

SCOPE OF WORK

300 Sanitary Building Replacement

Brendan Byrne State Forest
Woodland Township, Burlington County, NJ

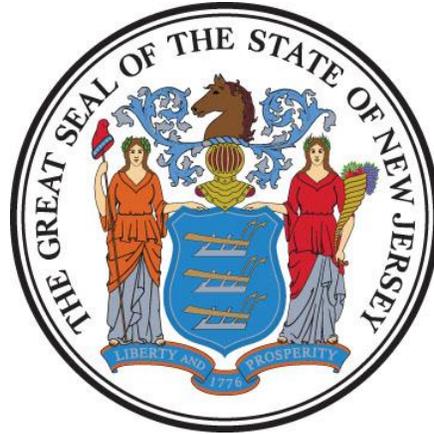
Project No. P1379-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Tahesha L. Way, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 6, 2026

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I. OBJECTIVE

The objective of this project is to replace the 300 Sanitary Building located in Campground Area 300 within Brendan Byrne State Forest in Burlington County.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$2,000,000.

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$2,840,000.

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

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

C. CONSULTANT’S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations. The Consultant’s proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14

4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. Project Close Out Phase	30

Note: The Final Design Phase is considered complete upon the release of Construction Documents by the DPMC Code Group and/or the Department of Community Affairs (DCA).

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Brendan T. Byrne State Forest
Mile Marker 1
Highway Route 72 East
Woodland Township, Burlington County, 08088

GPS Coordinates: 39.891060° N, -74.579632° W

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative

Name: Darren J. Comegys, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 984-6219
E-Mail: Darren.Comegys@treas.nj.gov

2. Department of Environmental Protection

Name: Jeffrey T. Adams, Jr., Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 468-4555
E-Mail: Jeffrey.Adams@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Brendan T. Byrne State Forest, formerly known as Lebanon State Forest, is in the northern part of the New Jersey Pinelands. Its location and access to State Route 70 make it convenient to reach from North Jersey, Pennsylvania, and New York (See **Exhibit ‘B’** Project Site Location Map). The park is made up of 34,725 acres of pine, oak, and cedar forest stretching through parts of Ocean and Burlington Counties. The park is named for Brendan Byrne, former governor of New Jersey, and the signatory of the Pinelands Preservation Act of 1979, which created the Pinelands National Reserve.

The forest was originally named after the Lebanon Glassworks, which operated here between 1851-1867. The name came from Lebanon in the eastern Mediterranean, a place famous for its cedar trees, which are also plentiful in the swamps of the Pine Barrens. The Lebanon Glassworks factory chiefly made windowpanes, although bottles and a few decorative pieces were also produced. The factory shut down when the supply of wood for the furnace was exhausted. All that remains of Lebanon Glassworks today are a scattering of concrete foundations.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The 300 Sanitary Building is approximately 1330 square feet and is constructed with wood framing mounted to a concrete slab. The aged single-story building was constructed in 1973 and lacks current barrier free standards (see **Exhibit ‘C’** Photos).

The building includes a women’s shower room, a men’s shower room, a mechanical room, and laundry room. The shower room contains toilets, hand sinks, tile floors, tile over drywall walls, lighting, and power outlets. The back section is an open space that includes the mechanical room that houses all the mechanical equipment for the building as well as storage for cleaning supplies. The building is supplied with electricity, plumbing, an underground septic system, and an above ground oil tank on-site. There is a nearby water well with a pump supplying water to the building.

The Brendan T. Byrne State Forest and Campground Area 300 are open year-round and managed by the New Jersey State Parks, Forest & Historic Sites. The campground will be open during project construction with visitors guided to use alternate facilities, as directed by the Agency and DEP.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW SANITARY BUILDING DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services for the demolition, removal and complete replacement of the 300 Area Sanitary Building located in the Campground Area 300 within Brendan Byrne State Forest. The Consultant shall meet and coordinate with DEP and Park Staff to outline functional requirements necessary for the new sanitary facility constructed on the existing footprint and location.

The Consultant shall determine the layout of the new building by maximizing the existing footprint to include separate individual shower rooms, separate toilet rooms including sinks, all amenities, and a mechanical room with shelved storage space. All rooms shall be accessed with a dedicated exterior door. The new building design shall be constructed using a park-like style and setting and designed for year-round use and optimal ventilation. The design plans shall meet all current barrier free codes and standards and meet the current UCC Code Requirements.

The building shall be designed using equipment and fixtures requiring minimal routine maintenance and repairs. All interior surfaces shall be durable, easy to maintain and sanitize. All amenities and equipment shall be designed for contactless/touch-free, motion and/or sensor access for hygiene and wellness promotion. Automatic flushing systems, motion sense wave sensors, touchless activation sinks, faucets, soap dispensers and hand dryers and baby changing stations will be included in the design. All equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving and energy efficient.

