

SCOPE OF WORK

SSP Restroom Renovations

NJDOT Cherry Hill Maintenance Yard Building
Cherry Hill, Camden County, NJ

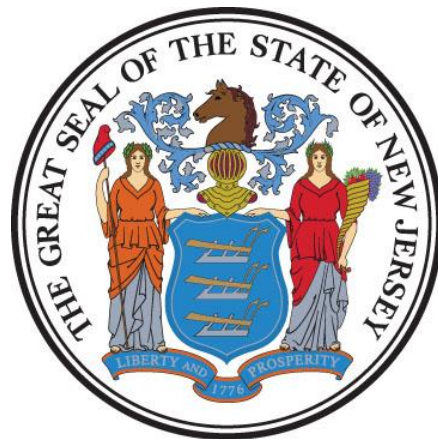
Project No. T0694-00

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: February 21, 2024

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I. OBJECTIVE

The objective of this project is to renovate the men’s restrooms, women’s restrooms, and janitor closets at the NJDOT Cherry Hill Maintenance Yard. A backflow preventer will be installed along with the replacement of the building’s sanitary piping up to the first manhole on the building property except for piping recently replaced.

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):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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 \$ 350,000.

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 \$ 500,750.

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. Survey Phase	28
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Schematic Design Phase	28
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
5. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. Final Design Re-Submission to Address Comments	7

• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
7. DCA Submission Plan Review	30
8. Permit Application Phase	7
• <i>Issue Plan Release</i>	
9. Bid Phase	42
10. Award Phase	28
11. Construction Phase	210
12. 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:

NJDOT Cherry Hill Maintenance Yard
120 Frontage Road
Cherry Hill, Camden County 08002
GPS Coordinates: 39.904204° N, 74.984354° 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.

1. DPMC Representative:

Name: Nehad Mohamed, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 292-6558
E-Mail: Nehad.Mohamed@treas.nj.gov

2. New Jersey Department of Transportation:

Name: Luc T. Maitre, Project Manager
Address: Department of Transportation
1035 Parkway Ave., PO Box 600
Trenton, New Jersey 08625
Phone No: (609) 963-2579
E-Mail: Luc.Maitre@dot.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Department of Transportation (NJDOT) owns and operates maintenance yard facilities to provide equipment repair and preventative maintenance to NJDOT and other agency vehicles. The Cherry Hill Maintenance Yard is located in Cherry Hill Township in Camden County. This facility also functions as a DOT Safety Service Patrol (SSP) center. The NJDOT staff, maintenance crew, and SSP personnel require the building to be operable year-round including holidays and accessible throughout all hours of the day and evening. (See **Exhibit ‘B’** for a site map.)

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Cherry Hill Maintenance Yard Office & Garage building is a one-story mixed office and garage space. The concrete block building is 19,765 square foot slab-on-grade construction on an asphalt parking lot. The mechanical room and panel switchgear is located in the building’s basement.

The building has 102 occupants and is used for the NJDOT southern region – Safety Service Patrol (SSP), Maintenance, and Garage/Yard. The original building was a smaller footprint with the existing maintenance workplaces and garages added afterwards. Each of the building regions require their dedicated locker room, bathrooms, showers, and break room. The building is partially equipped to support the plumbing and piping necessary to install sanitary fixtures and a backflow preventer. The existing restrooms are original to the building and equipment/fixtures have exceeded their lifetime and do not meet current code and/or standards. (See **Exhibit ‘C’** for photos.)

A hazardous material assessment has been conducted in 2019 with inspection results and mitigation recommendations provided in the report. Additionally, there is separate project, T0696-00, to remove and replace the building’s existing generator located in the basement. The building will remain operational during all renovations and construction.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. Restroom Renovations:

The Consultant shall conduct a survey and provide the Design, Construction Administration, Permitting and Bid/ Award services for the removal and replacement of all the existing restrooms. The Consultant shall evaluate and provide the design to include a breakroom, male and female locker rooms with shower facilities for staff working after hours and during winter.

