

# **SCOPE OF WORK**

## **Replacement of Chillers**

Northern State Prison  
Newark, Essex County, NJ

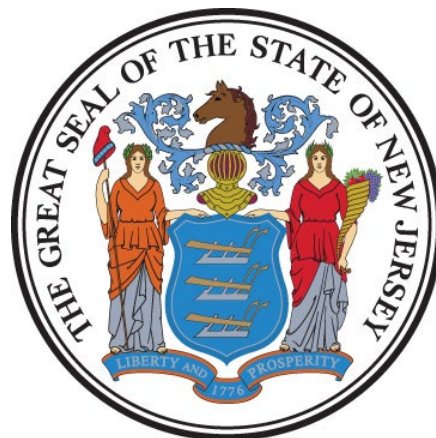
**Project No. C1112-00**

## **STATE OF NEW JERSEY**

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

## **DEPARTMENT OF THE TREASURY**

Aaron Binder, State Treasurer



## **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Thomas A. Edenbaum, Director

**Date: March 23, 2026**

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. OBJECTIVE</b> .....	<b>4</b>
<b>II. CONSULTANT QUALIFICATIONS</b> .....	<b>4</b>
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
<b>III. PROJECT BUDGET</b> .....	<b>4</b>
A. CONSTRUCTION COST ESTIMATE (CCE) .....	4
B. CURRENT WORKING ESTIMATE (CWE) .....	5
C. CONSULTANT’S FEES .....	5
<b>IV. PROJECT SCHEDULE</b> .....	<b>5</b>
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE .....	5
B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE .....	6
<b>V. PROJECT SITE LOCATION &amp; TEAM MEMBERS</b> .....	<b>7</b>
A. PROJECT SITE ADDRESS.....	7
B. PROJECT TEAM MEMBER DIRECTORY .....	7
1. DPMC Representative: .....	7
2. Department of Corrections:.....	7
<b>VI. PROJECT DEFINITION</b> .....	<b>7</b>
A. BACKGROUND .....	7
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	8
<b>VII. CONSULTANT DESIGN RESPONSIBILITIES</b> .....	<b>8</b>
A. CHILLER REQUIREMENTS.....	8
B. CHILLER SYSTEM DESIGN .....	9
C. MANUFACTUREER’S FIELD SERVICES .....	12
D. HAZARDOUS BUILDING MATERIALS.....	13
E. DESIGN MEETINGS & PRESENTATIONS.....	14
F. EXISTING DOCUMENTATION .....	15
<b>VIII. PERMITS &amp; APPROVALS</b> .....	<b>15</b>
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT.....	15
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	17
<b>IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES</b> ....	<b>18</b>

**X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES . 18**

**XI. PROJECT CLOSE-OUT PHASE ..... 18**

**XII. ENERGY REBATE AND INCENTIVE PROGRAMS ..... 18**

**XIII. ALLOWANCES ..... 19**

- A. PLAN REVIEW AND PERMIT FEE ALLOWANCE..... 19
  - 1. Permits ..... 19
  - 2. Permit Costs ..... 19
  - 3. Applications ..... 19
  - 4. Consultant Fee ..... 20
- B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE ..... 20
- C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE ..... 20
- D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE .... 21

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

**XV. CONTRACT DELIVERABLES ..... 23**

**XVI. EXHIBITS..... 23**

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. POWERHOUSEEXISTING PHOTOS
- D. GENERAL SECURITY INFORMATION
- E. APPLICATION FOR CLEARANCE

## **I. OBJECTIVE**

---

The objective of this project is to remove and replace two existing HVAC centrifugal chillers and associated controls within the powerhouse and clean the cooling towers located outside of the powerhouse at the Northern State Prison. See **Exhibit 'B'** for the project site location map.

---

## **II. CONSULTANT QUALIFICATIONS**

---

### **A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS**

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

- **P003 HVAC Engineering**

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

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

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

---

## **III. PROJECT BUDGET**

---

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

The initial Construction Cost Estimate (CCE) for this project is \$3,620,000.

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

---

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

The Current Working Estimate (CWE) for this project is \$4,600,000.

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

The CWE is the client agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change after notification from the consultant during the design process and in a revised CWE deliverable.

## **C. CONSULTANT'S FEES**

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

---

# **IV. PROJECT SCHEDULE**

---

## **A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE**

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

<b>PROJECT PHASE</b>	<b>ESTIMATED DURATION (Calendar Days)</b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Advisability Study Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Schematic Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>4. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>5. Final Design Phase</b>	<b>42</b>

---

• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>6. Final Design Re-Submission to Address Comments</b>	<b>7 (See Note)</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>7. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	
<b>8. Bid Phase</b>	<b>42</b>
<b>9. Award Phase</b>	<b>28</b>
<b>10. Construction Phase</b>	<b>240</b>
<b>11. Project Close Out Phase</b>	<b>30</b>

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

## **B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE**

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

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

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

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

---

### **A. PROJECT SITE ADDRESS**

The location of the project site is:

Northern State Prison  
168 Frontage Road  
Newark, NJ 07114

See **Exhibit ‘B’** for the project site location map.

### **B. PROJECT TEAM MEMBER DIRECTORY**

The following are the names, addresses, and phone numbers of the Project Team members.

