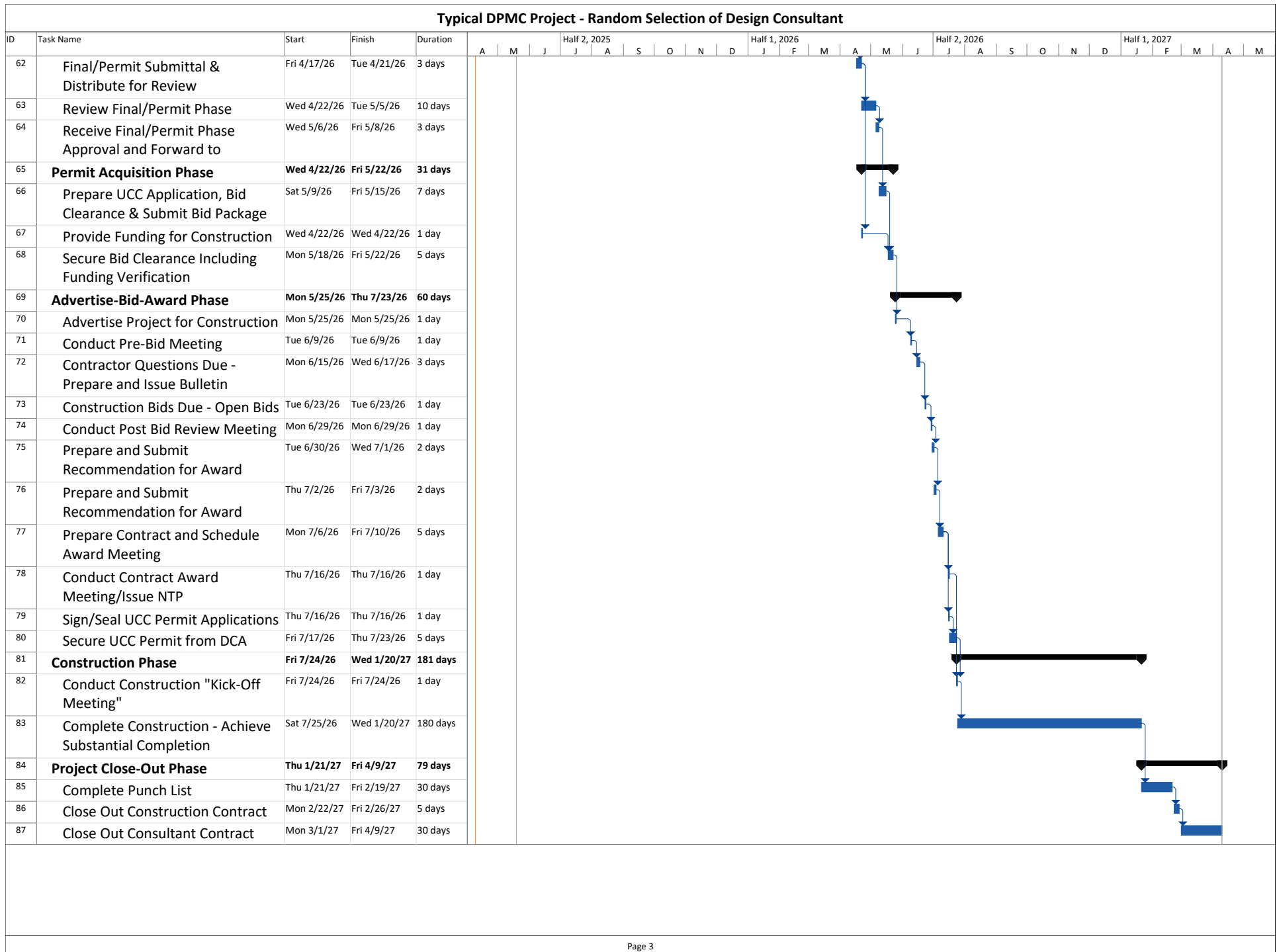
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Date \_\_\_\_\_









