SCOPE OF WORK

New Correctional Facility for Women

Chesterfield Township, Burlington County, N.J.

Project No. C1088-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: May 2, 2024

Document Format Revision 8-1-2022

TABLE OF CONTENTS

SECTION **PAGE**

I. OBJECTIVE

The objective of this project is to construct a new correctional facility for women in Chesterfield, New Jersey.

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**
- **P007 Structural Engineering**
- **P010 Fire Protection Engineering**
- **P011 Environmental Engineering**
- **P013 Landscape Design**
- **P025 Estimating/Cost Analysis**
- **P048 Security Systems**
- **P054 Waste/Water Treatment**

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 $243,573,350.

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 $311,968,747.

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Program Phase	**42**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Schematic Design Phase	**84**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Design Development Phase	**84**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	30*

5. Final Design Phase	**84**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	30*
6. Final Design Re-Submission to Address Comments	**7**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
7. DCA Submission Plan Review	**30**
8. Permit Application Phase	**7**
• *Issue Plan Release*	
9. Bid Phase	**42**
10. Award Phase	**28**
11. Construction Phase	**360**
12. Project Close Out Phase	**30**

***Denotes additional time needed by DEP for Draft and Final Environmental Impact Statement review.**

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, 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:

Block 105
Lot 2.01
Chesterfield Township, NJ

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. Department of Property Management & Construction:

Name:	James Langsdorf, Deputy Director
Address:	Division of Property Management & Construction 20 West State Street, 3rd Floor Trenton, NJ 08608-1206
Phone No:	(609) 984-9596
E-Mail:	James.Langsdorf@treas.nj.gov

2. Department of Corrections:

Name:	Joseph Fuca, Deputy Director
Address:	Department of Corrections Stuyvesant Avenue & Whittlesey Road PO Box 863 Trenton, New Jersey 08625
Phone No:	(609) 292-4036 x5274
E-Mail:	Joseph.Fuca@doc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

1. Edna Mahan Correctional Facility for Women:

Edna Mahan Correctional Facility (EMCF) for Women houses state-sentenced female offenders. The prison provides a campus-like setting with housing units and various support buildings. The facility is situated on 328 acres. There are currently 37 buildings serving an incarcerated female population of approximately 400 inmates. The existing Edna Mahan Correctional Facility (EMCF) for Women will be replaced with the construction of the New Women's Facility.

B. FUNCTIONAL DESCRIPTION OF THE SITE

1. Site Concept:

The New Women's Facility should be based on the principles of trauma-informed, normative design responses. The arrangement of the individual buildings should reflect a campus concept where women will move across a secure campus to centralized services and programs. Observation of this internal movement will be observed through surveillance as well as stationary and moving officer's stations. Maintaining and enhancing the natural environment will be paramount in achieving the objectives of a normalized setting.

2. Wastewater Treatment Plant:

The site has a wastewater collection system and treatment plant that also serves the adjoining property, and the Township of Chesterfield, NJ. It will require upgrades prior to accepting flows from the New Women's Facility.

The wastewater plant was expanded from 0.769 MGD to 1.3 MGD under project C0725-00 in 2000. Under this project, the plant was also tied into Chesterfield Township to service homes in the Crosswicks Village section of the Township. The current site includes the sewerage capacity for the New Women's Facility.

However, the treatment plant will require upgrades. The plant uses thirteen rotating biological contactors that are at the end of their useful life. At least one is out of service. All will require upgrades. Tertiary filters will also require upgrades.

3. Water Treatment Plant:

The onsite water treatment plant is served by 3 wells (Well No. 5, 6 and 7).

Filter media for three filters at the plant will require changing prior to plant connection to the New Women's Facility.

4. Powerhouse:

The powerhouse building is a single story structure constructed in 1934 to provide heat to the correctional facility. The building houses the central boilers and switchgear. There are emergency generators outside the building in a fenced enclosure. The building was updated in 1967 to provide capacity to serve the adjacent property but has been decentralized in recent years. The powerhouse now provides heating for the Administrative Close Supervision Unit (ACSU) at the site.

There are three natural gas fired steam boilers within the powerhouse. 100 PSI steam is distributed to the system via underground and aboveground piping. The powerhouse also houses water softeners with chemical tanks with pumps for water treatment, a deaerator with four boiler feedwater pumps, a blowdown tank, steam pressure reducing stations, a condensate treatment system, condensate pump and level control system, condensate receiver tanks, vacuum condensate return pump system and steam and condensate distribution piping. Each boiler has a flue stack. Combustion air is provided through wall louvers. Much of this equipment is in poor condition and at the end of its useful life.

An evaluation of the three boilers in 2015 indicated they were in generally good condition. Two boilers were manufactured in 1993. One was manufactured in 1997. All three were manufactured by Cleaver-Brooks. A facility condition assessment, completed in 2015 by Lammey & Giorgio under project C0945-00, including the separate boiler evaluation by Delval Equipment, will be provided to the consultant at the pre-proposal meeting.

Emergency power is supplied from two (2) Cummins KT50G engine generators rated at 1000 KW, 4160 volt, 3 phase, 3 wire and are located outside the building in a fenced enclosure. The emergency generator switchgear is housed in a room located on a second floor mezzanine in the powerhouse. It is the intention of the DOC to incorporate within C1088-00 the use of the existing onsite generators, located adjacent to the onsite powerhouse. Portions of the switchgear were upgraded under project C0868-00 in 2013. The remaining switchgear equipment within the powerhouse is 40 years old and currently does not operate in automatic mode. Further upgrades are required. Powerhouse switchgear photos and drawings for C0868-00 will be provided as part of documentation given to Consultants at the pre-proposal meeting.

Centralized cooling on the site is non-existent. The New Women's Facility will require an independent cooling solution.

The design for utilities supplied to the New Women's Facility shall be guided by the State's Energy Master Plan.

5. Additional Items:

Outfalls for the stormwater system are degrading and will have to be rebuilt.

Three abandoned trailers formerly used by Internal Affairs near the proposed construction site will be demolished in this project.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

Integral to the consideration of a trauma-informed, normalized physical environment are basic core values of the DOC in the care and custody of women:

1. Women should be afforded broad access to the range of correctional services, to include out-of-cell opportunities, education and vocational training, social services, trauma treatment, family visits, and medical and mental health care appropriate to their needs. Continuing opportunities for family and child unification are essential.

2. The security, programmatic, and medical needs of women in custody are different from those of men. The management and design response should recognize and accommodate these differences.

   In addition, there shall be a minimum of two (2) officer observation towers constructed for the site.

   Refer to subsection J within section VII of this document for a more detailed description of the New Building Design expectations.

   Additionally, the design consultant shall provide assistance with community-related presentations as necessary, ensuring effective communication and engagement with local residents and relevant community groups.

   Alterations and/or deletions may be made to the concept plan with prior review and approval by the DOC and other project team members.

   The information provided in the following design sections of the Scope of Work is intended as a guide for the Consultant to understand the overall basic design services required for this project. The Consultant is expected to identify and include any item that may not be listed below in the

project approach section of their technical proposal based on their design experience with projects similar in size and scope to this project.

B. ENVIRONMENTAL IMPACT STATEMENT

Projects with construction costs in excess of $5 million and land disturbance in excess of five acres shall be subject to the preparation of an Environmental Impact Statement (EIS) according to the guidelines of Executive Order No. 215.

The Consultant shall provide the required EIS documentation for the site to the Department of Environmental Protection for approval as early in this project planning and design process as possible.

A checklist of required items prepared by the Department of Environmental Protection for this project is presented in **Exhibit 'C'**. Items in the checklist include the following:

- Watershed and Land Management
- NJ Fish and Wildlife
- Water Quality Management Planning
- Water Supply
- Contaminated Sites Remediation and Redevelopment
- State Historic Preservation Area
- NJ Pollutant Discharge Elimination System (NJPDES)
- Air Permitting
- Office of Environmental Justice
- Delaware River Basin Commission

C. SITE HARDSCAPE

1. Parking Lots & Roadways:

Parking lot and roadway surfaces shall be bituminous concrete and shall have appropriate striping, signage and lighting. Appropriate curbing shall be provided along the edge of all new roadways and around the perimeter and islands of the parking lots where required. All roads shall address the required turning radius for all vehicle types that will access the facility. All grading shall provide appropriate slopes for stormwater runoff to inlets tied into the existing site drainage system.

2. Electric Vehicle Parking:

The Consultant shall provide for Make-Ready electric vehicle charging space in accordance with a model EV Ordinance issued by the DCA shown in **Exhibit 'D'**.

3. Pavements:

Concrete pavements shall be included from the parking lot(s) to all facility buildings and other areas of the site requiring pedestrian access. Ensure all pavements are handicap accessible and have appropriate lighting where required.

4. Signage:

Provide all appropriate Client Agency approved site signage including, but not limited to: speed, directional, handicap, informational, security, parking, etc.

5. Site Lighting:

Provide all required LED site lighting either pole or building mounted ensuring the proper illumination for visibility, surveillance and personnel safety. Lighting levels and coverage shall comply with approved design standards. Lamps shall be high efficiency type and have photocell dusk to dawn operational features.

Circuit wiring diagrams shall be provided that will identify the electrical connection of the light fixture to the power source inside the building. Tie-in to the panel, panel schedules, circuit breakers, grounding details, electrical riser diagram shall be provided.

6. Perimeter Security System/ Fencing:

Provide the design for two types of exterior fencing: 1) a security double fence with an open non-vegetative space in between with a vehicle sally port, underground concrete barrier and alternate fire truck accesses as required by code for the New Women's Facility; 2) a single, non-climbable fence with seismic detection, interior protection fence and a buried cable or microwave detection system.

Any required interior fencing separating security or functional zones shall be a single fence without an underground concrete barrier. Fencing will need to be buried at the bottom.

The design of the perimeter security is a combination of regular staff patrols, anti-climb fencing, electronic surveillance, lighting, controlled set-back distances, and community-appropriate fixed observation stations. The performance objective is to develop a perimeter system that provides

for the safety of the community; the security of staff and incarcerated women; and reflects the image of a women's correctional environment.

The contractor shall install a natural greenery barrier parallel to Ward Ave, integrating seamlessly with the security design to ensure safety and aesthetic harmony with the facility's surroundings.

D. SITE LANDSCAPE

1. Landscaping:

Clearing of some existing vegetation for construction may be unavoidable. All mature vegetation must be protected in areas proposed to remain in their natural state. A comprehensive landscaping plan, which includes vegetated berms and natural greenery barriers, shall be included to supplement the existing onsite vegetation.

Provide a design for all required site seeding, sod, plantings, landscaping, and buffering with adjacent properties where required.

