

SCOPE OF WORK

ADA and Exterior Envelope Upgrades

Rockingham State Historic Site
Franklin Township, Somerset County, NJ

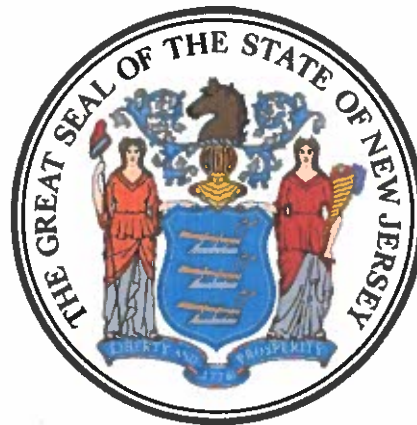
Project No. P1297-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: August 8, 2023

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
III. PROJECT BUDGET	4
A. CONSTRUCTION COST ESTIMATE (CCE).....	4
B. CURRENT WORKING ESTIMATE (CWE).....	5
C. CONSULTANT'S FEES.....	5
IV. PROJECT SCHEDULE	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE.....	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE.....	6
V. PROJECT SITE LOCATION & TEAM MEMBERS	6
A. PROJECT SITE ADDRESS.....	6
B. PROJECT TEAM MEMBER DIRECTORY.....	7
1. DPMC Representative:.....	7
2. Department of Environmental Protection:.....	7
VI. PROJECT DEFINITION	7
A. BACKGROUND.....	7
B. FUNCTIONAL DESCRIPTION OF THE SITE.....	8
VII. CONSULTANT DESIGN RESPONSIBILITIES	8
A. DESIGN REQUIREMENTS.....	8
B. ARCHAEOLOGICAL ALLOWANCE.....	9
C. STATE HISTORIC PRESERVATION OFFICE APPROVAL.....	9
D. EXISTING DOCUMENTATION.....	9
VIII. PERMITS & APPROVALS	10
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT.....	10
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	12
IX. ENERGY INCENTIVE PROGRAM	13
X. ALLOWANCES	13
A. PLAN REVIEW AND PERMIT FEE ALLOWANCE.....	13

PROJECT NAME: ADA and Exterior Envelope Upgrades
PROJECT LOCATION: Rockingham State Historic Site
PROJECT NO: P1297-00
DATE: August 8, 2023

1. Permits:	14
2. Permit Costs:	14
3. Applications:	14
4. Consultant Fee:	14
B. ARCHAEOLOGICAL ALLOWANCE	14
XI. SOW SIGNATURE APPROVAL SHEET	15
XII. CONTRACT DELIVERABLES	16
XIII. EXHIBITS.....	16
A. SAMPLE PROJECT SCHEDULE FORMAT	
B. PROJECT SITE LOCATION MAP	
C. ROCKINGHAM STATE HISTORIC SITE MAP	
D. PHOTOS	

I. OBJECTIVE

The objective of this project is to provide barrier free, Americans with Disabilities-Act (ADA) approvable access routes to the Rockingham House, the restroom building located on the northern-most portion of the property (i.e. "Stone Building"), the Children's Museum and Barn from the parking lot of the Rockingham State Historic Site.

An additional objective of this project is to repair the building envelope of the Stone Building including repair/painting of the exterior siding and windows, repairs to the stone foundation and chimney and replacement of the existing cedar roof.

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):

- **P034 Historical Preservation/Restoration**

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

- **P005 Civil Engineering**
- **P025 Estimating/Cost Analysis**
- **P031 Archaeology**

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 \$908,451.

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 \$1,187,500.

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. Schematic Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30

7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	240
11. 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:

Rockingham State Historic Site
84 Laurel Ave
Franklin Township, NJ 08528
Block 1.02, Lot 11.02 / Somerset County

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: Edmund Kopczynski, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 984-6222
E-Mail: Edmund.Kopczynski@treas.nj.gov

2. Department of Environmental Protection:

Name: William White, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Rd
Englishtown NJ 07726
Phone No: (609) 802-5886
E-Mail: william.white@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Rockingham house is a historic building, the oldest section of which was constructed in 1710 with additions in the 1760s and in the early 19th century. It was the home of John Berrien, colonial NJ Superior Court Justice, and was George Washington's final headquarters of the Revolutionary War. It is located at 84 Laurel Avenue, in Franklin Township, New Jersey.

