

SCOPE OF WORK

Civilian Conservation Corps Campground Sanitary Building & RV Dump Station Replacement

Belleplain State Forest
Woodbine, Cape May County, NJ

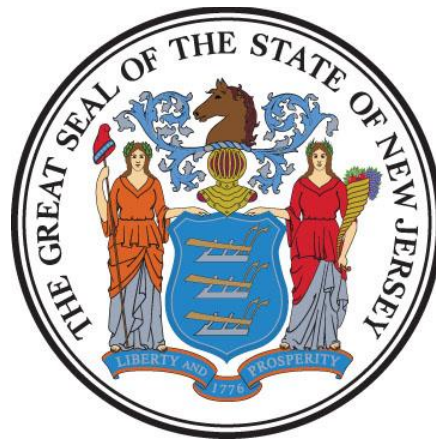
Project No. P1345-00

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: December 23, 2024

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS	4
III. PROJECT BUDGET	5
A. CONSTRUCTION COST ESTIMATE (CCE)	5
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	7
A. PROJECT SITE ADDRESS	7
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative:	7
2. Department of Environmental Protection:	7
VI. PROJECT DEFINITION	8
A. BACKGROUND	8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING/SITE	8
VII. CONSULTANT DESIGN RESPONSIBILITIES	9
A. DESIGN REQUIREMENTS	9
1. General:	9
2. Demolition & Removal:	9
3. New Design Requirements:	10
4. Environmental:	11
5. Wildlife Migration:	11
6. Existing Conditions:	12
7. Pinelands Approval:	12
8. Contractor Staging:	12
B. DESIGN MEETINGS & PRESENTATIONS	12
C. EXISTING DOCUMENTATION	13
VIII. PERMITS & APPROVALS	13

PROJECT NAME: CCC Campground Sanitary Building & RV Dump Station Replacement
PROJECT LOCATION: Belle Plain State Forest, Cape May County
PROJECT NO: P1345-00
DATE: December 23, 2024

A.	NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT	13
B.	OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS	16
IX.	ENERGY REBATE AND INCENTIVE PROGRAMS	16
X.	ALLOWANCES	17
A.	PLAN REVIEW AND PERMIT FEE ALLOWANCE	17
1.	Permits:	17
2.	Permit Costs:	17
3.	Applications:	17
4.	Consultant Fee:	18
XI.	SOW SIGNATURE APPROVAL SHEET	19
XII.	CONTRACT DELIVERABLES	20
XIII.	EXHIBITS	20
A.	SAMPLE PROJECT SCHEDULE FORMAT	
B.	PROJECT SITE LOCATION MAP	
C.	PHOTOS	

I. OBJECTIVE

The objective of this project is to design and construct a full replacement of the Sanitary Building, Individual Subsurface Sewage Disposal Systems (ISSDS), and the RV Dump Station located on the Civilian Conservation Corps (CCC) Campground at Belleplain State Forest in Cape May County.

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:

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P011 Environmental Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**

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 \$1,600,000.

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 \$2,225,000.

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.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
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	180
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.

PROJECT NAME: CCC Campground Sanitary Building & RV Dump Station Replacement
PROJECT LOCATION: Belle Plain State Forest, Cape May County
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V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Belleplain State Forest
1 Henkinsifkin Road
Woodbine, NJ 08270

GPS Coordinates: 39.25744° N, 74.85231° 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. DPMC Representative:

Name: Robert Tampellini, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-7069
E-Mail: Robert.Tampellini@treas.nj.gov

2. Department of Environmental Protection:

Name: Jeffrey T. Adams, Jr., Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 468-4555
E-Mail: Jeffrey.Adams@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Belleplain State Forest, established in 1928, is a 21,320-acre New Jersey State Forest located in Northern Cape May County within the Pinelands National Reserve. Belleplain State Forest contains the greatest variety of habitats anywhere in New Jersey including saltwater marsh, Atlantic white cedar swamp, mixed hardwood swamp, and oak-hickory forest. The preservation of the region's richness provides well-known bird spotting, especially during the spring migration. There are over fifty miles of trails for hiking, biking, and horseback riding. Other activities in the region include hunting, fishing, camping, stargazing, swimming, and canoeing/kayaking.

