# SCOPE OF WORK

## New Pole Barn Construction

Higbee Beach Wildlife Management Area
Cape May Township, Cape May County, NJ

## Project No. P1394-00

## STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

## DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer

**DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Thomas A. Edenbaum, Director

**Date: September 01, 2026**

*Document Format Revision 1-20-2026*

# TABLE OF CONTENTS

**SECTION** **PAGE**

**I. OBJECTIVE ..... 4**

**II. CONSULTANT QUALIFICATIONS ..... 4**

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS ..... 4

**III. PROJECT BUDGET ..... 5**

A. CONSTRUCTION COST ESTIMATE (CCE) ..... 5
B. CURRENT WORKING ESTIMATE (CWE) ..... 5
C. CONSULTANT'S FEES ..... 5

**IV. PROJECT SCHEDULE ..... 5**

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE ..... 5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE ..... 6

**V. PROJECT SITE LOCATION & TEAM MEMBERS ..... 7**

A. PROJECT SITE ADDRESS ..... 7
B. PROJECT TEAM MEMBER DIRECTORY ..... 7
1. DPMC Representative ..... 7
2. Department of Environmental Protection ..... 7

**VI. PROJECT DEFINITION ..... 8**

A. BACKGROUND ..... 8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING ..... 8

**VII. CONSULTANT DESIGN RESPONSIBILITIES ..... 9**

A. NEW POLE BARN DESIGN REQUIREMENTS ..... 9
1. General ..... 9
2. Assessment ..... 10
3. New Building Design Criteria ..... 10
4. Utilities ..... 12
5. Geotechnical Investigation ..... 13
6. Permits and Approvals ..... 13
7. Coastal Area Facility Review Act (CAFRA) ..... 13
B. DEMOLITION AND REMOVAL ..... 13
C. WATER WELL INVESTIGATION ..... 15
D. SEPTIC SYSTEM INVESTIGATION ..... 16
E. HAZARDOUS BUILDING MATERIALS ..... 16
F. DESIGN MEETINGS & PRESENTATIONS ..... 18

G. EXISTING DOCUMENTATION ..... 18

**VIII. PERMITS & APPROVALS ..... 19**

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT ..... 19
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS ..... 22

**IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES ..... 22**

**X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES ..... 22**

**XI. PROJECT CLOSE-OUT PHASE ..... 23**

**XII. ENERGY REBATE AND INCENTIVE PROGRAMS ..... 23**

**XIII. ALLOWANCES ..... 24**

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE ..... 24
1. Permits ..... 24
2. Permit Costs ..... 24
3. Applications ..... 24
4. Consultant Fee ..... 24
B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE ..... 24
C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE ..... 25
D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE ..... 25
E. SOIL REMEDATION ACTIVITY ALLOWANCE ..... 25

**XIV. SOW SIGNATURE APPROVAL SHEET ..... 27**

**XV. CONTRACT DELIVERABLES ..... 28**

**XVI. EXHIBITS ..... 28**

**A. SAMPLE PROJECT SCHEDULE FORMAT**
**B. PROJECT SITE LOCATION MAP**
**C. PHOTOS**
**D. COLLIERS WMA**
**E. SKETCH**
**F. CAFRA MAP**

# I. OBJECTIVE

The objective of this project is to demolish the cinderblock garage at the Higbee Beach Wildlife Management Area and replace it with a new space-efficient pole barn type structure to be used as a field office and garage. Higbee Beach Wildlife Management Area is located on the Cape May peninsula in Cape May 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):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P048 Security Systems**
- **P065 Lead Paint Evaluation**

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 $800,000.

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 $1,231,000.

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 after notification from the consultant during the design process and in a revised CWE deliverable.

## 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. 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.

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

| | |
|---|---|
| **2. Program Phase** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Comment* | 14 |
| **3. Schematic Design Phase** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Comment* | 14 |
| **4. Design Development Phase** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Comment* | 14 |
| **5. Final Design Phase** | **42** |
| • *Project Team & DPMC Plan/Code Unit Review & Approval* | 14 |
| **6. Final Design Re-Submission to Address Comments** | **7 (See Note)** |
| • *Project Team & DPMC Plan/Code Unit Review & Approval* | 14 |
| **7. DCA Submission Plan Review** | **30** |
| **8. Permit Application Phase** | **7** |
| • *Issue Plan Release* | |
| **9. Bid Phase** | **42** |
| **10. Award Phase** | **28** |
| **11. Construction Phase** | **120** |
| **12. Project Close Out Phase** | **30** |

**Note:** The Final Design Phase is considered complete upon the release of Construction Documents by the DPMC Code Group and/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.

# V. PROJECT SITE LOCATION & TEAM MEMBERS

## A. PROJECT SITE ADDRESS

The location of the project site is:

Higbee Beach Wildlife Management Area
528 New England Road
Cape May, Cape May County
New Jersey, 08204

GPS Coordinates: 38.960838°N, -74.9562895°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: | Robert Tampellini, Project Manager |
| Address: | Division of Property Management & Construction<br>20 West State Street, 3rd Floor<br>Trenton, NJ 08608-1206 |
| Phone No: | (609) 633-7069 |
| E-Mail: | Robert.Tampellini@treas.nj.gov |

### 2. Department of Environmental Protection

| | |
|---|---|
| Name: | Kevin Husta, Project Manager |
| Address: | Department of Environmental Protection<br>Office of Resource Development<br>275 Freehold-Englishtown Road<br>Englishtown, New Jersey 07726 |
| Phone No: | (609) 508-2711 |
| E-Mail: | Kevin.Husta@dep.nj.gov |

# VI. PROJECT DEFINITION

## A. BACKGROUND

The New Jersey's Department of Environmental Protection (NJDEP) Wildlife Management Areas are administered by the Division of Fish and the Wildlife. The division's Bureau of Land Management maintains and preserves a diversity of fish and wildlife habitats throughout the state. The Wildlife Management Areas provide countless outdoor recreational opportunities for New Jersey residents and visitors from out-of-state.

The Higbee Beach WMA is approximately 1,100-acres (See **EXHIBIT 'B'** Project Site Location Map) and managed for its value to endangered, threatened, and nongame wildlife. It features 1.5 miles of pristine shoreline and has a blend of several habitat types, including dunes, forest, scrub and early successional fields. The Cape May peninsula, where Higbee Beach lies, hosts one of the world's largest migrations each fall as millions of birds stop at the peninsula seeking food, cover, and water before continuing their south sojourn. The public land also offers boating, fishing, hunting and dog training areas with a diverse array of resources for wildlife and outdoor enthusiasts.

A large restoration project is underway at the Higbee Beach WMA with portions of the area being closed until the completion of the project. Hundreds of acres are being restored to create and enhance habitat for migratory birds, fish, various threatened and endangered species, and additionally to improve public access in these area for use by future generations. Two new viewing platforms have been added to the nearly 2 miles of nature trails in the area. The platforms, which offer spectacular views of the field and forest canopy, feature educational signs on migration and habitat. In 1999, New Jersey Fish and Wildlife added a new dune trail which runs through forested dunes with views of the expansive Delaware Bay.

## B. FUNCTIONAL DESCRIPTION OF THE BUILDING

NJ DEP Fish and Wildlife use the single-story cinderblock garage at the Higbee Beach WMA for maintenance, equipment storage, and materials for projects (See **EXHIBIT 'B'** Project Site). The current building is approximately 5000-sq.ft., sits on a concrete pad, has an asphalt shingle roof, and contains multiple garage doors. Although limited records are available to verify it was built in early 1950s, the building has aged and shows severe deterioration. Signs of cracking in the cement blockwork that have been reinforced with metal for interim repairs over the previous years (See **EXHIBIT 'C'** Photos). The Higbee Beach building is used infrequently due to the current building conditions.

The Agency is seeking to demolish and remove the existing building at Higbee Beach and construct a new pole barn type structure on the approximate 200-foot lot that will resemble, as feasible, the Colliers WMA field office located in Ocean County (See **EXHIBIT 'D'** Colliers

WMA). The new building will include field office space, a maintenance and storage garage area, and separate entrance-exit pull through garage access doors. Additionally, possibilities of incorporating a lean-to area in the rear and a vehicle fueling facility will be discussed with the Agency and project team during the design phase (see **EXHIBIT 'E'** Sketch).

The existing Higbee structure has electric and phone service which are fed by the nearby pole on the south-west rear side of the property (See **EXHIBIT 'C'** Photos). Internet, via i.e. Comcast, will need to be researched to provide internet streaming service to the new building. The building's restroom water is supplied from an old on-site water well and septic system. Conditions of the existing septic system and water well will need to be investigated and evaluated for the new building's load, as records for this location are limited. The above ground oil tank will be removed from the site. NJ Fish and Wildlife prefer having the entire new building to be insulated; however, the office area, bathroom, and mechanical room will be controlled by a mini-split system. Appropriate methods for the heating system, electric or gas, will need to be evaluated prior to installation. Based on the new building's configured size, the Consultant will determine requirements for the design and installation of a fire alarm and/or a fire suppression system.