Landscaping will be of utmost importance to project a normative environment for staff and incarcerated women. In the preparation of the Site Development Plan, a Comprehensive Landscape Plan shall be provided that a minimum includes: 1) international circulation pattern, materials, and lighting; 2) a complete listing of all plant materials with an emphasis on the use of indigenous plants and grasses; 3) the proposed location of all planted trees which shall have a minimum of three years maturity before installation; and 4) a specific plan for outdoor active and passive recreation areas.

2. NJ No Net Loss Reforestation Act:

The proposed locations of these buildings, parking lots, roads, detention basins, etc. may require the removal of mature trees. On January 29, 2002 the Department of Environmental Protection issued the NJ No Net Loss Reforestation Act P.L. 1993, c.106 (C.13:1L-14.2) that requires all state entities that deforest a half-acre or more of forested land will fall under the act and reforestation plans will be mandatory. The Design Consultant shall address the No Net Loss Reforestation Act in the design documents of this project where appropriate.

3. Demolition:

Provide design services to demolish the three abandoned trailers formerly used by Internal Affairs that are located near the new facility site.

4. Grading:

All soil removed from the construction areas shall be temporarily stored at an approved location and stabilized/hydroseeded until used for final grading.

E. SITE GEOTECHNICAL

1. Soils:

Investigate the soils to determine the soil classification and engineering properties such as the bearing capacity, settlement values, allowable bearing pressures, etc. From this data, provide a suitable design for each building foundation.

All soil boring data obtained shall be included in the bid documents for the Contractor's reference.

2. Water Table:

Identify the elevations of the ground and seasonal water tables for the construction site and how they will impact the dewatering requirements for excavated trenches and pits, and the design for each building foundation, underground utilities, parking lot, etc. Provide a design to prevent water infiltration into the buildings if required.

3. Stormwater:

Stormwater management calculations shall be prepared for the site to demonstrate that the post-development peak rate of runoff for storm events are less or equal than the pre-construction peak rate runoff for the same storm events.

Provide a detailed storm water management design, with detention, infiltration, and water quality measures incorporated if required.

Provide the design to repair or rebuild damaged outfalls for the stormwater system.

Existing stormwater drainage infrastructure is to be maintained and new inlets provided for drainage connections to the existing systems where required.

Upgrading of any existing detention facilities and the construction of additional detention basins may be required to handle the increase in impervious coverage and the associated stormwater runoff. The detention basins must also be designed to meet current water quality standards. Handling of storm water in the new construction areas shall conform to the current NJDEP Best Management Practices Manual.

Investigate the topography of the site and requirements for grading to convey sheet flow drainage away from the buildings. Provide a design to prevent water infiltration into the building such as

grading, retaining walls, drainage swales, storm drains, catch basins, drainage piping, sump pumps, waterproofing, etc. where required.

Provide adequate curbing to prevent soil erosion of the property and deterioration of the paved surfaces where required.

F. SITE SURVEYS

1. Site Survey:

Obtain all field measurements and record all data necessary to provide an accurate site survey. Items shall include, but not limited to the buildings, streets, site roadways, sidewalks, streams, curbing, parking lots and islands, storm drainage inlets, utility manhole covers, fences, trees, rock formations, site lighting, signage, and other relevant physical landscape feature.

2. Site Survey Drawing:

Provide a scaled survey drawing that depicts the dimensioned locations of all site improvements. Include adjoining highways and streets outside the property lines where appropriate for ingress and egress information.

3. Topographic Survey:

Obtain all field measurements and record all data necessary to provide an accurate topographic survey of the site. Surface features shall include, but not be limited to the roadways, parking lot surface area, sidewalks and curbing, utility rims, and other appropriate objects.

Provide a topographic survey drawing that depicts the location and elevation of the existing and new surface features of the construction site. Contours shall be accurately plotted to an acceptable scale and labeled with spot elevations at high, low, and critical points.

Legends and symbols for various topographic features must be clearly indicated on the drawing(s).

Every source of information depicted on the final topographic survey drawing, other than that obtained by actual field measurements, shall be referenced on the drawing with the names and addresses of the source from which the data was obtained.

4. Wetlands:

Prior to initiating any detailed design for the site, a Wetlands Delineation must be performed for the site with a plan detailing those limits prepared and submitted for concurrence by a NJDEP

Letter of Interpretation (LOI). This LOI will verify wetlands limits, resource category, and required transition area buffers.

5. Construction Site:

Provide information on the appropriate drawing(s) that locate all temporary site construction roads, construction office trailer(s), dumpsters, material and equipment storage trailers, Contractor parking areas, porta-johns, etc.

A fence with lockable gates and construction site lighting shall be installed around the perimeter of all construction areas to provide a barrier and protect the visitors to the facility each workday.

Provide a site location map on the drawing 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 and construction site(s).

Temporary utilities shall be provided for the trailers installed by the Contractors.

Provide temporary directional and informational signage during the construction phase of the project.

G. SITE SOIL EROSION & SEDIMENT CONTROL

Submit the Application for Soil Erosion and Sediment Control Plan Certification for the site to the local County Soil Conservation District Offices. The submission and design requirements, documentation, drawings, calculations, meetings, etc. required for the application shall conform to the guidelines and procedures published by that District Office. All application fees shall be paid by the Design Consultant from the Permit Allowance provided for this project.

H. SITE UTILITIES

1. Underground Utilities:

Identify the size and location of all underground utility lines that may interfere with each new building foundation and new utility line installation. The dimensioned utility line sizes, locations, elevations, and critical crossing points shall be shown on the design drawings for Contractor reference during the installation of the new lines and foundations. Details indicating the method and location of the utility tie-ins shall also be shown on the drawing.

Provide a design to relocate or realign any existing utility line that may interfere with the installation of the new utility lines and foundations.

2. Utility Capacities:

Survey all existing site utilities at the site to determine the maximum capacity rating of each existing utility, the available capacity remaining based on present usage of the existing utilities, the capacities anticipated for the new facility utilities.

Provide the most cost effective design to provide the required utilities to the new buildings based on the repair, replacement, upgrades, and extension costs of existing utilities versus the installation of all new utilities that will originate from the main supply lines.

3. Utility Design Allowance:

The Design Consultant shall estimate all design and construction administration costs associated with the potential upgrades to the site utilities and include this amount in their fee proposal line item entitled **"Utility Upgrade Design Allowance"**.

Upgrades to the existing wastewater treatment plant, water treatment plant, facility switchgear and storm water systems are expected including, but not limited to, rotating biological contactors, filter media and stormwater outfalls.

4. Utility Verification Letters:

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

The Design Consultant shall include in its fee proposal, the cost to provide a fire hydrant flow test to determine if there is potential adequate water capacity for both domestic water use and building fire suppression system.

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 Contractor's scope of work.

5. Electric:

Provide adequate electrical service to the new buildings and electric vehicle charging stations including details for tie-in to the main electrical supply line and equipment. Provide a schematic drawing of the underground electrical distribution system of the facility and the method of tie-in

to the building panels, breakers, transformers, meters, and any other electrical component required for their proper operation. Note that the new buildings shall been designed for 25% spare capacity.

6. Emergency Power:

The Consultant shall analyze, the emergency power operations for the New Correctional Facility for Women. The Consultant shall investigate, but not be limited to, powerhouse electrical distribution and transfer gear, remote equipment controls, generators synchronization controls, generator operations and output capability with the goal of reutilizing existing generators for the new facility.

Emergency power shall serve or cover the entire facility or complex and all systems including but not limited to all structures or building life safety systems.

7. Site Lighting:

Provide site lighting (light poles) for the surrounding grounds of the New Women's Facility.

8. Video Surveillance Systems:

Provide a video surveillance system with a minimum of 5 megapixel (2560 x 1920) resolution High Efficiency Video Coding (HEVC). HEVC, also known as H.265 and MPEG-H Part 2, is a video compression standard designed as part of the MPEG-H project as a successor to the widely used Advances Video Coding (AVC, H.264, or MPEG-4 Part 10). One year of memory will be required.

9. Sanitary Sewer System:

Provide adequate sanitary sewer service to the facility including details for tie-in to the new buildings. Provide a schematic drawing of the underground sanitary sewer distribution system piping indication the piping size and location and details of all cleanouts, valves, backflow preventers, etc.

10. Gas Supply and Distribution System:

As applicable, and guided by New Jersey's Energy Master Plan, provide adequate gas service to the facility including details for tie-in to the new buildings and appropriate equipment. Provide a schematic drawing and riser diagram indicating the size and location of all gas line components such as piping, valves, meters, etc. Coordinate all proposed design information with the Utility Company representatives as required.

Establish any Contractor coordination requirements with the Utility Company in the design documents including, but not limited to: the Utility Company design document review criteria, inspections, fees, construction contract limit lines, material and equipment to be provided by both parties.

11. Domestic Water Service:

Provide adequate water service to the facility including details for tie-in to the new building systems. The water supply line shall be equipped with a water meter and all buildings shall have backflow preventers.

The Consultant shall include in its fee proposal, the cost to provide a fire hydrant flow test, if necessary, to determine if there is potential adequate water capacity for both domestic water use and building fire suppression systems.

12. Utility Design Documents:

All existing and new utility lines shall be shown on one drawing. The drawings must show the buildings, roads, walks, permanent surface features, and the run of the new utility lines. Profiles shall be prepared of each new utility line run from the existing utility source indicating the depths below surface and the top and bottom envelop or cross section details, all drawn to scale. The profiles shall indicate the length, slope and invert elevations of the proposed utility lines, conduits, etc. and their related components.

If a valve, flexible coupling, thrust block, tie-rod, etc. is required, they shall be indicated on the profile. Details showing the location and method of all utility tie-ins to the main lines shall be shown on the drawings including meter pits.

Trenching size and details including dewatering requirements shall be indicated on the drawings for all utility lines. All exposed existing utility lines and those that are to be restored or installed new shall be supported on undisturbed material or properly compacted backfill.

A table shall be prepared on the drawing which will summarize the utility pipe runs to the building including the pipe diameters, approximate lengths, and the piping components such as meters, valves, backflow preventers, expansion joints, etc.

Design shall also include all piping tests and procedures required for each utility line and site restoration work needed after installation of the lines including lawn areas, sidewalks and driveways.

Design documents shall include all procedures and methods necessary to sanitize the domestic water piping system.

Prior to design, the Consultant shall discuss and coordinate with the appropriate utility company and/or government agency the design and testing criteria, contract limit lines, reviews, permitting, tie-in costs, and approval requirements for this project.

It is imperative that the Consultant measure and record the locations, depths below surface, and the top and bottom envelop or cross section of all new utility lines, manholes, valve boxes, vaults, etc. that are installed during the construction phase of the project and that the data is transferred to the as-built set of drawings for future reference. The project will not be closed-out without this information.

