

SCOPE OF WORK

Nurse Call System

South Woods State Prison
Bridgeton, Cumberland County, NJ

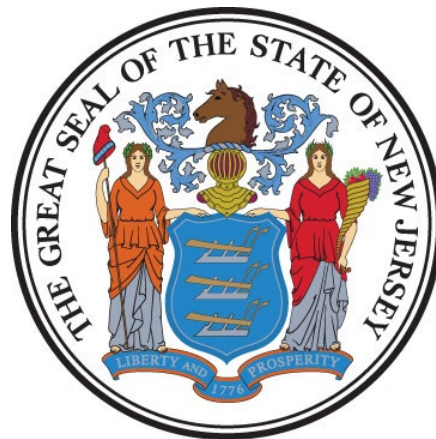
Project No. C1093-00

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 21, 2025

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I. OBJECTIVE

The objective of this project is to replace and add a new nurse call system within the Inpatient/Extended Care Units- Building E at South Woods State Prison (SWSP). See **Exhibit 'B'** for the project site location map.

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**

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

- **P040 Telecommunications**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$569,520.

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 \$775,022.

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
4. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. DCA Submission Plan Review	30
6. Permit Application Phase	7
• <i>Issue Plan Release</i>	
7. Bid Phase	42
8. Award Phase	28
9. Construction Phase	150

10. Project Close Out Phase

30

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:

South Woods State Prison
215 South Burlington Road
Bridgeton, Cumberland County, New Jersey 08302

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: Aziz Iskander, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 960-6014
E-Mail: Aziz.Iskander@treas.nj.gov

2. Department of Corrections:

Name: Drew Pangaldi, Project Manager
Address: Department of Corrections
Whittlesey Road, PO Box 863
West Trenton, NJ 08625
Phone No: (609) 292-4036 ext. 5270
E-Mail: drew.pangaldi@doc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The South Woods State Prison (SWSP) was constructed as a design/build project by the Perini Corporation under DPMC Project #C0469-00. When opened in the spring of 1997, it became the Department of Corrections' newest and largest prison, located on 85 acres in Bridgeton, NJ. The facility provides offenders with a substance abuse treatment program, regional medical clinics, an extended care unit, a dialysis unit and a regional food service that provides thousands of meals per day to institutions throughout the state. The Bureau of State Use Industries/DEPTCOR operates footwear, clothing, printing/graphics, signs and decals/binders shops for the facility. The prison is a medium security facility and houses approximately 3200 incarcerated persons. See **Exhibit 'B'**.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The project will take place at the Inpatient/Extended Care Units- Building E, 2 story building at South Woods State Prison (SWSP).

The project will replace the obsolete existing system with a new nurse call system in all inpatient rooms (single occupation rooms, double occupation rooms and isolation rooms).

The new patient nurse call system is a communication tool used in healthcare settings, allowing patients to alert nurses at the nurse master stations when patients need assistance by pressing a button, typically located near their bed, or near the toilet/ lavatory unit, within the Inpatient/Extended Care Units.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. Project Phases:

The Consultant shall provide design, specifications, bid, award and construction administration services to replace / add nurse call system within the Inpatient/Extended Care Units- Building E at South Woods State Prison (SWSP).

The Consultant shall provide the design as one project with multiple phases, taking into consideration that the new system must be completely installed, tested, and accepted including all related 1st and 2nd fix of equipment, wiring, conduit and the necessary cutting and filling in the wall/floor/ceiling before starting the next phase (next unit/wing). Coordination with the Facility (SWSP) will be required during the construction phase.

2. New System Design Criteria and Planning:

Needs Assessment: Conduct a thorough assessment of the Inpatient/Extended Care Units's needs, such as the number of patient rooms, nurses' stations, and specific communication requirements.

System Design: Design the nurse call system layout, including the types of call stations (bedside, bathroom, and corridor), nurse stations, emergency alarms, and integration with other facility systems like patient monitoring and alarms.

Capacity and Scalability: Ensure that the system can handle the number of rooms and potential future expansion of the facility.

3. Equipment Supply and Installation:

Call Stations: Provide and install bedside call units, corridor call buttons, bathroom emergency alarms, and any necessary accessories (e.g., pull cords, visual/audible indicators).

Nurse Stations: Install nurse station consoles for monitoring and responding to calls, which may include displays touchscreens, or communication devices.

Central Server/Hub: Install a central server or hub for managing and routing nurse call signals across the system.

