

SCOPE OF WORK

LIGHTING RETROFIT

Facility Buildings @ New Lisbon Developmental Center
New Lisbon, Burlington County, N.J.

PROJECT NO. A1108-00

STATE OF NEW JERSEY

Honorable Chris Christie, Governor
Honorable Kim Guadagno, Lt. Governor

DEPARTMENT OF THE TREASURY

Andrew P. Sidamon-Eristoff, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: July 1, 2010

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	7
II. CONSULTANT QUALIFICATIONS	7
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS	
III. PROJECT BUDGET	7
A. CONSTRUCTION COST ESTIMATE (CCE)	
B. CURRENT WORKING ESTIMATE (CWE)	
C. COST ESTIMATING	
D. CONSULTANT'S FEES	
IV. PROJECT SCHEDULE.....	9
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	
C. CONSULTANT DESIGN SCHEDULE	
D. BID DOCUMENT CONSTRUCTION SCHEDULE	
E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE	
V. PROJECT SITE LOCATION & TEAM MEMBERS	11
A. PROJECT SITE ADDRESS	
B. PROJECT TEAM MEMBER DIRECTORY	
1. DPMC Representative	
2. Client Agency Representative	
3. Office Energy Savings Representative	
VI. PROJECT DEFINITION	12
A. BACKGROUND	
B. DESCRIPTION OF THE FACILITY	

VII. CONSULTANT DESIGN RESPONSIBILITIES 13

- A. SURVEY PHASE
 - 1. Building Identification
 - 2. Survey Schedule
 - 3. Survey Requirements
 - 4. Survey Report
 - 5. Energy Savings
 - 6. Survey Report Presentation
- B. WASTE STREAM COMPLIANCE CLAUSE
 - 1. Background
 - 2. Environmental Protection Agency (EPA) Responsibilities
 - 3. Office of Energy Savings (OES) Responsibilities
 - 4. Consultant Responsibilities
 - 5. Contractor Responsibilities
- C. LIGHTING RETROFIT DESIGN CRITERIA
 - 1. Construction Site Requirements
 - 2. Drawings
- D. HAZARDOUS MATERIALS
 - 1. Lead Based Paint
 - 2. Asbestos
- E. GENERAL DESIGN OVERVIEW
 - 1. Design Requirements
 - 2. Design Detail
 - 3. Specification Format
- F. PROJECT COMMENCEMENT
 - 1. Project Directory
 - 2. Scope of Work Review
 - 3. Contractor's Use of the Premises
 - 4. Existing Documentation
 - 5. Scope of Work
 - 6. Project Schedule
- G. BUILDING & SITE INFORMATION
 - 1. Building Classification
 - 2. Building Block & Lot Number
 - 3. Building Site Plan
 - 4. Site Map
- H. DESIGN MEETINGS & PRESENTATIONS
 - 1. Design Meetings
 - 2. Design Presentations

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES..... 25

- A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW
- B. PRE-BID MEETING
- C. BID OPENING
- D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD
 - 1. Post Bid Review
 - 2. Review meeting
 - 3. Substitutions
 - 4. Schedule
 - 5. Performance
 - 6. Superintendent
 - 7. Letter of Recommendation
 - 8. Conformed Drawings
- E. DIRECTOR'S HEARING
- F. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS
 - 1. Meetings
 - 2. Schedules
 - 3. Submittal Log
- G. CONSTRUCTION SITE ADMINISTRATION SERVICES
- H. SUB-CONSULTANT PARTICIPATION
- I. DRAWINGS
 - 1. Shop Drawings
 - 2. As-Built & Record Set Drawings
- J. CONSTRUCTION DEFICIENCY LIST
- K. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION
- L. CLOSE-OUT DOCUMENTS
- M. CLOSE-OUT ACTIVITY TIME
- N. TESTING, TRAINING, MANUALS, AND ATTIC STOCK
 - 1. Testing
 - 2. Training
 - 3. Manuals
 - 4. Attic Stock
- O. CHANGE ORDERS
 - 1. Consultant
 - 2. Contractor
 - 3. Recommendation for Award
 - 4. Code Review
 - 5. Cost Estimate
 - 6. Time Extension
 - 7. Submission
 - 8. Meetings
 - 9. Consultant Fee

IX.	PERMITS & APPROVALS	36
A.	REGULATORY AGENCY PERMITS	
1.	NJ Uniform Construction Code Permit	
2.	Other Regulatory Agency Approvals & Permits	
3.	Prior Approval Certification Letters	
B.	BARRIER FREE REQUIREMENTS	
C.	STATE INSURANCE APPROVAL	
D.	PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM	
E.	MULTI-BUILDING OR MULTI-SITE PERMITS	
F.	PERMIT MEETINGS	
G.	MANDATORY NOTIFICATIONS	
H.	CONSTRUCTION TRAILER PERMITS	
I.	SPECIAL INSPECTIONS	
X.	GENERAL REQUIREMENTS	39
A.	SCOPE CHANGES	
B.	ERRORS & OMISSIONS	
C.	ENERGY INCENTIVE PROGRAM	
D.	AIR POLLUTION FROM ARCHITECTURAL COATINGS	
XI.	ALLOWANCES	40
A.	PERMIT ALLOWANCE	
1.	Permits	
2.	Permit Costs	
3.	Applications	
4.	Consultant Fee	
B.	HAZARDOUS MATERIALS ALLOWANCES	
1.	Lead Based Paint	
2.	Asbestos	
XII.	SUBMITTAL REQUIREMENTS	42
A.	CONTRACT DELIVERABLES	
B.	CATALOG CUTS	
C.	PROJECT DOCUMENT BOOKLET	
D.	DESIGN DOCUMENT CHANGES	
E.	SINGLE-PRIME CONTRACT	

PROJECT NAME: Lighting Retrofit
PROJECT LOCATION: Facility Buildings @ New Lisbon Developmental Center
PROJECT NO: A1108-00
DATE: July 1, 2010

XIII. SOW SIGNATURE APPROVAL SHEET 44

XIV. CONTRACT DELIVERABLES 45

XV. EXHIBITS 51

- A. SAMPLE PROJECT SCHEDULE FORMAT, 4 pages
- B. PROJECT SITE PLAN
- C. NEW LISBON DEVELOPMENTAL CENTER RULES & REGULATIONS, 2 pages

I. OBJECTIVE

The objective of this project is to upgrade the existing lighting systems of the various New Lisbon Developmental Center buildings with new, high efficiency lamp/ballast, luminaire, and control technologies.

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 P002 Electrical Engineering Discipline and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in all other 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 \$710,000.

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in their technical proposal based on their professional opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$871,140.

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. COST ESTIMATING

All CCE under \$750,000 may be prepared by the Consultant's in-house staff or their Sub-Consultant's staff during each design phase of the project. However, if the CCE is \$750,000 or larger, the Consultant or Sub-Consultant providing the estimate must be pre-qualified with DPMC in the P025 Estimating/Cost Analysis Specialty Discipline.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, premium time, 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 at each design phase of the project with a detailed construction cost analysis in CSI format (2004 Edition) for all appropriate divisions and sub-divisions. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

D. 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.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Survey Phase	28
2. Design Development Phase	50% (Minimum)
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Final Design Phase	100%
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
4. Permit Application Phase	28
• <i>Issue Permit</i>	
5. Bid Phase	42
6. Award Phase	28
7. Construction Phase	220

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

The Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this document entitled "Project Close-Out Phase Contract Deliverables" and include this information in the bar chart schedule submitted.

