

SCOPE OF WORK

Fire Alarm System Upgrades

Vineland Preparatory Academy
Vineland, Cumberland County, NJ

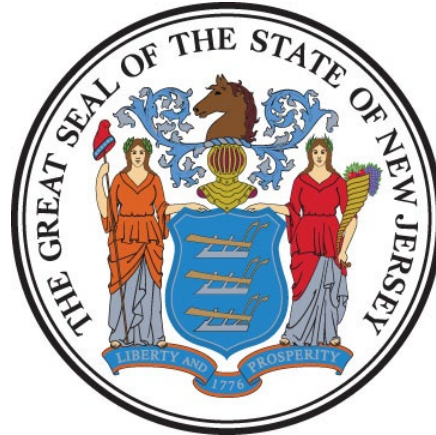
Project No. S0680-00

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: June 10, 2026

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
III. PROJECT BUDGET	4
A. CONSTRUCTION COST ESTIMATE (CCE)	4
B. CURRENT WORKING ESTIMATE (CWE)	4
C. CONSULTANT'S FEES	5
IV. PROJECT SCHEDULE	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	6
V. PROJECT SITE LOCATION & TEAM MEMBERS.....	6
A. PROJECT SITE ADDRESS.....	6
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative	7
2. Youth Justice Commission Representative.....	7
VI. PROJECT DEFINITION	7
A. BACKGROUND	7
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
VII. CONSULTANT DESIGN RESPONSIBILITIES.....	8
A. NEW FIRE ALARM SYSTEM.....	8
B. CONTRACTOR USE OF THE PREMISES	12
C. HAZARDOUS BUILDING MATERIALS.....	13
D. DESIGN MEETINGS & PRESENTATIONS.....	14
E. EXISTING DOCUMENTATION	15
VIII. PERMITS & APPROVALS.....	15
A. NJ UNIFORM CONSTRUCTION CODE PERMIT	15
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	18
IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES....	18
X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES .	18

XI. PROJECT CLOSE-OUT PHASE 19

XII. ENERGY REBATE AND INCENTIVE PROGRAMS 19

XIII. ALLOWANCES 20

 A. PERMIT FEE ALLOWANCE 20

 1. Permits 20

 2. Permit Costs 20

 3. Applications 20

 4. Consultant Fee 20

 B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE 20

 C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE 21

 D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE 21

XIV. SOW SIGNATURE APPROVAL SHEET..... 22

XV. CONTRACT DELIVERABLES 23

XVI. EXHIBITS..... 23

 A. SAMPLE PROJECT SCHEDULE FORMAT

 B. PROJECT SITE LOCATION MAP

 C. DRAWING

 D. OUTSIDE CONTRACTOR SECURITY PROCEDURES

I. OBJECTIVE

The objective of this project is to upgrade the existing fire alarm system with a non-proprietary addressable system throughout the campus at Vineland Preparatory Academy. 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):

- **P010 Fire Protection Engineering**

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

- **P033 Value Engineering**
- **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 \$671,000.

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 \$999,845.

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. Survey Phase	21
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
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:

Vineland Preparatory Academy
2000 Maple Avenue
Vineland, NJ 08361

GPS Coordinates: 39.4796° N, -75.0170 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: Peter Buckley, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (732) 600-8512
E-Mail: Peter.Buckley@treas.nj.gov

2. Youth Justice Commission Representative

Name: Steven Stachar, Construction Manager
Address: Department of Law and Public Safety
Youth Justice Commission
1001 Spruce Street, Suite 202
Trenton, NJ 08625
Phone No: (609) 775-3262
E-Mail: Steven.Stachar@yjc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Youth Justice Commission (YJC), formerly known as the Juvenile Justice Commission, was established in 1995 to serve as the single agency of the State of New Jersey with a centralized authority for planning, policy development, and provision of services in the juvenile justice system. Programming includes secure care facilities, residential community homes, transitional services and opportunities assisting juvenile offenders to become lawful, independent and productive in society. YJC has designated the Vineland Preparatory Academy as one of 10 secure residential community home (RCH) facilities in the State.

Vineland Preparatory Academy provides up to 60 juvenile severe substance abuse offenders a least restrictive residential rehabilitation treatment program by acquiring and practicing the necessary healthy skills prior to their community return. The Vineland Preparatory Academy includes a mixed-use group of buildings: an administration building, two residential duplex cottages, a gymnasium building, and a school building. YJC acquired the facility from the Division of Youth and Family Services.

The 3,200 square foot 2-story duplex design was built in 1971 as residence housing for the State Agency. The residential duplex cottages share a common wall, have separate entrance doorways and similar space layouts. The Building Use Group is R-2 and Construction Class II-B.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Vineland Preparatory Academy has separate fire alarm control panels for each of six buildings: two dormitories (duplex cottages), a gymnasium, a school, a clinic (annex), and an Administration Building where the main panel is located.

Each dormitory is divided into two residential units (Cottage 1 & 2 and Cottage 3 & 4). Each dormitory contains a fire panel located in the boiler room. The gymnasium fire panel is located the northwest corner of the building. The school fire panel is in Room 106. The clinic, also known as the annex, has a fire panel located in a closet. The main fire alarm control panel is in a storage area in the Administration Building. A maintenance shop and storage building are tied into the main panel separately. See **Exhibit 'C'** for an overview drawing of the system.

