

State of New Jersey
Department of the Treasury
Division of Property Management and Construction



Procedures for Architects and Engineers

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TABLE OF CONTENTS

1. PREFACE	10
2. TABLE OF FIGURES	11
3. DPMC ORGANIZATION	13
3.1. Division of Property Management and Construction.....	13
3.2. DPMC Mission Statement.....	13
3.3. Director’s Office	13
3.4. Office of Property Management.....	13
3.5. Office of Contract Administration	14
3.6. Office of Design and Construction	14
4. CONSULTANT PREQUALIFICATION	15
4.1. Overview	15
4.2. Prequalification	15
4.3. Prequalification Process.....	15
5. CONSULTANT SELECTION AND CONTRACTING.....	17
5.1. Consultant Selection	17
5.1.1 Major Contract.....	17
5.1.2 Routine Contract.....	17
5.1.3 Term Contract.....	17
5.2. Services Beyond the Scope of Work.....	18
5.3. Contract Amendments/Approvals.....	18
5.4. Audits of A/E Contracts	18
5.5. Invoices	18
5.6. Professional Liability Insurance.....	18
5.7. Errors and Omissions	19
5.8. Performance Evaluations	19
6. PROJECT SPECIFIC SCOPE OF WORK.....	25
6.1. Project Objective.....	25
6.2. Consultant and Subconsultant Qualifications	25
6.3. Project Estimate and Budget	25
6.4. Project Schedule.....	25
6.5. Project Location	25
6.6. Project Team Members	25
6.7. Project Design Requirements.....	25
6.8. Allowances.....	26
6.9. Project Construction Administration Requirements	26
6.10. Project Specific Access and Security Requirements.....	26
7. CONSTRUCTION DOCUMENTS	27
7.1. Drawings	27
7.1.1 Drawing Designations	27
7.1.2 Drawing Order.....	27
7.1.3 Drawing Cover Sheet.....	27
7.1.4 Site Location Map	28



7.1.5 Index, Legend and Symbol Drawing	28
7.1.6 Site/Survey Plan	28
7.1.7 Site Utility Plan	28
7.1.8 Subsurface Investigation Plan/Information	29
7.1.9 Soil Erosion Control Plan	30
7.1.10 Architectural Plans.....	30
7.1.11 Structural Plans.....	30
7.1.12 Heating Ventilation, Air Conditioning and Refrigeration (HVACR) Plans	31
7.1.13 Plumbing Plans	32
7.1.14 Fire Protection Plans.....	32
7.1.15 Electrical Plans	33
7.1.16 Mechanical Plans	34
7.2. Specifications	34
7.2.1 General Requirements	34
7.2.2 Materials and Equipment.....	35
7.2.3 Operation and Maintenance Manuals	35
7.2.4 Training	35
7.2.5 Attic Stock	35
7.2.6 Mandatory Notifications for Excavation	36
7.2.7 Proprietary Specifications.....	36
7.2.7.1 Proprietary Specifications Exceptions	36
7.2.7.2 Proprietary Specifications Authorization.....	36
7.2.8 Public Employees Occupational Safety & Health Program	36
7.2.8.1 Dust and HVAC Control Plan Submittal	36
7.2.8.2 Dust and HVAC Control Plan Review and Approval.....	37
7.3. Project Construction Sign	37
8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE.....	41
8.1. Construction Cost Estimate (CCE)	41
8.2. Current Working Estimate (CWE).....	41
9. REGULATORY AGENCY APPROVALS.....	43
9.1. Department of Agriculture	43
9.2. Department of Community Affairs	43
9.3. Department of Environmental Protection	43
9.4. Department of Health.....	43
9.5. Department of Transportation	44
9.6. Delaware and Raritan Canal Commission	44
9.7. Delaware River Basin Commission	44
9.8. Pinelands Commission.....	44
9.9. Highlands Council.....	44
9.10. Sports and Exposition Authority.....	44
9.11. Army Corps of Engineers	44
9.12. Federal Aviation Authority	45
9.13. Local Health Department	45
9.14. Capital City Redevelopment Corporation.....	45
10. PROJECT COMMENCEMENT	46
10.1. Project Directory	46



10.2. Site Access	46
10.3. Project Coordination	46
10.4. Subconsultant Project Participation	46
10.5. Existing Documentation.....	46
10.6. Scope of Work.....	46
10.7. Project Schedule.....	47
10.8. Project Estimate and Budget	47
10.9. Design Submission Review Process	47
10.10. Design Presentations	47
10.11. Meetings.....	47
10.12. Correspondence.....	47
11. ADVISABILITY STUDIES	48
11.1. Advisability Study Policy	48
11.1.1 Process.....	48
11.2. Advisability Study Tasks	48
11.2.1 User Requirements Phase	48
11.2.2 Analysis of Alternatives Phase	48
11.2.3 Program Definition Phase.....	48
11.3. Meetings.....	49
11.4. Correspondence.....	49
11.5. Advisability Study Deliverables	49
11.5.1 A/E Statement of Site Visit.....	49
11.5.2 Narrative Description of Project.....	50
11.5.3 Space Analysis.....	50
11.5.4 Special Features	50
11.5.5 Site Evaluation.....	50
11.5.6 Subsurface Investigation.....	50
11.5.7 Surveys	50
11.5.8 Fine Arts Inclusion	50
11.5.9 Design Renderings.....	50
11.5.10 Regulatory Approvals.....	50
11.5.11 Utility Availability.....	50
11.5.12 Diagrammatic Sketches/Drawings.....	51
11.5.13 Outline Specifications.....	51
11.5.14 Construction Cost Estimate/Current Working Estimate/Cost Analysis.....	51
11.5.15 Project Schedule	51
11.5.16 Formal Presentation.....	51
11.5.17 Scope of Work Compliance Statement.....	52
11.5.18 Advisability Study Deliverables Checklist.....	52
11.5.19 “Booklet” Format.....	52
11.5.19.1 Engineering Reports and Calculations	52
11.5.20 Approval	52
12. PROGRAM PHASE	54
12.1. Meetings.....	54
12.2. Correspondence.....	54
12.3. Program Phase Deliverables	54