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.

C. CONSULTANT DESIGN SCHEDULE

The Project Manager will issue the Consultant's approved project schedule at the first design kickoff meeting. This schedule will be binding for the Consultant's activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

D. BID DOCUMENT CONSTRUCTION SCHEDULE

The Consultant shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in "bar chart" format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements including, but not limited to: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security needs, lead times for materials and equipment, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Consultant during the design phases of the project.

E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE

The Contractor shall be responsible for preparing a coordinated combined progress schedule with the Sub-Contractors after the award of the contract. This schedule shall meet all of the requirements identified in the Consultant's construction schedule. The construction schedule shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions entitled, "Article 9, Construction Progress Schedule" (No CPM).

PROJECT NAME: Lighting Retrofit
PROJECT LOCATION: Facility Buildings @ New Lisbon Developmental Center
PROJECT NO: A1108-00
DATE: July 1, 2010

The Consultant must review and analyze this progress schedule and recommend approval/disapproval to the Project Team until a satisfactory version is approved by the Project Team. The Project Team must approve the baseline schedule prior to the start of construction and prior to the Contractor submitting invoices for payment.

The Consultant shall note in Division 1 of the specification that the State will not accept the progress schedule until it meets the project contract requirements and any delays to the start of the construction work will be against the Contractor until the date of acceptance by the State.

The construction progress schedule shall be reviewed, approved, and updated by the Contractor of schedule, Consultant, and Project Team members at each regularly scheduled construction job meeting and the Consultant shall note the date and trade(s) responsible for project delays (as applicable).

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

New Lisbon Developmental Center
Route 72
New Lisbon, Burlington County, NJ

See **Exhibit 'B'** for the project site plan.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Project Manager:

Name:	<u>David Lapidus, Project Manager</u>
Address:	<u>Division Property Management & Construction</u>
	<u>20 West State Street, 3rd Floor</u>
	<u>Trenton, NJ 08625</u>
Phone No:	<u>(609) 984-9707</u>
E-Mail No:	<u>david.lapidus@treas.state.nj.us</u>

PROJECT NAME: Lighting Retrofit
PROJECT LOCATION: Facility Buildings @ New Lisbon Developmental Center
PROJECT NO: A1108-00
DATE: July 1, 2010

2. Client Agency Representative:

Name: Katherine A. Fling, Director
Address: Department of Human Services
Office Property Management & Construction
222 South Warren Street
Trenton, New Jersey 08625
Phone No: (609) 292-0397
E-Mail No: Katherine.fling@dhs.state.nj.us

3. Office of Energy Savings Representative:

Name: Ed Mercer, Manager
Address: Office of Energy Savings
50 West State Street, 4th Floor, PO Box 211
Trenton, New Jersey 08625
Phone No: (609) 984-1624
E-Mail No: ed.e.mercer@treas.state.nj.us

VI. PROJECT DEFINITION

A. BACKGROUND

The Department of Human Services New Lisbon Developmental Center (NLDC) has been selected to receive federal stimulus funding made available pursuant to the American Recovery and Reinvestment Act (ARRA), in order to complete various energy efficiency upgrades. As part of this program, a comprehensive Energy Audit of the facility was completed on February 12, 2010 under DPMC Project #A1085-00. **A copy of the document will be made available to the Consultant selected for this project.**

This project is intended to implement the Energy Audit recommendations to retrofit the lighting systems of selected facility buildings to newer energy efficient lighting technologies.

B. DESCRIPTION OF THE FACILITY

The New Lisbon Developmental Center is an in-patient residential care facility for approximately 550 developmentally disabled adults. The site includes over 60 buildings including; but not limited to, a central boiler plant, central chiller plant, primary electrical sub-station, residential cottages, administrative buildings, hospital care, food service and many other related ancillary service buildings. Some of the buildings have not been included in this project because they have been closed and/or are to be demolished. See **Exhibit 'B'** for the facility site plan and building locations.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. SURVEY PHASE

1. Building Identification:

Confirm the list of facility buildings and cottages identified in the Energy Audit with the Project Team to identify those that shall be included in this project.

2. Survey Schedule:

The Consultant shall meet with the Project Team members and approved representatives of the facility to develop an approved schedule that includes the date and time to access each building, the procedures that will be used to obtain the lighting information, and the anticipated survey duration for each building.

3. Survey Requirements:

Develop a structured work plan and checklist that will be used to inspect each building to confirm the data obtained in the original Energy Audit and determine the final lighting retrofit requirements necessary to meet the proposed ECM energy savings for this project.

A Client Agency escort must accompany the Consultant during the time they are in the building and all work shall be performed in such a way as to minimize disruption to the building occupants.

Checklist items may include, but not be limited to the following:

- a. Produce a reflected ceiling plan and any other appropriate drawing(s) that can be used during the survey to record the location, types, and quantities of lighting components that are to be retrofitted on each floor of the buildings. This document may be used to develop the final design drawings.
- b. Ensure lighting in the stair towers, hallways, closets, storage rooms, attic areas, mechanical rooms, basement, etc. have been included in the survey.
- c. Provide the room name, number, wing name and number, building name and number, floor level, etc. on the drawings. Areas that do not have an area name or designation and number shall have one assigned by the Consultant.
- d. Each light fixture to be retrofitted shall have its own symbol, number, or other means of identification shown on the drawings.
- e. Describe any special types of lighting housings, fixture dimensions (if non-standard), method of installation such as ceiling grid, ceiling mount, wall mount, pendant suspension, etc. that must be addressed as part of the retrofit recommendations.
- f. Determine the final quantity and location of any special fixtures, such as, but not limited to tamper-proof fixtures and wet location fixtures.
- g. Determine the final quantity, type, and location of the existing fixtures, lamps, and ballasts to be replaced.
- h. Determine the most cost effective and practical method to upgrade the lighting fixtures considering their age, retrofitting versus replacement costs, coupling of the fixture with the HVAC system, mounting issues, lens and louver condition, reflector types, etc.
- i. Identify all special "retrofit kits" or electrical components needed to retrofit the lighting fixtures such as troffers, reflectors, socket bridge, lens, ballast, lamp sockets, and lamps. All appropriate materials shall have a UL rating.
- j. Measure all existing lighting levels of each space/area for future comparison with the new fixtures. Record information about the cleanliness and/or effectiveness of the fixture reflecting surfaces and if they need to be replaced and/or cleaned.
- k. Identify any lighting that shall be tied to dimmers, motion detectors, battery packs, emergency generators, or EMS system (if applicable).
- l. Identify the rooms that shall have occupancy controls to turn the lights off when the space is unoccupied. Select either wall-mounted/switch integrated occupancy sensors or a ceiling mounted occupancy sensor and show their location in the room. Note that all rooms identified by the audit for occupancy controls may not be appropriate for these devices given the type of facility and client that reside there. The Consultant is to confirm with authorized facility personnel that these devices are or are not appropriate in the client occupied spaces.
- m. Inspect the lighting fixture wiring to confirm its condition and ensure it can be used with the installation any new fixture or retrofit components.
- n. Provide a tabulation of the survey information gathered and the total number of recommended lighting components and their related costs for each building.
- o. The Sub-Consultant pre-qualified in the P059 Environmental Discipline shall survey the building lighting fixtures to determine the hazardous materials that must be addressed by the lighting retrofit such as ballast PCB's, mercury contained in the lamps, etc.. See Section VII.B entitled

“Waste Stream Compliance Clause” for additional hazardous materials information and related Consultant and Sub-Consultant responsibilities for this project.