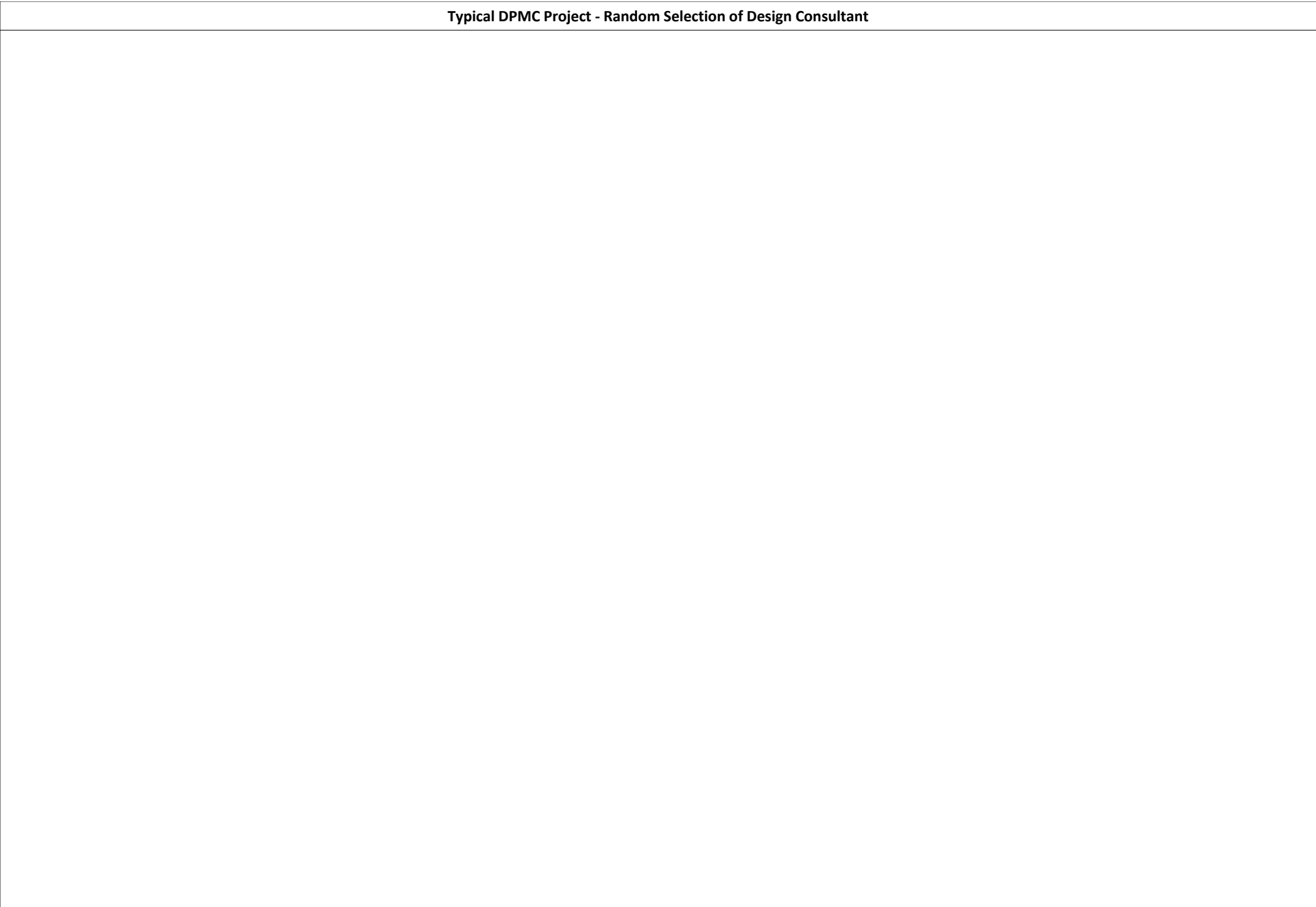
