

SOLICITATION OF PROFESSIONAL SERVICES

STATE OF NEW JERSEY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (DPM&C)

NEW PROJECT
DPMC NUMBER: P1107-00
INTERIOR AND MEP RESTORATION
CENTRAL RAILROAD OF NEW JERSEY TERMINAL BUILDING
JERSEY CITY, HUDSON COUNTY, NJ

THE DPMC IS SEEKING TO ENGAGE THE SERVICES OF AN ARCHITECTURAL FIRM AND CONSULTING TEAM TO RESTORE THE FIRST FLOOR INTERIOR FINISHES AND REPLACE THE MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS OF THE CENTRAL RAILROAD OF NEW JERSEY (CRRNJ) TERMINAL BUILDING AT LIBERTY STATE PARK THAT WAS DAMAGED BY SUPER STORM SANDY.

LIBERTY STATE PARK IS LOCATED IN JERSEY CITY ALONG THE HUDSON RIVER AND IS HOME TO THE HISTORIC CCRNJ TERMINAL BUILDING WHICH SITS ALONG THE PARK'S NORTH END. THE TERMINAL BUILDING IS PRESENTLY USED BY THE DEP'S DIVISION OF PARKS AND FORESTRY AND THE NATIONAL PARK SERVICE FOR INTERPRETIVE PROGRAMS AND TO PROVIDE FERRY SERVICE TO ELLIS ISLAND AND THE STATUTE OF LIBERTY. THE CRRNJ TERMINAL IS ON BOTH THE NATIONAL AND STATE REGISTERS OF HISTORIC PLACES.

IN THE FALL OF 2012, LIBERTY STATE PARK SUSTAINED SIGNIFICANT DAMAGE DUE TO SUPER STORM SANDY. THE TERMINAL WAS SEVERELY DAMAGED BY THE HURRICANE AND WAS FLOODED WITH UP TO SIX (6) FEET OF WATER. MOST OF THE EQUIPMENT SUCH AS CHILLERS, BOILERS, PUMPS, ELECTRICAL PANELS, FIRE ALARM PANELS, PIPING AND CONDUIT SUSTAINED WATER DAMAGE. ALL NEW EQUIPMENT SHALL BE INSTALLED ABOVE THE BASE FLOOD ELEVATION (BFE) OF 15.0' OR INSTALLED IN SUCH A MANNER THAT IT WILL BE PROTECTED FROM FUTURE FLOODING TO THAT ELEVATION.

THE SCOPE OF WORK FOR THIS PROJECT CAN BE OBTAINED VIA THE DPMC WEB SITE AT WWW.STATE.NJ.US/TREASURY/DPMC.

THE CONSULTANT SHALL BE A FIRM PREQUALIFIED WITH THE DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (DPM&C) IN ARCHITECTURE (DISCIPLINE CODE P001) WITH A DOLLAR RATING OF \$10 MILLION OR GREATER. THE FIRM SHALL HAVE IN-HOUSE CAPABILITIES OR SUB-CONSULTANTS PREQUALIFIED WITH THE DPMC IN ELECTRICAL ENGINEERING (DISCIPLINE CODE P002), HVAC ENGINEERING (DISCIPLINE CODE P003), PLUMBING ENGINEERING (DISCIPLINE CODE P004), ESTIMATING/COST ANALYSIS (DISCIPLINE CODE P025), HISTORICAL PRESERVATION/RESTORATION (DISCIPLINE CODE P034), ASBESTOS DESIGN (DISCIPLINE CODE P037), ASBESTOS SAFETY CONTROL MONITORING (DISCIPLINE CODE P038), LEAD PAINT EVALUATION (DISCIPLINE CODE P065) AND ALL OTHER ARCHITECTURAL, ENGINEERING AND SPECIALTY DISCIPLINES NECESSARY TO COMPLETE THE PROJECT AS DESCRIBED IN THE SCOPE OF WORK.

PRELIMINARY TECHNICAL PROPOSALS (DPMC 48B), AN ORIGINAL AND FIVE (5) COPIES, ARE DUE TO DPMC NO LATER THAN 2:00 P.M., TUESDAY, MARCH 18, 2014 AND SHALL BE SUBMITTED TO THE ATTENTION OF CATHERINE DOUGLASS, CONSULTANT SELECTION COORDINATOR, CONTRACTS & PROCUREMENT, DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION, 33 WEST STATE STREET, 9TH FLOOR PLAN ROOM, P.O. BOX 034, TRENTON, NEW JERSEY 08625-0034. SUBMISSIONS RECEIVED AFTER 2:00 P.M., TUESDAY, MARCH 18, 2014 WILL NOT BE CONSIDERED. ONLY FIRMS CURRENTLY PREQUALIFIED WITH DPMC IN ARCHITECTURE WITH A DOLLAR RATING OF \$10 MILLION OR GREATER MAY SUBMIT. ALL JOINT VENTURE FIRMS MUST BE SEPARATELY

PREQUALIFIED IN ARCHITECTURE WITH AT LEAST ONE FIRM HAVING A DOLLAR RATING OF \$10 MILLION OR GREATER.

PLEASE NOTE THERE IS A MAXIMUM 50-PAGE LIMIT FOR PRELIMINARY TECHNICAL PROPOSALS (FORM 48B) SUBMITTED FOR THIS PROJECT. SUBMISSIONS EXCEEDING THE 50-PAGE LIMIT WILL NOT BE CONSIDERED.

PRELIMINARY TECHNICAL PROPOSAL FORMS (48B) ARE ALSO AVAILABLE ON THE DPMC WEB SITE AT WWW.STATE.NJ.US/TREASURY/DPMC.

ALL SUB-CONSULTANT(S) PARTICIPATING ON YOUR PROJECT TEAM MUST BE SEPARATELY PREQUALIFIED BY DPMC IN THE DISCIPLINE(S) FOR WHICH THEY WILL BE PROVIDING PROFESSIONAL SERVICES. IF NOT CURRENTLY PREQUALIFIED, A COMPLETED PREQUALIFICATION APPLICATION MUST BE RECEIVED BY TUESDAY, MARCH 18, 2014. PLEASE VISIT THE DPMC WEBSITE AT WWW.STATE.NJ.US/TREASURY/DPMC TO OBTAIN A PREQUALIFICATION APPLICATION (FORM 48A) OR CONTACT THE PREQUALIFICATION UNIT AT (609) 633-3767.

THE CONSULTANT SELECTION COMMITTEE FOR THIS PROJECT WILL EVALUATE THE PRELIMINARY TECHNICAL PROPOSALS BASED UPON: DEMONSTRATION OF THE FIRM / PROJECT TEAM'S ORGANIZATION, AND THE FIRM / PROJECT TEAM'S EXPERIENCE ON PROJECTS OF A SIMILAR SIZE AND NATURE. PROJECT APPROACH, SCHEDULE, AND COST ESTIMATING/BUDGET CONTROL WILL BE INCLUDED FOR REVIEW OF THE TECHNICAL PROPOSALS.

INTERESTED FIRMS THAT MEET THE PREQUALIFICATION CRITERIA MAY OBTAIN AN RFP PACKAGE BY CONTACTING CATHERINE DOUGLASS OF DPMC AT (609) 777-3094 OR BY E-MAIL TO CATHERINE.DOUGLASS@TREAS.STATE.NJ.US.

ALL COMPETING FIRMS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, C. 127 (N.J.A.C. 17:27), REGARDING NON-DISCRIMINATION REQUIREMENTS IN THE PERFORMANCE OF STATE CONTRACTS AND P.L. 2005, C. 51 CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS.

RICHARD M. FERRARA, ASSISTANT DEPUTY DIRECTOR
CONTRACTS & PROCUREMENT
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
STATE OF NEW JERSEY
P.O. BOX 034
TRENTON, NJ 08625-0034

ADDENDUM "A"
DPMC PROJECT P1107-00
Interior and MEP Restoration
Central Railroad of New Jersey (CRRNJ) Terminal Building
Jersey City, Hudson County, NJ

Date: April 7, 2014

ADDENDUM "A"

This ADDENDUM is issued for the purpose of clarifying and amending certain requirements of the Scope of Work as noted hereinafter, and is hereby made part of and incorporated in the Consultant's Contract. The consultant is to consider these matters when preparing their technical and fee proposals for this project. Unless specifically noted or specified hereinafter, all work shall comply with the applicable provisions of the Contract.

