

# **SCOPE OF WORK**

## **Boiler and Domestic Hot Water Upgrades**

Ancora Psychiatric Hospital  
Winslow, Camden County, N.J.

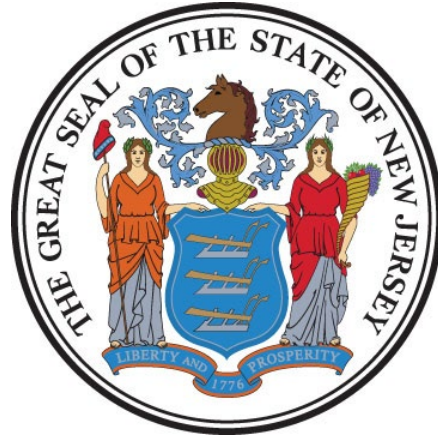
**Project No. M1588-00**

### **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: April 8, 2024**

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## **I. OBJECTIVE**

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The objective of this project is to upgrade to energy efficient equipment three boilers in the Boiler House and upgrade domestic hot water systems in fourteen buildings at the Ancora Psychiatric Hospital. Specific upgrades will be determined based on the Consultant’s report from the investigation phase.

## **II. CONSULTANT QUALIFICATIONS**

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

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

- **P020 Boiler/Steam Lines/High Pressure Systems**

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

- **P002 Electrical Engineering**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Management & Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation/Inspection**

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**

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

The initial Construction Cost Estimate (CCE) for this project is \$2,024,269

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 \$2,908,786.

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

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

**C. CONSULTANT’S FEES**

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

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**IV. PROJECT SCHEDULE**

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

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Investigation Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. DCA Submission Plan Review</b>	<b>30</b>

<b>7. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>8. Bid Phase</b>	<b>42</b>
<b>9. Award Phase</b>	<b>28</b>
<b>10. Construction Phase</b>	<b>240</b>
<b>11. Project Close Out Phase</b>	<b>30</b>

**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.

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

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**A. PROJECT SITE ADDRESS**

The location of the project site is:

Ancora Psychiatric Hospital  
301 Spring Garden Road  
Hammonton, NJ 08037-9699

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: Babatunde Ogunnubi, Design Project Manager  
Address: Division Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-7061  
E-Mail: [babatunde.ogunnubi@treas.nj.gov](mailto:babatunde.ogunnubi@treas.nj.gov)

### **2. Department of Human Services:**

Name: Christian Casteel, Director OPMC  
Address: Department of Human Services  
222 South Warren Street, PO Box 700  
Trenton, New Jersey 08625  
Phone No: (609) 475-5622  
E-Mail: [christian.casteel@dhs.nj.gov](mailto:christian.casteel@dhs.nj.gov)

### **3. Department of Health:**

Name: Rishi Shah, CMS 3  
Address: New Jersey Department of Health  
Office of Administrative Services  
55 North Willow Street, Suite 1-003  
P.O. Box 360  
Trenton, NJ 08618  
Phone No: (609) 376-8679 Cell: (609) 955-8471  
E-Mail: [rishi.shah@doh.nj.gov](mailto:rishi.shah@doh.nj.gov)

### **4. New Jersey Board of Public Utilities:**

Name: Sara Bluhm Gibson, Director, Division of State Energy Services  
Address: New Jersey Board of Public Utilities  
44 South Clinton Avenue  
Trenton, NJ 08625  
Phone No: (609) 633-9275  
E-Mail: [Sara.Bluhm@bpu.nj.gov](mailto:Sara.Bluhm@bpu.nj.gov)

## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The Ancora Psychiatric Hospital was constructed in the early 1950's and occupies a 640 acre site that includes 65 buildings. The facility provides residential treatment for approximately 300 persons with mental illness and operated 24 hours a day, 7 days a week.

### **B. FUNCTIONAL DESCRIPTION OF THE BUILDINGS**

#### **1. General:**

In 2017, the State procured the services of Noresco to perform a comprehensive energy audit of Ancora Psychiatric Hospital and identify potential energy conservation measures. Among other areas, Noresco looked at the Boiler House and the domestic hot water systems in multiple buildings. The full energy audit report by Noresco will be provided to the Consultant.

