### **SCOPE OF WORK**

### **Office Exterior ADA Rehabilitation**

Hopatcong State Park Landing, Morris County, NJ

### Project No. P1308-00

### **STATE OF NEW JERSEY**

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

### **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



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

Christopher Chianese, Director

Date: November 2, 2023

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### I. OBJECTIVE

The objective of this project is the removal and replacement of the Hopatcong State Park Office entrance walkways for both building occupants, DEP State Park and the State Park Police.

### 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):

### • P024 Barrier Free/ADA Design

As well as, <u>any and all</u> 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 \$ 150,000.

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

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

The Current Working Estimate (CWE) for this project is \$ 226,750.

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

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

### C. CONSULTANT'S FEES

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

### **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.	Site Access Approvals & Schedule Design Kick-off Meeting	14
2.	Design Development Phase	28
	• Project Team & DPMC Plan/Code Unit Review & Comment	14
3.	Final Design Phase	28
	• Project Team & DPMC Plan/Code Unit Review & Approval	14
4.	Final Design Re-Submission to Address Comments	7
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5.	DCA Submission Plan Review	30
6.	Permit Application Phase	7
	• Issue Plan Release	
7.	Bid Phase	42
8.	Award Phase	28
9.	Construction Phase	90
10.	Project Close Out Phase	30

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

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

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

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

### V. PROJECT SITE LOCATION & TEAM MEMBERS

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

The location of the project site is:

Hopatcong State Park 6 Lakeside Boulevard Landing, NJ 07850

GPS Coordinates 40.91613° N, -74.66342° W

See Exhibit 'B' for the project site location map.

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

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

Name:	Jason Freeborn, Project Manager
Address:	Department of Environmental Protection
	275 Freehold-Englishtown Rd.
	Freehold, NJ 07726
Phone No:	(609) 789-8125
E-Mail:	jason.freeborn@dep.nj.gov

### VI. PROJECT DEFINITION

### A. BACKGROUND

Lake Hopatcong, a 2500-acre freshwater lake discovered by the Lenape Native Americans, is New Jersey's largest lake located in Hopatcong State Park. Based on elevation changes, an engineered waterway was built relying on canals, locks and water-driven inclined planes lifting coal and iron cargo boats over a 100-mile route from the western New Jersey hills to the eastern region of the Hudson River and New York Harbor. The Morris Canal waterway route proved beneficial during the 1860s relying on the upstream source from Lake Hopatcong giving water power to transport these coal cargoes from the mines.

Open to the public year-round, the Hopatcong State Park and lake region provides visitors recreational opportunities such as swimming, fishing, picnic grills, boat launch access onto Lake Hopatcong, volleyball and basketball courts, soccer field, playground equipment and other outdoor activities. The Lake Hopatcong Historical Museum provides learning opportunities with exhibits on local American-Indian history, the Morris Canal and the history of the lake.

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

The 2-story frame and masonry building is built into a hillside near the entrance to the park. The upper level is shared with the Hopatcong State Park Office Staff and the NJ State Park Police. The park maintenance staff and support crew occupy the building's lower level and garages.

The building upper level office space is accessed by two (2) separate entrance ways – a sloped ramp on the left and a set of stairs on the right. The ramp on the left has a dedicated exterior door and the stairs on the right has a dedicated exterior door. The building's left entrance door is accessed through a separate exterior pathway.

The building's entrances are not built to the current ADA code. Additionally, there are safety issues regarding the weathered deterioration of the ramp, stairs and entranceways.

### VII. CONSULTANT DESIGN RESPONSIBILITIES

### A. DESIGN REQUIREMENTS

### 1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services to remove and replace the exterior entrances to the Hopatcong State Park office building. The design shall include the demolition and safe removal of the existing main office entrance ramp, stairs and related pathways. The demolition design shall include the Park

Police exterior entrance path. All access entrance paths shall be improved for an ADA accessibility and code compliant design.