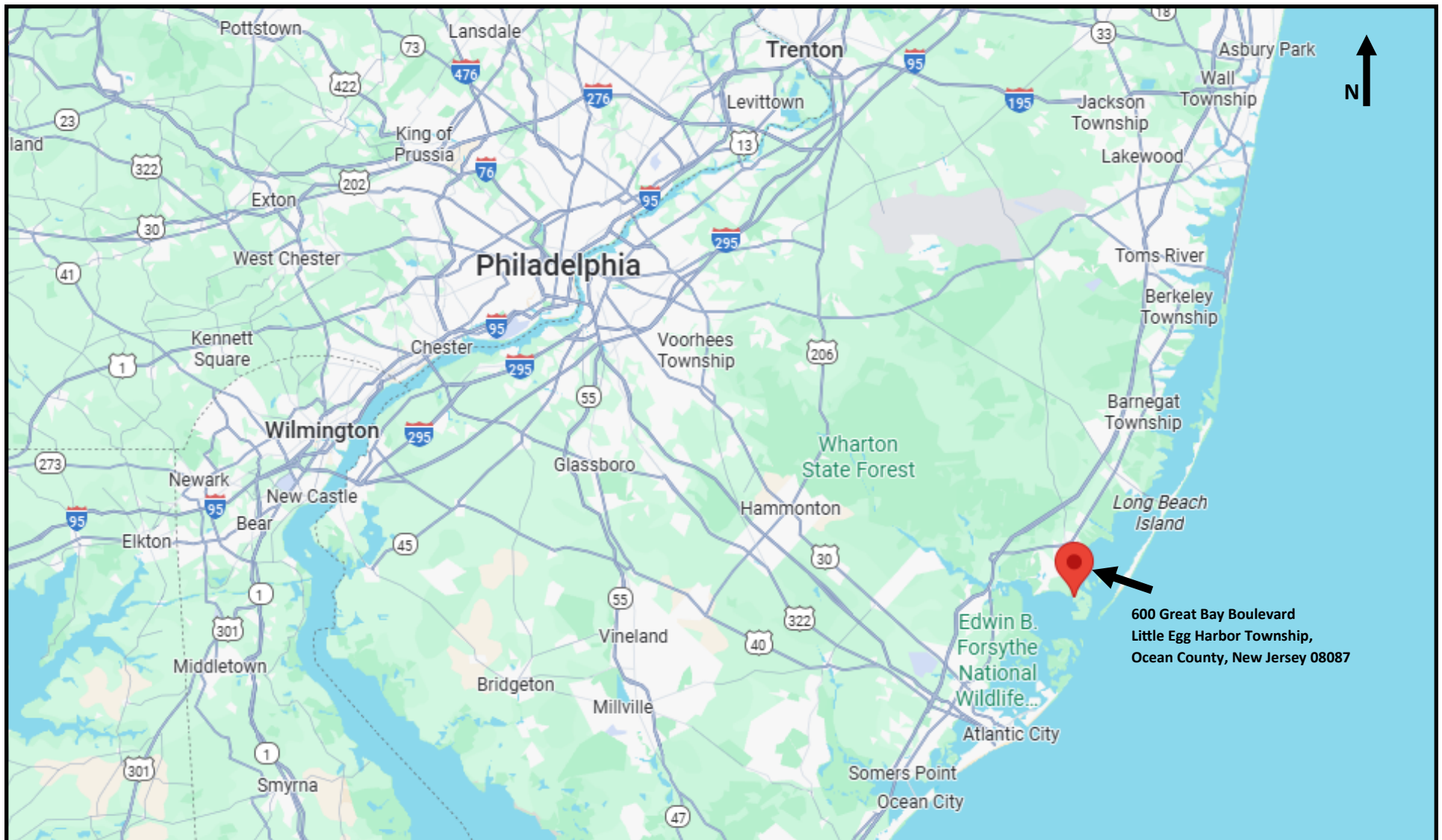
