

SCOPE OF WORK
BATHROOM & SHOWER RENOVATIONS

Costello Preparatory Academy
Tabernacle, Burlington County, N.J.

PROJECT NO. S0601-00

STATE OF NEW JERSEY

Honorable Chris Christie, Governor
Honorable Kim Guadagno, Lt. Governor

DEPARTMENT OF THE TREASURY

Ford M. Scudder, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: Final 12/28/16

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I. OBJECTIVE

The objective of this project is to renovate the bathroom and shower rooms on the first floor at the Costello Preparatory Academy. Remove and replace existing fixtures, waste, vent & supply piping, finishes, lighting, bathroom exhaust fans, heating and cooling equipment.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P010 Fire Protection Engineering**
- **P065 Lead Paint Evaluation**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$162,000

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$280,000

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE		ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting		14
2. Schematic Design Phase	25% (Minimum)	21
• Project Team & DPMC Plan/Code Unit Review & Comment		14
3. Design Development Phase	50% (Minimum)	42
• Project Team & DPMC Plan/Code Unit Review & Comment		14
4. Final Design Phase	100%	42
• Project Team & DPMC Plan/Code Unit Review & Approval		14
5. Permit Application Phase		7
• Issue Plan Release		
6. Bid Phase		42

7. Award Phase	28
8. Construction Phase	120

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction bar chart schedule with their technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A’**. The bar chart schedule developed by the Consultant shall reflect their recommended project phases, phase activities, activity durations.

The Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this document entitled “Contract Deliverables - Project Close-Out Phase” and include this information in the bar chart schedule submitted.

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.

C. CONSULTANT DESIGN SCHEDULE

The Project Manager will issue the Consultant’s approved project schedule at the first design kickoff meeting. This schedule will be binding for the Consultant’s activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

D. BID DOCUMENT CONSTRUCTION SCHEDULE

The Consultant shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in “bar chart” format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements including, but not limited to: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security needs, lead times for materials and equipment, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Consultant during the design phases of the project.

E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE

The Contractor shall be responsible for preparing a coordinated combined progress schedule with the Sub-Contractors after the award of the contract. This schedule shall meet all of the requirements identified in the Consultant’s construction schedule. The construction schedule shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions and Bulletins that may be issued on the project.

The Consultant must review and analyze this progress schedule and recommend approval/disapproval to the Project Team until a satisfactory version is approved by the Project Team. The Project Team must approve the baseline schedule prior to the start of construction and prior to the Contractor submitting invoices for payment.

The Consultant shall note in Division 1 of the specification that the State will not accept the progress schedule until it meets the project contract requirements and any delays to the start of the construction work will be against the Contractor until the date of acceptance by the State.

The construction progress schedule shall be reviewed, approved, and updated by the Contractor, Consultant, and Project Team members at each regularly scheduled construction job meeting and the Consultant shall note the date and trade(s) responsible for project delays (as applicable).

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Costello Preparatory Academy
800 Carranza Road
Tabernacle, NJ 08008

See **Exhibit 'I'** for the project site map.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name: Ronald Kraemer, Design Manager
Address: Division Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-7186
E-Mail No: Ronald.Kraemer@treas.nj.gov

2. Client Agency Representative:

Name: Philip Saglebeni
Address: Juvenile Justice Commission
1001 Spruce Street, PO Box 107
Trenton, New Jersey 08625
Phone No: (609) 468-8827
E-Mail No: Philip.Saglebeni@jjc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Phillip M. Costello Preparatory Academy officially opened on March 21, 2007 and is operated as a partnership between the Juvenile Justice Commission and Project U.S.E., a private, nonprofit educational organization. A staff of 30 personnel provides a structured treatment program for 50 adjudicated juvenile offenders ranging in ages from sixteen to nineteen years old. The model program includes high school and college academic pursuits, social and job training skills, and individual or group counseling. The juveniles are also active members of the community and regularly participate in service projects in the local area and throughout the State. The building operates on a 24/7 basis. The building will be occupied during construction.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

1. Building Description:

The Phillip M. Costello Preparatory Academy is a minimum security facility with four buildings located on a 43 acre site in the Wharton Forest of Tabernacle, NJ. The Main Building totals approximately 16,000 square feet and houses the dormitory, kitchen, assembly hall, dining hall, gymnasium, security and administration functions. The Classroom building is a pre-manufactured structure of approximately 2,800 square feet. Two small pre-manufactured structures provide office space for administration staff. See **Exhibit 'C'** for the building site locations.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. BATHROOM & SHOWER RENOVATION

DESIGN REQUIREMENTS

The Consultant shall conduct a survey of the existing bathroom and shower room. The survey shall include and identify, but not be limited to: room dimensions, door and window openings, room finishes, all bath and toilet fixtures, waste, drain, vent and water supply piping, floor drains, heating and/or cooling outlets, emergency and area light fixtures and electrical devices.

The Consultant shall provide design criteria for a fire protection system in the bathroom and shower areas. This shall include the removal of existing sprinkler heads and piping in the existing ceiling. The installation of new sprinkler heads to be installed in the new security ceiling in the bathroom and shower areas.

The Consultant shall provide all demolition design criteria required for the project. This shall include but not be limited to removal of all tile walls and floors, half walls, fixtures, exhaust fans, lighting, pipe chase and legal disposal of all demolition items.

All existing waste, drain and vent piping shall be removed back to a location as determined by the Consultant. Removals shall include but not be limited to all required wall, floor, ceiling, and roof openings and replacement of same with all required finishes. All floor, wall, ceiling and roof penetrations shall include all required safing, sleeves, fire stops, flashing, etc. as required to make a complete and code compliant installation. Penetrations through existing surfaces shall not void any warranties currently in place. All new pipe materials, floor drains, hangers, pipe fastening materials and all other components of the new work shall be adequately sized and suitable for facilities of this type. All new installations shall comply with all applicable building codes and regulations.

- **Masonry:** The Consultant shall provide the design criteria for the masonry shower and bathroom walls and shall include all cmu components, mortar design mix, horizontal and vertical reinforcing, any required flashings, expansion requirements, floor and wall attachment methods, cleaning and protection and all other design requirements necessary for a complete installation. Existing pipe chase to be made larger and provide an access door for future repairs.
- **Carpentry:** The Consultant shall provide all design requirements for any and all carpentry items, whether exposed or concealed, necessary for attachment and or support of other work. Provide design requirements for counter tops that shall be fully anchored and supported. Provide a design for security ceilings in bathroom and shower room.
- **Accessories:** The Consultant shall provide the design criteria for the toilet room accessories for the renovated toilet rooms. This shall include but not be limited to: suicide resistant grab bars, mirrors, toilet tissue dispensers, disposal units, paper towel dispensers, robe hooks, soap dispensers and hand dryers. Mounting heights for all accessories shall be code compliant. Provide design criteria for the installation of a bench in the Shower Room area.
- **Finishes:** All floor and wall surfaces shall be prepared for an epoxy type finish. The consultant shall determine and provide the necessary floor and wall prep work as required by the type of epoxy to be installed. The paint finish shall extend up to or above the finished ceiling height. All shower floor finishes shall be designed with a slip resistant finish suitable for shower rooms. All floors shall have a code compliant, positive drain slope to floor drains.
- **Supply Piping:** The Consultant shall design the supply piping to meet the supply demands of the showers, toilets, urinals, water closets and sinks. The system design shall also consider but not be limited to: all pipe joint connection methods, installation of appropriate valves, water temperature tempering devices, shock absorbing devices, pipe anchoring and bracing, change in direction fittings, and all other items necessary to provide a complete water supply system.
- **Sanitary Waste & Vent Piping:** The Consultant shall provide design criteria for the sanitary waste and vent piping to meet the demands of the new plumbing fixtures. This is to include any new underground waste and vent piping to the new fixture and floor drain locations.
- **Insulation:** All supply piping shall be insulated with an appropriate material sufficient to maintain desired water temperatures and prevent condensation build-up. The insulation design criteria shall consider all components to include but not be limited to: insulation thickness, insulation jacket material, insulating of all fittings and valves, butt-joint fastening, and all other items necessary to provide a completely insulated water supply system. All exposed to view piping within the bathrooms shall also be insulated with the appropriate materials.

- **Fixtures:** The Consultant shall design all the toilet and bath fixtures for the project that shall include but not limited to: stainless steel sinks, toilets, urinals and shower stalls. The fixtures do not have to be suicide resistant. All fixtures and their controls shall be suitable for facilities of this type and shall meet all requirements relative to local building codes. The Consultant shall determine if the existing water pressure is sufficient for the proper operation of the new fixtures. If not, provide a system design that will satisfy water pressure demand of the new fixtures.
- **Disinfection of Potable Water System:** Upon completion of the supply piping and installation of all faucets, the Consultant shall perform or have performed under their direction, the disinfection of the potable water system. The Consultant shall design all parameters of the process to include but not limited to: listing of any and all chemical additives, duration of process, frequency of tests after disinfection, provide water test criteria, and directions for retest if required. All test results shall be submitted to the Consultant and Project Director in report form. Additional reports shall be distributed as deemed necessary by the Consultant and Project Director.
- **HVAC:** The Consulting Firm is to evaluate the existing HVAC systems in the bathroom and shower rooms to ensure adequate fresh air is supplied per code requirements. The specifications shall describe the preferred new systems or equipment and shall list the names of three equal manufactures for each. Any and all adjustments to any pipe work, electrical lines, ductwork etc., shall be performed to allow for installation.
- **Electric:** The Consultant shall design all electrical requirements for the project to include but not limited to: replacement of the existing light fixtures, addition of new fixtures to provide an appropriate level of lighting, all required emergency and egress lighting, replacement of existing switches and receptacles including any required ground fault devices, addition of new devices as deemed necessary or appropriate by the proposed electrical design, any required disconnects, any required grounding, and any and all components necessary for a complete and code compliant system. The Consultant shall determine if the existing circuitry and electrical service is sufficient for the proposed design. If not, provide necessary design elements to upgrade the service and provide sufficient circuits
- **Life Safety / Fire Protection:** The Consultant Shall evaluate the existing fire protection / sprinklers system and ensure that the new design complies with all applicable codes and regulations as they relate to fire protection.

1. Bathroom & Shower Demolition

The Consultant is to provide a design for the demolition of the bathroom and shower room located next to the existing Mechanical Room. All existing fixtures are to be removed. All tile from the walls and floors are to be removed and replaced with an epoxy finish.

