

SCOPE OF WORK

NRI-RSC Exterior Building Improvements

Northern Region Independence and Reentry Success Center
Newark, Essex County, NJ

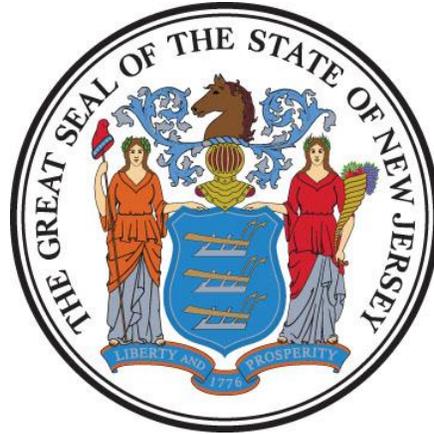
Project No. S0677-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Aaron Binder, Acting State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 22, 2026

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I. OBJECTIVE

The objective of this project is to replace all windows and exterior doors to improve the energy efficiency of the Northern Region Independence and Re-entry Success Center building. See **Exhibit 'B'** for the project site location map.

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:

- **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 \$ 226,000.

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 \$ 385,945.

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. 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.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
4. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. DCA Submission Plan Review	30
6. Permit Application Phase	7
• <i>Issue Plan Release</i>	
7. Bid Phase	42
8. Award Phase	28
9. Construction Phase	120

10. 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.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

The Northern Region Independence and Re-entry Success Center building.

461-63 Central Avenue
Newark, NJ 07107

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 A. Mansy, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 633-2077
E-Mail: Youstina.Mansy@treas.nj.gov

2. Youth Justice Commission:

Name: Peter Ciarrocca, Construction Manager
Address: Department of Law and Public Safety
Youth Justice Commission
1001 Spruce Street, Suite 202
Phone No: (609) 376-0682
E-Mail: Peter.Ciarrocca@jjc.nj.gov

3. New Jersey Board of Public Utilities:

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

VI. PROJECT DEFINITION

A. BACKGROUND

The Northern Region Independence and Re-entry Success Center is the YJC's first program that houses transitional residents only.

The Success Center can accommodate up to 25 males who have been paroled or completed a Community Program as a Probationer and that live in all counties north of Middlesex (including

Middlesex). Parolees attend as a condition of their parole, and probationers attend when they have completed a community program and have been granted a release date.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

This project aims to improve the energy efficiency of the Northern Region Independence and Reentry Success Center—a three-story rectangular building with a full basement—by replacing all windows and exterior doors with equivalent models, while also adding security screens to all areas used by residents and applying window tinting

The project is being funded by the Board of Public Utilities Clean Energy Program.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. WINDOWS AND EXTERIOR DOORS REPLACEMENT REQUIREMENTS

The Design Consultant shall provide the design, specification, bid/award and construction administration services to replace the windows and exterior doors in the Northern Region Independence and Re-entry Success Center.

1. Window and Door Selection

Provide the design and specifications to replace the existing windows and doors in the building with energy efficient windows and doors. The design documents shall include not less than three manufacturers for bidding purposes.

The replacement of doors and door hardware comply with the NJ Barrier Free Code to the maximum extent feasible.

Consider the use of double-hung, insulated, tinted window systems to replace the windows on the building. Security screens should be provided for all areas used by residents.

2. Field Measurements

The following shall be used as a guide for the design.

Provide floor plans and elevation drawings of the building showing the dimensioned openings that will receive the new window systems. Provide a legend on the drawing that will cross reference the opening and doors or windows to be installed.

Provide details on the drawings that show the dimensioned length, width, and thickness of the new window panel assembly and full-size section details of typical windows and doors that will be installed in the building. The manufacturer shall be responsible for the configuration and fabrication of the completed windows and doors specified.

3. Contractor’s Staging, Dumpsters, Debris

The Contractor shall store all construction materials and any required construction equipment related to this project in an approved Agency staging area. The location, along with any required dumpsters, shall be shown on the project site plans.

Any required dumpsters shall also be noted in an approved location.

The frequency of debris removal shall be identified in the design specifications. The Design consultant shall include in the contract documents that the site must be restored to pre-construction conditions after construction has been completed and approved.

