

# **SCOPE OF WORK**

## **Waste Water Treatment Plant Sludge Storage Tank Replacement**

Bayside State Prison  
Leesburg, Cumberland County, N.J.

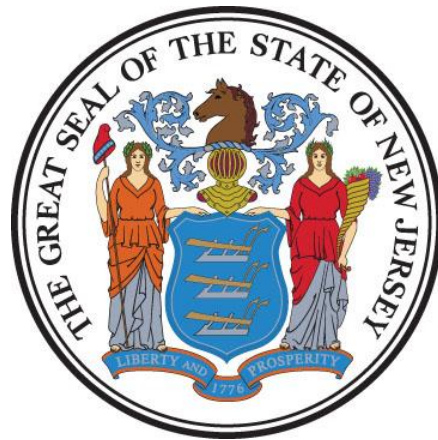
**Project No. C1087-00**

### **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**

Christopher Chianese, Director

**Date: January 16, 2024**

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**PROJECT NAME: Waste Water Treatment Plant Sludge Storage Tank Replacement**  
**PROJECT LOCATION: Bayside State Prison, Cumberland County**  
**PROJECT NO: C1087-00**  
**DATE: January 16, 2024**

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## **I. OBJECTIVE**

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The objective of this project is the replacement of two sludge storage tanks at the waste water treatment plant at Bayside State Prison in Cumberland County.

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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):

- **P054 Waste/Water Treatment**

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

- **P002 Electrical Engineering**
- **P007 Structural Engineering**

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 \$ 685,000.

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 \$ 987,000.

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

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

<b>9. Award Phase</b>	<b>28</b>
<b>10. Construction Phase</b>	<b>180</b>
<b>11. Project Close Out Phase</b>	<b>30</b>

**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:

Bayside State Prison  
4293 Route 47  
Leesburg, NJ 08327

GPS Coordinates: 39.2368° N, 74.95719° 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: Nurul Hasan, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 633-8265  
E-Mail: [Nurul.Hasan@treas.nj.gov](mailto:Nurul.Hasan@treas.nj.gov)

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

Name: Michael Pepenella, Project Manager  
Address: Department of Corrections  
Whittlesey Road, PO Box 863  
West Trenton, NJ 08625  
Phone No: (609) 292-4036 ext. 5287/ (609) 954-5464  
E-Mail: [Michael.Pepenella@doc.nj.gov](mailto:Michael.Pepenella@doc.nj.gov)

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## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

Bayside State Prison, Southern State Prison, and Bayside Minimum Farm and Dairy Prison share a common site, infrastructure and utilities. The three facilities are on approximately 1,148 acres of woods and farmland in rural South Jersey in Maurice River Township. (See **Exhibit 'B'** map)

Bayside State Prison was constructed in 1969 and operates as a medium security facility. The Bayside Minimum Farm and Dairy Prison was constructed in the 1930s. The Southern State Correctional Facility was built in 1983. Currently, there are approximately 2,227 male incarcerated persons at Bayside State Prison and 2,012 incarcerated persons at Southern State Prison.

The existing wastewater treatment plant at the Bayside Correctional facility was constructed in 1996. The wastewater treatment plant is located west of the complex grounds and serves all three prison facilities and buildings including administrative offices, residential units, ancillary buildings and industrial buildings.

## **B. FUNCTIONAL DESCRIPTION OF THE EQUIPMENT/SITE**

There are two exterior sludge storage tanks bolted to concrete pads adjacent to each other at the waste water treatment plant. The sludge tank on the right was installed first, has aged and required repairs. (see **Exhibit ‘C’** photos). The left sludge tank was installed afterwards to accommodate the increased incarcerated population on the shared prison grounds. Both tanks have fixed caged ladders with railings. The sludge tank pump is located between the two tanks below the ground surface and is accessible by an access door. Each tank has a dedicated sump pipe connected to the pump. The left sludge tank is connected to the pump where the waste empties to the right sludge tank. The right sludge tank has the out flow pipe for truck pick-up and waste disposal through an attached hose. The sludge tank controls and equipment are outdated and located at the rear exterior of the waste water treatment plant building. Bayside State Prison and facility will be open and in operation during construction.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. DESIGN REQUIREMENTS**

#### **1. General:**

The Consultant shall provide the Design, Construction Administration, Permitting and Bid/Award Services for the demolition, removal and complete replacement of the storage tanks located at the wastewater treatment plant at Bayside State Prison.

#### **2. Demolition:**

The Consultant shall evaluate and determine any necessary decommissioning required for the safe removal of the existing tanks. The Consultant shall provide the design for capping and/or the safe removal of any associated piping or hosing. The Consultant shall provide the design for the demolition and removal of the existing concrete pad for the equipment.