I. NEW BUILDING FOOTINGS/FOUNDATIONS

Provide a footing design sufficient to support all imposed loads of the new buildings and the soils condition of the site. The footing and foundation design documents shall incorporate all required excavation, backfill and compaction operations, bottom of footing elevations, floor and wall details, formwork requirements, reinforcing steel design and details, concrete mix design, materials testing, finishing and curing requirements and all other aspects required for a complete installation. Recommend the preparations required for the sub-grade beneath the floor slabs.

Determine if the design shall include a reinforced concrete masonry foundation in lieu of cast-in-place concrete foundation.

Provide a design to relocate or realign any underground utility line that may interfere with the building footing installation.

J. NEW BUILDING DESIGN

1. Constructed Space:

The Consultant shall utilize Existing Documentation as referenced in below paragraph Q. Other information provided in the following design sections of this Scope of Work is intended to clarify and/or supplement information for use in preparing the final design and construction documents.

The Consultant shall inquire to the DOC for any design standards to improve ligature resistance as well as any design standards for ligature resistant products and the incorporation of those decisions into the final design and construction documents.

The project must be guided by the State of New Jersey Energy Master Plan and Executive Order 28. See information at the following link: https://www.nj.gov/emp/

2. Structural & Mechanical Calculations:

Provide all building structural and mechanical calculations that are relevant to the specific site and geographic location.

Provide signed and sealed structural calculations including seismic zone, design loads and allowable material stresses used in the design. Include structural plans of all foundation and floor systems.

3. Furniture:

The Design Consultant shall inquire to the DOC for any design standards to improve ligature resistance as well as any design standards for ligature resistant products and the incorporation of those decisions into the final design and construction documents. Special consideration shall be given to the location of lighting fixtures, electrical outlets, data and telecommunication outlets, and other special power outlets based on the final approved furniture and equipment layout drawing.

Since furniture and interior finishes are among the most important examples of normalization, the Design Consultant shall coordinate a Comprehensive Interiors Plan with the DOC representative including furniture selections and design layout. This will require that the Design Consultant provide the representative with an approved floor plan early in the project design so the various furniture manufacturers' items can be identified on the drawings with corresponding model numbers, part numbers, and/or a cross reference index. The Design Consultant shall then transfer this information on the final design drawing for reference and use by the Client Agency during the installation of the furniture and equipment. Note that the DOC will use these drawings to purchase and install all furniture and equipment under a separate State contract.

4. Data, Communication, and Security Equipment:

The Design Consultant's final design will require the Contractor furnish and install all data, network communication, WiFi and security equipment at the site. The Design Consultant shall meet with appropriate representatives of DOC, DPMC, NJ Office of Information Technology (OIT) and NJ Interdepartmental Security Unit (ISU) during the design phase to determine the type of equipment to be purchased and installed by the Contractor and identify same in the construction documents.

Provide riser diagrams showing the required wiring circuits for all proposed data, network communication, WiFi and security equipment for the new buildings. Show the conduits, panels, hangers, supports, mounting brackets, termination outlets, switches, and other related components for the equipment. Specify wire sizes, current demand factors, switch and panel schedules in the design documents. The location, capacity, and space requirements for all of the

equipment must be indicated. Tie-in details to the main power source or electrical signal shall be indicated on the drawings. Any special networking requirements shall be reviewed and approved by OIT and ISU.

The DOC anticipates that over the life-cycle of this women's facility, technological innovation that may more effectively uphold industry best practices may occur that could have space implications. The Consultant should offer examples of how and where these could occur and the implications for design, sustainability and cost.

5. HVAC System:

Provide equipment schedules indicating all heating, venting and air conditioning (HVAC) equipment by symbol designation, name and estimated size or capacity in BTU, GPM, gallons, etc. Include ventilation schedules for all building spaces. The proposed capacity of the building air supply, return and exhaust air shall be verified with signed and sealed calculations. Indicate the location of all HVAC equipment outside the building and all piping and all duct runs in the building. Intake location shall not be near fuel storage or generator exhaust. Provide vibration and noise attenuation for all HVAC equipment and related components. Sound baffles shall be investigated between rooms and building spaces to minimize sound transmission from one area to the other.

Design all associated HVAC controls necessary for the proper operation of the system and related components. Items to address shall include thermostats, wiring, smoke detector shutdown and interface with the fire alarm panel.

Prior to issuance of a Certificate of Occupancy, all HVAC equipment including fans, controls, dampers and devices requiring adjustments or regulation shall be thoroughly cleaned, adjusted or regulated for proper operation and free from objectionable noise and vibration. The Design Consultant shall ensure the Contractor provides the services of a State approved HVAC Testing & Balancing firm to confirm the balancing, adjustments and tests of the air distribution supply, return and exhaust systems provided. Testing and balancing shall be performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. The tests shall be observed and approved by the DCA Code Group.

6. Fire Detection System:

The fire detection system shall be designed in accordance with NFPA 72. It shall provide evacuation alarm tone signaling using horns to sound the alarm signals, and strobe lights as visual notification appliances. The system shall be intelligent device addressable, analog detecting, low voltage and modular, with digital communication techniques, in full compliance with all applicable codes and standards. It shall be UL listed and FM approved for Central Monitoring Station tie-in. The system shall be installed, programmed, tested, and delivered to the

owner in fully operational condition. The system shall include hardware, software, raceways and interconnecting wiring to accomplish the requirements of the State. **DOC has indicated there is no need for a dialer to a central station and/or a third-party monitor, the building will be staffed 24 hours each day, 7 days a week.** A Fire Alarm Monitoring Station meeting the requirements for a Self-Monitoring Station as required by NFPA 72 shall be supplied on site and within the complex.

The fire detection system must be tested after installation by an independent Testing Lab hired by the Contractor and the test must be witnessed and approved by the Department of Community Affairs (DCA). The Design Consultant shall provide ample notification time when arranging the test with DCA, DPMC, Contractor, and equipment manufacturers.

The fire detection system shall have a three (3) year warranty on all parts and a one (1) year free maintenance contract on all system components. There shall be a three (3) year maintenance contract after the one (1) year free maintenance agreement with a guaranteed maintenance cost for that three (3) year period.

7. Fire Suppression System:

A water flow test shall be conducted at the site to determine the available water pressure and flow for the proposed sprinkler system. This information shall be submitted to the DCA before the submission of the design drawings.

The fire suppression design shall include, but not be limited to complete construction drawings showing the layout of the sprinkler piping on the interior floor plans of the buildings, specifications, signed and sealed hydraulic calculations, and water pressure data for the fire suppression sprinkler system. The design shall comply with NFPA 13 dated 2017 and the adopted International Building Code, New Jersey Edition 2018.

Specifications shall indicate the type of system and the manufacturers (or equal) of each system component required for total suppression. The following statement shall be included in the specification and drawings: “If the sprinkler Contractor prepares shop drawings that differs in design from those supplied by the Consultant, they shall submit them to DCA for approval prior to fabrication and installation of the system”.

The fire suppression system must be tested after installation by an independent Testing Lab hired by the Contractor and the test must be witnessed and approved by the Department of Community Affairs (DCA). The Design Consultant shall provide ample notification time when arranging the test with DCA, DPMC, Contractor, and equipment manufacturers.

8. Fire Hydrant:

Provide the site with the appropriate number of fire hydrants ensuring that they are spaced at the required distances specified by the local Fire Department representative(s). It shall be stated in the testing requirements section of the specification that the hydrant shall be fully opened and closed under system water pressure and that it shall be checked for proper drainage.

The Design Consultant shall include in its fee proposal, the cost to provide a fire hydrant flow test to determine if there is potential adequate water capacity for both domestic water use and building fire suppression system.

9. Fire Department Access:

Fire Department vehicle access shall be supplied to each building on the site. Access shall be supplied to a point 150’ from the each building or 200’ if the building is protected by a sprinkler system.

All Fire Department access roads shall be unobstructed 20’ in width with a clear vertical height of 13’ 6” and shall be marked as a Fire Lane.

All dead end fire access roads that exceed 150’ from the entrance point in to the lane shall have a means for a fire vehicle turn around.

If a Fire Department Connection (Sprinkler Connection) for each building is supplied OUT SIDE OF THE OUTER SECURITY FENCING that supplies immediate access for the Fire Department, the access point for fire vehicle access can be extended to 250’ for each building.

10. Plumbing:

Provide floor plans including all utility rooms, chases, etc. for each new building. Indicate the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown for fuel oil, gas service, sanitary drain and vent system, hot and cold water distribution system and storm drainage system.

Applicable equipment connections shall be identified on all schematic and riser diagrams. Provide BTUH input, pipe sizes, water supply fixture units (WSFU), drainage fixture units (DFU), slope, valves, drainage points, area, distance, as it relates with each riser. For natural gas and LPG services include specific gravity and maximum permitted pressure drop.

Include a fixture schedule on the drawings listing each fixture, description, trap & vent sizes, DFU values, WSFU values, and hot and cold water connection pipe sizes. Plumbing fixtures and detail elevations shall conform to NJ barrier Free Regulations and NSPC appendix D Water Conservation Requirements.

Include all design details and information required for the proper fire stopping for all floor penetrations and horizontal penetrations of building elements (walls, partitions, etc.)

11. Electrical:

Electrical drawings shall include all supply service equipment, lighting, power, communications, fire alarm, security, and specialized systems. Lighting features must indicate typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown.

Wire sizes, current demand factors, and switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated. Indicate the size of the service equipment, transformers, switchgear, main disconnect, etc. The emergency backup electrical service shall be identified and method of tie-in to the primary service and switchover methods shall be identified on the drawings.

To accommodate and distribute power inside the buildings, a main electric service panel shall be provided in the CPU room to house main circuit breakers (service disconnect) and an adjoining circuit breaker distribution switchboard. Step down dry type transformers shall be provided to serve small equipment and general receptacle loads.

Sensitive electronic equipment such as computers shall be circuited with isolated grounds to minimize electrical noise. In addition, Transient Voltage Surge Suppressors (TVSS) shall be provided to reduce harmful voltage levels caused by lightning or switching surges.

Provide a drawing showing the location of outlets and/or electrical connection requirements for equipment such as computers, security equipment, office equipment, and any other related electrical item that will be provided by the Client Agency as part of this project.

Electric vehicle charging shall be on a separate service to enable the site to benefit from new tariffs being set up by the utilities with preferred rates for EV Charging only metered accounts. The number of chargers required should consider both State Fleet needs and a certain amount of public need (employee/visitors).

12. Security:

Provide a design for a wiring distribution system, proper outlet/connection devices, and appropriate support brackets, shelving, etc. for the interior security systems of the new buildings including, but not limited to the following items: public barriers, access/intrusion detection devices, window and door protection, interior lighting, cameras, computer, communication, paging, microphone systems and duress alarm features.

13. Signage:

Provide designs for all site (exterior) signage and building (interior) signage.