The Consulting Firm is to provide a design to have the existing pipe chase demoed and

install a larger pipe chase with an access door in the hallway outside of the bathroom. The chase is to be large enough to be able to access the piping for making repairs.

Provide a design to remove all half walls located near the water closets in the bathroom area. Remove two (2) existing roof mounted bathroom exhaust fans for replacement.

2. Bathroom & Shower Room Installations

The Consultant is to provide a complete design to install new epoxy finish floors and walls. Provide a non-slip flooring surface in the shower room area.

Provide a complete design for the installation of all stainless steel fixtures in the bathroom and shower areas. All fixtures are to be provided with manual flush valves. Showers are to be provided with mixing valves with the diverter. Sink traps are not to be provided with lavi guards. Fixtures do not have to be ADA compliant or suicide resistant, see **Exhibit 'D'**, ADA exemption letter.

B. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building(s) 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. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.

Consultant shall document their procedure, process and findings and prepare a "Hazardous Materials Survey Report" identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the "Hazardous Materials Survey Report" to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, destructive testing as necessary, tests and analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled "**Hazardous Materials Testing and Report Allowance**", refer to paragraph XI.B.

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, subcode and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in their fee proposal line item entitled "**Hazardous Materials Abatement Design Allowance**", refer to paragraph XI.C.

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in their fee proposal line item entitled **“Hazardous Materials Construction Administration Allowance”**, refer to paragraph XI.D.

There shall be no “mark-up” of subconsultant or subcontractor fees if subconsultants or subcontractors are engaged to perform any of the work defined in paragraph VII.C “Hazardous Building Materials”. All costs associated with managing, coordinating, observing and administering subconsultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

C. GENERAL DESIGN OVERVIEW

1. Design Detail:

Section VII of this Scope of Work is intended as a guide for the Consultant to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Consultant shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities, and the guidelines established in the DPMC Procedures for Architects and Engineers Manual.

The Consultant shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the current copy of the Uniform Construction Code N.J.A.C. 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly delineate the design intent of the Consultant and enable all Contractors to uniformly bid the project.

The Consultant shall ensure that all of the design items described in this scope of work are addressed and included in the project drawings and specification sections where appropriate.

It shall be the Consultant’s responsibility to provide all of the design elements for this project. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this Scope of Work.

2. Specification Format:

The Consultant shall prepare the construction specifications in the Construction Specifications Institute (CSI) format entitled MasterFormat®, latest edition.

The project construction specifications shall include only those CSI MasterFormat© specification sections and divisions applicable to this specific project.

3. Submittal Schedule:

The Consultant shall include a submittal schedule in Division 1 of the specifications. The schedule (list of required submittals) shall identify the general conditions and/or specification section (number and name) and the type of submittal required (material data, product data, test results, calculations, etc.). The submittal schedule is a compilation of the submittals required on the project and is provided as an aid to the contractor.

4. Construction Cost Estimates:

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, including the Permit Application Phase and Bid Phase, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© 2014 applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, premium time, building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

The cost estimate shall include descriptions of all allowances and contingencies noted in the estimate.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project supported by the detailed construction cost estimate. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

D. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Consultant and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

4. 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.

- S0536-00, As-built Drawings, dated 11/22/10, TJD Architects P.C.

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.

5. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as:

contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, ***shall be included in Division 1*** of the specification. The Consultant shall assure that there are no conflicts between the information contained in Division 1 of the specification and the DPMC General Conditions.

6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

E. BUILDING & SITE INFORMATION

The following information shall be included in the project design documents.

1. Building Classification:

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

2. Building Block & Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include, but not be limited to, the following as may be applicable:

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures and to lot lines.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

4. Site Location Map:

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

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 seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

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

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

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

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

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G. CONSTRUCTION BID DOCUMENT SUBMITTAL

In addition to submitting construction bid documents as defined in Section XIV Contract Deliverables, Consultant shall submit both specifications and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*.

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase. The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled "Bulletins." These Bulletins must be sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

C. BID OPENING

The Consultant must attend the bid opening held at the designated location.

In the event that the construction bids received exceed the Consultant's approved final cost estimate by 5% or more, the Consultant shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the State without impacting the programmatic requirements of the project. Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Consultant at no additional cost to the State.

D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant; in conjunction with the Project Manager and Project Team members, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal is complete and inclusive of all requirements necessary to deliver the project in strict accordance with the plans and specifications.

1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids did not meet the construction cost estimate.

2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss their bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that their bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4.7.5 "Substitutions" of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the "ballpark" costs.

5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their DPMC pre-qualification package and other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

6. Letter of Recommendation:

The Consultant shall prepare a Letter of Recommendation for contract award to the Contractor submitting the lowest responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

7. Conformed Drawings:

The Consultant shall prepare and distribute two (2) sets of drawings stamped "Conformed Drawings" to the Project Manager that reflect all Bulletins and/or required changes, additions,

and deletions to the pertinent drawings within fourteen (14) calendar days of the construction contract award date.

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

E. DIRECTOR'S HEARING

The Consultant must attend any Director's hearing(s) if a Contractor submits a bid protest. The Consultant shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Consultant shall submit a new "Letter of Recommendation" for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Consultant and the costs will be included in the base bid of their fee proposal.

F. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Consultant shall conduct all of the construction job meetings, to be held bi-weekly for the duration of construction, in accordance with the procedures identified in the A/E manual and those listed below.

1. Meetings:

The Consultant and Sub-Consultant(s) shall attend the pre-construction meeting and all construction job meetings during the construction phase of the project. The Consultant shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled "Agenda."

Also, the Consultant is responsible for the preparation and distribution of minutes within three (3) calendar days of the meeting. The format to be used for the minutes shall comply with those identified in the "Procedures for Architects and Engineers Manual," Section 10.3.4, entitled, "Format of Minutes." All meeting minutes are to have an "action" column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

2. Schedules:

The Consultant; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the

Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Consultant shall ensure that the Contractor provides a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. Submittal Log:

Based on the Submittal Schedule in Division 1 of the specifications, the Consultant shall develop and implement a submittal log that includes all of the required project submittals as identified in the general conditions and technical specifications. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Consultant and Sub-Consultant (if required) include: project schedule, schedule of values, shop drawings, equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Consultant, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Consultant shall provide an updated submittal log at each job meeting that highlights the status of all required submissions.

G. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Consultant and Sub-Consultant(s) shall provide construction site administration services during the duration of the project. The Consultant and Sub-Consultant(s) do not necessarily have to be on site concurrently if there are no critical activities taking place that require the Sub-Consultant's participation.

The services required shall include, but not be limited to; field observations sufficient to verify the quality and progress of construction work, conformance and compliance with the contract documents, and to attend/chair meetings as may be required by the Project Manager to resolve special issues.

Consultant and Sub-Consultant(s) shall conduct weekly site inspection/field observation visits. Site inspection/field observation visits may be conducted in conjunction with regularly scheduled

bi-weekly construction job meetings, depending on the progress of work, for weeks that construction job meetings are scheduled. The Consultant and their Sub-Consultant(s) shall submit a field observation report for each site inspection to the Project Manager within three (3) calendar days of the site visit. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-Consultant does not relieve the Consultant of their site visit obligation.

The Consultant shall refer to Section XIV. Contract Deliverables of this Scope of Work subsection entitled “Construction Phase” to determine the extent of services and deliverables required during this phase of the project.

H. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Consultant to ensure that they have provided adequate hours and/or time allotted in their technical proposal so that their Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings and construction job meetings, site visits, and close-out activities described in this Scope of Work. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within three (3) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Consultant’s fee proposal.

I. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor’s shop drawing submissions for conformity with the construction documents within seven (7) calendar days of receipt. The Consultant shall return each shop drawing submittal stamped with the appropriate action, i.e. “Approved”, “Approved as Noted”, “Approved as Noted Resubmit for Records”, “Rejected”, etc.

2. As-Built & Record Set Drawings:

The Contractor(s) shall keep the contract drawings up-to-date at all times during construction and upon completion of the project, submit their AS-BUILT drawings to the Consultant with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated.

The Consultant shall review the Contractor(s)' AS-BUILT drawings at each job progress meeting to ensure that they are up-to-date. Any deficiencies shall be noted in the progress meeting minutes.

The Consultant shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), the Consultant shall obtain the original reproducible drawings from DPMC and transfer the AS-BUILT conditions to the original full sized signed reproducible drawings to reflect RECORD conditions within fourteen (14) calendar days of receipt of the AS-BUILT information.

The Consultant shall note the following statement on the original RECORD-SET drawings. "The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The Architect/Engineer does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the Architect's/Engineer's knowledge."

Upon completion, The Consultant shall deliver the RECORD-SET original reproducible drawings to DPMC who will acknowledge their receipt in writing. This hard copy set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to DPMC. The discs shall contain all AS-BUILT drawings in both ".dwg" (native file format for AUTO CAD) and ".pdf" (*Adobe* portable document format) file formats.

J. CONSTRUCTION DEFICIENCY LIST

The Consultant shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

K. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

The Consultant and their Sub-Consultant(s) accompanied by the Project Manager, Code Inspection Group, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Consultant shall prepare and distribute the coordinated punch list, written warranties and other related DPMC forms and documents, supplied by the Contractor, to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

L. CLOSE-OUT DOCUMENTS

The Consultant shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the “Procedure for Architects and Engineers’ Manual.” The Consultant shall forward the package to the Project Manager within fourteen (14) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Consultant shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

M. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the “Close-Out Phase” of this project as part of their Lump Sum base bid. The Consultant and/or Sub-Consultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

N. TESTING, TRAINING, MANUALS AND ATTIC STOCK

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 “videotaped” by the Contractor. A copy of the “videotape” shall be transmitted to the Project Manager 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.

4. Attic Stock:

The Consultant shall determine and recommend whether “attic stock” should be included for all aspects of the project. If required, the Consultant shall specify attic stock items to be included in the project.

Prior to project close-out, the Consultant must prepare a comprehensive listing of all items for delivery by the Contractor to the Owner and in accordance with the appropriate specification/plan section. Items shall include, but not be limited to: training sessions, O&M manuals, as-built drawings, itemized attic stock requirements, and manufacturer guarantees/warranties.

O. CHANGE ORDERS

The Consultant shall review and process all change orders in accordance with the contract documents and procedures described below.

1. Consultant:

The Consultant shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission. This will require the use of the current DPMC 9b form.

