

SCOPE OF WORK

Island Point Restroom Facility Replacement

Parvin State Park
Pittsgrove, Salem County, NJ

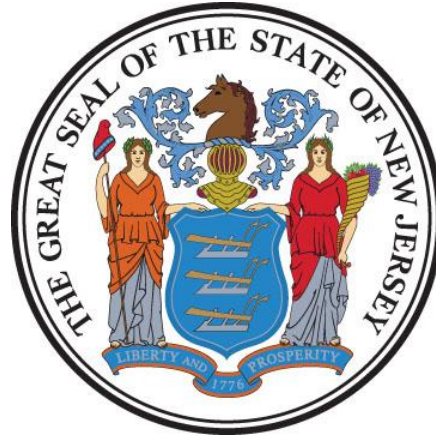
Project No. P1370-00

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: September 12, 2025

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I. OBJECTIVE

The objective of this project is to design and construct a New Restroom Facility in the same footprint as the current Building, replace the septic system, and add new separate shower rooms in the new building to accommodate the patrons utilizing the Island Point Group Camping Area within Parvin State Park.

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**
- **P007 Structural Engineering**
- **P011 Environmental Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

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 \$ 1,500,000.00

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 \$ 2,055,000.00

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
• Project Team & DPMC Plan/Code Unit Review & Comment	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 (See Note)
• <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

Note: The Final Design Phase is considered complete upon the release of Construction Documents by either the DPMC Code Group or the Department of Community Affairs (DCA).

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:

Parvin State Park
701 Almond Road
Pittsgrove, Salem, NJ 08318

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: Youstina Mansy, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609)931-1695
E-Mail: Youstina.Mansy@treas.nj.gov

2. DEP Representative

Name: Jeffrey T. Adams, Project Manager
Address: Department of Environmental Protection
Route 72 East
New Lisbon, NJ 08064
Phone No: 609-726-1191
E-Mail: Jeffrey.Adams@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Hidden in the southwestern part of the state is Parvin State Park, a park whose history is as varied as its wildlife. Situated on the edge of the Pine Barrens, the park not only has pine forests typical to the area but also a swamp hardwood forest. This park served as home for the Civilian Conservation Corps from 1933 to 1941, a summer camp for the children of displaced Japanese Americans in 1943, a POW camp for German prisoners in 1944 and temporary housing for the Kalmyk who fled their homelands in Eastern Europe in 1952. The Park is now used for recreational use offering tent camping, RV camping, Hiking, Biking, Horse Back Riding, and a Swim beach with multiple picnic areas.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Island Point Restroom building is constructed with wood framing mounted to a concrete slab. The two main sections include toilets, hand sinks, tile floors, tile over drywall walls, lighting and power outlets. The park staff would like to add shower rooms to the new building to accommodate the patrons using the Group Camping Area. The back section is a mechanical room that houses all the mechanical equipment for the building as well as storage for cleaning supplies.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services for the demolition, removal and complete replacement of the Island Point Restroom Facility located in Parvin State Forest. The Consultant shall meet and coordinate with DEP and Park Staff to outline functional requirements necessary for the new sanitary facility.

The Consultant shall determine the layout of the new facility by maximizing the existing footprint to include separate shower rooms, separate toilet rooms including sinks and all amenities, 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 building design shall be constructed using a park-like style and setting. The new facility shall be designed for year-round use and optimal ventilation.

The design plans shall include all amenities, mechanical equipment, and code requirements to meet the current UCC Code. The structure 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, motion and/or sensor access for hygiene and wellness promotion. Automatic flushing systems, motion sense wave sensors, touchless activation sinks, faucets, soap dispensers and hand dryers and baby changing stations will be included in the design. All equipment and fixtures throughout shall be Agency approved, environmentally friendly, water saving and energy efficient.

Any necessary improvements and/or soil grading, including building access pathways leading to and around the building's perimeter shall be evaluated and included in the design.

The Consultant shall include the design and calculations for the new facility concrete foundation.

All above and below grade utility lines, well water, pumps and supply lines to the structure shall be located, evaluated, and documented.