The Consultant shall include the design and calculations for the new facility concrete foundation. All above and below grade utility lines, well water, pumps and supply lines to the structure shall be located, evaluated, and documented. Any necessary improvements and/or soil grading, including building access pathways leading to and around the building's perimeter shall be evaluated and included in the design.

2. Demolition & Removal

The Consultant shall provide the design for the demolition and safe removal of the existing sanitary building and concrete foundation pad.

The Consultant shall provide detailed design documentation for the removal and decommissioning of the existing above-ground storage oil fuel tank, and all related piping and lines shall be capped and removed or abandoned-in-place. All related equipment and debris shall be removed.

The Consultant shall provide in the design documents any necessary shoring and/or trenching required for any removal of below-grade equipment. The Design Consultant shall make note of any specialty construction equipment required for the demolition and safe removal of the building and any associated equipment.

3. New Sanitary Building & Equipment

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development and the Park staff to outline all requirements necessary for the design of the new building. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated in the design.

Any updated environmental screening of topography, geology, soils, surface water and ground water shall be specified in the design documents. Soil suitability testing shall be performed if necessary to estimate depth to groundwater.

The Consultant shall evaluate and provide the design for the new sanitary building to include but not limited to the following:

- Single occupancy rooms including all amenities listed below.
- An adequate number of toilet and shower rooms with sinks to serve the expected usage outlined by the Park Staff.
- Barrier free toilet room(s), barrier free showers(s), sinks, baby changing station, and benches.
- A mix of standard trash receptacles, soap dispensers, hand towel dispensers, shower towel hooks.
- All interior surfaces shall be durable and easy to maintain.
- Designed for year-round use; Heating equipment is required; cooling equipment is not necessary.
- Maximum energy efficient equipment and water-saving fixtures throughout.
- Forced hot air heat throughout.
- Mechanical room adequately sized to include all pipe chases for direct plumbing access.
- Mechanical room to include a water heater, furnace, electrical panel in a separate lockable room.

- Plumbing piping shall be copper with proper insulation using manifolds, homeruns, and shutoffs valves with no outside wall plumbing, as necessary.
- All plumbing shall be drainable; should the need arise to winterize the building in the future.
- Electric & LED lighting throughout.
- Underground septic replacement includes sanitary lines, tanks, and associated parts.
- A lockable janitorial closet with a wash area, slop sink, and storage shelving for cleaning supplies.
- Security & all necessary room door locks.
- Signage.

All equipment and fixtures used throughout the facility shall be approved by the Agency, and must prioritize environmental sustainability, water conservation, and energy efficiency.

All associated plumbing, mechanical and electrical equipment shall be included in the assessment to meet the current UCC Code. Include all design details and information required for the proper fire stopping for all floor and wall penetrations of building elements (walls, partitions, etc.).

The design shall follow all applicable laws and standards for new systems. The design shall meet all current ADA/Barrier Free standards and follow all codes and standards.

4. Septic System

The Design Consultant shall evaluate the condition of the existing septic system and determine if the septic system shall be removed and replaced to meet the demand and requirements of the new sanitary facility. The Consultant shall provide a fully engineered and code approved design of the complete septic system. The Consultant shall ensure all new septic system designs follow any applicable codes and standards.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength & material lifespan, tank maintenance, septic disposal and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations if any. The design shall include, but not be limited to, a scaled layout of the new septic system and all related system components, pumps, piping, and disposal beds, tanks, and associated parts.

The Design Consultant shall determine the excavation depth required for the removal and replacement of any necessary underground sanitary lines and tanks.

The Design Consultant shall identify the areas of the site that will be impacted by the septic system construction work.

All design documents, drawings and specifications are to indicate the septic system type, model and name of the system. The design shall specify at least three (3) manufacturers of each equipment type and any components proposed.

5. Roofing System

The Consultant shall provide an agency and project team approved Standard 'A' roofing system design for the new DEP sanitary building.

6. Heating System

The Consultant shall provide an agency approved new electric state-of-the-art heating system design. The design for the new heating system shall be energy-efficient.

The Consultant shall provide the design to include all necessary controls and thermostatic elements, and include load calculations to support start-up equipment, testing, and system balancing for all installed components.

7. Plumbing System

The Consultant shall provide construction documents to include the location of all equipment associated with plumbing and related piping components. Plumbing piping and related components shall be specified use of copper lines with appropriate insulation, as necessary. Separate riser diagrams shall be shown for sanitary drain and vent system, hot and cold-water distribution system, and storm drainage system. Equipment connections shall be identified on all schematic and riser diagrams. A fixture schedule shall be included in the drawings listing each fixture, description, trap & vent sizes, values, hot and cold-water connection pipe sizes, and space location.

