SCOPE OF WORK

NJSP South Regional Laboratory

NJSP South Regional Laboratory Hammonton,
Atlantic County, NJ

Project No. S0679-00

STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

Honorable Shirley U. Emehelu, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, State Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: November 12, 2026

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I. OBJECTIVE

The objective of this project at 3434 South Whitehorse Pike, in Hammonton, Atlantic County is to:

1- Design and construct a new Southern Regional Laboratory connected to the existing Laboratory.
2- Renovate and repurpose the existing laboratory to an administrative office area, multi-purpose conference/training room, break/kitchen area, mother's room, updated restrooms, storage & lockers areas and other functional workspace needs.
3- Under an allowance, demolish and remove the existing office trailer, associated utilities/infrastructure after constructing the new laboratory building and renovating the existing laboratory and relocating all staff to the new and renovated functional spaces.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P001 Architecture**

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

- **P002 Electrical Engineering**
- **P003 HVAC Engineering**
- **P004 Plumbing Engineering**
- **P005 Civil Engineering**
- **P006 Sanitary Engineering**
- **P007 Structural Engineering**
- **P010 Fire Protection Engineering**
- **P011 Environmental Engineering**
- **P015 Land Surveying**
- **P019 Building Commissioning**
- **P025 Estimating/ Cost Analysis**
- **P028 Roofing Inspection**
- **P037 Asbestos Design**
- **P038 Asbestos Safety Control Monitoring**
- **P048 Security Systems**
- **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). The Consultant's team shall have in-house capabilities or Sub-Consultants with Subject Matter Expert (SME) experience in planning and design in forensic science facilities constructed for diagnostic laboratory testing. Laboratory planning consultants do not need to be pre-qualified with DPMC.

The Consultant must also have in-house capabilities or retain the services of a Sub-Consultant with extensive experience in the design of facilities like that described in this scope of work. A description of those projects shall accompany the technical proposal submitted for evaluation by the Consultant Selection Committee.

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $ 13,633,842.

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 $ 17,878,918.

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

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

C. CONSULTANT'S FEES

The construction cost estimate for this project ***shall not*** be used as a basis for the Consultant's design and construction administration fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations. The Consultant's proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	**14**
2. Program Phase	**60**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
3. Schematic Design Phase	**60**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
4. Design Development Phase	**60**
• *Project Team & DPMC Plan/Code Unit Review & Comment*	14
5. Final Design Phase	**60**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
6. Final Design Re-Submission to Address Comments	**7 (See Note)**
• *Project Team & DPMC Plan/Code Unit Review & Approval*	14
7. DCA Submission Plan Review	**30**
8. Permit Application Phase	**7**
• *Issue Plan Release*	
9. Bid Phase	**42**
10. Award Phase	**28**
11. Construction Phase	**370**
12. Project Close Out Phase	**30**

Note: The Final Design Phase is considered complete upon the release of Construction Documents by the DPMC Code Group and/or the Department of Community Affairs (DCA).

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

NJSP South Laboratory
3434 South Whitehorse Pike,
Hammonton, NJ 08037

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. NJ Building Authority Representative

Name:	Joseph Fuca, Deputy Chief Construction
Address:	New Jersey Building Authority 50 West State Street, 2nd Floor Trenton, NJ 08625
Phone No:	(609) 468- 8745
E-Mail:	Joseph.Fuca@treas.nj.gov

2. New Jersey State Police Representative

Name: Anthony Nocito, Captain
Address: New Jersey State Police
River Road
West Trenton, NJ 08628
Phone No: (609) 882-2000
E-Mail: Anthony.Nocito@njsp.gov

3. Office of Forensic Sciences Representative

Name: Michael Kennedy, Laboratory Director
Address: Forensic and Technical Services
1200 Negron Drive
Hamilton, NJ 08691
Phone No: (609) 584-5054 ext. 5483
E-Mail: Michael.Kennedy@njsp.gov

VI. PROJECT DEFINITION

A. BACKGROUND

The Office of Forensic Sciences (OFS) is an entity of the New Jersey State Police Forensic and Technical Services Section and part of the Investigations Branch of the organization. Each of the five (5) laboratories within the OFS achieved accreditation from the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) in October of 2003. In 2008, the laboratories attained more stringent accreditation under the ASCLD/LAB ISO 17025 International Standards and, as of 2019, is accredited by American National Standards Institute (ANSI) National Accreditation Board (ANAB) under ISO/IEC 17025 International Standards.

The New Jersey State Police (NJSP) South Regional Laboratory offers forensic analyses and subsequent expert testimony on matters related to criminal statutes. It serves Atlantic, Camden, Cape May, Cumberland, Gloucester, Salem, southern Burlington, and Southern Ocean counties. These services are available to Federal, State, County and Local law enforcement agencies investigating matters within the State of New Jersey. Scientific examinations in areas of criminalistics, DNA, drugs, and toxicology evidence are provided by the laboratory system.

The NJSP South Regional Laboratory in Hammonton is a specialized forensic facility providing critical scientific support for law enforcement and criminal investigations and is a vital hub for the southern part of the state.

The project site is located within the jurisdiction of the New Jersey Pinelands Commission. Consequently, all proposed site improvements, utilities, and wastewater management designs must strictly adhere to the Pinelands Comprehensive Management Plan (CMP).

The NJSP Laboratory located in Little Falls was damaged by flooding in 2021. A study to replace the Little Falls site with a new site in Harding Township was completed and will be provided to the Consultant for background information. Some elements of this study may be useful for the Hammonton site. This is for informational purposes only.

B. FUNCTIONAL DESCRIPTION OF THE SITE

1. Existing Lab

The existing South Regional Laboratory in Hammonton is an approximately 6000 square foot one-story outdated building. The current lab space is undersized and does not meet the square foot per person national standard. The volume of work and personnel has significantly increased over the years, and the existing building size does not allow for expansion to meet current needs.

Once the new lab is operational, the existing one will be renovated into an administrative office space with office areas, a multi-purpose conference/training room, break/kitchen area, mother's room, updated restrooms, storage & lockers areas and other functional workspace needs. There is a need for six supervisory offices and a conference room that can hold approximately 40 personnel. The existing vault used for evidence retention and security will be retained and the current size is adequate. Minor updates to storage racks, shelving, and electrical will be part of this project.

The existing septic system was replaced approximately 9 years ago and should be evaluated and certified. The existing utilities are electricity, well water, and natural gas. The existing building has a natural gas boiler, and the HVAC system is one roof top unit that was recently replaced in 2025.

A new survey of the entire property (approx. 25 Acres) will be required for the site plan.

2. New Lab

The NJSP is seeking to construct a new laboratory facility adjacent to the existing one with a connection between the two structures. The total square footage will be determined inclusive of the renovation of the existing facility during the design phase based on the required needs and budget. It is estimated that the combined new lab building and renovated existing building will be approximately +/- 17,000 square feet with an additional +/- 1,200 square feet added for a pull through garage space for vehicle and large item evidence processing.

The goal for the new lab is to create separate cubicle spaces for analysis and computer work, separate from the lab benches/counters. The new design concept of a dirty side and a clean side with the existing building and the new lab area is imperative. All major components of the lab function and evidence storage areas and HVAC systems must be supported by emergency backup generator power.

The new design may impact on the existing well and a new well may be needed. This will be determined during the design phase and will be dependent upon the Consultant's approach.

3. Existing Office Trailer Demolition Allowance

Due to uncertainty in the budget, the design and construction administration services for the demolition of the existing office trailer will be done under allowance.

The existing outdated office trailer will be demolished after completion of the new lab and renovation of existing lab. The existing trailer shall remain functional during the entire construction phase of the new lab and renovation project. See Section XIII, paragraph E for more information.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. PROGRAM PHASE

The Consultant shall meet with the Project Team and review the building programmed space and supporting systems as outlined within the South Lab Project Description shown in **Exhibit 'D'**, with the intent of evaluating alternate layouts, including cost efficiencies, as applicable.

The Consultant shall refine the programmed space, as necessary. The consultant shall work with NJSP personnel to provide ideas and solutions based on their expertise with Laboratory compliance, as applicable.

The Consultant shall evaluate existing documentation, perform independent findings, and provide services that result in a final design and construction project that is within the allotted budget.

A geotechnical survey and engineering report shall be generated by a NJ Professional Engineer (PE) to be used in the Office of Plan and Code Review and for DCA plan approval.

The Consultant shall provide the design, specifications and quantity of fume hoods, duct work, and exhaust fans for each laboratory equipped space to meet any and all accreditation requirements by any state and/or federal agency.

B. ENVIRONMENTAL IMPACT STATEMENT

Projects with construction cost more than $5 million and land disturbance more than five acres shall be subject to the preparation of an Environmental Impact Statement (EIS) according to the guidelines of Executive Order No. 215.

The Design Consultant shall provide the required EIS documentation for the site to the Department of Environmental Protection for approval as early in this project planning and design process as possible.

C. DESIGN REQUIREMENTS

1. General

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to construct the new Laboratory building and connect it to the existing building, renovating the existing laboratory to repurpose it for administrative office area. The Consultant shall work directly with NJSP/ NJBA personnel during the design phase to ensure that design development is progressing to reflect the client's needs while remaining within budget. The Consultant shall be responsible for designing all the elements needed for the new building, to include all phases of construction from design to project completion based on the needs and input from the NJSP/NJBA representatives.

The Consultant's lumps sum fee shall provide for designing and constructing a new Laboratory connected to the existing facility and renovating the old laboratory and repurposing it into an administrative office area.

2. Existing Office Trailer Demolition Allowance

The Consultant shall estimate the costs to provide design and construction administration services to demolish and dispose of the existing office trailer following completion of the new lab and renovation of the existing lab and enter that amount on the fee proposal line item entitled, **"Existing Office Trailer Demolition Allowance."** The Consultant shall attach a detailed cost breakdown sheet to the fee proposal for this allowance for use by DPMC during potential fee negotiations. Refer to paragraph XIII.E.

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

3. Building Footings/ Foundations

The Consultant shall design a footing/foundation for the new Laboratory building based on the findings of the geotechnical investigation.

4. Fume Hoods

The Consultant shall review the project description shown in **Exhibit 'D'** and provide the design, specifications, and quantity of fume hoods and related duct work, and exhaust fans, and filters necessary for each laboratory equipped space to meet all accreditation requirements by any state and/or federal agency.

5. HVAC System

As guided by the State's Energy Master Plan, the Consultant shall provide new HVAC systems throughout the facility shall meet all accreditation requirements by any state and/or federal agency, with required number of zones to address air quality, air flow/laminar flow and proper pressurization contingent on the room/area. Laboratory shall be evaluated for meeting equipment air ventilation/circulation specifications across laboratory workspace and office areas. Fume hoods shall be variable volume with system controls contingent on the use and hazard level.