According to the NJ Coastal Zone maps, this Higbee Beach location lies within the Coastal Area Facility Review Act (CAFRA) area limits (See **EXHIBIT 'F'** CAFRA Map) requiring additional permitting. Based on the age of the building, hazardous materials may be present.

# VII. CONSULTANT DESIGN RESPONSIBILITIES

## A. NEW POLE BARN DESIGN REQUIREMENTS

### 1. General

The Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award Services for a new, single story, garage/field office at the 528 New England Road address located in Higbee Beach WMA. The Consultant shall meet and coordinate with the NJDEP Fish and Wildlife and project team to outline the functional requirements necessary for the new building as shown in the **EXHIBIT 'E'** Sketch and similar to the Colliers WMA Field Office building shown in **EXHIBIT 'D'** Photos Colliers WMA. Construction documents and drawings for the Colliers WMA Field Office will be made available to the Consultant and shall be used as a guide in the design and specifications of the new Higbee Beach structure.

The type of building (i.e. pole barn, pre-engineered, stick built, etc.) and the materials, windows, roofing and finishes, etc. will be determined in the design phase with consideration given to economy and ease of construction.

The Consultant shall include Barrier-free/ADA requirements in the design and specifications of the new building.

Final dimensions, sizing, footprint, and space design will be determined by the Consultant after coordinating with NJ Fish and Wildlife, DPMC, and the Project Team during the design phase.

A site plan, as available, of the location will be made available to the Consultant.

The Consultant shall include in the design the structural calculations for the new building's concrete foundation and pad.

Site requirements at the building's location will be discussed with the Agency. Parking areas, entrance and exit driveway, rear driveway, property buffers, and enclosed fenced areas with gates shall be addressed in the design documents. Any necessary improvements and/or soil grading, including building access pathways and parking lots leading to and around the new building's perimeter shall be evaluated and included in the design.

Site lighting and parking spaces, as applicable, shall be provided that meet requirements for barrier free access. LED and solar lighting shall be used where available.

## 2. Assessment

Provide a complete assessment of the existing garage structure and surrounding site including but not limited to the description of the structure to be removed and disposed; building composition (wood, masonry, etc.); approximate size of the structure; accessibility of site for demolition equipment; any loose furniture, fixtures and equipment that must be removed and disposed of as part of the building demolition; adjacent structures and/or site objects that will remain and that must be protected during the demolition operation; extent of site utility line removal and their termination points.

The Consultant shall locate, evaluate, and document any above and below grade utility lines, gas lines, septic system lines, well water and/or water supply, pumps, conduit, and supply lines on and surrounding the new building's location.

Based on the assessment, the Consultant shall provide the design and specifications for the demolition and safe removal of the existing structure and related equipment including the above ground fuel storage tank. The Consultant shall address requirements found in the Department of Treasury Circular Letter 97-10-GSA which can be found at the following link: https://www.nj.gov/infobank/circular/

## 3. New Building Design Criteria

The Consultant shall provide the design and specifications for the new building with a maximum

footprint of 40' x 80' as shown in the **EXHIBIT 'E'** Sketch. The layout is to include the following 3 functional areas:

- A climate controlled 40' x 18' office area on one end to include an office room, office/break room w/ a small kitchenette; unisex bathroom with amenities, mechanical room/janitor closet, and a tool storage closet. Mechanical room will include electrical switch gear, water equipment, as specified.
- An uncontrolled climate garage area about 40'x 28' in size in the middle of the building with a single overhead vehicle garage door.
- An uncontrolled climate pull-through maintenance garage about 40' x 28' with separate vehicle garage doors for the entrance and exist pass-thru.

The Consultant shall provide the design and specifications for the exterior/outdoor areas around the building's perimeter. Measurements and dimensions of the above areas will be discussed with the Agency and project team. The exterior/outdoor surroundings of the new building shall include :

- A gated fenced area, (size to be determined) in the rear of the building.
- A possible lean-to area in rear of the building.
- A rear driveway.
- Parking area with Barrier free/ADA compliant marked spaces.
- Property buffers adjacent to the new building.
- Possible vehicle fueling facility.

The design and specifications for the following building systems shall be provided by the Consultant:

- Mini-split system and related equipment (office area, bathroom, mechanical room, and tool storage spaces).
- Plumbing
- Heating (as applicable)
- Electric & Lighting.
- Security
- Fire Alarm and/or Fire Suppression, as required by new building configuration.
- Septic.
- Well Water Supply.
- Roofing.

The Consultant shall include in the design documents the start-up, testing, and balancing for all installed multi-split system equipment to ensure adequate fresh air is supplied to rooms and spaces per code requirements. The Consultant shall, use its discretion and experience to determine whether any multi-split system testing and balancing is needed in order to properly assess the specified system.

The Consultant shall provide the design and specifications for the building's electrical distribution system. The electrical distribution system design shall be energy efficient and follow all applicable codes and standards. The Consultant shall include schematic drawings of the design for the new electric distribution system indicating all components including, but not limited to, panels, subpanels, breakers, switch gear, transformers, meters, and lines. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. The location, capacity, space requirements of all major items or equipment must be indicated.

An evaluation will be provided by the Design Consultant to upgrade or replace the existing septic system and water well system. The design and installation of a new septic system, septic field and water well, including associated equipment, piping and pumps, will be included in the project, if necessary.

The Consultant shall provide the design and specifications for a standard roofing system, maintenance accessible, for the new building. The roofing system shall be for review and approval by the DEP and project team.

The Consultant shall provide the design for all amenities and mechanical equipment to meet the current UCC Code and barrier free requirements. The building shall be designed for the installation of equipment and fixtures requiring minimal routine maintenance and repairs. All equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving, and energy efficient. The design shall include all interior surfaces that will be durable and easy to maintain.

The Consultant shall include following features and amenities in the new building design and specifications:

- Programmable key-card entry for limiting use access with key back-up.
- Internet/Streaming service (i.e. Comcast on nearby utility poles).

## 4. Utilities

Electric service is provided by Atlantic City Electric from a nearby pole in the rear of the building (see **EXHIBIT 'C'** Photos).

The existing water well supply will be evaluated for reuse by the new building or a new potable water well-supply shall be designed and constructed, as required.

The General Contractor shall be responsible for the well design and permits for all piping and power requirements. The Consultant shall design the required items for the well including but not limited to expansion tank, pump, piping, and supply requirements.

### 5. Geotechnical Investigation

Conduct geotechnical investigations as necessary to determine and identify the soil conditions, water table, soil bearing capacity, etc. of the proposed construction areas on the site. As a minimum, conduct at least one soil boring on the site of the new field office to determine soil bearing capacity. All soil borings shall be accurately surveyed and their dimensioned locations with the test data shall be shown on the site plan.

### 6. Permits and Approvals

Coordinate all design efforts with the DPMC, DEP, Cape May County, local Soil Conservation District Office, and all other authorities as necessary. All permit and approval requirements shall be identified in the documents.

The Consultant, after reviewing this entire scope of work, shall determine and identify applicable approvals, permits, construction codes, safety codes, and other various regulations, etc. that must be met or complied with in order to construct the new building at Higbee Beach. **The Consultant shall list necessary permits and approvals in their technical proposal.** The Consultant shall estimate all of the costs associated with the fees, permit costs, etc. and include that amount in the fee proposal line item entitled, **"Plan Review and Permit Fee Allowance."** See Section XIII of this scope of work for additional information. Refer to Heading A entitled "Plan Review and Permit Fee Allowance" for additional information.

### 7. Coastal Area Facility Review Act (CAFRA)

Based on the new building location, CAFRA prior approvals and related administration (See **Section VIII** of this scope of work) shall be reviewed and completed by the Consultant.

## B. DEMOLITION AND REMOVAL

### 1. Building & Equipment Removal

Provide a complete set of design documents for the removal and disposal of the building, site objects to be removed, and utilities to be disconnected, removed and their termination points. Include any special Contractors **Use of the Premises** regulations in Division 1 of the specification. Security requirements, use and storage of machinery, equipment, tools, hours of operation, temporary construction fencing and site lighting, dust and dirt containment, noise restrictions, and any other restriction that may impact the construction demolition costs shall be identified in the design documents.

The Contractor is entitled to the salvage rights of any demolition items not requested by the Client Agency.

Provide soil erosion and sediment control design documents to the local Soil Conservation District Office if necessary for review, approval, and permit prior to the award of the demolition contract.

## 2. Site Clearing and Grading

Provide design direction to clear the site in its entirety of all demolished building components, trash, and all other items not considered part of the natural environment. All items removed from the site shall be legally disposed. Clean site fill shall be provided at the demolition site where required and graded to the proper elevation. The construction site shall be seeded to prevent dust and dirt.