8. Electrical System

The Consultant shall evaluate and provide the design for the electrical distribution system. The Consultant shall ensure the new electrical distribution system design follows applicable codes and standards. The site lighting fixtures shall meet current code requirements, support the proposed design and operational needs, and identify any deficiencies or electrical upgrades necessary to ensure safety, reliability, and compliance.

Electrical drawings shall include all supply service equipment, heating, lighting, power, communications, and specialized systems. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be

provided. Location, capacity, space requirements of all major items or equipment must be indicated.

Lighting features must indicate typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient and have occupancy sensors where applicable.

9. Contractor Staging Area

Construction documents shall include an Agency approved staging area by the Project Team indicating the location where the contractor can store debris, materials, tools, and equipment.

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specifications.

10. Fencing

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

11. Site Restoration

The design documents shall identify the Agency approved site restoration work needed after installation of the lines including roadways, driveways, parking lots, sidewalks, and lawn areas.

12. Special Sequencing

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Client Agency and provide any temporary functional requirement of the facility. Items shall include, but not be limited to safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any functions or services.

B. SITE WORK

1. Parking Lots & Roadways

The Consultant shall provide the design for the paving and parking lots as needed and based on budgetary considerations.

The Consultant shall, as part of the Schematic Phase, evaluate and estimate the cost of each proposed item and provide a written report to the Project Team.

The design for the parking lot and roadway surfaces shall be bituminous concrete and shall have appropriate striping, signage and lighting. Concrete curbing shall be installed along the edge of all new roadways and around the perimeter and islands of the parking lots. Handicap curb cuts shall be included at appropriate locations. All grading shall provide appropriate slopes for storm water runoff to curbs, gutters and inlets tied into the existing site drainage system.

All costs associated with evaluating, estimating, preparing written reports and providing design services for repairing and striping parking lots and roadways shall be included in the consultant's lump sum fee proposal.

2. Sidewalks

The Consultant shall evaluate the path of travel, and any areas requiring access (i.e., new parking areas, etc). Construction documents shall include concrete sidewalks from the parking lot(s) to new buildings and other areas of the site requiring pedestrian or staff access.

The Consultant shall incorporate in the design documents barrier free access ramps and curb cuts, wherever the barrier free path of travel is required.

3. Signage

The Consultant shall include in the construction documents the building's signage. The site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives.

The Consultant shall propose specifications for signage using a clearly visible sign from the roadway. The signage design must have enhanced visibility at night. Directional signage on property directing visitors, deliveries, material drop off, material pick-up, etc. shall be clearly delineated. The street signage shall be illuminated and of a size/shape, as determined by the DEP.

4. Site Lighting

The Consultant shall include pole mounted site lighting integrated into the architectural and landscape design for the parking areas, paths, pedestrian sidewalks, roadways, and other areas or equipment requiring proper illumination for visibility, surveillance and personnel safety. Lighting shall be LED, where available. Spacing and heights of the light poles shall ensure proper coverage of the areas illuminated. Lighting levels shall comply with approved design standards and be sufficient to support areas of surveillance. Lamps shall be high efficiency type

and have photocell dusk to dawn operational features. Additional lighting shall be provided where new roadways, parking lots, and walkways are added.

5. Landscaping & Tree Removal Requirements

The Consultant shall provide in the construction documents a landscaping plan to include, but not limited to, all required seeding, sod, shrubs, bushes, trees, and buffering with adjacent properties where required.

C. SITE UTILITIES

1. Underground Utilities

The Consultant shall identify the size and location of all underground utility lines. The utility lines size, location and elevation shall be shown on the design drawings for Contractor reference. The Consultant shall identify any below grade utility lines and/or conduits capped and abandoned-in-place.

2. Utility Capacities

The Design Consultant shall survey the site utilities to determine the capacity to meet the requirements of this project. The Consultant shall develop a table that identifies the maximum capacity rating based on the capacities anticipated for the new facility utilities.

The Consultant shall provide the most cost-effective design to provide the required utilities to the new building based on costs of the installation of new utilities that will originate from the main supply lines.

3. Utility Verification Letter

As applicable, the Design Consultant shall obtain written verification from all appropriate utility authorities certifying they can provide adequate capacity for the new building. Letters pertaining to water, sanitary, gas, electrical and telephone service, as necessary, must be obtained which confirm adequate pressures, flows, specific consumption or loads and approximate date of service.

