

# **SCOPE OF WORK**

## **Cottage C-5 Roof Replacement**

Woodbine Developmental Center  
Woodbine, Cape May County, NJ

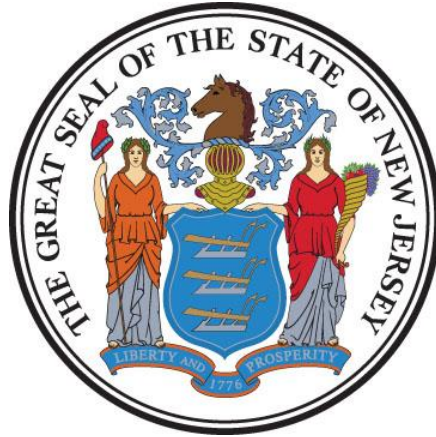
**Project No. M1561-00**

## **STATE OF NEW JERSEY**

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

## **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



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

Thomas A. Edenbaum, Director

**Date: August 1, 2025**

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**PROJECT NAME: Cottage 5 Roof Replacement**  
**PROJECT LOCATION: Woodbine Developmental Center**  
**PROJECT NO: M1561-00**  
**DATE: August 1, 2025**

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## **I. OBJECTIVE**

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The objective of this project is to remove approximately 20,000 square feet of a built-up roofing system that is installed on Cottage C-5 at Woodbine Developmental Center and replace it with a new roofing system. See **Exhibit 'B'** for site location map.

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## **II. CONSULTANT QUALIFICATIONS**

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

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

- **P035 Roofing Consultant**

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

- **P025 Estimating/ Cost Analysis**
- **P028 Roofing Inspection**
- **P037 Asbestos Management & Design**
- **P038 Asbestos Safety Control Monitoring**
- **P065 Lead Paint Evaluation/ Inspection**

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).

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## **III. PROJECT BUDGET**

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

The initial Construction Cost Estimate (CCE) for this project is \$ 786,440.68

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 \$ 1,160,000.00

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

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

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## **IV. PROJECT SCHEDULE**

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

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

<b><u>PROJECT PHASE</u></b>	<b><u>ESTIMATED DURATION (Calendar Days)</u></b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Design Development Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	14
<b>3. Final Design Phase</b>	<b>42</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Approval</i>	14
<b>4. 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>5. DCA Submission Plan Review</b>	<b>30</b>
<b>6. Permit Application Phase</b>	<b>7</b>
• <i>Issue Plan Release</i>	

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<b>7. Bid Phase</b>	<b>42</b>
<b>8. Award Phase</b>	<b>28</b>
<b>9. Construction Phase</b>	<b>90</b>
<b>10. Project Close Out Phase</b>	<b>30</b>

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

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

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

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

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

The location of the project site is:

Woodbine Developmental Center  
1175 DeHirsch Avenue  
Woodbine, Cape May County, NJ 08270

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: Joelle Hansbury, Project Manager  
Address: Division of Property Management & Construction  
33 West State Street, 9th Floor  
Trenton, NJ 08608-1206  
Phone No: (609)-638-5013  
E-Mail: Joelle.Hansbury@treas.nj.gov

### **2. DHS Representative:**

Name: Christian Casteel, Senior Executive Service  
Address: Department of Human Services  
222 South Warren Street  
Trenton, NJ 08625  
Phone No: (609) 472-5622  
E-Mail: Christian.Casteel@dhs.nj.gov

Name: Patrick Littleford, Project Manager  
Address: Department of Human Services  
222 South Warren Street  
Trenton, NJ 08625  
Phone No: (609) 940-9964  
E-Mail: Patrick.Littleford@dhs.nj.gov

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

Woodbine Developmental Center was founded in 1921, is located on 250 acres of land in Cape May County. The Woodbine Developmental Center provides residential treatment and rehabilitation services to approximately 250 developmentally individual with a disability who reside in 18 residential buildings.

In addition to the residential cottages and the food services building, the Center contains forty additional buildings that include administrative offices, school, recreational facilities, a powerhouse, maintenance facilities and various support facilities. The facility was constructed in 1930 and continues to utilize some of the original buildings. Additional buildings have been



constructed and numerous renovations have occurred over the years to maintain compliance with codes and licensing requirements.

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

Cottage C-5 is an approximately 20,000 square foot, one story residential masonry building. The roof was last replaced in 1983 under project M509-00. Drawings will be made available to the consultant.