## 3. Preliminary Permit Approval Requirements

The Consultant shall address the disconnection of all site utilities prior to the issuance of project permits by DPMC Code and Plan Review Group. This shall include but not be limited to:

- Identify phasing and contract limit lines of utility lines to be removed and capped or terminated by the Contractor or utility company during demolition and/or prior to permit approval.
- Provide an allowance in the Contractor's bid for all applicable service disconnect fees.
- Drawings and specifications will be reviewed, and the bid clearance form will be signed, stating that the permit will be issued upon receipt of all prior approvals and permit applications from the contractor. Plans and specifications will be held for stamping until such time that the permits are granted.
- The project will be bid and awarded without stamped documents from the DPMC Plan Review unit.
- The plans and specifications will require that prior approvals be obtained and that permit applications be completed by the contractor and submitted to the DPMC Plan Review unit through the DPMC construction manager.

## 4. Utility Company Release Letter

The Contractor shall, after bid approval but prior to the issuance of the permit, obtain release letters from all utilities that provide service to the property, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been disconnected, removed, sealed, capped, or plugged in a safe manner in accordance with NJAC 5:23-2.17(a), (Demolition or removal of structures, service connections). Services shall include but not necessarily be limited to electric and communication lines.

All utilities and piping to the building to be demolished shall be disconnected, removed, and capped. The Contractor shall provide a letter from the respective utility company to the DPMC

Code Review Department indicating utility service has been disconnected. This letter is required by Plan Review as a prior approval before a permit can be issued. The Consultant shall also review the option of leaving the abandoned utility lines in place for connection to any new building, or removing and disposing them. Termination fees required by the affected utility company shall be covered by an allowance within the Contractor's bid.

### 5. Fuel Storage Tank

The Consultant shall provide the design for the demolition and safe removal of the existing above ground fuel/oil tank at the project site. The Design Consultant shall include in the design any soil remediation activities required. All related piping and lines shall be capped and removed or abandoned-in-place. All related equipment and debris shall be removed.
If soil remediation activities are required, the Consultant shall estimate the cost to perform soil remediation activities and enter that cost into the fee proposal line item entitled "Soil Remediation Activities Allowance", refer to paragraph **XIII.E**.

## C. WATER WELL INVESTIGATION

The Design Consultant shall evaluate the condition of the existing water well system and determine if the well system shall be upgraded and improved or replaced to meet the requirements of the new building.

If a new well is needed, the existing well at the project site shall be decommissioned in accordance with NJDEP rules and regulations including but not limited to:

**1.** A Sub-Consultant licensed in the state of New Jersey and pre-qualified with the DPMC in the P005 Civil Engineering Discipline shall provide the criteria necessary to decommission the well in accordance with the NJDEP rules and regulations. All well decommissioning procedures, DEP inspections and approvals, and a description of the necessary Contractor qualifications and experience must be described in the design documents for reference.

**2.** All required permits shall be completed and submitted by the Consultant to the authorities having jurisdiction prior to decommissioning operations.

**3.** A Well Abandonment Report shall be filed to include but not limited to:

a. Quantity of grout or sealing material injected into the well.
b. The type of grout or sealing material.
c. Depth of the well.
d. All other pertinent information.

**4.** Certification of abandonment shall be signed, sealed, dated and filed with the Bureau of Water Allocation. Certification in accordance with NJAC 5:23–2.17(b) shall be submitted to

the DPMC Code Review as a prior approval before a permit can be issued. General requirements for decommissioning shall be in accordance with NJAC 7:9D-3.1. All fees required by the abandonment and decommissioning operations shall be determined by and covered within the Contractor's bid.

# D. SEPTIC SYSTEM INVESTIGATION

The Design Consultant shall evaluate the condition of the existing septic system and determine if the septic system shall be upgraded and improved or replaced with a new septic field, tank, and associated equipment to meet the requirements of the new building. If a new septic system is needed, the Consultant shall provide a fully engineered and code approved design of the complete septic system. The Consultant shall ensure the septic system design follows applicable codes and standards.

Based on the Higbee Beach WMA Restoration Project still under remediation and incomplete, with expectations for completion in December 2026, the current facility is not fully occupied for load capacity determination.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength & material lifespan, tank maintenance, septic disposal field and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations if any. The design shall include, but not be limited to, a scaled layout of the septic system and all related system components, pumps, piping, and disposal beds, tanks, and associated parts.

The Design Consultant shall identify the areas of the site that will be impacted by the septic system construction work. The Design Consultant shall determine the excavation depth required for the removal and replacement or abandoned-in-place any underground sanitary lines and tanks.

## 1. Sanitary Septic System Replacement & Closure

As applicable, the Consultant shall specify procedures for decommissioning or abandoning the existing septic field in accordance with N.J.A.C. 7:9A-12.8. Any material removed shall be disposed of legally off site. Provide suitable fill for the excavated field material as required. The Consultant shall obtain any approvals necessary from the Cape May County Health Department and any other governmental agency having jurisdiction.

# E. 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.

4. Mold.

Consultant shall document the 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 the fee proposal line item entitled **"Hazardous Materials Testing and Report Allowance,"** refer to paragraph **XIII.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 the fee proposal line item entitled **"Hazardous Materials Abatement Design Allowance,"** refer to paragraph **XIII.C**.

Consultant shall estimate the cost to provide "Construction Monitoring and Administration Services" for hazardous materials abatement activities and include that amount in the fee proposal line item entitled **"Hazardous Materials Construction Administration Allowance,"** refer to paragraph **XIII.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.E** "**Hazardous Building Materials."** All costs associated with managing, coordinating, observing and administrating 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.

# F. 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:

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

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.

# G. 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 P1029-00 New Colliers Mills Field Office, 2/3/2009, Ronald A. Sebring, Assoc., 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.

# 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:
https://www.nj.gov/dca/codes/codreg/ucc.shtml

### 1. NJUCC Plan Review

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

DPMC Office of Design and Construction
PO Box 235
Trenton, NJ 08625-0235
DPMC-ODC-ePLANS@treas.nj.gov 609-633-7186

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:

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 following information should be provided for the permit application and technical sections to be submitted:

Ownership in Fee:
Department of Environmental Protection
501 East State Street
Trenton, 08625

Proposed work site:
Higbee Beach Wildlife Management Area

Work site location:
Higbee Beach Wildlife Management Area
528 New England Road
Cape May, Cape May County
New Jersey, 08204
Block 748 Lot 3.06

The county MUST be listed in the address.

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

### 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. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

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.

## X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

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.

## XI. PROJECT CLOSE-OUT PHASE

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.

## XII. 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.

# XIII. 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. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

### 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.

## B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The 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.E** and enter that amount on the 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 a 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.E** and enter that amount on the 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

The Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph **VII.E** and enter that amount on the fee proposal line item entitled "**Hazardous Materials Construction Administration Allowance.**" Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

## E. SOIL REMEDATION ACTIVITY ALLOWANCE

As necessary, the Consultant shall provide for soil testing and remediation services conducted by a Subconsultant pre-qualified with DPMC in the P011 Environmental Engineering. See **VII.B.2.**

of this Scope of Work for the description of services to be provided by the Environmental Engineer.

If an initial assessment indicates the soil remediation that would trigger an increase in permitting requirements, soil remediation activities may be required. The Consultant shall estimate the cost to perform the remediation work and enter that amount on the fee proposal line item entitled "Soil Remediation Activity Allowance."

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

# XIV. 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 9/1/2026
ALISON F. GOTTLIEB PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** James Wright 9/1/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** Kevin Husta 91/2026
KEVIN HUSTA, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**SOW APPROVED BY:** 09/02/2026
ROBERT TAMPELLINI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:** Jeanette M Barnard 10.26.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

# XV. 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:

**PROGRAM PHASE;**

**DESIGN DEVELOPMENT PHASE;**

**FINAL DESIGN PHASE;**

**PERMIT APPLICATION PHASE;**

**BIDDING AND CONTRACT AWARD;**

**CONSTRUCTION PHASE; and**

**PROJECT CLOSE-OUT PHASE.**

# XVI. EXHIBITS

**A. SAMPLE PROJECT SCHEDULE FORMAT**
**B. PROJECT SITE LOCATION MAP**
**C. PHOTOS**
**D. COLLIERS WMA**
**E. SKETCH**
**F. CAFRA MAP**

