

# **SCOPE OF WORK**

## **Maple Hall - Anti Ligature Upgrades and Fire Suppression**

Ancora Psychiatric Hospital  
Winslow Township, Camden County, NJ

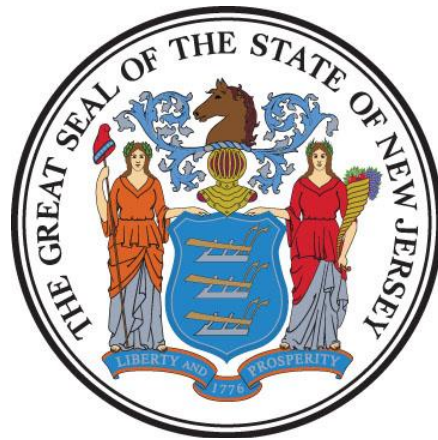
**Project No. M1574-00**

### **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: March 09, 2026**

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. OBJECTIVE .....</b>	<b>5</b>
<b>II. CONSULTANT QUALIFICATIONS .....</b>	<b>5</b>
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS .....	5
<b>III. PROJECT BUDGET .....</b>	<b>6</b>
A. CONSTRUCTION COST ESTIMATE (CCE) .....	6
B. CURRENT WORKING ESTIMATE (CWE) .....	6
C. CONSULTANT’S FEES.....	6
<b>IV. PROJECT SCHEDULE .....</b>	<b>7</b>
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE .....	7
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE .....	8
<b>V. PROJECT SITE LOCATION &amp; TEAM MEMBERS .....</b>	<b>8</b>
A. PROJECT SITE ADDRESS.....	8
B. PROJECT TEAM MEMBER DIRECTORY .....	8
1. DPMC Representative .....	8
2. DOH Representative.....	9
<b>VI. PROJECT DEFINITION .....</b>	<b>9</b>
A. BACKGROUND.....	9
B. FUNCTIONAL DESCRIPTION OF THE BUILDING .....	9
<b>VII. CONSULTANT DESIGN RESPONSIBILITIES .....</b>	<b>10</b>
A. INVESTIGATION PHASE.....	10
1. Fire Protection System & Anti-ligature Investigation.....	10
2. Fire Suppression Systems & Anti-ligature Investigation Report & Presentation.....	10
B. NEW FIRE SUPPRESSION SYSTEM DESIGN CRITERIA.....	11
1. Existing Conditions .....	11
2. Hydraulic Calculations .....	11
3. Design Documents .....	11
4. Alarms/Monitoring/Control .....	12
5. Fire Detection System Integration.....	12
6. Sprinkler System Valves & Drains .....	12
7. Pipe Penetration.....	13
8. Sprinkler Riser Diagram .....	13
9. Building Interior Finishes .....	13

10.	Seismic Design .....	14
11.	Riser Main Drain Connection .....	14
12.	Sprinkler System Controls .....	14
13.	System Operation .....	14
14.	Sanitation .....	14
15.	Equipment Tests .....	14
C.	Anti-Ligature DESIGN Criteria.....	15
1.	General.....	15
2.	Design Documents .....	15
3.	Alarms/Monitoring/Control .....	16
4.	Building Interior Finishes .....	16
D.	CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) REQUIREMENTS.....	16
E.	SITE REQUIREMENTS .....	16
1.	Contractor Use of the Premises.....	16
2.	Dumpster.....	17
3.	Special Sequencing.....	17
4.	Site Restoration .....	17
F.	HAZARDOUS BUILDING MATERIALS .....	17
G.	DESIGN MEETINGS & PRESENTATIONS.....	18
H.	EXISTING DOCUMENTATION .....	19
<b>VIII.</b>	<b>PERMITS &amp; APPROVALS .....</b>	<b>20</b>
A.	NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT .....	20
B.	OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS .....	22
<b>IX.</b>	<b>BIDDING AND CONTRACT AWARD RESPONSIBILITIES....</b>	<b>23</b>
<b>X.</b>	<b>CONSTRUCTION ADMINISTRATION RESPONSIBILITIES .</b>	<b>23</b>
<b>XI.</b>	<b>PROJECT CLOSE-OUT PHASE.....</b>	<b>23</b>
<b>XII.</b>	<b>ENERGY REBATE AND INCENTIVE PROGRAMS.....</b>	<b>24</b>
<b>XIII.</b>	<b>ALLOWANCES.....</b>	<b>24</b>
A.	PLAN REVIEW AND PERMIT FEE ALLOWANCE .....	24
1.	Permits .....	24
2.	Permit Costs .....	24
3.	Applications .....	25
4.	Consultant Fee.....	25
B.	HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE .....	25
C.	HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE .....	25
D.	HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE ....	26
<b>XIV.</b>	<b>SOW SIGNATURE APPROVAL SHEET.....</b>	<b>27</b>

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**PROJECT NAME: Maple Hall - Anti Ligature Upgrades and Fire Suppression**  
**PROJECT LOCATION: Ancora Psychiatric Hospital, Camden County**  
**PROJECT NO: M1574-00**  
**DATE: March 09, 2026**

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**XV. CONTRACT DELIVERABLES..... 28**

**XVI. EXHIBITS..... 28**

- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. OUTSIDE CONTRACTOR RULES**
- D. PHOTOS**

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## **I. OBJECTIVE**

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The objective of this project is to install fire suppression throughout the 30,000 square feet of area being used for programming space within Maple Hall at Ancora Psychiatric Hospital. This installation will be integrated into the building's fire alarm system currently being deployed in the basement under project M1524-00. As the water service was proactively engineered for full-building capacity during the M1524-00 design phase, no infrastructure upgrades are required. Furthermore, the scope includes the abatement of ACM ceilings, followed by the installation of specialized anti-ligature security ceilings post-sprinkler integration.

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## **II. CONSULTANT QUALIFICATIONS**

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### **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**
- **P010 Fire Protection 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**

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#### **A. CONSTRUCTION COST ESTIMATE (CCE)**

The initial Construction Cost Estimate (CCE) for this project is \$ 2,847,357.00

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

#### **B. CURRENT WORKING ESTIMATE (CWE)**

The Current Working Estimate (CWE) for this project is \$ 4,057,484.00

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the client agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change 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**

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### **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.