2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within seven (7) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Award:

The Consultant shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order Request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

4. Code Review:

The Consultant shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the DPMC Plan & Code Review Unit for approval, if required. The Consultant must also determine and produce a permit amendment request if required.

5. Cost Estimate:

The Consultant shall provide a detailed cost estimate of the proposed Change Order Request, as submitted by the Contractor, in CSI format (2004 Edition) for all appropriate divisions and sub-divisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Consultant's estimate is lower than the corresponding line item in the Contractor's estimate, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences. The Consultant shall document the negotiated agreement on the Change Order Request form. If the Contractor's total dollar value changes based on the negotiations, the Consultant shall identify the changes on the Change Order Request form accordingly.

When recommending approval or disapproval of the change order, the Consultant shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- DPMC 9b Change Order Request
- DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- Consultant's Independent Detailed Cost Estimate
- Notes of Negotiations

6. Time Extension:

When a Change Order Request is submitted with both cost and time factors, the Consultant's independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare their time element with that of the Contractor's time request and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order Request is submitted for time only, the Consultant is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Article 10.1 "Changes in the Work".

7. Submission:

The Consultant shall complete all of the DPMC Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Consultant shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

8. Meetings:

The Consultant shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

9. Consultant Fee:

All costs associated with the potential Contractor Change Order Requests shall be anticipated by the Consultant and included in the base bid of their fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Consultant may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this Scope of Work.

IX. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE 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/codereg/>

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data required. The Agent section of the application and certification section of the building sub-code section shall be signed. These documents shall be forwarded to the DPMC Project Manager who will send them to the Department of Community Affairs (DCA) and all permit application costs will be paid by DPMC.

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 IX.B.

1. 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.

2. 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.

3. Special Inspections:

In accordance with the requirements of the New Jersey Uniform Construction Code N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

Special inspections are defined as an independent verification by a certified Special Inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to

be independent from the Contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. Responsibilities:

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, "**Permit Fee Allowance.**"

The Consultant may refer to the Division of Property Management and Construction "Procedures for Architects and Engineers Manual", Section 6.4.8, 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.

C. STATE INSURANCE APPROVAL

The Consultant shall respond in writing to the FM Global Insurance Underwriter plan review comments through the DPMC Plan & Code Review Unit Manager as applicable. The Consultant shall review all the comments and, with agreement of the Project Team, modify the documents while adhering to the project's SOW requirements, State code requirements, schedule, budget, and Consultant fee.

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states: The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled “Air quality during renovation and remodeling”. The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is: <http://www.state.nj.us/health/eoh/peoshweb/iaqstd.pdf>

E. PERMIT MEETINGS

The Consultant shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

F. MANDATORY NOTIFICATIONS

The Consultant shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the New Jersey “One Call” Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is known as the “New Jersey Underground Facility Protection Act”, refer to N.J.A.C. 14:2.

G. CONSULTANT FEE

The Consultant shall determine the efforts required to complete and submit all permit applications, obtain and prepare supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the “Permit Phase”.

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received

by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant's own financial risk.

B. ERRORS AND OMISSIONS

The errors and omissions curve and the corresponding sections of the "Procedures for Architects and Engineers Manual" are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis. The State will review each error or omission with the Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs described on the "New Jersey's Clean Energy Program" website at: <http://www.njcleanenergy.com> 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" rebates and incentives such as SmartStart, Pay4Performance, Direct Install or any other incentives.

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 their fee proposal.

XI. ALLOWANCES

A. 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 their fee proposal line item entitled **“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 is obtained and paid for by DPMC.

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 their fee proposal under the “Permit Phase” column.

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.C.1 and enter that amount on their fee proposal line item entitled **“Hazardous Materials Testing and Report Allowance”**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection
 - Sample testing
 - Preparation of an Hazardous Materials Survey Report

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.C and enter that amount on their fee proposal line item entitled **“Hazardous Materials Abatement Design Allowance”**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.C and enter that amount on their fee proposal line item entitled **“Hazardous Materials Construction Administration Allowance”**. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

XII.SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIV of this Scope of Work and described in the DPMC Procedures for Architects and Engineers Manual.

B. CATALOG CUTS

The Consultant shall provide catalog cuts as required by the DPMC Plan & Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

C. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and

other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½" x 11" bound "booklet" format.

D. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to DPMC Plan & Code Review Unit as a complete document. Corrected pages or drawings may not be submitted separately unless the Consultant inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

E. SINGLE-PRIME CONTRACT

All references to "separate contracts" in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a "Single Bid" (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The drawings shall have the required prefix designations and the specification sections shall have the color codes as specified for each trade in the DPMC Procedure for Architects and Engineers Manual.

The Consultant must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

PROJECT NAME: Bathroom & Shower Renovation
PROJECT LOCATION: Costello Preparatory Academy
PROJECT NO: S0601-00
DATE: 12/28/16

XIII. 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 PREPARED BY:


GREGORY SYMCAK, PROJECT MANAGER
DPMC PROJECT PLANNING & INITIATION

12/28/16
DATE

SOW APPROVED BY:


JAMES MCKENNA, PROJECT MANAGER
DPMC PROJECT PLANNING & INITIATION

12/28/16
DATE

SOW APPROVED BY:


PHILIP SAGLEMBENI, PROJECT MANAGER
JJC, CLIENT AGENCY REPRESENTATIVE


1/4/2017
DATE

SOW APPROVED BY:


RONALD KRAEMER, DESIGN PROJECT MANAGER
DPMC PROJECT MANAGEMENT GROUP

1/10/17
DATE

SOW APPROVED BY:


RICHARD FLODMAND, DEPUTY DIRECTOR
DIV PROPERTY MGT & CONSTRUCTION

1/17/17
DATE

XIV.CONTRACT DELIVERABLES

The following is a listing of 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," Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

The numbering system used in this "Contract Deliverables" section of the scope of work corresponds to the numbering system used in the "Procedures for Architects and Engineers" manual and some may have been deleted if they do not apply to this project.

SCHEMATIC DESIGN PHASE: 25% Complete Design Documents (Minimum)

- 6.1 Project Schedule (Update Bar Chart Schedule)**
- 6.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**
- 6.3 Correspondence**
- 6.4 Submission Requirements**
 - 6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
 - 6.4.2 Space Analysis & Program Requirements
 - 6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
 - 6.4.4 Site Evaluation
 - 6.4.7 Design Rendering/Sketches
 - 6.4.8 Regulatory Agency Approvals
 - 6.4.8.1 NJ Department of Agriculture
 - (a) Soil Erosion (land disturbance over 5000 s.f.)
 - 6.4.8.2 NJ Department of Community Affairs
 - (a) UCC Permit for Building Construction
 - 6.4.8.3 NJ Department of Environmental Protection
 - (a) Equipment Emissions
 - 6.4.9 Utility Availability for:
 - Sanitary Service
 - Storm Water
 - Domestic Water

Gas Service
Fire Service
Electric Service
Telephone Service
Cable Service

- 6.4.10 Drawings: 6 sets
 - Cover Sheet (See A/E Manual for format)
 - Site Plan
 - Site Utility Plan
 - Floor Plans
 - Elevations
 - Sections/Details
 - Structural Narrative
 - HVAC Narrative
 - Electrical Narrative
- 6.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
- 6.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 6.4.13 Bar Chart of Design and Construction Schedule
- 6.4.14 Oral Presentation of Submission to Project Team
- 6.4.15 SOW Compliance Statement
- 6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
- 6.4.17 Deliverables Submission in Booklet Form: 7 sets
- 6.5 Approval**
 - 6.5.1 Respond to Submission Comments
- 6.6 Submission Forms**
 - Figure 6.4.10 Plan Review Record Sheet
 - Figure 6.4.12 Current Working Estimate/Cost Analysis
 - Figure 6.4.16 Submission Checklist

DESIGN DEVELOPMENT PHASE: 50% Complete Design Documents (Minimum)

- 7.1 Project Schedule (Update Bar Chart Schedule)**
 - 7.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)**
 - 7.3 Correspondence**
 - 7.4 Submission Requirements**
-

- 7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 7.4.2 Space Analysis & Program Requirements (if changed from Schematic Phase)
- 7.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
- 7.4.4 Site Evaluation
- 7.4.7 Design Rendering/Sketches
- 7.4.8 Regulatory Agency Approvals (See Section 6.4.8 for listing)
- 7.4.9 Confirm Utility Availability (On Site & Public)
 - Sanitary Service
 - Storm Water
 - Domestic Water
 - Gas Service
 - Fire Service
 - Electric Service
 - Telephone Service
 - Cable Service
 - Tank Locations & Sizes
- 7.4.10 Drawings: 6 sets
 - Cover Sheet (See A/E Manual for format)
 - Floor Plans
 - Elevations
 - Sections/Details
 - Structural Drawings, Seismic Design Load Criteria
 - HVAC Drawings, Heating & Cooling Equipment Schedules
 - Economic Comparison of Proposed vs. Alternate Fueled System
 - Plumbing Drawings, Pipe Distribution & Riser Details, Fixture Schedule
 - Fire Protection Drawings, Hydraulic Calcs, Water Pressure & Flow Data
 - Electrical Drawings, Riser Diagram, Panel Schedules, Service Size, Lighting Design
 - Emergency Power Equipment & Source
- 7.4.11 Specifications: 6 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
- 7.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 7.4.13 Bar Chart of Design and Construction Schedule
- 7.4.14 Oral Presentation of Submission to Project Team
- 7.4.15 SOW Compliance Statement
- 7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
- 7.4.17 Deliverables Submission in Booklet Form: 7 sets

7.5 Approval

- 7.5.1 Respond to Submission Comments

7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis

Figure 7.4.16 Submission Checklist

FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting & Minutes (Minutes within seven (7) calendar days of meeting)

8.3 Correspondence

8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit

8.4.2 Space Analysis

8.4.3 Special Features Description, Communication/Security/Fire/Smoke/Exhaust)

8.4.4 Site Evaluation

8.4.7 Framed Rendering and Photographs

8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)

8.4.10 Drawings: 6 sets

8.4.11 Specifications: 6 sets

8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form

8.4.13 Bar Chart of Design and Construction Schedule

8.4.14 Oral Presentation of this Submission to Project Team

8.4.15 Plan Review/SOW Compliance Statement

8.4.16 This Submission Checklist

8.4.17 Deliverables Submission in Booklet Form: 7 sets

8.5 Approvals

8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

8.6 Permit Application Submission Requirements

- 8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time
- 8.6.8 Regulatory Agency Approvals
 - (a) UCC Permit Application & Technical Sub-codes completed by A/E
- 8.6.9 Utility Availability Confirmation
- 8.6.10 Signed and Sealed Drawings: 6 sets
- 8.6.11 Signed and Sealed Specifications: 6 sets
- 8.6.12 Current Working Estimate/Cost Analysis
- 8.6.13 Bar Chart Schedule
- 8.6.14 Project Presentation (N/A this Project)
- 8.6.15 Plan Review/SOW Compliance Statement
- 8.6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

