

# **SCOPE OF WORK**

## **Electrical System Upgrades**

Edna Mahan Correctional Facility and  
Hunterdon Developmental Center  
Clinton, Hunterdon County, N.J.

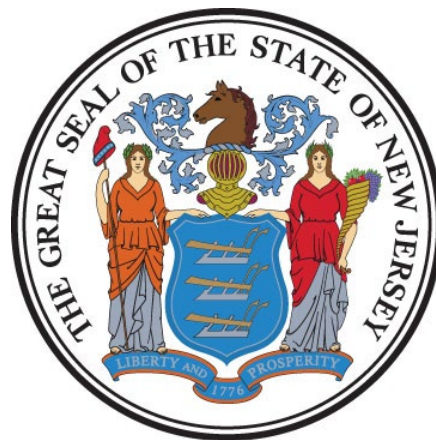
**Project No. M1582-00**

## **STATE OF NEW JERSEY**

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

## **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



## **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Thomas A. Edenbaum, Director

**Date: April 7, 2025**

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## I. OBJECTIVE

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The objective of this project is to separate the electrical systems serving the Hunterdon Developmental Center and Edna Mahan Correctional Facility for Women and replace upward of 25,500 LF of medium voltage electrical feeders, switchgear and transformers serving both facilities. A new switchgear lineup is required along with a coordination study to correct inaccuracies in existing documentation. A further objective is to mitigate a fuel tank fill port location problem that has resulted in difficulty for refueling truck access.

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## II. CONSULTANT QUALIFICATIONS

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### 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):

- **P002 Electrical Engineering**

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

- **P001 Architecture**
- **P005 Civil Engineering**
- **P025 Estimating/Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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

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## III. PROJECT BUDGET

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### A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$11,922,372.

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

## B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$15,326,000.

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

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

## C. CONSULTANT'S FEES

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

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# IV. PROJECT SCHEDULE

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## A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Investigation Phase</b>	<b>90</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Schematic Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>5. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14

<b>6. Final Design Re-Submission to Address Comments</b>	<b>7</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>7. DCA Submission Plan Review</b>	<b>30</b>
<b>8. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>9. Bid Phase</b>	<b>42</b>
<b>10. Award Phase</b>	<b>28</b>
<b>11. Construction Phase</b>	<b>180*</b>
<b>12. Project Close Out Phase</b>	<b>30</b>

## **B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE**

\*Equipment lead times are expected to be 12 to 15 months or even longer. Construction phase duration to be adjusted accordingly dependent upon equipment lead times. The Consultant shall address the possibility or necessity of early bid packages in its proposal to help manage long lead times for equipment.

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

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

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

**PROJECT NAME:** Electrical System Upgrades  
**PROJECT LOCATION:** Hunterdon Developmental Center and Edna Mahan Correctional Facility  
**PROJECT NO:** M1582-00  
**DATE:** April 7, 2025

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## **V. PROJECT SITE LOCATION & TEAM MEMBERS**

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### **A. PROJECT SITE ADDRESS**

The location of the project sites are:

Hunterdon Developmental Center  
Route 513 (40 Pittstown Road)  
Clinton, Hunterdon County, NJ 08809  
40° 37' 40.08" N  
74° 55' 29.33" W

Edna Mahan Correctional Facility  
Pittstown Road, Route 513  
Clinton, New Jersey 08809  
40° 37' 48.75" N  
74° 55' 14.15" W

See **Exhibits 'B'** and **'C'** for the project site location maps.

### **B. PROJECT TEAM MEMBER DIRECTORY**

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

#### **1. DPMC Representative:**

Name: Nurul Hasan, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-8265  
E-Mail: [Nurul.Hasan@treas.nj.gov](mailto:Nurul.Hasan@treas.nj.gov)

#### **2. Department of Human Services:**

Name: Christian Casteel, Director OPMC  
Address: Department of Human Services  
222 South Warren Street, PO Box 700  
Trenton, New Jersey 08625  
Phone No: (609) 475-5622  
E-Mail: [christian.casteel@dhs.nj.gov](mailto:christian.casteel@dhs.nj.gov)

### **3. Department of Corrections Representative:**

Name: Michael Pepenella, Project Manager  
Address: Department of Corrections  
Whittlesey Road, PO Box 863  
West Trenton, NJ 08625  
Phone No: (609) 292-4036 ext. 5287/ 609-954-5464  
E-Mail: Michael.Pepenella@doc.nj.gov

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

The Hunterdon Developmental Center (HDC) is located in Clinton, Hunterdon County, New Jersey and was constructed in the late 1960's; it is the home for approximately 500 developmentally disabled individuals with a staff contingent of approximately 1,200 employees. The Center is manned 24-hours a day, 7 days a week.