14. Locking Systems:

Locking systems shall be electro/mechanical with remote and key operation. Keying shall include room specific key (Change Key), master, and grand master access.

K. CORRECTIONAL FACILITY BUILDING SPECIFICATIONS

The design consultant must adhere to relevant construction specifications for correctional facilities, to be provided during the design phase.

L. NORMATIVE DESIGN CONSIDERATIONS

The New Women's Facility should follow the recognized elements of normative design. While the term has become more extensively used in operational and design planning, definitions of "normative" vary broadly. In the context of a dedicated women's facility for New Jersey, the facility should reflect through operations and spaces. A brief explanation of eight of these functional components is offered in the following pages to provide the Design Consultant with an indication of the vision of the DOC for the New Women's Facility. Recognizing that "normalization" is as much attitudinal as physical, the discussion of a normalization culture and design concept broadly identifies priorities along with applications.

The design should create a physical environment to support the security, treatment, and environmental needs of women. Each functional component of this normative facility must address in detail how the DOC can incorporate a culture of normalization. The following statements are intended to guide the future design choices that will reinforce the DOC's commitment to the principles of normalization.

1. Replicate elements typically associated with, or evocative of, self-contained communities by classification and/or function;
2. Create indoor and outdoor spaces which are, comfortable, and livable for both incarcerated persons and staff;
3. Promote the incarcerated persons' sense of identity and dignity within their assigned housing unit and the larger functional community;

4. Enable an expanded level of choice of approved activities and mobility within housing units, program areas, and in exterior spaces;

5. Enable progressively greater levels of autonomy for incarcerated persons while recognizing the need for safety and security;
6. Articulate housing unit living areas to support and enrich daily routines;
7.configure housing unit living areas for social interaction;
8. Use materials, finishes and color to establish a non-institutional setting;
9. Minimize sources of offending odor and presence of unwanted acoustical characteristics;
10. Encourage routine cleaning and maintenance by incarcerated persons and housekeeping staff;
11. Promote a sense of ownership and pride of place for incarcerated persons and staff;
12. Incorporate aspects of the least restrictive environment(s) applicable to a particular living unit or program space;
13. Provide access to natural daylight in all interior spaces that are used by incarcerated persons; and
14. Promote physical connectivity between interior spaces and landscaped exterior features.

With these general normative guidelines, several function components were selected for a more detail discussion.

1. **Normalization through the Image and Entrance.** The image and impression of the facility should be established through this functional component. All individuals, including incarcerated persons arriving at the facility for the first time, should experience the exterior image of the facility. This component serves as the transition area for visitors into the facility and from the lobby into the Visitation sub-component, the Facility Administration, and through a security vestibule into the remainder of the facility. Acknowledgement of community values regarding incarceration and the ultimate purpose of the new facility should be reinforced through this functional component. Some of the methods to promote normalization should include:

- the design solution immediately establishes the commitment to respecting the dignity of all who become a part of the facility through promoting normal communication by choosing materials and furnishings;
- the outdoor landscaping patterns should continue into the internal lobby and waiting areas through local materials and floor patterns;
- the important role that all who enter (visitor, volunteer, or staff) to the successful operation of the facility should be reinforced by the openness of the entry space and the seamless incorporation of the security screening into the entry space;
- within the visits and hearings spaces, the design should focus on the promotion of normal communication and interaction through the attenuated treatment of the spaces and furnishings.

The design should reflect an approach that is “community facing”, and which should establish the public image and perception of the facility as a place where an approach to restorative justice is expected and observed by creating an environment that respects personal dignity and

reinforces a commitment to fair and just treatment for incarcerated persons, staff, visitors, and volunteers.

2. **Normalization through the Security and Staffing.** The design should reinforce the mission of the women's facility as a safe place for those who work, visit, or are incarcerated here. The image of a humane place should be achieved through experiencing the natural environment before entering the human-created environment and having that experience supported by the interior design of the lobby, visiting areas, and executive administration offices that employ normative construction materials and furnishings. The design approach should focus on creating a normative setting through furnishings and spatial arrangements that are common to administrative offices in the public and private sector. Some of the design methods include:

   - using wall colors, normal lighting, acoustical materials, and floor coverings, an ambiance is created to promote the exchange of information and an attitude of team work;
   - using appropriate furniture and equipment to emphasize the elements of a safe and pleasant work environment;
   - even within high security spaces such as the Central Control Room, the design should consider the latest ergonomic research to select furniture and the design of the interior of this secure space; and
   - employing direct natural light and borrowed light to create a workplace environment that promotes continuous communication.

   A commitment to staff wellness should be reflected in areas dedicated to supporting staff during their daily responsibilities. All staff should be able to access this component for meals, exercise, and relaxation. Spaces within the area dedicated to staff should be comparable to a school, institutional, or office environment. The design approach should focus on creating a normative setting through furnishings and spatial arrangements that are common to administrative offices in the public and private sector. Some of the design methods include:

   - using wall colors, normal lighting, acoustical materials, and floor coverings, an ambiance is created to promote the exchange of information and an attitude of teamwork;
   - using typical office furniture and equipment to emphasize the elements of a safe and pleasant work environment; and
   - employing direct natural light and borrowed light to create a workplace environment that promotes continuous communication.

3. **Normalization through Reception.** The space allocations and design solutions for the Reception & Release component should be operationally driven. Technology-based case management systems will be used by the DOC staff to enhance efficiency of the process, property management, and the records retention.

   Achieving a sense of normality in the design of the component is paramount. The design should be based on an "open reception" approach that emphasizes normal communication

supported by interior design. Every effort should be made to make the Reception experience as environmentally appropriate as possible in design by:

- utilizing colors, fabric, noise-reduction materials, and indirect lighting to reduce stress levels for incarcerated persons and staff;
- selecting furnishings that are durable, comfortable and more normative in appearance;
- using artwork, wall murals, and mounted fabric materials to reduce reverberation time;
- changing ceiling heights and patterns to emphasize important steps in the reception process; and
- selecting floor and wall materials that are safety and security appropriate, while typical to non-prison settings.

The design approach should encourage as normative experience as possible by reducing noise, visual clutter, and the over-use of hard materials that will support the message of dignity, safety, security and rehabilitation.

4. **Normalization through the Health Care.** Access to medical and mental health services are integral to the operation of the New Women's Facility. In particular, special attention should be given to the environmental surroundings of areas designated for women experiencing temporary, chronic, or acute mental disorders. Consideration should be given to designating a specific number of housing units for women with chronic medical and mental health issues. The level of supervision in these specialty units should include trained medical and mental health personnel. The design of these living units should include a range of room types commensurate with documented acuity levels.

   The design of the medical component should place a high priority on ensuring the medical and mental health needs of the incarcerated persons are a high priority and addressed professionally the same as would be the case in community. Achieving this will rely heavily upon staff's professional attitude and the design of spaces that promote a community-like level of care through a normalized environment that addresses:.

   - using floor, wall, and ceiling materials that are easily cleaned and reflect spaces and furnishings that reflect those of a community clinic;
   - placing a high priority on acoustical treatment that promotes normal communication;
   - selecting furniture, finishing, and equipment to assist in stress reduction;
   - provide direct and indirect lighting that promotes a sense of calmness;
   - configuring patient waiting and any secure holding rooms in a manner that promote personal dignity; and
   - using glazing throughout the component to foster a sense of security and openness.

   Given the age-related requirements for comprehensive medical services, this component should replicate the essence of a community clinic.

5. **Normalization through Food Service.** Incarcerated persons' dining should be an opportunity for socialization commensurate with the degree of security risk of the population. The dining experience is a key socialization opportunity for women. Consideration should be given to centralized dining for all or a portion of the population. Under such an approach, women whose behavior permits should be allowed to move without escort to a dining space that emphasizes natural light, normalized furnishings, and moveable furniture. Women should be allowed to make choices of food from a serving line with a heavy emphasis on healthy foods. The normalization elements of food services includes:

   - providing an abundance of natural light throughout the dining area;
   - using outdoor shaded dining courtyards to extend the dining experience; and
   - incorporating a design for culinary arts programs as opportunities for women to become certified in food services.

   Since dining is a thrice per day activity, considerable attention should be given to creative solutions to enhance and improve socialization opportunities.

6. **Normalization through Visitation Activities**. Visitation is one of the most important services that can be offered to women while incarcerated. Only in rare circumstances should physical barriers separate the women from their visitor. In instances where a physical separation is required, consideration for the use of tele-visiting techniques should be considered. This technology is and should be available for all qualified incarcerated persons to extend contact with family during non-visitation times.

   Evidence also demonstrates that women want frequent visits from their children who often have to travel for extended lengths of time and/or distance for a supervised visit. The design of the reception and waiting spaces for visitors should acknowledge the importance of these visits in the promotion of wellbeing of family members and provide adequate space and time to accommodate the visitors.

   Another important aspect of normalized visitation is the capability for family-visit apartments with the visiting center. This element promotes the value that the DOC places on supporting the role of family ties to the rehabilitation process.

   Some of the elements of a normalized visiting environment that deserve consideration during design include:

   - extending the hours for visitation for daylight and evening times;
   - using furnishings that promote a normative environment;
   - providing a range of visitation spaces and experiences, especially for mothers and children;
   - emphasizing the importance of acoustics to promote normal communication;

- introducing natural light into visitation areas; and
- providing outdoor visitation spaces.

The ability to maintain and sustain the contact between the incarcerated persons and the community is best expressed through the design of this component.

7. **Normalization through Programming Activities**. The range of the types of programming spaces is intended to engage the women in productive activities that improve self-esteem; reduce idleness; prepare them for successful assimilation into the community; and promote healthy living habits. Academic and vocational learning spaces should reflect the type of educational opportunities that are in a typical community college. Indoor and outdoor recreational spaces must incorporate the types of recreation that women prefer such as walking trails, yoga, stretching, and volleyball, among others.

   Using a community college environment as a guide for programming spaces, the following are some elements of achieving a normalized environment:

   - providing spaces that promote "real world" education and vocational training experiences;
   - emphasizing the role that technology is playing in the design of spaces and equipment;
   - providing indoor and outdoor spaces that incorporate a range of spiritual an inner-self experiences;
   - developing flexible spaces for various forms of community reintegration interactions and employment opportunities;
   - using construction methods and materials that are easily maintained; and
   - emphasizing outdoor areas for all types of group and individual recreation, reflection, and meditation.

   The success of the programming for women is in a comprehensive vision of what are normal activities that will encourage women, regardless of age and abilities, to improve personal wellness, personal and professional growth and self-esteem.

8. **Normalization through the Housing Environment.** Women should typically be assigned to the lowest level of security to satisfy the documented level of risk and need. Movement should be directly observable and supported by electronic means, if necessary. The design implication of this principle involves the use of glazing in spaces along all movement corridors or outdoor pathways, the use of way-finding devices, and the appropriate location and number of CCTV cameras.

