

SCOPE OF WORK

Park Office Interior & Exterior Renovations

Belleplain State Forest
Woodbine Township, Cape May County, NJ

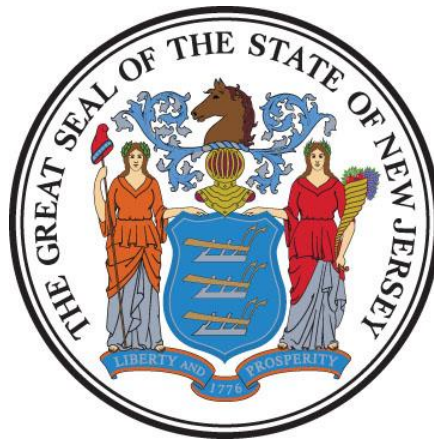
Project No. P1393-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor
Honorable Dr. Dale G. Caldwell, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: May 28, 2026

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PROJECT NAME: Park Office Interior & Exterior Renovations
PROJECT LOCATION: Belleplain State Forest, Cape May County
PROJECT NO: P1393-00
DATE: May 28, 2026

I. OBJECTIVE

The objective of this project is to provide interior and exterior renovations, roof replacement, and ADA/Barrier free upgrades for the Belleplain State Forest Park Office. The project will also include HVAC upgrades, lighting improvements, and the installation of a standby generator. Belleplain State Forest is located in Woodbine Township 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**
- **P007 Structural Engineering**
- **P010 Fire Protection Engineering**
- **P024 Barrier Free/ ADA Design**
- **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.

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 \$2,000,000.

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 after notification from the consultant during the design process and in a revised CWE deliverable.

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. The Consultant’s proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

<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
• Project Team & DPMC Plan/Code Unit Review & Comment	14
3. Design Development Phase	42
• Project Team & DPMC Plan/Code Unit Review & Comment	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 the DPMC Code Group and/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, and 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: Park Office Interior & Exterior Renovations
PROJECT LOCATION: Belleplain State Forest, Cape May County
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DATE: May 28, 2026

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: Darren J. Comegys, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 984-6219
E-Mail: Darren.Comegys@treas.nj.gov

2. Department of Environmental Protection

Name: Daniel Speakman, Project Manager
Address: Department of Environmental Protection
275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 442-6225
E-Mail: Daniel.Speakman@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Belleplain State Forest was established in 1928 for recreation, wildlife management, timber production, and water conservation (See **Exhibit ‘B’** Project Site Location Map). In 1933, three camps were set up by the Civilian Conservation Corps (CCC) Reforestation Relief Act supplying labor to the forest for over an eight-year period. Located within the Pinelands National Reserve, the 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. There are over forty miles of trails for hiking, biking, and horseback riding. Other activities include hunting, fishing, camping, stargazing, and swimming at Lake Nummy, a converted cranberry bog, that lies within Belleplain State Forest (See **Exhibit ‘B’** Project Site). The area is also a well-known birding spot, especially during the spring migration.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Belleplain State Forest Park Office is a single-story, approximately 2128-square foot wood framed structure built in the early 1990s using a park-service design (See **Exhibit ‘C’** Photos). The building lacks current ADA/Barrier Free standards and code. The building is used as an administrative office space that serves as the primary operational and public contact facility for the forest and campgrounds. The park administration, park police, and maintenance operations all operate from this facility.

The building layout includes a check-in and souvenir shop lobby for the campgrounds, public restrooms, an employee restroom, a mechanical room, a small kitchenette, offices, storage closets, and meeting/ presentation room. There is an exterior above ground fuel tank, and the mechanical room includes the switch gear, furnace, and water tank (See **Exhibit ‘C’** Photos).

The building is connected to the municipality for both the electric and the water supply. Prior to 2008, the building was using an onsite well for the water supply. Under DPMC Project no. P1008-00, the Woodbine Municipal water service supplied water to the building eliminating the well water supply. Drawings and documents related to this project shall be supplied to the Consultant for review and to be used as a guide in this project.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. PARK OFFICE RENOVATION REQUIREMENTS

1. Exterior Renovations

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services for exterior renovations that will include but not limited to:

- Design and install a metal roof system, if possible, to replace the existing shingle roof;
- Provide fascia and siding repairs;
- Replace the windows and exterior doors;
- Design and replace the siding with cementitious siding (i.e Hardie Panel) and/or PVC trim boards;
- Provide exterior LED lighting upgrades;
- Install Barrier free compliant doors and upgrades including ramp handrails;
- Design and install an outdoor water fountain/station with bottle filling, as available;
- Design and install a valve pit at the building exterior/perimeter for water shutoffs;
- Demolition & removal of the exterior above ground fuel tank (AST) as part of the design
- Design and install a standby generator w/ an integrated fuel belly tank

The Design Consultant shall evaluate the conditions of the building's exterior and roof for repairs and roof replacement. The columns, fascia, and soffit shall be included in the evaluations for repairs, upgrades and/or replacement. Any water drainage, downspouts, and/or gutters shall also be properly repaired and/or replaced.

The Consultant shall provide the design and specifications for replacing the building's exterior with a cementitious siding and PVC trim boards. Materials, finishes, etc. shall be Agency approved and coordinated with the appropriate DEP staff.

The Consultant shall provide the design and specifications for the removal and replacement of the doors and windows of the administration building, as necessary. The Consultant shall determine if specialty sizing of the doors or windows is required to meet code and standards for the opening and framing. Door sizes and placement shall be included in the design as required to meet current barrier free standards. Exterior doors and windows shall be energy efficient and low maintenance.

The Consultant shall provide the design and specifications to make upgrades to the building's barrier free ramp handrails and building access pathways leading to and around the building's perimeter. The design shall include the demolition and safe removal of any debris.

The Consultant shall locate on the building's property a feasible location to install an outdoor

drinking water fountain with a bottle filling station. The Consultant shall review with the Agency the location for the water fountain. The Consultant shall provide the design and specifications for the installation. The design for the fountain shall be ADA/ Barrier free compliant.

The Consultant shall provide the design and specifications for the demolition and removal of the above storage fuel tank (AST). All lines shall be capped and sealed, fully removed or abandoned in place.

