

SCOPE OF WORK

Construction Management Services

New Correctional Facility for Women
Chesterfield Township, Burlington County, N.J.

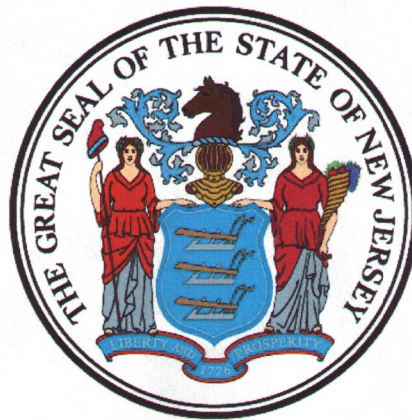
Project No. C1088-01

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 17, 2024

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I. OBJECTIVE

The objective of this project is to construct a new correctional facility for women in Chesterfield, New Jersey. The State is seeking to contract with a Construction Management Firm (CMF) to act as the owner's authorized representative to manage both the services of the Design Consultant and the construction Contractors under the supervision of the Department of Property Management and Construction for this facility.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P029 Construction Management**

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

- **P019 Building Commissioning**
- **P025 Estimating/Cost Analysis**
- **P030 CPM**

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 proposed Construction Cost Estimate (CCE) for this project is \$243,573,350.

"Construction Cost Estimate" or "CCE" means the estimated cost of construction at time of bid for the Project, this amount does not include the costs of permits and related permitting services, acquisition of land, furnishings, contingencies, Design Consultant fees/deliverables, CMF

fees/deliverables, other Design Consultant fees/deliverables, and administrative fees, financing costs, and any other similar types of costs. The CCE of record will be prepared by the Design Consultant in accordance with the Scope of Work and/or Agreement, and shall be continually updated by the Design Consultant as set forth in the Scope of Work and/or Agreement.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$311,968,747.

“Current Working Estimate” or “CWE” includes the construction cost estimate or CCE plus the costs of permits and related permitting services, acquisition of land, furnishings, contingencies, Design Consultant fees/deliverables, CMF fees/deliverables, other Design Consultant fees/deliverables, and administrative fees, financing costs, and any other similar types of costs. The CCE shall be prepared by the Design Consultant in accordance with the Scope of Work and/or Agreement, and shall be continually updated by the Design Consultant as set forth in the Scope of Work and/or Agreement. The CWE is the Using 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. DESIGN AND 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
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Schematic Design Phase	84
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	84
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	30*
4. Final Design Phase	84
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	30*
5. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30
7. Permit Application Phase	30
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	360
12. Project Close Out Phase	30

***Includes time needed for DEP Draft and Final Environmental Impact Statement review.**

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The Design Consultant (not the CM) 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.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESSES

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.

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 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 correctional 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). The plant supplies two existing water tanks with a combined capacity of 750K gallons for domestic and fire water needs.

Filter media for three filters at the plant will require changing prior to plant connection to the new 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.

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

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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 correctional facility will require an independent cooling solution.

The design for utilities supplied to the new correctional 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. CONSTRUCTION MANAGEMENT RESPONSIBILITIES

A. GENERAL INFORMATION

The CMF shall report directly to the DPMC project manager. The relationship and responsibilities of the CMF, the Design Consultant and the DPMC during each phase of the project is identified in **Exhibit 'C'** entitled "Project Management Responsibility Matrix".

Note that the "Project Management Responsibility Matrix" is not an all-inclusive listing of tasks and responsibilities of either the CMF, Design Consultant or DPMC. The matrix is intended as an aid to show the relationship of the parties on key tasks and responsibilities.

The CMF will act as the Owner's authorized representative during the performance of the CMF services contract as described in the Agreement between the State of New Jersey and Consultant for Construction Management (CMF Agreement) and this Scope of Work (SOW).

The CMF shall direct the work of construction contractor(s) only after the CMF obtains the concurrence of the DPMC project manager.

B. STAFF

The CMF services consist of those services performed by the CMF, the CMF's employees, the CMF's Sub-Consultants. The CMF shall utilize the key staff members identified in their Technical Proposal. The CMF shall notify the DPMC in advance of any proposed change in its key staff members identified in its proposal. The CMF shall submit to the DPMC for approval the name and qualifications of a proposed replacement with equal or superior qualifications at no additional cost to the DPMC. No change shall take effect unless the DPMC approves the change in writing.

C. OBLIGATIONS

The CMF shall be responsible for satisfying all of the listed obligations regardless of when they occur during the project. The CMF will assume primary responsibility for day-to-day management and oversight construction management including, but not limited to, cost estimating and reconciliation of value analyses, scheduling, contractor contract compliance, purchase of equipment, commissioning, facility testing and staff training. In addition, the CMF will provide technical support for DPMC decisions regarding Contractor selection, change order request control and Contractor(s) claims, progress payments and final acceptance and Contractor(s) claims management.

The CMF shall be responsible for satisfying all of the obligations described in the CMF Agreement and this SOW, even if such obligations are not addressed in the CMF's technical proposal. This document establishes the obligations of the CMF which obligations may be supplemented by the CMF in its technical proposal. If the services promised in the CMF's technical proposal exceed those described in the CMF Agreement and this SOW, then the CMF shall be responsible for satisfying the additional obligations described in its technical proposal.

D. CMF MANAGEMENT PROGRAM

1. Management:

The CMF shall provide its services under the supervision of the DPMC and will be required to manage both the services of the Design Consultant and each Contractor under separate DPMC construction contracts respectively. The CMF shall establish and implement a comprehensive management program with procedures for coordination among DPMC, the Design Consultant, the Contractor(s) and the Client Agency.

2. Design Phase Oversight:

The CMF shall manage the Design Consultant's design phase services and provide complete design phase oversight on behalf of the State.

- a. The CMF shall coordinate and manage the programming phase, schematic design phase, design development phase, construction document phase and the close-out phase.
- b. The CMF shall review the Design Consultant's deliverables and provide a written report following each phase; these reports shall address constructability reviews, safe construction practices, industry markers for cost & deliveries, perform schedule reviews, review budget and project cost estimates.
- c. The CMF shall update and report on the project schedule monthly. The CMF shall notify DPMC of all issues brought to the attention of the Design Consultant by the CMF, and of the Design Consultant's response to each. The CMF shall notify the Design Consultant and Project Team members if the Design Consultant's submissions appear inadequate or incomplete and identify any issues that have the potential to significantly impact or jeopardize the project goals and objectives.
- d. While the CMF makes recommendations to the Design Consultant to correct constructability issues or problems, and advises regarding potential errors and omissions discovered, the CMF shall not take any action that infringes on the Design Consultant's professional and contractual responsibility for the project design.
- e. The CMF's tasks during all design phases are as follows: schedule and coordinate progress meetings and record minutes, monitor Design Consultant's progress, prepare/maintain/monitor the preliminary and master project schedules, prepare an initial budget, prepare independent cost estimates during each design phase, reconcile independent cost estimates between the Design Consultant and the CMF, provide cost verification and budget monitoring, review Design Consultant's invoices for approval, review Design Consultant's contract modifications for approval, recommend alternate solutions when design details affect project cost and schedule, perform document and constructability reviews and develop a Commissioning services program during the construction document phase.
- f. Predesign Conference - The CMF shall schedule a predesign conference with the project Design Consultant soon after the design contract is awarded to review the scope of the design services required by the contract. The conference shall be convened before the design effort starts. The meeting can be held at either at the project site or the Design Consultant's office, to facilitate maximum participation by the Design Consultant's staff.

3. Budget/Cost Control:

The CMF shall assist the State in reviewing all Design Consultant cost estimates and submissions to verify that project costs remain within the project budget. The CMF must report any disparities discovered in the project costs to the Project Team for resolution before proceeding on to the next phase of the design.

The CMF shall establish a uniform procedure for reviewing, analyzing, and assessing each estimate submitted by the Design Consultant and preparing an independent estimate for comparison purposes and subsequent reconciliation at completion of each design phase cycle.

The CMF cost review should verify that: • Unit costs are accurate • Quantity takeoffs are accurate • All design elements are included • Level of detail is appropriate to design stage • Formats are correct • Cost escalation factors are properly applied • Balance of costs among building and other systems are acceptable • Areas and other measurements are correct • Up-to-date scope modifications are reflected.

Prepare and submit an independent construction cost estimate for comparison to the Design Consultant's cost estimate on the appropriate DPMC-38 form with accompanying detail back-up for each phase estimate prepared by the Design Consultant and jointly with the Design Consultant perform a subsequent cost estimate reconciliation report at completion of each design phase cycle. Make recommendations for corrective action or project revisions if it appears that the construction cost estimate (CCE) may exceed the project budget.

4. Feasibility/Concept and Design Submissions & Reviews:

Design Submissions: Submissions shall be reviewed to determine if the project requirements are being met by the project Design Consultant. Formal design reviews are required at the completion of each design phase milestone of the project. Review all documents for clarity, consistency and completeness. Provide advice and recommendations for improvements. Refer to the Work Order for detailed requirements for each design phase, typically organized as follows:

Feasibility Study/Concept Phase and Programming Phase Schematic Design Phase Design Development Phase. Construction Documents/Final Design Phase Permit Phase

5. The CMF's design review shall ensure at a minimum:

All project deliverables are submitted Materials and equipment are appropriate, available, and non-proprietary Drawings are coordinated among disciplines and bid packages Areas of

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conflict are eliminated Site will accommodate access, logistics and storage requirements
Existing conditions are shown correctly and adequately Selected building materials, systems
and construction details are compatible and constructible, and long lead items are identified
Construction duration, phasing, bid packages, bid options, unit prices, and labor availability are
accurate, reasonable and appropriate Cost estimates are proper and within budget Permit,
regulatory and code compliance requirements are met Documents are ready for permit review
by the DCA or applicable regulatory agency Safety and security responsibilities are clear and
appropriate in the contract documents

Design Review Meetings. The CMF shall schedule meetings with the Design Consultant to review each design submission. The meetings may be held at the Design Consultant's office to facilitate the visual review of the work-in-progress at the areas of production and minimize disruption to the Design Consultant. At times it may be expedient to conduct a design review meeting at a consultant's office, if the scope of a particular review centers on the progress of a single consultant.

