

SCOPE OF WORK

Fire Protection Upgrades

New Lisbon Developmental Center
New Lisbon, Burlington County, New Jersey

Project No. M1583-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: July 21, 2023

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I. OBJECTIVE

The objective of this project is to upgrade the fire protection systems at New Lisbon Developmental Center in Burlington County, New Jersey.

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):

- **P010 Fire Protection Engineering**

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**
- **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 \$4,561,544.

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 \$6,560,000.

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

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

C. CONSULTANT’S FEES

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

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. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	

8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. 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:

New Lisbon Developmental Center
1 Bennion Ave/Route 72 (Just South of Route 70)
New Lisbon, Burlington County, NJ

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: Amit Mehta, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 292-1905
E-Mail: Amit.Mehta@treas.nj.gov

2. Department of Human Services:

Name: Christian Casteel, Director
Address: Department of Human Services
222 South Warren Street, PO Box 700
Trenton, New Jersey 08625
Phone No: (609) 984-5501
E-Mail: christian.casteel@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Lisbon Developmental Center is located in Burlington County and was founded in 1914 and the cottages of the facility were constructed in the late 1960's. It is the home for approximately 248 mentally and physically challenged individuals. The Center is manned 24-hours a day, 7 days a week. The Center provides a foundation for training, learning and maintaining health while enhancing the quality of life for individuals who reside on the grounds.

B. FUNCTIONAL DESCRIPTION OF THE BUILDINGS

The existing fire alarm system is a Johnson Controls/Simplex system in approximately 30 Building. There is a standalone Notifer panel in the Academic Building, and Notifer panels in the MSU complex, with MSA A and MSU B panels reporting to a remote annunciator in Ivy. All Notifier systems are not addressable but do report to the campus head end panel in Administration. DHS seeks to replace the entire campus system with a non-proprietary, open-

protocol, addressable system and if possible would prefer to keep a similar head end arrangement, but would consider a system with multiple closed loops reporting to the Administration building.

The facility is seeking a fully addressable system and replacement of the remote dialer. See **Exhibit 'C'** for a list of buildings.

There is a fiber backbone in conduit that may be usable to tie in new equipment.

Most of the Asbestos Containing Materials have been abated. However, there may still be some ACM's, especially in mechanical spaces.

The fire suppression system will remain and connect to the new fire alarm system.

In 2012 under DPMC Project A1106-00, the facility added natural gas boilers to every building and no longer had use for heating previously supplied from the power house. Battery powered carbon monoxide detectors were added. The facility desires addressable CO detectors as part of the new system.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW FIRE ALARM SYSTEM

1. Survey/Needs Assessment:

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

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

- Provide an analysis of which manufacturers can meet the non-proprietary, open protocol and addressability needs of the facility.
- Provide a review of the Centers for Medicare & Medicaid Services (CMS) citations related to fire suppression main post indicating valve (PIV) monitoring in accordance with NFPA 99 and 101, 2012 edition.
- Identify all existing fire detection system components, both operable and inoperable, that shall be removed and replaced as part of this project.
- Identify all fire suppression system and flow control valves that require monitoring by the new fire detection system.

- Identify building systems and components that require monitoring (duct work, air handlers, etc.) and any other conditions that need to be monitored by the fire detection system.
- Consult with facility staff and identify the appropriate location for all new remote annunciator panels. Determine the design requirements for space needs, existing equipment relocation, electrical power, tie-in to the main alarm panel, and provisions for a protected environment at each panel site location where required.
- Identify the location and space requirements for the main fire alarm panel.
- Identify the design requirements and exact routing of all new electrical distribution power wiring, if necessary, to the fire detection system and related components and the upgrades required for any existing electrical system component.
- Identify all obstructions that must be altered, relocated, or removed in order to install the new fire detection system.
- Identify the requirements for power to run the system and the availability of output devices to enable local as well as remote monitoring.
- Identify the design requirements for backup power, through batteries and/or UPS, so that a loss of power, for any reason will not limit the operation of the detection and annunciation of the system.
- Survey the existing suppression system and make design provisions to tie the suppression system into new panels as necessary.
- Consultant shall provide recommendations to connect the existing panels that are still supported by the manufacturers to the new main panel.