The following fourteen (14) buildings will have domestic hot water upgrades. The boiler house will have three boilers and associated equipment and controls upgraded.

Main Hall	Elm Hall
Boiler House (Power House)	Holly Hall
Service Kitchen*	Larch Hall
Birch Hall*	Maple Hall
Ivy Hall	Poplar Hall
Cedar Hall	Sycamore Hall
Evergreen Hall	Maintenance Building

\*The Service Kitchen and Birch Hall domestic hot water systems have already failed and the design for their replacement is underway under a separate Agency Consultant (AC) contract. Those buildings have temporary rented boilers. It is not certain if sufficient funding is available to allow for replacement of domestic hot water systems in these two buildings under the AC contract. Due to uncertainties on the outcome for the AC contract, design and construction administration services for domestic hot water upgrades in these two buildings will be done under an allowance in this project, if necessary. This project is funded by the New Jersey Board of Public Utilities (BPU). Any relevant documentation from the AC contract will be provided to the Consultant.

#### **2. Boiler House:**

The Boiler House contains three (3) 869 BHP dual fuel, primary gas fired boilers with a gas supply from South Jersey Gas. They are served by three (3) 40 HP main feed pumps and two (2)

5 HP condensate pumps. The boilers were built in 1981 as part of a replacement project. No. 6 oil was the secondary fuel but is no longer allowed. Typically, two (2) boilers operate on a heating day. One boiler operates in the cooling season. High and low pressure steam is produced and distributed throughout the campus through underground tunnels for heating and domestic hot water purposes.

Noresco recommended upgrading all boiler burners and combustion control systems and installing variable frequency drives (VFD) on forced draft fans to increase the operating efficiency, save on fuel cost and reduce unnecessary operation. However, the State would like the Consultant to compare burner replacement with a total boiler replacement and provide recommendations with cost estimates.

### **3. Domestic Hot Water:**

The Maintenance Building, Boiler House and Poplar Hall have 80 gal., 50 gal. and 50 gal. electric hot water heaters respectively. Remaining buildings in this project have shell-and-tube heat exchangers fed by low pressure steam that heats incoming municipal water to produce domestic hot water. The Main Hall has two (2) of these heat exchangers.

Noresco recommended installing instantaneous steam heaters to replace the electric DHW heaters and also to replace the existing steam shell-and-tube storage type domestic hot water heaters as they are at the end of their useful life. However, due to the State's Energy Master Plan requirements for clean buildings by 2035, the State would like the Consultant to evaluate the cost of electric vs. instantaneous steam heaters and provide recommendations with cost estimates.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. INVESTIGATION PHASE**

#### **1. Permits and Approvals:**

The Consultant is responsible to contact the New Jersey Department of Environmental Protection and any other applicable regulatory agency during the Investigation Phase of the project for permitting requirements, including the approval of the NJDEP air emissions permit, any modification to the facility's existing air emissions permit and SOTA compliance to prevent project delays. All costs for permits, meetings with the NJDEP, public notice/hearings, air emissions modeling, etc. must be anticipated by the Consultant and included in its fee proposal line item entitled "Plan Review and Permit Fee Allowance". DPMC will pay for the NJUCC permit. DHS will pay for the DCA Plan Review. Refer to Section VIII of this document for more information.

**2. Boilers:**

The Consultant shall investigate the three boilers in the Boiler House and compare burner replacement with a total boiler replacement and provide recommendations with cost estimates.

If burner replacement is selected, the Consultant shall investigate various burner technologies that will meet the needs of this project and present options for replacing the existing burners to meet NJDEP requirements.

**3. Domestic Hot Water:**

The Consultant shall investigate the domestic hot systems in the fourteen (14) buildings listed above and determine locations of existing systems, controls and equipment. The Consultant shall investigate electric vs. instantaneous steam heaters and provide recommendations for upgrades with cost estimates.

**4. Underground Fuel Storage Tank:**

The Consultant shall investigate the existing underground storage tank previously used to store #6 fuel oil to determine suitability for storing #2 fuel oil for use with the new boiler upgrade. Provide an analysis between replacing the tank versus cleaning and reusing it.

