

# **SCOPE OF WORK**

## **New Fire Alarm System**

South Woods State Prison  
Bridgeton, Cumberland County, N.J.

**PROJECT NO. C0950-00**

## **STATE OF NEW JERSEY**

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

## **DEPARTMENT OF THE TREASURY**

Ford M. Scudder, Acting Treasurer



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

Steven Sutkin, Director

**Date: November 4, 2015**

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## **I. OBJECTIVE**

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The objective of this project is to replace the existing TFX Fire Detection System with a new fire detection system at South Woods State Prison.

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## **II. CONSULTANT QUALIFICATIONS**

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

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

- **P043 Fire Detection Systems**

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

- **P025 Estimating/Cost Analysis**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

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## **III. PROJECT BUDGET**

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

The initial Construction Cost Estimate (CCE) for this project is \$750,000.

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 experience and opinion.

### **B. CURRENT WORKING ESTIMATE (CWE)**

The Current Working Estimate (CWE) for this project is \$966,000.

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

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

### C. CONSULTANT’S FEES

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

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## IV. PROJECT SCHEDULE

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

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Survey Phase</b>	<b>14</b>
<b>2. Design Development Phase</b>	<b>50% (Minimum)</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Final Design Phase</b>	<b>100%</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>4. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>5. Bid Phase</b>	<b>42</b>
<b>6. Award Phase</b>	<b>28</b>
<b>7. Construction Phase</b>	<b>150</b>

**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 “Contract Deliverables - Project Close-Out Phase” 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 6.3, Construction Progress Scheduling Provided by the Contractor”.

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, 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).

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

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

The location of the project site is:

South Woods State Prison  
215 South Burlington Road  
Bridgeton, Cumberland County, New Jersey 08302

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

### **B. PROJECT TEAM MEMBER DIRECTORY**

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

**1. DPMC Representative:**

Name: Nurul Hasan, Design Project Manager  
Address: Division Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-8265  
E-Mail No: nurul.hasan@treas.nj.gov

**2. Client Agency Representative:**

Name: William Shipp, Project Manager  
Address: Department of Corrections  
Whittlesey Road, PO Box 863  
West Trenton, NJ 08625  
Phone No: (609) 292-4036 ext. 5287  
E-Mail No: william.shipp@doc.nj.gov

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**VI. PROJECT DEFINITION**

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**A. BACKGROUND**

The South Woods State Prison was constructed as a design/build project by the Perini Corporation under DPMC Project #C0469-00. When opened in the spring of 1997, it became the Department of Corrections' newest and largest prison, located on 85 acres in Bridgeton, NJ. The facility provides offenders with a substance abuse treatment program, regional medical clinics, an extended care unit, a dialysis unit and a regional food service that provides thousands of meals per day to institutions throughout the state. The Bureau of State Use Industries/DEPTCOR operates footwear, clothing, printing/graphics, signs and decals/binders shops for the facility. The prison is a medium security facility and houses approximately 3200 inmates.

**B. FUNCTIONAL DESCRIPTION OF THE SITE**

The prison complex consists of three medium custody housing facilities and a minimum custody housing unit. There is a medical facility called the Extended Care Unit that houses: infirmary cases, a Palliative Care Unit, detention beds for inmates on specific types of watches, mental health concerns, chronic diseases, and handicaps that preclude housing in general population. Each housing facility has its own administrative and support services that include medical and

mental health staffing, academic and vocational education, social services, and religious resources.

The existing TFX Fire Detection System is original to the facility and was manufactured by Tyco/Grinnell. The system has been phased out by the manufacturer. The existing system is a self-monitoring system that does not report to the fire department. The new fire alarm system shall also be self-monitoring.

Referring to **Exhibit 'C'**, the A loop detectors in buildings A1, A2 and A3 have been replaced by simplex devices. The A loop in these buildings is now known as the M loop. New detectors are identified starting with the letter M on these loops. They are tied into a new 4100 Fire Control Panel by Simplex which is interfaced into the older Grinnell system. All other devices onsite, including the "B" loop in buildings A1, A2 and A3, are original to the facility and will be replaced as part of this project.

**Exhibit 'D'** shows the fire alarm network addresses. All buildings report to fire panel 1 in the V Building. As-built drawings of the original existing fire alarm system in AutoCad format will be provided on compact disk at the pre-proposal meeting.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. NEW FIRE ALARM SYSTEM**

#### **1. Survey Phase/Needs Assessment:**

Conduct a survey of the buildings to determine the existing conditions of all areas that will be impacted by the installation of the new fire alarm system and the site specific design requirements for this project.

The survey/needs assessment shall include, but not be limited to the following:

- Identify all existing fire detection system components, both operable and inoperable, that shall be removed and replaced as part of this project.
- Identify all fire suppression system and flow control valves that require monitoring by the new fire detection system.
- Identify building systems and components that require monitoring (duct work, air handlers, etc.) and any other conditions that need to be monitored by the fire detection system.