Delete from Scope of Work: VII. K. CONTRACTOR PREQUALIFICATION – Contractor shall be prequalified to bid on the construction/restoration of the Terminal Building project. Consultant shall, in conjunction with the project team, develop the prequalification criteria and forms for the prequalification process. Consultant shall review all applications for prequalification and provide recommendations on each applicant.

Questions & Answers

Curtis + Ginsberg Architects LLP – Darby Curtis AIA

1. **Q:** Please clarify responsibilities for the Special Inspections. Is the consultant to recommend the Special Inspection firms to be retained by the Owner, or does the Owner have the firms to retain? We understand the consultant is responsible for determining the required special inspections.

A: It is the Consultant's responsibility to engage and coordinate all special inspections during the construction phase of the project. The special inspector is to be independent from the contractor and responsible to the contracted consultant to eliminate any possible conflict of interest. Special inspectors must be certified by the State of New Jersey and must be verified through DCA.

2. **Q:** We would like to include an elevator consultant to review the damage to the elevator in more detail to determine the best course of repair. We did not see a prequalification category for a Vertical Transportation Consultant. Does this consultant need to be prequalified, and whether or not, do you need information on the firm in advance of the Technical Proposal due date?

A: The DPMC does not prequalify Vertical Transportation Consultants (VTC). However, if a VTC develops design documents for elevators and signs and seals the drawings, the firm must be prequalified under Discipline P008 Mechanical Engineering (Elevators, Conveyors, etc.). If the firm only offers consulting expertise and is not required to design and sign drawings, it would be considered a specialty consultant and therefore prequalification would not be required. Regardless of the need for prequalification, if the consultant is being added to the project team, information on the firm is required to be submitted with the Technical Proposal.

Urbahn Architects - Ranabir Sengupta, AIA

1. **Q:** Was the study titled “Super Storm Sandy MEP Systems Repairs & Replacement Study” prepared by LWDMR and Syska Hennessey Group reviewed by SHPO, and if so what was the ruling? Were there selective objections to any of the elements in the study?

A: SHPO has performed a cursory review of the work proposed by the “Super Storm Sandy MEP Systems Repairs & Replacement Study”. As you are aware, SHPO only formally responds to formal submissions of plans and specifications. It is the responsibility of the A/E for this project to prepare plans and specifications that will be acceptable to SHPO.

The RBA Group - Horace Walker, AIA

1. **Q:** Confirm that the North & South Train access ways(baggage tunnels) are not included in the Scope

A: The North & South Train access ways (baggage tunnels) ARE INCLUDED in the Scope of Work for this project.

2. **Q:** Confirm whether the interior trim/casings of exterior doors and windows are included in the Scope.

A: It is the intent to restore all ground floor interior finishes including, but not limited to, walls, floors, doors, windows, molding and trim back to pre-Super Sandy conditions. Therefore, any interior trim/casing of exterior doors and windows that are not being restored as part of the P1089 project including work done by change order, is to be included in this project.

3. **Q:** Is it the intent to make all interior windows operable.

A: Yes. Again, it is the intent to restore all ground floor interior finishes including, but not limited to, walls, floors, doors, windows, molding and trim back to pre-Super Sandy conditions, and these windows were operable prior to Super Sandy.

END OF ADDENDUM “A”

SCOPE OF WORK

Interior and MEP Restoration

Central Railroad of New Jersey Terminal Building
Jersey City, Hudson County, N.J.

PROJECT NO. P1107-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Andrew P. Sidamon-Eristoff, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: 3/20/14

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	6
II. CONSULTANT QUALIFICATIONS.....	6
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS	6
III. PROJECT BUDGET	6
A. CONSTRUCTION COST ESTIMATE (CCE)	6
B. CURRENT WORKING ESTIMATE (CWE)	7
C. COST ESTIMATING.....	7
D. CONSULTANT’S FEES	7
IV. PROJECT SCHEDULE.....	7
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	7
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	8
C. CONSULTANT DESIGN SCHEDULE	9
D. BID DOCUMENT CONSTRUCTION SCHEDULE	9
E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE	9
V. PROJECT SITE LOCATION & TEAM MEMBERS	10
A. PROJECT SITE ADDRESS	10
B. PROJECT TEAM MEMBER DIRECTORY	10
1. DPMC Project Manager:.....	10
2. DEP Project Representative:.....	11
VI. PROJECT DEFINITION	11
A. BACKGROUND	11
B. FUNCTIONAL DESCRIPTION OF THE CRRNJ TERMINAL BUILDING.....	12
VII. CONSULTANT DESIGN RESPONSIBILITIES	12
A. INTERIOR FINISHES	12
B. PLUMBING.....	12
C. FIRE PROTECTION	12
D. FIRE ALARM	12
E. ELECTRICAL	13
F. HVAC	13
G. VERTICAL TRANSPORTATION/ELEVATOR.....	14

H.	ROOF REPLACEMENT	14
I.	PREPURCHASE EQUIPMENT	14
J.	COMPTROLLER REVIEW	14
K.	CONTRACTOR PREQUALIFICATION	15
L.	STATE HISTORICAL PRESERVATION OFFICE.....	15
M.	HAZARDOUS BUILDING MATERIALS.....	15
N.	GENERAL DESIGN OVERVIEW	16
1.	Design Detail:	16
2.	Specification Format:.....	17
3.	Construction Cost Estimates:	17
O.	PROJECT COMMENCEMENT	17
1.	Project Directory:.....	18
2.	Site Access:.....	18
3.	Project Coordination:	18
4.	Existing Documentation:	18
5.	Scope of Work:	19
6.	Project Schedule:	19
P.	BUILDING & SITE INFORMATION.....	19
1.	Building Classification:	19
2.	Building Block & Lot Number:	20
3.	Building Site Plan:	20
4.	Site Location Map:.....	20
Q.	DESIGN MEETINGS & PRESENTATIONS.....	20
1.	DPMC Plan and Code Review Group	20
2.	Design Meetings:	20
2.	Design Presentations:.....	21

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES..... 21

A.	GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW	21
B.	PRE-BID MEETING	21
C.	BID OPENING	22
D.	POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD	22
1.	Post Bid Review:.....	22
2.	Review Meeting:.....	22
3.	Substitutions:.....	23
4.	Schedule:.....	23
5.	Performance:	23
6.	Letter of Recommendation:	24
7.	Conformed Drawings:.....	24
E.	DIRECTOR'S HEARING	24
F.	CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS.....	24
1.	Meetings:.....	25

2.	Schedules:	25
3.	Submittal Log:	25
G.	CONSTRUCTION SITE ADMINISTRATION SERVICES.....	26
H.	SUB-CONSULTANT PARTICIPATION.....	26
I.	DRAWINGS	27
1.	Shop Drawings:.....	27
2.	As-Built & Record Set Drawings:	27
J.	CONSTRUCTION DEFICIENCY LIST	28
K.	INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION	28
L.	CLOSE-OUT DOCUMENTS	28
M.	CLOSE-OUT ACTIVITY TIME.....	28
N.	TESTING, TRAINING, MANUALS AND ATTIC STOCK	29
1.	Testing:	29
2.	Training:.....	29
3.	Operation & Maintenance Manuals:.....	29
4.	Attic Stock:	30
O.	CHANGE ORDERS	30
1.	Consultant:	30
2.	Contractor:	30
3.	Recommendation for Award:.....	31
4.	Code Review:.....	31
5.	Cost Estimate:	31
6.	Time Extension:.....	32
7.	Submission:.....	32
8.	Meetings:.....	32
9.	Consultant Fee:	32
IX.	PERMITS & APPROVALS	33
A.	REGULATORY AGENCY PERMITS.....	33
1.	NJ Uniform Construction Code Permit:	33
2.	Other Regulatory Agency Permits, Certificates, and Approvals:	33
3.	Prior Approval Certification Letters:	34
B.	BARRIER FREE REQUIREMENTS.....	34
C.	STATE INSURANCE APPROVAL	34
D.	PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM.....	35
E.	MULTI-BUILDING OR MULTI-SITE PERMITS	35
F.	PERMIT MEETINGS.....	35
G.	MANDATORY NOTIFICATIONS	35
H.	CONSTRUCTION TRAILER PERMITS	35
I.	SPECIAL INSPECTIONS.....	36
1.	Definition:	36
2.	Responsibilities:.....	36