The survey shall include and identify, but not be limited to: room dimensions, door and window openings, room finishes, all fixtures, waste, drain, vent, water supply piping, sanitary piping, floor drains, heating and/or cooling outlets. The Consultant shall investigate the feasibility and provide an Agency approved design for having contactless/touch-free, motion and/or sensor access, electric Agency approved mounted toilets and mounted urinals, where necessary, and a minimum of one sink in each restroom. All pipe chase access will need to be verified. Shut-off valves shall be replaced or installed, where necessary. ADA / Barrier free access will be evaluated and brought up to code, where feasible, and as allowed by the NJ Uniform Construction Code, Rehabilitation Subcode, Chapter 6. The restrooms may need a bigger room for the addition of showers and to meet ADA requirements. This may require demolition of the walls and changing the layout of the restrooms. An agency approved phasing plan shall be included for the restroom replacements.

2. Demolition & Removal:

The Consultant shall provide the design for the demolition and safe removal of the existing

restrooms. The existing Hazardous Material report completed in 2019 shall be used as a guide to determine the appropriate abatement methods required for the safe removal of any hazardous materials found. The Design Consultant shall make note of any specialty construction equipment required for the demolition and safe removal of the debris and/or fixtures. This shall include but not be limited to: installation, maintenance and removal of temporary protection measures, all required pedestrian traffic control measures, limits of removal for existing finishes and fixtures and piping, removal and legal disposal of all demolition items. If any of the walls are to be demolished, the Consultant shall make sure that this does not compromise the structural integrity of the building. If any structural walls are to be demolished, the consultant shall provide a design for supporting the structure. The Consultant shall evaluate and determine the necessary ceiling design for the project. Any ceiling repair or patch-work shall be included in the design. The Consultant shall also identify any and all items to be removed and replaced or removed and placed to storage. Any demolition equipment and/or dumpster locations shall be provided at an Agency approved location

3. Carpentry:

The Consultant shall provide all design requirements for any and all carpentry items, whether exposed or concealed, necessary for attachment and or support of other work. The proposed counter tops shall be of a solid surface material and shall be fully anchored and supported. Sink type shall be discussed in the design phase. Doors, frames and hardware shall be barrier free where feasible.

4. Finishes:

All floor and wall surfaces shall be prepared for tile finish. The consultant shall determine and provide the necessary floor and wall prep work as required by the type of tile to be installed. The Agency approved height of the wall tile shall be determined by the Design Consultant. Wall surfaces not receiving a tile finish shall be prepared for a paint finish, with suitable substrate. The paint finish shall extend up to or above the finished ceiling height. All floor tile finishes shall be designed with a slip resistant finish suitable for restrooms. Floors shall have a code compliant, positive drain slope to floor drains, where applicable.

5. Fixtures:

The Consultant shall design all the fixtures for the project that shall include but not limited to: sinks, toilets and shower stalls. Agency approved mounted toilets and urinals are preferred. Electric flush-meters, faucets and hand dryers are also preferred along with a garbage disposal for one sink in each bathroom. All fixtures and their controls shall be suitable for facilities of this type and shall meet all requirements relative to Barrier Free where feasible and as allowed by the NJ Uniform Construction Code, Rehabilitation Subcode, Chapter 6. The Consultant shall determine if the existing water pressure is sufficient for the proper operation of the new fixtures. If not, provide a system design that will satisfy water pressure demand of the new fixtures.

6. Accessories:

The Consultant shall provide the design criteria for the accessories for the renovated restrooms. This shall include but not be limited to: grab bars, mirrors, shelves, toilet tissue dispensers, feminine hygiene dispensing and disposal units, paper towel dispensers, robe hooks, soap dispensers and hand dryers. Mounting heights for all accessories shall be code and Barrier Free compliant.

7. Waste, Drain, Vent Piping:

All existing waste, drain and vent piping removal shall be limited to altering the water closets and any floor mounted fixtures from wall mounted fixtures. Sanitary piping under the concrete flooring has been clogged. Sections of the clogged piping have been replaced with other sections remaining clogged and also require replacement. The Consultant shall determine the remaining clogged piping and provide a design to remove and replace any necessary piping below the concrete up to the first manhole on the building property. The Consultant shall determine the feasibility to replace the existing plumbing and sanitary piping in the chase room in order to avoid unnecessary change orders during construction. All new pipe materials, floor drains, hangers, pipe fastening materials and all other components of the new work shall be adequately sized and suitable for facilities of this type. The Consultant shall provide the design criteria for the sanitary waste and vent piping to meet the demands of the new plumbing fixtures. This is to include any new under the floor waste and vent piping to the new fixtures and floor drain locations. All new installations shall comply with all applicable building codes and regulations.