12.3.1 A/E Statement of Site Visit.....	54
12.3.2 Narrative Description of Project.....	55
12.3.3 Building Code Information Questionnaire	55
12.3.4 Space Analysis.....	55
12.3.5 Special Features	55
12.3.6 Catalog Cuts	55
12.3.7 Site Evaluation.....	55
12.3.8 Subsurface Investigation.....	55
12.3.9 Surveys	55
12.3.10 Fine Arts Inclusion	55
12.3.11 Design Renderings.....	55
12.3.12 Regulatory Approvals.....	55
12.3.13 Utility Availability.....	56
12.3.14 Diagrammatic Sketches/Drawings.....	56
12.3.15 Outline Specifications.....	56
12.3.16 Construction Cost Estimate/Current Working Estimate/Cost Analysis.....	56
12.3.17 Project Schedule	56
12.3.18 Formal Presentation	56
12.3.19 Scope of Work Compliance Statement.....	57
12.3.20 Program Phase Deliverables Checklist.....	57
12.3.21 “Booklet” Format.....	57
12.3.21.1 Engineering Reports and Calculations	57
12.3.22 Approval	57
13. SCHEMATIC DESIGN PHASE	59
13.1. Design Detail.....	59
13.2. Meetings	59
13.3. Correspondence.....	59
13.4. Schematic Design Phase Deliverables	59
13.4.1 A/E Statement of Site Visit.....	60
13.4.2 Narrative Description of Project.....	60
13.4.3 Building Code Information Questionnaire	60
13.4.4 Space Analysis.....	60
13.4.5 Special Features	60
13.4.6 Catalog Cuts	60
13.4.7 Site Evaluation.....	60
13.4.8 Subsurface Investigation.....	60
13.4.9 Surveys	60
13.4.10 Fine Arts Inclusion	60
13.4.11 Renderings.....	61
13.4.12 Regulatory Agency Approvals	61
13.4.13 Utility Availability/Approval.....	61
13.4.14 Drawings.....	61
13.4.15 Specifications.....	61
13.4.16 Construction Cost Estimate/Current Working Estimate	61
13.4.17 Project Schedule	61
13.4.18 Project Presentation	62
13.4.19 Scope of Work Compliance Statement.....	62
13.4.20 Schematic Design Phase Deliverables Checklist.....	62



13.4.21 “Booklet” Format.....	62
13.4.21.1 Engineering Reports and Calculations	62
13.5. Approvals	62
14. DESIGN DEVELOPMENT PHASE.....	65
14.1. Design Detail.....	65
14.2. Meetings.....	65
14.3. Correspondence.....	65
14.4. Design Development Phase Deliverables	66
14.4.1 A/E Statement of Site Visit.....	66
14.4.2 Narrative Description of Project.....	66
14.4.3 Building Code Information Questionnaire	66
14.4.4 Space Analysis.....	66
14.4.5 Special Features.....	66
14.4.6 Catalog Cuts	66
14.4.7 Site Evaluations	66
14.4.8 Subsurface Investigation.....	66
14.4.9 Surveys	67
14.4.10 Fine Arts Inclusion	67
14.4.11 Renderings	67
14.4.12 Regulatory Agency Approvals	67
14.4.13 Utility Availability.....	67
14.4.14 Drawings.....	67
14.4.15 Specifications.....	67
14.4.16 Construction Cost Estimate/Current Working Estimate	67
14.4.17 Project Schedule	67
14.4.18 Formal Presentation.....	67
14.4.19 Plan Review/SOW Compliance Statement.....	68
14.4.20 Design Development Phase Deliverables Checklist.....	68
14.4.21 “Booklet” Format.....	68
14.4.21.1 Engineering Reports and Calculations	68
14.5. Approvals	68
15. FINAL DESIGN PHASE.....	70
15.1. Design Detail.....	70
15.2. Meetings.....	70
15.3. Correspondence.....	70
15.4. Final Design Phase Deliverables.....	70
15.4.1 A/E Statement of Site Visit.....	71
15.4.2 Narrative Description of Project.....	71
15.4.3 Building Code Information Questionnaire	71
15.4.4 Space Analysis.....	71
15.4.5 Special Features.....	71
15.4.6 Catalog Cuts	71
15.4.7 Site Evaluations	71
15.4.8 Subsurface Investigation.....	71
15.4.9 Surveys	72
15.4.10 Fine Arts Inclusion	72
15.4.11 Renderings.....	72



15.4.12 Regulatory Agency Approvals	72
15.4.13 Utility Availability.....	72
15.4.14 Drawings.....	72
15.4.15 Specifications.....	72
15.4.16 Construction Cost Estimate/Current Working Estimate	72
15.4.17 Project Schedule	72
15.4.18 Formal Presentation.....	72
15.4.19 Plan Review/SOW Compliance Statement.....	73
15.4.20 Final Design Phase Deliverables Checklist	73
15.4.21 “Booklet” Format.....	73
15.4.21.1 Engineering Reports and Calculations	73
15.5. Approvals	73
16. PERMIT APPLICATION PHASE	75
16.1. NJ Uniform Construction Code Permit.....	75
16.1.1 Prior Approval Certification Letters:.....	75
16.1.2 Multi-building or Multi-site Permits:	75
16.1.3 Special Inspections:	75
16.2. Permit Agency Meetings.....	76
16.3. A/E Fee	76
16.4. Drawings	76
16.5. Specifications	76
16.6. Current Working Estimate/Cost Analysis	76
16.7. Project Schedule.....	76
16.8. Plan Review/SOW Compliance Statement.....	76
16.9. Permit Application Phase Deliverables Checklist.....	76
16.10. “Booklet” Format.....	77
16.10.1 Engineering Reports and Calculations.....	77
17. BIDDING AND CONTRACT AWARD	79
17.1. Construction Bid Documents	79
17.1.1 Notice of Advertising	79
17.1.2 Bid Proposal Form.....	79
17.1.3 Bid Clearance	79
17.1.4 Drawings.....	79
17.1.5 Specifications.....	79
17.1.6 Construction Schedule.....	79
17.2. Approvals	79
17.3. Pre-Bid Conference/Mandatory Site Visit	79
17.3.1 Meeting Minutes.....	80
17.4. Bulletins	80
17.5. Post Bid Meeting.....	80
17.5.1 Post Bid Review:	80
17.5.2 Substitutions:	80
17.5.3 Schedule:	81
17.5.4 Performance:.....	81
17.6. Contract Award “Letter of Recommendation”	81
17.7. Contract Award.....	81



17.8. Bid Protests – Hearings.....	81
17.9. Bidding and Contract Award Phase Deliverables Checklist.....	82
18. CONSTRUCTION PHASE	88
18.1. Construction Administration.....	88
18.2. Pre-Construction Meeting.....	88
18.3. Submittal Log.....	88
18.4. Construction Schedule	88
18.4.1 Scheduling Consultant.....	89
18.5. Project Progress Meetings.....	89
18.5.1 Agenda.....	89
18.5.2 Format of Meeting Minutes.....	89
18.6. Correspondence.....	90
18.7. Contractor’s Invoicing and Payment Process	90
18.8. Contractor Submittals.....	91
18.9. Contractor Request for Information (RFI)	91
18.9.1 RFI Log.....	92
18.10. Testing.....	92
18.11. Shop Drawings.....	92
18.12. As-Built Drawings	92
18.13. Change Orders.....	92
18.13.1 Scope Changes.....	92
18.13.2 Contractor Request for Change Order	93
18.13.3 Cost Estimate.....	93
18.13.4 Time Extension.....	93
18.13.5 UCC Review.....	93
18.13.6 Recommendation for Approval/Disapproval.....	93
18.13.7 Submission.....	93
18.13.8 Negotiations and Meetings	93
18.13.9 A/E Fee.....	94
18.13.10 Field Changes	94
18.14. Construction Photographs	94
18.15. Field Observations	94
18.16. Uniform Construction Code (UCC) Inspections.....	94
18.17. Construction Phase Deliverables Checklist	94
19. PROJECT CLOSE-OUT PHASE.....	107
19.1. Responsibilities	107
19.2. Commencement.....	107
19.3. Development of Punch List and Inspection Reports.....	107
19.4. Issuance of a Temporary Certificate of Occupancy.....	107
19.5. Determination of Substantial Completion.....	107
19.6. Correction/Completion of Punch List.....	108
19.7. Submission of Close-Out Documentation.....	108
19.7.1 As-Built and Record Sets of Drawings.....	108
19.8. Final Payment	109
19.8.1 Contractors Final Payment	109