The panels are from different manufacturers. The staff would like a new fire alarm system that is unified, addressable, non-proprietary, open protocol, over the counter.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW FIRE ALARM SYSTEM

1. Survey Phase:

The Youth Justice Commission requests a systematic process of review and analyses of requirements, functions, and elements of the fire alarm system, services, and supplies to achieve essential functions at the lowest life cycle cost consistent with required levels of performance, reliability, quality, and safety.

Conduct a survey of the buildings to determine the existing conditions of all areas that will be impacted by the installation of the new fire alarm system and the site-specific design requirements for this project.

The survey/needs assessment shall include, but not be limited to the following:

- Identify all existing fire detection system components, both operable and inoperable, that shall be removed and replaced as part of this project.

- Identify all fire suppression system and flow control valves that require monitoring by the new fire detection system. Provide the necessary design including single line diagram and modules, as needed.
- Identify building systems and components that require monitoring (duct work, air handlers, etc.) and any other conditions that need to be monitored by the fire detection system. Provide the necessary design including single line diagram and modules, as needed.
- Consult with facility staff and identify the appropriate location for all new remote annunciator panels. Determine the design requirements for space needs, existing equipment relocation, electrical power, tie-in to the main alarm panel, and provisions for a protected environment at each panel site location where required.
- Identify the location and space requirements for the main fire alarm panel, located at the Administration Building.
- Identify the design requirements and exact routing of all new electrical distribution power wiring, if necessary, to the fire detection system and related components and the upgrades required for any existing electrical system component. Reuse existing wiring and conduit if possible.
- Identify all obstructions that must be altered, relocated, or removed to install the new fire detection system.
- Identify the requirements for power to run the system and the availability of output devices to enable local as well as remote monitoring.
- Identify the design requirements for backup power, through batteries and/or UPS, so that a loss of power, for any reason will not limit the operation of the detection and annunciation of the system.
- Survey the existing suppression system and make design provisions to tie the suppression system into new panels as necessary.
- Identify a list of long lead items and bulk order items necessary for the project to minimize the schedule duration and shorten the critical path.
- Identify any items that can be reused or recycled in the new design.
- Identify fire alarm transmission lines between buildings. Lines will need to meet survivability requirements of NFPA 72.
- Identify the typical entry point at each building for the local fire department so that a visual device can be located to denote when there is an activation of the fire suppression system.

The survey phase shall be submitted in a bound report (four copies) and shall include an estimate of the construction cost based on the findings of the survey.

2. New System Design Criteria:

Provide the design and specifications to replace all the existing fire alarm detectors, peripheral devices and panels at the facility with a new non-proprietary system. In addition, address the following as may be applicable.

- Protection of the fire alarm system from electrical surges, spikes, sags, over-voltages, brownouts, and electrical noise.
- Addressability of devices and notifications made to the building fire alarm control panels and the facility main fire alarm panel.
- All programmable devices must be able to have their addresses set without special equipment, tools, or programs. Changing of vandalized heads or devices must be able to be completed by facility maintenance staff without the requirement of special software or tools.
- Software requirements and compatibility with new and existing devices.
- New smoke detectors shall be appropriate for the institution and approved by facility staff. Install heat detectors rather than smoke detectors in high humidity locations.
- Tamper proof security covers/ anti-ligature that meet Youth Justice Commission requirements and standards shall be provided on all devices in certain locations.
- As applicable, duct detectors shall be installed so they are accessible for repair or replacement. They shall be located in areas ensuring laminar flow across the detector. Do not locate them downstream of humidity injection points. Each duct detector shall have an LED that can be easily observed and located by the fire company and other interested parties. Each duct sensor shall be self-compensating for the effects of air velocity, temperature, humidity, and atmospheric pressure and not require field adjustments to compensate for the above effects.
- The building fire alarm control panels shall be wired to all peripheral alarm and initiating devices and tied into remote annunciator panels located in a convenient area near the fire department entrance to the buildings and shall be readily accessible and readily visible to fire fighters. The building fire alarm control panels and annunciator panels shall be tied into the existing or a new electrical power source at their location in the building.
- Consult with facility staff and provide additional annunciator panels in locations as needed.
- Provide a riser diagram drawing for the building fire alarm control panels that identifies their connections to the various circuits and peripheral initiating devices.
- Any new low voltage wiring, if necessary, from the fire alarm panels to the peripheral devices shall be concealed and run in wire mold or conduit, whichever is more appropriate for the building conditions, security requirements, efficiency, and cost effectiveness. Any exposed wiring installed above the ceiling shall be plenum fire rated cable in accordance with NEC Article 760 or must be protected in conduit. Protect exposed fire alarm wiring from potential rodent damage.
- The fire detection systems shall have emergency battery backup that is sized in accordance with all applicable codes. The battery supply shall be calculated to operate