8. Supply Piping:

The Consultant shall design supply piping to meet the demands of the toilets, sinks and showers, where applicable. Supply rooms/ janitor closets shall include the replacement or installation of slop sinks. Verify access for pipe chases. All piping shall clearly show the utility interface demarcation in the chase room. The replacement or installation of shut-off valves shall be provided where necessary. The system design shall also consider but not be limited to: all pipe joint connection methods, installation of appropriate valves, water temperature tempering devices, pipe anchoring and bracing, change in direction fittings, and all other items necessary to provide a complete water supply system.

Plumbing shall be of PEX piping where permitted. All supply piping not of PEX piping shall be insulated with an appropriate material sufficient to maintain desired water temperatures and prevent condensation build-up. The insulation design criteria shall consider all components to include but not be limited to: insulation thickness, insulation jacket material, insulating of all fittings and valves, butt-joint fastening, and all other items necessary to provide a completely insulated water supply system. All exposed to view piping within the restrooms shall also be insulated with the appropriate materials.

9. Backflow Preventer:

The Consultant shall provide the design for a new backflow preventer. Included in the design shall be the installation, testing, in-service commissioning, and all certifications for the new backflow preventer.

10. HVAC:

The Consultant shall evaluate the existing HVAC systems in each restroom to ensure adequate fresh air is supplied per code requirements. Provide the design for upgrades as required. All air distribution grills, registers and diffusers shall be removed and stored to allow the new work to proceed. Upon completion of the work these items shall be cleaned and reinstalled. If required, all other heating, cooling and air distribution components shall be removed and stored to allow for the new work to proceed. All removed items shall be cleaned, reinstalled and shall function properly after reinstallation. Any and all adjustments to any pipe work, electrical lines, ductwork etc., shall be performed to allow for reinstallation.

11. Electrical:

The Consultant shall include in the design all electrical requirements for the project and the specifications for LED lighting and fixtures.

12. Contractor Staging Area:

Construction documents shall include an Agency approved staging area by the Project Team indicating the location where the contractor can store debris, materials, tools, and equipment. The design shall include an Agency approved clean-up schedule.

B. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the facility, 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 Sub-code.

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 **X.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, sub-code 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 **X.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 **X.D**.

There shall be no “mark-up” of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.B** “Hazardous Building Materials”. All costs associated with managing, coordinating, observing and administering sub-consultants 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.

C. 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:

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

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

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

D. 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.

- Hazardous Materials Report for Cherry Hill Maintenance Yard, November 19, 2019, USA Environmental Management, Inc.

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 X.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 sub-code 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. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

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 its fee proposal.

X. 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.

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.J 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

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.J 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.

PROJECT NAME: SSP Restroom Renovations
PROJECT LOCATION: NJDOT Cherry Hill Maintenance Yard, Camden County
PROJECT NO: T0694-00
DATE: February 21, 2024

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.I 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.

PROJECT NAME: SSP Restroom Renovations
PROJECT LOCATION: NJDOT Cherry Hill Maintenance Yard, Camden County
PROJECT NO: T0694-00
DATE: February 21, 2024

XI. SOW SIGNATURE APPROVAL SHEET

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

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (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* 2/21/2024
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *James Wright* 2/21/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *Dennis W. Meszaros* 2/21/2024
DENNIS W. MESZAROS, PROJECT MANAGER DATE
NEW JERSEY DEPARTMENT OF TRANSPORTATION

SOW APPROVED BY: *Nehad Mohamed* 2/26/2024
NEHAD MOHAMED, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: *Chris Geary* 3/1/24
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. 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 <https://www.nj.gov/treasury/dPMC/Assets/Files/ProceduresforArchitectsandEngineers.pdf> 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:

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

XIII. EXHIBITS

- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **DRAWINGS**
- D. **FLOOR PLAN**

END OF SCOPE OF WORK

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		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						

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.

