SCOPE OF WORK

Behavioral Modification Unit (BMU), a.k.a. Building 28, Roof Replacement and New HVAC

New Jersey Training School
Jamesburg, Middlesex County, N.J.

PROJECT NO. S0572-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Andrew P. Sidamon-Eristoff, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: 06/11/14

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I. OBJECTIVE

The objective of this project is to replace the existing roof and to provide a new HVAC system that will serve the entire Behavioral Modification Unit building, at the New Jersey Training School.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P003 HVAC Engineering Discipline AND**
- **P035 Roofing Consultant Professional Discipline**

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

- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $ 1,000,000

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 $ 1,322,000

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. COST ESTIMATING

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

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

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project with a detailed construction cost analysis in CSI format (2004 Edition) for all appropriate divisions and sub-divisions. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

D. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Design Development Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
2. Final Design Phase	**35**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
3. Permit Application Phase	**7**
• *Issue Plan Release*	
4. Bid Phase	**42**
5. Award Phase	**28**
6. Construction Phase	**180**

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).

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

New Jersey Training School
One State Home Road
Gravel Hill – Spotswood Road
Jamesburg, Monroe Township, New Jersey 08831

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name:	Pasquale (Pat) Papero, Project Manager
Address:	Division Property Management & Construction
	20 West State Street, 3rd Floor
	Trenton, NJ 08625
Phone No:	(609) 633-3745
E-Mail No:	pasquale.papero@treas.state.nj.us

2. Client Agency Representative:

Name:	Michael Preisig, Project Manager
Address:	Juvenile Justice Commission
	1001 Spruce Street, Suite 202
	Trenton, New Jersey 08625
Phone No:	(609) 943-5328
E-Mail No:	mike.preisig@njjjc.org

VI. PROJECT DEFINITION

A. BACKGROUND

The NJ Training School for Boys was founded in 1886 and is located on a 637 acre site of which approximately 137 acres are developed and enclosed by a full perimeter security fence with controlled vehicle and pedestrian access. There are 58 buildings located throughout the complex most of which were constructed in the 1930's. The Training School is operated by the Juvenile Justice Commission as a medium security facility that houses approximately 325 juvenile criminal offenders and has a staff of 176 personnel.

The Behavior Modification Unit (BMU) is a one story building that was constructed in 1969 and totals 8,700 square feet. The building is a "lock down" cell housing unit where residents are assigned when they are deemed "too much" for the typical older dormitory setting of the rest of the facility. The general configuration of the building is a central support/control pod with three housing wings placed at right angles to the center forming a "T – Shaped" structure. See **Exhibit 'C'** for an aerial view and **Exhibit 'G'** for the floor plan of the building.

The housing areas are designated A Wing, B Wing, and C Wing, although they operate as a single self-contained housing unit area. It has 40 cells with double bunking that provides a capacity of 80 beds with 25 security staff. A fenced exterior recreation yard is provided on the northeast side of the building.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

1. Building Description:

The building is arranged as a T-shaped plan with three (3) wings with a raised center roof. Based on a review of available documentation, the original built-up roofing system, which remains, consists of built-up asphalt roofing with slag covering 1 ½" rigid insulation. The roof deck is concrete plank that is sloped at approximately ¼" per foot to roof drains. Tapered lightweight concrete crickets are present along the raised roof edges, low parapet walls, and at roof/ wall intersections.

A roof investigation was recently completed and had concluded that the roof is over 41 years old and is beyond its serviceable lifespan. The crickets are of insufficient length to properly direct all rain water to the drains efficiently. Base flashings are deteriorated and have been recoated. The coating is cracked and separated. Moss is present along the bottom of base flashings. Bubbles, blisters, and soft spots were observed throughout the roof, in addition to areas missing slag. The existing metal flashings are in fair condition. Full investigation report is included in Section VII., Chapter O., 4. Existing Documentation.

The cells and hallways are currently not air conditioned. The existing air handler heats all rooms and corridors with the exception of the cells. The cells are currently heated by a perimeter hydronic system that is located along all exterior walls. This system shall remain in place and be fully operational. There are two (2) gas-fired boilers and existing "AAF" air handling unit (AHU) with a hot water heating coil in the mechanical room. The AHU provides makeup are to the (3) wings. There are several hot water reheat coils in the main supply ductwork to each wing. There is a central exhaust system that exhausts air from the ceiling plenum. There is one (1) supply and one (1) return ductwork on top of the AHU. The main supply air ductwork is branched into three (3) separate ducts and run into the building. There is only one (1) return duct that is run into the building.

The building also has the security type suspended metal ceiling. Above the corridor ceiling there are domestic water piping, sprinkler main and branch piping and conduits. There is a main supply ductwork in the middle of the ceiling plenum that supplies the air to the ceiling diffusers in each wing. The ceiling plenum is utilized to return air back to the AHU in the mechanical room. There are no return grills in the corridor ceiling.

There are sidewall exhaust grills in each cell unit going into the plenum but are not ducted. The grill is used to draw the supply air from the corridor through the gap under each door and transfers the air into the corridor ceiling. The air plenum is either transferred back to the AHU or exhausted out of the building.

There is a split system located within the control room that provides air conditioning to that room, as well as, some other offices.

There is a new 800A electrical panel with 600A main breaker in the electrical room.

This building shall be vacated prior to construction.

VII.CONSULTANT DESIGN RESPONSIBILITIES

A. NEW ROOF DESIGN REQUIREMENTS

1. Roof System Removal:

The existing roof system, insulation, flashings, and related trims shall be completely removed to the original decking and legally disposed. The removal of the existing roof system shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building.

Design documents shall identify all requirements for safety devices, need for chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc.

2. Hazardous Roofing Materials:

Testing had been conducted as part of a roof investigation report. The results and full investigation are listed under Section VII, Chapter O., 4. Existing Documentation.

3. Structural Evaluation:

Obtain a set of original building as-built drawings, if available, or take field measurements that will verify the existing dimensions of the structural components supporting the new roofing system. Determine if the new roofing system is within the allowable loading of the deck and structure. The Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements, or documentation that the new roofing system will be lighter than the existing roofing system.

4. Visual Inspection of Other Components:

The Consultant shall perform a visual inspection of the following items that are not necessarily part of the roofing system but should be addressed. Advise the Project Team of any such deficiencies so that the Client can determine work to be included within this project or to be completed in-house. Items shall include, but are not limited to:

Condition of all fixed roof mounted items such as hatches, ladders, exhausts, vents, covers, louvers, light fixtures, guy wires and anchors, piping and supports, ductwork, and electrical conduit, etc. to determine those that should be repaired and/or replaced. Review the attachment methods to ensure the fasteners are installed correctly and waterproofed where appropriate.

Inspect the finishes of all the roof mounted mechanical equipment, metal housings, hatches, vents, roof structural frames, column supports, anchor brackets, piping, ladders, and all other metal components to determine those that will require repainting.

5. New Roofing System:

Provide the design and specifications for a built-up bituminous roofing system for the Behavioral Management Unit in accordance with the requirements of the roofing manufacturer and those described in the DPMC Procedures for Architects and Engineers Manual.

The manufacturer of the roofing system shall have no less than five (5) years successful experience in producing the materials required for this project. Membrane, flashing, and adhesive shall be the single product of a standard manufacturer.

The roofing system design shall be in accordance with the latest energy code requirements and the drawing details shall comply with those depicted in the Roofing Guidelines Section of the DPMC Procedures for Architects & Engineers Manual, Volume II.

The roofing system shall be in compliance with the "Factory Mutual Research Corp" (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

The Contractor shall supply only a U.L. Class "A" fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements, or documentation that the new roofing system will be lighter than the existing roofing system.

Include extension of ladders that would be affected by any changes in curbing height.

6. Caulking & Joint Sealants:

All appropriate roof deck joint sealants shall be removed and replaced with high performance sealant as part of the roof system. The design shall include the cleaning, priming, and installation of new sealants with new backer rods and bond breakers.

Examine and measure all exterior joints and calculate the required joint width(s). Design for widening joints as required.

Observe the installation of the sealant joints, performing pull tests for cohesion and adhesion on a random sampling of each joint type.