   Using a dynamic security approach, the design of living units should promote and sustain normalized communication between staff and incarcerated persons. The incarcerated persons will spend substantial time while not in programming and other structured activities

in the living units. Since relationships are particularly important, special attention should be given to the furniture and furnishings in the living environment.

Cells should meet the security and functional classification associated with potential harm to themselves or others. The design attention is best focused upon accomplishing as great a degree of personal privacy as possible while affording opportunities for normal communication and recognizing the need to ensure safety and security throughout.

Natural light is critical to promoting a sense of well-being. The ability to regularly access outdoor space has proven to reduce stress for incarcerated persons and staff.

In instances where two women share a room, a separate or partitioned space with a toilet should be considered.

The dayroom or association space should provide for a range of activities from group interactions to private conversation. Acoustics are critical to promote normal communication. Natural light and direct access to outdoor areas promote the feeling of normalcy. Some of the other elements of normalized housing include:

- incorporating security-appropriate normative furnishings and finishes throughout all dayroom/association spaces;
- providing natural light in all spaces occupied by the incarcerated persons;
- using sound reduction techniques throughout the housing unit;
- according to security and elimination of self-harm, designing individual rooms with normalized furniture;
- providing individual lighting, and modern technological capabilities in each incarcerated persons' room;
- if multi-occupancy spaces are used, providing adequate floor space for beds to be on the floor;
- providing adequately sized windows that maximize view onto exterior spaces;
- incorporating separate washrooms in DOC-specially identified incarcerated persons rooms; and
- providing adequate storage to meet the seasonal clothing needs of women.

The Design Consultant should present well researched evidence before beginning the design for the housing units, beginning with a presentation of their commitment to a normalized solution.

M. MISCELLANEOUS REQUIREMENTS

1. Equipment Verification:

All selected final equipment and/or materials shall be researched to verify manufacturer product availability. All equipment and/or materials must be readily obtainable to meet the projected completion date of the project.

2. Equipment Spare Parts List:

A spare parts list shall be prepared and selected "critical" items purchased as part of this project to ensure the successful operation of the facility and that will prevent shutdown of the operation.

3. Equipment Training:

Coordinate the training of the facility mechanical equipment with representatives of DOC and equipment vendors. Include in the final bid documents that all training must be recorded on video and supplied to Client Agency via a flash drive. Manuals shall be issued that contains the operating procedures, parts lists, detailed drawings, and maintenance procedures for all equipment installed in the building. The content of the manuals and training sessions and the length of time for the training session(s) shall be reviewed and approved by the DPMC Project Manager and representatives of the Client Agency prior to the training seminar. The operating manuals shall be provided in computer format also. The Design Consultant shall provide six copies of the training manual, two copies of the complete set of "as-built" drawings, and two copies of Auto Cad discs for each facility.

4. Equipment Testing:

All equipment testing shall be conducted in the presence of the Design Consultant, and designated representatives of the DPMC, Client Agency, and DCA. The Design Consultant shall be responsible for the coordination and scheduling of all tests. All test results shall be collected and bound in a manual for reference.

Testing and verification of any existing system shall be part of the basic contract as needed to complete the design intent and shall not result in an extra fee or amendment to the Design Consultant's contract.

N. FINE ARTS INCLUSION

This project has been selected to include fine arts under the "New Jersey Public Building Arts Inclusion Act" (NJSA 52:16A-29 et seq). Fine arts is described as any sculpture, mural, mosaic, bas relief, fresco, tapestry, monument, fountain, painting, mobile, etc.

1. Fine Arts Work:

The Design Consultant shall discuss the potential fine arts theme for each project site with the members of the Project Team and NJ State Council on the Arts at the commencement of the project to ensure it will be appropriate for the location and use of the new buildings.

2. Artist Selection:

The State's Arts Inclusion representative will present the fine arts recommendation to the NJ State House Commission for approval, and will coordinate selection of the artist under a separate contract.

The selected artist shall notify the Project Team members and Design Consultant of any special design elements needed to accommodate the artwork being prepared for the project sites. Items may include support hangers, foundations, utility connections, lighting, material finishes and colors, etc.

3. Allowance:

An allowance in the amount of $25,000 has been provided on the Professional Services Fee Proposal Sheet line item entitled **"Fine Arts Inclusion Allowance".** This amount may be used to cover the costs associated with the fine arts coordination meetings and any building and/or site design alterations necessary to accommodate the fine arts work prepared by the artist. Any balance of funds shall be returned to the State at the completion of the project.

O. GENERAL INFORMATION

1. Contractors Use of the Premises:

Special procedures and restrictions must be observed by the Contractors during the construction work described in these projects, respectively. The information must be developed with and approved by, the Project Team members. Contractor equipment and personnel access to the construction site must be addressed in the Specification "Division 1". For example, the specification shall include in Division 1 that …all work activities by the Contractor shall be coordinated with the DOC, CM and DPMC Project Manager to assure that disruption of activities and facility functions will be minimized; all considerations will made on a site-by-site basis.

2. State Construction Sign:

A State construction sign shall be displayed at the site that complies with the most current DPMC design standards.

3. Design Drawings:

Submit two (2) additional "half size" drawings in addition to the seven (7) sets of drawings and specifications identified in the Deliverables Section of this scope of work for the site.

P. STATE HISTORIC PRESERVATION OFFICE APPROVAL

The Consultant shall complete an "Application for Project Authorization Under the New Jersey Register of Historic Places Act" and submit it to the State Historic Preservation Office for review and approval prior to securing the required UCC permits.

The "Application for Project Authorization Under the New Jersey Register of Historic Places Act" can be found at: http://www.nj.gov/dep/hpo/2protection/sr_revapp_min.pdf

Q. EXISTING DOCUMENTATION

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

- DPMC Project C0725-00: **Wastewater Treatment Plant Expansion**, April 4, 2003, Gannett Fleming
- DPMC Project C0868-00: **Switchgear Upgrades & Cable Replacement**, As-Built July 18, 2013, Gannett Fleming
- DPMC Project C0917-00: **Steam & Condensate Pipe Replacement**, As-Built 7 March 2014, Miller-Remick Corporation
- **Powerhouse Switchgear Photos**
- DPMC Project A1220-00: **Combined Heat and Power (CHP) Feasibility Study**, August 24, 2017, Gannett Fleming
- DPMC Project A1220-00: **Energy Audit Report**, November 29, 2016, Gannett Fleming
- DPMC Project C0383-01: **Wastewater System Improvements**, 10/31/94, Reutter Engineering
- DPMC Project C0448-00: **As-Built Closure Plan**, 10-18-90, Selders Associates, Inc.
- DPMC Project C0725-02: **Rotating Biological Contactor Rehabilitation**, Record Drawings May 2013, Gannett Fleming
- DPMC Project C0945-00: **Facility Condition Assessment**, December 22, 2015, Lammey + Giorgio
- Site Investigation Report, May 2021, Weston Solutions, Inc

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:

http://www.state.nj.us/dca/divisions/codes/codreg/

1. NJ Uniform Construction Code (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 X.A.

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

As of July 25, 2022, the Department of Community Affairs (DCA) is only accepting digital signatures and seals issued from a third party certificate authority. The DCA ePlans site can be found at:

https://www.nj.gov/dca/codes/offices/ePlans.shtml

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

https://www.state.nj.us/dca/divisions/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":

Joyce Spitale, DPMC

PO Box 235
Trenton, NJ 08625-0235
Joyce.Spitale@treas.nj.gov 609-943-5193

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

The NJUCC "Plan Review Fee Schedule" can be found at:

http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJ Uniform Construction Code 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 approved, signed and sealed construction documents** 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/divisions/codes/resources/constructionpermitforms.html

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical

Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, **"Plan Review and Permit Fee Allowance."**

The Consultant may refer to the Division of Property Management and Construction "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. 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 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.

X. 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 NJ Uniform Construction Code 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 NJ Uniform Construction Code 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 under the "Permit Phase" column.

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

B. UTILITY UPGRADE DESIGN ALLOWANCE

The Design Consultant shall estimate all design and construction administration costs associated with the potential upgrades to the site utilities and include this amount in their fee proposal line item entitled **"Utility Upgrade Design Allowance"**.

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

C. FINE ARTS INCLUSION ALLOWANCE

An allowance in the amount of $25,000 has been provided on the Professional Services Fee Proposal Sheet line item entitled **"Fine Arts Inclusion Allowance".** This amount may be used to cover the costs associated with the fine arts coordination meetings and any building and/or site design alterations necessary to accommodate the fine arts work prepared by the artist. Any funds remaining in the Allowance shall be returned to the State at the end of the project.

XI. 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 APPROVED BY: James Wright 5/15/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: 5/15/2024
JOSEPH FUCA, DEPUTY DIRECTOR DATE
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: James W. Langsdorf 5/15/24
JAMES LANGSDORF, DEPUTY DIRECTOR DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: 5/16/24
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. 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:

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

XIII. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. ENVIRONMENTAL IMPACT STATEMENT (EIS) OUTLINE
D. EV ORDINANCE

END OF SCOPE OF WORK

DPMC Project No.: C1088-00

Deliverables Checklist
Program Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Outline Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program 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

DPMC Project No.: C1088-00

Deliverables Checklist
Schematic 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
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Outline Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic 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

DPMC Project No.: C1088-00

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.	Outline Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis						
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

DPMC Project No.: C1088-00

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.	Outline Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis						
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

DPMC Project No.: C1088-00

Deliverables Checklist
Permit Application Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application 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 Project Manager the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: C1088-00

Deliverables Checklist
Bidding and Contract Award Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award 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

DPMC Project No.: C1088-00

Deliverables Checklist
Construction Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction 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

DPMC Project No.: C1088-00

Deliverables Checklist
Project Close-Out Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out 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

