

SCOPE OF WORK

Kitchen Floor Replacement

Garden State Youth Correctional Facility
Chesterfield, Burlington County, NJ

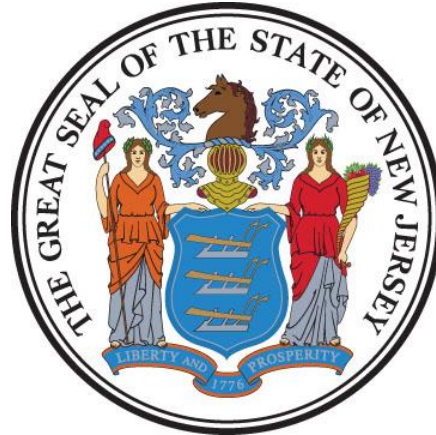
Project No. C1101-00

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Tahesha L. Way, Lt. Governor

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: August 01, 2025

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)	5
C. CONSULTANT'S FEES	5
IV. PROJECT SCHEDULE	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	6
V. PROJECT SITE LOCATION & TEAM MEMBERS.....	7
A. PROJECT SITE ADDRESS.....	7
B. PROJECT TEAM MEMBER DIRECTORY	7
1. DPMC Representative	7
2. Client Agency Representative.....	7
VI. PROJECT DEFINITION	8
A. BACKGROUND	8
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
VII. CONSULTANT DESIGN RESPONSIBILITIES.....	9
A. DESIGN REQUIREMENTS	9
1. General.....	9
2. Equipment Disconnection and Reconnection	9
3. Demolition and Floor Removal	10
4. Structural Support	10
5. Plumbing Upgrades.....	10
6. Grease Trap System Upgrades.....	10
7. Floor Preparation and Installation.....	10
8. Warranty	10
9. Adjacent Architectural Features	10
B. HAZARDOUS BUILDING MATERIALS.....	11
C. DESIGN MEETINGS & PRESENTATIONS.....	12
D. EXISTING DOCUMENTATION	13

VIII. PERMITS & APPROVALS	13
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT.....	13
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS	16
IX. ENERGY REBATE AND INCENTIVE PROGRAMS	16
X. ALLOWANCES	17
A. PLAN REVIEW AND PERMIT FEE ALLOWANCE.....	17
1. Permits	17
2. Permit Costs	17
3. Applications	17
4. Consultant Fee	18
B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE	18
C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE	18
D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE	18
E. GPR ALLOWANCE	19
XI. SOW SIGNATURE APPROVAL SHEET.....	20
XII. CONTRACT DELIVERABLES	21
XIII. EXHIBITS.....	21
A. SAMPLE PROJECT SCHEDULE FORMAT	
B. PROJECT SITE LOCATION MAP	
C. KITCHEN EXISTING PHOTOS	
D. RULES & REGULATIONS REGARDING OUTSIDE CONTRACTORS	
E. INTERIOR FLOOR PLAN & EQUIPMENT LIST	
F. GSYCF KITCHEN FLOOR ASSESSMENT 2023-06-30	
G. ORDER TO COMPLY- C 57-07-064 NJDOC GSYCF	
H. EXISTING SITE PHOTOS	

I. OBJECTIVE

The objective of this project is to replace the kitchen floor on the first floor and ODR (Officer Dining Room) pantry floor on the second floor of the Central Facility Building No.1 at the Garden State Youth Correction Facility (GSYCF) in Chesterfield, NJ. A temporary kitchen will be rented and located in the central court yard adjacent to the Gym. 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:

- **P002 Electrical Engineering**
- **P004 Plumbing Engineering**
- **P007 Structural Engineering**
- **P025 Estimating/ Cost Analysis**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$10,435,000.

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 \$13,051,000.
The CWE includes the construction cost estimate and all consulting, permitting and administrative fees and temporary kitchen rental.

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. Two separate bids and schedules are anticipated.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)	
	<u>Kitchen Floor</u>	<u>Temp. Kitchen</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14	14
2. Schematic Design Phase	42	42
• Project Team & DPMC Plan/Code Unit Review & Comment	14	14
3. Design Development Phase	42	0
• Project Team & DPMC Plan/Code Unit Review & Comment	14	0
4. Final Design Phase	42	42
• Project Team & DPMC Plan/Code Unit Review & Approval	14	14
5. Final Design Re-Submission to Address Comments	7 (*See Note)	7
• Project Team & DPMC Plan/Code Unit Review & Approval	14	14

6. DCA Submission Plan Review	30 (**See Note)	30
7. Permit Application Phase	7	7
• Issue Plan Release		
8. Bid Phase	42	42
9. Award Phase	28	28
10. Construction Phase	240	**240
11. Project Close Out Phase	30	30

***Note:** The Final Design Phase is considered complete upon the release of Construction Documents by either the DPMC Code Group or DCA.

****Note:** The temporary trailers to be used as the kitchen while construction is occurring will require plan review and approvals. With the coordination and strict plan review requirements, the A/E should review the spec/cut sheet provided by the DOC **Exhibit ‘E’**, verify availability and achieve plan review approval. The installation and/or separate sub-project for the install should be timed in advance of the floor replacement. The kitchen floor contractor notice to proceed shall commence upon temporary trailer contractor completion & inspection for occupancy and use. Two bid packages shall be coordinated to take the trailer lead time and utility infrastructure / hook up into consideration

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A’**. The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

PROJECT NAME: Kitchen Floor Replacement
PROJECT LOCATION: Garden State Youth Correctional Facility
PROJECT NO: C1101-00
DATE: August 01, 2025

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Garden State Youth Correctional Facility
Hogback Road
Chesterfield, NJ

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: Aziz Iskander, Project Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 960-6014
E-Mail: Aziz.Iskander@treas.nj.gov

2. Client Agency Representative

Name: Drew Pangaldi, Project Manager
Address: Department of Corrections
Whittlesey Road, PO Box 863
West Trenton, NJ 08625
Phone No: (609) 292-4036 ext. 5270
E-Mail: drew.pangaldi@doc.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Garden State Youth Correctional Facility was constructed in 1966 and is situated on approximately 113 acres of land located on Hogback Road in Chesterfield Township. It houses over 1,800 inmates and has a staff of over 460 personnel. It serves as the Central Reception and Diagnostic Unit for all adult males entering the New Jersey Department of Corrections (DOC) system, as well as a facility for holding younger, first time offenders. See **Exhibit 'B'** for the facility site map.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The kitchen is located on the first floor within the Central Facility Building No.1 at the Garden State Youth Correction Facility (GSYCF) in Chesterfield, NJ. See **Exhibit 'B'** for the project site location map.

The kitchen is approximately 18,852 square foot and is immediately adjacent to two separate resident dining areas and receiving and food storage areas. The dining areas and receiving and food storage areas are not part of the project. Three meals are prepared daily for residents and served in the adjoining dining rooms or carted to housing units as required for residents under more restricted custody. Direct meal service to spaces in separate dining rooms is also provided.

On the second floor, The ODR (Officer Dining Room) is a food pantry. The kitchen is adjacent to an officer dining room. The ODR kitchen on the second floor is part of the project, The ODR kitchen is approximately 425 square foot. The adjacent officer dining room on the second floor is not part of the project. The consultant shall consider the needs for this area to continue food service operations and the need for a temporary sink while construction is in progress.

The DOC has already specified a temporary mobile kitchen that meets the facility needs. A temporary kitchen will be located in the central court yard adjacent to the Gym. This area is located in the secure perimeter of GSYCF. It has close proximity to incarcerated persons (IP) and civilian staff that would need its services. This area known as the courtyard would be close to food storage - dry storage and the outside freezers and walk in freezer located inside the building next to the kitchen. See **Exhibit 'H'** for the existing site photos.

The project cost estimate includes the rental of the temporary mobile kitchen. The utilities for the temporary kitchen going to the temporary unit (water, sewage, electric, etc.) will have to be designed through this project by the engineer of record and installed by the contractor, provided by the first bid package contractor. The existing kitchen floor can be replaced in its entirety at one time. There is no need for phasing of the floor replacement.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. DESIGN REQUIREMENTS

1. General

The Consultant shall provide design, specifications, bid, award and construction administration services to replace the kitchen floor at first floor and the ODR pantry kitchen floor at second floor within the Central Facility Building No.1 at the Garden State Youth Correction Facility (GSYCF). Install new commercial-grade, slip-resistant, chemical-resistant flooring, to meet and comply with current safety, health, hygiene, and durability standards and security regulations applicable with correctional environments.

Provide and install a mobile / rented temporary kitchen unit to be located on the central court yard adjacent to the Gym to provide food service with necessary utilities (electric, water, gas as needed). DOC has provided an Interior Floor Plan & Equipment List cut sheet for a trailer that has been discussed and acceptable by the administration for temporary use during this project. See **Exhibit 'E'** for the Interior Floor Plan & Equipment List cut sheet.

The Consultant shall provide the design as 2 separate bids, taking into consideration the lead time and install of the temporary kitchen must be completed, tested and accepted. Then the contractor awarded bid #2 can commence with work in the kitchen areas. Coordination with the Facility (GSYCF)) will be required during the construction phase. Removal of the temporary kitchen and reinstatement of any disturbed areas/finishes to the original condition.

The temporary kitchen can be designed concurrently with the new kitchen floor. However, the Notice to Proceed for the new kitchen floor will be based on the status of the temporary kitchen.

