

SCOPE OF WORK

Batsto Village Domestic Water Supply Upgrades

Wharton State Forest
Hammonton Township, Burlington County, NJ

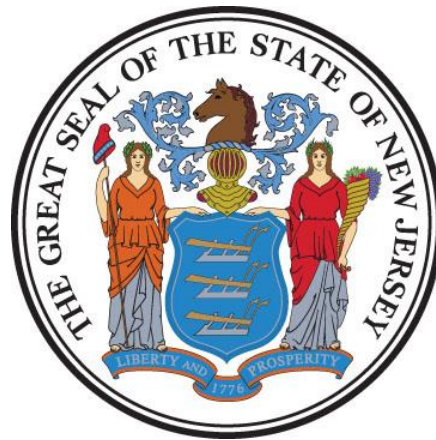
Project No. P1350-00

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: May 30, 2025

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I. OBJECTIVE

The objective of this project is the design and construction of four (4) new wells, associated equipment, and piping for the supply of domestic water to the Visitors Center, Batsto Mansion, Village House #27 (Restrooms), and Concession Building in Batsto Village located in Wharton State Forest in Burlington County.

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):

- **P005 Civil Engineering**

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

- **P002 Electrical Engineering**
- **P004 Plumbing Engineering**
- **P011 Environmental Engineering**
- **P031 Archaeology**
- **P034 Historical Preservation/ Restoration**

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 \$500,000.

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 \$817,500.

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

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

C. CONSULTANT'S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Schematic Design Phase	28
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14

6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. Project Close Out Phase	30

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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PROJECT LOCATION: Wharton State Forest, Burlington County
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V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Wharton State Forest
Batsto Village
31 Batsto Road
Hammonton Twp., Burlington County NJ 08037

GPS Coordinates: 39.643889 4° N, -74.646778° W

See **Exhibit 'B'** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

Name:	<u>Darren J. Comegys, Project Manager</u>
Address:	<u>Division of Property Management & Construction</u> <u>20 West State Street, 3rd Floor</u> <u>Trenton, NJ 08608-1206</u>
Phone No:	<u>(609) 984-6219</u>
E-Mail:	<u>Darren.Comegys@treas.nj.gov</u>

2. Department of Environmental Protection:

Name:	<u>Jeffrey T. Adams, Jr., Project Manager</u>
Address:	<u>Department of Environmental Protection</u> <u>275 Freehold-Englishtown Road</u> <u>Englishtown, New Jersey 07726</u>
Phone No:	<u>(609) 468-4555</u>
E-Mail:	<u>Jeffrey.Adams@dep.nj.gov</u>

VI. PROJECT DEFINITION

A. BACKGROUND

Batsto or Batsto Village is located in Washington Township in Burlington County at the mouth of the Batsto River. The region is part of New Jersey's Pinelands at Wharton State Forest, the largest state forest in New Jersey (See **Exhibit 'B'** Site Map).

Batsto Village is known for being a bustling 19th century industrial and agricultural complex with over 30 buildings including a gristmill, the mansion house, a general store, blacksmith shop, barn complex, sawmill and workers housing. The site also has a historic post office and a visitor's center with a museum store. During the American Revolution, the area was known for its natural resources necessary for making iron used to manufacture wartime artillery. Until the need for iron production declined, Batsto later became a glassmaking making community.

The State of New Jersey acquired the 96,000-acres of Wharton State Forest that surrounds the historic Batsto property between 1954 and 1955. Wharton State Forest is a rich and natural ecosystem preserved and protected in the Pine Barrens that offers an abundant amount of outdoor activities for the public to enjoy.

