

SCOPE OF WORK

Rooftop Unit Membranes Installation

Greystone Park Psychiatric Hospital
Morris Plains, Morris County, N.J.

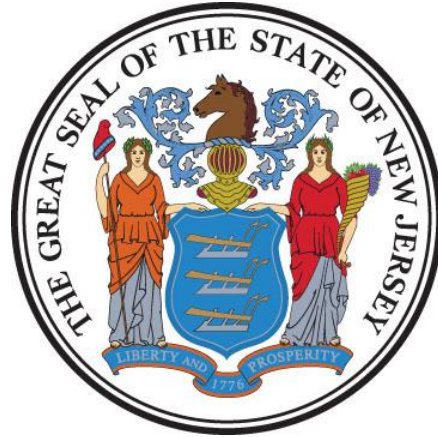
Project No. M1607-00

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 07, 2024

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I. OBJECTIVE

The objective of this project is to install membranes or roofing systems on 19 rooftop units (RTU's) at the Greystone Park Psychiatric Hospital to mitigate or eliminate water infiltration into the RTU's and building. Water shall be deflected into the existing roof drainage system.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P001 Architecture**

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

- **P028 Roofing Inspection**

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 \$528,105.

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 \$808,000.

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.

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	180

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:

Greystone Park Psychiatric Hospital
59 Koch Avenue
Morris Plains, NJ 07950-4400

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: Babatunde Ogunnubi, Design Project Manager
Address: Division Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206

PROJECT NAME: Rooftop Unit Membranes Installation
PROJECT LOCATION: Greystone Park Psychiatric Hospital
PROJECT NO: M1607-00
DATE: May 07, 2024

Phone No: (609) 633-7061
E-Mail: babatunde.ogunnubi@treas.nj.gov

2. Department of Health Representatives:

Name: Rishi Shah, Project Manager
Address: Department of Health
55 North Willow Street, Suite 1-003
PO Box: 360
Trenton, New Jersey 08618
Phone No: Cell: (609)-955-8471
E-Mail: rishi.shah@doh.nj.gov

3. Department of Human Services Representatives:

Name: Christian Casteel, Director
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

VI. PROJECT DEFINITION

A. BACKGROUND

Greystone provides inpatients psychiatric services to patients throughout Northern New Jersey. While the hospital is relatively new in comparison to other onsite facilities, it has been in operation since 2008 and can accommodate 475 patient beds.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Greystone Park Psychiatric Hospital, is a 3-story block and steel building and is approximately 440,000 sq. ft. The central area of the hospital is 2-stories with an auditorium, beauty/barber shop, clinics, dentist office on the first floor and administration offices on the second floor. There are three (3) patient wings A/B, D/E, and F/G. Each of the patient wings are 3-stories and house twelve (12) double bedrooms with private bathrooms, separate shower rooms, day rooms, dining room, classrooms, treatment rooms, patient storage and laundry facilities.

The roof of the new Greystone hospital is only about 15 years old. There are rooftop mounted HVAC units (RTUs) that are all inside metal enclosures that have started to deteriorate. There have been a recent increase in instances where rain infiltrated RTUs, and then entered the building through piping and ductwork chases. This project would evaluate and install either membranes or roofing systems on the 19 RTUs and ensure that water is deflected into the existing roof drainage system.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW MEMBRANES OR ROOFING SYSTEM DESIGN REQUIREMENTS

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to install either membranes or roofing systems on the 19 RTUs and ensure that water is deflected into existing roof drainage system.

The Consultant shall identify the condition of the existing metal enclosures, whether to be completely removed and disposed or only selectively removed rusted metal areas of the RTU enclosures.

1. New Membranes or Roofing System Criteria:

Provide the design for a new membranes or roofing system, giving consideration to roof systems with short off-gassing durations, low VOC, or low odor products to reduce the impact on clients with respiratory sensitivities, in accordance with the requirements of the roofing system Manufacturer. The manufacturer of the roofing system shall have no less than five (5) years successful experience in producing the materials required for this project. Membrane, flashing, adhesive and all materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

The roofing system shall be in accordance with the latest adopted version ASHRAE energy standards.