19.8.2 A/E's Final Payment.....109
19.9. Final Performance Evaluations of the A/E and the Contractor(s)..... 109
19.10. Project Close-Out Phase Deliverables Checklist 109



1. PREFACE

“PROCEDURES FOR ARCHITECTS AND ENGINEERS” is published to cover areas of special interest and concern to Architects, Engineers, Consultants, Client Agencies and State Government staff including the Division of Property Management and Construction (DPMC), Office of Design and Construction.

This Manual explains the procedures and services required of Architects/Engineers and the monitoring and oversight which will be provided by the Division of Property Management and Construction. Although the Manual is directed toward intermediate and large sized projects, it identifies the general process for all projects.

The project specific “Scope of Work” identifies the requirements for each specific DPMC project. The Scope of Work references the submission requirements and standards contained in this Manual



2. TABLE OF FIGURES

Figure 1 - DPMC-8 Pending Issue/Potential Contract Change Notification	20
Figure 2 - DPMC 9c Consultant Amendment Request – Standard Contract.....	21
Figure 3 - DPMC Invoice Form DPMC-11	22
Figure 4 - DPMC 607 Consultant Invoice Documentation Form.....	23
Figure 5 - DPMC-44 Consultant Phase Performance Review.....	24
Figure 6 - Drawing Cover Sheet.....	38
Figure 7 - Specification Cover Sheet.....	39
Figure 8 - Project Construction Sign	40
Figure 9 - DPMC-38 Project Cost Analysis	42
Figure 10 - Deliverables Checklist, Advisability Study Submission	53
Figure 11 - Deliverables Checklist, Program Phase	58
Figure 12 - Deliverables Checklist, Schematic Design Phase.....	64
Figure 13 - Deliverables Checklist, Design Development Phase.....	69
Figure 14 - Deliverables Checklist, Final Design Phase	74
Figure 15 - Deliverables Checklist, Permit Application Phase	78
Figure 16 - DPMC-31 Notice of Advertising.....	83
Figure 17 - Bid Proposal Form.....	84
Figure 18 - DPMC 601 Bid Clearance Form (Front)	85
Figure 19 - DPMC 601 Bid Clearance Form (Back).....	86
Figure 20 – Deliverables Checklist, Bidding and Award Phase.....	87
Figure 21 - Job Minutes Format	95
Figure 22 - A/E Field Report.....	96
Figure 23 - DPMC-12a Unit Schedule Breakdown.....	97
Figure 24 - DPMC 11-2 Monthly Estimate for Payment to Contractor	98
Figure 25 - DPMC 11-2A Certification of Prime contractor.....	99
Figure 26 - DPMC 11-3 Prime Contractor’s Summary of Stored Materials	100
Figure 27 - DPMC 11-3A Agreement and Bill of Sale Certification for Stored Materials.....	101
Figure 28 - DPMC 12/13 DPMC Submittal Form	102
Figure 29 - DPMC-9b Contractor Change Order Request	103
Figure 30 – Request for Information	104
Figure 31 - DPMC-10 Consultant Evaluation of Contractor Change Order Request	105
Figure 32 – Deliverables Checklist, Construction Phase	106



Figure 33 - DPMC 20d Certification of Substantial Completion110
Figure 34 - DPMC 290, Record Set Transmittal111
Figure 35 - DPMC 20, Final Contract Acceptance112
Figure 36 - DPMC 20z, Contractor Closeout Progress Report113
Figure 37 - DPMC 20c, Final Acceptance of Consultant Contract114
Figure 38 – Deliverables Checklist, Project Close-Out.....115



3. DPMC ORGANIZATION

3.1. Division of Property Management and Construction

The functions of the Division of Property Management & Construction are defined under N.J.S.A. 52:18A et seq. In summary, the Division is responsible for the following major functions:

- Procurement and administration of design and construction contracts for public works building projects for New Jersey State Agencies and the New Jersey Building Authority.
- Planning, programming, procurement and administration of State leases (within the framework of the State's real estate portfolio) for office and warehouse space on behalf of all State Agencies.
- Operation and maintenance of State-owned facilities in the Capitol Complex and various locations throughout the State.

3.2. DPMC Mission Statement

In order to effectively fulfill its responsibilities, the Division of Property Management & Construction has defined its Mission Statement as follows:

- Conduct the business of government ethically, honestly and without favoritism, and protect the interests of the taxpayers of New Jersey;
- Promote fair and unfettered competition in the procurement of contracts for the design and construction of public building projects, and complete the projects on schedule and within budget;
- Provide tenants and constituents that visit State-owned and leased spaces with a clean, safe and comfortable work environment;
- Facilitate a working partnership with all client agencies to consolidate space, and at the same time enable agencies to provide improved and more responsive services in the most cost efficient and effective manner;
- Integrate and coordinate procurement and administration divisional functions related to space planning, lease procurement, real estate acquisition and disposition, facilities management, as well as design and construction services.

3.3. Director's Office

The Director has the overall responsibility for the operation of the Division including:

- Overall management of all offices and units within the Division:
- Office of Property Management
- Office of Contract Administration
- Office of Design and Construction
- Supervises the Lease and Real Property Acquisition and Disposition units, which are responsible for contracting and monitoring lease agreements/escalations, and for acquiring and disposing of state-owned properties.
- Responsibility for all the administrative, operational, fiscal, budget and planning functions of the Division, including preparation of the annual Central Rent and Interdepartmental Capital budgets.
- Provides representation for the Treasurer on numerous boards and committees.

Current organization chart is available at: <https://www.nj.gov/treasury/dpmc/orgchart/org.shtml>

3.4. Office of Property Management

The Office is managed by a Deputy Director. The primary functions of the Office include:

- Space Planning & Lease Management
- Building Management & Operations



- State House Complex
- Disabilities Management/ADA Compliance
- Fire Safety
- Health and Safety and Environmental Services

Additional information is available at: http://www.state.nj.us/treasury/dpmc/property_management.shtml

3.5. Office of Contract Administration

The Office is managed by a Deputy Director. The primary functions of the Office include:

- Contractor Classification
- Professional Pre-qualification
- Design and Construction Contract Procurement
- Contract Compliance
- Project Planning and Initiation

Additional information is available at:

http://www.state.nj.us/treasury/dpmc/contract_administration.shtml

3.6. Office of Design and Construction

The Office is managed by a Deputy Director. The primary functions of the Office include:

- Design Services Management
- Construction Services Management
- Energy Initiatives Unit
- Plan & Code Review
- Blue Acres Program Execution

Additional information is available at: https://www.nj.gov/treasury/dpmc/design_and_construction.shtml



4. CONSULTANT PREQUALIFICATION

4.1. Overview

DPMC is responsible for the prequalification, solicitation and procurement of consultant services.