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

EXHIBIT 'A'

Activity ID	Description	Respon	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV2001	Distribute Final Design Submittal for Review	CM	
CV2002	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

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

DBCA - TEST

Bureau of Design & Construction Services

Sheet 1 of 3

EXHIBIT 'A'

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

DBCA - TEST

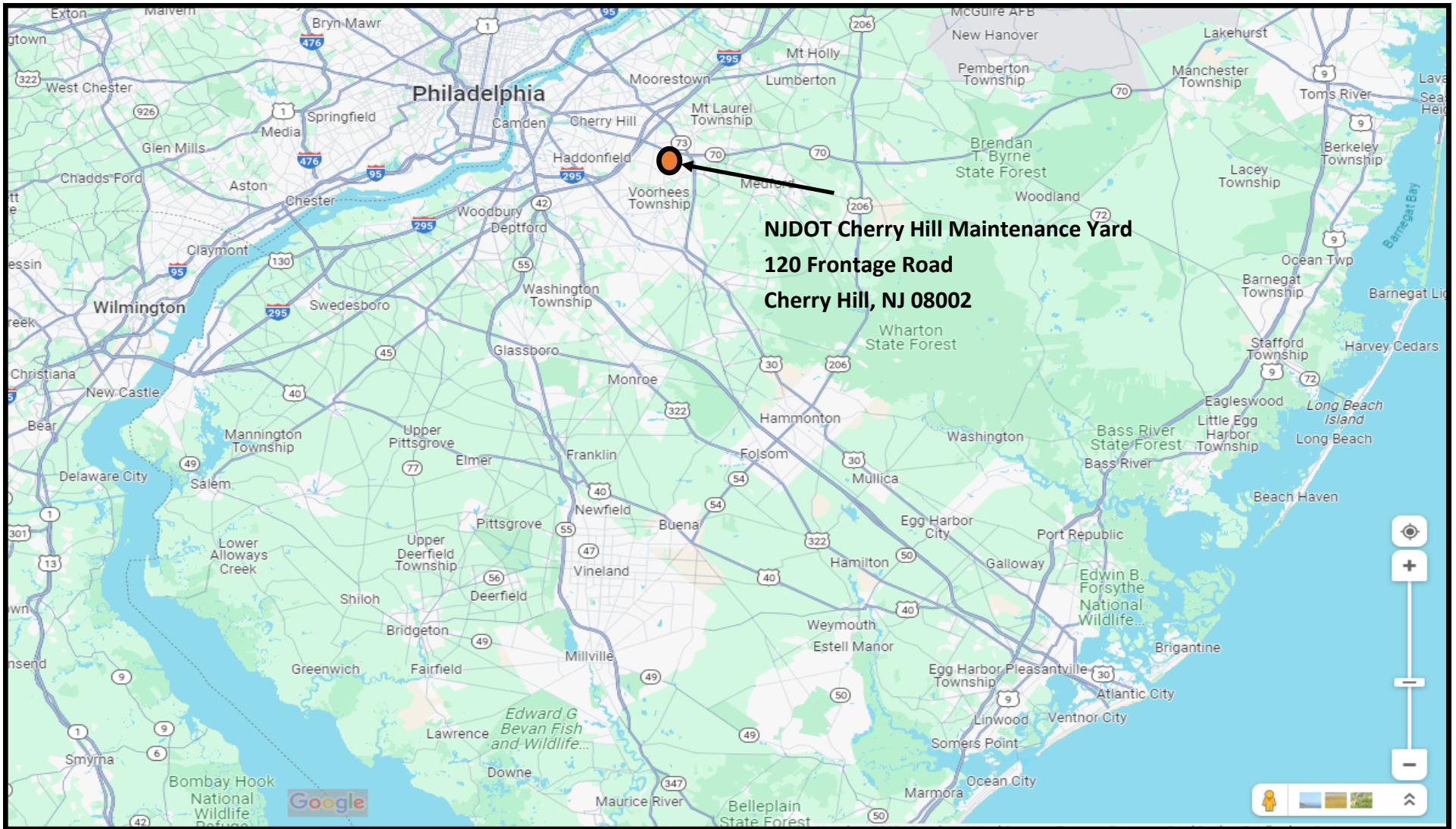
Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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Project Site Location Map - NJDOT South
Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'B'