The roofing system shall be in compliance with the “Factory Mutual Research Corp” (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

The Contractor shall supply only a U.L. Class “A” fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new

roofing system and components per current code requirements or the consultant may submit calculations of the new load as compared to the existing (old) load in order to prove the structure is sufficient.

The equipment that is located within the structures need to be verified for their NEMA listing and compatibility with the intended work to correct the water infiltration.

Any alterations or covering should have the enclosure manufacturer's approval to ensure that it does not void the listing and or label.

The design documents shall address the roof manufacturer's installation criteria, occupancy of the building, access to the building roof and security issues, approved storage methods of the roofing materials, etc.

2. Fire Protection Program:

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states open flames such as propane torches, kettles, flame cutting, and welding 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 facility safety officer and fire protection personnel are notified of the work to be done through this process. The facility will not perform a fire watch.

If hot work is needed, the Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits.

The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project as required by N.J.A.C. 5:70-2.7.

The Contractor shall submit a copy of the DFS Hot Work Permit for the building prior to commencing the hot work. The Contractor will also need to obtain a daily hot work permit from the Facility, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

3. Roof Drains:

Roof drains shall be tested by the A/E prior to and after the installation of the new roof by the contractor to determine functionality. The Consultants shall test roof drains using a 3/4" hose flowing for 30 minutes. The contractor shall perform the same test prior to starting roof removal and upon completion. Clogged roof drains shall be cleared. All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide for the interior cleaning, repair, replacement and additional drains as required and ensure that drainage

water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Investigate the abandonment of leaking interior drain lines and/or replace as necessary. Install new interior lines where access is impossible for repairs and/or replacement. New drains can be tied into existing drain piping to avoid disturbing interior finishes.

4. Unit Prices:

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a “Unit Price” Section in Division 1 of the specification for that item. Items may include the replacement of deteriorated concrete or metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, interior roof drains, etc.

B. ROOF MONITOR

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The costs for the services provided by the roof monitor shall be included in their fee proposal line item entitled “**Roof Monitor Allowance**”, refer to paragraph X.B. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

The Consultant shall provide a full time roof monitor during the installation of the roof systems on the buildings. The responsibilities of the roof monitor shall include, but not be limited to the following items:

1. Roof Monitor Inspections:

The Roof Monitor must continuously inspect and monitor the Contractor’s work on site and file a daily DPMC 605 Roofing Inspector’s Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, walkways, etc.

2. Inclement Weather:

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.

On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

3. Unsatisfactory Work:

If the Roof Monitor determines that the roof Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions shall be made to seal the roof work area until the Consultant arrives and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

4. Meetings:

The Consultant and Roof Monitor shall both attend the pre-construction conference and all job progress meetings during the construction phase of the project.

C. EMERGENCY REPAIRS

The Consultant must include information in the contract documents that will address the Contractor's responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within twenty four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

D. WARRANTY

The roofing system manufacturer's warranty shall be for a minimum period of twenty (20) years.

E. CONTRACTOR CERTIFICATION

The Consultant shall state in the design documents that the DPMC Contractor Classification Group must have certification in writing from the roofing system manufacturer that the Roofing

Contractor is a licensed or approved installer of the roofing system selected for the project. The certification can be delivered post bid but must be delivered prior to contract award.

F. SITE REQUIREMENTS

1. Contractor Use of the Premises:

Work with the Project Team to determine any security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

Develop procedures for personnel to access the project site and construction areas, and provide the names and phone numbers of approved escorts when needed, see **Exhibit 'D'**, Contractor's Regulations.

2. Dumpster:

The location and security requirements of the dumpster shall be identified on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification.

3. Special Sequencing:

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

4. Site Restoration:

Include in the contract documents that the site must be restored to pre-construction conditions after construction has been completed and approved.

G. SPECIAL CONSIDERATIONS

1. Hours of Work:

No work is permitted on weekends or State holidays.

Identify the approved construction work hours for this project in Division 1 of the specification. Additional construction hours during the day or weekends may be allowed if the Contractor obtains prior approval from the DPMC Project Manager in Consultation with the Project Team

members. If additional hours of work are allowed, it will be at no added cost to the contract. The contractor will be responsible for additional roof monitoring costs. The building will be occupied during construction.