The Consultant shall provide the design and specifications for replacing the exterior lighting with LED lighting throughout. The design documents shall include types of fixtures, proposed light intensities, emergency, and egress lighting. All lighting and lighting equipment specified shall be energy efficient and have occupancy sensors where applicable.

The site lighting fixtures shall meet current code requirements and support the proposed design and operational needs with identifying any deficiencies or electrical upgrades necessary to ensure safety, reliability, and compliance.

The Consultant shall include in the design documentation coordination with the electrical utility company representatives as required for all electric service modifications and/or installation. All fire safety evacuation codes shall be followed as applicable. All equipment replaced shall be removed and disposed of properly.

2. Interior Renovations

The Consultant shall provide an Agency approved design and specifications for the interior renovations and improvements to the Park Office building. Based on ADA/ Barrier free standards and code, the Design Consultant shall use the following design criteria including but not limited to:

- Renovations to the staff restroom;
- Renovations to the public restrooms;
- Renovations to the kitchen space;
- Provide interior LED lighting upgrades;
- Remove the interior paneling and paint the interior walls;
- Replace the interior flooring carpet with commercial vinyl plank flooring (and sub-flooring, as necessary);
- Design and install a new HVAC system;
- Provide fire alarm upgrades;
- Replace the reception counter with an enclosable counter display;
- Installation of the standby generator components, as required.

The Consultant shall provide design and specifications to update the building's interior design by removing the existing wall paneling, new interior painting, and other new finishes throughout. All paint, materials, finishes, etc. shall be Agency approved. All debris shall be removed and disposed of properly.

The Consultant shall identify and provide the design and specifications for the removal of the interior carpet flooring and replace with commercial vinyl plank flooring throughout the building including lobby, office space, kitchen space, etc. Repairs prior to installing the new flooring material a sub-floor or a complete floor system shall be provided. All finish options shall be presented and incorporated into the design as selected by the DEP design team. The Consultant shall include in the design and specifications to dispose of the carpeting.

The Consultant shall specify in the design documents the removal, disposal, repair and/or replacement of the existing ceiling tiles and grid, as necessary. Any necessary repairs to the ceiling shall be provided and the Consultant shall provide the design and specifications.

The Consultant shall provide the design and specifications for renovating the building's staff restroom and public restrooms.

The Consultant shall provide the design and specifications for renovating the building's kitchen space.

The design shall comply with all ADA/ barrier-free requirements for the restrooms and kitchen area.

Renovations to the existing restrooms and kitchen space shall provide for improved and adequate ventilation, where available.

The Consultant shall include in the design for the fixtures, partitions, accessories, and finishes. Equipment to include but not limited to the replacement of the plumbing fixtures including toilets, urinals, sinks, soap dispensers, hand dryers, towel dispensers, trash receptacles, etc. Interior finishes and surfaces shall be Agency approved including the tile, paint, wet walls, ceiling tile, toilet partitioning, etc.

All interior surfaces are to be durable, easy to maintain, and sanitize. All equipment and fixtures shall be environmentally friendly, water-saving, and energy efficient.

The Consultant shall provide the design and specifications for LED lighting throughout the building's interior. The Consultant shall determine and provide the design and specifications for any required electrical upgrades to meet the requirements necessary for the LED lighting. The design documents shall include LED lighting for any replaced lighting fixtures.

The Consultant shall meet with the Office of Resource Development (ORD), DEP staff, and any additional Project staff to outline all requirements necessary for the design of the renovations and upgrades. The Design Consultant shall document interviews with the DEP, the project team and/or Belleplain State Forest staff. All specific components and essential items discussed by the Agency during meetings shall be incorporated in the design.

B. ROOF SYSTEM DESIGN REQUIREMENTS

1. New System Design Criteria

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to demolish and replace the existing roof with a new metal roof system and roof related components for the Administration building.

The design shall include the replacement and installation of all flashings, gutters, leaders, downspouts, etc. All valleys shall be constructed with new open-valley flashing. Review all roof mounted equipment or features including roof exhausts, plumbing vents, antennas, satellite dishes, electrical connections or devices and any other roof related materials and provide for the removal and/or replacement per client request or reinstallation of those items in the design documents.

The design documents shall specify that the new roofing work must be protected, and the building made watertight at the completion of each day's work.

The design documents shall address the new roof system or product manufacturer's installation criteria, such as cleaning and priming, occupancy of the building, access to the building roof and security issues. The manufacturer of the roofing system shall have no less than five (5) years' successful experience in producing the materials required for this project.

The new roof system shall be in accordance with the latest adopted version ASHRAE energy codes and energy standards. The roof system shall follow the "Factory Mutual Research Corp" (FMRC) standards and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

Design documents shall also address all State, Federal and Local regulations regarding safety equipment, such as scaffolding and ladders, handling of materials such as sealants and storage.

Design documents shall address surface preparation prior to any sealant application. All moveable fixtures and appurtenances must be removed to ensure thorough preparation and application to surfaces and replaced upon completion. Adjacent surfaces, such as windows, must be protected from drips and splatters.

Membrane, flashing, adhesive and all materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

2. Roof System Removal

The Consultant shall provide the design and specifications for the removal and safe disposal of the old roof system and all roofing system components.

The design shall include the removal and disposal of the roofing system, flashings, fascia, gutters, vents, leaders, and downspouts. Remove all roof mounted equipment or features including antennas, satellite dishes, conduit, electrical connections, and any other roof mounted components, as part of this project. Note, the removed items will be replaced per client request or reinstallation of those items in the design documents.

Design documents shall identify all requirements for safety devices, chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc. To minimize disruption to unexcavated areas and enhance the protection of fragile underground utilities, ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters etc...) is expected to travel over or operate from unpaved areas.

3. Construction Canopy

The Consultant shall provide a temporary canopy that will prevent roofing materials, construction tools and equipment, dirt and debris, solvents, sealants, bonding adhesives, etc. from injuring personnel using the public access areas of the building.

The removal of the existing roof systems shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the buildings.

The building will be occupied during construction.