- Figure 8.4.12 Current Working Estimate/Cost Analysis
- Figure 8.4.16 Submission Checklist (Final Review Phase)
- Figure 8.6.12-b Bid Proposal Form (Form DPMC -3)
- Figure 8.6.12-c Notice of Advertising (Form DPMC -31)
- Figure 8.6.16 Submission Checklist (Permit Phase)
- Figure 8.7 Bid Clearance Form (Form DPMC -601)

BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

- 9.01 Original Drawings signed & sealed by A/E and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11 and specifications on compact disk (CD) in *Adobe Portable Document Format (.pdf)*
- 9.03 Bid Documents Checklist
- 9.04 Bid Proposal Form
- 9.05 Notice for Advertising

9.1 Chair Pre-Bid Conference/Mandatory Site Visit

9.2 Prepare Bulletins

9.3 Attend Bid Opening

9.4 Recommendation for Contract Award

9.4.1 Prepare Letter of Recommendation for Award & Cost Analysis

9.5 Attend Pre-Construction Meeting

9.6 Submission Checklist

9.7 Submission Forms

Figure 9.4.1 Cost Analysis
Figure 9.6 Submission Checklist

CONSTRUCTION PHASE

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

10.3 Construction Job Meetings

10.3.1 Agenda: Schedule and Chair Construction Job Meetings
10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting
10.3.3 Schedules; Approve Contractors' Schedule & Update
10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

- 10.12.1 Construction Progress Schedule
- 10.12.2 CPM Consultant

10.13 Review & Recommend or Reject Change Orders

- 10.13.1 Scope Changes
- 10.13.2 Construction Change Orders
- 10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

- Figure 10.3.4-a Job Meeting Format of Minutes
- Figure 10.3.4-b Field Report
- Figure 10.6 DPMC Insurance Form-24
- Figure 10.6-a Unit Schedule Breakdown
- Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2
- Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A
- Figure 10.6-d Invoice DPMC 11
- Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3
- Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A
- Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12
- Figure 10.7-b Request for Change Order DPMC 9b
- Figure 10.9 Transmittal Form DPMC 13
- Figure 10.10 Submission Checklist

PROJECT CLOSE-OUT PHASE

11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities

11.2 Commencement: Initiate Close-Out w/DPMC 20A Project Close-Out Form

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

11.6 Ensure Issuance of “Temporary Certificate of Occupancy or Approval”

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC

11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each

(b) Guarantees

(c) Testing and Balancing Reports

(d) Boiler Inspection Certificates

(e) Elevator Inspection Report

(f) Shop Drawings

(g) Letter of Contract Performance

11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25

11.8.4 This Submission Checklist

11.9 Final Payment

11.9.1 Contractors Final Payment

11.9.2 A/E Invoice and Close-Out Forms for Final Payment

11.10 Final Performance Evaluation of the A/E and the Contractors

11.11 Ensure Issuance of a “Certificate of Occupancy or Approval”

11.12 Submission Forms

Figure 11.2 Project Close-Out Documentation List DPMC 20A

Figure 11.3-a Certificate of Substantial Completion DPMC 20D

Figure 11.3-b Final Acceptance of Consultant Contract DPMC 20C

Figure 11.5 Request for Contract Transition Close-Out DPMC 20X

Figure 11.7 Final Contract Acceptance Form DPMC 20

Figure 11.8.3-a Final Cost Analysis

Figure 11.8.3-b Insurance Transfer Form DPMC 25

Figure 11.8.4 Submission Checklist

XV.EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

PROJECT NAME: Bathroom & Shower Renovation
PROJECT LOCATION: Costello Preparatory Academy
PROJECT NO: S0601-00
DATE: 12/28/16

END OF SCOPE OF WORK

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Rspn	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	

DBCA - TEST

Sheet 1 of 3

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

Bureau of Design & Construction Services
Routine Project

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Exhibit "A"

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	

NOTE:

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

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DRCA - TEST

Sheet 2 of 3

Bureau of Design & Construction Services
Routine Project

Exhibit "A"

ATTACHMENT I

A. INSTITUTIONAL OPERATIONS - OUTSIDE CONTRACTOR SECURITY PROCEDURES

1. Purpose

- a. To provide a means of safely providing access to the facility to effect repairs or new construction without jeopardizing the safety, security, or orderly running of the institution.

2. Policy

- a. This administration is charged with the responsibility of safe custody and the welfare of our inmate juveniles. This procedure applies to all personnel contracted to provide services at the New Jersey Training school. Any person not willing to cooperate will be barred from admittance to the facility. All non-state employees are responsible and should comply with these procedures for their own protection as well as the safety of our juveniles and staff.

3. Procedure Guidelines

- a. The Contractor will submit a list of all workers who will be working on the project. The Contractor will also be responsible to have each worker fill out and submit an Internal Affairs Unit "Request for Background Information" at least two weeks prior to the date each worker is expected to be working in the institution. The office of the Director of Custody Operations will provide these forms to the Contractor upon request.

Upon receipt of the background check from Internal Affairs, the Contractor will be notified if any of the workers will not be allowed into the institution. An approved list of workers will be promulgated and distributed to the appropriate persons and places.

- b. The Construction Workers will report to the Gatehouse each day for work and will turn in their personal ID in exchange for a pass. They must carry or wear this pass on their person at all times while inside the security perimeter of the institution.
- c. They will then proceed directly to the work site. They are to remain on the work site at all times. They are not to move around the grounds without a Custody Officer escort.
- d. If the workers are leaving the institution for lunch, they must leave in a group and be processed out, turning their pass back in to the Gatehouse in exchange for their personal ID. When returning from lunch, they will process in again. This is a time consuming process and the Custody staff do what they can to expedite it without compromising the security of the facility.
- e. At the end of the day the workers must again leave in a group, processing out through the Gatehouse in the same manner as described in item d above.

- f. Depending on the scope of the construction, a service road may be established for use by the construction company. A checkpoint will exist to control unauthorized personnel. All construction supply vehicles, worker's vehicles, and heavy equipment will gain entrance to the facility via this service road.
- g. All construction worker's privately owned vehicles will be parked in the transient parking area (Visitor's Lot) after which they will proceed directly to the construction area.
- h. All tools being brought into the institution must be listed on an inventory slip provided by the workers bringing the tools in. This list will be submitted to the assigned Construction Officer who will meet them at the Gatehouse daily. The Construction Officer will inspect the tools, comparing them to the inventory list. The Officer will ensure that the tools stay with the workers throughout the day. At the end of the day, the Construction Officer will again check the tools going out against the inventory slip, which he has maintained in his possession throughout the day, to ensure that all tools brought into the institution are going out. Any discrepancies in tools or tool inventory will be immediately reported to the Shift Commander on Duty. The workers involved will be detained until such time as a Custody Supervisor Investigates the discrepancy and the Shift Commander releases them.
- i. Whenever construction vehicles are allowed to be brought inside the security perimeter of the institution, they will be searched in the vehicle sally port each time coming in and out. Tools carried in vehicles are subject to be inventoried each time coming in and out as well. The driver of each vehicle will be responsible to have the required inventory list of all tools for submission to the Construction Officer as in item h. above.
- j. Provision of toilet areas is the responsibility of the construction company (Spot-A-Pots, etc.).
- k. Construction workers are not allowed to utilize the Employee Dining Room or the Campus Shop. They are not allowed to have outside food vendors deliver food inside the security perimeter of the institution. Depending on the individual project, the workers may be allowed to bring their lunch into the work site or they will be allowed to leave the institution and eat at their vehicles, go out, etc. If allowed to bring lunch into the work site, all food containers will be subject to be opened for a visual inspection when entering or leaving the facility. This will be discussed and agreed upon with the Director of Custody Operations or his designee at a pre-start meeting.
- l. The construction company will provide a secure area such as a trailer, portable locked buildings, etc., as needed to ensure all tools and materials can be secure when not in use. The Director of Custody Operations or his designee will determine if the provided security is sufficient.
- m. The function of the officer assigned to the construction site is to provide security and check ID's. He will assist in rectifying problems to expedite the work whenever possible, with security as his primary concern.
- n. Excavations and other hazardous areas will be fenced off by the construction company. Any items which may be used by our inmates as weapons, to include scrap metal, wire, toxic substances, etc., must be disposed of in a secure manner so as to prevent their introduction into the rest of this facility.

- o. NO ammunition or weapons of any type are to be brought onto the grounds of this institution by any contracted personnel.
- p. Construction workers will refrain from any contact whatsoever with the inmates of this facility. They will not converse with them, nor are they to give or take ANY object whatsoever.
- q. Construction workers will not interfere with the activities or operations of the institution in any way.
- r. The construction area is off-limits for any inmates and/or staff at all times unless assigned to be there.
- s. NO alcoholic beverages or drugs are permitted on grounds.
- t. ALL vehicles will be securely locked at all times. All equipment, which cannot be locked, must be disabled when unattended. Tools must not be left unattended.
- u. Institutional keys will not be issued to construction personnel under any circumstances. A Custody Officer will provide access to the appropriate areas of the institution as needed.
- v. No photographs are to be taken without the permission of an administrator.
- w. Warning lights must be displayed on all dangerous areas at night as directed by the institutional maintenance engineer.
- x. All institutional fire regulations must be obeyed. These are available from the maintenance department.
- y. The institutional speed limit is 15 MPH and will be adhered to at all times.
- z. All excavations effecting roadways and sidewalks will be protected as directed by our maintenance engineer, and those across main roads must be covered with plates.
- aa. Any difficulties encountered by construction workers will be referred to their foreman or supervisor. He will then contact out maintenance engineer who will act as the institutional liaison to resolve this matter.