B. BOARD OF PUBLIC UTILITIES

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

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

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

<https://cleanenergy.nj.gov/resources/program-reports-evaluations-market-analysis-and-trms>

C. 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 **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 the 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 the 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.C "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.

D. 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:

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

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

E. 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.

- S0640-00 NRI & RSC- Security Camera Installation Project. October, 2024.

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

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

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

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

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

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.

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.C 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.C 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.C 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: NRI-RSC Exterior Building Improvements
PROJECT LOCATION: Northern Region Independence and Reentry Success Center
PROJECT NO: S0677-00
DATE: January 22, 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: Lucy Ibrahim 01/22/2026
LUCY IBRAHIM, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 1/22/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Thomas Guerriero January 22, 2026
THOMAS GUERRIERO, PROJECT MANAGER DATE
YOUTH JUSTICE COMMISSION

SOW APPROVED BY: Goustina Mansy January 22, 2026
YOUSTINA MANSY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Sara Gibson January 22, 2026
SARA BLUHM GIBSON, DIRECTOR DATE
NEW JERSEY BOARD OF PUBLIC UTILITIES

SOW APPROVED BY: JM Barnard for 1/23/26
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:

- 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. EXISTING PHOTOS**
- D. YJC FORM**

END OF SCOPE OF WORK

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

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026							Half 1, 2027						
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M		
0	Typical Project Model	Mon 5/19/...	Fri 4/9/27	691 days	[Gantt bar spanning from start to end]																											
1	Project Initiation Phase	Mon 5/19/25	Mon 7/14/25	57 days	[Gantt bar]																											
2	Project Funding Received	Mon 5/19/25	Mon 5/19/25	1 day	[Gantt bar]																											
3	Schedule Site Visit	Thu 5/22/25	Thu 5/22/25	1 day	[Gantt bar]																											
4	Site Visit	Fri 5/30/25	Fri 5/30/25	1 day	[Gantt bar]																											
5	Prepare Draft SOW	Mon 6/2/25	Fri 6/6/25	5 days	[Gantt bar]																											
6	Distribute Draft SOW for Review	Mon 6/9/25	Mon 6/9/25	1 day	[Gantt bar]																											
7	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days	[Gantt bar]																											
8	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days	[Gantt bar]																											
9	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days	[Gantt bar]																											
10	Receive Comments Revise SOW	Tue 6/24/25	Mon 6/30/25	5 days	[Gantt bar]																											
11	Distribute Final SOW for Review & Signature	Tue 7/1/25	Tue 7/1/25	1 day	[Gantt bar]																											
12	Review & Sign SOW	Wed 7/2/25	Wed 7/2/25	1 day	[Gantt bar]																											
13	Review & Sign SOW	Mon 7/7/25	Mon 7/7/25	1 day	[Gantt bar]																											
14	Review & Sign SOW	Thu 7/10/25	Thu 7/10/25	1 day	[Gantt bar]																											
15	Forward SOW to Procurement	Mon 7/14/25	Mon 7/14/25	1 day	[Gantt bar]																											
16	Consultant Selection Phase	Tue 7/15/25	Mon 9/1/25	49 days	[Gantt bar]																											
17	Prepare Solicitation, Advertise Proj	Tue 7/15/25	Wed 7/16/25	2 days	[Gantt bar]																											
18	Select Firms - Random Selection	Thu 7/17/25	Thu 7/17/25	1 day	[Gantt bar]																											
19	Conduct Preproposal Meeting	Mon 7/28/25	Mon 7/28/25	1 day	[Gantt bar]																											
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/29/25	Tue 7/29/25	1 day	[Gantt bar]																											
21	Receive Proposals - Distribute for Review	Tue 8/12/25	Tue 8/12/25	1 day	[Gantt bar]																											
22	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days	[Gantt bar]																											
23	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days	[Gantt bar]																											
24	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days	[Gantt bar]																											
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Wed 8/20/25	Wed 8/20/25	1 day	[Gantt bar]																											
26	Negotiate Fee	Thu 8/21/25	Wed 8/27/25	5 days	[Gantt bar]																											
27	Provide Funding for Consultant Contract	Thu 8/28/25	Thu 8/28/25	1 day	[Gantt bar]																											
28	Complete Recommendation to Award	Thu 8/28/25	Fri 8/29/25	2 days	[Gantt bar]																											
29	Consultant Contract Award	Sat 8/30/25	Mon 9/1/25	2 days	[Gantt bar]																											
30	Design Phase	Sun 9/7/25	Fri 5/8/26	244 days	[Gantt bar]																											
31	Design Contract "Kick-Off" Meeting	Sun 9/7/25	Mon 9/8/25	2 days	[Gantt bar]																											
32	Program Design Phase	Tue 9/9/25	Mon 10/6/25	28 days	[Gantt bar]																											
33	Receive Program Submittal & Distribute for Review	Tue 10/7/25	Thu 10/9/25	3 days	[Gantt bar]																											

EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

Project: Typical Project Model
Date: Wed 4/9/25

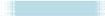
Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline		Progress	
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress		Progress	

EXHIBIT 'A'

Northern Region Independence and Reentry Success Center

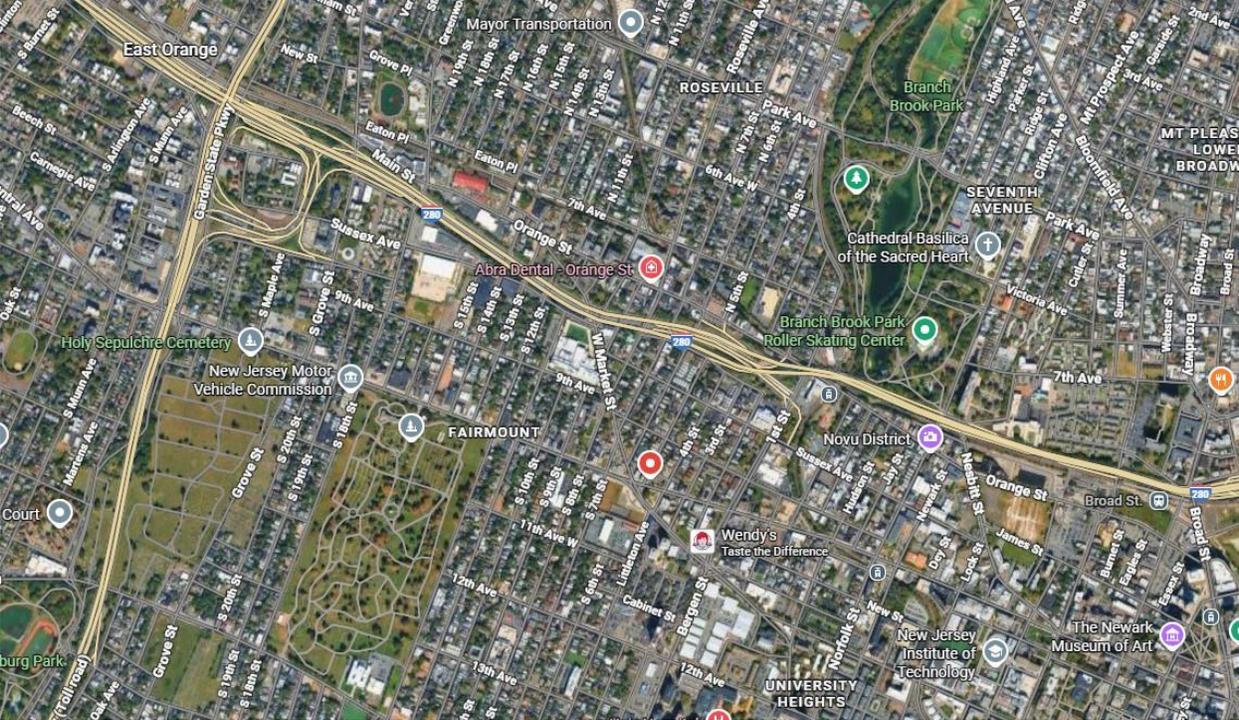


EXHIBIT 'B'

Northern Region Independence and Reentry Success Center



EXHIBIT 'B'

