

SCOPE OF WORK

State Park Police Substation HVAC/ Electrical Upgrades

Island Beach State Park
Berkley Township, Ocean County, NJ

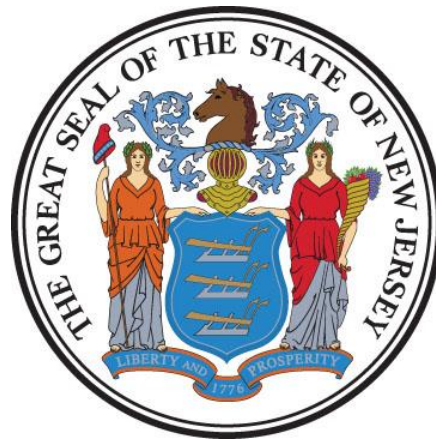
Project No. P1331-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: October 16, 2024

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I. OBJECTIVE

The objective of this project is to reduce the energy consumption of the Island Beach State Park Police Substation by upgrading and installing a heating, ventilation and air conditioning (HVAC) system and adding a water heating system to the building. The project also includes relocating and improving the building's electrical panel to support energy efficient equipment and units. The building's electrical panel will be relocated to the building's main floor. The electrical, mechanical, and related distribution equipment in the basement/crawlspace and building will be removed and disposed along with repairs made to the building from equipment removal. A stand-by generator will be installed to back-up power for the building.

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):

- **P003 HVAC Engineering**

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

- **P002 Electrical Engineering**
- **P004 Plumbing Engineering**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**

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 \$170,000.

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$266,150.

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	30
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	30
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	45
• <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
• Issue Plan Release	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	120
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:

Island Beach State Park
Shore Rd. Rt. 35 South
Seaside Park, NJ 08752
Park Police Sub Station

GPS Coordinates: 39.905278° N, -74.081444° W

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. Department of Environmental Protection:

Name: Robert Baudo, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 775-7662
E-Mail: Robert.Baudo@dep.nj.gov

Name: Larry Tutela, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 273-1866
E-Mail: Larry.Tutela@dep.nj.gov

2. New Jersey Board of Public Utilities:

Name: Sara Bluhm Gibson, Director, Division of State Energy Services
Address: New Jersey Board of Public Utilities
44 South Clinton Avenue
Trenton, NJ 08625
Phone No: (609) 633-9275
E-Mail: Sara.Bluhm@bpu.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Department of Environmental Protection (NJDEP) Island Beach State Park (IBSP) opened in 1959 and is located in Berkeley Township in Ocean County. The park is a narrow barrier island, approximately ten (10) miles long, that sits between the Atlantic Ocean and the Barnegat Bay. The 2,694-acre Phipps State Park is one of New Jersey's last significant remnants of a barrier island ecosystem in the state and is also one of the few remaining undeveloped barrier beaches on the north Atlantic coast.

The majority of public activity takes place during the summer months from Memorial Day thru Labor Day in the beach swimming areas when staffed with lifeguards. Most of the recreational areas are completely closed and areas winterized after Labor Day. The park remains open year-round for hiking, biking and other sport related activities in addition to DEP educational programs held at the Sedge Island Marine Conservation.

The State Park Police Substation operates from an individual building along the main shore road. Other park buildings include the Maintenance facility, Ocean House, Bay House, Superintendent's House, Governor's vacation residence house, and Interpretive Center. (See **Exhibit 'B'** Site Map)

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The State Park Police Substation is approximately 1.2 miles south of the main gate house. (see **Exhibit 'B'** Site Map) The cape-type building, built in 1953, is a single-story wood framed building on a masonry foundation and is approximately 1102 sq.ft. The building was previously used as the Island Beach State Park office and is now used as a Substation for the State Park Police. The Substation has three (3) enclosed office spaces, a kitchen, one (1) bathroom with a shower, and one-half bathroom on the first floor. The building has a basement/crawl space, an A-frame attic space, and a covered front porch area.

The building utilities include electric provided by the local electric company, water serviced from the public main, and an exterior oil tank that provides the building's heat. The building's electrical panel, aged water heater, and water tank are located in the partial basement which can be accessed by a staircase in the hallway (See **Exhibit 'C'** Photos). The rooms are currently cooled by individual window air conditioning units and use room radiators that are original to the building for the heat.