- Consult with facility staff and identify the appropriate location for all new remote annunciator panels. Determine the design requirements for space needs, existing equipment relocation, electrical power, tie-in to the main alarm panel, and provisions for a protected environment at each panel site location where required.
- Identify the location and space requirements for the main fire alarm panel.
- Identify the design requirements and exact routing of all new electrical distribution power wiring, if necessary, to the fire detection system and related components and the upgrades required for any existing electrical system component. Reuse existing wiring if possible.
- Identify all obstructions that must be altered, relocated, or removed in order to install the new fire detection system.
- Identify the requirements for power to run the system and the availability of output devices to enable local as well as remote monitoring.
- Identify the design requirements for backup power, through batteries and/or UPS, so that a loss of power, for any reason will not limit the operation of the detection and annunciation of the system.
- Survey the existing suppression system and make design provisions to tie the suppression system into new panels as necessary.

The survey phase/needs assessment shall be submitted in a bound report (four copies) and shall include an estimate of the construction cost based on the findings of the survey/needs assessment.

## **2. New System Design Criteria:**

Provide the design and specifications to replace all of the original Tyco/Grinnell fire alarm detectors, peripheral devices and panels at the facility. In addition, address the following as may be applicable.

- Protection of the fire alarm system from electrical surges, spikes, sags, over-voltages, brownouts, and electrical noise.
  - Addressability of devices and notifications made to the building fire alarm control panels and the facility main fire alarm remote station panel.
  - All programmable devices must be able to have their addresses set without special equipment, tools, or programs. Changing of vandalized heads or devices must be able to be completed by facility maintenance staff without the requirement of special software or tools.
  - Software requirements and compatibility with new and existing devices.
  - New smoke detectors shall be appropriate for the institution and approved by facility staff. Install heat detectors rather than smoke detectors in high humidity locations.
  - Tamper proof security covers that meet Department of Corrections requirements and standards shall be provided on all devices that may be accessible to the inmate population.
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- As applicable, duct detectors shall be installed so they are accessible for repair or replacement. They shall be located in areas ensuring laminar flow across the detector. Do not locate them downstream of humidity injection points. Each duct detector shall have a LED that can be easily observed and located by the fire company and other interested parties. Each duct sensor shall be self compensating for the effects of air velocity, temperature, humidity, and atmospheric pressure and not require field adjustments to compensate for the above effects.
- The building fire alarm control panels shall be wired to all peripheral alarm and initiating devices and tied into remote annunciator panels located in a convenient area near the fire department entrance to the buildings and shall be readily accessible and readily visible to fire fighters. The building fire alarm control panels and annunciator panels shall be tied into the existing or a new electrical power source at their location in the building.
- Consult with facility staff and provide additional annunciator panels in locations as needed.
- Provide a riser diagram drawing for the building fire alarm control panels that identifies their connections to the various circuits and peripheral initiating devices.
- Any new low voltage wiring, if necessary, from the fire alarm panels to the peripheral devices shall be concealed and run in wiremold or conduit, whichever is more appropriate for the building conditions, security requirements, efficiency, and cost effectiveness. Any exposed wiring installed above the ceiling shall be plenum fire rated cable in accordance with NEC Article 760 or must be protected in conduit. Protect exposed fire alarm wiring from potential rodent damage.
- The fire detection systems shall have emergency battery backup that is sized in accordance with all applicable codes. The battery supply shall be calculated to operate loads in a supervisory mode for twenty-four (24) hours for central station systems and remote supervisory systems. Batteries shall be sized at 125% of the calculated size to compensate for deterioration and aging during the battery life cycle. Battery calculations shall be submitted to the DPMC Code & Design Review Unit for record.
- Provide a battery charging circuit for each standby battery bank in the system. The charger shall be automatic in design, adjusting the charge rate to the condition of the batteries. All system battery charge rates and terminal voltages shall be read using the fire alarm control panel LCD display in the service mode indicating directly in volts and amps.
- Address redundancy within the system such that a failure of the alarm system within one building does not impact other buildings.
- Provide design and specifications for a self-monitoring fire alarm system. Provide upgrades as necessary to the central control station to meet the requirements of Chapter 8 of NFPA 72 (Supervising Station).

### **3. System Tests:**

A written “Acceptance Test Procedure” (ATP) for testing the new fire detection system and components, as applicable, shall be prepared by the Consultant in accordance with all applicable codes and standards and included in the specification.

Upon completion of the system installation, the system manufacturer shall be responsible for the performance of the ATP, demonstrating the function of the system and verifying the correct operation of all system components, circuits and programming.

The system test shall be witnessed and approved by the Department of Community Affairs (DCA). The Consultant shall provide ample notification time when arranging the demonstration with DCA, DPMC Project Team members, Client Agency, Contractor, and the equipment manufacturer.

Upon final acceptance of the system, the Contractor shall provide a complete as-built color-coded wiring diagram. The diagram shall include a written statement signed by the Contractor and manufacturer’s representative that the diagram has been corrected to include field changes and does represent the system installed.

The fire detection manufacturer shall provide system training to the facility personnel as described in Section VIII, paragraph N of this document.

#### **4. Spare Parts:**

A spare parts list shall be prepared and items purchased as part of this project for all critical items necessary for the successful operation of the fire detection system such as detectors, fire alarm fuses, switches, relays, LED lights, etc. Instructions shall be included for the operation and care of the system. Written instructions shall also be included with the final equipment and maintenance brochure.

