SCOPE OF WORK

New Roofs, Windows, Doors & Structural Repairs

NJDOT Bordentown Training Facility
Bordentown, Burlington County, N.J.

PROJECT NO. T0568-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY
Ford M. Scudder, Acting Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: February 2, 2016
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PROJECT LOCATION: NJDOT Bordentown Training Facility
PROJECT NO: T0568-00
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I. OBJECTIVE

The objective of this project is to replace roofs, windows and doors and repair brickwork on three buildings at the New Jersey Department of Transportation Bordentown Training Facility.

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 P001 Architectural Professional Discipline and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in all other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

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

- P001 Architectural Professional Discipline

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

- P025 Estimating/Cost Analysis
- P028 Roofing Inspection
- P037 Asbestos Design
- P038 Asbestos Safety Control Monitoring
- P065 Lead Paint Evaluation

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $2,400,000.
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 $3,393,600.

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.

<table>
<thead>
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<td>28</td>
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<tr>
<td>2. Schematic Design Phase</td>
<td>25% (Minimum)</td>
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<tr>
<td></td>
<td>• Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</td>
</tr>
<tr>
<td>3. Final Design Phase</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>• Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</td>
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<tr>
<td>4. Permit Application Phase</td>
<td>7</td>
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<td></td>
<td>• Issue Plan Release</td>
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</tbody>
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5. Bid Phase 42
6. Award Phase 28
7. Construction Phase 180

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 entitled, “Article 6.3, Construction Progress Scheduling Provided by the Contractor”.

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:

NJDOT Bordentown Training Facility (Former NJ National Guard Facility)
Route 130
Box 108 RD 2
Bordentown, NJ 08505-9617

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

   Name:  David Pittman, Project Manager
   Address:  Division Property Management & Construction
             20 West State Street, 3rd Floor
             Trenton, NJ 08625
   Phone No:  (609) 984-5062
   E-Mail No:  david.pittman@treas.nj.gov

2. NJ Department of Transportation:

   Name:  Dennis Meszaros, Project Manager
   Address:  Department of Transportation
             1035 Parkway Avenue, PO Box 600
             Ewing, New Jersey 08618
   Phone No:  (609) 530-3770
   E-Mail No:  dennis.meszaros@dot.nj.gov
VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Department of Transportation recently acquired three buildings from the Department of Military and Veterans Affairs. The building location was formerly known as the New Jersey National Guard - Bordentown Combined Support Maintenance Shop (CSMS). The DOT will use the buildings and the site for training purposes. The State Police are also located onsite.

The buildings are currently vacant. The purpose of this project is to focus on the building exterior envelopes, including roofs, windows, doors and brickwork. Future projects will address the interior of the buildings and the site.

B. FUNCTIONAL DESCRIPTION OF THE BUILDINGS

The buildings are warehouse type steel and masonry structures. As a result of rusting of steel lintels and years of water infiltration, extreme heaving and spalling of exterior brickwork has occurred. Cracks in the brickwork can be seen in several locations. Water infiltration can be seen in several locations from the interior of all three buildings. See Exhibit ‘D’ for photos.

Building 1 (Utility Truck Maintenance Building) is comprised of office space and vehicle service bays. It has a multi-level flat roofing system that combined is approximately 18,900 square feet in area. The second story of Building 1 has a wooden exterior portion that requires weatherproofing.

Building 2 (Auxiliary Shop) is also comprised of office space and service bays. In addition it contains storage space and a vehicle paint chamber. It has a flat roofing system and is approximately 11,900 square feet in area.

Building 3 (Parts Warehouse) was used for storage and has a pitched roofing system over a building footprint of approximately 6800 square feet.

A hazardous materials survey was performed with a report provided by the RBA Group, Inc. in December 2015. Material samples suspected of containing asbestos, lead and polychlorinated biphenyls were tested. According to the report, “PCBs were not detected within samples collected in quantities defined as positive according to USEPA threshold limits.” Asbestos containing materials and lead based paint were found on the interior and exterior of all three buildings. However, no hazardous material has been abated. The completed report will be provided to the Consultant.
VII. CONSULTANT DESIGN RESPONSIBILITIES

A. EXTERIOR, WINDOW, DOOR AND ROOF SURVEY

The Consultant shall conduct a survey of Buildings 1, 2 and 3 to identify existing conditions of the exterior, windows and roofing systems. Listed below are potential inspection items; however, the Consultant shall identify the final list based on their experience with projects similar in size and scope to this project and observations made at the pre-bid site visit. All costs for the inspection shall be estimated by the Consultant and the amount included in the base bid of their fee proposal.