7. Insulation:

Recommend new high-density rigid insulation boards that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board to the roof deck system.

Flat roofs shall be avoided by using tapered insulation to promote positive drainage to the roof drains.

DPMC ***does not permit*** Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

8. Flashing:

All rooftop HVAC curbing, parapet walls, conduit, pipe supports, pipe vents, roof hatch, ventilation fans, and other roof penetrations must have new flashing installed as part of this project.

All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

9. Removals:

Remove all unused towers, antennas, conduit, piping, structural steel support systems, curbing, window washing anchors, etc. as part of this project. Details shall be included on the drawings that indicate the methods to seal all roof penetrations and cap all piping below the new roof line. The facility will confirm which equipment is not in use and can be removed. All items removed shall be turned over to the facility by the contractor.

10. Walkways:

Reuse the existing walkway pads from access points to and around all roof mounted equipment requiring periodic servicing. Verify that the pads are compatible with the new roofing system. If their condition is not suitable or if the existing pads are not compatible with the new roofing system, specify new pads, detail their installation, and indicate their location on the plans.

11. Roof Drains:

Perform a visual inspection of the roof area to determine areas lacking positive drainage. Investigate the condition of all interior/exterior roof drains. Ensure that the drains are located properly and are sufficient in number and size to drain all accumulated water from the surface of the roof in accordance with code.

Inspect for broken or separated drain pipe seals and joint connections, broken or stripped bolts, clamping rings, and strainers. Conduct water flow tests for every roof drain prior to roof demolition and upon completion of the new roof installation.

All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide for the interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Verify if there are any drain pipe leak issues and make provisions for repair or replacement if necessary.

Provide additional roof drains if required by code and include any necessary interior drain/piping work. New interior roof drain piping shall be designed to avoid interference with existing ductwork, structural members, and miscellaneous piping, electrical conduit, hangers, etc. The design documents shall include detailed information that describes the methods required to protect the furniture, equipment, and interior building finishes. As an alternative, additional roof drains may be tied into existing roof drains to avoid changes to the interior of the building. Hydraulic calculations shall be provided to the DPMC Code Review section for approval. Conduct water flow tests for every roof drain upon completion of the new roof installation.

12. Construction Canopy:

Investigate the need for a temporary canopy that will prevent roofing materials, construction tools and equipment, dirt and debris, solvents, sealants, bonding adhesives, etc. from injuring personnel using the public access areas of the building during the demolition and construction activities.

13. Mechanical Equipment:

Review rooftop mechanical equipment and confirm the locations, conditions, and elevations of the curbs, supports, and units. Document the existing physical and operating condition of the units including colored photographs for reference. If the units are damaged or changed in any direction, or the connections are physically altered during the construction phase, this information will be used to verify that the Contractor for this project has restored the units to their original survey condition.

14. Rooftop Ductwork and Supports:

Evaluate any existing rooftop ductwork and supports to determine those that are in need of repair or if they should be replaced as part of this project.

15. Guard Rails

The Consultant shall advise if any equipment is installed within 10 feet of the roof edge and, if applicable, will require a protection guard rail system as required by the NJ Uniform Construction Code.

16. Night Seals:

The Contractor, having begun work on a roof section, should make every effort to finish roofing that section before the end of the day. However, the Consultant shall specify in the design documents that the Contractor shall install temporary water tight night seals around all exposed

edges of the roofing assembly at the end of each work day, as necessary, and when work must be postponed due to inclement weather.

17. Fire Protection Program:

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members.

18. Allowable Roof System Installation:

The design documents shall specify the weather and temperature installation restrictions based on the roof system manufacturer's recommendations

19. Unit Prices:

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a "Unit Price" Section in Division 1 of the specification for that item. Items may include deteriorated concrete or metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, interior roof drains, etc.

B. ROOF MONITOR:

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. If a Sub-Consultant will be used, the costs for the services provided shall be borne by the Consultant and included in the base bid of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided. See Section VIII., Chapter I., in this scope of work, for Roof Monitor Responsibilities.

C. ROOF WARRANTY & PERFORMANCE AGREEMENT:

1. Warranty:

The roofing manufacturer's warranty shall be for a period of twenty (20) years.

2. Performance Agreement:

The Contractor shall provide a five (5) year performance agreement on labor and material in addition to the manufacturer's warranty. This performance shall include an annual inspection and written report on a DPMC Inspection Form, for each of the five (5) years.

The performance agreement shall include the stipulation that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system within four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashings, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation and at no cost to the State.

D. ROOFING CONTRACTOR CERTIFICATION:

The Consultant shall include information in the contract documents that states the roofing installation Contractor must be certified in writing by the manufacturer as the licensed or approved installer of the roofing system selected for the project. The Contractor employees shall also be factory trained and certified to install the type of system specified.

E. HVAC DESIGN CRITERIA:

1. Removal and Replacement:

Investigate and provide a design that allows the existing equipment to be removed, if required, and new equipment installed in the designated area of the facility considering door, corridor, and ceiling clearances, material handling issues, potential building structural demolition requirements, and potential disassembly and assemble of equipment components. All building finishes affected by the removal of the equipment must be restored to their original condition.

2. HVAC Systems:

The Consultant or Sub-Consulting firm(s) selected by the Consultant to prepare the design documents, specifications, and provide construction administration services for the installation of new HVAC system to provide air conditioning throughout the entire building. It is intended that perimeter hydronic heating shall remain in place and operational. All cells, hallways, and offices throughout the entire building shall be air conditioned. The Consultant shall estimate all of the costs associated with the work. The construction administration fee submitted shall reflect the costs associated with performing the work.

The HVAC Design shall comply with all applicable codes. Items to consider in estimating the HVAC design allowance include, but are not limited to the following:
Provide a design for the air conditioning, ventilation, and controls, considering efficiencies, life cycle operating and maintenance costs, energy rebates and/or grants, costs and schedules, etc.

Include all equipment schedules on the drawings indicating the air conditioning equipment by symbol designation, name and estimated size or capacity in BTU, GPM, gallons, etc. Include ventilation schedules for all building spaces. Indicate the location of all air conditioning equipment, all major piping, and all duct runs in the mechanical room and floors of the building

as it relates to this equipment. Note that the design shall incorporate the use of existing ductwork as much as possible.

Should new air-cooled condensing unit(s) be installed on grade, it shall be enclosed with a chain link fence. Ground areas for servicing the unit(s) need to be covered with gravel stone.

3. Structural Calculations:

The Consultant shall provide one (1) set of signed and sealed structural calculations showing that the building can support the new equipment. If the structure requires reinforcement, the Consultant shall provide the required design and calculations. The design drawings must indicate the size and dimensions of the new HVAC units and their related curbing, support fixtures, and structural components including the approved method of attachment to those components.

4. Surge & Power Outage Protection:

Provide necessary measures for surge protection of the HVAC equipment and review the effect of power outages and provide solutions to assure required operation of the equipment and Client Agency satisfaction.

5. Ductwork:

The size, location, and condition of the existing air distribution system and all related components shall be reviewed for proper air flow and operation based on any new cooling units selected. If the required capacities of supply air and return or exhaust air cannot be obtained with the existing system, the Consultant shall provide a design that will enlarge or add plenums, ductwork, blowers, registers, grills, diffusers, dampers, volume adjustment devices, controls, etc. Provide for proper outside air ventilation and air change quantities for the building.

Details of any new ductwork construction shall be shown on the drawings. All metal supports shall be painted with a rustproof paint. Identify the location of all fire dampers on the drawings where the ductwork passes through a fire rated assembly. The ductwork shall have an exterior insulation system installed. No lined ductwork is acceptable.

The design drawings shall include ventilation schedules for all spaces. The proposed capacity of the air supply, return and exhaust air shall be verified with one (1) set of signed and sealed design calculations that shall be forwarded to the DPMC Plan and Code Review Unit Manager.

6. HVAC Grills:

All fixtures and the method of installation for same shall comply with all “suicide resistant” standards as set forth by JJC. No protruding components, gaps between fixtures and walls, holes

or surfaces that would permit a resident to tie or hang anything from are permitted. A member of the client's Compliance Monitoring Unit shall be on the project team and shall review and have final design approval authority on all matters dealing with suicide resistant products and installation methods.