DPMC's website contains information to assist consultants who would like to do business with us. Consultants must pre-qualify in order to be considered for contract awards. Prequalification procedures, a search for current prequalified consultants, and an overview of the consultant selection process are all available at: https://www.nj.gov/treasury/dpmc/consultant_overview.shtml

Consultants who are already prequalified with DPMC will want to review project advertisements to see current solicitations for professional services and can express interest in being considered for a project by following the instructions in the project advertisement. Current project advertisements are available at: https://www.nj.gov/treasury/dpmc/contract_project_adv.shtml

4.2. Prequalification

The DPMC will review and verify the experience, capabilities and staffing information provided by the firm, in addition to its financial stability, to determine the professional disciplines for which the firm is qualified and the maximum construction cost dollar level for each discipline. This dollar rating is based on the number of licensed staff and the firm's project experience on completed projects in the discipline(s) requested. The DPMC will assign a prequalification and dollar level justified by applicable project experience, licensed staff, management and staffing depth and length of time in business, and financial stability. The result of this evaluation process is the firm's prequalification.

DPMC will complete its review and notify the firm of the results by mail within 30 calendar days of receipt of a fully completed prequalification form.

It is incumbent upon each firm prequalified by the DPMC to update and keep current all prequalification [forms] certification's such as those issued by the NJ Boards of Architecture & Professional Engineers & Land Surveyors, and to notify the DPMC of any significant changes in the firm's organization or status.

Firms may increase their technical qualification for a specific project by entering into a joint venture with another firm. Each individual firm of the joint venture must be separately prequalified, and one of the firms shall have been prequalified at the level stipulated in the project advertisement.

4.3. Prequalification Process

N.J.S.A. 52:34-9 and N.J.A.C. 17:19-3 require that firms interested in being considered to provide professional consulting services for the DPMC be "prequalified" by the Division. Prequalification may also be required by various counties, municipalities, local school districts and other State authorities in order to be considered to provide professional consultant services.

The "Consultant Questionnaire" Form 48A is the required form to apply for prequalification in various professional disciplines including architecture, engineering, planning, construction management and various specialty design and construction disciplines. The form and instructions for completing the form are available at: <https://www.nj.gov/treasury/dpmc/forms.shtml?search=CPREQ> .

The "Materials Testing Laboratory Application" Form 48T is similar to Form 48A, but is required only for firms seeking to be prequalified as a materials testing laboratory. The form and instructions for completing the form are also available at: <https://www.nj.gov/treasury/dpmc/forms.shtml?search=CPREQ>



Consultants must provide financial statements for the most recent two fiscal years completed by an independent accountant or certified public accountant. The financial statement is mandatory. Requests for prequalification will not be processed without the accompanying valid financial statement. Note – Financial statements are subject to verification. False information may result in civil/criminal penalties and/or debarment.



5. CONSULTANT SELECTION AND CONTRACTING

5.1. Consultant Selection

The Consultant Selection process utilized for the Division of Property Management and Construction (DPMC) projects is outlined in N.J.S.A. 52:34-9 and N.J.A.C. 17:19-3. The procedure for selection of a firm will depend on whether the engagement is for a major contract or routine contract.

5.1.1 Major Contract

The DPMC may publicly solicit the interest of prequalified firms to provide professional services for a contract deemed to be major or otherwise significant by advertising in newspapers and other medium or media including, but not limited to the following methods:

- In design and construction publications and trade journals;
- By written notice to New Jersey professional societies;
- By use of direct mailings to prequalified firms; or
- Electronic means.

Public notification shall include instructions to specify any special information or experience that a firm must submit by the date and time specified in the advertisement. The purpose of the advertisement process is to promote the competitive selection of the most highly qualified firm or consultant team for the particular engagement. Consequently, evaluation criteria will be developed by the Selection Committee to be used to evaluate the most highly qualified consultant firm or team.

Additional information regarding the “Major Contract” selection process can be found at:

<https://www.nj.gov/treasury/dpmc/designprocurement.shtml>

5.1.2 Routine Contract

The majority of DPMC's projects will be small to intermediate in size. The procedure for the selection of Professional Consultants for routine projects will be similar to those of a major selection process, in that, the process is competitive and the most qualified firm (including cost and other factors) will be awarded the contract.

The pool of Professional Consultants for each of these routine contracts will be selected using a computer-generated list of DPMC pre-qualified consultants. The computer will randomly select the firms that will be requested to submit technical and fee proposals. The selected firms will be notified by the DPMC with instructions for submitting a technical proposal and sealed fee proposal for the project. The selected consultants will be given a Scope of Work for the project, invited to attend a site visit (if necessary), and submit technical proposals based upon the Scope of Work.

Additional information regarding the “Routine Contract” selection process can be found at:

<https://www.nj.gov/treasury/dpmc/designprocurement.shtml>

5.1.3 Term Contract

The DPMC may engage consultants for Term Contracts pursuant to the procedures set forth in N.J.A.C. 17:19-3 for small and medium sized design and construction projects. These procedures are similar to those of a major selection in that the process is competitive and the most qualified firms will be selected to submit fee proposals. The Term Contract shall apply to a particular area of interest or expertise and/or geographical location.

Expressions of interest will be solicited from interested firms and Term Contracts will be awarded to those prequalified firms deemed to meet the requirements of the Term Contract. Contract awards will be made in a manner similar to the major contract process. Firms will be evaluated and scored based on the



pre-established evaluation criteria and ranked, with a final award being negotiated with the highest ranked firm(s) at a fair and reasonable compensation as determined by the Selection Committee.

5.2. Services Beyond the Scope of Work

The consultant's contract is with the Division of Property Management and Construction, through the Director as the Contracting Officer. If the consultant accepts instructions from others, beyond the approved scope of work or approved contract amendments, the consultant is proceeding at its own risk and may not receive payments for those services.

5.3. Contract Amendments/Approvals

As soon as the need for additional contractual services is recognized, the initiation of a formal contract amendment is required. The DPMC Project Manager is responsible for completing a form **DPMC-8 PENDING ISSUE/POTENTIAL CONTRACT CHANGE NOTIFICATION (Figure 1)**. This is a DPMC internal document that serves to advise DPMC Management of the need for additional project funding.