#### **3. New Sludge Storage Tanks:**

The Consultant shall provide the design for the replacement of the existing sludge storage tanks. The new equipment shall be of similar kind and existing footprint. The Consultant shall evaluate and provide the design and specifications for any site condition improvements. The design documentation shall include any necessary structural specifications for the reinforcement and/or bolting of the new equipment. The Consultant shall include in the documentation the design and calculations for the new concrete slab. Any replaced piping, hosing or related components to the new equipment shall be included in the design. The Consultant shall evaluate and provide the design for any required electrical service and/or necessary upgrades.



#### **4. Pump & Controls:**

The Consultant shall evaluate, determine and provide the design to upgrade or replace any necessary controls and control related equipment. Training and usage of any new controls shall be included in the design documents.

#### **5. Signage:**

The Consultant shall include in the design documents any new or missing signage.

#### **6. Construction Site:**

Determine the need and approved locations for vehicle parking, construction equipment, cranes, material storage, dumpsters, safety barriers. All security fencing is required around the construction site or elements of the site such as storage trailers, construction materials, buildings, equipment and shall be identified on the design drawings where appropriate. Develop procedures for personnel to access the project site and construction

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

#### **7. Construction Phasing:**

The Consultant shall provide the design and schedule to accommodate one sludge storage tank out-of-service during construction and installation. Provisions for switch over issues shall be addressed in the design documents and all construction activities that will require special phasing shall be shown in the construction schedule provided in the specification. The Consultant must assure that the existing wastewater treatment plant equipment and operation will not be altered or shutdown during the construction and installation of the new equipment.

### **B. CONTRACTOR USE OF THE PREMISES**

Refer to **Exhibit 'D'** to find "Bayside State Rules and Regulations Regarding Outside Contractors" and work with the Agency and Project Team to add any additional special security and policy requirements that must be followed during all work conducted at the facility and include this information in Division 1 of the specifications.

### **C. 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:

Investigation 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.

## **D. 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.

- DMPC project No.: C0499-00: **Wastewater Treatment Plant Bayside State Correctional Facility**, As-Built Drawings 12/12/1991, Remington & Vernick Engineers
- DMPC project No.: C7031-00: **Bayside State Correction Facility Wastewater Treatment Plant Upgrades**, As-Built Drawings 12/29/2000, Remington & Vernick Engineers

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

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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.

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## **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 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. The DCA ePlans site can be found at:

<https://www.nj.gov/dca/divisions/codes/offices/ePlans.html>

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”:

Joyce Spitale, DPMC  
PO Box 235  
Trenton, NJ 08625-0235  
[Joyce.Spitale@treas.nj.gov](mailto:Joyce.Spitale@treas.nj.gov) 609-943-5193

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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)

## **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:

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

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:

[http://www.state.nj.us/dca/divisions/codes/publications/pdf\\_bulletins/b\\_03\\_5.pdf](http://www.state.nj.us/dca/divisions/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, "**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.

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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 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**

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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.

#### **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.

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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:** Alison F. Gottlieb 1/16/2024  
ALISON F. GOTTLIEB, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** James Wright 1/16/2024  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

**SOW APPROVED BY:** Michael Pepenella 01/24/2024  
MICHAEL PEPENELLA, PROJECT MANAGER DATE  
DEPARTMENT OF CORRECTIONS

**SOW APPROVED BY:** Nurul Hasan 1/31/2024  
NURUL HASAN, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

**SOW APPROVED BY:** Chris Geary 1/31/24  
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE  
DIV PROPERTY MGT & CONSTRUCTION



## **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:

- **INVESTIGATION PHASE**
- **DESIGN DEVELOPMENT PHASE**
- **FINAL DESIGN PHASE**
- **PERMIT APPLICATION PHASE**
- **BIDDING AND CONTRACT AWARD**
- **CONSTRUCTION PHASE**
- **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. **BSP RULES & REGULATIONS REGARDING OUTSIDE CONTRACTORS**

**END OF SCOPE OF WORK**

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## Deliverables Checklist Investigation Phase

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

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Outline Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Investigation Phase Deliverables Checklist						
<b>S.O.W. Reference</b>	<b>S.O.W. Specific Requirements</b>						
	Investigation Report (4 copies)						