#### **1. DPMC Representative:**

Name: Andrew Boden, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3rd Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 306-0315  
E-Mail: [Andrew.Boden@treas.nj.gov](mailto:Andrew.Boden@treas.nj.gov)

#### **2. Department of Corrections:**

Name: David Wiszniewski, Project Manager  
Department of Corrections  
Address: Whittlesey Road, PO Box 863  
West Trenton, NJ 08625  
Phone No: (609) 292-4036 ext. 5431/ (609) 433-7680  
E-Mail: [David.Wiszniewski@doc.nj.gov](mailto:David.Wiszniewski@doc.nj.gov)

---

## **VI. PROJECT DEFINITION**

---

### **A. BACKGROUND**

Northern State Prison was opened in 1987 and is a maximum-security prison. The Prison is located on a 43-acre site and includes in excess of fifty buildings. The Prison currently houses approximately 2,700 incarcerated persons.

---

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

The chillers, manufactured by York International Corporation, are located in the powerhouse which is outside the secure perimeter of Northern State Prison. The cooling tower is located outside near the powerhouse.

The chillers, associated pumps and cooling tower were installed in 2002 under DPMC Project C0750-01. As-Built drawings will be provided to the consultant.

The chillers are currently inoperable. Temporary rented chillers are brought in for summertime needs under a separate project. Switchover to the heating season occurs manually with the closing and opening of certain valves allowing boiler water to use some of the same single loop piping system for hot and cold seasons. Some of these valves may be replaced in this project.

The addition of a Building Management System that will also integrate with the existing boiler system will be evaluated.

Access to the chillers is through a double door that may require enlargement. The Consultant shall address this in its approach. Specifically, address whether the old chillers will be disassembled for removal and the new chillers assembled in place, or if modifications such as enlarging the door/opening or other access changes will be required to accommodate the new equipment. Including any structural, access, or logistical requirements will incorporate requirements into the project scope.

The cooling tower will be cleaned, descaled and sanitized. Valves will be repaired or replaced. Circulating motors will be tested and repaired or replaced as necessary.

---

## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

---

### **A. CHILLER REQUIREMENTS**

#### **1. Advisability Study Phase**

The Consultant shall evaluate the options available for new electric powered chiller systems and recommend a system for this installation. The evaluation shall include, but not be limited to, packaged units, addition of a Building Management System and integration with existing boilers with cost estimates, refrigerants and recycling requirements, valves and long lead items. Water treatment options for the new chiller systems should also be evaluated and recommendations made. Evaluate modular chiller units and compare with other systems with cost estimates.

The cooling tower and associated equipment shall be inspected for proper operation. Items to be inspected include motors, valves, media, filtration system, heaters and controls. Pipes shall be descaled. The facility would like to add a water treatment controller with cellular capability.

The Consultant shall prepare and submit a report of the options considered, evaluation criteria, cost estimates and recommendations including water treatment options.

The Consultant shall design an accessibility plan for the removal of the existing units and installation of the new ones. Address whether the old chillers will be disassembled for removal and the new chillers assembled in place, or if modifications such as enlarging the door/opening or other access changes will be required to accommodate the new equipment. Include any structural, access, or logistical requirements and incorporate into the design. See **Exhibit 'C'** for the existing photos.

## **2. Data Collection**

All available chiller and equipment information will be made available to the Consultant; however, the Consultant shall verify the information provided and determine the history of any changes made to the building, equipment and systems identified.

## **3. Schedule**

Coordinate the project schedule for any required demolition and installation of the new chiller systems and equipment with DOC staff to accommodate the needs of the facility.

# **B. CHILLER SYSTEM DESIGN**

## **1. Chiller System Criteria**

The Consultant shall provide the design and specifications for an energy efficient electric chiller system to replace the existing chiller systems at Northern State Prison. This includes all related components such as piping, valves, controls and utilities. The specifications shall describe the preferred chiller systems and shall list the names of three equal manufacturers for each.

Include all equipment schedules on the drawings by symbol designations, name and estimated size or capacity in BTU, GPM, gallons, etc. All piping shall be labeled to identify its use.

The new chiller units shall contain the appropriate amount of valves and electrical disconnect devices necessary to isolate the units for replacement.

The heating & cooling loop has to remain functional during the construction period, and is part of the design.

## **2. Cooling Load Calculations**

The Consultant shall be responsible to determine the appropriate size and capacity of the new chiller systems and their related components based on the cooling load requirements for the facility. Confirm the new electric chiller capacities by cooling load calculations and submit the signed and sealed data to the DPMC Design & Code Review Unit for record.

## **3. Controls**

Specify a digital control system capable of managing the entire new system from a main control location as well as remote station control.

## **4. Site Plan and Drawings**

The Consultant shall provide a design to show the new chillers to be located at the same location as the existing chillers. The existing chiller pads may also be considered for the new chillers installation.

The Consultant shall provide design criteria to confirm if the existing chiller pads are deemed usable to facilitate the new chillers.

Provide design details for the location and installation of all auxiliary components and accessories including, but not limited to expansion tanks, alarms, sensors, control devices, annunciator panels, condenser pumps, chilled water pumps, etc.

Provide new concrete pads, foundations, and mounting details for any new equipment if needed. Include details for the removal and disposal methods of any existing concrete pads, foundations, and/or equipment if required. Provide one (1) set of signed and sealed structural calculations verifying that the existing or new concrete pads and foundations will support the units.

## **5. Demolition**

Provide a demolition drawing that identifies the chillers equipment and systems to be demolished and removed from the facility. Provide only for demolition necessary to tie new chiller systems into existing lines and equipment as necessary.