Note that expanded hours of work by the Contractor must be attended by the Roof Monitor and the cost for the Roof Monitor's time must be paid for by the Contractor if he is required to be paid at an overtime rate. The contractor must pay the difference between the regular rate and the overtime rate. If the monitor works at a regular rate, no additional expense shall be charged to the contractor, unless all roof monitor hours included in the project have been expended.

2. Material Staging:

The Project Team shall approve the construction material staging area and the location shall be shown on the project site plan.

3. Material Protection:

All stored roofing felts, insulation boards, and/or other roofing components shall be protected from the elements and moisture with weighted plastic sheet covers or other approved materials.

4. Material Safety Data Sheets (MSDS):

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing materials used such as: sealants, bonding adhesives, solvents, bitumen, etc. as part of the product submittal. The MSDS will be distributed by the A/E to the project team and in particular, to the facility's safety officer prior to the start of any work.

5. Fire Extinguishers:

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located on the roof and/or near any source of open flame or spark and all contractor employees shall be trained in their proper use.

6. Fencing:

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate. Fencing must be construction type chain link, minimum of 8' high, on platforms at the joints, joints must be secure and the opening must be padlocked and 6 sets of keys need to be provided to the facility.

7. Existing Equipment Removal & Replacement:

Identify on the design drawings any existing equipment and materials that must be removed in order to install any component of the new roofing system such as: lights, security cameras, lightning protection systems, antennas, piping, conduit, dishes, etc. and include details indicating the approved methods of reattachment. All removed equipment shall be reinstalled in the same configuration prior to removal.

8. HVAC Unit, Roof Ventilators, Intake Fans:

Requirements to shut down all rooftop equipment and allowable hours of adhesive application shall be identified in the contract documents to prevent fumes from entering the building.

9. Debris Safety:

Measures shall be taken to protect staff and residents from any material or debris that might fall off from the roof onto roadways or sidewalks.

H. 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.

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.

I. 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.

- (EDA Project Greystone Park Psychiatric Hospital, 06/15/05, and VITETTA Architecture Engineering Planning Interior Design)

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 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

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

The Consultant shall provide a full time roof monitor pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. The roof monitor must be present during the installation of the roof system to the building. See section VII.C of this Scope of Work for a description of services to be provided by a roof monitor.

The costs for the services provided by the roof monitor shall be included in the “**Roof Monitor Allowance**” of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

Provide a clarification of how the roof monitor will monitor two roofs simultaneously if that is how the work is being installed.

The Consultant shall attach a detailed hourly rate cost breakdown of the roof monitor 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 Allowance shall be returned to the State at the end of the project.

PROJECT NAME: Rooftop Unit Membranes Installation
PROJECT LOCATION: Greystone Park Psychiatric Hospital
PROJECT NO: M1607-00
DATE: May 07, 2024

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: *Cecile Guirguis* 05-07-2024
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *James Wright* 5/7/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: *Christian Casteel* 05/07/24
CHRISTIAN CASTEEL, DIRECTOR DATE
DEPARTMENT OF HUMAN SERVICES REPRESENTATIVE

SOW APPROVED BY: *Babatunde Ogunnubi* 05/08/2024
BABATUNDE OGUNNUBI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: *Christopher Geary* 5/13/24
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

- **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. PHOTO
- D. GREYSTONE PARK PSYCHIATRIC HOSPITAL ADMINISTRATIVE PROCEDURE

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.	Outline Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design Development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

Deliverables Checklist Bidding and Contract Award Phase

A/E Name: _____

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

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

_____ Consultant Signature

_____ Date

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	Respon	Weeks
<PROJ>			
Design			
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	

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

DBCA - TEST

Bureau of Design & Construction Services

Sheet 1 of 3

EXHIBIT 'A'

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Activity ID	Description	Respn	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	