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Investigation Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>5. Final Design Re-Submission to Address Comments</b>	<b>7 (See Note)</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. DCA Submission Plan Review</b>	<b>30</b>
<b>7. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>8. Bid Phase</b>	<b>42</b>
<b>9. Award Phase</b>	<b>28</b>
<b>10. Construction Phase</b>	<b>180</b>
<b>11. Project Close Out Phase</b>	<b>30</b>

**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.

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**V. PROJECT SITE LOCATION & TEAM MEMBERS**

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**A. PROJECT SITE ADDRESS**

The location of the project site is:

Ancora Psychiatric Hospital  
301 Spring Garden Road  
Ancora, New Jersey 08037-9699

GPS Coordinates: 39.682453° N, -74.863527° 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: Babatunde Ogunnubi, Project Design Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3rd Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-7061  
E-Mail: Babatunde.Ogunnubi@treas.nj.gov

## **2. DOH Representative**

Name: Kevin Jennings, Director  
Address: Department of Health  
55 North Willow Street, Suite 1-117, PO Box 360  
Trenton, NJ 08618  
Phone No: (609) 376-8651  
E-Mail: kevin.Jennings@doh.nj.gov

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# **VI. PROJECT DEFINITION**

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## **A. BACKGROUND**

Ancora Psychiatric Hospital was constructed in the early 1950s and is located in Winslow Township in Camden County. The facility occupies a 640-acre site that includes 65 buildings (see **Exhibit 'B'** Project Site Location Map). Ancora Psychiatric Hospital provides in-patient treatment for approximately 300 adults in southern New Jersey. The facility includes acute and chronic psychiatric units, a sub-acute medical unit, a secure care unit (Forensic), and a dual diagnostic unit for the mentally ill and developmentally disabled.

## **B. FUNCTIONAL DESCRIPTION OF THE BUILDING**

Maple Hall was originally constructed in the mid 1950's as a dormitory. The Maple Hall is located within the Ancora Psychiatric Hospital complex. This is a one-story structure with a basement at approximately 36,245 sq. ft. The building is used primarily for various programming spaces and offices for use during the day. The building houses ~80 staff in offices and supports some patient programs.

This project involves the installation of a new system throughout the 30,000 sq. ft., building upon the existing basement fire suppression system installed under M1524-00. The design utilizes the existing water service, which was pre-engineered for full-building capacity. All new components must be fully integrated into the current fire alarm system.

Under project M1556-00 all the existing fire alarm systems throughout the campus buildings will be replaced/upgraded with a non-proprietary addressable system. The project is currently in the design phase.

This project involves abating all asbestos-containing materials (ACM) from all ceilings.

Anti-ligature sprinkler heads are mandatory throughout this phase to comply with patient safety standards. Ancora Psychiatric Hospital uses the New York State guide for approved anti-ligature products.

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Shutting down the entire building is a major concern, especially for staff displacement and storage access so phasing construction at Maple appears necessary to manage occupancy.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. INVESTIGATION PHASE**

#### **1. Fire Protection System & Anti-ligature Investigation**

Investigate the existing fire suppression systems in the Maple Hall building to identify those areas that require additional fire suppression and anti-ligature features. This information shall also be used to identify the areas of the building that will be impacted by the construction work and potentially requiring removal of hazardous materials. In addition, the Consultant shall conduct a survey of the existing facility fire detection system to ensure that it will be compatible with the new fire suppression system. Verify that the fire alarm panels have adequate capacity and zones for the new fire suppression system components. Document the location of the fire alarm panels, zone detectors, sensors, wiring & raceways, and all equipment and systems that are monitored by the panels.

Items to investigate shall include, but not be limited to, the fire suppression water supply system, fire alarm panel, fire detection system devices and operation, wiring, ceiling impact, hazardous materials survey, anti-ligature and cost estimates.

#### **2. Fire Suppression Systems & Anti-ligature Investigation Report & Presentation**

Provide three (3) bound copies of the Fire Suppression Systems and anti-ligature sprinkler heads Investigation Report to the Project Manager. The document shall be presented in an 8 ½" x 11" bound booklet that contains a Table of Contents describing all the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations for upgrade or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the latest CSI format and shall also be summarized on the DPMC 38 Cost Analysis form(s).

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## **B. NEW FIRE SUPPRESSION SYSTEM DESIGN CRITERIA**

### **1. Existing Conditions**

Survey the interior of the building and show all existing spaces, ceiling construction, location of walls and partitions, and the occupancy of each room on the drawings. Identify the location of all equipment located above the ceilings to determine the appropriate routing of the new sprinkler mains, branches, and head locations. Identify and label all fire rated assemblies. Provide a design to relocate any existing equipment necessary to install the new sprinkler system such as conduit, piping, ductwork, suspended ceiling system components, panels, light fixtures, mechanical equipment, etc. If hazardous materials are detected during the survey, the consultant shall refer to section VII F. for detailed removal and disposal directions.

### **2. Hydraulic Calculations**

The Consultant shall obtain data or conduct a water supply flow and pressure test to confirm the current facility static and residual pressures and flow rates of the water distribution system. All testing shall be conducted in the presence of, and witnessed by, the DPMC Fire Sub-Code Official or the engineer of record. All costs associated with the pressure and flow test shall be estimated by the Consultant and the amount included in the lump sum of their fee proposal.

The pressure and flow test results shall be used as the basis for hydraulic calculations to verify that there are adequate water pressure and flow for the building sprinkler systems. Signed and sealed calculations must be submitted to the DPMC Plan & Code Review Unit for record.

### **3. Design Documents**

A fully engineered and code approved design of the new sprinkler system shall be provided by the Consultant. The design should include but not be limited to a scale layout of the new sprinkler piping and all related system components. The system layout shall be shown on the current interior floor plan of the building and coordinated with the ceilings, lighting, HVAC ductwork and diffusers, wiring conduit, and other obstructions. Identify the location of all walls, partitions, concealed spaces, closets, and bathroom areas. The design shall be in accordance with NFPA 13 (2019) and the International Building Code 2021 NJ edition of 2021 NJ edition of the IBC. The Consultant shall provide the design in accordance with NFPA 101 and NFPA 99 standards for a Healthcare Facility.

Provide fire protection for all material storage areas and identify the storage commodity description and classification, storage area height, and storage arrangement.

All new sprinkler heads shall be an “institutional” type head, concealed if possible and shall be approved by the Client Agency/Project Team. Heads shall be anti-ligature in design.

Design documents and specifications shall indicate the type of system and the name of the desired manufacturer and two alternate manufacturers of each type of equipment proposed including but not limited to: pipe material, size and wall thickness, and center to center dimension of the sprinkler heads, control valves, check valves, backflow preventers, line flushing valves, drain pipes, air compressors, jockey pumps, fire pumps, and test connections, etc. Details of the hanger type and location, sleeves, braces, and methods of securing the sprinkler system shall be provided including calculations that indicate they meet all support and seismic requirements.

A statement shall be included in the specifications and on the drawings that states: “If the sprinkler Contractor prepares shop drawings that differ in design from those supplied by the Consultant, they shall submit them, **through the consultant**, to DPMC Plan & Code Review Unit for approval prior to fabrication and installation of the system”.