The Edna Mahan Correctional Facility for Women (EMCF) is located next to HDC. It is primarily a minimum security facility with the exception of a few buildings that are classified as maximum security. The facility is a campus like setting situated on 328 acres. The site was originally purchased in 1913 by the State of New Jersey for the first women's correctional facility in the State. There are currently 37 buildings serving an incarcerated female population of approximately 1,200 inmates. The EMCF is slated for closure. However, the facility remain in operation at this time and has experienced recent power failures.

The EMCF and Hunterdon Developmental Center (HDC) are electrically interconnected and are currently supplied electricity from a common source of power at the JCP&L Grandin substation. HDC has an additional power source from the Route 513 feeder.

### **B. FUNCTIONAL DESCRIPTION OF THE SITE**

#### **1. Electrical System:**

The power on the EMCF facility is distributed with both 12.47kV and 4800V. The 12.47kV incoming service from JCPL enters the Power House at EMCF and is distributed throughout the facility at 12.47kV through switchgear located outside of the Power House, entering the line up through switch number 14. The switchgear is comprised of fused switches.



**PROJECT NAME: Electrical System Upgrades**

**PROJECT LOCATION: Hunterdon Developmental Center and Edna Mahan Correctional Facility**

**PROJECT NO: M1582-00**

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Adjacent to the outside switchgear are two 12.47/4800V stepdown transformers that step down the voltage and feed back into the Power House to the original 4800V switchgear. This 4800V switchgear is also comprised of fused switches. The 4800V switchgear was backed up by three old generators that have been disconnected. The generators have been replaced by three new generators located outside the Power House under project A1209-00.

The original 4800V service still powers a significant number of buildings on the EMCF site through feeders #9, #10 and #11. The 12.47kV service is distributed through feeders #1, #2 and #12. Feeders #1 and #2 also supply power to HDC. The electrical distribution system uses both overhead and underground wiring methods. It is desired to move the 4800V switchgear outside near the new 12.47kV service. It is also desired to have an overhead canopy structure to protect the switchgear from rain.

The Consultant shall investigate running a new feed from Grandin Station, which would separately serve the HDC campus. Any potential to backfeed into EMCF from existing underground and overhead lines would have to be disconnected so that the only connection point between the two campuses would be at the generator switchgear.

A cogeneration plant that was privately owned and provided power to each facility was disconnected and is no longer in use.

Feeders will be evaluated and replaced all the way to the main distribution panels in each building. It will not be necessary to evaluate each individual building electrical system.

## **2. New Generators Fuel Tank Problem:**

At the EMCF, three new generators were recently installed under project A1209-00. The new generators act in parallel to provide power to both facilities. They replaced older generators that are still onsite but are disconnected in the Power House (Building 31). Drawings will be provided.

Unfortunately, the fill port on the fuel tank serving these generators was placed on the wrong side of the tank. This has resulted in increased difficulty for refueling trucks to access the tank. Smaller trucks requiring more frequent trips are needed to completely fill the tank due to terrain and roadway conditions. A solution to this problem shall be evaluated. Solutions may involve using a remote fill setup or road widening to allow for larger refueling trucks to access the tank.

## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. INVESTIGATION PHASE**

#### **1. General:**

The Consultant shall meet and coordinate with NJDHS and DOC Staff to outline all functional requirements necessary for the upgrade of the electrical system. The Consultant shall document interviews with the Client Agency Staff to identify their requirements and needs. There are three main goals in this project: (1) switchgear replacement and separation, (2) feeder replacement and (3) fill port access solution.

#### **2. Switchgear Replacement:**

The Consultant shall conduct an investigation of the existing dual electrical switchgear system (12.47KV and 4800V), including an analysis of the switchgears and transformers associated with the two operating voltages, and determine requirements to move the 4800V system outside of the Powerhouse and separate the 12.47KV switchgear lineup such that EMCF and HDC are served separately. Evaluate the requirements to construct an overhead structure to protect both sets of switchgear.

Evaluate the requirements for temporary power during construction.

#### **3. Feeder Replacement:**

Feeders and associated transformers shall be evaluated from the site entry point up to the main distribution panels in each building to determine the need for replacement. Evaluate overhead and underground feeders to verify compliance with HDC requirements. There is expected to be upwards of 25,000 LF of feeders and associated transformers that could be replaced.

