SCOPE OF WORK

Cultural Landscape Report

Wallace House & Old Dutch Parsonage Historic Sites
Somerville, Somerset County, NJ

Project No. P1404-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor
Honorable Shirley U. Emehelu, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: November 10, 2026

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I. OBJECTIVE

The objective of this project is to develop a comprehensive Cultural Landscape Report (CLR) for the Wallace House and Old Dutch Parsonage State Historic Sites that documents their historic landscape characteristics, evaluates current conditions, and provides clear, actionable preservation and treatment recommendations in accordance with the Secretary of the Interior's Standards.

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):

- **P050 Historic Preservation Consultant**

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

- **P013 Landscape Design**
- **P025 Estimating/Cost Analysis**
- **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).

III. PROJECT BUDGET

A. PROJECT COSTS

The Consultant shall determine the construction cost estimate (CCE) and current working estimate (CWE) for the recommended facility improvements described in the Study. Project cost items shall include, but not limited to construction costs, Consultant design and construction administration fees, Construction Management Firm (CMF) fees (if recommended), testing costs, affirmative action, DPMC management fees, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the facility improvements.

B. PROFESSIONAL COST ESTIMATOR

The Consultant or Sub-Consultant providing the cost estimates must be pre-qualified with DPMC in the Estimating/Cost Analysis Specialty Discipline.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form for each improvement recommended with a detailed construction cost analysis in CSI format for all appropriate divisions and sub-divisions.

C. CONSULTANT'S FEES

The cost estimate for this project ***shall not*** be used as a basis for the Consultant's 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. Preliminary Study Phase	**90**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Final Study Phase	**90**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Project Close Out	**30**

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit 'A**.' The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, 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:

Wallace House & Old Dutch Parsonage Historic Sites
71 Somerset Street
Somerville, NJ 08876

GPS Coordinates: 40.5696565° N –74.6220815° 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:	Peter Buckley, Project Design Manager
Address:	Division of Property Management & Construction 20 West State Street, 3rd Floor Trenton, NJ 08608-1206
Phone No:	(732) 600-8512
E-Mail:	Peter.Buckley@treas.nj.gov

2. Département of Environmental Protection Representative

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

VI. PROJECT DEFINITION

A. BACKGROUND

1. Wallace House

The Wallace House is a Georgian-style eight-room mansion, built in 1776 by Philadelphia merchant John Wallace, originally part of his farm estate known as Hope Farm. During the Revolutionary War's Middlebrook Cantonment, General George Washington used it as his headquarters from December 1778 to June 1779. While there, he hosted key figures like Nathanael Greene, Alexander Hamilton, Henry Knox, Benedict Arnold, and Baron von Steuben, and planned military campaigns such as the Sullivan Expedition. The house remained in private hands until 1896, when the Revolutionary Memorial Society acquired it and subsequently transferred it to the State of New Jersey in 1947. Today, it's listed on both the National Register of Historic Places and the New Jersey Register.

2. Old Dutch Parsonage

Dating from 1751, the Old Dutch Parsonage is a mid-18th-century Flemish-bond brick structure originally built for Reverend Johannes Frelinghuysen, the minister of the local Dutch Reformed congregation. Rev. Frelinghuysen educated seminarians within its walls, and after his death his successor Jacob Rutsen Hardenbergh—co-founder and first president of Queen's College (now Rutgers University)—occupied the house from 1756 to 1781. The parsonage continued in religious use until around 1810 and survived a 1907 demolition threat when relocated adjacent to the Wallace House in 1913. The State of New Jersey acquired it in 1947, and it, too, appears on national and state historic registers

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. REPORT REQUIREMENTS

The consultant shall prepare a comprehensive Cultural Landscape Report (CLR) for the Wallace House and Old Dutch Parsonage Historic Sites. The CLR shall identify, document, and analyze landscape characteristics; develop a historic context; assess existing conditions; evaluate archaeological sensitivity; provide treatment recommendations; develop phased implementation strategies; propose maintenance recommendations; and deliver draft wayside exhibit concepts as required by the grant.