- p. Identify any other potential checklist item not mentioned that will assist in the building lighting retrofit survey requirements.

4. Survey Report:

Provide eight (8) bound copies of the “draft” Survey Report that contains a tabulation of all the checklist information obtained for each building. Four (4) copies shall go to the Project Team, two (2) copies shall go to the Client Agency, and two (2) copies shall be submitted to Mr. John Rhodes, Director, Office of Energy Savings.

An Executive Summary shall be included that provides the overall objective of the project and how the lighting retrofit survey recommendations meet the Energy Conservation Measure (ECM) objectives. The report shall also contain a detailed phased construction schedule with critical milestone dates, the estimated Construction Cost Estimate (CCE), and the Current Working Estimate (CWE) for each building, and the anticipated project cost savings. The CCE for each building shall be presented in CSI format and included in the appendix for reference. All pictures, checklist data, hazardous materials data, and any other relevant information shall also be included in the appendix for reference.

5. Energy Savings:

The Survey Report shall also include a Life Cycle Cost Analysis and economic evaluation that factors in first cost, maintenance cost, and utility cost over the expected life of the building lighting retrofit in order to determine the optimal, most cost effective bid specification. All energy cost savings data for the project shall be submitted in a format approved by the Project Team and OES.

6. Survey Report Presentation:

An oral presentation shall be made to the Project Team describing the findings and recommendations of the “draft” Survey Report items. The Project Team shall review these findings and approve the recommendations based on the justification for the recommendations.

Provide eight (8) copies of the “final” Survey Report that has been edited to reflect any changes or corrections to the document, the estimated project construction cost, and preliminary schedule. Four (4) copies shall go to the Project Team, two (2) copies shall go to the Client Agency, and two (2) copies shall be submitted to Mr. John Rhodes, Director, Office of Energy Savings.

B. WASTE STREAM COMPLIANCE CLAUSE

This project must comply with the requirements of the Waste Stream Compliance Clause which includes, but not limited to the following items:

1. Background:

The Resource Conservation and Recovery Act (42 U.S.C. 6901 et.seq.) gives the Environmental Protection Agency (EPA) the authority to control the generation, transportation, treatment, storage, and disposal of hazardous waste. To be considered a hazardous waste, a material first must be classified as a solid waste. EPA defines solid waste as garbage, refuse, sludge, or other discarded material.

2. Environmental Protection Agency (EPA) Responsibilities:

EPA delegates primary responsibility of implementing the Resource Conservation and Recovery Act waste management plan to individual States in lieu of EPA. In New Jersey, the Solid Waste Management Act provides the framework for the collection, transportation and disposal of the Solid Waste under N.J.A.C. 7:26, Recyclable Waste under 7:26 A, and Hazardous Waste under 26G Regulations.

Detailed information governing the disposal of solid, recyclable, and hazardous waste materials may be found on the Department of Environmental Protection (DEP) website at the following link: <http://www.nj.gov/dep/dshw/recycling/swmp/pdf/swmp2006.pdf>

3. Office of Energy Savings (OES) Responsibilities:

In accordance with the American Recovery and Reinvestment Act of 2009 (ARRA) requirements for this project, the Office of Energy Savings (OES) is required to submit a waste management plan to the federal government. The development of this plan is included in the scope of this engagement and must be submitted in accordance with Federal EPA guidelines.

The EPA has delegated this responsibility to the NJ DEP under N.J.A.C. 7:26 The Solid Waste Management Act. This plan should address any and all solid, recyclable, and hazardous waste that will be generated by the activities of this project.

4. Consultant Responsibilities:

The Consultant shall employ the services of a P059 Environmental Consultant; classified in the appropriate specialties, to determine if there is the presence of hazardous waste materials that will be impacted by the construction activities of this project and provide an Environmental Report of the results.

Provide eight (8) copies of the Environmental Report. Four (4) copies shall go to the Project Team, two (2) copies shall go to the Client Agency, and two (2) copies shall be submitted to Mr. John Rhodes, Director, Office of Energy Savings.

The report shall include an executive summary that describes the objective of the project, a description of the building and areas investigated, and the results of the findings. The investigation results shall be presented in a table format that identifies the location of each test sample, a description of the materials, the test sample identification number. A floor plan of the building shall be included that identifies the test sample locations and related test sample identification number.

Illustrative drawings, sketches, and photographs may need to be included in the report that shows the test sample location in the building and any accessibility issues, demolition requirements, or other special conditions to be addressed for that area in the design documents.

The P059 Environmental Consultant shall prepare design documents that identify the locations and requirements for the abatement and/or removal of the hazardous waste materials, including a construction cost estimate and schedule. Provide a narrative section in the specification that describes the responsibilities of the Contractor during the disposal of the materials.

The P059 Environmental Consultant shall prepare the waste management plan in accordance with regulations governing the disposal of solid and hazardous materials to the OES as part of this project ensuring it is in compliance with all Federal, State, and local regulations for hazardous waste materials disposal. The solid and hazardous materials may include, but not be limited to lighting ballast PCB's, fluorescent and HID mercury vapor lamps, asbestos, batteries, discarded metal components, recyclable materials, etc.

All costs associated with this work shall be estimated by the P001 Architectural Consultant and included in the **base bid** of their fee proposal.

5. Contractor Responsibilities:

The Contractor shall furnish documentation to the Consultant that contains all appropriate solid, recyclable, and hazardous waste material disposal information. The Consultant shall organize this information in a bound booklet that provides an acceptable waste management plan for this project. Four (4) copies of the booklet shall be provided, one (1) to the DPMC Manager, one (1) to the Client Agency, and two (2) to the Office of Energy Savings Director. The information shall include, but not be limited to:

Documentation verifying the Contractor notified the DEP, Division of Hazardous Waste Management, Department of Labor, Department of Health, and the US Environmental Protection Agency in writing 14 calendar days prior to the actual disposal of the waste materials. The notification shall contain the following information:

- a. Name, address, telephone number and contact person of the building owner
- b. Name, address, telephone number of the Contractor Project Manager
- c. The quantity and nature of the waste to be disposed
- d. The name, address of the DEP registered waste hauler and landfill where the solid, recyclable, and hazardous waste materials will be deposited
- e. Documentation of legal waste disposal including the date and time of the disposal

C. LIGHTING RETROFIT DESIGN CRITERIA

1. Construction Site Requirements:

Special demolition and installation requirements must be addressed in the design documents since all of the buildings will be occupied during the lighting retrofit activities. The items listed below shall be reviewed and approved by authorized facility representatives. The NLDC has a Safety Committee that must have input on this information.