Constructability Review: The CMF is primarily responsible for constructability reviews. The CMF shall develop a consistent procedure for conducting design reviews, including the Design Consultant's conformance to the scope of services in the design contract, constructability, marketability, coordination among disciplines, and material usage.

Design Review Report: After completion of each design review, the CMF shall assemble and organize the comments from the various reviewers (DCA UCC Unit, Affiliated FM Global – the State's Insurer) or other required regulatory agency and incorporate them into a consolidated design review report. The report shall contain comments on required corrections and improvements by discipline and specification section or drawing number.

The CMF shall transmit the design review report to the Design Consultant for action. The CMF and project team shall meet with the Design Consultant to present and discuss its contents. The CMF shall evaluate the Design Consultant response to all comments and develop directives resulting from the design review. The CMF shall review subsequent submissions to ensure that all directives and revisions have been incorporated into the design documents by the Design Consultant.

Permit Phase: The CMF shall consolidate and assemble the code comments from the Department of Community Affairs Uniform Construction Code Unit as necessary, and forward the comments to the Design Consultant.

The CMF will be responsible to review responses from the Design Consultant to ensure all code comments have been adequately revised and corrections incorporated into the plans and specifications.

E. TRANSFER OF OBLIGATIONS

The CMF Agreement contemplates personal services by the CMF. The CMF shall not assign or transfer its obligations or rights under the CMF Agreement and this SOW without the prior written consent of the DPMC.

F. CMF'S PROJECT COST RECORDS

The CMF shall agree to maintain and retain, cost and accounting records with respect to this project as they customarily retain and produce them for their business generally, and in accordance with generally accepted accounting principles and practices. Upon three (3) calendar days written notice, all such records shall be made available to the DPMC for inspection for a period of three (3) years after final payment is received by the CMF. No CMF claims for additional compensation shall be payable unless supporting cost records are furnished upon request and claimed costs are substantiated and approved.

The CMF shall retain copies of the cost records for a period of three (3) years after final payment is received by the CMF. After this period, the CMF may dispose of these records after first offering them to the DPMC in writing, at no additional cost. DPMC shall reply to the CMF within thirty (30) calendar days as to the desired disposition of the cost records.

G. WEB SITE - RECORDS AND DOCUMENTATION

The CMF shall establish and maintain throughout the duration of the project, an internet-based Construction Management Project Controls System (referred to as "web site" throughout this scope of work) utilizing commercially available construction management software. The CMF shall grant full access to the web site to the DPMC, Design Consultant and to Contractors as appropriate to complete the tasks required of them. At post-project completion, the CMF shall grant DPMC full access to the Cloud-based or internet-based website for five (5) years.

All project records and documentation is to be maintained on the web site including, but are not limited to:

- Project schedule
- Drawings
- Specifications

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- Submittals
 - Transmittal letters
 - Shop drawings
 - Materials
 - Equipment
 - Catalog cuts
 - Test reports
- Contracts
- Contractor/sub-contractors weekly payroll certification record/submissions to NJ DOLWD
- Contractor/sub-contractors monthly AA202 reports to NJ DOLWD
- Contractor's monthly reports
- Requests for information (RFI's)
- Change order requests (managed/organized by Design Consultant, Contractor)
- Invoices (managed/organized by Design Consultant, Contractor)
- Correspondence (managed/organized by Design Consultant, Contractor)
- Inspection reports (managed/organized by DCA, Design Consultant, Contractor)
- Meeting minutes (managed/organized by sub-meetings)
- Safety reports (managed/organized by Design Consultant, Contractor)
- Permits/Permit Updates
- FM Global document reviews and on-site inspections
- Financial Status Reports (FSR's)

CMF shall identify the software they propose to utilize for the "web site" in their technical proposal.

CMF shall prepare monthly at the start of the design phase through contractor close-out three (3) USB Flash Drives each inclusive of the above referenced project information as applicable for the monthly period. The flash drives shall be delivered monthly to the State no later than the 15th of each month.

At the completion of the project the CMF shall provide copies of all records stored on the web site in an electronic medium acceptable to the DPMC in both the native file format and *Adobe* ".pdf" file format. During the course of these services through completion of the each project, the CMF shall also provide hard copies of all records stored on the web site.

H. SCOPE CHANGES

The CMF shall promptly notify the DPMC of any changes to the scope of services, which increase or decrease the CMF's services, or both. No such change in scope shall be performed by the CMF, absent prior written approval by the DPMC. Notice of request for additional compensation shall be given to the DPMC within fourteen (14) calendar days of the event giving rise to such a request with accompanying justification for the change and a detailed breakdown of the basis for the costs.

I. CMF SENIOR PROJECT MANAGER

The CMF shall assign at least one full-time (1) Senior Project Manager whom shall attend all design phase, procurement phase and construction phase and close-out phase meetings as required under the CMF Agreement. The CMF shall otherwise provide sufficient executive, supervisory, technical and management personnel in the field and home office to carry out the requirements of the CMF Agreement and this SOW in an expeditious and economical manner consistent with the interests of the DPMC.

J. SPECIAL SERVICES

If requested, the CMF shall assist the DPMC in selecting, retaining and coordinating the professional services of surveyors, special consultants, security consultants and testing laboratories and specialty inspections.

K. REPRODUCTION COSTS

Reproduction costs for CMF produced documents and related scope or work requirements, shall be at the CMF's expense.

L. PROJECT DESIGN AND CONSTRUCTION SCHEDULE

In conjunction with the Design Consultant, the CMF shall develop, manage and maintain a detailed cost loaded and resource loaded project schedule for both the design phase and construction phase activities of the project utilizing a software program that is based on the critical path method of scheduling. The schedule shall reflect the project design and construction milestone schedule in Section IV.A, Project Milestone Schedule in this SOW.

CMF shall identify the software they propose to utilize for the Project Design and Construction Schedule in their technical proposal.

1. CMF Design Phase Schedule Development:

During the Design Phase, the CMF shall work in conjunction with the Design Consultant to develop the Design Phase Schedule of which shall serve as the basis for monthly progress payments to the Design Consultant. The activity/task costs shall reflect a fair and reasonable prorating of the contractual design fee and shall total the Design Consultant's contract amount.

On a biweekly basis, the CMF shall meet with the Design Consultant to review the design status and update the design schedule. If the CMF's bi-weekly schedule update shows design slippage attributable to the Design Consultant, the CMF shall meet with the Design Consultant to develop a recovery plan to regain any unauthorized and/or any unexcusable loss time. The CMF shall publish and submit a recovery plan to the DPMC.

Biweekly schedule updates of the Design Schedule shall be utilized to calculate the Design Consultant's monthly payment requisition based upon the progress reported for the month. The level of progress/activity completion calculated from the schedule update shall be transferred to the Consultant payment request form by the Design Consultant and together with Design Consultant's invoice format under its current contract, shall constitute the Design Consultant's monthly payment requisition.

2. CMF Construction Phase Schedule Development:

During the Design Phase, the CMF shall work in conjunction with the Design Consultant to develop a Construction Schedule for use by the project team and Contractor. This schedule shall be included in the construction bid solicitation package for informational purposes.

Based on the CMF's manpower, equipment, materials requirements analysis and cost estimate and its review with the Contractor, the schedule shall be cost and resource loaded and serve as the basis for monthly progress payments to the Contractor during construction. The activity/task costs shall reflect a fair and reasonable value of the work and shall total the construction cost estimate. Refer to DPMC's Instructions to Bidders and General Conditions entitled, Article 6, "Construction Progress Schedule" and shall include the Critical Path Method (CPM). The level of detail for this schedule shall be determined by the CMF and shall include, at a minimum, each activity/task required to complete the work, advertise, bid and award activities/tasks, equipment and material submittals and approvals, equipment and material procurements, project completion milestones, inspections, testing and commissioning activities, and project close out activities. The schedule shall also include activities/tasks for the review and approval of submittals by the CMF, Design Consultant and DPMC.

Each schedule activity/task shall include, but not be limited to:

- Detailed activity/task description
- Activity/task duration
- Activity/task sequencing, relationships
- Activity/task “float” (Identify if the activity/task is on the schedule critical path)
- Manpower required for each activity/task, by trade
- Equipment and material required for each activity/task
- Cost to complete each activity/task

Upon award of the construction contract the CMF shall work in conjunction with the Design Consultant to meet with the Contractor to adjust/modify the schedule to reflect the contractor’s approach to the work, manpower, equipment and material requirements and cost for each activity/task. The sum of all activity/task costs shall equal the value of the construction contract.

The CMF in conjunction with the Design Consultant and Contractor shall approve the construction schedule and submit it to DPMC for final approval.

On a bi-weekly basis, the CMF in conjunction with the Design Consultant shall meet with the Contractor to review the project status and update the schedule. If the CMF’s bi-weekly schedule update shows project slippage, the CMF shall meet with the Contractor to develop a recovery plan to regain any unauthorized lost time. The CMF shall publish a recovery plan to the DPMC.

The CMF’s bi-weekly schedule update in conjunction with the Design Consultant of the Construction Schedule, shall be utilized to calculate the Contractor’s monthly payment requisition based upon the progress reported for the month, and the approved activity costs. The costs calculated from the schedule update shall be transferred to the Contractors payment request form by the Contractor and shall constitute the Contractors monthly payment requisition.

M. PROJECT CORRESPONDENCE

The CMF shall maintain on the “web site” images of all correspondence between the CMF, DPMC and Contractor(s) in a structured data base format that facilitates easy retrieval and includes, but is not limited to, subject matter, date, recipient and, sender in a manner approved by the DPMC. Access to this information shall be five (5) years after project close-out.

N. CORRESPONDENCE PREPARATION

At the request of the DPMC's Representative, the CMF shall prepare detailed and accurate written correspondence to the Contractor(s) and/or others.