4. Roof Drainage

Provide for the cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the roofing system.

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

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

5. Roof System Requirements

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

6. Insulation

The Consultant shall recommend new high-density rigid insulation boards that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board through the medium to the roof deck system.

Flat roofs shall be avoided by using tapered insulation or another method to promote positive drainage to the roof drains. Incorporate a roof design that shall slope a minimum of ¼” per foot (½” per foot preferred).

DPMC does not permit Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

7. Gutters, Leaders, and Fascia

The Consultant shall replace all roof gutters, leaders and repair or replace fascia as necessary.

8. Flashing

Where necessary, all rooftop HVAC curbing, pipe supports, pipe vents and other roof penetrations must have new flashing installed as part of this project.

All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

9. Structural Calculations

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements or the consultant may submit calculations of the new load as compared to the existing (old) load in order to prove the structure is sufficient.

10. Night Seals

Specify in the design documents that only as much roofing material and flashing as can be made weather tight shall be installed each day. Install temporary watertight night seals around all exposed edges of the roofing assembly at the end of each work day and when work must be postponed due to inclement weather.

11. Fire Protection Program

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states that open flames such as propane torches, kettles, flame cutting, and welding cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members. The facility safety officer and fire protection personnel are notified of the work to be done through this process. The facility will not perform a fire watch.

If hot work is needed, the Contractor is required to obtain and conform to the requirements of a hot work permit.

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

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

12. Allowable Roof System Installation

The design documents specify the weather and temperature installation restrictions based on the roof system manufacturer's recommendations.

13. Unit Prices

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

14. Warranty

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

C. HVAC SYSTEM

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award and services to research, design and install an energy efficient HVAC system, controls, and related equipment.

The Consultant shall consider site location factors for the location of any newly installed and/or relocated equipment. The Consultant shall determine all required DEP permits to complete this project.

The design shall include but not limited to installing ductwork, electric, condenser, exhaust fans, air distribution grills, Variable air volume (VAVs), registers and diffusers, and all other heating, cooling and air distribution components. The Consultant shall provide the design and installation for all HVAC system and related equipment.

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

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

The Consultant shall provide in the design documents a detailed demolition plan for the removal and disposal of the building's existing furnace/radiators, water heater, radiators, associated piping.

The Consultant shall include a detailed repair plan to repair the building's damage including but not limited to holes in the walls and/or flooring due to any equipment removed from the building.

2. Temporary Conditions

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

3. Load Calculations

The Consultant shall perform a load calculation to determine that the replacement of the new

HVAC equipment and accessories meets the code and building requirement of the required occupancy count.

4. Testing and Balancing

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

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

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

D. ELECTRICAL/ FIRE ALARM

The Consultant shall evaluate the building's existing electrical system, panel, and related equipment. The Consultant shall determine if the existing electric panel and related switchgear is sufficient to support the load of the existing and newly installed equipment. The Consultant shall provide any necessary design changes to the electrical system to include, but not limited to additional/replaced supply, panels, wiring, raceways, and receptacles. The Consultant shall determine if any fire alarm modifications are required in any of the renovated spaces. The consultant shall provide the design and specifications for any modification to the fire alarm system.

The Consultant shall provide the design and specifications for electrical upgrades to meet the

requirements of any fire alarm upgrades to the building. All existing electrical and related distribution equipment being replaced including but not limited to the electrical panel, conduits, and electrical receptacles shall be removed and disposed along with repairs made to the building, walls, and/or flooring from the equipment and related equipment removal.

The Consultant shall determine all required DEP permits to complete this project.

E. STANDBY GENERATOR

1. General

The Consultant shall provide the design and installation of a new standby generator with an integrated fuel belly tank to power all systems in the Park Office building. The design documents shall include all necessary related switchgear and equipment at this facility. The Consultant shall determine the new standby generator's specifications including power, capacity, and size according to the load requirements to back up the entire facility in case of loss of electricity and power outage. The Consultant shall determine the maximum operating time the new generator can provide back up power to the building during a loss of power. The design for the new standby generator shall include an integrated fuel belly tank.

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

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

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

2. Location

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

3. Temporary Power

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

4. Drawings

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

Provide short circuit study and selective coordination study of over-current protection devices. Provide details on the drawings of any special assembly, electrical tie in requirements, or any other governing or limiting factor of the manufacturer's system component. The drawings shall be prepared with sufficient flexibility to accommodate variations among the equipment manufacturers approved by the Project Team. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

5. Control Equipment

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

6. Generator Pad

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

7. Generator Annunciator Panel

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

8. Equipment Installation Schedule

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

9. Equipment Tests

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

10. Spare Parts

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

F. SITE SPECIFIC REQUIREMENTS

1. Pinelands Approval

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

2. Material Staging

Construction documents shall include an Agency approved staging area by the Project Team. The project site plan shall indicate the location where the contractor can store materials, tools, and equipment.

3. Demolition

The Design Consultant shall identify and provide the design and specifications for the identified demolition and safe removal of the identified debris while maintaining the structural integrity, security, and weather protection of the building.

4. Dumpster & Debris

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency. The frequency of debris removal shall be identified in the design specification.

G. SPECIAL CONSIDERATIONS

1. Security

Include any special security requirements or policies published by the Client Agency in Division 1 of the specification.

2. Hours of Work

Identify the approved construction work hours for this project in Division 1 of the specification. Special hours required to install the internal roof drains in the building shall be identified if

required. Additional construction hours during the day or weekends will be allowed if the

Contractor obtains prior approval from the Project Team members. No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 3:30 PM. If additional hours of work are allowed, it will be at no added cost to the contract.

3. Storage Trailer(s)

The contractor may provide a storage trailer and meeting room at the construction site if required for the project and in an area approved by the Client Agency.

4. Temporary Employee Trailer(s)

Employees will have to be relocated to temporary office trailer(s) during construction. Trailer(s) shall be programmed to facilitate the park office operation and provide all required utilities including: computer terminals, telephones, heating and air conditioning. The Consultant shall determine if the connection of temporary trailer(s) to existing sanitary system is feasible. If not, temporary toilets facilities shall be provided for the Visitor's Center staff as part of this project design.