Batsto Village is recognized as a New Jersey Historic site and is listed on the New Jersey and National Register of Historic Places. The location is managed by the NJ Department of Environmental Protection's Division of Parks & Forestry.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING/ SITE

Batsto Village at Wharton State Forest is open daily and frequented by the public and visitors for historic and educational usage. Due to the water quality concerns at (4) buildings including the Visitors Center, Batsto Mansion, Concession Building, and the Village House #27/Restrooms (See **Exhibit 'C'** Photos), the New Jersey Department of Environmental Protection (NJDEP) decided to install a new well at each location to meet current regulations and codes. The newly constructed wells will supply domestic water to the following buildings:

- The Visitors Center - an 11,310 sq.ft. 2-floor, masonry/wood structure with a basement.
- The Batsto Mansion - a 2,010 sq.ft. 5-floor, historic masonry/wood structure.
- The Concession Building - a 1050 sq.ft. 1-floor, masonry/wood structure.
- The Village House #27/Restrooms - an 822 sq.ft. 2-floor, wood frame structure.

Batsto Village and the historic buildings are open year round for visitors and the public. The site will remain open during construction.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. NEW DOMESTIC WATER SUPPLY

1. Design Concept:

The Consultant shall provide the design and specifications to construct a new well, associated equipment, and piping for the supply of domestic water at the Visitors Center, Batsto Mansion, Concession Building, and Village House #27 (Restrooms) in Batsto Village.

The new well will be an additional water supply used solely for the building's domestic water system and shall remain separate from the building's existing water supply. The existing water supply will serve for the building's fire suppression system. The design and specifications of the new wells shall be in accordance with N.J.A.C. 7:9D as it applies to Category 1 potable water supply wells. The Consultant shall identify all required permits and special requirements.

The Consultant shall provide the design and specifications for disconnecting, cutting, and capping all domestic water piping from building's existing water supply system. The Consultant shall account for any pressure or flow changes of the existing water supply due to the elimination of water being served for domestic water. The Consultant shall provide the design and specifications for the updated existing water supply used for fire suppression. The Consultant shall submit signed and sealed design calculations and drawings with each submission.

This Consultant shall provide the design and specifications of all new equipment including but not limited to the well, pumps, tank, piping, valves, water treatment, connections, tie-in points, required enclosures, and all incidental items required for the complete operation of a domestic water supply well.

All Agency supplied drawings and/or documentation shall be used as a guide and verified by the Consultant. Any available land and water source mapping referenced shall be verified by the Consultant prior to any final well designs.

All design, specifications, and construction to the site shall meet the State Historic Preservation Office (SHPO) Approval per Section 106 of the National Historic Preservation Act (NHPA). The Consultant is expected to coordinate the construction of the new wells with the NJ Department of Environmental Protection (NJDEP) and the NJ Pinelands Commission as the location is in the NJ Pine Barrens.

2. Test Wells:

The Consultant shall determine the location of each well by soliciting and employing the services of a licensed Well Drilling Firm to install test wells as per N.J.A.C. 7:9D as it applies to

Category 1 potable water supply wells, code, and standards. The Consultant shall engage, if necessary, the services of a Hydrogeologist to aid in locating the area of the site best suited for the new well. Upon completion of the test wells, the Consultant shall employ the services of a Certified Testing Laboratory to conduct the required water testing and submit the required reporting.

The design and specifications for locating the new test wells shall be based on the electrical supply, underground water resources, and civil/site work at each of the building's property. The plan shall include but not be limited to a geophysical survey, land assessments, a test well drilling plan, water quality testing requirements, water flow testing requirements, power utility investigation, areas of influence, and aquifer.

The Consultant shall provide the total of all costs associated with the test wells and submit that cost amount prior to the proposal due date. The Consultant shall enter the cost of work amount submitted by the Well Drilling Firm on the fee proposal line item entitled **"Well Drilling Allowance"**, refer to Paragraph **X.B**, and 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 cost per foot drilled. Any funds remaining in the Well Drilling Allowance account will be returned to the State at the close of the project.

3. Production Wells:

The Consultant shall design the conversion of the test wells to production wells and obtain all necessary NJDEP permits including a **"Water Allocation Permit"**.

Once the test wells are installed, the Consultant shall prepare and submit a separate permit application for a "permit to construct" these production wells as "public community" supply wells which will include pump test data and raw water quality results from each well. (The well driller will also need to apply to change the use designation of the wells from "test" to "public community" during this phase).