O. INVOICES

On a monthly basis, the CMF in conjunction with the Design Consultant shall track, review, recommend for approval or amendment, and forward to the DPMC, the invoices of the consultants and contractors engaged by the DPMC. The CMF shall assist the DPMC in any disputes or negotiations with the DPMC's consultants and contractors.

P. PRO-ACTIVE MONITORING

Provide pro-active participation in monitoring and verification that all schedule activities are occurring in accordance with the approved design phase schedule; and other actions required to assure all schedule activities are occurring in accordance with the approved schedule.

Q. CMF FIELD OFFICE

The CMF shall make provisions for either an on-site or nearby off-site field office for itself and the Design Consultant. All design phase, permit phase, bid package phase and construction phase meetings shall be held in the CMF's field office unless otherwise instructed. Site logistics to be reviewed to discern both trailer and parking provisions for the CMF, DC and Contractor.

R. DPMC CENTRAL FILE DOCUMENTATION PREPARATION & COORDINATION

In addition to preparing hard copies of all contract deliverables including monthly reports, daily reports, meeting minutes, testing & inspections, FSR's, non-conformance reports, etc., the CMF shall prepare and organize its contract deliverables electronically including active hyperlinks for uploading to DPMC's Central File Cloud Account.

VIII. CMF DESIGN PHASE RESPONSIBILITIES

A. CONSTRUCTION DOCUMENT REVIEW

Review all documents for clarity, consistency, constructability, and completeness during the Design Phase of the project. Review items shall include, but not be limited to the following:

1. Document Content:

Provide advice regarding site use and improvements, selection of materials, building systems and equipment, and methods of project delivery. Provide recommendations to the Project Team members on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to cost including, but not limited to, cost of alternative installation methods, procedures or materials, preliminary budget and possible economics.

2. Building Information Model (BIM):

The Design Consultant will develop a building information model (BIM), utilizing Autodesk's Revit Architecture software, or equal, will be used throughout the Project, including all phases of design.

The Design Consultant will make the BIM available to the CMF for review, and provide periodic updates throughout the design phases of the Project. Upon completion of the construction documentation, the BIM will be turned over to the CMF to be utilized throughout the construction phase of the work.

During construction, the BIM will be used by the CMF, the General Contractor, all subcontractors and specialized trades for the preparation of coordination documents, shop drawings, submittals, and other construction phase documentation, including preparation of "as-built" documentation.

The CMF will review the General Contractors and all subcontractors' trades' ongoing preparation of as-built documentation to determine and enforce the preparation of all "as-built" documentation effort utilizing the BIM model.

3. Division of Work:

Make recommendations regarding the division of work in the drawings and specifications to facilitate the bidding and awarding of construction contracts allowing for phased construction and taking into consideration such factors as the legal requirements of construction contracting methods, time of performance, and availability of labor and work areas, overlapping jurisdictions and provisions for temporary facilities.

4. Alternate Solutions:

Review the contract documents as they are being prepared and recommend alternate solutions whenever design details affect project cost, constructability and bid-ability without, however, assuming any of the Design Consultant's responsibilities to provide sound design and properly prepared contract documents.

5. Single Prime Construction Contracts:

Bid documents shall be prepared to advertise and bid each project site as a separate project number and as separate "Single Bid" (Lump Sum All Trades) contracts. Therefore, the CMF shall estimate all costs per project site under a "single prime" scenario and include that lump sum amount in the base bid of their fee proposal.

6. Bid Schedule Adjustment Analysis:

The CMF shall conduct, with assistance from the Design Consultant, an analysis to determine if one or more trades should be advertised as other additional separate early bid packages to compress the overall project schedule.

7. Project Labor Agreement:

The CMF is responsible for reviewing and becoming completely familiar with the requirements of Project Labor Agreement (PLA) Law N.J.S.A. 52:38-1 and comply with all of the responsibilities related to that Law.

8. Areas of Conflict:

Review the drawings and specifications with the Design Consultant to eliminate areas of conflict and overlapping in the work to be performed by the various Contractors.

B. CONTRACTOR SUBMITTAL PROCEDURES

The CMF, in conjunction with the Design Consultant, shall develop procedures for the review and approval of all Contractor required submittals utilizing the BIM/Revit model. The procedure shall include, but not be limited to, requirements for the contractor to submit all submittals to the CMF; the CMF to review the submittal prior to forwarding to the Design Consultant for review and approval; the Design Consultant returning the submittal to the CMF and the CMF returning the submittal to the Contractor. The “Contractor Submittal Procedures” shall be included in Division 1 of the specifications. Refer to paragraph XI.L., “Shop Drawing and Submittal Packages”.

C. SUBMITTAL SCHEDULE/CHECKLIST

The CMF, in conjunction with the Design Consultant, shall prepare and include in Division 1 of the Specifications a schedule/checklist of all submittals required for the contract. The schedule/checklist shall identify the general conditions and/or specification section and the type of submittal required. The schedule/checklist shall be prepared during the design phase of the project as the specifications are being developed.

D. SAFETY AND SECURITY

Provide recommendations and information regarding the assignment of responsibilities for safety and security precautions and programs, general hoisting and crane operations, temporary project facilities, access to the construction work and equipment, materials and services for common use of Contractors. Provide the Design Consultant with the requirements and assignments of responsibilities for safety and security precautions to be included in Division 1 of the specifications.

E. SITE UTILIZATION PLAN

Provide a proposed site utilization plan of the entire construction site; illustrating areas available for Contractor construction access and trailer areas, access to adjacent facilities and related materials. The plan should illustrate the varying site utilization over the major construction phases of the project. Recommend the extent, location and configuration of temporary construction support facilities and coordinate with the various Contractors. The CMF may also consider use of available office space near the Capital Complex or nearest proximity during their contract term.

F. VALUE ANALYSIS

Provide Value Engineering (VE) services for the project at appropriate times in the design phases, as indicated in the Design Consultant Contract, and as part of reconciling the cost estimates provided by the Design Consultant. VE services shall be performed in accordance with the recommendation of the Society of American Value Engineers (SAVE). VE services are to include, but not be limited to, mechanical systems, roofing systems, finishes, energy management systems, lighting and power systems and site work. Such studies shall include life cycle costs, maintainability and operability, the thirty (30) year life expectancy for the project, and the long-term considerations for future maintenance and repairs of the building.

G. SCHEDULE & CHAIR DESIGN PHASE MEETINGS

The CMF shall schedule, coordinate and chair all design phase meetings and be the sole publisher of all meeting minutes. The CMF shall prepare a complete agenda prior to each scheduled meeting. The CMF is responsible for the preparation and distribution of all project meeting minutes, with the review and assistance of the Design Consultant, within two (2) working days of all meetings. The meeting minutes shall be distributed to all attendees and those persons specified to be on the distribution list by the DPMC. The format to be used for the minutes shall be jointly developed by the CMF, Design Consultant and DPMC. All meeting minutes are to have an "action" column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each meeting until it is completed and the completion date shall be noted in the minutes of the meeting following the task completion. All meeting minutes shall be maintained for reference on the "web site". The agenda for meetings typically covers (1) minutes of the last meeting, (2) outstanding issues, and (3) new business. Meetings may be held at the DPMC, or an alternate designated location acceptable to the State. Any decision to hold virtual meetings shall be approved by the State.

H. PREPARE CONSTRUCTION COST ESTIMATES

The Design Consultant shall prepare and include with each design package submission, a construction cost estimate in CSI format with supporting documentation.

Independently, the CMF shall prepare and submit to DPMC construction cost estimates, in CSI format with supporting documentation, based on the design documents prepared by the Design Consultant at or just prior to the completion of the design deliverable packages noted in paragraph IV.A. "Design and Construction Schedule". Estimates are to be in sufficient detail appropriate to the design phase of the project as recommended by the American Society of Professional Estimators. Refer to paragraph VIII. F., Value Analysis, for criteria and assessment

considerations to be used in each cost estimate and accompanying value engineering recommendations.

The CMF shall make recommendations for corrective action if it appears that the construction cost estimate (CCE) may exceed the project budget.

The construction cost estimate shall be submitted to DPMC within five (5) working days after all documentation upon which the estimate is based is provided to the CMF. Within five (5) working days following receipt of the cost estimate from the Design Consultant, the CMF shall prepare a reconciliation of the differences in the two estimates, and participate in a meeting with the DPMC and the Design Consultant team to reconcile its estimate with the estimate prepared by the Design Consultant. The CMF shall provide a detailed analysis defining any cost estimate differentials and together with the Design Consultant, prepare recommendations for cost reduction initiatives that may be required. The recommendations accepted by the DPMC shall be used by the Design Consultant in the preparation of the next design phase documents.

All cost estimates shall be adjusted as applicable for regional location, site factors, construction phasing, building use group, location of work within the building, temporary swing space, and inflation factors based on the year in which the work is to be performed; and the following: legislation:

Recent New Jersey legislation amended the Department of Labor and Workforce Development's (LWD) Public Works Contractor Registration (PWCR) Act (P.L. 2019, c.21) and became effective on May 1, 2019. Proof of participation in a registered and approved apprenticeship program is required by public works contractors in order to receive their LWD Public Works Registration at the time of application for registration filed after May 1, 2019 (new or renewal). This legislation does not specifically reference on-site or off-site labor forces.

Recent New Jersey legislation amended the New Jersey Prevailing Wage Act P.L. 1963, c.150 (C.34:11-56.26) and was approved and became effective immediately on March 18, 2019 (P.L. 2019, c. 44). The custom fabrication of plumbing, HVAC, duct exhaust systems and mechanical insulation were already included in the prevailing wage law. The amendment to the prevailing wage law extends coverage for custom fabrication which is either of components or structures pre-fabricated to specification for a particular public project or of other materials finished into components without further modification for use in a public project. If these custom fabrications are completed off-site and do not require further modification on-site, the appropriate prevailing wage would be required to be paid to the workers.

PROJECT NAME: Construction Management Services, New Correctional Facility for Women
PROJECT LOCATION: Chesterfield Township
PROJECT NO: C1088-01
DATE: May 17, 2024

I. IDENTIFY LONG LEAD CONSTRUCTION ITEMS

The CMF and Design Consultant shall identify all project long lead items and the CMF shall coordinate their procurement and installation so they will not have a negative impact the project cost or schedule.