2. Demolition & Removal

The Consultant shall provide the design for the demolition and safe removal of the existing sanitary facility building. 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 Sanitary Facility & Equipment

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development and the Parvin State Park staff to outline all requirements necessary for the design of the new rest room facility with toilet rooms and shower rooms. 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 structure shall be designed for year-round use. Heating equipment is required; cooling equipment is not necessary. The most energy efficient equipment will be used. The separate shower rooms' facility must be well ventilated. The building should be as energy efficient as possible and have water saving fixtures throughout.

All interior surfaces shall be durable and easy to maintain. Provide adequately sized pipe chases for future repairs. All plumbing shall be drainable should the need arise to winterize the building in the future. All mechanical equipment (heater, water heater, and electrical service) shall be in a separate lockable room. A lockable janitorial closet with slop sink and storage for cleaning supplies shall be included.

The new design shall have an adequate number of toilet rooms and shower rooms to serve the expected usage to be outlined by the Park Staff.

The Consultant shall evaluate and provide the facility design to include the following:

- Single occupancy rooms including all amenities listed below.
- A mix of standard and barrier free Toilet Room(s), including sinks, toilets, trash receptical, baby changing station, soap dispensers, and hand towel dispensers.
- A mix of standard and barrier free Showers(s), including Benches, and towel hooks.
- Mechanical room to include all pipe chases for direct plumbing access.
- Janitor closet to include a wash area and slop sink.
- Mechanical room to include a water heater & furnace.
- Forced hot air heating.
- Plumbing shall be copper piping where permitted with manifolds, homeruns, and shutoffs with no outside wall plumbing.
- Electric & LED lighting.
- Underground septic replacement including sanitary lines, tanks, and associated parts.
- Signage
- Security & all necessary room door locks

All applicable laws and standards to be followed for new systems.

4. Roofing System

Provide a new standard 'A' roofing system for the new DEP building for review and approval by the DEP and project team.

5. Heating System

The Consultant shall provide a new state of the art heating system.

6. Plumbing

Construction documents shall include the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown for electric service, sanitary drain and vent system, hot and cold water distribution system and storm drainage system. Equipment connections shall be identified on all schematic and riser diagrams. Include a fixture schedule on the drawings listing each fixture, description, trap & vent sizes, values, and hot and cold water connection pipe sizes.

Include all design details and information required for the proper fire stopping for all floor and wall penetrations of building elements (walls, partitions, etc.).

7. Electrical

Provide an electrical distribution system for new building and all new site lighting fixtures.

Electrical drawings shall include all supply service equipment, heating, lighting, power, communications, and specialized systems. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated.

Lighting features must indicated typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient and have occupancy sensors where applicable.

8. Staging/Area

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

B. SEPTIC SYSTEM REPLACEMENT

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to remove and replace the existing septic system. The design documents shall identify the site restoration work required after the full installation of the replaced septic system. Any updated environmental screening of topography, geology, soils, surface water and ground water shall be specified in the design documents. Soil suitability testing shall be performed if necessary to estimate depth to groundwater.

2. Septic Removal

The Consultant shall provide the design for the demolition and safe removal of the existing septic system and disposal location of the existing septic tank shall be identified and legally disposed of offsite and at an approved landfill verified and documented by the Consultant.

The Consultant shall document the location and layout of the existing septic system, all related components, and the conditions of the disposal bed. The Design Consultant shall identify the areas of the site that will be impacted by the construction work.

The Consultant shall provide in the design documents any necessary shoring and/or trenching required for any removal of below grade equipment. The design documents shall provide the necessary equipment required for the removal of any equipment.

3. New Septic System Design

A fully engineered and code approved design of the complete septic system shall be provided by the Consultant. The design shall include, but not be limited to, a scaled layout of the new septic system and all related system components, pumps, piping, and disposal beds, tanks and associated parts.

The complete septic system design shall be based upon user load and demand, location, depth, tank size and capacity, material strength & material lifespan, tank maintenance, septic disposal and solid breakdown, filtering treatments, purification processes, ground water tables, inlet and outlet source piping layout and tie-in locations if any.