All of the requirements for this application are included in N.J.A.C. 7:10-1 et seq. Once this permit is approved and the work is completed, a NJDEP engineer will conduct an inspection and the next phase may begin with the Consultant preparing and submitting an application for a "permit to operate". Depending on the raw water quality data, additional water treatment may be required prior to receiving approval to operate the wells. Actual requirements of water quality will be provided to the Consultant as part of the permitting process.

4. Pump, Controller, Tank, and Piping:

The Consultant shall provide the design and specifications for the new pump, water pressure tank, controller, and all associated piping from the well to the building's domestic water distribution system. This includes but is not limited to all piping, valves, meters, alarms, etc.

It is the Agency's request to have any and all well and pump-related equipment installed in the building's space at an Agency approved location determined by the Consultant.

As determined by the Agency and Consultant, any equipment not feasible for installation in the building space shall be installed at a location on the property and in a manner approved by SHPO to minimize impact to the historic site.

The new pump and tank shall be designed to handle the sustainable flow of the well as documented in the Well Driller Firm's report provided to the Consultant. The new tank shall be sized only for the building's domestic water needs. The pressure flow from the new pump system shall be accounted for when designing this system.

5. Water Treatment:

The Consultant shall determine the need for water treatment to supply the domestic water at each building. If water treatment is needed, the Consultant shall specify and provide the design and specifications for a suitable system for providing such treatment.

The Consultant shall also determine the need for any treatment to the building's existing interior plumbing/piping system used for domestic water.

6. Power:

The Consultant shall verify the adequacy of the existing electric supply and determine by providing load calculations to either add the new electric pump to the existing electric supply or, if necessary, the Consultant shall provide the design to upgrade the electric service to accommodate the additional electric load.

B. SITE SPECIFIC APPROVALS

1. Pinelands Approval:

The Consultant shall complete a Pinelands application and submit to the Pinelands Commission for review and approval prior to securing UCC Permits.

2. State Historic Preservation Office Approval:

The Consultant shall complete an "Application for Project Authorization under the New Jersey Register of Historic Places Act" and submit it to the State Historic Preservation Office for review and approval prior to securing the required UCC permits.

The "Application for Project Authorization Under the New Jersey Register of Historic Places Act" can be found at: http://www.nj.gov/dep/hpo/2protection/sr_revapp_min.pdf

C. CONSTRUCTION SITE REQUIREMENTS & PHASING

The Consultant shall include in the design documentation the peak season for the public and visitors are from Memorial Day weekend through Labor Day weekend.

Any necessary construction phasing shall be included in the design. Any temporary building access pathways shall be specified in the design.

The Contractor staging and location of construction equipment, demolition debris, materials, storage, and dumpsters shall be specified in an Agency approved secure area at the construction site.

The following project site requirements shall be included in the design documents as appropriate:

1. Contractor Use of the Premises:

Determine the coordination, policies, and procedures with the Client Agency and the Contractor with respect to parking, material staging, and storage areas, use of Client Agency utilities, allowable hours of construction, the need and location of portable toilets, the need and location of construction and storage trailers, etc. and include the information in Division 1 of the specification.

2. Dumpster:

If a dumpster is required, the location shall be shown on the site plan in an area approved by the Client Agency, and the frequency of debris removal shall be identified in the design and specifications.

3. Special Sequencing:

The contract documents must incorporate special sequencing of the work, if necessary, to be coordinated with the Client Agency 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 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.

D. SPECIAL CONSIDERATIONS

1. Security:

Include any special security requirements or policies published by the Client Agency in Division 1 of the specification.

2. Hours of Work:

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 Project Team members. No work is permitted on weekends or State holidays. The facility allows for work to be performed between 7 AM and 3:30 PM.

3. Material Staging:

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

4. Fencing:

All security fencing that is required around the construction site or elements of the site such as construction materials, buildings, equipment, etc. shall be identified on the design drawings where appropriate.

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:

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.