For the purposes of this project, JJC has been approved to utilize sole source/proprietary specifications for the following products:

- Anemostat S-Vent HVAC grille, **Exhibit 'D'**, 2 pages

The consultant shall thoroughly familiarize him/herself with the specifications for these products and contact the manufacturers for information on pricing, ordering and delivery durations, etc.

Provide design and testing services related to the installation of the suicide resistant HVAC grilles to include testing to determine whether existing exhaust fans, new supply, and returns will have sufficient power/capacity to provide ventilation to the cells considering the installation of the new grilles which are somewhat restrictive of air flow. **See Exhibit 'D'** for manufacturer information of these HVAC grilles. Testing results are to be submitted the DPMC Code Review Group for the new air registers demonstrating air flow through the new registers shall meet the minimum requirements. The Consultant's design shall modify or replace existing exhaust fans to provide sufficient ventilation.

7. Utility Rebates:

Identify all available utility rebates and standard offers which correspond to the efficiency ratings and specifications of the HVAC units proposed for this project.

Selection of the equipment shall be evaluated and recommended based on initial cost and a 10-year payback operating period. See Section X, paragraph C in this Scope of Work entitled "Energy Incentive Program" for additional information.

F. HVAC WARRANTY & PERFORMANCE AGGREEMENT:

1. Warranty:

The HVAC manufacturers shall provide, at a minimum, a five (5) year warranty against defects in materials and workmanship after the units are installed, tested, and approved.

2. Performance Agreement:

For the new HVAC system, the Contractor shall provide a five (5) year performance agreement on labor and material in addition to the manufacturer's warranty. This performance shall include an annual inspection and written report on a DPMC Inspection Form, for each of the five (5)

years. The Contractor shall provide a separate cost for the Client Agency review and potential acceptance to extend the performance agreement to ten (10) years.

G. HVAC DRAWINGS

Include equipment schedules indicating all AC equipment by symbol designation, name and size, capacity. Include ventilation schedules for all building spaces. Indicate the location of all AC and heating element equipment and tie-in of all piping and ducts to the units. Piping and duct sizes shall be indicated on the drawings.

An electrical drawing(s) shall be provided for the AC units, control systems, and any specialized system needed for the proper performance of the equipment installed. The drawings shall be single line riser diagrams indicating the locations of the new equipment, feeders, branch circuits, electrical panels, breakers, switches and disconnects, etc. Size of wires, current demand factors, conduits, raceways, and transformers from the service entry to branch circuit panel boards shall be indicated on the drawings. Panel loads, schedules, and spare circuits shall be provided for each panel. Branch circuit wire size, voltages, ratings, grounding details, and load for each circuit shall be shown for each circuit.

H. SOUND & VIBRATION

Provide acceptable vibration and sound levels for the new HVAC equipment and ductwork. All new sound attenuation materials shall be installed on the exterior of the ductwork and shall achieve the maximum sound attenuation required for the different areas of the building. Sound baffles shall be investigated and provided between spaces where required by the Client Agency.

I. EQUIPMENT DELIVERY:

Delivery dates of the HVAC equipment specified must be obtainable to meet the construction activity milestone dates and projected completion date of the project.

J. EQUIPMENT TESTING & BALANCING:

Prior to issuance of a Certificate of Occupancy, all new air conditioning equipment including fans, controls, dampers and devices requiring adjustments or regulation shall be thoroughly cleaned, adjusted or regulated for proper operation and free from objectionable noise and vibration.

The Consultant shall ensure that the Contractor will provide the services of a pre-qualified HVAC Testing & Balancing firm approved by the State to adjust and balance the installed air conditioning system for optimum performance in accordance with the Consultant design criteria

and total system balance specifications as outlined in NEEB Procedural Standards for Testing, Balancing, and Adjusting of Environmental Systems.

The Consultant shall determine any system modifications necessary to make the system perform as designed and if a retest is required to verify the modification changes, all at no cost to the State. The test shall be observed and approved by the Department of Community Affairs (DCA). The Consultant shall provide ample notification time when arranging the test with DCA, DPMC Project Team members, Contractor, and equipment manufacturers.

A comprehensive Testing & Balancing report shall be submitted to the Consultant for review and approval based on its content, or if required, by field verification.

K. TEMPORARY SERVICES:

Investigate and recommend the most economic and efficient method to replace the heating, air conditioning, ventilation, and control systems while maintaining proper temperature and humidity levels and not disrupt the facility operation. Methods to investigate may include temporary auxiliary air conditioning units, isolation of building sections/zones, temporary swing space for residents and staff, off-season installations, etc.

L. HAZARDOUS BUILDING MATERIALS

For the purposes of this project, given the age of the building, it will be assumed that trace amounts of lead base paint may be present throughout the buildings. Therefore, pre-testing of walls and ceilings shall not be undertaken but pre-testing of all existing fixtures and furnishings to be removed shall be tested and the results presented to the project team in the form of a report including recommendations for the proposer disposal of tainted materials.

The Consultant shall engage the services of a Sub-Consultant, pre-qualified with DPMC in the P065 Lead Paint Evaluation/Inspection Specialty Discipline to produce a design document that stipulates construction safety procedures that adhere to applicable Federal and State regulations and that shall be incorporated into the project design documents.

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

Consultant shall survey the building(s) and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.

Consultant shall document their procedure, process and findings and prepare a "Hazardous Materials Survey Report" identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the "Hazardous Materials Survey Report" to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, testing, analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled **"Hazardous Materials Testing and Report Allowance"**, refer to paragraph XI.B.

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, subcode and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in their fee proposal line item entitled **"Hazardous Materials Abatement Design Allowance"**, refer to paragraph XI.C.

Consultant shall estimate the cost to provide "Construction Monitoring and Administration Services" for hazardous materials abatement activities and include that amount in their fee proposal line item entitled **"Hazardous Materials Construction Administration Allowance",** refer to paragraph XI.D.

There shall be no "mark-up" of subconsultant or subcontractor fees if subconsultants or subcontractors are engaged to perform any of the work defined in paragraph VII.K "Hazardous Building Materials". All costs associated with managing, coordinating, observing and administrating subconsultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

M. SITE REQUIREMENTS

The following project site requirements shall be included in the design documents as appropriate:

1. Contractor Use of the Premises:

Determine the coordination, policies, and procedures with the Client Agency and the Contractor with respect to parking, material staging, and storage areas, use of Client Agency utilities, allowable hours of construction, the need for and location of portable toilets, the need for and location of construction and storage trailers, etc. and include the information in Division 1 of the

specification. See **Exhibit 'E'** for a copy of the NJ Juvenile Justice Commission Site Security Regulations.

2. Dumpster:

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification. The dumpster must be lockable and shall remain so, except when the Contractor is actively making use of the dumpster. In that case, the dumpster shall be supervised with a man on the ground.

3. Special Sequencing:

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Client Agency in order to provide for any functional requirement of the facility. Items shall include, but not be limited to: safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

4. Site Restoration:

Include in the contract documents that the site must be restored to pre-construction conditions after construction has been completed and approved.

N. SPECIAL CONSIDERATIONS

1. Security:

Include any special security requirements or policies published by the Client Agency in Division 1 of the specification. **See Exhibit 'E'** for a copy of the NJ Juvenile Justice Commission Site Security Regulations and **Exhibit 'F'** for a copy of the Background Information Request Form.

2. Hours of Work:

Identify the approved construction work hours for this project in Division 1 of the specification. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the Project Team members.

3. Cameras:

Determine if cameras are restricted on the construction site and include this information in the contract documents.

4. Trailers:

Should the Contractor elect to use a trailer, than the Contractor shall procure said trailer for storage or a meeting room at the construction site for the project. Its placement must be in an area agreed upon and approved by the Client Agency. Please note that the Client Agency does not require the use of a trailer.

5. Fencing:

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate. The construction fencing must be a minimum of six feet (6') high and have locked gates. The facility engineer in charge shall be provided with a key to the gates.