February 7, 1997
Rev.: January 29, 2002

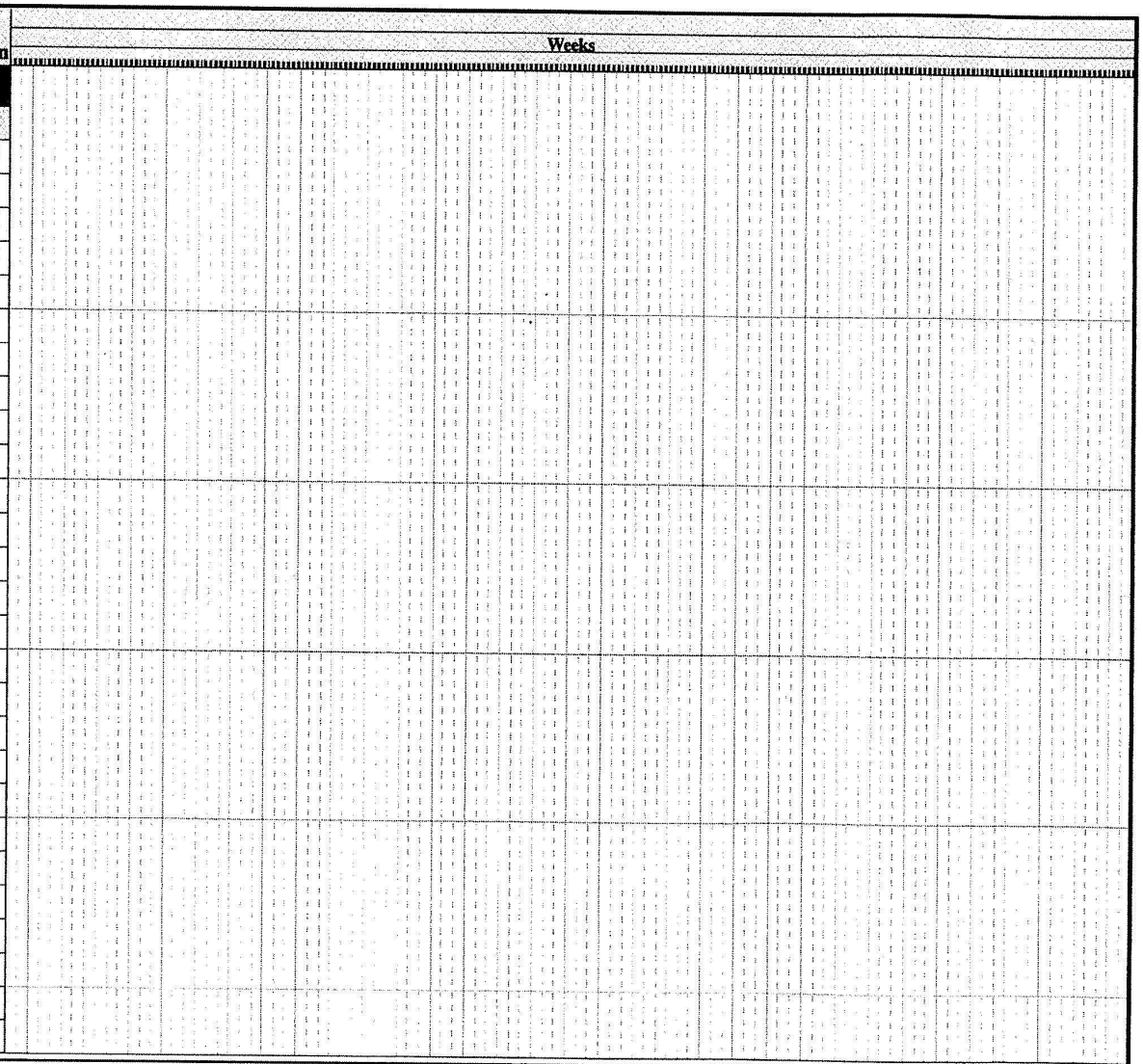
Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Rspn
<PROJ>		
Design		
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.	CM
CV3020	Prepare Program Phase Submittal	AE
CV3021	Distribute Program Submittal for Review	CM
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3022	Review & Approve Program Submittal	CA
CV3023	Review & Approve Program Submittal	PR
CV3024	Review & Approve Program Submittal	CM
CV3025	Consolidate & Return Program Submittal Comments	CM
CV3030	Prepare Schematic Phase Submittal	AE
CV3031	Distribute Schematic Submittal for Review	CM
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3032	Review & Approve Schematic Submittal	CA
CV3033	Review & Approve Schematic Submittal	PR
CV3034	Review & Approve Schematic Submittal	CM
CV3035	Consolidate & Return Schematic Submittal Comment	CM
CV3040	Prepare Design Development Phase Submittal	AE
CV3041	Distribute D. D. Submittal for Review	CM
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM
CV3042	Review & Approve Design Development Submittal	CA
CV3043	Review & Approve Design Development Submittal	PR
CV3044	Review & Approve Design Development Submittal	CM
CV3045	Consolidate & Return D.D. Submittal Comments	CM
CV3050	Prepare Final Design Phase Submittal	AE
CV3051	Distribute Final Design Submittal for Review	CM
CV3052	Review & Approve Final Design Submittal	CA
CV3053	Review & Approve Final Design Submittal	PR
CV3054	Review Final Design Submitl for Constructability	OCS



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

DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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

Bureau of Design & Construction Services

EXHIBIT 'A'

Activity ID	Description	Rspn	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

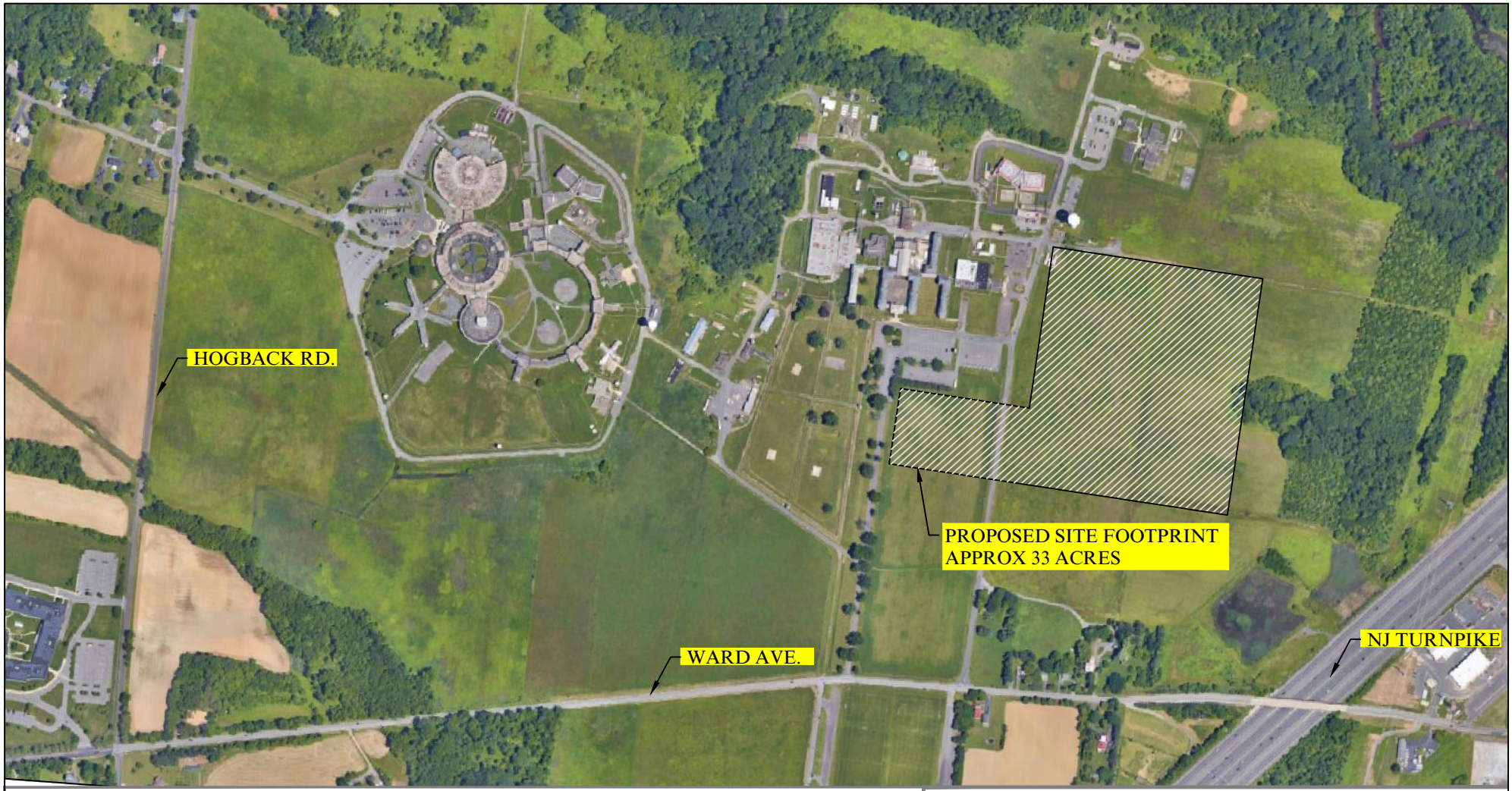
NOTE:
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

DBCA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'



PROJECT LOCATION AERIAL VIEW

STATE OF NEW JERSEY

New Correctional Facility for Women

DRAWN BY:	DATE:	SCOPE OF WORK EXHIBIT 'B'
REC	01/25/2024	
PROJECT No. C1088-00		
		SHEET 1 OF 1

New Women's Correctional Facility
Environmental Impact Statement (EIS) Outline

I. Introduction
- A. Purpose of the Environmental Impact Statement (EIS)
- B. Overview of the Proposed Prison Construction Project

II. Office of Permitting & Project Navigation (OPPN)
- A. Permit Readiness Checklist
  - i. Recommended for proceeding through the permit requirements.
- B. Point of Contact: OPPN
  - i. Assist through permitting process to avoid delays to the proposal

III. Watershed and Land Management
- A. Freshwater Wetlands
  - i. Letter of Interpretation to Ensure Avoidance of Impacts
- B. Flood hazard and stormwater Engineering
  - i. Flood Hazard Area Line Verification to Ensure Avoidance of Impacts Related to Flood Hazards
  - ii. Adherence to Stormwater Management rules.

IV. NJ Fish and Wildlife (NJFW)
- A. Presence of a mapped Rank 4 habitat on project site
  - i. Discuss with NJFW avoidance of impacts to regulated features.

V. Water Quality Management Planning
- A. Entirety of project site is within a Sewer Service Area
  - i. Consult with NJDEP about requirements regarding Water Quality Management Planning programs
    - *a) If required, obtain additional amendment.*
      - (1) If an additional amendment is needed, approval of this amendment is required prior to issuance of further permit approvals.

VI. Water Supply
- i. Part of the site is within a water purveyor service area
  - *a) Additional piping infrastructure may be required to extend into new development footprint.*

VII. Contaminated Sites Remediation and Redevelopment

EXHIBIT 'C'

A. Project site is listed on the Known Contaminated Sites List.

VIII. State Historic Preservation Area

A. Site is within a historical district

i. SHPO review necessary, if required

IX. NJPDES

A. If more than one acre will be disturbed, a general permit for Construction Activities, (5G3) may be required.

B. Construction Dewatering Authorization

C. NJPDES Surface Water Discharge Authorization

a) Modification to existing authorization may be necessary

X. Air Permitting

A. The applicant should review the requirements of N.J.A.C. 7:27-8.2(c) 1-22 for stationary permitting requirements.

a) This includes but is not limited to:

(1) Construction equipment

(a) Stationary construction equipment or emergency generators, may require air pollution permits if it is located on the site for longer than one (1) year N.J.A.C. 7:27-8.2(d)15.

