

# **SCOPE OF WORK**

## **Heat Exchanger Installation**

South Woods State Prison  
Bridgeton, Cumberland County, NJ

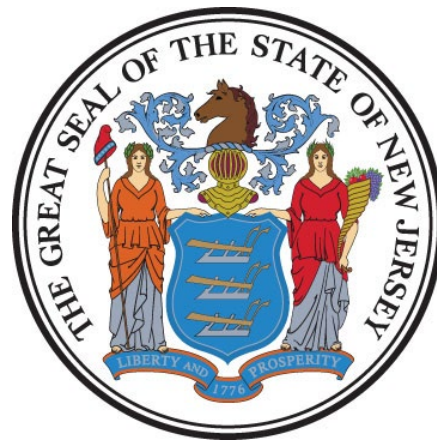
**Project No. C1078-00**

## **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: October 17, 2023**

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. OBJECTIVE .....</b>	<b>4</b>
<b>II. CONSULTANT QUALIFICATIONS .....</b>	<b>4</b>
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
<b>III. PROJECT BUDGET .....</b>	<b>4</b>
A. CONSTRUCTION COST ESTIMATE (CCE) .....	4
B. CURRENT WORKING ESTIMATE (CWE) .....	5
C. CONSULTANT’S FEES .....	5
<b>IV. PROJECT SCHEDULE .....</b>	<b>5</b>
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE .....	5
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE .....	6
<b>V. PROJECT SITE LOCATION &amp; TEAM MEMBERS.....</b>	<b>6</b>
A. PROJECT SITE ADDRESS.....	6
B. PROJECT TEAM MEMBER DIRECTORY .....	7
1. DPMC Representative: .....	7
2. Department of Corrections:.....	7
<b>VI. PROJECT DEFINITION .....</b>	<b>7</b>
A. BACKGROUND .....	7
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
<b>VII. CONSULTANT DESIGN RESPONSIBILITIES.....</b>	<b>8</b>
A. DESIGN REQUIREMENTS .....	8
B. TESTING, TRAINING, MANUALS.....	8
1. Testing: .....	8
2. Training:.....	9
3. Operation & Maintenance Manuals:.....	9
B. EXISTING DOCUMENTATION .....	10
<b>VIII. PERMITS &amp; APPROVALS.....</b>	<b>11</b>
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT .....	11
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	13
<b>IX. ENERGY INCENTIVE PROGRAM.....</b>	<b>14</b>

**X. ALLOWANCES ..... 15**

- A. PLAN REVIEW AND PERMIT FEE ALLOWANCE..... 15
  - 1. Permits: ..... 15
  - 2. Permit Costs:..... 15
  - 3. Applications: ..... 15
  - 4. Consultant Fee: ..... 15

**XI. SOW SIGNATURE APPROVAL SHEET..... 16**

**XII. CONTRACT DELIVERABLES ..... 17**

**XIII. EXHIBITS..... 17**

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. PK MECHANICAL SERVICES PROPOSE
- D. RULES & REGULATIONS REGARDING OUTSIDE CONTRACTORS
- E. EXISTING PHOTOS
- F. STEAM & HOT WATER SYSTEM SCHEMATIC FLOW DIAGRAM C-M4.2

## **I. OBJECTIVE**

---

The objective of this project is to install a new heat exchanger, isolate and decommission the existing defective Cascade Heating system and restore needed support equipment to provide a traditional high temperature closed loop heating system located in Central plant- Building C, at South Woods State Prison (SWSP). See **Exhibit ‘B’** for the project site location map.

---

## **II. CONSULTANT QUALIFICATIONS**

---

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

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

- **P003 HVAC Engineering**

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

- **P002 Electrical Engineering**
- **P025 Estimating/ Cost Analysis**

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

---

## **III. PROJECT BUDGET**

---

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

The initial Construction Cost Estimate (CCE) for this project is \$1,152,000

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

---

## B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$1,588,800

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.

<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

6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• Issue Plan Release	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	240
11. Project Close Out Phase	30
<b>B. CONSULTANT’S PROPOSED DESIGN &amp; CONSTRUCTION SCHEDULE</b>	

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:

South Woods State Prison  
215 South Burlington Road  
Bridgeton, Cumberland County, New Jersey 08302

See **Exhibit ‘B’** for the project site location map.

**PROJECT NAME: Heat Exchanger Installation**  
**PROJECT LOCATION: South Woods State Prison**  
**PROJECT NO: C1078-00**  
**DATE: October 17, 2023**

---

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

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

### **1. DPMC Representative:**

Name: Nurul Hasan, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-8265  
E-Mail No: nurul.hasan@treas.nj.gov

### **2. Department of Corrections:**

Name: Michael Pepenella, Project Manager  
Address: Department of Corrections  
Whittlesey Road, PO Box 863  
West Trenton, NJ 08625  
Phone No: (609) 292-4036 ext. 5287/ 609-954-5464  
E-Mail No: Michael.Pepenella@doc.nj.gov

---

## **VI. PROJECT DEFINITION**

---

### **A. BACKGROUND**

The South Woods State Prison (SWSP) was constructed as a design/build project by the Perini Corporation under DPMC Project #C0469-00. When opened in the spring of 1997, it became the Department of Corrections' newest and largest prison, located on 85 acres in Bridgeton, NJ. The facility provides offenders with a substance abuse treatment program, regional medical clinics, an extended care unit, a dialysis unit and a regional food service that provides thousands of meals per day to institutions throughout the state. The Bureau of State Use Industries/DEPTCOR operates footwear, clothing, printing/graphics, signs and decals/binders shops for the facility. The prison is a medium security facility and houses approximately 3200 incarcerated persons. See **Exhibit 'B'**.

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

The Central plant- Building C at South Woods State Prison (SWSP) is located outside the secure perimeter of the facility.

The Cascade heating system is defective and the facility would like to bypass the system with a permanent heat exchanger. The DOC procured a proposal by PK Mechanical Services shown in **Exhibit 'C'**.

---

## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

---

### **A. DESIGN REQUIREMENTS**

The Consultant shall provide construction documents to install a new heat exchanger, isolate and decommission the existing defective Cascade Heating system and restore needed support equipment to provide a traditional high temperature closed loop heating system at South Woods State Prison. The Consultant may review the proposal by PK Welding LLC. Mechanical services dated June 25, 2022 shown in **Exhibit 'C'**. However, the heat exchanger shall be permanent.

The design should include all valves, piping, regulators and temperature controllers as necessary. Confirm the adequacy of the existing steam supply lines.

The Consultant shall provide a demolition plan indicating all of the equipment to be removed. The new equipment should be installed, tested and accepted before starting the demolition.

### **B. TESTING, TRAINING, MANUALS**

The Consultant shall ensure that all equipment testing, training sessions and equipment manuals required for this project comply with the requirements identified below.

#### **1. Testing:**

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Consultant shall ensure the testing procedures comply with manufacturers recommendations. The Consultant shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within seven (7) calendar days of receipt of the report.