The project requires the consultant team to evaluate the feasibility of restoring the buried waterway to an open, naturalized channel. This includes determining historic alignment, assessing current drainage, developing potential reconstruction concepts limited to State-owned property, and coordinating with regulatory agencies to identify permitting pathways.

1. Research and Documentation

Conduct archival research, review existing documentation, and record existing conditions with narratives, GIS datasets, drawings, and photographs.

2. Existing Conditions Assessment

Evaluate hydrology, grading, circulation, vegetation, archaeological sensitivity, utilities, spatial organization, viewsheds, and small-scale features.

3. Analysis & Evaluation

Prepare a historic context timeline, evaluate integrity, identify character-defining features, assess vulnerabilities, and map archaeological sensitivity zones.

4. Treatment Recommendations & Planning

Provide preservation, rehabilitation, and restoration strategies; phased implementation; cost estimates; maintenance plans; and sustainability and accessibility recommendations.

5. Daylighting Feasibility Study

Include a study of the historic waterway currently expressed as a drainage swale. This must include hydrologic/hydraulic analysis, conceptual plans, grading strategies, naturalized plantings, stream profiles, and identification of required permits including Flood Hazard Area Verification, Individual Permits and any other applicable permits or approvals.

The consultant shall coordinate with all interested parties and stakeholders, document all engagements, and provide a full detailed report including all required draft and final deliverables, wayside concepts, GIS layers, photographs, cost estimates, and any other relevant information in compliance with DPMC standards.

The consultant shall provide a full detailed Cultural Landscape Report that includes recommendations, feasibility analyses, cost estimates with escalation, and detailed information on all required permitting and approvals.

B. MEETINGS & PRESENTATIONS

1. Meetings

Conduct the appropriate number of review meetings with the Project Team members during each 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 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 solutions proposed. Special considerations shall also be addressed such as site access limitations, schedule requirements, security restrictions, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to attend the meetings.

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

2. Presentations

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

Preliminary Study Phase:

One (1) working meeting onsite.

One (1) oral presentation at onsite at phase completion.

Final Study Phase:

One (1) working meeting onsite.
One (1) oral presentation at onsite 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.

- (P0809-90: Interpretive Center Wallace House Historic Site, 9/2/1997, and by Ronald A. Sebring Associates)

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. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible for cooperating 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.

IX. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 08-24-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 8/24/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Matthew Marziaz 8/24/2026
MATTHEW MARZIAZ, PROJECT MANAGER DATE
DEPARTEMENT OF ENVIROMENTAL PROTECTION

SOW APPROVED BY: Peter Buckley 9/22/2026
PETER BUCKLEY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 10.30.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

X. 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:

- **PRELIMINARY STUDY PHASE**
- **FINAL STUDY REPORT PHASE**
- **PROJECT CLOSE-OUT PHASE**

XI. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP

END OF SCOPE OF WORK

Deliverables Checklist
Advisability Study Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Included	
		Yes	No	Yes	No	Yes	No
11.5.1.	A/E Statement of Site Visit						
11.5.2	Narrative Description of Project						
11.5.3.	Space Analysis						
11.5.4.	Special Features						
11.5.5.	Site Evaluation						
11.5.6.	Subsurface Investigation						
11.5.7.	Surveys						
11.5.8.	Arts Inclusion						
11.5.9.	Design Rendering						
11.5.10.	Regulatory Approvals						
11.5.11.	Utility Availability						
11.5.12.	Diagrammatic Sketches/Drawings (6 Sets)						
11.5.13.	Specifications (6 Sets)						
11.5.14.	Current Working Estimate/Cost Analysis in CSI Format						
11.5.15.	Project Schedule						
11.5.16.	Formal Presentation						
11.5.17.	Scope of Work Compliance Statement						
11.5.18.	Advisability Study Deliverables Checklist						
S.O.W. Reference	**S.O.W. Specific Requirements**						
	Preliminary Report (4 Copies)						
	Final Report (4 Copies)						