All design documents, drawings and specifications are to indicate the septic system type, model and name of the system. The design shall specify at least three (3) manufacturers of each equipment type and any components proposed.

The Consultant shall ensure all new septic system designs follow any applicable codes and standards.

4. Site Restoration

The design documents shall identify the Agency approved site restoration work needed after installation of the lines including roadways, driveways, parking lots, sidewalks, and lawn areas.

5. Staging

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

C. SITE WORK

1. Parking Lots & Roadways

Construction documents shall include paving and parking lots as needed and based on budgetary considerations. Consultant shall, as part of the Program Phase, evaluate and estimate the cost of each proposed item and provide a written report to the Project Team.

Parking lot and roadway surfaces shall be bituminous concrete and shall have appropriate striping, signage and lighting. Concrete curbing shall be installed along the edge of all new roadways and around the perimeter and islands of the parking lots. Handicap curb cuts shall be included at appropriate locations. All grading shall provide appropriate slopes for storm water runoff to curbs, gutters and inlets tied into the existing site drainage system.

All costs associated with evaluating, estimating, preparing written reports and providing design services for repairing and striping parking lots and roadways shall be included in the consultant's lump sum fee proposal.

2. Sidewalks

Evaluate the path of travel, and any areas requiring access (i.e., new parking areas, etc). Construction documents shall include concrete sidewalks from the parking lot(s) to new buildings and other areas of the site requiring pedestrian or staff access. Incorporate barrier free access ramps and curb cuts, wherever the barrier free path of travel is required.

3. Signage

Construction documents shall include exterior site signage.

Site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives. Propose specifications for signage using a clearly visible sign from roadway. Must have enhanced visibility at night. Directional signage on property directing visitors, deliveries, material drop off, material pick-up, etc. shall be clearly delineated. The exterior signage at the street, shall be illuminated and of a size/shape as determined by the DEP.

4. Site Lighting

Pole mounted site lighting shall be integrated into the architectural and landscape design for the parking areas, paths, pedestrian sidewalks, roadways, and other areas or equipment requiring proper illumination for visibility, surveillance and personnel safety. Spacing and heights of the light poles shall ensure proper coverage of the areas illuminated. Lighting levels shall comply with approved design standards and be sufficient to support areas of surveillance. Lamps shall be high efficiency type and have photocell dusk to dawn operational features. Add lighting where new roadways, parking lots, and walkways are added.

5. Landscaping and Tree Removal Requirements

Construction documents shall include a landscaping plan to include, but not limited to, all required seeding, sod, shrubs, bushes, trees, and buffering with adjacent properties where required.

D. SITE UTILITIES

1. Underground Utilities

Construction documents shall identify the size and location of all underground utility lines. The utility line sizes, locations and elevations shall be shown on the design drawings for Contractor reference.

2. Utility Capacities

Consultant shall survey the site utilities to determine their capacity to meet the requirements of this project. Develop a table that identifies the maximum capacity rating based on the capacities anticipated for the new facility utilities.

Provide the most cost effective design to provide the required utilities to the new buildings based on costs of the installation of new utilities that will originate from the main supply lines.

3. Utility Verification Letter

As applicable, the Consultant shall obtain written verification from all appropriate utility authorities certifying they can provide adequate capacity for the new buildings. Letters pertaining to water, sanitary, gas, electrical and telephone service must be obtained which confirm adequate pressures, flows, specific consumption or loads and approximate date of service.

Identify the extent of work to be done by the utility provider, the utility approvals required for the connection points, available rebates, meters and pit requirements, and whether there will be any fees to be paid by the Contractor to the Utility Company. All termination and/or tie-in fees required by the affected Utility Companies shall be covered by an allowance within the construction documents.

4. Electric & Switch Gear

Include schematic drawings of the electric distribution system of the facility indicating all components of the distribution system including, but not limited to, panels, subpanels, breakers, transformers, meters and lines. Consultant shall coordinate with the electrical utility company representatives as required for service improvements.

5. Water Service

Construction documents shall provide existing well water service to the facility.

Consultant shall determine, and include in the construction documents, any requirements for the construction contractor to coordinate with the existing well, but not limited to, inspections,

termination and/or tie-in fees, construction contract limit lines, material and equipment to be provided by both parties.