2. Equipment Disconnection and Reconnection

The Consultant shall provide the design and specifications for disconnection and reconnection of all kitchen equipment and the facility will take responsibility to clean and store that equipment. No equipment needs to be replaced.

The Consultant shall identify all floor mounted or kitchen equipment (ovens, fryers, prep-stations, etc.) and/or accessories, shelving, etc. to be disconnected and safely removed that restricts access to flooring before floor demolition.

After new floor installation, provide design specifications for re-installation and reconnection of all equipment to existing utility connections per manufacturer specifications.

Specify testing for each appliance/system for functionality and safety.

3. Demolition and Floor Removal

The Consultant shall provide the design and specifications to secure and isolate the kitchen area and remove the existing flooring system down to the subfloor, or remove all flooring systems needed for complete forming/structural support etc. as needed depending on the condition found during investigation.

Specify the disposal of waste material following environmental and facility standards.

4. Structural Support

The Consultant shall investigate and provide a design to structurally support the existing kitchen floor and ODR floor. Provide a presentation and a report to the Project Team for review and approval. The survey shall include survey data, photographs, field observations, tests.

5. Plumbing Upgrades

The Consultant shall provide the design and specifications for a new plumbing system that may involve replacing existing drains, replacing floor sinks, rerouting sewer pipes, sealing pipe penetrations and install waterproofing.

6. Grease Trap System Upgrades

The Consultant shall provide the design and specifications for upgrading the existing grease trap system as needed.

7. Floor Preparation and Installation

The Consultant shall provide the design and specifications to level and prepare the subfloor and install a new flooring system which must be slip-resistant, sanitary, sealed, heat, moisture and chemical-resistant.

8. Warranty

Address and specify a warranty for the new flooring system.

9. Adjacent Architectural Features

The Consultant shall evaluate, address the needs and provide the design for any architectural features connected or adjacent to the new flooring system such as (doorways, adjacent surfaces requiring repairs that impact the new flooring system, etc. that may be convenient, easier or recommended for repair or replacement while the kitchen floor project is underway.

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

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

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

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

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

There shall be no "mark-up" of sub-consultant or subcontractor fees if sub-consultants or subcontractors are engaged to perform any of the work defined in paragraph **VII.D "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.

C. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

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

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

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

2. Design Presentations

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

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

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

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

This will be for both design/ bid packages. DD phase for the kitchen and final design for the trailer may occur at the same meeting

D. 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.

- **C0588-00 Garden State Facility Inventory 1995**
- **C0590-00 Kitchen Fire Renovations 1994**
- **Garden State Correctional 2011 AHERA Report 2011**

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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

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

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general

certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

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

4. Multi-building or Multi-site Permits

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

5. Special Inspections

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

Bulletin 03-5 can be found at:

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 New Jersey Uniform Construction Code.

b. Responsibilities

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits

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

2. Permit Costs

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

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

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant's permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

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

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

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.B** and enter that amount on their fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance,**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection;
 - Sample testing; 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.B** and enter that amount on their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

The Consultant shall estimate the cost to provide Construction Monitoring and Administration

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

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

E. GPR ALLOWANCE

The Consultant shall estimate the GPR costs for the areas that do not have basement beneath.

The costs shall be included in the “**GPR Allowance**” of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated.

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

PROJECT NAME: Kitchen Floor Replacement
PROJECT LOCATION: Garden State Youth Correctional Facility
PROJECT NO: C1101-00
DATE: August 01, 2025

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Lucy Ibrahim 08/01/2025
LUCY IBRAHIM, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 8/1/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Drew Pangaldi 8/1/2025
DREW PANGALDI, PROJECT MANAGER DATE
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Aziz Iskander 8/11/2025
AZIZ ISKANDER, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 8.28.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE

XIII. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. KITCHEN EXISTING PHOTOS
- D. RULES & REGULATIONS REGARDING OUTSIDE CONTRACTORS
- E. INTERIOR FLOOR PLAN & EQUIPMENT LIST
- F. GSYCF KITCHEN FLOOR ASSESSMENT 2023-06-30
- G. ORDER TO COMPLY- C 57-07-064 NJDOC GSYCF
- H. EXISTING SITE PHOTOS

END OF SCOPE OF WORK

Deliverables Checklist Schematic Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

Consultant Signature

Date

[illegible]

Date _____

A/E Name: _____

[illegible]

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

Consultant Signature

Date

[illegible]

Date _____

[illegible]

Date _____

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

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

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

EXHIBIT 'A'

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

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

© Primavera Systems, Inc.

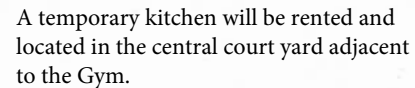
DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

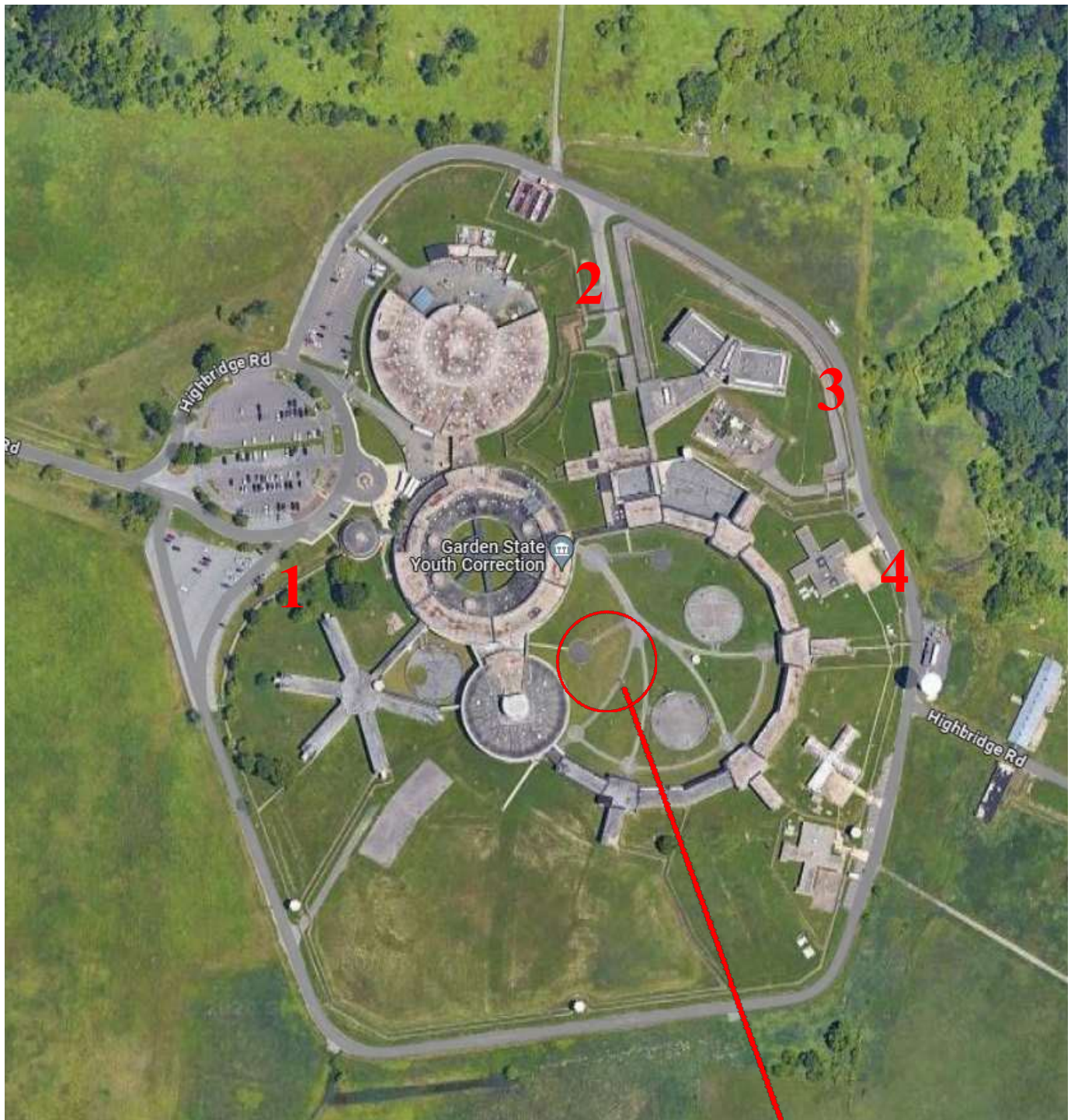
EXHIBIT 'A'

EXHIBIT 'B'



DIRECTIONS: Take Route 130 North to Bordentown until you reach the Town and Country Diner and Ground Round intersection, (Ward Avenue). Turn right onto Ward Avenue, proceed down Ward Avenue take the first left after Hogback Road. Garden State Correctional Facility is on the right.

Garden State Youth Correctional Facility.



The facility recently has had gas added for the boilers and laundry dryers.

#1 located by gate 12 the administration building

#2 located by A&D area for laundry and kitchen

#3 located at Gate 4 by the PRU building

#4 located at Gate 5 by East housing

A temporary kitchen will be rented and located in the central court yard adjacent to the Gym.