6. Material Staging:

The material staging area must be fenced in and lockable and remain in a locked condition throughout the Contractor's work day to the fullest extent possible. Keys must be provided to the facility maintenance department for emergency purposes only. The Client Agency shall approve the construction material staging area and the location shall be shown on the project site plan.

7. Material Protection:

All stored roofing materials, insulation boards, and/or other roofing components shall be protected from the elements and moisture with plastic sheet covers or other approved materials.

8. Material Safety Data Sheets (MSDS):

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing materials used such as: sealants, bonding adhesives, solvents, bitumen, etc.

9. Fire Extinguishers:

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located on the roof and/or near any source of open flame or spark and all employees shall be trained in their proper use.

10. Vapor Recovery Equipment:

As applicable, vapor recovery systems shall be used in conjunction with any asphalt adhesive application. If a kettle is to be used, it shall be located considering wind direction, open windows, HVAC air intake louver locations, adjacent buildings, etc. The allowable hours of adhesive application shall be identified in the contract documents and if the building may be occupied during the application.

11. Existing Equipment Removal & Replacement:

Identify on the design drawings any existing equipment and materials that must be removed in order to install any component of the new roofing system such as: lights, security cameras, antennas, piping, conduit, lightning protection, etc. and include details indicating the approved methods of reattachment. The Contractor shall assume all responsibility for the functionality of the equipment after re-installation.

O. 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© 2004.

The project construction specifications shall include only those CSI MasterFormat© 2004 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© 2004 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 all unit price items itemized and summarized by the divisions and sections of the specifications.

P. 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.

- X0159-00 DA01 WO#2 Roof Investigation Report Housing Units 2, 5, 10, 11, and Chapel, Dated 04/10/14 and prepared by Ronald A. Sebring Associates, LLC

- DBC 7048 Inmate Housing Unit, Dated 12/15/71 and Prepared by Boyken & Fessler Architects (Original Building Plans)

- DPMC S0497-00 Fire Safety and Security Renovations (As-Built Drawings), Dated 05/14/12 and Prepared by Clarke Caton Hintz (PDF and CAD formats)

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.

Q. 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.

R. 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:

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

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

VIII.CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase. The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

B. PRE-BID MEETING

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

C. BID OPENING

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

In the event that the construction bids received exceed the Consultant's approved final cost estimate by 5% or more, the Consultant shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the State without impacting the programmatic requirements of the project. Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Consultant at no additional cost to the State.

D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant; in conjunction with the Project Manager, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all 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 low responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the

apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

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

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

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

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. ROOF MONITOR RESPONSIBILITIES

The Consultant shall provide a full time roof monitor during the installation of the roof system on the building. The responsibilities of the roof monitor shall include, but not be limited to the following items:

1. Roof Monitor Inspections:

The Roof Monitor must continuously inspect and monitor the Contractor's work on site and file a daily DPMC 605 Roofing Inspector's Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, walkways, etc.

2. Inclement Weather:

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.

On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

3. Unsatisfactory Work:

If the Roof Monitor determines that the roof Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions shall be made to seal the roof work area until the Consultant arrives and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

4. Meetings:

The Consultant and Roof Monitor shall both attend the pre-construction conference and all periodic job progress meetings during the construction phase of the project.

J. EMERGENCY REPAIRS

The Consultant must include information in the contract documents that will address the Contractor's responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

1. Repair Period:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within four (4) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

K. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor's shop drawing submissions for conformity with the construction documents within 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.

L. 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.

M. 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.

N. 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.

O. 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.

P. 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.

Q. 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.

IX. PERMITS & APPROVALS

A. REGULATORY AGENCY PERMITS

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

1. NJ Uniform Construction Code Permit:

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

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

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

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

2. Other Regulatory Agency Permits, Certificates, and Approvals:

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

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. BARRIER FREE REQUIREMENTS

The Consultant, in cooperation with the Client Agency Representative, shall assure that this project complies with the NJUCC Barrier Free Sub code where applicable.

C. STATE INSURANCE APPROVAL

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

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states: The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled "Air quality during renovation and remodeling". The Contractor shall submit a plan

demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

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

E. MULTI-BUILDING OR MULTI-SITE PERMITS

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

F. PERMIT MEETINGS

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

G. MANDATORY NOTIFICATIONS

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.

H. 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

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.

C. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs described on the "New Jersey's Clean Energy Program" website at: http://www.njcleanenergy.com to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey Clean Energy Program" rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other incentives.

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets,

calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project. All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of their fee proposal.

XI. ALLOWANCES

A. PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

The Consultant shall determine the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled **"Permit Fee Allowance"**. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJ Uniform Construction Code permit is excluded since it is obtained and paid for by DPMC.

3. Applications:

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

4. Consultant Fee:

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

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a "Hazardous Materials Survey Report" noted in paragraph VII.D.1 and enter that amount on their fee proposal line item entitled **"Hazardous Materials Testing and Report Allowance"**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
  - Sample collection
  - Sample testing
  - Preparation of an Hazardous Materials Survey Report

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.D and enter that amount on their fee proposal line item entitled **"Hazardous Materials Abatement Design Allowance"**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.D and enter that amount on their fee proposal line item entitled **"Hazardous Materials Construction Administration Allowance"**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

XII.SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

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

B. CATALOG CUTS

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

C. PROJECT DOCUMENT BOOKLET

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

D. DESIGN DOCUMENT CHANGES

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

E. SINGLE-PRIME CONTRACT

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

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

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

XIII. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: _____ 6/11/14
RONALD KRAEMER, JR., PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: _____ 6/11/14
JAMES MCKENNA, ASSIST. DEPUTY DIRECTOR DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: _____ 6/11/14
MICHAEL PREISIG, CLIENT PROJECT MANAGER DATE
JUVENILE JUSTICE COMMISSION

SOW APPROVED BY: _____ 6-11-14
PASQUALE PAPERO, DESIGN PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: _____ 6/12/14
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XIV.CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled, "Procedures for Architects and Engineers," Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

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

DESIGN DEVELOPMENT PHASE:

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 (if available)
7.4.2 Space Analysis & Program Requirements (if changed from Schematic Phase)
7.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
7.4.8 Regulatory Agency Approvals (See Section 6.4.8 for listing)
7.4.9 Confirm Utility Availability (On Site & Public)
Gas Service
Electric Service
7.4.10 Drawings: 6 sets
Cover Sheet (See A/E Manual for format)
Site Plan
Floor Plans
Elevations
Sections/Details
Structural Drawings
HVAC Drawings, Heating & Cooling Equipment Schedules
Electrical Drawings, Riser Diagram, Panel Schedules, Service Size
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

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
8.4.2 Space Analysis
8.4.3 Special Features Description, Communication/Security/Fire/Smoke/Exhaust
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, one (1) set AUTOCAD Discs
9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11
` 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
10.12.2 CPM Consultant

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 and Balancing Reports
(d) Boiler Inspection Certificates
(e) Shop Drawings
(f) Letter of Contract Performance
11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25
11.8.4 This Submission Checklist