The Consultant shall identify the extent of work to be done by the utility provider, the utility approvals required for the connection points, available rebates, meters and pit requirements, and whether there will be any fees to be paid by the Contractor to the Utility Company. All termination and/or tie-in fees required by the affected Utility Companies shall be covered by an allowance within the construction documents.

4. Electric & Switch Gear

The Consultant shall include schematic drawings of the design for the new electric distribution system indicating all components including, but not limited to, panels, subpanels, breakers, transformers, meters and lines. The Consultant shall coordinate with the electrical utility company representatives as required for service improvements. The Consultant shall include all load calculations for the new building.

5. Water Supply & Service

The Consultant shall provide the design and specifications of tie-ins and connections to the existing well-water supply providing service to the new building.

The Consultant shall determine, and include in the construction documents, any requirements for the Construction Contractor to coordinate and connect to the existing well water supply but not limited to inspections and character of the work to be performed, as necessary, to the existing water supply pumps or related components.

The construction documents shall include 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.

D. PINELANDS APPROVAL

The Consultant shall complete a Pinelands application and submit to the Pinelands Commission for review and approval prior to securing UCC Permits.

E. HAZARDOUS BUILDING MATERIALS

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

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Sub-code.
 2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
 3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
 4. Mold.
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Consultant shall document the procedure, process and findings and prepare a “Hazardous Materials Survey Report” identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the “Hazardous Materials Survey Report” to the Project Manager.

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

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

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

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

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

F. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

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

schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

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

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

2. Design Presentations

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

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.

G. EXISTING DOCUMENTATION

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

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

1. NJUCC Plan Review

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled “**Plan Review and Permit Fee Allowance,**” refer to paragraph XIII.A.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the DCA is only accepting digital signatures and seals issued from a third party certificate authority.

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the “Project Review Application” and include the following on Block 5 as the “Owner’s Designated Agent Name”:

Trevor M. Dittmar, DPMC
PO Box 235
Trenton, NJ 08625-0235
Trevor.Dittmar@treas.nj.gov 609-984-5529

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph XIII.A.

The NJUCC “Plan Review Fee Schedule” can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The “Agent Section” of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA or DPMC released drawings and specifications, with raised seals and wet signatures** shall be forwarded to the DPMC Project Manager.

The Consultant may obtain copies of all NJUCC permit applications at the following website:
<https://www.nj.gov/dca/codes/resources/constructionpermitforms.shtml>

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

3. Prior Approval Certification Letters

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

5. Special Inspections

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

Bulletin 03-5 can be found at:

https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition

Special inspections are defined as an independent verification by a certified special inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to be independent from the contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

b. Responsibilities

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

The Consultant may refer to the DPMC “Procedures for Architects and Engineers Manual,” Paragraph **“9. REGULATORY AGENCY APPROVALS”** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “17. BIDDING

AND CONTRACT AWARD” for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI’s.

The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “18. CONSTRUCTION PHASE” for all construction administration requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

The Consultant shall be responsible to complete the appropriate registration forms and

applications, provide any applicable worksheets, manufacturer’s specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

1. Permits

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit) and include that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance.**” A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJUCC permit is excluded since it will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal.

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

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

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

- Description of tasks and estimated cost for the following:
 - Sample collection;
 - Sample testing; and,
 - Preparation of a Hazardous Materials Survey Report.

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

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

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

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

The Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.E and enter that amount on the 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.

PROJECT NAME: 300 Sanitary Building Replacement
PROJECT LOCATION: Brendan Byrne State Forest, Burlington County
PROJECT NO: P1379-00
DATE: January 6, 2026

XIV. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Alison F. Gottlieb 1/06/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 1/6/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Jeffrey T. Adams, Jr. 1/7/2026
JEFFREY T. ADAMS, JR., PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Darren J. Comegys 1/8/26
DARREN J. COMEGYS, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: JM Barnard for 2/19/26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

The following are checklists listing the Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled “Procedures for Architects and Engineers,” 3.0 Edition, dated September 2022 available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf> for a detailed description of the deliverables required for each submission item listed. References to the applicable paragraphs of the “Procedures for Architects and Engineers” are provided.

Note that the Deliverables Checklist may include submission items that are “S.O.W. Specific Requirements.” These requirements will be defined in the project specific scope of work and included on the deliverables checklist.