The Civilian Conservation Corps (CCC), Reforestation Relief Act, was a United States program established in 1933 during the Great Depression to allow single men between the ages of 18 and 25 to enlist in work programs to improve America's public lands, forests, and parks. Between 1933 and 1942, three different and separate camps at Belleplain were formed by the Civilian Conservation Corps (CCC), supplying labor to the forest for over an eight-year period.

The CCC Campground is now managed by the New Jersey State Parks, Forest, & Historic Sites. Belleplain State Forest is pet-friendly and open for visitors year-round.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING/SITE

The Civilian Conservation Corps (CCC) Campground includes campsites that are camper, RV, and trailer accessible with electrical hook-up at some campsites. The RV dump station and the Individual Subsurface Sewage Disposal Systems (ISSDS) was a simple design built in the 1970s to meet the load and demand of the campgrounds and campers during that time. The dump station now serves all (3) campgrounds at Belleplain State Forest (see **Exhibit 'B'** Site Map).

The Sanitary building was construction in the 1970s. It is a one-story wood framed blocked building on a concrete slab. The women's restroom entrance is on the right and men's room entrance is on the left. The mechanical room is between the two restrooms. Both restrooms contain toilets and sinks with urinals in the men's restroom. The rooms have lighting and electric outlets. The water supply is provided by the public water supply and wastewater is discharged into the nearby pit and the public sewer. (see **Exhibit 'C'** Photos).

The dump station, sewage disposal system, and sanitary building are in various stages of disrepair, have aged, and are functioning poorly. The roof on the sanitary building is in poor condition and at the end of its useful life. Additionally, the dump station and the sewage disposal system are not up to current codes and standards. Additionally, there is only a single lane for

vehicles to access the dump station and Comfort Station preventing other vehicle traffic to pass (see **Exhibit ‘C’** Photos).

The CCC Campground and Belleplain State Forest will be open during construction.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General:

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to replace the existing Individual Subsurface Sewage Disposal Systems (ISSDS), the RV dump station, and the Sanitary Building on the CCC Campground in Belleplain State Forest.

The new design shall follow all codes and standards applicable. The design shall include the replacement of tanks, disposal fields, sewage pipes, and any other additional requirements the Consultant determines as necessary.

Any necessary site improvements and/or soil grading, including but not limited to the building access pathways leading to and around the building’s perimeter shall be evaluated and included in the design. The Consultant shall include in the design the calculations for the new concrete pad for the building replacement. All above and below grade utility lines, well water, pumps and supply lines to the structure shall be located, evaluated, and documented. The Consultant shall meet and coordinate with DEP and Park Staff to outline functional requirements necessary for the sanitary building replacement.

2. Demolition & Removal:

The Consultant shall provide the design for the demolition and safe removal of the existing sanitary building, ISSDS, exterior oil tank, dump station, and any additional related equipment. The Consultant shall evaluate and determine to either abandon-in-place or the safe removal and disposal of any equipment being replaced.

The Design Consultant shall determine the excavation depth required for the removal of any necessary underground sanitary lines and tanks. The Design Consultant shall make note of any specialty construction equipment required for the demolition and safe removal of the building and any associated equipment.

3. New Design Requirements:

The Consultant shall evaluate and include the design and specifications for each of the following:

a. Sanitary Building & Equipment

The Consultant shall determine the layout of the new building to accommodate individually accessed showers, toilets with hand sinks, and a mechanical room. All rooms shall be accessed with a dedicated exterior door. The design plans shall meet all current ADA codes and standards. The design plans shall include all amenities, mechanical equipment, and code requirements to meet the current UCC Code.

The building design shall be constructed using a park-like style and setting to resemble the design of DPMC Project P1310-00 Meisle Campground Sanitary Facility. The new facility shall be designed for year-round use and optimal ventilation.