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/...**	**Mon 1/25/...**	**617 days**
1	**Project Initiation Phase**	**Mon 5/19/25**	**Tue 7/1/25**	**44 days**
2	Project Funding Received	Mon 5/19/25	Tue 5/20/25	1 eday
3	Schedule Site Visit	Wed 5/21/25	Thu 5/22/25	1 eday
4	Site Visit	Thu 5/29/25	Fri 5/30/25	1 eday
5	Prepare Draft SOW	Fri 5/30/25	Wed 6/4/25	5 edays
6	Distribute Draft SOW for Review	Wed 6/4/25	Thu 6/5/25	1 eday
7	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
8	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
9	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
10	Receive Comments Revise SOW	Sun 6/15/25	Fri 6/20/25	5 edays
11	Distribute Final SOW for Review & Signature	Fri 6/20/25	Sat 6/21/25	1 eday
12	Review & Sign SOW	Sat 6/21/25	Sun 6/22/25	1 eday
13	Review & Sign SOW	Tue 6/24/25	Wed 6/25/25	1 eday
14	Review & Sign SOW	Fri 6/27/25	Sat 6/28/25	1 eday
15	Forward SOW to Procurement	Mon 6/30/25	Tue 7/1/25	1 eday
16	**Consultant Selection Phase**	**Tue 7/1/25**	**Mon 8/11/25**	**41 days**
17	Prepare Solicitation, Advertise Proj	Tue 7/1/25	Thu 7/3/25	2 edays
18	Select Firms - Random Selection	Thu 7/3/25	Fri 7/4/25	1 eday
19	Conduct Preproposal Meeting	Mon 7/14/25	Tue 7/15/25	1 eday
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/15/25	Wed 7/16/25	1 eday
21	Receive Proposals - Distribute for Review	Sat 7/26/25	Sun 7/27/25	1 eday
22	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
23	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
24	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Fri 8/1/25	Sat 8/2/25	1 eday
26	Negotiate Fee	Sat 8/2/25	Thu 8/7/25	5 edays
27	Provide Funding for Consultant Contract	Thu 8/7/25	Fri 8/8/25	1 eday
28	Complete Recommendation to Awa	Thu 8/7/25	Sat 8/9/25	2 edays
29	Consultant Contract Award	Sat 8/9/25	Mon 8/11/25	2 edays
30	**Design Phase**	**Sat 8/16/25**	**Tue 3/17/26**	**213 days**
31	Design Contract "Kick-Off" Meeting	Sat 8/16/25	Mon 8/18/25	2 edays
32	Program Design Phase	Mon 8/18/25	Mon 9/15/25	28 edays
33	Receive Program Submittal & Distribute for Review	Mon 9/15/25	Thu 9/18/25	3 edays