#### **4. Fill Port Access:**

Evaluate the fuel tank installed under project A1209-00 and provide recommendations for addressing the fill port location problem. Solutions may include, but not be limited to, remote fill or road widening to allow for larger refuel vehicles to access the site.

#### **5. Coordination Study:**

Due to the many changes to the electrical infrastructure over the years, there is a need for a detailed coordination study, including arc flash and short circuit analysis. The Consultant shall perform these studies and use the information in the design. The study shall include new generators installed under A1209-00 as necessary.

## **6. Investigation Report and Presentation:**

Provide three (3) bound copies of the Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations made. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

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

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

## **B. DESIGN REQUIREMENTS**

### **1. General:**

The Consultant shall provide design, permitting, bid/award and construction administrative services to implement electrical system upgrades at Hunterdon Developmental Center and Edna Mahan Correctional Facility. This shall include a new switchgear lineup that separates, to the degree possible, the two facilities. The 4800V switchgear shall be relocated outside of the powerhouse near the new 12.47 switchgear and protected by a new canopy type structure. Transformers and feeders identified in the Investigation Phase as requiring replacement shall be replaced. Solutions to the generator fuel tank fill port access problem shall be implemented.

### **2. Demolition:**

The Consultant shall provide a demolition plan specifying the existing equipment to be removed and disposed of by the contractor. Provide a phasing plan for equipment removal and for the installation of the new equipment.

### **3. Temporary Power:**

The Consultant shall provide for temporary power as necessary to keep the site operational during the construction phases.

#### **4. Drawings:**

Provide a Single- Line Diagram to show new electrical details that identify the name, location, and rating of all switchgears, transformers and feeders. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

#### **5. Equipment Installation Schedule:**

Develop a proposed sequenced phased construction schedule that identifies how the new switchgear, feeders, transformers and other related items are to be installed. Minimize the required downtime and switchover periods. The final approved schedule shall be included in Division 1 of the specification for Contractor reference during bidding.

Determine all construction schedule coordination requirements with the local Electrical Utility Company and representatives of the HDC and EMCF.

#### **6. Equipment Tests:**

The design documents shall include detailed test requirements of the new equipment and systems. The Contractor and a certified testing lab shall perform operational tests of the completed installation to certify their proper operation. All test results shall be bound in a booklet and three (3) copies presented to the Project Manager for record.

#### **7. Spare Parts:**

A critical spare parts list shall be prepared for all appropriate items and purchased as part of this project. The Consultant shall include provisions for the manufacture/vendor of the equipment to provide critical spare and maintenance parts as part of this project. All of the critical parts shall be reviewed and approved by the Client Agency.

### **C. HAZARDOUS MATERIALS SURVEY AND REPORT**

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

- a. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
- b. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
- c. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
- d. Other items as necessary.

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

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

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

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

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

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

## **D. ADDITIONAL REQUIREMENTS:**

The following miscellaneous general requirements shall apply to this project.

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**1. Contractor's Use of the Premises:**

The Consultant shall review the EMCF and HDC contractor rules and regulations as indicated in **Exhibit 'E' and 'F'** attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.

**2. Demolition Material:**

Describe the approved storage methods of all demolition materials, location of dumpsters, protection of dumpsters, removal requirements and security issues in the design documents. If components of the existing systems are not to be reused, they shall be removed in their entirety and legally disposed. **No components shall be "abandoned in place".**

**3. Special Sequencing:**

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

**4. Fire Protection:**

Address the fire protection requirements during any demolition and installation of equipment and systems. Language shall be included in the design documents that states any acetylene, welding, brazing, and soldering equipment, or other potential source of fire ignition cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The Contractor shall coordinate fire watch activities with the client agency. Language shall be included in the design documents to require that contractors obtain hot work permits. There are two – a one-time hot work permit issued by DCA and a daily hot work permit issued by the facility based on the contractor's scheduled hot work activities.

**5. Working Hours:**

Working hours shall be as determined by the facility staff. Consultant and Contractors are advised that due to the nature of these facilities, shift work and/or phased construction may be required. All costs related to site meetings, project inspections, regularly scheduled job meetings, etc., shall be included in the Consultant's base bid.

## **6. Equipment Training:**

The authorized service representative(s) shall train the facility personnel in the operation and maintenance of the new equipment and systems installed, including step-by-step troubleshooting with required test equipment. The representative shall be familiar with the installed items and have a minimum of 3 years of training experience.

Three (3) copies of the operation and maintenance manuals shall be prepared and presented to the Project Manager for reference.