3. Special Inspections:	36
X. GENERAL REQUIREMENTS.....	37
A. SCOPE CHANGES	37
B. ERRORS AND OMISSIONS.....	37
C. ENERGY INCENTIVE PROGRAM	37
D. AUTHORITY TO AUDIT	38
E. EXECUTIVE ORDER 125 - PUBLIC POSTING OF PROPOSAL AND CONTRACT	38
XI. ALLOWANCES.....	39
A. PERMIT FEE ALLOWANCE	39
1. Permits:	39
2. Permit Costs:.....	39
3. Applications:	39
4. Consultant Fee:	39
B. ASBESTOS TESTING AND REPORT ALLOWANCE.....	40
C. ASBESTOS ABATEMENT DESIGN ALLOWANCE.....	40
D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE	40
XII. SUBMITTAL REQUIREMENTS	41
A. CONTRACT DELIVERABLES	41
B. CATALOG CUTS	41
C. PROJECT DOCUMENT BOOKLET	41
D. DESIGN DOCUMENT CHANGES	41
E. SINGLE-PRIME CONTRACT	41
XIII.SOW SIGNATURE APPROVAL SHEET	43
XIV. CONTRACT DELIVERABLES	44
XV. EXHIBITS	51
A. CONCEPTUAL PROJECT SCHEDULE	
B. PROJECT LOCATION PLAN	
C. ROOF PLAN	

I. OBJECTIVE

The objective of this project is to restore the ground floor interior finishes and replace the mechanical, electrical, and plumbing systems of the Terminal Building at Liberty State Park that were damaged by Super Storm Sandy. Where feasible and budget permitting, all new equipment shall be installed above the base flood elevation (BFE) of 15.0', approximately 9.0' above finish floor (AFF) or installed in such a manner that it will be protected from future flooding to that elevation, and without modifications to the existing exterior enclosure of the adjacent mechanical equipment room (MER).

The concept for the restoration of the mechanical, electrical and plumbing [MEP] systems is based on the recommendations made in the study titled "Super Storm Sandy MEP Systems Repairs & Replacement Study" prepared by *Lindemon Winckelmann Deupree Martin Russell & Associates, PC*, referred to as the 'MEP Study' throughout this scope of work (refer to Paragraph VI.C.4). Modifications to the 'MEP Study' are noted in the SOW.

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 Architecture Professional Discipline and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in the following professional disciplines:

- P002 Electrical Engineering
- P003 HVAC Engineering
- P004 Plumbing Engineering
- P025 Estimating/Cost Analysis
- P034 Historical Preservation/Restoration
- P037 Asbestos Design
- P038 Asbestos Safety Control Monitoring
- P065 Lead Paint Evaluation

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$ 5,431,000.

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 \$ 6,868,000.

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

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

C. COST ESTIMATING

A cost estimate must be submitted with each design phase submittal and revised as necessary if the scope of work changes. Construction cost estimates shall be summarized on a DPMC-38 Project Cost Analysis form supported by a detailed construction cost analysis in CSI format (2004 Edition) for all relevant divisions and sub-divisions. 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.

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.

D. 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 completion of this project is time sensitive and Substantial Completion must be attained by **June 15, 2015**. The following design and construction phases will be required for this project.

PROJECT PHASE

1. Concept Investigation Phase

- Project Team & DPMC Plan/Code Unit Review & Comment

2. Equipment Pre-Purchase Design Phase

- Project Team & DPMC Plan / Code Review & Comment
- Comptroller Review of Bid Package

3. Equipment Pre-Purchase Comptroller Review

4. Equipment Pre-purchase Bidding and Award Phase

5. Project Design Development Phase

- Project Team & DPMC Plan/Code Unit Review & Comment

6. Project Final Design Phase

- Project Team & DPMC Plan/Code Unit Review & Approval
- Comptroller Review of Bid Package

7 Project Comptroller Review

8. Project Bid Clearance Phase

- Assemble & Deliver Bid Packages and Completed Permit Forms

9. Project Bid Phase

10. Project Award Phase

11. Construction Phase

12. Project Close Out

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

A conceptual project schedule showing estimated durations for the Consultant's work as well as standard durations for required State activities is included as **Exhibit 'A'**. The Consultant shall review the proposed conceptual schedule and include a project schedule in their proposal that includes all of the activities that they feel are necessary to achieve the required Substantial Completion date of **June 15, 2015**.

Consultant shall include in their technical proposal a written narrative explaining why and how the project can be completed within the stated time frame of the schedule. The schedule submitted by the Consultant will be the basis for the Consultant's Contract Schedule.

The schedule and narrative will be reviewed by the Consultant Selection Committee as part of the technical proposal evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

C. CONSULTANT DESIGN SCHEDULE

The proposed 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 and submit the updated schedule with each design phase submittal 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

Based on the schedule developed during the design phases, 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

PROJECT NAME: Interior and MEP Restoration
PROJECT LOCATION: CRRNJ Terminal Building
PROJECT NO: P1107-00
DATE: 3/20/14

shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions entitled, "Article 9, Construction Progress Schedule" (No CPM).

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:

Central Railroad of New Jersey (CRRNJ) Terminal Building
Liberty State Park
1 Audrey Zapp Drive
Jersey City, Hudson County, New Jersey

See **Exhibit 'B'** for the project location.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Project Manager:

Name: William Byster, Project Manager, DPMC
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608
Phone No: 609-984-4705
E-Mail No: William.Byster@treas.state.nj.us

2. DEP Project Representative:

Name: Donald Deluca, Project Manager, DEP
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, NJ 07726
Phone No: 609-306-1584
E-Mail No: Donald.Deluca@dep.state.nj.us

VI. PROJECT DEFINITION

A. BACKGROUND

Liberty State Park is located in Jersey City along the Hudson River and is one of the most visited State Parks in New Jersey. In addition to the outdoor passive recreational opportunities available at Liberty State Park, it is also the home of the Liberty Science Center and the historic Central Railroad of New Jersey Terminal (CRRNJ). The CRRNJ Terminal sits prominently at the north end of Liberty State Park

In 2004 the mechanical, electrical, plumbing and fire protection systems of the Terminal Building were upgraded (refer to Paragraph VI.C.4).

In 2005 the interior of the Terminal Building was renovated (refer to Paragraph VI.C.4). The work included restoring interior finishes.

In the fall of 2012 Liberty State Park sustained significant damage due to Super Storm Sandy. The terminal was severely damaged by the hurricane and was flooded with up to six (6) feet of water. Most of the mechanical, electrical and plumbing equipment such as chillers, boilers, pumps, electrical panels, fire alarm panels, fixtures, piping and conduits sustained water damage.

In June of 2013, the State of New Jersey procured the services of Lindemon Winckelmann Deupree Martin Russell & Associates to provide an assessment of the mechanical, electrical, and plumbing systems, and repair/replacement recommendations (refer to Paragraph VI.C.4). This assessment is referred to as the **'MEP Study'** throughout this scope of work.

In December 2013 DPMC Project No. P1089-00 was started to repair and restore the exterior of the Terminal Building. The work includes repair, replacement and restoration of building roof systems, skylights and associated components, restoration of exterior brick walls, windows and doors and associated components (refer to Paragraph VI.C.4).

B. FUNCTIONAL DESCRIPTION OF THE CRRNJ TERMINAL BUILDING

The CRRNJ Terminal is presently used by DEP's Division of Parks and Forestry and the National Park Service for interpretive programs and to provide ferry service to Ellis Island and the Statue of Liberty.

