

SCOPE OF WORK

Recreational Redevelopment Plan

Worthington State Forest
Columbia, Warren County, NJ

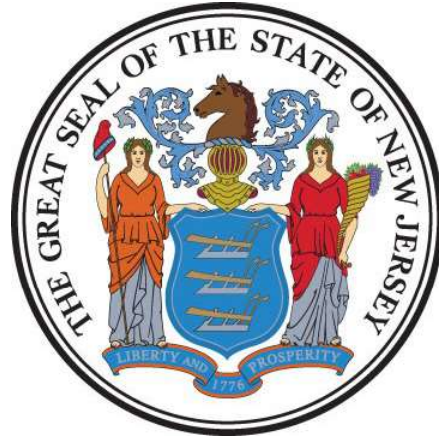
Project No. P1322-00

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: March 5, 2024

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I. OBJECTIVE

The objective of this project is to create a Recreational Redevelopment Plan for Worthington State Forest due to changed conditions and regulations within the main use areas of the park.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**
- **P042 Feasibility/Master Planning**

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

- **P005 Civil Engineering**
- **P011 Environmental 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. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$250,000

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

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

B. CONSULTANT’S FEES

The cost estimate for this project *shall not* be used as a basis for the Consultant’s 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 SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Kick-off Meeting	14
2. Preliminary Recreational Development Plan	90
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Final Recreational Development Plan	90
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Project Close Out Phase	30

B. CONSULTANT’S PROPOSED SCHEDULE

The Consultant shall submit a project 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:

Worthington State Forest
2 Old Mine Rd.
Columbia, NJ 07832

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: Michael Ryan, Jr., Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 984-5062
E-Mail: michael.ryan3@treas.nj.gov

2. Department of Environmental Protection Representative:

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

VI. PROJECT DEFINITION

A. BACKGROUND

Worthington State Forest is in Warren County along the Delaware River. Some of the most rugged terrain and splendid views of northern New Jersey are found in Worthington State Forest. The forest is 6,660 acres and offers camping, hiking, picnicking, hunting and fishing. The forest is near the Delaware Water Gap National Recreation Area. A 6.6 mile section of the Appalachian Trail is within Worthington’s boundaries.

B. FUNCTIONAL DESCRIPTION OF THE SITE

Worthington State Forest has camping available near the river off old mine road, with support facilities including an office, sanitary facilities, maintenance complex, access roads and parking, etc. Trails run throughout the Forest with additional access parking areas off of interstate 80. The area also shares several borders with the Delaware Water Gap National Recreation Area.

Changes in rain levels, rules, and regulations have increased the FEMA flood map elevations, placing several of the parks facilities within the boundaries. This and other contributing factors have caused State Parks, Forests, and Historic Sites to seek a Recreational Redevelopment Plan for Worthington State Forest. See **Exhibits ‘C’ and ‘D’** for some FEMA maps of the office and campground areas for illustrative purposes.

VII. PLAN REQUIREMENTS

A. RECREATIONAL REDEVELOPMENT PLAN

1. Overview

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development staff, State Parks, Forests, and Historic Sites management staff, and the Worthington State Forest staff to outline all requirements necessary for the Recreational Redevelopment Plan for the entirety of the State Forest. The Consultant shall document meetings and interviews with DEP and Park staff to identify their requirements and needs. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated in the Redevelopment Plan. The DEP team shall be included throughout the development process. The initial progress meeting after kick-off shall include multiple approaches to be considered, with the pros and cons of each presented for DEP to evaluate and determine the best course to pursue that aligns with their departmental goals.

2. Public Health, Life and Safety

The Consultant shall take into consideration all applicable public health, life and safety laws, rules, and regulations in the design of the Redevelopment Plan. Planning for required facilities shall be proposed and incorporated into the design in such a manner as to ensure required support facilities for the services and amenities offered and/or planned for by the park will be of adequate size, function, and distance from the areas that they are intended to serve. The consultant shall ensure that proposed building locations are suitable for both the size of the required facility and adequate space for applicable accessibility approaches, parking, etc. as required. Setbacks from roadways, exit and entrance to roadways, visibility, pedestrian and vehicular safety shall all be considered in the design.

3. Permitting, Rules and Constructability

All permitting, laws, rules, and regulations of the various departments and agencies that have jurisdiction over Worthington State Forest shall be considered and planned for in the design. FEMA flood regulations have been a driving force for the Redevelopment Plan. The Consultant shall develop the plan in a manner to allow for the future constructability of required facilities, access, and utilities, while limiting special rulings, variances, and limitations by various permitting agencies, programs, and other applicable oversight. While the Redevelopment Plan is a guide and does not require permit applications, the consultant shall include lists of required permits and issuing agency for each proposed entity of the plan. If permits are not required for a particular aspect, this shall be noted in the Plan as well. If an area proposed for development in the design requires special consideration/permitting, the consultant shall provide a letter from the issuing agent stating that approval would be obtainable for the proposed area.