The Consultant shall perform a comprehensive assessment of the newly installed roof top HVAC Unit that was installed in May of 2025 to determine if this unit can be relocated for utilization in the new laboratory area. This roof top unit was specifically designed for laboratory use.

6. Equipment Commissioning

The goals of the commissioning process include, but are not limited to:

- Providing an unbiased, objective verification that the design and installation is complete for all building systems and controls including, but not limited to:
    - HVAC
    - Lighting
    - Energy Management
    - Security
    - Fire detection and notification
    - Network wiring
- Providing an unbiased, objective verification that the design of all building systems and controls are installed/constructed as per the contract documents.
- Ensuring that the equipment and systems operate as required by the contract documents.
- Providing assurance to the NJBA that the completed building systems and controls are performing efficiently and reliably.
- Verifying contract conformance of building systems and controls.
- Verifying that building systems and controls Operations and Maintenance (O&M) manuals and associated documentation is complete and detailed per the contract requirements.
- Verifying that the operations and maintenance personnel are adequately trained per the requirements of the contract documents.

Consultant shall, during the Design Phase:

- Develop a commissioning plan for all building systems and controls including, but not limited to, specifications, installation checklists, functional testing requirements, performance testing requirements, O&M training and O&M documentation to be included in the construction documents.
- Coordinate and direct commissioning activities with the Project Team.
- Review and comment on design submittals including:
  - Schematic Phase submittal, including construction cost estimate.
  - Design Development submittal, including construction cost estimate.
  - Final Design submittal, including construction cost estimate.

Consultant shall, during the Bid Phase:

- Attend construction pre-bid meeting to respond to commissioning related questions.
- Coordinate responses to commissioning related questions submitted by bidders and assist in the preparation of Bulletins as required.

Consultant shall, during the Construction Phase:

- Coordinate and direct the commissioning activities in a logical, sequential and efficient manner.
- Review contractors schedule to ensure commissioning activities are planned and included.
- Review contractor submittals including, but not limited to, shop drawings, catalog cuts, O&M manuals, equipment warranties for compliance with contract documents and commissioning requirements.
- Plan and conduct commissioning meetings as required, coinciding with regularly scheduled bi-weekly construction progress meetings.
- Perform site visits as necessary to observe equipment and systems installation.
- Witness all functional and operational equipment and systems tests.
  - Review testing and air balancing (TAB) reports.
- Oversee the training of the operations and maintenance personnel.
- Provide bi-weekly progress reports of commissioning activities to include, but not limited to, the status of:
  - Installation checklists
  - Functional testing
  - Performance testing
  - O&M training
  - O&M documentation

Consultant shall, during the Close-out Phase:

- Provide a final commissioning report.
- Provide a “Certificate of System Acceptance” upon completion of system performance testing, submission of all project documentation and completion of training.

7. Roofing System

Provide a new roofing system for the new Laboratory for review and approval by the NJSP and project team.

The Consultant shall perform a comprehensive evaluation of the existing laboratory building roof and provide recommendations for repair or full replacement as part of the final design. NJSP is requesting to explore roof coating options.

8. Building Interior Finishes

The Consultant shall review the project description shown in **Exhibit 'D'** and make recommendations for the interior finishes of the new and existing Laboratory Building. The design for the interior finishes shall include but not limited to cabinets, countertops, office partitions, doors, safety equipment, laboratory equipment, lighting, etc. and be presented to the project team for review and approval. Interior finishes shall be based on cost, durability, and ease of maintenance.

9. Building Exterior Finishes

The Consultant shall review the project description shown in **Exhibit 'D'** and provide 3D Renderings of different façade systems and associated estimated costs of each for the approval of the NJSP/DPMC. The façade system shall be incorporated in the final design after the approval of NJSP.

The consultant shall evaluate fire separation distances in determining placement of the other building.

The Consultant shall provide for Agency review and approval all building exterior finishes along with recommendations that shall be presented to the project team and the NJSP for review and approval.

10. Laboratory Equipment

The Consultant shall review the project description shown in **Exhibit 'D'** and verify the equipment in each laboratory space. The Consultant shall work in coordination with the NJSP to determine the equipment being relocated to the new building and the equipment which has reached its serviceable life requiring replacement. Final decision is made by NJSP. The Consultant shall provide a detailed equipment layout and specifications of each laboratory space for the existing and new lab equipment for the approval of NJSP. The Consultant shall design all the utilities required for the new and existing laboratory equipment for installation in the laboratory spaces.

The facility will not utilize a centralized UPS system. Only localized, portable UPS units will be used and installed as needed, independent of the building construction.

11. Furniture/Lab Workstations and Benches

The Consultant shall include in the design the furniture layout for the new and existing building. This includes the design and specifications of the furniture for all spaces.

The furniture design shall be coordinated with the state approved NJSP vendor. Furniture will be supplied and installed under a separate NJSP contract with the state approved vendor. All data jacks and electrical receptacles design and installation will be part this project in coordination with furniture vendors.

The Consultant shall provide a design for the built-in or prefabricated working platforms for the laboratories which will be supplied and installed by the building contractor. The lab countertops, cabinets, and other built-in items are to be included in the building designs.

12. Data, Communications, Security Cameras, and Door Access Control Systems

The Consultant shall meet with the appropriate representatives of the NJSP and project team to determine the type of equipment to be purchased and installed by the Agency and identify those in the drawings.

Construction documents shall include wiring circuits for all proposed data, communication and security equipment and cameras for the new building. Documents shall include the wire sizes, switch and panel schedules, conduits, panels, hangers, supports, mounting brackets, termination outlets, switches, and other related components for the equipment. The location, capacity, and space requirements for all the equipment shall be indicated. Tie-in details to existing the main power source or electrical signal shall be indicated on the drawings as appropriate.

The facility will not utilize a centralized UPS system. Only localized, portable UPS units will be used and installed as needed, independent of the building construction.

13. Fire Protection

Based on the Construction documents, provide the design and specifications for a complete installation of a building fire alarm for the new Laboratory Building that is tied to the existing system.
The Consultant shall perform an evaluation of the existing laboratory Fire Alarm System (FAS) to determine the feasibility of integration with new systems. This analysis must include a verification of current manufacturer support status. If the existing FAS is not currently supported by the manufacturer, the analysis must outline the requirements for a full system upgrade or replacement to ensure code compliance and reliability.

The Consultant shall investigate and propose suitable intra-campus connectivity options for dedicated fire alarm signaling. This investigation shall include, but is not limited to, the feasibility of utilizing existing infrastructure or installing new underground conduits for a dedicated fiber optic connection. The proposed solution must meet all applicable fire and life safety codes for reliable communication.

The tests must be witnessed and approved by the Department of Community Affairs (DCA). The Consultant shall provide ample notification time when arranging the test with NJSP, DPMC, Contractor and equipment manufacturers.

The design should be as such that an entire building fire suppression system is not required. Localize non H20 fire suppression system will be required in the existing vault and vault vestibule. (Approximately 480 sq.ft.).

14. Plumbing

The total quantity of plumbing fixtures required to be provided within the building is to be tabulated in accordance with the National Standard Plumbing Code. The actual occupant load for the building shall be verified by the Consultant.

Based on the new building design the Consultant shall provide a plumbing system for the new Laboratory Building. Construction documents shall include the location of all equipment associated with plumbing and related piping components. Separate riser diagrams shall be shown for gas service, sanitary drain and vent system, hot and cold-water distribution system. All lavatory and lab equipment connections shall be identified on all schematic and riser diagrams. Include a fixture schedule on the drawings listing each fixture, description, drain, trap & vent sizes, values, and hot and cold-water connection pipe sizes.

Include all design details and information required for the proper fire stopping for all floor and wall penetrations of building elements (walls, partitions, etc.).

Laboratory gas line design will be included in the project.

15. Electrical

Provide an electrical distribution system for the new lab building, existing lab building, all site lighting fixtures, and any other electrical component such as well, sewer pumps and generator/s. Electrical drawings shall include all supply service equipment, lighting, power, communications, fire alarm, security, and specialized systems. Riser diagrams, showing service equipment, feeders and panels, branch circuits must be shown. Wire sizes, switch and panel schedules shall be provided. Location, capacity, space requirements of all major items or equipment must be indicated.

The Consultant shall conduct a comprehensive power quality analysis to protect sensitive laboratory equipment, security systems, and associated low-voltage electronics. Given the susceptibility of these systems to transient voltages.

The analysis must determine the appropriate protection levels (Category A, B, or C) at the service entrance, distribution panels, and point-of-use to mitigate the risk of equipment damage or data loss resulting from voltage surges.

The existing lab generator that was located inside the mechanical room has reached its end-of-life and has been removed from the building. A temporary towable generator is currently in use.

The consultant shall, in consultation with NJSP, ascertain secondary power source requirements for the facility and design a system that meets these requirements in accordance with NEC Articles 700 through 702.

This project is to include a backup power generator for the facility designed and designated to provide backup power to critical laboratory equipment, evidence refrigeration units, and other designated areas where power continuity is required to preserve evidence and maintain operational integrity.

The facility will not utilize a centralized UPS system. Only localized, portable UPS units will be used and installed as needed, independent of the building construction.

Additionally, the system design shall include provisions for a whole-building temporary generator tap box located on the exterior of the building.

The consultant shall be responsible for the application and obtaining the NJDEP Generator Air Permit.

It is also understood that the Consultant may require an electrical contractor to open the switchgear. The consultant shall estimate the cost to provide an electrical contractor to open the switchgear and enter that amount on the fee proposal line item entitled, **"Electrical Allowance."** refer to paragraph **XIII.G**.
Lighting features must indicate typical lighting arrangements, types of fixtures, proposed light intensities, emergency and egress lighting. All lighting specified shall be energy efficient.

All lighting specified shall be energy efficient, have occupancy sensors where applicable, and dimmable where required by NJSP.

16. Sanitary Flow Modeling

If an initial assessment indicates an increase in sanitary flows that would trigger an increase in permitting requirements, sanitary flow modeling may be required. The Consultant shall estimate the cost to perform sanitary flow modeling and enter that cost into the fee proposal line item entitled "Sanitary Flow Modeling Allowance", refer to paragraph **XIII.H.**

Actual sanitary flow modeling to determine the anticipated septic system usage rates shall be conducted by the Sanitary Engineer. Based on results of the sanitary flow data, additional permitting requirements or advanced treatment systems may be required for the septic system as determined by the Consultant.

17. Security

The Consultant shall ensure full interoperability between the existing security systems and the new building's security installations. This evaluation shall include a review of existing network bandwidth, controller capacities, and software licensing. The Consultant shall provide a turnkey design that maintains a unified security platform across both facilities. NJSP has its own access control/card access requirements and will provide this information for design needs.