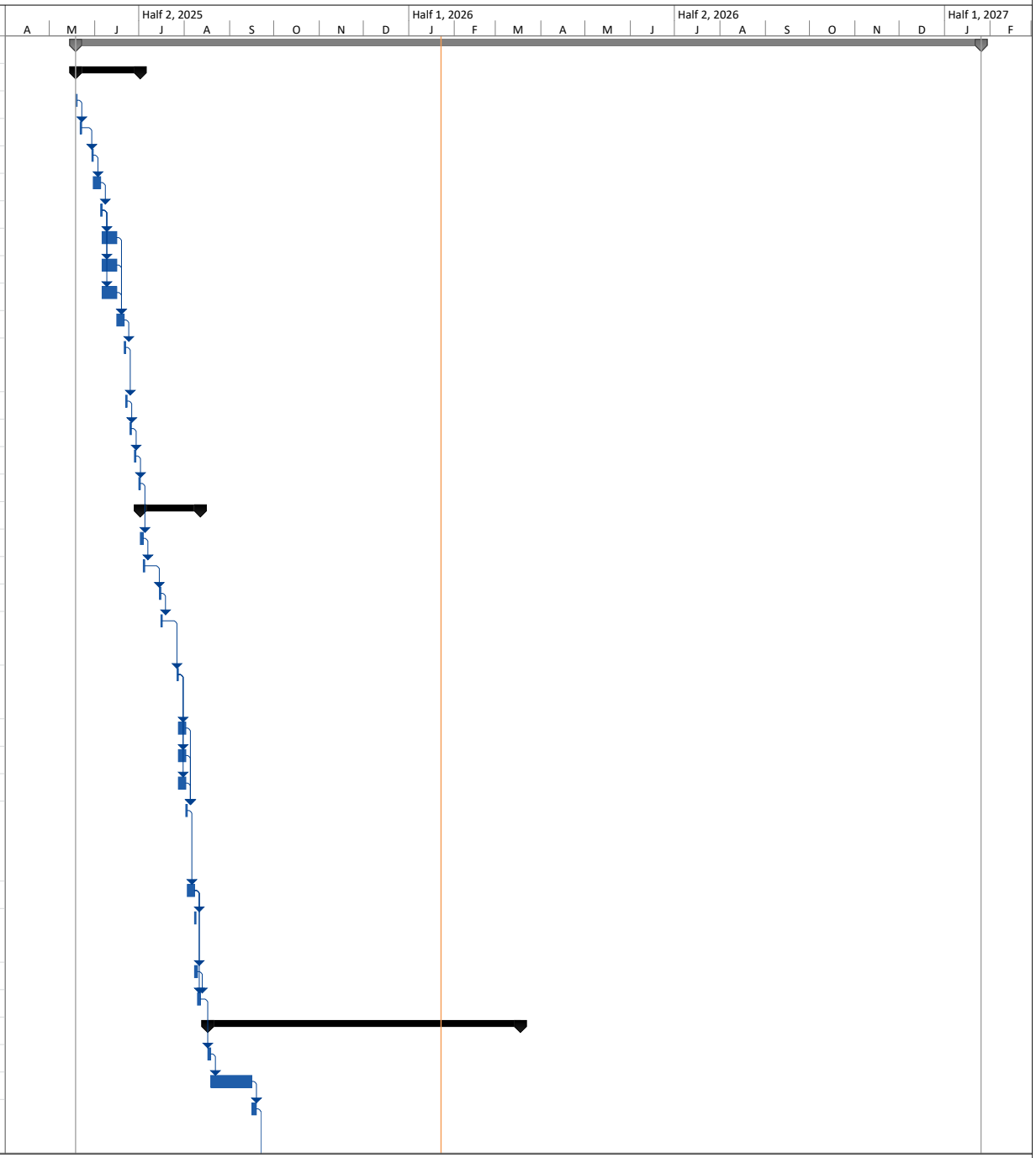


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
34	Program Phase Presentation/Submittal	Thu 9/18/25	Fri 9/19/25	1 eday
35	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
36	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
37	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 9/29/25	Thu 10/2/25	3 edays
39	Schematic Design Phase	Thu 10/2/25	Thu 10/30/25	28 edays
40	Receive Schematic Submittal & Distribute for Review	Thu 10/30/25	Sun 11/2/25	3 edays
41	Schematic Phase Presentation/Submittal	Sun 11/2/25	Mon 11/3/25	1 eday
42	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
43	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
44	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Thu 11/13/25	Sun 11/16/25	3 edays
46	Design Development (DD) Design Phase	Sun 11/16/25	Sun 12/14/25	28 edays
47	Receive DD Submittal & Distribute for Review	Sun 12/14/25	Wed 12/17/25	3 edays
48	DD Phase Presentation/Submittal	Wed 12/17/25	Thu 12/18/25	1 eday
49	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
50	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
51	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Sun 12/28/25	Wed 12/31/25	3 edays
53	Final Design Phase	Wed 12/31/25	Wed 1/28/26	28 edays
54	Final Submittal & Distribute for Rev	Wed 1/28/26	Sat 1/31/26	3 edays
55	Final Phase Presentation/Submittal	Sat 1/31/26	Mon 2/2/26	2 edays
56	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
57	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
58	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
59	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Thu 2/12/26	Sun 2/15/26	3 edays
61	Final/Permit Design Phase	Sun 2/15/26	Sun 3/1/26	14 edays