**END OF SCOPE OF WORK**

**DPMC Project No.:** P1394-00

# Deliverables Checklist
# Program Phase

**A/E Name:** _____

| A/E Manual Reference | Submission Item | Required by S.O.W. | | Previously Submitted | | Enclosed | |
|---|---|---|---|---|---|---|---|
| | | Yes | No | Yes | No | Yes | No |
| 12.3.1. | A/E Statement of Site Visit | | | | | | |
| 12.3.2. | Narrative Description of Project | | | | | | |
| 12.3.3. | Building Code Information Questionnaire | | | | | | |
| 12.3.4. | Space Analysis | | | | | | |
| 12.3.5. | Special Features | | | | | | |
| 12.3.6. | Catalog Cuts | | | | | | |
| 12.3.7. | Site Evaluation | | | | | | |
| 12.3.8. | Subsurface Investigation | | | | | | |
| 12.3.9. | Surveys | | | | | | |
| 12.3.10. | Fine Arts Inclusion | | | | | | |
| 12.3.11. | Design Rendering | | | | | | |
| 12.3.12. | Regulatory Approvals | | | | | | |
| 12.3.13. | Utility Availability | | | | | | |
| 12.3.14. | Diagrammatic Sketches/Drawings (6 Sets) | | | | | | |
| 12.3.15. | Specifications (6 Sets) | | | | | | |
| 12.3.16. | Current Working Estimate/Cost Analysis in CSI Format | | | | | | |
| 12.3.17. | Project Schedule | | | | | | |
| 12.3.18. | Formal Presentation | | | | | | |
| 12.3.19. | Scope of Work Compliance Statement | | | | | | |
| 12.3.20. | Program 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

**DPMC Project No.:** P1394-00

# 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

**DPMC Project No.:** P1394-00

# 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

**DPMC Project No.:** P1394-00

# 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

**DPMC Project No.:** P1394-00

# Deliverables Checklist
# Permit Application Phase

**A/E Name:** _____

| A/E Manual Reference | Submission Item | Required by S.O.W. | | Previously Submitted | | Enclosed | |
|---|---|---|---|---|---|---|---|
| | | Yes | No | Yes | No | Yes | No |
| 16.1. | N.J. UCC Permit Application | | | | | | |
| 16.4. | Drawings, Signed and Sealed (6 Sets) | | | | | | |
| 16.5. | Specifications, Signed and Sealed (6 Sets) | | | | | | |
| 16.6. | Current Working Estimate/Cost Analysis in CSI Format | | | | | | |
| 16.7. | Project Schedule | | | | | | |
| 16.8. | Plan Review/Scope of Work Compliance Statement | | | | | | |
| 16.9. | Permit Application 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 Project Manager the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

**DPMC Project No.:** P1394-00

# Deliverables Checklist
# Bidding and Contract Award Phase

**A/E Name:** _____

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

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

_____ _____

Consultant Signature Date

**DPMC Project No.:** P1394-00

# Deliverables Checklist
# Construction Phase

**A/E Name:** _____

| A/E Manual Reference | Submission Item | Required by S.O.W. | | Previously Submitted | | Enclosed | |
|---|---|---|---|---|---|---|---|
| | | Yes | No | Yes | No | Yes | No |
| 18.2. | Pre-Construction Meeting | | | | | | |
| 18.3. | Submittal Log | | | | | | |
| 18.4. | Construction Schedule | | | | | | |
| 18.5. | Project Progress Meetings | | | | | | |
| 18.7. | Contractor's Invoicing and Payment Process | | | | | | |
| 18.8. | Contractor Submittals | | | | | | |
| 18.10. | Testing | | | | | | |
| 18.11. | Shop Drawings (6 Sets) | | | | | | |
| 18.12. | As-Built & Record Set Drawings (6 Sets) | | | | | | |
| 18.13. | Change Orders | | | | | | |
| 18.14. | Construction Photographs | | | | | | |
| 18.15. | Field Observations | | | | | | |
| 18.17. | Construction 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
# Project Close-Out Phase

**A/E Name:** _____

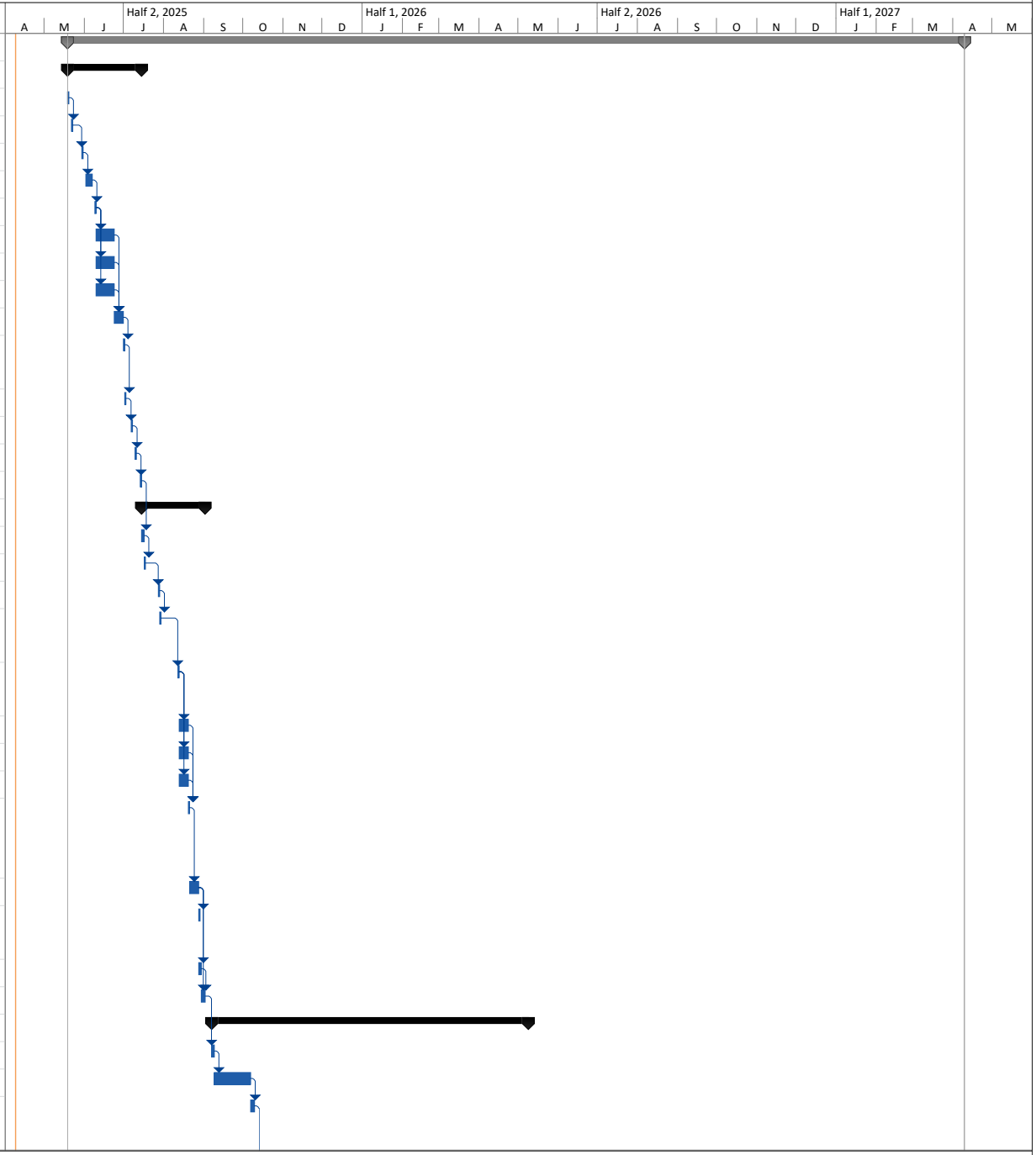
| A/E Manual Reference | Submission Item | Required by S.O.W. | | Previously Submitted | | Enclosed | |
|---|---|---|---|---|---|---|---|
| | | Yes | No | Yes | No | Yes | No |
| 19.3. | Development of Punch List and Inspection Reports | | | | | | |
| 19.5. | Determination of Substantial Completion | | | | | | |
| 19.6. | Correction/Completion of Punch List | | | | | | |
| 19.7. | Submission of Close-Out Documentation | | | | | | |
| 19.7.1. | As-Built and Record Sets of Drawing (6 Sets) | | | | | | |
| 19.8. | Final Payment | | | | | | |
| 19.9.1. | Contractors Final Payment | | | | | | |
| 19.9.2. | A/E's Final Payment | | | | | | |
| 19.10. | Project Close-Out 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