## **2. Training:**

The Consultant shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Consultant shall ensure that the training session is video recorded by the Contractor. A copy of the recording shall be transmitted to the Project Manager on compact disk who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

## **3. Operation & Maintenance Manuals:**

The Consultant shall coordinate and review the preparation and issuance of the equipment manuals provided by the Contractor(s) ensuring that they contain the operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility.

A troubleshooting guide shall be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Include a list of the manufacturer's recommended spare parts for all equipment being supplied for this project.

A list of names, addresses and telephone numbers of the Contractors involved in the installations and firms capable of performing services for each mechanical item shall be included. The content of the manuals shall be reviewed and approved by the Project Manager and Client Agency Representative.

The Consultant shall include in the specification that the Contractor must provide a minimum of ten (10) "throwaway" copies of the manual for use at the training seminar and seven (7) hardbound copies as part of the project close-out package.

## **C. DESIGN MEETINGS & PRESENTATIONS**

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

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

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

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

### **2. Design Presentations:**

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

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

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

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

## **D. EXISTING DOCUMENTATION**

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

- C0777-00 Sprinkler Head Replacement 01-16-2002.
- Fire Detection Drawings- As-built for project record 11-04-1997.
- Steam And Hot Water System Schematic Flow Diagram, C-M4.2. Dated 6-27-1997.  
**See Exhibit 'F'**
- S. Jersey State Prison Bridgeton NJ. Mechanical Piping Plan Dated 4-26-1996.

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

---

## **VIII. PERMITS & APPROVALS**

---

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

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

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

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

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

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”, refer to paragraph 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](https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf)

**PROJECT NAME: Heat Exchanger Installation**  
**PROJECT LOCATION: South Woods State Prison**  
**PROJECT NO: C1078-00**  
**DATE: October 17, 2023**

---

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 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](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](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.

PROJECT NAME: Heat Exchanger Installation  
PROJECT LOCATION: South Woods State Prison  
PROJECT NO: C1078-00  
DATE: October 17, 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 PREPARED BY: Lucy Ibrahim 10/17/2023  
LUCY IBRAHIM, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/17/2023  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Michael Pepenella 10/17/2023  
MICHAEL PEPENELLA, PROJECT MANAGER DATE  
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Nurul Hasan 10/26/2023  
NURUL HASAN, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Chris Geary 10/26/23  
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE  
CONTRACTS & PROCUREMENT

---

---



## **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:

- **INVESTIGATION 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. PK MECHANICAL SERVICES PROPOSE
- D. RULES & REGULATIONS REGARDING OUTSIDE CONTRACTORS
- E. EXISTING PHOTOS
- F. STEAM & HOT WATER SYSTEM SCHEMATIC FLOW DIAGRAM C-M4.2

**END OF SCOPE OF WORK**



## Deliverables Checklist Design Development Phase

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

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













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	

Sheet 1 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.

© Primavera Systems, Inc.



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

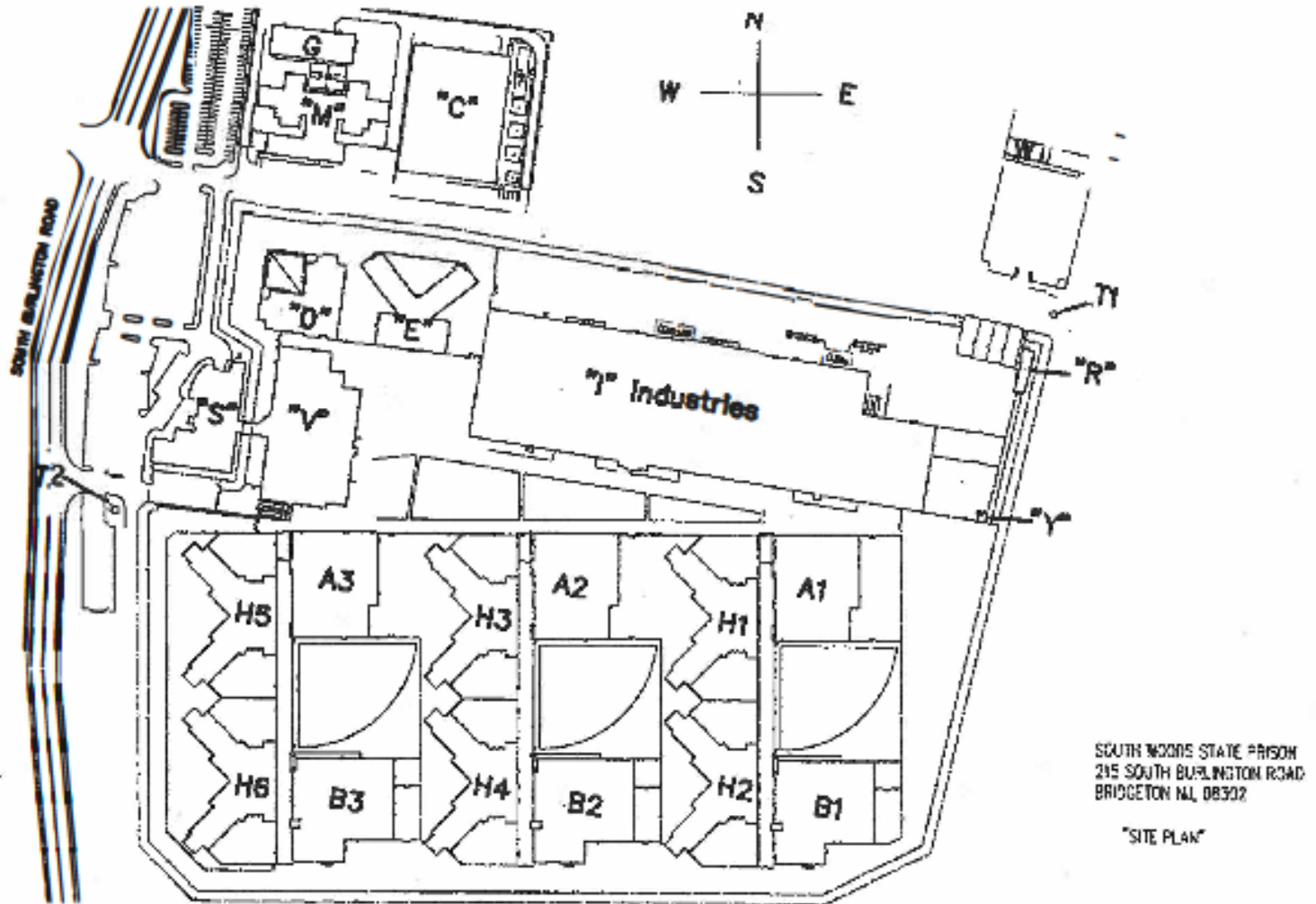
Bureau of Design & Construction Services

**EXHIBIT 'A'**

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

© Primavera Systems, Inc.

# Site Map - South Woods State Prison

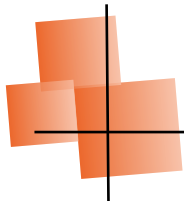


**EXHIBIT 'B'**

# Site Map - South Woods State Prison



**EXHIBIT 'B'**



June 25, 2022

P 10174 Revision 2

State of New Jersey

Office of Design & Construction

Division of Property Management

Attention: Mr. James Langdorf Deputy Director

Reference: South Woods Prison Temporary Heating System

Dear Jamie,

PK Mechanical Services submits for your review and consideration the following proposal for the project referenced above.