### **B. CONTRACTOR USE OF THE PREMISES**

Refer to **Exhibit ‘F’** to find “Rules and Regulations Regarding Outside Contractors” for the South Woods State Prison and work with the Project Team to add any additional special security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

Develop procedures for personnel to access the project site and construction areas, and provide the names and phone numbers of approved escorts when needed.

Additional forms that must be filled out by the Consultant and Contractors on this project are attached under **Exhibit ‘F’** at the end of this Scope of Work. Additional forms include “Application for Clearance and Issuance of Identification Cards”, “Prisoner Rape Elimination Act” or PREA form and “Child Abuse Record Information Form” or CARI form.

## **C. GENERAL DESIGN OVERVIEW**

### **1. Design Detail:**

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, and the guidelines established in the DPMC Procedures for Architects and Engineers Manual.

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 N.J.A.C. 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 the design intent of the Consultant and enable 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.

It shall be the Consultant's responsibility to provide all of the design elements for this project. 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.

### **2. Specification Format:**

The Consultant shall prepare the construction specifications in the Construction Specifications Institute (CSI) format entitled MasterFormat© 2014.

The project construction specifications shall include only those CSI MasterFormat© 2014 specification sections and divisions applicable to this specific project.

### **3. Construction Cost Estimates:**

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© 2014 applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and unit price items summarized by the divisions and sections of the specifications.

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.

The cost estimate shall include descriptions of all allowances and contingencies noted in the estimate.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project supported by the detailed construction cost estimate. 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. 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. 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 design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

##### **4. Existing Documentation:**



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

- *Fire Alarm Drawings, As-Builts (65 drawings), Various Buildings, Calvi Electric Company, 1997*

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.

### **E. BUILDING & SITE INFORMATION**

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

#### **1. Building Classification:**

Provide the 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:

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

**4. Site Location Map:**

Provide a site location 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.

**F. DESIGN MEETINGS & PRESENTATIONS**

**1. Design Meetings:**

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

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

Record the minutes of each design meeting and distribute within 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) oral presentation at phase completion.

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

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

**G. CONSTRUCTION BID DOCUMENT SUBMITTAL**

In addition to submitting construction bid documents as defined in Section XIV Contract Deliverables, Consultant shall submit both specifications and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*.

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**VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES**

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**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 and Project Team members, 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 requirements necessary 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 4.7.5 "Substitutions" 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.

If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the "ballpark" costs.

### **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. Letter of Recommendation:**

The Consultant shall prepare a Letter of Recommendation for contract award to the Contractor submitting the lowest 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.

#### **7. 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 fourteen (14) 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, to be held bi-weekly for the duration of construction, 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 three (3) 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**

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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, and to attend/chair meetings as may be required by the Project Manager to resolve special issues.

Consultant and Sub-Consultant(s) shall conduct weekly site inspection/field observation visits. Site inspection/field observation visits may be conducted in conjunction with regularly scheduled bi-weekly construction job meetings, depending on the progress of work, for weeks that construction job meetings are scheduled. The Consultant and their Sub-Consultant(s) shall submit a field observation report for each site inspection to the Project Manager within three (3) calendar days of the site visit. 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 three (3) 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

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drawing submissions for conformity with the construction documents within seven (7) 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 reproducible drawings from DPMC and transfer the AS-BUILT conditions to the original full sized signed reproducible drawings to reflect RECORD conditions within fourteen (14) 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 reproducible drawings to DPMC who will acknowledge their receipt in writing. This hard copy set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to DPMC. The discs shall contain all AS-BUILT drawings in both ".dwg" (native file format for AUTO CAD) and ".pdf" (*Adobe* portable document format) 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 fourteen (14) 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 seven (7) calendar days of receipt of the report.

## **2. Training:**

The Consultant shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Consultant shall ensure that the training session is “videotaped” by the Contractor. A copy of the “videotape” shall be transmitted to the Project Manager who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

## **3. Operation & 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:**

The Consultant shall determine and recommend whether “attic stock” should be included for all aspects of the project. If required, the Consultant shall specify attic stock items to be included in the project.

Prior to project close-out, the Consultant must prepare a comprehensive listing of all items for delivery by the Contractor to the Owner and in accordance with the appropriate specification/plan section. Items shall include, but not be limited to: training sessions, O&M manuals, as-built drawings, itemized attic stock requirements, and manufacturer guarantees/warranties.

## **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 seven (7) 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 sub-divisions 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:

- DPMC 9b Change Order Request
- DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- Consultant's Independent Detailed Cost Estimate
- 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 Article 10.1 "Changes in the Work".

**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.

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## **IX. PERMITS & APPROVALS**

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**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.

The Consultant may obtain copies of all NJUCC Building, Fire, Plumbing, Electrical and Elevator permit applications at the following website: <http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>

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

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.**"

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:**

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

**B. 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, with agreement of the Project Team, modify the documents while adhering to the project’s SOW requirements, State code requirements, schedule, budget, and Consultant fee.

**C. 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>

**D. MULTI-BUILDING OR MULTI-SITE PERMITS**

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

**E. PERMIT MEETINGS**

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



## **F. MANDATORY NOTIFICATIONS**

The Consultant shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the New Jersey “One Call” Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is known as the “New Jersey Underground Facility Protection Act”, refer to N.J.A.C. 14:2.