EXHIBIT 'B'

Bldg Id	Bldg Name	Location	Land Id	Block	Lot
2265	READJUSTMENT BUILDING - NORTH 3	WARD AVE	4134	00105	00002
2266	RECEPTION & CLASSIFICATION-R HOUSE	WARD AVE	4134	00105	00002
2267	GYMNASIUM & AUDITORIUM	WARD AVE	4134	00105	00002
2268	CENTRAL FACILITY	WARD AVE	4134	00105	00002
2269	ADMINISTRATION BUILDING	WARD AVE	4134	00105	00002
2270	VOCATIONAL / INDUSTRIAL BUILDING	WARD AVE	4134	00105	00002
2271	HOUSING WEST	WARD AVE	4134	00105	00002
2272	HOUSING SOUTH	WARD AVE	4134	00105	00002
2273	HOUSING EAST	WARD AVE	4134	00105	00002
2274	HOUSING NORTH	WARD AVE	4134	00105	00002
2275	LANDSCAPE BUILDING	WARD AVE	4134	00105	00002
2276	GUARD TOWER # 1	WARD AVE	4134	00105	00002
2277	GUARD TOWER # 2	WARD AVE	4134	00105	00002
2278	GUARD TOWER # 3	WARD AVE	4134	00105	00002
2279	GUARD TOWER # 4	WARD AVE	4134	00105	00002
2280	GUARD TOWER # 5	WARD AVE	4134	00105	00002
2281	MINIMUM SECURITY UNIT # 1	WARD AVE	4134	00105	00002
2282	MSU SUPPORT BUILDING	WARD AVE	4134	00105	00002
2283	MINIMUM SECURITY UNIT # 3	WARD AVE	4134	00105	00002
2285	EMERGENCY GENERATOR ROOM # 1	WARD AVE	4134	00105	00002
2286	EMERGENCY GENERATOR ROOM # 2	WARD AVE	4134	00105	00002
4165	PRU BUILDING	WARD AVE	4134	00105	00002
4166	EMERGENCY GENERATOR ROOM # 3	WARD AVE	4134	00105	00002
5143	SID TRAILER	WARD AVE	4134	00105	00002
7101	STORAGE SHED	WARD AVE	4134	00105	00002

EXHIBIT 'B'

Garden State Youth Correctional Facility



EXHIBIT 'C'

Garden State Youth Correctional Facility



EXHIBIT 'C'

Garden State Youth Correctional Facility



EXHIBIT 'C'

Garden State Youth Correctional Facility

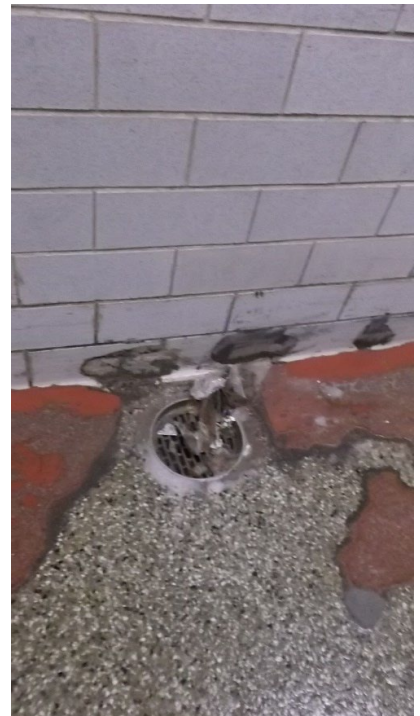
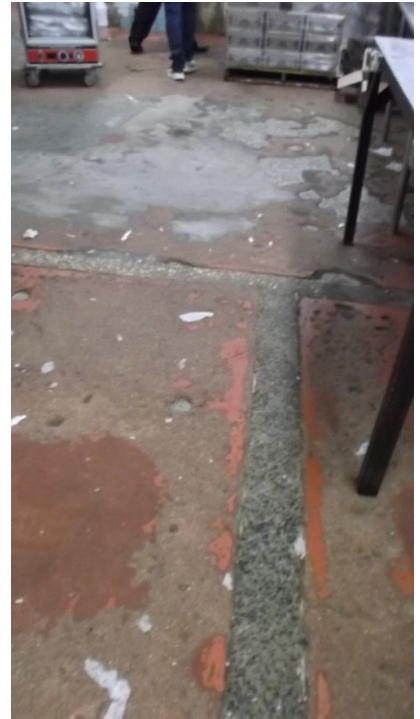


EXHIBIT 'C'

Garden State Youth Correctional Facility

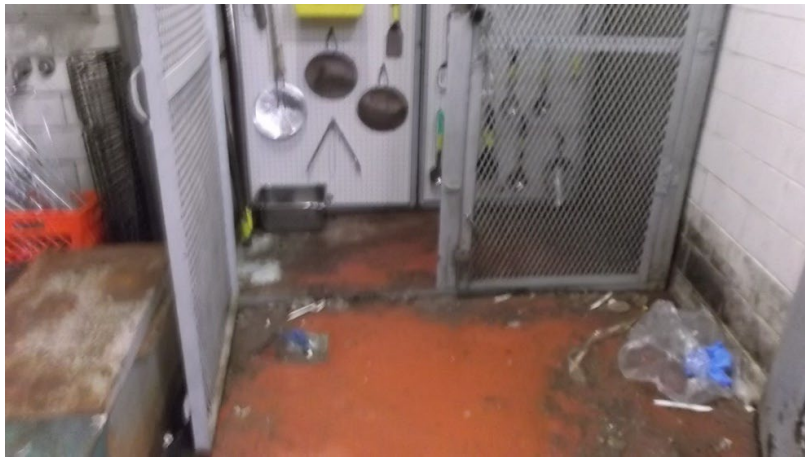


EXHIBIT 'C'

Garden State Youth Correctional Facility



EXHIBIT 'C'

Garden State Youth Correctional Facility



EXHIBIT 'C'

Garden State Youth Correctional Facility

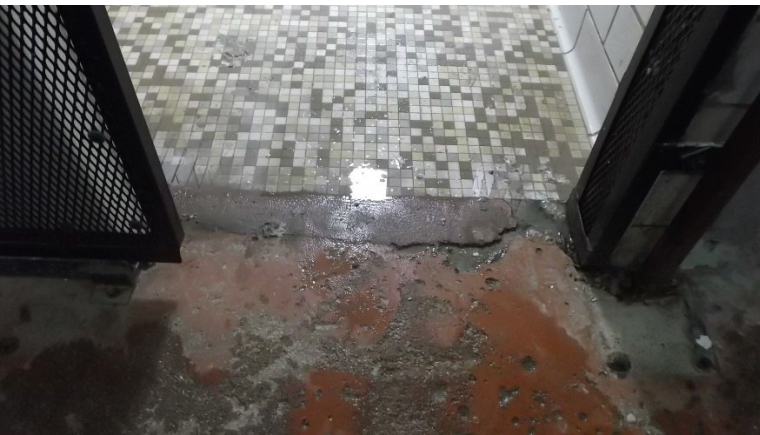


EXHIBIT 'C'

Garden State Youth Correctional Facility ODR (second floor)