PK Mechanical Services proposes to supply all the necessary labor, tools, equipment, material, and supervision (except as noted) as required to:

Scope: To isolate and decommission the existing defective Cascade Heating system, restore needed support equipment and install a temporary heat exchanger to provide a traditional high temperature closed loop heating system to the facility.

- A) Provide the services of professional engineering firm(s) familiar with these systems to review the existing system records to verify design parameters. This information will be useful not only to this modification, but also base information for whatever future upgrade will be done to the entire central plant. Using this information to modify system and specify the nitrogen controls, the expansion tank control system, operating parameters, start-up and shut down procedures.
- B) Shop and "As-Built" drawings will be provided by senior designers using orbital scanning technology.
- C) Provide As-Built drawings, coordinate a developed valve list and affix brass tags on all valves including automatic and manual valves on the modified HTW system. Provide all installation and maintenance manuals for all equipment provided.

### **Expansion Tanks**

This work will be done prior to starting the system and required no down time to the heating system to achieve.

- D) LOTO all utilities and verify zero energy.
- E) Isolate the two expansion tanks from the compressed air system and relieve the pressure from the expansion tanks.
- F) Open, drain and clean tanks as needed using confined space protocols in preparation for inspection.
- G) Provide non-destructive test equipment, instrumentation and personnel required to perform a UT, and Magnetic Fluorescent Particle Examination on both tanks.
- H) Close tanks using new gaskets on the manholes and remove scaffolding.
- I) Prepare in-depth report with the physical test results and tank longevity.
- J) Relocate the Cascade blow down tank with cooling kit and reconnect the vent and cooling water located next to the expansion tanks.
- K) Furnish and install a control system that will automatically make-up water, drain water and maintain system pressure.

### Expansion Tanks continued

- L) Install a radar-based level control in a common piping arrangement.
- M) High – Low level alarm switches in independent piping.
- N) Install automatic blowdown valves, controlled by the radar level controller, on each tank and pipe to the flash tank.
- O) Provide a duplex domestic water booster providing elevated water pressure through a control valve to add water as dictated by the radar-based level controller.
- P) Provide a Nitrogen manifold, alarm panel and regulators for operation and stand-by to feed expansion tanks.
- Q) Provide new 1" copper type K nitrogen piping silver soldered from the bank of nitrogen tanks to the expansion tanks.
- R) Provide nitrogen solenoid control valves and relief valves to maintain system pressure.
- S) Repair or replace sight glasses as needed.
- T) Test control system high- & low-level alarms, make-up and blow down.

### Heat Exchanger

- U) Receive rig and set on steel stand system adequate shell & tube heat exchanger set on vibration blocks and bolted to the concrete floor with 3/4" x 8" chemical bolts.
- V) From the 8"-600 bottom flange provide a 3" condensate drain piped with a flanged isolating valve, basket strainer and (2) 2" trap assemblies whose discharge is piped to the new condensate tank.
- W) From the 12" steam line feeding Cascade system install a 12 x 10 weld o let and steam piping to the heat exchanger steam control valve. Including an 10" drip leg, fitted 3/4" F&T drip tap assembly piped back to the new condensate tank., (2) 4"- 300 gate valves, On one valve affix a blind for future use, on the other install a wye strainer with blow out valve and cap, 4" – Class 250 Sarco 25A regulator with combination temperature and pressure pilot rated for 26,000 PPH steam from 125 psi to (TBD) psi, downstream pressure gauge and sensing line, 12" piping to the 8"-600 inlet to the heat exchanger.
- X) Provide 10" supply and return piping from the existing high temperature water loop to the heat exchanger by-passing the Cascade system. The piping will have isolation valves rated for high temperature service, install a 10" air eliminator and automatic vent valve with its discharge piped VTR., combination expansion and vibration elimination flanged controls sections.
- Y) Provide pressure & temperature gauges on HTWS & HTWR and steam piping.
- Z) Provide thread o lets for future pressure and temperature transmitters and controls. (16 allowed) All gaskets will be spiral wound, all nuts & bolts to meet B31.1 standards.





### **Heat Exchanger Continued**

- AA) Hydrostatically test new piping and heat exchanger to 200 psi.
- BB) During a scheduled shutdown demolish the original steam injection system and related steam piping.
- CC) Connect the new 10" piping, fill, bleed and check for leaks

### **Condensate Tank**

- DD) Provide a 100-gallon duplex condensate tank pumps to handle 50 gpm @ 30' head medium temperature condensate. Complete with control cabinet, pumps and motors, alternating switch, starters H-O-A switches.
- EE) Provide electrical power from a local power panel to the pump control panel including a new circuit breaker, EMT & wire.
- FF) Pipe each pump discharge with isolating and check valves manifolded together and piped to the surge tank.
- GG) Pipe full size tank vent back to blow down tank vent on abandoned Cascade blow down tank.

### **Decommission Cascade System**

- HH) LOTO all utilities and verify zero energy,
- II) Remove all relief valves
- JJ) Disconnect and blind steam to the Cascade system.
- KK) Disconnect interconnecting piping between the Cascade system and the deaerator and cap.

### **Deaerator**

- LL) Remove the 2 defective steam pressure regulators and replace with one Sarco 25-A and pilot.
- MM) Re-pipe steam supply to include a drip leg and trap before the new regulator.
- NN) Pipe condensate discharge to deaerator high temperature condensate inlet.
- OO) Re-route the soft water make-up full size 2" to the deaerator install the control valve integrated to the deaerator level controller.
- PP) Disconnect and cap the 4" feed line at the boiler feed manifold and the HTWR.
- QQ) Open, drain and clean the deaerator and surge tanks as needed using confined space protocols in preparation for inspection.
- RR) Provide non-destructive test equipment, instrumentation and personnel required to perform a UT, and Magnetic Fluorescent Particle Examination on both tanks.
- SS) Close tanks using new gaskets.



### Start-up

- TT) Shut down HTW system, isolate and drain as needed.
- UU) Demo out steam injection piping and connect new HTWS&R.
- VV) Demo out steam to injection system and connect steam to heat exchanger.
- WW) Fill and manually fill the HTW system with water and chemical treatment.
- XX) Bleed system from boiler room. Bleeding throughout prison if needed will be performed by others.
- YY) Initiate nitrogen blanket on expansion tanks and purge air. Raise system pressure, pressure TBD.
- ZZ) Start pumps and check flow.
- AAA) Turn on steam and slowly raise system temperature while checking the operation of the expansion tanks.
- BBB) Check operation of the make-up system
- CCC) Set temperature and pressure pilots to final temperature.
- DDD) After operation for 24 hours retighten all flange bolts, tighten valve packings and blow-out steam, condensate and water strainers,
- EEE) Provide insulation on piping, heat exchanger, and condensate tank as described below.