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

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

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

\_\_\_\_\_ Date

**Deliverables Checklist  
Permit Application Phase**

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

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

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

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

\_\_\_\_\_  
Date

## Deliverables Checklist Bidding and Contract Award Phase

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

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

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

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

\_\_\_\_\_  
Date

## Deliverables Checklist Construction Phase

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

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

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

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

\_\_\_\_\_ Date

**Deliverables Checklist  
Project Close-Out Phase**

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

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

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

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

\_\_\_\_\_  
Date



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	Respon	Weeks
<b>&lt;PROJ&gt;</b>			
<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	
CV2001	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

**Bureau of Design & Construction Services**

**EXHIBIT 'A'**

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

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Activity ID	Description	Respn	Weeks			
CV2055	Review & Approve Final Design Submittal	CM				
CV2056	Consolidate & Return Final Design Comments	CM				
CV3060	Prepare & Submit Permit Application Documents	AE				
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM				
<b>Plan Review-Permit Acquisition</b>						
CV4001	Review Constr. Documents & Secure UCC Permit	PR				
CV4010	Provide Funding for Construction Contracts	CA				
CV4020	Secure Bid Clearance	CM				
<b>Advertise-Bid-Award</b>						
CV5001	Advertise Project & Bid Construction Contracts	CP				
CV5010	Open Construction Bids	CP				
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM				
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE				
CV5014	Complete Recommendation for Award	CP				
CV5020	Award Construction Contracts/Issue NTP	CP				
<b>Construction</b>						
CV6000	Project Construction Start/Issue NTP	CM				
CV6001	Contract Start/Contract Work (25%) Complete	CON				
CV6002	Preconstruction Meeting	CM				
CV6003	Begin Preconstruction Submittals	CON				
CV6004	Longest Lead Procurement Item Ordered	CON				
CV6005	Lead Time for Longest Lead Procurement Item	CON				
CV6006	Prepare & Submit Shop Drawings	CON				
CV6007	Complete Construction Submittals	CON				
CV6011	Roughing Work Start	CON				
CV6012	Perform Roughing Work	CON				
CV6010	Contract Work (50%+) Complete	CON				
CV6013	Longest Lead Procurement Item Delivered	CON				
CV6020	Contract Work (75%) Complete	CON				

Sheet 2 of 3

**Bureau of Design & Construction Services**

# EXHIBIT 'A'

DRCA - TEST

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

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Activity ID	Description	Respn	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	