E. ADDITIONAL CONSIDERATIONS

Any grading or site improvements to address construction trailer parking for the new building and general parking (staff/visitors) shall address any grading changes and soil erosion/storm water management compliance, as required. The facility parking lot design shall be coordinated with the DEP and the project team at the initial design stages.

Drawings and specifications will be reviewed by the DPMC Plan Review Unit and the bid clearance form will be signed stating that the permit will be issued upon receipt of all prior approvals and permit applications from the Contractor. Plans and specifications will be held for stamping until such time that the permits are granted. The project will be bid and awarded without stamped documents from the DPMC Plan Review Unit.

F. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building(s) and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

1. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
2. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
3. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.

The Consultant shall engage the services of a Sub-Consultant, pre-qualified with DPMC in the P065 Lead Paint Evaluation/Inspection Specialty Discipline to produce a design document that stipulates construction safety procedures that adhere to applicable Federal and State regulations and that shall be incorporated into the project design documents.

A formal lead abatement shall not be conducted. Rather, the design document shall deal only with proposed lead base paint as may be encountered in areas of the building that will be affected by the construction of this project. It is intended that the construction Contractor for the project shall be responsible for any and all air or swab sampling during construction as may be required by law. The Sub-Consultant shall supervise said activity and sampling.

Consultant shall document their procedure, process and findings and prepare a "Hazardous Materials Survey Report" identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the "Hazardous Materials Survey Report" to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, testing, analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled **“Hazardous Materials Testing and Report Allowance,”** refer to paragraph X.B.

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, sub code and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in their fee proposal line item entitled **“Hazardous Materials Abatement Design Allowance,”** refer to paragraph X.C.

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in their fee proposal line item entitled **“Hazardous Materials Construction Administration Allowance,”** refer to paragraph X.D.

There shall be no “mark-up” of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph VII.B “Hazardous Building Materials”. All costs associated with managing, coordinating, observing and administrating sub-consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

G. 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.

H. 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.

- (P1156-00: Jagers Point, Parvin State Park, As-Built, 7/15/2019, and by: Stonewater ArchitectureLLC)

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:

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

1. 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 DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the 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.nj.gov/dca/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:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC 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/codes/resources/constructionpermitforms.shtml>

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; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). 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:

https://www.nj.gov/dca/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 NJUCC.

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 DPMC "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 NJUCC 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 NJUCC 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. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.H and enter that amount on their fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection
 - Sample testing
 - Preparation of an Hazardous Materials Survey Report

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.H and enter that amount on their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.H and enter that amount on their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

PROJECT NAME: Island Point Restroom Facility Replacement
PROJECT LOCATION: Parvin State Park
PROJECT NO: P1370-00
DATE: September 12, 2025

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 09-12-2025
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 9/12/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Jeffery T. Adams 9/18/2025
JEFFERY T. ADAMS, PROJECT MANAGER DATE
DEP REPRESENTATIVE

SOW APPROVED BY: Youstina Mansy 9/18/2025
YOUSTINA MANSY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 10.7.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

SCHEMATIC DESIGN PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

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 in CSI Format						
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 in CSI Format						
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 in CSI Format						
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

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 _____

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 _____

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

Sheet 1 of 3

DBCA - TEST

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	Repr	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

NOTE:

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

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DECA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