The existing roof is a built-up type with concrete decking and stone ballast. There are internal drains through the building. The building will be occupied during construction. See **Exhibit ‘C’** for the existing photos.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. NEW ROOF DESIGN REQUIREMENTS**

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award services to replace the existing roofing system on the Cottage C-5 at the Woodbine Developmental Center. See **Exhibit ‘C’** for an overhead view of the building.

#### **1. Roof System Removal**

The existing roof system, insulation, flashings, and related trims shall be completely removed to the original decking and legally disposed. The removal of the existing roof system shall be coordinated with the installation of the new roof to prevent exposure to weather conditions and potential water infiltration into the building.

Design documents shall identify all requirements for safety devices, need for chutes and/or cranes for roof material removal, dumpster location, protection from exposure to the weather, protection of property and personnel, building access routes and circulation patterns, contractor use of the premises, parking, security procedures, equipment and materials storage, waste disposal, etc., see **Exhibit ‘D’** for Contractor Rules.

To minimize disruption to unexcavated areas and enhance the protection of fragile underground utilities, ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters etc...) are expected to travel over or operate from unpaved areas.

## **2. New Roofing System Criteria**

Provide the design for a new roofing system, consultants shall evaluate and recommend products and installation methods, including but not limited to the usage of SBS cold applied roof or hot applied roof products, as well as phasing and coordination of HVAC shutdowns. Residents will not be moved during construction.

Note: Because of full occupancy of the building during construction, the consultant should propose roofing system that has lowest odors and shortest off-gassing period based on conditions observed during their DD survey.

The manufacturer of the roofing system shall have no less than five (5) years successful experience in producing the materials required for this project. Membrane, flashing, adhesive and all materials shall be the single product of a standard manufacturer. New roofing materials, with less than 5 years of successful application in the field, will not be accepted for this project.

The roofing system shall be in accordance with the latest adopted version ASHRAE energy standards.

The roofing system shall be FM approved roof assembly and must meet all requirements of Factory Mutual I-90 classification for wind uplift.

The Contractor shall supply only a U.L. Class “A” fire rated roofing system.

If the roofing system and/or related components are not a replacement in kind, then the Consultant shall submit a signed and sealed letter or calculations to the DPMC Design and Code Review Unit Manager verifying that the existing roof structure can support all loads of the new roofing system and components per current code requirements or the consultant may submit calculations of the new load as compared to the existing (old) load in order to prove the structure is sufficient.

The design documents shall address the roof manufacturer’s installation criteria, occupancy of the building, access to the building roof and security issues, approved storage methods of the roofing materials, etc.

## **3. Caulking & Joint Sealants**

All appropriate roof deck joint sealants shall be removed and replaced with high performance sealant as part of the roof system. The consultant shall specify low VOC sealants wherever possible. The design shall include the cleaning, priming, and installation of new sealants with new backer rods and bond breakers.

Examine and measure all exterior joints and calculate the required joint width(s). Design for widening joints as required.

Observe the installation of the sealant joints, performing pull tests for cohesion and adhesion on a random sampling of each joint type.

Specify that the sealant manufacturer must provide a warranty for a minimum of twenty (20) years for any repairs to maintain joints in a leak free condition and at no cost to the State.

#### **4. Insulation**

The Consultant shall recommend new high-density rigid insulation boards that comply with current energy code requirements. Ensure the roofing system manufacturer approves the method of fastening the insulation board through the medium to the roof deck system.

Flat roofs shall be avoided by using tapered insulation or another method to promote positive drainage to the roof drains. Incorporate a roof design that shall slope a minimum of ¼" per foot (½" per foot preferred).

DPMC does not permit Urethane material insulation due to a history of gas release and bubbling under the roofing ply layer(s).

#### **5. Flashing**

All rooftop pipe supports, pipe vents, and other roof penetrations must have new flashing installed as part of this project.

All pipe flashings are to be pre-molded and provided with stainless steel pipe clamps at each penetration.

#### **6. Roof Drains**

Roof drains shall be tested by the A/E prior to and after the installation of the new roof by the contractor to determine functionality. The Consultants shall test roof drains using a 3/4" hose flowing for 30 minutes. The contractor shall perform the same test prior to starting roof removal and upon completion. Clogged roof drains shall be cleared. All drains shall be removed and reset or repositioned so that the drain is below the roof membrane surface. Provide for the interior cleaning, repair, replacement and additional drains as required and ensure that drainage water will be carried away from the building foundations, footings, lanes, sidewalks and driveways. Investigate the abandonment of leaking interior drain lines and/or replace as necessary. Install new interior lines where access is impossible for repairs and/or replacement. New drains can be tied into existing drain piping to avoid disturbing interior finishes.