Cabling and Wiring: Ensure that the proper cabling and wiring are done to ensure that all devices are connected and communicate effectively.

Power Supply and Backup: Ensure proper power supply for the system, including battery backup in case of power failure.

4. System Integration:

Integration with other system as applicable.

Integrate the nurse call system with other facility systems such as paging, fire alarms, patient monitoring, and security systems.

Real-Time Data Management: The system should offer real-time updates and alerts to nurse and medical staff when calls are made, including location details, priority level, and any special instructions.

5. Configuration and Customization:

Customization: Customize the nurse call system to meet the specific needs of the healthcare facility, such as assigning priority levels to certain calls or customizing the interface for ease of use.

System Settings: Set up user preferences, such as call volume, alarm sound, and timing intervals for notifications.

Role-Base Access: Configure access permissions based on staff roles (e.g., different levels of access for nurses, doctors, and administrators).

6. Testing and Quality Assurance:

System Testing: Conduct thorough testing of the system to ensure all components work as expected (e.g., calling from bedside units, alerting the nurse station, triggering alarms correctly).

Load Testing: Test the system under full load ensure it can handle the expected number of calls and devices without failure.

Quality Assurance: Perform a quality assurance check to ensure the equipment is functioning optimally and complies with local healthcare standards.

7. Training and Documentation:

Training: Provide training for healthcare staff on how to use the nurse call system, including troubleshooting basic issues and understanding how to respond to calls.

Documentation: Deliver comprehensive system documentation, including user manuals, installation guides, and maintenance procedures.

8. Warranty:

Define any warranties or guarantees for the system.

9. Compliances and Safety:

Regulatory Compliance: Ensure the system complies with relevant healthcare standards, such as HIPAA (Health Insurance Portability and Accountability Act) in the /U.S., as well as local regulations for medical equipment.

Safety Standards: Ensure all installations meet the safety standards, including fire safety, electrical safety, and other healthcare-specific safety protocols.

10. Testing:

All equipment and product testing conducted during the course of construction is the responsibility of the Contractor. However, the Consultant shall ensure the testing procedures comply with manufacturers recommendations. The Consultant shall review the final test reports and provide a written recommendation of the acceptance/rejection of the material, products or equipment tested within seven (7) calendar days of receipt of the report.

11. Training:

The Consultant shall include in the specification that the Contractor shall schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. It shall state that the Contractor shall submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training session.

The Consultant shall ensure that the training session is video recorded by the Contractor. A copy of the recording shall be transmitted to the Project Manager on compact disk who will forward the material to the Client Agency for future reference.

All costs associated with the training sessions shall be borne by the Contractor installing the equipment. A signed letter shall be prepared stating when the training was completed and must be accompanied with the training session sign-in sheet as part of the project close-out package.

B. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

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

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

C. 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.

- Jeron Electronic Systems Inc. Provider 680 Installation and Service Manual.
- Jeron Provider 680 Audio Visual Nurse Call with Omnilink Options.
- As built drawings for project record, April 15, 1998, Calvi electric company.

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/codereg/>

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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”:

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

The Consultant shall identify all 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.

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.

PROJECT NAME: Nurse Call System
PROJECT LOCATION: South Woods State Prison
PROJECT NO: C1093-00
DATE: April 21, 2025

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 PREPARED BY: Lucy Ibrahim 04/21/2025
LUCY IBRAHIM, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 4/21/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Drew Pangaldi 4/22/25
DREW PANGALDI, PROJECT MANAGER DATE
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Aziz Iskander 04/22/2025
AZIZ ISKANDER, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 5.13.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. EXISTING PHOTOS
- D. RULES & REGULATIONS REGARDING OUTSIDE CONTRACTORS

END OF SCOPE OF WORK

Deliverables Checklist Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

[illegible]

Date _____

[illegible]

Date

[illegible]

Date _____

[illegible]

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

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

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DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Site Map - South Woods State Prison