- loads in a supervisory mode for twenty-four (24) hours for central station systems and remote supervisory systems. Batteries shall be sized at 125% of the calculated size to compensate for deterioration and aging during the battery life cycle. Battery calculations shall be submitted to the DPMC Code & Design Review Unit for record.
- Provide a battery charging circuit for each standby battery bank in the system. The charger shall be automatic in design, adjusting the charge rate to the condition of the batteries. All system battery charge rates and terminal voltages shall be read using the fire alarm control panel LCD display in the service mode indicating directly in volts and amps.
 - Address redundancy within the system such that a failure of the alarm system within one building does not impact other buildings.
 - The building fire alarm panel, annunciators, and each power supply, addressable circuit, audible circuit, visual circuit, amplifier, etc. shall be designed to have 25% spare capacity. System operating hardware shall be functionally expandable by installing additional solid state plug-in modules. Note that the installation of additional plug-in modules shall not require the replacement of existing equipment, components, or accessories.
 - The central fire alarm annunciator panel shall be located in the Administration Building and shall be networked to all the remote building new fire alarm control panels and have the ability to monitor and communicate with all of the buildings' addressable initiating devices.
 - The consultant is responsible for submitting design documents meeting the requirements of NJ IBC 907.1.2 and NFPA 72 as a basis of design.
 - Offsite monitoring of the fire alarm system is required.
 - Carbon Monoxide Detection (if required in any of the buildings) shall be incorporated into the upgraded fire alarm system.
 - Where a ligature resistant or vandal resistant device is not available that is UL rated, the consultant shall always ensure that UL rated components are specified.

2. Phasing and Testing:

The Consultant shall provide a phasing plan. Ideally, each unit or building would be completed with new equipment installed, tested and accepted before starting the next phase (next building or part of building) throughout the campus.

The Consultant shall prepare for the possibility of partially de-occupying sections of buildings while the new system is installed in parallel with the existing system and then cut over one section at a time to ensure continuous coverage. However, reuse of existing wire will prevent parallel installation, and de-occupying buildings may not be possible. Coordination with facility staff will be required in developing a phasing plan.

The facility staff will notify the residents when each building needs to shut down the system to perform the work.

3. System Tests:

A written "Acceptance Test Procedure" (ATP) for testing the new fire detection system and components, as applicable, shall be prepared by the Consultant in accordance with all applicable codes and standards and included in the specification.

Upon completion of the system installation, the system manufacturer shall be responsible for the performance of the ATP, demonstrating the function of the system and verifying the correct operation of all system components, circuits and programming.

The system test shall be witnessed and approved by the Department of Community Affairs (DCA). The Consultant shall provide ample notification time when arranging the demonstration with DCA, DPMC Project Team members, Client Agency, Contractor, and the equipment manufacturer.

Upon final acceptance of the system, the Contractor shall provide a complete as-built color-coded wiring diagram. The diagram shall include a written statement signed by the Contractor and manufacturer's representative that the diagram has been corrected to include field changes and does represent the system installed.

The fire detection manufacturer shall provide system training to the facility personnel.

4. DCA Coordination:

The Consultant shall coordinate the DCA fire sub-code official and fire inspector during the final design phase and walk through the proposed placement of devices to support the design prior to final design submission.

5. Spare Parts:

A spare parts list shall be prepared and items purchased as part of this project for all critical items necessary for the successful operation of the fire detection system such as detectors, fire alarm fuses, switches, relays, LED lights, etc. Instructions shall be included for the operation and care of the system. Written instructions shall also be included with the final equipment and maintenance brochure.

B. CONTRACTOR USE OF THE PREMISES

Refer to **Exhibit 'D'** to find "Residential Community Program - OUTSIDE CONSTRUCTOR SECURITY PROCEDURES" and work with the Project Team to add any additional special security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

Background checks are required, including from the Consultant prior to their accessing the site for work related to design.

Develop procedures for personnel to access the project site and construction areas and provide the names and phone numbers of approved escorts when needed.

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 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.C **“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.

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:

Survey Phase:

One (1) meeting at phase completion.

Design Development Phase:

One (1) working meeting halfway through phase. (Or every 3 weeks depending on schedule)

One (1) meeting at phase completion.

Final Design Phase:

One (1) working meeting halfway through phase. (Or every 3 weeks depending on schedule)

One (1) meeting 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.

- DPMC Project M1328-00: Fire Detection-Suppression System Retrofits, Issued for Bid 7/29/02, Maitra Associates, P.C.

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 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>

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data required. The Agent section of the application and certification section of the building sub-code section shall be signed. These documents shall be forwarded to the DPMC Project Manager.

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

Ownership in Fee:

Youth Justice Commission
1001 Spruce Street
Suite 202
Trenton, 08638

Proposed work site:

Vineland Preparatory Academy

Work site location:

Vineland Preparatory Academy
2000 Maple Ave, Vineland 08361
Cumberland County
Block 2502 Lot 52

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.

1. 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.

2. 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.