The CRRNJ Terminal Building was constructed in 1889 and is listed on both the State and National Register of Historic Places. It is rectangular in shape and measures approximately 220 feet by 130 feet and has a three story interior atrium measuring 30 feet by 80 feet. The original train concourse borders the west side of the building and the ferry slips border the east side of the building.

The building is a load-bearing brick masonry structure with heavy timber joists, planking, and supplemental cast iron and steel columns and beams. The steep gabled roof is of slate construction and the windows are typical wood double hung single glazed units. The original building sets on a network of piles with a shallow crawl space under the entire structure.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INTERIOR FINISHES

All ground floor interior finishes including, but not limited to, walls, floors, doors, windows, molding and trim shall be restored to pre-Super Sandy conditions. Where feasible, all replacement materials should be water/flood resistant. Consultant shall assess the extent of the damage and restoration necessary

B. PLUMBING

Refer to the 'MEP Study' for the scope of the plumbing work with the following modifications:

1. Toilet facilities shall remain in their current locations.
2. Hot water heater shall be installed above 15' BFE (+/- 9'-0" AFF)
3. Restoration of the toilet rooms shall take into consideration the potential for future flooding and, where feasible, utilize materials and fixtures that are water/flood resistant.

C. FIRE PROTECTION

Refer to the 'MEP Study' for the scope of the fire protection work.

D. FIRE ALARM

Refer to the ‘**MEP Study**’ for the scope of the fire alarm work.

E. ELECTRICAL

Refer to the ‘**MEP Study**’ for the scope of the electrical work with the following modifications:

1. Where feasible and budget permitting, relocate all replacement electrical equipment above 15’ BFE (+/-9’ AFF).
2. Where feasible and budget permitting, relocate all existing electrical conduit, service cabling and raceways from crawlspace to above grade in a concealed manner.

F. HVAC

Refer to the ‘**MEP Study**’ for the scope of the HVAC work with the following modifications:

1. All new HVAC equipment shall be installed above 15’ BFE (+/- 9’ AFF).
2. Do not modify, replace or extend the existing screen walls or ceiling of the adjacent mechanical equipment room (MER).
3. Select replacement mechanical and electrical equipment for the adjacent M/E courtyard that will physically fit within the volume inscribed by the existing screen wall so that it is not visually perceptible to the public eye and for the adjacent MER so that it fits within the existing structure.
4. Select replacement equipment that will be compatible with the existing HVAC system in other areas of the building that was not damaged by Super Storm Sandy and is not slated for replacement so that the building will have one complete, fully integrated HVAC system.
5. Portions of this system will not be replaced and have remained inactive since Super Sandy. Provide for cleaning of these inactive elements of mechanical equipment and ductwork as part of this project.
6. Re-route all HVAC associated conduit and raceways between the MER and M/E courtyard and the Terminal Building from the crawlspace to above grade in a concealed manner.
7. Replace the chiller plant with new equipment. Consider using alternate equipment such as air cooled modular chillers or other similar, smaller profile equipment that can be placed on a raised platform above 15’ BFE (+/- 9’ AFF) and remain hidden from the public view. New types of equipment may impact the reuse of other portions of the chiller system such as the pumps, cooling tower and control wiring.
8. Depending upon the type of chiller equipment selected, replace the cooling tower and associated equipment with new equipment
9. Refer to the ‘**MEP Study**’, Option 1, for the scope of the replacement of the boiler plant with the following modifications:
 - New boilers shall be high efficiency, condensing boilers or similar equipment. The new, smaller profile boilers are to be located on a raised platform as shown in the **MEP Study**.

10. Refer to the ‘**MEP Study**’ for the scope of the replacement of the building management system. Coordinate with the existing and new mechanical equipment in order to effectuate fully functioning controls for the entire HVAC system. The level of controls desired shall be provided by determined by the Project Team.

G. VERTICAL TRANSPORTATION/ELEVATOR

Refer to the ‘**MEP Study**’ ‘Option 1’ for the scope of the vertical transportation/elevator work. Where feasible and budget permitting, relocate all replacement vertical transportation/elevator equipment above 15’ BFE (+/-9’ AFF).

H. ROOF REPLACEMENT

Specific sections of the existing roof were not included in the project P1089-00 (refer to Paragraph VI.C.4) including the north and south lower built up roofs and the east side concourse roof. These sections of the roof, as shown on **Exhibit ‘C’** shall be replaced as part of this project.

I. PREPURCHASE EQUIPMENT

All major equipment (chillers, cooling tower, air handlers, pumps, transformers, switchgear, etc.) shall be prepurchased by the State for installation by the contractor.

Based on the approved Conceptual Investigative Phase, and concurrently with the Design Development Phase, the consultant shall prepare specifications and solicitation documents for all equipment to be prepurchased. Consultant shall evaluate all bids received and provide recommendations to award for each solicitation.

Consultant shall inspect all prepurchased equipment prior to delivery to the site to insure it meets the contract requirements. Consultant shall review and recommend approval of all requests for payment for all prepurchased equipment.

Consultant shall coordinate the delivery of the equipment with the contractor

J. COMPTROLLER REVIEW

In accordance with Executive Order No. 125, all bid solicitations shall be reviewed by the Office of the State Comptroller. Consultant shall be required to respond to questions and comments raised by the Office of the State Comptroller.

K. CONTRACTOR PREQUALIFICATION

Contractors shall be prequalified to bid on the construction/restoration of the Terminal Building project.

Consultant shall, in conjunction with the project team, develop the prequalification criteria and forms for the prequalification process.

Consultant shall review all applications for prequalification and provide recommendations on each applicant.

L. STATE HISTORICAL PRESERVATION OFFICE

Consultant shall secure "Project Authorization" from the Department of Environmental Protection Historic Preservation Office (HPO). This shall include all requirements necessary for a "technically and professionally complete and sufficient" application, as determined by the HPO. All costs associated with securing project authorization shall be included in the consultant's lump sum fee proposal.

M. HAZARDOUS BUILDING MATERIALS

1. Asbestos Containing Materials

Consultant shall survey 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 asbestos in accordance with all applicable Federal and State regulations. Consultant shall document their procedure, process and findings and prepare an "Asbestos Survey Report" identifying building components impacted by construction activities requiring asbestos abatement. Three copies of said report shall be submitted to the Project Manager.

Based on the Asbestos Survey Report, Consultant shall provide construction documents for asbestos abatement, in accordance with all applicable Federal and State regulations, of all building components containing asbestos and impacted by construction activities.

Consultant shall estimate the cost of asbestos sample collection, testing, analysis and preparation of the Asbestos Survey Report and include that amount in their fee proposal line item entitled "**Asbestos Testing and Report Allowance**", refer to paragraph XI.B.

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

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

All costs associated with managing, coordinating, observing and administering subconsultants and subcontractors performing asbestos sampling, testing analysis, report preparation, asbestos abatement design and performing Hazardous Materials Construction Administration Services shall be included in the consultant’s lump sum fee proposal.

2. Lead Based Paint Abatement

For the purposes of this project it shall be assumed that lead base paint is present in all painted building components. The Consultant shall provide construction documents that include safety procedures that comply with all applicable Federal and State regulations for lead paint abatement.

The construction documents shall deal only with lead base paint as may be encountered in building components that will be affected by the construction activities of this project. The construction documents shall also state that the Contractor shall be responsible for any and all samples that are required to comply with Federal and State regulations. The Consultant shall supervise said activity and sampling.

The Consultant shall include associated design fees for lead based paint abatement in their lump sum fee proposal.

Consultant Construction Administration services for lead based paint abatement shall be estimated and provided for in a “**Hazardous Materials Construction Administration Allowance**”, refer to paragraph XI.D.

All costs associated with managing, coordinating, observing and administering subconsultants performing Hazardous Materials Construction Administration Services shall be included in the consultant’s lump sum fee proposal.