### Heat Exchanger Rent

FFF) Provide (1) rented shell & tube heat exchanger as shown on drawing attached includes round trip trucking. Monthly rent is \$12,750.00, round trip trucking \$4,500.00

### Notes:

1. **Automation, monitoring and integration to the house BMS system is NIC in this proposal. But thread o lets will be installed for the future installation of sensors. The controls on the expansion tank, nitrogen system and steam regulator will all be field upgradeable to electronic operation and feedback.**
2. **Repairs to deaerator are additional to this scope of work.**
3. **Repairs and R-1 alterations if needed to the expansion tanks are additional to this scope of work.**
4. **The above proposal does not include the monthly rent of the heat exchanger See rental agreement M1492.**
5. **The nitrogen gas and rent for tanks are not included in this proposal.**

### General Practices:

All piping will be hung by the sub-structure of steel in accordance with standard mechanical practices utilizing standard mechanical devices.

All piping systems will conform to B31.1, welding will be performed by certified experienced welders.



All new piping will be insulated to match existing, with fiberglass insulation and ASJ jackets. Fittings will be covered with fiberglass and jacketed with pre-molded PVC covers. Provide pipe markers indicating direction of flow and contents in accordance to ANSI / ASME A13.1-2007.

Provide all labor and materials to wire all power and controls from local existing power supply to new equipment in accordance with the NEC and all local codes.

Total Lump Sum Cost to complete this work scope as outlined above is **\$1,504,350.00** +NJST  
Price is good for 15 days from the date on this proposal.

**If bonding is required, the cost will be an additional charge.**

Terms: AIA schedule of values, 10% retainage, monthly payments and balance upon completion.

Trusting that this proposal is to your satisfaction, if there are any questions, please feel free to contact me at this office.

*Paul Gucker*

---

Paul Gucker, General Manager  
PK Mechanical Services  
(908) 285-1195

---

Authorized Signature accepting price  
and terms.

Abbreviations:

PBO	-	Provided by others	AFR	-	Above finished roof
Hp	-	Horsepower	EMT	-	Electrical Metallic Tubing
Bhp	-	Boiler Horsepower	BFT	-	Boiler Feed Tank
VIF	-	Verify in field	BDT	-	Blow Down Tank
AFF	-	Above finished floor	FD	-	Floor Drain
VTR	-	Vent through roof	OS&Y	-	Outside Stem & Yoke
LWCO	-	Low Water Cut-Off	FOS&R	-	Fuel Oil Supply & Return
SS	-	Stainless Steel	FS	-	Floor Sink
BFP	-	Back Flow Preventer	POC	-	Point of Connection
NIC	-	Not Included	MB	-	Mobile Boiler
HTW	-	High Temperature Water	HTWS	-	High Temperature Water Supply
			HTWR	-	High Temperature Water Return

Terms & Conditions

1. By accepting work performed by PK Welding, LLC dba PK Mechanical Service the terms are deemed "accepted" by purchaser. Payment terms as described above and are due upon demand in the form of an invoice. The customer understands that failure to make timely payment will cause work to cease and that the Contractor has no obligation and will not be held financially liable for delay of completion of this contract. The laws of the State of New Jersey govern this contract. The customer is to pay 7% sales tax on the full contract amount unless he signs a fully executed ST-3, ST-4, ST-5 or ST-8 form for this contract. Customer will pay 2% per month on delinquent invoices.
2. This proposal is based on working from 8:00 am to 4:30 pm Monday through Friday without any premium rates for holidays and overtime, (our standard rates). If Union, Davis-Bacon, or prevailing wage rates, are required, our contract price will require adjustments in order to comply with these requirements.



3. The relationship of the parties shall remain as independent contractors and nothing herein shall create an employer-employee relationship.
4. New Jersey shall be the forum for any lawsuits arising out of the work performed by PK Welding LLC
5. Payment terms to PK Welding LLC shall be "net 30". All invoices must be disputed by Purchaser within ten (10) day of receipt of such invoice.
6. By accepting the within Terms and Conditions, Purchaser warrants that they have in place appropriate and adequate insurance to cover them in the event of an accident.
7. Purchaser shall pay all excise, sales, use, occupation, and similar tax imposed by any government agency which PK Welding LLC may be required to pay. This amount shall be billed in addition to the contract amount.
8. PK Welding LLC shall not be liable for any damages arising out of the design or manufacture of any equipment, boiler and/or boiler equipment.
9. On delivery of equipment, parts or materials, Purchaser shall assume all risk of loss and responsibility for same. All equipment, parts and/or materials deliver by PK Welding shall be insured against loss or damage in an amount sufficient to fully protect the interest of PK Welding LLC until final acceptance and payment. The Purchaser is to purchase and maintain all such insurance.
10. Performance of the contract between the parties and any other service, maintenance, repair and/or replacement of equipment or any component thereof shall be performed only during normal business hours unless otherwise stated in writing between the parties. Purchaser agrees to compensate PK Welding LLC the prevailing hourly rates and premiums if work is required other than during normal business hours.
11. PK Welding LLC shall be provided, at Purchaser's expense, with reasonable use of any and all facilities and utilities necessary for the performance of its work, including safe and adequate storage areas and protection. PK Welding LLC shall be provided reasonable access and means to perform its work; if with it being directly at fault, PK Welding LLC, unable to work in a continuous, coordinated manner, the Purchaser shall assume any resulting direct and indirect costs incurred by PK Welding LLC and/or any third party.
12. PK Welding LLC shall transfer to Purchaser all warranties provided by the manufacture of any products used by PK Welding LLC, if such warranties shall exist. PK Welding LLC provides no warranties separate and apart from those provided by the manufacturer. No guaranties or warranties on any equipment, materials, parts or components thereof shall be any greater in extent or duration than that which PK Welding LLC shall be furnished by the suppliers and/or manufacturers of same.
13. Purchaser's right to full ownership of any and all equipment and/or material shall not pass to the Purchaser until after PK Welding LLC has received full and final payment on said equipment, services, installation and/or material. Purchaser shall do whatever is necessary to protect all such equipment and/or materials until full and final payment is made to PK Welding LLC.
14. Purchaser shall protect PK Welding LLC's work, labor, equipment, and materials for any and all loss and damage. Purchaser agrees to indemnify PK Welding LLC against and all losses and/or damage incurred which is not caused by the acts and /or negligence of PK Welding LLC's agents and/or representatives. Purchaser shall hold PK Welding LLC harmless from and against all damages and liabilities that arise to any other person where such liability is not due to the acts and/or negligence of an agent or representative of PK Welding LLC. Under no circumstance will PK Welding LLC indemnify Purchaser for any acts and/or negligence of Purchaser, or any of their agents and/or representatives. PK Welding LLC will indemnify Purchaser only for the acts and/or negligence of its agents and/or representatives.
15. PK Welding LLC reserves the right to determine Purchaser's credit rating and demand advance payment if PK Welding LLC deems Purchaser's credit to be unsatisfactory. PK Welding LLC, at any time prior to or during performance, can adjust and revise Purchaser's credit rating. With a satisfactory credit rating, the value of material ordered or shipped in any period will be included in that period's invoice, whether or not such materials have been delivered to the site or installed. If Purchaser defaults on payment of any contract, or if PK Welding LLC deems Purchaser's credit unsatisfactory, subsequent deliveries shall be shipped with sight drafts attached to the bill of lading or, at the option of PK Welding LLC, on C.O.D. terms only, or on such advance payment terms as PK Welding LLC shall determine and shall include payment of past due accounts.
16. PK Welding shall make a good-faith effort to perform the obligation set forth in the contract; however, they shall not be liable for any loss of damage, or whatsoever nature, caused by delays, suspensions, interferences, changes in work sequences, or other losses or increased costs incurred by Purchaser or other from whatsoever cause not with the sole and direct control of PK Welding LLC or due to its indirect fault or negligence, including, but not limited to, strike, fire, flood, labor and material shortage, delays of PK Welding LLC's subcontractors or suppliers, acts of others, accident, lockout, acts of God, action of any domestic or foreign enemies, action of the elements, transportation interruption or for any other reason not within PK Welding LLC's direct



and sole power to control.