- a. Describe the approved procedures to move any furniture or other objects required to access the work on the ceiling lighting fixtures.
- b. Describe the approved procedures to temporarily shut down the electric while retrofitting or replacing the lighting fixtures and related components.
- c. Address the potential for dirt and dust above the ceiling tiles when they are removed and the need to temporarily disarm the fire detection system or cover the detector heads to prevent false alarm signals. Note that the fire alarm system must be made operational after each workday.
- d. Indicate the location and dimensioned details for any temporary construction plastic barriers for dust and dirt containment, and special covers to protect the furniture, equipment, floor, walls, and ceiling finishes in the construction areas.
- e. Identify the approved methods to remove the demolition material from the building, security policies of the building, security guard inspection requirements, dumpster location, and access for the removal of the materials from the property.
- f. Describe the acceptable standards of cleanliness that the Contractor must meet each workday in the lobby area, hallways, elevator, and other public areas of the building.
- g. Address requirements such as noise & dust control, computer equipment protection, fire safety measures, and security policies and procedures in the design documents.
- h. State that the finishes of all walls, ceilings, and any other area of the building affected by the lighting retrofit work and hazardous materials remediation (if appropriate) shall be patched and painted to match the existing finishes by the Contractor.
- i. All damaged ceiling tiles shall be replaced at the expense of the Contractor. Also, there may be areas of spline ceilings. If replacing the lighting fixture requires the spline to be removed and it cannot be replaced, then these areas may have to get new ceilings (grid and tiles).
- j. Provide a two week look-ahead schedule to the Project Team for review and approval prior to any construction work.

2. Drawings:

All drawings that are available of the facility buildings will be provided to the Consulting firm for reference. Prepare drawings to show the reflected ceiling plans for each level of the buildings selected for this project including the room name, number, and floor level. Each fixture shown shall have its own symbol, number, or other means of identification describing those that are to be replaced, those that shall be retrofitted, and the required new fixtures.

Include all appropriate details showing typical existing lighting fixture retrofit assemblies, new lighting fixture mounting details in the ceiling grid and/or suspended from the ceiling. Include the required lighting level for each fixture on the drawings. Provide signed and sealed calculations verifying that the ceiling grid will support the weight of the new fixtures and withstand seismic forces where appropriate.

Ensure that any replacement light fixtures using troffers as part of the buildings HVAC delivery system supplies the same air flow.

Provide electrical single line diagrams showing the size, rating, location of all new electrical components being installed and include details showing methods of attachment and/or electrical tie in where appropriate. Items shall include, but not be limited to: dimmers, motion detectors, EMS system, controllers, batteries, branch circuitry, wiring sizes, conduit, current demand factors, switch and panel schedules, fixtures, etc.

Branch circuit panels shall be upgraded for spare capacity or additional circuits where applicable. All wiring found to be defective or not reusable shall be identified and replaced as part of this project. Unit pricing for wiring may be considered in the bid documents if accurate quantities of replacement wiring cannot be determined.

The use of electronic ballasts and increase in non-linear loads shall be investigated to ensure they will not generate harmonics and/or overload the neutral bus of the distribution system.

Note that all fire and building code required lighting shall be supported via emergency generator.

Provide a list of unit price items in the specification for all retrofit lighting fixture components if accurate quantities cannot be determined during the survey.

D. HAZARDOUS MATERIALS

1. Lead Based Paint:

Lead based paint in concentrations greater than one microgram per square centimeter of surface area have been identified covering the plaster ceilings of various facility buildings. Therefore, the Consultant shall engage the services of a P065 Lead Paint Evaluation Consultant to produce a document that stipulates the construction safety procedures that adhere to applicable Federal and State regulations and included in the project design documents for reference.

A formal lead abatement shall not be conducted. Rather, the design document shall deal only with proposed lead based paint as may be encountered in areas of the building which will be affected by the potential lighting retrofit work for this project. It is intended that the construction contractor for the project shall be responsible for any and all air or swab sampling as may be required by law. The Sub-Consultant shall supervise said activity and sampling.

The Consultant shall include associated design fees for such Sub-Consultant services in his/her Lump Sum Fee proposal.

Sub-Consultant Construction Administration services shall be estimated and provided for in a **“Hazardous Materials Construction Administration Allowance”** on the Fee Proposal Sheet.

2. Asbestos

Asbestos containing ceiling and acoustical plaster were identified in some facility buildings. The Consultant shall engage the services of a Sub-Consultant, Pre-Qualified by DPMC in the P037 Asbestos Design & P038 Asbestos Safety Control Monitoring disciplines and certified by DCA for testing, design and construction administration services. That Sub-Consultant shall determine those ceiling areas that contain the asbestos containing plaster and which will be impacted by the lighting retrofit work of this project. To be considered are the results of the AHERA Plan Report for each building which will be provided at the pre-proposal meeting.

It is envisioned that once the design development phase is approved, the Sub-Consultant shall survey and test areas to be disturbed by the contractor for this project and compose an **“Asbestos Survey Report”** analyzing their findings and citing areas to be abated. Four (4) copies of said report shall be prepared and one (1) copy given to the Client Agency and the remaining given to the Project Manager.

The Sub-Consultant shall then provide an asbestos abatement design document which stipulates construction methods for removal and safety procedures which shall adhere to applicable Federal and State regulations and which shall be incorporated into the project design documents. The Sub-Consultant shall assure that the scheduled asbestos removal has minimal impact on all construction activities and project schedule. The Sub-Consultant shall provide construction monitoring and administration services during the abatement activities.

In accordance with **Section XI** of this Scope of Work, Consultants shall include an Allowance on the Project Fee Proposal Sheet, to include the estimated fee breakdowns for asbestos related services as follows: “**Asbestos Testing and Report Allowance**” and “**Asbestos Abatement Design Allowance**”.

An Allowance for asbestos related “Construction Monitoring and Administration Services” shall be placed in the “**Hazardous Materials Construction Administration Allowance**” on the Project Fee Proposal Sheet as mentioned in **Section XI** of this Scope of Work.

E. GENERAL DESIGN OVERVIEW

1. Design Requirements:

Section VII of this Scope of Work is intended as a guide for the Consultant to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Consultant shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities, the guidelines established in the DPMC Procedures for Architects and Engineers Manual.

The Consultant shall also conduct a Life Cycle Cost Analysis to determine which energy program design guidelines shall be applied to this project. Programs shall include, but not be limited to ASHRAE Standard 90.1, NJ Smart Start Building Energy Incentive Program, NJ Clean Energy Pay for Performance Program, etc.

2. Design Detail:

The Consultant shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the current copy of the Uniform Construction Code NJAC 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed.

The construction documents shall provide sufficient information and detail to illustrate, describe and clearly delineate all of the ECM/Energy Audit information enabling all Contractors to uniformly bid the project.

The Consultant shall ensure that all of the design items described in this scope of work are addressed and included in the project drawings and specification sections where appropriate. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this Scope of Work.

3. Specification Format:

The Consultant shall ensure that the project design specifications are formatted in the revised and expanded version of the Construction Specifications Institute (CSI) format entitled “Master Format 2004 Edition: Numbers and Titles.”

The Consultant shall review all of the CSI Master Format 2004 specification sections listed and remove those that do not apply and edit those that remain so they are consistent and specific to this project scope of work.

F. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Consultant and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

2. Scope of Work Review:

Conduct a meeting with the Project Team members and approved facility representatives to discuss the objective of the project scope of work, the project schedule, and the procedures that will be used by the Consultant to inspect the building attic and roof areas.

3. Contractor’s Use of the Premises:

Refer to **Exhibit ‘C’**, 2 pages, entitled “NLDC Rules and Regulations” and work with the Project Team to edit the document and add any additional special security and policy requirements that must be followed by the Contractors during all work conducted at the facility for this project and include this information in Division 1 of the specification. Also review the information developed with members of the Consultant’s staff that will be conducting the building attic survey to ensure they comply with the “NLDC Rules and Regulations”.

4. Existing Documentation:

Electronic copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting for reference:

- a. M1258-00: Asbestos & Lead Based Paint Survey @New Lisbon Developmental Center, dated September 8, 1997.
- b. All drawings that are available of the facility buildings.