EXISTING PHOTOS

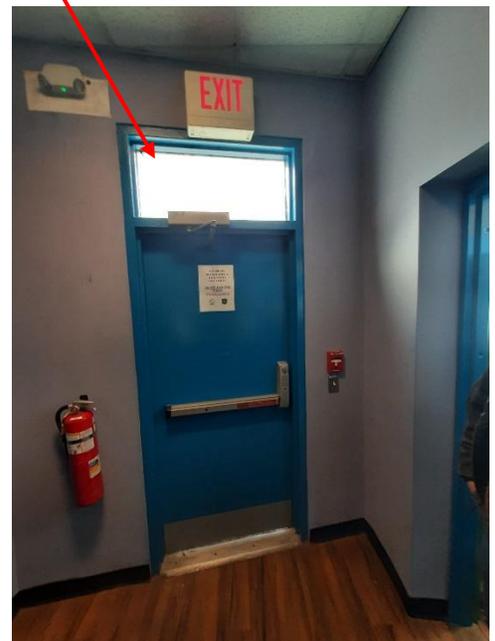


EXHIBIT 'C'

EXISTING PHOTOS

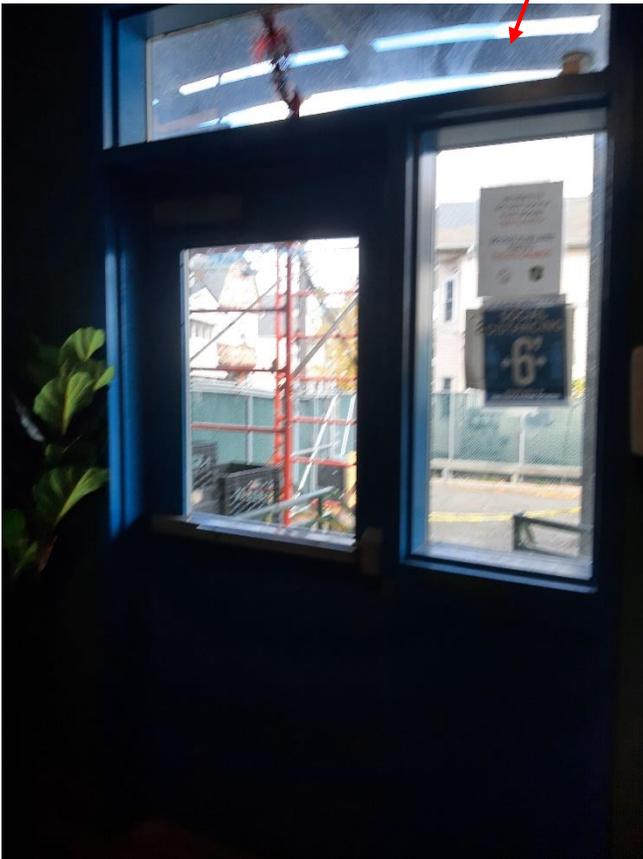


EXHIBIT 'C'

EXISTING PHOTOS

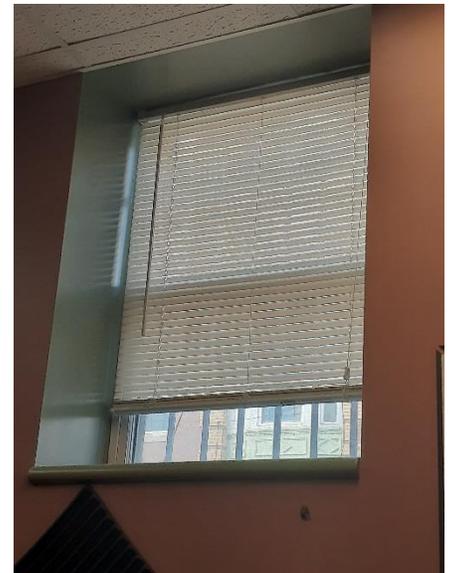


EXHIBIT 'C'