Design documents shall state that the Client Agency has the first right of refusal for the salvage of the existing chillers. If the Client Agency refuses salvage rights then the Contractor has salvage rights for any item being removed from the facility.

Any refrigerant shall be reclaimed and disposed of properly.

Describe the special coordination requirements during the demolition phase with the project team and client personnel. Provide design criteria for such as shut down and isolation of utilities, need

for temporary isolation valves, bypass piping, temporary power and utility backup systems if required, etc.

## **6. Fire Protection Program**

Address the fire protection requirements during the demolition and installation of the equipment. Language shall be included in the design documents that states any acetylene, welding, brazing, and soldering equipment, or other potential source of fire ignition cannot be used on the construction site until a fire watch program has been submitted by the Contractor and approved by the Consultant and Project Team members.

## **7. Site Preparation, Repairs, Restoration**

Approved locations for dumpsters shall be shown on the site drawing and the frequency for removal from the facility shall be described. Demolished equipment and materials may not be stored on site. Describe the requirements for disposal of special materials such as refrigerants, lubricants, etc.

Identify any special requirements for construction fencing, parking areas for contractor vehicles and equipment, traffic patterns, security, temporary site lighting, road barriers, material storage trailers, noise restrictions, special work hours, etc. if required.

The design documents shall identify the requirements necessary to restore the site landscaping, roadways, etc. to their original condition if they are impacted by the work of this project.

## **8. Electrical Power Distribution System**

Review and provide a design for all electrical components required to install the new chiller systems and related equipment. Include any additional, or upgraded, electrical service to run the new equipment if required, considering the most practical and cost effective method to upgrade the electrical supply to the units.

Provide an electrical diagram that identifies the name, location, and rating of all the electrical components that are being installed as part of this project. Include all demand factors, switch and panel schedules, wiring identification codes, drawing legends, etc. on the documents.

Location, capacity, space requirements of all electrical equipment must be indicated. Indicate the size of the service equipment, transformers, circuit breakers, main disconnect, etc. Provide an area for the main circuit breakers (service disconnects) and an adjoining circuit breaker distribution switchboard. Step down dry type transformers shall be provided to serve small equipment and general receptacle loads where appropriate.

## **9. Water Distribution System**

Provide a piping riser diagram that indicates the type and location of all equipment associated with the new chiller systems. Applicable equipment connections shall be identified on drawings. Include GPM, pipe sizes, valves, drainage points, distances, etc. as it relates with each riser.

Specify all required piping system components including, but not limited to: the type of insulation to be installed on the piping, piping labels to identify its use, thermometer and gage locations, location and type of both manual & electric isolation and shut off valves, check valves, backflow preventers, strainers, flow switches, etc. Note that the piping systems shall be designed with appropriate valves to isolate units for repair or replacement without shutting down the operation.

Identify the locations in the piping systems that will require rollers, hangers, guides, stops, anchors, sway braces, bellows, vibration isolators, and expansion loops to support the lines or control its movement. The piping system design shall meet all seismic requirements.

The tie-ins for the new chiller pipe are to be at the location of the existing chillers. There is no underground piping to be completed in this project.

## **C. MANUFACTUREER’S FIELD SERVICES**

### **1. Start-up & Tests**

The Consultant shall coordinate and arrange scheduling the chiller manufacturer start up Engineer for the new chillers and associated equipment. The Engineer shall provide services to leak test, refrigerant pressure test, evacuate, dehydrate, charge, start-up, calibrate controls, etc. After the chiller systems have been placed in operation, the Engineer shall ensure the equipment meets the manufacturer’s performance standards and shall be adjusted for maximum efficiency. Provide test data and reports to the Project Manager upon commissioning of the chiller systems.

The Contractor shall supply the initial charge of refrigerant.

### **2. Training**

Require that the Contractor make provisions for a training session for the facility engineers, operators, and other interested personnel to demonstrate the proper operation of the chillers, ancillary equipment, and controls. The Contractor shall use the chiller manufacturer’s representative or approved representative to conduct the training session. The training time required shall be estimated by the Consultant and approved by facility personnel.

Five (5) sets of drawings, equipment specifications, operating manuals, start up and operating sequence, recommended spare parts material lists, warranties, and all other relevant information shall be bound in a binder and forwarded to the DPMC Project Manager.

### **3. Spare Parts**

Identify any manufacturer's recommended spare parts and special tools or instruments needed for the operation or maintenance of the equipment and provide them as part of this project.

### **4. Maintenance Service**

Furnish service and maintenance of the chillers for a period of five years from date of Substantial Completion in accordance with manufacturer's instructions. Contract may be renewable on a yearly basis.

### **5. Warranty**

Provide a five year warranty for the complete chiller packages including materials and labor.

## **D. 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.D “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.

## **E. DESIGN MEETINGS & PRESENTATIONS**

### **1. Design Meetings**

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

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

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

## **2. Design Presentations**

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

Advisability Study 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.

## **F. 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.

- C0750-01: Chiller, cooling tower and pump installation, October 2002, J. A. R. Engineering Inc.