The survey/needs assessment shall be submitted in a hardcopy report (four copies) and digital copy as part of the Schematic Phase of the project and shall include an estimate of the construction cost based on the findings of the survey/needs assessment.

2. New System Design Criteria:

Provide the design and specifications to replace all of the existing fire alarm detectors, peripheral devices and panels at the facility with a new non-proprietary system. In addition, address the following as may be applicable.

- System shall be a non-proprietary, open protocol and fully addressable network system.
 - Protection of the fire alarm system from electrical surges, spikes, sags, over-voltages, brownouts, and electrical noise.
 - Addressability of devices and notifications made to the building fire alarm control panels and the facility main fire alarm station panel.
 - All programmable devices must be able to have their addresses set without special equipment, tools, or programs. Changing of vandalized heads or devices must be able to be completed by facility maintenance staff without the requirement of special software or tools.
 - Software requirements and compatibility with new devices.
-

- New smoke detectors shall be appropriate for the institution and approved by facility staff. Install heat detectors rather than smoke detectors in high humidity locations.
- As applicable, duct detectors shall be installed so they are accessible for repair or replacement. They shall be located in areas ensuring laminar flow across the detector. Do not locate them downstream of humidity injection points. Each duct detector shall have a LED that can be easily observed and located by the fire company and other interested parties. Each duct sensor shall be self-compensating for the effects of air velocity, temperature, humidity, and atmospheric pressure and not require field adjustments to compensate for the above effects.
- The building fire alarm control panels shall be wired to all peripheral alarm and initiating devices and tied into remote annunciator panels located in a convenient area near the fire department entrance to the buildings and shall be readily accessible and readily visible to fire fighters. The building fire alarm control panels and annunciator panels shall be tied into the existing or a new electrical power source at their location in the building.
- Consult with facility staff and provide additional annunciator panels in locations as needed.
- Provide a riser diagram drawing for the building fire alarm control panels that identifies their connections to the various circuits and peripheral initiating devices.
- Any new low voltage wiring, if necessary, from the fire alarm panels to the peripheral devices shall be concealed and run in wire mold or conduit, whichever is more appropriate for the building conditions, security requirements, efficiency, and cost effectiveness. Any exposed wiring installed above the ceiling shall be plenum fire rated cable in accordance with NEC Article 760 or must be protected in conduit. Protect exposed fire alarm wiring from potential rodent damage.
- The fire detection systems shall have emergency battery backup that is sized in accordance with all applicable codes. The battery supply shall be calculated to operate loads in a supervisory mode for twenty-four (24) hours for central station systems and remote supervisory systems. Batteries shall be sized at 125% of the calculated size to compensate for deterioration and aging during the battery life cycle. Battery calculations shall be submitted to the DPMC Code & Design Review Unit for record.
- Provide a battery charging circuit for each standby battery bank in the system. The charger shall be automatic in design, adjusting the charge rate to the condition of the batteries. All system battery charge rates and terminal voltages shall be read using the fire alarm control panel LCD display in the service mode indicating directly in volts and amps.
- Address redundancy within the system such that a failure of the alarm system within one building does not impact other buildings.
- The building fire alarm panel, annunciators, and each power supply, addressable circuit, audible circuit, visual circuit, amplifier, etc. shall be designed to have 25% spare capacity. System operating hardware shall be functionally expandable by installing additional solid state plug-in modules. Note that the installation of additional plug-in modules shall not require the replacement of existing equipment, components, or accessories.

- The consultant shall specify smoke and heat detectors, pull stations, remote annunciators, and appurtenances, to the extent possible, as ligature resistant hardware. Fire alarm control panels that may be in areas where patients have access should also meet this requirement. Any conduit runs shall be designed in a manner to reduce ligature risk. In the event that equipment is not available in ligature resistant types, the design consultant shall provide specifications and/or design details to address the ligature risk associated with the hardware. The design consultant will be provided with the current design guide used as a benchmark for meeting this requirement upon commencement of the design phase.

3. System Tests:

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

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

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

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

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

4. Spare Parts:

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

B. CONTRACTOR USE OF THE PREMISES

Refer to **Exhibit ‘D’** and work with the Project Team to add any additional special security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

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

C. HAZARDOUS BUILDING MATERIALS

The Consultant shall survey the buildings 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.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB’s in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB’s.

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, destructive testing as necessary, tests and 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.C “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.