1. Exterior:

Investigate all the exterior surfaces, brickwork, doors, door frames and roof mounted equipment to determine those that will require repair. The Consultant shall include in the contract documents the repair and repointing of any and all of the exterior brick work that the Consultant, along with DOT and DPMC representatives determine necessary as part of this project.

2. Windows:

Investigate all existing windows and associated lintels to determine requirements for replacement. Provide cost estimates for the various options. See paragraph B, below.

3. Existing Roofing Systems:

Perform roof test cuts to confirm the type of roofing system installed, the roofing materials used, the number of plies, the type, thickness, and attachment method of each layer of insulation, type and condition of deck, location and quantity of wet insulation.

4. Roofing Materials:

Investigate the condition of the roof deck material, expansion joints, flashings, copings, boots, nailing strips, gravel stops, masonry caulking and pointing materials, mortar, sealants, water repellants, etc.

5. Fixed Roof Mounted Items:

Investigate the condition of all fixed roof mounted items such as ventilation fans, vent pipes, covers, guy wires and anchors, and electrical conduit, etc. to determine those that should be removed, repaired or replaced. Inspect the attachment methods to ensure the fasteners are installed correctly and waterproofed where appropriate.
6. Roof Drains:

Perform a visual inspection of the roof area to determine areas lacking positive drainage. Investigate the condition of all interior/exterior roof drains. Ensure that the drains are located properly and are sufficient in number and size to drain all accumulated water from the surface of the roof in accordance with code.

Inspect for broken or separated drain pipe seals and joint connections, broken or stripped bolts, clamping rings, and strainers. Oversee contractor water flow testing for every roof drain prior to roof demolition and upon completion of the new roof installation.

Notify the Using Agency of any drain blockages discovered so facility staff may take immediate corrective action. It will be the Consultant’s responsibility to design repairs for any drainage system issues discovered during the inspection that are beyond preventative maintenance.

7. Other Items:

Investigate any other item not identified above but would be considered part of the exterior, window or roofing components, etc.

8. Exterior, Window and Roof Inspection Report:

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

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the new CSI 2004 format and shall also be summarized on the DPMC 38 Cost Analysis form(s).

9. Exterior, Window, Door and Roof Inspection Presentation:

An oral presentation shall be made to the Project Team describing the findings of the inspection conducted and the recommendations for repairs or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.
10. Exterior, Window, Door and Roof Inspection Report & Specification:

Provide an “Existing Conditions” Section in Division 1 of the specification that describes the components that are to be repaired or replaced based on the approved inspection recommendations and any other information that will assist the Contractor in determining the construction costs of the project.

B. WINDOW REPLACEMENT DESIGN CRITERIA

1. Window System Selection:

Provide the design and specifications to replace the existing windows in the maintenance building with energy efficient windows. The design documents shall include the names of three window manufacturers for bidding purposes.

Consider the use of double-pane, insulated, tinted glass or a pre-engineered insulated translucent fiberglass sandwich panel window system to replace the windows on the buildings. The NJDOT has requested that the system specified in the design documents shall meet the performance standards of those defined by the Kalwall Corporation or equal. Screens should be provided for operable office windows.

2. Field Measurements:

The following shall be used as a guide for the design.

Provide floor plans and elevation drawings of the building showing the dimensioned openings that will receive the new window systems. Provide a legend on the drawing that will cross reference the opening and pre-fabricated panel system to be installed.

Provide details on the drawings that show the dimensioned length, width, and thickness of the new window panel assembly and full-size section details of typical composite members that will be installed in the building. The manufacturer shall be responsible for the configuration and fabrication of the completed panel system specified.

Provide details on the drawings that show the approved manufacturer’s installation instructions for the panel system attachment to the building opening. Also identify and show the type, size, and location of any required reinforcements, stiffeners, flashing, hardware, anchor, paint, sealant, gasket, caulking, etc. needed to install the panel assembly.

3. Design Options:
Review the engineering design options for the panels with the Project Team members and include the approved information in the design documents. Review items shall include, but not be limited to: window grid pattern, fixed versus operating sash units, requirements for louvers and/or vents, metal finishes, translucent colors, light transmittance values, shading coefficient, ‘U’ factors, painting and patching around the window openings, etc.