4. Access, Utilities, Maintenance and Staffing

The Design shall include the planning of access, utilities, and maintenance of any and all new facilities/areas included within the plan. If remote amenities become a part of the Recreational Redevelopment Plan, such as a camping area, then the Plan shall include the route of required utilities and construction/maintenance access. Utilities including but not limited to electrical service, water, sewage/septic, storm water control, and cell phone service shall be considered when planning use areas. Minimum and suggested permanent and seasonal staffing positions shall be included in the Recreational Redevelopment Plan based on the proposed facilities and amenities. The State Parks, Forests, and Historic Sites will provide the applicable job titles and descriptions.

5. Natural, Cultural and Historic Resources

The consultant shall research, document, and include the various cultural, historic and natural resources within the forest. Worthington State Forest is home to both of New Jersey's venomous snake species, as well as other threatened, endangered, and protected flora and fauna. As such,

the plan shall be designed in a way to avoid and minimize the impacts to these important species, including but not limited to avoiding development plans at known den/nest/growth locations. Historic elements that may be present within the park may be incorporated for interpretive programming use but shall not be negatively impacted by the design. Likewise, recognized natural resources (such as Sunfish Pond, named one of the Seven Natural Wonders of New Jersey in 1978) may be incorporated into the Recreational Redevelopment Plan for their natural beauty, but new design elements shall not impact those natural resources in a negative manner.

6. Re-Use and Adaptability

The adaptability, re-use, and repurposing of current facilities, roads, trails, clearings, campsites, etc. shall be considered for cost savings measures and purposes, but does not limit the plan to those currently developed areas.

7. Cost Estimating

The Consultant shall include cost estimates for all new, repurposed, or rehabilitated design elements. All cost estimates shall be based on proposed building size, type, location, and current construction costs. Cost estimates shall also include price escalations for 5 years based on historical averages.

Cost estimates shall include both design fee estimates and construction cost estimates. New/upgraded utilities, roads, etc. not associated with a particular building shall be considered as a separate entity for cost estimating. If cost savings can be realized by multiple facilities/systems, etc. being constructed at the same time, the consultant shall identify these opportunities within the estimates. If an existing feature, facility, or area is to be re-used with no change, then a cost estimate is not required for that portion.

Demolition cost estimates shall be included for all entities that are not adapted, re-used or repurposed in the design.

8. Special Considerations

Interstate 80 is a main thruway for motor vehicle travel. While convenient for transportation to and from Worthington State Forest, the negative impacts on the experience of patrons, such as emissions and noise pollution, should be considered during design.

The current main access to Worthington State Forest is located off interstate 80, exit 1 and utilizes a timed light to control traffic for a section of one-lane road. Inquiry into alternatives for safety and convenience shall be considered in the Recreational Redevelopment Plan. If no alternative can be reasonably found, then a back-up electrical system for the light shall be incorporated into the design.

State Park Property boundaries and access agreements shall also be a consideration during the process. There is no intent at this time to acquire additional property for Worthington State Forest, therefore current boundaries, rights-of-way, leases, written agreements, and utility easements shall be utilized in the design. Should the need arise for changes of the boundaries/access agreements, etc. the consultant shall notify and discuss with the Client Agency staff as soon as possible, with justification and reasoning. The decision to pursue or not shall then be decided by the agency, and the master plan designed according to the outcome.

B. MEETINGS & PRESENTATIONS

1. Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each 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 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 solutions proposed.

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

Record the minutes of each 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. Presentations:

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

Preliminary Recreational Development Plan Phase:

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

Final Recreational Development Plan Phase:

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

C. EXISTING DOCUMENTATION

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

- DBC Project P0587-00: Sanitary Facilities Worthington State Forest, Record Drawings February 1992, Kupper Associates
- ODC Project P0847-00: Sanitary Facilities for the Family Camping Areas, 12/7/99, Spiegel, Peter & Liu Architects, P.C.

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.