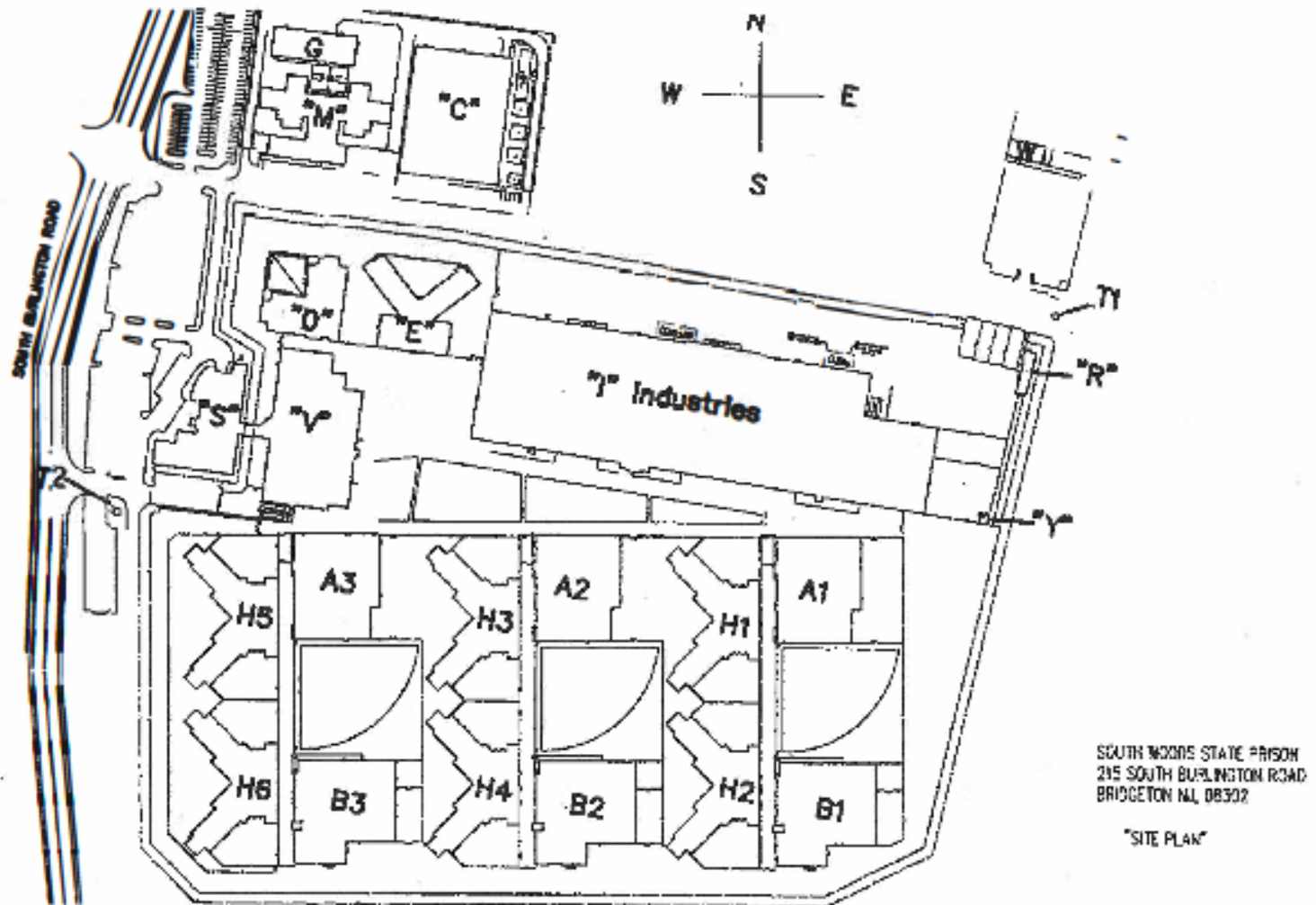


EXHIBIT 'B'

Site Map - South Woods State Prison



EXHIBIT 'B'

South Woods State Prison (SWSP)