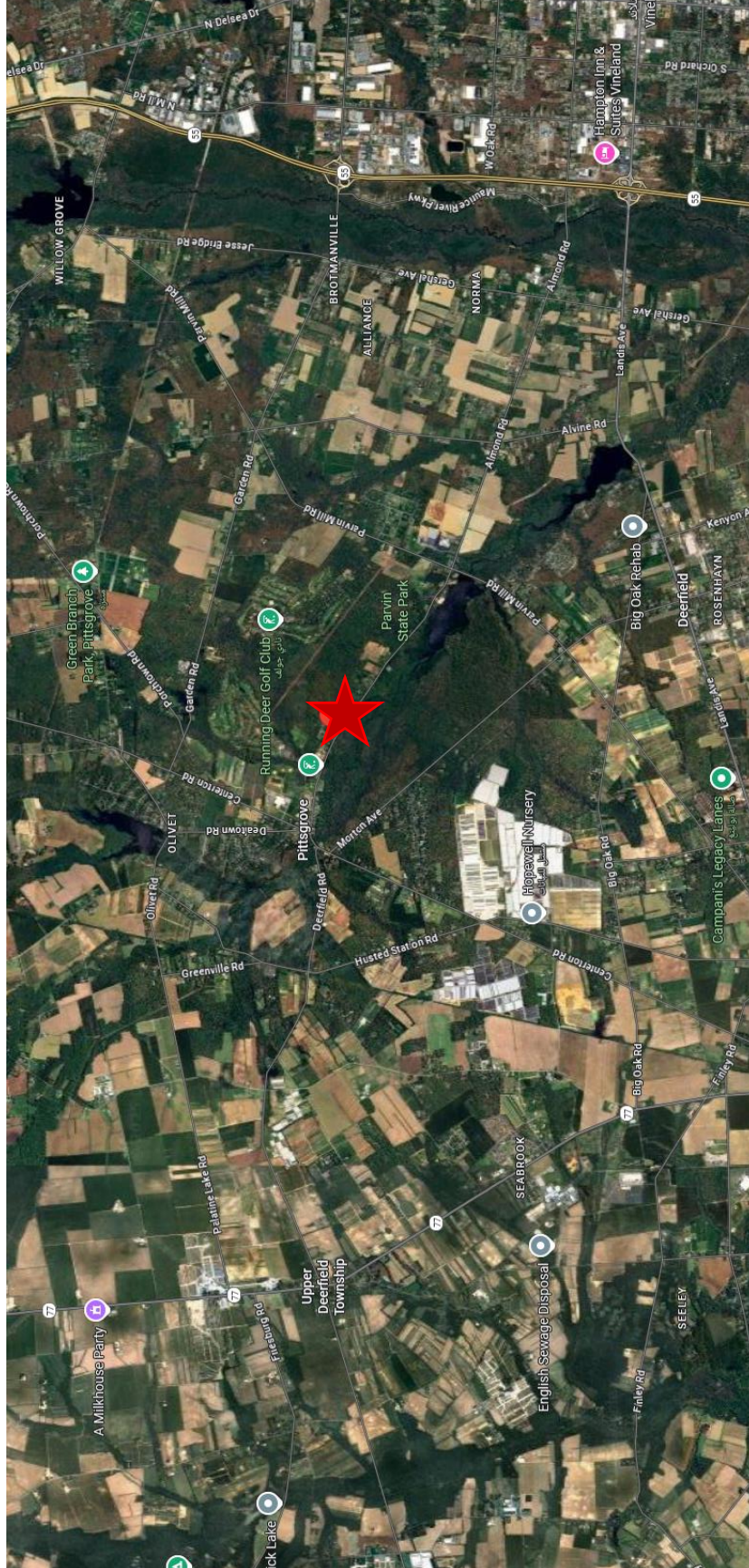


EXHIBIT 'B'