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

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

---

## **VIII. PERMITS & APPROVALS**

---

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

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

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

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

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

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

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

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

### **1. Prior Approval Certification Letters**

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

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

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

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

### **3. Special Inspections**

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

Bulletin 03-5 can be found at:

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

**a. Definition**

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

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

**b. Responsibilities**

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

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

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

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

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

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

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

---

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

## **X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES**

---

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

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

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

---

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph “19. PROJECT CLOSE-OUT PHASE” for all requirements available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

## **XII. ENERGY REBATE AND INCENTIVE PROGRAMS**

---

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

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

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

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

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

---

## **XIII. ALLOWANCES**

---

### **A. PERMIT FEE ALLOWANCE**

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

#### **1. Permits**

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

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

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

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

#### **3. Applications**

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the

application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

#### **4. Consultant Fee**

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

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

### **B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE**

The Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.D 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.D 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.D** and enter that amount on the fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

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

PROJECT NAME: Replacement of the chillers  
PROJECT LOCATION: Northern State Prison  
PROJECT NO: C1112-00  
DATE: March 23, 2026

---

---

#### XIV. SOW SIGNATURE APPROVAL SHEET

---

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

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

SOW PREPARED BY: Lucy Ibrahim 03/23/2026  
LUCY IBRAHIM, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 3/30/2026  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: David Wiszniewski 4/9/2026  
DAVID WISZNIEWSKI, PROJECT MANAGER DATE  
DEPARTMENT OF CORRECTIONS

SOW APPROVED BY: Andrew Boden 4/13/2026  
ANDREW BODEN, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 5.13.26  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

## **XV. CONTRACT DELIVERABLES**

---

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

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

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

- ADVISABILITY STUDY 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. POWERHOUSE EXISTING PHOTOS**
- D. GENERAL SECURITY INFORMATION**
- E. APPLICATION FOR CLEARANCE**

**END OF SCOPE OF WORK**

## Deliverables Checklist Advisability Study Phase

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

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Included	
		Yes	No	Yes	No	Yes	No
11.5.1.	A/E Statement of Site Visit						
11.5.2	Narrative Description of Project						
11.5.3.	Space Analysis						
11.5.4.	Special Features						
11.5.5.	Site Evaluation						
11.5.6.	Subsurface Investigation						
11.5.7.	Surveys						
11.5.8.	Arts Inclusion						
11.5.9.	Design Rendering						
11.5.10.	Regulatory Approvals						
11.5.11.	Utility Availability						
11.5.12.	Diagrammatic Sketches/Drawings (6 Sets)						
11.5.13.	Specifications (6 Sets)						
11.5.14.	Current Working Estimate/Cost Analysis in CSI Format						
11.5.15.	Project Schedule						
11.5.16.	Formal Presentation						
11.5.17.	Scope of Work Compliance Statement						
11.5.18.	Advisability Study Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date