The House was originally located on the hillside east of the Millstone River at Rocky Hill. It has been moved within Southern Franklin Township three times. The earliest reference to the house as "Rockingham" that has so far been found is in 1782. It was added to the National Register of Historic Places in December 1970 for its significance in military and social history.

B. FUNCTIONAL DESCRIPTION OF THE SITE

In addition to the Rockingham house, the site contains a Children's Museum, a Barn and a Stone Building. A significant portion of the work associated with this project involves ADA-accessibility and exterior envelope renovations and/or improvements at the Stone Building. The Stone Building and associated restroom infrastructure at the Rockingham Historic Site requires renovations and upgrades.

The parking lot for the site is located approximately 275 feet to the northwest of the main site. Access to the site from the parking lot is via a footbridge over a creek. For this project scope of design, the route requiring ADA-accessibility begins at the southern end of the footbridge from the parking lot and continues to the Rockingham House, the Stone Building, Children's Museum and Barn. No work is expected on the interior of any buildings with respect to ADA access.

From the footbridge, access to the various buildings on site is via a stone walkway and gravel road. The Consultant shall provide material recommendations suitable for an ADA surface.

It is possible that any digging onsite will require an Archaeological survey. This will be determined in the design phase and be covered by an Archaeological Allowance.

The 1905 Stone Building (moved twice with the house) is constructed out of masonry and wood. A bathroom was added to the original building. The Stone Building is currently utilized as a museum store by the site's Officially Recognized Friends Group (ORFO) and as the site restroom. The existing siding, masonry, window trim and roof shingles are all deteriorated.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. ADA Access:

The Consultant shall provide the design, specifications, bid/award and construction administration services to create ADA access to the Rockingham House, the Stone Building, Children's Museum and Barn. The project shall begin immediately south of the footbridge from the parking lot. The Consultant is responsible for the selection of suitable surface material and location of access pathways. This will be discussed further with staff in design.

2. Stone Building Exterior Envelope:

The Consultant shall provide the design, specifications, bid/award and construction administration services to upgrade the exterior envelope on the Stone Building. The cedar roof

PROJECT NAME: ADA and Exterior Envelope Upgrades
PROJECT LOCATION: Rockingham State Historic Site
PROJECT NO: P1297-00
DATE: August 8, 2023

shall be replaced with a new cedar shingle roofing system that closely matches the existing roof and meets the Historic Preservation Office Approval.

Exterior siding shall be repaired or replaced and painted. Windows shall be repaired or replaced as necessary. The stone façade and chimney shall be repaired. Lead paint shall be assumed.

If the total amount or quantity of repair work cannot be determined, then the Consultant shall include a "Unit Price" Section in Division 1 of the specification for that item. Items may include deteriorated fascia, plywood sheathing, wood blocking or curbing, etc.

B. ARCHAEOLOGICAL ALLOWANCE

The DEP does not desire to pursue archeology work as part of this project. However, in the course of the effort to provide ADA access, some archaeological study may be unavoidable.

The Consultant shall estimate the cost to provide archaeological services and/or monitoring necessary to facilitate ADA access to the site and enter that amount in their fee proposal line item entitled "Archaeological Allowance".

The Consultant shall have in-house capabilities or Sub-Consultants pre-qualified with DPMC in P031 Archaeology Professional Discipline.

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

C. STATE HISTORIC PRESERVATION OFFICE APPROVAL

The Consultant shall complete an "Application for Project Authorization Under the New Jersey Register of Historic Places Act" and submit it to the State Historic Preservation Office for review and approval prior to securing the required UCC permits.

The "Application for Project Authorization Under the New Jersey Register of Historic Places Act" can be found at: http://www.nj.gov/dep/hpo/2protection/sr_revapp_min.pdf

D. EXISTING DOCUMENTATION

Review any documents and 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.