3. 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, **"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. 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 **“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: Fire Alarm System Upgrades
PROJECT LOCATION: Vineland Preparatory Academy
PROJECT NO: S0680-00
DATE: June 10, 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 APPROVED BY: James Wright 6/10/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Steven Stachar Jr 06/11/26
STEVEN STACHAR, PROJECT MANAGER DATE
YOUTH JUSTICE COMMISSION REPRESENTATIVE

SOW APPROVED BY: Peter Buckley 06/17/26
PETER BUCKLEY, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 7.6.26
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:

SURVEY 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. DRAWING**
 - D. OUTSIDE CONTRACTOR SECURITY PROCEDURES**
- END OF SCOPE OF WORK**

Deliverables Checklist Survey 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

Deliverables Checklist

Permit Application Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

Deliverables Checklist

Bidding and Contract Award Phase

A/E Name: _____

[illegible]

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

Consultant Signature

Date

Deliverables Checklist

Construction Phase

A/E Name: _____

[illegible]

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

Consultant Signature _____

Date _____

Deliverables Checklist

Project Close-Out Phase

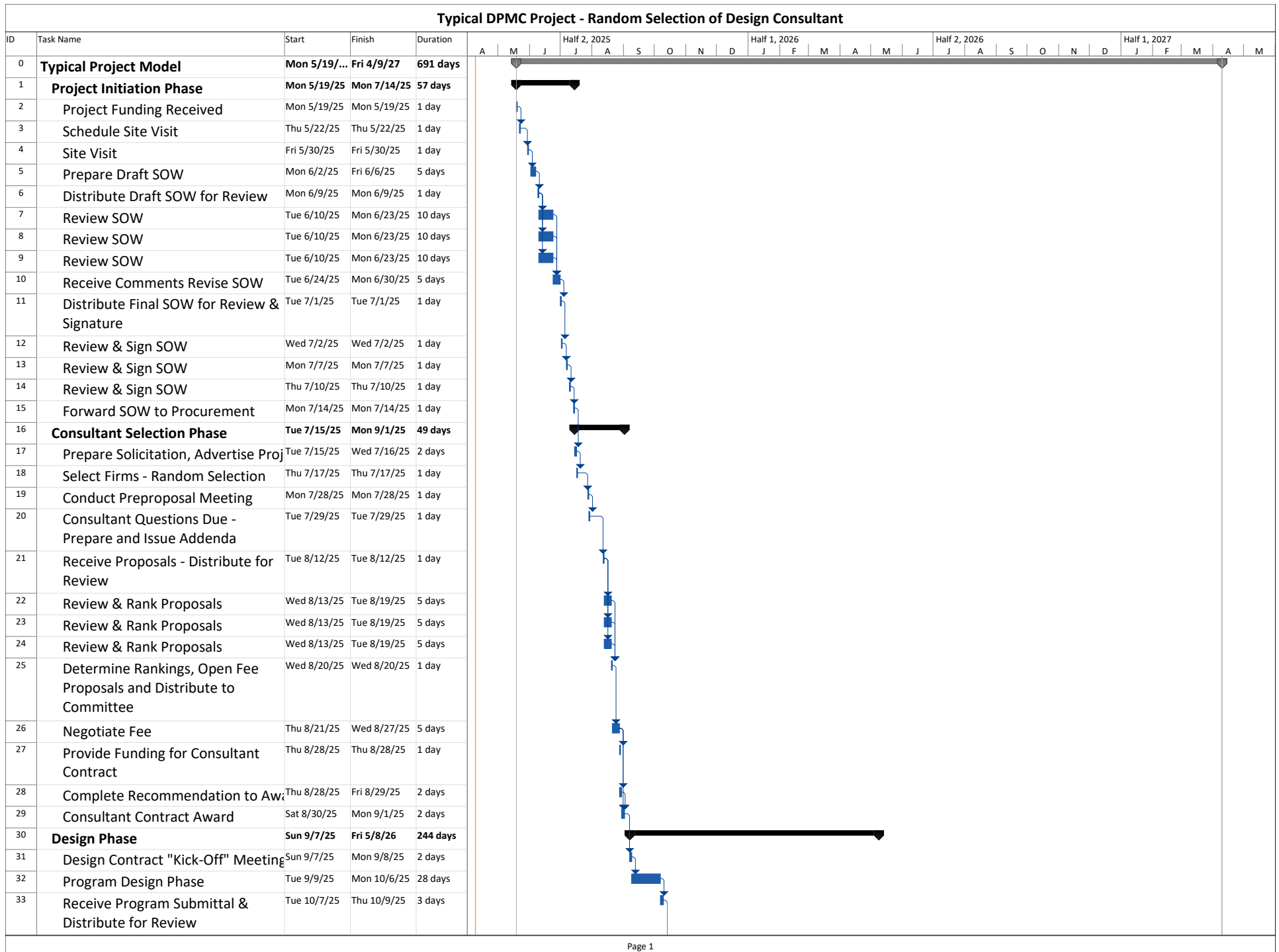
A/E Name: _____

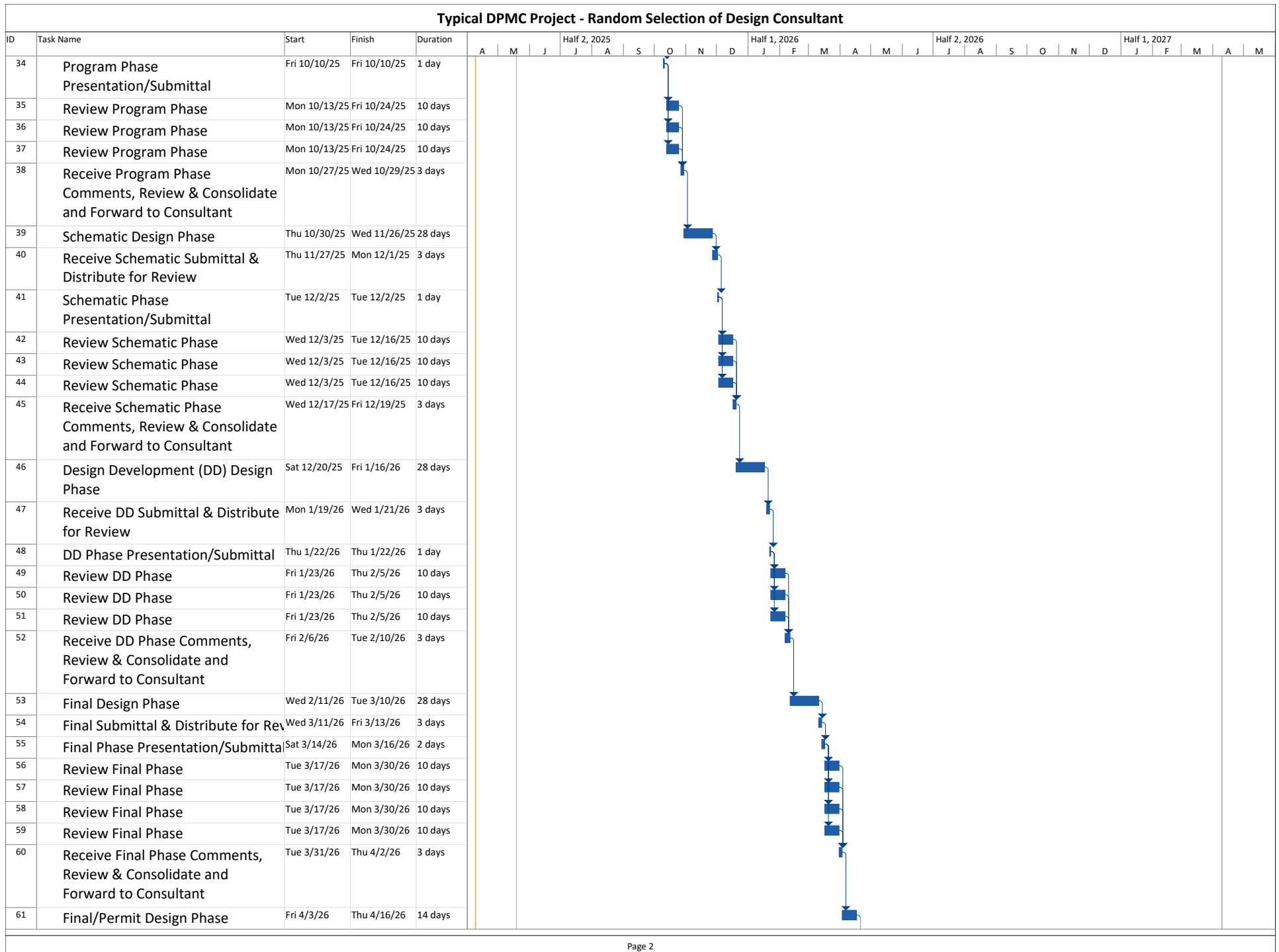
[illegible]

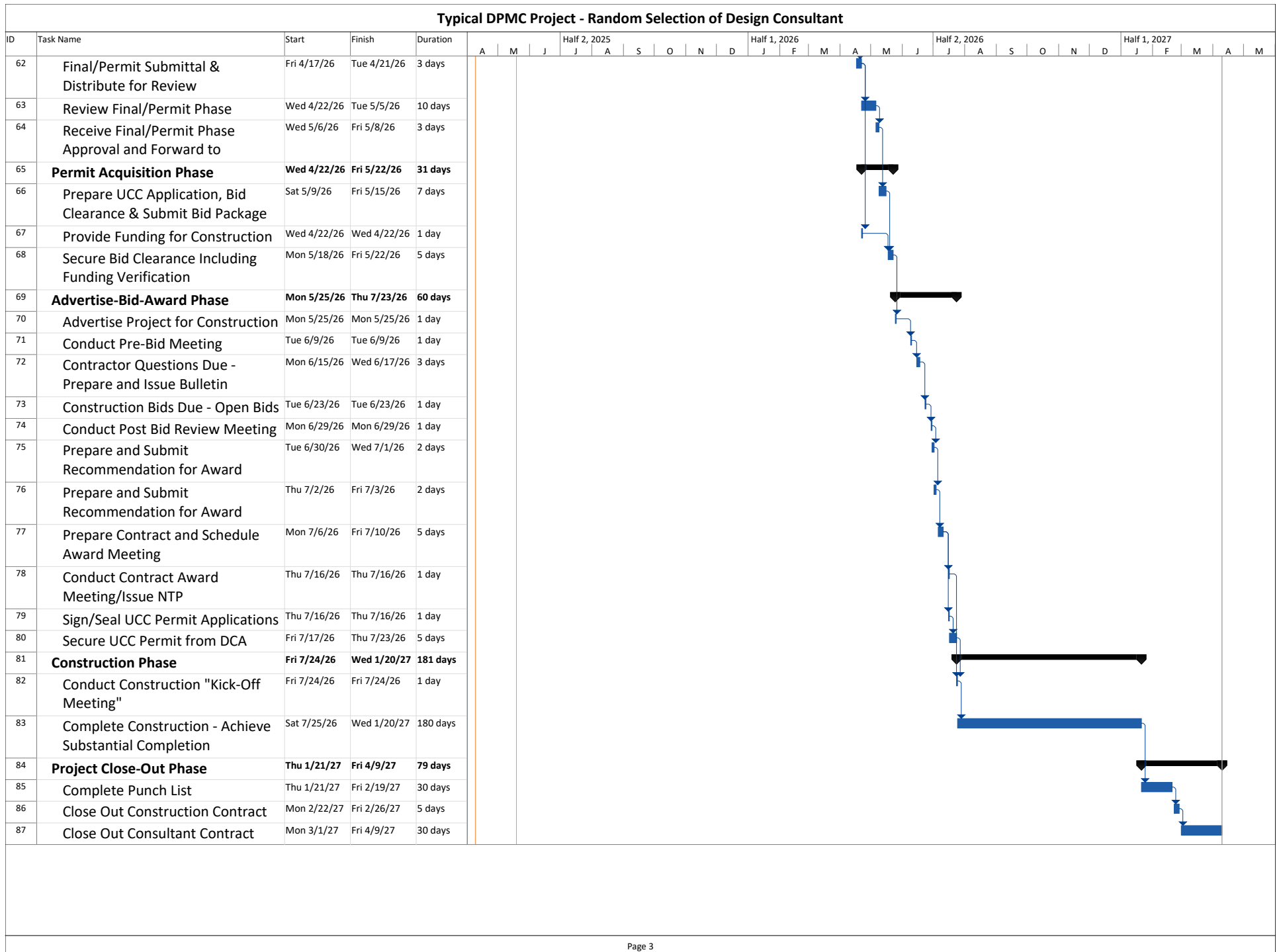
This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature _____