## **7. Construction Work Area Requirements:**

Indicate the location and dimensioned details for any temporary construction barriers for security and/or safety, plastic barriers for dust and dirt containment, and special covers for equipment protection during the removal and installation of the new equipment and system components. The design documents shall describe all salvage items that are to be retained by Client Agencies.

# **E. DESIGN MEETINGS & PRESENTATIONS**

## **1. Design Meetings:**

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

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

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

## **2. Design Presentations:**

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

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

## **F. EXISTING DOCUMENTATION**

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

- DPMC Project A1209-00: Emergency Generator Replacement, 3/15/2017, Gillan & Hartmann, Inc.
- DPMC Project C0620-00: Electrical Distribution System Upgrade, As-Built 03/05/99, Frank R. Holtaway & Son, Inc.
- DPMC M1282-00: Emergency Construction of Alternate Primary Electric Service and Manual Transfer Switching Scheme, As-Built 4-9-97, GPU Energy PowerTeam.
- DPMC M1320-00: Electrical Feeder System Upgrade, 6-21-01, Sidhu Associates, Inc.
- Various Reports: Geotechnical, Infrared, Cable Analysis
- DPMC C0919-00: Emergency Power Modifications, As-Built 1-13-15, Miller-Remick, LLC.
- Campus Wire Replacements. Marked Up Drawing
- CV-101 Soil Erosion & Sediment Control Plan, 6-27-12, Miller-Remick Corporation
- DPMC Project M1371-00: Hydronic Heating System (High Temperature Hot Water) Repairs, 9/16/05, Miller-Remick Corporation



- DPMC Project M1498-00: Fire & Life Safety Drawings (HDC), 12-5-17, EI Associates

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

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

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## **VIII. PERMITS & APPROVALS**

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### **A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT**

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

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

<http://www.state.nj.us/dca/divisions/codes/codereg/>

#### **1. NJ Uniform Construction Code (NJUCC) Plan Review**

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

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

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

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

[https://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf)

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

Trevor M. Dittmar, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Trevor.Dittmar@treas.nj.gov](mailto:Trevor.Dittmar@treas.nj.gov) 609-984-5529

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

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

[http://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

## **2. NJ Uniform Construction Code Permit**

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

The Consultant may obtain copies of all NJUCC permit applications at the following website:

<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>

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

## **3. Prior Approval Certification Letters:**

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B, Pinelands Commission, Highlands Council, Well

Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

#### **4. Multi-building or Multi-site Permits:**

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

#### **5. Special Inspections:**

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

Bulletin 03-5 can be found at:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf)

##### **a. Definition:**

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

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

##### **b. Responsibilities:**

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

## **B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS**

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

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

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

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

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## **IX. ENERGY REBATE AND INCENTIVE PROGRAMS**

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

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

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

The Consultant shall be responsible to complete the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.

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

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## **X. ALLOWANCES**

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### **A. PLAN REVIEW AND PERMIT FEE ALLOWANCE**

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

#### **1. Permits:**

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

#### **2. Permit Costs:**

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

**NOTE:** The NJ Uniform Construction Code permit and DCA Plan Review are excluded since they will be paid for by the State.

#### **3. Applications:**

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

#### **4. Consultant Fee:**

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

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

## **B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE**

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

- Description of tasks and estimated cost for the following:
  - Sample collection
  - Sample testing
  - Preparation of an Hazardous Materials Survey Report

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

## **C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE**

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

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

## **D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE**

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.C and enter that amount on their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance**”. Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

PROJECT NAME: Electrical System Upgrades  
PROJECT LOCATION: Hunterdon Developmental Center and Edna Mahan Correctional Facility  
PROJECT NO: M1582-00  
DATE: April 7, 2025

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## XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW APPROVED BY: James Wright 4/7/2025  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Christian Casteel 04/07/2025  
CHRISTIAN CASTEEL, DIRECTOR DATE  
DEPARTMENT OF HUMAN SERVICES

SOW APPROVED BY: Michael Pepenella 4/21/25  
MICHAEL PEPENELLA, PROJECT MANAGER DATE  
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Nurul Hasan 4/22/25  
NURUL HASAN, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 5.20.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XII. CONTRACT DELIVERABLES**

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

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

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

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

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## **XIII. EXHIBITS**

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- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **EMCF PROJECT SITE LOCATION MAP**
- C. **HDC PROJECT SITE LOCATION MAP**
- D. **PHOTOS**
- E. **EMCF CONTRACTOR RULES**
- F. **HDC CONTRACTOR RULES**