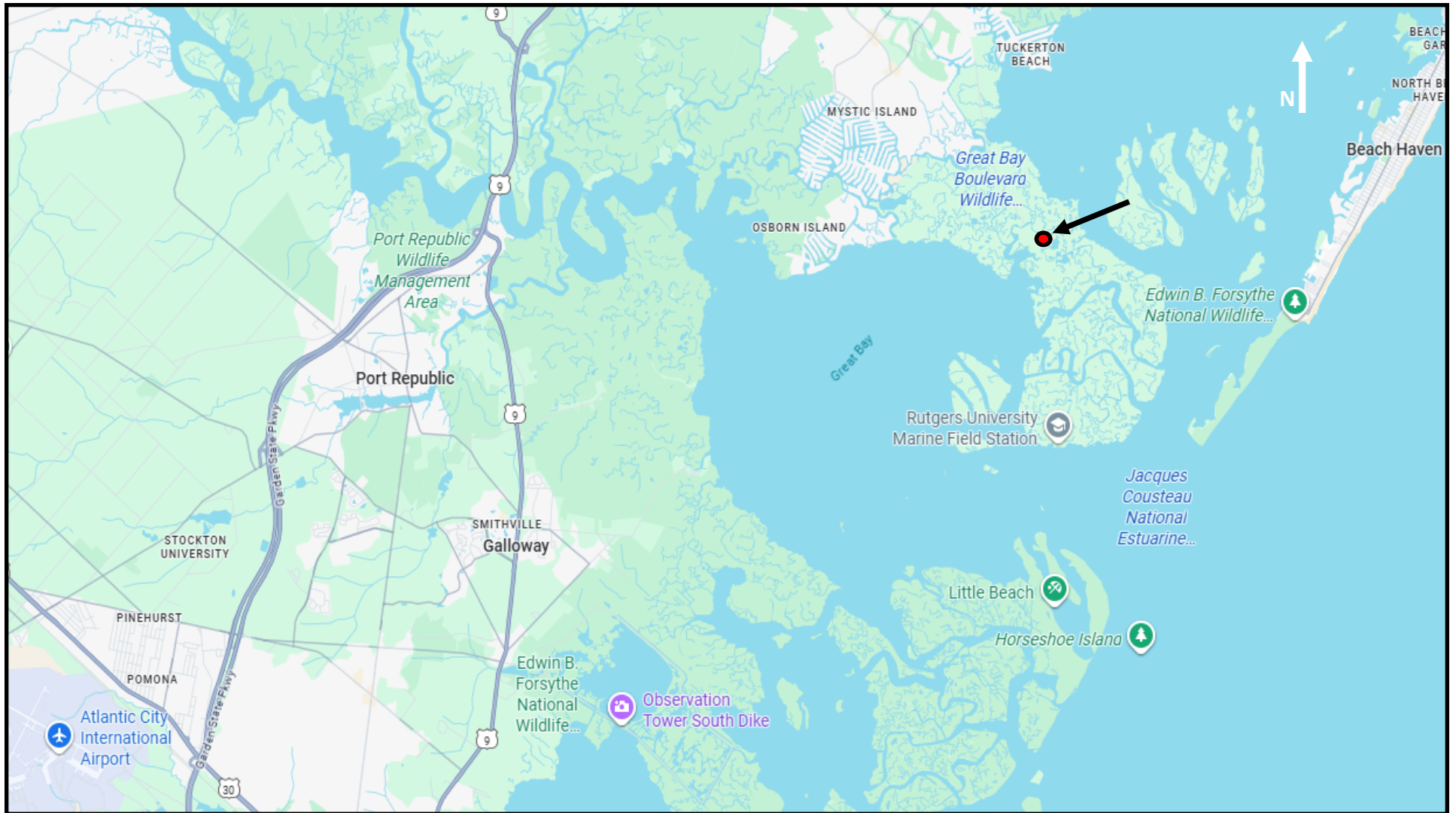