## Typical DPMC Project - Random Selection of Design Consultant

| ID | Task Name | Start | Finish | Duration |
|---|---|---|---|---|
| 0 | **Typical Project Model** | **Mon 5/19/...** | **Fri 4/9/27** | **691 days** |
| 1 | **Project Initiation Phase** | **Mon 5/19/25** | **Mon 7/14/25** | **57 days** |
| 2 | Project Funding Received | Mon 5/19/25 | Mon 5/19/25 | 1 day |
| 3 | Schedule Site Visit | Thu 5/22/25 | Thu 5/22/25 | 1 day |
| 4 | Site Visit | Fri 5/30/25 | Fri 5/30/25 | 1 day |
| 5 | Prepare Draft SOW | Mon 6/2/25 | Fri 6/6/25 | 5 days |
| 6 | Distribute Draft SOW for Review | Mon 6/9/25 | Mon 6/9/25 | 1 day |
| 7 | Review SOW | Tue 6/10/25 | Mon 6/23/25 | 10 days |
| 8 | Review SOW | Tue 6/10/25 | Mon 6/23/25 | 10 days |
| 9 | Review SOW | Tue 6/10/25 | Mon 6/23/25 | 10 days |
| 10 | Receive Comments Revise SOW | Tue 6/24/25 | Mon 6/30/25 | 5 days |
| 11 | Distribute Final SOW for Review & Signature | Tue 7/1/25 | Tue 7/1/25 | 1 day |
| 12 | Review & Sign SOW | Wed 7/2/25 | Wed 7/2/25 | 1 day |
| 13 | Review & Sign SOW | Mon 7/7/25 | Mon 7/7/25 | 1 day |
| 14 | Review & Sign SOW | Thu 7/10/25 | Thu 7/10/25 | 1 day |
| 15 | Forward SOW to Procurement | Mon 7/14/25 | Mon 7/14/25 | 1 day |
| 16 | **Consultant Selection Phase** | **Tue 7/15/25** | **Mon 9/1/25** | **49 days** |
| 17 | Prepare Solicitation, Advertise Proj | Tue 7/15/25 | Wed 7/16/25 | 2 days |
| 18 | Select Firms - Random Selection | Thu 7/17/25 | Thu 7/17/25 | 1 day |
| 19 | Conduct Preproposal Meeting | Mon 7/28/25 | Mon 7/28/25 | 1 day |
| 20 | Consultant Questions Due - Prepare and Issue Addenda | Tue 7/29/25 | Tue 7/29/25 | 1 day |
| 21 | Receive Proposals - Distribute for Review | Tue 8/12/25 | Tue 8/12/25 | 1 day |
| 22 | Review & Rank Proposals | Wed 8/13/25 | Tue 8/19/25 | 5 days |
| 23 | Review & Rank Proposals | Wed 8/13/25 | Tue 8/19/25 | 5 days |
| 24 | Review & Rank Proposals | Wed 8/13/25 | Tue 8/19/25 | 5 days |
| 25 | Determine Rankings, Open Fee Proposals and Distribute to Committee | Wed 8/20/25 | Wed 8/20/25 | 1 day |
| 26 | Negotiate Fee | Thu 8/21/25 | Wed 8/27/25 | 5 days |
| 27 | Provide Funding for Consultant Contract | Thu 8/28/25 | Thu 8/28/25 | 1 day |
| 28 | Complete Recommendation to Awa | Thu 8/28/25 | Fri 8/29/25 | 2 days |
| 29 | Consultant Contract Award | Sat 8/30/25 | Mon 9/1/25 | 2 days |
| 30 | **Design Phase** | **Sun 9/7/25** | **Fri 5/8/26** | **244 days** |
| 31 | Design Contract "Kick-Off" Meeting | Sun 9/7/25 | Mon 9/8/25 | 2 days |
| 32 | Program Design Phase | Tue 9/9/25 | Mon 10/6/25 | 28 days |
| 33 | Receive Program Submittal & Distribute for Review | Tue 10/7/25 | Thu 10/9/25 | 3 days |

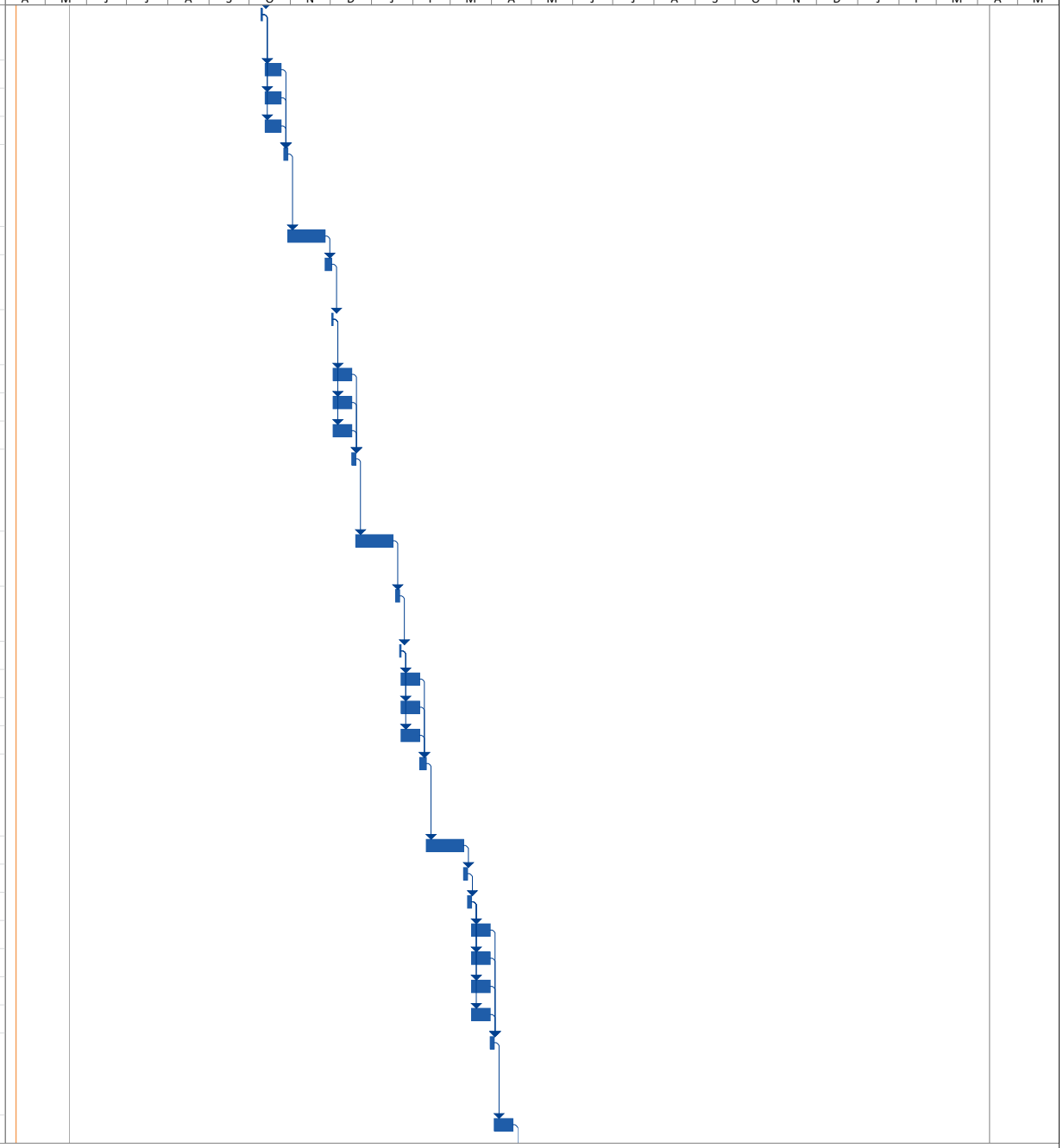





# EXHIBIT 'A'

## Typical DPMC Project - Random Selection of Design Consultant

| ID | Task Name | Start | Finish | Duration |
|---|---|---|---|---|
| 34 | Program Phase Presentation/Submittal | Fri 10/10/25 | Fri 10/10/25 | 1 day |
| 35 | Review Program Phase | Mon 10/13/25 | Fri 10/24/25 | 10 days |
| 36 | Review Program Phase | Mon 10/13/25 | Fri 10/24/25 | 10 days |
| 37 | Review Program Phase | Mon 10/13/25 | Fri 10/24/25 | 10 days |
| 38 | Receive Program Phase Comments, Review & Consolidate and Forward to Consultant | Mon 10/27/25 | Wed 10/29/25 | 3 days |
| 39 | Schematic Design Phase | Thu 10/30/25 | Wed 11/26/25 | 28 days |
| 40 | Receive Schematic Submittal & Distribute for Review | Thu 11/27/25 | Mon 12/1/25 | 3 days |
| 41 | Schematic Phase Presentation/Submittal | Tue 12/2/25 | Tue 12/2/25 | 1 day |
| 42 | Review Schematic Phase | Wed 12/3/25 | Tue 12/16/25 | 10 days |
| 43 | Review Schematic Phase | Wed 12/3/25 | Tue 12/16/25 | 10 days |
| 44 | Review Schematic Phase | Wed 12/3/25 | Tue 12/16/25 | 10 days |
| 45 | Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant | Wed 12/17/25 | Fri 12/19/25 | 3 days |
| 46 | Design Development (DD) Design Phase | Sat 12/20/25 | Fri 1/16/26 | 28 days |
| 47 | Receive DD Submittal & Distribute for Review | Mon 1/19/26 | Wed 1/21/26 | 3 days |
| 48 | DD Phase Presentation/Submittal | Thu 1/22/26 | Thu 1/22/26 | 1 day |
| 49 | Review DD Phase | Fri 1/23/26 | Thu 2/5/26 | 10 days |
| 50 | Review DD Phase | Fri 1/23/26 | Thu 2/5/26 | 10 days |
| 51 | Review DD Phase | Fri 1/23/26 | Thu 2/5/26 | 10 days |
| 52 | Receive DD Phase Comments, Review & Consolidate and Forward to Consultant | Fri 2/6/26 | Tue 2/10/26 | 3 days |
| 53 | Final Design Phase | Wed 2/11/26 | Tue 3/10/26 | 28 days |
| 54 | Final Submittal & Distribute for Rev | Wed 3/11/26 | Fri 3/13/26 | 3 days |
| 55 | Final Phase Presentation/Submittal | Sat 3/14/26 | Mon 3/16/26 | 2 days |
| 56 | Review Final Phase | Tue 3/17/26 | Mon 3/30/26 | 10 days |
| 57 | Review Final Phase | Tue 3/17/26 | Mon 3/30/26 | 10 days |
| 58 | Review Final Phase | Tue 3/17/26 | Mon 3/30/26 | 10 days |
| 59 | Review Final Phase | Tue 3/17/26 | Mon 3/30/26 | 10 days |
| 60 | Receive Final Phase Comments, Review & Consolidate and Forward to Consultant | Tue 3/31/26 | Thu 4/2/26 | 3 days |
| 61 | Final/Permit Design Phase | Fri 4/3/26 | Thu 4/16/26 | 14 days |