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.

- DPMC Project M1535-03: **Controlled Egress Doors, Fern Cottage**, 10/3/2019, Lammey & Giorgio
- DPMC Project M1538-00: **Police Relocation**, 11/30/2021, Ronald A. Sebring Associates, LLC
- DBC Project M1253-00: **Moderate Security Unit Building Addition and Alterations**, May, 1997, The Lichtman Associates, P.C.
- DPMC Project A1106-00: **Gas Fired Heating Boilers**, 4/13/2012, Miller-Remick, Corporation
- Asbestos Containing Materials Survey Reports, Various Buildings, 1996, GA Environmental Services
- DPMC Project M1541-00: **Oak and Red Oak Fire Suppression Upgrades**, 5/3/2022, Gannett Fleming Architects, Inc.
- DPMC Project M1367-00: **NLDC Telecom Upgrade**, 18 December, 2009, CH2MHill Lockwood Greene
- DPMC Project M1258-00: **Fire/Life Safety Systems New Lisbon Developmental Centers**, 11/21/1997, STV Incorporated
- DPMC Project M1542-00: **New Secondary Egress Various Buildings**, 4/22/2022, Ronald A. Sebring Associates, LLC

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.

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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 XI.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 INCENTIVE PROGRAM

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as New Jersey electric and gas utility websites 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” or utility approved rebates and incentives.

Consultant shall identify all rebates and incentives in their technical proposal.

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**”, refer to Paragraph IX.A. 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.C 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.C 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.C 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.

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DATE: July 21, 2023

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 APPROVED BY: *James Wright* 7/21/2023
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *Christian Casteel* 7/23/2023
CHRISTIAN CASTEEL, DIRECTOR DATE
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: *amit mehta* 08/02/23
AMIT MEHTA, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: *Richard S. Flodmand* 8/29/23
RICHARD FLODMAND, 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:

- **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. **BUILDING LIST**
- D. **CONTRACTOR RULES AND REGULATIONS**

END OF SCOPE OF WORK

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	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	

Sheet 1 of 3

Bureau of Design & Construction Services

DBCA - TEST

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

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EXHIBIT 'A'

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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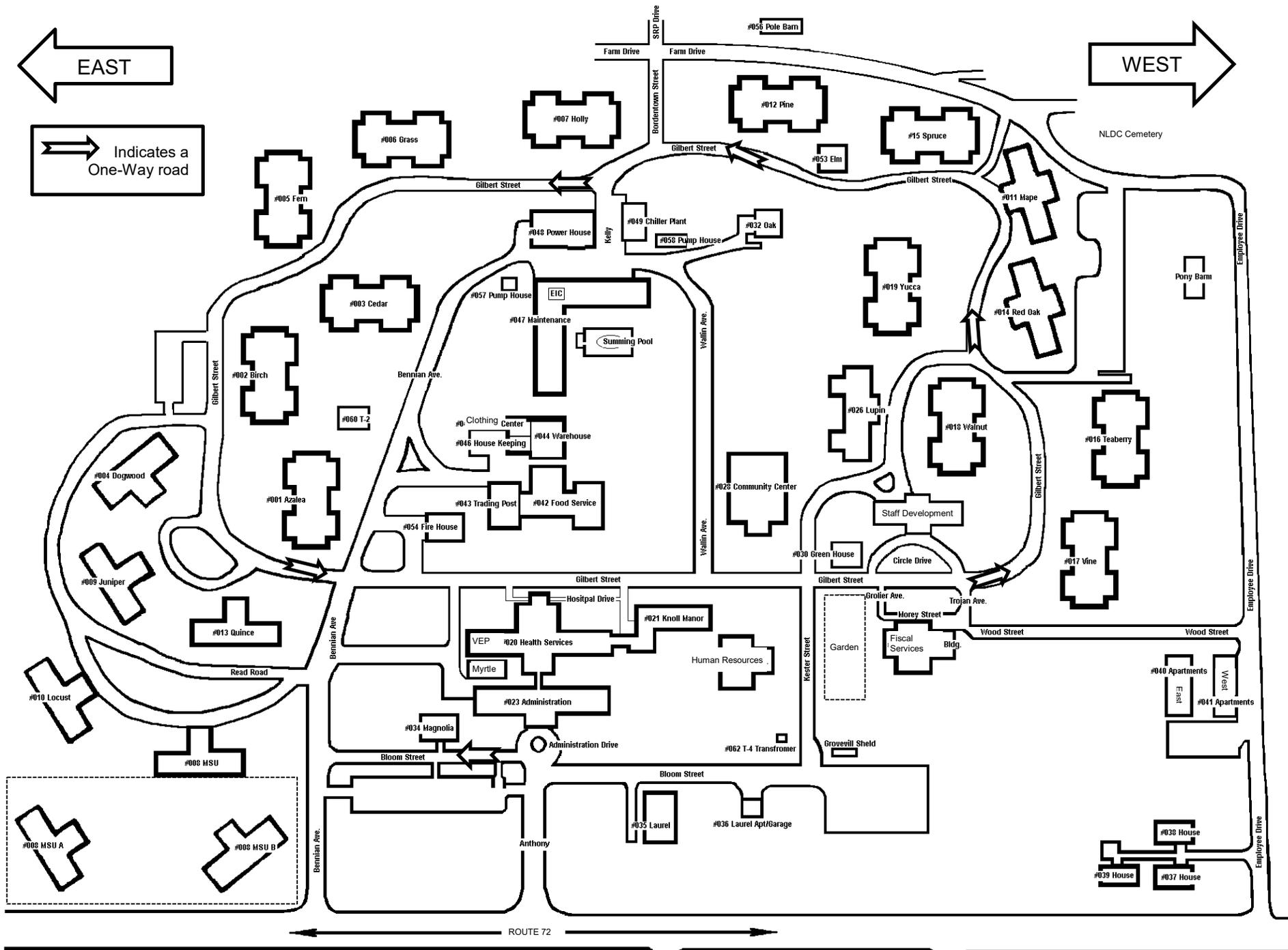