EXHIBIT 'A'



Project Site Location Map  
Great Bay Boulevard Boat Ramp  
**EXHIBIT 'B'**



Project Location Map  
Great Bay Boulevard Boat Ramp  
**EXHIBIT 'B'**





Project Site  
Great Bay Boulevard Boat Ramp  
**EXHIBIT 'B'**





Boat Launch



WMA Boundary

**Great Bay Boulevard  
Wildlife Management Area**  
Ocean County - Little Egg Harbor Township  
5,981.98 Acres

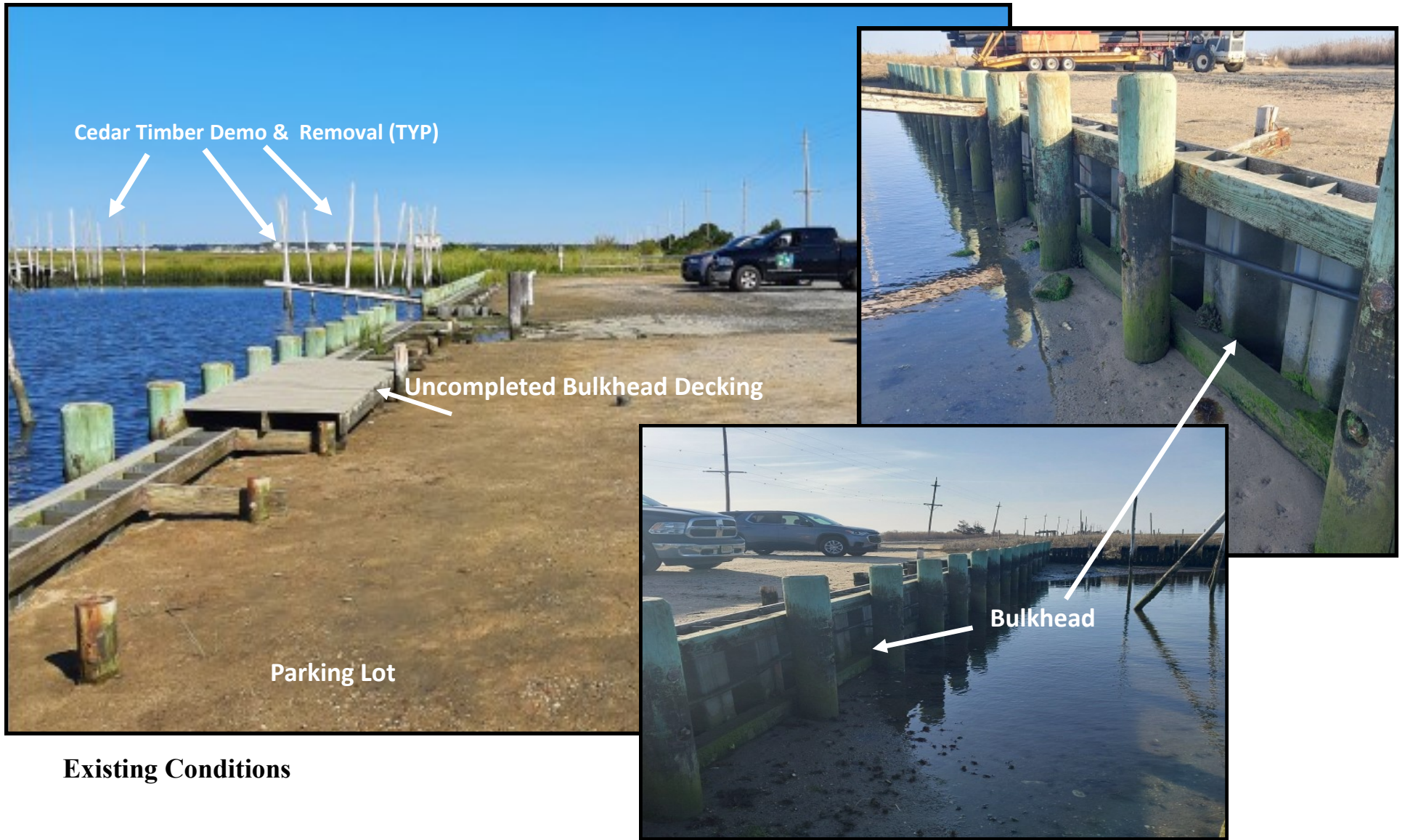
0 0.5 1 2 Miles

Department of Environmental  
Protection  
New Jersey Division of  
Fish and Wildlife



Project Site  
Great Bay Boulevard WMA Area  
**EXHIBIT 'B'**





**Existing Conditions**

Photos

600 Great Bay Blvd. Boat Ramp

**EXHIBIT 'C'**



Existing Boat Ramp

Photos

600 Great Bay Blvd. Boat Ramp

**EXHIBIT 'C'**





**Demo Old Pier & Wooden Debris**

Photos

600 Great Bay Boulevard Boat Ramp

**EXHIBIT 'C'**





Concrete Ramp with Floating dock

Fishing/Crabbing pier

EXHIBIT 'D'

- 
- NJ Fish & Wildlife standard boat ramp design used in Stow Creek, Tuckahoe and Jake's Landing boat ramp projects.

