SCOPE OF WORK

Smart Lighting – Data Center, Warehouse and Exterior Wall Packs

NJ Office of Information Technology Enterprise Data Center Ewing, Mercer County, N.J.

Project No. A1405-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: May 6, 2024

PROJECT NO: A1405-00 DATE: May 6, 2024

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- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP

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I. OBJECTIVE

The objective of this project is to install smart lighting within the raised floor space, warehouse and exterior wall packs at the Enterprise Data Center at the New Jersey State Police Division Headquarters in Ewing, New Jersey.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

P002 Electrical Engineering

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$560,000.

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$751,200.

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.

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C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PR	OJECT PHASE EST	TIMATED DURATION (Ca	alendar Days)
1.	Site Access Approvals & Schedule	Design Kick-off Meeting	14
2.	Design Development Phase		42
	• Project Team & DPMC Plan/Code Uni	t Review & Comment	14
3.	Final Design Phase		42
	Project Team & DPMC Plan/Code Uni	t Review & Approval	14
4.	Final Design Re-Submission to Add	dress Comments	7
	Project Team & DPMC Plan/Code Uni		14
5.	DCA Submission Plan Review		30
6.	Permit Application Phase		7
	• Issue Plan Release		
7.	Bid Phase		42
8.	Award Phase		28
9.	Construction Phase		120
10.	Project Close Out Phase		30

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B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Office of Information Technology Enterprise Data Center 1 Schwarzkopf Drive Ewing, New Jersey 08628

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. **DPMC Representative:**

Name: Amit Mehta, Project Manager

Address: Division of Property Management & Construction

20 West State Street, 3rd Floor

Trenton, NJ 08608-1206

Phone No: (609) 947-5496

E-Mail: Amit.Mehta@treas.nj.gov

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2. Office of Information Technology:

Name: Neil Apoldite, Project Manager Address: Office of Information Technology

1 Schwarzkopf Drive

PO Box 212

West Trenton, NJ 08625

Phone No: 609-530-5927

E-Mail: Neil.Apoldite@tech.nj.gov

Name: Yolanda Windom, Project Owner Address: Office of Information Technology

300 Riverview Plaza

PO Box 212

Trenton, NJ 08625

Phone No: 609-826-3630

E-Mail: Yolanda.Windom@tech.nj.gov

3. New Jersey Board of Public Utilities:

Name: Sara Bluhm Gibson, Director, Division of State Energy Services

Address: New Jersey Board of Public Utilities

44 South Clinton Avenue

Trenton, NJ 08625

Phone No: (609) 633-9275

E-Mail: Sara.Bluhm@bpu.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Office of Information Technology (OIT) facility known as the Enterprise Data Center (formerly known as the HUB) is located on the campus of the New Jersey State Police Division Headquarters in West Trenton, NJ. The building was constructed in 1986 to house the State's computer operations. The facility now serves as the State's primary data center and supports the operation of distributed server applications for the State of New Jersey.

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B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Office of Information Technology Enterprise Data Center is a single story, masonry and concrete structure occupying approximately 48,000 square feet. The building was constructed in 1986 to house the State's mainframe computer operations. The facility operates 24 hours a day, 365 days a year. The computer server racks and cabinets occupy the inner core space. A storage warehouse is attached to the facility.

Under DPMC Project A1357-00, portions of the facility will be reconfigured and new office space will get smart lighting. The smart lighting system is much more energy efficient since it runs over a POE (Power Over Ethernet) switch which is controlled by an appliance. Final Design Drawings for A1357-00 will be provided to the consultant at the pre-proposal meeting as a guide. Three or approved equal manufacturers shall be listed in the specifications.

This project, A1405-00, will address smart lighting upgrades within the data center raised floor space, warehouse and exterior wall packs. A detailed ceiling plan will be required to accommodate 2' x 2' fixtures since overhead cable trays and fiber raceways are obstructions to the existing 2' x 4' fixtures.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

The Consultant shall provide design, specifications, bid/award and construction administration services to install smart lighting systems in the raised floor space, warehouse and exterior wall packs at the Enterprise Data Center located on the grounds of the NJ State Police Division Headquarters in Ewing, New Jersey.

The Consultant shall describe in the technical specifications all essential performance and/or physical features that must be incorporated into the smart lighting systems in order to meet the minimum functional needs of the facility. The Consultant shall list the names of three manufacturers or approved equal for lighting systems.

Provide a detailed ceiling tile plan for the raised floor space to accommodate 2' x 2' fixtures. All existing wiring shall be totally removed, including light switches and breaker panels, back to the source if possible since it is no longer needed.

B. BOARD OF PUBLIC UTILITIES

Energy savings will be tracked and reported to BPU per the Clean Energy Act requirements.