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.

5. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, ***shall be included in Division 1*** of the specification. The Consultant shall assure that there are no conflicts between the information contained in Division 1 of the specification and the DPMC General Conditions.

6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

G. BUILDING & SITE INFORMATION

The following information shall be included in the project design documents.

1. Building Classification:

Provide each building Use Group Classification and Construction Type on the appropriate design drawing.

2. Building Block & Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include but not be limited to the following as may be applicable.

- a. The size and location of new and existing buildings and additions as well as other structures.
- b. The distance between buildings and structures and to lot lines.
- c. Established and new site grades and contours as well as building finished floor elevations.
- d. New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

4. Site Map:

Provide a site map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

H. 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 seven (7) 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:

Survey Phase: One (1) survey review meeting and one (1) oral presentation at the phase completion.

Design Development Phase: One (1) working meeting at New Lisbon upon 50% completion of this phase, and one (1) oral presentation at 20 West State Street, Trenton, 3rd floor conference room at the phase completion.

Final Design Phase: One (1) working meeting at new Lisbon upon 50% completion of this phase, and one (1) oral presentation at 20 West State Street, Trenton 3rd floor conference room at the phase completion.

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase.

The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled "Bulletins." These Bulletins must be sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

C. BID OPENING

The Consultant must attend the bid opening held at the designated location.

In the event that the construction bids received exceed the Consultant's approved final cost estimate by 5% or more, the Consultant shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the State without impacting the programmatic requirements of the project.

Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Consultant at no additional cost to the State.

D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant; in conjunction with the Project Manager, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all required to deliver the project in strict accordance with the plans and specifications.

1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids did not meet the construction cost estimate.

2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss their bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that their bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4 of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their DPMC pre-qualification package and other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

6. Superintendent:

Remind the Contractor that a full-time non-working superintendent is required per the General Conditions, who must be responsible to address Contract issues. (Article 4.3.2.).

7. Letter of Recommendation:

The Consultant shall prepare a Letter of Recommendation for contract award to Contractor submitting the low responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal.

It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

8. Conformed Drawings:

The Consultant shall prepare and distribute two (2) sets of drawings stamped "Conformed Drawings" to the Project Manager that reflect all Bulletins and/or required changes, additions, and deletions to the pertinent drawings within twenty-eight (28) calendar days of the construction contract award date.

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

E. DIRECTOR'S HEARING

The Consultant must attend any Director's hearing(s) if a Contractor submits a bid protest. The Consultant shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Consultant shall submit a new "Letter of Recommendation" for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Consultant and the costs will be included in the base bid of their fee proposal.

F. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Consultant shall conduct all of the construction job meetings in accordance with the procedures identified in the A/E manual and those listed below.

1. Meetings:

The Consultant and Sub-Consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Consultant shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager.

The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled “Agenda.”

Also, the Consultant is responsible for the preparation and distribution of minutes within seven (7) calendar days of the meeting. The format to be used for the minutes shall comply with those identified in the “Procedures for Architects and Engineers Manual,” Section 10.3.4, entitled, “Format of Minutes.” All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

2. Schedules:

The Consultant; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Consultant shall ensure that the Contractor provides a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. Submittal Log:

The Consultant shall develop and implement a submittal log that will identify all of the required project submittals as identified in the design specification. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Consultant and Sub-Consultant (if required) include: shop drawings, change orders, Request for Information (RFI), equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Consultant, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Consultant shall provide an updated submittal log at each job meeting that highlights all of the required submissions that are behind schedule during the construction phase of the project.

G. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Consultant and Sub-Consultant(s) shall provide construction site administration services during the duration of the project. The Consultant and Sub-Consultant(s) do not necessarily have to be on site concurrently if there are no critical activities taking place that require the Sub-Consultant's participation.

The services required shall include, but not be limited to; field observations sufficient to verify the quality and progress of construction work, conformance and compliance with the contract documents, or to attend/chair meetings as may be required by the Project Manager to resolve special issues.

A field observation visit may be conducted in conjunction with regularly scheduled construction job meetings, depending on the progress of work. The Consultant and their Sub-Consultant(s) shall submit a field observation report for each site inspection to the Project Manager. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-Consultant does not relieve the Consultant of their site visit obligation.

The Consultant shall refer to Section XIV. Contract Deliverables of this Scope of Work subsection entitled "Construction Phase" to determine the extent of services and deliverables required during this phase of the project.

H. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Consultant to ensure that they have provided adequate hours and/or time allotted in their technical proposal so that their Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings and construction job meetings, site visits, and close-out activities described in this Scope of Work. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within seven (7) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Consultant's fee proposal.

I. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor's shop drawing submissions for conformity with the construction documents within fourteen (14) calendar days of receipt. The Consultant shall return each shop drawing submittal stamped with the appropriate action, i.e. "Approved", "Approved as Noted", "Approved as Noted Resubmit for Records", "Rejected", etc.

2. As-Built & Record Set Drawings:

The Contractor(s) shall keep the contract drawings up to date at all times during construction and upon completion of the project, submit their AS-BUILT drawings to the Consultant with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated. The Consultant shall review the Contractor(s) AS-BUILT drawings at each job progress meeting to ensure that they are up to date. Any deficiencies shall be noted in the progress meeting minutes.

The Consultant shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), The Consultant shall obtain the original mylars from DPMC and transfer the AS-BUILT conditions to the original full sized signed mylars to reflect RECORD conditions within twenty-eight (28) calendar days of receipt of the AS-BUILT information.

The Consultant shall note the following statement on the original RECORD-SET drawings. "The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The (Architect) (Engineer) does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the (Architect's) (Engineer's) knowledge."

Upon completion, The Consultant shall deliver the RECORD-SET original mylars to DPMC who will acknowledge their receipt in writing. This hard copy set of drawings and three (3) sets of current release AUTO CAD discs shall be submitted to DPMC and the discs shall contain all AS-BUILT drawings in both ".dwg" (native file format for AUTO CAD) and ".tif" (Tagged Image File) file formats.

J. CONSTRUCTION DEFICIENCY LIST

The Consultant shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

K. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

The Consultant and their Sub-Consultant(s) accompanied by the Project Manager, Code Inspection Group, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Consultant shall prepare and distribute the coordinated punch list, written warranties and other related DPMC forms and documents, supplied by the Contractor, to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

L. CLOSE-OUT DOCUMENTS

The Consultant shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the "Procedure for Architects and Engineers' Manual." The Consultant shall forward the package to the Project Manager within twenty-eight (28) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Consultant shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

M. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the "Close-Out Phase" of this project as part of their Lump Sum base bid. The Consultant and/or Sub-Consultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

N. TESTING, TRAINING, MANUALS, AND ATTIC STOCK

The Consultant shall ensure that all equipment testing, training sessions and equipment manuals required for this project comply with the requirements identified below.

1. Testing:

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Consultant shall ensure the testing procedures comply with manufacturers recommendations. The Consultant shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within fourteen (14) calendar days of receipt of the report.

2. Training:

NA

3. Maintenance Manuals:

The Consultant shall coordinate and review the preparation and issuance of the equipment manuals provided by the Contractor(s) ensuring that they contain the operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility.

A troubleshooting guide shall be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Include a list of the manufacturer's recommended spare parts for all equipment being supplied for this project.

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.

The Consultant shall include in the specification that the Contractor must provide a minimum of ten (10) "throwaway" copies of the manual for use at the training seminar and seven (7) hardbound copies as part of the project close-out package.