J. ORAL PRESENTATION TO PROJECT TEAM

The CMF and Design Consultant shall make an oral presentation to the DPMC Project Team at the completion of the design deliverable packages identified in the Design Consultant Contract for each design phase activity.

IX. PERMITS & APPROVALS

Become familiar with all of the permits and approvals required for the project. Assist in obtaining building permits and all special permits for permanent improvements. Verify that the Design Consultant has determined the amount of all applicable fees and assessments. Assist in obtaining approvals from authorities having jurisdiction over the project.

X. PROCUREMENT PHASE

A. BID PACKAGE

The CMF shall assist the Design Consultant in the preparation of all bid package documents including, but not limited to the following: Signed and Sealed Drawings and Specifications, Bid Proposal forms, Notice of Advertising form, Current Working Estimates, Schedule, Bulletins, etc.

The CMF shall develop and maintain an RFI log during Contractor procurement. All Contractor questions shall be created and tracked with a document control number (DC#).

B. SCHEDULE & CHAIR PRE-BID CONFERENCE

The CMF shall schedule and chair the Contractor pre-bid meetings as may be required, at the project site or other location designated by the State. Assist the Design Consultant to respond to technical questions asked by the bidders, discuss project logistics, project phasing requirements, project scheduling and mandatory project milestones. Assist the State to prepare Bulletins for distribution.

C. PREPARE AND DISTRIBUTE MEETING MINUTES

The CMF shall be the sole publisher of the project's pre-bid conferences for distribution via Bulletin by DPMC. Prepare and distribute meeting minutes related to all procurement meetings. All procurement meeting minutes shall be maintained for reference on the CMF's "web site".

D. ATTEND BID OPENING

Attend the bid opening at the DPMC conference room and assist DPMC in evaluating the bids and proposals.

E. BID REVIEW AND POST BID CONFERENCE

The CMF, in conjunction with the Design Consultant and DPMC staff, shall review the bid proposal from the apparent low bidder(s) for each bid package. The CMF shall then schedule and chair the Contractor post-bid conference to review the contractor's bid, proposed sub-contractors, material suppliers and any substitutions the contractor may propose.

The CMF shall provide DPMC with an analysis of the construction cost estimate (CCE) versus the Contractor's actual bid, with explanations for the differences in price.

F. RECOMMENDATION TO AWARD

Upon completion of the post bid conference, the CMF shall prepare a "Letter of Recommendation" to award the contract to the firm submitting the low responsible bid. The "Letter of Recommendation" shall be provided to DPMC within five (5) working days of the bid opening. The letter shall be in a format approved by DPMC.

G ATTEND DIRECTOR'S HEARING

Attend the Director's hearing meeting and assist the Design Consultant to interpret the design documents if a Contractor submits a bid protest to the DPMC Director.

XI. CONSTRUCTION PHASE

The CMF shall provide administrative, management and related services as required to monitor that the Contractor(s) complete the project in accordance with their contractual obligations defined in the “Agreement between the State of New Jersey and the Consultant for Construction Management Services” and the DPMC’s objectives for cost, time and quality. The CMF shall include the development and implementation of procedures described in the Agreement and for the tasks and/or programs including, but not limited to the following:

A. ADMINISTRATION OF CONTRACTS

Become familiar with the contractual obligations of all entities doing the work for the project. Provide administration of construction contracts, contracts for furniture, fixtures, equipment and other contracts and purchase orders.

B. REVIEW CONTRACTOR PERFORMANCE & SCHEDULE

Monitor the work of the Contractor(s) and keep the DPMC informed of the progress of the work on a daily basis and ensure all work is in compliance with the contract documents.

On the basis of on-site inspections, the CMF shall endeavor to guard the DPMC against defects and deficiencies in the work and to achieve satisfactory performance of the work by each of the Contractors. Recommend courses of action to the DPMC when contract requirements are not being fulfilled and the non-performing party does not take immediate corrective action.

C. SCHEDULE & CHAIR CONSTRUCTION PHASE MEETINGS

The CMF shall schedule, coordinate and chair all construction phase meetings and be the sole publisher of all meeting minutes. The CMF shall prepare a complete agenda prior to each scheduled meeting. The CMF is responsible for the preparation and distribution of all project meeting minutes, with the review and assistance of the Design Consultant, within two (2) working days of all meetings. The meeting minutes shall be distributed to all attendees and those persons specified to be on the distribution list by the DPMC. The format to be used for the minutes shall be jointly developed by the CMF, Design Consultant and DPMC. All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each meeting until it is completed and the completion date shall be noted in the minutes of the meeting following the task completion. All meeting minutes shall be maintained for reference on the “web site”. The agenda for meetings shall cover at minimum (1) minutes of the last

meeting, (2) outstanding issues, and (3) new business. This meeting shall be held at the project site.

D. PRO-ACTIVE MONITORING

Provide pro-active participation in monitoring and verification that all schedule activities are occurring in accordance with the approved CPM Construction schedule. Pro-active verification may include phone calls to suppliers or vendors in order to confirm placement of orders, obtain invoice documentation, shipping data and any other actions, review submission of submittals to determine adherence to approved submittal schedule and contact contractors not adhering to such requirements, and other actions required to assure all schedule activities are occurring in accordance with the approved schedule.

E. PHOTO DOCUMENTATION

1. Background:

During construction, this photographic record will be expanded to include progress photographs matching views capturing all key stages of the construction work and additional photographs capturing new salient features.

Two parallel photographic activities will be in place during the construction phase of the project, with the first record provided by the Design Consultant, and the second will be performed by the CMF.

2. CMF Responsibilities during Construction and Project Close Out:

The CMF shall:

- Maintain a record of all areas that need to be photo-documented during construction.
- Notify the Design Consultant two (2) weeks ahead of schedule that specific construction activities will be performed so that they can be photo-documented.
- Maintain a digital record of all progress photographs on the “web site” throughout the entire construction phase of the project. Photographs shall include a brief description of the work, date and time the photo was taken.
- Assist the Design Consultant at the completion of the project in undertaking the cataloging of the comprehensive photo documentation of the completed project.

F. EVALUATE AND RECOMMEND CONTRACTOR INVOICES

Through the use of the approved cost loaded Construction Schedule and monthly updating of same, the CMF shall review all applications for payment and/or invoices submitted by the Contractor for progress payments, reduction in retainage, final payment and all other requests for payment in accordance with the requirements of the Contractor's Contract. Following such review, the CMF shall submit to the Design Consultant for review, with recommendations to the DPMC for disposition thereof in accordance with the DPMC's procedures, certifying same, and shall whenever appropriate, make specific recommendation to the DPMC concerning the denial or reduction of any payment of the Contractors monthly requisition or other request for payment should the CMF have cause to be dissatisfied with the Contractor's performance under its contract.

The CMF's certification for payment shall constitute a representation to the DPMC, based on the CMF's determinations at the site and on the data comprising the Contractor's application for payment, that, to the best of the CMF's knowledge, information and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the Contractor's contract documents.

G. CHANGE ORDER REQUESTS ESTIMATES, LOGS AND ERRORS AND OMISSIONS RECOMMENDATIONS

Review, evaluate and make specific written recommendations regarding change order requests. The CMF shall assess change order requests for validity; merit, cost, and utilizing the approved schedule, to perform a schedule impact analysis to determine the effect, if any, the change order request will have on the milestones and completion date of the project.

The CMF shall attend and actively participate at administrative hearings and conferences or settlement conferences in connection with such claims upon request by the DPMC. The CMF shall, upon request of the DPMC, assist in the preparation and presentation of its defense, counterclaim or other position in connection with any claim by or against the DPMC during any lawsuit.

1. Change Order Request Folder:

The CMF shall prepare and deliver to the DPMC Project Manager, a hard copy of a contractor's change order request folder (the CMF shall provide all office supplies and materials related to developing and hard copy change order folder) that contains detailed documentation including, but not limited to, the Contractor submitted DPMC 9b, with supporting cost and labor rate

justifications, and any appropriate drawings and/or specifications, the Design Consultants DPMC 10 – Consultant change order review and attachments.

Additionally, the CMF shall prepare and include in the folder, a detailed description of the reason for the change order request, their independent cost estimate, a cost analysis of the Contractor’s submitted proposal, a schedule impact analysis, a contractor entitlement statement, and a recommendation for approval or denial or negotiation.

The CMF shall provide this information in a letter to the DPMC Project Manager, formatted as described below. This information shall then be reviewed by the Design Consultant and with the Design Consultant’s input, provided to DPMC Project Manager. It shall include separated highlighted sections detailing the following:

REASON FOR CHANGE

This section should include a detailed explanation of the change order request with emphasis on the specifications, plans, and any other relevant project documentation or issue history. A classification of the change order request is required.

CONTRACTOR ENTITLEMENT

A statement as to why the contractor is or is not entitled to the change order request is required. The basis for this determination of entitlement will be the contract documents.

COST ANALYSIS

This section should show a comparative analysis between the contractors cost estimate and the CMF’s independent cast estimate. Any difference in estimates should be noted and explained. A statement indicating fair market costs, acceptable labor practices, and approval of the contractor’s cost estimate is to be made.

SCHEDULE IMPACT

If the contractor is declaring an impact to the schedule, it is to be analyzed by the CMF. A statement regarding agreement or disagreement is to be made.

RECOMMENDATION

The CMF’s recommendation will be based on all of the above and will clearly state either approval in the full amount, approval as negotiated in the past (include details of the negotiation), or that the change order request must be negotiated, or rejection (include substantiating details).

If the change order request is negotiated, the CMF shall prepare a “Record of Negotiation” to be included in the change order request folder.

The folder shall be forwarded to the DPMC within ten (10) working days from receipt of the Contractor's change order request. If the change order request folder contents are deemed insufficient by the DPMC, they shall be resubmitted at no additional cost to the State.