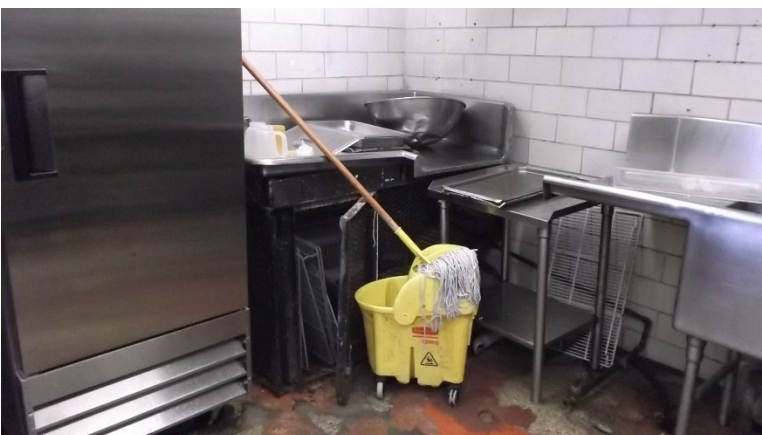
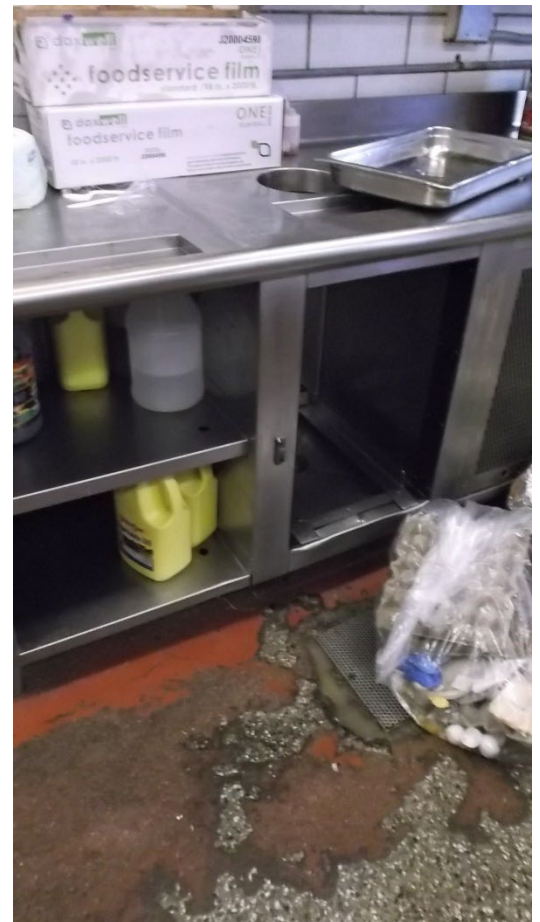
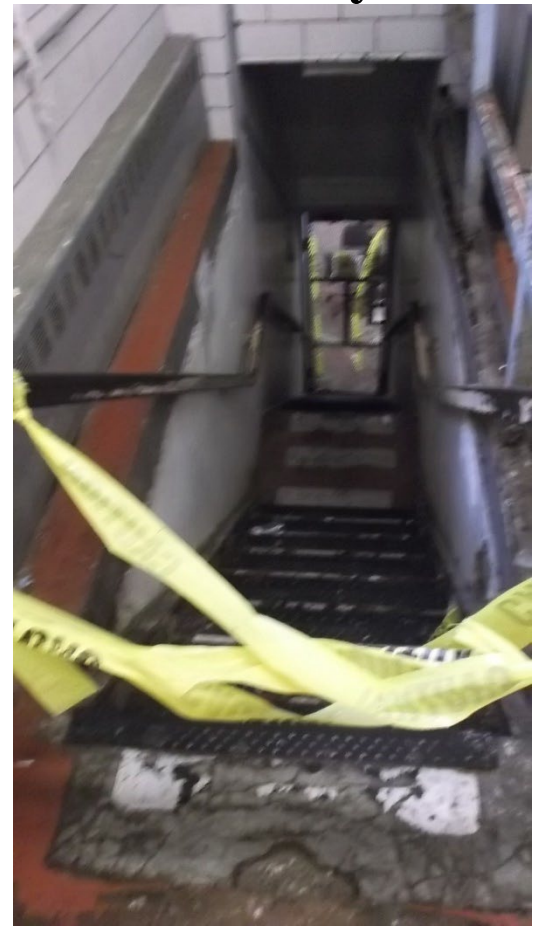
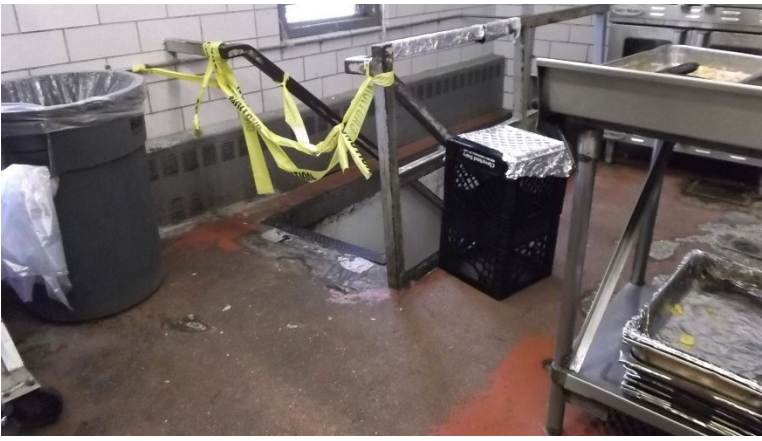


EXHIBIT 'C'

Garden State Youth Correctional Facility ODR (second floor)

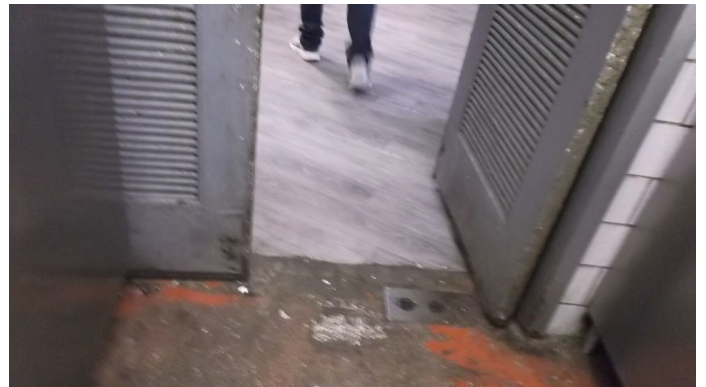
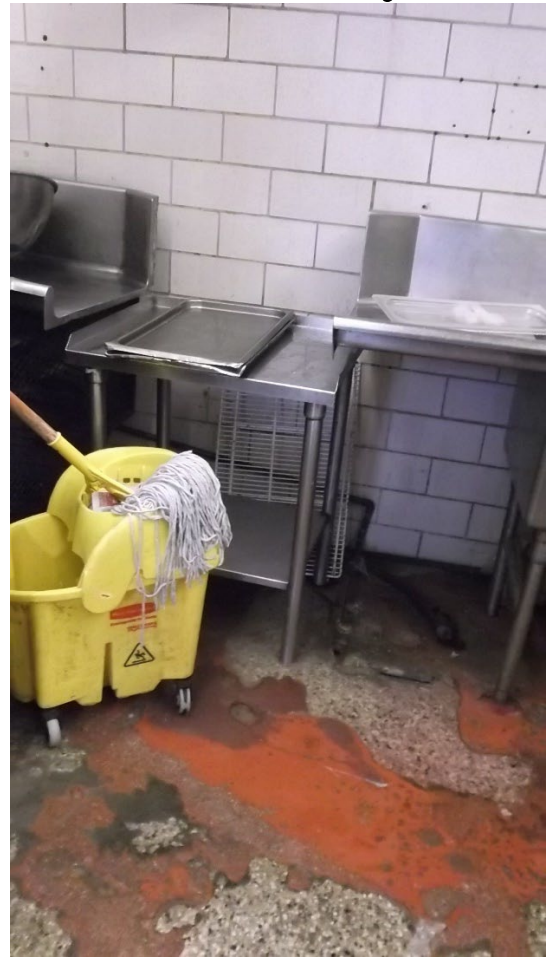


EXHIBIT 'C'

Garden State Youth Correctional Facility

Box 11401 Highbridge Road

Yardville, New Jersey 08620

609-298-6300

RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS

Garden State Youth Correctional Facility administration is charged with the responsibility of the custody of their inmates. All non-state employees must comply with the below listed Rules and Regulations as a condition of their employment and access to state property.

1. Driver's License or other approved photo ID is to be used, as identification for work crews.
NOTE: If temporary IDs are used, the contractor's Identification will be turned in at the beginning of the day and a temporary ID card will be issued to the escort officer. At the end of the day, the temporary ID will be turned in and the Identification submitted will be returned to each worker. No temporary ID cards will leave the Institution.
2. Work crews will enter through front lobby as scheduled. They will be escorted to the work site unless special arrangements have been made through the area supervisor.
3. If Restricted Visitor's Badges are used by the Lobby LCP, they must be worn on the outer most garment at all times.
4. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
5. All workers and vehicles will be subject to search prior to entry into the Institution. Furthermore, any worker on vehicle is subject to search at any time while on state property.
6. All workers are to read, sign, and receive a set of Garden State Youth Correctional Facility Outside contractor regulations.
7. If any workers have any relatives or friends incarcerated at GSYCF, they are to notify administrative officials.
8. No workman is to fraternize or argue with inmates. Any difficulties with inmates and/or employees must be reported to the escorting officer immediately. The officer will then inform his area supervisor of any problems.
9. Do not give anything to, or take anything from inmates.

10. Lock all personal vehicles and demobilize construction vehicles and equipment when left unattended. All tools stored outside the security perimeter will be secured in locked vehicles. Ladders will be firmly secured and locked to the roof or side of construction vehicles.
11. Cell phones and cameras are prohibited. Photos are taken on a permit basis.
12. All tools and equipment will be locked in the contractor's trailer overnight. Equipment, such as ladders and scaffolding (contractors supply these items), will be chained and locked before leaving. Any scaffolding will be removed at the end of each workday and locked.
13. Warning lights must be displayed at all dangerous areas at night.
14. No firearms, ammunition, hunting knives, personal knives of any size or type, or other articles of this nature are permitted on state property or stored in vehicles.
15. No alcoholic beverages, controlled substances, or prescription medication (drugs) are permitted on the grounds. Smoking is prohibited in **ALL** state buildings.
16. Institutional Fire Regulations shall be strictly adhered to; you may contact the Institutional Fire Marshall through the Escort Officer.
17. Obey speed limit and all NO PARKING and designated parking areas.
18. Lock personal items in your vehicle outside the security perimeter of the prison.
19. All excavations will be protected as directed by the Engineer-in-charge of Maintenance and those across main roads must be covered with plates.
20. It is the responsibility of each contractor to know that his tools and equipment are secured in a locked trailer at the end of every workday.
21. All workers for jobs over 3 days must have a security background check.
22. Each contractor with a gang box will submit an inventory tool list. All power tools must be inspected and required tool inventory submitted at the end of each workday. Tools will not be permitted inside the security perimeter if not job specified. A gang boxes will be searched upon entering and leaving the Institution.
23. Equipment and tools are to be kept away from the bars and fence surrounding the job site.
24. Each contractor is responsible for any damage done as a result of their work.
25. All acetylene torch heads, regulators, and hoses will be removed from the Institution on a daily basis. All tanks will be secured in locked trailers or containers outside the security perimeter.