#### **4. Alarms/Monitoring/Control**

All valves which control the flow of water to water-based fire suppression systems shall be provided with tamper alarm switches.

Provide each sprinkler system and/or zone with a water flow alarm switch.

As applicable, all non-addressable alarm initiating, supervisory and status monitored devices shall be integrated into the building fire alarm system.

#### **5. Fire Detection System Integration**

The new sprinkler system, sprinkler main valve supervision, flow and tamper switches must be integrated with any upgraded fire detection system in the building and must comply with both NFPA 13 and NFPA 72 and all other applicable standards.

#### **6. Sprinkler System Valves & Drains**

Specify all system wet and dry valves, compressors, and Siamese connections per the requirements of NFPA 13. All hydrants, control valves, check valves, backflow preventers, line flushing valves, drainpipes, air compressors, jockey pumps, fire pumps, and test connections shall be shown.

Each system should have a single control valve designed to shut off both the domestic and sprinkler systems and a separate valve for the domestic system only. The sprinkler system main valve supervision, flow and tamper switches must be integrated with the fire detection system of the building and must comply with NFPA 72 current code.

Design all test valves and drains as needed. As applicable, dry systems must be designed to completely drain after testing without special procedures, and no low spots will be allowed in the piping. It is preferred that all drains shall be discharged to the exterior of the building.

Where required by the Insurance Underwriter or Client Agency, provide durable locks and chains for each interior valve controlling water to a sprinkler or standpipe system and each outside valve controlling fire water into the building or on the site, so that these valves may be locked in the fully open position.

All control, drain, and test connection valves shall be provided with permanently marked weatherproof metal or rigid plastic identification signs attached with corrosion resistant materials.

## **7. Pipe Penetration**

All new piping installed in the buildings shall be sealed where it passes through the floors and walls of the structure and the material must afford the required fire rating of that floor and wall. Details of the pipe penetrations shall be included on the design drawings indicating the type of penetration, how they will be sealed and the type of material to be used.

## **8. Sprinkler Riser Diagram**

A sprinkler piping riser diagram shall be provided identifying the routing and interface of the new system piping to the existing or upgraded water supply line and related components. The drawings shall provide a full height cross section of the area where the sprinkler system is being installed including the ceiling construction and location of any structural obstructions. Drawings shall include all standard fire safety symbols and occupancy of each area or room.

## **9. Building Interior Finishes**

The design documents shall address the restoration of all building interior finishes that are impacted by the installation of the fire suppression system component items such as the sprinkler pipe, attachment devices, heads, soffits, ceiling tiles, etc.

Finishes shall include, but not be limited to patching, painting, and the relocation of lighting, signage, alarms, ventilators, louvers, curtain tracts, wood trim, ceiling systems, etc. necessary to install the sprinkler pipe, attachment devices, heads and all other components of the system.

Procedures required to control and eliminate odors related to paint, cleaning agents, etc. must be addressed in the design documents to prevent potential problems with the building occupants. Materials with minimal odors and fumes should be specified.

## **10. Seismic Design**

Design shall conform to all seismic design requirements for the construction site locations.

## **11. Riser Main Drain Connection**

Each fire suppression pipe riser has its own main drain connection. This connection will be run “full open” for two minutes to measure flow and pressure of the system during the annual test. Gauge connections should also be provided. The discharge point of these drains shall be at a location that will not cause damage to the building.

## **12. Sprinkler System Controls**

Sprinkler system controls should be vertically mounted and accessible without the need for a ladder. Service side and system side pressure gauges shall be provided installed and legible from a standing position

## **13. System Operation**

The existing fire detection system must remain operational during the installation of new system components and the installation of the new fire suppression system.

## **14. Sanitation**

Sanitation requirements such as flushing of the lines, chemical treatments, and pipe cleaning details shall be included in the design documents for all piping components. Readily removable fittings shall be provided at the end of all cross mains to facilitate the flushing process.

## **15. Equipment Tests**

Upon completion of the project, and prior to issuance of the Certificate of Approval, the Contractor shall test the complete fire suppression and detection system adjusting as required to secure all necessary approvals. The Consultant shall identify the testing requirements in the specifications including the hydrostatic test pressures, the test duration under pressure, and the amount of allowable leakage per hour.

All testing equipment shall be conducted in the presence of the Consultant and designated representatives of the DPMC, Client Agency, Contractors and DCA. The Consultant shall be responsible for the coordination and scheduling of all tests. All test results shall be collected and bound in a manual for reference.

Locate test/drain connections so that their discharge will not cause damage to the building or site. Provide splash blocks where test and drain connections are discharged to grade. All test stations

shall be in areas where testing does not affect occupants or programs, and water discharge does not pool or freeze.

## **C. ANTI-LIGATURE DESIGN CRITERIA**

### **1. General**

The Consultant shall provide the design and specifications to install security ceilings with ligature resistant fixtures at Maple Hall Building at Ancora Psychiatric Hospital.

Anti-ligature sprinkler heads are mandatory throughout this phase to comply with patient safety standards while regular sprinklers are likely sufficient for high ceilings, as they are out of reach. Ancora Psychiatric Hospital uses the New York State guide for approved anti-ligature products.

Provide drawings and specifications to describe the new security ceilings and list three equal manufacturers.

### **2. Design Documents**

The Consultant shall provide drawings in detail showing the exact locations in the new security ceiling where equipment, valves, boxes, etc. are located for accessibility. The Consultant shall provide a complete set of drawings to include a reflected ceiling plan. All existing HVAC, plumbing, electrical, fire equipment, valves, boxes, etc. shall be accessible for maintenance after the security ceilings are installed.

The fire protection system layout shall be shown on the interior floor plan of the building and coordinated with the ceilings, lighting, HVAC ductwork and diffusers, wiring conduit, and other obstructions. Identify the location of all walls, partitions, concealed spaces, and closets. The design shall be in accordance with NFPA 13 (2019) and the International Building Code (IBC) New Jersey Edition 2021. The Consultant shall provide the design in accordance with NFPA 101 and NFPA 99 standards for a Healthcare Facility.

Ligature Resistance and NY State Behavioral Health Design Guide is the guide that DHS/DOH uses to get the latest recommendations that the Joint Commission finds acceptable. Link below.  
[https://omh.ny.gov/omhweb/patient\\_safety\\_standards/guide.pdf](https://omh.ny.gov/omhweb/patient_safety_standards/guide.pdf)

To ensure that the new fixtures minimize ligature risk, the Consultant shall obtain a manufacturer's courtesy sample, cut sheet or drawings of each piece of hardware being recommended. The Project Team and the facility's Safety Committee shall review the sample. If the sample is approved, the project will buy the sample and turn it over to the facility as part of attic stock.