PROJECT NAME: Recreational Redevelopment Plan
PROJECT LOCATION: Worthington State Forest, Columbia, Warren County, NJ
PROJECT NO: P1322-00
DATE: March 5, 2024

VIII. 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 and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW APPROVED BY: James Wright 3/5/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Jason Freeborn 3/5/2024
JASON FREEBORN, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Michael Ryan 3/6/2024
MICHAEL RYAN, JR., PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Christopher Geary 3/6/24
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

IX. 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:

- **PRELIMINARY RECREATIONAL DEVELOPMENT PLAN**
- **FINAL RECREATIONAL DEVELOPMENT PLAN**
- **PROJECT CLOSE-OUT PHASE**

X. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP-WORTHINGTON STATE FOREST
- C. FEMA MAP OFFICE AREA
- D. FEMA MAP CAMPGROUND AREA
- E. TRAIL MAP

END OF SCOPE OF WORK

Deliverables Checklist Final Recreational Development Plan

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						
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.	Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						
VII	Final Recreational Development Plan						

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	Responsibility	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	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.

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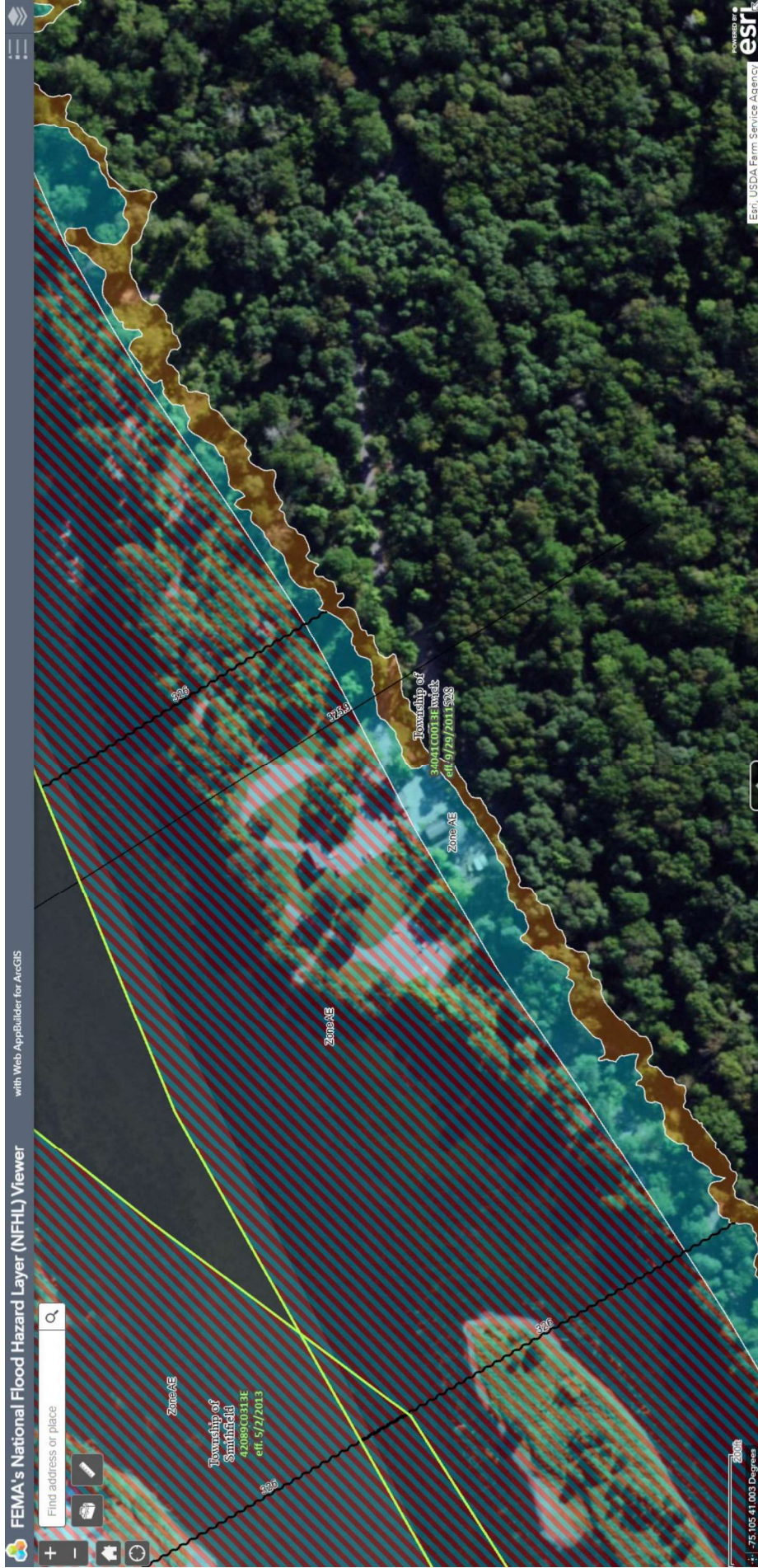
Activity ID	Description	Reph	Weeks
CV3055	Review & Approve Final Design Submittal	CM	
CV3056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
Plan Review-Permit Acquisition			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
Construction			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