EXHIBIT 'D'

26. Tools will be inventoried on a daily basis, secured in gang boxes, and sealed with tamper proof seals. The seal numbers will be logged on the Daily Inventory Sheet.
27. All blades, regardless of nature, will be inventoried. When a blade wears out or breaks, it will be taken off the inventory and taken out of the Institution.
28. Unacceptable Clothing – The following clothing should **not** be worn when entering any part of the prison:
- Tank tops, mesh tops, or tube tops
 - Low-cut tops, shoulderless tops, halter tops, or sheer clothing
 - Shorts
 - Sweat pants
 - Leggings or tights (unless covered by a long top, skirt, etc.)
 - Bike pants, ragged jeans (no patches or holes)
 - Skirts with high slits, mini styled skirts, mini dresses, or mini culottes
 - Proper foot wear is required. No thong sandals, beach footwear, or open toed shoes
 - Clothing with inappropriate or offensive inscriptions
29. In the event of an emergency, you will be directed to a secured area of the Institution. You are to follow the direction of your Escort Officer at ALL times.

I have reviewed the above rules and regulations pertaining to outside contractors working in Garden State Youth Correctional Facility. I understand that any violation of these rules and regulations could result in me no longer being permitted to work within this institution and its grounds.

NAME

COMPANY NAME

SIGNATURE

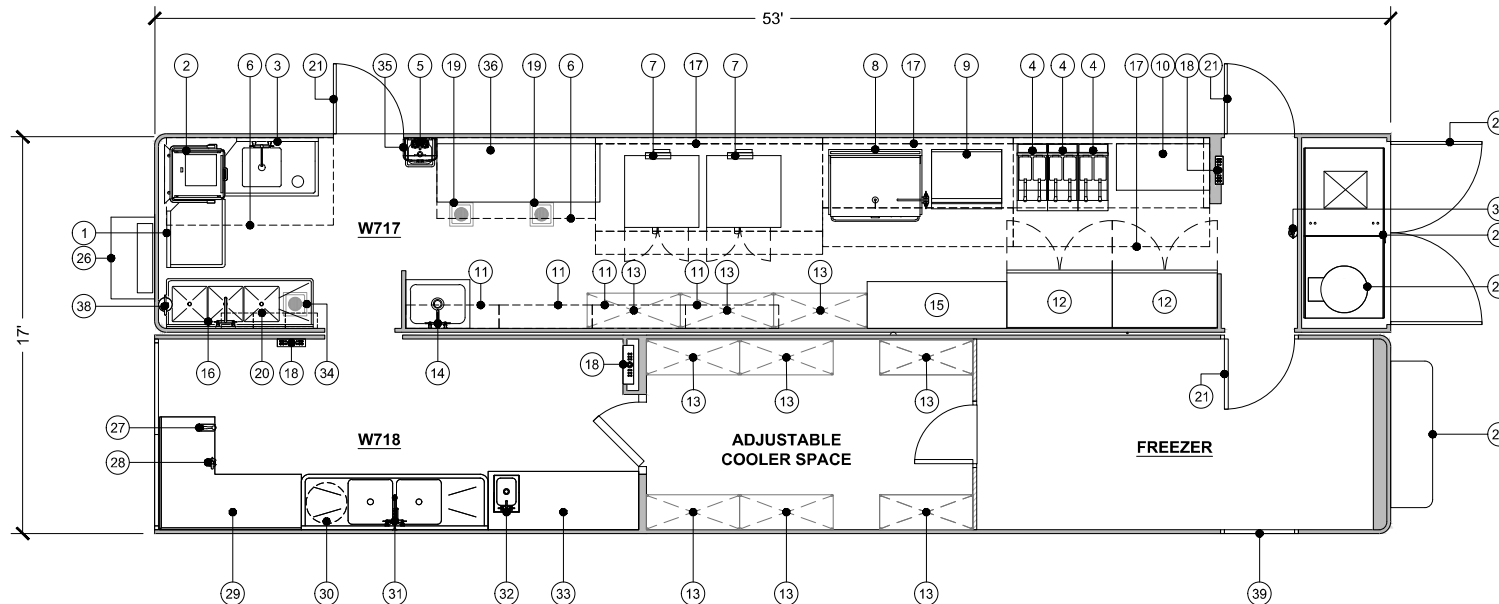
DATE

ESCORT OFFICER'S NAME

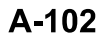
ESCORT OFFICER'S SIGNATURE

EXHIBIT 'D'

ITEM NO.	DESCRIPTION	KTG	CS	ITEM NO.	DESCRIPTION	KTG	CS	ITEM NO.	DESCRIPTION	KTG	CS
1	36" CLEAN TABLE	X		14	MOP SINK	X		27	CAN OPENER	X	
2	DISH WASHER	X		15	STAINLESS STEEL TABLE 24" X 72"	X		28	FIRE EXTINGUISHER ABC TYPE	X	
3	48" SOIL TABLE	X		16	3 COMPARTMENT SINK	X		29	STAINLESS STEEL COUNTER "L" SHAPED	X	
4	FRYERS	X		17	HOOD - TYPE I	X		30	WATER HEATER (BELOW DRAINBOARD)	X	
5	HAND SINK WITH SOAP AND TOWEL DISPENSER	X		18	ELECTRICAL PANEL	X		31	2- COMPARTMENT PREP SINK	X	
6	HOOD - TYPE II	X		19	FLOOR SINK	X		32	HAND SINK WITH SOAP AND TOWEL DISPENSER	X	
7	DOUBLE STACK CONVECTION OVEN	X		20	FIRE SUPPRESSION SYSTEM	X		33	STAINLESS STEEL COUNTER	X	
8	40 GALLON TILT SKILLET	X		21	36" DOOR	X		34	FLOOR SINK (RAISED)	X	
9	36" GRIDDLE WITH CONVECTION OVEN	X		22	36" FREEZER DOOR	X		35	WATER HEATER (GAS)	X	
10	STAINLESS STEEL TABLE 24" X 48"	X		23	48" COMPARTMENT DOOR	X		36	STAINLESS STEEL TABLE 30" X 72"	X	
11	STAINLESS STEEL SHELVING 12" X 48"	X		24	MAKE UP AIR UNIT	X		37	FIRE EXTINGUISHER "ABC" TYPE	X	
12	REACH-IN REFRIGERATOR - 2 DOORS	X		25	WATER HEATER	X		38	FIRE EXTINGUISHER "K" TYPE	X	
13	METRO SHELVING 18" X 48"	X		26	HVAC	X		39	36" DOOR - CLOSED & LOCKED	X	



PRELIMINARY - NOT FOR USE





June 30, 2023

Mr. Drew Pangaldi
Construction Management Specialist III
PO BOX 863
Trenton, NJ 08625

re: Kitchen Floor Framing Assessment
Garden State Youth Correctional Facility
55 Hogback Rd, Crosswicks, NJ
NJDOC Contract No. D0268-00
Work Order No. 4
(JBCI Project No. 22-6645)

Dear Drew:

In accordance with Work Order No. 4, we have completed our survey of the kitchen floor framing at the above referenced location. Our services were contracted in reference to the ongoing concerns surrounding the deteriorated floor in the kitchen area, specifically around the trench drain. The Garden State Youth Correctional Facility (GSYCF) observed ongoing leaks, large concrete spalls, and corroded reinforcing on the underside of the kitchen floor slab. Our role was to evaluate the overall condition of the kitchen floor, assess the structural integrity of the floor framing, and provide recommendations for a repair program. We were escorted by yourself and a prison employee during our May 19, 2023, site visit. We are submitting a report of our findings.

DESCRIPTION

Garden State Youth Correctional Facility is located along Hogback and Highbridge Road in Crosswicks, NJ. The State Prison consists of various wings and buildings and opened in 1962. There have been several additions and renovations over the years. The kitchen is located on the east side of the Central Facility building. See the aerial photo below for the prison location and the location of the Kitchen. The Central Facility building is a two-story building with a basement. The main structure consists of reinforced concrete slabs, beams, columns, & foundation walls. The interior and exterior walls are brick masonry. It is our understanding that the kitchen floor slab conditions have worsened since our 2015 feasibility study. Figures 1 and 2 on the following page show an aerial view of the facility w/ the kitchen location, and the partial floor plan with framing respectively.

NOTE: CONCLUSIONS REACHED IN THIS REPORT ARE BASED ON OUR VISUAL SURVEYS. WHILE WE ENDEAVORED TO DOCUMENT ALL ITEMS OF CONCERN AND DISTRESS BY APPLYING OUR ENGINEERING EXPERIENCE, PRUDENT JUDGMENT AND REASONABLE CARE, IT MUST BE UNDERSTOOD THAT HIDDEN CONDITIONS AND/OR UNAVAILABLE DOCUMENTS MAY EXIST WHICH MAY IMPACT OUR REPORT. THIS DOCUMENT IS A CONDITION REPORT ONLY AND MUST NOT BE USED AS A CONTRACT DOCUMENT FOR REPAIRS

PENNSYLVANIA

1617 John F Kennedy Blvd, Suite 1655
Philadelphia, Pennsylvania 19103

NEW JERSEY

215 Crestmont Terrace
Collingswood, New Jersey 08108

jbcengineers.com
215.665.0497

EXHIBIT 'F'