## **7. Night Seals**

Specify in the design documents that only as much roofing insulation, membrane, and flashing as can be made weather tight shall be demolished and installed each day. Install temporary water tight night seals around all exposed edges of the roofing assembly at the end of each work day and when work must be postponed due to inclement weather. No application of tarps will be acceptable as a temporary seal of an open roof area day or night.

## **8. Fire Protection Program**

Address fire protection requirements during the demolition and installation of the roofing system. Language shall be included that states open flames such as propane torches, kettles, flame cutting, and welding 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. The facility safety officer and fire protection personnel are notified of the work to be done through this process. The facility will not perform a fire watch.

If hot work is needed, the Contractor is required to obtain and conform to the requirements of a hot work permit.

The Contractor must contact the New Jersey Division of Fire Safety (DFS) to obtain a hot work permit for the duration of this Project as required by N.J.A.C. 5:70-2.7.

The Contractor shall submit a copy of the DFS Hot Work Permit for the building prior to commencing the hot work. The Contractor will also need to obtain a daily hot work permit from the Facility, as required by the currently adopted version of the International Fire Code, New Jersey Edition, Chapter 29 and by the State's Insurance Carrier. There is no fee for this Permit.

## **9. Allowable Roof System Installation**

The design documents shall specify the weather and temperature installation restrictions based on the roof system manufacturer's recommendations.

Allowable roof selection will be based upon options presented by the consultant during DD phase based upon the understanding of odor/off-gassing periods of the proposed roofing system types.

## **10. Unit Prices**

If the total amount or quantity of repair work cannot be determined for a roof related item by the roof inspection process, then the Consultant shall include a "Unit Price" Section in Division 1 of the specification for that item. Items may include the replacement of deteriorated concrete or

metal decking, plywood sheathing, wood blocking or curbing, vapor barriers, interior roof drains, etc.

## **11. Warranty**

The roofing manufacturer's warranty shall be for a minimum period of twenty (20) years.

## **B. ROOF MONITOR**

The Consultant shall have in-house capabilities or a Sub-Consultant pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline. 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 X.E. 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 a full time roof monitor during the installation of the roof systems on the buildings. The responsibilities of the roof monitor shall include, but not be limited to the following items:

### **1. Roof Monitor Inspections**

The Roof Monitor must continuously inspect and monitor the Contractor's work on site and file a daily DPMC 605 Roofing Inspector's Check List Form to ensure compliance with the contract documents. Photographs shall be included for reference. 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, etc.

### **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 roof 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 shall 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 job progress meetings during the construction phase of the project.

## **C. EMERGENCY REPAIRS**

The Consultant must include information in the contract documents that will address the Contractor's responsibility for repairs to the roofing system during the construction phase of the project. The information shall include, but not be limited to the following:

Stipulate in the contract documents that the Contractor shall perform all inspections and emergency repairs to all defects or leaks in the roofing system during construction within twenty four (24) hours of receipt of notice from the owner. Repairs shall include all labor, roofing materials, flashing, etc. When weather permits, all temporary repairs shall be redone and the roof restored to the standard of the original installation.

## **D. CONTRACTOR CERTIFICATION**

The Consultant shall state in the design documents that the DPMC Contractor Classification Group must have certification in writing from the roofing system manufacturer that the Roofing Contractor is a licensed or approved installer of the roofing system selected for the project. The certification can be delivered post bid but must be delivered prior to contract award.

## **E. HAZARDOUS BUILDING MATERIALS**

Consultant shall survey the roof 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.

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

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

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

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

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

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.E "Hazardous Building Materials." All costs associated with managing, coordinating, observing and administering sub-consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation, hazardous materials construction administration services shall be included in the consultant's lump sum fee proposal.

Note: Per DCA Construction Code Communicator 24-2-9, specifications do not need to name a dedicated asbestos abatement contractor, as removal of asbestos containing roofing in rehab projects is not regulated by NJDOL.

## **F. SITE REQUIREMENTS**

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

Work with the Project Team to determine any security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

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

### **2. Dumpster**

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

### **3. Special Sequencing**

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

### **4. Site Restoration**

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

## **G. SPECIAL CONSIDERATIONS**

### **1. Hours of Work**

No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 4:30 PM.