4. Attic Stock:

Determine and recommend what "attic stock" shall be included for all aspects of this project. The Consultant shall determine at a minimum the percentage of spare lenses, ballasts, and bulbs of the type and style of the lights installed.

O. CHANGE ORDERS

The Consultant shall review and process all change orders in accordance with the contract documents and procedures described below.

1. Consultant:

The Consultant shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission. This will require the use of the current DPMC 9b form.

2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within twenty (20) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Award:

The Consultant shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order Request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

4. Code Review:

The Consultant shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the DPMC Plan & Code Review Unit for approval, if required. The Consultant must also determine and produce a permit amendment request if required.

5. Cost Estimate:

The Consultant shall provide a detailed cost estimate of the proposed Change Order Request, as submitted by the Contractor, in CSI format (2004 Edition) for all appropriate divisions and subdivisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Consultant's estimate is lower than the corresponding line item in the Contractor's estimate, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences.

The Consultant shall document the negotiated agreement on the Change Order Request form. If the Contractor's total dollar value changes based on the negotiations, the Consultant shall identify the changes on the Change Order Request form accordingly.

When recommending approval or disapproval of the change order, the Consultant shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- a. DPMC 9b Change Order Request
- b. DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- c. Consultant's Independent detailed Cost Estimate
- d. Notes of Negotiations

6. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Consultant's independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare their time element with that of the Contractor's time request and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Consultant is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Section 14.2.2.

7. Submission:

The Consultant shall complete all of the DPMC Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Consultant shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

8. Meetings:

The Consultant shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

9. Consultant Fee:

All costs associated with the potential Contractor Change Order Requests shall be anticipated by the Consultant and included in the base bid of their fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Consultant may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this Scope of Work.

IX. PERMITS & APPROVALS

A. REGULATORY AGENCY PERMITS

The Consultant shall comply with the following guidelines to ensure that all required permits, certificates, and approvals required by State regulatory agencies are obtained for this project.

1. NJ Uniform Construction Code Permit:

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data listed. The Agent section of the application and certification section of the building sub-code section shall be signed. These documents shall be forwarded to the Project Manager who will send them to the Department of Community Affairs (DCA) and all permit application costs will be paid by DPMC from encumbered funds for the project.

PROJECT NAME: Lighting Retrofit
PROJECT LOCATION: Facility Buildings @ New Lisbon Developmental Center
PROJECT NO: A1108-00
DATE: July 1, 2010

The Consultant may obtain access and copies of all NJUCC Building, Fire, Plumbing, Electrical and Elevator permit applications at the following website: www.nj.gov/dca/codes

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code that is in effect at the Final Design Phase of this project.

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in paragraph 2. below.

2. 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, **"Permit Fee Allowance."** See Section XIV. 6.4.8 for a preliminary list of Regulatory Agency approvals.

The Consultant may refer to the Division of property Management and Construction "Procedures for Architects and Engineers Manual", Section 6.4.8, 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.

3. Prior Approval Certification Letters:

NA

B. BARRIER FREE REQUIREMENTS

NA

C. STATE INSURANCE APPROVAL

The Consultant shall respond in writing to the FM Global Insurance Underwriter plan review comments through the DPMC Plan & Code Review Unit Manager as applicable. The Consultant shall review all the comments and modify the documents while adhering to the project's SOW requirements, State code requirements, schedule, budget, and Consultant fee.

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states:
The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled "Air quality during renovation and remodeling". The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is: <http://www.state.nj.us/health/eoh/peoshweb/iaqstd.pdf>

E. MULTI-BUILDING OR MULTI-SITE PERMITS

A project that involves many buildings and/or sites requires that a separate permit 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.

F. PERMIT MEETINGS

The Consultant shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

G. MANDATORY NOTIFICATIONS

NA

H. CONSTRUCTION TRAILER PERMITS

If construction trailers are required for the project then the Consultant shall include language in the Supplemental General Conditions that states the Contractor(s) shall be responsible to obtain and pay for each construction trailer permit directly from the Department of Community Affairs. (General Contractor for Single Bid-Lump Sum All Trades contract, and each Contractor for Separate Bids & Single Bid contract).

DCA will allow a single permit application to cover more than one trailer per Contractor provided the building, plumbing, and electrical technical sub-code sections, as applicable, specify the correct numbers and costs. The trailers will not require a plan review.

DCA will inspect each construction trailer and issue a Certificate of Occupancy (CO) separate from the main building construction.

Storage trailers with no utility connections are exempt from this requirement.

I. SPECIAL INSPECTIONS

NA

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant's own financial risk.

B. ERRORS AND OMISSIONS

The errors and omissions curve and the corresponding sections of the “Procedures for Architects and Engineers Manual” are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis and resolved during the close-out phase of the project. The State will review each error or omission with the Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. ENERGY INCENTIVE PROGRAM

The Consultant shall review the Program Overview described on the NJ Smart Start Buildings website at: <http://www.njsmartstartbuildings.com/> to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project will qualify for the “New Jersey Smart Start Building Energy Incentive Program”.

The Consultant shall be responsible to complete the Smart Start Registration Form and the Application Forms, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the Smart Start Program 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 their fee proposal.

D. AIR POLLUTION FROM ARCHITECTURAL COATINGS

The Consultant shall include in the appropriate sections of the specification the requirement that all architectural coatings applied at the project site shall comply with the NJDEP Administrative Code Title 7, Chapter 27, Subchapter 23, entitled “Prevention of Air Pollution from Architectural Coatings”. Architectural coatings shall mean materials applied for protective, decorative, or functional purposes to stationary structures or their appurtenances, portable buildings, pavements, or curbs. The coating materials include, but are not limited to, paints, varnishes, sealers, and stains.

XI. ALLOWANCES

A. 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 State permits, certificates, and approvals required to complete this project.

2. Permit Costs:

The Consultant shall determine 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 their fee proposal line item entitled “**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 is obtained and paid for by DPMC.

3. Applications:

The Consultant shall fill out and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance provided. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the 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 their fee proposal under the “Permit Phase” column.

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

B. HAZARDOUS MATERIAL ALLOWANCES

1. Lead Paint:

A formal lead abatement shall not be conducted. Rather, the design document shall deal only with proposed lead base paint as may be encountered in areas of the building which will be affected by the construction of this project. It is intended that the construction contractor for the project shall be responsible for any and all air or swab sampling as may be required by law. The Sub-Consultant shall supervise said activity and sampling.

The Consultant shall include associated design fees for such Sub-Consultant services in his/her Lump Sum Fee proposal.

Sub-Consultant Construction Administration services shall be estimated and provided for in a “**Hazardous Materials Construction Administration Allowance**” on the Fee Proposal Sheet.

2. Asbestos:

In accordance with **Section XI** of this Scope of Work, Consultants shall include an Allowance on the Project Fee Proposal Sheet, to include the estimated fee breakdowns for asbestos related services as follows: “**Asbestos Testing and Report Allowance**” and “**Asbestos Abatement Design Allowance**”.

An Allowance for asbestos related “Construction Monitoring and Administration Services” shall be placed in the “**Hazardous Materials Construction Administration Allowance**” on the Project Fee Proposal Sheet as mentioned in **Section XI** of this Scope of Work

XII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIV of this Scope of Work and described in the DPMC Procedures for Architects and Engineers Manual.