DBCA - TEST

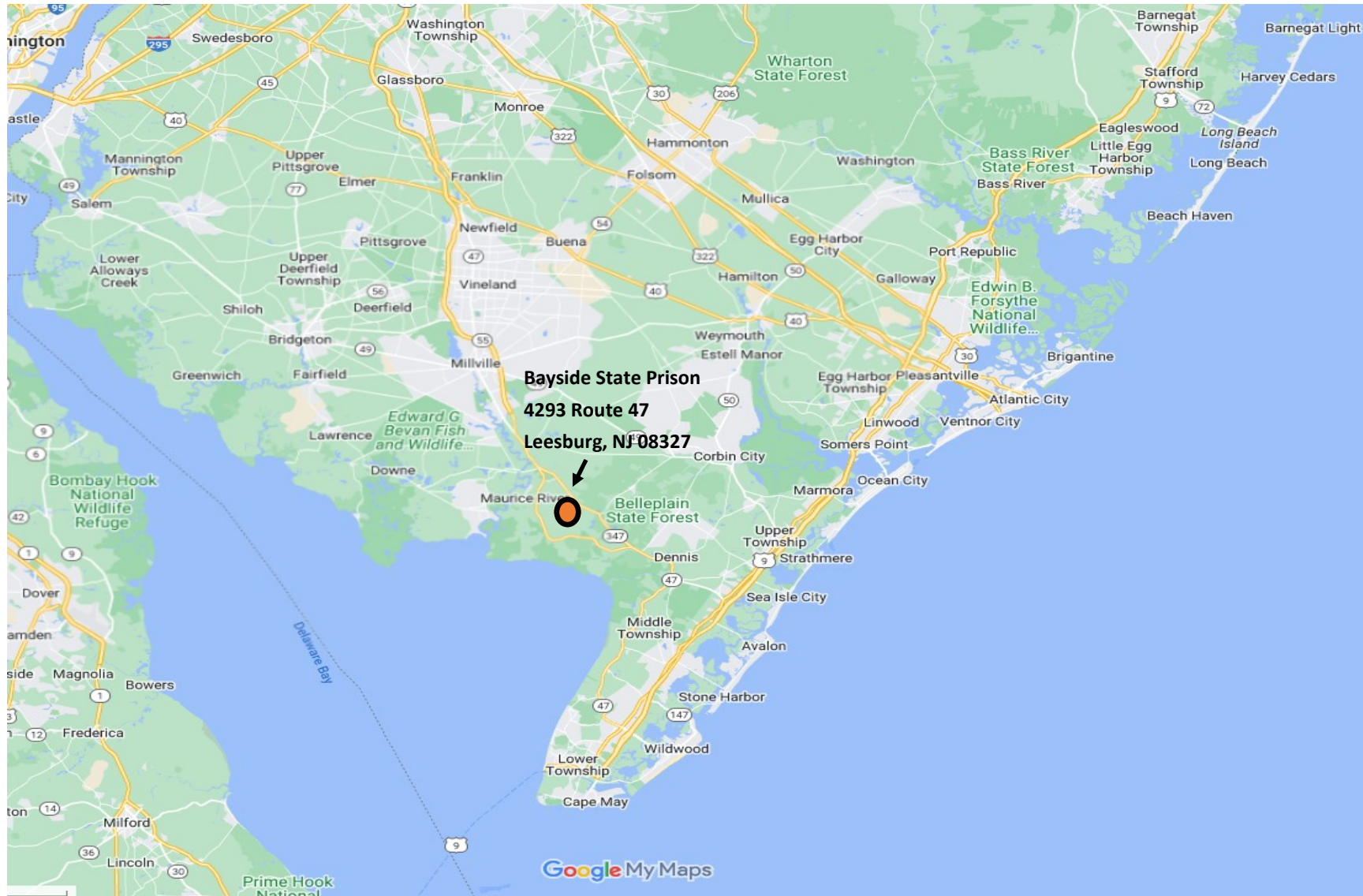
Sheet 3 of 3

Bureau of Design & Construction Services

**EXHIBIT 'A'**

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

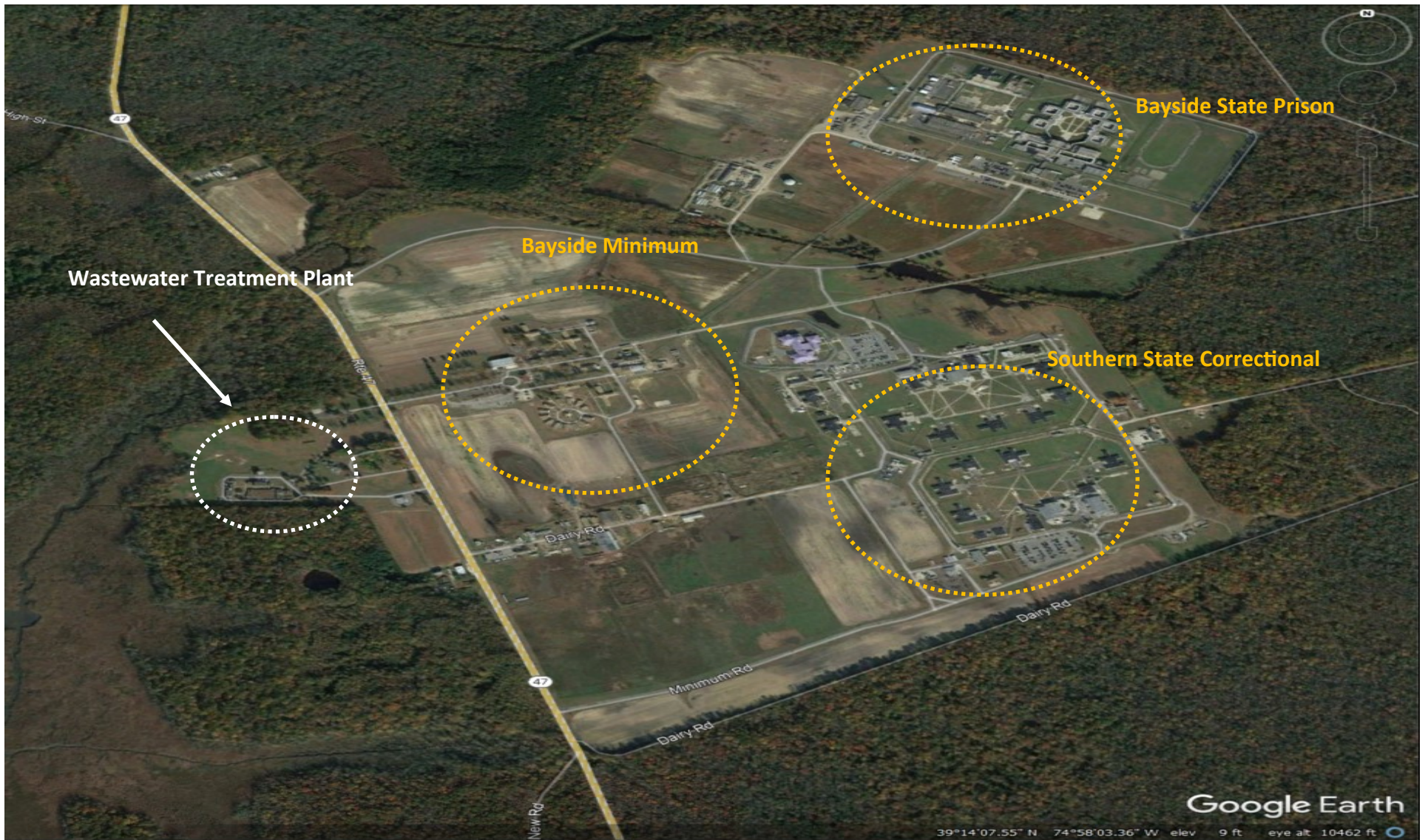
© Primavera Systems, Inc.