**END OF SCOPE OF WORK**

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## Deliverables Checklist Investigation Phase

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

## Deliverables Checklist Schematic Design Phase

A/E Name: \_\_\_\_\_

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

## Deliverables Checklist

### Design Development Phase

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Consultant Signature\_\_\_\_\_  
Date

## Deliverables Checklist Final Design Phase

A/E Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Consultant Signature\_\_\_\_\_  
Date

## Deliverables Checklist

### Permit Application Phase

**A/E Name:** \_\_\_\_\_

[illegible]

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

Consultant Signature \_\_\_\_\_

Date \_\_\_\_\_

## Deliverables Checklist

### Bidding and Contract Award Phase

**A/E Name:** \_\_\_\_\_

[illegible]

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

Consultant Signature

Date

## Deliverables Checklist

### Construction Phase

**A/E Name:** \_\_\_\_\_

[illegible]

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

Consultant Signature \_\_\_\_\_

Date \_\_\_\_\_

## Deliverables Checklist

### Project Close-Out Phase

**A/E Name:** \_\_\_\_\_

[illegible]

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

Consultant Signature

Date \_\_\_\_\_



February 7, 1997  
Rev.: January 29, 2002

### Responsible Group Code Table

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

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

Sheet 1 of 3

**EXHIBIT 'A'**

Bureau of Design & Construction Services

DBCA - TEST

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

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

NOTE:

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

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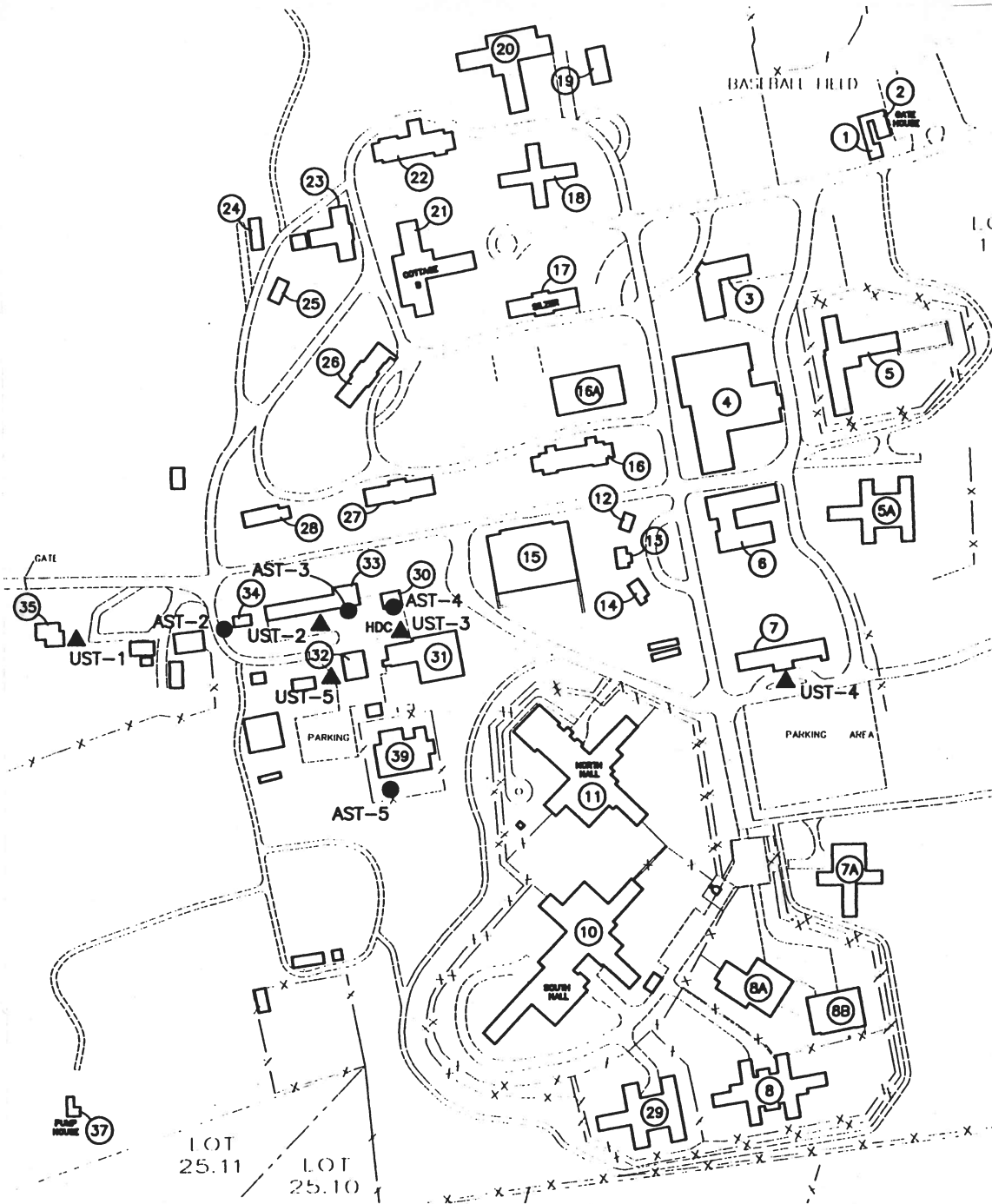
DECA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