DBCA - TEST

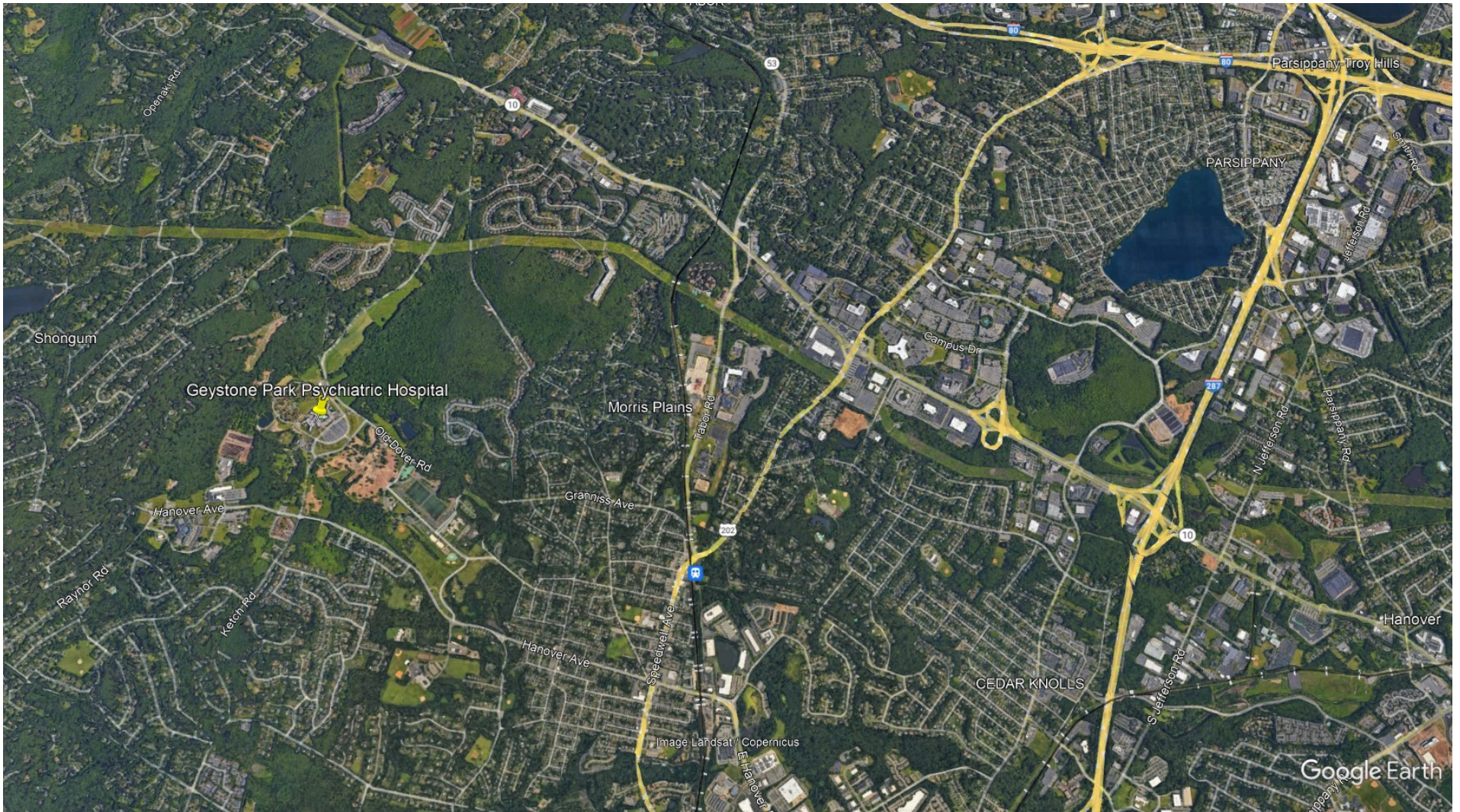
Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

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

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Project Site Location Map
Greystone Park Psychiatric Hospital
EXHIBIT 'B'

Greystone Park Psychiatric Hospital



EXHIBIT 'C'

Greystone Park Psychiatric Hospital



EXHIBIT 'C'

Greystone Park Psychiatric Hospital



EXHIBIT 'C'

Greystone Park Psychiatric Hospital



EXHIBIT 'C'

**GREYSTONE PARK PSYCHIATRIC HOSPITAL
ADMINISTRATIVE PROCEDURE**

Subject: USE OF VENDORS AND CONTRACTORS

Section: AD-EC-1030

Issued: 12/4/12

Revised: 1/6/15, 12/20/17

I. PURPOSE

To establish a mechanism by which the use of any contractor or vendor hired or working within the campus of Greystone Park Psychiatric Hospital follows a uniform procedure to ensure safety and appropriate completion of work. This policy does not include contractors hired to provide clinical services to our population.