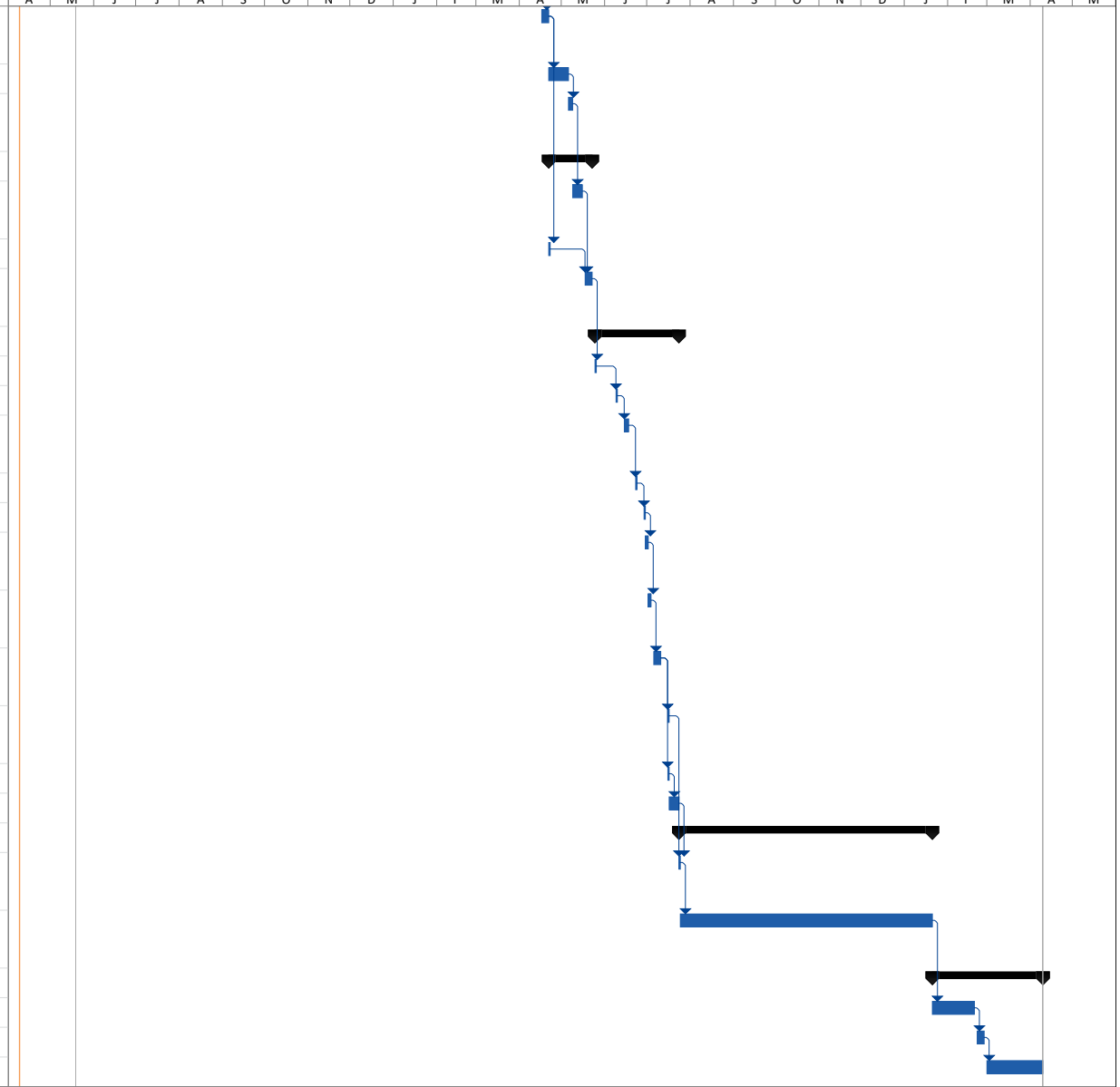





# EXHIBIT 'A'

## Typical DPMC Project - Random Selection of Design Consultant

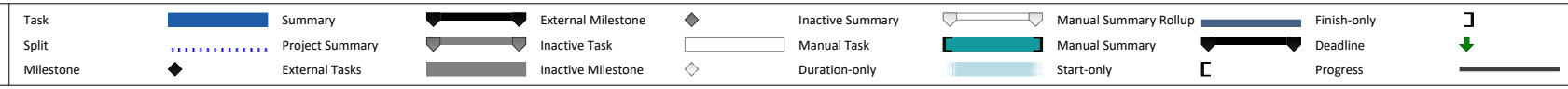
| ID | Task Name | Start | Finish | Duration |
|---|---|---|---|---|
| 62 | Final/Permit Submittal & Distribute for Review | Fri 4/17/26 | Tue 4/21/26 | 3 days |
| 63 | Review Final/Permit Phase | Wed 4/22/26 | Tue 5/5/26 | 10 days |
| 64 | Receive Final/Permit Phase Approval and Forward to | Wed 5/6/26 | Fri 5/8/26 | 3 days |
| 65 | **Permit Acquisition Phase** | **Wed 4/22/26** | **Fri 5/22/26** | **31 days** |
| 66 | Prepare UCC Application, Bid Clearance & Submit Bid Package | Sat 5/9/26 | Fri 5/15/26 | 7 days |
| 67 | Provide Funding for Construction | Wed 4/22/26 | Wed 4/22/26 | 1 day |
| 68 | Secure Bid Clearance Including Funding Verification | Mon 5/18/26 | Fri 5/22/26 | 5 days |
| 69 | **Advertise-Bid-Award Phase** | **Mon 5/25/26** | **Thu 7/23/26** | **60 days** |
| 70 | Advertise Project for Construction | Mon 5/25/26 | Mon 5/25/26 | 1 day |
| 71 | Conduct Pre-Bid Meeting | Tue 6/9/26 | Tue 6/9/26 | 1 day |
| 72 | Contractor Questions Due - Prepare and Issue Bulletin | Mon 6/15/26 | Wed 6/17/26 | 3 days |
| 73 | Construction Bids Due - Open Bids | Tue 6/23/26 | Tue 6/23/26 | 1 day |
| 74 | Conduct Post Bid Review Meeting | Mon 6/29/26 | Mon 6/29/26 | 1 day |
| 75 | Prepare and Submit Recommendation for Award | Tue 6/30/26 | Wed 7/1/26 | 2 days |
| 76 | Prepare and Submit Recommendation for Award | Thu 7/2/26 | Fri 7/3/26 | 2 days |
| 77 | Prepare Contract and Schedule Award Meeting | Mon 7/6/26 | Fri 7/10/26 | 5 days |
| 78 | Conduct Contract Award Meeting/Issue NTP | Thu 7/16/26 | Thu 7/16/26 | 1 day |
| 79 | Sign/Seal UCC Permit Applications | Thu 7/16/26 | Thu 7/16/26 | 1 day |
| 80 | Secure UCC Permit from DCA | Fri 7/17/26 | Thu 7/23/26 | 5 days |
| 81 | **Construction Phase** | **Fri 7/24/26** | **Wed 1/20/27** | **181 days** |
| 82 | Conduct Construction "Kick-Off Meeting" | Fri 7/24/26 | Fri 7/24/26 | 1 day |
| 83 | Complete Construction - Achieve Substantial Completion | Sat 7/25/26 | Wed 1/20/27 | 180 days |
| 84 | **Project Close-Out Phase** | **Thu 1/21/27** | **Fri 4/9/27** | **79 days** |
| 85 | Complete Punch List | Thu 1/21/27 | Fri 2/19/27 | 30 days |
| 86 | Close Out Construction Contract | Mon 2/22/27 | Fri 2/26/27 | 5 days |
| 87 | Close Out Consultant Contract | Mon 3/1/27 | Fri 4/9/27 | 30 days |