EXHIBIT 'B'

Building Name

UV Blower Building at Sewer Plant

Trade School (Academic)

Laurel Superintendent House

Resource Center

Pine

Red Oak

New Spruce

Yucca

Elm

Garage for Laurel

Fiscal Services

Mrytle (Old Admin)

Multi-Purpose (Community Center)

Knoll Manor (Long Term)

Apartment (East)

Apartment (West)

Maple

Teaberry

Vine

Walnut

Administration Building

Hospital

Birch

Dogwood

Fern

MSU

Juniper

Building Name

Locust

Quince

MSU-A

MSU-B

Magnolia

Food Service

Central Warehouse

Engineering (Maintenance)

Power House

Azalea

Cedar

Grass

Holly

HVAC Shop & Chiller Plant

NEW LISBON DEVELOPMENTAL CENTER
NEW LISBON, NEW JERSEY 08064

Maintenance Department

TO: All contractors and their employees who are engaged in work on the property of New Lisbon Developmental Center

- A. Follow the Developmental Center's Rules and Regulations that pertain to contractors and their employees working at the facility.

The Administration is charged with the responsibility of custody welfare of our individuals. All non-State employees are responsible and should comply with the following rules for their own protection as well as the safety of our individuals:

1. No workman is to fraternize with our individuals. Any difficulties with our individuals and/or "State" employees should be handled through your supervisor or foreman. They will contact the facility Engineer in Charge.
2. Do not give anything to or take anything from the individuals at the facility.
3. Lock all cars and trucks and demobilize all equipment when unattended.
4. Issuance of keys to contractors and their employees, carries with it the responsibility for exercising the utmost care in their security.
5. No photographs are to be taken without permission of the Engineer In Charge.
6. All tools and equipment must be secured before leaving at the end of the day. Should equipment such ladders and scaffolding be required to remain up overnight, the contractor shall obtain prior approval of the Engineer In Charge.
7. Warning lights must be displayed at all dangerous areas at night.
8. No firearms, ammunition, hunting knives or other articles of this nature are permitted on the grounds.
9. No alcoholic beverages or controlled dangerous substances (CDS) are permitted on the grounds. Smoking and tobacco products are not permitted on state property. Adhere to Executive Policy #13 which is attached.