- DBC No. 1720-01 Batsto Visitors Center, Wharton State Forest, As-Built September 28, 1981, Holt Morgan Schwartz PA Architects
- P0916-00 Renovation and Expansion at Batsto Visitors Center, Wharton State Forest, As-Built 8/02/03, El Taller Colaborativo, PC
- DPMC# P1214-00 Geothermal Renovations Batsto Visitor Center, As-Built 10-4-23, Princeton Engineering Group, LLC
- DPMC# P1251-00 Batsto Visitor Center Septic Replacement, As-Built 12/20/23, Finelli Consulting Engineers
- DPMC# P0973-00 Batsto Mansion HVAC Renovations, As-Built May 13, 2009, Holt Morgan Russell Architects, P.A.
- DPMC# P1213-00 Geothermal Renovations Batsto Mansion, Record 02/16/24, M&E Engineers, Inc.
- DPMC# P0787-00 Rehabilitation of Batsto Lake Dam, As-Built 7/12/01, French & Parrello Associates, P.A.

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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

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

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

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

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

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

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

2. NJ Uniform Construction Code Permit

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

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

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

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

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

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

Special inspectors shall be certified in accordance with the requirements in the New Jersey Uniform Construction Code.

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY REBATE AND INCENTIVE PROGRAMS

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

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

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

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

1. Permits:

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

2. Permit Costs:

The Consultant shall estimate the application fee costs for all of the required project permits,

certificates, and approvals (excluding the NJ Uniform Construction Code permit) and include that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”. A breakdown of each permit and application fee shall be attached to the fee proposal for reference. **NOTE:** The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

3. Applications:

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

4. Consultant Fee:

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

B. WELL DRILLING ALLOWANCE

The well drilling firm selected by the Consultant to install the test wells described above shall estimate all of the costs associated with the work and submit that amount to the Consultant prior to the proposed due date.

The Consultant shall enter the amount submitted by the well drilling firm on the fee proposal line item entitled “**Well Drilling Allowance**” and 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 cost per foot drilled.

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

C. ARCHEOLOGY ALLOWANCE

The Consultant shall determine and include an allowance to cover the potential costs of providing archaeological services and/or monitoring necessary to facilitate restoration of the structure and enter that amount in their fee proposal line item entitled “**Archaeological Allowance**”.

The Consultant shall have in-house capabilities or Sub-Consultants pre-qualified with DPMC in P031 Archaeology Professional Discipline.

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

PROJECT NAME: Batsto Village Domestic Water Supply Upgrades
PROJECT LOCATION: Wharton State Forest, Burlington County
PROJECT NO: P1350-00
DATE: May 30, 2025

XI. SOW SIGNATURE APPROVAL SHEET

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

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

SOW PREPARED BY: Alison F. Gottlieb 5/30/2025
ALISON F. GOTTLIEB, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 5/30/2025
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Jeffrey T. Adams 5/30/2025
JEFFREY T. ADAMS, PROJECT MANAGER DATE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Darren J. Comegys 6/4/25
DARREN J. COMEGYS, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M. Barnard 6.9.25
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XII. CONTRACT DELIVERABLES

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

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

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

- **SCHEMATIC DESIGN PHASE**
- **DESIGN DEVELOPMENT PHASE**
- **FINAL DESIGN PHASE**
- **PERMIT APPLICATION PHASE**
- **BIDDING AND CONTRACT AWARD**
- **CONSTRUCTION PHASE**
- **PROJECT CLOSE-OUT PHASE**

XIII. EXHIBITS

- A. **SAMPLE PROJECT SCHEDULE FORMAT**
- B. **PROJECT SITE LOCATION MAP**
- C. **PHOTOS**

END OF SCOPE OF WORK

Deliverables Checklist Schematic Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

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

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

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

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

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

Consultant Signature

Date

[illegible]

Date _____

A/E Name: _____

[illegible]