Sheet 2 of 3

Bureau of Design & Construction Services

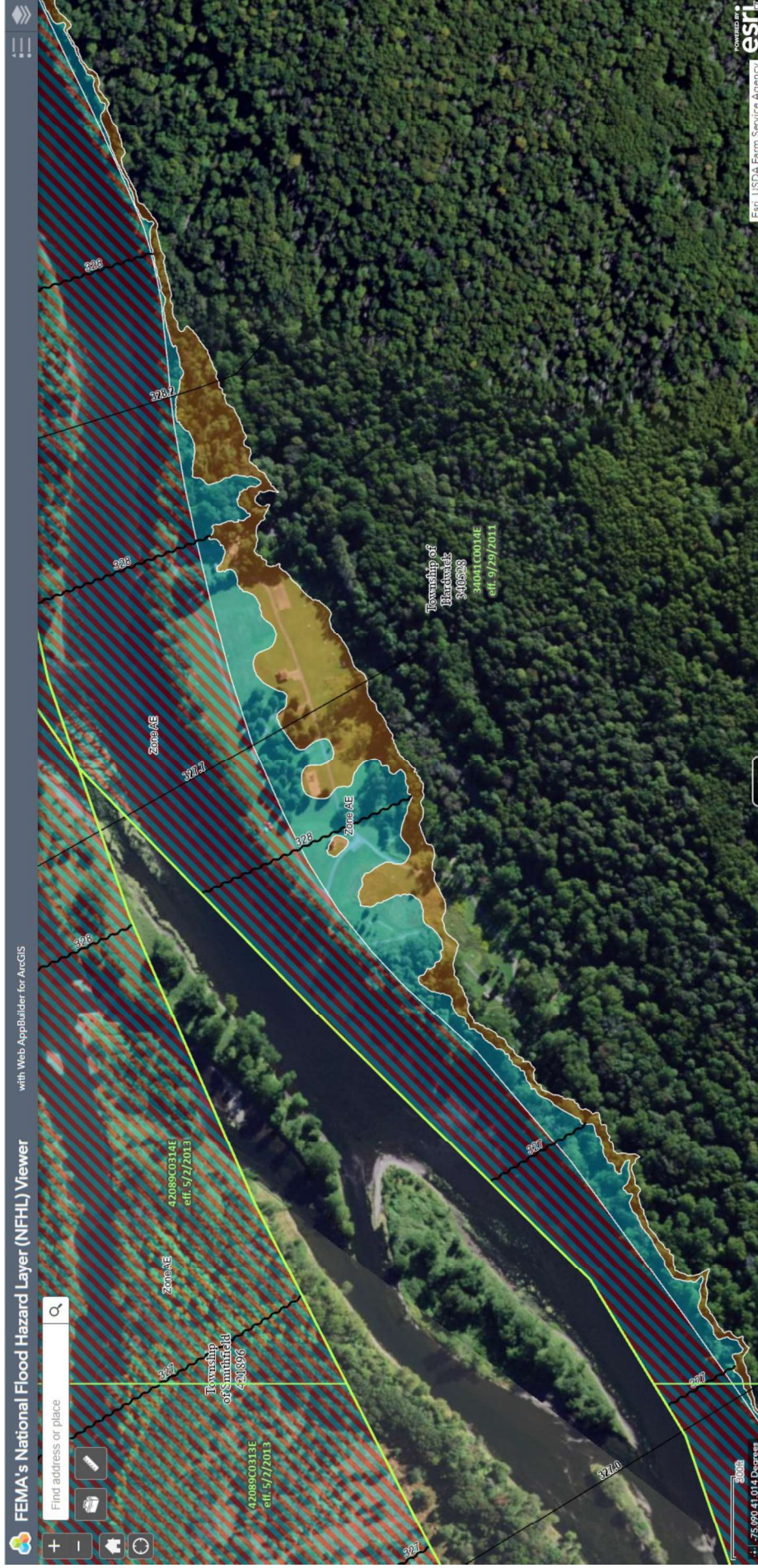
EXHIBIT 'A'