# EDNA MAHON CORRECTIONAL FACILITY, HUNTERDON COUNTY, NEW JERSEY



BUILDING NUMBER	BUILDING NAME
01	Gate House
02	Visitors Center
03	Administration
04	Multipurpose
05	Cottage "C" (Central Cottage)
05A	East Cottage
06	Housekeeping/Sewing
07	Thompson Hall
07A	Randall Cottage
08	Medical
08a	Stowe Cottage
08b	Food Service
10	South Hall
11	North Hall
12	Mail & Packaging House
15	Food Service Building
16	Ackerman
16a	Food Service
17	Sitzer Cottage
18	Cottage "D"
19	Chapel
20	Cottage "A"
21	Cottage "B"
22	Whitman (Condemned)
23	Paddock (Condemned)
24	Garage
25	Root Cellar
26	Conover Cottage
27	Williamson
28	Fielder
29	Hilcrest Cottage
30	Paint Shop
31	Power House
32	Maintenance Building
33	Utility Repair & Storage
34	Garage
37	Pump House

**DIRECTIONS:** From Trenton, take Route 31 North through Flemington to Clinton, turn West onto Route 78 at Clinton and proceed to Exit 15 (first exit after turning on Route 78). At the end of the exit ramp turn left (Route 513). Entrance to Edna Mahan is 1/4 mile on right (across from entrance to Laneco Plaza).

EXHIBIT 'B'





## Hunterdon Developmental Center

1. Administration Bldg.
2. Adaptive Learning Center
3. Multi-Purpose Bldg.
4. Health Service Residence
5. a) Laundry b) Warehouse  
c) Engineering & Central Motor Pool
6. - 23. Cottages
24. Greenhouse
25. Pool Bldg.
26. Gazebo/Memorial Park
27. Grounds
28. Camp Totem
29. Engineer Shops
30. Unit I Gazebo
31. Johnson Bldg.
- P Parking

**EXHIBIT 'C'**





**Main 12.47kV Switchgear Lineup outside of the Powerhouse at EMCF.**

## **EXHIBIT 'D'**





**Main 12.47kV Switchgear Lineup outside of the Powerhouse at EMCF.**

## **EXHIBIT 'D'**





**4800V Switchgear Lineup in the Powerhouse.**

## **EXHIBIT 'D'**



**Fuel tank in background with fill port on wrong side.**

## **EXHIBIT 'D'**

## **EDNA MAHAN CORRECTIONAL FACILITY**

### **Vendor Processing**

1. The Correctional Officer assigned to the security check point by the Main Gate will ensure that all Private Vendors' Employees entering the secure perimeter of the institution sign their names legibly in the Private Vendors' Employees Log Book located on the post and indicate their destination (i.e. Facility I, II, III, I Building) and time of arrival.
2. Private Vendors' Employees will ensure that they have proper identification. Failure to show proper Identification upon arrival may delay or prevent their entering the secured perimeter.
3. All Private Vendors' Employees entering the secure perimeter are required to pass through the Secure Scan II, View Systems, Inc., submit to a pat-search, and have their possessions searched for contraband prior to being granted admission.