The consultant must thoroughly document the request for a contract amendment by submitting a detailed proposal of the amended services with all supporting documentation and a completed **Form DPMC 9c CONSULTANT AMENDMENT REQUEST – STANDARD CONTRACT (Figure 2)** to the responsible Project Manager. The Contract Administration Group will review the submitted request for completeness and compliance with current policies and procedures. Negotiations will be initiated with the consultant, if necessary. Upon acceptance and approval by DPMC of the additional consultant services, a copy of the approved DPMC Form 9c shall be issued to the consultant and additional services may commence.

If the additional services were caused by a change in scope, a letter of justification, signed by the Agency representative having the authority to authorize a scope change, must also be submitted with the DPMC Form 9c.

5.4. Audits of A/E Contracts

When circumstances require, the DPMC Audit Group has the authority and responsibility to conduct audits of contract agreements between DPMC and A/E's. Therefore, all records and billings must be in accordance with generally accepted accounting principles and practices as stated in the signed contract between the DPMC and the consultant.

5.5. Invoices

Submission of invoices for services rendered must be on the standard **DPMC INVOICE FORM DPMC-11 (Figure 3)** with a form **DPMC 607 CONSULTANT INVOICE DOCUMENTATION FORM (Figure 4)** completed and attached to the DPMC Invoice. Invoices should be submitted to the appropriate Project Manager for approval and processing of payment.

5.6. Professional Liability Insurance

The A/E is to provide and pay for "Professional Liability Insurance". A certificate of such insurance must be filed with the Director at the time of signing the contract agreement. Insurance certificates must be updated as required. The A/E is required to maintain and keep in force Professional Liability Insurance in the amount stated in the "Terms and Conditions of Agreement between Director and Architect/Engineer" from the date of the contract until a date at least six months following the actual completion and acceptance of the project by the Director. The A/E shall provide thirty (30) days' notice in writing to the Director prior to the cancellation, expiration or non-renewal of their insurance.



After a claim has been made against the State, it will give written notice to the A/E as soon as practicable, along with full and complete particulars to the claim. If suit is brought against the State, the State shall promptly forward to the A/E copies of every demand, complaint, notice, summons, pleading or other process served on it or its representatives.

5.7. Errors and Omissions

Although attempts are made throughout the project process by the A/E and DPMC to preclude Errors and Omissions (E/O's) by careful design review, the A/E is accountable if E/O's are encountered.

5.8. Performance Evaluations

Evaluations of A/E performance on specific contracts will be issued by the responsible Project Manager throughout the life of the project using the form **DPMC-44 A/E PHASE PERFORMANCE REVIEW (Figure 5)**. The evaluation will indicate the A/E's assessed rating of performance on individual items of responsibility and an overall evaluation of performance compiled from the ratings of all individual items applicable during a specific phase of a project. The ratings also reflect the performance of subconsultants who are part of the prime A/E's design team.

The performance evaluations will be used as favorable and unfavorable factors in determining the A/E's responsibility to perform DPMC projects and in the determination of selecting firms for future project assignments.



DPMC Bureau of Design & Construction
Pending Issue/Potential Contract Change Notification

Project No.:	Description/Location:			
Description of Issue/Change:				
Contracts affected by Issue/Change:				
Contract No.	Contractor Name	Amount	Time Extension	Tracking Number
TOTAL		\$0.00		
Type of Issue/Change:				
<input type="checkbox"/> Consultant Amendment <input type="checkbox"/> Contractor C/O <input type="checkbox"/> Agency Scope Change <input type="checkbox"/> Claim				
Project Manager:			Regional Supervisor:	
Name _____	Date _____	Name _____	Date _____	

DPMC-8 05/00
RESET

Figure 1 - DPMC-8 Pending Issue/Potential Contract Change Notification



DPMC 9c	CONSULTANT AMENDMENT REQUEST -- STANDARD CONTRACT NJ DEPARTMENT OF TREASURY DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION OFFICE OF CONSTRUCTION SERVICES	Attention: See instructions on reverse side before completing this Request.	DPMC USE ONLY AMENDMENT #:		
<input type="checkbox"/> Project Title & Location		<input type="checkbox"/> Consultant Name & Address			
		<input type="checkbox"/> Project/ Contract # <input type="checkbox"/> Federal ID#			
<input type="checkbox"/> Description of work included in this Request.					
<input type="checkbox"/> Summary of Costs (see instructions on reverse side)					
A. Direct Labor	Max. Hourly Rate	Rate This Proposal	# of Hours	Amount	Totals
Project Manager	\$	\$		\$	\$
Senior Architect	\$	\$		\$	\$
Architect	\$	\$		\$	\$
Senior Engineer	\$	\$		\$	\$
Engineer	\$	\$		\$	\$
Draftsperson	\$	\$		\$	\$
Estimator	\$	\$		\$	\$
CPM Technician	\$	\$		\$	\$
Construction Manager	\$	\$		\$	\$
Other:	\$	\$		\$	\$
B. Sub-consultants: (Describe)					\$
C. Reimbursable Costs: (Describe)					\$
D. Allowances: (Describe)					\$
Check here if CREDIT <input type="checkbox"/>					Total → \$
<input type="checkbox"/> CONSULTANT'S RELEASE OF CLAIMS: I do hereby release the State of New Jersey from any and all liability under the agreement for this amendment or any further adjustment whatsoever attributable to this amendment.			<input type="checkbox"/> FOR SCOPE CHANGES ONLY -- CLIENT CERTIFICATION: Signature below certifies that funds are available to support this amendment, and that the DPMC is authorized to proceed with implementation.		
(Consultant's Signature)		(Date)	(Client Signature)		(Date)
(Official Company Title)			Code Review Req'd:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DPMC USE ONLY					
<input type="checkbox"/> A/E <input type="checkbox"/> CM <input type="checkbox"/> Other:			(DPMC Project Manager Signature) (Design/District Supervisor)		
<input type="checkbox"/> Const. Admin. <input type="checkbox"/> Allowance <input type="checkbox"/> Field <input type="checkbox"/> Scope <input type="checkbox"/> Type II			CONTRACT COMPLIANCE REVIEWED		
CONTRACT SUMMARY		Original Amount	Previously Authorized Changes		
Amount		\$	\$		
Calendar Days					
(Contract Compliance Officer Signature)			(Date)		
RELEASE OF FUNDS:		ADDITIONAL WAIVER:			
<input type="checkbox"/> reserved <input type="checkbox"/> not required		<input type="checkbox"/> approved <input type="checkbox"/> not required			
(Initials)		(Initials)			
Distribution: Original (gold) - Central File; Copy - Consultant, Client, PM's, Plan Review					(Deputy Director Signature) (Date)

DPMC-9c (01/03)