B. CATALOG CUTS

The Consultant shall provide catalog cuts as required by the DPMC Plan & Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

C. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½” x 11” bound “booklet” format.

D. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to DPMC Plan & Code Review Unit as a complete document. Corrected pages or drawings may not be submitted separately unless the Consultant inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

E. SINGLE-PRIME CONTRACT

All references to “separate contracts” in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a “Single Bid” (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The drawings shall have the required prefix designations and the specification sections shall have the color codes as specified for each trade in the DPMC Procedure for Architects and Engineers Manual.

The Consultant must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

PROJECT NAME: Lighting Retrofit
PROJECT LOCATION: Facility Buildings @ New Lisbon Developmental Center
PROJECT NO: A1108-00
DATE: July 1, 2010

XIII. 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 and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Fred Stults 7/1/10
FRED STULTS, MANAGER DATE
DPMC SCOPE DEVELOPMENT UNIT

SOW APPROVED BY: Katherine Fling 7-7-10
KATHERINE FLING, DIRECTOR DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: John H. Rhodes 7-15-10
JOHN RHODES, DIRECTOR DATE
OFFICE OF ENERGY SAVINGS

SOW APPROVED BY: David Lapidus 7/16/10
DAVID LAPIDUS, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Richard S. Flodmand 7/16/10
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XIV.CONTRACT DELIVERABLES

The following is a listing of 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,” Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

The numbering system used in this “Contract Deliverables” section of the scope of work corresponds to the numbering system used in the “Procedures for Architects and Engineers” manual and some may have been deleted if they do not apply to this project.

SURVEY PHASE

6.1 Building Identification

6.2 Survey Schedule

6.3 Survey Requirements

6.4 Survey Report

6.11.1 Submit 8 sets of Draft Report

6.5 Energy Savings

6.6 Survey Report Presentation

6.12.1 One oral presentation to the Project Team: 8 sets of the Final Report

WASTE STREAM COMPLIANCE CLAUSE

6.7 Background

6.8 Environmental Protection Agency (EPA) Responsibilities

6.9 Office of Energy Savings (OES) Responsibilities

6.10 Consultant Responsibilities: Four (4) copies of the Environmental Report

6.11 Contractor Responsibilities: Four (4) copies of the Waste Management Plan Booklet

DESIGN DEVELOPMENT PHASE: 50% Complete Design Documents (Minimum)

7.1 Project Schedule (Update Bar Chart Schedule)

7.2 Meetings & Minutes (Minutes within 5 working days of meeting)

7.3 Correspondence

7.4 Submission Requirements

7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)

7.4.2 Building Survey: 6 sets Draft & Final Report w/ Oral Presentation

7.4.3 Special Features Description: special structural features, etc.

7.4.8 Regulatory Agency Approvals

7.4.8.2 NJ Department of Community Affairs

(a) UCC Permit for Building Construction

7.4.10 Drawings: 6 sets

Cover Sheet (See A/E Manual for format)

Site Plan

Reflected Ceiling Plans

Elevations

Sections/Details

7.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)

7.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form

7.4.13 Bar Chart of Design and Construction Schedule

7.4.14 One Working Meeting @New Lisbon & One Oral Presentation of Submission to Project Team @ 20 West State 3rd floor conference room.

7.4.15 SOW Compliance Statement

7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)

7.4.17 Deliverables Submission in Booklet Form: 7 sets

7.5 Approval

7.5.1 Respond to Submission Comments

7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis

Figure 7.4.16 Submission Checklist

FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting & Minutes (Minutes within 5 working days of meeting)

8.3 Correspondence

8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit

8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)

8.4.10 Drawings: 6 sets

8.4.11 Specifications: 6 sets

8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form

8.4.13 Bar Chart of Design and Construction Schedule

8.4.14 One Working Meeting @New Lisbon & One Oral Presentation of Submission to
Project Team @ 20 West State 3rd floor conference room.

8.4.15 Plan Review/SOW Compliance Statement

8.4.16 This Submission Checklist

8.4.17 Deliverables Submission in Booklet Form: 7 sets

8.5 Approvals

8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

8.6 Permit Application Submission Requirements

8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time

8.6.8 Regulatory Agency Approvals

(a) UCC Permit Application & Technical Sub-codes completed by A/E

8.6.10 Signed and Sealed Drawings: 6 sets

8.6.11 Signed and Sealed Specifications: 6 sets

- 8.6.12 Current Working Estimate/Cost Analysis
- 8.6.13 Bar Chart Schedule
- 8.6.14 Project Presentation (N/A this Project)
- 8.6.15 Plan Review/SOW Compliance Statement
- 8.6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

- Figure 8.4.12 Current Working Estimate/Cost Analysis
- Figure 8.4.16 Submission Checklist (Final Review Phase)
- Figure 8.6.12-b Bid Proposal Form (Form DPMC -3)
- Figure 8.6.12-c Notice of Advertising (Form DPMC -31)
- Figure 8.6.16 Submission Checklist (Permit Phase)
- Figure 8.7 Bid Clearance Form (Form DPMC -601)

BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

- 9.0.1 Original Drawings signed & sealed by A/E, one (1) set AUTOCAD Discs
- 9.0.2 One Unbound Specification Color Coded per A/E Manual Section 8.4.11
- 9.0.3 Bid Documents Checklist
- 9.0.4 Bid Proposal Form
- 9.0.5 Notice for Advertising

9.1 Chair Pre-Bid Conference/Mandatory Site Visit

9.2 Prepare Bulletins

9.3 Attend Bid Opening

9.4 Recommendation for Contract Award

- 9.4.1 Prepare Letter of Recommendation for Award & Cost Analysis

9.5 Attend Pre-Construction Meeting

9.6 Submission Checklist

9.7 Submission Forms

Figure 9.4.1 Cost Analysis
Figure 9.6 Submission Checklist

CONSTRUCTION PHASE

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

10.3 Construction Job Meetings

10.3.1 Agenda: Schedule and Chair Construction Job Meetings
10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting
10.3.3 Schedules; Approve Contractors' Schedule & Update
10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

10.12.1 Construction Progress Schedule

10.13 Review & Recommend or Reject Change Orders

10.13.1 Scope Changes
10.13.2 Construction Change Orders
10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

- Figure 10.3.4-a Job Meeting Format of Minutes
- Figure 10.3.4-b Field Report
- Figure 10.6 DPMC Insurance Form-24
- Figure 10.6-a Unit Schedule Breakdown
- Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2
- Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A
- Figure 10.6-d Invoice DPMC 11
- Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3
- Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A
- Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12
- Figure 10.7-b Request for Change Order DPMC 9b
- Figure 10.9 Transmittal Form DPMC 13
- Figure 10.10 Submission Checklist

PROJECT CLOSE-OUT PHASE

11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities

11.2 Commencement: Initiate Close-Out w/DPMC 20A Project Close-Out Form

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

11.6 Ensure Issuance of “Temporary Certificate of Occupancy or Approval”

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

- 11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC
- 11.8.2
 - (a) Warranties, etc.: 7 sets each
 - (b) Guarantees
 - (d) Inspection Certificates
 - (f) Shop Drawings
 - (g) Letter of Contract Performance

11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25
11.8.4 This Submission Checklist