PROJECT NAME: ADA and Exterior Envelope Upgrades
PROJECT LOCATION: Rockingham State Historic Site
PROJECT NO: P1297-00
DATE: August 8, 2023

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

Consultant shall estimate the cost of the NJUCC Plan Review by DCA and include that amount in their fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”, refer to paragraph XI.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. The DCA ePlans site can be found at:

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

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

https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

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

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

PROJECT NAME: ADA and Exterior Envelope Upgrades
PROJECT LOCATION: Rockingham State Historic Site
PROJECT NO: P1297-00
DATE: August 8, 2023

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:

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

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

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.**"

PROJECT NAME: ADA and Exterior Envelope Upgrades
PROJECT LOCATION: Rockingham State Historic Site
PROJECT NO: P1297-00
DATE: August 8, 2023

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 INCENTIVE PROGRAM

The Consultant shall review the programs available on the "New Jersey's Clean Energy Program" website at: <http://www.njcleanenergy.com> as well as New Jersey electric and gas utility websites to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey Clean Energy Program" or utility approved rebates and incentives.

Consultant shall identify all rebates and incentives in their technical proposal.

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**”, refer to Paragraph IX.A. 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.

B. ARCHAEOLOGICAL ALLOWANCE

The Consultant shall estimate the cost to provide archaeological services and/or monitoring necessary to facilitate ADA access to the site and enter that amount in their fee proposal line item entitled “**Archaeological Allowance**”.

The Consultant shall have in-house capabilities or Sub-Consultants pre-qualified with DPMC in P031 Archaeology Professional Discipline.

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

PROJECT NAME: ADA and Exterior Envelope Upgrades
PROJECT LOCATION: Rockingham State Historic Site
PROJECT NO: P1297-00
DATE: August 8, 2023

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW APPROVED BY: James Wright 8/8/2023
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: William White 8/2/23
WILLIAM WHITE, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Edmund Kopczynski 8/8/2023
EDMUND KOPCZYNSKI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Richard Flodmand 8/14/23
RICHARD FLODMAND, 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:

- **SCHEMATIC DESIGN PHASE**
- **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. **ROCKINGHAM STATE HISTORIC SITE MAP**
- D. **PHOTOS**

END OF SCOPE OF WORK

Deliverables Checklist Schematic Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

**Deliverables Checklist
Permit Application Phase**

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

**Deliverables Checklist
Bidding and Contract Award Phase**

A/E Name: _____

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

**Deliverables Checklist
Construction Phase**

A/E Name: _____

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

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

Consultant Signature

Date

**Deliverables Checklist
Project Close-Out Phase**

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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.

_____ Date

Consultant Signature

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

Activity ID	Description	Report	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct PreDesign/Project Kick-Off Mtg.	CM	
CV3002	Prepare Program Phase Submittal	AE	
CV3001	Distribute Program Submittal for Review	CM	
CV3007	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	
CV3007	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3002	Review & Approve Design Development Submittal	CA	
CV3003	Review & Approve Design Development Submittal	PR	
CV3004	Review & Approve Design Development Submittal	CM	
CV3005	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

DBCA - TEST

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

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Activity ID	Description	Resp	Weeks
CV003	Review & Approve Final Design Submittal	CM	
CV006	Consolidate & Return Final Design Comments	CM	
CV008	Prepare & Submit Permit Application Documents	AE	
CV008	Prepare & Submit Bidding Cost Analysis (DFPAC-38)	CM	
Plan-Review-Permit Acquisition			
CV001	Review Constr. Documents & Secure UCC Permit	PR	
CV010	Provide Funding for Construction Contracts	CA	
CV020	Secure Bid Clearance	CM	
Advertise-Bid-Award			
CV001	Advertise Project & Bid Construction Contracts	CP	
CV010	Open Construction Bids	CP	
CV011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV014	Complete Recommendation for Award	CP	
CV020	Award Construction Contracts/Issue NTP	CP	
Construction			
CV000	Project Construction Start/Issue NTP	CM	
CV001	Contract Start/Contract Work (25%) Complete	CON	
CV002	Preconstruction Meeting	CM	
CV003	Begin Preconstruction Submittals	CON	
CV004	Longest Lead Procurement Item Ordered	CON	
CV005	Lead Time for Longest Lead Procurement Item	CON	
CV006	Prepare & Submit Shop Drawings	CON	
CV007	Complete Construction Submittals	CON	
CV011	Roughing Work Start	CON	
CV012	Perform Roughing Work	CON	
CV010	Contract Work (50%+) Complete	CON	
CV013	Longest Lead Procurement Item Delivered	CON	
CV020	Contract Work (75%) Complete	CON	