EXISTING PHOTOS

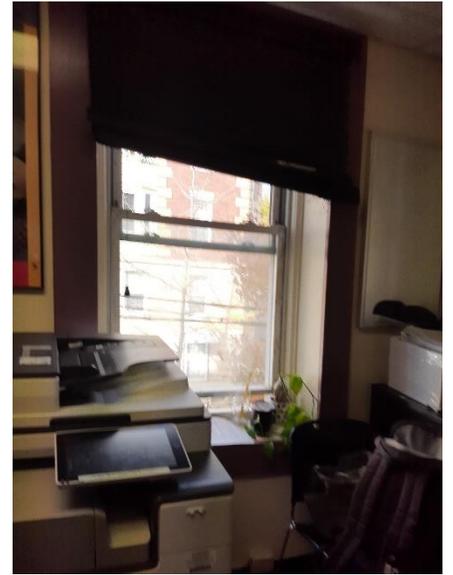


EXHIBIT 'C'

EXISTING PHOTOS

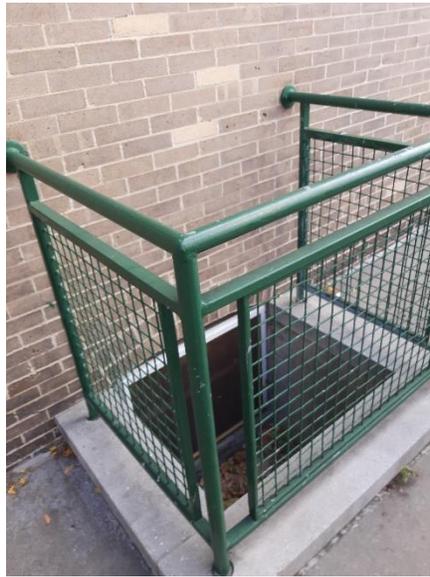


EXHIBIT 'C'



STATE OF NEW JERSEY
JUVENILE JUSTICE COMMISSION

Form: BI-001
Revised: 05/2015

REQUEST FOR BACKGROUND INFORMATION

SECTION A - I certify, under penalty of perjury, that I will answer all questions truthfully including any conviction of a crime or disorderly person offense. My signature below indicates my consent for a background check.

(LAST NAME) (FIRST NAME) (MI) (MAIDEN NAME)

(LIST ANY/ALL ALIAS' USED)

(ADDRESS: INCLUDE HOUSE NUMBER, STREET, APARTMENT NUMBER, CITY, STATE, ZIP CODE)

(DATE OF BIRTH) (PLACE OF BIRTH) (SOCIAL SECURITY #) MALE FEMALE

(DRIVER LICENSE #) (STATE) (RACE)

- 1) Have you ever:
- a. Been convicted, adjudicated guilty, or found guilty, as an adult or juvenile, of any crime or disorderly persons offense at anytime? Yes No
 - b. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or a government operated facility for the mentally ill? Yes No
 - c. Been civilly or administratively adjudicated to have engaged in sexual activity in the community, facilitated by force, overt or implied threats of force, or coercion, or where the victim did not consent or was unable to consent or refuse? Yes No
- 2) Are there currently any pending criminal charges, disorderly persons offense charges, or other related charges pending against you anywhere? Yes No

If you answered "YES" to any of the above, explain below, identifying the corresponding question number and letter:

REASON FOR INQUIRY Intern Volunteer Contractor Pre-Employment Parolee Other _____

(PRINT APPLICANT'S LAST NAME, FIRST NAME, MI) (APPLICANT'S SIGNATURE) (DATE)

SECTION B - SIGNATURES

RESULTS OF INQUIRY All inquiries NEGATIVE See Attached Results

COMMENTS: _____

(JJC REQUESTER SIGNATURE) (DATE) (AUTOMATED CHECK COMPLETED BY) (DATE)

(FINGERPRINTED BY) (DATE) (FINGERPRINTS RECEIVED and REVIEWED BY) (DATE)

(RESULTS PROVIDED TO) (DATE) (RESULTS PROVIDED BY) (DATE)

EXHIBIT 'D'

NEW JERSEY JUVENILE JUSTICE COMMISSION

Policy 13ED:01.02, *Prison Rape Elimination Act (PREA)*

CONTRACTOR ACKNOWLEDGMENT

This Acknowledgment of Receipt form has been prepared to document that each Commission contractor and their personnel ("Contractor") is aware of their obligations under Commission Policy 13ED:01.02, *Prison Rape Elimination Act (PREA)*, (the "Policy"). By signing the acknowledgment below you affirm that you understand the Policy as explained in this Acknowledgment.