5. Material Staging

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

6. Material Protection

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

7. Material Safety Data Sheets (MSDS)

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing materials used such as sealants, bonding adhesives, solvents, bitumen, etc.

8. Fire Extinguishers

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

9. Fencing

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

10. Existing Equipment Removal & Replacement

Identify on the design drawings any existing equipment and materials that must be removed to install any component of the new roofing system such as lights, security cameras, antennas, piping, conduit, etc. and include details indicating the approved methods of reattachment.

11. Daily Cleanup Requirements

Contractor to inspect work area daily for cleanup of miscellaneous debris. Include a magnet sweep of entire work area at end of each day.

12. Debris Safety

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

H. HAZARDOUS BUILDING MATERIALS

Consultant shall survey the building and related components 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 Sub-code.
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.
4. Mold.

Consultant shall document the 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 the fee proposal line item entitled **“Hazardous Materials Testing and Report Allowance,”** refer to paragraph XIII.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 the fee proposal line item entitled **“Hazardous Materials Abatement Design Allowance,”** refer to paragraph XIII.C.

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in the fee proposal line item entitled **“Hazardous Materials Construction Administration Allowance,”** refer to paragraph XIII.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.H **“Hazardous Building Materials.”** All costs associated with managing, coordinating, observing and administering 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.

I. 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.

J. 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 No. P1008-00: Belle Plain State Forest Municipal Water Connection , January 2008, Churchill Consulting Engineers

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

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 or DPMC released drawings and specifications, with raised seals and wet signatures** shall be forwarded to the DPMC Project Manager.

The following information should be provided for the permit application and technical sections to be submitted:

PROJECT NAME: Park Office Interior & Exterior Renovations
PROJECT LOCATION: Belleplain State Forest, Cape May County
PROJECT NO: P1393-00
DATE: May 28, 2026

Ownership in Fee:

Department of Environmental Protection
501 East State Street
Trenton, 08625

Proposed work site:

Belleplain State Forest Park Office

Work site location:

Belleplain State Forest
400 East Creek Mill Rd., Dennis Twp. 08270
Cape May County
Block 52 Lot 4.01

The county MUST be listed in the address.

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 NJUCC 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. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “**17. BIDDING AND CONTRACT AWARD**” for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI’s.

The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “**18. CONSTRUCTION PHASE**” for all construction administration requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The

Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XII. 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.

XIII. 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. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

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.

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

The 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 the 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; and,
 - Preparation of a 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

The Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph **VII.H** and enter that amount on the 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

The 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 the 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: Park Office Interior & Exterior Renovations
PROJECT LOCATION: Belleplain State Forest, Cape May County
PROJECT NO: P1393-00
DATE: May 28, 2026

XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Alison F. Gottlieb 5/28/2026
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 5/28/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Dan Speakman 5/28/2026
DANIEL SPEAKMAN, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Darren J. Comegys 5/29/26
DARREN J. COMEGYS, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 6.30.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. 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

XVI. 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 _____

[illegible]

Date

[illegible]

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 _____

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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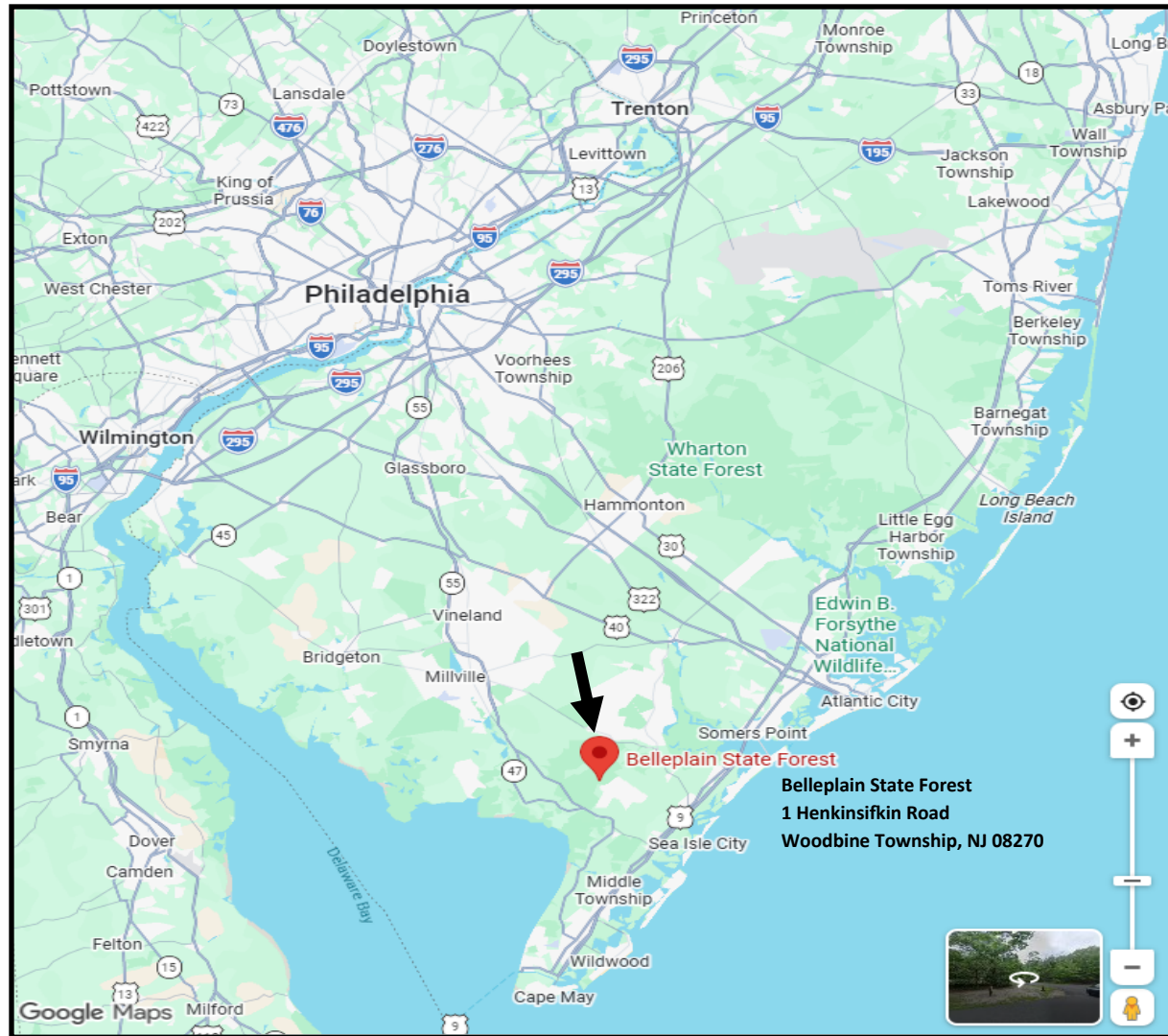
DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