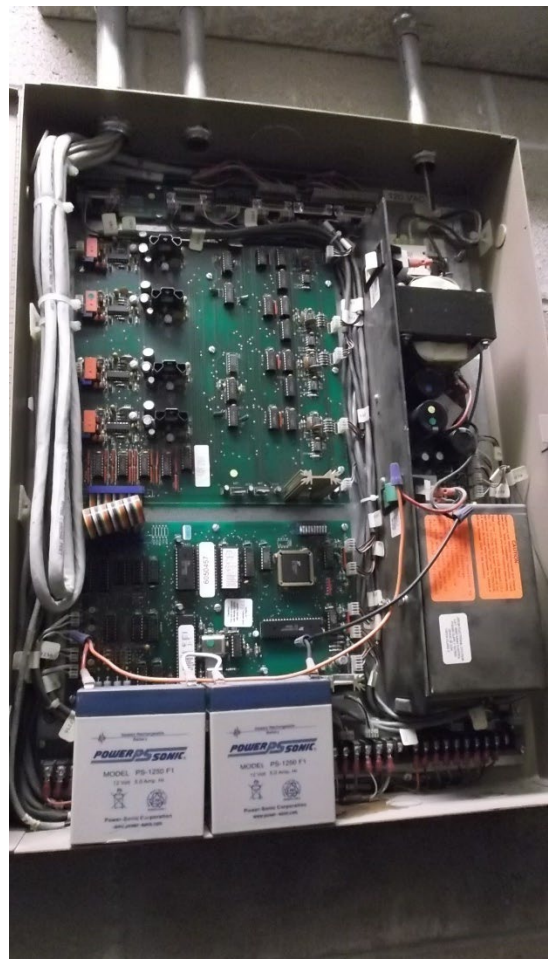
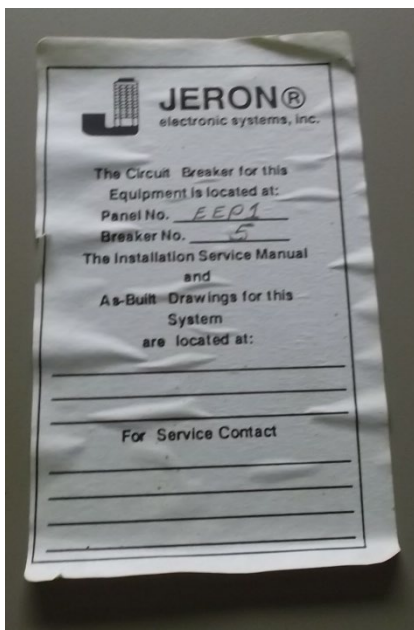


EXHIBIT 'C'

South Woods State Prison (SWSP)

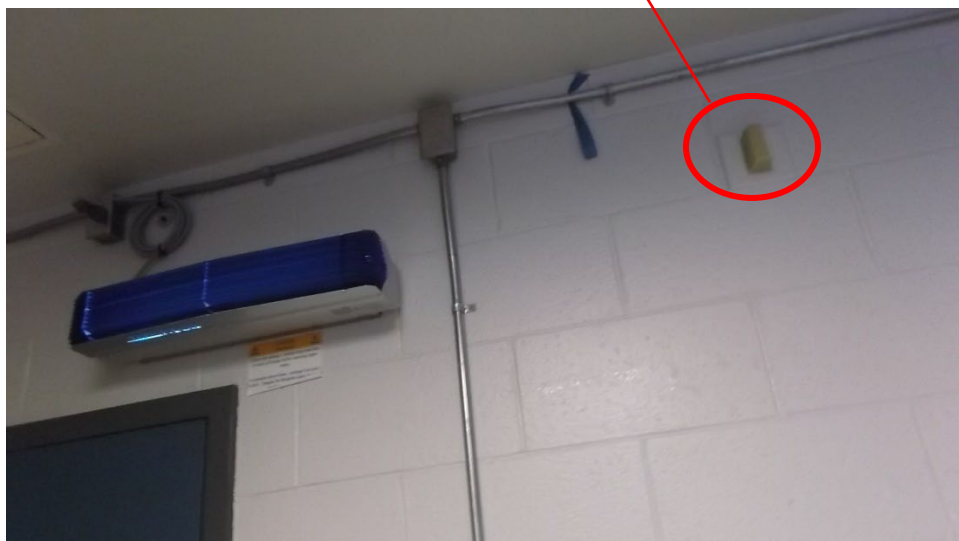
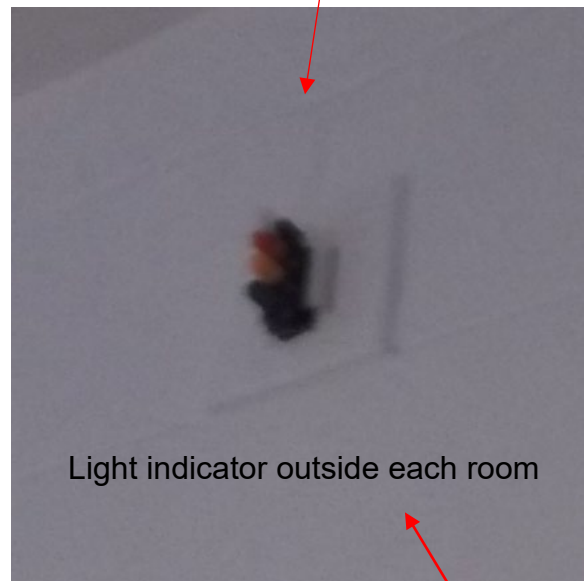


EXHIBIT 'C'

South Woods State Prison (SWSP)



Call buttons near the lavatory and bedside.