## **G. SPECIAL INSPECTIONS**

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

### **1. Definition:**

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

### **2. Responsibilities:**

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

### **3. Special Inspections:**

Special inspections, as applicable to this project, shall be performed in accordance with UCC Bulletin 03-5 and Chapter 17 of the International Building Code, New Jersey Edition.

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

## **X. GENERAL REQUIREMENTS**

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### **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. 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.

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## **XI. ALLOWANCES**

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### **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.

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## **XII. SUBMITTAL REQUIREMENTS**

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**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: New Fire Alarm System  
PROJECT LOCATION: South Woods State Prison  
PROJECT NO: C0950-00  
DATE: November 4, 2015

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### XIII. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: James W. Wright 11/4/2015  
JAMES WRIGHT, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Mckenna 11/5/15  
JAMES MCKENNA, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: William Shipr 11/16/15  
WILLIAM SHIPR, PROJECT MANAGER DATE  
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Nurul Hasan 11/18/15  
NURUL HASAN, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Richard Flodmand 11/23/15  
RICHARD FLODMAND, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XIV. CONTRACT DELIVERABLES**

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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, 2<sup>nd</sup> 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/NEEDS ASSESSMENT**

#### **5.1 Project Schedule (Bar Chart Format)**

#### **5.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**

#### **5.3 Correspondence**

#### **5.4 Submission Requirements**

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

5.4.14 Oral Presentation of Submission to Project Team  
Survey Phase/Need Assessment Report – 4 copies

#### **5.5 Approval of Submission**

5.5.1 Respond to Submission Comments

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

#### **7.1 Project Schedule (Update Bar Chart Schedule)**

#### **7.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**

#### **7.3 Correspondence**

#### **7.4 Submission Requirements**

7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification

- 7.4.8 Regulatory Agency Approvals
- 7.4.9 Confirm Utility Availability (On Site & Public)  
Electric Service
- 7.4.10 Drawings: 6 sets  
Cover Sheet (See A/E Manual for format)  
Site Plan  
Fire Detection Drawings  
Electrical Drawings, Riser Diagram, Panel Schedules
- 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 Oral Presentation of Submission to Project Team
- 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 seven (7) calendar days of meeting)**

### **8.3 Correspondence**

### **8.4 Submission Requirements**

- 8.4.1 A/E Statement of Site Visit
- 8.4.3 Special Features Description: Fire Detection System
- 8.4.7 Photographs
- 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 Oral Presentation of this Submission to Project Team
- 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
- 8.6.9 Utility Availability Confirmation
- 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**

- 9.01 Original Drawings signed & sealed by A/E and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11 and specifications on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.03 Bid Documents Checklist
- 9.04 Bid Proposal Form
- 9.05 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) Maintenance and Operating manuals, Warranties, etc.: 7 sets each

(b) Guarantees

(c) Testing Reports

(d) Shop Drawings

(e) 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

**PROJECT NAME: New Fire Alarm System**  
**PROJECT LOCATION: South Woods State Prison**  
**PROJECT NO: C0950-00**  
**DATE: November 4, 2015**

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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

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## **XV. EXHIBITS**

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

Bureau of Design & Construction Services  
Routine Project

# Exhibit "A"

DBCA - TEST

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

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Activity ID	Description	Reph	Weeks
CV2055	Review & Approve Final Design Submittal	CM	
CV2056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
<b>Plan Review-Permit Acquisition</b>			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
<b>Advertise-Bid-Award</b>			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
<b>Construction</b>			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