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development (ORD) and Hopatcong State Park staff to outline all requirements necessary for the exterior rehabilitation. The Consultant shall document interviews with DEP and Park Staff to identify their requirements and Agency needs. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated into the Design.

The Consultant shall specify the appropriate materials used for the replacement of the building access ramps, stairs, and walkways. Access ramps and all entranceways shall be graded for winter conditions and routine maintenance activities. Material considerations shall include deicing chemical agents cracking, warping, and weather deterioration.

Any existing water drainage leaders and/or downspouts that require removal shall be reinstalled in an appropriate location for proper grading drainage. All site improvements shall be approved by the agency prior to construction.

### 2. Demolition:

Precautions shall be specified to eliminate dust and dirt in the occupied building during demolition. The Consultant shall specify in the design the necessary safety barriers and/or fencing required at the construction site to protect the employees of the park, police and visitors. The Consultant shall include in the design the demolition equipment type. Any removal of existing gardening, landscaping and/or vegetation shall be approved by the Agency. All below grade drainage piping shall be documented prior to any removal.

### 3. Entrance Pathways:

The park office entrance and park police entrance approaches shall be designed to meet current ADA/Barrier Free codes and standards. The main office stairs shall be removed and redesigned to meet current codes and standards.

The existing exterior ramp, stairs and entrance paths shall be used as the basis of design for the new entrance ways.

The design shall meet the necessary exterior code requirements for all entrance paths, stair height and/or ramp slope, as necessary. All guards and handrails shall be specified in the design. Any pathway surface painting or markings shall be included in the design.

### 4. Construction Staging & Phasing:

The offices for the DEP Park and Park Police will remain open during construction. Note shall include the park's busy season from Memorial Day weekend through Labor Day weekend. All necessary construction phasing shall be included in the design. Any temporary building access pathways shall be specified in the design.

Contractor staging or location of construction equipment, demolition debris, materials, storage and dumpsters shall be specified in an Agency approved secure area at the construction site.

### 5. DEP Highlands Review Process

Hopatcong State Park is located within the Highlands Planning Area of the Highlands Preservation Area. The Consultant shall determine any necessary prior approvals and/or project exemptions required within this region.

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

### 1. Design Meetings:

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

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

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

### 2. Design Presentations:

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

- a. Design Development Phase: One (1) oral presentation at phase completion.
- b. Final Design Phase: One (1) oral presentation at phase completion.

### C. EXISTING DOCUMENTATION

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

- Park Office, ADA Toilet Room Renovation, Hopatcong State Park, Date: April 8, 2003, Lammey & Giorgio
- Park Office, ADA Toilet Room Renovation, Hopatcong State Park, Date: June 10, 2003, Lammey & Giorgio
- Interior Alterations, Park Offices, Hopatcong State Park, Date: June 5, 2008, Lammey & Giorgio

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.

### VIII. PERMITS & APPROVALS

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

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

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

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

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

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

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

As of July 25, 2022, the Department of Community Affairs (DCA) is only accepting digital signatures and seals issued from a third party certificate authority. The DCA ePlans site can be found at:

https://www.nj.gov/dca/divisions/codes/offices/ePlans.html

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

https://www.state.nj.us/dca/divisions/codes/forms/pdf bcpr/pr app guide.pdf

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

Joyce Spitale, DPMC PO Box 235 Trenton, NJ 08625-0235 Joyce.Spitale@treas.nj.gov 609-943-5193

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

The NJUCC "Plan Review Fee Schedule" can be found at:

http://www.state.nj.us/dca/divisions/codes/forms/pdf\_bcpr/pr\_fees.pdf

### 2. NJ Uniform Construction Code Permit

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

The Consultant may obtain copies of all NJUCC permit applications at the following website:

http://www.state.nj.us/dca/divisions/codes/forms/

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

### 3. Prior Approval Certification Letters:

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

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

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

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

### 5. Special Inspections:

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

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf\_bulletins/b\_03\_5.pdf

### a. Definition:

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

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

### b. Responsibilities:

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

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

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

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

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

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

### IX. ALLOWANCES

### A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

### 1. Permits:

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

### 2. Permit Costs:

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

**NOTE:** The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

### 3. Applications:

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

### 4. Consultant Fee:

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

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

### X. 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 (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Alison F. Gottlieb 11/2/2023 ALISON F. GOTTLIEB PROJECT MANAGER DATE DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright

JAMES WRIGHT, MANAGER DPMC PROJECT PLANNING & INITIATION 11/2/2023 DATE

SOW APPROVED BY:	the to the	11/2/2023
	JÁSON FREEBORN, PROJECT MANAGER	DATE

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY:

11/2/23

CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE DIV PROPERTY MGT & CONSTRUCTION

### XI. CONTRACT DELIVERABLES

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

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

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

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

### XII. EXHIBITS

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

### END OF SCOPE OF WORK

### Deliverables Checklist Design Development Phase

### A/E Name:

A/E Manual	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
Reference		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Outline Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements					1	

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

Consultant Signature

### Deliverables Checklist Final Design Phase

### A/E Name:

A/E Manual	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
Reference		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Outline Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements				1	1	

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

### Deliverables Checklist Permit Application Phase

### A/E Name:

A/E Manual	Submission Item	-	Required by S.O.W.		Previously Submitted		osed
Reference		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements			•		•	

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

Consultant Signature

### Deliverables Checklist Bidding and Contract Award Phase

### A/E Name: \_\_\_\_\_

A/E Manual		Required by S.O.W.		Previously Submitted		Enclosed	
Reference	Submission Item	Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements	1				1	

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

Consultant Signature

Date

### Deliverables Checklist Construction Phase

A/E Manual	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
Reference		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements	-					

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

Consultant Signature

Date

### Deliverables Checklist Project Close-Out Phase

### A/E Name:

A/E Manual	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
Reference		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection						
	Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements	1	1	I	•	1	1
		-					

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

Consultant Signature

Date

February 7, 1997 **Rev.:** January 29, 2002

### **Responsible Group Code Table**

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

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

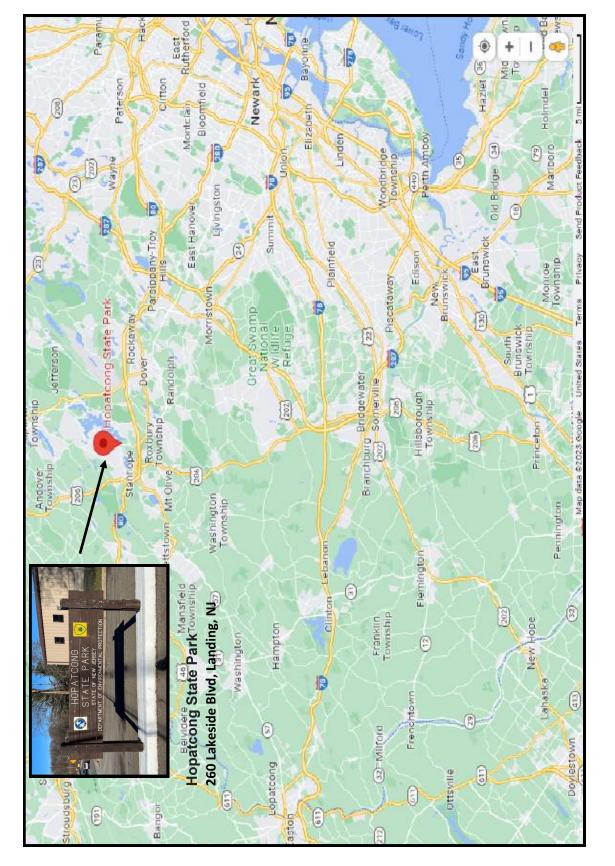
### EXHIBIT 'A'