Figure 2 - DPMC 9c Consultant Amendment Request – Standard Contract



State Of New Jersey DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION P O Box 235 Trenton NJ 08625-0235		1 DPMC Project/Contract Number
<h2 style="margin: 0;">DPMC INVOICE</h2>		2 Payee Invoice Number
3 Vendor Name, Street, City, State, Zip	6 Payee Declaration: I certify that the within invoice is correct in all its particulars, that the described goods or services have been furnished or rendered, and that no bonus has been given or received on account of said invoice.	
4 Project	→ Payee Signature (original signature only – no stamps)	
		Title Date Submitted
5 Payee Identification Number	NJCFS DOC# - FOR STATE OF NEW JERSEY USE ONLY	
Payee - See Instructions On Reverse Side		
7 Attachment Checklist		
<input type="checkbox"/> A. DPMC-11-2, Monthly Estimate For Partial Payment <input type="checkbox"/> B. DPMC-11-2a, Certification Of Prime Contractor <input type="checkbox"/> C. DPMC-11-2b, Certification of Subcontractor <input type="checkbox"/> D. Copy of Subcontractor Contract(s) (Attached or On File) <input type="checkbox"/> E. Copy of Subcontractor Invoice(s) <input type="checkbox"/> F. DPMC-11-3, Prime Contractor's Summary Of Stored Material <input type="checkbox"/> G. DPMC-11-3a, Agreement And Bill Of Sale Certification For Stored Material <input type="checkbox"/> H. Consent Of Surety <input type="checkbox"/> I. Certified Payroll Records (Attached Or On File) <input type="checkbox"/> J. AA-202, Monthly Project Workforce Report	<input type="checkbox"/> K. DPMC-607, A/E Documentation Form <input type="checkbox"/> L. Project Progress Schedule <input type="checkbox"/> M. Other:	
8 Payment Requested		
Adjusted Contract Amount ▶		\$
Total Value Of Work In Place/Complete ▶		\$
Retainage 10%	\$	\$0.00
Net Total Previously Billed	+	\$
Total Deductions ▶		- \$
Net Payment Due This Period ▶		\$ 0.00
RESET		
FOR STATE OF NEW JERSEY USE ONLY		
DATE RECEIVED FOR REVIEW: <small>(Invoice must be signed or rejected within 20 calendar days of this date)</small>	Certification By Contract Management I certify that this invoice complies with the contract, and that the required documentation is attached.	Certification By Fiscal Officer I certify that this invoice is correct. Payment is authorized.
	Signature	Authorized Signature
	Title	Title
	Date	Date
DPMC-11 (05/11)		

Figure 3 - DPMC Invoice Form DPMC-11



DPMC BUREAU OF DESIGN AND CONSTRUCTION
A/E INVOICE DOCUMENTATION

Consultant Firm:					Project No.:	
Project Name:					Invoice No.:	
	1	2	3	4	5	
Contract Phase	Line Item Amount	Value of Work Complete	Previously Paid	This Invoice	Contract Balance	
<i>Program/Study</i>						
<i>Schematic</i>						
<i>Design Development</i>						
<i>Final Design</i>						
<i>Permit/Construction Documents</i>						
<i>Bidding/Award</i>						
<i>Construction Administration</i>						
<i>Project Closeout</i>						
LIST CONTRACT ALLOWANCES, REIMBURSABLES, AMENDMENTS, ADDITIONAL TASKS, ETC. BELOW*						
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00

* ATTACH BACK-UP DATA AS APPROPRIATE

CONSULTANT CERTIFICATION:
 As an authorized representative of the Consultant Firm, I certify this Estimate to be correct and just and that payment therefor has not been received. I further certify that the Consultant and all its project sub-consultants have complied with the Labor Standards and that all previous payments made under this contract have been applied by the Consultant to discharge in full all its obligations in connection with work covered by all prior payment estimates as required by NJSA 2A:44-148

SIGN: _____ Date: _____

TITLE: _____ Date: _____

DPMC-607 (1/05) - ATTACH TO FORM DPMC-11

STATE OF NEW JERSEY USE ONLY

Approved for payment: \$ _____

State Representative: _____ Title: _____

Date: _____

Figure 4 - DPMC 607 Consultant Invoice Documentation Form



DPMC 44		CONSULTANT PHASE PERFORMANCE REVIEW										PROJECT/CONTRACT#
STATE OF NEW JERSEY – TREASURY- DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION												
CONSULTANT:		CONSULTANT CONTACT:										
PROJECT:		CONSULTANT EMAIL:										
LOCATION:		CLIENT CONTACT:										
EVALUATION PERIOD (CHECK ONE)		<input type="checkbox"/> Program/Study <input type="checkbox"/> 25% Completion		<input type="checkbox"/> Schematic <input type="checkbox"/> 50% Completion		<input type="checkbox"/> Design Development <input type="checkbox"/> 75%/Substantial Completion		<input type="checkbox"/> Final Design/Permit <input type="checkbox"/> Close-Out				
INSTRUCTIONS: Circle rating values for those items that the consultant performed during this rating period. In order for this evaluation to be included in consideration of the consultant's APE, it must be submitted in accordance with N.J.A.C. 17:19. NOTE: Written comments with task specific explanations of how and when a consultant exceeded or failed to meet the rating criteria must be provided when any item is rated other than "S". Attach supporting documentation to this form.												
ITEM	EVALUATOR #1 (REQUIRED)			EVALUATOR #2 (REQUIRED)			EVALUATOR #3					
	O	V	S	O	V	S	O	V	S	M	U	
1. PROJECT ADMINISTRATION	100	90	80	70	60	N/A	100	90	80	70	60	
2. STAFFING	100	90	80	70	60	N/A	100	90	80	70	60	
3. SCHEDULING	100	90	80	70	60	N/A	100	90	80	70	60	
4. COOPERATION	100	90	80	70	60	N/A	100	90	80	70	60	
5. RESPONSIVENESS	100	90	80	70	60	N/A	100	90	80	70	60	
6. DESIGN/TECHNICAL QUALITY	100	90	80	70	60	N/A	100	90	80	70	60	
7. QUALITY CONTROL	100	90	80	70	60	N/A	100	90	80	70	60	
8. SUB-CONSULTANTS	100	90	80	70	60	N/A	100	90	80	70	60	
9. CODE CONFORMITY	100	90	80	70	60	N/A	100	90	80	70	60	
10. COST CONTROL	100	90	80	70	60	N/A	100	90	80	70	60	
AVERAGE												
RATING VALUES												
O – OUTSTANDING – Far exceeds the contract requirements by consistently exhibiting excellent performance. Always meets, and almost always exceeds the contract requirements. Justification required for this rating.												
V – VERY GOOD – Often exceeds the contract requirements and frequently provides a high level of performance. Always meets, and often exceeds the contract requirements. Justification required for this rating.												
S – SATISFACTORY – Provides an acceptable level of performance consistently meeting the contract requirements.												
M – MARGINAL – Performs slightly below the standards of the contract, meeting the contract requirements on an intermittent basis. Justification required for this rating.												
U – UNSATISFACTORY – Fails to meet important contract requirements, resulting in a negative impact on the entire project. Justification required for this rating.												
EVALUATOR #1 (REQUIRED)		EVALUATOR #2 (REQUIRED)		EVALUATOR #3								
I certify that my evaluation of this consultant is based on direct observation and/or involvement with this consultant's performance on this project.		I certify that my evaluation of this consultant is based on direct observation and/or involvement with this consultant's performance on this project.		I certify that my evaluation of this consultant is based on direct observation and/or involvement with this consultant's performance on this project.								
(PRINT NAME)		(PRINT NAME)		(PRINT NAME)								
(Signature)		(Signature)		(Signature)								
(Date)		(Date)		(Date)								
Sent to Consultant: _____		Appealed? YES NO		STATUS:								
Appeal Deadline: _____		FOR DPMC USE ONLY		REVIEWER: I certify that the evaluators followed procedures in rendering this evaluation and that the justification meets procedural standards as established by N.J.A.C. 17:19.								
				(Initials)								
								PHASE AVERAGE:				
								CLOSED:				

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Figure 5 - DPMC-44 Consultant Phase Performance Review



6. PROJECT SPECIFIC SCOPE OF WORK

All DPMC solicitations for architect, engineer and construction management services include a project specific scope of work.