Sheet 2 of 3

**Bureau of Design & Construction Services**  
Routine Project

**Exhibit 'A'**

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DRCA - TEST

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

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

DBCA - TEST

Sheet 3 of 3

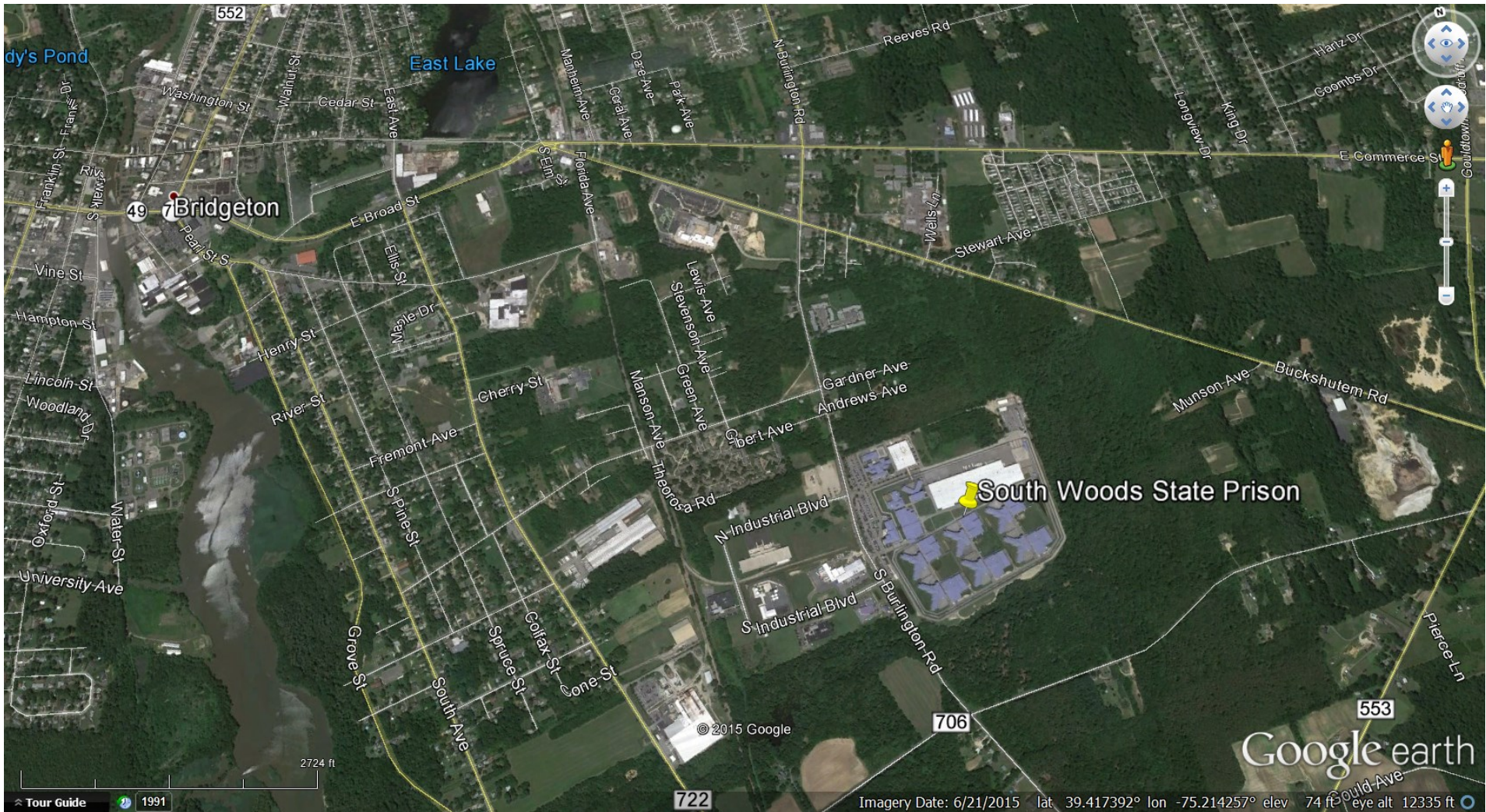
Bureau of Design & Construction Services  
Routine Project

Exhibit 'A'

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

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Location Map - South Woods State Prison

**EXHIBIT 'B'**



Site Map - South Woods State Prison

**EXHIBIT 'C'**

FIRE ALARM NETWORK ADDRESSES			
FACP NUMBERS			
BUILDING	PHASE I	PHASE II	FINAL
V	-	1	1
H1	2	2	2
H2	3	3	3
B1	4	4	4
A1	5	5	5
H3	-	6	6
H4	-	7	7
B2	-	8	8
A2	-	9	9
S	-	10	10
H5	-	-	11
H6	-	-	12
B3	-	-	13
A3	-	-	14
D	-	-	15
E	-	-	16
M	-	-	17
G	-	-	18
C	19	19	19
I	1	20	20

1) ALL BUILDINGS REPORT TO PANEL 1

2) HOUSING COMPLEX REPORTS TO ASSOCIATED 'A' BLDG.

**EXHIBIT 'D'**



Main monitoring station with display in Building V (To be replaced).



An original Grinnell fire panel located in Building A3 (To be replaced).