## Deliverables Checklist Design Development Phase

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

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date











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

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

# EXHIBIT 'A'





Typical DPMC Project - Random Selection of Design Consultant

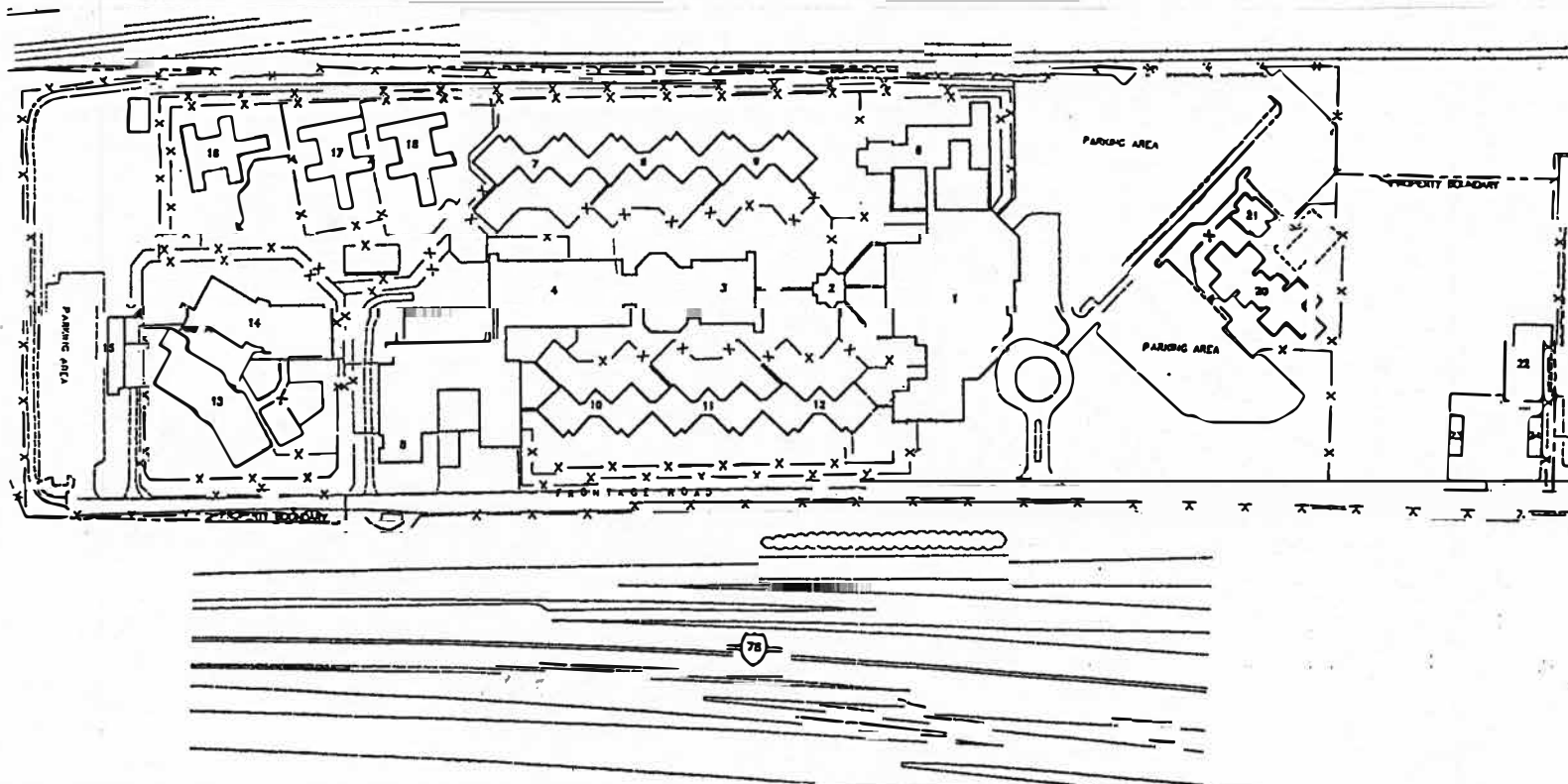


Project: Typical Project Model  
Date: Wed 4/9/25

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

**EXHIBIT 'A'**

## NORTHERN STATE PRISON, ESSEX COUNTY, NEW JERSEY

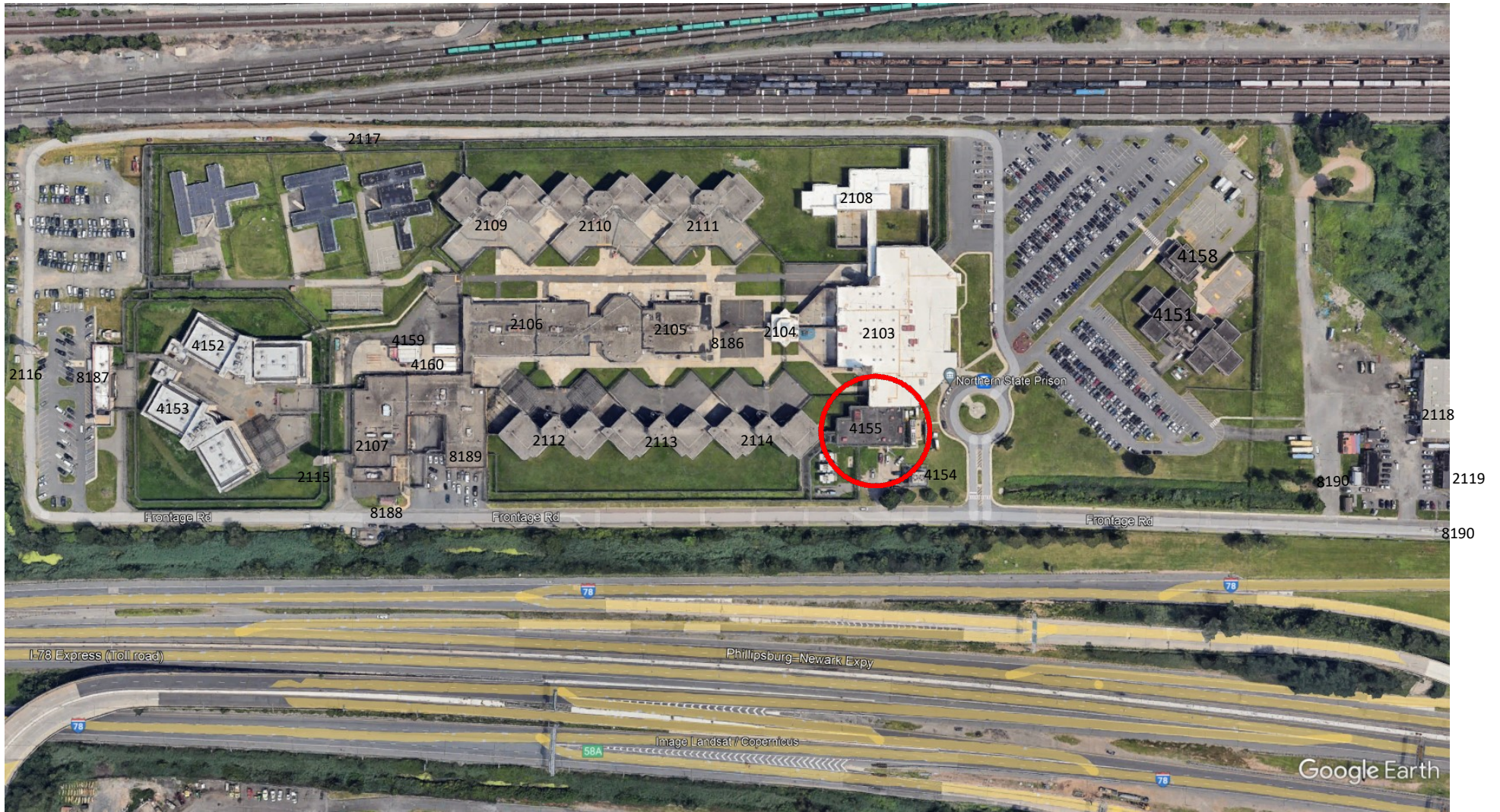


<u>Bldg. No.</u>	<u>Bldg. Name</u>	<u>Bldg. No.</u>	<u>Bldg. Name</u>	<u>Bldg. No.</u>	<u>Bldg. Name</u>
01	Admin. Bldg.	11	Housing Unit E	20	Minimum Unit 2
02	Chapel	12	Housing Unit F	21	Minimum Unit 2-Support
03	Dining	13	A.C.S.U.	22	Outside-Warehouse
04	State Use	14	A.C.S.U.	23	Maintenance Office
05	Kitchen	15	A.C.S.U.	24	Maintenance Office/Storage
06	Hospital	16	Aposing Trailers	25	Power House
07	Housing Unit A	17	Aposing Trailers	50	A.C.S.U. Trailers
08	Housing Unit B	18	Aposing Trailers	51	A.C.S.U. Trailers
09	Housing Unit C	19	Traffic Control		
10	Housing Unit D				