# EXHIBIT 'A'

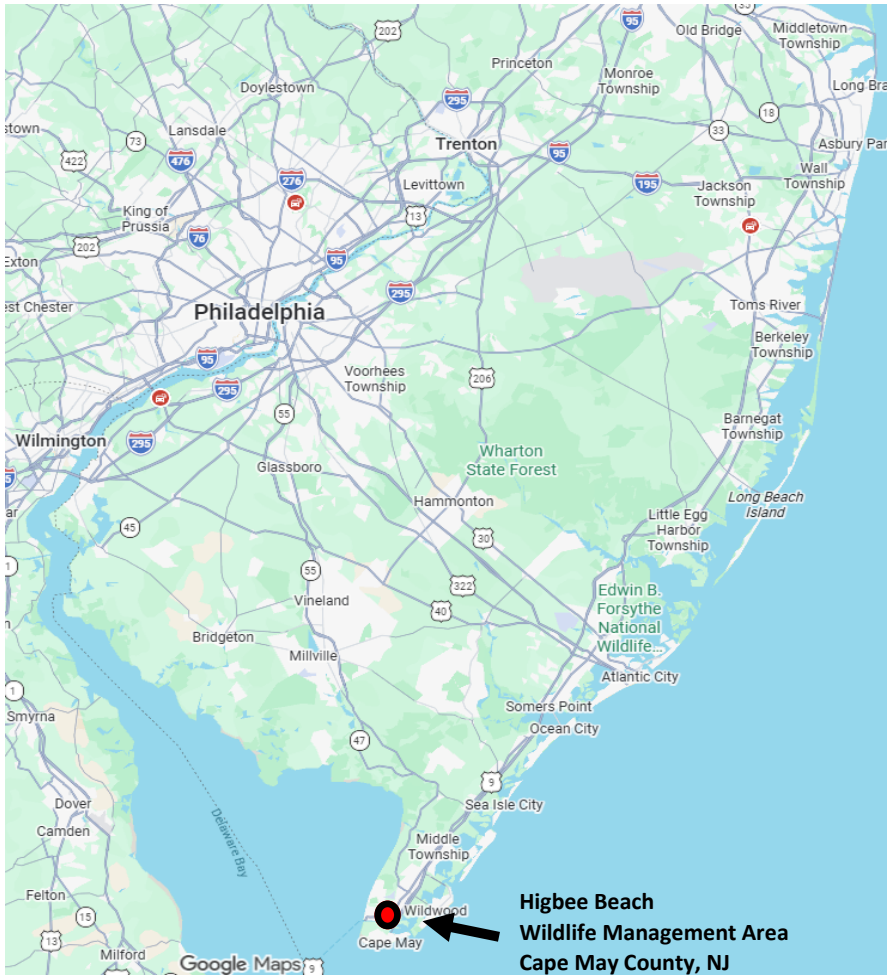
## Typical DPMC Project - Random Selection of Design Consultant



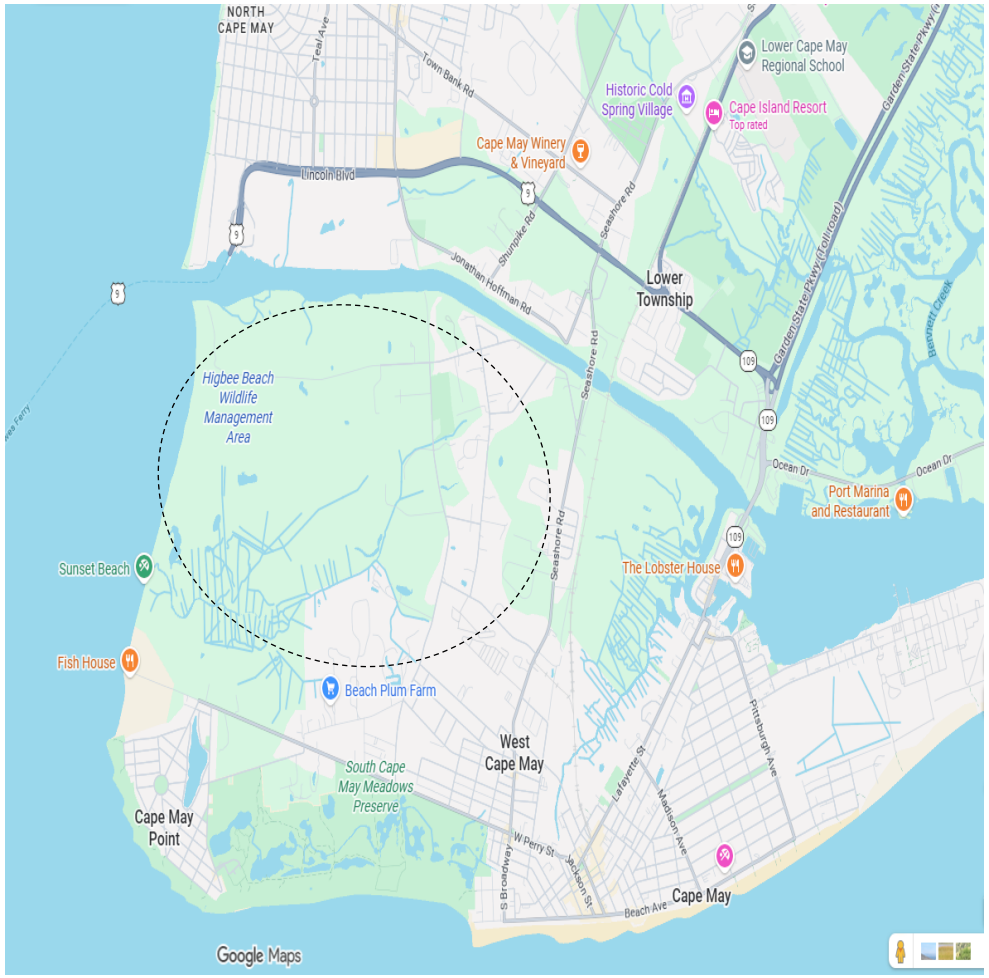



# EXHIBIT 'A'

New Pole Barn Construction




Project Site Location Map




Project Location Map

# Higbee Beach Wildlife Management Area (WMA)

# **EXHIBIT 'B'**

New Pole Barn Construction




Project Site

Higbee Beach Wildlife Management Area (WMA)

**EXHIBIT ‘B’**

New Pole Barn Construction



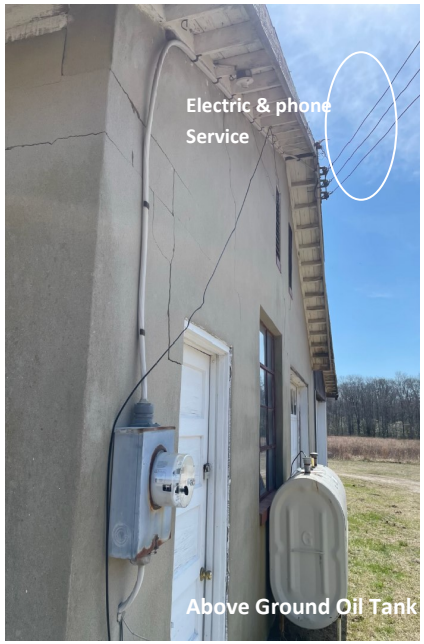

Photos

Higbee Beach Wildlife Management Area (WMA)

**EXHIBIT 'C'**

New Pole Barn Construction









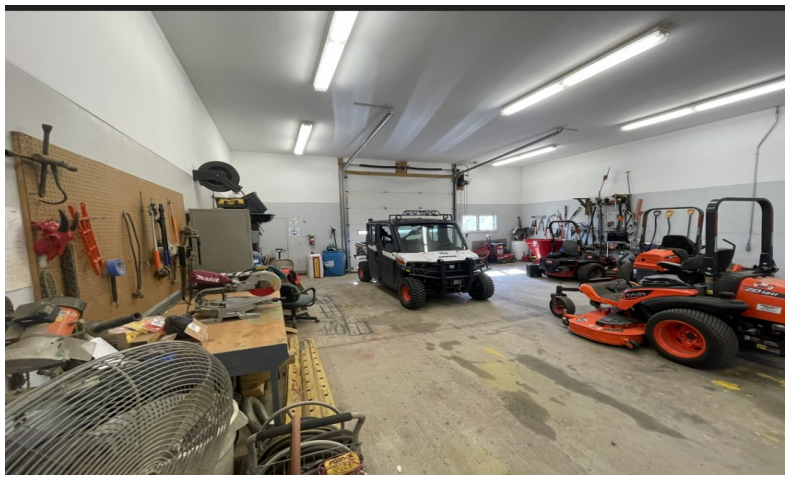

Photos

Higbee Beach Wildlife Management Area (WMA)