11.9 Final Payment

11.9.1 Contractors Final Payment
11.9.2 A/E Invoice and Close-Out Forms for Final Payment

11.10 Final Performance Evaluation of the A/E and the Contractors

11.11 Ensure Issuance of a “Certificate of Occupancy or Approval”

11.12 Submission Forms

Figure 11.2 Project Close-Out Documentation List DPMC 20A
Figure 11.3-a Certificate of Substantial Completion DPMC 20D
Figure 11.3-b Final Acceptance of Consultant Contract DPMC 20C
Figure 11.5 Request for Contract Transition Close-Out DPMC 20X
Figure 11.7 Final Contract Acceptance Form DPMC 20
Figure 11.8.3-a Final Cost Analysis
Figure 11.8.3-b Insurance Transfer Form DPMC 25
Figure 11.8.4 Submission Checklist

XV. EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

END OF SCOPE OF WORK

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Repn	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct PreDesign/Project Kick-Off Mtg.	CM	
CV3002	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D.D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submit for Constructability	OCS	

Sheet 1 of 3

DBCA - TEST

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

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Bureau of Design & Construction Services
Routine Project

Exhibit "A"

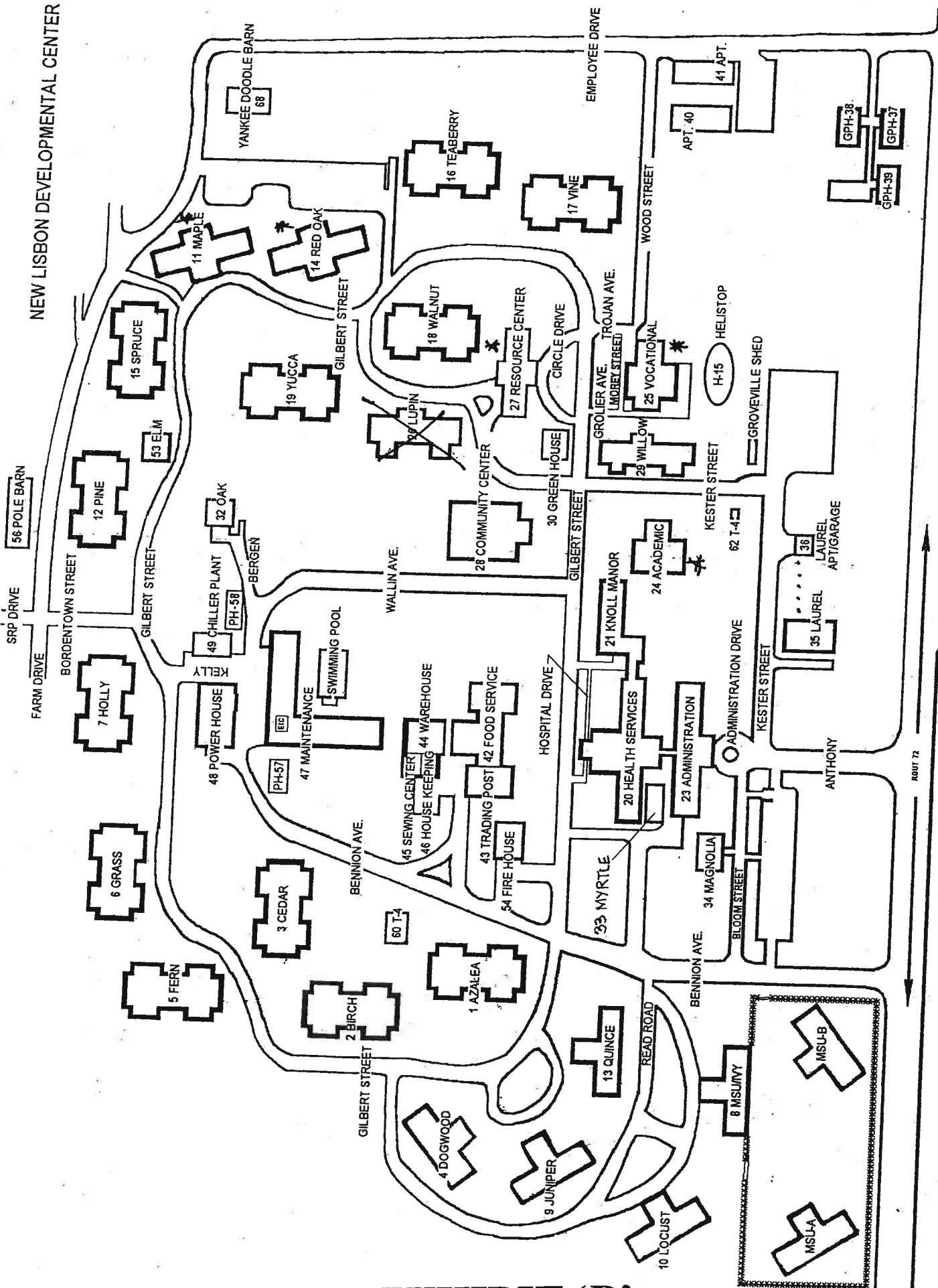


EXHIBIT 'B'

NEW LISBON DEVELOPMENTAL CENTER
NEW LISBON, NEW JERSEY 08064

Maintenance Department

To: All contractors and their employees who are engaged in work on the property of
New Lisbon Developmental Center

- A. Follow the Development Center's Rules and Regulations that pertain to contractors and their employees working at the facility.

The Administration is charged with the responsibility of custody welfare of our individuals. All non-State employees are responsible and should comply with the following rules for their own protection as well as the safety of our individuals.

1. No workman is to fraternize with our individuals. Any difficulties with our individuals and/or "State" employees should be handled through your supervisor or foreman. They will contact the facility Engineer In Charge.
2. Do not give anything to or take anything from the individuals at the facility.
3. Lock all cars and trucks and demobilize all equipment when unattended.
4. Issuance of keys to contractors and their employees, carries with it the responsibility for exercising the utmost care in their security.
5. No photographs are to be taken without permission of the Engineer In Charge.
6. All tools and equipment must be secured before leaving at the end of the day. should equipment such as ladders and scaffolding be required to remain up overnight, the contractor shall obtain prior approval of the Engineer In Charge.
7. Warning lights must be displayed at all dangerous areas at night.
8. No firearms, ammunition, hunting knives or other articles of this nature are permitted on the grounds

9. No alcoholic beverages or controlled dangerous substances (CDS) are permitted on the grounds.
10. Institutional Fire Regulations shall be strictly adhered to; contact the Engineer In Charge when in doubt.
11. Please obey 15 M.P.H. speed limit and "No Parking" areas painted yellow.
12. Personal items and supplies shall be stored or kept in central area designated for your use.
13. All excavation will be protected as directed by Engineer In Charge and those across roads must be covered with plates.
14. It is the responsibility of the contractor to secure all tools and equipment.
15. All contractors must report to Engineer In Charge's office when arriving on grounds (Monday thru Friday) and Saturday & Sunday (PRS Office – Administration Bldg.)
16. No littering permitted. Help keep our Developmental Center clean.
17. No materials, supplies, equipment shipped to the site for contractors will be accepted by our facility. It is the sole responsibility of the contractor to have someone on grounds to accept any item shipped.
18. Use of our telephone is strictly prohibited. Contractor must supply their own telephone hookup at no cost to the State of New Jersey or use pay phones.
19. Fire Alarm System or Sprinkler System is not to be tampered with or shut down in any way until the Maintenance Department is notified in advance and given the ok.
20. There is to be no "Hot Work" welding, pipe soldering, etc. unless Maintenance is notified so permit can be filled out.

The Administration will regretfully take action against anyone violating these regulations, possibly by prohibiting them working on our property.

EXHIBIT 'C'