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

Consultant Signature

Date

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

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

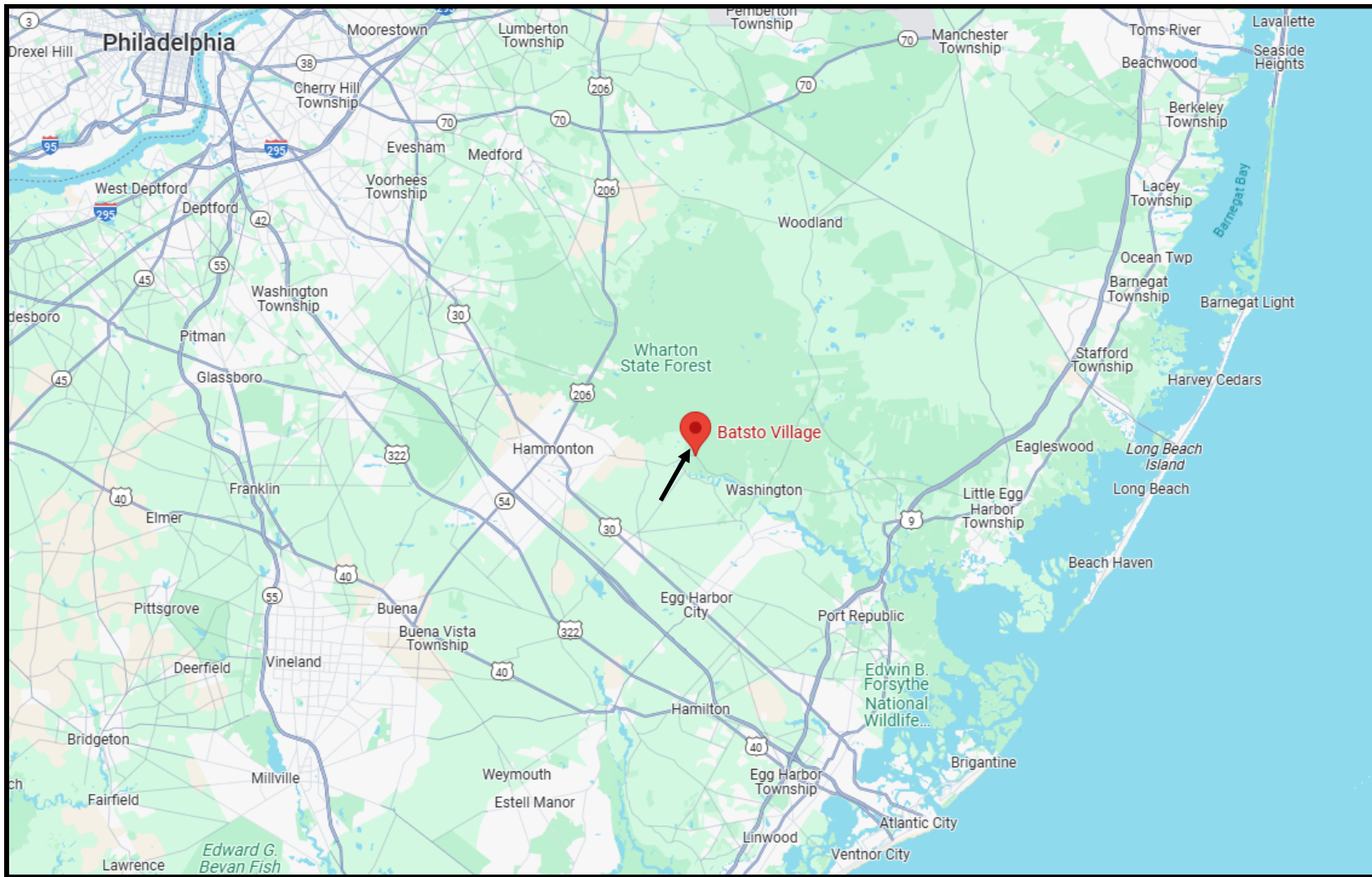
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DBCA - TEST