Sheet 2 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

NOTE:
Refer to section "IV Project Schedule" of the
Scope of Work for contract phase durations.
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Activity ID	Description	Repn	Weeks
CV0014	Roughing Work Complete	CON	
CV0021	Interior Finishes Start	CON	
CV0022	Install Interior Finishes	CON	
CV0030	Contract Work to Substantial Completion	CON	
CV0031	Substantial Completion Declared	CM	
CV0075	Complete Deferred Punch List/Seasonal Activities	CON	
CV0079	Project Construction Complete	CM	
CV0080	Close Out Construction Contracts	CM	
CV0089	Construction Contracts Complete	CM	
CV0096	Close Out A/E Contract	CM	
CV0092	Project Completion Declared	CM	

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

DBCA - TEST

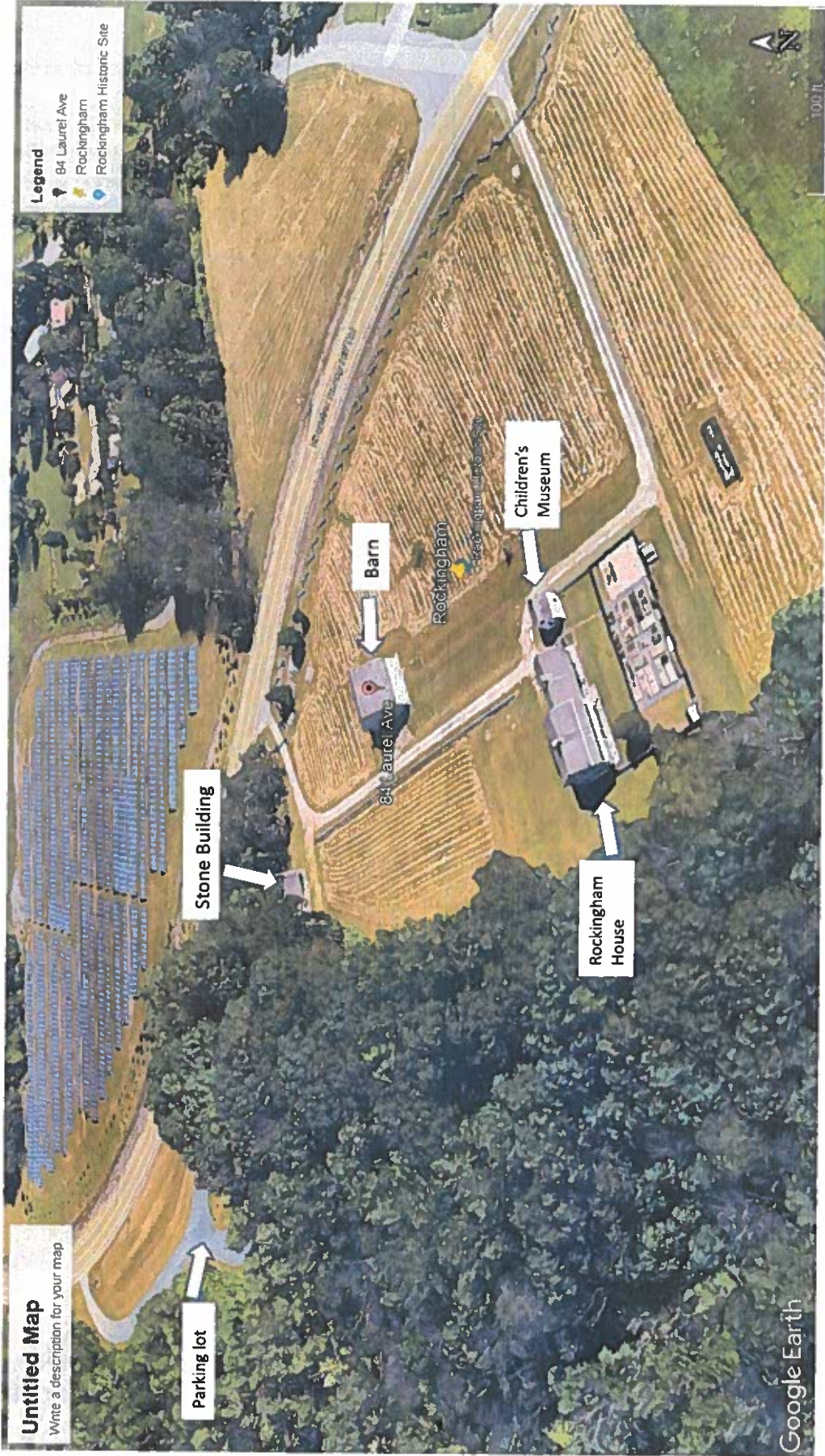
Sheet 2 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'