The project specific scope of work includes, but is not limited to:

6.1. Project Objective

A brief statement describing the goal(s) to be achieved by the project.

6.2. Consultant and Subconsultant Qualifications

List of the disciplines required to complete the project. Disciplines are identified by the codes utilized by DPMC to prequalify consultants.

6.3. Project Estimate and Budget

The Construction Cost Estimate (CCE) is the Client Agency's estimate of the cost of construction. The Current Working Estimate (CWE) is the Client Agency's estimate for the project and includes the CCE, design consultant fees, permits and administrative fees. The CWE is the Client Agency's budget for the project.

Consultants should not use the CWE as the basis for their fee proposal when responding to a solicitation for services. The consultant's fee should be based on the information contained in the Project Specific Scope of Work document, the observations made and the information provided at the preproposal meeting.

6.4. Project Schedule

Preliminary project schedule that includes the design phase submissions that are required for the project.

When responding to a solicitation for services Consultants should expand on the preliminary project schedule and include additional critical activities they believe are required to complete the project.

Note that projects may not include all design phases to be submitted for review. For example, a roof replacement project may only include a Program Phase and a Final Design Phase in addition to the Permit Application Phase. A new construction project may include a Program Phase, Schematic Design Phase, Design Development Phase and a Final Design Phase in addition to the Permit Application Phase.

6.5. Project Location

The name and location of the building/facility where the project is located. GPS coordinates are provided to aid in locating the facility.

6.6. Project Team Members

Typically, a DPMC project representative and a Client agency representative are identified. On some projects the project team may consist of additional representatives.

The DPMC project representative is the primary contact for the Consultant through the design and award of the construction contract. A DPMC construction manager is assigned to the project when the project goes to construction and that construction manager becomes the Consultants primary contact for the construction and close out phases of the project.

6.7. Project Design Requirements

The specific requirements for the design of the project are noted as well as the deliverables required of the Design Consultant.

Required deliverables may be identified by reference to this manual or they may be defined in detail in the project specific scope of work. In either case they will be noted on the “Deliverables Checklist” for each phase of the project.

6.8. Allowances

The project specific scope of work may include allowances for, but not limited to:

- Permit fees
- Surveys
- Hazardous materials testing
- Subsurface investigation (boring and/or test pits)
- Material testing
- Arts Inclusion

The A/E shall be responsible to subcontract for all work identified in the allowance provided the A/E cannot perform the work “in house”.

The A/E must solicit technical and fee proposals from at least three (3) firms qualified to perform the work. The A/E shall award the work to the firm submitting the lowest cost proposal.

The A/E shall not be entitled to a markup on the subcontracted work.

The A/E shall include the costs to advertise, evaluate, award, monitor and supervise the subcontracted work in their base fee proposal.

All funds remaining in the allowances after the work is completed shall be returned to the State via a credit contract amendment.

6.9. Project Construction Administration Requirements

The specific requirements for the Design Consultant during the construction phase of the project are noted as well as the deliverables required of the Design Consultant.

Required deliverables may be identified by reference to this manual or they may be defined in detail in the project specific scope of work. In either case they will be noted on the “Deliverables Checklist” for each phase of the project.

6.10. Project Specific Access and Security Requirements

State facilities and buildings have both access and security requirements that must be complied with. Design Consultants should review and understand these to efficiently work in the facility.



7. CONSTRUCTION DOCUMENTS

The format for construction documents shall be as follows:

7.1. Drawings

All original final construction drawings including civil, architectural, structural, mechanical, and electrical shall be prepared in accordance with sound drafting practice.

Drawing size shall be “Arch D”, 24” x 36”, unless noted otherwise in the project specific scope of work.

All drawing sets shall include the DPMC project number (*Axxxx-xx*) in the title block of each sheet.

7.1.1 Drawing Designations

Prefix designations used with a number to determine the category of each sheet shall be as follows:

- SW - Site Work
- A - Architectural
- S - Structural
- P - Plumbing
- HVACR - Heating, Ventilation, Air Conditioning and Refrigeration
- E - Electrical
- FP - Fire Protection
- SP - Sprinklers/Suppression Systems
- EL - Elevators
- M - Mechanical
- ME - Mechanical and Electrical

7.1.2 Drawing Order

All copies of complete construction drawings for a project shall be bound in a set with the unnumbered “Cover Title Sheet” as the first sheet of the set. The other drawings shall be bound in the order shown in the following list with all drawings within each group arranged in numerical sequence. Unless specific exceptions are granted in writing by the Project Manager, work categories shall not be combined on any drawings. Separate drawings shall be required for each work category such as architectural, structural, electrical, plumbing, fire protection, etc.

- Cover Sheet
- Index. Legends and Symbols
- Site/Survey Plan
- Subsurface Investigations Plan/Information
- Soil Erosion Control Plan
- Architectural Plans, Elevations, Sections, Details and Schedules
- Structural Plans, Elevations, Sections, Details and Schedules
- Plumbing Plans, Riser Diagrams, Schedules and Details
- Fire Protection, Schedules, Details & Riser Diagrams
- Heating, Ventilating & Air Conditioning
- Electrical, Schedules, Details & Riser Diagrams
- Mechanical, Schedules & Details

7.1.3 Drawing Cover Sheet



The **Drawing Cover Sheet (Figure 6)** shall identify the project and the Client Agency and shall indicate the DPMC project number, drawing index, location of project including the municipality and county and site location map, A/E name and other consultants. The DPMC Project Manager will provide the A/E with the proper names of the State Treasurer, DPMC Director and client agency representative.

7.1.4 Site Location Map

The site location map on the drawing cover sheet shall include the GPS coordinates of the entrance to the project construction site.

7.1.5 Index, Legend and Symbol Drawing

A drawing index and drawing symbol legend sheet shall be included in the construction drawings. The drawing index and drawing symbol legend may be on the cover sheet if approved by the DPMC Project Manager.