B. Idling Vehicles – any vehicles involved on the project must adhere to the idling standards (less than three (3) minutes) detailed in N.J.A.C. 7:27-14 and 15.

C. Air pollution including odors that are detectable offsite that are injurious to human health or would result in citizen complaints are prohibited. N.J.A.C. 7:27-5.2.

D. Fugitive Dust

i. Dust emissions either windblown or generated from construction activities should be controlled to prevent offsite impacts or material tracked onto the roadways. N.J.A.C. 7:27-5.2.

E. An Air permit may be required if a generator producing 37 KW or greater will be used for the project (N.J.A.C. 7:27-8.2(c)21)

XI. Office of Environmental Justice

A. Parcel within an overburdened community

i. Compliance with the Environmental Justice Law may be required

XII. Delaware River Basin Commission (DRBC)

A. Adherence to the legislation put forth in the Delaware River Basin Compact (1961)

i. DRBC review may be required of the proposed project

EXHIBIT 'C'

The information presented in this Environmental Impact Statement (EIS) is intended to provide an overview of potential environmental impacts, regulatory requirements, and mitigation measures associated with the proposed construction of the New Women's Correctional Facility. It is important to note that this document does not encompass an exhaustive list of all potential impacts, comments, or regulatory requirements related to the project.

The contents herein are based on available data, assessments, and regulatory considerations at the time of drafting. However, environmental assessments are dynamic processes subject to ongoing updates, revisions, and changes in regulatory frameworks. Comments, regulations, or requirements outlined in this document may evolve or be revised by relevant authorities. Interested parties are encouraged to remain informed and engaged throughout the project's lifecycle. Changes in environmental conditions, regulatory standards, or authority feedback may necessitate updates or modifications to the information presented in this EIS.

Therefore, while every effort has been made to present accurate and comprehensive information, this EIS serves as a snapshot in time and is subject to potential modifications, revisions, or updates as the project progresses and additional information becomes available.

#

AN ORDINANCE

AUTHORIZING AND ENCOURAGING

ELECTRIC VEHICLE

SUPPLY/SERVICE EQUIPMENT (EVSE) & MAKE-READY PARKING SPACES

[Note: Pursuant to P.L. 2021, c.171, all sections of this model ordinance become effective in each municipality upon its publication on the Department of Community Affairs' Internet website. Municipalities may make changes to the reasonable standards in the model ordinance as noted below through the normal ordinance amendment process. However, municipalities may not make changes to the legislatively mandated requirements in Sections C., D., and E.

This Ordinance sets forth procedures for the installation of Electric Vehicle Supply/Service Equipment (EVSE) and Make-Ready parking spaces and establishes associated regulations and other standards within the **{*name of municipality*}** _____ of **{*name of county*}** _____.

WHEREAS, supporting the transition to electric vehicles contributes to **{*name of municipality*}** _____'s commitment to sustainability and is in the best interest of public welfare; and

WHEREAS, installation of EVSE and Make-Ready parking spaces encourages electric vehicle adoption; and

WHEREAS, the **{*name of municipality*}** _____ encourages increased installation of EVSE and Make Ready parking spaces; and

WHEREAS, adoption of this ordinance supports the State of New Jersey's goals to reduce air pollutants and greenhouse gas emissions from the transportation sector as outlined and supported by various programs related to NJ's 2019 Energy Master Plan, Global Warming Response Act (P.L.2007, c.112 (C.26:2C-37 et al.)), and EV Law (P.L. 2019, c. 362); and

WHEREAS, P.L. 2021, c.171, which Governor Murphy signed into law on July 9, 2021, requires EVSE and Make-Ready parking spaces be designated as a permitted accessory use in all zoning or use districts and establishes associated installation and parking requirements; and

WHEREAS, adoption of this ordinance will support the Master Plan of *{**name of municipality**}* _____ adopted in concurrence with P.L. 1975 c. 291, s. 1 eff. Aug. 1, 1976, and is consistent with goals ***{list #s or names}***_____ of the Master Plan as well as the land

EXHIBIT 'D'

use, circulation, and ***{other e.g., environmental, sustainability}***_____ elements of the Master Plan; and

WHEREAS, the ***{name of municipality}*** _____ encourages greater ownership and use of electric vehicles, thus the ***{name of municipality}*** _____ is amending the ***{Zoning/Development Regulations/Land Use Ordinance}*** _____ to establish standards and regulations for the safe and efficient installation of EVSE and Make-Ready parking spaces at appropriate locations.

NOW, THEREFORE, BE IT ORDAINED, by the ***{Committee/Council}*** _____ of the {***name of municipality***} _____ County of {***name of county***} _____, State of New Jersey as follows:

{Note: Title of the Ordinance, policy statements, and Purpose of the ordinance are optional sections and may be changed by the municipality.}

FIRST: ELECTRIC VEHICLE SUPPLY/SERVICE EQUIPMENT

A. Purpose

The purpose of this ordinance is to promote and encourage the use of electric vehicles by requiring the safe and efficient installation of EVSE and Make-Ready parking spaces through municipal parking regulations and other standards. EVSE and Make-Ready parking spaces will support the State's transition to an electric transportation sector, reducing automobile air pollution, greenhouse gas emissions, and storm water runoff contaminants. The goals are to:

1. Provide adequate and convenient EVSE and Make-Ready parking spaces to serve the needs of the traveling public.
2. Provide opportunities for residents to have safe and efficient personal EVSE located at or near their place of residence.
3. Provide the opportunity for non-residential uses to supply EVSE to their customers and employees.
4. Create standard criteria to encourage and promote safe, efficient, and cost-effective electric vehicle charging opportunities in all zones and settings for convenience of service to those that use electric vehicles.

B. Definitions

Certificate of occupancy: The certificate provided for in N.J.A.C. 5:23-2, indicating that the construction authorized by the construction permit has been completed in accordance with the construction permit, the act and the regulations. See "State Uniform Construction Code Act," P.L.1975, c.217 (C.52:27D-119 et seq.) and regulations adopted pursuant thereto.

Charging Level: The amount of voltage provided to charge an electric vehicle varies depending on the type of EVSE as follows:

1. Level 1 operates on a fifteen (15) to twenty (20) amp breaker on a one hundred twenty (120) volt AC circuit.
2. Level 2 operates on a forty (40) to one hundred (100) amp breaker on a two hundred eight (208) or two hundred forty (240) volt AC circuit.
3. Direct-current fast charger (DCFC) operates on a sixty (60) amp or higher breaker on a four hundred eighty (480) volt or higher three phase circuit with special grounding equipment. DCFC stations can also be referred to as rapid charging stations that are typically characterized by industrial grade electrical outlets that allow for faster recharging of electric vehicles.

Electric vehicle: Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; and operates either partially or exclusively using an electric motor powered by an externally charged on-board battery.

Electric Vehicle Supply/Service Equipment or (EVSE): The equipment, including the cables, cords, conductors, connectors, couplers, enclosures, attachment plugs, power outlets, power electronics, transformer, switchgear, switches and controls, network interfaces, point of sale equipment, and associated apparatus designed and used for the purpose of transferring energy from the electric supply system to a plug-in electric vehicle. "EVSE" may deliver either alternating current or, consistent with fast charging equipment standards, direct current electricity. “EVSE” is synonymous with “electric vehicle charging station.” ***{Note: Definition is directly from legislation and cannot be changed.}***

Make-Ready Parking Space: means the pre-wiring of electrical infrastructure at a parking space, or set of parking spaces, to facilitate easy and cost-efficient future installation of Electric Vehicle Supply Equipment or Electric Vehicle Service Equipment, including, but not limited to, Level Two EVSE and direct current fast chargers. Make Ready includes expenses related to service panels, junction boxes, conduit, wiring, and other

components necessary to make a particular location able to accommodate Electric Vehicle Supply Equipment or Electric Vehicle Service Equipment on a "plug and play" basis. "Make-Ready" is synonymous with the term "charger ready," as used in P.L.2019, c.362 (C.48:25-1 et al.). ***{Note: Definition is directly from legislation and cannot be changed.}***

Private EVSE: EVSE that has restricted access to specific users (e.g., single and two-family homes, executive parking fleet parking with no access to the general public).

Publicly-accessible EVSE: EVSE that is publicly available (e.g., park & ride, public parking lots and garages, on-street parking, shopping center parking, non-reserved parking in multi-family parking lots, etc.).

C. Approvals and Permits

{Note: Section C. of the model ordinance is mandatory and may not be altered.}

1. An application for development submitted solely for the installation of EVSE or Make-Ready parking spaces shall be considered a permitted accessory use and permitted accessory structure in all zoning or use districts and shall not require a variance pursuant to C.40:55D-70.

2. EVSE and Make-Ready Parking Spaces installed pursuant to Section D. below in development applications that are subject to site plan approval are considered a permitted accessory use as described in 1. above.

3. All EVSE and Make-Ready parking spaces shall be subject to applicable local and/or Department of Community Affairs permit and inspection requirements.

4. The ***{administrative official/zoning officer and/or municipal engineer}*** _____ shall enforce all signage and installation requirements described in this ordinance. Failure to meet the requirements in this ordinance shall be subject to the same enforcement and penalty provisions as other violations of **{*name of municipality*}** _____'s land use regulations.

5. An application for development for the installation of EVSE or Make-Ready spaces at an existing gasoline service station, an existing retail establishment, or any other existing building shall not be subject to site plan or other land use board review, shall not require variance relief pursuant to C.40:55D-1 et seq. or any other law, rule, or

regulation, and shall be approved through the issuance of a zoning permit by the administrative officer, provided the application meets the following requirements:

a. the proposed installation does not violate bulk requirements applicable to the property or the conditions of the original final approval of the site plan or subsequent approvals for the existing gasoline service station, retail establishment, or other existing building;
b. all other conditions of prior approvals for the gasoline service station, the existing retail establishment, or any other existing building continue to be met; and
c. the proposed installation complies with the construction codes adopted in or promulgated pursuant to the "State Uniform Construction Code Act," P.L.1975, c.217 (C.52:27D-119 et seq.), any safety standards concerning the installation, and any State rule or regulation concerning electric vehicle charging stations.

6. An application pursuant to Section 5. above shall be deemed complete if:

a. the application, including the permit fee and all necessary documentation, is determined to be complete,
b. a notice of incompleteness is not provided within 20 days after the filing of the application, or
c. a one-time written correction notice is not issued by the ***{administrative official/zoning officer}*** _____ within 20 days after filing of the application detailing all deficiencies in the application and identifying any additional information explicitly necessary to complete a review of the permit application.