11.9 Final Payment

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

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

11.11 Ensure Issuance of a "Certificate of Occupancy or Approval"

11.12 Submission Forms

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

XV.EXHIBITS

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

END OF SCOPE OF WORK

February 7, 1997
Rev.: January 29, 2002

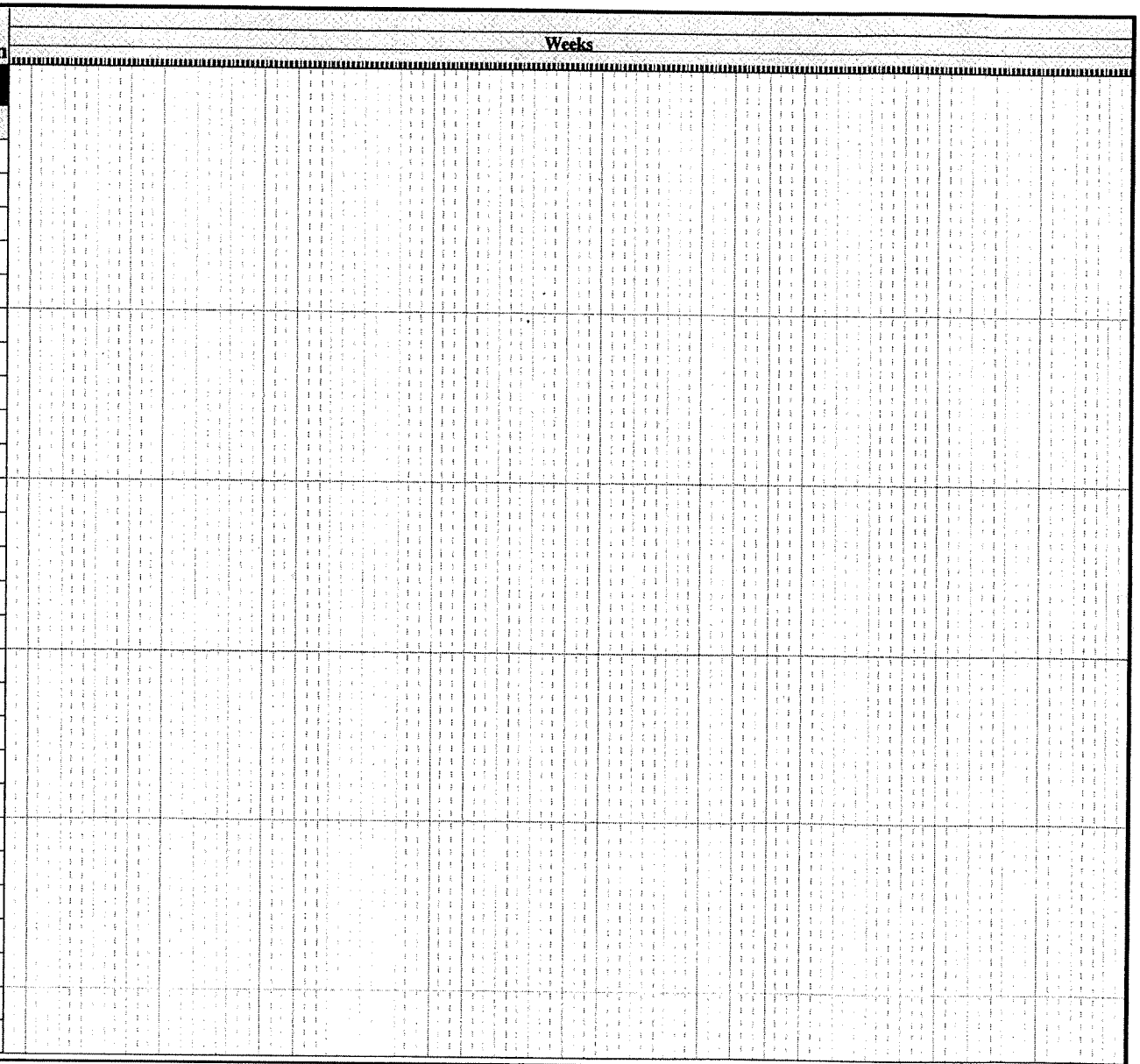
Responsible Group Code Table

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

CODE	DESCRIPTION	REPORTS TO ASSOCIATE DIRECTOR OF:
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
<PROJ>		
Design		
CV3001	Schedule/Conduct Predesign/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 Submitl for Constructability	OCS

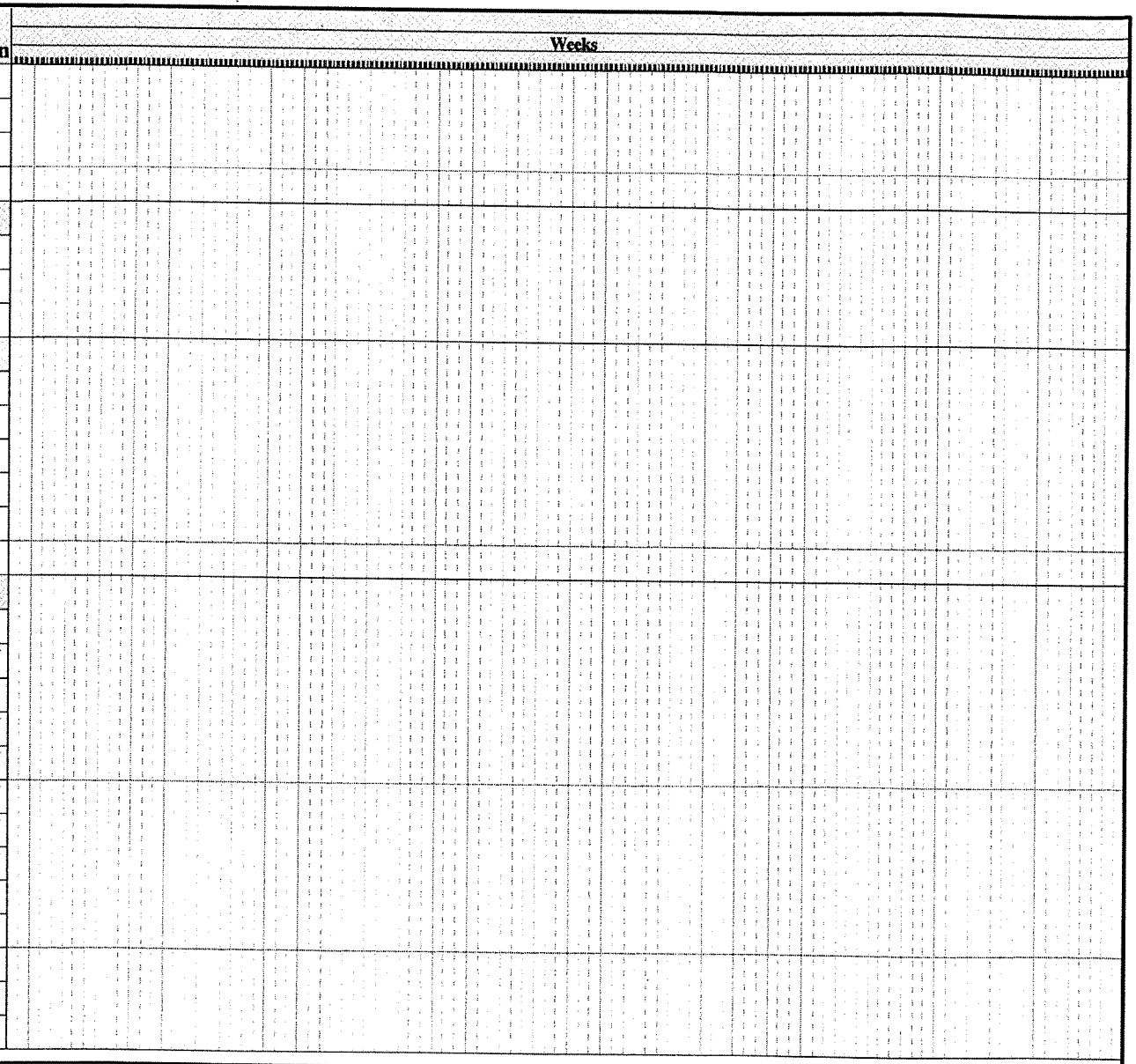


NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

Activity ID	Description	Rspn
CV3055	Review & Approve Final Design Submittal	CM
CV3056	Consolidate & Return Final Design Comments	CM
CV3060	Prepare & Submit Permit Application Documents	AE
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM
Plan Review-Permit Acquisition		
CV4001	Review Constr. Documents & Secure UCC Permit	PR
CV4010	Provide Funding for Construction Contracts	CA
CV4020	Secure Bid Clearance	CM
Advertise-Bid-Award		
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
Construction		
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



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

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

Activity ID	Description	Rspn	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	