Project Site Location Map

Bayside State Prison

**EXHIBIT 'B'**



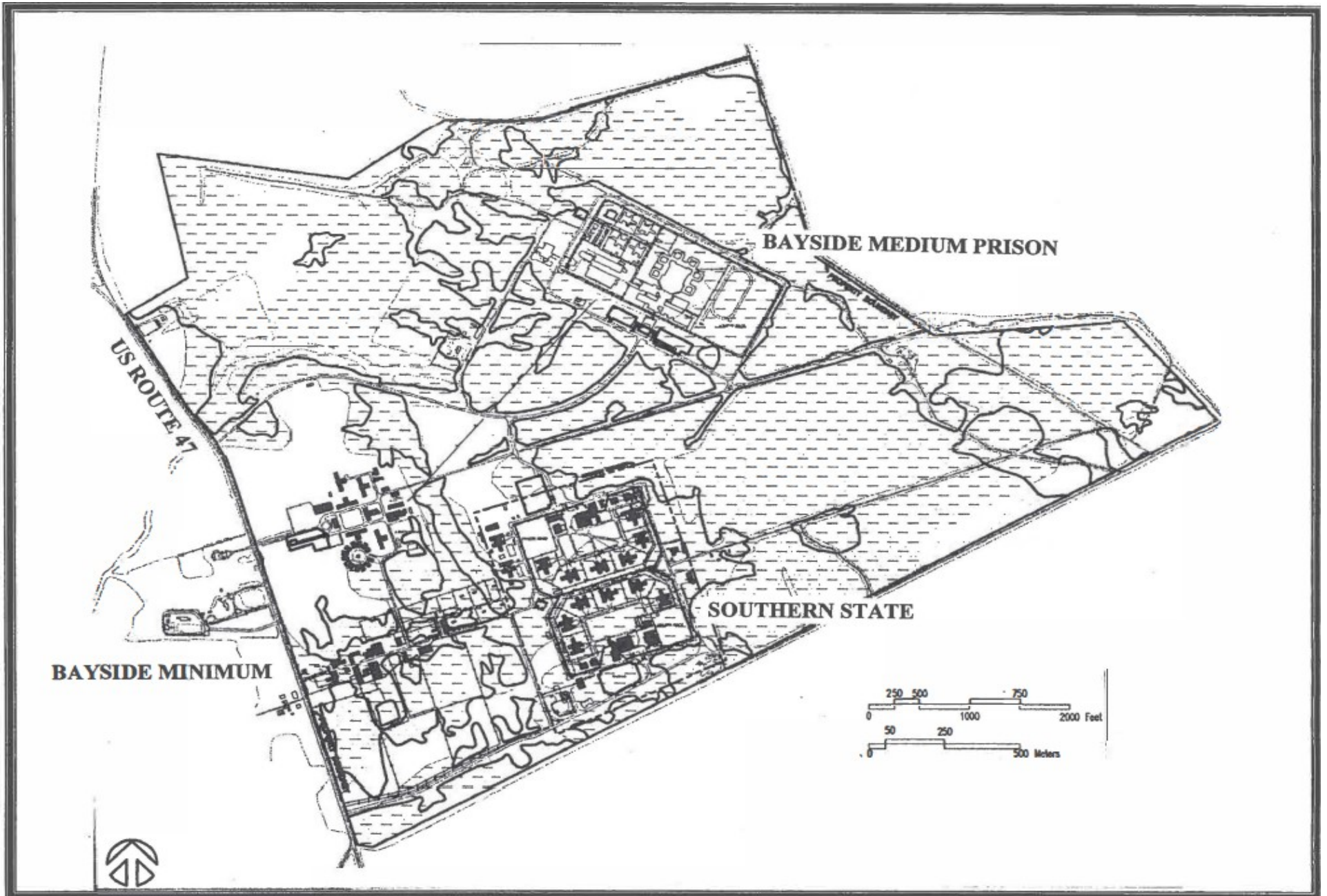
Project Site  
Bayside State Prison  
**EXHIBIT 'B'**