The Consultant shall provide construction documents that shall include wiring, outlet/power connections, support brackets and shelving for security cameras and card readers. Consultant shall determine the location of security cameras and card readers to be installed in coordination with NJSP design team. Contact information will be provided upon award. Construction documents shall include security systems for the new and existing building including, but not limited to, access/intrusion detection devices, window and door protection, interior lighting, computer, communication, paging, and microphone systems.

18. Conference Room

The Design Consultant shall verify the occupancy load required for the training and conference room and provide accommodation for additional personnel.

Room should be equipped with essential audio and visual equipment, including speakers, microphones, video screens, and appropriate electrical and network wiring for seamless connectivity. This setup will ensure effective communication, presentations, and multimedia usage.

19. Space Signage

Interior signage shall include, but is not limited to, identification of functional areas, services, directions, room numbers and room names (No personnel names).

D. SITE WORK

1. Parking Lots & Roadways

Construction documents shall include paving and parking lots as needed and based on budgetary considerations. Consultant shall, as part of the Program Phase, evaluate and estimate the cost of each proposed item and provide a written report to the Project Team.

Parking lot and roadway surfaces shall be bituminous concrete and shall have appropriate striping, signage and lighting. Concrete curbing (only if curbing is required) should be installed along the edge of all new roadways and around the perimeter and islands of the parking lots. Handicap curb cuts should be included at appropriate locations. All grading shall provide appropriate slopes for storm water runoff to curbs, gutters and inlets tied into the existing site drainage system.

All costs associated with evaluating, estimating, preparing written reports and providing design services for repairing and striping parking lots and roadways shall be included in the consultant's lump sum fee proposal.

2. Sidewalks

Evaluate the path of travel, and any areas requiring access (i.e., new parking areas, etc). Construction documents shall include concrete sidewalks from the parking lot(s) to new buildings and other areas of the site requiring pedestrian or staff access. Incorporate barrier free access ramps and curb cuts, wherever the barrier free path of travel is required.

3. Signage

Construction documents shall include exterior site signage.

Site signage shall include, but is not limited to, directions, information, travel paths, entrances, use restrictions, handicap parking spaces, speed restrictions, and similar directives.
Propose specifications for signage using a clearly visible sign from roadway. Must have enhanced visibility at night. Directional signage on property directing visitors, deliveries, material drop off, material pick-up, etc. shall be clearly delineated. The exterior signage at the street, shall be illuminated and of a size/shape as determined by the NJSP. All signage design and placement not required by code shall be approved by the NJSP design team.

4. Site Lighting

Pole mounted site lighting shall be integrated into the architectural and landscape design for the parking areas, paths, pedestrian sidewalks, stairs, roadways, and other areas or equipment requiring proper illumination for visibility, surveillance and personnel safety. Spacing and

heights of the light poles shall ensure proper coverage of the areas illuminated. Lighting levels shall comply with approved design standards and be sufficient to support areas of surveillance. Lamps shall be high efficiency type (no high-pressure sodium bulbs) and have photocell dusk to down operational features with timers. Add lighting where new roadways, parking lots, and walkways are added. Security cameras may be required to be placed on light poles and spare conduit will need to be ran to these light poles to include pull strings.

5. Secure Fencing & Gate

Construction documents shall include any agency required secure gates and/or fencing, as necessary.

6. Landscaping and Tree Removal Requirements

Construction documents shall include a landscaping plan to include, but not limited to, all required seeding, sod, shrubs, bushes, trees, and buffering with adjacent properties where required. With the removal of trees within the proposed parking areas, the below "No Net Loss Reforestation Act" shall be adhered to if applicable:

No Net Loss Reforestation Act

The proposed location of the new construction building(s) may require the removal of mature trees. On January 29, 2002, the Department of Environmental Protection issued the NJ No Net Loss Reforestation Act P.L. 1993, c.106 (C.13:1L-14.2), as amended, that requires all State entities that deforest a half-acre or more of forested land will fall under the act and reforestation plans will be mandatory. The Consultant shall address the No Net Loss Reforestation Act in the design documents of this project if required.

7. Storm Water Management

The Consultant shall evaluate surfaces considered previous or semi-pervious for the exterior. Storm water management measures for water quality for the project shall meet the requirements of N.J.A.C.7:8 Storm Water Management. Where possible and beneficial, utilization of pervious surfaces shall be considered.

Existing storm water drainage infrastructure shall be considered and modified as required to be in compliance with N.J.A.C.7:8 Storm Water Management.

The consultant shall be responsible for creating the required NJDEP Storm Water Plan (Storm Water Pollution Prevention Plan, SPPP).

E. SITE PLAN

1. Existing Information

Consultant shall obtain all additional field measures and record all the necessary data to provide an accurate site survey of the existing conditions. Items shall include, but not limited to, any sidewalks, curbing, parking lots and islands, storm drainage inlets, utility manhole covers, fences, trees, rock formations, site lighting, signage, and other relevant physical landscape features.

2. Site Survey Drawing

Consultant shall provide a scaled survey drawing that depicts the dimensioned locations of the hardscape, landscape, and landmark features that are to remain, those that are to be removed, and those that are to be constructed.

Identify the property boundary lines on the drawing. Include adjoining highways and streets outside the property lines where appropriate for ingress and egress information. The subdivision drawing is included with the Feasibility Study.

All horizontal control shall be on the New Jersey State Plane Coordinate System (NAD 83) and vertical datum shall be the North American Vertical Datum of 1988 (NAVD 88).

3. Topographic Survey

Consultant shall obtain all field measurements and record all data necessary to provide an accurate topographic survey of the facility. Surface features shall include, but not be limited to the public streets, alleys, roadways, parking lot surface area, sidewalks and curbing, utility rims, and other appropriate objects.

Consultant shall provide a topographic survey drawing that depicts the location and elevation of the existing and new surface features of the construction site. Contours shall be accurately plotted to an acceptable scale and labeled with spot elevations at high, low, and critical points. Property lines shall be indicated within the construction site, and base lines or random traverse points shall be tied to the existing structures where appropriate. Show datum, benchmark, and north arrow in relation to the property lines. Benchmarks must be well defined and described.

4. Temporary Construction Site

Construction documents shall provide information on the appropriate drawing(s) that locate all temporary site construction roads, construction office trailer(s), dumpsters, material and equipment storage trailers and Contractor parking areas. NJSP/NJ Building Authority shall approve all the above locations.

Construction documents shall include requirements for a fence with lockable gates and construction site lighting as applicable.

Temporary utilities shall be provided for the construction office trailers installed by the Contractors.

F. SITE GEOTECHNICAL

The Consultant shall analyze the soils conditions in the locations of new building(s) to determine the soil classification and engineering properties. This information shall be used in the design of footings/foundations and slabs.

All soil boring/test pit data obtained shall be included in the construction documents for Contractor reference.

All costs associated with managing, coordinating, and administrating subconsultants providing soil testing services shall be included in the consultant's lump sum fee proposal.

G. SITE SOIL EROSION AND SEDIMENT CONTROL

Consultant shall submit the Application for Soil Erosion and Sediment Control Plan Certification to the local County Soil Conservation District Office. The submission and design requirements, documentation, drawings, calculations, meetings, etc. required for the application shall conform with the guidelines and procedures published by that District Office.

All costs associated with the preparation of the Application for Soil Erosion Sediment Control Plan Certification, Pinelands Applications, and all other required documents and fees shall be included in the Consultant's lump sum fee proposal.

H. SITE UTILITIES

1. Underground Utilities

Construction documents shall identify the size and location of all underground utility lines. The utility line sizes, locations and elevations shall be shown on the design drawings for Contractor reference.

2. Utility Capacities

Consultant shall survey the site utilities to determine their capacity to meet the requirements of this project. Develop a table that identifies the maximum capacity rating based on the capacities anticipated for the new facility utilities.

Provide the most cost-effective design to provide the required utilities to the new buildings based on costs of the installation of new utilities that will originate from the main supply lines.

3. Utility Verification Letter

As applicable, the Consultant shall obtain written verification from all appropriate utility authorities certifying they can provide adequate capacity for the new buildings. Letters pertaining to water, sanitary, gas, electrical and telephone/fiberoptic/cable service must be obtained which confirm adequate pressures, flows, specific consumption or loads and approximate date of service.

Identify the extent of work to be done by the utility provider, the utility approvals required for the connection points, available rebates, meters and pit requirements, and whether there will be any fees to be paid by the Contractor to the Utility Company. All termination and/or tie-in fees required by the affected Utility Companies shall be covered by an allowance within the construction documents.

4. Electric & Switch Gear

Include schematic drawings of the electric distribution system of the facility indicating all components of the distribution system including, but not limited to, panels, subpanels, breakers, transformers, meters, lines, and generator/ATS. Consultant shall coordinate with the electrical utility company representatives as required for service improvements.

5. Sanitary Septic System

Construction documents shall address any connection, modification or upgrades to the existing sanitary septic system as necessary to accommodate new construction. Evaluate and incorporate design details to address any site sanitary issues as identified.

6. Gas Supply & Distribution System

The Consultant shall determine if gas supply to the new building is compatible with the State's Energy Master Plan. If so, construction documents shall provide adequate gas service, if available, to the new buildings including details for tie-in to new equipment. Include schematic drawings indicating the size and location of all gas line components including, but not limited to, piping, valves and meters. Consultant shall coordinate with gas utility representatives as required for service improvements.

Consultant shall determine, and include in the construction documents, any requirements for the construction contractor to coordinate with the gas utility provider including, but not limited to, inspections, termination and/or tie-in fees, construction contract limit lines, material and equipment to be provided by both parties.

7. Water Service

Construction documents shall provide adequate water service to the facility for domestic water. Existing well is to be evaluated to determine if it is adequate for the proposed expansion of the facility. The project shall be designed as such that a fire suppression system is not required.

8. Data and Communication System

The consultant shall work in conjunction with the NJSP/NJ Building Authority project team to provide a design that adequately meets the data, communication, network, security, and camera needs of all spaces within the scope of this project.

I. DEMOLITION AND SITE EVALUATION

The trailer will be demolished after the relocation of the staff to the old building. Refer to **Exhibit 'B'**.

Any grading or site improvements to address construction trailer parking for the new building and general parking (staff/visitors) shall address any grading changes and soil erosion/storm water management compliance, as required. The facility parking lot design shall be coordinated with the NJSP and the project team at the initial design stages.

J. ROOF MONITOR RESPONSIBILITIES

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection. The roof monitor shall only be onsite when needed. The costs for the services provided by the roof monitor shall be included in their fee proposal line item entitled **"Roof Monitor Allowance"**, refer to paragraph XIII.F. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

The Consultant shall provide as needed roof monitor during the installation of the roof systems on the building. The responsibilities of the roof monitor shall include, but are not limited to the following items:

1. Roof Monitor Inspections

The costs for the services provided shall be included in the base bid of the Consultant's fee proposal.