Park Office

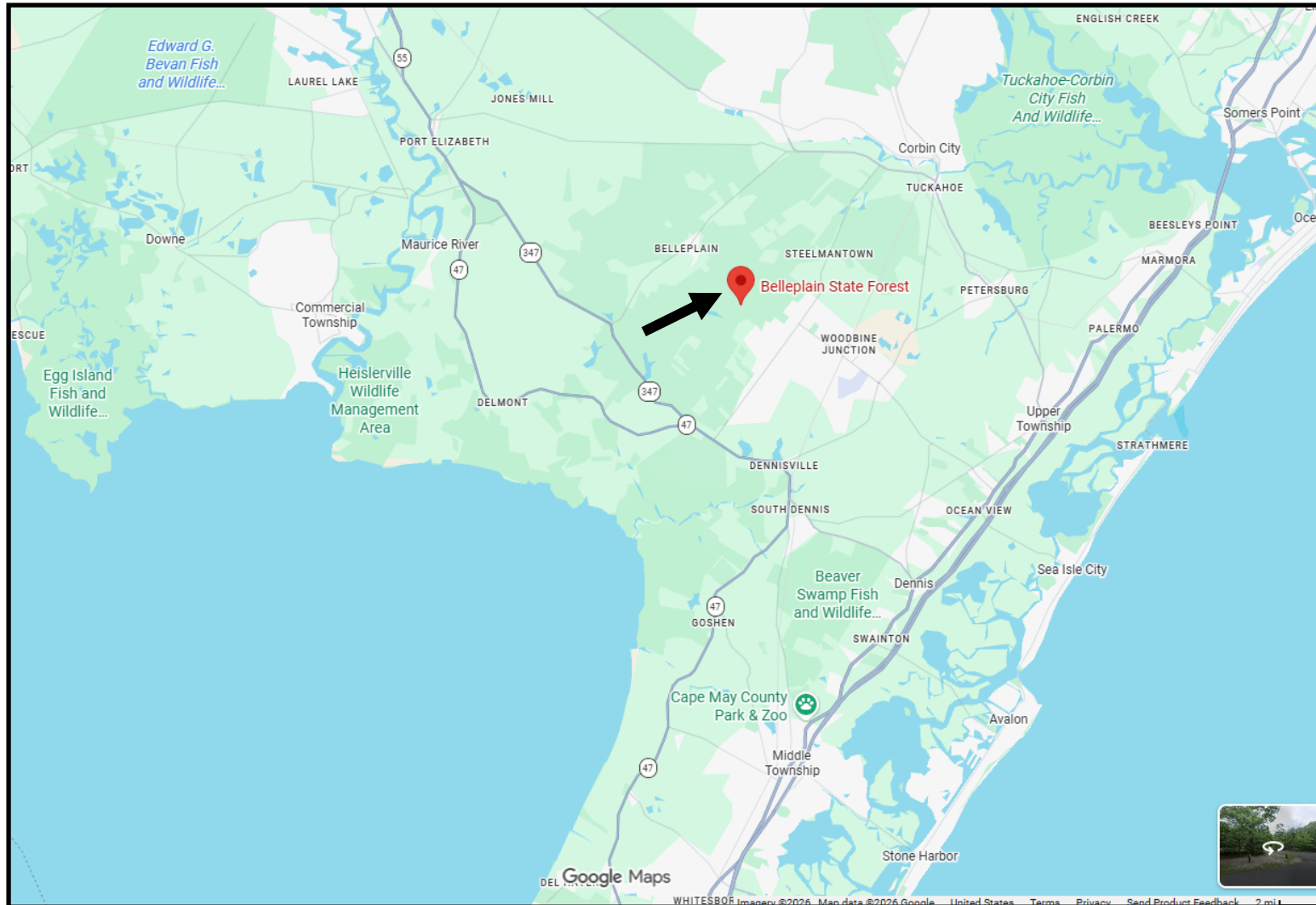


Project Site Location Map

Belleplains State Forest

EXHIBIT 'B'