**5. Report and Presentation:**

Provide three (3) bound copies of the Investigation Report to the Project Manager. The document shall be presented in an 8 ½” x 11” bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of “prioritized” recommendations for burner replacements and justifications where appropriate.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference. All cost data shall be in sufficient detail for each related division of the new CSI 2004 format and shall also be summarized on the DPMC 38 Cost Analysis form(s).

An oral presentation shall be made to the Project Team describing the findings of the burner technology investigation and the recommendations for burner replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the presentation and approved the recommendations made for this project.

## **B. DESIGN PHASE**

### **1. General:**

The Consultant shall provide design, specification, bid/award and construction administration services to upgrade the three boilers and domestic hot water systems in twelve (12) buildings at the Ancora Psychiatric Hospital as determined in the Investigation Phase. Two additional buildings, the Service Kitchen and Birch Hall will have domestic hot water upgrades as part of an allowance. See below.

### **2. Domestic Hot Water Upgrade Design Allowance:**

The consultant shall estimate the cost to provide design, specification, bid/award and construction administration services for domestic hot water upgrades for the Service Kitchen and Birch Hall and enter that amount into in their fee proposal line item entitled “**Domestic Hot Water Upgrade Design Allowance**”, refer to paragraph X.B.

### **3. Demolition:**

Depending on the results of the Investigation Phase, the Consultant shall provide the design and specifications to dismantle and remove the existing burners or boilers and associated equipment. The owner reserves the first right of refusal on any and all portions of the dismantled units. Portions not claimed by the owner shall become property of the contractor and removed from the premises. Prior to dismantling the burner, the burner shall be free of asbestos containing materials (ACM) in accordance with paragraph C below.

### **4. New Burners or Boilers:**

Depending on the results of the Investigation Phase, the Consultant shall provide for the installation of new, appropriately sized burners or boilers based on technology that can be fired by natural gas and No. 2 fuel oil.

The burner or boilers and all associated equipment shall be tested to the manufacturer’s full performance test requirements.

### **5. Air Permits:**

The Consultant shall prepare documentation necessary to modify the facility’s general air permits and obtain a pre-construction permit from DEP, as applicable. All costs for permits, meetings with the NJDEP, public notice/hearings, air emissions modeling, etc. must be anticipated by the Consultant and included in its fee proposal line item entitled "Plan Review and Permit Fee Allowance" in the base bid. DPMC will pay for the DCA Plan Review and NJUCC permit. Refer to Section VIII of this document for more information.

## **6. Piping:**

All pertinent existing piping shall be modified as required to adapt to the new burners or boilers. New piping shall be added where necessary. Verify the condition of existing piping and connection points where new piping will be connected.

All new lines shall be properly insulated, if required, and have identification tags installed.

## **7. Controls:**

The Consultant shall survey the existing and new controls, panels, instrumentation, etc. and determine the upgrade and interface requirements and provide the design for same.

## **8. Training:**

It shall be required that training sessions be recorded (for future reference) for the Using Agency Facility Engineers and boiler room operators to demonstrate the proper operation of the burner/boiler, ancillary equipment, and control systems. The supplier shall use the manufacturer's representative to conduct the training session. The training time required shall be estimated by the Consultant and approved by the Using Agency representative.

Five (5) sets of drawings, equipment specifications, manuals, operating instructions, recommended spare parts lists, warranties, and all other relevant information shall be bound in a binder and forwarded to the DPMC Project Manager at the end of the training session.

## **C. HAZARDOUS BUILDING MATERIALS**

Consultant shall survey project areas and related components 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 Sub code.
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, 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.C.

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.D.

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.E.

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.C “Hazardous Building Materials”. All costs associated with managing, coordinating, observing and administrating 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.

## **D. SITE REQUIREMENTS**

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

### **1. Contractor Use of the Premises:**

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

**2. Dumpster:**

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification.

**3. Special Sequencing:**

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

**4. Site Restoration:**

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

**E. BOARD OF PUBLIC UTILITIES**

Energy savings will be tracked and reported to BPU per the Clean Energy Act requirements.