C. NEW ROOF DESIGN REQUIREMENTS

1. Roof System Removal:

The existing roof systems, insulation, flashings, and related trims shall be completely removed to the original decking and legally disposed. The removal of the existing roof systems shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building.

Design documents shall identify all requirements for safety devices, dumpster location, chutes or other methods of roofing material removal, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc.

2. New Roofing System Criteria:

Provide the design for a new roofing system in accordance with the requirements of the roofing manufacturer.

The manufacturer of the roofing system shall have no less than five (5) years successful experience in producing the materials required for this project. Membrane, flashing, and adhesive shall be the single product of a standard manufacturer.

The roofing system shall be in accordance with the latest ASHRAE 90.1 (latest version) energy standards.

The roofing system shall be in compliance with the “Factory Mutual Research Corp” (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

The Contractor shall supply only a U.L. Class “A” fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit signed and sealed calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements.
The Consultant shall provide a full time roof monitor during the installation of the roof system on the building. See Section VIII, paragraph I for further details.

3. Caulking & Joint Sealants:

All appropriate roof deck joint sealants shall be removed and replaced with high performance sealant as part of the roof system. The design shall include the cleaning, priming, and installation of new sealants with new backer rods and bond breakers.

Examine and measure all exterior joints and calculate the required joint width(s). Design for widening joints as required.

Observe the installation of the sealant joints, performing pull tests for cohesion and adhesion on a random sampling of each joint type.

Specify that the sealant manufacturer must provide a warranty for a minimum of twenty (20) years for any repairs to maintain joints in a leak free condition and at no cost to the State.

4. Insulation:

Recommend new high-density rigid insulation boards that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board to the roof deck system.

Flat roofs shall be avoided by using tapered insulation to promote positive drainage to the roof drains. Incorporate a roof design that shall slope a minimum of ¼” per foot (½” per foot preferred).

DPMC does not permit Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

5. Flashing:

All rooftop HVAC curbing, conduit, pipe supports, pipe vents, ventilation fans, and other roof penetrations must have new flashing installed as part of this project.

All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

6. Parapet Walls & Coping:

Provide a design to repair or replace any damaged coping on the parapet walls as part of this project including design details to seal the coping joints.
7. **Removals:**

Remove all unused towers, antennas, conduit, piping, structural steel support systems, curbing, etc. as recommended and approved in the Inspection Report. Details shall be included on the drawings that indicate the methods to seal all roof penetrations and cap all piping below the new roof line as appropriate.

8. **Roof Drains:**

All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide for the interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Investigate the abandonment of leaking interior drain lines and the installation of new interior lines where access is impossible for repairs and/or replacement.

Provide additional roof drains where required to eliminate standing or ponding water. New interior roof drain piping shall be designed to avoid interference with existing ductwork, structural members, and miscellaneous piping, electrical conduit, hangers, etc. The design documents shall include detailed information that describes the methods required to protect the furniture, equipment, and interior building finishes.

9. **Night Seals:**

Specify in the design documents that only as much roofing insulation, membrane, and flashing as can be made weather tight shall be installed each day. Install temporary water tight night seals around all exposed edges of the roofing assembly at the end of each work day and when work must be postponed due to inclement weather.

10. **Fire Protection Program:**

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members.

11. **Allowable Roof System Installation:**

The design documents shall specify the weather and temperature installation restrictions based on the roof system manufacturer’s recommendations.
12. Unit Prices:

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a “Unit Price” Section in Division 1 of the specification for that item. Items may include deteriorated concrete or metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, interior roof drains, etc.

D. WARRANTY & PERFORMANCE AGREEMENT

1. Warranty:

The roofing manufacturer’s warranty shall be for a period of twenty (20) years.

2. Performance Agreement:

The Contractor shall provide a five (5) year performance agreement on labor and material in addition to the manufacturer’s warranty. This performance shall include an annual inspection and written report on a DPMC Inspection Form, for each of the five (5) years.

The performance agreement shall include the stipulation that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system within twenty four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashings, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

E. CONTRACTOR CERTIFICATION

The Consultant shall state in the design documents that the DPMC Contractor Classification Group must have certification in writing from the roofing system manufacturer that the Roofing Contractor is a licensed or approved installer of the roofing system selected for the project. The certification can be delivered post bid but must be delivered prior to contract award.

F. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the exterior of the buildings and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:


3. PCB’s in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB’s.

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

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

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

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

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

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

G. SITE REQUIREMENTS

1. Contractor Use of the Premises:

Work with the Project Team to determine any security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.
Develop procedures for personnel to access the project site and construction areas, and provide the names and phone numbers of approved escorts when needed.

2. **Dumpster:**

The location and security requirements of the dumpster shall be identified on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification.

3. **Site Restoration:**

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

### H. SPECIAL CONSIDERATIONS

1. **Trailers:**

Provide a storage trailer and meeting room at the construction site if required for the project and in an area approved by the Client Agency.

2. **Material Staging:**

The Client Agency shall approve the construction material staging area and the location shall be shown on the project site plan.

3. **Material Protection:**

All stored roofing felts, insulation boards, and/or other roofing components shall be protected from the elements and moisture with plastic sheet covers or other approved materials.

4. **Material Safety Data Sheets (MSDS):**

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing and painting materials used such as: sealants, bonding adhesives, solvents, bitumen, etc.

5. **Fire Extinguishers:**

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located on the roof and/or near any source of open flame or spark and all employees shall be trained in their proper use.
6. **Fencing:**

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

7. **Vapor Recovery Equipment:**

Vapor recovery systems shall be used in conjunction with any asphalt adhesive application. The kettle shall be located considering wind direction, open windows, HVAC air intake louver locations, adjacent buildings, etc. The allowable hours of adhesive application shall be identified in the contract documents and if the building may be occupied during the application.

8. **Existing Equipment Removal & Replacement:**

Identify on the design drawings any existing equipment and materials that must be removed in order to install any component of the new roofing system such as: lights, security cameras, lightning protection systems, antennas, piping, conduit, etc. and include details indicating the approved methods of reattachment.

I. 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© 2014.

The project construction specifications shall include only those CSI MasterFormat© 2014 specification sections and divisions applicable to this specific project.

3. 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 unit price items 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.

J. 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.


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

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

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.

**K. 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.

L. 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:

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

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

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

M. 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:**

The Consultant shall develop and implement a submittal log that will identify all of the required project submittals as identified in the design specification. 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: shop drawings, change orders, Request for Information (RFI), 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 all of the required submissions that are behind schedule during the construction phase of the project.

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. ROOF MONITOR RESPONSIBILITIES

The Consultant shall provide a full time roof monitor during the installation of the roof systems on the buildings. The responsibilities of the roof monitor shall include, but not be limited to the following items:

1. Roof Monitor Inspections:

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. If a Sub-Consultant is required, the costs for the services provided shall be borne by the Consultant and included in the base bid of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

The Roof Monitor must continuously inspect and monitor the Contractor’s work on site and file a daily DPMC 605 Roofing Inspector’s Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, walkways, etc.

2. Inclement Weather:

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.
On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

3. Unsatisfactory Work:

If the Roof Monitor determines that the roof Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions shall be made to seal the roof work area until the Consultant arrives and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

4. Meetings:

The Consultant and Roof Monitor shall both attend the pre-construction conference and all periodic job progress meetings during the construction phase of the project.

J. EMERGENCY REPAIRS

The Consultant must include information in the contract documents that will address the Contractor’s responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within four (4) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

K. 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.

**L. 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.
M. 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.

N. 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.

O. 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.

P. 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.

Q. 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. REGULATORY AGENCY PERMITS

The Consultant shall comply with the following guidelines to ensure that all required permits, certificates, and approvals required by State regulatory agencies are obtained for this project.

1. NJ Uniform Construction Code Permit:

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data listed. 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 Project Manager who will send them to the Department of Community Affairs (DCA) and all permit application costs will be paid by DPMC from encumbered funds for the project.

The Consultant may obtain copies of all NJUCC Building, Fire, Plumbing, Electrical and Elevator permit applications at the following website: [http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html](http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html)

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

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in paragraph 2. below.

2. **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.

3. **Prior Approval Certification Letters:**

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.
In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

B. BARRIER FREE REQUIREMENTS

The Consultant, in cooperation with the Client Agency Representative, shall assure that this project complies with the NJUCC Barrier Free Sub code where applicable.