2. Cost Estimate:

The CMF shall provide the DPMC with their independent detailed breakdown of all costs associated with the change order request, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond. The estimate shall be in CSI format.

The CMF shall provide immediate response to a "not to exceed" cost proposal submitted by the Contractor in the case of emergent situations.

3. Negotiation:

If a negotiation of the change order request is necessary, the CMF shall assist DPMC in negotiating the change order request cost estimate submitted by the Contractor. The CMF will obtain a new change order request 9b form from the Contractor reflecting the negotiated amount and include this, along with the original 9b form, in the folder submitted to the DPMC.

4. Meetings:

The CMF (along with the Design Consultant to extent included in Design Consultant Contract) shall attend and actively participate at all administrative hearings or settlement conferences in connection with such change order requests.

5. Change Order Request Log:

The CMF shall maintain a Change Order Request Log on the "web site" to track the status of all project change order requests. The Change Order Request Log shall include, but not be limited to, entries for the Contractor's tracking number, the State's tracking number, the value of the change order request (with running total), separate Error/Omission/Scope designations (with running totals), the approval/denial/cancellation status of the change order request, and payment status.

H. COORDINATION OF REVISIONS TO THE CONTRACT DOCUMENTS

Provide coordination of revisions or changes to the Contract Documents to be made by the Design Consultant as required in response to unexpected site conditions or approved scope changes.

I. QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC)

Develop a QA/QC program including methods and frequency of inspections. The CMF shall staff the necessary field offices with qualified personnel assigned to carry out QA/QC on each work package or trade. Provide all supervisory and inspection staff at the job site necessary to verify that the project is properly constructed in strict accordance with the contract documents, the Schedule and within budget. On the basis of on-site inspections, the CMF shall recommend rejection of work that does not conform to the requirements of the contract documents. Separate but part of this task, the CMF shall also monitor and report to the DPMC the Construction Contractor(s) quality control operations/inspections.

The CMF shall coordinate and participate in the required code inspections with the Contractors and/or other State Agencies. The CMF shall immediately notify the DPMC of any Contractor code inspection failures and monitor the Contractor's progress for corrective action and re-inspection of the work to minimize the impact, if any, to the progress of the work and completion of the project as scheduled.

J. SAFETY OVERSIGHT

The CMF shall, on a continuous basis, monitor the Contractor(s) site safety program to ensure compliance. If it is found the Contractor(s) is not in compliance with said program then the CMF shall immediately notify the Contractor(s) and the DPMC in writing of the deficiencies.

The CMF shall meet with the DPMC's Representative to review the non-compliance issues and proceed in a manner as directed by the DPMC to ensure compliance with the site safety program. The CMF will perform weekly site safety inspections with reports to the DPMC, maintain a complete record of all safety related incidents and perform a monthly Safety Inspection with its Safety Manager including their reports to the DPMC.

All monthly safety reports shall be maintained for reference on the "web site".

K. LABOR RELATIONS

Monitor overall labor issues and render assistance to the DPMC, upon the DPMC's request as may be appropriate in labor and PLA issues affecting the project.

L. SHOP DRAWINGS AND SUBMITTAL PACKAGES

The CMF shall be responsible for monitoring, receiving, cataloging, logging and processing of all Contractor submittals including, but not limited to, shop drawings, samples, product data, operations manuals, warranties, project closeout documentation and all other submittal packages utilizing the BIM backgrounds and set ups in conformance with the project specifications. The CMF shall first review each submittal package for completeness and compliance with the specifications, as well as coordination among trades and general conformance with design documents, rejecting incomplete Submittal Packages before forwarding to the Design Consultant for review. The CMF shall return to the Contractor(s) all Design Consultant reviewed Submittal Packages.

The CMF shall maintain an accurate, up-to-date Submittal Log on the "web site", in a form acceptable to the DPMC, which shall include, but not be limited to, a description of each submittal package required by specification number, the date submitted by the Contractor(s), the date sent to the Design Consultant, the date returned by the Design Consultant, the date forwarded back to the Contractor(s) and the status of the returned submittal. The CMF shall generate a submittal log report weekly for the DPMC and Contractor(s), which shall list the status of all project Submittal Packages, the dates submittals are required to be submitted and approved to avoid impacting the scheduled completion of the work.

M. CONTRACTOR REQUESTS FOR INFORMATION (RFI'S)

The CMF shall, in consultation with the Design Consultant, establish a procedure and process acceptable to the DPMC, for contractors to submit requests for information and for the CMF and/or Design Consultant to respond to said requests. The procedure shall be included in Division 1 of the specifications.

The CMF shall develop and maintain an RFI log on the project web site. The log shall include, but not be limited to, identifying each RFI uniquely, record the date received, include a brief description, identify the party responsible for responding and record the date of the response.

The RFI log shall produce reports of the processed as well as outstanding RFI requests. RFI reports shall be reviewed at each job meeting.

N. DAILY CONSTRUCTION REPORT

The CMF shall be the sole publisher of the project's official daily construction report and submit a copy to the DPMC from construction start to close-out.. Reports are due the following business day. Submit a sample report with your technical proposal. The CMF shall maintain all daily logs on the web site.

O. CONSTRUCTION CLAIMS MANAGEMENT

Establish and maintain an active program to avoid or minimize the number of claims from the Contractor(s) and/or Design Consultants. Upon the DPMC's request, analyze any and all claims or requests for extensions of time and costs, using available project records, the approved Design Schedule and/or Construction Schedule, and make specific recommendations regarding same.

The CMF shall attend and actively participate at administrative hearings and conferences or settlement conferences in connection with such claims upon request by the DPMC. The CMF shall, upon request by the DPMC, assist the DPMC in the preparation and presentation of its defense, counterclaim or other position in connection with any claim by or against the DPMC during any lawsuit.

P. CONSTRUCTION SITE MONITORING

Provide project monitoring at the site of all activities of all Contractors so that construction is accomplished with a minimum of duplication of effort and interference.

Q. MONTHLY PROGRESS REPORT

The CMF shall submit monthly a pdf copy via flash drive and a complete hard copy of its monthly progress reports to the DPMC by the 1st of each month including, but not limited to, information concerning the adequacy of the work and site manpower of the Contractor(s), the percentage of completion, submittal status, the number and amount of change order requests, the updated schedule with reports, look ahead Construction schedule, progress on photo documentation, as-built document preparation by the Contractor and construction cost summary reports. Additionally, the monthly progress report shall include current and potential problems deemed of sufficient importance to require DPMC monitoring or action during the forthcoming month and a recommended course of action to achieve resolution of each of these problems. The CMF shall maintain all monthly progress reports on the web site.

R. DAILY JOB SITE MEETINGS

The CMF's Project Manager shall meet with the DPMC's Representative on the jobsite on a daily basis to observe ongoing work, review the Project's current status, discuss new issues and review the Contractor(s) work to be performed that day.

S. AVAILABILITY OF MATERIAL AND EQUIPMENT

The CMF shall analyze project requirements for critical material and equipment availability. Work with the Contractors to achieve timely deliveries and installations.

T. COMPLIANCE WITH LAWS

The CMF shall require each Contractor to comply with all governmental laws, ordinances, rules and regulations and notify the DPMC of a Contractor's non-compliance.

U. INTERPRETATION

Consult with the Design Consultant whenever any Contractor properly requests interpretations of the meaning and intent of the Drawings and Specifications, and assist in the resolution of questions or disputes that may arise.

V. MONITOR AS-BUILT DRAWING UPDATES

The CMF shall monitor on a continual basis the Contractor's timely preparation of "As-Built" information into BIM backgrounds and set ups, updating and final submission of a complete set of record "As-Built" marked-up drawings to the Design Consultant for review and approval. The approved As-Built Drawings shall be submitted with the Project Closeout documents.

W. CODE INSPECTION SCHEDULING

Assist the State's Department of Community Affairs or construction inspectors with their required inspections to ensure construction is in compliance with the New Jersey Uniform Construction Code and the contract documents. Require corrective actions as needed.

X. INSPECTIONS

Inspect work in progress, and take action to avoid or prevent installation of defective or non-conforming work by the Contractors. Maintain on the web site a continuing list of non-

conforming work as determined from time to time by CMF, DPMC or Design Consultant; publish this list to the responsible Contractors, require timely resolution of the non-conforming work, and report on resolution.

Y. PUNCHLIST AND CORRECTION OF DEFECTIVE WORK

Upon issuance of “Certificate of Substantial Completion”, the Design Consultant shall, in conjunction with the CMF and DPMC, prepare a punch list of defective and/or noncompliant work to be corrected by the Contractor (s) prior to beneficial occupancy. The CMF shall monitor and maintain an updated punch list on a weekly basis and ensure the responsible Contractor(s) take prompt action to correct defective work necessary to complete all work as required in the contract documents.

The CMF shall maintain the punch list on the “web site” in a format acceptable to the DPMC. The punch list shall state the date of origination, identify the design specification section that is not in compliance, the open/close status, and the date of completion. Additionally, if the punch list item resulted from a DCA code inspection, it shall have a unique identifier that will indicate the need for “priority” correction.

Z. CONSTRUCTION PHASE PHOTOGRAPHS

The CMF shall be the official and sole publisher of construction photos and provide monthly project photographs from the construction phase NTP to project substantial completion, simultaneously on all three (3) sites. Photographs shall be in color, digitally stored and accessible by the State during the course of construction. At the end of the project, the CMF shall provide print color copies and hard drives of all photos to the State.

AA. TESTING AND INSPECTION SERVICES

CMF shall include in their base fee proposal for all work associated with Third-Party testing and inspection services including but not limited to for earthwork, concrete testing, spray-on fireproofing, paving, roof inspection, etc., simultaneously on the two (2) sites.