Park Office

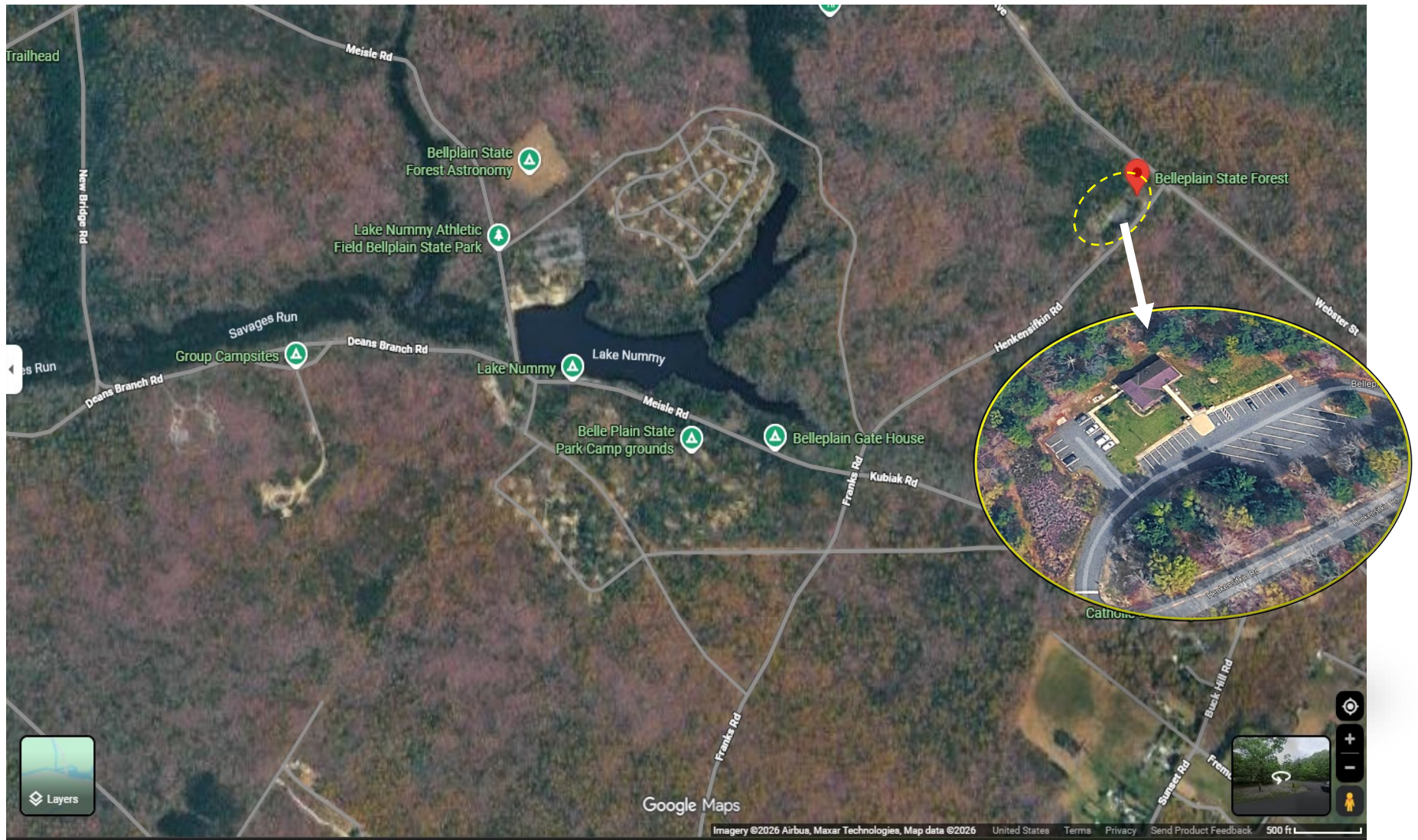


Project Location Map

Belleplaine State Forest

EXHIBIT 'B'

Park Office



Project Site

Belleplain State Forest

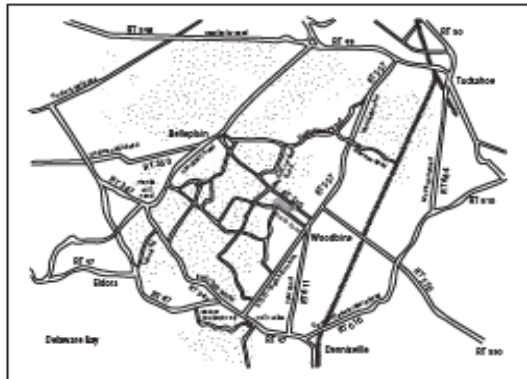
EXHIBIT 'B'

