

SCOPE OF WORK

HENDERSHOT CAMPGROUND FEASIBILITY STUDY

Swartswood State Park
Swartswood, Sussex County, N.J.

PROJECT NO. P1076-00

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: August 16, 2011

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I. OBJECTIVE

The objective of this project is to perform a feasibility study to provide options for the rehabilitation of the Hendershot Campground at Swartswood State Park located on East Shore Drive (County Route 619)) within Swartswood, Sussex County, New Jersey. The consultant is to review various options for the rehabilitation of the campground and to provide a report including a cost benefit analysis associated with each option.

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 P005 Civil Engineering Professional 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 Construction Cost Estimate (CCE) for this project will be developed as part of the Consultant's analysis.

B. COST ESTIMATING

All Construction Cost Estimates (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 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 SCHEDULE

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

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>	
1. Draft Report	50% (Minimum)	60
• <i>DPMC Project Team & NJDEP</i>	14	
2. Final Report	100% (Minimum)	30
• <i>DPMC Project Team & NJDEP</i>	14	

B. CONSULTANT’S PROPOSED SCHEDULE

The Consultant shall submit a project 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 and completion dates.

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 the clarity and comprehensiveness of the Consultant’s description of how they intend to meet, decrease, or increase the duration of the estimated project schedule contained in this Scope of Work.

C. CONSULTANT SCHEDULE

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:
Swartswood State Park
974 Route 619
Newton, NJ 07860

See **Exhibit ‘B’** and **‘C’** for the project site map.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. Department of Environmental Protection:

Name: William White, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, NJ 07726
Phone No: (609) 802-5886 (cell)
E-Mail: william.white@dep.state.nj.us

VI. PROJECT DEFINITION

A. BACKGROUND

Swartswood State Park was established in 1914 as New Jersey's first state park and is located in Swartswood, NJ in southwestern Sussex County. The Hendershot campground property was acquired by the State of New Jersey in 2000 and is located along the southern side of Swartswood Lake. The campground has been unused since approximately 1990.

The campground was a mix of tent and trailer/recreational vehicle sites. There were 2 comfort stations and one shower building. The trailer/RV sites had water and electric hookups. Water supply to the campground was provided by 2 on-site wells. The comfort station and shower building discharge flows were directed to an onsite septic system. The Hendershot campground is on the opposite side of County Road 619 (East Shore Road) from Swartswood Lake.

VII. CONSULTANT RESPONSIBILITIES

A. FEASIBILITY STUDY REQUIREMENTS

The consultant will be responsible to perform a feasibility study to evaluate options for the rehabilitation of the Hendershot Campground site. This will include an evaluation of the existing water, septic and electric services and the potential for connection to local water and sewer service connections, site topography including campsite and roadway layouts, environmental concerns including possible well/septic field abandonment and possible tree removal triggering state “No Net Loss” requirements.

The feasibility study will provide conceptual campsite layouts showing the number and type of potential tent and/or trailer/RV sites, locations of comfort stations and shower buildings including amenities such as but not limited to laundries and play areas. If trailer/RV sites are part of the layout, the conceptual layout will include “dump station” location. The consultant will also review the potential for a pedestrian bridge spanning County Road 619 (East Shore Road).

The consultant will provide at least 3 conceptual campsite layouts. With each conceptual layout the consultant will also provide an itemized cost analysis for the design and construction of the proposed layout. The cost analysis will include all costs associated with the implementation of the conceptual design including all necessary environmental permits and authorizations.

The Consultant shall identify all State and Federal Regulatory Agency approvals and permits that will govern and affect the work described in this Scope of Work. An itemized list of these approvals and permits shall be included with the Consultant’s Technical Proposal.

B. GENERAL DESIGN OVERVIEW

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

The Consultant shall ensure that all of the items described in this scope of work are addressed.

C. PROJECT COMMENCEMENT

A 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 phases of this project.

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the scheduling requirements of this project.

4. Existing Documentation:

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

It is the Consultant's responsibility to confirm the accuracy of the documents provided and shall assume full responsibility for any determination or conclusion drawn from the material. If the information is insufficient, the Consultant shall take the necessary action(s) to obtain the needed information.

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

5. Scope of Work:

Review the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, security needs, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

6. Project Schedule:

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

D. SITE INFORMATION

The following information shall be included in the project documents.