KEY PLANS

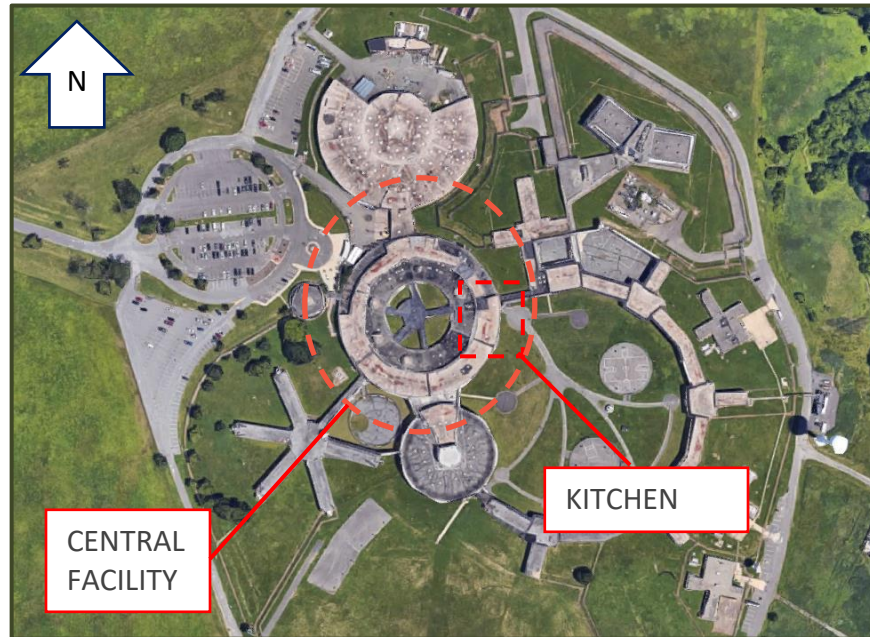


Figure No. 1 – Aerial View

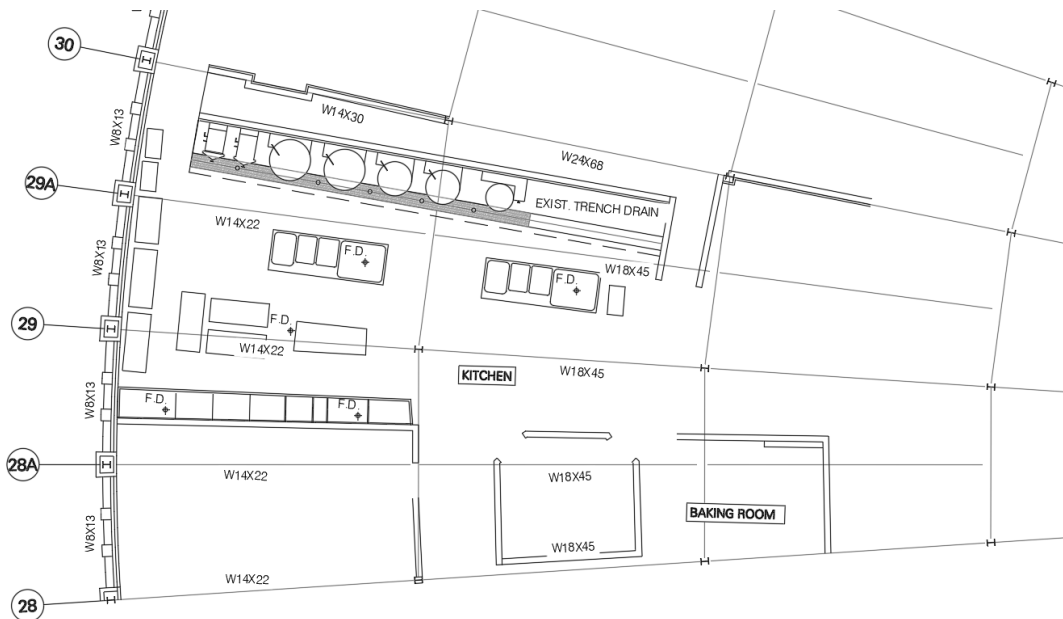


Figure No. 2– Kitchen Framing & Architectural Plans



SUMMARY OF FINDINGS

Our survey consisted of visual and hands-on observations made from the kitchen and basement areas below.

Our visual observations can be summarized as follows (See Appendix A for photos):

KITCHEN

- Widespread deterioration of the floor coating system. Observed peeling, spalling, & cracking in coating.
- Isolated areas of ponding water.
- Active leaks around sink drains and other floor penetrations, flooding the kitchen floor into the basement below.
- Improper coating termination around floor drains. Holes open to basement below.

BASEMENT

- Isolated underside spalling and cracking of the concrete slab, specifically surrounding the trench drain and below the baking room.
- Corroded steel reinforcing.
- Steel post and beam shoring installed below the kitchen area in line with the trench drain.
- Corrosion of the shoring posts and beams.
- Ponding water on the basement floor below the active leaks around the sink drains
- Active water dripping staining on the underside of the concrete slab.

CONCLUSIONS AND RECOMMENDATIONS

Based on our visual observations and professional experience we find the kitchen floor framing to be in fair structural condition with isolated areas of distress. These areas require immediate repair or stabilization. The concrete spalling and cracking are caused by water getting behind the trench drain and infiltrating the slab through the deteriorated floor coating. A commercial kitchen floor coating can deteriorate due to several factors including but not limited to: heavy foot traffic, impact from dropped objects, harsh cleaning chemicals, exposure to heat and moisture, food and beverage spills, lack of regular maintenance, and environmental factors such as humidity and temperature fluctuations. These factors have all contributed to the current condition of the floor coating. Additionally, we understand the existing coating system has been in place for many years and has outlived its useful life.

In general, the deterioration of the kitchen floor coating leaves the concrete structure susceptible to water infiltration. Over time this water will result in underside spalling,



jbceengineers.com
215.665.0497

EXHIBIT 'F'

cracking, corroded reinforcement, and an overall acceleration of the deterioration. There is potential for continued concerns until repair work is completed.

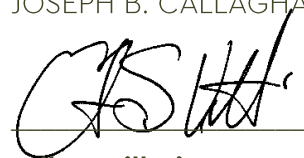
To assist the Department of Corrections (DOC) we have developed a list of recommended repairs to be completed. We recommend the following:

- Temporarily relocate equipment that can be moved.
- Remove existing coating system.
- Remove all abandoned floor penetrations and patch holes.
- Remove existing trench drain (salvage if possible).
- Perform topside and underside concrete repairs.
- Install new / reset existing trench drain.
- Install new properly detailed floor coating system.
- Remove shoring.

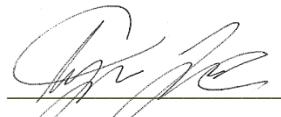
The kitchen floor repairs will require regular maintenance to confirm proper performance to meet the program objectives. The recommended budget for the complete kitchen floor repair and maintenance program is **\$75,000.00-\$100,000.00**. It should be noted we assumed there will be schedule, phasing, and access restrictions throughout the work. There may be cost savings if the kitchen flooring system can be removed and replaced without phasing. The costs are based on 2023 dollars and normal working hours with no premium time included. The costs do not include engineering fees or construction management fees.

We will develop documents outlining the recommended repair work to be bid and performed later. Please contact our office if we can be of additional assistance.

Submitted by,
JOSEPH B. CALLAGHAN, INC.



Erik S. Villari, PE
Partner/ COO



Tyler Logar, EIT
Senior Project Engineer

Enclosures



jbcengineers.com
215.665.0497

EXHIBIT 'F'

APPENDIX A

Photos 1-13



jbcengineers.com
215.665.0497

EXHIBIT 'F'