Park Office

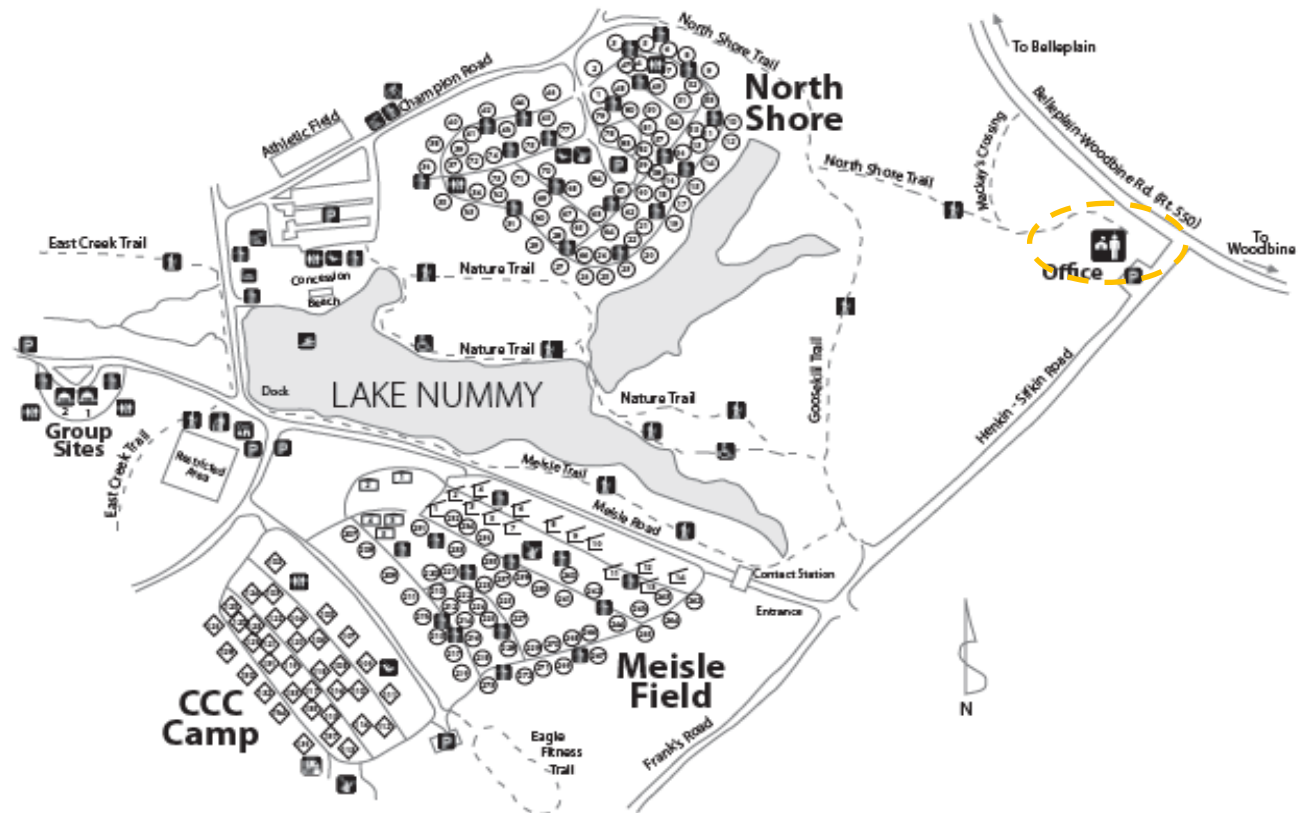
BELLEPLAIN STATE FOREST CAMPGROUND MAP



NJ Department of Environmental Protection
State Park Service



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



Project Site Location Map

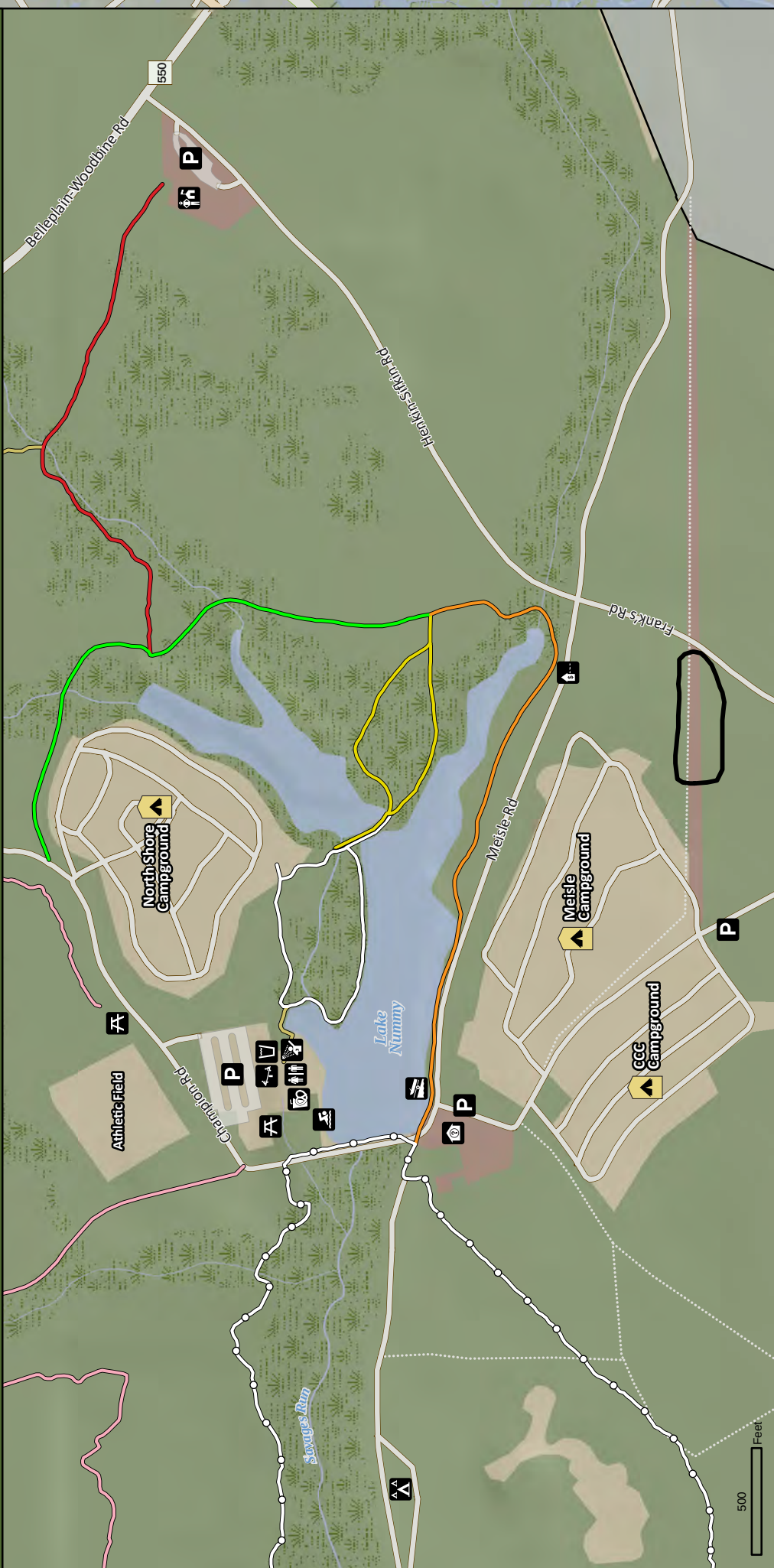
Belleplain State Forest

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) | Tarklin 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 | |