The Roof Monitor must inspect as needed and monitor the Contractor's work on site and file DPMC 605 Roofing Inspector's Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. The Check List report form must be

distributed to the Project Team no later than the morning after the report date. The report shall include weather conditions, number of workers, and the amount of roof removed and installed together with comments on each phase of work. Comments shall provide descriptions and information on project mobilization, material delivery, removal of existing roof system, preparation of the existing deck, installation of the new underlayment and/or insulation, sealant and adhesive applications, flashing, walkways, etc. Refer to "Procedures for Architects and Engineers", Volume II, Division 7, Roofing Manual.

2. Inclement Weather

The Consultant, in conjunction with the Roof Monitor, shall anticipate time losses due to seasonal inclement weather conditions such as rain, wind and low ambient temperatures and include these hours in the base bid of the fee proposal.

On the first day of inclement weather, the Roof Monitor will be entitled to four hours to visit the site and inspect the roofing system for potential roof leaks or damage. Additional time spent on the site during inclement weather will not be reimbursed unless directed by the Project Manager.

3. Unsatisfactory Work

If the Roof Monitor determines that the roofing Contractor is installing the roofing system improperly, he shall notify the Contractor to stop all work until the Consultant is notified and inspects the work for design conformity. If appropriate, provisions should be made to seal the roof work area until the Consultant arrives, and the installation issues are resolved.

If the Consultant determines that the installation does not meet the intentions of the design or indicates poor workmanship, he shall notify the Project Manager that he recommends the questionable roofing installation be removed and replaced properly. The Project Manager shall then notify the Contractor verbally to take the recommended action and shall follow up with a written directive indicating the time and date the Contractor was notified.

4. Meetings

The Consultant and Roof Monitor shall both attend the pre-construction conference and all periodic progress meetings during the installation of the roof systems on the building.

K. 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.K** "**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. All work to be in coordination with NJSP/NJ Building Authority to minimally impact the daily operation of the lab facility.

L. COMMISSIONING SERVICES

1. Overall Goal

The overall goal of the commissioning process is to ensure that Project is delivered successfully and produces optimal results with respect to its stated requirements as described in the Scope of Work. In general, this consists of the following:

- Ensuring that the design is satisfactory and addresses the customer needs as identified within the Project scope of work document.
- Ensuring that the construction is satisfactory and is executed in accordance with the Project design documents.
- Ensuring that all applicable building systems within the Project scope are performing optimally upon completion of final testing.

2. Specifications

The specific duties of the Commissioning Agent during each project phase are described in this section. The following requirements were developed based on ASHRAE Standard 202, which shall serve as a guiding document for the Commissioning Agent alongside other applicable industry sources such as ASHRAE Guidelines (0, 0.2, 1.2, 1.5) and NFPA Standards (3, 4).

Commissioning Agent shall, during the Program Phase:

- Develop a commissioning plan that contains and defines the requirements for commissioning Project including but not limited to: roles & responsibilities of project team members, documentation checklists, issue/resolution logs, performance testing procedures, owner training plans, and schedule of activities. This commissioning plan shall be reviewed by the Using Agency and revised as needed throughout the duration of the project.
- Conduct an initial commissioning meeting in order to go over the commissioning plan with the project team, ensuring that all team members understand their respective roles & responsibilities and address any questions or concerns that may arise.
- Attend the evaluation presentation provided by the Consultant and provide comments.

Commissioning Agent shall, during the Design Phases:

- Coordinate and direct all commissioning activities, including general identification & resolution of issues.
- Attend all design review meetings and provide comments.
- Incorporate applicable commissioning requirements into the design documents.
- Review all design document submissions by the Consultant and provide comments.
- Attend all design presentations provided by the Consultant and provide comments.

Commissioning Agent shall, during the Bid Phase:

- Attend the construction pre-bid meeting in order to address any commissioning-related items.
- Assist project team in providing responses to any commission-related questions submitted by construction bidders.
- Assist project team in the preparation of project bulletins as needed.

Commissioning Agent shall, during the Construction Phase:

- Coordinate and direct all commissioning activities, including general identification & resolution of issues.
- Review and provide comments on all applicable contractor submittals including, but not limited to: construction schedule, unit pricing, shop drawings, product data, and training plans.
- Review all applicable contractor requests for information and change orders and advise project team as needed.
- Perform site visits as needed in order to observe construction.
- Attend all bi-weekly construction progress meetings and provide input as needed. Plan and conduct commissioning meetings as needed, which shall be scheduled to coincide with construction progress meetings.
- Provide bi-weekly progress reports of commissioning activities.
- Observe startup, testing, and adjusting of the applicable building systems as needed and review the associated reports, providing comments to project team as needed.

Commissioning Agent shall, during the Construction Close-Out Phase:

- Coordinate and direct all commissioning activities, including general identification & resolution of issues.
- Ensure that the owner training and demonstrations are executed in a satisfactory manner.
- Attend all inspection / punch list walkthroughs and provide input as needed.
- Review and provide comments on all applicable deliverable submissions including, but not limited to: O&M manuals, as-built/record drawings, and warranties.
- Provide input regarding determination of substantial completion.

Commissioning Agent shall, during the Final Testing Phase:

- Coordinate and direct all commissioning activities, including general identification & resolution of issues.
- Provide long-term comprehensive performance testing in order to confirm that the applicable building systems are performing optimally **throughout the full range of expected conditions (e.g., on-peak demand, off-peak demand, cooling season, heating season)**. Both active and passive testing shall be utilized as needed.
- Assist project team with resolution of all issues and concerns identified during performance testing.

Commissioning Agent shall, during the Commissioning Close-Out Phase:

- Provide a final commissioning report. Report shall include all records and documentation involving the commissioning process as well as a comprehensive summary of the commissioning results.

M. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings

Conduct the appropriate number of review meetings or meetings requested by the NJSP/NJ Building Authority Project Team during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the delivery contract, and make changes where appropriate. It is expected that all meetings during the critical design phase are in person and the appropriate amount of time is allotted for in-depth dialog.
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.

NJSP shall have input throughout the entire design phase. This is needed to avoid unnecessary inclusions or deletions that differ from NJSP expectations and budget requirements.

2. Design Presentations

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

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

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.

N. EXISTING DOCUMENTATION

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

- DPMC Project S0280-00: DNA Lab Retrofit Hammonton, 01-12-1994, The O'Connor Group
- DPMC Project S0439-00: HVAC Replacement Project Hammonton, 09-25-2002, U.S. International Services Ltd.
- DPMC Project S0494-00: Regional Lab HVAC Replacement Hammonton, 08-19-2002, U.S. International Services Ltd.
- Conceptual Program and Site Plan Study North Laboratory, 06-06-2025, Ronald A. Sebring Associates, LLC
- Septic System Replacement Permit Application in April 2016, Lammey & Giorgio, William Lammey, Atlantic County DOH Permit #3343-15

Review these documents and any additional information that may be provided later 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

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJUCC Plan Review

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

Upon approval of the Final Design Phase Submission by NJSP, NJ Building Authority & 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 by third party certificate authority.

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

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf

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

DPMC Office of Design and Construction
PO Box 235
Trenton, NJ 08625-0235
DPMC-ODC-ePLANS@treas.nj.gov 609-633-7186

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

The NJUCC "Plan Review Fee Schedule" can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_fees.pdf

2. NJUCC Permit

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

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

Ownership in Fee:
New Jersey State Police
1040 River Road
Ewing Township, NJ 08628

Proposed work site:
NJSP South Laboratory
3434 South Whitehorse Pike,
Hammonton, NJ 08037

Work site location:
NJSP South Laboratory
3434 South Whitehorse Pike,
Hammonton, NJ 08037
Atlantic County
Block 2905 Lot 2 and 2.01
The county MUST be listed in the address.

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

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

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

3. Prior Approval Certification Letters

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

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission; Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; Health Department Approval for Septic Systems; and Notification to Adjoining Property Owners with N.J.A.C. 5:23-2.17(c). It shall be noted that in

accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that separate permits should 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 was indicated on the permit application.

5. Special Inspections

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

Bulletin 03-5 can be found at:
https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition

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

b. Responsibilities

The Consultant shall submit with the permit application a list of special inspections and the agencies or special inspectors that will be responsible for carrying 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) to meet the approved project milestone dates.

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

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

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

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

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

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

XI. PROJECT CLOSE-OUT PHASE

The NJ Building Authority Project Manager has full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible for cooperating with the NJ Building Authority Project Manager in the planning, scheduling, and execution of project close-

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

XII. ENERGY REBATE AND INCENTIVE PROGRAMS

The Consultant shall review 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 for completing the appropriate registration forms and applications, provide any applicable worksheets, manufacturer's specification sheets, calculations, attend meetings, and participate in all activities with designated representatives of the programs and utility companies to obtain the entitled financial incentives and rebates for this project.
All costs associated with this work shall be estimated by the Consultant and the amount included in the base bid of its fee proposal.

XIII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

NOTE: The NJUCC permit is excluded since it will be paid for by the State.

3. Applications

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

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal.
Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a "Hazardous Materials Survey Report" noted in paragraph **VII.K** 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.K** 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.K** 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.

E. EXISTING OFFICE TRAILER DEMOLITION ALLOWANCE

The Consultant shall estimate the costs to provide design and construction administration services to demolish and dispose of the existing office trailer following completion of the new lab and renovation of the existing lab and enter that amount on the fee proposal line item entitled, **"Existing Office Trailer Demolition Allowance."** The Consultant shall attach a detailed cost breakdown sheet to the fee proposal for this allowance for use by DPMC during potential fee negotiations. Refer to paragraph VII.C.2.

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

F. ROOF MONITOR ALLOWANCE

The Consultant shall provide a roof monitor pre-qualified with DPMC in P028 Roofing Inspection Specialty Discipline during the installation of the roof system on the building. The roof monitor shall only be onsite when needed. See section VII, paragraph J of this Scope of Work for a description of services to be provided by a roof monitor.

The costs for the services provided by the roof monitor shall be included in the **"Roof Monitor Allowance"** of their fee proposal. A cost breakdown sheet shall accompany the fee proposal that identifies all costs associated with the Roof Monitoring services to be provided.

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

G. ELECTRICAL ALLOWANCE

The Consultant shall estimate the cost to provide an electrical contractor to perform any investigation that requires opening the switchgear. **"Electrical Allowance"** cover any investigatory activities into medium and/or high voltage equipment.

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

H. SANITARY FLOW MODELING ALLOWANCE

As necessary, prior to the design of the Septic System, the Consultant shall provide for Sanitary Flow Modeling services conducted by a Subconsultant pre-qualified with DPMC in the P006 Sanitary Engineering Discipline. See **VII.C.16.** of this Scope of Work for the description of services to be provided by the Sanitary Engineer.