The New Jersey Department of Environmental Protection (NJDEP) would like to relocate the heating system and water heater from the basement and incorporate a heating, ventilation, and air conditioning (HVAC) system for the building. In addition, the electrical panel will need to be removed from the basement and relocated. The region has had previous storm flooding and it is essential to relocate the new electrical panel and switch gear equipment to a higher level. A stand-by generator needs to be installed to back-up the building's systems due to the many power outages at the Substation building location.

The Park Police Substation is occupied year round, 24 hours a day, and 7 days a week. The building will be in use during construction.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. HVAC SYSTEM

1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award and services to research, design and install an energy efficient HVAC system, controls, and related equipment to an Agency approved location on the first floor and/or attic space. The Consultant shall consider site location factors for the location of any newly installed and/or relocated equipment. The Consultant shall determine all required DEP permits to complete this project.

The design shall include but not limited to installing ductwork, electric, condenser, exhaust fans, air distribution grills, Variable air volume (VAVs), registers and diffusers, and all other heating, cooling and air distribution components. The Consultant shall provide the design and installation for all HVAC system and related equipment to be located on the building's main floor and/or attic space.

The Consultant shall include in the design the start-up, testing, and balancing for all installed HVAC equipment room to ensure adequate fresh air is supplied per code requirements. The Consultant shall include in the design all equipment with the necessary controls and thermostats to meet all current energy codes and standards.

All new and replaced systems and related equipment shall be environmentally safe and approved by the DEP project team and facility staff prior to installation as well as by all other official authorities concerned as per all applicable codes.

The Consultant shall provide in the design documents a detailed demolition plan for the removal and disposal of the building's existing furnace, water heater, radiators, associated piping, and the above ground exterior oil tank. The Consultant shall include a detailed repair plan to repair the building's damage including but not limited to holes in the walls and/or flooring due to any equipment removed from the building. (see **Exhibit 'C'** Photos)

2. Temporary Conditions:

The Consultant shall provide temporary heating and/or cooling accommodations as needed to keep the facility operational for Agency staff during construction phases and throughout construction.

3. Load Calculations:

The Consultant shall perform a load calculation to determine that the replacement of the new HVAC equipment and accessories meets the code and building requirement of the required occupancy count.

4. Testing and Balancing:

The Consultant shall, during the survey phase of its work, use its discretion and experience to determine whether HVAC System Testing and Balancing is needed in order to properly assess the function of the existing HVAC System. Such HVAC System Testing and Balancing shall be performed by a qualified firm. It is not required that such firm be pre-qualified with DPMC, however a NJ Business Registration Certificate will be required.

As part of the design documents, the Consultant shall ensure that, following construction, the Contractor is required to hire a qualified HVAC Testing and Balancing firm, and such firm shall perform system tests to ensure that the HVAC system as installed performs as specified and designed. The design documents shall further require that the HVAC System Testing and Balancing firm shall produce a report setting forth its findings, adjustments, recommendations, and further that it shall certify that the HVAC system meets the design intent and will perform as specified and designed and that all equipment, i.e., fans, controls, dampers, and devices requiring adjustments or regulation are properly installed, thoroughly cleaned, adjusted, or regulated for proper operation and free from objectionable noise and vibration.

As part of Consultant's Construction Site Administration services, it will oversee the Contractor's work and their hiring of a HVAC System Testing and Balancing firm. The Consultant shall further ensure that any testing and balancing is performed in accordance with the current Association Air Balancing Council Standards or other State approved associations. Any system tests shall be observed and approved by the DPMC Project Manager and Code Group and a copy of the certified report and certification referred to above is to be provided to the DPMC Project Manager. The system shall be maintained by the maintenance personnel in accordance with the report data and operating manuals provided by the Contractor.

B. ELECTRICAL UPGRADES

1. General:

The Consultant shall conduct an investigation of the building's existing electrical system, panel, and related equipment and determine the requirements to remove and relocate the existing electric panel and related equipment from the crawl space/ basement to an Agency approved location on the main floor. The Consultant shall include in the building's new electrical system all newly installed, relocated, and existing equipment requiring electric. The Consultant shall

consider any site factors for the relocation of any equipment. The Consultant shall determine all required DEP permits to complete this project. .