Identify the approved construction work hours for this project in Division 1 of the specification. Additional construction hours during the day or weekends will be allowed if the Contractor obtains prior approval from the DPMC Project Manager in Consultation with the Project Team members. If additional hours of work are allowed, it will be at no added cost to the contract. The



contractor will be responsible for additional roof monitoring costs. The building will be occupied during construction.

Note that expanded hours of work by the Contractor must be attended by the Roof Monitor and the cost for the Roof Monitor's time must be paid for by the Contractor if he is required to be paid at an overtime rate. The contractor must pay the difference between the regular rate and the overtime rate. If the monitor works at a regular rate, no additional expense shall be charged to the contractor, unless all roof monitor hours included in the project have been expended.

## **2. Material Staging**

The Project Team shall approve the construction material staging area and the location shall be shown on the project site plan.

## **3. Material Protection**

All stored roofing felts, insulation boards, and/or other roofing components shall be protected from the elements and moisture with weighted plastic sheet covers or other approved materials.

## **4. Material Safety Data Sheets (MSDS)**

Specify in the contract documents that the Contractor shall provide material safety data sheets on site for all roofing materials used such as: sealants, bonding adhesives, solvents, bitumen, etc. as part of the product submittal. The MSDS will be distributed by the A/E to the project team and in particular, to the facility's safety officer prior to the start of any work.

## **5. Fire Extinguishers**

Design documents shall require the Contractor to make provisions for stand-by portable fire extinguishers of proper size and type. They shall be located on the roof and/or near any source of open flame or spark and all contractor employees shall be trained in their proper use.

## **6. Fencing**

All security fencing that is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate. Fencing must be construction type chain link, minimum of 8' high, on platforms at the joints, joints must be secure and the opening must be padlocked and 6 sets of keys need to be provided to the facility.

## **7. Existing Equipment Removal & Replacement**

Identify on the design drawings any existing equipment and materials that must be removed in order to install any component of the new roofing system such as: lights, security cameras, lightning protection systems, antennas, piping, conduit, dishes, etc. and include details indicating the approved methods of reattachment. All removed equipment shall be reinstalled in the same configuration prior to removal.

## **8. HVAC Unit, Roof Ventilators, Intake Fans**

The facility is required under ASHRAE 170 to meet a minimum number of air exchanges per hour. The consultant will evaluate as part of their field investigation what methods can be employed to limit odors and fumes coming into the building's air intakes. This may include, but would not be limited to, any of the following: temporary shutdown of AHU's and delivery of fresh air through other mechanisms, construction of temporary partitions with air scrubbers around intakes, air monitoring during construction. The consultant shall submit MSDS cut sheets for basis of design roofing system during design so that the project team may evaluate which compounds specifically need to be monitored and controlled.

## **9. Debris Safety**

Measures shall be taken to protect staff and residents from any material or debris that might fall off from the roof onto roadways or sidewalks.

# **H. 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:

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

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

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

## **I. 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.

- (M509-00: WBN Cottage C-5 Roof Replacement, July 20, 1983, and by Thomas J. Sykes Associates)
- (M1455-00: WBN Cottage C-1 Roof Replacement, 09-16-2013, and by The Gibson Tarquini Group)
- (M1468-00: WBN Learning Center Roof and HVAC Replacement, June 16, 2016, and by ARMM Associates)

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**

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

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

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

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

#### **1. NJ Uniform Construction Code (NJUCC) Plan Review**

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

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

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

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

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

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

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

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

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

[http://www.state.nj.us/dca/divisions/codes/forms/pdf\\_bcpr/pr\\_fees.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_fees.pdf)

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## **2.= NJ Uniform Construction Code Permit**

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

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

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

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

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

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

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

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

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

## 5. Special Inspections

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

Bulletin 03-5 can be found at:

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

### a. Definition

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

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

### b. Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **X. ALLOWANCES**

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

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

#### **1. Permits**

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

## 2. Permit Costs

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

**NOTE:** The NJUCC permit and DCA Plan Review are excluded since they will be paid for by the State.

## 3. Applications

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

## 4. Consultant Fee

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

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

## B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

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

- Description of tasks and estimated cost for the following:
  - Sample collection;
  - Sample testing; and,
  - Preparation of a Hazardous Materials Survey Report.