### **3. Alarms/Monitoring/Control**

As applicable, all new and existing addressable alarm initiating, supervisory and status monitored devices shall be integrated into the new or existing fire alarm panel in the main building.

### **4. Building Interior Finishes**

The design documents shall address the restoration of all building interior finishes that are impacted by the installation of fire suppression and anti-ligature security systems. This includes the abatement of all ACM-containing ceilings and their associated components.

## **D. CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) REQUIREMENTS**

The Centers for Medicare & Medicaid Services (CMS) “Life Safety” chapter requires that all accredited organizations keep their Life Safety Code drawings current. Design documents and as-builts are required to display the following information:

- A legend that clearly identifies features of fire safety (for example, fire extinguishers, exit signs)
- Areas of the building that are fully sprinklered (if the building is partially sprinklered)
- Locations of all hazardous storage areas
- Locations of all fire-rated barriers
- Locations of all smoke barriers
- Suite boundaries, including the sizes of the identified suites-both sleeping (maximum 5,000 square feet) and nonsleeping (maximum 10,000 square feet) suites.
- Locations of designated smoke compartments
- Locations of chutes and shafts
- Any approved equivalencies or waivers
- Provide a Life Safety Drawing for the Maple Hall building

## **E. SITE REQUIREMENTS**

### **1. Contractor Use of the Premises**

Work with the Project Team to determine any 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.

Develop procedures for personnel to access the project site and construction areas and provide the names and phone numbers of approved escorts when needed, see **Exhibit ‘C’**, Contractor Rules.

## **2. Dumpster**

The location and security requirements of the dumpster shall be identified on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design specification.

## **3. Special Sequencing**

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Project Team to provide for any functional requirement of the facility. Items should include but not be limited to safety/security requirements, pedestrian and vehicle traffic flow, weather and/or seasonal concerns, and shut down of any physical plant functions or services.

## **4. Site Restoration**

Included in the contract documents is that the site must be restored to pre-construction conditions after construction has been completed and approved.

## **F. 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.F “Hazardous Building Materials.”** All costs associated with managing, coordinating, observing and administrating sub-consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

## **G. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings**

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

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

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those people 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:

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

## **H. EXISTING DOCUMENTATION**

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- (M1524-00: Ancora Psychiatric Hospital Fire Protection Upgrades, 1/29/24, and by the DaVinci Group, LLC)
- (Ep 2- Tamper Switches & Water Flow Devices and NFPA 25 – 2011 Tests Inspection Report, 5/9/2025, and by Xaap, the Building Compliance Reporting by Johnson Controls)

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 using 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**

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### **A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT**

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

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

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

#### **1. NJUCC Plan Review**

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DOH. DOH will pay the NJUCC Plan Review Fee.

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

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

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

[https://www.nj.gov/dca/codes/forms/pdf\\_bcpr/pr\\_app\\_guide.pdf](https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf)

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

Trevor M. Dittmar, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Trevor.Dittmar@treas.nj.gov](mailto:Trevor.Dittmar@treas.nj.gov) 609-984-5529

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

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

[https://www.nj.gov/dca/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf)

## **2. NJUCC Permit**

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

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

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

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

## **3. Prior Approval Certification Letters**

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

## **4. Multi-building or Multi-site Permits**

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

## **5. Special Inspections**

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

Bulletin 03-5 can be found at:

[https://www.nj.gov/dca/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf)

### **a. Definition**

Special inspections are defined as an independent verification by a certified special inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to be independent from the contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

### **b. Responsibilities**

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

## **B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS**

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

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

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

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be

revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

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## **IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES**

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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>.

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## **X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES**

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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>.

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## **XI. PROJECT CLOSE-OUT PHASE**

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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**

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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.

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## **XIII. ALLOWANCES**

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### **A. PLAN REVIEW AND PERMIT FEE ALLOWANCE**

The Consultant shall obtain and pay for all the project permits in accordance with the guidelines identified below. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

#### **1. Permits**

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

#### **2. Permit Costs**

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

**NOTE:** The NJUCC permit and DCA Plan Review are excluded since they 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.F 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.F 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.F** 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: Maple Hall - Anti Ligature Upgrades and Fire Suppression  
PROJECT LOCATION: Ancora Psychiatric Hospital, Camden County  
PROJECT NO: M1574-00  
DATE: March 09, 2026

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## XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 03-09-2026  
CECILE GUIRGUIS, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 3/9/2026  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Kevin Jennings 3/9/26  
KEVIN JENNINGS, DIRECTOR DATE  
DEPARTMENT OF HEALTH REPRESENTATIVE

SOW APPROVED BY: B. Ogunnubi 03/18/2026  
BABATUNDE OGUNNUBI, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 4.30.26  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XV. CONTRACT DELIVERABLES**

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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:

- INVESTIGATION PHASE;**
- DESIGN DEVELOPMENT PHASE;**
- FINAL DESIGN PHASE;**
- PERMIT APPLICATION PHASE;**
- BIDDING AND CONTRACT AWARD;**
- CONSTRUCTION PHASE; and**
- PROJECT CLOSE-OUT PHASE.**

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## **XVI. EXHIBITS**

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- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. OUTSIDE CONTRACTOR RULES**
- D. PHOTOS**

**END OF SCOPE OF WORK**

## Deliverables Checklist Investigation Phase

A/E Name: \_\_\_\_\_

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis in CSI Format						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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: \_\_\_\_\_

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
16.1.	N.J. UCC Permit Application						
16.4.	Drawings, Signed and Sealed (6 Sets)						
16.5.	Specifications, Signed and Sealed (6 Sets)						
16.6.	Current Working Estimate/Cost Analysis in CSI Format						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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: \_\_\_\_\_

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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: \_\_\_\_\_

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
18.2.	Pre-Construction Meeting						
18.3.	Submittal Log						
18.4.	Construction Schedule						
18.5.	Project Progress Meetings						
18.7.	Contractor's Invoicing and Payment Process						
18.8.	Contractor Submittals						
18.10.	Testing						
18.11.	Shop Drawings (6 Sets)						
18.12.	As-Built & Record Set Drawings (6 Sets)						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.17.	Construction Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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: \_\_\_\_\_

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
19.3.	Development of Punch List and Inspection Reports						
19.5.	Determination of Substantial Completion						
19.6.	Correction/Completion of Punch List						
19.7.	Submission of Close-Out Documentation						
19.7.1.	As-Built and Record Sets of Drawing (6 Sets)						
19.8.	Final Payment						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.10.	Project Close-Out Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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