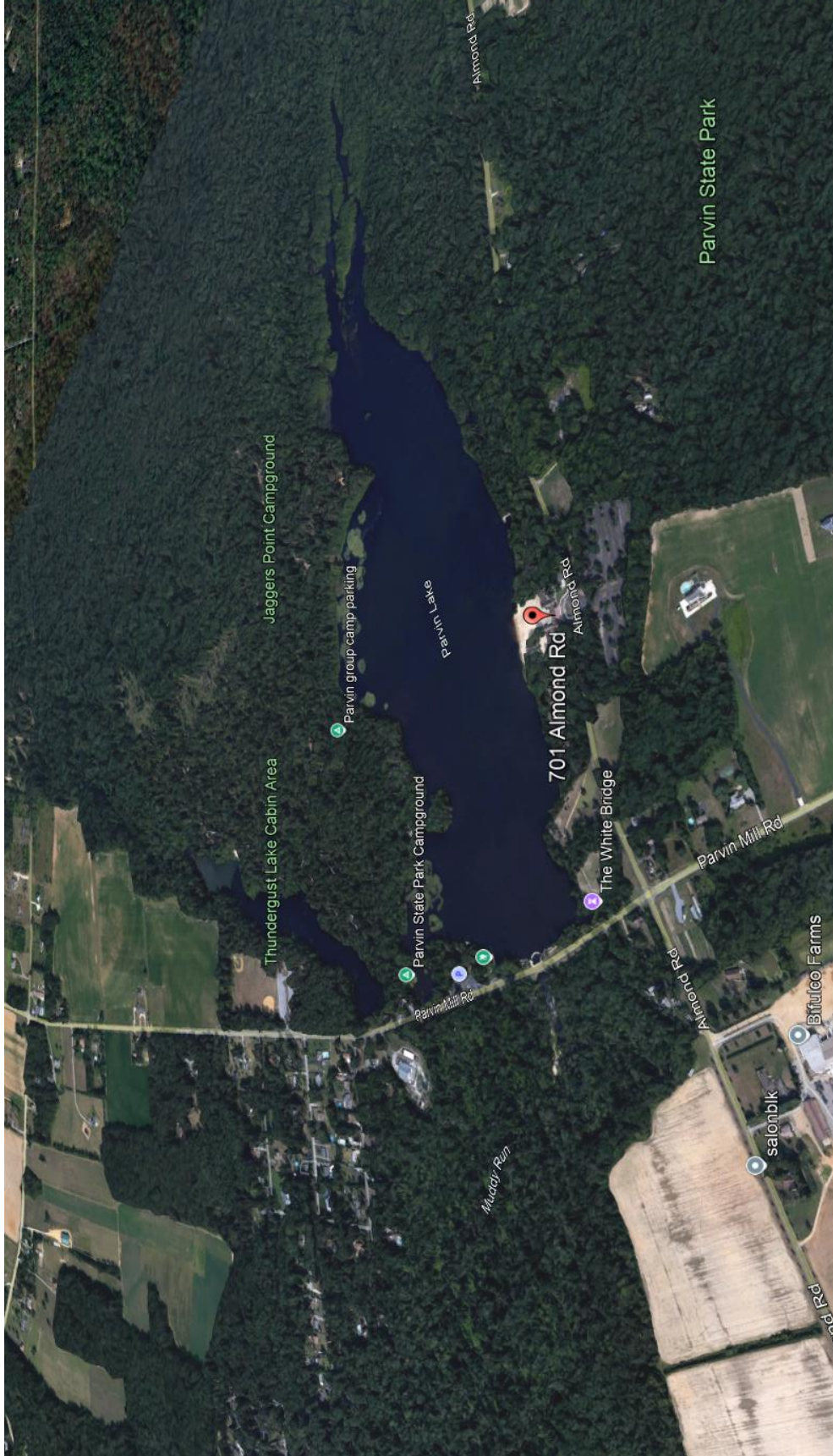


EXHIBIT 'B'

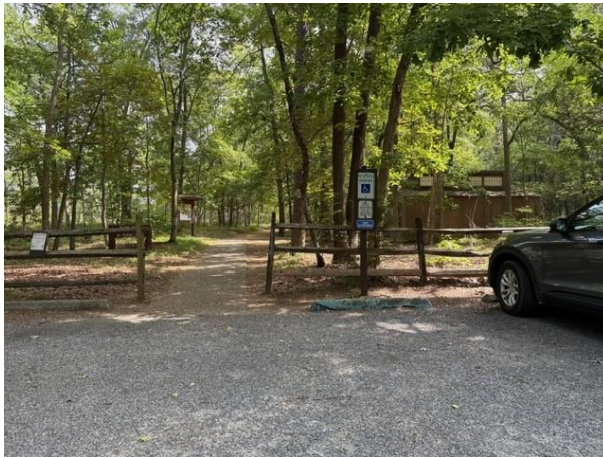


EXHIBIT 'C'



Water Well Head



Existing Septic System

EXHIBIT 'C'



EXHIBIT 'C'



EXHIBIT 'C'



EXHIBIT 'C'