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Protocols have been developed for the purpose of determining energy and resource savings for technologies and measures supported by *New Jersey's Clean Energy Program*. The protocols are updated from time to time to reflect the addition of new programs, modifications to existing programs, and the results of future program evaluations.

The Consultant shall estimate energy savings using the Technical Resource Manual (historically called the Protocols to Measure Resource Savings) to the extent that the TRM addresses the prescriptive energy conservation measures included in this project. A workbook will be provided to the consultant to enter the estimated energy savings, products that were installed, verify project milestones such as construction complete, and utility service provider. A link to the protocols is found below.

https://www.njcleanenergy.com/main/public-reports-and-library/market-analysis-protocols/market-analysis-baseline-studies/market-an

C. 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:

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

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

D. 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 A1357-00: Building Reconfiguration NJ Office of Information Technology Enterprise Data Center, Final Design Submission, June 20, 2023, NV5 Architecture PC
- DPMC Contract No. J0303-00: Electrical System Observations and Recommendations, November 2017, Gannett Fleming
- Local Government Energy Audit Report, May 24, 2003, TRC

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

https://www.nj.gov/dca/divisions/codes/offices/ePlans.html

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

https://www.state.nj.us/dca/divisions/codes/forms/pdf bcpr/pr app guide.pdf

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

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

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

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

http://www.state.nj.us/dca/divisions/codes/forms/pdf bcpr/pr fees.pdf

2. NJ Uniform Construction Code Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical subcode 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:

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

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

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3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf bulletins/b 03 5.pdf

a. Definition:

Special inspections are defined as an independent verification by a certified special inspector for Class I buildings and smoke control systems in any class building. The special inspector is to

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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.

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives. Utility incentive programs cannot be applied for on this project as it is being funded through the State Facilities Initiative which is part of the NJ Clean Energy Program.

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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 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.

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

3. Applications:

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

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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.

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SOW APPROVED BY:

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW APPROVED BY: James Wright 5/6/2024 DPMC PROJECT PLANNING & INITIATION Digitally signed by Yolanda Yolanda Windom Windom Date: 2024.05.06 15:53:59 -04'00' **SOW APPROVED BY:** YOLANDA WINDOM, DIRECTOR OFFICE OF INFORMATION TECHNOLOGY REPRESENTATIVE Sara Gibson 5/7/2024 **SOW APPROVED BY:** SARA BLUHM GIBSON, DIRECTOR DATE NEW JERSEY BOARD OF PUBLIC UTILITIES SOW APPROVED BY: Amit Mehta 05/09/24 AMIT MEHTA, PROJECT MANAGER DATE DPMC PROJECT MANAGEMENT GROUP

CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR

DIV PROPERTY MGT & CONSTRUCTION

5/10/24

DATE

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XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP

END OF SCOPE OF WORK

Deliverables Checklist Design Development Phase

A/E Name:

	Required by S.O.W.		Previously Submitted		Enclosed	
Submission Item	Yes	No	Yes	No	Yes	No
A/E Statement of Site Visit						
Narrative Description of Project						
Building Code Information Questionnaire						
Space Analysis						
Special Features						
Catalog Cuts						
Site Evaluation						
Subsurface Investigation						
Surveys						
Arts Inclusion						
Design Rendering						
Regulatory Approvals						
Utility Availability						
Drawings (6 Sets)						
Outline Specifications (6 Sets)						
Current Working Estimate/Cost Analysis						
Project Schedule						
Formal Presentation						
Plan Review/Scope of Work Compliance Statement						
Design development Phase Deliverables Checklist						
S.O.W. Specific Requirements						
	A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Outline Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Outline Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Outline Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item Yes No Yes A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Outline Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item Submission Item Yes No Yes No Yes No A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Outline Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist	Submission Item Submission Item Yes No Yes No Yes A/E Statement of Site Visit Narrative Description of Project Building Code Information Questionnaire Space Analysis Special Features Catalog Cuts Site Evaluation Subsurface Investigation Surveys Arts Inclusion Design Rendering Regulatory Approvals Utility Availability Drawings (6 Sets) Outline Specifications (6 Sets) Current Working Estimate/Cost Analysis Project Schedule Formal Presentation Plan Review/Scope of Work Compliance Statement Design development Phase Deliverables Checklist

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 re	equired by the project specific Scope of Work.
Consultant Signature	 Date

Deliverables Checklist Final Design Phase

A/E Name:

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

shall be completed by the Design Consultant ar he DPMC the status of all the deliverables requ				sion to
Consultant Signature	 	Date		

Deliverables Checklist Permit Application Phase

A/E Manual		Required by S.O.W.		Previously Submitted		Encl	osed
Reference	Submission Item	Yes	No	Yes	No	Yes	Yes No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						
	shall be completed by the Design Consultant an he DPMC Project Manager the status of all the						