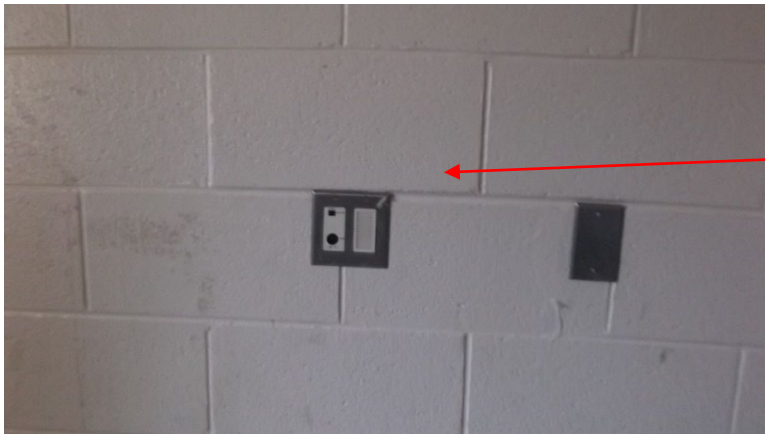
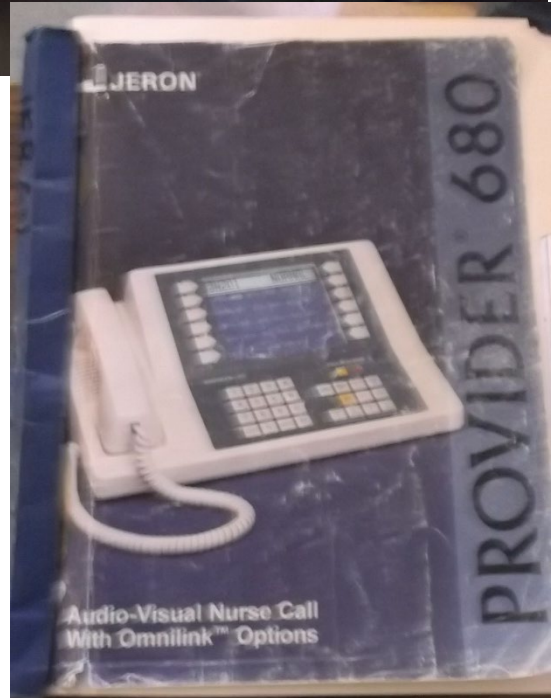
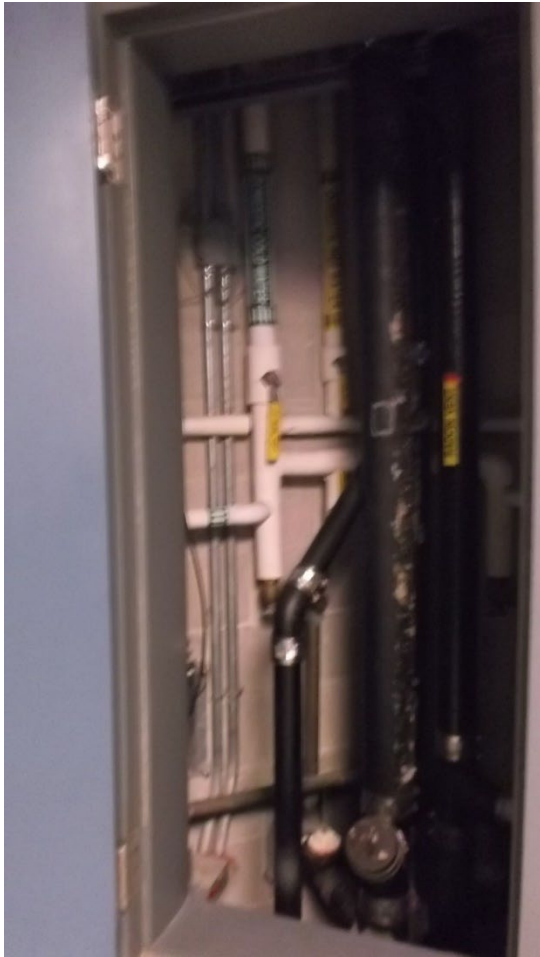


EXHIBIT 'C'

South Woods State Prison (SWSP)



Chase between patient rooms (cells)

EXHIBIT 'C'

South Woods State Prison

**215 S. Burlington Rd.
Bridgeton, NJ 08302
856-459-7000**

RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS

South Woods State Prison administration is charged with the responsibility of the custody of incarcerated persons. All non-state employees must comply with the below listed Rules and Regulations as a condition of their employment and access to state property.