Project Site

Bayside State Prison - Wastewater Treatment Plant

**EXHIBIT 'B'**

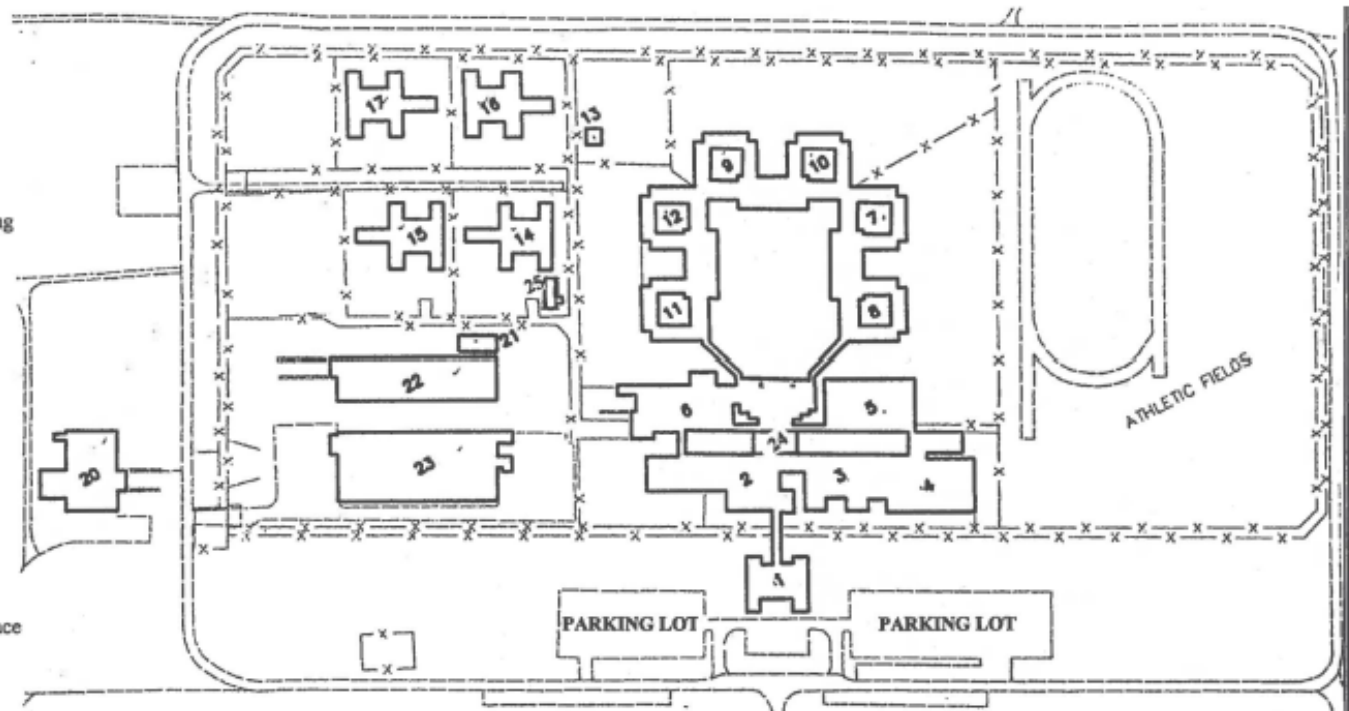


**EXHIBIT 'B'**



**BAYSIDE STATE PRISON, CUMBERLAND COUNTY, NEW JERSEY**

1. Outside Admin Bldg
2. Inside Admin & Infirmary
3. East Arcade Bldg
4. Auditorium & Chapel Bldg
5. Gymnasium/Multi Purpose
6. Inside Admin/Kitchen & Dining
7. Housing Unit E
8. Housing Unit F
9. Housing Unit C
10. Housing Unit D
11. Housing Unit A
12. Housing Unit B
14. Housing Trailer #1
15. Housing Trailer #2
16. Housing Trailer #3
17. Housing Trailer #4
18. Housing (Removed)
19. Tent City (Removed)
20. Outside Warehouse
21. Officer Station
22. Industrial Bldg/Tag Shop
23. Bakery, Clothing & Maintenance
24. Control Center
25. Laundry