17. If Purchaser is in default of any contract obligation under this contract or any other contract between PK Welding LLC and Purchaser, PK Welding LLC may deem it a breach of contract. In the event of a breach, the Purchaser shall be liable for all damages, direct and indirect, and costs incurred by PK Welding LLC, including attorney's fees, financing charges, collection costs, engineering and expert witness fees, court fees and lost profits. In the even Purchaser fails to make timely payments pursuant to the contract, Purchaser shall also be liable for interest on late or incomplete payments in the amount of one and one-half percent (2%) per month of the outstanding amount due, or the maximum amount permitted by law.
18. All agreements and obligations of PK Welding LLC and the Purchaser are set forth herein and may not be varied except in writing. PK Welding LLC shall not be responsible for any work not specifically set forth in this contract. PK Welding LLC's performance obligations shall not extend to an entire system where it has been contracted to work on only a part thereof.
19. No agreement between the parties is assignable unless both parties agree, in writing, to an assignation.
20. If as a result from the execution of this contract that the customer, his agent, or counsel pursues a legal action of any kind for anything against PK Mechanical Services, its owners, heirs or employee's and loses or settles the legal action, the customer, his agent or counsel agrees to reimburse PK Mechanical Services all costs associated with PK Mechanical Services defense of this action in addition to all late charge as mentioned above.
21. The amount quoted above is good for 15 days or until the end of this calendar year, whichever comes first.
22. In the event the customer has the work described above supervised by a construction manager, and it is not mentioned in the "Notes" section of the contract above, the customer agrees to pay an additional 3% of the contract amount.
23. The above quotation covers specific areas and / or items, which will be reworked, replaced and / or repaired. Because of the nature of the work, it is impossible to always determine the exact extent of damages and / or repairs required. If anything, further than above is required, it will be brought to your attention and quoted before the completion of the above. Materials will be ordered after receipt of your purchase order and/or copy of this quotation.
24. PK Mechanical Services warrantees all workmanship and materials supplied for one year.
25. If local or state authorities require blueprints sealed by a licensed engineer we will, with your approval, provide the drawings at an additional expense.
26. PK Welding LLC does not extend or maintain(s) any existing warrantee(s) on repairs to existing roofing systems. If there is a warranty enforce on a roof that we need to alter or potentially damage the customer is obligated to inform us in advance of the existence of said warranty, and the name of the manufacturer's representative who is responsible for repairs and alterations to maintain this warranty."



**South Woods State Prison**  
215 S. Burlington Rd.  
Bridgeton, NJ 08302  
856-459-7000

**RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS**

South Woods State Prison administration is charged with the responsibility of the custody of incarcerated persons. All non-state employees must comply with the below listed Rules and Regulations as a condition of their employment and access to state property.

1. Drivers' License or other approved photo I.D. is to be used, as identification for work crews. **NOTE:** If Temporary I.D.'s are used the contractors Identification will be turned in at the beginning of the day and a temporary ID card will be issued to the escort officer. At the end of the day, the temporary ID will be turned in and the Identification submitted will be returned to each worker. No temporary ID cards will leave the Institution.
2. Work crews will enter through Receiving Gate as scheduled. They will be escorted to the work site unless special arrangements have been made through the area supervisor.
3. If Restricted Visitor's Badges are issued by the Lobby LCP or the Receiving Gate they must be worn on the outer most garment at all times.
4. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
5. All workers and vehicles will be subject to search prior to entry into the Institution. Furthermore, any worker or vehicle is subject to a search at any time while on State property.
6. All workers are to read, sign, and receive a set of South Woods State Prison Outside contractor regulations.
7. If any workers have any relatives or friends incarcerated at SWSP, they are to notify administrative officials.
8. No workman is to fraternize or argue with incarcerated persons. Any difficulties with incarcerated persons and /or employees must be reported to the escorting officer immediately. The officer will then inform his area supervisor of any problems.
9. Do not give anything to, or take anything from incarcerated persons.
10. Lock all personal vehicles and demobilize construction vehicles and equipment when left unattended. All tools stored outside the security perimeter will be secured in locked vehicles. Ladders will be firmly secured and locked to the roof or side of construction vehicles.
11. Photographs are prohibited. Cameras are not permitted on the grounds.
12. All tools and equipment will be locked in the contractors trailer overnight. Equipment, such as ladders and scaffolding, will be chained and locked (contractors supply these items) before leaving. Any scaffolding will be removed at the end of each workday and locked.
13. Warning lights must be displayed at all dangerous areas at night.
14. No firearms, ammunition, hunting knives, personal knives of any size or type, or other articles of this nature are permitted on State Property or stored in vehicles.
15. No alcoholic beverages, controlled substances, or prescription medication (drugs) are permitted on the grounds. Smoking is prohibited in ALL State Buildings.
16. Institutional Fire Regulations shall be strictly adhered to; you may contact the Institutional Fire Marshall through the Escort Officer.

**EXHIBIT 'D'**

17. Obey speed limit and all NO PARKING and designated parking areas.
18. Lock personal items in your vehicle outside the security perimeter of the prison.
19. All excavations will be protected as directed by the Engineer-in-charge of Maintenance and those across main roads must be covered with plates.
20. It is the responsibility of each contractor to know that his tools and equipment are secured in a locked trailer at the end of every workday.
21. All workers will be photographed and his/her picture kept on file at the Receiving Gate for identification purposes.
22. Each contractor with a gang box will submit an inventory tool list. All power tools must be inspected and required tool inventory submitted at the end of each workday. Tools will not be permitted inside the security perimeter if not job specified. All gang boxes will be searched upon entering and leaving the Institution
23. Equipment and tools are to be kept away from the bars and fence surrounding the job site.
24. Each contractor is responsible for any damage done as a result of their work.
25. All acetylene torch heads, regulators, and hoses will be removed from the Institution on a daily basis. All tanks will be secured in locked trailers or containers outside the security perimeter.
26. Tools will be inventoried on a daily basis, secured in gang boxes, and sealed with tamper proof seals. The seal numbers will be logged on the Daily Inventory Sheet.
27. All blades, regardless of nature, will be inventoried. When a blade wears out or breaks, it will be taken off the inventory and taken out of the Institution.
28. Unacceptable Clothing – The following clothing should **not** be worn when entering any part of the prison.
  - Tank Tops, Mesh Tops, or Tube Tops
  - Low-Cut, Shoulderless, Halters Tops, or Sheer Clothing
  - Shorts
  - SweatPants
  - Leggings, or Tights (Unless covered by a long top, skirt, etc.)
  - Bike Pants, Ragged jeans (No patches or holes)
  - Skirts with high slits, mini styled skirts, mini dresses, or mini culottes
  - Proper foot wear is required, No Thong sandals, beach footwear, or open toed shoes
  - Clothing with inappropriate or offensive inscriptions
29. In the event of an emergency, you will be directed to a secured area of the institution. You are to follow the direction of your escort officer at ALL times.