**EXHIBIT 'C'**

New Pole Barn Construction







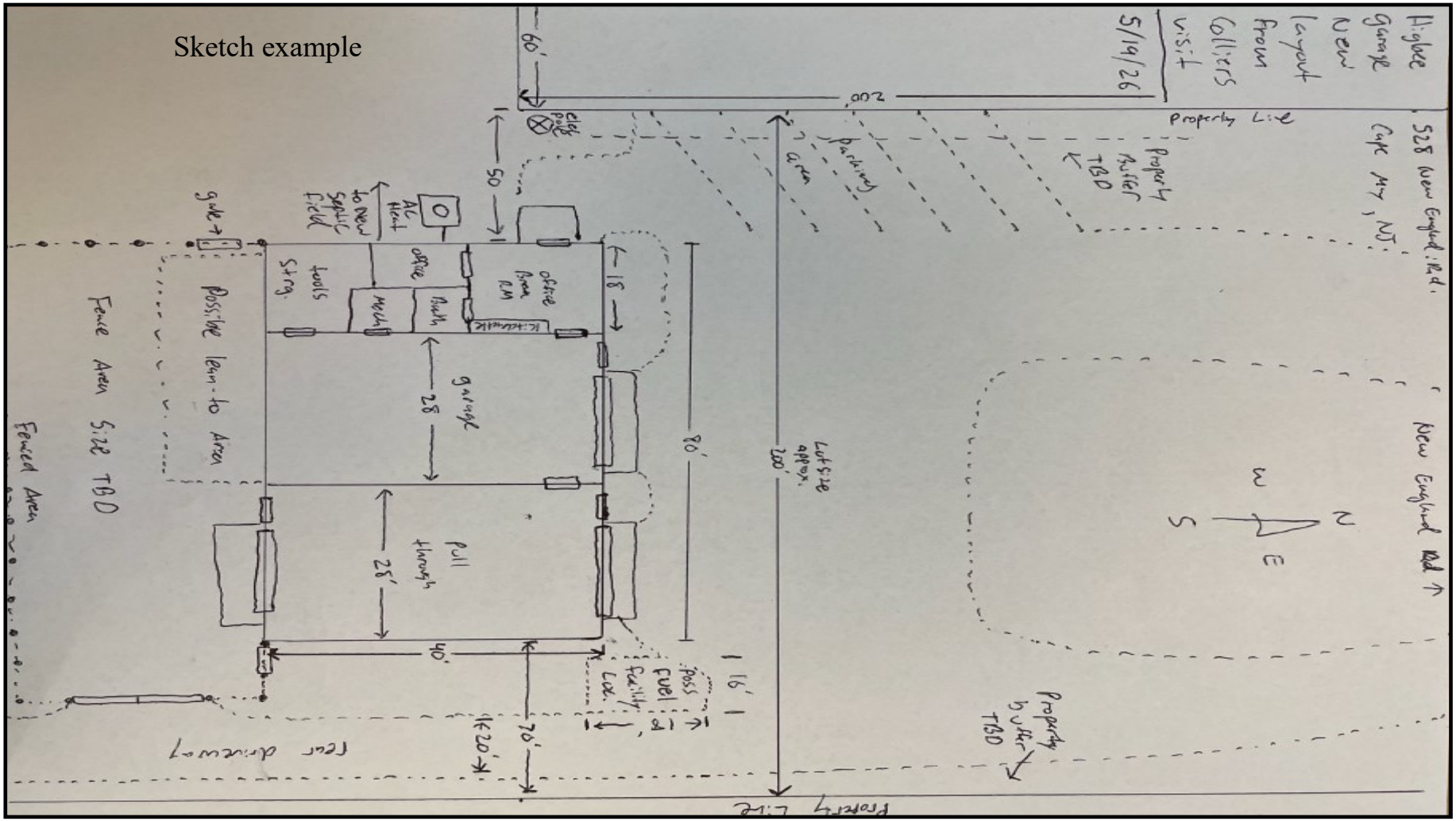


Collier Mills Field Office - Example

Collier Mills Wildlife Management Area (WMA)

**EXHIBIT ‘D’**

New Pole Barn Construction



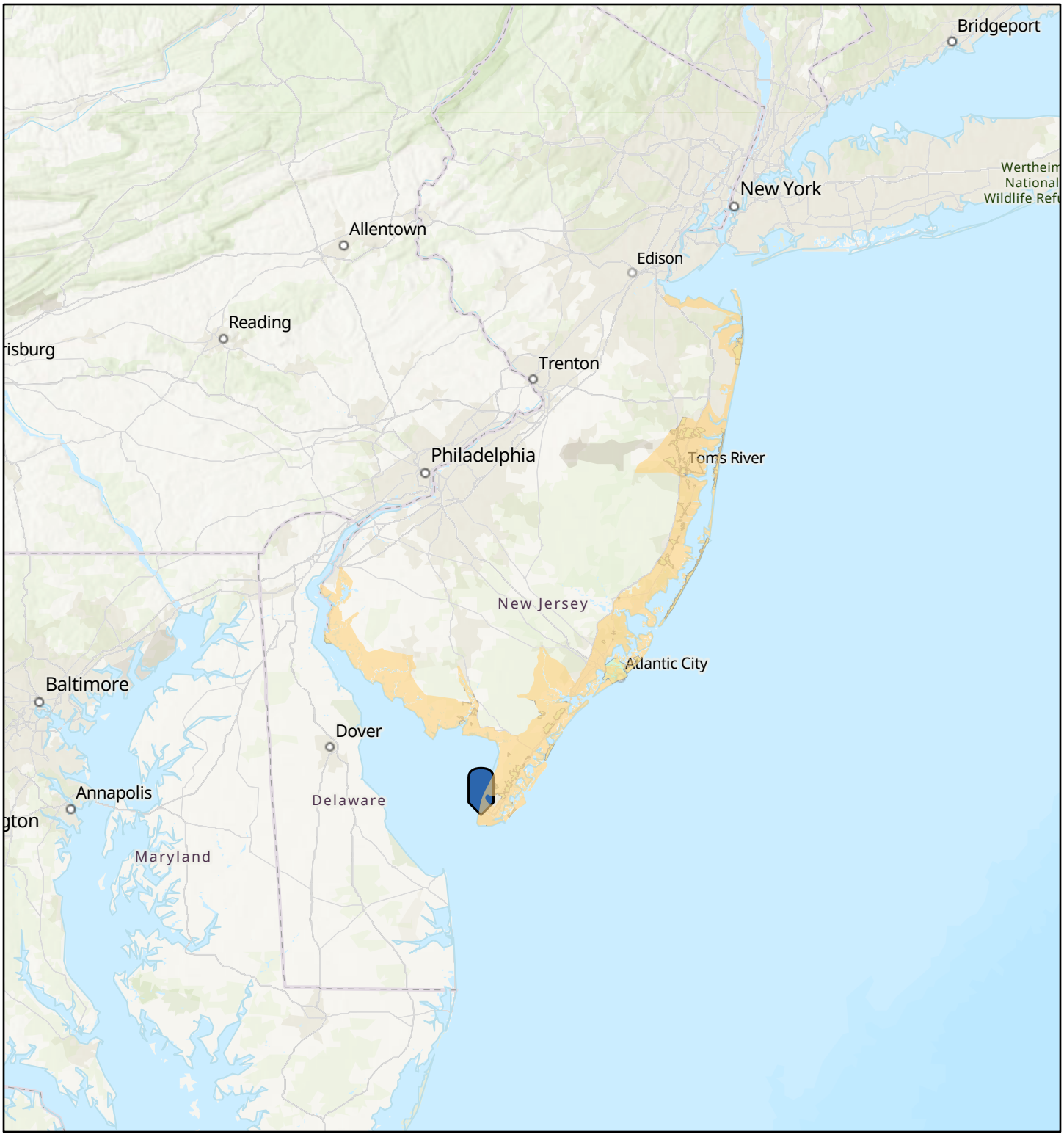

*Sketch example to be used as a guide only

# Sketch

# Higbee Beach Wildlife Management Area (WMA)

# **EXHIBIT 'E'**

# Higbee WMA New Pole Barn Construction




8/25/2026

1:2,315,681

Coastal Area Facilities Review Act Boundary for New Jersey (polygon) - CAFRA (polygon)

CAFRA and Coastal Centers of New Jersey

0 15 30 60 mi

0 20 40 80 km

NJDEP, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Esri, USGS

**EXHIBIT 'F'**