If an initial assessment indicates an increase in sanitary flows that would trigger an increase in permitting requirements, sanitary flow modeling may be required. The Consultant shall estimate the cost to perform sanitary flow modeling and enter that amount on the fee proposal line item entitled "**Sanitary Flow Modeling Allowance**."

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

XIV. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 09-22-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 9/22/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: 9/28/26
ANTHONY NOCITO, CAPTAIN DATE
NEW JERSEY STATE POLICE
FACILITIY & ASSET CONTROL BUREAU CHIEF

SOW APPROVED BY: Michael Kennedy 10/5/26
MICHAEL KENNEDY, DIRECTOR DATE
OFFICE OF FORENSIC SCIENCES

SOW APPROVED BY: 10/6/26
JOSEPH FUCA, DEPUTY CHIEF CONSTRUCTION DATE
NJBA PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 10.30.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XV. CONTRACT DELIVERABLES

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

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

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

PROGRAM PHASE;

SCHEMATIC DESIGN PHASE;

DESIGN DEVELOPMENT PHASE;

FINAL DESIGN PHASE;

PERMIT APPLICATION PHASE;

BIDDING AND CONTRACT AWARD;

CONSTRUCTION PHASE; and

PROJECT CLOSE-OUT PHASE

XVI. EXHIBITS

A. SAMPLE PROJECT SCHEDULE FORMAT
B. PROJECT SITE LOCATION MAP
C. PHOTOS
D. SOUTH LAB PROJECT DESCRIPTION

END OF SCOPE OF WORK

DPMC Project No.: S0679-00

Deliverables Checklist
Program 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						
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

DPMC Project No.: S0679-00

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

DPMC Project No.: S0679-00

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

DPMC Project No.: S0679-00

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 CI Format						
16.7.	Project Schedule						
16.8.	Plan Review/Scope of Work Compliance Statement						
16.9.	Permit Application 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 Project Manager the status of all the deliverables required by the project specific Scope of Work.

_____ _____

Consultant Signature Date

DPMC Project No.: S0679-00

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						
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

DPMC Project No.: S0679-00

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						
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

DPMC Project No.: S0679-00

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						
S.O.W. Reference	**S.O.W. Specific Requirements**						

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

_____ _____

Consultant Signature Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
0	**Typical Project Model**	**Mon 5/19/...**	**Mon 1/25/...**	**617 days**
1	**Project Initiation Phase**	**Mon 5/19/25**	**Tue 7/1/25**	**44 days**
2	Project Funding Received	Mon 5/19/25	Tue 5/20/25	1 eday
3	Schedule Site Visit	Wed 5/21/25	Thu 5/22/25	1 eday
4	Site Visit	Thu 5/29/25	Fri 5/30/25	1 eday
5	Prepare Draft SOW	Fri 5/30/25	Wed 6/4/25	5 edays
6	Distribute Draft SOW for Review	Wed 6/4/25	Thu 6/5/25	1 eday
7	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
8	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
9	Review SOW	Thu 6/5/25	Sun 6/15/25	10 edays
10	Receive Comments Revise SOW	Sun 6/15/25	Fri 6/20/25	5 edays
11	Distribute Final SOW for Review & Signature	Fri 6/20/25	Sat 6/21/25	1 eday
12	Review & Sign SOW	Sat 6/21/25	Sun 6/22/25	1 eday
13	Review & Sign SOW	Tue 6/24/25	Wed 6/25/25	1 eday
14	Review & Sign SOW	Fri 6/27/25	Sat 6/28/25	1 eday
15	Forward SOW to Procurement	Mon 6/30/25	Tue 7/1/25	1 eday
16	**Consultant Selection Phase**	**Tue 7/1/25**	**Mon 8/11/25**	**41 days**
17	Prepare Solicitation, Advertise Proj	Tue 7/1/25	Thu 7/3/25	2 edays
18	Select Firms - Random Selection	Thu 7/3/25	Fri 7/4/25	1 eday
19	Conduct Preproposal Meeting	Mon 7/14/25	Tue 7/15/25	1 eday
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/15/25	Wed 7/16/25	1 eday
21	Receive Proposals - Distribute for Review	Sat 7/26/25	Sun 7/27/25	1 eday
22	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
23	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
24	Review & Rank Proposals	Sun 7/27/25	Fri 8/1/25	5 edays
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Fri 8/1/25	Sat 8/2/25	1 eday
26	Negotiate Fee	Sat 8/2/25	Thu 8/7/25	5 edays
27	Provide Funding for Consultant Contract	Thu 8/7/25	Fri 8/8/25	1 eday
28	Complete Recommendation to Awa	Thu 8/7/25	Sat 8/9/25	2 edays
29	Consultant Contract Award	Sat 8/9/25	Mon 8/11/25	2 edays
30	**Design Phase**	**Sat 8/16/25**	**Tue 3/17/26**	**213 days**
31	Design Contract "Kick-Off" Meeting	Sat 8/16/25	Mon 8/18/25	2 edays
32	Program Design Phase	Mon 8/18/25	Mon 9/15/25	28 edays
33	Receive Program Submittal & Distribute for Review	Mon 9/15/25	Thu 9/18/25	3 edays

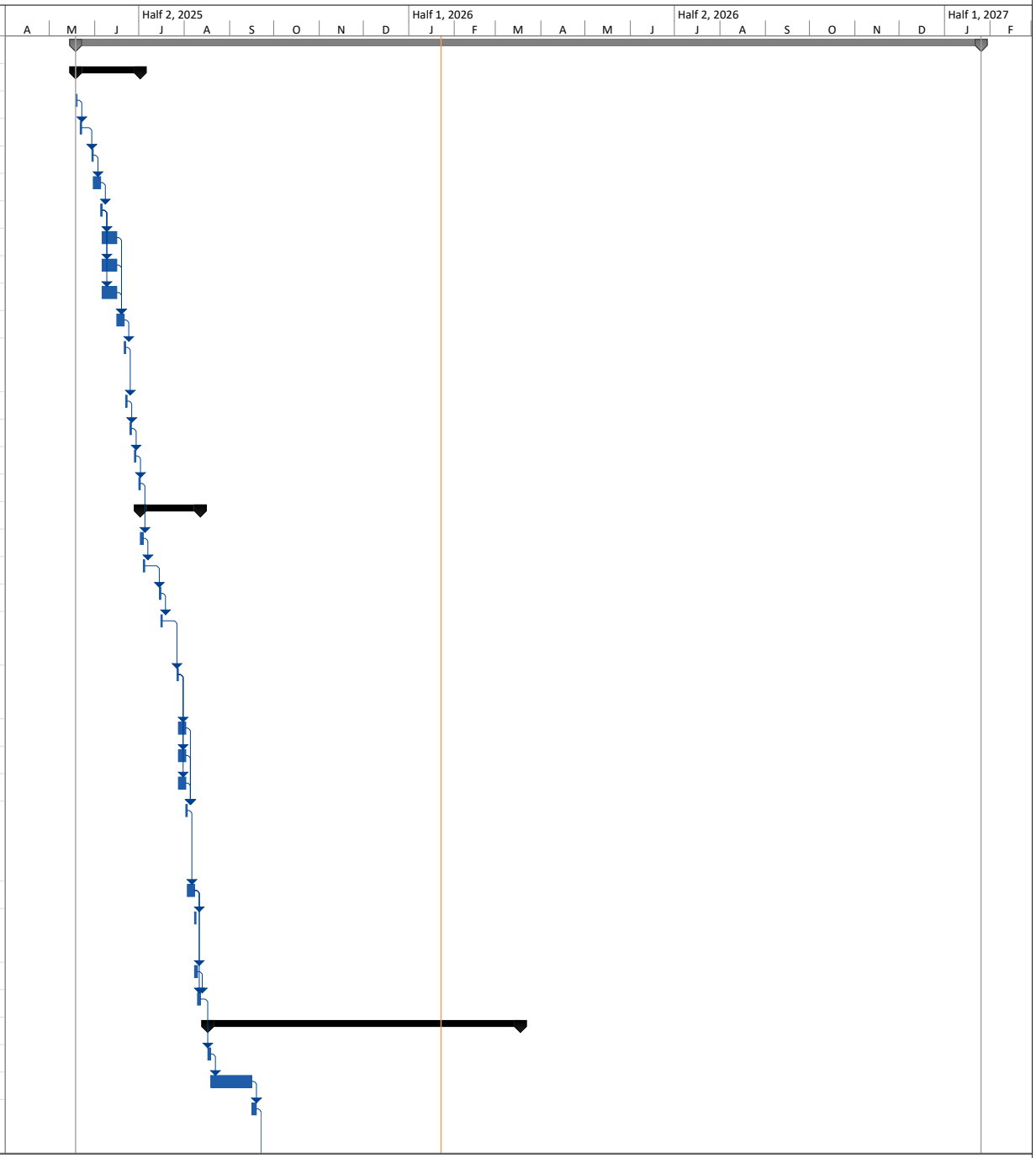


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
34	Program Phase Presentation/Submittal	Thu 9/18/25	Fri 9/19/25	1 eday
35	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
36	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
37	Review Program Phase	Fri 9/19/25	Mon 9/29/25	10 edays
38	Receive Program Phase Comments, Review & Consolidate and Forward to Consultant	Mon 9/29/25	Thu 10/2/25	3 edays
39	Schematic Design Phase	Thu 10/2/25	Thu 10/30/25	28 edays
40	Receive Schematic Submittal & Distribute for Review	Thu 10/30/25	Sun 11/2/25	3 edays
41	Schematic Phase Presentation/Submittal	Sun 11/2/25	Mon 11/3/25	1 eday
42	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
43	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
44	Review Schematic Phase	Mon 11/3/25	Thu 11/13/25	10 edays
45	Receive Schematic Phase Comments, Review & Consolidate and Forward to Consultant	Thu 11/13/25	Sun 11/16/25	3 edays
46	Design Development (DD) Design Phase	Sun 11/16/25	Sun 12/14/25	28 edays
47	Receive DD Submittal & Distribute for Review	Sun 12/14/25	Wed 12/17/25	3 edays
48	DD Phase Presentation/Submittal	Wed 12/17/25	Thu 12/18/25	1 eday
49	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
50	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
51	Review DD Phase	Thu 12/18/25	Sun 12/28/25	10 edays
52	Receive DD Phase Comments, Review & Consolidate and Forward to Consultant	Sun 12/28/25	Wed 12/31/25	3 edays
53	Final Design Phase	Wed 12/31/25	Wed 1/28/26	28 edays
54	Final Submittal & Distribute for Rev	Wed 1/28/26	Sat 1/31/26	3 edays
55	Final Phase Presentation/Submittal	Sat 1/31/26	Mon 2/2/26	2 edays
56	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
57	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
58	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
59	Review Final Phase	Mon 2/2/26	Thu 2/12/26	10 edays
60	Receive Final Phase Comments, Review & Consolidate and Forward to Consultant	Thu 2/12/26	Sun 2/15/26	3 edays
61	Final/Permit Design Phase	Sun 2/15/26	Sun 3/1/26	14 edays