Protocols have been developed for the purpose of determining energy and resource savings for technologies and measures supported by *New Jersey's Clean Energy Program*. The protocols are updated from time to time to reflect the addition of new programs, modifications to existing programs, and the results of future program evaluations.

The Consultant shall estimate energy savings using the Technical Resource Manual (historically called the Protocols to Measure Resource Savings) to the extent that the TRM addresses the prescriptive energy conservation measures included in this project. A workbook will be provided to the consultant to enter the estimated energy savings, products that were installed, verify project milestones such as construction complete, and utility service provider. A link to the protocols is found below.

<https://www.njcleanenergy.com/main/public-reports-and-library/market-analysis-protocols/market-analysis-baseline-studies/market-an>

## **F. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings:**

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

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

Record the minutes of each design meeting and distribute within 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:

Investigation Phase:

One (1) oral presentation in Trenton (20 West State Street, 3<sup>rd</sup> Floor Conference Room) at phase completion.

Design Development Phase:

One (1) working meeting halfway through phase at Ancora Psychiatric Hospital.

One (1) oral presentation in Trenton (20 West State Street, 3<sup>rd</sup> Floor Conference Room) at phase completion.

Final Design Phase:

One (1) working meeting halfway through phase at Ancora Psychiatric Hospital.

One (1) oral presentation in Trenton (20 West State Street, 3<sup>rd</sup> Floor Conference Room) at phase completion.

## **G. 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 C0675-00: Multi-Purpose/Maintenance Building, 9/27/2000, Garrison Architects
- Ivy Hall Drawings, 1955, Epple & Seaman Architects & Engineers
- Ivy Hall Rental HVAC Power, March 2010, Miller-Remick Corporation
- DBC Project M0197-00: Replacement of Boilers, January 5, 1981, London, Kantor, Umland & Associates
- DBC Project M0261-00: Air Conditioning of Cottages 8, 11 & 12, January 20, 1982, Borda Engineers & Energy Consultants
- DBC Project M0561-00: Building No. 1, March 3, 1981, Roy Larry Schlein & Associates
- DPMC Project M1329-00: Elm Hall Renovations, 3/6/09, STV Architects
- DPMC Project M1419-00: Roof & HVAC Replacement, 10/22/12, Lamme & Giorgio
- DPMC Project M1469-00: Ivy Hall Transformer Replacement and HVAC Upgrades, 12/04/15, Miller-Remick
- DPMC Project M1482-00: HVAC Upgrades Main Building and Holly Hall, March 30, 2017
- DBC Project N041: Life Safety Renovation, March 1, 1977, Kaplan & Gaunt, A.I.A.
- DPMC Project A1242-00: Energy Audit Report and Cogeneration Feasibility Report, September 2017, Noresco
- DPMC Project M1403-00: Cedar Hall Roof and HVAC Replacement, 8/1/12, The Gibson Tarquini Group, 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**

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### **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 determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

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.

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](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](mailto:Joyce.Spitale@treas.nj.gov) 609-943-5193

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and notify DHS of the amount.

The NJUCC “Plan Review Fee Schedule” can be found at:

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

<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>

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](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.

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## **IX. ENERGY REBATE AND INCENTIVE PROGRAMS**

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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. Utility incentive programs cannot be applied for on this project as it is being funded through the State Facilities Initiative which is part of the NJ Clean Energy 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 federal 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.

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## **X. ALLOWANCES**

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### **A. PLAN REVIEW AND PERMIT FEE ALLOWANCE**

The Consultant shall obtain and pay for all of the project permits, except DCA 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 DCA plan review fee) 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 and DCA Plan Review are excluded since they 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. DOMESTIC HOT WATER UPGRADE ALLOWANCE**

The consultant shall estimate the cost to provide design, specification, bid/award and construction administration services for domestic hot water upgrades for the Service Kitchen and Birch Hall and enter that amount into in their fee proposal line item entitled “**Domestic Hot Water Upgrade Allowance**”.