N. 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© 2004.

The project construction specifications shall include only those CSI MasterFormat© 2004 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© 2004 applicable to the project.

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

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

O. 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 on compact disk (CD) will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- DPMC Project P0668-00: First Floor Renovation at Central Railroad of New Jersey Terminal Building Visitor Center, As-Built Drawings in Adobe “.pdf” format Dated 12-12-91; prepared by *Thomas Kocubinski, AIA*.
- DPMC Project P0689-00: Mechanical & Program Improvements at Central Railroad of New Jersey Terminal Building, AutoCAD As-Built Drawings Dated 09/11/06; Prepared by *Beyer Blinder Belle Architects and Planners, LLP*
- DPMC Project P0978-00: Interior Renovations at Central Railroad of New Jersey Terminal Building; AutoCAD As-Built Drawings, Dated, 02/03/06; Specifications Dated, 12/06/04; Prepared by *Curtis Ginsberg Architects*
- DPMC Project P1089-00: Amendment #2 Super Storm Sandy MEP Systems Repairs & Replacement Study Submission, Dated 06/14/13, Prepared by *Lindemon Winckelmann Deupree Martin Russell & Associates, PC* , referred to as the ‘**MEP Study**’ throughout this scope of work.

- DPMC Project P1089-00: CRRNJ Terminal Repairs, AutoCAD Drawings Dated 10/21/13; Specifications Dated 10/21/13, Prepared by *Lindemon Winckelmann Deupree Martin Russell & Associates, PC*

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.

P. 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.

Q. DESIGN MEETINGS & PRESENTATIONS

1. DPMC Plan and Code Review Group

The Consultant is required to present drawings and specifications to the Project Team, including the DPMC Plan and Code Review Group (Group), upon submittal of each design phase, refer to Paragraph VII.O.3. The Group will review the documents for compliance with all applicable codes as required by the Uniform Construction Code (UCC). The Consultant is expected to respond to comments generated by the Group with the next design submission. The Consultant is encouraged to contact the Group directly to seek clarification of comments at any time. Upon submittal and review of the Final Design, should comments remain unanswered, the Consultant shall be required to meet with the Project Manager and Group to clarify and resolve outstanding issues before making a second Final Design submission..

2. 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:

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

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

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

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, 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 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 low 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. 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 mylars from DPMC and transfer the AS-BUILT conditions to the original full sized signed mylars 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 mylars to DPMC who will acknowledge their receipt in writing. This hard copy set of drawings and three (3) sets of current release AUTO CAD discs shall be submitted to DPMC and the discs shall contain all AS-BUILT drawings in both “.dwg” (native file format for AUTO CAD) and “.pdf” (*Adobe* portable document format) file formats.

J. CONSTRUCTION DEFICIENCY LIST

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

K. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

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

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

L. CLOSE-OUT DOCUMENTS

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

M. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the “Close-Out Phase” of this project as part of their Lump Sum base bid. The Consultant and/or Sub-

Consultant(s) may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

N. TESTING, TRAINING, MANUALS AND ATTIC STOCK

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

1. Testing:

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

2. Training:

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

The Consultant shall ensure that the training session is “videotaped” by the Contractor. A copy of the “videotape” shall be transmitted to the Project Manager who will forward the material to the Client Agency for future reference.

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

3. Operation & Maintenance Manuals:

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

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

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

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

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

4. Attic Stock:

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

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

O. CHANGE ORDERS

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

1. Consultant:

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

2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within seven (7) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of

the necessity for the change. Copies of the original design drawings, sketches, etc. and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

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

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

3. Recommendation for Award:

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

4. Code Review:

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

5. Cost Estimate:

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

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

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

6. Time Extension:

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

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

Requests for extension of contract time must be done in accordance with the General Conditions Section 14.2.2.

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 in 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 access and copies of all NJUCC Building, Fire, Plumbing, Electrical and Elevator permit applications at the following website: www.nj.gov/dca/divisions/codes .

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code that is in effect at the Final Design Phase of this project.

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 modify the documents while adhering to the project’s SOW requirements, State code requirements, schedule, budget, and Consultant fee.

D. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

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

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

E. 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. CONSTRUCTION TRAILER PERMITS

If construction trailers are required for the project then the Consultant shall include language in the Supplemental General Conditions that states the Contractor(s) shall be responsible to obtain and pay for each construction trailer permit directly from the Department of Community Affairs. (General Contractor for Single Bid-Lump Sum All Trades contract, and each Contractor for Separate Bids & Single Bid contract).

DCA will allow a single permit application to cover more than one trailer per Contractor provided the building, plumbing, and electrical technical sub-code sections, as applicable, specify the correct numbers and costs. The trailers will not require a plan review.

DCA will inspect each construction trailer and issue a Certificate of Occupancy (CO) separate from the main building construction.

Storage trailers with no utility connections are exempt from this requirement.

I. SPECIAL INSPECTIONS

In accordance with the requirements of the New Jersey Uniform Construction Code, Bulletin 03-5 and as clarified further by the Department of Community Affairs, 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 qualified person (special Inspector) rendered to the code official for **Class I buildings only**. The special inspector is to be independent from the Contractor and responsible to the building owner or owner's agent 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 firm(s) 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:

The following special inspections, as applicable to this project, shall be performed in accordance with Chapter 17 of the International Building Code, New Jersey Edition, as defined below.

- Steel construction, in accordance with Section 1704.3.
- Concrete construction, in accordance with Section 1704.4.
- Masonry construction, in accordance with Section 1704.5.
- Soils, in accordance with Section 1704.7.
- Pile foundations, in accordance with Section 1704.8.
- Seismic resistance for Design Category D buildings, in accordance with Section 1707.

- Structural testing for isolation damping systems in seismic Design Category D buildings, in accordance with Section 1708.
- A quality assurance plan for seismic resistance of seismic Design Category D buildings, in accordance with Sections 1705.1 and 1705.2.

Special inspectors shall be licensed 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.

D. AUTHORITY TO AUDIT

Consultant shall review and be cognizant of N.J.A.C. 17:44-2.2, Authority to audit or review contract records.

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by New Jersey Office of the State Comptroller pursuant to [N.J.S.A. 52:15C-14\(d\)](#).

The Consultant shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

E. EXECUTIVE ORDER 125 - PUBLIC POSTING OF PROPOSAL AND CONTRACT

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller (“OSC”) is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at:

<http://nj.gov/comptroller/sandytransparency/contracts/sandy/>

The contract resulting from this RFQ/RFP is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the RFQ/RFP, the winning bidder’s proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided.

The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the winning bidder’s

assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

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. ASBESTOS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the asbestos survey, sample collection, testing and analysis and preparation of an “Asbestos Survey Report” noted in paragraph VII.M.1 and enter that amount on their fee proposal line item entitled “**Asbestos 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 Asbestos Survey Report

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

C. ASBESTOS ABATEMENT DESIGN ALLOWANCE

Consultant shall estimate the costs to prepare construction documents for asbestos abatement noted in paragraph VII.M.1 and enter that amount on their fee proposal line item entitled “**Asbestos 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 Asbestos 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 asbestos abatement and lead based paint abatement as noted in paragraph VII.M.1 and 2 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.

PROJECT NAME: Interior and MEP Restoration
PROJECT LOCATION: CRRNJ Terminal Building
PROJECT NO: P1107-00
DATE: 3/20/14

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

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


PROJECT NAME: Interior and MEP Restoration
PROJECT LOCATION: CRRNJ Terminal Building
PROJECT NO: P1107-00
DATE: 3/20/14

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:  3/20/14
JAMES MCKENNA, ASSIST. DEPUTY DIRECTOR DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY:  3/20/14
DONALD DELUCA, CLIENT PROJECT MANAGER DATE
DEP, OFFICE OF RESOURCE DEVELOPMENT

SOW APPROVED BY:  3/20/14
WILLIAM BYSTER, DESIGN PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY:  3/24/14
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

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.