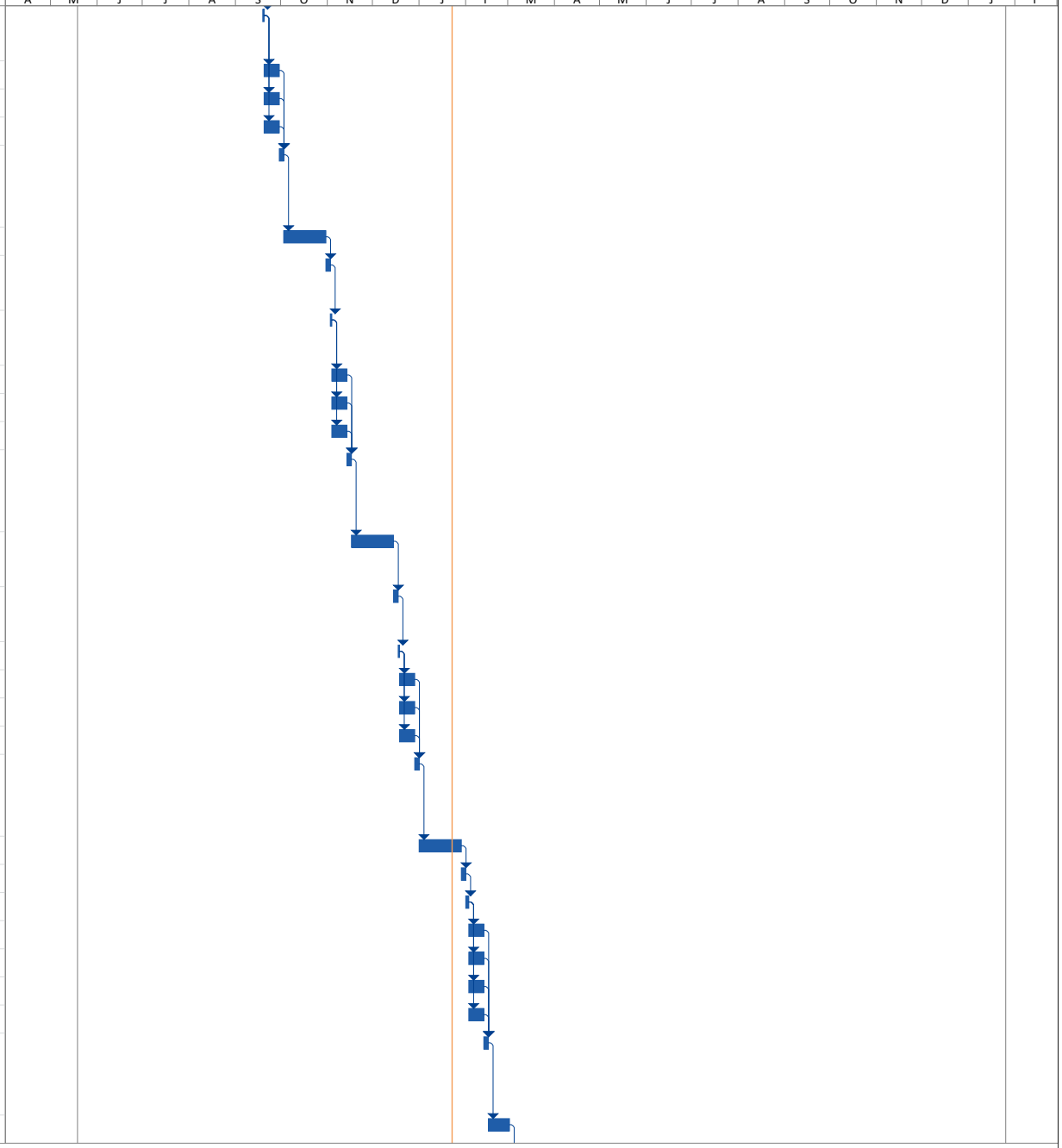


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
62	Final/Permit Submittal & Distribute for Review	Sun 3/1/26	Wed 3/4/26	3 edays
63	Review Final/Permit Phase	Wed 3/4/26	Sat 3/14/26	10 edays
64	Receive Final/Permit Phase Approval and Forward to	Sat 3/14/26	Tue 3/17/26	3 edays
65	**Permit Acquisition Phase**	**Wed 3/4/26**	**Sun 3/29/26**	**25 days**
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Tue 3/17/26	Tue 3/24/26	7 edays
67	Provide Funding for Construction	Wed 3/4/26	Thu 3/5/26	1 eday
68	Secure Bid Clearance Including Funding Verification	Tue 3/24/26	Sun 3/29/26	5 edays
69	**Advertise-Bid-Award Phase**	**Sun 3/29/26**	**Sun 5/24/26**	**56 days**
70	Advertise Project for Construction	Sun 3/29/26	Mon 3/30/26	1 eday
71	Conduct Pre-Bid Meeting	Mon 4/13/26	Tue 4/14/26	1 eday
72	Contractor Questions Due - Prepare and Issue Bulletin	Sun 4/19/26	Wed 4/22/26	3 edays
73	Construction Bids Due - Open Bids	Mon 4/27/26	Tue 4/28/26	1 eday