II. POLICY

It is the policy of GPPH to adhere to the Notice to Contractors protocol regardless of which department or discipline is utilizing the services of an outside vendor or contractor.

III. DEFINITIONS

NEO: New Employee Orientation at Greystone Park Psychiatric Hospital

GPPH: Greystone Park Psychiatric Hospital

IV. PROCEDURE

1. Any outside vendor or contractor entering GPPH must sign in at the Front Desk. If the vendor or contractor has not completed NEO, then they must be escorted by GPPH staff.
2. Any Department looking to introduce new items to the Hospital for patient use would first need approval from the Safety Department. Director of Chaplaincy, or designee, will ensure any new items purchased for the GPA store are approved by the Safety Office before they are sold. Department Heads will ensure all contact information is obtained and submitted to the Business Office for file before the vendor does any transactions with the Hospital. (see Contractor/Vendor Signature form)
3. All outside vendors and contractors performing work on or for the facility will adhere to the attached protocol. The requesting Department or Discipline Head will ensure the attached protocol is reviewed and the signature form is completed before the vendor or contractor arrives to the hospital. Completed forms will be sent to the Business Office for file. The Business Office will ensure the forms are completed with any contractor or vendor that is part of a state contract.

_____{Signature on File}_____
Chief Executive Officer

Date

EXHIBIT 'D'

**STATE OF NEW JERSEY
NEW JERSEY DEPARTMENT OF HEALTH
GREYSTONE PARK PSYCHIATRIC HOSPITAL
GREYSTONE PARK, NJ 07950
Telephone: (973) 538-1800**

NOTICE TO CONTRACTORS

- I.** All contractors/ vendors will report to the Front Lobby and sign in at the front desk. The following information will be provided upon entrance to the Hospital:
- A. The Department that they are working with and contact person in the Department.
 - B. The location where they will be working.
 - C. Number of employees on site.
 - D. Obtain an I.D. badge from the Guard. If the contractor\vendor has an approved badge from GPPH, they present it when they arrive.
- II.** When the contractor/ vendor is finished for the day:
- A. They are escorted back to the front lobby by the appropriate department if they are not authorized to travel independently throughout the Hospital.
 - B. Return ID Badge (s).
 - C. Sign Out
- III.** All contractors/vendors working within the confines of the institutional property must conform to the rules and regulations of the Hospital. Employees who observe or are knowledgeable of contractors/vendors that violate Hospital policies/procedures will notify the Chief Operating Officer or Business Office personnel immediately.
- IV.** Contractors/vendors who do not willingly conform to Hospital policy and procedure will be removed from the Hospital.
- V.** The Department responsible for the contractor/vendor shall distribute this policy again at the first working meeting and ensure compliance as needed.
- VI.** **RESPONSIBILITIES:**
- A. **Parking:** Areas are subject to varying time limits for parking. All contractors/vendors will park in approved areas. Special accommodations must be approved by the Chief Operating Officer or designee before the first day of work.
 - B. **Locked Cars:** When parked, all vehicles are to be locked. Human Services Police will remove keys left in vehicles. A violation in this area may result in ability to come back on Hospital grounds. Permission for re-entry to the Hospital grounds will be decided by Chief Executive Officer or designee.
 - C. **Fire Regulations:** Welding and other work involving an open flame is prohibited without permission from the Fire Chief or designee. Fire Chief or designee will instruct all contractors\vendors of required precautions and instructions as needed.

STATE OF NEW JERSEY
NEW JERSEY DEPARTMENT OF HEALTH
GREYSTONE PARK PSYCHIATRIC HOSPITAL
GREYSTONE PARK, NJ 07950
Telephone: (973) 538-1800