B	Description	Rspa	
<proj></proj>	J>(		
22			
	Schedule/Conduct Predesign/Project Kick-Off Mtg.		
	Prepare Program Phase Submittal	<b>P</b>	
CV3021 I	Distribute Program Submittal for Review		
CV3027 I	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3022 I	Review & Approve Program Submittal		
CV3023 I	Review & Approve Program Submittal		
	Review & Approve Program Submittal	8	
	Consolidate & Return Program Submittal Comments	8	
	Prepare Schematic Phase Submittal		
CV3031 I	Distribute Schematic Submittal for Review	8	
CV3037 I	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3032 F	Review & Approve Schematic Submittal	5	
CV3033 F	Review & Approve Schematic Submittal		
CV3034 F	Review & Approve Schematic Submittal	8	
CV3035 C	Consolidate & Return Schematic Submittal Comment		
CV3040 F	Prepare Design Development Phase Submittal		
CV3041 I	Distribute D. D. Submittal for Review	8	
CV3047 F	Prepare & Submit Project Cost Analysis (DPMC-38)	<b>S</b>	
CV3042 F	Review & Approve Design Development Submittal		
	Review & Approve Design Development Submittal		
CV3044 F	Review & Approve Design Development Submittal		
1	Consolidate & Return D.D. Submittal Comments	8	
CV3050 P	Prepare Final Design Phase Submittal	<b>AE</b>	
	Distribute Final Design Submittal for Review	8	
	Review & Approve Final Design Submittal	8	
	Review & Approve Final Design Submittal	K	
CV3054 R	Review Final Design Submitl for Constructability		
NOTE: Refer	DTE: Refer to section "IV Project Schedule" of the	DBCA - TEST Sheet 1 d 3	
Scope	Scope of Work for contract phase durations.	Dureau of Design & Construction Services	XHIBIT 'A'
	Primavera Systems, Inc.		

CV3055	Description	RSpn 	
	ACCVIEW & Approve Final Lesign Submittal	č	
CV3056	Consolidate & Return Final Design Comments	<b>X</b>	
CV3060	Prepare & Submit Permit Application Documents	P	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	C	
Plan P	Plan Review-Permit Acquisition		
CV4001	Review Constr. Documents & Secure UCC Permit		
CV4010	Provide Funding for Construction Contracts	8	
CV4020	Secure Bid Clearance		
Adven	Advertise-Bid-Award		
CV5001	Advertise Project & Bid Construction Contracts		
CV5010	Open Construction Bids		
CV5011	Evaluate Bids & Prep. Reconnendation for Award	8	
CV5012	Evaluate Bids & Prep. Recommendation for Award	<b>B</b>	
CV5014	Complete Recommendation for Award	8	
CV5020	Award Construction Contracts/Issue NTP	8	
Consti	Construction		
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	S	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals		
CV6004	Longest Lead Procurement Item Ordered		
CV6005	Lead Time for Longest Lead Procurement Item		
CV6006	Prepare & Submit Shop Drawings		
CV6007	Complete Construction Submittals	SON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete		
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete		
NOTE:		DBCA - TEST Sheet 2 of 3	
Ref Sco	Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.	Bureau of Design & Construction Services	EXHIBIT 'A'
	C Drimevera Streteme Inc		