Sheet 1 of 3

Bureau of Design & Construction Services

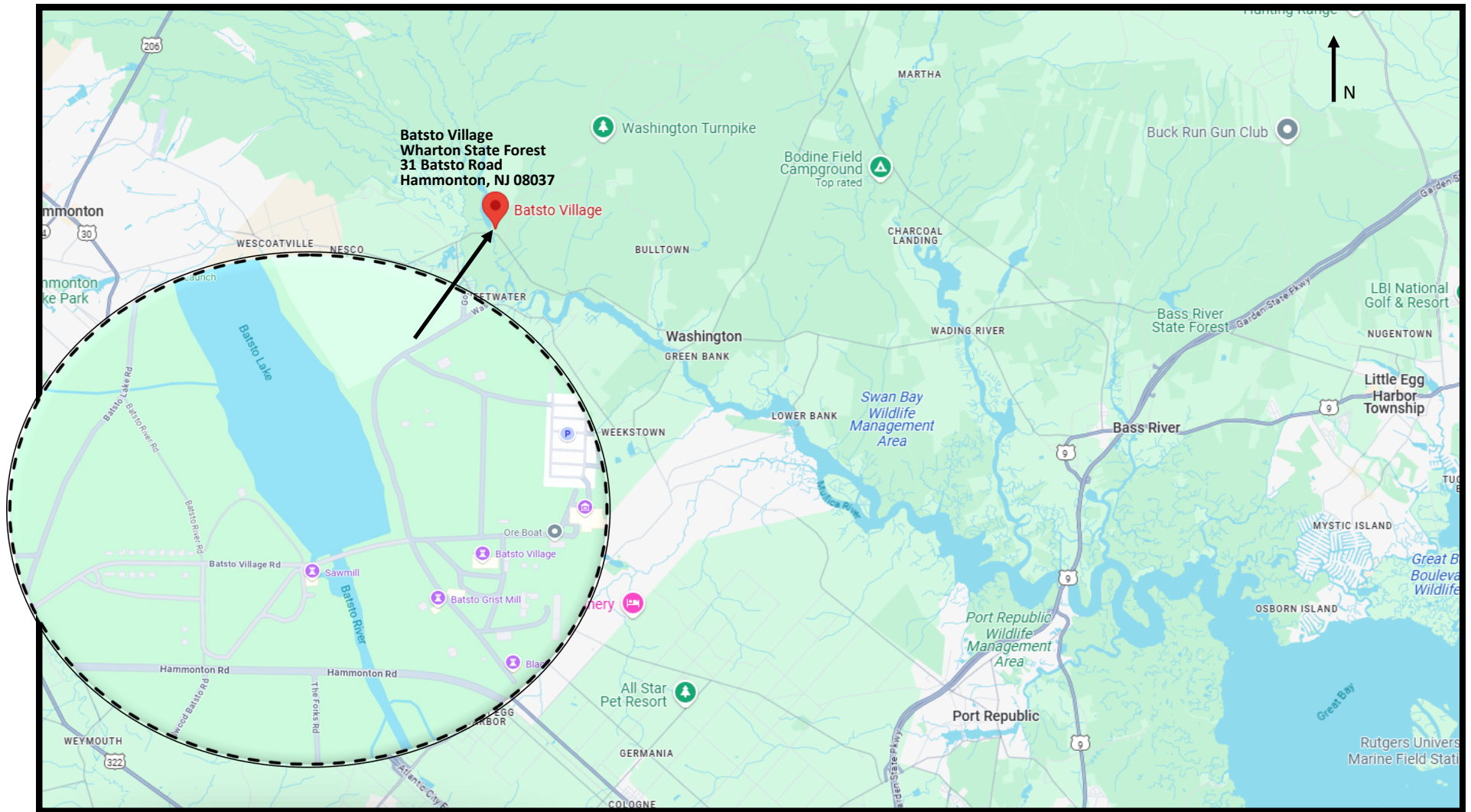
EXHIBIT 'A'



Project Site Location Map

Batsto Village

EXHIBIT 'B'



Project Site Location

Batsto Village

EXHIBIT 'B'



Project Site
Batsto Village
EXHIBIT 'B'



Batsto Village **EXHIBIT 'B'**



Visitor's Center



Batsto Mansion

Photo

Batsto Visitor's Center & Mansion

EXHIBIT 'C'



Cabin #27/ Restrooms



Concession Building

Photos

Cabin # 27/ Restrooms & Concession Building

EXHIBIT 'C'