The Consultant shall evaluate and provide the design for the new building to include the following:

- Single occupancy rooms to include a shower, toilet fixture and sink.
- ADA approved shower-room, sink, and toilet equipment.
- Mechanical room to include all pipe chases for direct plumbing access.
- Mechanical room to include a hot water heater, furnace, wash area and slop sink.
- Forced hot air heating.
- Plumbing shall be PEX piping where permitted with manifolds, homeruns, and shutoffs with no outside wall plumbing.
- Electric & LED lighting.
- Propane tank to replace fuel oil.
- Review potential opportunities for the design and installation of an electric water heater and electric heat pump
- Underground septic replacement and sanitary lines.
- Signage.
- Security & all necessary room door locks.

The building shall be designed for the installation of equipment and fixtures requiring minimal routine maintenance and repairs. All interior surfaces to be durable, easy to maintain, and sanitize. All amenities and equipment shall be designed for contactless/ touch-free/automatic

flushing systems, motion and/or sensor access for hygiene and wellness promotion including touchless activation sinks, faucets, soap dispensers and hand dryers along with baby changing

stations. All equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving and energy efficient.

At the time of the site visit DEP is not including a laundry room in the building replacement.

b. New Individual Subsurface Sewage Disposal Systems (ISSDS):

The Design Consultant shall provide a fully engineered and code approved design to replace the sewage disposal systems. The design shall include, but not be limited to, a scaled layout of the new sewage disposal systems and all related system components. Design documents and specifications shall indicate the type of system and the name of the desired manufacturer and two alternate manufacturers of each type of equipment proposed.

c. RV Dump Station:

The Design Consultant shall provide a complete code approved RV dump station design with the specified equipment and/or components including the equipment location, layout, electric, water supply, drainage. The Consultant shall review the possibility of relocating the dump station to a closer location to the replaced sanitary building. The new dump station shall include the design and specifications for a vehicle wash hose. Any necessary site improvements shall be included in the design.

All new signage shall be specified by the Consultant and included in the design.

d. Vehicle Roadway:

The Consultant shall evaluate and determine an Agency approved design to allow for improved vehicle and traffic flow near the replaced sanitary building and new dump station.

4. Environmental:

The Consultant shall provide the design for the replacement of a septic system that is environmentally safe. The septic system design shall be approved by the Agency Project Manager Park staff prior to installation, as well as, all other official authorities concerned, as per all applicable codes.

5. Wildlife Migration:

Design documents shall notate the necessary restrictions for clearing of trees and shrubs to avoid bird nesting season between May 15th through July 31st.

6. Existing Conditions:

The Consultant shall conduct an evaluation of the site's existing conditions. An environmental screening of topography, geology, soils, surface water and ground water is to be completed. Soil suitability testing shall be performed to estimate depth to groundwater.

The Consultant shall compare the existing dump station ISSDS with the available record drawing(s) and document the location of the existing individual septic tanks and existing disposal bed systems. This information shall also be used to identify the areas of the park that will be impacted by the construction work and potential removal of materials/debris.

7. Pinelands Approval:

The Consultant shall complete a Pinelands application and submit to the Pinelands Commission for review and approval prior to securing UCC Permits.

8. Contractor Staging:

Construction documents shall include an Agency approved staging area by the Project Team indicating the location where the contractor can store debris, materials, tools, and equipment.

B. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations:

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

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

C. EXISTING DOCUMENTATION

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

- DPMC Project No: P1173-00 Campsite Electric and Water Service, As-Built Drawings 01/31/2022, Gillan & Hartmann, Inc.

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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

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

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

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

a. Definition:

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

be independent from the Contractor and responsible to the Consultant so that there is no possible conflict of interest.

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

The Consultant shall identify all applicable rebates and incentives in their technical proposal and throughout the design phase.