EXHIBIT 'D'

10. Institutional Fire Regulations shall be strictly adhered to; contact the Engineer In Charge when in doubt.
11. Please obey 15 M.P.H. speed limit and "No Parking" areas painted yellow.
12. Personal items and supplies shall be stored or kept in central area designated for your use.
13. All excavation will be protected as directed by Engineer In Charge and those across roads must be covered with plates.
14. It is the responsibility of the contractor to secure all tools and equipment.
15. All contractors must report to Engineer In Charge's office when arriving on grounds (Monday thru Friday) and Saturday, Sunday and Holidays (PRS Office – Administration Building) only when approved.
16. No littering permitted. Help keep our Developmental Center clean.
17. No materials, supplies, equipment shipped to the site for contractors will be accepted by our facility. It is the sole responsibility of the contractor to have someone on grounds to accept any item shipped.
18. Use of our telephone is strictly prohibited. Contractor must supply their own telephone hookup at no cost to the State of New Jersey or use cellular phones.
19. Fire Alarm System or Sprinkler System is not to be tampered with or shut down in any way until the Maintenance Department is notified in advance and given the ok.
20. There is to be no "Hot Work" welding, pipe soldering, etc. unless Maintenance is notified so permit can be filled out.

The Administration will regretfully take action against anyone violating these regulations, possibly by prohibiting them working on our property.

Revised: 3/2014, 2/17/2016
Contractorrules.doc

EXHIBIT 'D'

New Lisbon Developmental Center	Policy Number: Executive Policy #13
Policy: Smoking Provisions	Implementation Date: April 28, 2016

The following policy has been established within the framework of the Center's mission and in conformance with applicable statutes, regulations, Department and Division policies.

I. POLICY:

The main responsibility of the New Lisbon Developmental Center (NLDC) is to protect the rights, safety and welfare of the individuals it serves. The following is designed to promote the rights of individuals, employees, and visitors to smoke at NLDC and to provide protections to individuals with PICA behaviors and the rights of non-smokers.

II. PURPOSE:

This policy provides instructions for individuals, employees and visitors who choose to smoke on the grounds of NLDC.

III. STANDARDS:

- A. No smoking shall be permitted inside any NLDC buildings.
- B. Smoking shall only occur in designated areas on campus that have with smoking receptacles (see attached campus map).
 - 1. Smoking areas for Individuals:
 - a. Will be established for individuals who smoke outside their home cottages and will only be used by individuals.
 - b. Individuals may smoke at the smoking areas designated for employees and visitors.
 - c. Cottage smoking areas will be located a minimum of 20 feet from cottage entrances.
 - d. Smoking receptacles shall be checked daily and cleaned and emptied as necessary by the cottage housekeeping employees.
 - 2. Smoking areas for Employees and Visitors:
 - a. Employees and visitors may only smoke in designated employee and visitor smoking areas or in their personal vehicles.
 - b. Employees and visitor smoking areas will be established at points near Birch and Maple Cottages.
 - c. Employees and visitors will not be permitted to smoke at the smoking areas for individuals located near residential cottages.
 - d. Smoking receptacles shall be checked daily and cleaned and emptied as necessary by the central housekeeping employees.

New Lisbon Developmental Center	Policy Number: Executive Policy #13
Policy: Smoking Provisions	Implementation Date: April 28, 2016

- C. Employees are only permitted to smoke during their authorized 15 minute or meal breaks.
- D. Smoking materials, lighters, and matches, when not in use, must be kept out-of-sight and secured. Smoking materials are not to be left in any unsecured location (i.e. a lounge, unlocked desk or office) at any time.
- E. All NLDC Managers, Supervisors, and the Safety Officer are responsible to monitor policy compliance with employees, individuals, and visitors.
- F. All NLDC employees are responsible to report any smoking policy violations to the appropriate supervisor for follow-up.
- G. All employees, individuals, and visitors are required to adhere to the Center's smoking policy.