All existing electrical and related distribution equipment in the basement/crawlspace and building including but not limited to the electrical panel, conduits, and electrical receptacles shall be removed and disposed along with repairs made to the building, walls, and/or flooring from the equipment and related equipment removal.

This Scope of this project also includes the design and installation of stand-by generator to run all systems in the substation.

2. Electrical Panel & Switchgear:

The Consultant shall provide the design and specifications to install a new electric panel and related switchgear to support all existing and newly installed systems and related equipment. The Consultant shall provide any necessary design changes to the new electrical system to include, but not limited to the supply, panels, wiring, raceways, and receptacles.

The Consultant shall meet and coordinate with the NJDEP, Office of Resource Development Staff, and any BPU (Board of Public Utilities) staff to outline all requirements necessary for the design of upgraded electrical system. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated in the design. The new design shall follow all codes and standards applicable.

C. WATER HEATING SYSTEM

1. General:

The Consultant shall provide the design and installation of an energy efficient water heating system, to an Agency approved location for the building. The Consultant shall also evaluate and determine the efficiency and benefits of installing an on-demand energy efficient water heater to support the building's water heating usage. The Consultant shall provide the design, specifications, and installation to add an on-demand energy efficient water heater based on the building application. The Consultant shall consider any site factors for the relocation of any equipment. The Consultant shall determine all required DEP permits to complete this project.

The Consultant shall meet and coordinate with the NJDEP, Office of Resource Development Staff, and any BPU (Board of Public Utilities) staff to outline all requirements necessary for the design of the water heating system. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated in the design. The existing water boiler and water tank shall be removed from the crawl space/ basement and properly disposed. The design shall include a new energy efficient water heating

system including but not limited to heat pumps, controls, valves, and piping, as required. The design shall follow all codes and standards applicable.

2. Equipment:

The design shall include all equipment to be energy efficient in terms of performance, energy efficiency, and required capabilities. The design shall include units of a size that also maintains appropriate clearances and tolerances to the current spaces. All appropriate connections and supporting systems (fresh air intake, exhausts, valves, filters, etc.) shall be evaluated and included in the design as appropriate.

3. Plumbing:

Piping, valves, insulation, and other components required for the new water heating system and water tank shall be included in the design, as necessary. If the removal and/or reinstallation of additional plumbing components and/or piping is required for access purposes, those components and/or piping shall be assessed and if found to be inadequate shall be replaced in the designs.

D. GENERATOR

1. General:

The Consultant shall provide the design and installation of a new stand-by generator located in the exterior rear of the IBSP Police Substation to power all systems in the Substation. The design documents shall include all necessary related switchgear and equipment at this facility.

The Consultant shall determine the new generator classifications, power, capacity, and size according to the load requirements in order to back up the entire facility in case of loss of electricity and power outage. The Consultant shall include in the design the generator type and fuel power required by the new generator. The Consultant shall determine the maximum operating time the new generator can provide back-up power to the building during a loss of power. Determine the need to add an AST to power and refuel the generator, if necessary.

Survey industry-recognized manufacturers of the replacement components to be specified in the design documents. Items to consider shall include, but not be limited to product reliability and performance, manufacturer's years of service, equipment costs, warranties, guarantees, delivery schedule, compatibility with the existing equipment and related components, physical size, etc. Note that the names of three "equal" manufacturers shall be identified and included in the design documents for reference.

The consultant shall evaluate the generator design criteria based on a thorough evaluation of requirements of NEC Articles 700, 701, and 702.

All new and replaced systems and related equipment shall be environmentally safe and approved by the DEP project team and facility staff prior to installation as well as by all other official authorities concerned as per all applicable codes.

2. Location:

The Consultant shall survey suggested locations, provide recommendations, and identify requirements, such as structural calculations for the new generator's concrete pad, as necessary.

3. Temporary Power:

The Consultant shall provide temporary power as needed to keep the site operational during the construction phases, if needed.

4. Drawings:

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

Provide short circuit study and selective coordination study of over-current protection devices. Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team.

Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

5. Control Equipment:

Provide the design and specification for a master control system, new breaker switchgear, and all further details regarding the sequence of operations.

6. Generator Pad:

The Consultant shall assess the location for the new generator's concrete pad and related equipment. The Consultant shall provide the design and specifications for the concrete pad for the new generator and related equipment, as necessary. Provide signed and sealed structural calculations, verifying that they will support the new equipment.

7. Generator Annunciator Panel:

The Consultant shall include in their design a local annunciator panel and wireless annunciator panel at approved occupied workstations within the facility.

8. Equipment Installation Schedule:

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

9. Equipment Tests:

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

10. Spare Parts:

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

E. BOARD OF PUBLIC UTILITIES

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

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

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

A link to the protocols is found below. <https://www.njcleanenergy.com/main/public-reports-and-library/market-analysis-protocols/market-analysis-baseline-studies/market-an>

F. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

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

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

G. EXISTING DOCUMENTATION

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

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of

errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

A project that involves many buildings and/or sites requires that a separate permit shall be issued

for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

The Consultant may refer to the Division of Property Management and Construction "Procedures for Architects and Engineers Manual", Paragraph **"9. REGULATORY AGENCY**

APPROVALS” which presents a compendium of State permits, certificates, and approvals that may be required for this project.

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

Utility incentive programs cannot be applied for on this project as it is being funded through the State Facilities Initiative which is part of the NJ Clean Energy Program.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites to determine if and how they can be applied to this project. The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

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

3. Applications:

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

4. Consultant Fee:

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

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

PROJECT NAME: State Park Police Substation HVAC/ Electrical Upgrades
PROJECT LOCATION: Island Beach State Park, Ocean County
PROJECT NO: P1331-00
DATE: October 16, 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: Alison F. Gottlieb 10/22/2024
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 10/22/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Larry Tutela 10/24/24
LARRY TUTELA, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Sara Gibson 10/28/2024
SARA BLUHM GIBSON, DIRECTOR DATE
NEW JERSEY BOARD OF PUBLIC UTILITIES

SOW APPROVED BY: Jeanette M. Barnard 1.13.25
JEANETTE BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

- **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. **DRAWINGS**

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

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

Consultant Signature_____
Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist

Permit Application Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

Deliverables Checklist

Bidding and Contract Award Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date