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

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

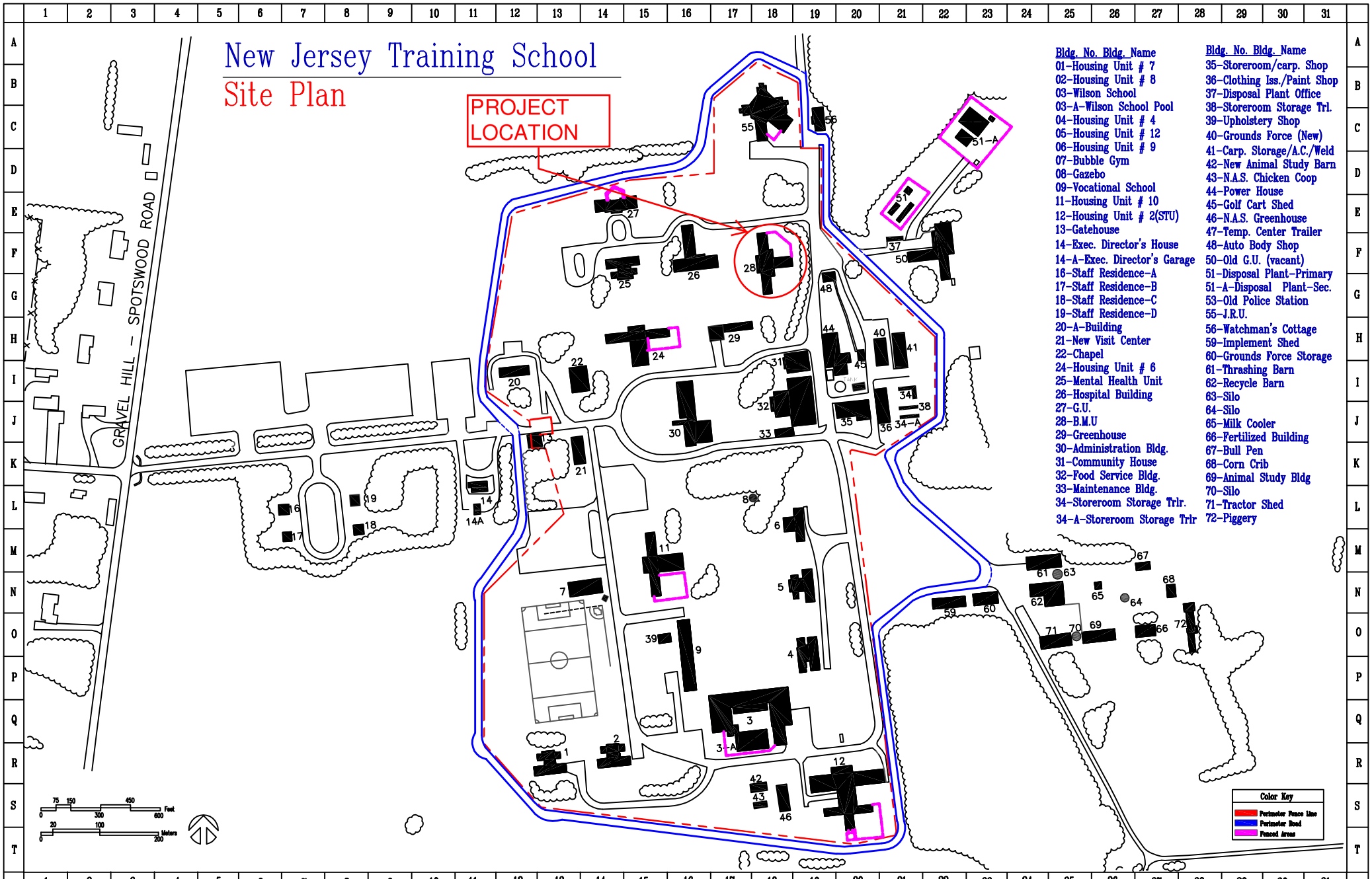

New Jersey Training School
Site Plan
PROJECT LOCATION
GRAVEL HILL – SPOTSWOOD ROAD
Bldg. No. Bldg. Name
01-Housing Unit # 7
02-Housing Unit # 8
03-Wilson School
03-A-Wilson School Pool
04-Housing Unit # 4
05-Housing Unit # 12
06-Housing Unit # 9
07-Bubble Gym
08-Gazebo
09-Vocational School
11-Housing Unit # 10
12-Housing Unit # 2(STU)
13-Gatehouse
14-Exec. Director's House
14-A-Exec. Director's Garage
16-Staff Residence-A
17-Staff Residence-B
18-Staff Residence-C
19-Staff Residence-D
20-A-Building
21-New Visit Center
22-Chapel
24-Housing Unit # 6
25-Mental Health Unit
26-Hospital Building
27-G.U.
28-B.M.U
29-Greenhouse
30-Administration Bldg.
31-Community House
32-Food Service Bldg.
33-Maintenance Bldg.
34-Storeroom Storage Trlr.
34-A-Storeroom Storage Trlr
Bldg. No. Bldg. Name
35-Storeroom/carp. Shop
36-Clothing Iss./Paint Shop
37-Disposal Plant Office
38-Storeroom Storage Trl.
39-Upholstery Shop
40-Grounds Force (New)
41-Carp. Storage/A.C./Weld
42-New Animal Study Barn
43-N.A.S. Chicken Coop
44-Power House
45-Golf Cart Shed
46-N.A.S. Greenhouse
47-Temp. Center Trailer
48-Auto Body Shop
50-Old G.U. (vacant)
51-Disposal Plant-Primary
51-A-Disposal Plant-Sec.
53-Old Police Station
55-J.R.U.
56-Watchman's Cottage
59-Implement Shed
60-Grounds Force Storage
61-Thrashing Barn
62-Recycle Barn
63-Silo
64-Silo
65-Milk Cooler
66-Fertilized Building
67-Bull Pen
68-Corn Crib
69-Animal Study Bldg
70-Silo
71-Tractor Shed
72-Piggery
Color Key
Perimeter Fence Line
Perimeter Road
Fenced Areas
Feet
Meters

EXHIBIT 'B'

Aerial View of Building

DPMC Project S0572-00

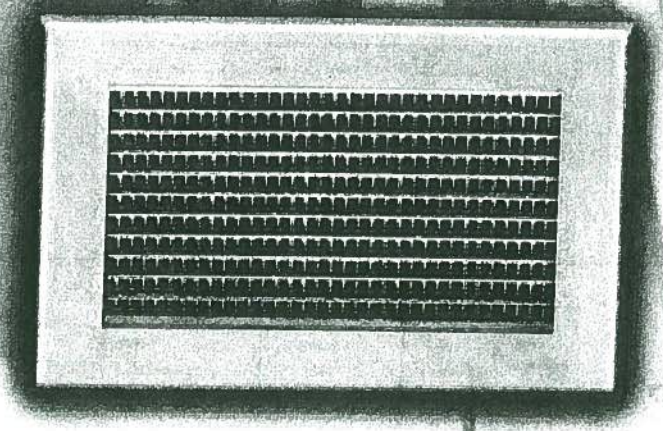
Roof Replacement and HVAC Upgrade
Behavioral Modification Unit
New Jersey Training School
Jamesburg, Monroe Twp, New Jersey

EXHIBIT 'C'

STAINLESS STEEL

S-VENT®

TOTAL CO$T $OLUTION



Premium Correctional Air Distribution

SUICIDE ATTEMPTS

RUST or PEELING PAINT

OBSTRUCTED AIRFLOW

WEAPONS or CONTRABAND

Anemostat

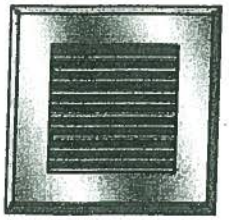
First in Product Design, Quality and Service

EXHIBIT 'D'