7. EVSE and Make-Ready parking spaces installed at a gasoline service station, an existing retail establishment, or any other existing building shall be subject to applicable local and/or Department of Community Affairs inspection requirements.

8. A permitting application solely for the installation of electric vehicle supply equipment permitted as an accessory use shall not be subject to review based on parking requirements.

EXHIBIT 'D'

D. Requirements for New Installation of EVSE and Make-Ready Parking Spaces

{Note: Section D of the model ordinance is mandatory and may not be altered.}

1. As a condition of preliminary site plan approval, for each application involving a multiple dwelling with five or more units of dwelling space, which shall include a multiple dwelling that is held under a condominium or cooperative form of ownership, a mutual housing corporation, or a mixed-use development, the developer or owner, as applicable, shall:
   a. prepare as Make-Ready parking spaces at least 15 percent of the required off-street parking spaces, and install EVSE in at least one-third of the 15 percent of Make-Ready parking spaces;
   b. within three years following the date of the issuance of the certificate of occupancy, install EVSE in an additional one-third of the original 15 percent of Make-Ready parking spaces; and
   c. within six years following the date of the issuance of the certificate of occupancy, install EVSE in the final one-third of the original 15 percent of Make-Ready parking spaces.
   d. Throughout the installation of EVSE in the Make-Ready parking spaces, at least five percent of the electric vehicle supply equipment shall be accessible for people with disabilities.
   e. Nothing in this subsection shall be construed to restrict the ability to install electric vehicle supply equipment or Make-Ready parking spaces at a faster or more expansive rate than as required above.

2. As a condition of preliminary site plan approval, each application involving a parking lot or garage not covered in 1. above shall:
   a. Install at least one Make-Ready parking space if there will be 50 or fewer off-street parking spaces.
   b. Install at least two Make-Ready parking spaces if there will be 51 to 75 off-street parking spaces.
   c. Install at least three Make-Ready parking spaces if there will be 76 to 100 off-street parking spaces.
   d. Install at least four Make-Ready parking spaces, at least one of which shall be accessible for people with disabilities, if there will be 101 to 150 off-street parking spaces.
   e. Install at least four percent of the total parking spaces as Make-Ready parking spaces, at least five percent of which shall be accessible for people with disabilities, if there will be more than 150 off-street parking spaces.
   f. In lieu of installing Make-Ready parking spaces, a parking lot or garage may install EVSE to satisfy the requirements of this subsection.

EXHIBIT 'D'

g. Nothing in this subsection shall be construed to restrict the ability to install electric vehicle supply equipment or Make-Ready parking spaces at a faster or more expansive rate than as required above.
h. Notwithstanding the provisions of this Section, a retailer that provides 25 or fewer off-street parking spaces or the developer or owner of a single-family home shall not be required to provide or install any electric vehicle supply equipment or Make-Ready parking spaces.

E. Minimum Parking Requirements

{Note: Section E of the model ordinance is mandatory and may not be altered. }

1. All parking spaces with EVSE and Make-Ready equipment shall be included in the calculation of minimum required parking spaces, pursuant to ***{Section number for Parking Requirements}*** _____.

2. A parking space prepared with EVSE or Make-Ready equipment shall count as at least two parking spaces for the purpose of complying with a minimum parking space requirement. This shall result in a reduction of no more than 10 percent of the total required parking.

3. All parking space calculations for EVSE and Make-Ready equipment shall be rounded up to the next full parking space.

4. Additional installation of EVSE and Make-Ready parking spaces above what is required in Section D. above may be encouraged, but shall not be required in development projects.

F. Reasonable Standards for All New EVSE and Make-Ready Parking Spaces

{Note: Municipalities may deviate from the reasonable standards set forth in Section F to address installation, sightline, and setback requirements or other health- and safety-related specifications for EVSE and Make-Ready parking spaces. Nothing in this section of the ordinance shall be deemed to authorize a municipality to require site plan review by a municipal agency solely for the installation of EVSE or Make-Ready parking spaces.}

1. Location and layout of EVSE and Make-Ready parking spaces is expected to vary based on the design and use of the primary parking area. It is expected flexibility will be required to provide the most convenient and functional service to users. Standards and criteria should be considered guidelines and flexibility should be allowed when alternatives can better achieve objectives for provision of this service.

EXHIBIT 'D'

2. Installation:

   a. Installation of EVSE and Make-Ready parking spaces shall meet the electrical subcode of the Uniform Construction Code, N.J.A.C. 5:23-3.16.
   b. Each EVSE or Make-Ready parking space that is not accessible for people with disabilities shall be not less than 9 feet wide or 18 feet in length. Exceptions may be made for existing parking spaces or parking spaces that were part of an application that received prior site plan approval.
   c. To the extent practical, the location of accessible parking spaces for people with disabilities with EVSE and Make Ready equipment shall comply with the general accessibility requirements of the Uniform Construction Code, N.J.A.C. 5:23, and other applicable accessibility standards.
   d. Each EVSE or Make-Ready parking space that is accessible for people with disabilities shall comply with the sizing of accessible parking space requirements in the Uniform Construction Code, N.J.A.C. 5:23, and other applicable accessibility standards.

3. EVSE Parking:

   a. Publicly-accessible EVSE shall be reserved for parking and charging electric vehicles only. Electric vehicles shall be connected to the EVSE. {***Note: The use of time limits is optional and shall be determined by the owner.}***
   b. Electric vehicles may be parked in any parking space designated for parking, subject to the restrictions that would apply to any other vehicle that would park in that space.
   c. Public Parking. Pursuant to NJSA 40:48-2, publicly-accessible EVSE parking spaces shall be monitored by the municipality's police department and enforced in the same manner as any other parking. It shall be a violation of this Section to park or stand a non-electric vehicle in such a space, or to park an electric vehicle in such a space when it is not connected to the EVSE. Any non-electric vehicle parked or standing in a EVSE parking space or any electric vehicle parked and not connected to the EVSE shall be is subject to fine and/or impoundment of the offending vehicle as described in the general penalty provisions of this Municipal Code or **{Section _____}**. Signage indicating the penalties for violations shall comply with Section 5. below. Any vehicle parked in such a space shall make the appropriate payment for the space and observe the time limit for the underlying parking area, if applicable.

{Note: Municipalities may establish alternative penalties than those listed above by ordinance.}

EXHIBIT 'D'

{Note: Municipality may put the locations of the publicly-accessible, municipally-owned EVSE parking spaces in this ordinance and the fees associated with charging/parking at those spaces. See Section 6. below for Usage Fees.}

d. Private Parking. The use of EVSE shall be monitored by the property owner or designee.

4. Safety

a. Each publicly-accessible EVSE shall be located at a parking space that is designated for electric vehicles only and identified by green painted pavement and/or curb markings, a green painted charging pictograph symbol, and appropriate signage pursuant to Section 5. below.
b. Where EVSE is installed, adequate site lighting and landscaping shall be provided in accordance with ***{name of municipality}*** _____'s ordinances and regulations.
c. Adequate EVSE protection such as concrete-filled steel bollards shall be used for publicly-accessible EVSE. Non-mountable curbing may be used in lieu of bollards if the EVSE is setback a minimum of 24 inches from the face of the curb. Any stand-alone EVSE bollards should be 3 to 4-feet high with concrete footings placed to protect the EVSE from accidental impact and to prevent damage from equipment used for snow removal.
d. EVSE outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the ground or pavement surface where mounted, and shall contain a cord management system as described in e. below. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designated and located as to not impede pedestrian travel, create trip hazards on sidewalks, or impede snow removal.
e. Each EVSE shall incorporate a cord management system or method to minimize the potential for cable entanglement, user injury, or connector damage. Cords shall be retractable or have a place to hang the connector and cord a safe and sufficient distance above the ground or pavement surface. Any cords connecting the charger to a vehicle shall be configured so that they do not cross a driveway, sidewalk, or passenger unloading area.
f. Where EVSE is provided within a pedestrian circulation area, such as a sidewalk or other accessible route to a building entrance, the EVSE shall be located so as not to interfere with accessibility requirements of the Uniform Construction Code, N.J.A.C. 5:23, and other applicable accessibility standards.

EXHIBIT 'D'

g. Publicly-accessible EVSEs shall be maintained in all respects, including the functioning of the equipment. A 24-hour on-call contact shall be provided on the equipment for reporting problems with the equipment or access to it. To allow for maintenance and notification, **{*name of municipality*}** _____ shall require the owners/designee of publicly-accessible EVSE to provide information on the EVSE's geographic location, date of installation, equipment type and model, and owner contact information.

5. Signs

a. Publicly-accessible EVSE shall have posted regulatory signs, as identified in this section, allowing only charging electric vehicles to park in such spaces. For purposes of this section, "charging" means that an electric vehicle is parked at an EVSE and is connected to the EVSE. If time limits or vehicle removal provisions are to be enforced, regulatory signs including parking restrictions shall be installed immediately adjacent to, and visible from the EVSE. For private EVSE, installation of signs and sign text is at the discretion of the owner.
b. All regulatory signs shall comply with visibility, legibility, size, shape, color, and reflectivity requirements contained within the Federal Manual on Uniform Traffic Control Devices as published by the Federal Highway Administration.
c. Wayfinding or directional signs, if necessary, shall be permitted at appropriate decision points to effectively guide motorists to the EVSE parking space(s). Wayfinding or directional signage shall be placed in a manner that shall not interfere with any parking space, drive lane, or exit and shall comply with b. above.
d. In addition to the signage described above, the following information shall be available on the EVSE or posted at or adjacent to all publicly-accessible EVSE parking spaces:
    1) Hour of operations and/or time limits if time limits or tow-away provisions are to be enforced by the municipality or owner/designee;
    2) Usage fees and parking fees, if applicable; and
    3) Contact information (telephone number) for reporting when the equipment is not operating or other problems.

6. Usage Fees

a. For publicly-accessible municipal EVSE **{Optional}**: In addition to any parking fees, the fee to use parking spaces within the municipality identified as EVSE spaces shall be _____ for each hour that the electric vehicle is connected to the EVSE ***{or per kWh}***.

EXHIBIT 'D'

b. This fee may be amended by a resolution adopted by the governing body.
c. Private EVSE: Nothing in this ordinance shall be deemed to preclude a private owner/designee of an EVSE from collecting a fee for the use of the EVSE, in accordance with applicable State and Federal regulations. Fees shall be available on the EVSE or posted at or adjacent to the EVSE parking space.

SECOND: SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

THIRD: REPEAL OF PRIOR ORDINANCES

All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

FOURTH: EFFECTIVE DATE

{Note: This section is only applicable if the municipality amends the ordinance to change the reasonable standards.}

This ordinance shall take effect after final passage and publication as provided by law.

PUBLIC NOTICE is hereby given that the foregoing proposed Ordinance was introduced and read by title at a meeting of the

EXHIBIT 'D'