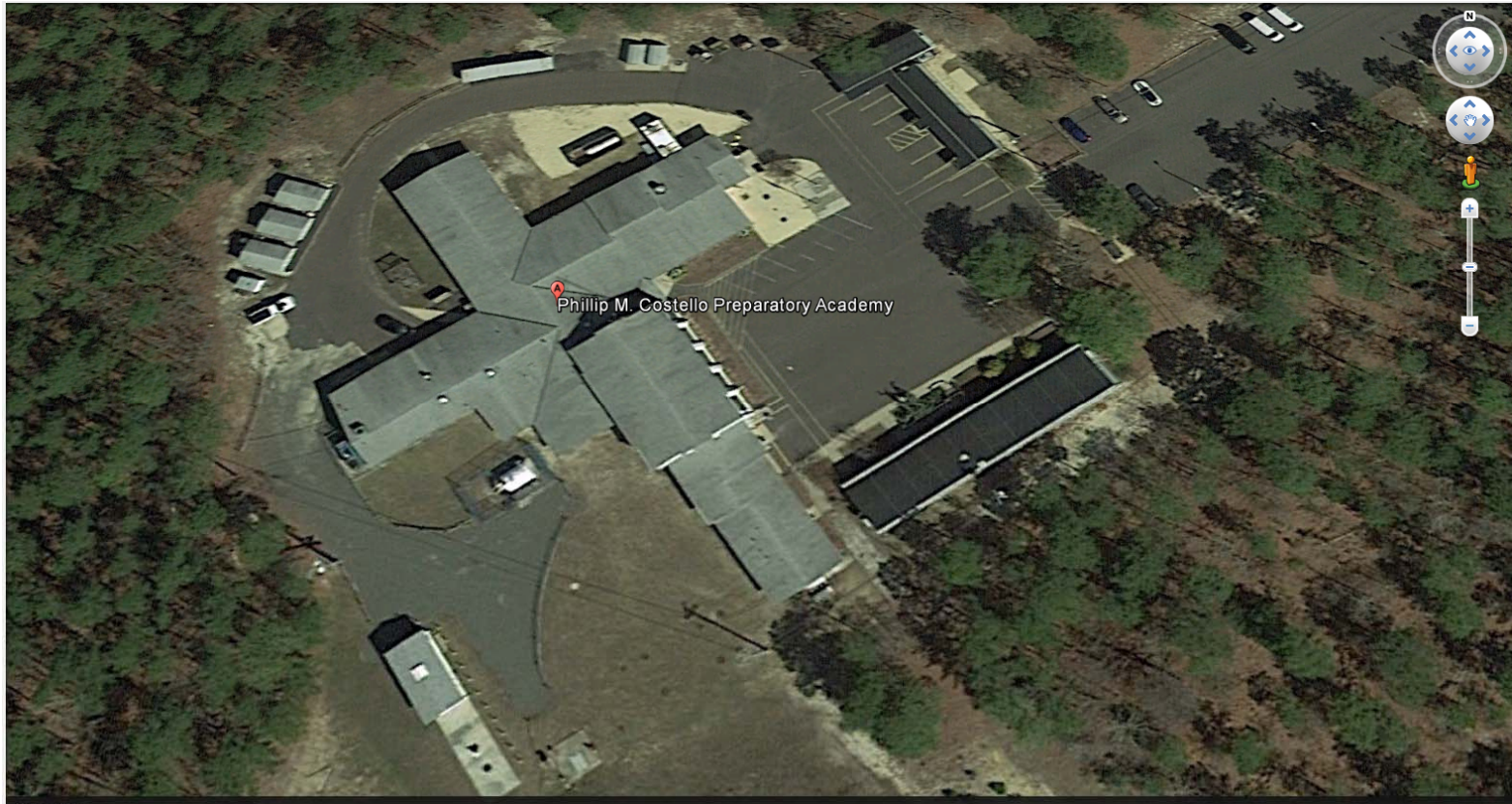


EXHIBIT 'C'

COSTELLO PREPARATORY ACADEMY SITE
MAP



State of New Jersey

**Office of the Attorney General
DEPARTMENT OF LAW AND PUBLIC SAFETY
Juvenile Justice Commission
P.O. Box 107
Trenton, New Jersey 08625-0107**

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Robert Lougy
Attorney General

Kevin M. Brown
Executive Director

October 21, 2016

Mark Connelly, Manager
Code Review Unit
Department of Treasury
Division of Property Management and Construction
28 W. State St., 4th Floor
Trenton, NJ 08625

Dear Mr. Connelly,

Regarding Project # S0601-00, Costello Preparatory Academy Bathroom/Shower Renovation Project. This letter serves as notice to show compliance with ICC/ANSI A117.1-608).

The JJC currently has other facilities that meet these requirements by providing full ADA accessibility to the residents. Any resident under the Juvenile Justice Commission's care who has a disability requiring accessibility will be housed at an appropriate ADA compliant facility within the commission.

If you have any questions, please feel free to contact Philip Saglombeni at (609)-633-8668.

Sincerely,

Phil Saglombeni
Facilities Unit Manager

CC: Phil Saglombeni
File

EXHIBIT 'D'





STATE OF NEW JERSEY
JUVENILE JUSTICE COMMISSION
REQUEST FOR BACKGROUND INFORMATION

Form: BI-001
Revised: 3/25/14

SECTION A - I certify, under penalty of perjury, that I will answer all questions truthfully including any conviction of a crime or disorderly person offense. My signature below indicates my consent for a background check.

(LAST NAME)

(FIRST NAME)

(MI)

(MAIDEN NAME)

(LIST ANY/ALL ALIAS' USED)

(ADDRESS: INCLUDE HOUSE NUMBER, STREET, APARTMENT NUMBER, CITY, STATE, ZIP CODE)

(DATE OF BIRTH)

(PLACE OF BIRTH)

(SOCIAL SECURITY #)

☐ MALE

☐ FEMALE

(DRIVER LICENSE #)

(STATE)

(RACE)

1) Have you ever been convicted, adjudicated guilty, or found guilty, as an adult or juvenile, of any crime or disorderly persons offense at anytime?

☐ NO

☐ YES, Explain below

2) Are there currently any pending criminal charges, disorderly persons offense charges, or other related charges pending against you anywhere?

☐ NO

☐ YES, Explain below

REASON FOR INQUIRY

☐ Criminal Justice Student

☐ Juvenile Volunteer

☐ Pre-Employment

☐ Parolee

☐ Adult Volunteer

☐ Outside Contractor

☐ Other _____

(PRINT APPLICANT'S LAST NAME, FIRST NAME, MI)

(APPLICANT'S SIGNATURE)

(DATE)

SECTION B - SIGNATURES

RESULTS OF INQUIRY

☐ All inquiries NEGATIVE

☐ See Attached Results

COMMENTS: _____

(JJC REQUESTER SIGNATURE)

(DATE)

(AUTOMATED CHECK COMPLETED BY)

(DATE)

(FINGERPRINTED BY)

(DATE)

(FINGERPRINTS RECEIVED and REVIEWED BY)

(DATE)

(RESULTS PROVIDED TO)

(DATE)

(RESULTS PROVIDED BY)

(DATE)

EXHIBIT 'E'



EXHIBIT 'F'
SITE PHOTOS



EXHIBIT 'F'
SITE PHOTOS



EXHIBIT 'F'
SITE PHOTOS



EXHIBIT 'F'
SITE PHOTOS

NEW JERSEY JUVENILE JUSTICE COMMISSION

Policy 13ED:01.02, Prison Rape Elimination Act (PREA)

CONTRACTOR ACKNOWLEDGMENT

This Acknowledgment of Receipt form has been prepared to document that each Commission contractor and their personnel ("Contractor") is aware of their obligations under Commission Policy 13ED:01.02, Prison Rape Elimination Act (PREA), (the "Policy"). By signing the acknowledgment below you affirm that you understand the Policy as explained in this Acknowledgment.

The purpose of the Policy is to provide a safe, humane and secure environment, free from the threat of sexual abuse and sexual harassment, for all Juveniles assigned to Commission facilities, by ensuring that Staff and Contractors conform to the Commission's Zero-Tolerance Policy toward all forms of sexual abuse and sexual harassment involving those Juveniles.

As a Contractor, you have an obligation to maintain clear boundaries with Juveniles and to maintain at all times a relationship of authority, objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional or sexual relationship to occur between you and any Juvenile. Any and all sexual contact between a Juvenile, including Juveniles age 18 and older, and a Contractor is sexual abuse under the Policy, and will be disciplined as such.

Please sign below to confirm that you understand the Policy as explained in this Acknowledgement. Failure to sign this Acknowledgement does not relieve a Contractor of the responsibility to understand and adhere to the Policy, explained herein.

A copy of the signed form will be placed in the applicable Contractor file.

Name of Contractor (Please Print)

Signature of Contractor

Date

EXHIBIT 'G'

HAZARDOUS MATERIALS REPORT
for
FIRE SUPPRESSION AND DETECTION UPGRADES
AT
COSTELLO PREPARATORY ACADEMY
TABERNACLE, BURLINGTON COUNTY, N.J.

PROJECT NO. S0536-00

Prepared for:

Gannett Fleming, Inc.
1000 Atrium Way, Suite 300
Mount Laurel, New Jersey 08054

Prepared by:

USA Environmental Management, Inc.
344 West State Street
Trenton, New Jersey 08618

USAEMI Project No. 10-020261-01
DPMC Project No. S0536-00

April 19, 2010



USA Environmental Management, Inc.
Environmental Engineering Construction

EXHIBIT 'H'
ASBESTOS REPORT

Table of Contents

1.0	<u>Executive Summary</u>	3
2.0	<u>Asbestos and Health</u>	4
3.0	<u>Survey Results</u>	4

Appendix I Asbestos Site Assessment Report/Plan

Appendix II Project Documentation/Certifications

1.0 Executive Summary

USA Environmental Management, Inc., (USAEMI) was contracted by Gannett Fleming Inc. to conduct a limited environmental assessment in conjunction with the proposed Fire Suppression and Detection Upgrades project located at the Costello Preparatory Academy, in Tabernacle, New Jersey; DPMC Project Number S0536-00. The purpose of the inspection was to detect the presence or absence of asbestos-containing materials from the facility in preparation for the planned upgrades.

The inspection for asbestos-containing materials (ACM) was conducted in March/ April of 2010, by Mr. William Weisgarber Jr., and Ms. Nora Pearse. Both Mr. Weisgarber and Ms. Pearse are certified United States Environmental Protection Agency (USEPA), Asbestos Hazard Emergency Response Act (AHERA) asbestos building inspectors, with significant experience in ACM survey and remediation project design. Documentation of the inspectors certifications are appended in this report.