\_\_\_\_\_

Consultant Signature Date

**Typical DPMC Project - Random Selection of Design Consultant**

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

# EXHIBIT 'A'

**Typical DPMC Project - Random Selection of Design Consultant**

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026				Half 1, 2027																
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M									
34	Program Phase Presentation/Submittal	Fri 10/10/25	Fri 10/10/25	1 day																																			
35	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days																																			
36	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days																																			
37	Review Program Phase	Mon 10/13/25	Fri 10/24/25	10 days																																			
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 10/27/25	Wed 10/29/25	3 days																																			
39	Schematic Design Phase	Thu 10/30/25	Wed 11/26/25	28 days																																			
40	Receive Schematic Submittal & Distribute for Review	Thu 11/27/25	Mon 12/1/25	3 days																																			
41	Schematic Phase Presentation/Submittal	Tue 12/2/25	Tue 12/2/25	1 day																																			
42	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days																																			
43	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days																																			
44	Review Schematic Phase	Wed 12/3/25	Tue 12/16/25	10 days																																			
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Wed 12/17/25	Fri 12/19/25	3 days																																			
46	Design Development (DD) Design Phase	Sat 12/20/25	Fri 1/16/26	28 days																																			
47	Receive DD Submittal & Distribute for Review	Mon 1/19/26	Wed 1/21/26	3 days																																			
48	DD Phase Presentation/Submittal	Thu 1/22/26	Thu 1/22/26	1 day																																			
49	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days																																			
50	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days																																			
51	Review DD Phase	Fri 1/23/26	Thu 2/5/26	10 days																																			
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Fri 2/6/26	Tue 2/10/26	3 days																																			
53	Final Design Phase	Wed 2/11/26	Tue 3/10/26	28 days																																			
54	Final Submittal & Distribute for Review	Wed 3/11/26	Fri 3/13/26	3 days																																			
55	Final Phase Presentation/Submittal	Sat 3/14/26	Mon 3/16/26	2 days																																			
56	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																																			
57	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																																			
58	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																																			
59	Review Final Phase	Tue 3/17/26	Mon 3/30/26	10 days																																			
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Tue 3/31/26	Thu 4/2/26	3 days																																			
61	Final/Permit Design Phase	Fri 4/3/26	Thu 4/16/26	14 days																																			

# EXHIBIT 'A'



















**Typical DPMC Project - Random Selection of Design Consultant**

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026							Half 1, 2027														
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M										
62	Final/Permit Submittal & Distribute for Review	Fri 4/17/26	Tue 4/21/26	3 days																																				
63	Review Final/Permit Phase	Wed 4/22/26	Tue 5/5/26	10 days																																				
64	Receive Final/Permit Phase Approval and Forward to	Wed 5/6/26	Fri 5/8/26	3 days																																				
65	<b>Permit Acquisition Phase</b>	<b>Wed 4/22/26</b>	<b>Fri 5/22/26</b>	<b>31 days</b>																																				
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Sat 5/9/26	Fri 5/15/26	7 days																																				
67	Provide Funding for Construction	Wed 4/22/26	Wed 4/22/26	1 day																																				
68	Secure Bid Clearance Including Funding Verification	Mon 5/18/26	Fri 5/22/26	5 days																																				
69	<b>Advertise-Bid-Award Phase</b>	<b>Mon 5/25/26</b>	<b>Thu 7/23/26</b>	<b>60 days</b>																																				
70	Advertise Project for Construction	Mon 5/25/26	Mon 5/25/26	1 day																																				
71	Conduct Pre-Bid Meeting	Tue 6/9/26	Tue 6/9/26	1 day																																				
72	Contractor Questions Due - Prepare and Issue Bulletin	Mon 6/15/26	Wed 6/17/26	3 days																																				
73	Construction Bids Due - Open Bids	Tue 6/23/26	Tue 6/23/26	1 day																																				
74	Conduct Post Bid Review Meeting	Mon 6/29/26	Mon 6/29/26	1 day																																				
75	Prepare and Submit Recommendation for Award	Tue 6/30/26	Wed 7/1/26	2 days																																				
76	Prepare and Submit Recommendation for Award	Thu 7/2/26	Fri 7/3/26	2 days																																				
77	Prepare Contract and Schedule Award Meeting	Mon 7/6/26	Fri 7/10/26	5 days																																				
78	Conduct Contract Award Meeting/Issue NTP	Thu 7/16/26	Thu 7/16/26	1 day																																				
79	Sign/Seal UCC Permit Applications	Thu 7/16/26	Thu 7/16/26	1 day																																				
80	Secure UCC Permit from DCA	Fri 7/17/26	Thu 7/23/26	5 days																																				
81	<b>Construction Phase</b>	<b>Fri 7/24/26</b>	<b>Wed 1/20/27</b>	<b>181 days</b>																																				
82	Conduct Construction "Kick-Off Meeting"	Fri 7/24/26	Fri 7/24/26	1 day																																				
83	Complete Construction - Achieve Substantial Completion	Sat 7/25/26	Wed 1/20/27	180 days																																				
84	<b>Project Close-Out Phase</b>	<b>Thu 1/21/27</b>	<b>Fri 4/9/27</b>	<b>79 days</b>																																				
85	Complete Punch List	Thu 1/21/27	Fri 2/19/27	30 days																																				
86	Close Out Construction Contract	Mon 2/22/27	Fri 2/26/27	5 days																																				
87	Close Out Consultant Contract	Mon 3/1/27	Fri 4/9/27	30 days																																				