Project Site Location Map
Rockingham State Historic Site
EXHIBIT 'B'



Untitled Map

Write a description for your map

Legend

- 841 Laurel Ave
- Rockingham
- Rockingham Historic Site

Parking lot

Stone Building

841 Laurel Ave

Barn

Rockingham

Children's Museum

Rockingham House

Google Earth

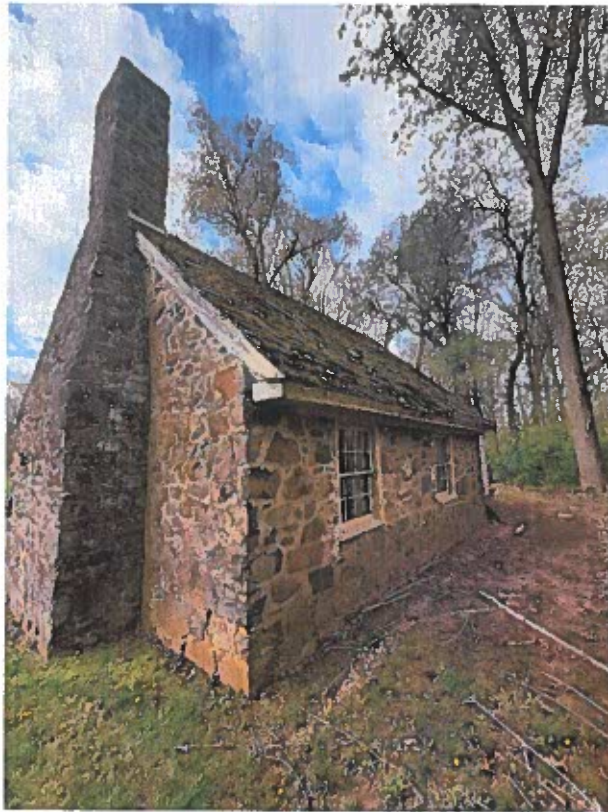
100 ft

Rockingham State Historic Site

EXHIBIT 'C'