XII. BUILDING COMMISSIONING

A. GOALS

The goals of the commissioning process to be completed by the CMF’s Commissioning Agent include, but are not limited to:

- Providing an unbiased, objective verification that the design and installation is complete for all building systems and controls including, but not limited to:
 - HVAC
 - Lighting
 - Energy Management
 - Security
 - Fire detection and notification
 - Network wiring
- Providing an unbiased, objective verification that the design of all building systems and controls are installed/constructed as per the contract documents.
- Ensuring that the equipment and systems operate as required by the contract documents.
- Providing assurance to the DPMC that the completed building systems and controls are performing efficiently and reliably.
- Verifying contract conformance of building systems and controls.
- Verifying that building systems and controls Operations and Maintenance (O&M) manuals and associated documentation is complete and detailed per the contract requirements.
- Verifying that the operations and maintenance personnel are adequately trained per the requirements of the contract documents.

B. RESPONSIBILITIES

Commissioning Agent shall, during the Design Phase:

- Develop a commissioning plan for the all building systems and controls including, but not limited to, specifications, installation checklists, functional testing requirements, performance testing requirements, O&M training and O&M documentation to be included in the construction documents.
- Coordinate and direct commissioning activities with the Design Consultant and Project Team.
- Review and comment on Design Consultants design submittals including:
 - Schematic Phase submittal, including construction cost estimate.
 - Design Development submittal, including construction cost estimate.
 - Final Design submittal, including construction cost estimate.

Commissioning Agent shall, during the Bid Phase:

- Attend construction pre-bid meeting to respond to commissioning related questions.
- Coordinate with Design Consultant responses to commissioning related questions submitted by bidders and assist Design Consultant in the preparation of Bulletins as required.

Commissioning Agent shall, during the Construction Phase:

- Coordinate and direct the commissioning activities in a logical, sequential and efficient manner.
- Review contractors schedule to assure commissioning activities are planned and included.
- Review contractor submittals including, but not limited to, shop drawings, catalog cuts, O&M manuals, equipment warranties for compliance with contract documents and commissioning requirements providing recommendations to the Design Consultant.
- Plan and conduct commissioning meetings as required, coinciding with regularly scheduled bi-weekly construction progress meetings.
- Perform site visits as necessary to observe equipment and systems installation.
- Witness all functional and operational equipment and systems tests.
 - Review testing and air balancing (TAB) reports.
- Oversee the training of the operations and maintenance personnel.
- Provide bi-weekly progress reports of commissioning activities to include, but not limited to, the status of:
 - Installation checklists
 - Functional testing
 - Performance testing
 - O&M training
 - O&M documentation
- All commissioning reports shall be maintained on the “web site” for reference.

Commissioning Agent shall, during the Close-out Phase:

- Provide a final commissioning report.
- Provide a “Certificate of System Acceptance” upon completion of system performance testing, submission of all project documentation and completion of training.

XIII. CLOSE-OUT PHASE

A. PROJECT CLOSE-OUT

The CMF shall manage and coordinate the Project Close-Out process to include, but not limited to:

- Commissioning
 - As-Built Drawings (BIM)
-

- Warrantees and Guarantees
- Operating and Maintenance manuals
- Certify Final Completion for acceptance by the DPMC

B. PROJECT CLOSE-OUT DOCUMENTATION

The CMF shall monitor and track the progress of the Contractor(s) timely submission of Project Closeout Documentation. The Project Closeout Documentation shall include, but not be limited to operations manuals, certificates, instructions, warrantees, guarantees, maintenance manuals, test reports, as-built drawings and certifications.

The CMF shall forward all Project Closeout Documentation to the Design Consultant for review and approval. The CMF shall produce a bi-weekly Project Closeout Documentation report sorted by Contractor for the DPMC and Contractor(s).

Project Close-out Documentation and reports shall be maintained on the web site.

C. FINAL INSPECTION

Following the issuance of a certificate of substantial completion of the work or a designated portion thereof, in conjunction with the Design Consultant, evaluate the completion of the work of the Contractors and make recommendations to the DPMC when the work is ready for final inspection. The CMF shall, in conjunction with the Design Consultant and the DPMC, conduct final inspection(s) of the contracted work of the Contractors prior to final acceptance by the DPMC. The CMF shall, in conjunction with the Design Consultant, forward to the DPMC a final project application for payment upon compliance with the requirements of the Contractors' contract documents.

D. WARRANTY INSPECTION

The Contractor's workmanship guarantee or warranty expires after twelve (12) months of the project's substantial completion date. Therefore, within nine (9) months after the project's substantial completion date, schedule and conduct a site inspection with the DPMC's staff to identify warranty work that may need to be completed.

PROJECT NAME: Construction Management Services, New Correctional Facility for Women
PROJECT LOCATION: Chesterfield Township
PROJECT NO: C1088-01
DATE: May 17, 2024

XIV. GENERAL REQUIREMENTS

A. SCOPE CHANGES

Any changes to this Scope of Work must be requested in writing by the CMF. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the CMF prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the DPMC Manager prior to any work being performed by the CMF. Any work performed without the executed DPMC 9d form is done at the CMF's own financial risk.

XV. ALLOWANCES

A. EARLY BID PACKAGES FOR SITE DEVELOPMENT ALLOWANCE

The CMF shall estimate all design/permit/procurement phases and construction administration phase costs associated with the potential early bid packages to ready the site for development including but limited to the abatement of environmental issues and include this amount in their fee proposal line item entitled **"Early Bid Packages for Site Development Allowance"**. The DPMC Project Manager will monitor the utilization of this funding and any unused portion will be returned to the State at the completion of the project.

PROJECT NAME: Construction Management Services, New Correctional Facility for Women
PROJECT LOCATION: Chesterfield Township
PROJECT NO: C1088-01
DATE: May 17, 2024

XVI. SOW SIGNATURE APPROVAL SHEET

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

SOW PREPARED BY: James Wright 5/17/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Joseph Fuca 5/17/2024
JOSEPH FUCA, DEPUTY DIRECTOR DATE
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: James W. Langsdorf 5/17/24
JAMES LANGSDORF, DEPUTY DIRECTOR DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Christopher Geary 5/21/24
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

PROJECT NAME: Construction Management Services, New Correctional Facility for Women
PROJECT LOCATION: Chesterfield Township
PROJECT NO: C1088-01
DATE: May 17, 2024

XVII. EXHIBITS

The attached or referenced exhibits in this section include supporting documentation to assist the CMF in understanding the project to prepare its technical and fee proposals.

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. PROJECT MANAGEMENT RESPONSIBILITY MATRIX

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity / ID	Description	Report	Weeks
<PROJ>			
<i>Design</i>			
CV001	Schedule/Conduct Pre-Design/Project Kick-Off Mtg.	CM	
CV020	Prepare Program Phase Submittal	AE	
CV021	Distribute Program Submittal for Review	CM	
CV027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV022	Review & Approve Program Submittal	CA	
CV023	Review & Approve Program Submittal	PR	
CV024	Review & Approve Program Submittal	CM	
CV025	Consolidate & Return Program Submittal Comments	CM	
CV030	Prepare Schematic Phase Submittal	AE	
CV031	Distribute Schematic Submittal for Review	CM	
CV037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV032	Review & Approve Schematic Submittal	CA	
CV033	Review & Approve Schematic Submittal	PR	
CV034	Review & Approve Schematic Submittal	CM	
CV035	Consolidate & Return Schematic Submittal Comment	CM	
CV040	Prepare Design Development Phase Submittal	AE	
CV041	Distribute D. Submittal for Review	CM	
CV047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV042	Review & Approve Design Development Submittal	CA	
CV043	Review & Approve Design Development Submittal	PR	
CV044	Review & Approve Design Development Submittal	CM	
CV045	Consolidate & Return D.D. Submittal Comments	CM	
CV046	Prepare Final Design Phase Submittal	AE	
CV051	Distribute Final Design Submittal for Review	CM	
CV052	Review & Approve Final Design Submittal	CA	
CV053	Review & Approve Final Design Submittal	PR	
CV054	Review Final Design Submittal for Constructability	OCS	

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

NOTE:
Refer to section "IV Project Schedule" of the
Scope of Work for contract phase durations.
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Activity ID	Description	Reprn	Weeks
CV0014	Roughing Work Complete	CON	
CV0021	Interior Finishes Start	CON	
CV0022	Install Interior Finishes	CON	
CV0030	Contract Work to Substantial Completion	CON	
CV0031	Substantial Completion Declared	CM	
CV0075	Complete Deferred Punch List/Seasonal Activities	CON	
CV0079	Project Construction Complete	CM	
CV0080	Close Out Construction Contracts	CM	
CV0089	Construction Contracts Complete	CM	
CV0090	Close Out A/E Contract	CM	
CV0092	Project Completion Declared	CM	