74	Conduct Post Bid Review Meeting	Sun 5/3/26	Mon 5/4/26	1 eday
75	Prepare and Submit Recommendation for Award	Mon 5/4/26	Wed 5/6/26	2 edays
76	Prepare and Submit Recommendation for Award	Wed 5/6/26	Fri 5/8/26	2 edays
77	Prepare Contract and Schedule Award Meeting	Fri 5/8/26	Wed 5/13/26	5 edays
78	Conduct Contract Award Meeting/Issue NTP	Mon 5/18/26	Tue 5/19/26	1 eday
79	Sign/Seal UCC Permit Applications	Mon 5/18/26	Tue 5/19/26	1 eday
80	Secure UCC Permit from DCA	Tue 5/19/26	Sun 5/24/26	5 edays
81	**Construction Phase**	**Sun 5/24/26**	**Sat 11/21/26**	**181 days**
82	Conduct Construction "Kick-Off Meeting"	Sun 5/24/26	Mon 5/25/26	1 eday
83	Complete Construction - Achieve Substantial Completion	Mon 5/25/26	Sat 11/21/26	180 edays
84	**Project Close-Out Phase**	**Sat 11/21/26**	**Mon 1/25/27**	**65 days**
85	Complete Punch List	Sat 11/21/26	Mon 12/21/26	30 edays
86	Close Out Construction Contract	Mon 12/21/26	Sat 12/26/26	5 edays
87	Close Out Consultant Contract	Sat 12/26/26	Mon 1/25/27	30 edays