Project Location - NJDOT South
Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'B'



Project Site - NJDOT South
Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'B'



Photos - Exterior views
Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'C'



Photos - SSP open area
Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'C'



Photos - Maintenance Area

Cherry Hill Maintenance Yard - Office & Garage Building

EXHIBIT 'C'



Photos - Garage/ Yard Area

Cherry Hill Maintenance Yard - Office & Garage Building

EXHIBIT 'C'



Photos - Mechanical Room / Basement
Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'C'

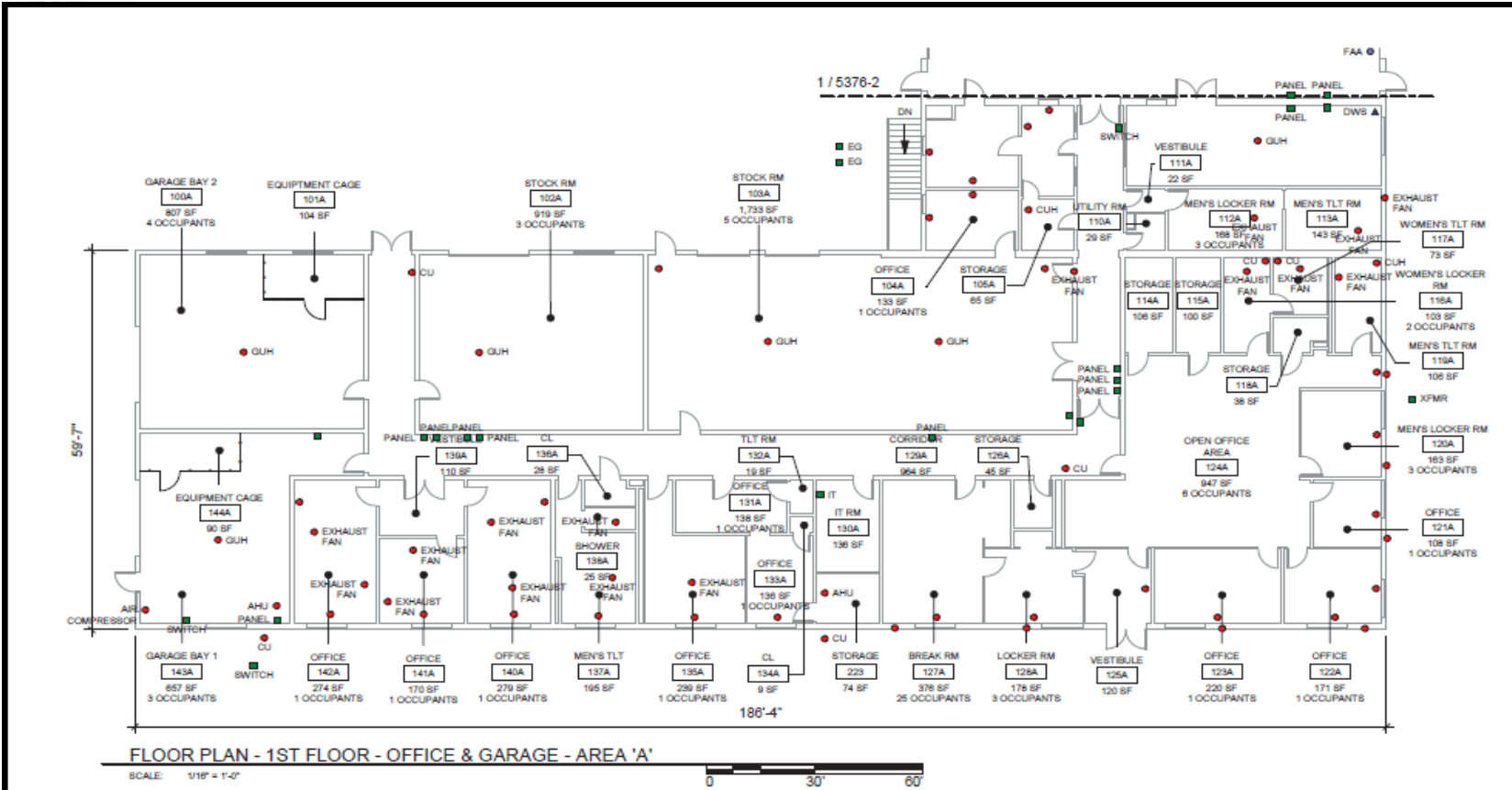


DISCLAIMER: BASELINE USE ONLY.

BUILDING DATA
 BUILDING NAME: OFFICE & GARAGE
 LBAM LAND ID: 5376
 LBAM BUILDING ID: 1488
 • BUILDING AREA (GROSS SF): 19,765 SF
 • NUMBER OF STORES: 1
 • OCCUPANT LOAD: 102 OCCUPANTS

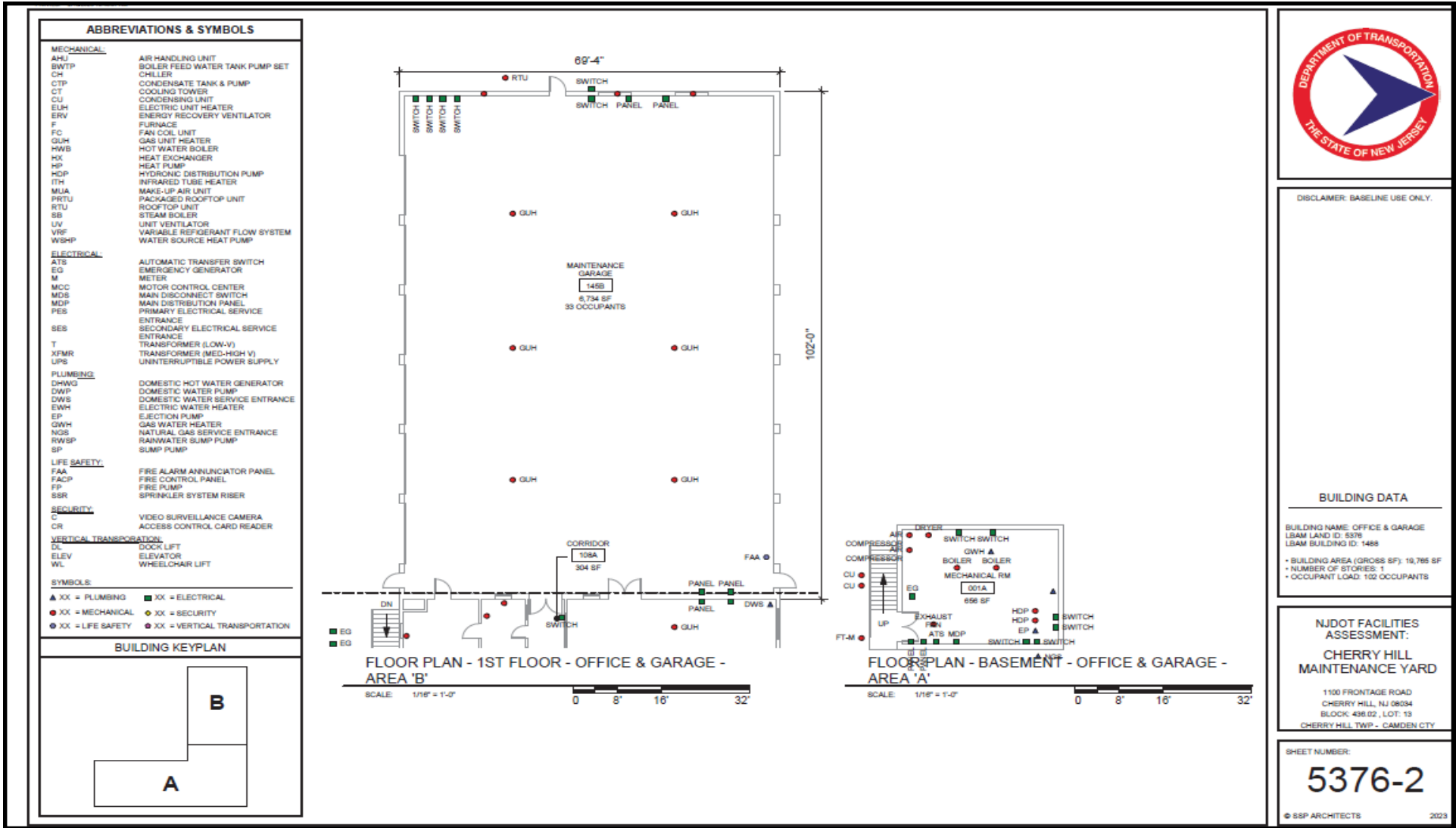
NJDOT FACILITIES ASSESSMENT:
CHERRY HILL MAINTENANCE YARD
 1100 FRONTAGE ROAD
 CHERRY HILL, NJ 08034
 BLOCK: 436.02, LOT: 13
 CHERRY HILL TWP - CAMDEN CTY