During the course of its assessment USAEMI noted ten (10) suspect materials which may be impacted from the proposed work. The suspect materials identified were sampled in sufficient quantity as mandated by 40 CFR, Part 763.87(a). Of the suspect materials sampled, two (2) tested positive for asbestos (greater than 1% by weight). Materials sampled for asbestos content and/or assumed ACM are listed below. These materials can also be found in Appendix I titled Asbestos Site Assessment Report/Plan.

COSTELLO PREPARATORY ACADEMY

ID No.	Material Description	Asbestos Content
1	Cementitious Ceiling Panel	30% Chrysotile
2	Mud Pack Elbow Insulation	3% Chrysotile
3	2' x 4' White Ceiling Tile – With Chipped Design	None Detected
4	Gypsum Paper Drywall with Assumed Joint Compound	None Detected
5	2' x 4' White Ceiling Tile with Fissures and Holes	None Detected
6	2' x 4' White Ceiling Tile with Tile-Smooth (Drywall Inserts)	None Detected
7	Cementitious Water Tank Insulation over Wiremesh & Fiberglass	None Detected
8	Cementitious Fitting/ Joint Insulation Associated with Fiberglass Pipe Insulation	None Detected
9	Black Tar Paper Wrap Over Fiberglass Pipe Insulation	None Detected
10	Red Gasket @ Coupling	None Detected

A detailed interpretation of the above listed materials can be found in the attached tables located in Appendix I of this report. A discussion of the potential health risks associated with asbestos exposure can be found within Section 2.0. Section 3.0 gives a further account of the assessment and sampling methodology used.

2.0 Asbestos and Health

During the last few decades the medical evidence has continued to mount regarding the

importance of environmental factors as a source of carcinogenicity. Asbestos is regulated by the Occupational Safety and Health Administration, cited by the National Institute for Occupational Safety and Health, the International Agency for Research on Cancer, the National Toxicology Program, and the Carcinogens Assessment Group of the Federal USEPA.

As a result of the pervasive use of this material, asbestos has become a widespread environmental contaminant for large segments of our society and has been conclusively demonstrated to cause fibrosis and malignancies of the lung and other organs. The majority of the evidence comes from industrial exposure to this material, whereas exposures were more intense and for a greater period of time. However, there is also evidence that low exposures to asbestos fibers may also have carcinogenic potential.

Asbestos fibers resist degradation and persist in the environment, because of the fibers particular structure, they possess aerodynamic capabilities for prolonged suspension and repeated cycles of re-entrainment.

Asbestos fibers find entry into the body by inhalation and through ingestion. The retained fibers are found in tissues throughout the lifetime of the exposed person - long after cessation of exposure. It has been demonstrated that asbestos fibers can migrate to other organs. Malignancies related to inhalation and ingestion include cancer of the lungs, mesothelioma of the pleura and peritoneum (lining of the lung and abdominal region), and neoplasms of other sites.

The degree and duration of exposure to develop an asbestos related health disorder is unknown at this time. However, a report to the U.S. Consumer Products Safety Commission by the Chronic Hazard Advisory Panel on Asbestos reports:

From a public health standpoint, and in the absence of final clarifications of the uncertainties, it is prudent to behave as if asbestos fibers may be carcinogenic at low level exposure and at small particle sizes.

3.0 Survey Results

This survey was confined to those materials that USAEMI considered to be suspect asbestos-containing materials. This survey was performed during daytime hours. Throughout the assessment, EPA AHERA, 40 CFR, Part 763 protocol was stringently observed. All of the samples collected were in areas where damage already existed. All bulk samples extracted were taken in compliance with 40 CFR, Part 763.86. Prior to each sampling effort, the material was spray-misted using amended water. This precautionary measure was employed to prevent airborne fiber emissions. All sampled materials were individually packaged to prevent contamination. Samples were delivered to an independent laboratory and analysis was performed via Polarized Light Microscopy (PLM) in accordance with 40 CFR, Part 763.87(a) and/or Transmission Electron Microscopy (TEM). The results of each sample and corresponding Certificates of Analysis are appended to this report. Results include the type and percentage of asbestos, if found in the sampled material, and the method of analysis.

USAEMI has incorporated a series of tables and cross reference forms which can be found in

Appendix I. A copy of site floor plans which demarcate our numbering system for the various spaces within the facility and sample locations has also been incorporated. The attached tables and a brief description are as follows:

1. **Assessment Report** - A table which denotes the locations of homogeneous materials, quantities and condition on a room by room basis.
2. **Summary of Rooms** - A cross reference sheet that identifies room designations.
3. **Summary of Materials** - A cross reference form which identifies suspect asbestos-containing building material code designations.
4. **Homogeneous Materials Report** - A table which lists test results for sampled building materials, total quantities of each material on a facility basis and the sum of the damaged materials in the building.

Disclaimer

The client should be aware that this survey did not incorporate destructive demolition to access hidden or obscured asbestos-containing materials (ACM). Non-observable asbestos-containing materials found in such areas as vinyl asbestos floor tile which has been overlaid with plywood, insulated piping lines in wall cavities, asbestos nailcrete below tongue and groove flooring, internal boiler ACM, ACM on pipes buried in concrete slabs and other potential ACM which is inaccessible for sample extraction due to the physical coverage of the material. USAEMI will assure, however, that due diligence is observed in performing sampling by generally recognized industry sampling practices.

APPENDIX I

Asbestos Site Assessment Report/Plan

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618

Tel: (609) 656-8101 • Fax: (609) 656-8103 • Web: www.usaemi.com

FIRE SUPPRESSION & DETECTION

Prepared For:

**GANNETT FLEMING, INC.
1000 ATRIUM WAY**

MOUNT LAUREL, NJ 08054

To the Attention of:

**GEORGE CAMPANELLA, P.E.
VICE PRESIDENT-REGIONAL OFFICE MANAGER**

Inspection of:

**COSTELLO PREPARATORY ACADEMY
800 CARRANZO ROAD**

TABERNACLE, NJ 08088

Building Inspection Date:

3/29/2010

Inspected By:

**WILLIAM WEISGARBER, JR
NAETI NO. 21717**

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618
Tel: (609) 656-8101 • Fax: (609) 656-8103 • Web: www.usaemi.com

CLIENT: GANNETT FLEMING, INC.
BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
INSPECTION DATE: 3/29/2010

SUMMARY OF MATERIALS

ID No.	Material	Detailed Description	Asbestos Content
1	CEILING PANEL - M	CEMENTITIOUS CEILING PANEL-(TRANSITE)	YES - TESTED
2	FITTING INSULATION - T	MUD PACK ELBOW INSULATION	YES - TESTED
3	CEILING TILE - M	2 X 4 WHITE CEILING TILE-WITH CHIPPED DESIGN	NONE DETECTED
4	WALLBOARD - M	GYPSUM PAPER DRYWALL WITH ASSOCIATED JOINT COMPOUND	NONE DETECTED
5	CEILING TILE - M	2 X 4 WHITE CEILING TILE WITH FISSURES AND HOLES.	NONE DETECTED
6	CEILING TILE - M	2 X 4 WHITE CEILING TILE-SMOOTH (DRYWALL PANELS)	NONE DETECTED
7	TANK INSULATION - T	CEMENTITIOUS WATER TANK INSULATION ON WIREMESH & FIBERGLASS	NONE DETECTED
8	FITTING INSULATION - T	CEMENTITIOUS FITTING/ JOINT INSULATION ASSOCIATED WITH FIBERGLASS PIPE INSULATION	NONE DETECTED
9	PIPE WRAP - T	BLACK TAR PAPER WRAP OVER FIBERGLASS PIPE INSULATION	NONE DETECTED
10	GASKET - M	RED GASKET AT COUPLING	NONE DETECTED

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618

Tel: (609) 656-8101 • Fax: (609) 656-8103 • Web: www.usaemi.com

CLIENT: GANNETT FLEMING, INC.
BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
INSPECTION DATE: 3/29/2010

SUMMARY OF ROOMS

Room Code	Room Description
101	MECHANICAL ROOM
102	FOYER
103	CORRIDOR
104	REST ROOM
104A	SHOWER ROOM
105	OFFICE
106	LAUNDRY ROOM
107	LAUNDRY ROOM
108	SQUAD BAYS #2 AND #3
109	MESS HALL
109A	PIPE CHASE ACCESS
110	MAIN DESK
111	QUIET ROOM
112	QUIET ROOM
113	SOCIAL WORKERS OFFICE
114	NURSES OFFICE
114A	CLOSET WITHIN NURSES OFFICE
115	STORAGE ROOM
116	SQUAD BAY #1
116A	CLOSET ASSOCIATED WITH SQUAD BAY # 1
117	KITCHEN
118	STORAGE
119	OFFICE
119A	REFRIGERATOR-#1
119B	REFRIGERATOR-#2
120	REFRIGERATOR- #3
121	ACTIVITY ROOM
122	REST ROOM
123	REST ROOM
124	CHILD STUDY OFFICE
125	MAINTENANCE OFFICE
126	STG'S OFFICE
127	SHOP STORAGE ROOM
128	MAINTENANCE SHOP
129	STORAGE-EXTERIOR ACCESS
130	FOYER

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618

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CLIENT: GANNETT FLEMING, INC.
BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
INSPECTION DATE: 3/29/2010

SUMMARY OF ROOMS

Room Code	Room Description
131	CLOSET
132	LOCKER ROOM
132A	REST ROOM
133	LOCKER ROOM
133A	REST ROOM
134	SQUAD BAY #4
135	SHOWER
136	REST ROOM
MH1	MANHOLE ACCESS TO WATERTANK

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618

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CLIENT: GANNETT FLEMING, INC.
 BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
 INSPECTION DATE: 3/29/2010