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

**C. 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.B 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.

**D. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE**

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

**E. 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.B 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: Boiler and Domestic Hot Water Upgrades**  
**PROJECT LOCATION: Ancora Psychiatric Hospital**  
**PROJECT NO: M1588-00**  
**DATE: April 8, 2024**

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## **XI. SOW SIGNATURE APPROVAL SHEET**

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

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (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:**  4/8/2024  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:**  04/08/24  
CHRISTIAN CASTEEL, DIRECTOR DATE  
DEPARTMENT OF HUMAN SERVICES

**SOW APPROVED BY:**  4/10/2024  
SARA BLUHM, DIRECTOR DATE  
NEW JERSEY BOARD OF PUBLIC UTILITIES

**SOW APPROVED BY:**  4/10/2024  
BABATUNDE OGUNNUBI, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:**  4/10/24  
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

## **XII. CONTRACT DELIVERABLES**

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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:

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

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## **XIII. EXHIBITS**

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- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**
- D. **OUTSIDE CONTRACTOR RULES**

**END OF SCOPE OF WORK**

### Deliverables Checklist Investigation Phase

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

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Outline Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Investigation Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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 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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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 Bidding and Contract Award Phase

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

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		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 Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						
	BPU Energy Efficiency Reporting Workbook						

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

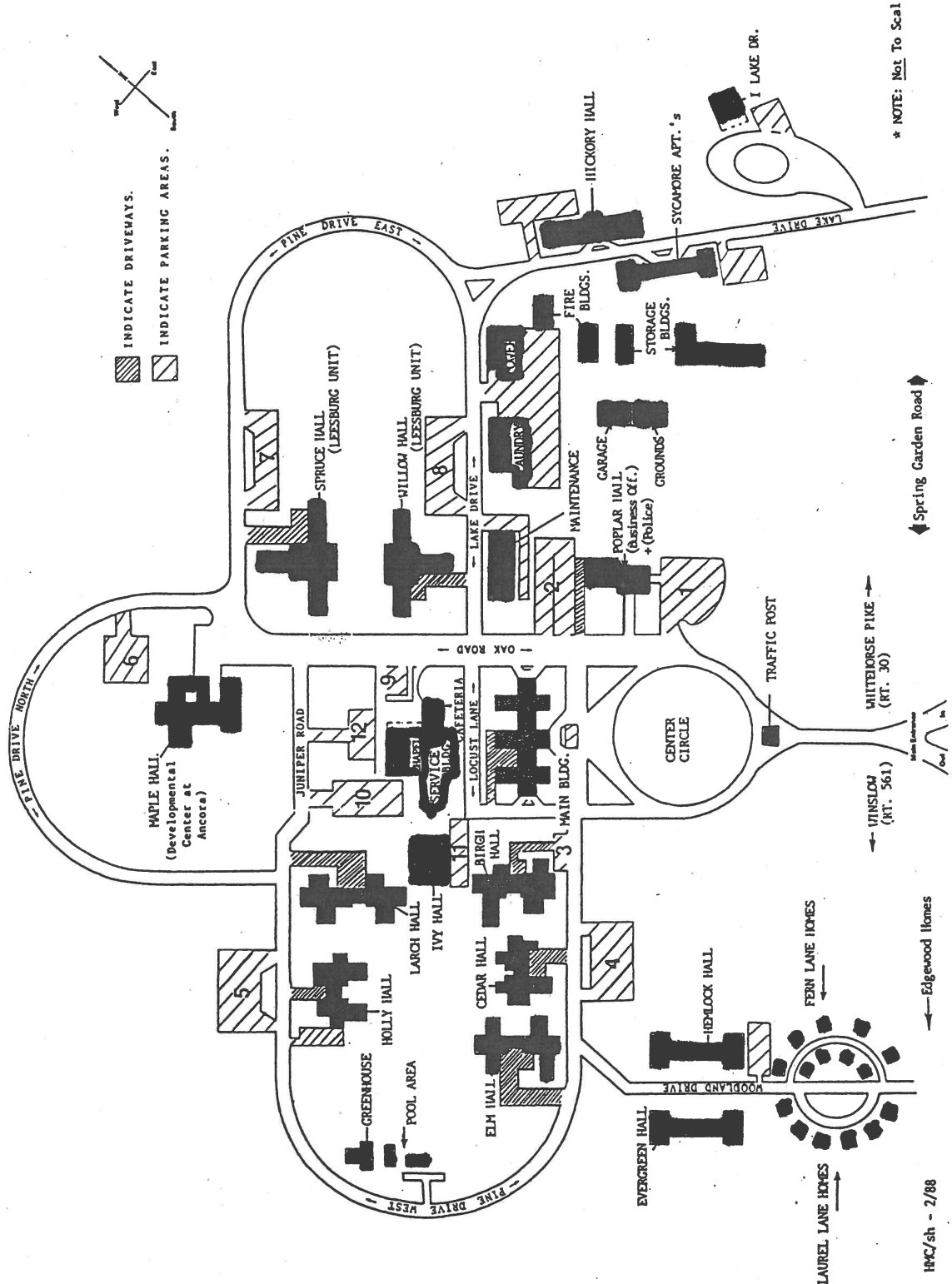
Bureau of Design & Construction Services

