

# **SCOPE OF WORK**

## **NJDOT Water Service Upgrades**

Sayreville Maintenance Yard, Sayreville Twp., Middlesex County  
Manahawkin Maintenance Yard, Stafford Twp., Ocean County

**Project No. T0709-00**

## **STATE OF NEW JERSEY**

Honorable Philip D. Murphy, Governor  
Honorable Tahesha L. Way, Lt. Governor

## **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



## **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Thomas A. Edenbaum, Director

**Date: January 29, 2025**

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## **I. OBJECTIVE**

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The objective of this project is to upgrade the water service connection between the water main in the street and the maintenance buildings at the NJDOT (Department of Transportation) Manahawkin Maintenance Yard and Sayreville Maintenance Yard to a minimum 2.5-inch diameter line. The upgrades are required to increase the flow rate to the buildings so that the water tanks on the new street sweepers and vacuum trucks operated by the DOT can be filled quicker thereby improving the efficiency of providing roadway maintenance operations by the DOT.

## **II. CONSULTANT QUALIFICATIONS**

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### **A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS**

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P005 Civil Engineering**

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**

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### **A. CONSTRUCTION COST ESTIMATE (CCE)**

The initial Construction Cost Estimate (CCE) for this project is \$275,000.

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 \$416,625.

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the client agency’s financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

**C. CONSULTANT’S FEES**

The construction cost estimate for this project *shall not* be used as a basis for the Consultant’s design and construction administration fees. The Consultant’s fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

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**IV. PROJECT SCHEDULE**

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

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>4. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. DCA Submission Plan Review</b>	<b>30</b>
<b>6. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>7. Bid Phase</b>	<b>42</b>
<b>8. Award Phase</b>	<b>28</b>
<b>9. Construction Phase</b>	<b>180</b>
<b>10. Project Close Out Phase</b>	<b>30</b>

## **B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE**

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

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

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

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

The location of the project site is:

NJDOT Sayreville Maintenance Yard  
49 Melrose Avenue  
Sayreville, Middlesex County, NJ 08872  
GPS Coordinates: 40.489731° N, 74.299505° W

,  
NJDOT Manahawkin Maintenance Yard  
123 Grassy Hollow Road  
Manahawkin, Ocean County, NJ 08005  
GPS Coordinates: 39.69451178° N, 74.26486765° 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: Vijay Gandhi, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 256-0031  
E-Mail: [Vijay.Gandhi@treas.nj.gov](mailto:Vijay.Gandhi@treas.nj.gov)

### **2. New Jersey Department of Transportation:**

Name: Sagar Rana, Project Manager  
Address: P.O. Box 600  
1035 Parkway Avenue  
Trenton, NJ 08625  
Phone No: (609) 963-2731  
E-Mail: [Sagar.Rana@dot.nj.gov](mailto:Sagar.Rana@dot.nj.gov)

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The New Jersey Department of Transportation owns and operates many garage and maintenance facilities to provide storage for equipment and materials used in DOT maintenance and roadway construction operations. Additionally, specified locations area equipped to provide the service and repair for NJDOT and other agency vehicles (Based on assigned vehicle service location).

The water piping supply to the maintenance building located at the NJDOT facility in Sayreville and Manahawkin have significant delays in filling the water tanks utilized for the new road sweepers and road cleaning trucks used by the roadway maintenance operations. The water supply lines will be evaluated and upgraded to increase the flow rate to the buildings allowing the water tanks on the new street cleaning equipment to be filled quicker. This will improve the efficiency of the roadway maintenance operations used by the DOT.

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

The NJDOT Maintenance and Yard at both the Sayreville and Manahawkin location include an Office & Garage building, outdoor yard site, Material and Storage building, and a Salt Storage Dome/Shed. The DOT facilities have variation in the property size and building layout of each of the locations.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. DESIGN REQUIREMENTS**

#### **1. Water Supply Line:**

The Design Consultant shall provide the Design, Construction Administration, Permitting, and Bid/Award services to replace and upgrade the domestic water piping from the nearest public water main to each of the specified NJDOT buildings located at the Sayreville Maintenance Yard and the Manahawkin Maintenance Yard. (See **Exhibit 'C'** Photos). The Consultant shall verify the water supply line with the water service provider.