Date _____







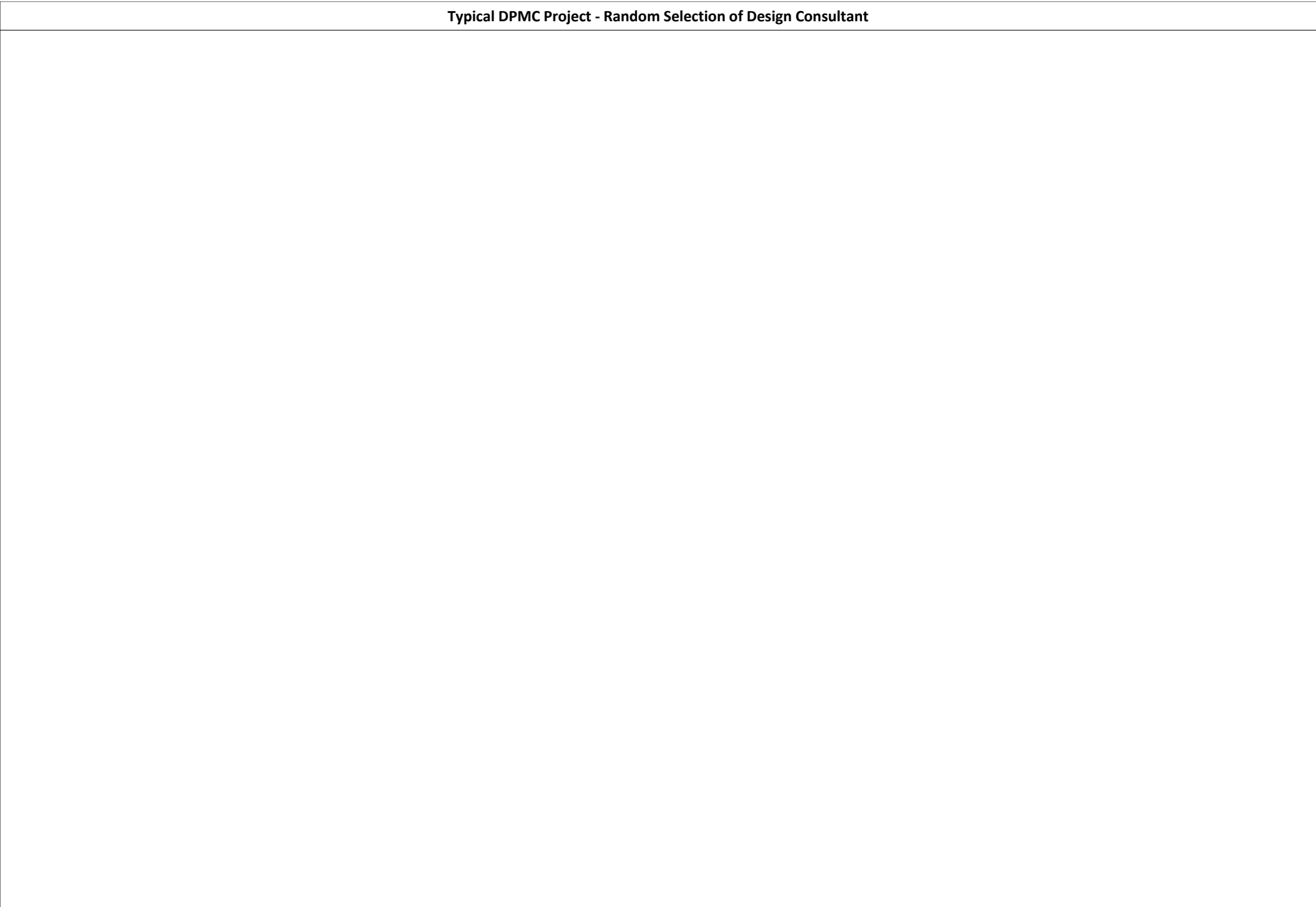


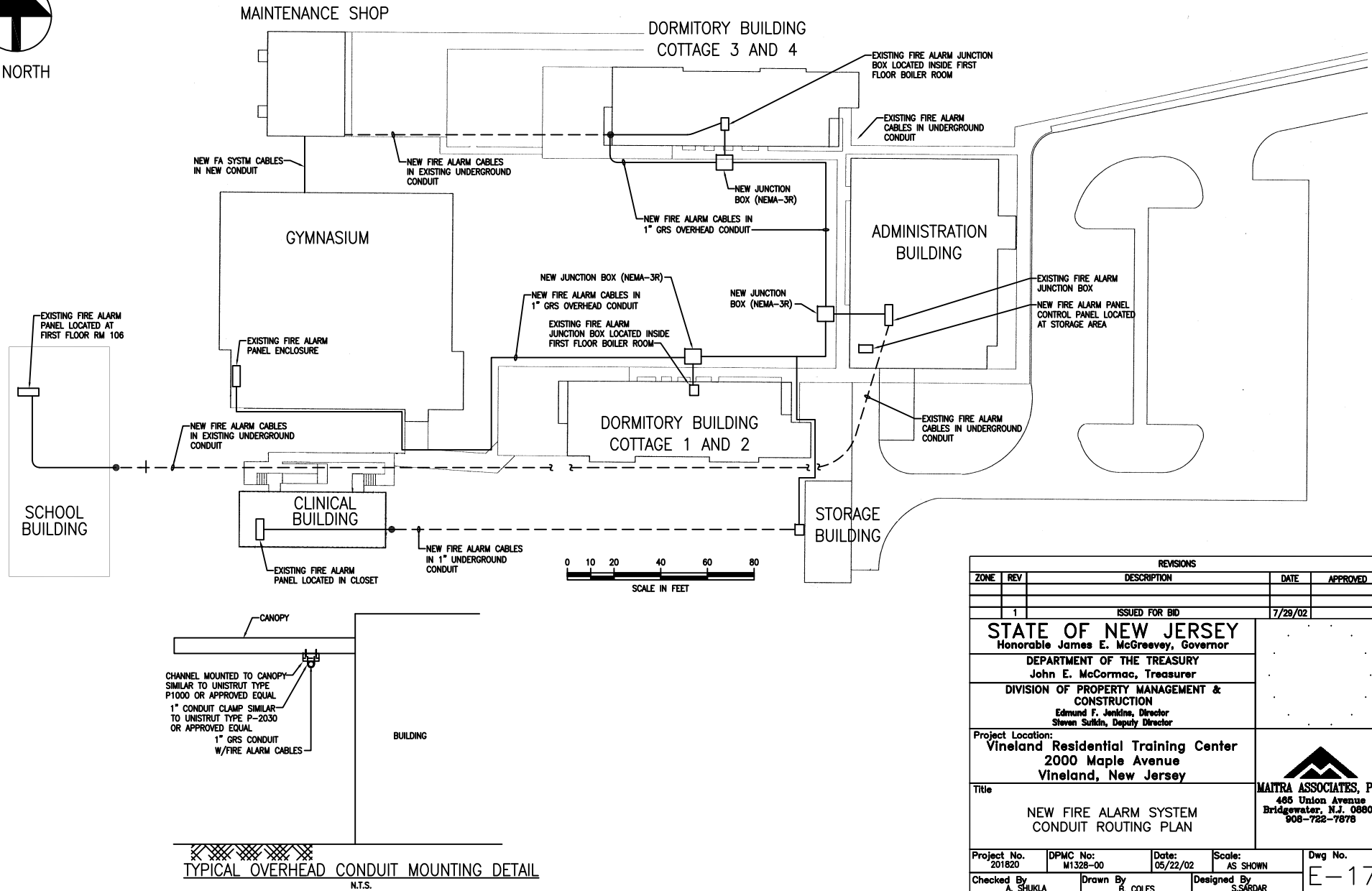
EXHIBIT 'A'



Project Site Location Map
Vineland Preparatory Academy
EXHIBIT 'B'



NORTH



REVISIONS				
ZONE	REV	DESCRIPTION	DATE	APPROVED
	1	ISSUED FOR BID	7/29/02	
STATE OF NEW JERSEY Honorable James E. McGreevey, Governor				
DEPARTMENT OF THE TREASURY John E. McCormac, Treasurer				
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION Edmund F. Jenkins, Director Steven Sultkin, Deputy Director				
Project Location: Vineland Residential Training Center 2000 Maple Avenue Vineland, New Jersey				
Title NEW FIRE ALARM SYSTEM CONDUIT ROUTING PLAN				
 MAITRA ASSOCIATES, P.C. 465 Union Avenue Bridgewater, N.J. 08807 908-722-7878				
Project No. 201820	DPMC No. M1328-00	Date: 05/22/02	Scale: AS SHOWN	Dwg No. E-17
Checked By A. SHUKLA	Drawn By B. COLES	Designed By S.SARDAR		

EXHIBIT 'C'

ATTACHMENT I

A. Residential Community Program - OUTSIDE CONTRACTOR SECURITY PROCEDURES

1. Purpose

- a. To provide a means of safely providing access to the community programs to effect repairs or new construction without jeopardizing the safety, security, or orderly running of the program.