SHEET NUMBER:
5376-1
 © 8SP ARCHITECTS 2023



BUILDING KEYPLAN	ABBREVIATIONS & SYMBOLS			
	MECHANICAL	MECHANICAL CONT.	ELECTRICAL	SECURITY
	AHU AIR HANDLING UNIT	PRTU PACKAGED ROOFTOP UNIT	XFMR TRANSFORMER (MED-HIGH V)	C VIDEO SURVEILLANCE CAMERA
	SWTP BOILER FEED WATER TANK PUMP SET	RTU ROOFTOP UNIT	UPS UNINTERRUPTIBLE POWER SUPPLY	CR ACCESS CONTROL CARD READER
	CH CHILLER	SB STEAM BOILER	PLUMBING	VERTICAL TRANSPORTATION
CTP CONDENSATE TANK & PUMP	UV UNIT VENTILATOR	DHWG DOMESTIC HOT WATER GENERATOR	DL DOCK LIFT	
CT COOLING TOWER	VRF VARIABLE REFRIGERANT FLOW SYSTEM	DWP DOMESTIC WATER PUMP	ELEV ELEVATOR	
CU CONDENSING UNIT	WSPH WATER SOURCE HEAT PUMP	DWS DOMESTIC WATER SERVICE ENTRANCE	WL WHEELCHAIR LIFT	
EUH ELECTRIC UNIT HEATER	ELECTRICAL	EWH ELECTRIC WATER HEATER		
ERV ENERGY RECOVERY VENTILATOR	ATS AUTOMATIC TRANSFER SWITCH	EP EJECTION PUMP		
F FURNACE	EG EMERGENCY GENERATOR	GWH GAS WATER HEATER		
FC FAN COIL UNIT	M METER	NGS NATURAL GAS SERVICE ENTRANCE		
GUH GAS UNIT HEATER	MCC MOTOR CONTROL CENTER	RWSP RAINWATER SLUMP PUMP		
HWB HOT WATER BOILER	MDS MAIN DISCONNECT SWITCH	SP SUMP PUMP		
HX HEAT EXCHANGER	MDP MAIN DISTRIBUTION PANEL	LIFE SAFETY		
HP HEAT PUMP	PES PRIMARY ELECTRICAL SERVICE ENTRANCE	FAA FIRE ALARM ANNUNCIATOR PANEL		
HDP HYDRONIC DISTRIBUTION PUMP	SES SECONDARY ELECTRICAL SERVICE ENTRANCE	FACP FIRE CONTROL PANEL		
ITH INFRARED TUBE HEATER	T TRANSFORMER (LOW-V)	FP FIRE PUMP		
MUA MAKE-UP AIR UNIT		SSR SPRINKLER SYSTEM RISER		
			▲ XX = PLUMBING ■ XX = ELECTRICAL ● XX = MECHANICAL ◆ XX = SECURITY ○ XX = LIFE SAFETY ✖ XX = VERTICAL TRANSPORTATION	

Floor Plan
 Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'D'



Floor Plan
 Cherry Hill Maintenance Yard - Office & Garage Building
EXHIBIT 'D'