The Consultant shall provide the design and specifications to replace an approximate 150-foot distance of water supply piping from the water main to the specified location the DOT building at each of the facilities. The new 2.5-inch diameter water supply line will replace the possibly existing 1.0-inch diameter supply line at Sayreville Maintenance Facility. The new 2.5-inch diameter water supply line will replace the possibly existing 1.5-inch supply line at Manahawkin Maintenance Facility. Although past drawings are attached in '**Exhibit D**', the Consultant should verify the current size and location of the water supply lines from the main supply to the desired location of the maintenance building. Furthermore, the Consultant must incorporate the design and placement of a water supply spigot, along with the necessary adapters and fittings, as approved by the Agency. These components should be compatible with the hose diameter of the water tanks connected to the street sweepers. For instance, the Manahawkin Maintenance Facility requires a V-shaped spigot splitter with openings measuring 1.0-inch and 4.0-inches in diameter.

The design documents shall include all related equipment, including but not limited to, temporary utilities and facilities, piping, valves, hydrants, outlets, controls, backflow preventers, and meters.

The Consultant shall coordinate any necessary installation specifications with the water service utility provider at each of the following DOT Facilities:

**Sayreville Maintenance Facility**

Borough of Sayreville Water and Sewer Utilities  
167 Main Street  
Sayreville NJ 08872  
Phone: (732) 390-7060  
Email: [water@sayreville.com](mailto:water@sayreville.com)

**Manahawkin Maintenance Facility**

Stafford Township Water & Sewer  
260 East Bay Avenue  
Manahawkin, NJ 08050  
Phone: (609) 597-1000 Ext. 8590

The design documents shall identify the existing underground utility line locations, sizes, and elevations of critical crossing points that will be impacted by this upgrade such as underground utilities shall include items such as: fire and domestic water, steam, gas, storm, sewer, fiber optic, cable, and telephone lines, manholes, basin and inlet connections, utility chambers and tunnels, etc. This information shall be used to document their locations on the design drawings and prevent utility line interference, excavation accidents, utility disruption or shutdown during the installation and tie-in of the new lines to the existing utility infrastructure.

All “on site” underground utility survey information and previous “on site” underground utility survey reports supplied by the Client Agency or DPMC shall be provided as part of this upgrade and must be field verified and confirmed with line detection methods by the Consultant.

The Consultant shall anticipate the costs necessary to update these documents to obtain the appropriate underground utility information and include that amount in the base bid of their fee proposal.

All replaced water supply lines shall be appropriately tested for pressure, leaks, etc.

**2. Site Restoration:**

The design documents shall identify the Agency approved site restoration work needed after installation of the lines including roadways, driveways, parking lots, sidewalks, and lawn areas.

**3. Staging:**

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

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

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

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

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

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

### **2. Design Presentations:**

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

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

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

## **C. EXISTING DOCUMENTATION**

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

- Boundary and Topographic Survey: N.J. Department of Transportation Maintenance Facility Site: 9/6/1994, Edwards and Kelcey, Inc.
- DPMC Project T0545-00: Double-Wide Office Trailer Installation: 10/9/15, McAuliffe & Carroll Architects, LLC.
- DPMC Project T0545-00: Office Building: 7/13/15, Pennell Land Surveying, Inc.
- DPMC Project T0449-1: Crew Restroom Trailer Installation NJDOT Manahawkin Maintenance Facility: May 15, 2007

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

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

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## **VIII. PERMITS & APPROVALS**

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### **A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT**

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).

The latest NJUCC Adopted Codes and Standards can be found at:

<http://www.state.nj.us/dca/divisions/codes/codreg/>

#### **1. NJ Uniform Construction Code (NJUCC) Plan Review**

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”, refer to paragraph X.A.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the Department of Community Affairs (DCA), Bureau of Construction Project Review to secure a complete plan release.