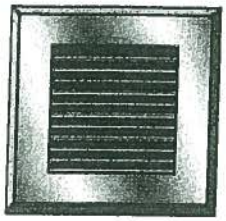
PERFORMANCE ADVANTAGES OF STAINLESS WITHOUT THE HIGH COST

MAXIMUM SECURITY

EXCEEDING TRADITIONAL INDUSTRY STANDARDS

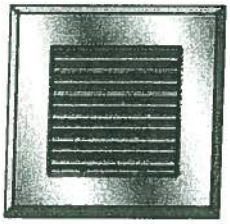


SSV22
3/16" x 3/16" Air Passage

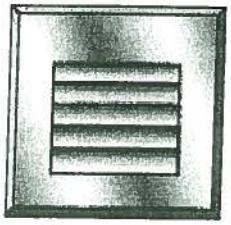


SSV42
3/16" x 3/16" Air Passage

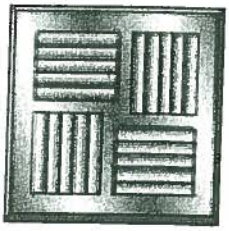
SSV23
3/16" x 7/16" Air Passage



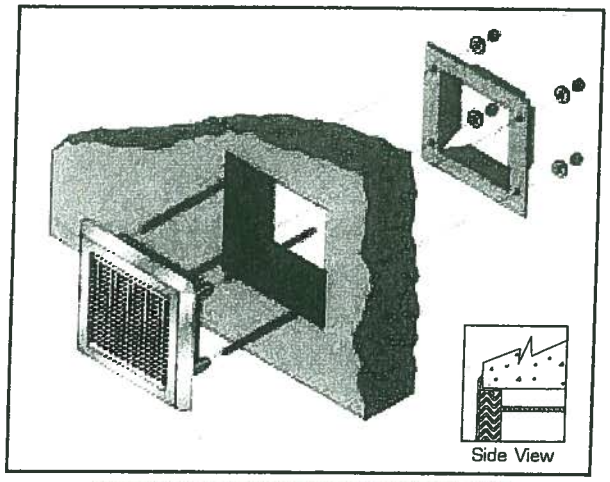
SSV26
3/16" x 2" Air Passage



SSV49
3/8" Horizontal Air Passage

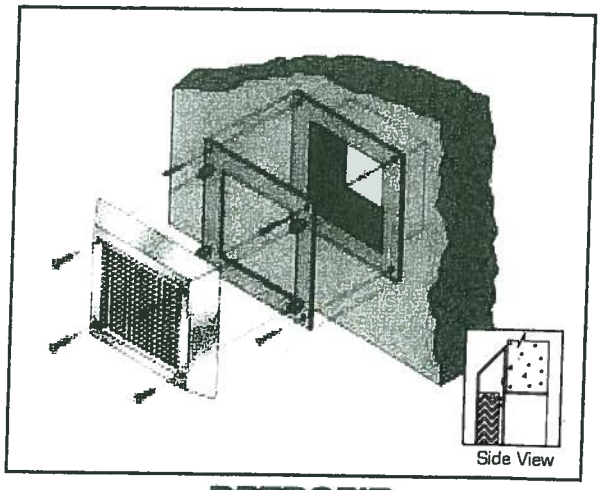


SSV432 Diffuser
3/8" Horizontal Air Passage
1,2,3 & 4 Way Throw



NEW CONSTRUCTION
Installation Drawing (Rear Wall Access)

OR



RETROFIT
Installation Drawing (Front Access)

- For use in all areas of close confinement such as prisons, jail cells, intake centers, juvenile detention and psychiatric facilities
- Stainless Material is #2B Finish
- Reduces Risk Management Costs
- Directional Air Flow delivers optimum air distribution performance
- Available in Powered Coated Steel Construction

United States Patents issued for S-Vent®
5,375,373 and 6,113,488

Anemostat®
SECURITY AIR PRODUCTS

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E-mail: airsec@anemostat.com • Website: www.anemostat.com

EXHIBIT 'D'

ATTACHMENT I

A. INSTITUTIONAL OPERATIONS - OUTSIDE CONTRACTOR SECURITY PROCEDURES

1. Purpose

   a. To provide a means of safely providing access to the facility to effect repairs or new construction without jeopardizing the safety, security, or orderly running of the institution.

2. Policy

   a. This administration is charged with the responsibility of safe custody and the welfare of our inmate juveniles. This procedure applies to all personnel contracted to provide services at the New Jersey Training school. Any person not willing to cooperate will be barred from admittance to the facility. All non-state employees are responsible and should comply with these procedures for their own protection as well as the safety of our juveniles and staff.

3. Procedure Guidelines

   a. The Contractor will submit a list of all workers who will be working on the project. The Contractor will also be responsible to have each worker fill out and submit an Internal Affairs Unit "Request for Background Information" at least two weeks prior to the date each worker is expected to be working in the institution. The office of the Director of Custody Operations will provide these forms to the Contractor upon request.

      Upon receipt of the background check from Internal Affairs, the Contractor will be notified if any of the workers will not be allowed into the institution. An approved list of workers will be promulgated and distributed to the appropriate persons and places.

   b. The Construction Workers will report to the Gatehouse each day for work and will turn in their personal ID in exchange for a pass. They must carry or wear this pass on their person at all times while inside the security perimeter of the institution.

   c. They will then proceed directly to the work site. They are to remain on the work site at all times. They are not to move around the grounds without a Custody Officer escort.

   d. If the workers are leaving the institution for lunch, they must leave in a group and be processed out, turning their pass back in to the Gatehouse in exchange for their personal ID. When returning form lunch, they will process in again. This is a time consuming process and the Custody staff do what they can to expedite it without compromising the security of the facility.

   e. At the end of the day the workers must again leave in a group, processing out through the Gatehouse in the same manner as described in item d above.

f. Depending on the scope of the construction, a service road may be established for use by the construction company. A checkpoint will exist to control unauthorized personnel. All construction supply vehicles, worker's vehicles, and heavy equipment will gain entrance to the facility via this service road.

g. All construction worker's privately owned vehicles will be parked in the transient parking area (Visitor's Lot) after which they will proceed directly to the construction area.

h. All tools being brought into the institution must be listed on an inventory slip provided by the workers bringing the tools in. This list will be submitted to the assigned Construction Officer who will meet them at the Gatehouse daily. The Construction Officer will inspect the tools , comparing them to the inventory list. The Officer will ensure that the tools stay with the workers throughout the day. At the end of the day, the Construction Officer will again check the tools going out against the inventory slip, which he has maintained in his possession throughout the day, to ensure that all tools brought into the institution are going out. Any discrepancies in tools or tool inventory will be immediately reported to the Shift Commander on Duty. The workers involved will be detained until such time as a Custody Supervisor Investigates the discrepancy and the Shift Commander releases them.

i. Whenever construction vehicles are allowed to be brought inside the security perimeter of the institution, they will be searched in the vehicle sally port each time coming in and out. Tools carried in vehicles are subject to be inventoried each time coming in and out as well. The driver of each vehicle will be responsible to have the required inventory list of all tools for submission to the Construction Officer as in item h. above.

j. Provision of toilet areas is the responsibility of the construction company (Spot-A-Pots, etc.).

k. Construction workers are not allowed to utilize the Employee Dining Room or the Campus Shop. They are not allowed to have outside food vendors deliver food inside the security perimeter of the institution. Depending on the individual project, the workers may be allowed to bring their lunch into the work site or they will be allowed to leave the institution and eat at their vehicles, go out, etc. If allowed to bring lunch into the work site, all food containers will be subject to be opened for a visual inspection when entering or leaving the facility. This will be discussed and agreed upon with the Director of Custody Operations or his designee at a pre-start meeting.

l. The construction company will provide a secure area such as a trailer, portable locked buildings, etc., as needed to ensure all tools and materials can be secure when not in use. The Director of Custody Operations or his designee will determine if the provided security is sufficient.

m. The function of the officer assigned to the construction site is to provide security and check ID's. He will assist in rectifying problems to expedite the work whenever possible, with security as his primary concern.

n. Excavations and other hazardous areas will be fenced off by the construction company. Any items which may be used by our inmates as weapons, to include scrap metal, wire, toxic substances, etc., must be disposed of in a secure manner so as to prevent their introduction into the rest of this facility.

o. NO ammunition or weapons of any type are to be brought onto the grounds of this institution by any contracted personnel.

p. Construction workers will refrain from any contact whatsoever with the inmates of this facility. They will not converse with them, nor are they to give or take ANY object whatsoever.

q. Construction workers will not interfere with the activities or operations of the institution in any way.

r. The construction area is off-limits for any inmates and/or staff at all times unless assigned to be there.

s. NO alcoholic beverages or drugs are permitted on grounds.

t. ALL vehicles will be securely locked at all times. All equipment, which cannot be locked, must be disabled when unattended. Tools must not be left unattended.

u. Institutional keys will not be issued to construction personnel under any circumstances. A Custody Officer will provide access to the appropriate areas of the institution as needed.

v. No photographs are to be taken without the permission of an administrator.

w. Warning lights must be displayed on all dangerous areas at night as directed by the institutional maintenance engineer.

x. All institutional fire regulations must be obeyed. These are available from the maintenance department.

y. The institutional speed limit is 15 MPH and will be adhered to at all times.

z. All excavations effecting roadways and sidewalks will be protected as directed by our maintenance engineer, and those across main roads must be covered with plates.

aa. Any difficulties encountered by construction workers will be referred to their foreman or supervisor. He will then contact out maintenance engineer who will act as the institutional liaison to resolve this matter.