### **Dress Code**

1. All Private Vendors' Employees must use good judgment when coming to work. The prison is a difficult environment where precautions have to be taken to maximize the safety of all employees. It is also a professional place of business where standards must be maintained.
2. All Private Vendors' Employees will adhere to the safety requirements of their assigned workplace by wearing proper clothing and footwear. The following guidelines must be followed, regardless of gender:
  - a. No transparent or fishnet clothing.
  - b. Orange, tan and/or khaki clothing are prohibited.
  - c. No clothing which exposes undergarments or a portion of the body considered private.
  - d. No skin-tight clothing.
  - e. Tops must cover shoulders and midriff areas. No tube tops, tank tops, halter tops, low-cut shirts which expose the shoulders, midriff area, torso, or back.
  - f. Bottoms must at least cover waist to thigh. No shorts, skirts, or dresses ending above mid thigh, or which have an inseam length or slit ending three inches above the knee. No low-rise shorts, skirts, or pants that expose the midriff area or any portion of the buttocks.
  - g. No otherwise clearly inappropriate attire, as determined solely by the Department of Corrections staff on duty. These may include, but are not limited to:
    - i. Military-style clothing worn by persons not in active or reserve military status;
    - ii. Clothing closely resembling that issued to inmates, custody staff or law enforcement;



- iii. Clothing depicting a message, either in wording or art, which could impact upon the safety, security or orderly operation of the correctional facility, including, but not limited to, that which is offensive, racist, sexually oriented, or advocates illegal or narcotic activities.
3. The gate officer can stop any Private Vendors' Employees dressed inappropriately at the prison entrance. The gate officer will contact the Area Lieutenant who will notify the Private Vendor's supervisor. The supervisor is required to come to the area to address the concern. Should there be a difference of opinion; petition the Associate Administrator.
4. Any Private Vendors' Employees who disregard the policy will be required to change their attire.
5. It will be the responsibility of supervisors to enforce the dress code. If clothing worn is questionable and not specifically restricted, it will be at the discretion of the supervisor to talk to the employee and decide on an appropriate course of action.

#### **Property Restrictions**

No unauthorized articles are to be brought into the institution's secure perimeter. Below is a list of items that are directly used in the performance of duties which are permitted to be brought into the secure perimeter:

Files/folders  
Writing materials  
Correspondence  
Plan books, instruction manuals, etc.  
Work related publications

#### **Permitted personal items:**

- (1) Comb and brush
- (2) Lipstick/chap stick
- (3) Compact
- (4) Personal hygiene items (sanitary napkins, tampons)
- (5) Hand lotion (4 oz. container or smaller)
- (6) Clear plastic carrying bag - maximum dimensions 12" X 15" X 3".  
Personal items must be in a clear plastic bag. A clear plastic backpack may be utilized in lieu of a bag, maximum dimensions 12" x 15" x 5".
- (7) Tissues
- (8) Keys
- (9) Money
- (10) Wallets
- (11) Coats, jackets, outerwear, etc. may be brought into the prison, however, these are to be removed for inspection as required by the Receiving Gate Officer.
- (12) One pack or less of cigarettes, no more than 4 oz. of chewing tobacco.
- (13) Cough drops in clear plastic bag
- (14) 1 small clear container of contact lens solution
- (15) Matches or Zippo style lighter

**Items that require written authorization from the Administrator's Office:**

- (1) Cameras
- (2) Video equipment
- (3) Films, cassettes, disks
- (4) Food (The only exception is sealed bottled water. All other drinks are restricted to those purchased from the vending machine.)
- (5) Medicine (Over the counter medicine(s) prescribed require a physician's authorization). Exceptions are cough drops in clear plastic bag, 1 small clear container of contact lens solution)
- (6) Cosmetics
- (7) Attaché/briefcase
- (8) Pagers (only emergency response/fire/medical will be considered)

**Contraband**

Anything not listed or not authorized by the Administrator will be considered contraband and not permitted to enter the secure perimeter. This includes but is not limited to:

- (1) Cellular phones
- (2) 2-way radios
- (3) Handcuff keys
- (4) Butane lighters
- (5) Weapons or anything that can be used as a weapon
- (6) Yellow highlighters
- (7) Umbrellas
- (8) Electronic Communication Devices  
(computer, telephone, two-way radio, camera, pager, PDA, Palm, etc.)

**Introduction of some items is a Third Degree Crime!  
Violators are subject to arrest and prosecution!**

**Requests for Waiver**

**Any Private Vendors' Employees requesting a waiver to bring other items into the prison must do the following:**

- (1) Submit a request in writing and in advance to the Administrator listing the justification for the item the employee wishes to bring in.**
- (2) The Administrator or Associate Administrator will review the request for approval/denial. The Administrator or Associate Administrator's office will process all requests and a written response will be sent to the staff member. The staff member must have the signed authorization with them when bringing in the item.**

**All Private Vendor's Employees may be required to submit to a pat frisk to be conducted by an officer of the same sex as the staff member prior to entering that part of the prison.**

**Employees who are off duty or coming into the prison on other than official business may not enter the secure perimeter. When work is completed, staff should exit the premises.**