NOTE:
Refer to section "IV Project Schedule" of the
Scope of Work for contract phase durations.
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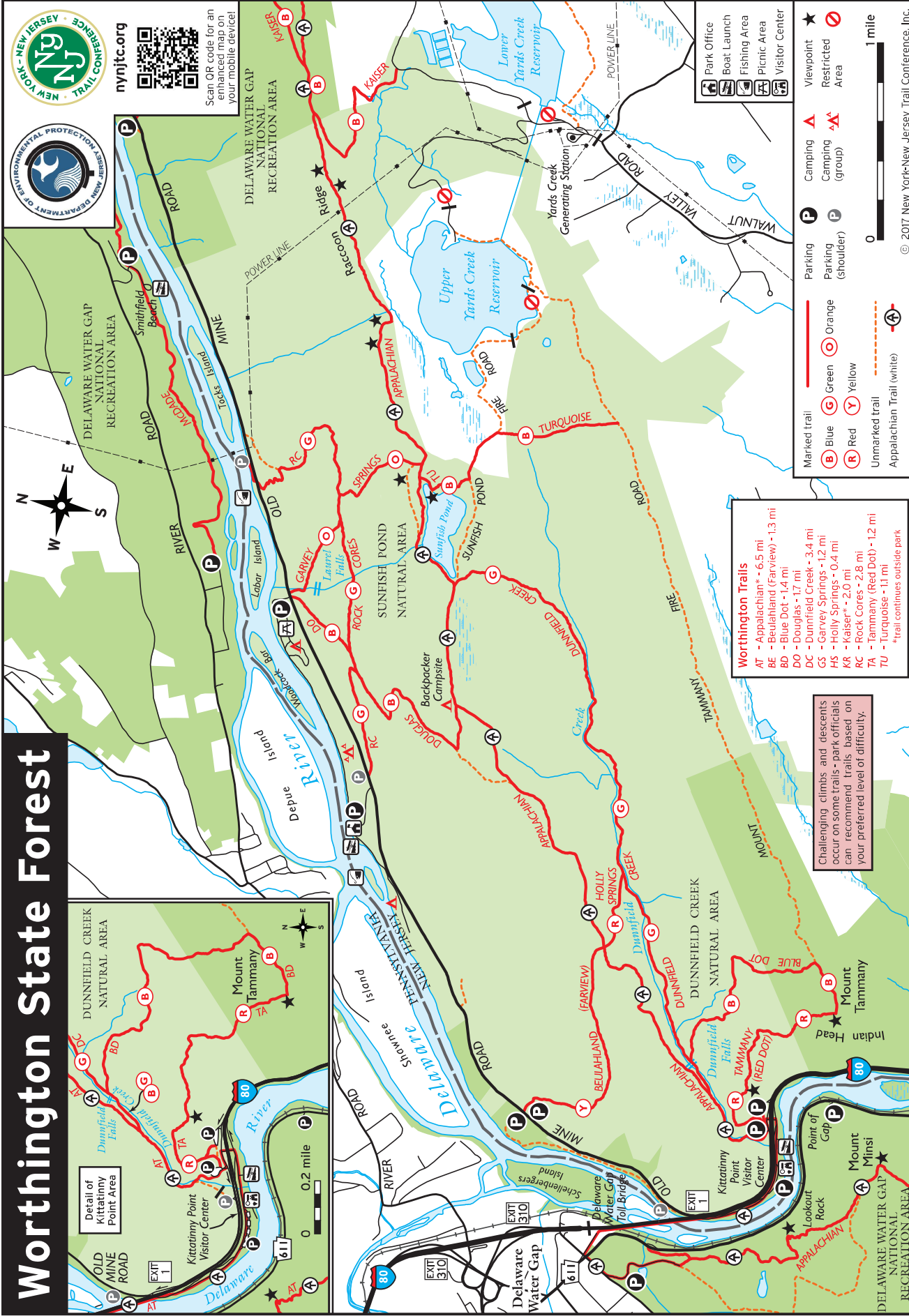
Worthington State Forest Office Area

EXHIBIT 'C'



Worthington State Forest Campground Area
EXHIBIT 'D'

Worthington State Forest



Map adapted by the **New York-New Jersey Trail Conference** from **Kittatinny Trails**, a four-map set that includes elevation contours, is waterproof and tear-resistant, and shows more than 275 miles of trails along and around the Kittatinny Mountains.

Map funded in part with a national **Recreational Trails Program** grant in cooperation with the New Jersey State Park Service.

The **Trail Conference** supports parks by mobilizing thousands of outdoor-loving volunteers who create, maintain, and protect 2,150 miles of public trails. **Support trails and the work of our volunteers by purchasing great trail maps, volunteering on the trails, or simply visiting nynytc.org for more info.**