CONCEPT INVESTIGATION (SCHEMATIC) PHASE:

6.1 Project Schedule (Update Bar Chart Schedule)

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

6.3 Correspondence

6.4 Submission Requirements

- 6.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 6.4.2 Space Analysis & Program Requirements
- 6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.
- 6.4.4 Site Evaluation
- 6.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
- 6.4.8 Regulatory Agency Approvals
 - 6.4.8.1 NJ Department of Agriculture
 - (a) Soil Erosion (land disturbance over 5000 s.f.)
 - 6.4.8.2 NJ Department of Community Affairs
 - (a) UCC Permit for Building Construction
 - 6.4.8.3 NJ Department of Environmental Protection
 - (a) Equipment Emissions
 - (x) Historic Site Project Building
- 6.4.9 Utility Availability for:
 - Sanitary Service
 - Storm Water
 - Domestic Water
 - Gas Service

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

DESIGN DEVELOPMENT PHASE:

- 7.1 Project Schedule (Update Bar Chart Schedule)
 - 7.2 Meetings & Minutes (Minutes within seven (7) calendar days of meeting)
 - 7.3 Correspondence
 - 7.4 Submission Requirements
 - 7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
-
-

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

7.5 Approval

- 7.5.1 Respond to Submission Comments
-
-

7.6 Submission Forms

Figure 7.4.12	Current Working Estimate/Cost Analysis
Figure 7.4.16	Submission Checklist

FINAL DESIGN PHASE:

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

8.1 Schedule (Update Bar Chart Schedule)

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

8.3 Correspondence

8.4 Submission Requirements

- 8.4.1 A/E Statement of Site Visit
- 8.4.2 Space Analysis
- 8.4.3 Special Features Description, Communication/Security/Fire/Smoke/Exhaust)
- 8.4.4 Site Evaluation
- 8.4.5 Borings, Surveys, Soils Analysis (provided with plan submission)
- 8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)
- 8.4.10 Drawings: 6 sets
- 8.4.11 Specifications: 6 sets
- 8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 8.4.13 Bar Chart of Design and Construction Schedule
- 8.4.14 Oral Presentation of this Submission to Project Team
- 8.4.15 Plan Review/SOW Compliance Statement
- 8.4.16 This Submission Checklist
- 8.4.17 Deliverables Submission in Booklet Form: 7 sets

8.5 Approvals

- 8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE:

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

8.6 Permit Application Submission Requirements

8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time

- 8.6.8 Regulatory Agency Approvals
 - (a) UCC Permit Application & Technical Sub-codes completed by A/E
- 8.6.9 Utility Availability Confirmation
- 8.6.10 Signed and Sealed Drawings: 6 sets
- 8.6.11 Signed and Sealed Specifications: 6 sets
- 8.6.12 Current Working Estimate/Cost Analysis
- 8.6.13 Bar Chart Schedule
- 8.6.14 Project Presentation (N/A this Project)
- 8.6.15 Plan Review/SOW Compliance Statement
- 8/6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

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

BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

- 9.0.1 Original Drawings signed & sealed by A/E, one (1) set AUTOCAD Discs
- 9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11
- 9.03 Bid Documents Checklist
- 9.04 Bid Proposal Form
- 9.05 Notice for Advertising

9.1 Chair Pre-Bid Conference/Mandatory Site Visit

9.2 Prepare Bulletins

9.3 Attend Bid Opening

9.4 Recommendation for Contract Award

9.4.1 Prepare Letter of Recommendation for Award & Cost Analysis

9.5 Attend Pre-Construction Meeting

9.6 Submission Checklist

9.7 Submission Forms

Figure 9.4.1 Cost Analysis

Figure 9.6 Submission Checklist

CONSTRUCTION PHASE:

10.1 Site Construction Administration

10.2 Pre-Construction Meeting

10.3 Construction Job Meetings

10.3.1 Agenda: Schedule and Chair Construction Job Meetings

10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting

10.3.3 Schedules; Approve Contractors' Schedule & Update

10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-

a

10.4 Correspondence

10.5 Prepare and Deliver Conformed Drawings

10.7 Approve Contractors Invoicing and Payment Process

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

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

10.12.1 Construction Progress Schedule

10.12.2 CPM Consultant

10.13 Review & Recommend or Reject Change Orders

10.13.1 Scope Changes

10.13.2 Construction Change Orders

10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

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

PROJECT CLOSE-OUT PHASE:

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

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

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

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

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

- 11.8.1 As-Built & Record Set Drawings, 3 sets AUTOCAD Discs Delivered to DPMC
- 11.8.2 (a) Maintenance and Operating manuals, Warranties, etc.: 7 sets each
- (b) Guarantees
- (c) Testing and Balancing Reports
- (d) Boiler Inspection Certificates
- (e) Elevator Inspection Report
- (f) Shop Drawings
- (g) Letter of Contract Performance
- 11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25
- 11.8.4 This Submission Checklist

11.9 Final Payment

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

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

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

11.12 Submission Forms

- Figure 11.2 Project Close-Out Documentation List DPMC 20A
- Figure 11.3-a Certificate of Substantial Completion DPMC 20D
- Figure 11.3-b Final Acceptance of Consultant Contract DPMC 20C
- Figure 11.5 Request for Contract Transition Close-Out DPMC 20X
- Figure 11.7 Final Contract Acceptance Form DPMC 20
- Figure 11.8.3-a Final Cost Analysis
- Figure 11.8.3-b Insurance Transfer Form DPMC 25
- Figure 11.8.4 Submission Checklist