**DIRECTIONS:** From NJ Turnpike, take Exit 14. Take second right marked **FRONTAGE ROAD** after toll booth. Go left onto Frontage Road past Double Tree Hotel to Northern State Prison.

# EXHIBIT 'B'

# Northern State Prison



Building ID Northern State Prison

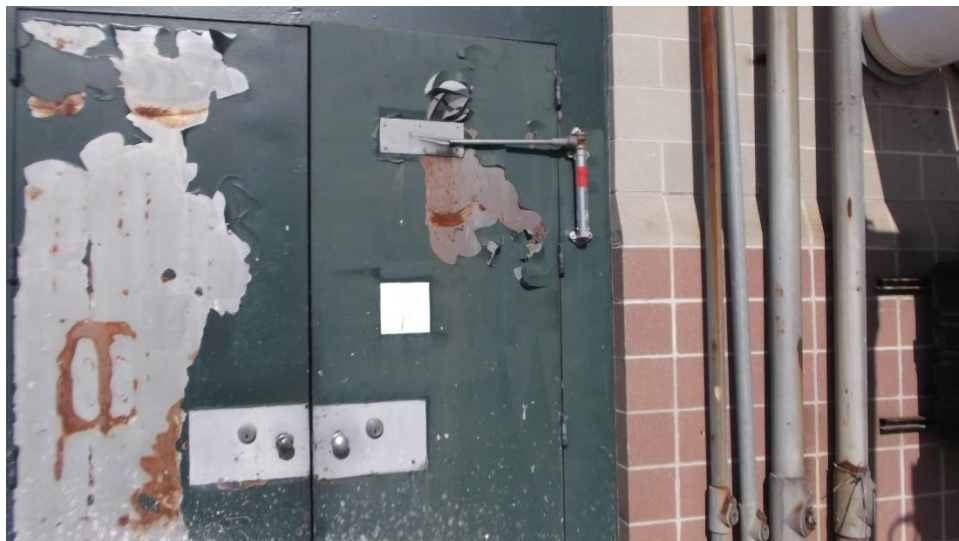
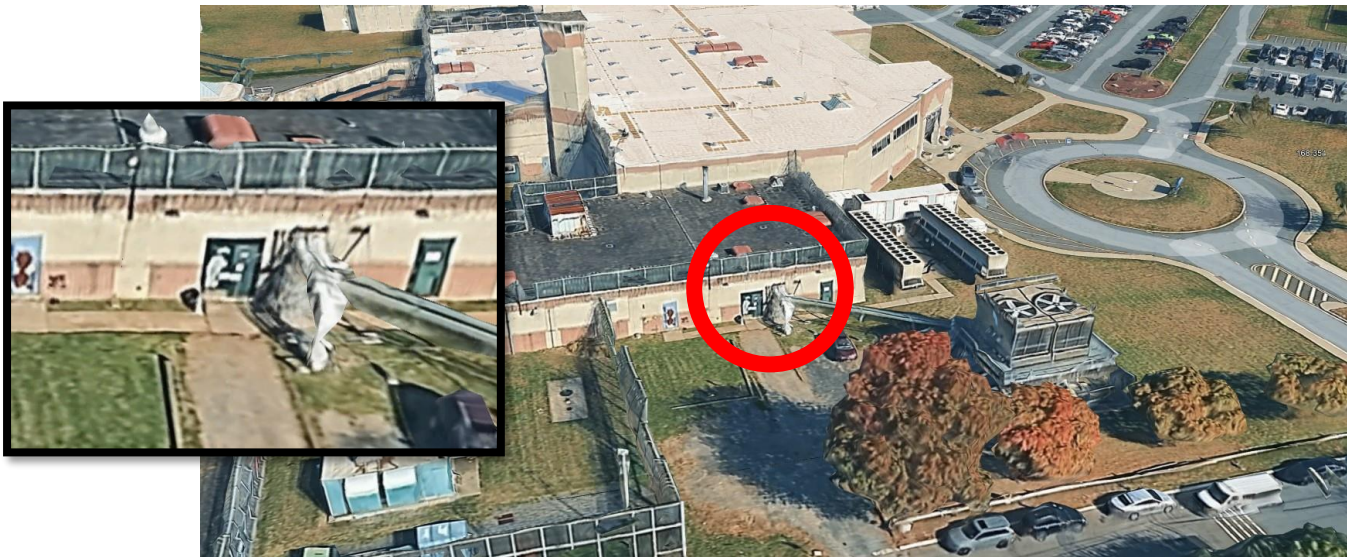
**EXHIBIT 'B'**