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

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

[https://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf)

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

**PROJECT NAME: NJDOT Water Service Upgrades**  
**PROJECT LOCATION: Manahawkin & Sayreville Maintenance Yards**  
**PROJECT NO: T0709-00**  
**DATE: January 29, 2025**

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Trevor M. Dittmar, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Trevor.Dittmar@treas.nj.gov](mailto:Trevor.Dittmar@treas.nj.gov) 609-984-5529

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.A.

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

[http://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

## **2. NJ Uniform Construction Code Permit**

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The “Agent Section” of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA approved, signed and sealed construction documents** shall be forwarded to the DPMC Project Manager. The Consultant may obtain copies of all NJUCC permit applications at the following website:

<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

## **3. Prior Approval Certification Letters:**

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be

noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

#### **4. Multi-building or Multi-site Permits:**

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

#### **5. Special Inspections:**

In accordance with the requirements of the New Jersey Uniform Construction Code N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf)

##### **a. Definition:**

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

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

##### **b. Responsibilities:**

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

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

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

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

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

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

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

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The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

## **X. ALLOWANCES**

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### **A. PLAN REVIEW AND PERMIT FEE ALLOWANCE**

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

#### **1. Permits:**

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

#### **2. Permit Costs:**

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”. A breakdown of each permit and application fee shall be attached to the fee proposal for reference. **NOTE:** The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

#### **3. Applications:**

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

#### **4. Consultant Fee:**

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal under the “Permit Phase” column.

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

PROJECT NAME: NJDOT Water Service Upgrades  
PROJECT LOCATION: Manahawkin & Sayreville Maintenance Yards  
PROJECT NO: T0709-00  
DATE: January 29, 2025

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## **XI. SOW SIGNATURE APPROVAL SHEET**

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

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

**SOW PREPARED BY:** \_\_\_\_\_ 1/29/2025  
ALISON F. GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** \_\_\_\_\_ 1/29/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** \_\_\_\_\_ 1/30/2025  
DENNIS W. MESZAROS, EXECUTIVE MANAGER DATE  
NEW JERSEY DEPARTMENT OF TRANSPORTATION

**SOW APPROVED BY:** \_\_\_\_\_ 01/31/2025  
Ronald Kraemer for VIJAY GANDHI, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:** Jeanette M. Barnard 3.6.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

## **XII. CONTRACT DELIVERABLES**

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

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

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

- **DESIGN DEVELOPMENT PHASE**
- **FINAL DESIGN PHASE**
- **PERMIT APPLICATION PHASE**
- **BIDDING AND CONTRACT AWARD**
- **CONSTRUCTION PHASE**
- **PROJECT CLOSE-OUT PHASE**

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## **XIII. EXHIBITS**

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

**END OF SCOPE OF WORK**

## 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						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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

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

\_\_\_\_\_  
Date











February 7, 1997  
Rev.: January 29, 2002

### Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>REPORTS TO ASSOCIATE DIRECTOR OF:</u>
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

## EXHIBIT 'A'

Activity ID	Description	Respon	Weeks
<b>&lt;PROJ&gt;</b>			
<b>Design</b>			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV2001	Distribute Final Design Submittal for Review	CM	
CV2002	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

Sheet 1 of 3

Bureau of Design & Construction Services

DBCA - TEST

**NOTE:**  
Refer to section "IV Project Schedule" of the  
Scope of Work for contract phase durations.

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**EXHIBIT 'A'**



Activity ID	Description	Respn	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