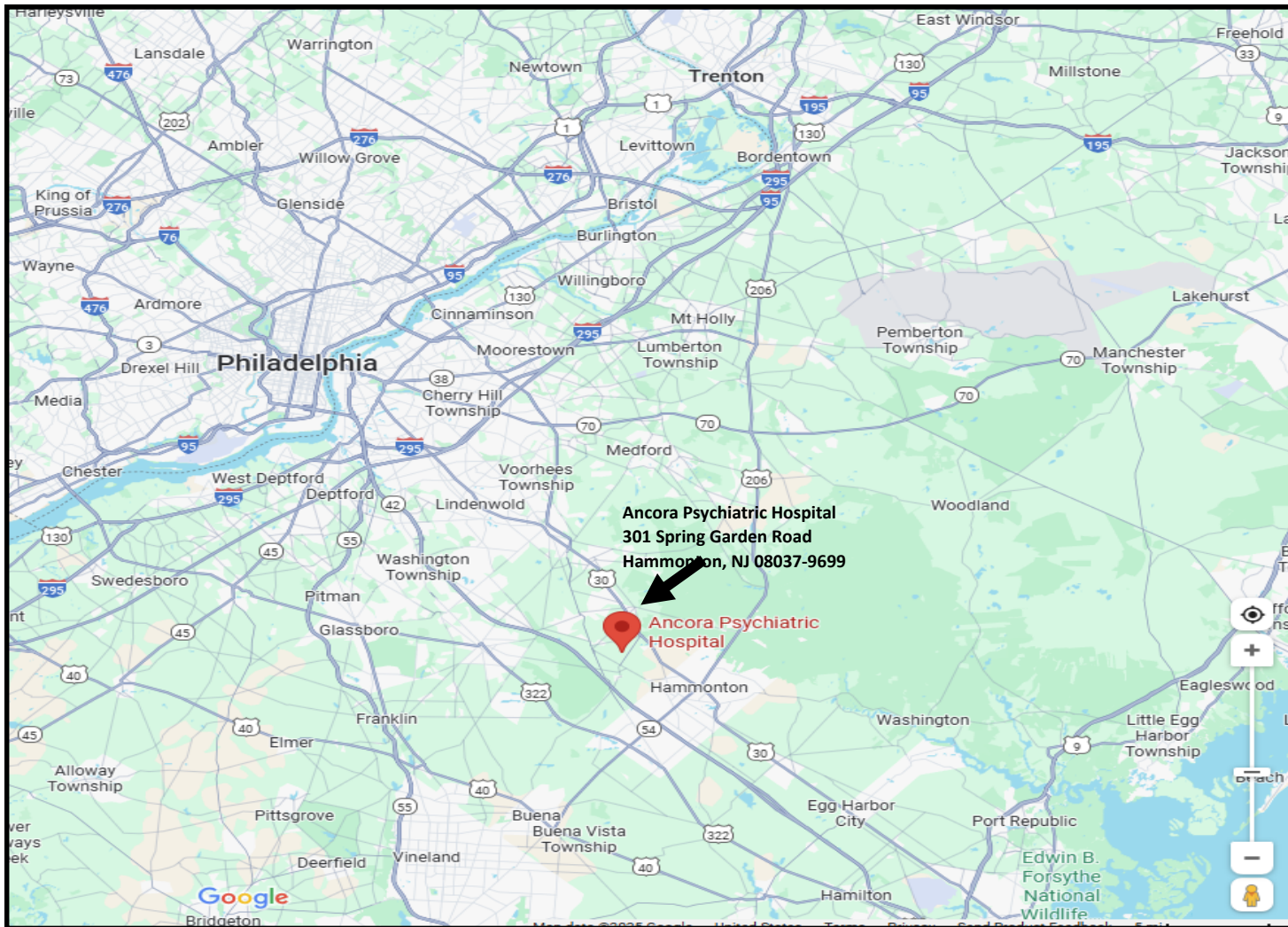
**EXHIBIT 'A'**

Typical DPMC Project - Random Selection of Design Consultant

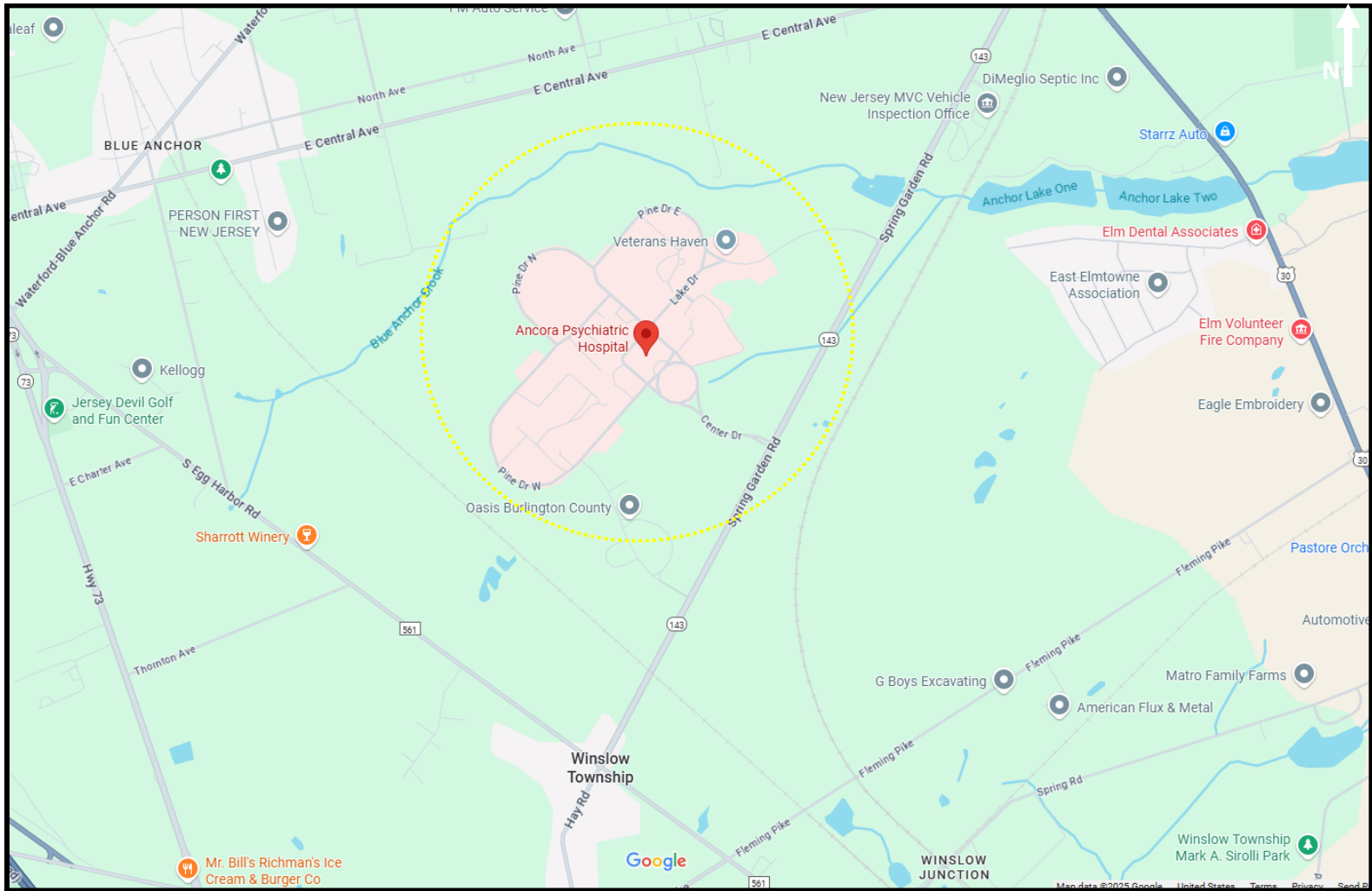
Project: Typical Project Model  
Date: Wed 4/9/25