The purpose of the Policy is to provide a safe, humane and secure environment, free from the threat of sexual abuse and sexual harassment, for all Juveniles assigned to Commission facilities, by ensuring that Staff and Contractors conform to the Commission's Zero-Tolerance Policy toward all forms of sexual abuse and sexual harassment involving those Juveniles.

As a Contractor, you have an obligation to maintain clear boundaries with Juveniles and to maintain at all times a relationship of authority, objectivity and professionalism. You must not allow the development of a personal, unduly familiar, emotional or sexual relationship to occur between you and any Juvenile. Any and all sexual contact between a Juvenile, including Juveniles age 18 and older, and a Contractor is sexual abuse under the Policy, and will be disciplined as such.

Please sign below to confirm that you understand the Policy as explained in this Acknowledgement. Failure to sign this Acknowledgement does not relieve a Contractor of the responsibility to understand and adhere to the Policy, explained herein.

A copy of the signed form will be placed in the applicable Contractor file.

Name of Contractor (Please Print)

Signature of Contractor

Date

CONFIDENTIAL

CHILD ABUSE RECORD INFORMATION FORM
DEPARTMENT OF CHILDREN & FAMILIES
JUVENILE JUSTICE COMMISSION

Indicate Reason for CARI by Checking Appropriate Box

Employee: New Employee Promotion **Location:** _____ **Unit:** _____
Contractor: New Contractor Renewal **Location:** _____ **Unit:** _____
Volunteer **Type of Service:** _____ **Location:** _____ **Unit:** _____
Intern **Assigned to Staff:** _____ **Location:** _____ **Unit:** _____

PLEASE PRINT CLEARLY IN INK. COMPLETE THIS FORM ON BOTH SIDES AND RETURN IT TO THE JUVENILE JUSTICE COMMISSION . ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

Your full name (first, middle, last): _____

Previous name, maiden name or nicknames: _____

Date of name change, if applicable: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of birth: _____ Race: _____

Social Security number:¹ _____ Sex: _____

Telephone Number: _____

Full Names and Dates of Birth of your children, if any:² _____

**Your previous addresses since your 18th birthday and the dates you lived at each address:
(ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED).**

1) _____

From: _____ To: _____
(month) (year) (month) (year)

2) _____

From: _____ To: _____
(month) (year) (month) (year)

¹ Pursuant to the Federal Privacy Act of 1974 (P.L. 93-579), the disclosure of your Social Security Number is voluntary. Your Social Security Number, race, date of birth, and sex will only be used for the purpose of conducting a Child Abuse Record Information background check in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

² The disclosure of the Names and Dates of Birth of your children is voluntary. This information will only be used for the purpose of conducting a Child Abuse Record Information background check of the applicant in order to comply with the Prison Rape Elimination Act (PREA) 42 U.S.C. 15601; 28 CFR 115.317.

Name: _____

3) _____

From: _____
(month) (year)

To: _____
(month) (year)

4) _____

From: _____
(month) (year)

To: _____
(month) (year)

Any Juvenile Justice Employee; Volunteer; Intern; or Contractor completing this form must read the following and sign below:

I consent to have the Department of Children and Families conduct a Child Abuse Record Information check to determine whether an allegation of child abuse or neglect has been substantiated against me. I understand that if a record of substantiated child abuse or neglect is found, or if I refuse to sign this consent form, I may not be permitted to work or continue to work as a JJC employee; Volunteer; Intern; or Contractor. I certify that all information I have given on this form is accurate and complete to the best of my knowledge.

I certify that I **am not** currently being investigated for an allegation of child abuse or neglect

I certify that I **am** currently being investigated for an allegation of child abuse or neglect

Signature: _____ Date: _____

All requests should be mailed to the following address:

Roy Hambrecht, Chief Administrative Officer
New Jersey Juvenile Justice Commission
1001 Spruce Street, Suite 202
P.O. Box 107
Trenton, NJ 08625- 107

FOR DEPARTMENT OF CHILDREN & FAMILIES USE ONLY

CARI staff initials _____