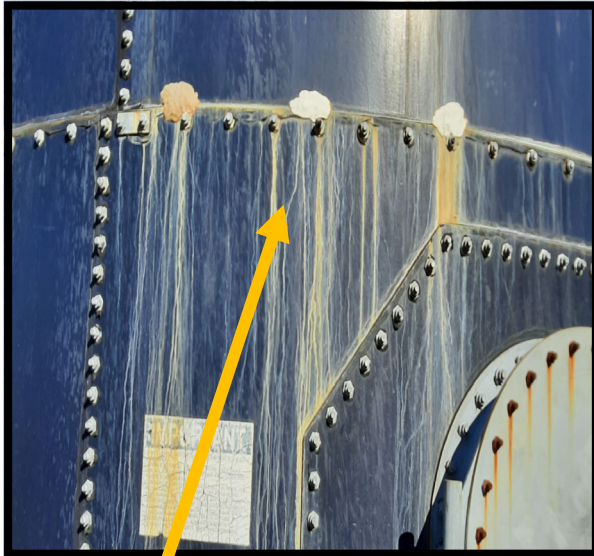


**DIRECTIONS:** From Trenton, take Route 206 south thru Trenton and follow it until its end (Hammonon). At end of Route 206, proceed straight thru the town of Hammonon. This will run into Route 54. Stay on Route 54 until its end (Buena). Take Wheat Road and follow directions for Vineland. After approximately 3 miles on Wheat Road make a left turn at Route 555 (also called Main Road). Stay on Route 555 thru Vineland until you come to the new highway #55. Take Route 55 south which will exit onto Route 47. Stay on Route 47 south for approximately 7 miles. Bayside Farm will be directly off the road on the left side.

**EXHIBIT 'B'**



Photos - Sludge Storage Tanks  
Bayside State Prison - Waste Water Treatment Plant  
**EXHIBIT 'C'**



Repairs

Roof Vent



Disposal Hose

Right Tank

Photos - Sludge Storage Tanks  
Bayside State Prison - Waste Water Treatment Plant

**EXHIBIT 'C'**



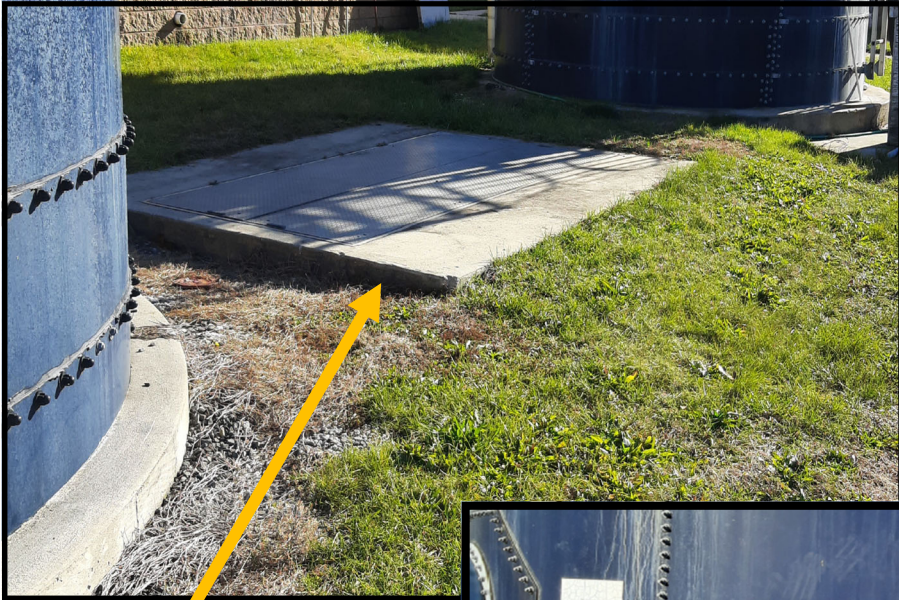
**Left Tank**



**Inlet pipe**

Photos - Sludge Storage Tanks  
Bayside State Prison - Waste Water Treatment Plant

**EXHIBIT 'C'**



**Pump Location**



**Tank Controls**



Photos - Sludge Storage Tanks  
Bayside State Prison - Waste Water Treatment Plant

**EXHIBIT 'C'**

# **Bayside State Prison**

4293 Route 47  
Leesburg, NJ 08327  
856-785-0040

## **RULES AND REGULATIONS REGARDING OUTSIDE CONTRACTORS**

Bayside State Prison Administration is charged with the responsibility of the custody of their inmates. All non-state employees must comply with the below listed Rules and Regulations as a condition of their employment and access to state property.