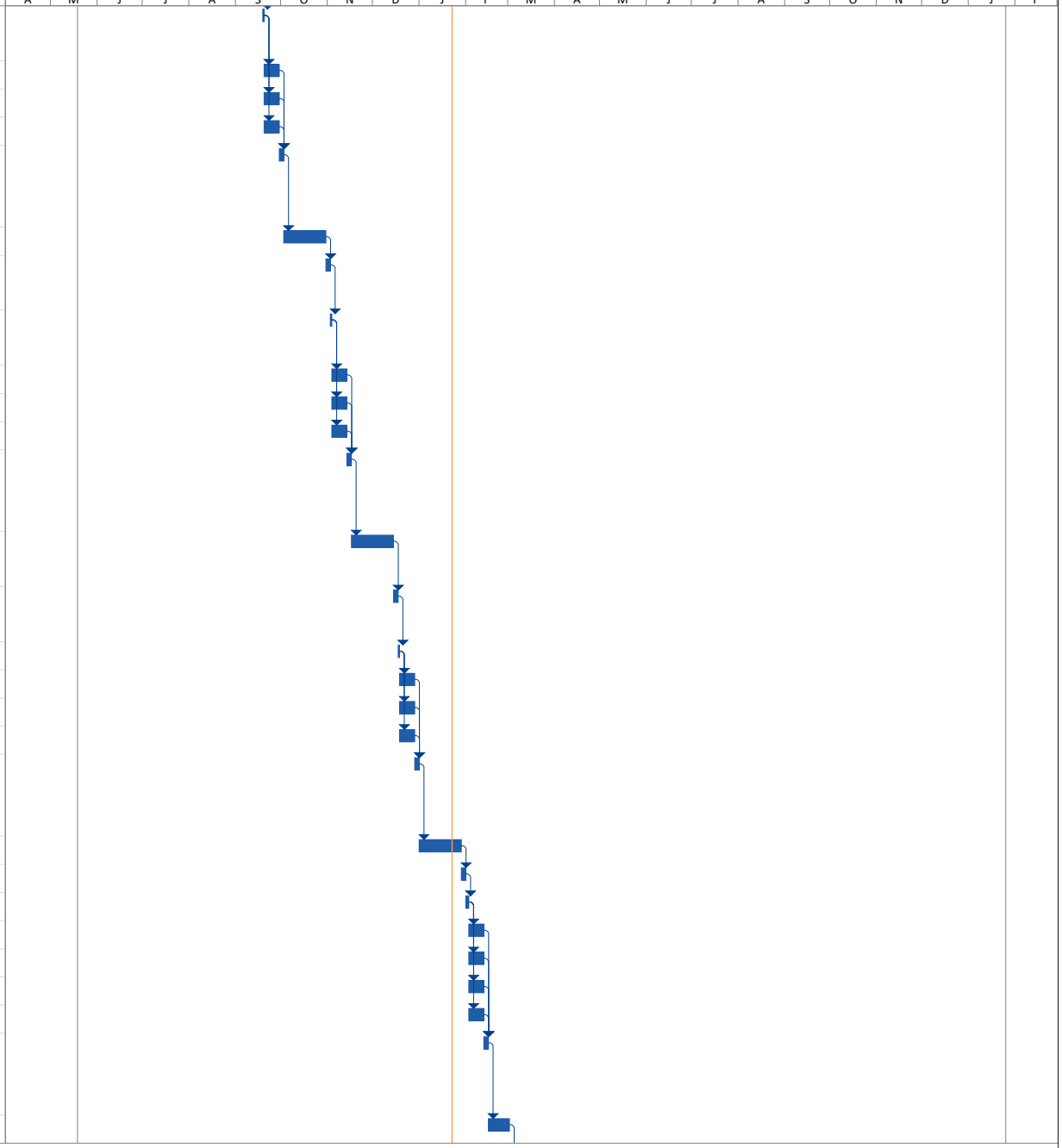


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration
62	Final/Permit Submittal & Distribute for Review	Sun 3/1/26	Wed 3/4/26	3 edays
63	Review Final/Permit Phase	Wed 3/4/26	Sat 3/14/26	10 edays
64	Receive Final/Permit Phase Approval and Forward to	Sat 3/14/26	Tue 3/17/26	3 edays
65	**Permit Acquisition Phase**	**Wed 3/4/26**	**Sun 3/29/26**	**25 days**
66	Prepare UCC Application, Bid Clearance & Submit Bid Package	Tue 3/17/26	Tue 3/24/26	7 edays
67	Provide Funding for Construction	Wed 3/4/26	Thu 3/5/26	1 eday
68	Secure Bid Clearance Including Funding Verification	Tue 3/24/26	Sun 3/29/26	5 edays
69	**Advertise-Bid-Award Phase**	**Sun 3/29/26**	**Sun 5/24/26**	**56 days**
70	Advertise Project for Construction	Sun 3/29/26	Mon 3/30/26	1 eday
71	Conduct Pre-Bid Meeting	Mon 4/13/26	Tue 4/14/26	1 eday
72	Contractor Questions Due - Prepare and Issue Bulletin	Sun 4/19/26	Wed 4/22/26	3 edays
73	Construction Bids Due - Open Bids	Mon 4/27/26	Tue 4/28/26	1 eday
74	Conduct Post Bid Review Meeting	Sun 5/3/26	Mon 5/4/26	1 eday
75	Prepare and Submit Recommendation for Award	Mon 5/4/26	Wed 5/6/26	2 edays
76	Prepare and Submit Recommendation for Award	Wed 5/6/26	Fri 5/8/26	2 edays
77	Prepare Contract and Schedule Award Meeting	Fri 5/8/26	Wed 5/13/26	5 edays
78	Conduct Contract Award Meeting/Issue NTP	Mon 5/18/26	Tue 5/19/26	1 eday
79	Sign/Seal UCC Permit Applications	Mon 5/18/26	Tue 5/19/26	1 eday
80	Secure UCC Permit from DCA	Tue 5/19/26	Sun 5/24/26	5 edays
81	**Construction Phase**	**Sun 5/24/26**	**Sat 11/21/26**	**181 days**
82	Conduct Construction "Kick-Off Meeting"	Sun 5/24/26	Mon 5/25/26	1 eday
83	Complete Construction - Achieve Substantial Completion	Mon 5/25/26	Sat 11/21/26	180 edays
84	**Project Close-Out Phase**	**Sat 11/21/26**	**Mon 1/25/27**	**65 days**
85	Complete Punch List	Sat 11/21/26	Mon 12/21/26	30 edays
86	Close Out Construction Contract	Mon 12/21/26	Sat 12/26/26	5 edays
87	Close Out Consultant Contract	Sat 12/26/26	Mon 1/25/27	30 edays

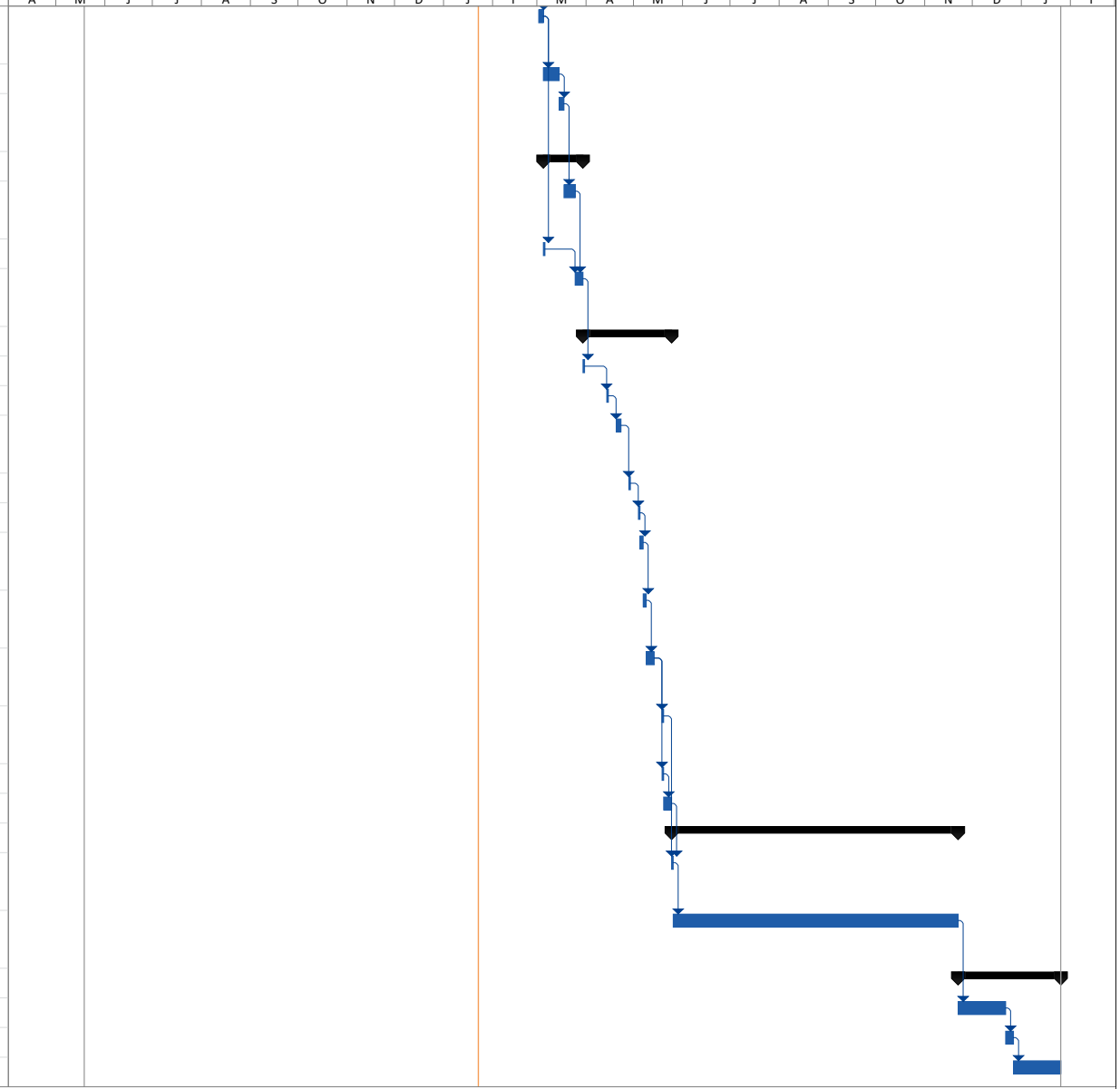


EXHIBIT 'A'