Deliverables Checklist

Construction Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

Deliverables Checklist

Project Close-Out Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date _____

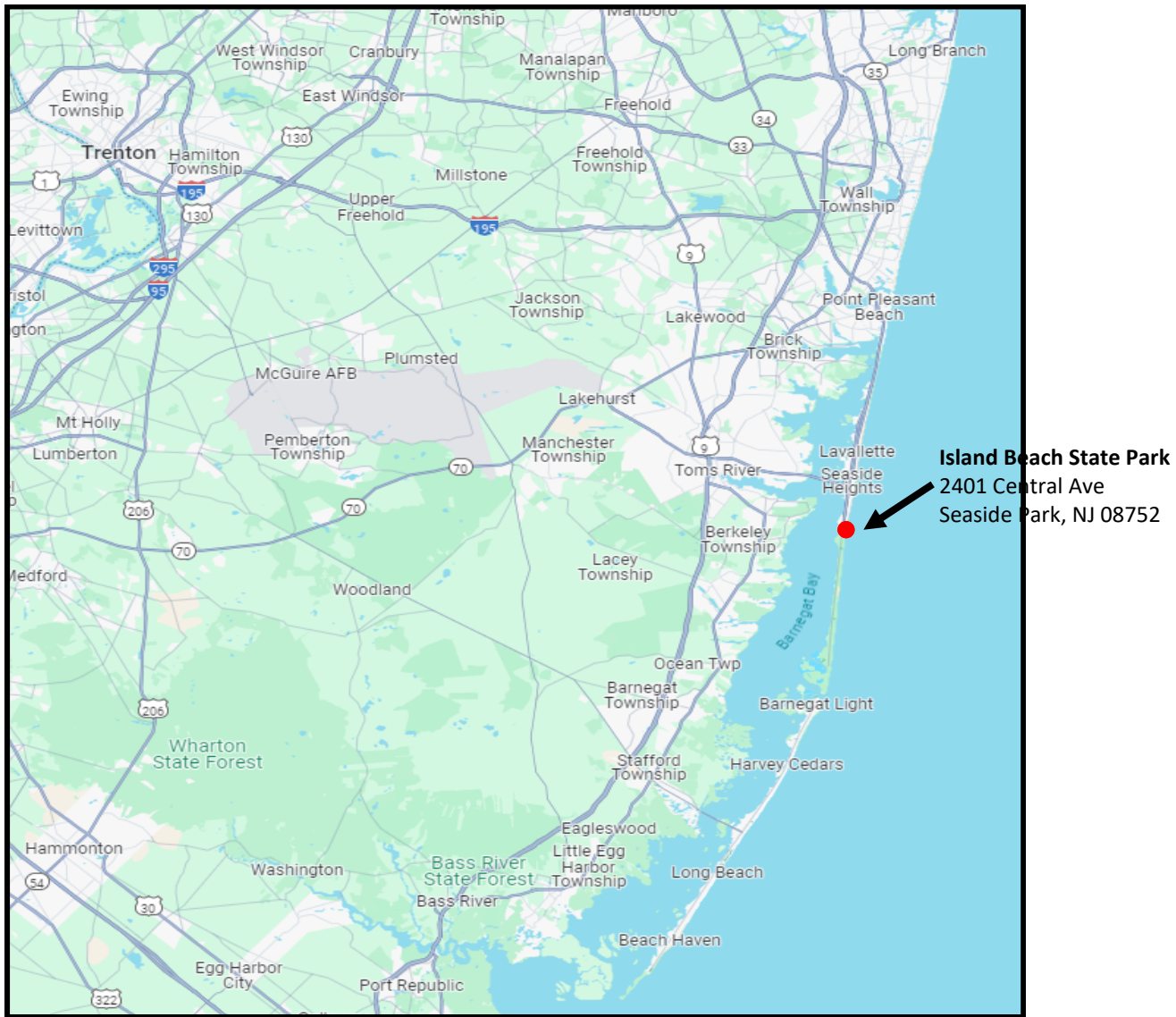
February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

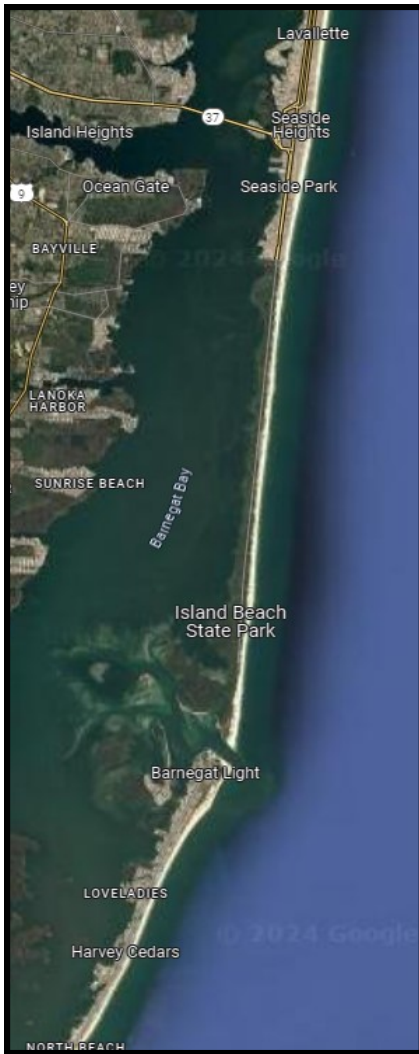
The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that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

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

EXHIBIT 'A'



Project Site Location Map
Island Beach State Park
EXHIBIT 'B'



Project Site

Island Beach State Park - State Park Police

EXHIBIT 'B'



Front View



Rear View

Photos

IBSP - State Park Police Substation

EXHIBIT 'C'



Attic



Hallway



Kitchen



Office

Photos

IBSP - State Park Police Substation

EXHIBIT 'C'



Furnace & Hot water Tank



Electrical Panel



Photos

IBSP - State Park Police Substation

EXHIBIT 'C'