**I have reviewed the above rules and regulations pertaining to outside contractors working in South Woods State Prison. I understand that any violation of these rules and regulations could result in me no longer being permitted to work within this institution and its grounds.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Escort Officer's Name

\_\_\_\_\_  
Escort Officer's Signature

**EXHIBIT 'D'**

NEW JERSEY DEPARTMENT OF CORRECTIONS  
SPECIAL INVESTIGATIONS DIVISION (609) 292-9362  
P.O. BOX 863 TRENTON, NEW JERSEY 08625

APPLICATION FOR CLEARANCE AND ISSUANCE OF  
IDENTIFICATION CARDS

CIRCLE ONE: **TEMPORARY** OR **VOLUNTEER** CIRCLE ONE: **NEW** **RENEWAL**

(PLEASE PRINT LEGIBLY)

NAME: \_\_\_\_\_ SS #: \_\_\_\_\_  
(LAST) (FIRST) (M.I.)

AKA: \_\_\_\_\_ / \_\_\_\_\_  
(OTHER NAMES USED SUCH AS MAIDEN NAME, ADOPTIONAL, RELIGIOUS, ETC.) (MARKS, SCARS AND TATTOOS)

DATE OF BIRTH : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SEX: \_\_\_\_ RACE: \_\_\_\_ EYES: \_\_\_\_ HAIR: \_\_\_\_ HT: \_\_\_\_ WT: \_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_  
(State Only) (State) (Number)

HOME ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

Name of your Department/Agency: \_\_\_\_\_ Phone # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

PURPOSE OF VISITATION TO INSTITUTIONS: \_\_\_\_\_

Have you ever been convicted of any violation of the Criminal Code in this State or in any other Jurisdiction?  
(Violations include offenses, crimes, misdemeanors, and felonies).

(Circle one) YES NO If "YES", explain on reverse side.

Do you presently have any pending criminal charges? YES \_\_\_\_ NO \_\_\_\_ If "YES", explain on reverse side.

APPLICANT MUST LIST EXPUNGED CONVICTION(S) INFORMATION, SIGN AND DATE THE  
"AUTHORIZATION TO RELEASE INFORMATION" FORM ON THE REVERSE SIDE. FALSIFICATION OF APPLICATION  
MAY RESULT IN THE TERMINATION OF YOUR EMPLOYMENT.

Have you ever been employed by the NJ Dept. of Corrections in any capacity? YES \_\_\_\_ NO \_\_\_\_  
If "YES", explain on reverse side.

Are you currently on an inmate visit list or do you currently have any acquaintances or family members  
incarcerated in any NJ Dept. of Corrections facilities? YES \_\_\_\_ NO \_\_\_\_ If "YES", explain on reverse side.

A \*\*\*\*\* (DO NOT WRITE BELOW THIS LINE, FOR SPONSOR USE ONLY) \*\*\*\*\* A

Title applicant applying for: \_\_ Contractor \_\_\_\_\_ Location: \_\_ South Woods \_\_\_\_\_

Sponsor: \_\_\_\_\_ Ed Watts \_\_\_\_\_ Title: \_\_ AEICM \_\_\_\_\_

Division, Bureau or Unit: \_\_ Corrections, South Woods State Prison, Maintenance \_\_\_\_\_

Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send reply to: \_\_ Ed Watts \_\_\_\_\_ Phone: \_\_ 856-459-7600, fax 856-459-7620 \_\_\_\_\_

( Print Name )



NATURE OF CONVICTION	DATE OF CONVICTION	AGE AT TIME OF INCIDENT	NAME & ADDRESS OF POLICE AGENCY OR COURT	<b>DISPOSITION</b>

COMMENTS / EXPLANATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION:**

I hereby authorize the release of any and all information regarding me, to the NJ Department of Corrections, at their request, in order that they may determine my suitability for employment.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

.....  
^ \*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\* ^

\*\*\*\*\* SPECIAL INVESTIGATIONS DIVISION USE ONLY \*\*\*\*\*

THE ABOVE NAMED APPLICANT'S CRIMINAL HISTORY RECORD INDICATES:

\_\_\_\_\_ ARREST & CONVICTION

\_\_\_\_\_ ARREST AND NO CONVICTION

\_\_\_\_\_ NO RECORD

\_\_\_\_\_ NAME

**EXHIBIT 'D'**

\_\_\_\_\_ DATE

# South Woods State Prison - Central Plant - Building "C"



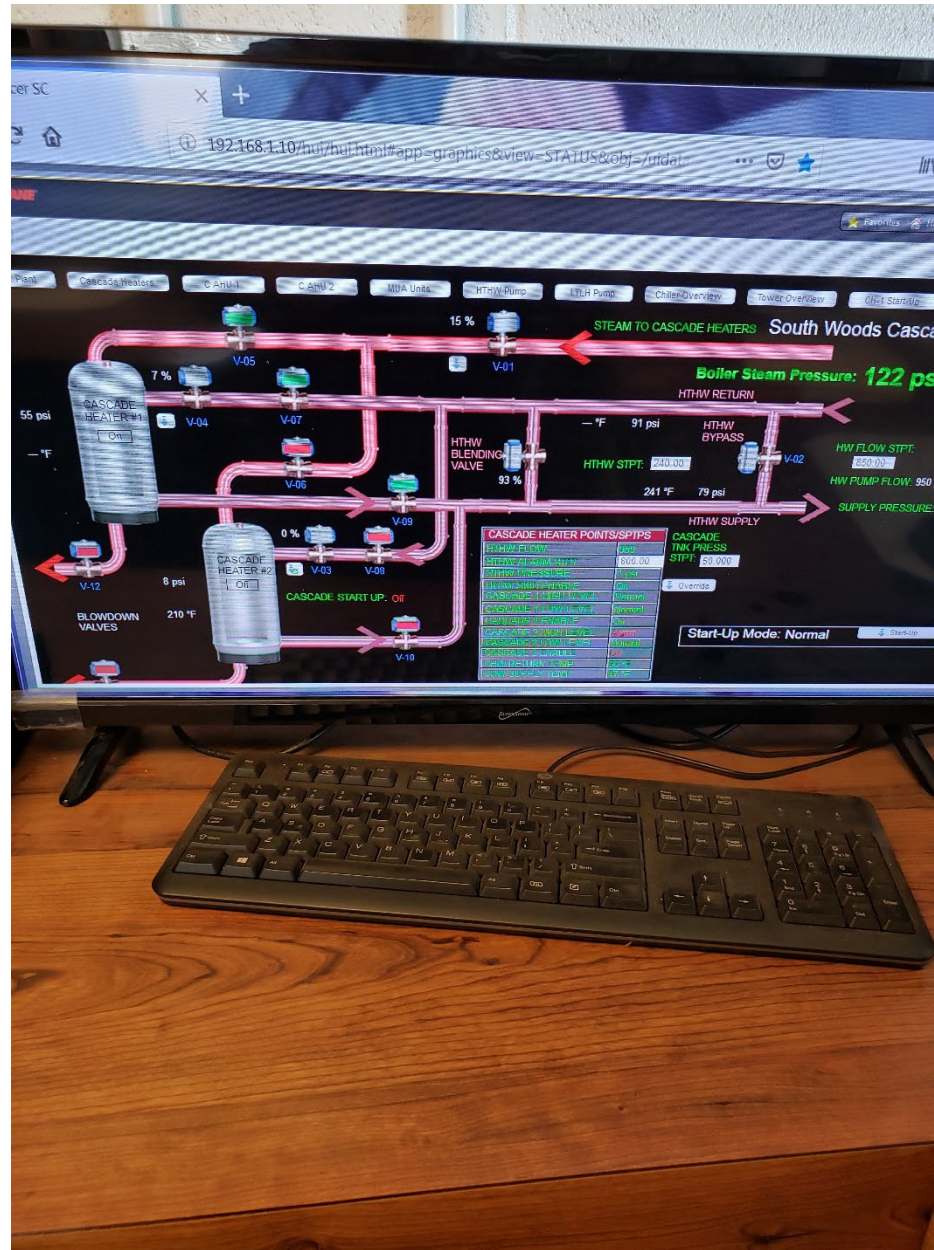
**EXHIBIT 'E'**

# South Woods State Prison - Central Plant - Building "C"



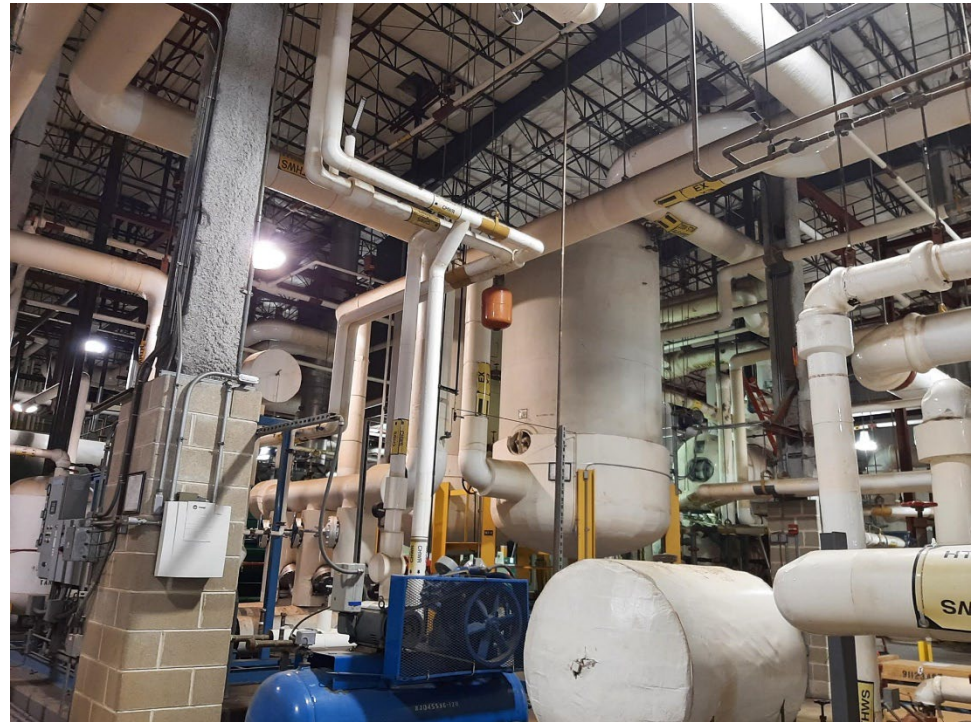
**EXHIBIT 'E'**

# South Woods State Prison - Central Plant - Building "C"



**EXHIBIT 'E'**

# South Woods State Prison - Central Plant - Building "C"



**EXHIBIT 'E'**

# South Woods State Prison - Central Plant - Building "C"



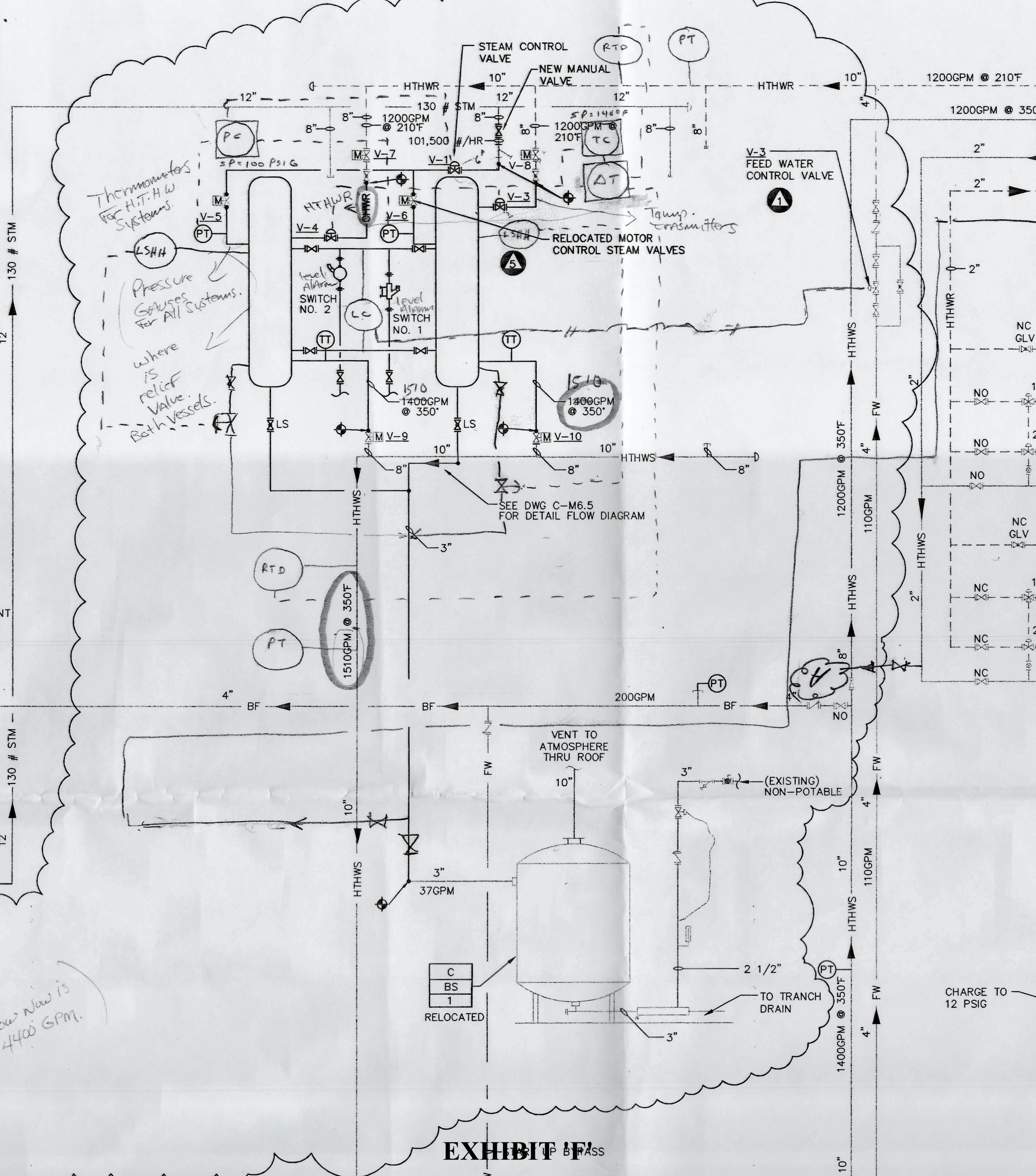