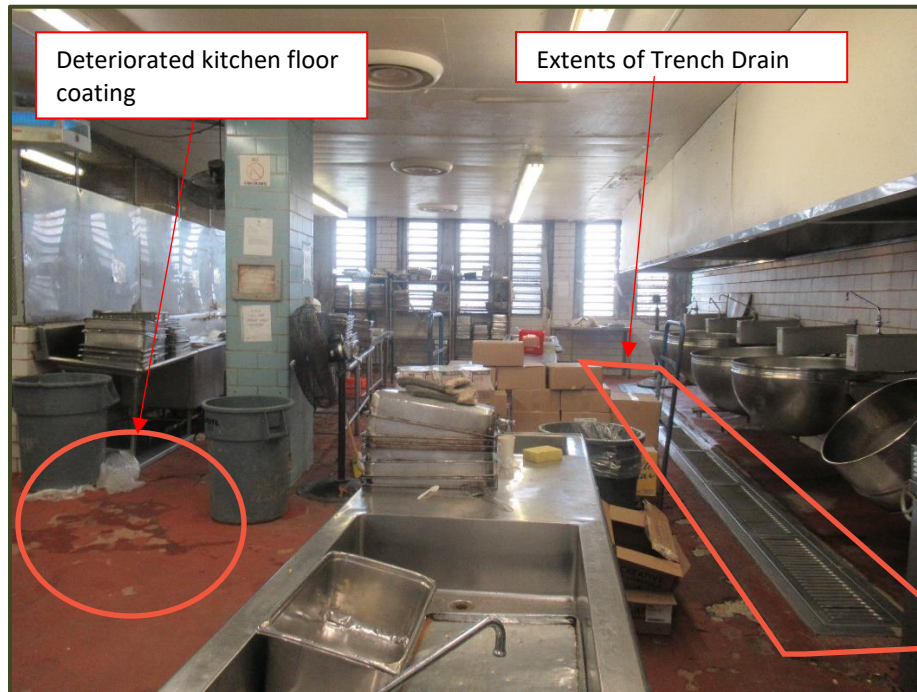


Photo No.1 -Kitchen looking East

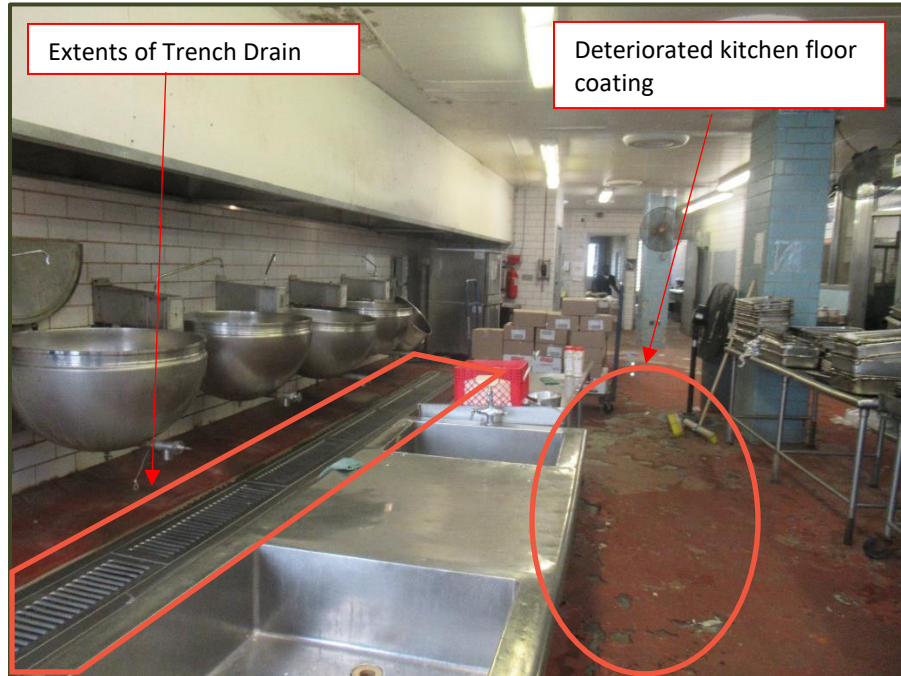


Photo No. 2 - Kitchen looking West



Photo No. 3 – Typical deteriorated kitchen floor coating



Photo No. 4 – Typical wearing of the kitchen floor coating



Photo No. 5- Existing Kitchen Trench Drain



Photo No. 6- Open holes surrounding kitchen sink drain.



Photo No. 7 – Ponding soap water below sink



Photo No. 8 – Cracked and spalled concrete slab underside (below trench drain)





Photo No. 9 – Corroded shoring beams and posts

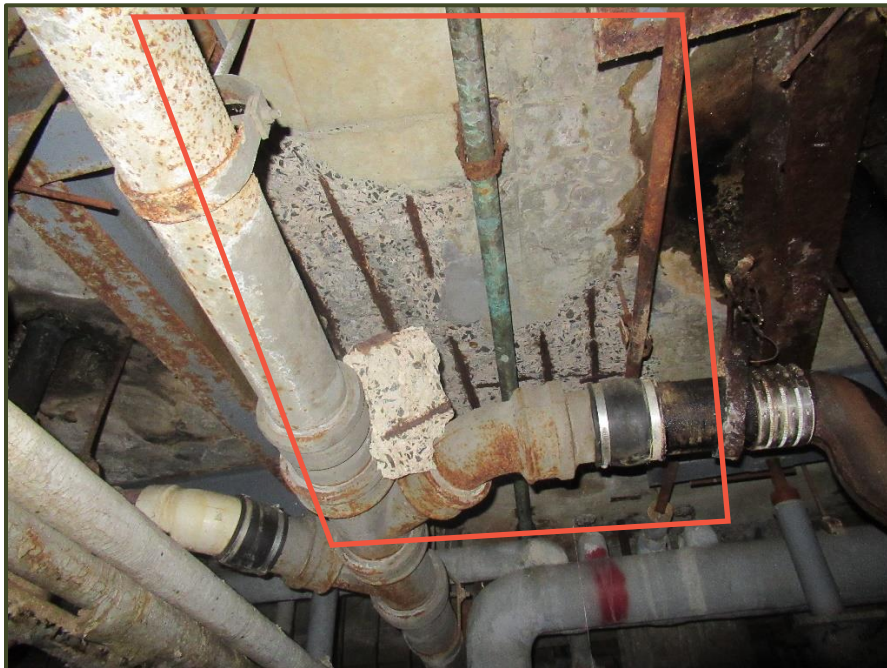


Photo No. 10 – Concrete spalling below trench drain



Photo No. 11 – Active water staining at the underside of the concrete slab



Photo No. 12– Ponding water below kitchen sink drain

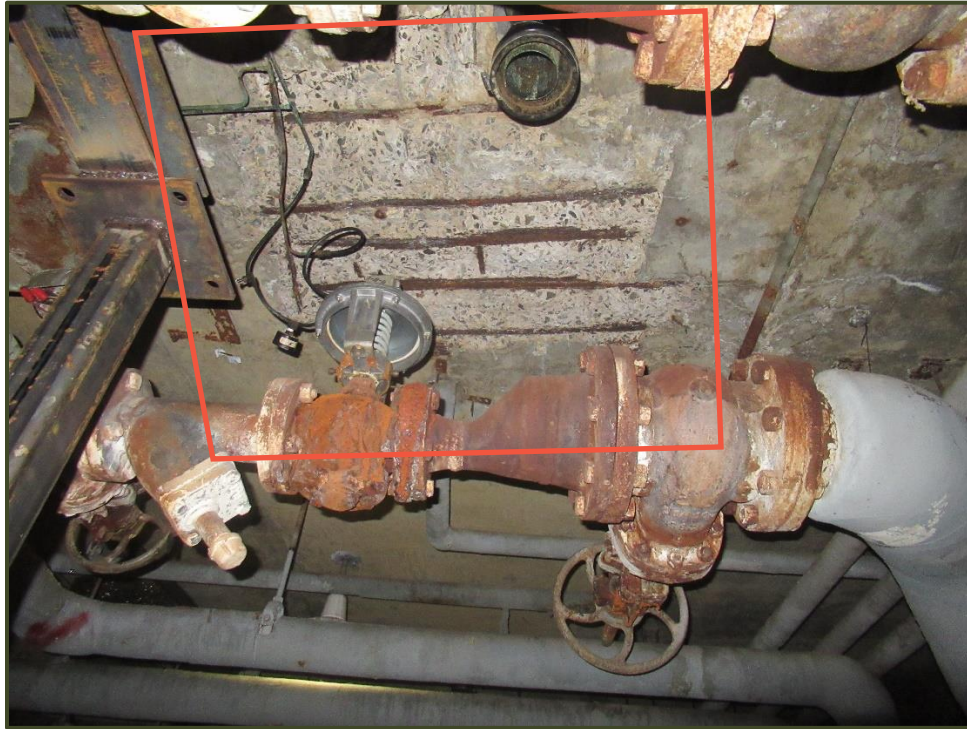


Photo No. 13 – Concrete spalling & cracking below baking room

New Jersey Department of Labor and Workforce Development
Office of Public Employees' Occupational Safety and Health
1 John Fitch Way – 3rd Floor
P.O. Box 386
Trenton, NJ 08625
Phone: (800) 624-1644 Fax: (609) 292-3749



NOTICE OF ORDER TO COMPLY

To:
Debra Varnardo, Management Assistant
New Jersey Department of Corrections
PO Box 863
Trenton NJ 08625

Inspection Number: 1751466
PEOSH Number: C 57-07-064
Inspection Date (s): 05/28/2024
Issuance Date: 06/13/2024
CSHO: J5469
Reason:

Inspection Site:
Garden State Youth Correctional Facility
55 Crosswicks Rd
Crosswicks NJ 08515

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

The enclosed Order to Comply describes violations of the Public Employees' Occupational Safety and Health Act. The violations referred to in this Order must be abated by the dates listed unless within 15 working days (excluding weekends and State holidays) from the issuance of this Order to Comply you mail a notice of intent to contest to the Department of Labor and Workforce Development at the address shown above. Please refer to the enclosed Public Employees' Occupational Safety and Health Act which outlines your rights and responsibilities and which should be read in conjunction with this form. The Order will become the Final Order if no notice of intent to contest is filed as provided for in the Act or, if contested, the Order is affirmed by the Review Commission or a court.

Posting - The law requires that a copy of this Notice and the Order to Comply be posted immediately in a prominent place at or near the location of each violation cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Order must remain posted until each violation cited herein has been abated, or for 15 working days (excluding weekends and State holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Office of Public Employees' Occupational Safety and Health during the 15 working day contest period by contacting the office shown above. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s).

If you are considering a request for an informal conference to discuss any issues related to the Order to Comply, a written letter of intent to contest must be submitted to the Office of Public Employees' Occupational Safety and Health within 15 working days of issuance of the Order. The contest period is not interrupted by a request for an informal conference.

If you decide to request an informal conference, the Office of Public Employees' Occupational Safety and Health will schedule the conference, which will be conducted within 30 days of receipt of the request. Employees and/or employee representatives will be notified of their right to attend the conference. The Office

of Public Employees' Occupational Safety and Health will arrange for representatives of the Department of Health to conduct conferences requested from Orders to Comply issued pursuant to a certification from the Commissioner of Health that an employer violation has been determined to exist within the Department of Health jurisdiction under the Act.

Any and all supporting documentation of existing conditions as well as any abatement steps taken thus far must be brought to the conference. If conditions warrant, an informal settlement agreement, which amicably resolves this matter without litigation or contest may be entered into.