STATE OF NEW JERSEY
JUVENILE JUSTICE COMMISSION

REQUEST FOR BACKGROUND INFORMATION

Form: BI-001
Revised: 3/25/14

SECTION A - I certify, under penalty of perjury, that I will answer all questions truthfully including any conviction of a crime or disorderly person offense. My signature below indicates my consent for a background check.

(LAST NAME) (FIRST NAME) (MI) (MAIDEN NAME)

(LIST ANY/ALL ALIAS' USED)

(ADDRESS: INCLUDE HOUSE NUMBER, STREET, APARTMENT NUMBER, CITY, STATE, ZIP CODE)

(DATE OF BIRTH) (PLACE OF BIRTH) (SOCIAL SECURITY #) ☐ MALE ☐ FEMALE

(DRIVER LICENSE #) (STATE) (RACE)

1) Have you ever been convicted, adjudicated guilty, or found guilty, as an adult or juvenile, of any crime or disorderly persons offense at anytime?

☐ NO ☐ YES, Explain below

2) Are there currently any pending criminal charges, disorderly persons offense charges, or other related charges pending against you anywhere?

☐ NO ☐ YES, Explain below

REASON FOR INQUIRY ☐ Criminal Justice Student ☐ Juvenile Volunteer ☐ Pre-Employment

☐ Parolee ☐ Adult Volunteer ☐ Outside Contractor ☐ Other

(PRINT APPLICANT'S LAST NAME, FIRST NAME, MI) (APPLICANT'S SIGNATURE) (DATE)

SECTION B - SIGNATURES

RESULTS OF INQUIRY ☐ All inquiries NEGATIVE ☐ See Attached Results

COMMENTS:

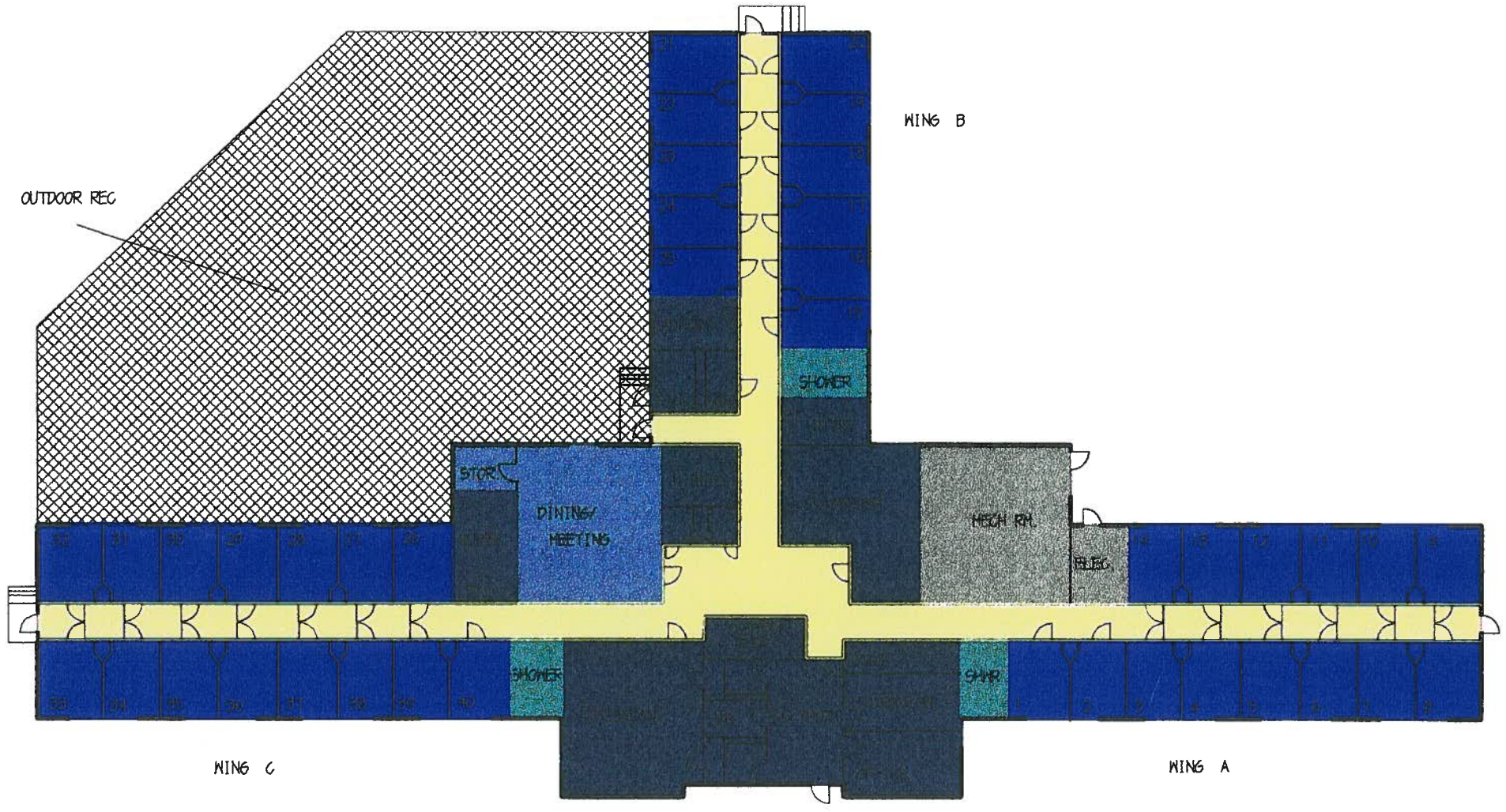
(JJC REQUESTER SIGNATURE) (DATE) (AUTOMATED CHECK COMPLETED BY) (DATE)

(FINGERPRINTED BY) (DATE) (FINGERPRINTS RECEIVED and REVIEWED BY) (DATE)

(RESULTS PROVIDED TO) (DATE) (RESULTS PROVIDED BY) (DATE)

New Jersey Training School

Cottage 5 (B.M.U.) - Bldg. No. 28



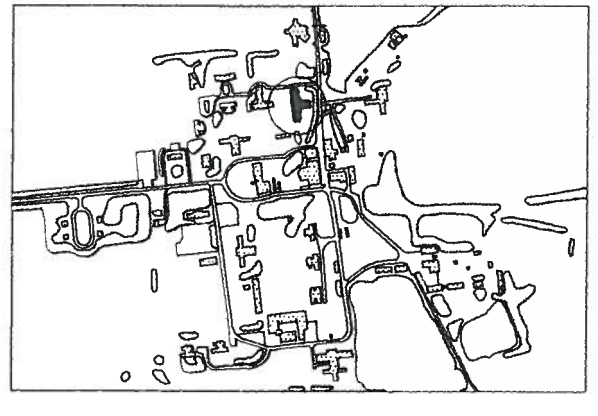
COMPONENT AREAS

FIRST FLOOR	TOTAL: 7747 SF
1.1 INMATE HOUSING	3221 SF
1.2 DAYROOM AREA	453 SF
1.3 HOUSING SUPPORT	1901 SF
1.4 HYGIENE AREA	197 SF
32 MECHANICAL	481 SF
CIRCULATION	1494 SF
19 OUTDOOR RECREATION	4159 SF

5 10 30
0 20 40 Feet

1 5
0 10 Meters

EXHIBIT 'G'



Phase I Report

First Floor Plan