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

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

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

3. Applications:

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the

application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee:

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

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

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PROJECT LOCATION: Belle Plain State Forest, Cape May County
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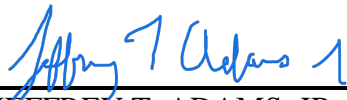
XI. SOW SIGNATURE APPROVAL SHEET

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: _____ 12/23/2024
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: _____ 12/23/2024
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY:  _____ 12/24/2024
JEFFREY T. ADAMS, JR., PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: _____ 12/26/2024
ROBERT TAMPELLINI, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY:  _____ 3.27.25
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. **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.	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 _____

[illegible]

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

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

NOTE:

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

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DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

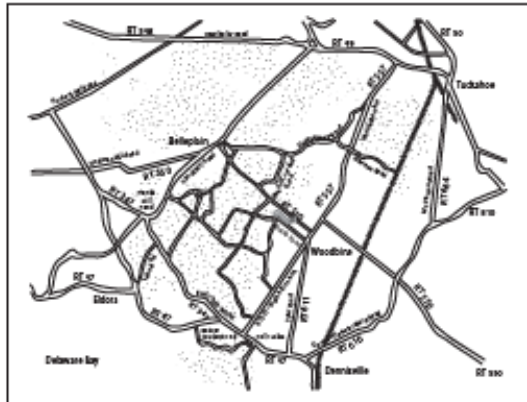
EXHIBIT 'B'