## **EXHIBIT 'E'**

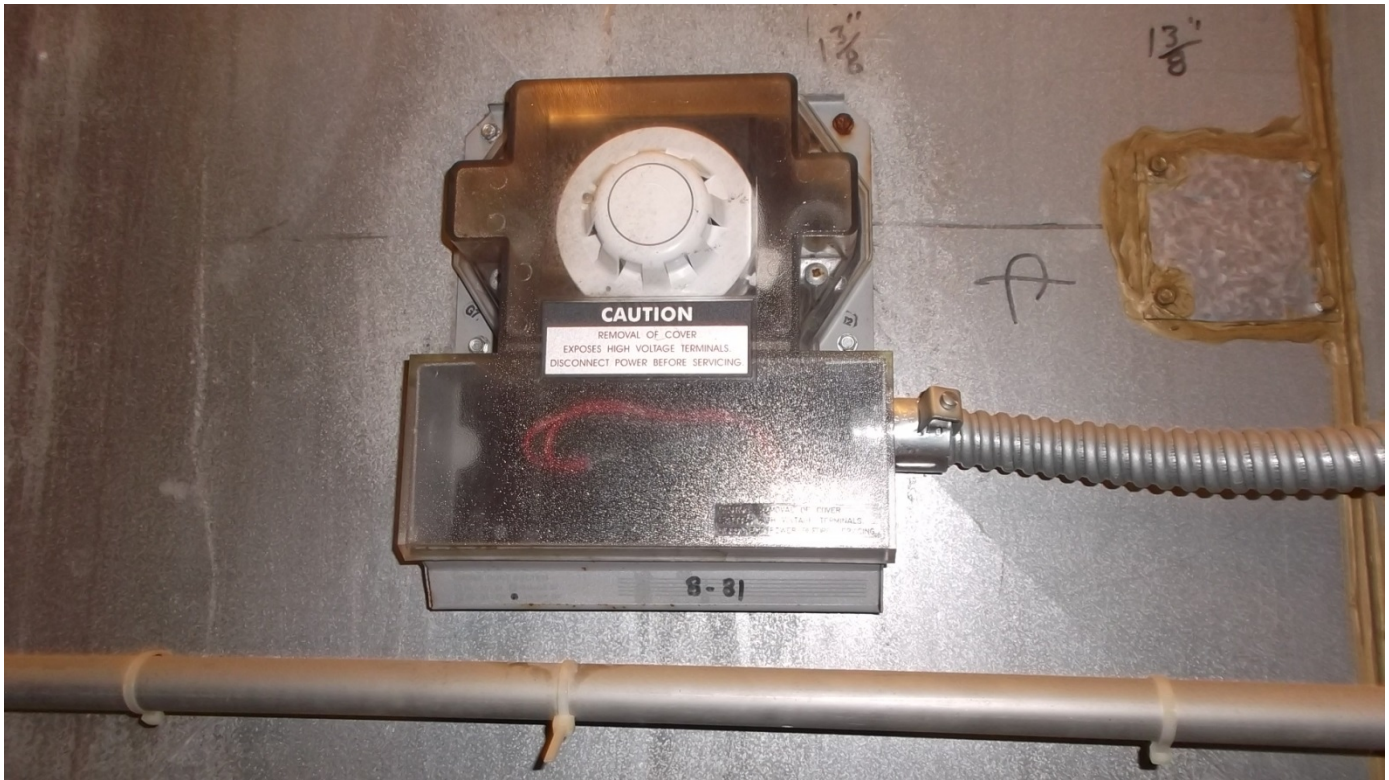


A new Simplex fire control panel interfaced into existing system and located in Building A3.



New smoke detector typical of those installed in Buildings A1, A2 and A3 replacing old "A" loop detectors. Now known as part of "M" loop.

## **EXHIBIT 'E'**



An original Grinnell smoke detector (To be replaced) typical of those installed throughout the facility. This one installed as a duct detector on “B” loop in Building A3.



Another example of an original Grinnell smoke detector (To be replaced) typical of those installed throughout the facility. This one installed in the ceiling of the mechanical room in Building A3.

## **EXHIBIT ‘E’**

# **EXHIBIT ‘F’**

**Rules and Regulations Regarding Outside Contractors (2 pages)**

**Application for Clearance and Issuance of Identification Cards (2 pages)**

**Prison Rape Elimination Act (PREA) Contractor Acknowledgment (1 page)**

**Child Abuse Record Information Form (2 pages)**

## **South Woods State Prison**

**215 S. Burlington Rd.  
Bridgeton, NJ 08302  
856-459-7000**

### **RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS**

South Woods State Prison administration is charged with the responsibility of the custody of their inmates. All non-state employees must comply with the below listed Rules and Regulations as a condition of their employment and access to state property.

1. Drivers' License or other approved photo I.D. is to be used, as identification for work crews. **NOTE:** If Temporary I.D.'s are used the contractors Identification will be turned in at the beginning of the day and a temporary ID card will be issued to the escort officer. At the end of the day, the temporary ID will be turned in and the Identification submitted will be returned to each worker. No temporary ID cards will leave the Institution.
2. Work crews will enter through Receiving Gate as scheduled. They will be escorted to the work site unless special arrangements have been made through the area supervisor.
3. If Restricted Visitor's Badges are issued by the Lobby LCP or the Receiving Gate they must be worn on the outer most garment at all times.
4. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
5. All workers and vehicles will be subject to search prior to entry into the Institution. Furthermore, any worker or vehicle is subject to a search at any time while on State property.
6. All workers are to read, sign, and receive a set of South Woods State Prison Outside contractor regulations.
7. If any workers have any relatives or friends incarcerated at SWSP, they are to notify administrative officials.
8. No workman is to fraternize or argue with inmates. Any difficulties with inmates and / or employees must be reported to the escorting officer immediately. The officer will then inform his area supervisor of any problems.
9. Do not give anything to, or take anything from inmates.
10. Lock all personal vehicles and demobilize construction vehicles and equipment when left unattended. All tools stored outside the security perimeter will be secured in locked vehicles. Ladders will be firmly secured and locked to the roof or side of construction vehicles.
11. Photographs are prohibited. Cameras are not permitted on the grounds.
12. All tools and equipment will be locked in the contractors trailer overnight. Equipment, such as ladders and scaffolding, will be chained and locked (contractors supply these items) before leaving. Any scaffolding will be removed at the end of each workday and locked.
13. Warning lights must be displayed at all dangerous areas at night.
14. No firearms, ammunition, hunting knives, personal knives of any size or type, or other articles of this nature are permitted on State Property or stored in vehicles.
15. No alcoholic beverages, controlled substances, or prescription medication (drugs) are permitted on the grounds. Smoking is prohibited in ALL State Buildings.
16. Institutional Fire Regulations shall be strictly adhered to; you may contact the Institutional Fire Marshall through the Escort Officer.