1. Drivers' License or other approved photo I.D. is to be used, as identification for work crews. **NOTE:** If Temporary I.D.'s are used the contractors Identification will be turned in at the beginning of the day and a temporary ID card will be issued to the escort officer. At the end of the day, the temporary ID will be turned in and the Identification submitted will be returned to each worker. No temporary ID cards will leave the Institution.
2. Work crews will enter through Receiving Gate as scheduled. They will be escorted to the work site unless special arrangements have been made through the area supervisor.
3. If Restricted Visitor's Badges are issued by the Lobby LCP or the Receiving Gate they must be worn on the outer most garment at all times.
4. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
5. All workers and vehicles will be subject to search prior to entry into the Institution. Furthermore, any worker or vehicle is subject to a search at any time while on State property.
6. All workers are to read, sign, and receive a set of South Woods State Prison Outside contractor regulations.
7. If any workers have any relatives or friends incarcerated at SWSP, they are to notify administrative officials.
8. No workman is to fraternize or argue with incarcerated persons. Any difficulties with incarcerated persons and /or employees must be reported to the escorting officer immediately. The officer will then inform his area supervisor of any problems.
9. Do not give anything to, or take anything from incarcerated persons.
10. Lock all personal vehicles and demobilize construction vehicles and equipment when left unattended. All tools stored outside the security perimeter will be secured in locked vehicles. Ladders will be firmly secured and locked to the roof or side of construction vehicles.
11. Photographs are prohibited. Cameras are not permitted on the grounds.
12. All tools and equipment will be locked in the contractors trailer overnight. Equipment, such as ladders and scaffolding, will be chained and locked (contractors supply these items) before leaving. Any scaffolding will be removed at the end of each workday and locked.
13. Warning lights must be displayed at all dangerous areas at night.
14. No firearms, ammunition, hunting knives, personal knives of any size or type, or other articles of this nature are permitted on State Property or stored in vehicles.
15. No alcoholic beverages, controlled substances, or prescription medication (drugs) are permitted on the grounds. Smoking is prohibited in ALL State Buildings.
16. Institutional Fire Regulations shall be strictly adhered to; you may contact the Institutional Fire Marshall through the Escort Officer.

EXHIBIT 'D'

17. Obey speed limit and all NO PARKING and designated parking areas.
18. Lock personal items in your vehicle outside the security perimeter of the prison.
19. All excavations will be protected as directed by the Engineer-in-charge of Maintenance and those across main roads must be covered with plates.
20. It is the responsibility of each contractor to know that his tools and equipment are secured in a locked trailer at the end of every workday.
21. All workers will be photographed and his/her picture kept on file at the Receiving Gate for identification purposes.
22. Each contractor with a gang box will submit an inventory tool list. All power tools must be inspected and required tool inventory submitted at the end of each workday. Tools will not be permitted inside the security perimeter if not job specified. All gang boxes will be searched upon entering and leaving the Institution
23. Equipment and tools are to be kept away from the bars and fence surrounding the job site.
24. Each contractor is responsible for any damage done as a result of their work.
25. All acetylene torch heads, regulators, and hoses will be removed from the Institution on a daily basis. All tanks will be secured in locked trailers or containers outside the security perimeter.
26. Tools will be inventoried on a daily basis, secured in gang boxes, and sealed with tamper proof seals. The seal numbers will be logged on the Daily Inventory Sheet.
27. All blades, regardless of nature, will be inventoried. When a blade wears out or breaks, it will be taken off the inventory and taken out of the Institution.
28. Unacceptable Clothing – The following clothing should not be worn when entering any part of the prison.
 - Tank Tops, Mesh Tops, or Tube Tops
 - Low-Cut, Shoulderless, Halters Tops, or Sheer Clothing
 - Shorts
 - SweatPants
 - Leggings, or Tights (Unless covered by a long top, skirt, etc.)
 - Bike Pants, Ragged jeans (No patches or holes)
 - Skirts with high slits, mini styled skirts, mini dresses, or mini culottes
 - Proper foot wear is required, No Thong sandals, beach footwear, or open toed shoes
 - Clothing with inappropriate or offensive inscriptions
29. In the event of an emergency, you will be directed to a secured area of the institution. You are to follow the direction of your escort officer at ALL times.