This project includes the following phases with the deliverables noted as “Required by S.O.W” on the Deliverables Checklist:

- SCHEMATIC DESIGN PHASE;**
- DESIGN DEVELOPMENT PHASE;**
- FINAL DESIGN PHASE;**
- PERMIT APPLICATION PHASE;**
- BIDDING AND CONTRACT AWARD;**
- CONSTRUCTION PHASE; and**
- PROJECT CLOSE-OUT PHASE**

XVI. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**

END OF SCOPE OF WORK

Deliverables Checklist Design Development Phase

A/E Name: _____

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

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature _____
Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026							Half 1, 2027						
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M		
0	Typical Project Model	Mon 5/19/...	Fri 4/9/27	691 days																												
1	Project Initiation Phase	Mon 5/19/25	Mon 7/14/25	57 days																												
2	Project Funding Received	Mon 5/19/25	Mon 5/19/25	1 day																												
3	Schedule Site Visit	Thu 5/22/25	Thu 5/22/25	1 day																												
4	Site Visit	Fri 5/30/25	Fri 5/30/25	1 day																												
5	Prepare Draft SOW	Mon 6/2/25	Fri 6/6/25	5 days																												
6	Distribute Draft SOW for Review	Mon 6/9/25	Mon 6/9/25	1 day																												
7	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																												
8	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																												
9	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																												
10	Receive Comments Revise SOW	Tue 6/24/25	Mon 6/30/25	5 days																												
11	Distribute Final SOW for Review & Signature	Tue 7/1/25	Tue 7/1/25	1 day																												
12	Review & Sign SOW	Wed 7/2/25	Wed 7/2/25	1 day																												
13	Review & Sign SOW	Mon 7/7/25	Mon 7/7/25	1 day																												
14	Review & Sign SOW	Thu 7/10/25	Thu 7/10/25	1 day																												
15	Forward SOW to Procurement	Mon 7/14/25	Mon 7/14/25	1 day																												
16	Consultant Selection Phase	Tue 7/15/25	Mon 9/1/25	49 days																												
17	Prepare Solicitation, Advertise Proj	Tue 7/15/25	Wed 7/16/25	2 days																												
18	Select Firms - Random Selection	Thu 7/17/25	Thu 7/17/25	1 day																												
19	Conduct Preproposal Meeting	Mon 7/28/25	Mon 7/28/25	1 day																												
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/29/25	Tue 7/29/25	1 day																												
21	Receive Proposals - Distribute for Review	Tue 8/12/25	Tue 8/12/25	1 day																												
22	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																												
23	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																												
24	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																												
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Wed 8/20/25	Wed 8/20/25	1 day																												
26	Negotiate Fee	Thu 8/21/25	Wed 8/27/25	5 days																												
27	Provide Funding for Consultant Contract	Thu 8/28/25	Thu 8/28/25	1 day																												
28	Complete Recommendation to Award	Thu 8/28/25	Fri 8/29/25	2 days																												
29	Consultant Contract Award	Sat 8/30/25	Mon 9/1/25	2 days																												
30	Design Phase	Sun 9/7/25	Fri 5/8/26	244 days																												
31	Design Contract "Kick-Off" Meeting	Sun 9/7/25	Mon 9/8/25	2 days																												
32	Program Design Phase	Tue 9/9/25	Mon 10/6/25	28 days																												
33	Receive Program Submittal & Distribute for Review	Tue 10/7/25	Thu 10/9/25	3 days																												