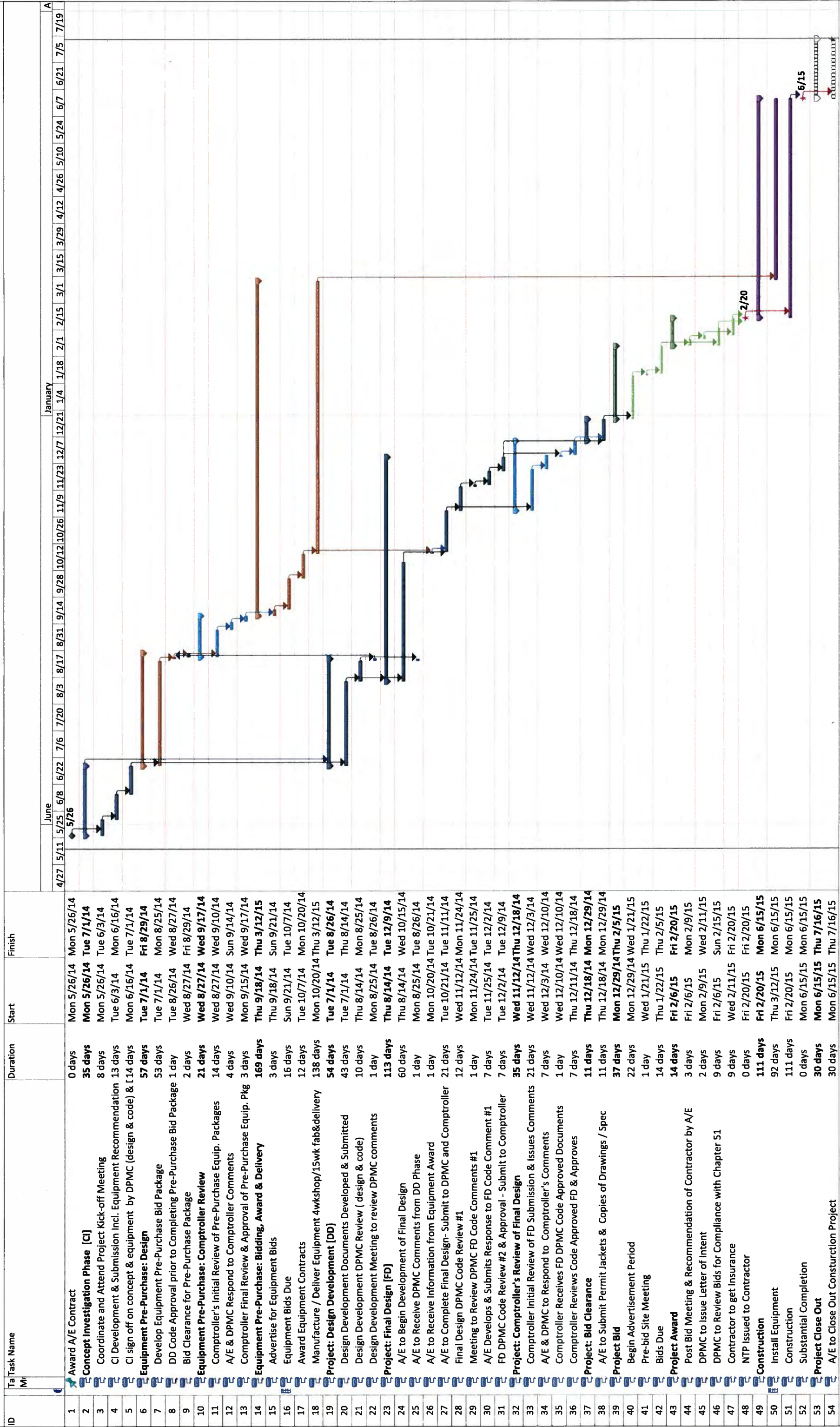
XV. EXHIBITS

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

PROJECT NAME: Interior and MEP Restoration
PROJECT LOCATION: CRRNJ Terminal Building
PROJECT NO: P1107-00
DATE: 3/20/14

END OF SCOPE OF WORK

P1107 CRRNJ TERMINAL MEP & INTERIOR RESTORATION



Project: P1107 SCHEDULE 2014.15
Date: Fri 3/21/14

Task: Milestone

Summary: Project Summary, External Tasks

Inactive Summary: Manual Task, Duration-only

External Milestone: External Milestone, Inactive Task, Inactive Milestone

Inactive Summary: Manual Summary Rollup, Manual Summary, Start-only

Finish-only: Finish-only, Deadline, Progress

Project Location Plan

DPMC Project P1107-00

Interior and MEP Restoration CRRNJ Terminal Building 1 Audrey Zapp Drive Jersey City, New Jersey

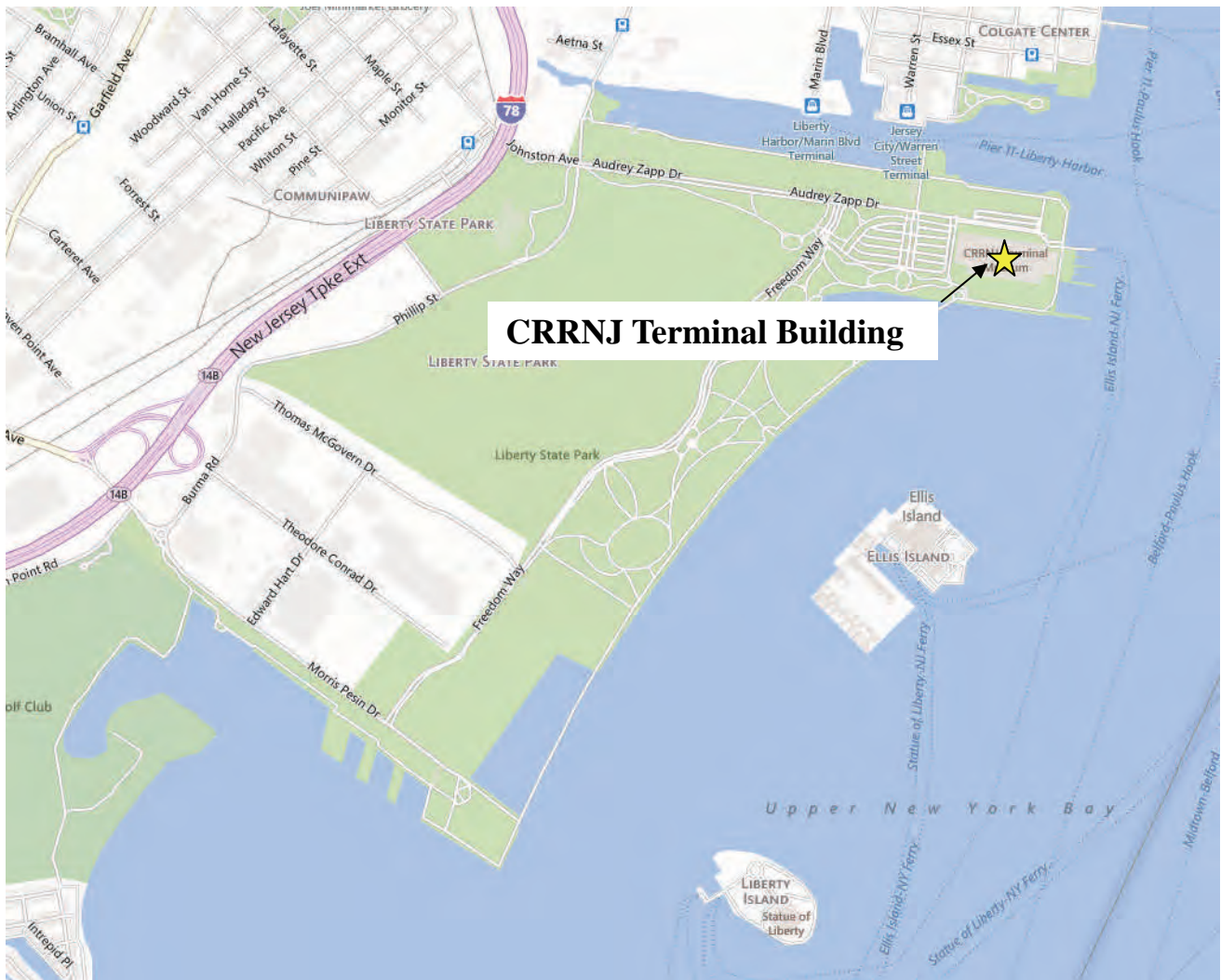
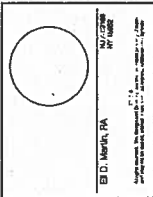


EXHIBIT 'B'

LIBERTY CITY COLLEGE DISTRICTS WITH TUNNELL
UNIVERSITY CITY
140 SAN STREET, JERSEY CITY, NJ 07310
973.527.7700 Fax
201 N. 10TH STREET, JERSEY CITY, NJ 07310
973.527.7701 Tel