**EXHIBIT 'E'**

# South Woods State Prison - Central Plant - Building "C"



**EXHIBIT 'E'**

# Steam & Hot Water System Schematic Flow Diagram C-M4.2

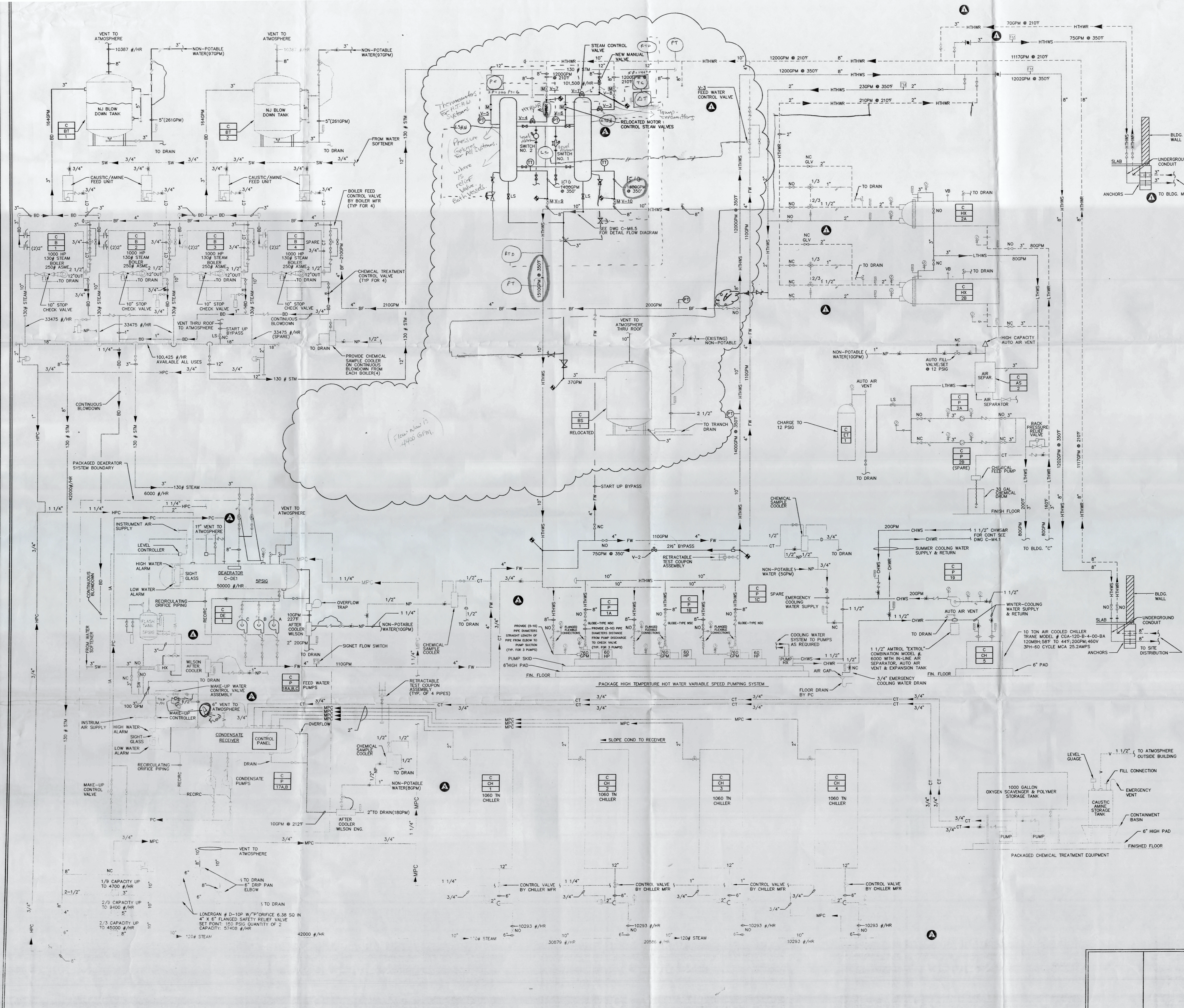




# SOUTH WOODS STATE PRISON

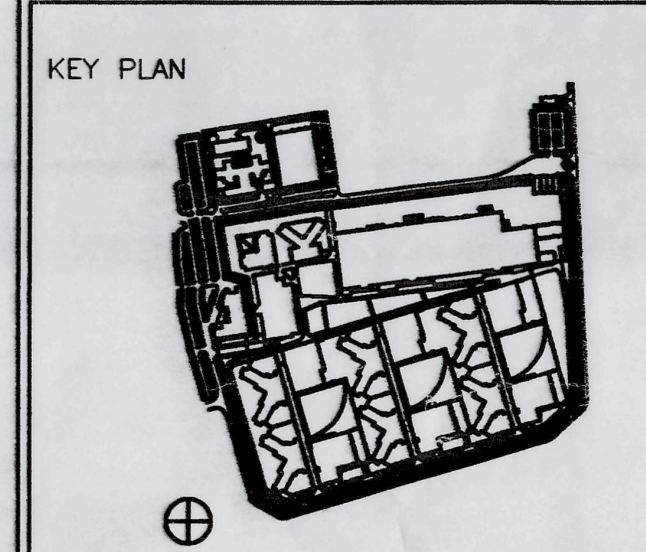
Bridgeton, New Jersey  
 DBC Project # C0469-00  
 DBC Project # 9120-95

- 3/13/96 DESIGN REVISIONS
- 5/31/96 DESIGN REVISIONS
- XX/XX/96 DESIGN REVISIONS, B-21, B-23
- 3/12/97, B-35, B-36
- 8/3/98 DESIGN REVISIONS, B53



ISSUED FOR  
 PHASE I  
 COMPLETION  
 6/27/97

Design/Builder  
**PERINI**  
 L. Robert Kimball  
 & Associates  
 Architects and  
 Engineers, Inc. ©1995



DATE: NONE DWN. BY: HFF  
 SCALE: NONE CSD. BY: DTH  
**STEAM AND HOT WATER SYSTEM SCHEMATIC FLOW DIAGRAM**

**C-M4.2**  
 BUILDING: C CENTRAL PLANT