# Northern State Prison

<b>Bldg ID</b>	<b>Bldg Name</b>
2103	Administration Bldg / Tower # 1 & # 5
2104	Chapel
2105	Inmate Dining / Education
2106	Vocational Educ. & State Use Sewing
2108	Hospital/Detention
2109	Housing Unit A
2110	Housing Unit B
2111	Housing Unit C
2112	Housing Unit D
2113	Housing Unit E
2114	Housing Unit F
2115	Guard Tower # 2 South Wall
2116	Guard Tower # 3 West Parking Lot
2117	Guard Tower # 4 North Wall
2118	Maintenance Garage/Warehouse
2119	Maintenance Office Trailer
4151	Minimum Unit 2
4152	Administrative Close Supervision Unit –North
4153	Administrative Close Supervision Unit -South
4154	ACSU Support / Power House
4155	Power House
4158	Minimum Unit 2 Support
4159	Refrigerated Trailers (6)
4160	Food Storage Trailers (3)
8186	Clothing Issue Building
8187	Lobby
8188	Gate Building
8189	Vehicle Maintenance Garage
8190	Lawn and Maintenance Storage Shed
8191	Salt Storage Shed
8192	Sight Security Building

**EXHIBIT 'B'**

# NSP- POWERHOUSE EXISTING PHOTOS



**EXHIBIT 'C'**

# NSP- POWERHOUSE EXISTING PHOTOS



**EXHIBIT 'C'**

# NSP- POWERHOUSE EXISTING PHOTOS

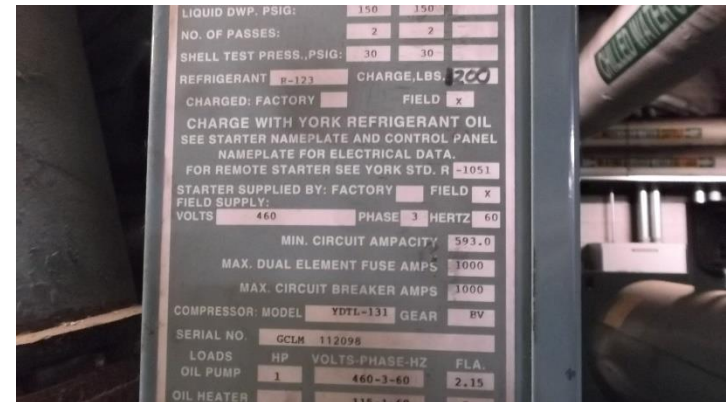
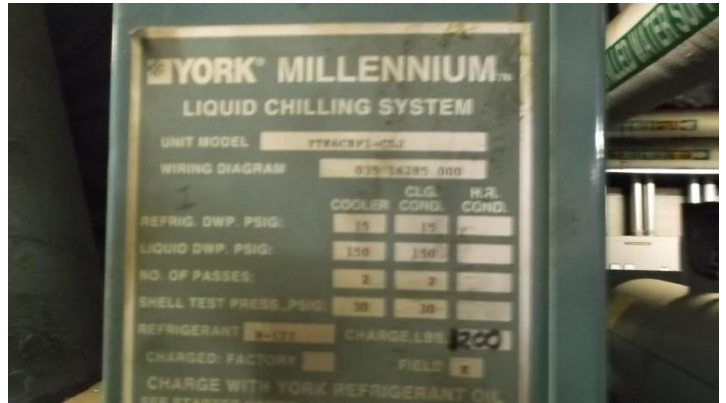
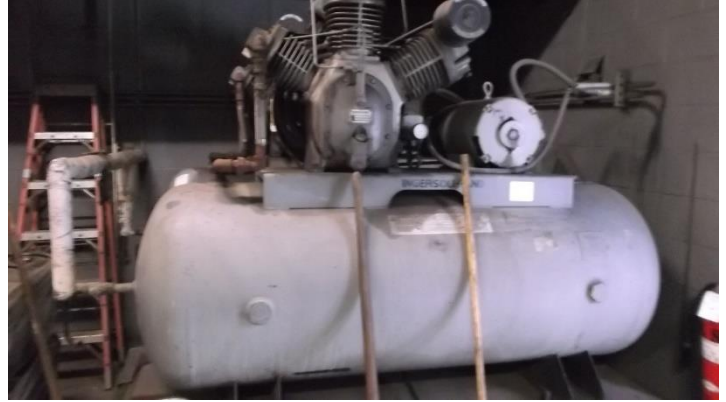


EXHIBIT 'C'

## RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS

1. All civilian's, contractors, sub-contractors that will be working on NJ DOC construction projects will be subject to a criminal history background check done through the NJ DOC Special Investigation Department unless noted otherwise.
2. The Contractor shall provide a worker list 48 hrs. in advance of all workers who will be on-site during construction. The Contractor shall provide a construction equipment list 48 hrs. advance for all large equipment that will be on grounds.
3. Before entry all Contractors and Sub Contractor will be required to show a form of identification. (driver's license with photo, NJDOC State Id)
4. All individual's that enter the facility's secured perimeter will have to pass through a metal detector and be subject to a physical pat-down search done by a security officer.
5. All Contractor staff members will be required to present and wear at all times within the facility and grounds their NJDOC State issued identification badges.
6. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
7. Working days will be Monday through Friday, no weekends or holidays unless special permission is granted through the Capital Planning & Construction Unit.
8. Working hours will be 7:30 am. to 3:30 pm. subject to change.
9. A tool inventory list will be required for all tools entering the secured perimeter. Job Boxes left inside the facility will require approval from the Department Head.
10. Do not give anything to, or take anything from Incarcerated Personnel.
11. No alcoholic beverages, controlled substances, or prescription medication (drugs) are permitted inside the facility. Smoking is prohibited in ALL State Buildings including all smoking paraphernalia.
12. No electronic devices such as cell phones, pagers, smart watches, cameras, tape recorders, recording devices, lap tops, radios, iPod or other MP3 players, any Bluetooth technology, flash drives or any other electronic device not of Departmental use will be permitted inside the secured perimeter unless approved by the facility's Department Head.
13. Any clothing that resembles an inmate's attire is prohibited. ***For example:*** Khaki – colored clothing, Gray sweatshirts, orange shirts or sweatshirts, plain white t-shirts. Shirts that display the title "POLICE".