**EXHIBIT 'A'**

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

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# ANCORA PSYCHIATRIC HOSPITAL, CAMDEN COUNTY, NJ



**DIRECTIONS:** Proceed to Route 206 South. Follow Route 206 South to Rt. 30. Follow Route 30 West for approximately 5 miles (towards Philadelphia). Look for signs for Ancora Psychiatric Hospital. Take jug-handle and cross over Route 30 onto Spring Garden Road. Hospital is located one mile down this road.

EXHIBIT 'B'





**Boiler House**  
**EXHIBIT 'C'**





Boiler House  
**EXHIBIT 'C'**





Typical shell and tube heat exchanger for domestic hot water.

**EXHIBIT 'C'**

ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES

All workmen employed by contractors to work within the confines of Ancora Psychiatric Hospital property must conform to regulations governing the functioning of the hospital and the safety and welfare of the patients and staff. Any questions concerning these regulations should be brought to the attention of the Engineer in Charge of Maintenance.

**All contractors must stay to the right at the Main Entrance and check in at the Visitor Center. Each contracted employee will receive a temporary visitors' badge before proceeding to the Maintenance Office. The temporary badge must always be worn and turned in to the Security Guard as you exit the Main Gate at the end of the day.**

All persons on grounds are required to have an identification badge worn in plain view. Contractor's employees must obtain a badge each day from the Maintenance Office. This badge is to be returned to the Maintenance Office by 4:00 p.m. daily.

**Particular attention is called to the following:**

**AGE RESTRICTIONS:**

No one under the age of 18 is allowed on Ancora Hospital Property.

**PARKING:**

Parking is permitted only in assigned areas. Contractors should check with the Engineer in Charge of Maintenance for assignment to a parking area.

**LOCKING OF VEHICLES:**

Locking of your car or truck is important not only for the protection of your vehicle but also as a safety measure for the patients. Keys, if found in your vehicle, will be confiscated, and turned into the hospital Police Department. Your re-entry to the hospital will be at the hospital's discretion.

**KEYS:**

Issuance of hospital keys to contractor's employees carries with it the responsibility for exercising the utmost care in preventing elopement of our patients. The employee signing out the key(s) will be responsible for returning the key(s) to the Maintenance Office at the end of every day. A charge of \$10.00 per key will be assessed for any key(s) lost or not returned.

**DOORS:**

**ALL LOCKED DOORS WHICH ARE OPENED TO PERMIT PASSAGE MUST BE RELOCKED IMMEDIATELY.** Particular attention should be given to doors to the outside, stair towers and to roofs. Additionally, at no time or for any reason will door stops of any kind be used to hold open any door throughout the hospital complex.

**ASBESTOS AWARENESS:**

Contractors employed by APH shall be informed by the Engineer in Charge of Maintenance of the location of suspect and known asbestos in the work area to which they are assigned. Contractors shall, under no circumstances, damage or disturb these areas unless they are a licensed Abatement Contractor and have been specifically employed to perform asbestos removal. Contractors shall not proceed with any change in work order without prior approval from the Engineer in Charge.



**ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES**

**SPRINKLER PIPES:**

Nothing can be attached to or make contact with sprinkler pipes.