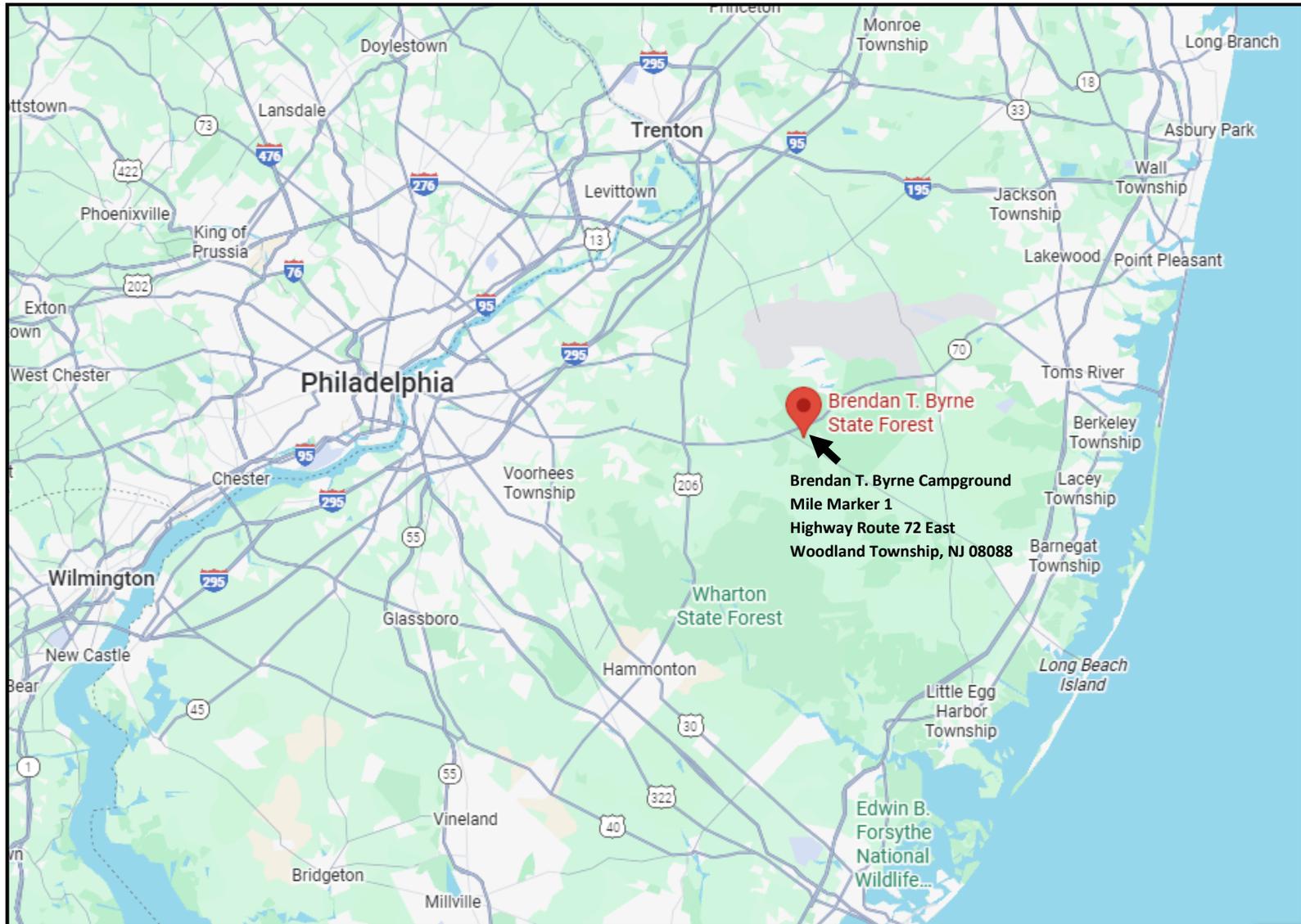
EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

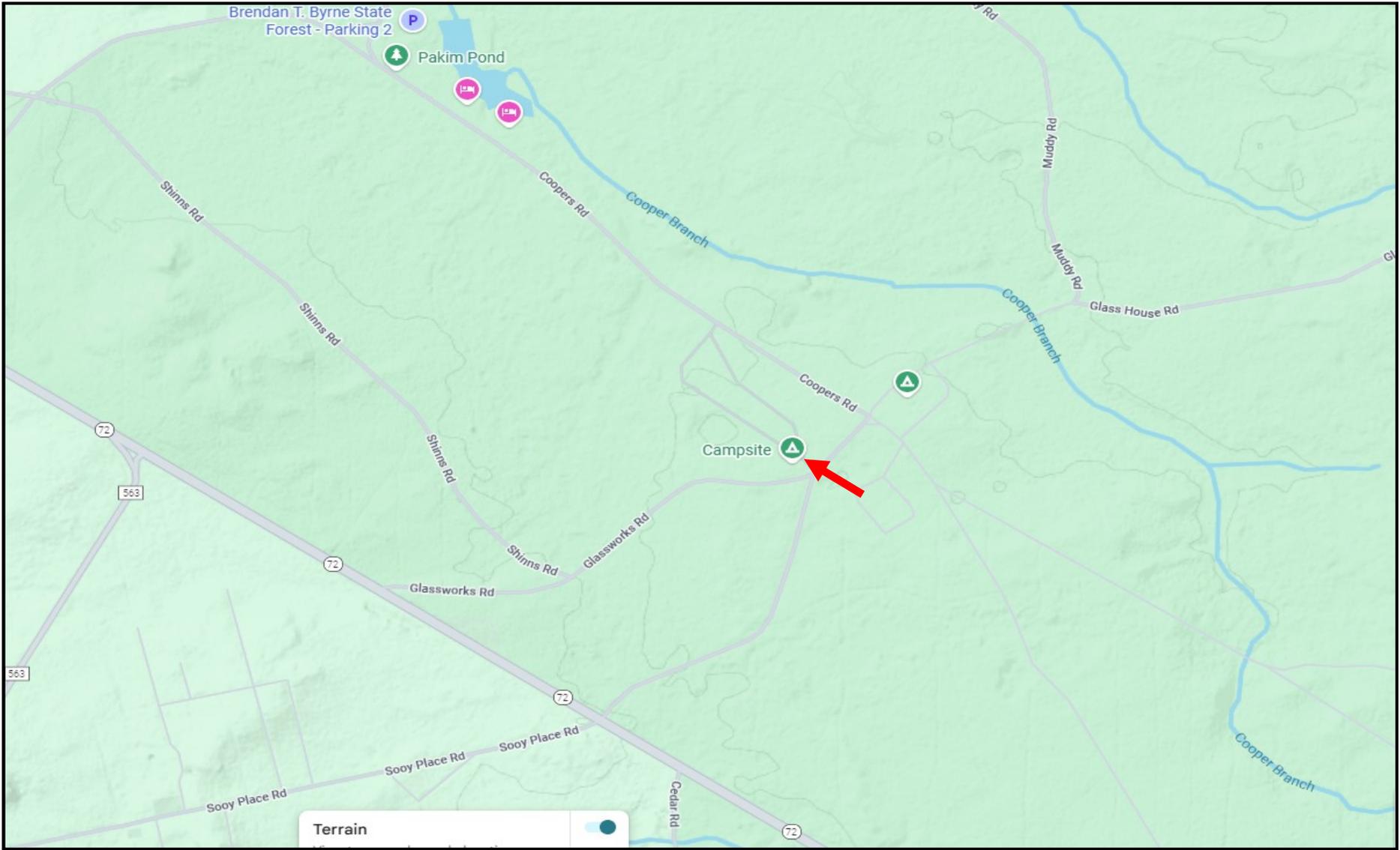
Project: Typical Project Model
 Date: Wed 4/9/25

Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

EXHIBIT 'A'



Project Site Location Map
Brendan T. Byrne State Forest
EXHIBIT 'B'



Project Location Map

Brendan T. Byrne State Forest

EXHIBIT 'B'



Project Site

Brendan T. Byrne State Forest

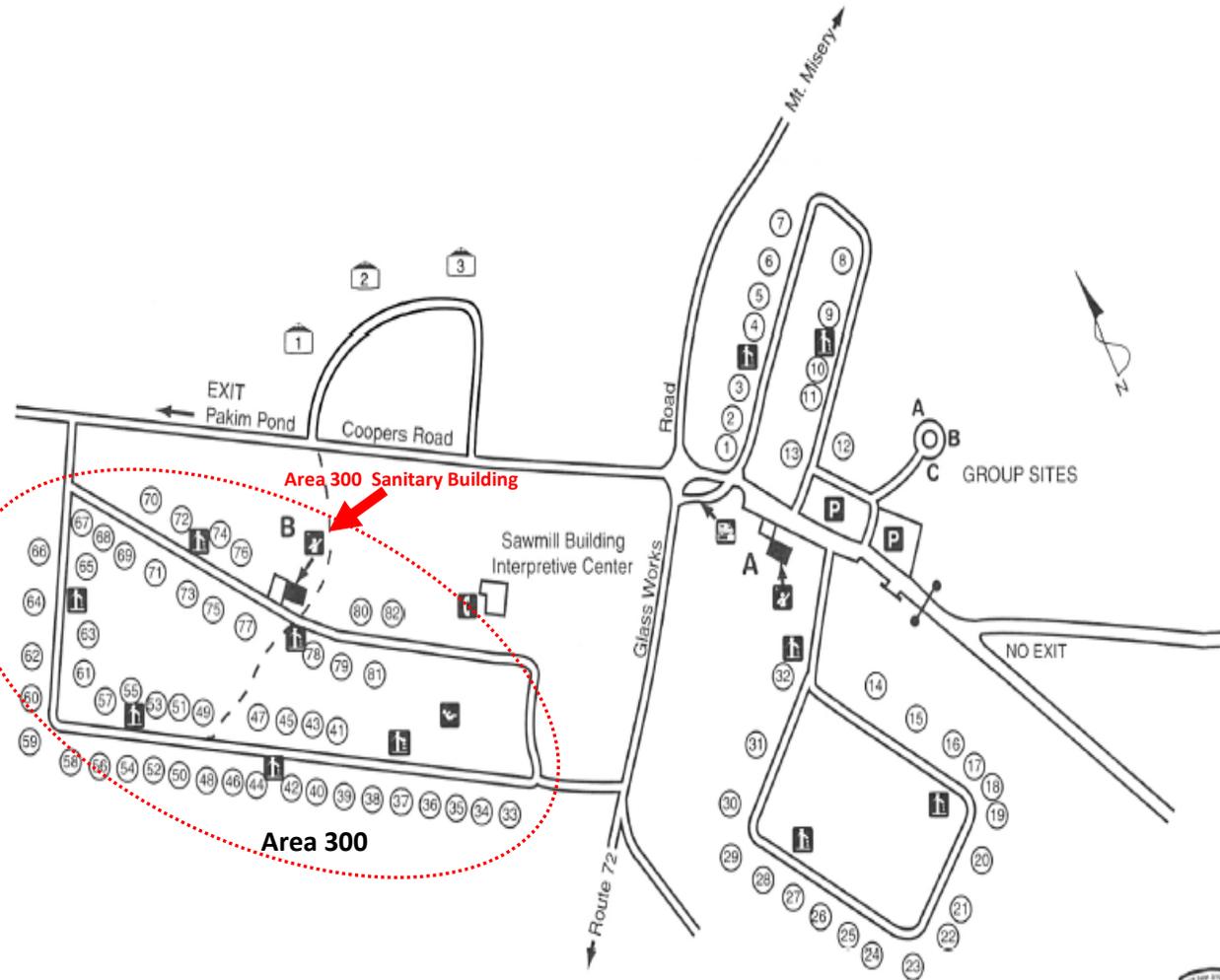
EXHIBIT 'B'