Right to Contest - You have the right to contest this Order to Comply. You may contest all citation items or only individual items. You may also contest abatement dates without contesting the underlying violations. **Unless you inform the Office of Public Employees' Occupational Safety and Health in writing that you intend to contest the citation(s) and/or abatement dates within 15 working days of the issuance of this Order to Comply, then this Order to Comply shall become a final order.**

Penalties - The Act provides that if the time for compliance with an order of the Commissioner elapses, and the employer has not made a good faith effort to comply, the Commissioner shall impose a civil administrative penalty of up to \$7,000 per day for each violation of a provision of N.J.S.A. 34:6A-25 et seq., or of a standard or regulation promulgated under that act, or of an order to comply. Any employer who willfully or repeatedly violates the requirements of this section or any standard, rule, order or regulation promulgated under that act shall be assessed a civil administrative penalty of up to \$70,000 for each violation. Penalties imposed under this section may be recovered with costs in a civil action commenced by the Commissioner by a summary proceeding under "the penalty enforcement law" (N.J.S.A. 2A:58-1 et seq.) in the Superior Court or a municipal court, either of which shall have jurisdiction to enforce "the penalty enforcement law" in connection with this act. If the violation is of a continuing nature, each day during which it continues after the date given for compliance in accordance with the order of the Commissioner shall constitute an additional separate and distinct offense. If this penalty remains unpaid for more than 30 days, this order shall be recorded on the Judgment docket of the Superior Court.

Penalties will be based upon factors such as gravity of the violation, the probability that an injury or illness would result from the hazard, the good faith efforts of the employer to comply, the presence of meaningful safety and health programs and the history of previous violations.

Request to Delay Issuance of Penalty Order to Comply – When an employer submits a request to delay the issuance of an Order to Comply establishing penalties, the employer shall submit such written request 10 calendar days prior to the abatement date(s) established in the original Order to Comply.

Notification of Corrective Action - For **each** violation which you do not contest, you are required by 29 CFR 1903.19 to submit an Abatement Certification to the New Jersey Department of Health and/or the New Jersey Department of Labor, PEOSH Program. This certification **must** be sent by you prior to the abatement date indicated on the citation. For **Willful** and **Repeat** violations, documents (example: photos, copies of receipts, training records, etc.) demonstrating that abatement is complete must accompany the certification. Where the citation is classified as **Serious** and the citation states that abatement documentation is required, documents such as those described above are required to be submitted along with the abatement certificate. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item.

Employer Discrimination Unlawful - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint, no later than 180 days after the employee first had knowledge

that such discrimination occurred, with the Office of Public Employees' Occupational Safety and Health at the address shown above.

Employer Rights and Responsibilities - The enclosed copy of the Public Employees' Occupational Safety and Health Act outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

Notice to Employees - The law gives an employee or an employee representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the Office of Public Employees' Occupational Safety and Health at the address shown above and postmarked within 15 working days (excluding weekends and State holidays) of the issuance of this Order to Comply.

Thomas Wilson, Assistant Director
NJ Department of Labor & Workforce Development



BY: _____
Stuart Cobb, Assistant Chief
Office of Public Employees Occupational Safety and Health

New Jersey Department of Labor and Workforce Development
Office of Public Employees' Occupational Safety and Health
(OPEOSH)

NOTICE TO EMPLOYEES

An informal conference has been scheduled with OPEOSH to discuss the Notice of Unsafe or Unhealthy Working Conditions (Notice) issued on 06/13/2024. The conference will be held at the OPEOSH office located at: 1 John Fitch Way, 3rd Floor, P.O. Box 386, Trenton, NJ 08625 on _____ at _____. Employees and/or representatives of employees have a right to attend an informal conference.



Notice of Unsafe or Unhealthful Working Conditions

Employer Name:	NJ Department of Corrections	Inspection Number:	1751466
Inspection Site:	Garden State Youth Correctional Facility	Inspection Date:	05/28/2024
	55 Crosswicks Rd	Issuance Date:	06/13/2024
	Crosswicks NJ 08515	PEOSH Number:	C 57-07-064
		CSHO:	J5469
		Reason:	Complaint Inspection

Citation 1 Item 1 Violation: Serious

29 CFR 1910.22(a)(2): The floor of each workroom was not maintained in a clean and, to the extent feasible, in a dry condition. When wet processes are used, drainage must be maintained and, to the extent feasible, dry standing places, such as false floors, platforms, and mats must be provided.

LOC: A) Kitchen, Floor Drains
B) Kitchen, Floor, Pitted Concrete Areas

- A) At the above location on the day of inspection, standing water was observed at the top of the floor drain pipes indicating that they were not properly draining which caused water to accumulate in the area of the floor drains exposing employees to a slip and fall hazard.
- B) At the above location on the day of inspection, standing water was observed in the pits of the damaged concrete floor throughout the kitchen exposing employees to a slip and fall hazard.

ABATEMENT DOCUMENTATION REQUIRED	
Date By Which Violation Must be Abated:	July 26, 2024
Per Diem Penalty per Violation if not Abated:	\$4000.00

Citation 1 Item 2 Violation: Serious

See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

Notice of Unsafe or Unhealthful Working Conditions

Employer Name:	NJ Department of Corrections	Inspection Number:	1751466
Inspection Site:	Garden State Youth Correctional Facility	Inspection Date:	05/28/2024
	55 Crosswicks Rd	Issuance Date:	06/13/2024
	Crosswicks NJ 08515	PEOSH Number:	C 57-07-064
		CSHO:	J5469
		Reason:	Complaint Inspection

29 CFR 1910.22(a)(3): Walking-working surfaces were not maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.

LOC: A) Kitchen, Concrete Floor

B) Area of Supervisor's Office, Stairway to Officer's Dining Area, Stair Treads

A) At the time of inspection the kitchen floor was observed to contain pits throughout the concrete exposing employees to a tripping hazard.

B) The metal steps were corroded, had no traction, and were not kept clean. The stair treads were observed to have an oily substance on them exposing employees to a slip and fall hazard.

ABATEMENT DOCUMENTATION REQUIRED

Date By Which Violation Must be Abated:

July 26, 2024

Per Diem Penalty per Violation if not Abated:

\$4000.00

Citation 2 Item 1

Violation: **Other-than-Serious**

29 CFR 1904.29(a): A log of all Work-Related Injuries and Illnesses (OSHA Form 300), and/or the Summary See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

New Jersey Department of Labor and Workforce Development
Office of Public Employees' Occupational Safety and Health



Notice of Unsafe or Unhealthful Working Conditions

Employer Name:	NJ Department of Corrections	Inspection Number:	1751466
Inspection Site:	Garden State Youth Correctional Facility	Inspection Date:	05/28/2024
	55 Crosswicks Rd	Issuance Date:	06/13/2024
	Crosswicks NJ 08515	PEOSH Number:	C 57-07-064
		CSHO:	J5469
		Reason:	Complaint Inspection

of Work-Related Injuries and Illnesses, (OSHA Form 300A) and/or the Injury and Illness Incident Report (OSHA Form 301) or equivalent forms were not kept by the establishment.

LOC: Record Keeping, OSHA 300 Form, 2021

The employer provided an OSHA 300A Summary that reported multiple injuries and illnesses in the year 2021, however the corresponding OSHA 300 Log of injuries and illnesses could not be provided.

ABATEMENT DOCUMENTATION REQUIRED

Date By Which Violation Must be Abated:

June 20, 2024

Per Diem Penalty if not Abated:

\$1000.00

See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

New Jersey Department of Labor and Workforce Development
Office of Public Employees' Occupational Safety and Health



Notice of Unsafe or Unhealthful Working Conditions

Employer Name:	NJ Department of Corrections	Inspection Number:	1751466
Inspection Site:	Garden State Youth Correctional Facility	Inspection Date:	05/28/2024
	55 Crosswicks Rd	Issuance Date:	06/13/2024
	Crosswicks NJ 08515	PEOSH Number:	C 57-07-064
		CSHO:	J5469
		Reason:	Complaint Inspection

Signed on 06/13/2024 pursuant to the authority vested by law
in the New Jersey Department of Labor and Workforce Development.

Thomas Wilson, Assistant Director
NJ Department of Labor & Workforce Development

BY: _____
Stuart Cobb, Assistant Chief
Office of Public Employees Occupational Safety and Health

DISCRIMINATORY ACTS AGAINST EMPLOYEES ARE UNLAWFUL – N.J.S.A. 34:6A-45 – No person shall discharge, or otherwise discipline, or in any manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this section. Any employee who believes that he has been discharged, disciplined, or otherwise discriminated against by any person in violation of this section, may within 180 days after the employee first has knowledge such violation did occur, file a complaint with the Commissioner of Labor and Workforce Development alleging that discrimination.

c: Employee Representative(s)
File

See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.



Images shows the area marked out to locate the rented temporary kitchen.

EXHIBIT 'H'



Image shows gate 29 that is in close proximity of LC#8. LC#8 is one of power distribution centers for power. There is 4160 main supply that is stepped down to working voltages. The power in this area to supply the temporary kitchen. The location is about 400ft away but is mainly open.



Image shows the door on the inside of the courtyard.



Image shows the small door left on the photo. This area will be utilized for water supply and waste water. About 100ft away from the site.

EXHIBIT 'H'



3 Images shows Current Emergency Doors separating the big yard from the court yard are about 9ft wide and 12 foot 9 inches tall. There are two doors.

EXHIBIT 'H'