Park Office

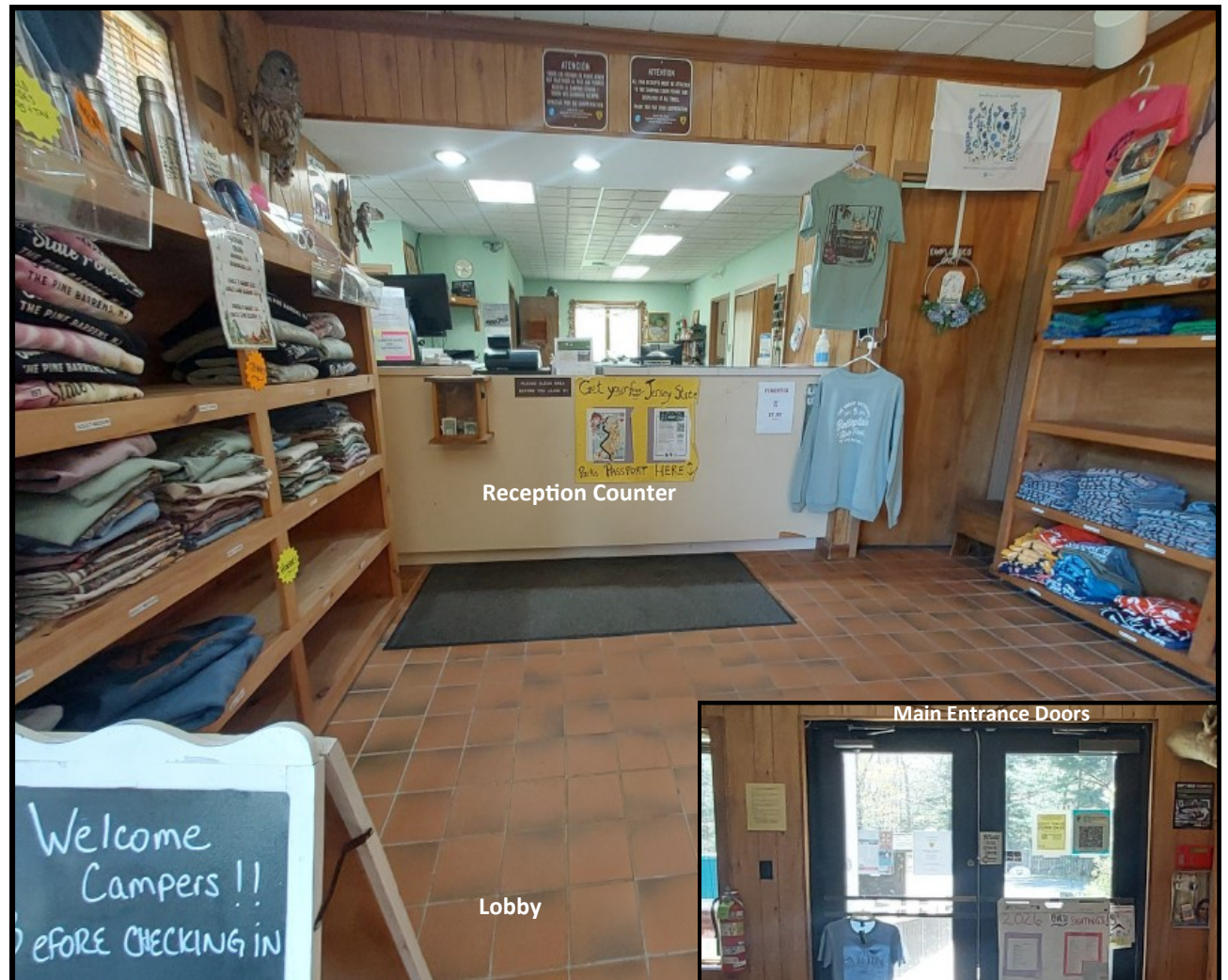
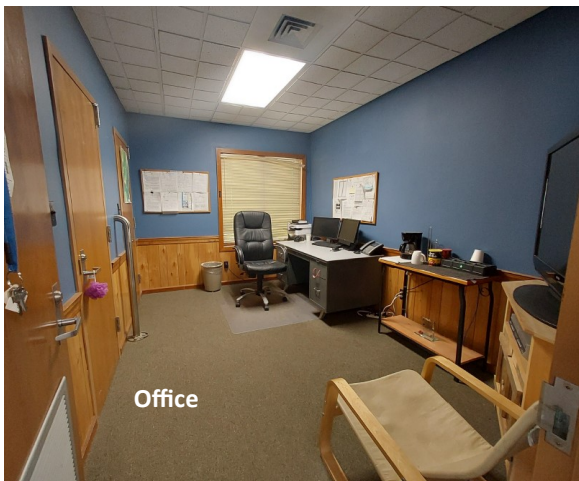
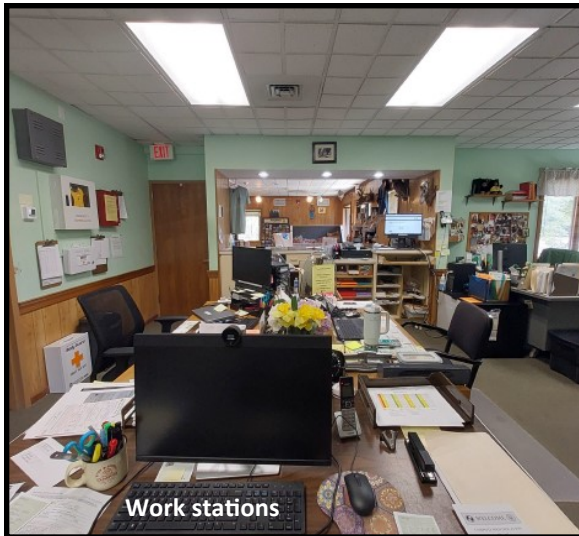


Photos

Belleplain State Forest

EXHIBIT 'C'

Park Office

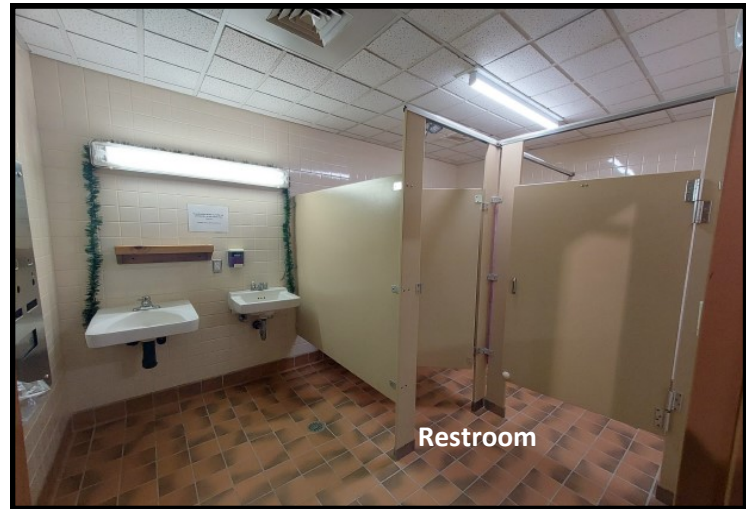


Photos

Belleplain State Forest

EXHIBIT 'C'

Park Office



Photos

Belleplain State Forest

EXHIBIT 'C'