1. Block & Lot Number:

Provide the site Block and Lot Number.

2. Site Location Map:

Provide a site location map that identifies the vehicular travel routes from major roadways to the project site.

E. MEETINGS & PRESENTATIONS

1. Meetings:

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

Record the minutes of each meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the DPMC Project Manager.

2. Presentations:

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

Draft Report Phase: One (1) oral presentation at the 100% document completion.

Final Report Phase: One (1) oral presentation at the 100% document completion.

VIII. 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 DPMC 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.

IX. ALLOWANCES

A. GEOTECHNICAL:

The Consultant shall determine the hours required and estimate all of the costs associated with completing any geotechnical investigations including, but not limited to, obtaining supporting documentation, attending meetings, etc. Include the total cost in the fee proposal under the line item entitled "**Geotechnical Allowance**".

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

X. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES


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

PROJECT NAME: Hendershot Campground Feasibility Study
PROJECT LOCATION: Swartswood State Park
PROJECT NO: P1076-00
DATE: August 16, 2011

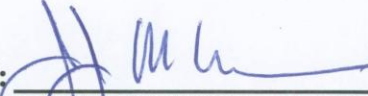
XI. SOW SIGNATURE APPROVAL SHEET

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

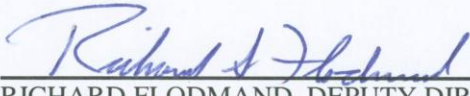
The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY:  8/16/11

BILL WHITE, PROJECT MANAGER
DEP, NATURAL AND HISTORIC RESOURCES
OFFICE OF THE ASSISTANT COMMISSIONER
OFFICE OF RESOURCE DEVELOPMENT
DATE

SOW APPROVED BY:  8/16/11

JAMES MCKENNA, MANAGER
DPMC SCOPE DEVELOPMENT UNIT
DATE

SOW APPROVED BY:  8/17/11

RICHARD FLODMAND, DEPUTY DIRECTOR
DIV PROPERTY MGT & CONSTRUCTION
DATE

XII. 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.

FEASIBILITY STUDY - DRAFT

5.1 Project Schedule (Update Bar Chart Schedule)

5.2 Meetings & Minutes (Minutes within 3 days of meeting)

5.3 Correspondence

5.4 Submission Requirements

5.4.1 A/E Statement of Site Visit

5.4.2 Site Evaluation

5.4.3 Draft Report : 7 sets (1 w/ original photo & 6 w/ xerox copies)

5.4.4 Current Working Estimate

5.4.5 SOW Compliance Statement

5.4.6 This Submission Checklist, (See A/E Man, Fig 6.4.16 for format)

5.5 Approval

5.6 Attachments

FEASIBILITY STUDY - FINAL

6.1 Schedule (Update Bar Chart Schedule)

6.2 Meeting & Minutes (Minutes within 3 days of meeting)

6.3 Correspondence

PROJECT NAME: Hendershot Campground Feasibility Study
PROJECT LOCATION: Swartswood State Park
PROJECT NO: P1076-00
DATE: August 16, 2011

6.4 Submission Requirements

- 6.4.1 A/E Statement of Site Visit
- 6.4.2 Site Evaluation
- 6.4.3 Final Report : 7 sets (1 w/ original photo & 6 w/ xerox copies)
- 6.4.4 Current Working Estimate
- 6.4.5 SOW Compliance Statement
- 6.4.6 This Submission Checklist, (See A/E Man, Fig 6.4.16 for format)

XIII.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	Repeat	Weeks
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
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 Submittal for Constructability	OCS	