IV. ATTACHMENTS:

- A. Employee Designated Smoking Locations Map

V. REFERENCES:

Public Law 1985 c. 381 (NJSA 36:3D-46 et. Seq.)
 Administrative Order 4:24, "Smoking Policy for Department of Human Services Buildings"
 Indoor Air Quality Standard (NJAC 12:00 1:00-13)

VI. Administrative Approval:

 David Thomas, Chief Executive Officer

The Specially Constituted Committee-Human Rights Committee reviewed this policy on: **May 2, 2016.**

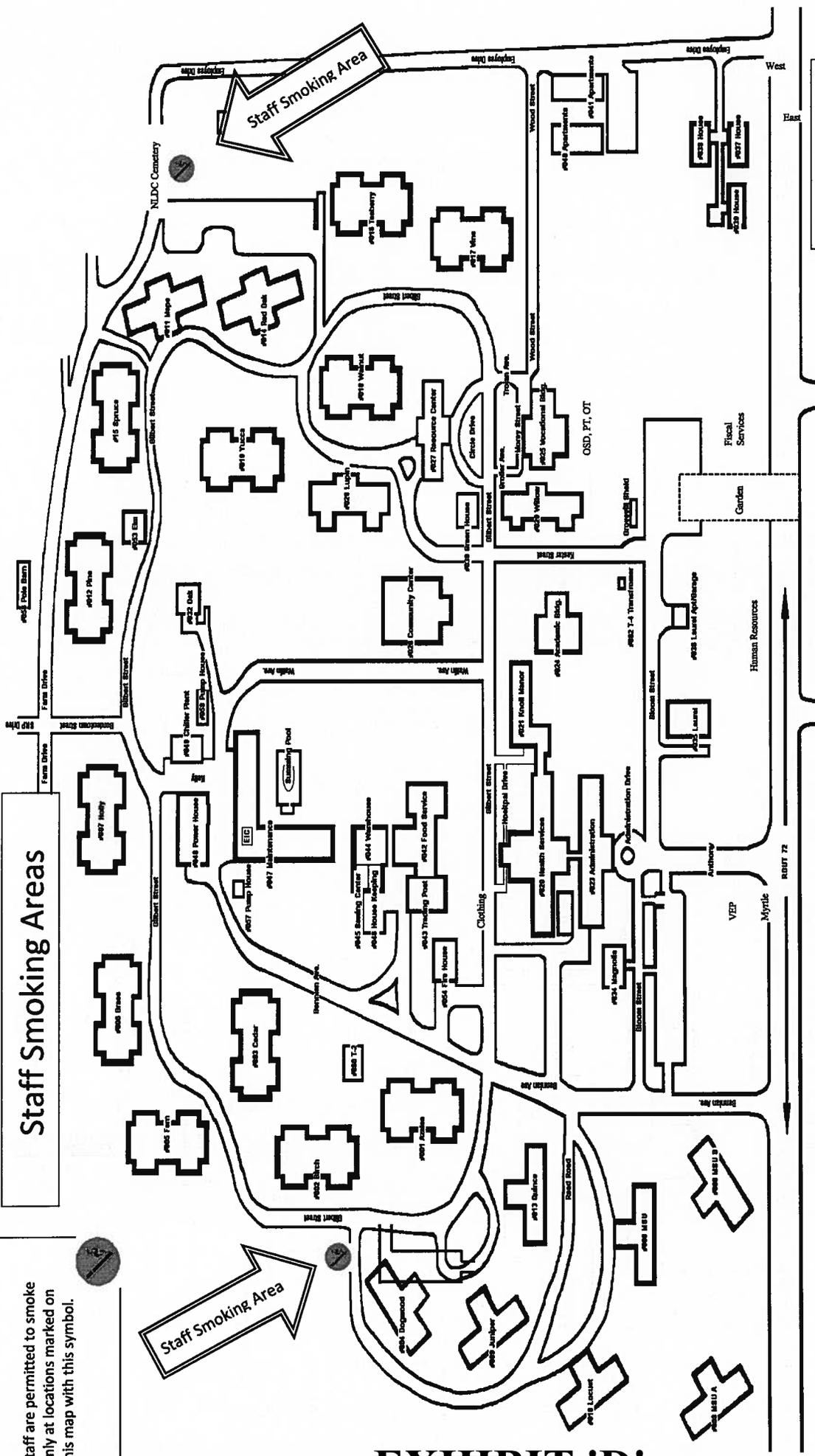
Policy Issued	November 20, 1989
Revision Dates	July 1, 2015; April 28, 2008; January 20, 2005; February 26, 2004; March 30, 2001; March 27, 1998; April 30, 1995; April 15, 1994

Staff Smoking Areas

Staff are permitted to smoke only at locations marked on this map with this symbol.



EXHIBIT 'D'



Effective 4/18/16.