1. Drivers' License or other approved photo I.D. is to be used, as identification for work crews. **NOTE:** If Temporary I.D.'s are used the contractors Identification will be turned in at the beginning of the day and a temporary ID card will be issued to the escort officer. At the end of the day, the temporary ID will be turned in and the Identification submitted will be returned to each worker. No temporary ID cards will leave the Institution.
2. Work crews will enter through the fronthouse as scheduled. They will be escorted to the work site unless special arrangements have been made through the area supervisor.
3. If Restricted Visitor's Badges are issued by the fronthouse officer, they must be worn on the outer most garment at all times.
4. An escort will be required to and from the job site. No contractor will walk anywhere on the compound without a proper escort.
5. All workers and vehicles will be subject to search prior to entry into the institution. Furthermore, any worker or vehicle is subject to a search at any time while on State property.
6. All workers are to read, sign and receive a set of Bayside State Prison outside contractor regulations.
7. If any workers have any relatives or friends incarcerated at Bayside State Prison, they are to notify administrative officials immediately.
8. No worker is to fraternize or argue with inmates. Any difficulties with inmates and/or employees must be reported to the escorting officer immediately. The officer will then inform his/her area supervisor of any problems.
9. Do not give anything to, or take anything from inmates.
10. Lock all personal vehicles and demobilize construction vehicles and equipment when left unattended. All tools stored outside the security perimeter must be secured in locked vehicles. Ladders will be firmly secured and locked to the roof or side of construction vehicles.
11. Photographs are prohibited. Cameras are not permitted on facility grounds unless previously approved by administration and deemed necessary for project completion. Any photographs taken are subject to review.

# **EXHIBIT 'D'**

12. All tools and equipment will be secured overnight. Equipment, such as ladders and scaffolding, will be chained and locked with supplies provided by the contractor prior to leaving facility grounds. Any scaffolding will be removed at the end of each work day and locked.
13. Warning lights must be displayed at all dangerous areas at night.
14. No firearms, ammunition, hunting knives, personal knives of any size or type, or other articles of this nature are permitted on State Property or stored in vehicles.
15. No alcoholic beverages, controlled substances, or prescription medications are permitted on the grounds of the institution. Smoking is strictly prohibited in ALL State buildings.
16. Institutional fire regulations shall be strictly adhered to. You may contact the institutional fire marshal for direction through the escorting officer.
17. Obey speed limit and all parking signs while on State property.
18. Lock personal items in your vehicle outside the secure perimeter of the institution.
19. All excavations will be protected as directed by the Engineer in Charge of Maintenance. Those across main roads must be properly covered with plates.
20. It is the responsibility of each contractor to know that his tools and equipment are properly stored and secured at the end of each work day.
21. Each contractor bringing tools or supplies into the facility will submit an inventory list. All power tools must be inspected and required tool inventory will be submitted at the end of each work day. Tools will not be permitted inside the secure perimeter if not job specific. All gang boxes will be searched prior to entering and departing the institution.
22. Equipment and tools are to be kept away from the bars and fence surrounding the job site.
23. Each contractor is responsible for any damage done as a result of their work.
24. All acetylene torch heads, regulators, and hoses will be removed from the institution on a daily basis. All tanks will be properly stored and secured outside the secure perimeter.
25. Tools will be inventoried on a daily basis, secured and sealed with tamperproof seals. The seal numbers will be logged on the daily inventory sheet.
26. All blades, regardless of nature, will be inventoried. When a blade wears out or breaks, it will be taken off the inventory and taken out of the institution.
27. In the event of an emergency, you will be directed to a secured area of the institution. You are to follow the direction of your escort officer at ALL times.

## **EXHIBIT 'D'**

28. UNACCEPTABLE CLOTHING – The following clothing should not be worn when entering any part of the institution:

- Tank tops, mesh tops or tube tops
- Low cut, shoulderless tops, halter tops or sheer clothing
- Shorts, sweatpants, bike pants or ragged jeans
- Leggings or tights (unless covered by a long top, skirt, etc)
- Skirts with high slits, mini skirts, mini dresses
- Proper footwear is required, no thong sandals, beach footwear or open toed shoes
- Clothing with inappropriate or offensive inscriptions

**I have reviewed the above rules and regulations pertaining to outside contractors working in Bayside State Prison. I understand that any violation of these rules and regulations could result in me no longer being permitted to work inside the institution or on its grounds.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Escort Officer's Name

\_\_\_\_\_  
Escort Officer's Signature