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/coh/peoshweb/iaqstd.pdf

E. 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.
F.  PERMIT MEETINGS

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

G.  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.

H.  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.

1. Definition:

Special inspections are defined as an independent verification by a certified Special Inspector for **Class I buildings only**. The special inspector is to be independent from the Contractor and responsible to the Consultant so that there is no possible conflict of interest.

2. 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.

3. Special Inspections:

Special inspections, as applicable to this project, shall be performed in accordance with UCC Bulletin 03-5 and Chapter 17 of the International Building Code, New Jersey Edition.

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.
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 State permits, certificates, and approvals required to complete this project.

2. Permit Costs:

The Consultant shall determine 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”. 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 fill out and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance provided. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the 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 account 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.F.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.F 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.F 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.
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: JAMES WRIGHT, PROJECT MANAGER
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: JAMES MCKENNA, MANAGER
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: DENNIS MESZAROS, PROJECT MANAGER
NJ DEPARTMENT OF TRANSPORTATION

SOW APPROVED BY: DAVID PITTMAN, PROJECT MANAGER
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: RICHARD FLOODMANN, DEPUTY DIRECTOR
DIV PROPERTY MGT & CONSTRUCTION

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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.

SURVEY PHASE

5.1 Project Schedule (Bar Chart Format)

5.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)

5.3 Correspondence

5.4 Submission Requirements

   Exterior, Window and Roof Survey Report (3 Copies)
   Oral Presentation to Project Team

5.5 Approval of Submission

5.5.1 Respond to Submission Comments

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: special structural features, etc.
6.4.4 Site Evaluation
6.4.7 Design Sketches
6.4.8 Regulatory Agency Approvals
6.4.10 Drawings: 6 sets
    Cover Sheet (See A/E Manual for format)
    Site Plan
    Elevations
    Sections/Details
    Structural 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

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
8.3 Special Features Description: special structural features, etc.
8.4 Site Evaluation
8.7 Photographs
8.8 Regulatory Agency Approvals (Include itemized list specific to this project)
8.10 Drawings: 6 sets
8.11 Specifications: 6 sets
8.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
8.13 Bar Chart of Design and Construction Schedule
8.14 Oral Presentation of this Submission to Project Team
8.15 Plan Review/SOW Compliance Statement
8.16 This Submission Checklist
8.17 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)
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

10.13 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
PROJECT NAME: New Roofs, Windows, Doors & Structural Repairs
PROJECT LOCATION: NJDOT Bordentown Training Facility
PROJECT NO: T0568-00
DATE: February 2, 2016

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) Shop Drawings
(d) 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.

END OF SCOPE OF WORK
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.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>REPORTS TO ASSOCIATE DIRECTOR OF:</th>
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<td>CM</td>
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<td>Client Agency</td>
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<td>Architect/Engineer</td>
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<td>Plan Review Group</td>
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<td>CP</td>
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<td>Planning &amp; Administration</td>
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<td>Construction Contractor</td>
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<td>OEU</td>
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<td>PD</td>
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EXHIBIT ‘A’
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<td>CV0303</td>
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<td>CV0306</td>
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**NOTE:**
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.
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<td>Prepare &amp; Submit Shop Drawings</td>
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<td>CV6007</td>
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**Plan Review-Permit Acquisition**

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**Advertise-Bid-Award**

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**Construction**

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**NOTE:**
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.
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**Bureau of Design & Construction Services**
**Routine Project**

**Exhibit "A"**
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<td>CV0022</td>
<td>Install Interior Finishes</td>
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<td>Contract Work to Substantial Completion</td>
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**NOTE:**
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

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Bureau of Design & Construction Services
Routine Project

Exhibit "A"
NJDOT Bordentown Training Facility

Location Map

EXHIBIT ‘B’
NJDOT Bordentown Training Facility

Site Map

EXHIBIT ‘C’
Building 1 front entrance.

Damaged brickwork on Building 1.

EXHIBIT ‘D’
More damage seen on Building 1 brickwork.

The back of Building 1.

EXHIBIT ‘D’
Building 2 in foreground. Building 1 (with chimney) in background.

Crack in brickwork between door and window on side of Building 2.

EXHIBIT ‘D’
Building 2 in foreground. Building 1 in background.

Damaged brickwork on Building 2. Building 1 seen in window reflection.

EXHIBIT ‘D’
Building 3.

Side view of Building 3.

EXHIBIT ‘D’