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.



### **C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE**

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

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

### **D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE**

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

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

### **E. ROOF MONITOR ALLOWANCE**

The Consultant shall provide a full time roof monitor pre-qualified with DPMC in the P028 Roofing Inspection Specialty Discipline during the installation of the roof system on the building. See section VII, paragraph B 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.

PROJECT NAME: Cottage 5 Roof Replacement  
PROJECT LOCATION: Woodbine Developmental Center  
PROJECT NO: M1561-00  
DATE: August 1, 2025

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## XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Cecile Guirguis 08-01-2025  
CECILE GUIRGUIS, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

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

SOW APPROVED BY: Christian Casteel 8/1/25  
CHRISTIAN CASTEEL, DIRECTOR DATE  
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: Joelle Hansbury 8/19/25  
JOELLE HANSBURY, DESIGN PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 9.5.25  
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION

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## **XII. CONTRACT DELIVERABLES**

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

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

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

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

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## **XIII. EXHIBITS**

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- A. SAMPLE PROJECT SCHEDULE FORMAT**
- B. PROJECT SITE LOCATION MAP**
- C. PHOTOS**
- D. WOODBINE DEVELOPMENTAL CENTER REGULATIONS**

**END OF SCOPE OF WORK**

## Deliverables Checklist Design Development Phase

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

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

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

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

\_\_\_\_\_  
Date

## Deliverables Checklist Final Design Phase

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

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

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

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

\_\_\_\_\_  
Date

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

[illegible]

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

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

Date \_\_\_\_\_

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

[illegible]

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

Consultant Signature

Date

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

[illegible]

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

Consultant Signature

Date \_\_\_\_\_



[illegible]

Date \_\_\_\_\_

February 7, 1997  
Rev.: January 29, 2002

### Responsible Group Code Table

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

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

## EXHIBIT 'A'

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

Sheet 1 of 3

**EXHIBIT 'A'**

Bureau of Design & Construction Services

DBCA - TEST

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

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Activity ID	Description	Repr	Weeks
CV6014	Roughing Work Complete	CON	
CV6021	Interior Finishes Start	CON	
CV6022	Install Interior Finishes	CON	
CV6030	Contract Work to Substantial Completion	CON	
CV6031	Substantial Completion Declared	CM	
CV6075	Complete Deferred Punch List/Seasonal Activities	CON	
CV6079	Project Construction Complete	CM	
CV6080	Close Out Construction Contracts	CM	
CV6089	Construction Contracts Complete	CM	
CV6090	Close Out A/E Contract	CM	
CV6092	Project Completion Declared	CM	

NOTE:

Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

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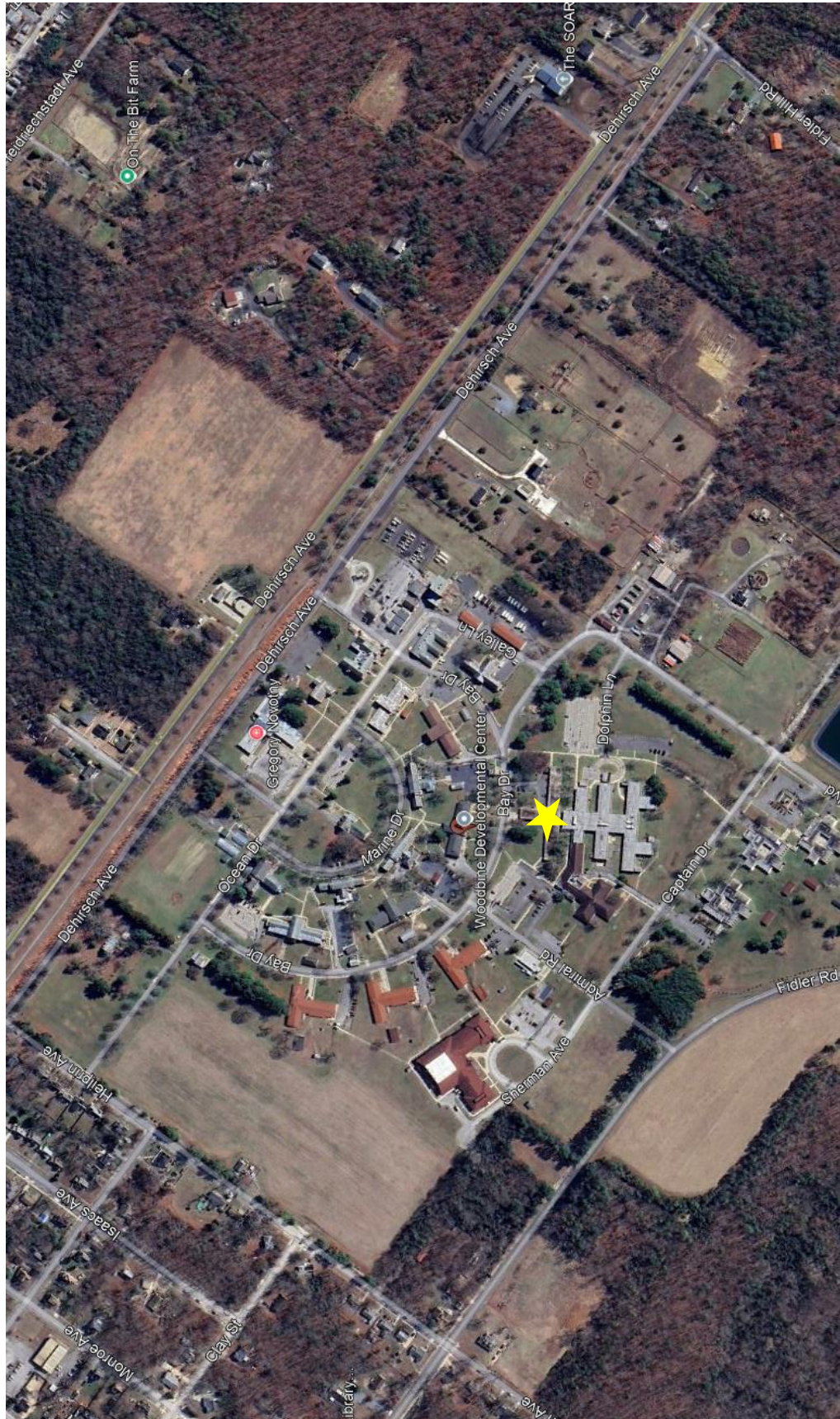
DECA - TEST

Sheet 3 of 3

Bureau of Design & Construction Services

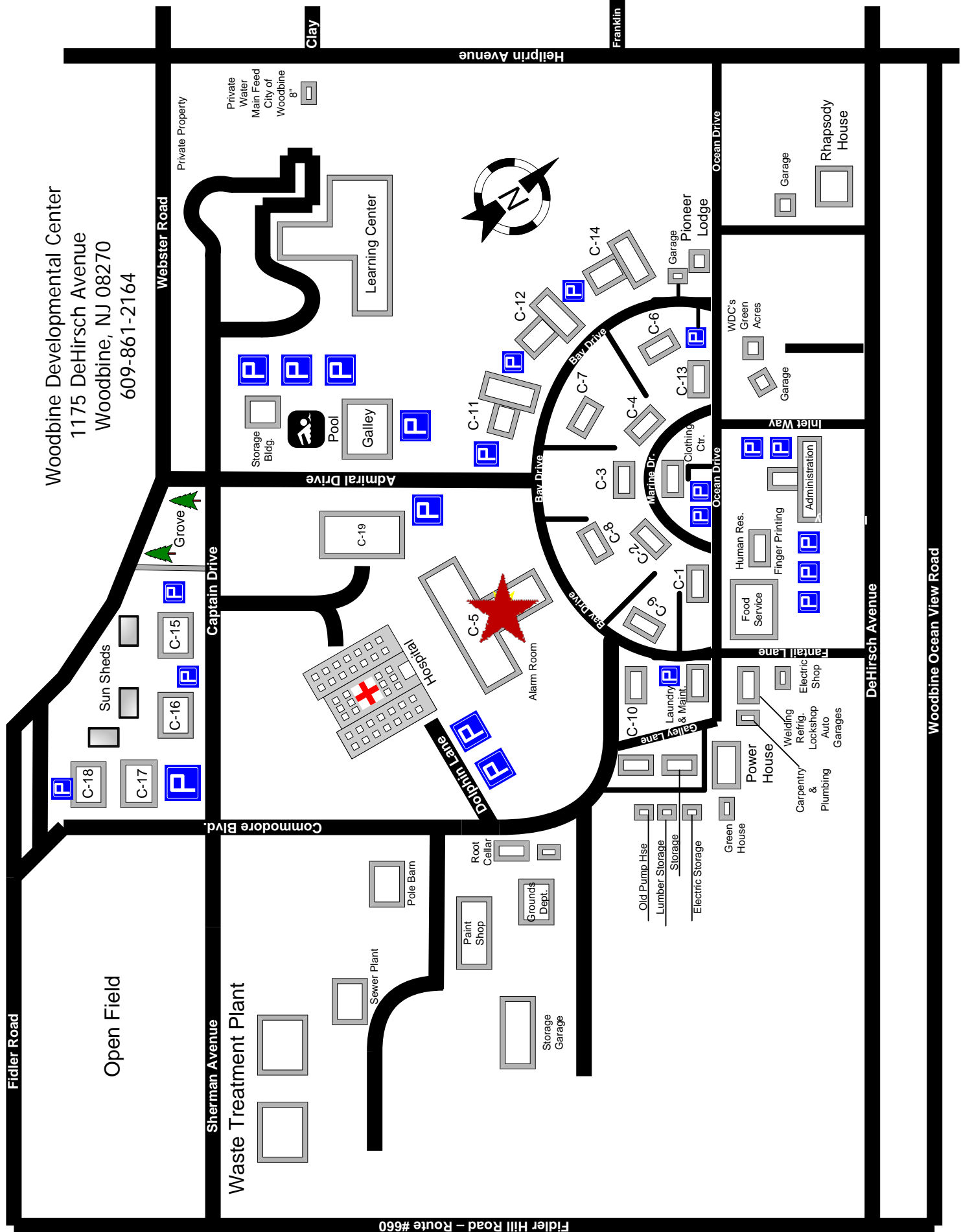
EXHIBIT 'A'