**Employees leaving the secured perimeter temporarily during the course of the day will sign out when they leave and sign in again upon their return. It is imperative that these procedures are adhered to faithfully. In case of an emergency or a disturbance it is of paramount importance to know exactly who is inside the secured perimeter and their general location.**

**Upon departure from the secured perimeter, each private vendor employee will find his/her name in the logbook and enter the time of departure.**

**HUNTERDON DEVELOPMENTAL CENTER  
DEPARTMENT OF HUMAN SERVICES  
CONTRACTOR RULES**

Contractors and their employees working within the confines of New Jersey Department of Human Service Facilities must conform to regulations governing the functioning of the Facility. Questions regarding regulations should be brought to the attention of the Facility Contract Administrator.

Contractors and their employees are required to have an identification badge worn in plain view above the waistline.

Particular attention is called to the following regulations:

1. **PARKING:** Parking is permitted only in assigned areas. Contractors should check with the Facility Contract Administrator for assignment to a parking area.
2. **LOCKING OF VEHICLES:** Locking your car or truck is important not only for the protection of your vehicle but also as a safety measure for the clients, employees, and visitors alike. Keys, if found in your vehicle, will be confiscated and turned in to the Department of Human Services Police Department. Your reentry to the Facility will be at the discretion of the Facility Contract Administrator.
3. **FIRE REGULATIONS:** The Facility Contract Administrator will provide Instructions as applicable to the contractor. **AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT PERMISSION OF THE FACILITY CONTRACT ADMINISTRATOR WHO WILL INSTRUCT THE CONTRACTOR IN THE NECESSARY PROCEDURES.**
4. **KEYS:** Issuance of keys to contractor's employees carries with it the responsibility for exercising the utmost care. Contractor's employees signing out key(s) will be responsible for returning the key(s) at the end of every day. The Facility Contract Administrator may assess charges for key(s) lost or not returned.
5. **DOORS: LOCKED DOORS, WHICH ARE OPENED TO PERMIT PASSAGE, MUST BE RELOCKED IMMEDIATELY.** Particular attention should be given to doors to the outside, stair towers and to roofs.
6. **LADDERS, SCAFFOLDING, AND EXCAVATIONS:** Ladders and scaffolding must be attended while work is in progress. Never leave a ladder in position without someone in attendance. Ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such a way that patients and staff cannot gain access. If scaffolding is to be fenced the Facility Contract Administrator must approve the perimeter fence. Excavations must be surrounded by a secure fence at the completion of the day's work. In progress excavation may also require a fence if risk is present. The Facility Contract Administrator must be notified of all excavations and he will determine the need for fencing.

**EXHIBIT 'F'**

**HUNTERDON DEVELOPMENTAL CENTER  
DEPARTMENT OF HUMAN SERVICES  
CONTRACTOR RULES**

7. **TOOLS & MATERIALS:** Keep all tools and materials stored in places protected from access by clients, staff, and visitors. Pick-up truck operators must not leave tools and/or materials exposed in the back of the truck.
8. **PICTURES: NO PHOTOS** may be taken without permission of the Facility Contract Administrator.
9. **FACILITY REGULATIONS:** Contractors may also be required to sign Facility Rules for Contractors, these rules are Independent of the Department of Human Services rules, and are intended to highlight specific concerns within that specific facility.
10. **CLIENT INTERACTION:** Contractor employees must not interact with the clients. Do not provide clients with money, cigarettes, matches or lighters, tools, or any other dangerous item. If there is a particularly troublesome client report the incident immediately to the Facility Contract Administrator.
11. **INMATE LABOR:** Some Human Service Facilities utilize inmate labor. The same general rules apply to the inmates with the notable exception – “Interaction of any type with inmates is strictly prohibited.”
12. **CONTRABAND:** Contractors, their employees or persons are prohibited from bringing with them any alcoholic beverages, firearms, ammunition, knives or any other article having the nature of a weapon onto the grounds of any Department of Human Service Facility. When necessary to utilize tools, which can become a weapon, permission must be obtained from the Facility Contract Administrator prior to their use. It is incumbent upon users to keep these items out of reach of the clients, employees and visitors. Never leave tools unattended. Violation of Contraband Rules Regulations may result in criminal charges.

The contractors and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub-contractor and/or their employees sign this form prior to starting work at the facility. Signed copies of the form are to be returned to the Facility Contract Administrator. This form may be duplicated as necessary. Contractors are required to remove sub-contractors or employees who do not conform to these rules.