Activity	V Decommission					Weeks							
CV6014	Roughing Work Compl	CON											THE OWNER OF THE OWNER
CV6021	Interior Finishes Start	N							· ·· ·· ··	• • • • • • • • • • • • • • • • • • •			
CV6022	Install Interior Finishes	CON											
CV6030	Contract Work to Substantial Completion	CON			···· · · · · · · · · · · · · · · · · ·								
CV6031	Substantial Completion Declared	ß			······································		· · · · · ·		<ul> <li>a) an an</li> <li>a) an an</li> <li>a) an an</li> <li>a) an</li> </ul>	••••••••••••••••••••••••••••••••••••••		· · · ·	· · · · · · · · · · · · · · · · · · ·
CV6075	Complete Deferred Punch List/Seasonal Activities	CON					······································	· · · · · · · · · · · · · · · · · · ·					
CV6079	Project Construction Complete	ß					· · · · · · · · · · · · · · · · · · ·		· · · · · ·				
CV6080	Close Out Construction Contracts	G											
CV6089	Construction Contracts Complete	8								••••••••••••••••••••••••••••••••••••••	6. 00 0 900 An 1 1000 An 1 100 An 100 An 100 An 100 An		· · · · · · · · · · · · · · · · · · ·
CV6090	Close Out A/E Contract	ß				· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		<ul> <li>ar be</li> <li>ar be</li> <li>ar be</li> <li>br be</li> <li>br be</li> </ul>		0 10 1 1 10 10 101 1 10 10 101 1 10 10 10 10 1 10 10 10 1 10 10 10		
CV6092	Project Completion Declared	ß			· · · · · · ·				······································	••• ••• ••• ••• ••• ••• ••• ••• •• ••• •• ••• •• ••• •• ••• •• •••	10 400 10 1040 40 104 1040 404 404 105 404 404		
					x								
NOTE: Refe	); 'er ta section "IV Proiect Schedule" of the	DBCA.TEST				Sheet 3 of 3	of 3						
Sco	Scope of Work for contract phase durations. © Primavera Systems, Inc.	Bureau	Bureau of Design & Construction Services	Constructio	ı Service	S		EX		B			

### Project Site Location Map Hopatcong State Park **EXHIBIT 'B'**





### Hopatcong State Park EXHIBIT 'B'

Project Region



### Project Site Aerial View EXHIBIT 'B'



### EXHIBIT 'C'

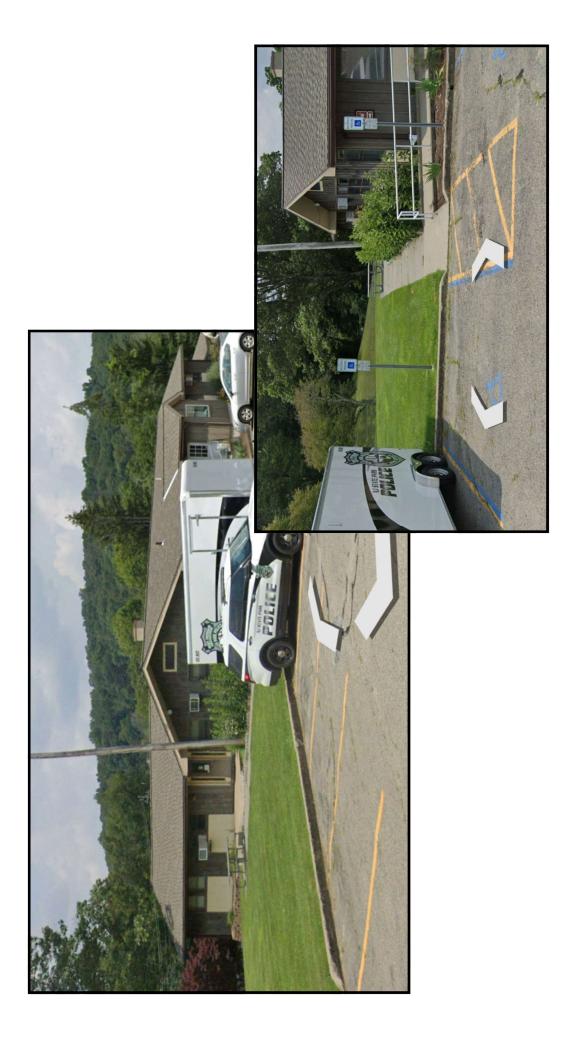
## Hopatcong Stake Park Office

**Project Site** 



# Hopatcong Stake Park Office EXHIBIT 'C'

Project Site



# Hopatcong Stake Park Office EXHIBIT 'C'

**Project Site** 





# Hopatcong State Park Office Building