17. Obey speed limit and all NO PARKING and designated parking areas.
18. Lock personal items in your vehicle outside the security perimeter of the prison.
19. All excavations will be protected as directed by the Engineer-in-charge of Maintenance and those across main roads must be covered with plates.
20. It is the responsibility of each contractor to know that his tools and equipment are secured in a locked trailer at the end of every workday.
21. All workers will be photographed and his/her picture kept on file at the Receiving Gate for identification purposes.
22. Each contractor with a gang box will submit an inventory tool list. All power tools must be inspected and required tool inventory submitted at the end of each workday. Tools will not be permitted inside the security perimeter if not job specified. All gang boxes will be searched upon entering and leaving the Institution
23. Equipment and tools are to be kept away from the bars and fence surrounding the job site.
24. Each contractor is responsible for any damage done as a result of their work.
25. All acetylene torch heads, regulators, and hoses will be removed from the Institution on a daily basis. All tanks will be secured in locked trailers or containers outside the security perimeter.
26. Tools will be inventoried on a daily basis, secured in gang boxes, and sealed with tamper proof seals. The seal numbers will be logged on the Daily Inventory Sheet.
27. All blades, regardless of nature, will be inventoried. When a blade wears out or breaks, it will be taken off the inventory and taken out of the Institution.
28. Unacceptable Clothing – The following clothing should not be worn when entering any part of the prison.
  - Tank Tops, Mesh Tops, or Tube Tops
  - Low-Cut, Shoulderless, Halters Tops, or Sheer Clothing
  - Shorts
  - SweatPants
  - Leggings, or Tights (Unless covered by a long top, skirt, etc.)
  - Bike Pants, Ragged jeans (No patches or holes)
  - Skirts with high slits, mini styled skirts, mini dresses, or mini culottes
  - Proper foot wear is required, No Thong sandals, beach footwear, or open toed shoes
  - Clothing with inappropriate or offensive inscriptions
29. In the event of an emergency, you will be directed to a secured area of the institution. You are to follow the direction of your escort officer at ALL times.

**I have reviewed the above rules and regulations pertaining to outside contractors working in South Woods State Prison. I understand that any violation of these rules and regulations could result in me no longer being permitted to work within this institution and its grounds.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Escort Officer's Name

\_\_\_\_\_  
Escort Officer's Signature

NEW JERSEY DEPARTMENT OF CORRECTIONS  
SPECIAL INVESTIGATIONS DIVISION (609) 292-9362  
P.O. BOX 863 TRENTON, NEW JERSEY 08625

APPLICATION FOR CLEARANCE AND ISSUANCE OF  
IDENTIFICATION CARDS

CIRCLE ONE: **TEMPORARY** OR **VOLUNTEER** CIRCLE ONE: **NEW** **RENEWAL**

(PLEASE PRINT LEGIBLY)

NAME: \_\_\_\_\_ SS #: \_\_\_\_\_  
(LAST) (FIRST) (M.I.)

AKA: \_\_\_\_\_ / \_\_\_\_\_  
(OTHER NAMES USED SUCH AS MAIDEN NAME, ADOPTIONAL, RELIGIOUS, ETC.) (MARKS, SCARS AND TATTOOS)

DATE OF BIRTH : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SEX: \_\_\_\_ RACE: \_\_\_\_ EYES: \_\_\_\_ HAIR: \_\_\_\_ HT: \_\_\_\_ WT: \_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_  
(State Only) (State) (Number)

HOME ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

Name of your Department/Agency: \_\_\_\_\_ Phone # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

PURPOSE OF VISITATION TO INSTITUTIONS: \_\_\_\_\_

Have you ever been convicted of any violation of the Criminal Code in this State or in any other Jurisdiction?  
(Violations include offenses, crimes, misdemeanors, and felonies).

(Circle one) YES NO If "YES", explain on reverse side.

Do you presently have any pending criminal charges? YES \_\_\_\_ NO \_\_\_\_ If "YES", explain on reverse side.

APPLICANT MUST LIST EXPUNGED CONVICTION(S) INFORMATION, SIGN AND DATE THE  
"AUTHORIZATION TO RELEASE INFORMATION" FORM ON THE REVERSE SIDE. FALSIFICATION OF APPLICATION  
MAY RESULT IN THE TERMINATION OF YOUR EMPLOYMENT.

Have you ever been employed by the NJ Dept. of Corrections in any capacity? YES \_\_\_\_ NO \_\_\_\_  
If "YES", explain on reverse side.

Are you currently on an inmate visit list or do you currently have any acquaintances or family members  
incarcerated in any NJ Dept. of Corrections facilities? YES \_\_\_\_ NO \_\_\_\_ If "YES", explain on reverse side.