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

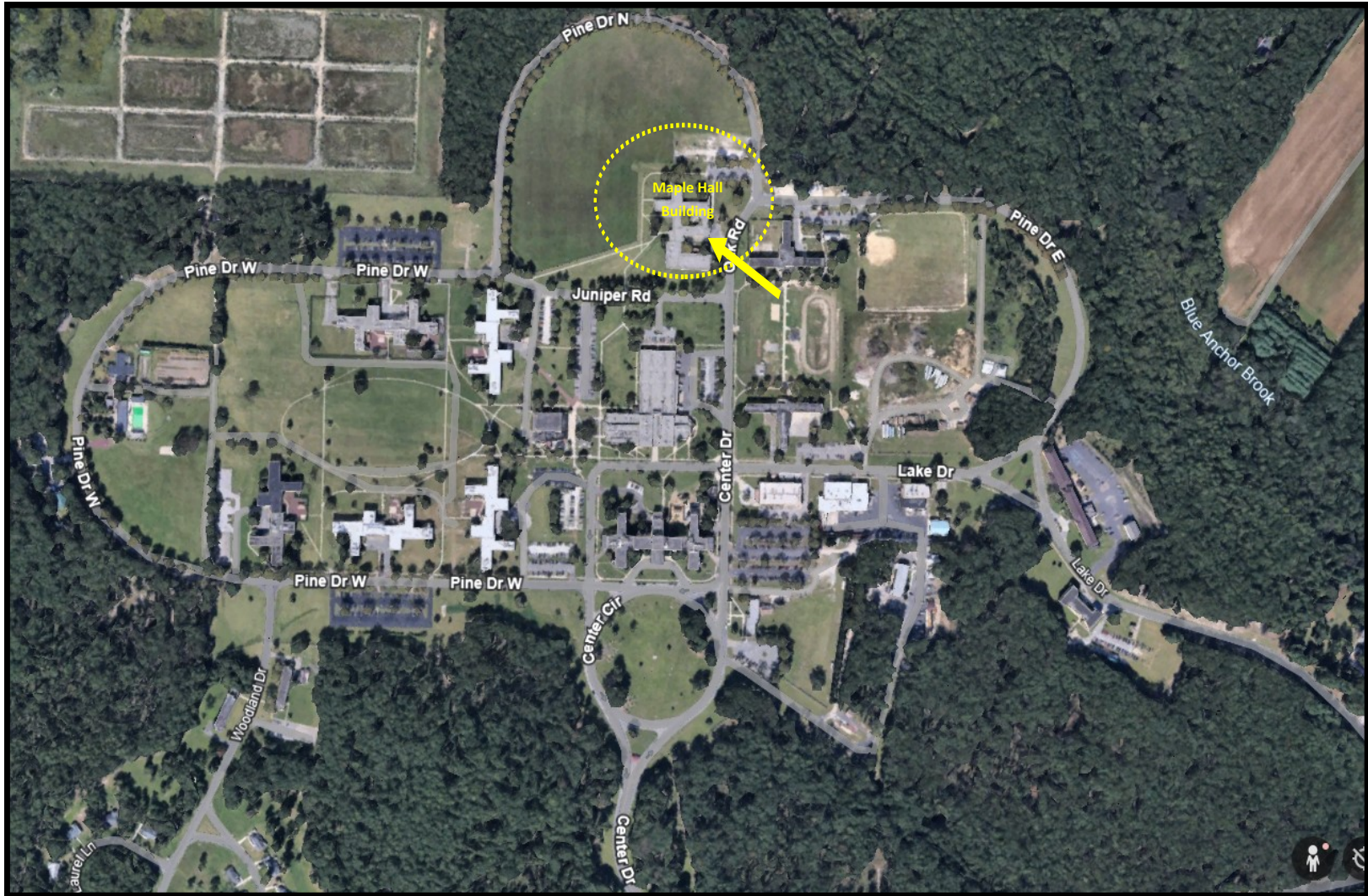
# EXHIBIT 'A'



Project Site Location Map  
Ancora Psychiatric Hospital  
**EXHIBIT 'B'**



Project Location Map  
Ancora Psychiatric Hospital  
**EXHIBIT 'B'**



Project Site  
Ancora Psychiatric Hospital  
**EXHIBIT 'B'**



Project Site  
Ancora Psychiatric Hospital  
**EXHIBIT 'B'**

**ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES**

All workmen employed by contractors to work within the confines of Ancora Psychiatric Hospital property must conform to regulations governing the functioning of the hospital and the safety and welfare of the patients and staff. Any questions concerning these regulations should be brought to the attention of the Engineer in Charge of Maintenance.

**All contractors must stay to the right at the Main Entrance and check in at the Visitor Center. Each contracted employee will receive a temporary visitors' badge before proceeding to the Maintenance Office. The temporary badge must always be worn and turned in to the Security Guard as you exit the Main Gate at the end of the day.**

All persons on grounds are required to have an identification badge worn in plain view. Contractor's employees must obtain a badge each day from the Maintenance Office. This badge is to be returned to the Maintenance Office by 4:00 p.m. daily.

**Particular attention is called to the following:**

**AGE RESTRICTIONS:**

No one under the age of 18 is allowed on Ancora Hospital Property.

**PARKING:**

Parking is permitted only in assigned areas. Contractors should check with the Engineer in Charge of Maintenance for assignment to a parking area.

**LOCKING OF VEHICLES:**

Locking of your car or truck is important not only for the protection of your vehicle but also as a safety measure for the patients. Keys, if found in your vehicle, will be confiscated, and turned into the hospital Police Department. Your re-entry to the hospital will be at the hospital's discretion.

**KEYS:**

Issuance of hospital keys to contractor's employees carries with it the responsibility for exercising the utmost care in preventing elopement of our patients. The employee signing out the key(s) will be responsible for returning the key(s) to the Maintenance Office at the end of every day. A charge of \$10.00 per key will be assessed for any key(s) lost or not returned.

**DOORS:**

**ALL LOCKED DOORS WHICH ARE OPENED TO PERMIT PASSAGE MUST BE RELOCKED IMMEDIATELY.** Particular attention should be given to doors to the outside, stair towers and to roofs. Additionally, at no time or for any reason will door stops of any kind be used to hold open any door throughout the hospital complex.

**ASBESTOS AWARENESS:**

Contractors employed by APH shall be informed by the Engineer in Charge of Maintenance of the location of suspect and known asbestos in the work area to which they are assigned. Contractors shall, under no circumstances, damage or disturb these areas unless they are a licensed Abatement Contractor and have been specifically employed to perform asbestos removal. Contractors shall not proceed with any change in work order without prior approval from the Engineer in Charge.

ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES

**SPRINKLER PIPES:**

Nothing can be attached to or make contact with sprinkler pipes.

**LADDERS, SCAFFOLDING & EXCAVATIONS:**

All ladders and scaffolding at ground level must be attended while work is in progress. Never leave a ladder in position without someone in attendance. All ladders and scaffolding must be removed at the end of the day. If scaffolding cannot be removed it must be fenced in such way that patients and staff cannot gain access. If scaffolding is to be fenced, the Engineer in Charge of Maintenance must approve the perimeter fence. Any excavation must be surrounded by a secure fence at the completion of the day's work. While the excavating is in progress a fence may also be required if risk is presented to the patients. The Engineer in Charge must be notified of all excavations, and he will determine the need for fencing.

**TOOLS & MATERIALS:**

Keep all tools and materials stored in places protected from access by patients. Never leave tools and equipment unattended, to assure that this doesn't happen, all hand tools will be transported in a tool bag or toolbox that will remain closed and locked until the nursing staff in the area has been notified and the clients have been removed from the area. An inventory of all tools and equipment used on the job will be taken at the completion of any job and before the area is released to staff and clients. **Tamperproof screws are to be used in all areas of the hospital.** Pick up truck operators must not leave tools and/or materials exposed in the back of the truck.

**PICTURES:**

**NO PHOTOS** may be taken without permission of the Chief Executive Officer or designee

**HOSPITAL REGULATIONS:**

Any person coming on grounds is prohibited from bring with them any alcoholic beverages, firearms, ammunition, hunting knives or any other article having the nature of a weapon. When necessary to utilize tools, which can become a weapon, it is incumbent upon the users to keep them out of reach of the patients. Never leave tools unattended.

**SMOKING:**

The buildings and grounds of this facility are smoke free. There is to be **NO SMOKING BY ANYONE** in any area of the facility.

**PATIENT INTERACTION:**

Contractor employees should not interact with the patients. Do not provide the patients with money, cigarettes, matches, lighters, tools or any other dangerous item. If a patient asks for anything, a simple, polite explanation that you do not have whatever is being requested will usually be sufficient. If there is a particularly troublesome patient, please report the incident to the Engineer in Charge of Maintenance.

**ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES**

**INSPECTION:**

Any construction by outside agencies dealing with communication, electrical, or fire alarm work or any penetrations through any wall must be inspected and approved by the APH SAFETY DEPARTMENT or their designee, at the completion of work or prior to any work above a concealed space being covered. **Note:** The use of any component of the fire suppression system as a support mechanism in any way is strictly prohibited.

**FIRE REGULATIONS:**

The hospital Fire Chief will provide instructions as applicable to the contractor.

**\* AT NO TIME IS WELDING, BURNING OR OTHER WORK INVOLVING OPEN FLAME TO BE UNDERTAKEN WITHOUT A HOT WORK PERMIT**

**HOT WORK PERMITS**

- A. The Contractor is required to obtain and conform to the requirements of two (2) separate hot work permits. The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project, as required by N.J.A.C. 5:70-2.7. Application must be completed via DCA RIMS website ([http://www.nj.gov/dca/divisions/codes/RIMS\\_online.html](http://www.nj.gov/dca/divisions/codes/RIMS_online.html)) which requires account setup by the applicant. The Contractor must pay DFS directly for this permit. The estimated cost is approximately forty-two (\$42.00) dollars for each permit. If the project requires hot work at separate buildings, a separate permit will be required for the work to be performed at each building. The Contractor shall submit a copy of the DFS Hot Work Permit for each building to APH prior to commencing the work.
- B. The Contractor is also required to obtain a daily hot work permit from the Facility's Fire Department who will instruct the Contractor in the necessary procedures, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

**ANCORA PSYCHIATRIC HOSPITAL  
PLANT SERVICES DEPARTMENT  
OUTSIDE CONTRACTOR RULES**

**COVID 19 Requirements – For reference only as these protocols may change**

This is the required PPE for all contractors to wear indoors and outdoors to keep everyone safe and healthy:

1. All contractors must wear a hospital approved **face mask**. Surgical mask, or KN95 if entering a patient unit, a KN95/N95 is required on quarantine or isolation units.
2. All contractors must wear eye protection on quarantine or isolation units – Face shield OR Goggles.
3. Face shields and goggles **MUST** be worn over corrective eyeglasses Corrective eyeglasses alone do not meet the mandate of required PPE.
4. Always maintain social distancing, both indoors and outdoors.
5. Proof of fully vaccination with booster must be provided; photo of card is acceptable.

The contractor and each of his employees are required to sign a copy of this set of rules. It is the contractor's responsibility to have any sub contractor and his employees sign this form. The signed copies of the form are to be turned in to the Maintenance Department. This form may be duplicated as necessary. Contractors will be required to remove any employee who does not conform to these rules.

I certify that I have read the above rules and agree to abide with everything contained in them.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Company

\_\_\_\_\_  
Date

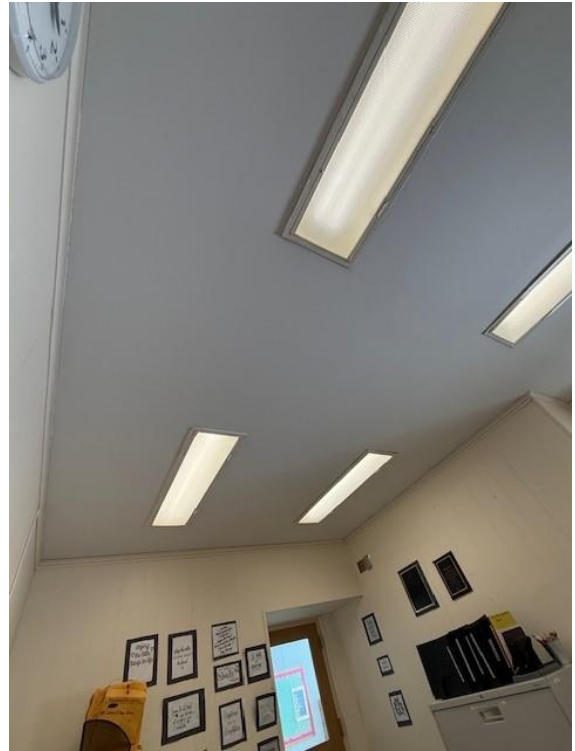


## ***Maple Hall Building***

**EXHIBIT 'D'**



**EXHIBIT 'D'**



# EXHIBIT 'D'



**EXHIBIT 'D'**