DBCA - TEST

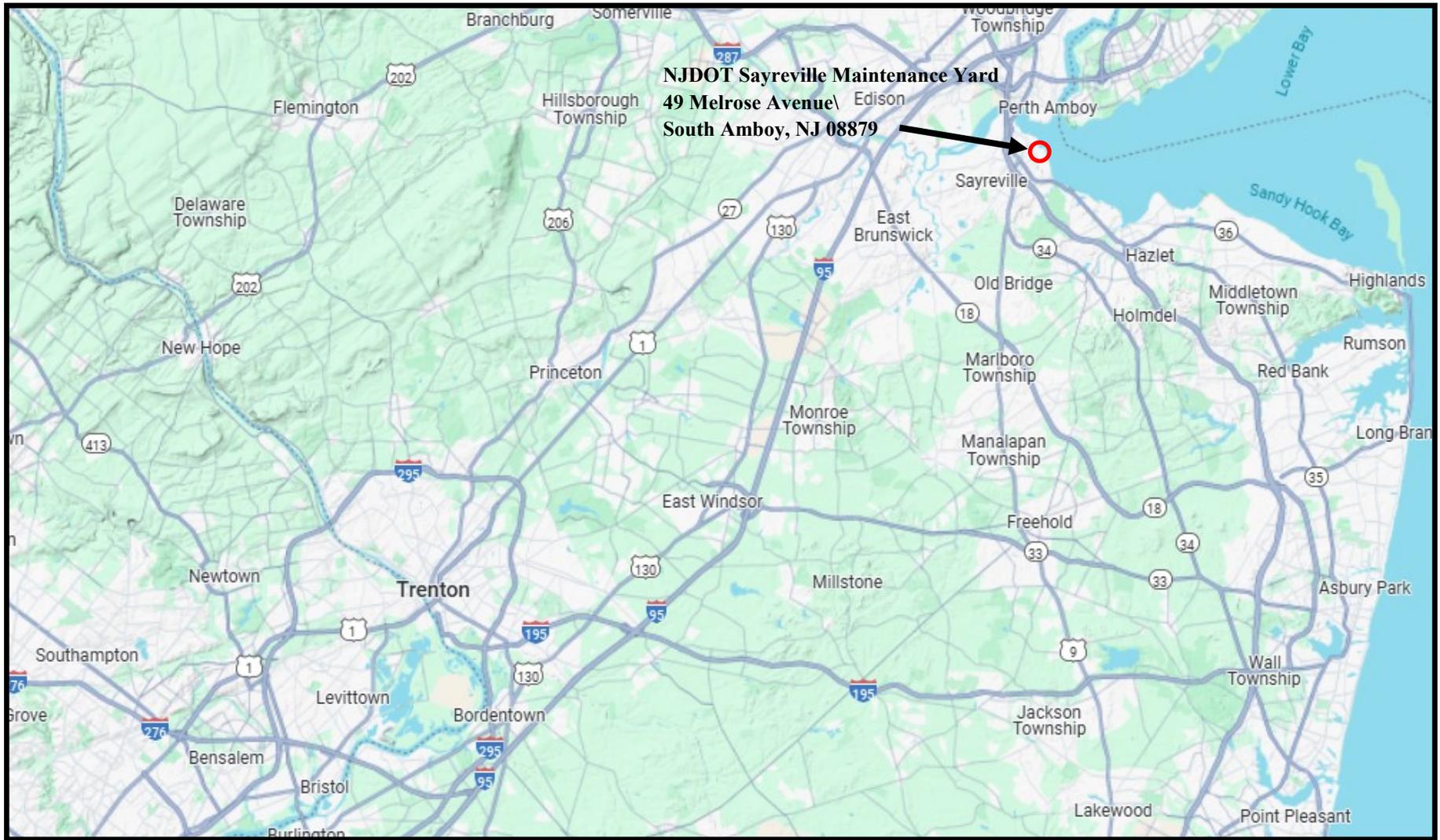
Sheet 3 of 3

Bureau of Design & Construction Services

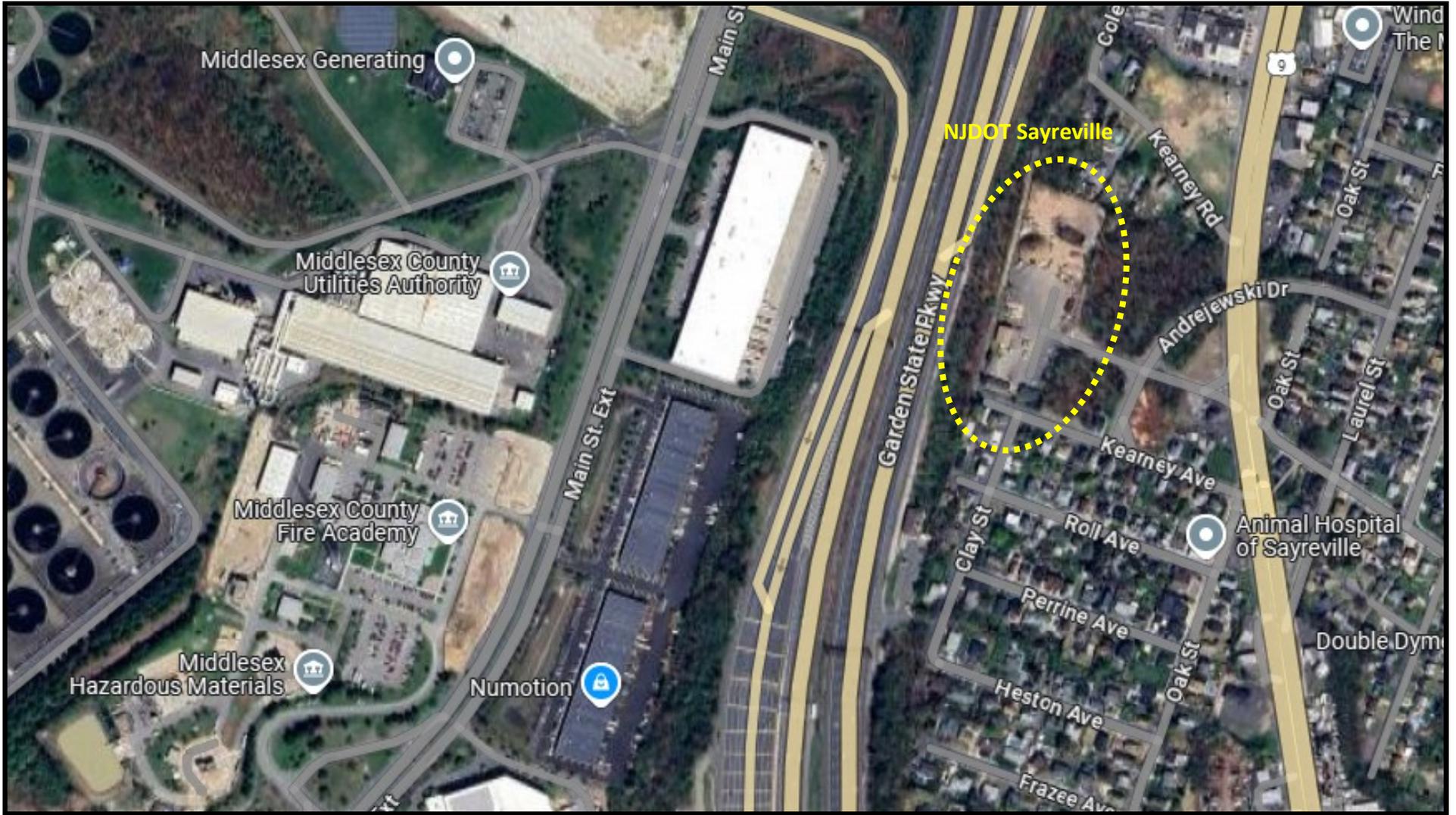
**EXHIBIT 'A'**

**NOTE:**  
Refer to section "IV Project Schedule" of the  
Scope of Work for contract phase durations.

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Project Site Location Map  
NJDOT Sayreville Maintenance Yard  
**EXHIBIT 'B'**