**LADDERS, SCAFFOLDING & EXCAVATIONS:**

All ladders and scaffolding at ground level must be attended while work is in progress. Never leave a ladder in position without someone in attendance. All ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such way that patients and staff cannot gain access. If scaffolding is to be fenced, the Engineer in Charge of Maintenance must approve the perimeter fence. Any excavation must be surrounded by a secure fence at the completion of the day's work. While the excavating is in progress a fence may also be required if risk is presented to the patients. The Engineer in Charge must be notified of all excavations, and he will determine the need for fencing.

**TOOLS & MATERIALS:**

Keep all tools and materials stored in places protected from access by patients. Never leave tools and equipment unattended, to assure that this doesn't happen, all hand tools will be transported in a tool bag or toolbox that will remain closed and locked until the nursing staff in the area has been notified and the clients have been removed from the area. An inventory of all tools and equipment used on the job will be taken at the completion of any job and before the area is released to staff and clients. **Tamperproof screws are to be used in all areas of the hospital.** Pick up truck operators must not leave tools and/or materials exposed in the back of the truck.

**PICTURES:**

**NO PHOTOS** may be taken without permission of the Chief Executive Officer or designee

**HOSPITAL REGULATIONS:**

Any person coming on grounds is prohibited from bring with them any alcoholic beverages, firearms, ammunition, hunting knives or any other article having the nature of a weapon. When necessary to utilize tools, which can become a weapon, it is incumbent upon the users to keep them out of reach of the patients. Never leave tools unattended.

**SMOKING:**

The buildings and grounds of this facility are smoke free. There is to be **NO SMOKING BY ANYONE** in any area of the facility.

**PATIENT INTERACTION:**

Contractor employees should not interact with the patients. Do not provide the patients with money, cigarettes, matches, lighters, tools or any other dangerous item. If a patient asks for anything, a simple, polite explanation that you do not have whatever is being requested will usually be sufficient. If there is a particularly troublesome patient, please report the incident to the Engineer in Charge of Maintenance.

**ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES**

**INSPECTION:**

Any construction by outside agencies dealing with communication, electrical, or fire alarm work or any penetrations through any wall must be inspected and approved by the APH SAFETY DEPARTMENT or their designee, at the completion of work or prior to any work above a concealed space being covered. **Note:** The use of any component of the fire suppression system as a support mechanism in any way is strictly prohibited.

**FIRE REGULATIONS:**

The hospital Fire Chief will provide instructions as applicable to the contractor.

**\* AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT A HOT WORK PERMIT**

**HOT WORK PERMITS**

- A. The Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits. The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project, as required by N.J.A.C. 5:70-2.7. Application must be completed via DCA RIMS website ([http://www.nj.gov/dca/divisions/codes/RIMS\\_online.html](http://www.nj.gov/dca/divisions/codes/RIMS_online.html)) which requires account setup by the applicant. The Contractor must pay DFS directly for this permit. The estimated cost is approximately forty-two (\$42.00) dollars for each permit. If the project requires hot work at separate buildings, a separate permit will be required for the work to be performed at each building. The Contractor shall submit a copy of the DFS Hot Work Permit for each building to APH prior to commencing the work.
  
- B. The Contractor is also required to obtain a daily hot work permit from the Facility's Fire Department who will instruct the Contractor in the necessary procedures, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

**ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES**

**COVID 19 Requirements – For reference only as these protocols may change**

This is the required PPE for all contractors to wear indoors and outdoors to keep everyone safe and healthy:

1. All contractors must wear a hospital approved **face mask**. Surgical mask, or KN95 if entering a patient unit, a KN95/N95 is required on quarantine or isolation units.
2. All contractors must wear eye protection on quarantine or isolation units – Face shield OR Goggles.
3. Face shields and goggles **MUST** be worn over corrective eyeglasses Corrective eyeglasses alone do not meet the mandate of required PPE.
4. Always maintain social distancing, both indoors and outdoors.
5. Proof of fully vaccination with booster must be provided; photo of card is acceptable.

The contractor and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub contractor and his employees sign this form. The signed copies of the form are to be turned in to the Maintenance Department. This form may be duplicated as necessary. Contractors will be required to remove any employee who does not conform to these rules.

I certify that I have read the above rules and agree to abide with everything contained in them.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Company

\_\_\_\_\_  
Date