Typical DPMC Project - Random Selection of Design Consultant

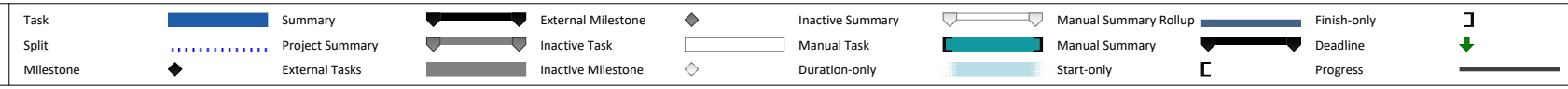
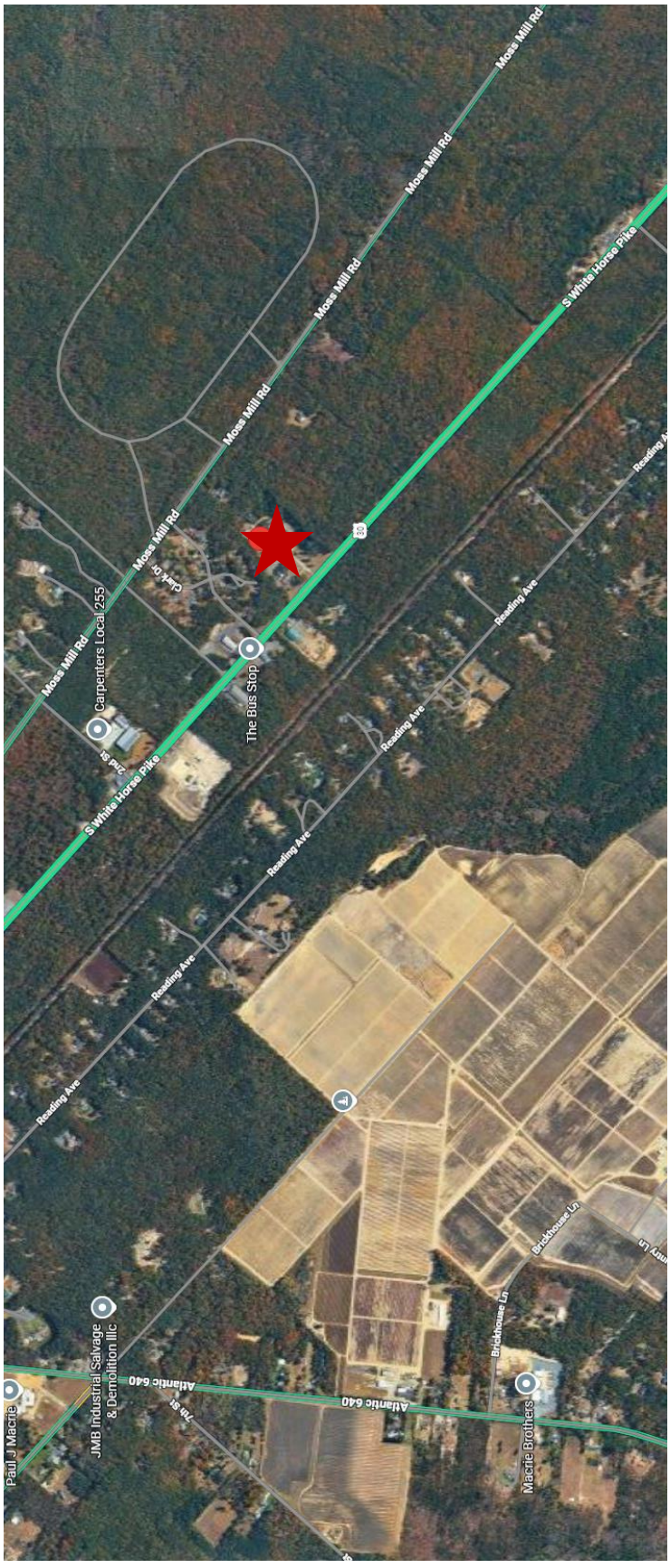


EXHIBIT 'A'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S White Horse Pike
Reading Ave
Reading Ave
Reading Ave
Reading Ave
Reading Ave
Carpenters Local 255
The Bus Stop
S White Horse Pike
Atlantic 640
Atlantic 640
Brickhouse Ln
Brickhouse Ln
JMB Industrial Salvage & Demolition llc
Paul J Macrie
Macrie Brothers

EXHIBIT 'B'



Old Laboratory to be Renovated

Proposed New Southern Regional Laboratory

Existing Trailer to be Demolished

EXHIBIT 'B'

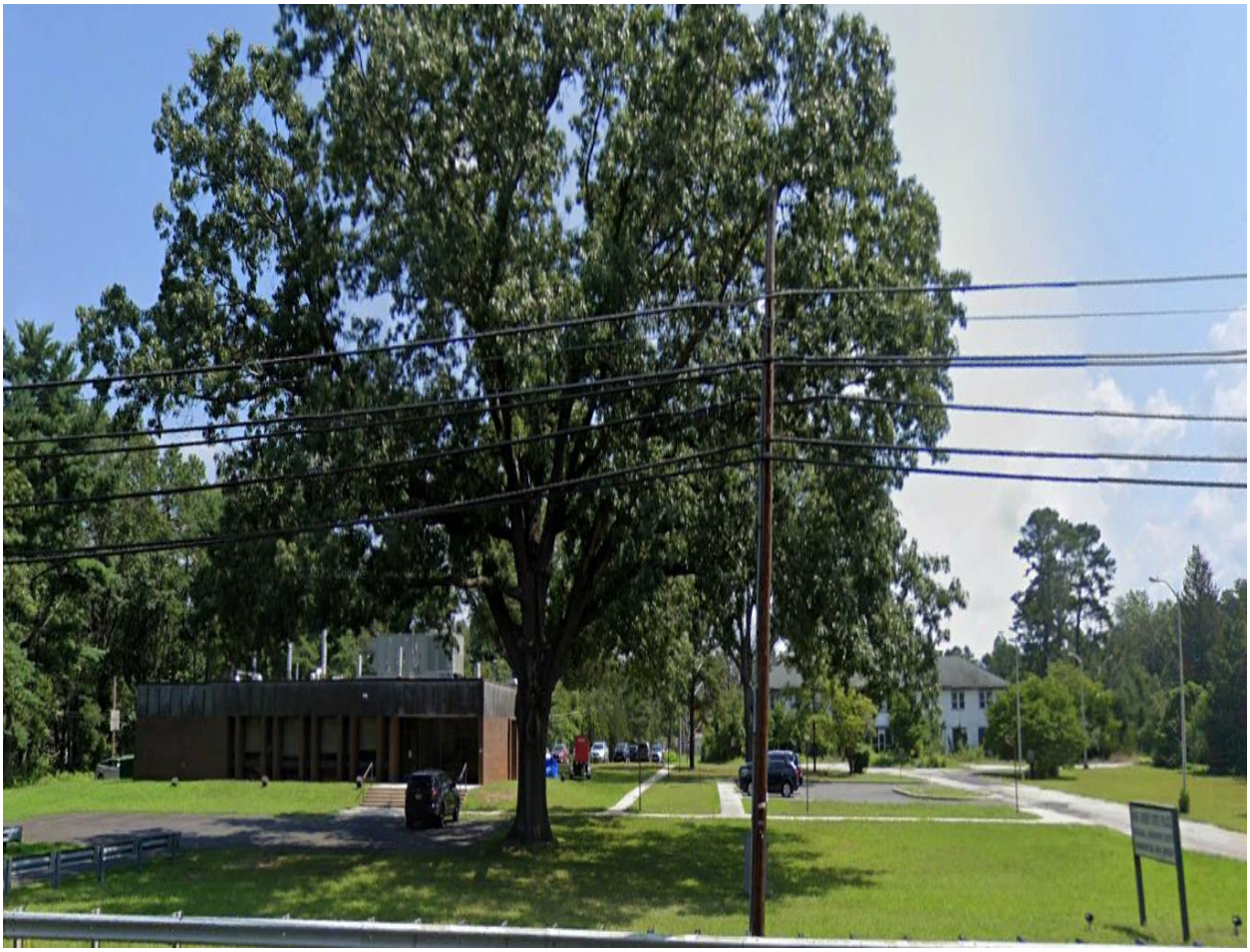

EXHIBIT 'C'

Existing Laboratory

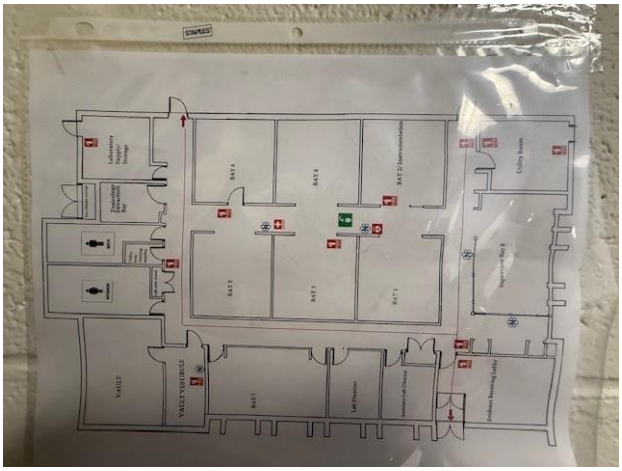











EXHIBIT 'C'



Utilities



Well



Septic System



Generator

EXHIBIT 'C'

Existing Trailer

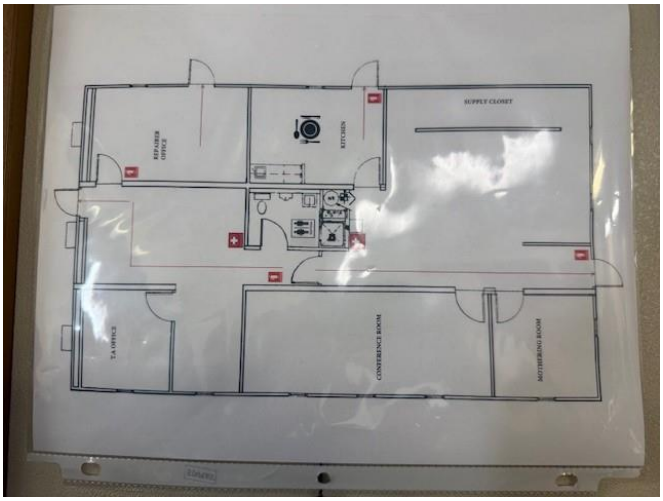





EXHIBIT 'C'

Project Description

The Office of Forensic Sciences South Regional Laboratory is one of four accredited regional forensic laboratories operated by the New Jersey State Police. Located at 3434 South Whitehorse Pike, approximately eight miles east of Route 206 in Hammonton, Atlantic County. The laboratory serves law enforcement agencies in Atlantic, Southern Burlington, Camden, Cape May, Cumberland, Gloucester, Southern Ocean, and Salem Counties and provides forensic services such as the analysis of controlled dangerous substances, fire debris, and toxicological analysis of biological fluids for all state, county, and local agencies in this area. This facility receives the highest volume of drug case submissions in New Jersey.