HOMOGENEOUS MATERIALS REPORT

ID No. Material Description

Asbestos Content

Room Code	Room Description	Qty Material	Qty Damage
1	CEMENTITIOUS CEILING PANEL-(TRANSITE)	YES - TESTED	
127	SHOP STORAGE ROOM	72 SF	0 SF
128	MAINTENANCE SHOP	228 SF	0 SF
		300	0
2	MUD PACK ELBOW INSULATION	YES - TESTED	
101	MECHANICAL ROOM	30 LF	0 LF
104	REST ROOM	1 LF	0 LF
105	OFFICE	1 LF	0 LF
106	LAUNDRY ROOM	8 LF	0 LF
107	LAUNDRY ROOM	4 LF	0 LF
108	SQUAD BAYS #2 AND #3	11 LF	0 LF
109	MESS HALL	35 LF	0 LF
109A	PIPE CHASE ACCESS	1 LF	0 LF
113	SOCIAL WORKERS OFFICE	2 LF	0 LF
114A	CLOSET WITHIN NURSES OFFICE	2 LF	0 LF
116	SQUAD BAY #1	3 LF	0 LF
117	KITCHEN	14 LF	0 LF
121	ACTIVITY ROOM	11 LF	0 LF
124	CHILD STUDY OFFICE	2 LF	0 LF
128	MAINTENANCE SHOP	1 LF	0 LF
134	SQUAD BAY #4	10 LF	0 LF
		136	0
7	CEMENTITIOUS WATER TANK INSULATION ON WIREMESH & FIBERGLASS	NONE DETECTED	
MH1	MANHOLE ACCESS TO WATERTANK	60 SF	60 SF
		60	60
8	CEMENTITIOUS FITTING/ JOINT INSULATION ASSOCIATED WITH FIBERGLASS PIPE INSULATION	NONE DETECTED	
MH1	MANHOLE ACCESS TO WATERTANK	6 LF	6 LF
		6	6
9	BLACK TAR PAPER WRAP OVER FIBERGLASS PIPE INSULATION	NONE DETECTED	
MH1	MANHOLE ACCESS TO WATERTANK	30 LF	10 LF
		30	10

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618

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CLIENT: GANNETT FLEMING, INC.
BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
INSPECTION DATE: 3/29/2010

HOMOGENEOUS MATERIALS REPORT

ID No. Material Description

Asbestos Content

Room Code	Room Description	Qty Material	Qty Damage
-----------	------------------	-----------------	---------------

10 **RED GASKET AT COUPLING**
MH1 MANHOLE ACCESS TO WATERTANK

NONE DETECTED

2 UNIT(S) 0 UNIT(S)

2 0

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618
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CLIENT: GANNETT FLEMING, INC.
BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
INSPECTION DATE: 3/29/2010

ASSESSMENT REPORT

Room Code	Room Description	ID No	Material	Functional Space	Qty Material	Qty Damage	Damage Level	Damage Type	Response Action	Asbestos Content	Comments
101	MECHANICAL ROOM										
2	FITTING INSULATION - T			3	30 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	REST ROOM										
2	FITTING INSULATION - T			1	1 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	OFFICE										
2	FITTING INSULATION - T			1	1 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	LAUNDRY ROOM										
2	FITTING INSULATION - T			1	8 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	LAUNDRY ROOM										
2	FITTING INSULATION - T			1	4 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	SQUAD BAYS #2 AND #3										
2	FITTING INSULATION - T			1	11 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	MESS HALL										
2	FITTING INSULATION - T			1	35 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	PIPE CHASE ACCESS										
2	FITTING INSULATION - T			3	1 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
101	SOCIAL WORKERS OFFICE										

Functional Space Codes	Damage Level Codes	Response Action Codes
1 - Occupiable Space 2 - Above Drop Ceiling 3 - Mechanical Spaces 4 - Behind Substrate	SIGNIFICANT - more than 10% is damaged DAMAGED - 10% or less is damaged N/A - no damage	N/A - Not Applicable O&M - Operations and Maintenance REP - Repair REM - Remove

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618
Tel: (609) 656-8101 • Fax: (609) 656-8103 • Web: www.usaemi.com

CLIENT: GANNETT FLEMING, INC.
BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01
INSPECTION DATE: 3/29/2010

ASSESSMENT REPORT

Room Code	Room Description	Material	Functional Space	Qty Material	Qty Damage	Damage Level	Damage Type	Response Action	Asbestos Content	Comments
2	FITTING INSULATION - T		1	2 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
144A	CLOSET WITHIN NURSES OFFICE									
2	FITTING INSULATION - T		1	2 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
116	SQUAD BAY #1									
2	FITTING INSULATION - T		1	3 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
117	KITCHEN									
2	FITTING INSULATION - T		2	14 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
121	ACTIVITY ROOM									
2	FITTING INSULATION - T		1	11 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
124	CHILD STUDY OFFICE									
2	FITTING INSULATION - T		1	2 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
127	SHOP STORAGE ROOM									
1	CEILING PANEL - M		3	72 SF	0 SF	N/A	N/A	O&M	YES - TESTED	
128	MAINTENANCE SHOP									
1	CEILING PANEL - M		3	228 SF	0 SF	N/A	N/A	O&M	YES - TESTED	
2	FITTING INSULATION - T		1	1 LF	0 LF	N/A	N/A	O&M	YES - TESTED	
134	SQUAD BAY #4									
2	FITTING INSULATION - T		1	10 LF	0 LF	N/A	N/A	O&M	YES - TESTED	

Functional Space Codes	Damage Level Codes	Response Action Codes
1 - Occupiable Space 2 - Above Drop Ceiling 3 - Mechanical Space 4 - Behind Substrate	SIGNIFICANT - more than 10% is damaged DAMAGED - 10% or less is damaged N/A - no damage	N/A - Not Applicable O&M - Operations and Maintenance REP - Repair REM - Remove

USA Environmental Management, Inc.

344 West State Street • Trenton, NJ 08618
Tel: (609) 656-8101 • Fax: (609) 656-8103 • Web: www.usacmi.com

CLIENT: GANNETT FLEMING, INC.

BUILDING: COSTELLO PREPARATORY ACADEMY

PROJECT NUMBER: 10-020261-01

INSPECTION DATE: 3/29/2010

ASSESSMENT REPORT

Room Code Room Description

ID No.	Material	Functional Space	Qty Material	Qty Damage	Damage Level	Damage Type	Response Action	Asbestos Content	Comments
MANHOLE ACCESS TO WATERTANK									
7	TANK INSULATION - T	3	60 SF	60 SF	SIGNIFICANT	D - DISTRIBUTED	REM	NONE DETECTED	
8	FITTING INSULATION - T	3	6 LF	6 LF	SIGNIFICANT	D - DISTRIBUTED	REM	NONE DETECTED	
9	PIPE WRAP - T	3	30 LF	10 LF	SIGNIFICANT	D - DISTRIBUTED	REP	NONE DETECTED	
10	GASKET - M	3	2 UNIT(S)	0 UNIT(S)	N/A	N/A	O&M	NONE DETECTED	

Functional Space Codes

- 1 - Occupiable Space
- 2 - Above Drop Ceiling
- 3 - Mechanical Space
- 4 - Behind Substrate
- 5 - Under Carpet
- 6 - Inaccessible
- 7 - Above Solid Ceiling

Damage Level Codes

- SIGNIFICANT - more than 10% is damaged
- DAMAGED - 10% or less is damaged
- N/A - no damage

Response Action Codes

- N/A - Not Applicable
- O&M - Operations and Maintenance
- REP - Repair
- REM - Remove

APPENDIX II

Project Documentation / Certifications



TYPE OF ANALYSIS REQUIRED
☒ PLM, EPA 600/R-93/116
☐ Stop @ 1st Positive ID No.
☐ PLM EPA NOB (Gravimetric)



EMSL Analytical, Inc.

107 Haddon Ave., Westmont, NJ 08106

Phone: (609) 886-4800 Fax: (609) 886-4000 Email: westmont@emsl.com

Attn: William Weisgarber, Jr.
USA Environmental Management, Inc.
344 West State St.
Trenton, NJ 08618

Customer ID: USA53
Customer PO:
Received: 03/29/10 12:44 PM
EMSL Order: 041006243

Fax: (609) 656-8103 Phone: (609) 656-8101
Project: 10-020261-01/ COSTELLO PREPARATORY ACADEMY

EMSL Proj:
Analysis Date: 3/29/2010

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
01 041006243-0001	127	Gray Fibrous Heterogeneous		70% Non-fibrous (other)	30% Chrysotile
02 041006243-0002	124	Gray Fibrous Heterogeneous	30% Min. Wool	67% Non-fibrous (other)	3% Chrysotile
03 041006243-0003	109	Gray Fibrous Heterogeneous	30% Min. Wool	67% Non-fibrous (other)	3% Chrysotile
04 041006243-0004	101	Gray Fibrous Heterogeneous	40% Min. Wool	60% Non-fibrous (other)	None Detected
05 041006243-0005	105	Gray/White Fibrous Heterogeneous	70% Cellulose 10% Min. Wool	20% Non-fibrous (other)	None Detected
06 041006243-0006	105	Gray/White Fibrous Heterogeneous	70% Cellulose 10% Min. Wool	20% Non-fibrous (other)	None Detected
07-Drywall 041006243-0007	102	Brown/Gray Fibrous Heterogeneous	80% Cellulose 2% Glass	18% Non-fibrous (other)	None Detected

Analyst(s)

Chris Little (13)

Stephen Siegel, CIH, Laboratory Manager
or other approved signatory

Due to magnification limitations inherent in PLM, asbestos fibers in dimensions below the resolution capability of PLM may not be detected. The limit of detection as stated in the method is 1%. The above test report relates only to the items tested and may not be reproduced in any form without the express written approval of EMSL Analytical, Inc. EMSL's liability is limited to the cost of analysis. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NNLAP or any agency of the U.S. Government. The test results meet all NELAP requirements unless otherwise specified.

Samples analyzed by EMSL Analytical, Inc. 107 Haddon Ave., Westmont NJ 08106 NNLAP Lab Code 101046-D, AHA-LAP, LLC NNLAP Lab 100194, NYS ELAP 10872, NJ DEP 04008



EMSL Analytical, Inc.