2. Policy

- a. This administration is charged with the responsibility of safe custody and the welfare of our residents. This procedure applies to all personnel contracted to provide services at the New Jersey Youth Justice Commission's Community Programs. Any person not willing to cooperate will be barred from admittance to any NJ-YJC Program site or facility. All non-state employees are responsible and should comply with these procedures for their own protection as well as the safety of our residents and staff.

3. Procedure Guidelines

- a. The Construction Workers will report to the administration building or site supervisor each day for work and will sign in the unit visitor's logbook.
- b. They will then proceed to the work site. They are to remain on the work site at all times.
- c. If the workers are leaving the property for lunch, they must sign out in the visitor's logbook. When returning from lunch, they proceed to sign in the visitor's logbook.
- d. At the end of the day the workers must be sure to sign out in the visitors' logbook.
- e. Depending on the scope of the construction, a service road may be established for use by the construction company. All construction supply vehicles, worker's vehicles, and heavy equipment will gain entrance to the property via this service road.
- f. All construction workers' privately-owned vehicles will be parked in the transient parking area (Visitor's Lot) or designated parking area after which they will proceed directly to the construction area after signing in.
- g. All tools being brought into the facility must be secured and accounted for at all times. The contractor and workers will ensure that the tools stay with the workers throughout the day and are never left unattended at any time. At the end of the day the contractor and workers shall check the tools to ensure they are accounted for. Any missing tool must be immediately reported to the site supervisor on duty. The workers involved will be detained until such time as the site supervisor investigates the missing tool and the site supervisor releases them.

- h. Whenever construction vehicles are on site they will be secured at all times. If a construction vehicle or equipment is left on site overnight, it will be disabled and secured. Tools carried in vehicles are subject to be inventoried each time coming in and out as well. The driver of each vehicle will be responsible for that vehicle and its contents.
- i. Construction workers are NOT allowed to utilize the Employee Dining Room or the toilet facilities. Contractors and their employees are permitted to bring their lunch onto the work site, or they will be allowed to leave the site and eat at their vehicles, go out, etc. If allowed to bring lunch into the work site, all food containers will be subject to be opened for a visual inspection when entering or leaving the facility. This will be discussed and agreed upon with the site superintendent or his designee at a pre-start meeting.
- j. The construction company will provide a secure area such as a trailer, portable lock box, etc., as needed to ensure all tools and materials can be secure when not in use. The site superintendent or his designee will determine if the provided security is sufficient.
- k. Excavations and other hazardous areas will be fenced off by the construction company. Any items, which may be used by our residents as weapons, to include scrap metal, wire, toxic substances, etc., must be disposed of in a secure manner so as to prevent their introduction into the rest of this facility.
- l. NO ammunition or weapons of any type are to be brought onto the grounds of any NJ-JJC site or facility by any contracted personnel.
- m. Construction workers will refrain from any contact whatsoever with the residents of site or facility. They will not converse with them, nor are they to give or take ANY object whatsoever.
- n. Construction workers will not interfere with the activities or operations of the site or facility in any way.
- o. The construction area is off-limits for any residents and/or staff at all times unless assigned to be there.
- p. NO alcoholic beverages or drugs are permitted on grounds of any NJ-YJC site or facility.
- q. ALL vehicles will be securely locked at all times. All equipment, which cannot be locked, must be disabled when unattended. Tools must not be left unattended.
- r. Facility keys will not be issued to construction personnel under any circumstances. An assigned staff member will provide access to the appropriate areas of the site or facility as needed.
- s. No photographs are to be taken without the permission of an administrator.
- t. Warning lights must be displayed on all dangerous areas at night as directed by the site maintenance staff.
- u. All site fire regulations must be obeyed. These are available from the maintenance department.

- v. The facility speed limit is 15 MPH and will be adhered to at all times.
- w. All excavations effecting roadways and sidewalks will be protected as directed by our superintendent, facility coordinator and/or site maintenance staff, and those across main roads must be covered with plates.
- x. Any difficulties encountered by construction workers will be referred to their foreman or supervisor. He will then contact out facilities coordinator who will act as the site liaison to resolve this matter.
- y. No smoking, Vaping or use of any tobacco products on the premises.” Failure to comply will result in **Termination of Contract** (unless specified area is designated by YJC Superintendent)
- z. If the current project is expected to last more than one consecutive workday, the Contractor will submit a list of all workers who will be working on the project. The Contractor will also be responsible to have each worker fill out and submit an Internal Affairs Unit “Request for Background Information”, C.A.R.I. report and sign a P.R.E.A. form at least two weeks prior to the date each worker is expected to be working in the Facility. The YJC Construction Manager will provide these forms to the Contractor upon request.