I have reviewed the above rules and regulations pertaining to outside contractors working in South Woods State Prison. I understand that any violation of these rules and regulations could result in me no longer being permitted to work within this institution and its grounds.

Name

Company Name

Signature

Date

Escort Officer's Name

Escort Officer's Signature

EXHIBIT 'D'

NEW JERSEY DEPARTMENT OF CORRECTIONS
SPECIAL INVESTIGATIONS DIVISION (609) 292-9362
P.O. BOX 863 TRENTON, NEW JERSEY 08625

Page 1 of 2

APPLICATION FOR CLEARANCE AND ISSUANCE OF
IDENTIFICATION CARDS

CIRCLE ONE: **TEMPORARY** OR **VOLUNTEER** CIRCLE ONE: **NEW** **RENEWAL**

(PLEASE PRINT LEGIBLY)

NAME: _____ SS #: _____
(LAST) (FIRST) (M.I.)

AKA: _____ / _____
(OTHER NAMES USED SUCH AS MAIDEN NAME, ADOPTIONAL, RELIGIOUS, ETC.) (MARKS, SCARS AND TATTOOS)

DATE OF BIRTH : ____/____/____ SEX: ____ RACE: ____ EYES: ____ HAIR: ____ HT: ____ WT: ____

PLACE OF BIRTH: _____ Driver's Lic. #: _____
(State Only) (State) (Number)

HOME ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP CODE)

Name of your Department/Agency: _____ Phone # _____

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP CODE)

PURPOSE OF VISITATION TO INSTITUTIONS: _____

Have you ever been convicted of any violation of the Criminal Code in this State or in any other Jurisdiction?
(Violations include offenses, crimes, misdemeanors, and felonies).

(Circle one) YES NO If "YES", explain on reverse side.

Do you presently have any pending criminal charges? YES ____ NO ____ If "YES", explain on reverse side.

APPLICANT MUST LIST EXPUNGED CONVICTION(S) INFORMATION, SIGN AND DATE THE
"AUTHORIZATION TO RELEASE INFORMATION" FORM ON THE REVERSE SIDE. FALSIFICATION OF APPLICATION
MAY RESULT IN THE TERMINATION OF YOUR EMPLOYMENT.

Have you ever been employed by the NJ Dept. of Corrections in any capacity? YES ____ NO ____
If "YES", explain on reverse side.

Are you currently on an inmate visit list or do you currently have any acquaintances or family members
incarcerated in any NJ Dept. of Corrections facilities? YES ____ NO ____ If "YES", explain on reverse side.

A ***** (DO NOT WRITE BELOW THIS LINE, FOR SPONSOR USE ONLY) ***** A

Title applicant applying for: __ Contractor _____ Location: __ South Woods _____

Sponsor: _____ Ed Watts _____ Title: __ AEICM _____

Division, Bureau or Unit: __ Corrections, South Woods State Prison, Maintenance _____

Sponsor's signature: _____ Date: _____

Send reply to: __ Ed Watts _____ Phone: __ 856-459-7600, fax 856-459-7620 _____

(Print Name)

NATURE OF CONVICTION	DATE OF CONVICTION	AGE AT TIME OF INCIDENT	NAME & ADDRESS OF POLICE AGENCY OR COURT	DISPOSITION

COMMENTS / EXPLANATIONS: _____

AUTHORIZATION TO RELEASE INFORMATION:

I hereby authorize the release of any and all information regarding me, to the NJ Department of Corrections, at their request, in order that they may determine my suitability for employment.

SIGNATURE OF APPLICANT: _____ DATE: _____

^ ***** DO NOT WRITE BELOW THIS LINE ***** ^

***** SPECIAL INVESTIGATIONS DIVISION USE ONLY *****

THE ABOVE NAMED APPLICANT'S CRIMINAL HISTORY RECORD INDICATES:

ARREST & CONVICTION

ARREST AND NO CONVICTION

NO RECORD

NAME

EXHIBIT 'D'

DATE