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services
Routine Project

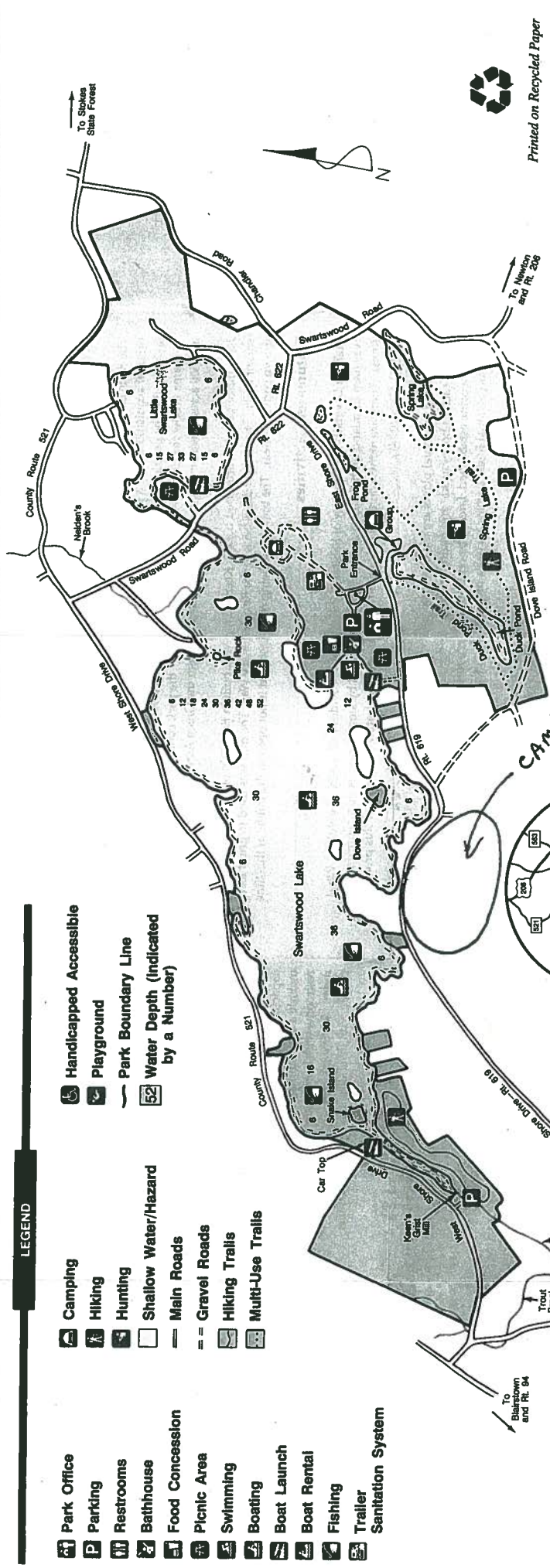
Exhibit 'A'

NOTE:
Refer to section "TV Project Schedule" of the
Scope of Work for contract phase durations.
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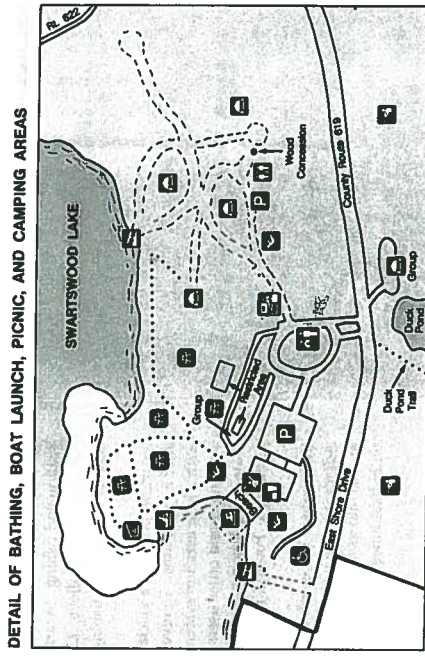
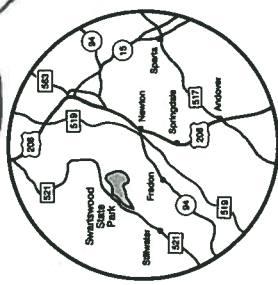
Swartswood State Park

LEGEND

- Park Office
- Parking
- Restrooms
- Bathroom
- Food Concession
- Picnic Area
- Swimming
- Boating
- Boat Launch
- Boat Rental
- Fishing
- Trailer
- Sanitation System
- Camping
- Hiking
- Hunting
- Shallow Water/Hazard
- Main Roads
- Gravel Roads
- Hiking Trails
- Multi-Use Trails
- Handicapped Accessible
- Playground
- Park Boundary Line
- Water Depth (Indicated by a Number)



CAMPGROUND AREA
SEE EXHIBIT 'C'



Welcome to Swartswood State Park

The New Jersey State Park Services hopes you will enjoy the many activities of this area— including camping, swimming, hiking, boating, and fishing among others. For more information, contact:

Swartswood State Park
P.O. Box 123
Swartswood, N.J. 07877-0123
Telephone: (973) 383-5230



EXHIBIT 'B'