## EXHIBIT 'D'

14. Military style clothing worn by a person not in active or reserved military status is prohibited. To include any camouflage outerwear.
15. Shorts, sweat pants, Warm up suits, legging/jegging, yoga pants, and tank- tops are not permitted to be worn. ***Shirts must have sleeves covering the shoulder area if they are the outer most garment.***
16. Footwear such as sandals, flip-flops, beach or pool shoes, open toed shoes (exposing all toes) or shoes with wheels (i.e. Heelys) are not permitted.

## **EXHIBIT 'D'**

NEW JERSEY DEPARTMENT OF CORRECTIONS  
SPECIAL INVESTIGATIONS DIVISION (609) 292-9362  
P.O. BOX 863 TRENTON, NEW JERSEY 08625

Page 1 of 3

APPLICATION FOR CLEARANCE AND ISSUANCE OF  
**IDENTIFICATION CARDS**

CIRCLE ONE: **TEMPORARY** OR **VOLUNTEER** CIRCLE ONE: **NEW** **RENEWAL**

(PLEASE PRINT LEGIBLY)

NAME: \_\_\_\_\_ SS #: \_\_\_\_\_  
(LAST) (FIRST) (M.I.)

AKA: \_\_\_\_\_ / \_\_\_\_\_  
(OTHER NAMES USED SUCH AS MAIDEN NAME, ADOPTIONAL, RELIGIOUS, ETC.) (MARKS, SCARS AND TATTOOS)

DATE OF BIRTH : \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX: \_\_\_\_ RACE: \_\_\_\_ EYES: \_\_\_\_ HAIR: \_\_\_\_ HT: \_\_\_\_ WT: \_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ Driver' s Lic. #: \_\_\_\_\_  
(State Only) (State) (Number)

HOME ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

Name of your Department/Agency: \_\_\_\_\_ Phone # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

PURPOSE OF VISITATION TO INSTITUTIONS: \_\_\_\_\_

Have you ever been convicted of any violation of the Criminal Code in this State or in any other Jurisdiction?  
(Violations include offenses, crimes, misdemeanors, and felonies).

(Circle one) YES NO If "YES", explain on reverse side.

Do you presently have any pending criminal charges? YES \_\_\_\_\_ NO \_\_\_\_\_ If "YES", explain on reverse side.

APPLICANT MUST LIST EXPUNGED CONVICTION(S) INFORMATION, SIGN AND DATE THE "AUTHORIZATION TO RELEASE INFORMATION" FORM LOCATED IN THIS APPLICATION. FALSIFICATION OF APPLICATION MAY RESULT IN THE TERMINATION OF YOUR EMPLOYMENT.

Have you ever engaged in sexual abuse in a prison, jail, lockup, community facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)? YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", explain: (Please note the date of incident, date of adjudication and the name and location of the prison, jail, lockup community, facility or institution where the incident occurred).

Have you ever been civilly or administratively adjudicated of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", explain: \_\_\_\_\_

IDU: A003 Revised 3/14

**EXHIBIT 'E'**

Have you ever been employed by the NJ Dept. of Corrections in any capacity? YES \_\_\_\_\_ NO \_\_\_\_\_ If "YES", explain on reverse side.

Are you currently on an inmate visit list or do you currently have any acquaintances or family members incarcerated in any NJ Dept. of Corrections facilities? YES \_\_\_\_\_ NO \_\_\_\_\_ If "YES", explain on reverse side.

\*\*\*\*\*

^ \*\*\*\*\* (DO NOT WRITE BELOW THIS LINE, FOR SPONSOR USE ONLY) \*\*\*\*\* ^

Title applicant applying for: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Title: \_\_\_\_\_

Division, Bureau or Unit: \_\_\_\_\_

Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send reply to: \_\_\_\_\_ Phone: \_\_\_\_\_

( Print Name )

\*\*\*\*\*

**Applicant Section Continued**

NATURE OF CONVICTION	DATE OF CONVICTION	AGE AT TIME OF INCIDENT	NAME & ADDRESS OF POLICE AGENCY OR COURT	DISPOSITION

COMMENTS / EXPLANATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION:**

**I hereby authorize the release of any and all information regarding me, to the NJ Department of Corrections, at their request, in order that they may determine my suitability for employment.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

.....  
^ \*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\* ^

\*\*\*\*\* SPECIAL INVESTIGATIONS DIVISION USE ONLY \*\*\*\*\*

THE ABOVE NAMED APPLICANT'S CRIMINAL HISTORY RECORD INDICATES:

ARREST & CONVICTION	ARREST AND NO CONVICTION	NO RECORD
NAME	TITLE	DATE

**EXHIBIT 'E'**