NOTICE TO CONTRACTORS

- D. **Keys/Access Cards:** Contractors/vendors who are provided keys/access cards will resume full responsibility for exercising the utmost care in preventing the elopement of patients. All keys must be signed in/out at the front desk and returned to the Hospital daily. Under certain circumstances, with Administrative approval, a Contractor may be allowed to hold onto construction cored keys until completion of a project. This must be approved by the Deputy CEO or Chief Operating Officer.
- E. **I. D. Badges:** I.D. Badges will be issued after signing in at the front desk and are always to be worn within the confines of Hospital property. ID badges are to be returned daily when signing out. (see letter D above)
- F. **Ladders and Scaffolding:** Must be properly attended to while work is in progress. Never leave a ladder in position without someone in attendance, and consult with the Engineer in Charge concerning safeguards for scaffolding that cannot be removed at the end of a workday.
- G. **Materials:** All materials are to be stored in places protected from access by patients. Chemicals that are hazardous must be securely protected from patient access. Material Safety Data Sheets (MSDS) must be provided to the Safety Department upon usage.
- H. **Pictures:** Photographs are never to be taken without permission of one of the Deputy Chief Executive Officer, Chief Operating Officer, or designee.
- I. **Gifts of Money:** Vendors/contractors will not give any gifts or money to any staff or patient (s).
- J. **Regulations:** Contractor/vendors are subject to the same regulations as those governing regular institutional personnel, which prohibits their bringing on the grounds any alcoholic beverages, firearms, ammunition, hunting knives, or other items that can be dangerous. When it becomes necessary to utilize tools that can be dangerous in nature, it is incumbent upon the users to keep them out of patients' reach.
- K. **Personal Conduct:** Workers are not to fraternize with patients at any time. Discretion should be exercised in relationships with employees, while common courtesy and cooperation are expected of our employees always. No contractor/vendor is authorized to enter locked areas without the permission of authorized staff.
- L. **Excavations:** When excavations are made, the contractor must make them safe by erecting a temporary perimeter fence totally enclosing the area. The fence must be a minimum of 48" in height and sufficient in strength to prevent a person from falling into the excavation. If the excavation is in or is around vehicular traffic, lighted barriers must also be used and if necessary, signs or barriers to divert vehicular traffic around the excavation must be present. Utility mark outs must be performed prior to excavation and all contractors/vendors working within the confines of institutional property must conform to regulations governing the functioning of the Hospital for the safety and welfare of patients.
- M. **Wall Penetrations:** Before wall penetrations are to occur the rating of the walls involved must be confirmed with the Engineering Department by the requesting department and vendor. The vendor will acquire appropriate materials which will be documented with the Safety Department who ensures that it meets specifications. When wall penetrations are required to perform the job, the requesting

**STATE OF NEW JERSEY
NEW JERSEY DEPARTMENT OF HEALTH
GREYSTONE PARK PSYCHIATRIC HOSPITAL
GREYSTONE PARK, NJ 07950
Telephone: (973) 538-1800**

NOTICE TO CONTRACTORS

Department must:

- a. Notify the Fire Department.
- b. Verify that all penetrations are **closed and sealed at the end of each day.**
- c. Ensure that all penetrations are closed and sealed **when the job is completed.**
- d. The requesting Department is responsible to evaluate and ensure that all wall penetrations are closed and sealed during and after the job is completed. The Fire Department or Safety Department checks that the seals are completed and ensures that the safety data sheets are obtained. This will be kept on file in the Safety Department.
- e. The requesting Department is responsible to provide to the Fire and Engineering Departments a summary of and the locations of all wall penetrations generated during the project. The Engineering Department will then update the existing drawings to reflect the location of the work. Additionally, no wall penetrations are to occur without the Engineering Department being notified of the wall rating.

NOTE: It is the responsibility of all contractors/vendors to ensure the closure of any junction boxes that may have been opened during their work on Hospital Grounds. The Department responsible for the contractors/vendors will ensure all junction boxes are secured by hired parties.

Please note that any repair or replacement that alters the physical structure of the Hospital must be reported and approved by Engineering before the work is permitted to start.

Greystone Park Psychiatric Hospital Contractor/Vendor Form

- 1- Date: _____
- 2- Company Name: _____
- 3- Company Rep.'s Name (s) _____
- 4- Date work will begin? End? _____
- 5- Number of Employees completing work: _____
- 6- Have you read and understand "Notice of Contractors" policy?
- 7- Department Requesting your service: _____
- 8- Name /Contact Person at GPPH: _____
- 9- Work (Project) to be Performed: _____
- 10- Location / Area of Work to be Performed: _____