DMCA - TEST

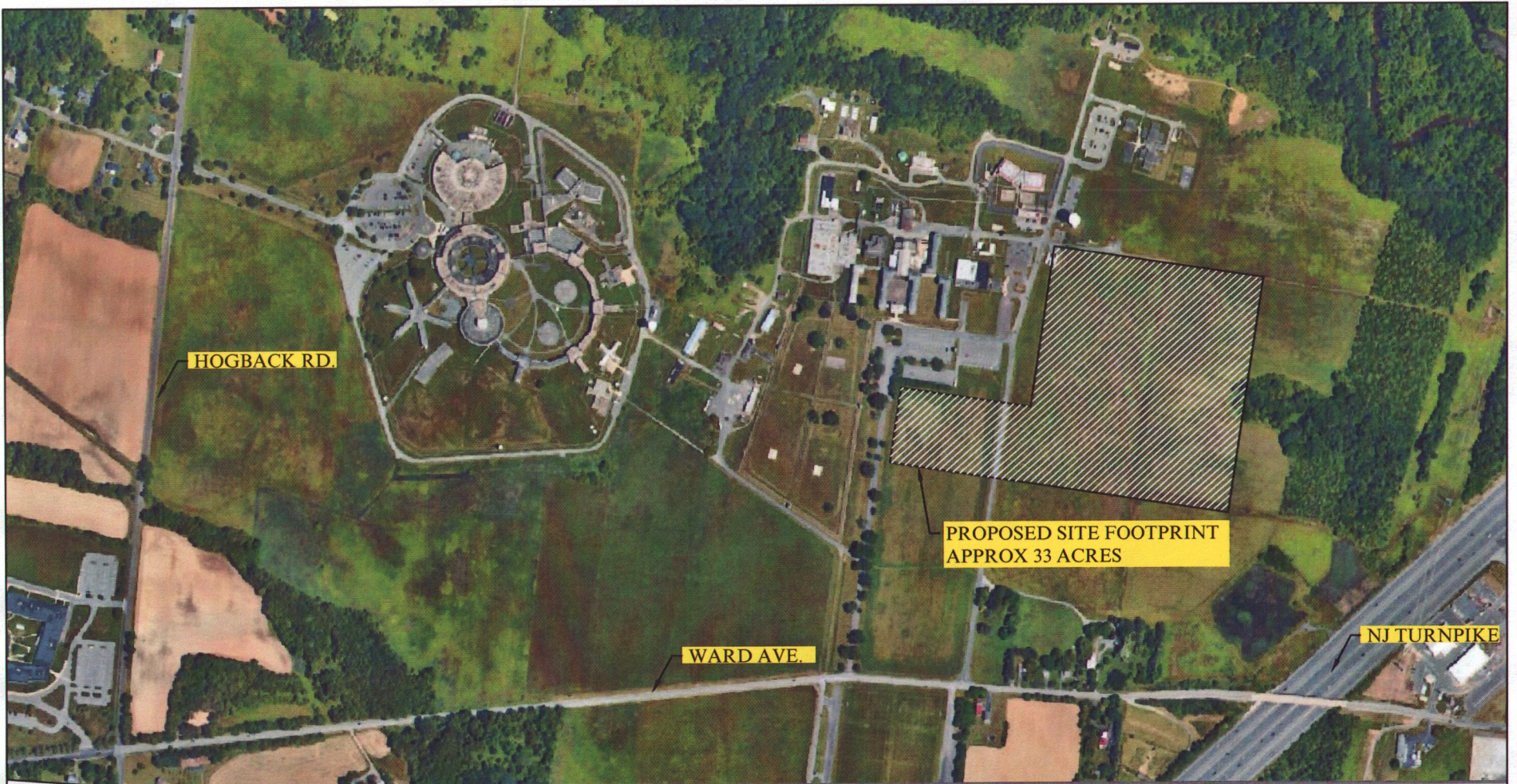
Sheet 3 of 3

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

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Bureau of Design & Construction Services

EXHIBIT 'A'



PROJECT LOCATION AERIAL VIEW

STATE OF NEW JERSEY

New Correctional Facility for Women

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

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD □ ASSIST

DATE: 8/5/2022

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services

New Correctional Facility for Women

Chesterfield Township

PROJECT INITIATION PHASE	A/E	DPMC	CMF
Prepare/Review "Project Alert" Form		●	
Prepare/Design Consultants' S.O.W.		●	
Prepare Design & Construction Schedule		●	
Prepare Project Construction Cost Estimate		●	
Schedule & Chair Pre-Design Meeting		●	
Attend Pre-Design Meeting		●	
Site Visit & Inspection		●	
Prepare & Distribute Minutes		●	
Locate "Record Set" Drawings			
Provide MIS Inputs of Project Activities, Durations		●	

CONSULTANT SELECTION PHASE	A/E	DPMC	CMF
Select Consulting Firms		●	
Attend Pre-Bid Meeting @ Site with Firms		●	
Review & Rate Bid Proposals		●	
Select Consultant/Negotiate Costs		●	
Issue Contract/Purchase Orders/NTP		●	
Set Up Project on Financial Information System		●	
Schedule & Chair "Kick-off Meeting"		●	
Prepare & Distribute Minutes of Meeting		●	
Provide Copies of Studies, Reports, Drawings to Firm		●	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<ul style="list-style-type: none"> ● LEAD ○ ASSIST 	<ul style="list-style-type: none"> ■ LEAD ▣ ASSIST

DATE: 8/5/2022

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)
 DPMC PROJECT #C1088-01
 Construction Management Services
 New Correctional Facility for Women
 Chesterfield Township

PROGRAM & FEASIBILITY STUDY PHASE	A/E	DPMC	CMF
Conduct Feasibility Studies	●	○	○
<ul style="list-style-type: none"> ● Review Previous Feasibility Studies 	●	○	●
<ul style="list-style-type: none"> ● Market Analysis to Determine Single vs Multi-Prime 	○	○	●
<ul style="list-style-type: none"> ● Early Bid Package Analysis 	○	○	●
<ul style="list-style-type: none"> ● Bid Schedule Adjustment Analysis 	○	○	●
<ul style="list-style-type: none"> ● Conduct Market Labor Study for Project Labor Agreement 	○	○	●
<ul style="list-style-type: none"> ● Site Evaluation and Geotechnical Report 	●	○	○
<ul style="list-style-type: none"> ● Site Surveys 	●	○	○
<ul style="list-style-type: none"> ● SOW Compliance Statement 	●		
<ul style="list-style-type: none"> ● Interview Client Agency Personnel 	●	○	○
<ul style="list-style-type: none"> ● Prepare Narrative Description of Program 	●		○
<ul style="list-style-type: none"> ● Prepare Space Analysis 	●		○
<ul style="list-style-type: none"> ● Prepare Blocking & Stacking Diagrams 	●		○
<ul style="list-style-type: none"> ● Prepare Current Working Estimate in CSI Format & Cost Analysis 38 Form 	●		●
<ul style="list-style-type: none"> ● Prepare CPM Design & Construction Schedule 	○		●
<ul style="list-style-type: none"> ● Oral Presentations of Program & Feasibility Phase Deliverables (50%, 100%, QRB) 	●		○
<ul style="list-style-type: none"> ● Prepare & Distribute Meeting Minutes 	○		●
<ul style="list-style-type: none"> ● Review all Facility Related Feasibility Studies and Projects and Formally Comment in Writing. 	●		○

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD □ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services
New Correctional Facility for Women

Chesterfield Township

DATE: 8/5/2022

SCHEMATIC DESIGN PHASE	A/E	DPMC	CMF
Schedule & Chair Design Meetings	○		●
Attend Design Meetings	●	●	●
Prepare & Distribute Meeting Minutes	○		●
Special Features Description: Security Fire Protection, Structural, Energy, Etc.	●		
Borings, Surveys, Soils Analysis	●		
Survey Existing Furniture & Equipment	●		
Fine Arts Inclusion Preparation	●		
Design Renderings	●		
Regulatory Agency Approvals	●		
Confirm Utility Availability	●		
Prepare Drawings: 25%, 50% & 90%, 100% Completion	●		
Prepare Specifications: 50% & 90%, 100% Completion	●		
Prepare Current Working Estimate in CSI Format & Cost Analysis 38 Form: 50% & 100% Completion	●		●
CPM Design & Construction Schedule	○		●
Prepare & Distribute Meeting Minutes	○		●
Oral Presentation to NJBA Project Team @50%, 100% & QRB	●		●

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD □ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01
Construction Management Services
New Correctional Facility for Women
Chesterfield Township

DATE: 8/5/2022

DESIGN DEVELOPMENT PHASE	<i>A/E</i>	<i>DPMC</i>	<i>CMF</i>
Schedule & Chair Design Meetings	○		●
Attend Design Meetings	●	●	●
Prepare & Distribute Meeting Minutes	○		●
Fine Arts Inclusion - 50% Completion	●		○
Design Renderings	●		○
Regulatory Agency Permits & Approvals	●	○	○
<u>NJ Department of Agriculture</u>			
• Soil Erosion	●	○	○
<u>NJ Department of Community Affairs</u>			
• UCC Permit for Building Construction	●	○	○
<u>NJ Department of Environmental Protection</u>			
• Equipment Emissions	●	○	○
• Fuel Storage for Emergency Generator	●	○	○
• Environmental Impact Statement	●	○	○
• Wetlands Development Permit	●	○	○
• Stream Encroachment	●	○	○
• NJPDES	●	○	○
• Sewage System Construction	●	○	○
• Exemption from Sewage System Ban	●	○	○
• Water Management Plan for Sewage System	●	○	○
• Divert Surface Water	●	○	○
• Hazardous Waste Storage or Disposal	●	○	○

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
<ul style="list-style-type: none"> ● LEAD ○ ASSIST 	<ul style="list-style-type: none"> ■ LEAD □ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services

New Correctional Facility for Women

Chesterfield Township

DATE: 8/5/2022

• Well Drilling	●	○	○
<u>NJ Department of Health</u>			
• Commercial Kitchen Equipment if applicable	●	○	○
<u>Federal Aviation Authority</u>			
• Within FAA Jurisdiction	●	○	○
Utility Availability for:	●		○
• Sanitary Service	●		○
• Storm Water	●		○
• Domestic Water	●		○
• Gas Service	●		○
• Fire Service	●		○
• Electric Service	●		○
• Telephone Service	●		○
• Cable Service	●		○
Drawings: 50%, 90% & 100% Completion	●		
• Cover Sheet (See A/E Manual, Vol. II, Div. 1 For Sample Format)	●		
• Site Plan	●		
• Site Utility Plan	●		
• Floor Plans	●		
• Elevations	●		
• Sections/Details	●		
• Structural Drwgs, Seismic, Design Load Criteria, Calculations	●		

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services

New Correctional Facility for Women

Chesterfield Township

DATE: 8/5/2022

● HVAC Drwgs. Heating & Cooling Equipment Schedules, Calculations	●		
● Economic Comparison of Proposed vs. Alternate Fueled System	●		
● Plumbing Drwgs, Pipe Distribution & Riser Details, Fixture Schedule	●		
● Fire Protection Drwgs, Hydraulic Calcs, Water Pressure & Flow Data	●		
● Electrical Drwgs, Riser Diagram, Panel Schedules, Service Size, Lighting Design, Calculations	●		
● Emergency Power Equipment & Source	●		
Specifications: 50% & 90%, 100% Completion	●		
Prepare Current Working Estimate in CSI Format & Cost Analysis 38 Form: 50%, 90% & 100 % Completion	●		●
CPM Design & Construction Schedule	○		●
Prepare Master Submittal List	○		●
Identify Long Lead Construction Items	○		●
Market Analysis to Determine Single vs Multi-Prime	○	○	●
Provide Info to Consultant for Owner Supplied Equipment		●	
Incorporate Owner Supplied Equipment into Design	●	○	○
Submit Design Documents for Review	●		○
Oral Presentation of Design Develop Phase Deliverables	●		○
Prepare & Distribute Meeting Minutes	○		●
Develop Submission Checklist & Forward to DPMC/NJBA	●		○
Accept Consultant Compliance w/SOW Deliverables		●	○
Prepare Consultant Performance Evaluations		●	
Oral Presentation to NJBA Project Team at 50%, 100%, QRB	●		●