Deliverables Checklist Bidding and Contract Award Phase

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

Consultant Signature	Date

Deliverables Checklist Construction Phase

A/E Manual		Requi S.O	red by .W.	Previ Subm	ously nitted	Encl	osed
Reference	Submission Item	Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

Consultant Signature

Deliverables Checklist Project Close-Out Phase

A/E Name:			
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	Required by	Droviously	

A/E Manual			red by .W.		iously nitted	Encl	osed
Reference	Submission Item	Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements	1	•	•	1	•	
VII	BPU Energy Efficiency Reporting Workbook						
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This checklist shall be completed by the Design Consultant and document to the DPMC the status of all the deliverables requi	
Consultant Signature	 Date

February 7, 1997 **Rev.**: January 29, 2002

Responsible Group Code Table

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

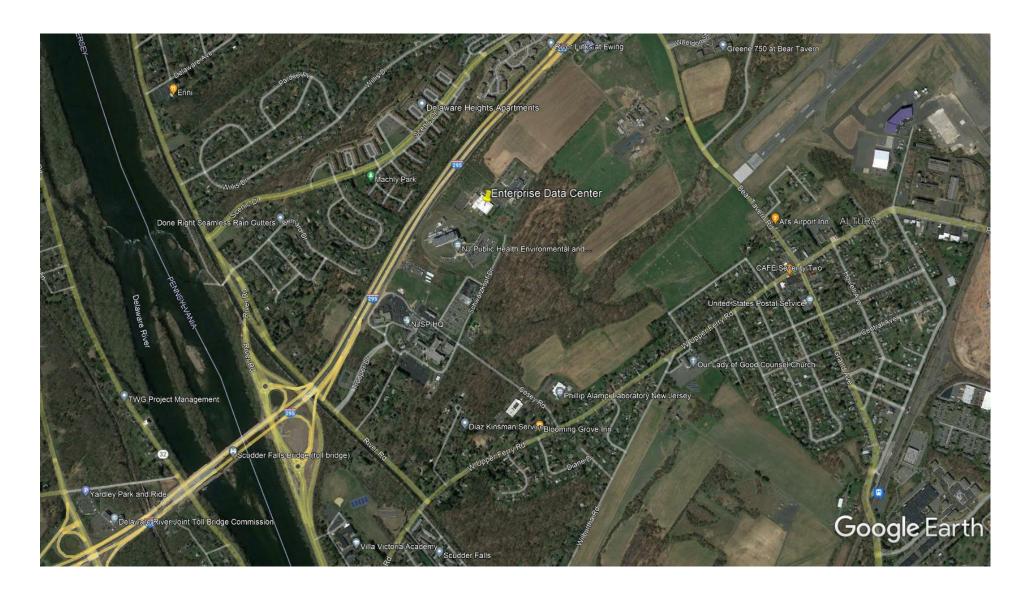
CODE	DESCRIPTION	REPORTS TO ASSOCIATE DIRECTOR OF:
СМ	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
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'

	Description	Rspu Weeks	
<proj></proj>			
Design	a.		
CV3001	Schedule/Conduct Predesign/Project Kick-Off Mtg.		
CV3020	Prepare Program Phase Submittal		
CV3021	Distribute Program Submittal for Review		
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3022	Review & Approve Program Submittal	5	
CV3023	Review & Approve Program Submittal	84	
CV3024	Review & Approve Program Submittal	8	
CV3025	Consolidate & Return Program Submittal Comments	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	
CV3030	Prepare Schematic Phase Submittal	## A P P P P P P P P P P P P P P P P P P	
CV3031	Distribute Schematic Submittal for Review		
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3032	Review & Approve Schematic Submittal	**************************************	
CV3033	Review & Approve Schematic Submittal		
CV3034	Review & Approve Schematic Submittal		
CV303S	Consolidate & Return Schematic Submittal Comment		
CV3040	Prepare Design Development Phase Submittal	¥	
CV3041	Distribute D. D. Submittal for Review		
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)		
CV3042	Review & Approve Design Development Submittal		
CV3043	Review & Approve Design Development Submittal		
CV3044	Review & Approve Design Development Submittal	8	
CV3045	Consolidate & Return D.D. Submittal Comments		
CV3050	Prepare Final Design Phase Submittal	YB	
CV3051	Distribute Final Design Submittal for Review		
CV3052	Review & Approve Final Design Submittal	V	
CV3053	Review & Approve Final Design Submittal	Œ	
CV3054	Review Final Design Submitl for Constructability	800	
NOTE:		DBCA - TEST Sheet 1 of 3	
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Construction Contracts Construction Contra	CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM														1 20
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Project Site Location Map
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