BELLEPLAIN STATE FOREST

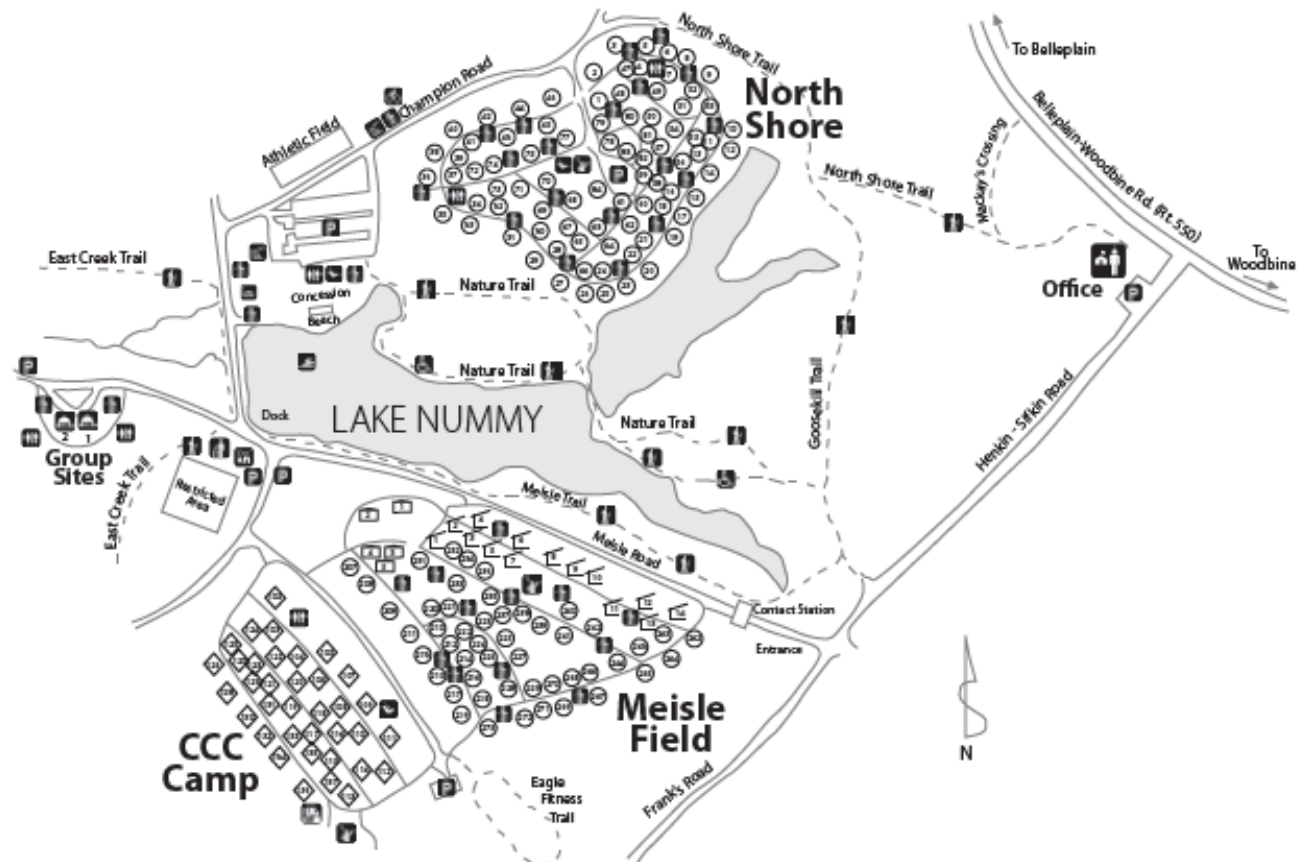
CAMPGROUND MAP



NJ Department of Environmental Protection
State Park Service



LEGEND		
Forest Office	Restrooms	Swimming
Parking	Showers	Trash/Recycling Receptacle
Campsite	Water	Interpretive Center
Shelter	Playground	Hiking Trail
Lean To	Picnic Tables	ADA Accessible
Group Camping	Picnic Pavilion	Mountain Bike Trail
30/50 Amp Electric/Water Hookup site	RV/Trailer Sanitation	Trails



Project Site Location Map

Civilian Conservation Corps (CCC) Campground - Belleplain State Forest

EXHIBIT 'B'

BELLEPLAIN State Forest



Lake Nummy Detail



Open Field or Grass	Boundary Trail (0.7 mi)	Ponds Trail (2.2 mi)	Kalker's Pond Trail (1.7 mi)	Birding	Parking Lot
Forest	Eagle Fitness Trail (0.3 mi)	Tarkiln Bogs Trail (0.85 mi)	Narrows Road Trail (1.4 mi)	Boat Launch	Parking (Pull Off)
Developed Area	East Creek Trail (7 mi)	Seashore Line Trail (1.5 mi)	Old Cape Trail (4.5 mi)	Cabin	Picnic Area
Water	Goosekill Trail (0.5 mi)	Champion Trail (0.9 mi)	Sally's Pond Trail (1.2 mi)	Campground	Playground
Wetland	Meisle Trail (0.62 mi)	Cinder Trail (0.8 mi)	Seashore Line Trail (5.8 mi)	Concession	Restrooms
	Mountain Bike Trail (9.2 mi)	Duck Pond Trail (1.8 mi)	Tom Field Trail (2 mi)	Drinking Water	Shower
	Nature Trail 1 (0.5 mi)	Dundrea Trail (1.3 mi)	Turtle Walk Trail (1.4 mi)	Interpretive Center	Swimming
	Nature Trail 2 (0.5 mi)	John's Run Trail (1 mi)	Trail Connector	Group Campground	Visitor Contact Station
	North Shore Trail (0.5 mi)			Lean-to	
				Park Office	

EXHIBIT 'B'



Photos

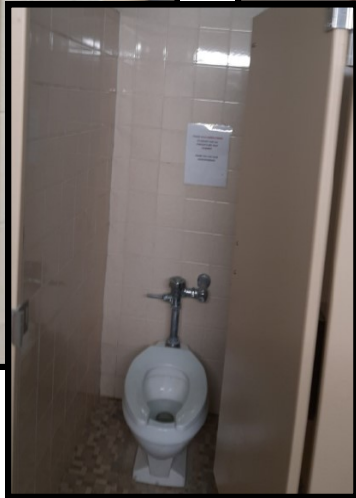
Sanitary Building & Sewage Disposal Systems
Civilian Conservation Corps (CCC) Campground
EXHIBIT 'C'



Photos - Sanitary Building
Civilian Conservation Corps (CCC) Campground
EXHIBIT 'C'



Photos - Utilities
Civilian Conservation Corps (CCC) Campground
EXHIBIT 'C'



Combined Toilet & Shower Room

Photos - Interior
Civilian Conservation Corps (CCC) Campground
EXHIBIT 'C'



Photos - Dump Station
Civilian Conservation Corps (CCC) Campground
EXHIBIT 'C'