Project Location  
NJDOT Sayreville Maintenance Yard  
**EXHIBIT 'B'**



Project Site  
NJDOT Sayreville Maintenance Yard  
**EXHIBIT 'B'**





Project Location

NJDOT Manahawkin Maintenance Yard

**EXHIBIT 'B'**



Project Site  
NJDOT Manahawkin Maintenance Yard  
**EXHIBIT 'B'**

### NJDOT Sayreville Maintenance

Yard



### NJDOT Manahawkin Maintenance

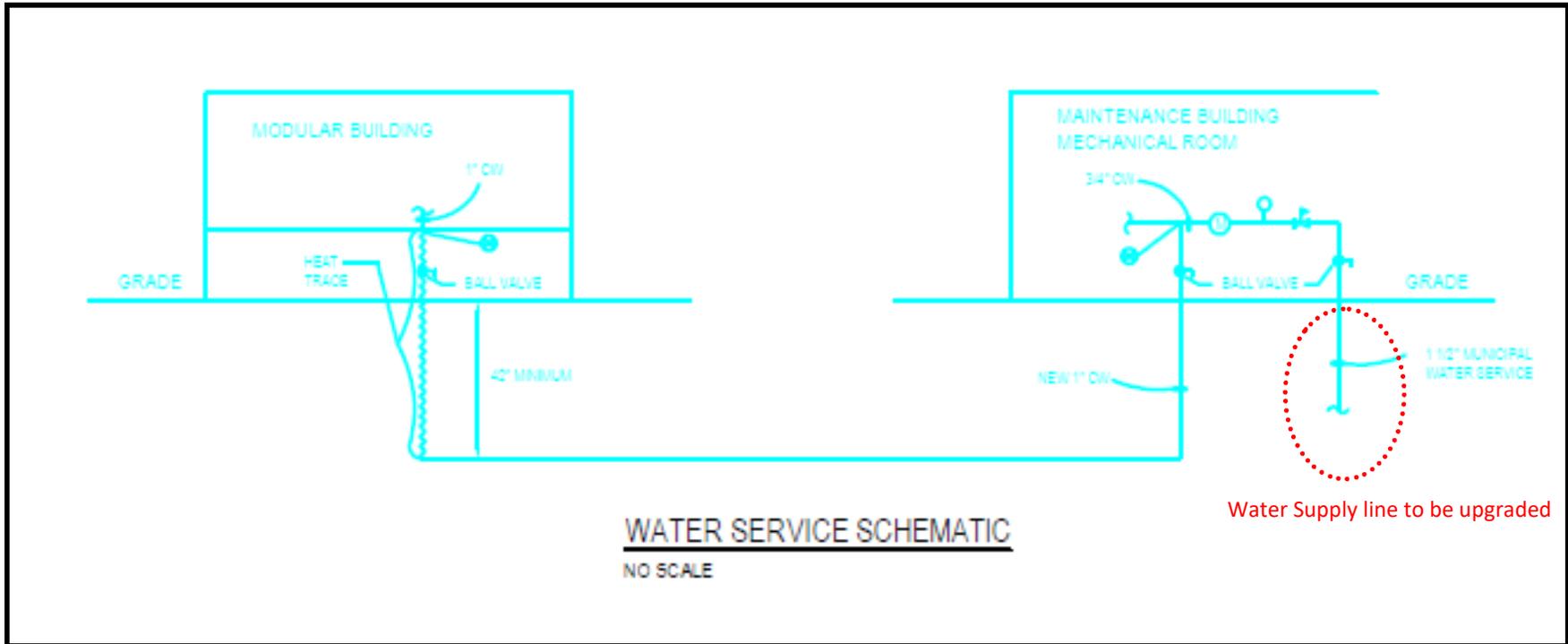
Yard



Photos

NJDOT Maintenance Yards

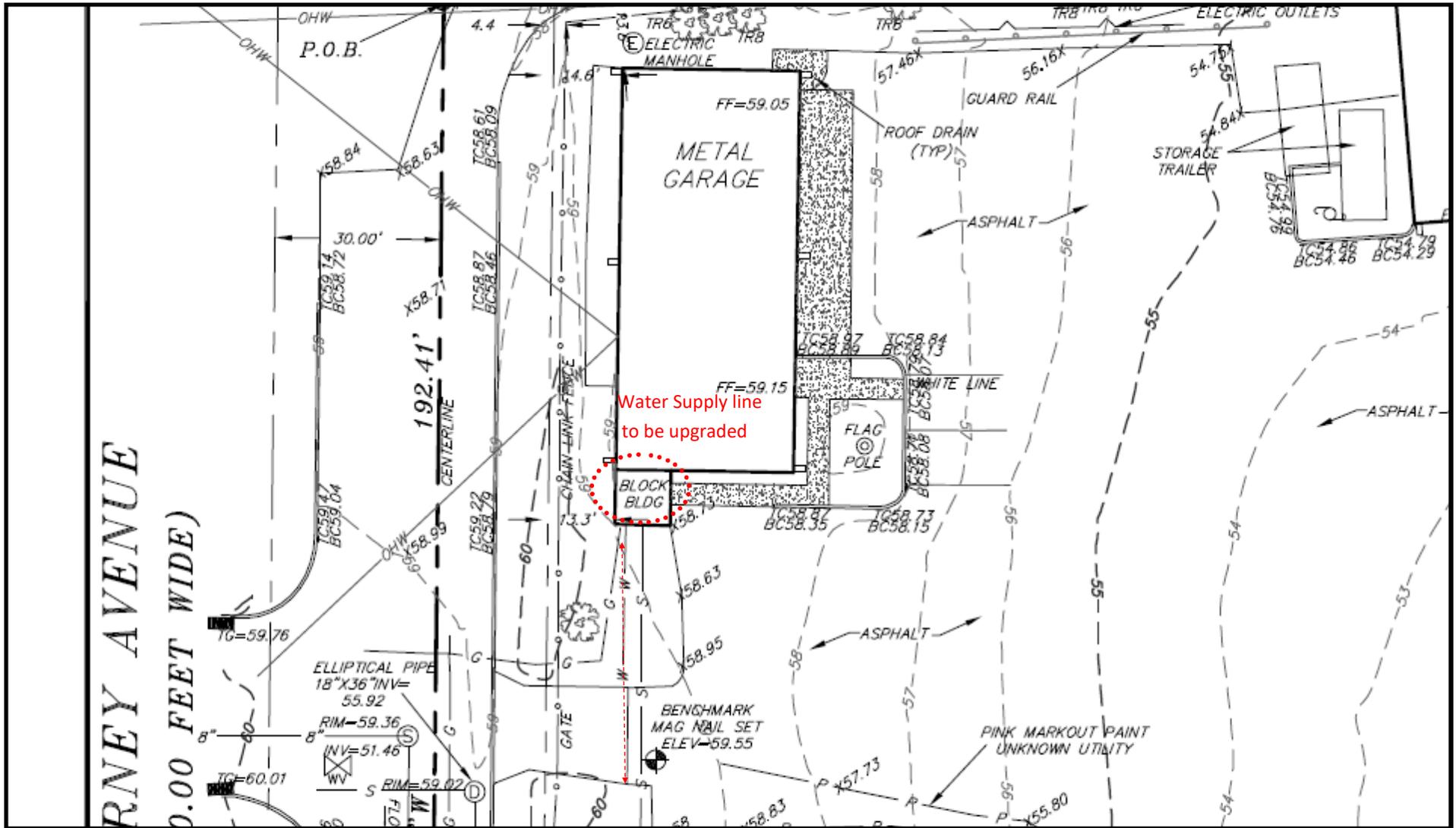
**EXHIBIT 'C'**



Drawings

NJDOT Manahawkin Maintenance Yard

**EXHIBIT 'D'**



Drawings  
 NJDOT Sayreville Maintenance Yard  
**EXHIBIT 'D'**