Brendan T Byrne State Forest

Campground Map

LEGEND	
Parking	Playground
Water	Showers, Laundry & Restrooms
RV/Trailer Sanitation Station	Campsite
Public Telephone	Yurt



N. J. Department of Environmental Protection • Division of Parks and Forestry • State Park Service



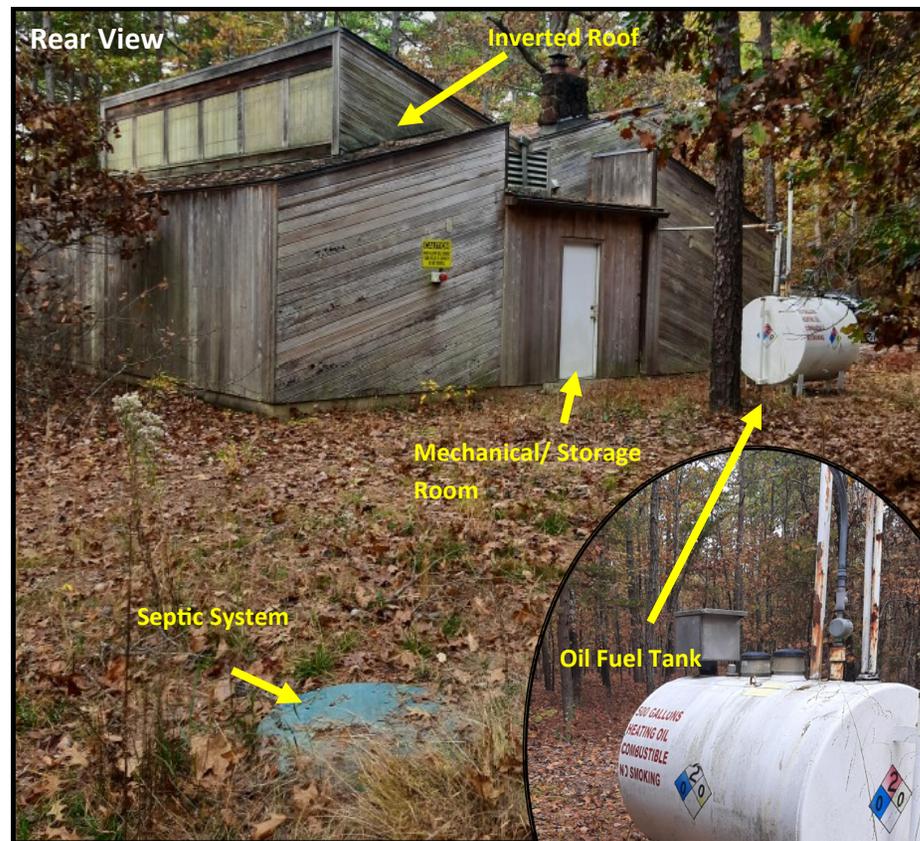
EXHIBIT 'B'



Brendan T. Byrne State Forest

EXHIBIT 'B'

300 Sanitary Building



Exterior Views

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'

300 Sanitary Building



Sinks
& Plumbing Fixtures

Interior View



Shower stalls



Partitions



Toilet

Photos
Brendan T. Byrne State Forest
EXHIBIT 'C'

300 Sanitary Building



Electrical Panel



Plumbing Pipe Chase



Ceiling

Existing Shelving

Janitors closet



Hot water tank & Oil Furnace

Mechanical Room



Water Well & Pumps

Photos

Brendan T. Byrne State Forest

EXHIBIT 'C'