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD	■ LEAD
○ ASSIST	□ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services
New Correctional Facility for Women
Chesterfield Township

DATE: 8/5/2022

CONSTRUCTION DOCUMENT PHASE	A/E	DPMC	CMF
Schedule & Chair Design Meetings	○		●
Attend Design Meetings	●	●	●
Prepare & Distribute Meeting Minutes	○		●
Regulatory Agency Permits & Approvals	●	○	○
Drawings: 50% & 100% Completion	●		
Project Update at 75%	●		●
Specifications: 50% & 100% Completion	●		
Perform Formal Review of Plans For Compliance with S.O.W., DPMC Design Standards, UC, Design Practice, Suitability & Other Regulatory Standards		●	○
Review & Approve Design Amendments to Contract		●	
Perform Constructability Review		○	●
Perform Value Engineering Review	○	○	●
Approval of Design Documents		●	○
Compile Comments of DPMC, Client Agency, DCS, etc., & Forward to Design Consultant for Action		○	●
Resolve All Comments Raised by DPMC, Client Agency, DCA, etc.	●		○
Provide Landscape Design Drawings	●		○
Provide Interior Design Services	●		
Provide Testing & Sampling Devices	●		
Design & Provide Formal Presentation Graphics	●		
Presentations at Public Hearings	●		○
Provide Graphic Design Service (Signage)	●		
Provide Traffic Safety	●		
Provide Financial Study	●		○

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD	■ LEAD
○ ASSIST	▣ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services

New Correctional Facility for Women

Chesterfield Township

DATE: 8/5/2022

Provide Design Services for Furnishing Selection	●		
Provide Environmental Monitoring Services	●		
Present Environmental Impact Statement	●		
Incorporate Fine Arts Into Project - 100% Completion	●	○	
Provide Rendering	●	●	
Process and Recommended Approval of Invoices	○		●
Process Invoices After Approval		●	
Input Project Data in MIS		●	○
Prepare Current Working Statement in CSI Format & Cost Analysis 38 Form: 50% & 100% Completion	●		●
CPM Design & Construction Schedule	○		●
Oral Presentation of Final Design Phase Deliverables	●		○
Oral Presentation to NJBA Project Team at 50%, 100% & QRB	●		●
Prepare & Distribute Meeting Minutes	○		●

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

DATE: 8/5/2022

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

With Construction Management Firm (CMF)

DPMC PROJECT #C1088-01

Construction Management Services
New Correctional Facility for Women

Chesterfield Township

PERMIT PHASE	A/E	DPMC	CMF
Prepare Pre-Bid Construction Schedule	○	○	●
Prepare Pre-Bid Construction Cost Estimate	●		●
Obtain UCC Permit Application & Complete with Related Technical Subcodes	●		○
Complete DCA Permit Fee Calculation Schedule	●	○	○
Provide Signed & Sealed Drawings & Specifications, CWE Cost Analysis (DPMC38 Form)	●		○
Submit Signed & Sealed Drawings & Specifications, Permit Application, Fee Schedule, Invoice to DPMC Plan Review	●	○	○
Obtain UCC Permit	○	●	
Submit Drawings & Specifications and Applications for All Other Project Permits	●		○
Obtain All Other Permits	●		○
Prepare Bid Document Checklist & Proposal Form		●	
Prepare Pre-Bid Clearance Form & Get Sign-Offs as Required on Form & Original Mylars		●	
Confirm Adequate Funding is in Place		●	
Input Project Data into MIS		●	○
Prepare A/E Performance Evaluation		●	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

PROJECT MANAGEMENT RESPONSIBILITY MATRIX

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ADVERTISE, BID, AWARD PHASE	A/E	DPMC	CMF
Submit Construction Drawings to DPMC	●		
Submit Construction Specifications to DPMC	●		
Print Plans & Specifications for Distribution to Bidders		●	
Prepare Pre-Qualified Bidder List		●	
Review/Recommend Contractor Bid List		●	
Prepare & Arrange for Project Advertisement		●	○
Publish Advertisement of Project		●	
Schedule & Chair Pre-Bid Conference	○	○	●
Prepare & Distribute Minutes	○	○	●
Attend Pre-Bid Conference	●	●	●
Respond to Technical Questions Asked by Bidders	●	○	○
Prepare Bulletins & Deliver Original to DPMC/NJBA	●		○
Review Bulletins for Technical Correctness	●	○	○
Publish & Issue Bulletins		●	
Conduct Bid Opening	○	●	○
Receive, Open & Record Bids		●	
Review Bids, Provide Cost Analysis & Recommend Award	○	○	●
Review & Accept Recommendation of Award		●	
Prepare & Distribute Construction Contracts		●	
Establish Date of Pre-Construction Meeting	○	●	○
Complete & Submit to DPMC/NJBA the "Submission Checklist"	●		

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

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to Ensure That All Contract Deliverables Have Been Met			
Review & Approve "Submission Checklist"		●	○
Input Data into MIS		●	
Issue Notice to Proceed		●	
Prepare A/E Performance Evaluations		●	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD	■ LEAD
○ ASSIST	□ ASSIST

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CONSTRUCTION PHASE	A/E	DPMC	CMF
Chair Pre-Construction Meeting	○	○	●
Attend Pre-Construction Meeting	●	●	●
Prepare & Distribute Minutes of Pre-Construction Meeting	○		●
Distribute Code-Approved Drawings to DPMC & Contractors, Along with the UCC Permit		●	
Schedule & Chair Project Meeting	○	○	●
Attend Project Meetings	●	●	●
Prepare & Distribute Minutes	○		●
Prepare "Conformed Drawings" & Deliver to DPMC	●		
Print & Distribute "Conformed Drawings"	●		
Prepare DPMC Insurance Form & Submit to Proper Parties	●		
Update Construction Progress Schedule	○	○	●
Update CPM Schedule	○	○	●
Track & Distribute Documents		○	●
Review/Approve Sub-Contractors	○	●	○
Review/Approve Samples & Materials	●	○	○
Perform Value Engineering Analysis/Report	○	○	●
Review/Approve Unit Schedule Breakdown	○	○	●
Approve Shop Drawings & Submittals	●	○	○
Approve Test Reports	●	○	○
Evaluate & Recommend Contractor Invoices	●	○	●

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

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Review Contractor's Progress Schedule	○	○	●
Approve Contractor's Progress Schedule	○	●	○
Approve Contractor's Invoices	○	●	○
Review & Approve A/E Invoices		●	
Monitor "As-Built" Plans	○		●
Evaluate/Recommend Contractor Change Order Requests	○		●
Prepare Change Order Plans & Specifications	●		
Negotiate/Authorize Change Orders	○	●	○
Amend Contracts Due to Change Orders		●	
Recommend Change Orders for E/O		○	●
Submit Field Observation Reports	●	○	●
Review Field Observation Reports		●	●
Provide Construction Photographs	●		●
Schedule UCC Inspections		○	●
Coordinate Installation of Fine Arts	●	○	●
Prepare Contractor's Performance Evaluation		●	
Prepare A/E Evaluations		●	
Input Data Into MIS		●	

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD ○ ASSIST	■ LEAD ▣ ASSIST

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CLOSE-OUT PHASE	A/E	DPMC	CMF
Plan, Schedule, Execute Close-Out	○	○	●
Schedule & Chair Close-Out Meeting	○	○	●
Attend Close-Out Meeting	●	●	●
Coordinate Pre-Final Inspection/DCA/Consultant	○	○	●
Develop Punchlist (Contract)	●	○	●
Develop Punchlist (Code)	●	○	●
Consolidate All Punchlists & Distribute			●
Verify Completion of Punchlist Items (Contract)	●	○	○
Verify Completion of Punchlist Items (Code)	●	○	○
Determine Substantial Completion		○	●
Sign "Certificate of Substantial Completion" for each Contractor		●	
Request Issuance of TCO from DCA		○	●
Plan, Schedule & Control Final Inspection by All Parties	○	○	●
Coordinate Equipment Operation Training	○	○	●
Review Contractor's O&M Manuals	●		●
Review Contractor's Guarantees	●		●
Review Contractor's Testing & Balancing Reports	●		●
Review Contractor's Boiler Inspection Certificates	●		●
Review Contractor's Elevator Inspection Report	●		●
Review Contractor's Master Label (Lightning Protection)	●		
Assemble & Forward Close-Out Documents to DPMC/NJBA	○		●
Prepare Insurance Transfer Report (DPMC-25)	●	○	○
Collect As-Built Drawings from Contractor			●
Prepare Record Set Drawings & Submit to DPMC	●		

TASKS ALWAYS REQUIRED	OPTIONAL TASKS
● LEAD	■ LEAD
○ ASSIST	▣ ASSIST

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Init. Final Contract Acceptance (DPMC-20) for each Contractor		○	●
Sign Final Contract Acceptance		●	
Develop & Submit "Final Cost Analysis"	○		●
Forward "Submission Checklist" to DPMC	●		○
Review and Approve Consultant's "Submission Checklist" to ensure all deliverables have been met		●	○
Obtain all Close-Out Documents		○	●
Close Out A/E Contract		●	
Prepare A/E Performance Evaluation		●	
Prepare Contractor's Performance Evaluation		●	○
Input Data Into MIS		●	
Provide Expert Witness Services	●	●	●
Provide Post Occupancy Assistance	○	●	○
Prepare CMF Performance Evaluation		●	