\*\*\*\*\* A \*\*\*\*\* (DO NOT WRITE BELOW THIS LINE, FOR SPONSOR USE ONLY) \*\*\*\*\* A

Title applicant applying for: \_\_ Contractor \_\_\_\_\_ Location: \_\_ South Woods \_\_\_\_\_

Sponsor: \_\_\_\_ Ed Watts \_\_\_\_\_ Title: \_\_\_\_ AEICM \_\_\_\_\_

Division, Bureau or Unit: \_\_ Corrections, South Woods State Prison, Maintenance \_\_\_\_\_

Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send reply to: \_\_ Ed Watts \_\_\_\_\_ Phone: \_\_\_\_ 856-459-7600, fax 856-459-7620 \_\_\_\_\_

( Print Name )

NATURE OF CONVICTION	DATE OF CONVICTION	AGE AT TIME OF INCIDENT	NAME & ADDRESS OF POLICE AGENCY OR COURT	DISPOSITION

COMMENTS / EXPLANATIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION:**

I hereby authorize the release of any and all information regarding me, to the NJ Department of Corrections, at their request, in order that they may determine my suitability for employment.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

^ \*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\* ^

\*\*\*\*\* SPECIAL INVESTIGATIONS DIVISION USE ONLY \*\*\*\*\*

THE ABOVE NAMED APPLICANT'S CRIMINAL HISTORY RECORD INDICATES:

ARREST & CONVICTION

ARREST AND NO CONVICTION

NO RECORD

NAME

TITLE

DATE

# **NEW JERSEY JUVENILE JUSTICE COMMISSION**

**Policy 13ED:01.02, Prison Rape Elimination Act (PREA)**

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## **CONTRACTOR ACKNOWLEDGMENT**

This Acknowledgment of Receipt form has been prepared to document that each Commission contractor and their personnel ("Contractor") is aware of their obligations under Commission Policy 13ED:01.02, Prison Rape Elimination Act (PREA), (the "Policy"). By signing the acknowledgment below you affirm that you understand the Policy as explained in this Acknowledgment.

The purpose of the Policy is to provide a safe, humane and secure environment, free from the threat of sexual abuse and sexual harassment, for all Juveniles assigned to Commission facilities, by ensuring that Staff and Contractors conform to the Commission's Zero-Tolerance Policy toward all forms of sexual abuse and sexual harassment involving those Juveniles.

As a Contractor, you have an obligation to maintain clear boundaries with Juveniles and to maintain at all times a relationship of authority, objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional or sexual relationship to occur between you and any Juvenile. Any and all sexual contact between a Juvenile, including Juveniles age 18 and older, and a Contractor is sexual abuse under the Policy, and will be disciplined as such.

Please sign below to confirm that you understand the Policy as explained in this Acknowledgement. Failure to sign this Acknowledgement does not relieve a Contractor of the responsibility to understand and adhere to the Policy, explained herein.

A copy of the signed form will be placed in the applicable Contractor file.

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Name of Contractor (Please Print)

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Signature of Contractor

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Date

CONFIDENTIAL

**CHILD ABUSE RECORD INFORMATION FORM**  
DEPARTMENT OF CHILDREN & FAMILIES  
JUVENILE JUSTICE COMMISSION

Indicate Reason for CARI by Checking Appropriate Box

Employee:  New Employee  Promotion;  Volunteer;  Intern  
Contractor:  New Contractor  Renewal

PLEASE PRINT CLEARLY IN INK. COMPLETE THIS FORM ON BOTH SIDES AND RETURN IT TO THE JUVENILE JUSTICE COMMISSION. ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

Your full name (first, middle, last): \_\_\_\_\_

Previous name, maiden name or nicknames: \_\_\_\_\_

Date of name change, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security number:<sup>1</sup> \_\_\_\_\_ Sex: \_\_\_\_\_

Full Names and Dates of Birth of your children, if any:<sup>2</sup> \_\_\_\_\_

Your previous addresses since your 18<sup>th</sup> birthday and the dates you lived at each address: (ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED).

1) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

2) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

3) \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month) (year) (month) (year)

<sup>1</sup> Pursuant to the Federal Privacy Act of 1974 (P.L. 93-579), the disclosure of your Social Security Number is voluntary. Your Social Security Number, race, date of birth, and sex will only be used for the purpose of conducting a Child Abuse Record Information background check in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

<sup>2</sup> The disclosure of the Names and Dates of Birth of your children is voluntary. This information will only be used for the purpose of conducting a Child Abuse Record Information background check of the applicant in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

Name: \_\_\_\_\_

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Any Juvenile Justice Employee; Volunteer; Intern; or Contractor completing this form must read the following and sign below:

I consent to have the Department of Children and Families conduct a Child Abuse Record Information check to determine whether an allegation of child abuse or neglect has been substantiated against me. I understand that if a record of substantiated child abuse or neglect is found, or if I refuse to sign this consent form, I may not be permitted to work or continue to work as a JJC employee; Volunteer; Intern; or Contractor. I certify that all information I have given on this form is accurate and complete to the best of my knowledge.

I certify that I am not currently being investigated for an allegation of child abuse or neglect

I certify that I am currently being investigated for an allegation of child abuse or neglect

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requests should be mailed to the following address:  
Department of Children and Families-Office of Legal Affairs  
50 East State Street, 4<sup>th</sup> Floor  
CARI Unit-CC# 910  
P.O. Box 717  
Trenton, NJ 08625-0717  
(855)-744-4913

**FOR JJC USE ONLY**

JJC STAFF NAME: Attn: Keith Poujol, Chief Administrative Officer

MAILING ADDRESS: 1001 Spruce Street, Suite 202, Trenton, NJ 08638

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DEPARTMENT OF CHILDREN & FAMILIES USE ONLY**

CARI staff initials \_\_\_\_\_