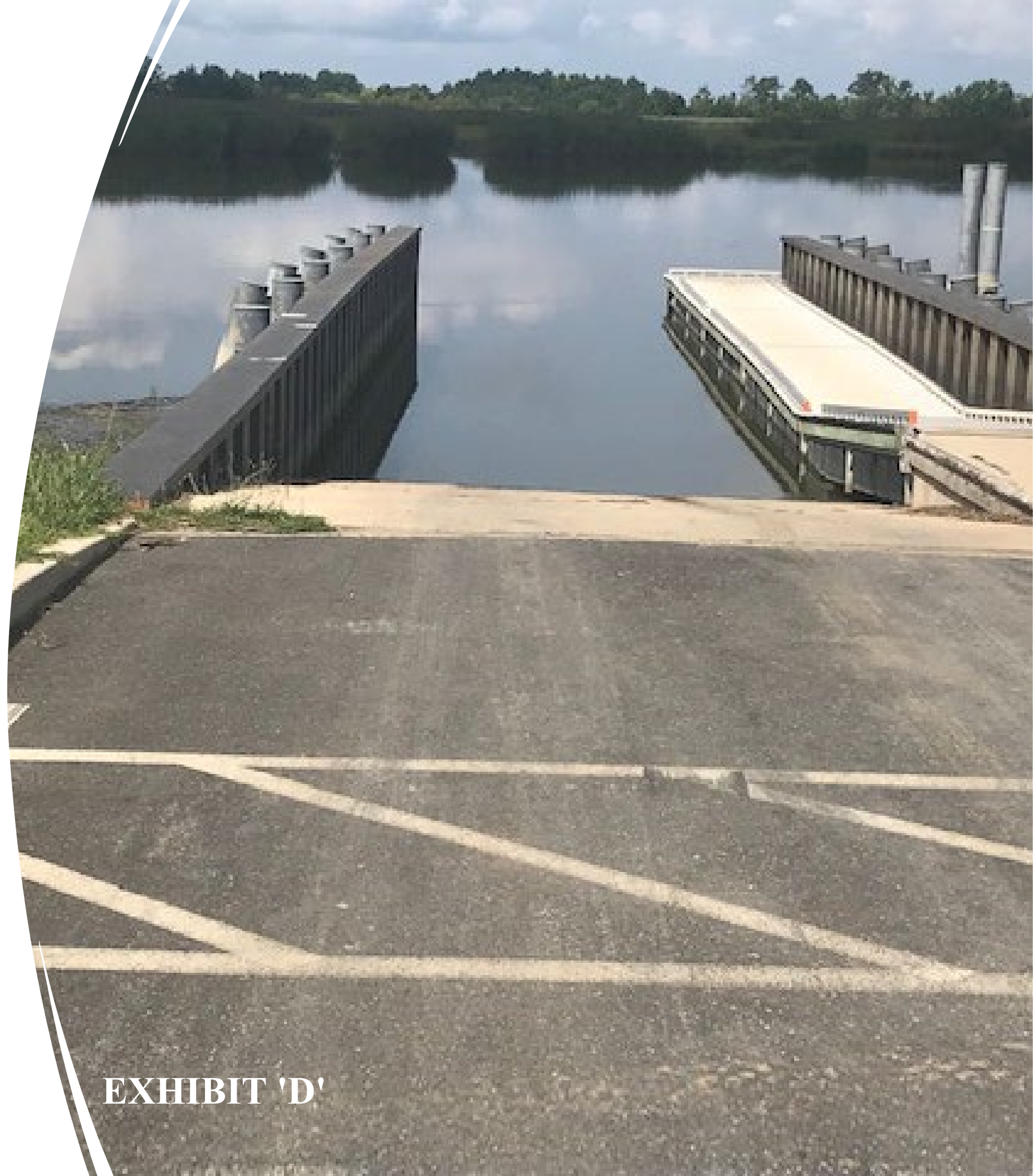


EXHIBIT 'D'



- 
- Fishing/crabbing pier similar to Poist Pleasant Project



EXHIBIT 'D'



Potential area with permeable pavers

Crushed Shell

EXHIBIT 'D'



- 
- Example of permeable pavers from Point Pleasant Boat Ramp Project



EXHIBIT 'D'