**EXHIBIT 'B'**

# EXHIBIT 'B'







**Cottage C-5**





**EXHIBIT 'C'**

## Woodbine Developmental Center – Engineering Department

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### A. GENERAL SITE REGULATIONS

UNLESS OTHERWISE SPECIFIED IN THE SOW, THE FOLLOWING REPRESENTS THE GUIDELINES FOR WORK PERFORMED AT WOODBINE DEVELOPMENTAL CENTER.

1. Contractors and their Employees are authorized to be on grounds only during the performance of work related to the project.
2. The speed limit is 15 mph on grounds. Yield to all pedestrian traffic. Resident population is severely handicapped, some are blind, some are deaf; many do not possess good pedestrian skills.
3. Do not give anything to a resident. This includes food, money and cigarettes.
4. It is not permitted to photograph any resident.
5. Smoking is permitted in designated areas only. Matches and cigarette butts pose a life threatening danger to some of our residents and must be disposed in an appropriate receptacle.
6. Contractor will be responsible to police the construction area keeping it free of debris and litter.
7. Vehicles and operating equipment is to be off and secure whenever not in use. All tools and equipment are to be secured at the end of the work day. If kept on site, they must be stored within a fenced work staging area. WDC will not assume responsibility for any missing articles.
8. To minimize the disruption to unexcavated areas and enhance the protection of fragile underground utilities, ground mats are to be used if heavy equipment (cranes, tractor trailers, dumpsters) is expected to travel over or operate from unpaved areas.
9. Active construction, staging and equipment storage areas are to be fenced and secured (6 foot chain link preferred) at all times to prevent residents and employees from wandering inside.
10. Possession and/or consumption of alcoholic beverages or drugs are prohibited, by law, anywhere on State property.
11. Please Note: As available, prints of the site's utilities may have been provided by the facility. Understand that the prints are general and that we have encountered situations where they are not accurate. Contractor should determine the actual location of any utility within the construction zone.

### B. HOURS OF WORK

1. Work will occur Monday through Friday only. Any work on Saturday, Sunday, or state Holiday must be approved by the project coordinator and the WDC Engineering Office. A two day (48 hour) notice is required.
2. Project work will not begin before 7:30am.
3. WDC Engineering Office is to be notified whenever project work is to occur beyond 4:30pm. A two day (48 hour) notice is required. Approval for ongoing work which is required to be completed that day should be sought by project manager/site foreman as soon as he becomes aware of the need. Facility will work with project manager to accommodate unanticipated needs.
4. No work will occur past dusk without 48 hours notice and approval of the WDC Engineering Office.
5. The facility requires a minimum of 48 hours notice for any contractor operation such as large material deliveries, power tie-ins, etc, that will impact or potentially disrupt facility operations.