The current laboratory and its annex trailer are significantly undersized for the 34 staff members currently assigned there. The staff include one laboratory director, five forensic scientist supervisors, 22 forensic scientists, one technical assistant evidence handler supervisor, four technical assistant evidence handlers, and one senior repairer.

The design and construction of this project should comply with NISTIR 7941, *Forensic Science Laboratories: Handbook for Facility Planning, Design, Construction, and Relocation*.

The following project description outlines the general construction and design requirements for the new South Regional Laboratory.

General Laboratory Design Requirements

1. Building Exterior
   Building Exterior to be determined
2. Security
   a. Interior and exterior security cameras
   b. Secured vehicles garage bay
   c. Door alarms for all exterior doors
   d. Intrusion detection for all ground floor exterior windows
   e. Motion detection in evidence storage spaces
   f. Parking/Safety bollards where needed
   g. Secured HVAC air intakes
   h. Secured lobby/evidence drop off area with transaction counter
      Access control system for exterior and interior doors
3. IT Network
   a. Phone system integration with intercom capability
   b. Networked printing/scanning
   c. Network solution for building control systems

EXHIBIT 'D'

4. Power/Auxiliary Power
    a. Backup generator/ATS
5. Vehicle Processing Bay attached to the lab building
    Drive through vehicle bay
6. Fume Hoods
    a. Class A, chemical fume hood with remotely located and acoustically isolated exhaust blower, preferably an energy efficient model
    b. Utility needs, such as laboratory compressed air, laboratory vacuum, water, laboratory gases
7. Biological Hoods
    a. Class II, types A2, B1, or B2, depending on specific application
8. Bench-Top Work Surfaces
    a. Solid chemical-resistant material, such as epoxy resin, in laboratory space where fume hood or chemical-rated biological hood is installed
    b. Stainless steel in spaces where biologically contaminated evidence is to be placed on the work surface
    c. Chemical-resistant counter tops in all other laboratory spaces not identified above
9. Laboratory Sinks – Chemical resistant
    a. Epoxy resin in solid chemical-resistant countertops
    b. Glassware pegboard with drip tray, as required
    c. All other locations, stainless steel
10. Hands-Free Sinks
    a. All clean sinks
    b. Other special locations as specified by users
11. Clean Sink Areas
    a. At the entrance to every laboratory section
    b. Only for washing hands upon leaving a laboratory section
    c. Near laboratory coat hangers
    d. Near cabinetry for storage of soap, paper towels, gloves, and other protective garments, as determined necessary by the users
12. Chemical Waste Plumbing
    a. All epoxy resin sinks and fume hood cup sinks
    b. Dilution system, neutralizing filters, or holding vessels, depending on local authority and plumbing design, if needed
    c. At laboratory sinks and fume hoods, cup sinks where chemical spills or disposal occurs

EXHIBIT 'D'

13. Ante Rooms
    a. Between clean and dirty spaces (for example, between main circulation corridor and entrance to a laboratory section that potentially contains hazardous airborne contaminants)
    b. Air handled through directional airflow to prevent exfiltration of contaminated air
    c. All the features of the clean sink areas described above
14. Bulk Chemical Storage Rooms
    a. Exhaust system to expel both heavier- and lighter-than-air vapors
    b. Explosion-proof electrical fixtures and chemical spill containment
    c. Verification of room code occupancy type based upon type and amount of chemical to be stored per local, state and national code requirements.
15. Finishes
    a. Laboratory floors: chemical-resistant sheet rubber or rubber tiles with welded seams and an integral cove base
    b. Laboratory walls: epoxy-painted concrete masonry units or gypsum wall board
    c. Laboratory ceilings: non-shedding acoustical tiles, except in post-amplification rooms and wash-down rooms, such as evidence drying rooms, which are epoxy-painted gypsum wallboard
    d. Non-laboratory spaces: acceptable interior finish standards for offices and non-laboratory support spaces
16. Laboratory Cabinets
    a. Standard modular fixed or mobile table-based systems suitable for installation in wet chemistry and biological sciences laboratory spaces
    b. Steel or wood preferred, plastic laminate acceptable
    c. Maximum use of mobile flexible laboratory casework systems
17. Files
    a. Generally, one four-drawer filing cabinet, or the equivalent file storage space, for each analyst at the area of the non-laboratory workstation
    b. Use of high-density mobile storage system to minimize floor space
18. Workshop area for the assigned Senior Repairer
19. Secure Evidence Storage Room – Vault
    a. Security access per DEA requirements
    b. Refrigerated evidence storage
20. Gas cylinder storage with manifolds, plumbed through wall to instruments in entire lab (gas generators for hydrogen, nitrogen, etc. may be utilized in lieu of cylinders)
    a. Accessible from interior and exterior in accordance with OSHA standards.
21. Laboratory Section Office Spaces
    a. Private Offices
        i. Supervisors
            1. 6 supervisor offices
        ii. Case review: for laboratory sections with four or more staff members, table and chairs for half of the analysts and book shelving for references and manuals

EXHIBIT 'D'

b. Cubicles
    i. Analysts
        1. 24 Analyst open-office cubicles outside of the laboratory

Administrative Section

These considerations apply to the laboratory's administrative office areas.

1. Private Office
    a. Lab Director and Assistant Lab Director offices
2. Open Office Area for reception
    a. Reception counter for 4 personnel
    b. 6 workspaces for Technical Assistants
3. Administrative Workroom
    a. Copy machine, facsimile machine, shredder, mailboxes, administrative supplies, case files, business files, mail machine, etc.
4. Public Spaces
    a. Reception/waiting area, visitor reception counter, display cabinets, LIMS workstation, and future RAPID DNA workstation.
5. Toilet Room
    a. Separate men's and women's, accessible to people with disabilities according to the Americans with Disabilities Act
6. Conference/Training
    a. One general conference room for minimum 12 people.
    b. One multipurpose/kitchen/training room that seats minimum 38 employees
    c. Video conferencing capabilities in both rooms

Controlled Substance Section – Drug Unit

This section analyzes evidence to identify material secured during drug seizures.

1. Main Laboratory

    a. 14 Individual analyst workstations with secure evidence storage cabinet for in-process evidence
    b. Bench for fume hood, laboratory sink, bench space for equipment and procedures. Minimum 5 fume hoods
    c. Localized vibration-isolation benches for analytic balances, as required
2. Instrumentation Room
    a. Benches for the following instruments, with adjacent layout bench, computer, and other equipment: 5 GC-MS, 1 GC, 2 Cannabis Analyzers, 1 FTIR, and 1 UV-Vis.
    b. Access to the rear of each instrument, as needed, for maintenance and utility access
    c. Instrument maintenance space with fume hood, solvent storage, and laboratory sink
    d. Shelving for storage of references and manuals

EXHIBIT 'D'

e. Sufficient data requirements for each instrument and workstation
f. Sufficient power requirements for each instrument
g. Sufficient heat-exhaust characteristics for each instrument
h. Ventilated, acoustical base cabinets for instrument pumps
i. Separate enclosed room to control noise and heat

3. Reference Materials Standards Storage Cabinet
    a. Laboratory refrigerator
    b. May be in evidence storage area
4. Reagent Preparation
    a. Separate room or part of the main laboratory
    b. 4-foot fume hood with chemical storage base cabinets
    c. Bench space for specific equipment and procedures, as needed
5. Other Considerations
    a. Space/area for analysis of large bulk drug seizures
    b. Chemical storage cabinet area
    c. Space for drying chamber (approximately 75 sq. ft.).

Toxicology Section – Toxicology Unit

This section analyzes biological specimens for the presence of alcohol, drugs, and other toxic compounds. The analysis can aid medical or legal investigation of death, poisoning, drug use, and DUIs.

1. Main Laboratory
    a. 8 Individual analyst workstations with secure evidence storage cabinet for in-process evidence
    b. Bench for fume hood, as needed, laboratory sink, bench space for equipment and procedures. 2 Pipettor dilutor hoods and 3 extraction hoods.
    c. Laboratory equipment bench space, as needed
2. Instrumentation Room
    a. Bench for the following instruments, with adjacent layout bench, computer, and other equipment: 6 GC-MS, 2 BAC, 1 QTOF, 1 Volatile Headspace, 1 LC-QQQ, and 2 ELISA.
    b. Access to the rear of each instrument, as needed, for maintenance and utility access
    c. Instrument maintenance space with fume hood, solvent storage, and sink
    d. Shelving for storage of references and manuals
    e. Sufficient data requirements for each instrument and workstation
    f. Sufficient power requirements for each instrument
    g. Sufficient heat-exhaust characteristics for each instrument
    h. Ventilated, acoustical base cabinets for instrument pumps
3. Refrigerated Evidence Storage
    a. Additional room to in-process evidence storage in workstations, as required

EXHIBIT 'D'

b. Secured refrigerators and freezer in main laboratory or in separate secured rooms
c. Temperature monitoring and recording system

4. Reagent Preparation
    a. Separate room or part of the main laboratory space
    b. 4-foot fume hood with chemical storage base cabinets
    c.
    d. Bench space for specific equipment and procedures, as needed
    e. Dedicated refrigerator for storage of standards and reagents.

Fire Debris Analysis Section –

This section identifies and compares specific types of trace materials that could be transferred during the commission of a crime. Trace materials for this section would include the analysis of fire debris for the presence of ignitable liquids or other accelerants used during the commission of arson.

1. Arson Investigation Lab/Room
    a. 1 individual analyst workstation with secure evidence storage cabinet for in-process evidence storage.
    b. Bench for fume hood or exhaust snorkel, laboratory sink, bench space for equipment and procedures.
    c. Bench for the following instruments, with adjacent layout bench, computer, and other equipment: 1 GC-MS, 1 GC, 1 Oven, and 1 hood.
    d. Access to the rear of each instrument, as needed, for maintenance and utility access
    e. Instrument maintenance space with fume hood, solvent storage, and
    f. Shelving for storage of references and manuals
    g. Sufficient data requirements for each instrument and workstation
    h. Sufficient power requirements for each instrument
    i. Sufficient heat-exhaust characteristics for each instrument
    j. Ventilated, acoustical base cabinets for instrument pumps
2. Standards Storage
    a. Refrigerated storage
    b. Custom storage cabinet for various types of standards

EXHIBIT 'D'