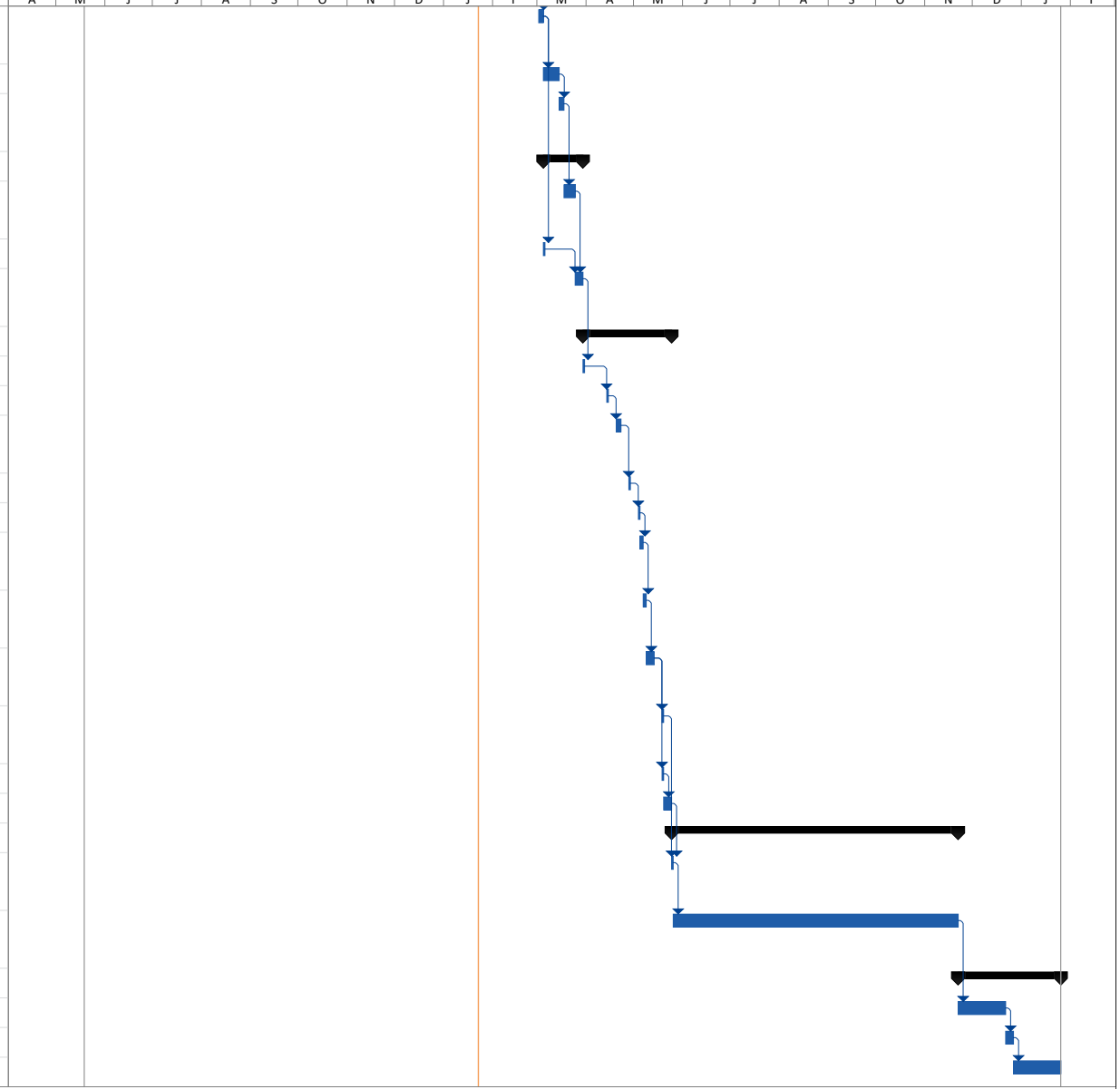


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

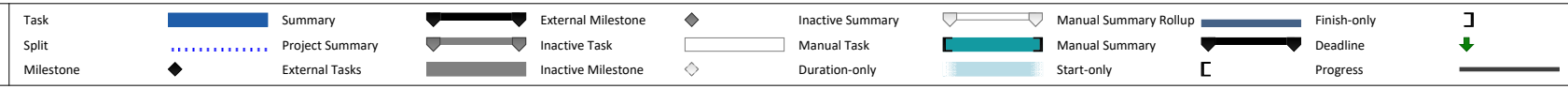


EXHIBIT 'A'


71 Somerset St
Recently viewed
Somerset St
Revive Consignment
/ Somerville, NJ
West End Ave
Mountain Ave
Cammann Pl
Veterans Memorial Dr W
Washington Pl
S Middaugh St
N Middaugh St
Bell Ave
Iglesia Adventista del
Séptimo Día Hispana...
Somerset St
Walgreens
Open · Available
Online & In Store
Levinson Axelrod, P.A.
Helping Victims
& Families
Bagels 4 U of Raritan
Dollar Tree
Granetz Plaza
E Somerset St
La Grange St
Anime Rge
W High St
N Doughty Ave
Avora Mediterranean
Brunch By De Martino
W Main St
S Davenport St
Chase Bank
S Doughty Ave
New St

EXHIBIT 'B'