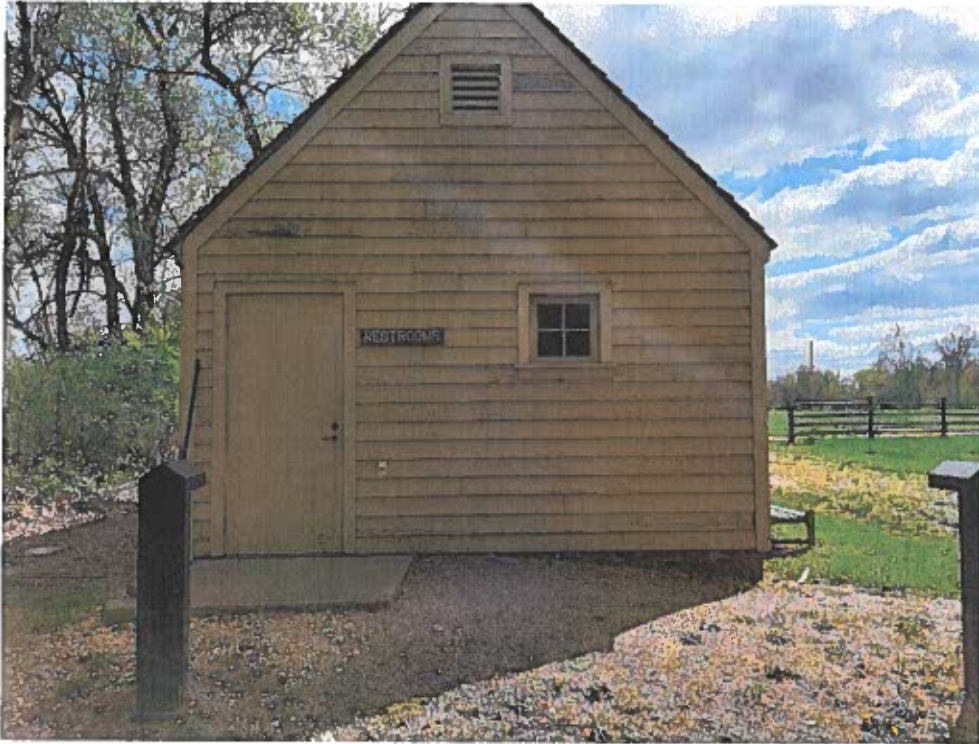


Stone Building at Rockingham State Historic Site



Stone Building from the back. Note deteriorating masonry and roofing.

EXHIBIT 'D'



Bathroom addition to the Stone Building. ADA access will be required to the bathrooms.



View of bathroom entrance relative to foot path.

EXHIBIT 'D'

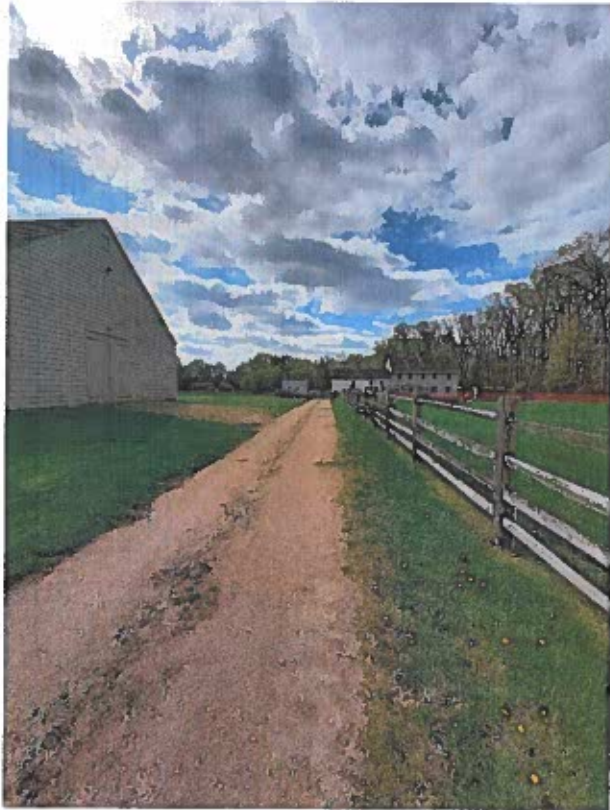


Parking lot is on far (north) side of footbridge. ADA access project begins here on south side of bridge.



Path leading from footbridge toward Stone Building.

EXHIBIT 'D'



Path leading from Stone Building toward Barn (on left) and Children's Museum and Rockingham House (in background, left and right respectively)



Entrance to Children's Museum. ADA access required here.

EXHIBIT 'D'



Entrance to Rockingham House requiring ADA access.



Rockingham House ADA access pathway. Children's Museum in background.

EXHIBIT 'D'