STATE OF NEW JERSEY

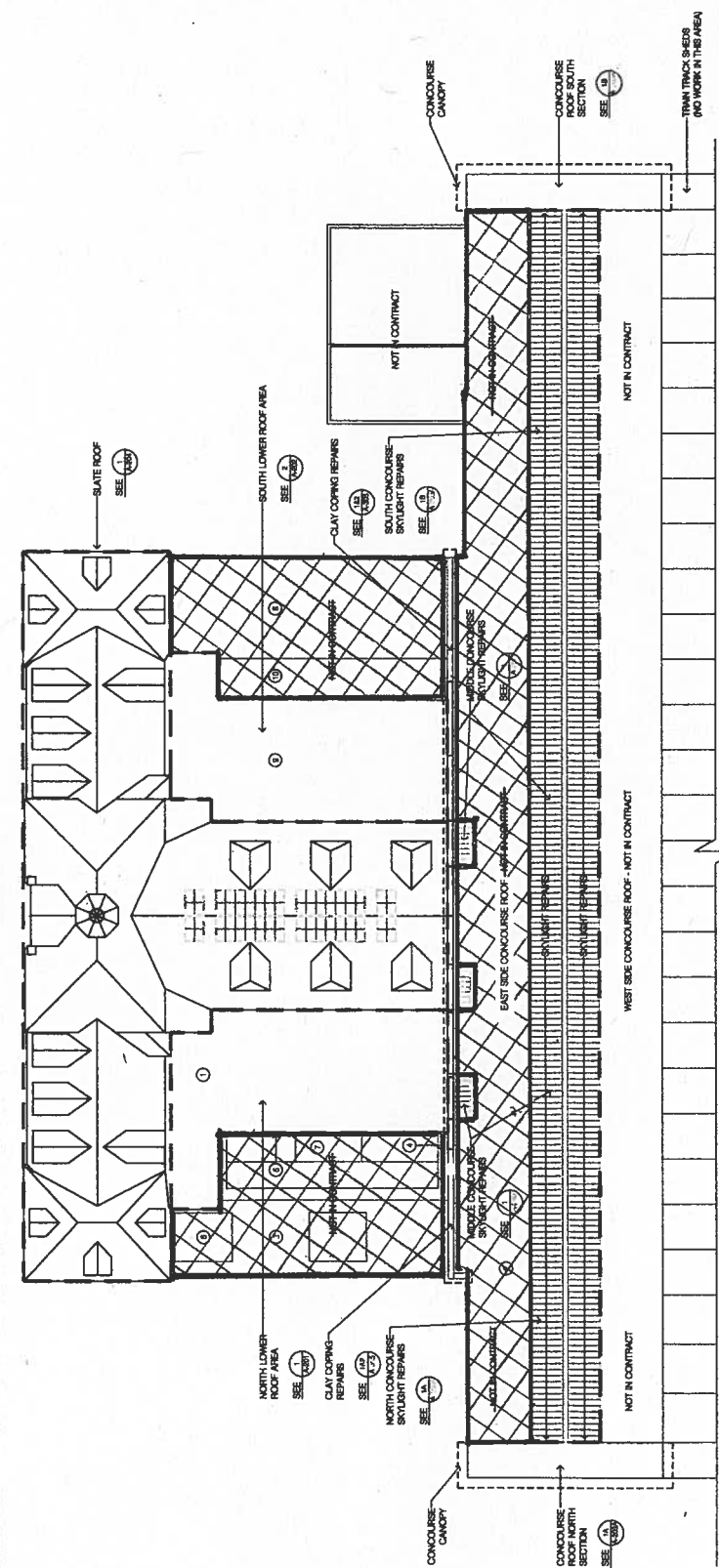
P1089-00
CRRNJ TERMINAL REPAIRS
LIBERTY STATE PARK
JERSEY CITY, HUDSON CO
NEW JERSEY

STATE OF NEW JERSEY
DEPARTMENT OF TREASURY
OFFICE OF MANAGEMENT &
CONSTRUCTION

REVISIONS:	Date	Notes

TERMINAL AND CONCOURSE
ROOF PLANS AND NOTES

DATE: 10-21-2013	PERMIT ISSUE
DRAWN: AC	CHECKED: EM



**Roof Sections
Included in Project
P1107-00**

- COPPER GUTTER & LEADER NOTES:**
1. ALL EXISTING COPPER GUTTERS, LEADERS, RELATED FLASHING, STRIPS AND OTHER ACCESSORIES ARE TO BE RETAINED AND REUSED. REPLACE ANY SECTIONS OR COMPONENTS WHICH ARE DAMAGED OR MISSING. STRAIGHTEN ALL DEFORMED (BOWD) GUTTERS AND LEADERS. REMOVE ALL CORROSION AND REPAIR WITH COPPER OR STAINLESS STEEL SCREWS / ANCHORS.
 2. INSPECT ALL EXISTING COPPER GUTTERS, LEADERS, RELATED FLASHING, STRIPS AND OTHER ACCESSORIES. CLEAN, SOLDER OPEN JOINTS WHERE APPROPRIATE AND PATCH HOLES. REMOVE ALL SECTIONS WHICH HAVE BEEN DAMAGED OR WHICH CLOGGING & REPAIR ARE NOT PRACTICAL.
 3. REPLACE ALL LEADER ELBOWS WITH NEW COPPER CLAD STAINLESS STEEL ELBOWS (SIZE & SLOPE TO BE DETERMINED BY THE ARCHITECT).
 4. PROVIDE AND INSTALL NEW COPPER LEADERS WHERE INDICATED.
 5. COORDINATE LIGHTNING PROTECTION CABLES ARE CONNECTED. CONFIRM APPROPRIATE CONNECTIONS WITH LIGHTNING PROTECTION SYSTEM & ELIMINATE INAPPROPRIATE CONNECTIONS.

- TERMINAL ROOF REPAIR & REPLACEMENT NOTES:**
- REPAIR SLATE ROOF AREAS:**
1. REMOVE AND REPLACE SLATE ROOFING WHERE INDICATED ON SLATE ROOF PLAN - DWG. A-304. REPAIR, RESTORE AND REPLACE DESIGNATED AREAS AS INDICATED ON ELEVATIONS - DWG. A-305.
 2. REMOVE AND REPLACE ALL DAMAGED, LOOSE OR MISSING SLATE AS INDICATED OR AS FOUND DURING THE COURSE OF THE WORK (LARGER ALLOWANCE / LANT PRICING FOR THIS WORK).
 3. REPAIR AND RESTORE ALL COPPER CAPS, FINALS, FLASHING, TRIM, GUTTERS & LEADERS. REPLACE MISSING OR DAMAGED SECTIONS IN-WOOD.
 4. REPAIR AND RESTORE ALL PAINTED STAINLESS STEEL TRIM AND MOLDS IN AT DORMERS.
 5. REMOVE AND RESTORE ALL EXISTING COPPER FLASHING AND FLASHING FLASHING.
 6. COORDINATE LIGHTNING PROTECTION SYSTEM REPAIRS AND UPGRADES WITH ROOFING WORK.
- REPLACE DESIGNATED SLIGHTLY SLOPING AND FLAT ROOF AREA ROOFING:**
1. REMOVE AND REPLACE ALL EXISTING BUILT-UP ROOFING ON NORTH AND SOUTH LOWER ROOF AREAS. REMOVE ALL EXISTING ROOFING AND FLASHING. REMOVE ALL EXISTING DOWN TO ROOF AREAS. REMOVE ALL EXISTING INSULATION AND FLASHING. REMOVE ALL EXISTING RECOVERY BOARD PER MANUFACTURERS REQUIREMENTS - SEE SPECIFICATION.
 2. PROVIDE NEW COPPER FLASHING CONTINUOUS ALONG JUNCTURE WITH BASE OF SLATE ROOFING. PROVIDE NEW COPPER FLASHING CONTINUOUS ALONG JUNCTURE WITH BASE OF SLATE ROOFING. PROVIDE NEW COPPER FLASHING CONTINUOUS ALONG JUNCTURE WITH BASE OF SLATE ROOFING.
 3. REPAIR AND RESTORE ALL COPPER GUTTERS AND LEADERS. REPLACE MISSING OR DAMAGED SECTIONS IN-WOOD. FLASH NEW ROOFING TO GUTTER APPLIC PER MANUFACTURERS REQUIREMENTS.
 4. REPAIR AND RESTORE ALL EXISTING COPPER FLASHING AND FLASHING. REMOVE AND REPLACE ALL EXISTING COPPER FLASHING AND FLASHING. REMOVE AND REPLACE ALL EXISTING COPPER FLASHING AND FLASHING. REMOVE AND REPLACE ALL EXISTING COPPER FLASHING AND FLASHING.
 5. REMOVE AND RESTORE ALL EXISTING COPPER FLASHING AND FLASHING. REMOVE AND REPLACE ALL EXISTING COPPER FLASHING AND FLASHING. REMOVE AND REPLACE ALL EXISTING COPPER FLASHING AND FLASHING.
 6. COORDINATE ROOFING REMOVALS WITH ASBESTOS ABATEMENT REQUIREMENTS WHERE INDICATED. SEE ABATEMENT DRAWINGS & SPECIFICATIONS.

- FLAT and SLIGHTLY SLOPED ROOF SAMPLES**
- EXISTING ROOF GUTS - SAMPLE DATE: 7/1/13
- SAMPLE 1**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 2**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 3**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 4**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 5**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 6**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 7**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 8**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 9**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 10**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 11**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 12**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 13**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 14**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 15**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 16**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 17**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 18**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 19**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE
- SAMPLE 20**
NORTH LOWER ROOF (NORTH)
3" PLI HOT ASPHALT ROLLED ROOFING
1" FELT INSULATION AND PAPER PROTECTION COURSE