107 Haddon Ave., Westmont, NJ 08105

Phone: (609) 656-4000 Fax: (609) 656-4000 Email: westmont@emsl.com

Attn: William Weisgarber, Jr.
USA Environmental Management, Inc.
344 West State St.
Trenton, NJ 08618

Fax: (609) 656-8103 Phone: (609) 656-8101
Project: 10-020261-01/ COSTELLO PREPARATORY ACADEMY

Customer ID: USA53
Customer PO:
Received: 03/29/10 12:44 PM
EMSL Order: 041006243
EMSL Proj:
Analysis Date: 3/29/2010

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
07-Texture 041006243-0007A	102	White Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
08 041006243-0008	116A	Brown/Gray Fibrous Heterogeneous	65% Cellulose 3% Glass	32% Non-fibrous (other)	None Detected
09 041006243-0009	126	Gray/White Fibrous Heterogeneous	70% Cellulose 10% Min. Wool	20% Non-fibrous (other)	None Detected
10 041006243-0010	109	Gray/White Fibrous Heterogeneous	70% Cellulose 10% Min. Wool	20% Non-fibrous (other)	None Detected
11 041006243-0011	117	Brown/Gray Fibrous Heterogeneous	15% Cellulose 5% Glass	80% Non-fibrous (other)	None Detected
12 041006243-0012	117	Brown/Gray Fibrous Heterogeneous	35% Cellulose 3% Glass	62% Non-fibrous (other)	None Detected

Analyst(s)

Chris Little (13)

Stephen Siegel, CIH, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. 107 Haddon Ave., Westmont NJ NVLAP Lab Code 101048-0, AHA-LAP, LLC-IHLAP Lab 100194, NYS ELAP 10372, NJ DEP 04006



CLIENT: Gannett Fleming
PROJECT: Hazardous Materials Assessment
BUILDING: Costello Preparatory Academy

DATE: April 8, 2016
TECHNICIAN: C. Loeisich, II.
PROJECT #: 10-020261-01

TYPE OF ANALYSIS REQUIRED
☒ PLM, EPA 600/R-93/116
☐ Stop @ 1st Positive ID No.
☐ PLM EPA NOB (Gravimetric)

BULK SAMPLE DATA AND CHAIN OF CUSTODY FORM

[illegible]

TURN-AROUND-TIME	
<input type="checkbox"/> 3 Hour	<input type="checkbox"/> 48 Hour
<input type="checkbox"/> 6 Hour	<input type="checkbox"/> 3 Day
<input checked="" type="checkbox"/> 24 Hour	<input type="checkbox"/> TEM, 3 Day

RELINQUISHED BY	DATE	TIME	RECEIVED BY	DATE	TIME
I. W. W.	4/2/10	0930	Lark	24/03/10	0930
II. R. R.	24/03/10	1350	II. R. R.		
III.			III.		

COMMENTS:

SAMPLES ACCEPTED
FOR ANALYSIS BY

USA Environmental Management, Inc.
Branch Office: 344 West State Street, Trenton, New Jersey 08618
York, 609.650.5111 Fax: 609.650.5100 www.usaem.com



EMSL Analytical, Inc.

107 Haddon Ave., Westmont, NJ 08108

Phone: (856) 656-4000 Fax: (856) 656-4000 Email: westmontashlab@EMSL.com

Attn: William Weisgarber, Jr.
USA Environmental Management, Inc.
344 West State St.
Trenton, NJ 08618

Fax: (609) 656-8103 Phone: (609) 656-8101
Project: 10-020261-01/ COSTELLO PREPARATORY ACADEMY

Customer ID: USA53
Customer PO:
Received: 04/08/10 1:53 PM
EMSL Order: 041007091
EMSL Proj:
Analysis Date: 4/9/2010

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
01 BW040810 041007091-0001	MH-1	Gray Fibrous Heterogeneous	30% Min. Wool	70% Non-fibrous (other)	None Detected
02 BW040810 041007091-0002	MH-1	Gray Fibrous Heterogeneous	30% Min. Wool	70% Non-fibrous (other)	None Detected
03 BW040810 041007091-0003	MH-1	Gray Fibrous Heterogeneous	30% Min. Wool	70% Non-fibrous (other)	None Detected
04 BW040810 041007091-0004	MH-1	Gray Fibrous Heterogeneous	30% Min. Wool	70% Non-fibrous (other)	None Detected
05 BW040810 041007091-0005	MH-1	Gray Fibrous Heterogeneous	30% Min. Wool	70% Non-fibrous (other)	None Detected
06 BW040810 041007091-0006	MH-1	Gray Fibrous Heterogeneous	30% Min. Wool	70% Non-fibrous (other)	None Detected
07 BW040810 041007091-0007	MH-1	Brown/Black/Silver Fibrous Heterogeneous	20% Min. Wool	80% Non-fibrous (other)	None Detected

Analyst(s)

Peter Harrison (11)

Stephen Siegel, CIH, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. 107 Haddon Ave., Westmont NJ NVLAP Lab Code 101043-0, AIAA-LAP, LLC-NVLA Lab 100184, NYS ELAP 10872, NJ DEP 04006



EMSL Analytical, Inc.

107 Haddon Ave., Westmont, NJ 08105

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Attn: William Weisgarber, Jr.
USA Environmental Management, Inc.
344 West State St.
Trenton, NJ 08618

Fax: (609) 656-8103 Phone: (609) 656-8101
Project: 10-020261-01/ COSTELLO PREPARATORY ACADEMY

Customer ID: USA53
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Received: 04/08/10 1:53 PM
EMSL Order: 041007091
EMSL Proj:
Analysis Date: 4/9/2010

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
08 BW040810 041007091-0008	MH-1	Brown/Black/Silver Fibrous Heterogeneous	5% Min. Wool	95% Non-fibrous (other)	None Detected
09 BW040810 041007091-0009	MH-1	Black/Silver Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
10 BW040810 041007091-0010	MH-1	Red Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
11 BW040810 041007091-0011	MH-1	Red Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected

Analyst(s)

Peter Harrison (11)

Stephen Siegel, CIH, Laboratory Manager
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. 107 Haddon Ave., Westmont NJ NVLAP Lab Code 101048-9, AIA-LAP, LLC-IHLAP Lab 100184, NYS ELAP 10672, NJ DEP 64003

21717

National Asbestos & Environmental Training Institute

CERTIFICATE OF COMPLETION

AIHERA/EPA Accredited Per 40 CFR Part 763
Asbestos Accreditation under TSCA Title II

This is to certify that

William Weisgarber, Jr.

Successfully completed the course entitled

**1/2-Day New York State/EPA/AHERA Asbestos Building Inspector Annual Refresher on
May 26, 2009**

Examination Passed May 26, 2009

Expiration Date on May 26, 2010


Doris L. Adler
President, NAETI

Per 10 NYCRR Part 73.2 (L) (1), DOH 2832 Certificate of Completion of Asbestos
Safety Training is the only official record of training for N.Y.S. students.

Language: English

ABIH 1/2 CM POINT

3321 Doris Avenue, Building B, Ocean, NJ 07712

Phone (732) 531-5571

Fax (732) 531-5956

www.naeti.com

Certificate of Completion

Nora M. Pearce

for successfully completing the prescribed course of study in

**EPA/AHERA/Pennsylvania Asbestos
Building Inspector Refresher Course**
under TSCA Title II

presented by
ACCESS TRAINING SERVICES, INC.
8436 Enterprise Ave. Essington, PA 19153
(856) 665-3449

8/31/09

Course Date

N/A

Exam Date

8/31/10

Expiration Date

Not Provided

Social Security Number

ACC-0809-6-014

Certificate Number



Mark K. Schlager

Training Director

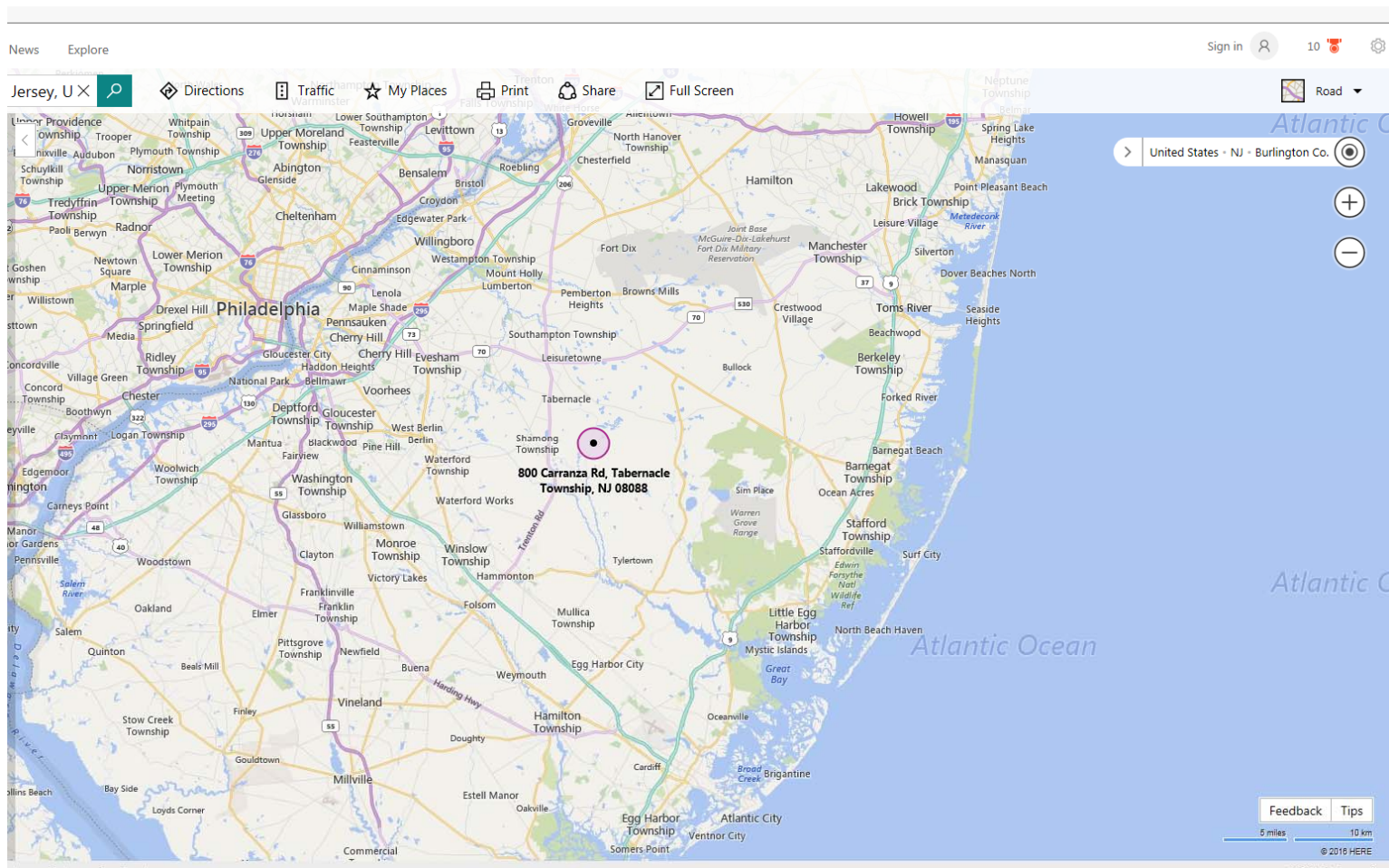


EXHIBIT 'I'

SITE LOCATION