This drawing shall also include:

- UCC building classification: Provide the building Use Group Classification and Construction Type, as applicable.
- Site block & lot number: Provide the site block and lot number
- Indicate the floor area of each floor and the total building area
- Egress study of each floor indicating all fire walls, stairs and horizontal exits
- Indicate all life safety items and fire protection systems

7.1.6 Site/Survey Plan

When the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, a site plan shall be provided in accordance with N.J.A.C. 13:40-5.1, et al. The site plan may also include, but not be limited to, the following as applicable:

- Size and location of new and existing buildings and additions.
- Distance between new and existing buildings, structures and property lines.
- Fire separation distances.
- Both original and proposed finished grades within the construction area, either by spot elevations or by contour but of sufficient number or interval of contour to adequately show the intended concept and extent of grading proposed.
- Elevations of finished floors.
- Existing and proposed walks, roads, parking areas, and fencing.
- Proposed barrier free accessible parking, routes of travel from parking lots, public ways and between buildings to all accessible building entrances, including slopes, ramps and clearances.
- Indicate areas reserved for future expansion of the buildings, parking lots and other structures.

7.1.7 Site Utility Plan

All utility systems are to be shown on one drawing. The scale shall be the same as the site plan to identify relationships. The drawings must show the building(s), roads, walks, etc., and the run of the proposed utilities including under slab utilities. Existing utilities that have a bearing on the project shall be included. No contours are to be shown. The site utility plan shall schematically show:

- Sanitary disposal system:
 - Show all piping, pipe sizes, material, invert elevations, and slope.
 - Show connections to offsite systems.
 - Show pipes, tanks, distribution boxes, drain fields and details for onsite sanitary disposal systems.



- Show details of under slab piping.
- Storm water disposal system:
 - Show all storm drainage lines, catch basins, manholes, pipe sizes, material, invert elevations, and slope.
 - Show point of discharge.
 - Show details of under slab piping.
- Domestic water supply system:
 - Show all piping, pipe sizes and materials.
 - Show depth of cover, top of pipe to finished grade.
 - Show locations of hydrants including thrust blocks and details.
 - Show details of under slab piping.
- For fire protection water supply system:
 - Show all piping, pipe sizes and materials.
 - Show depth of cover, top of pipe to finished grade.
 - Show locations of hydrants including details.
 - Show all hot boxes and valve pits.
 - Show the Fire Department Connection if not attached to the building including details and elevations.
- For electrical installations including power, site lighting, security and communications:
 - Show all conduit, duct banks and cables.
 - Show depth of cover from top surface of conductor, cable, conduit, or other raceway, to finished grade.
 - Show under slab conductor sizes/types.
 - Show location of transformers and switchgear.
 - Show grounding details as appropriate for slab installation.
 - Show off-site connections.
- For underground storage tanks:
 - Show locations and sizes.
 - Show all pipes and connections.
 - Show hold down slab and details.
- For other site utilities including, but not limited to, gas supply systems, steam/hot water heating/cooling distribution systems:
 - Show locations and sizes.
 - Show all pipes and connections.
 - Show details for piping within and beneath the foundation and slab.
 - Show all off site connections.
- **Note:** Per the New Jersey Uniform Construction Code calculations, signed and sealed by the architect/engineer of record, are required to justify all pipe sizes, tanks, conductors and cables.

7.1.8 Subsurface Investigation Plan/Information

When subsurface investigation is required the information shall be shown on a separate drawing and shall include, but not be limited to:

- A small scale site plan showing the locations of borings and/or test pits.
- Boring and/or test pit logs.
- **Note:** Per the New Jersey Uniform Construction Code a soils report, signed and sealed by the engineer of record, that provides recommendations for foundation and/or pile bearing capacity is required.

7.1.9 Soil Erosion Control Plan

When site work requires a soil erosion permit the requirements shall be shown on a separate drawing and shall include, but not be limited to:

- A site plan at a scale sufficient to show the locations of the soil erosion control devices.
- Details of all soil erosion control devices

7.1.10 Architectural Plans

Interior plans shall include, as applicable, but are not limited to:

- Floor plans.
- Reflected ceiling plans.
- Door and window schedules.
- Room finish schedule.
- Barrier Free requirements.
- Larger scale plans for special areas.
- Elevations, exterior and interior.
- Wall/building sections.
- Details of all doors and windows.
- Large scale roof details for all conditions.
- Show exterior wall fire rating in hours, specify design/UL number (if rating is required)
- Show compliance with envelope requirements of the energy code
- If mixed use, identify use groups and indicate exact location, occupancy load, and square footage for these uses. Also show incidental uses, if appropriate.
- Show on plans all construction types, number of stories, and building heights.
- Show the fire rating of corridor walls, floors, ceilings, exit stairways, shafts, columns, girders, beams, and roofs in hours; specify design/UL number (if rating is required).
- Show exit calculations; indicate the number of exits provided per floor, and specify the maximum travel distance in feet. Also provide occupant load of all spaces and overall building and the required egress widths.
- Show interior accessible routes of travel and details of ramps with indicated slopes, for compliance with the barrier-free subcode.
- Show how required structural and fire-resistance rating will be maintained for penetrations made for electrical, mechanical, plumbing and communication conduits, pipes and systems.
- Provide details on the location of telephones, water fountains, toilet rooms, laboratory and shop facilities, etc., for compliance with the barrier-free subcode.

7.1.11 Structural Plans

Structural plans shall include, as applicable, but are not limited to:

- Show design criteria:
 - Live load/dead loads.
 - Snow loads.
 - Earthquake loads.
 - Wind loads.
- Footings and foundation plans:
 - Schedules.
 - Sections and elevations.
 - Details.



- Pile foundations:
 - Pile type.
 - Installed capacity.
 - Driving criteria.
 - Load test details.
- Floor and roof framing plans:
 - Schedules.
 - Sections and elevations.
 - Member sizes, fully dimensioned.
 - Connection details.
 - Truss diagrams
- Fire protection requirements.
- Basements and retaining walls below grade:
 - Schedules.
 - Sections and elevations.
 - Details of wall thickness, reinforcement, etc.
- **Note:** Per the New Jersey Uniform Construction Code calculations supporting the design, signed and sealed by the architect/engineer of record, are required for all structural elements including, but not limited to, footings and foundations, piles and pile caps, columns, beams, girders, purlins, exterior walls and basement walls.

7.1.12 Heating Ventilation, Air Conditioning and Refrigeration (HVACR) Plans

HVACR plans shall include, as applicable, but are not limited to:

- A complete ventilation schedule.
- Floor plans including:
 - All utility room chases, etc.
 - Location of all HVAC equipment.
 - All piping runs.
 - All duct runs with duct sizes.
- Roof plan including:
 - Location of all roof mounted equipment.
 - Access to roof.
 - Access routes to all equipment.
- Equipment schedules including:
 - Equipment identifier.
 - Name.
 - Size or capacity.
 - COP/EER value of HVAC units.
 - Boiler efficiency ratings.
- Piping distribution and riser schematic with all equipment conceptually shown.
- Duct riser diagrams (supply and exhaust) including duct sizes.
 - Show location of all fire dampers.
- Include schematics and details of hazardous exhaust in units such as laboratory hoods.
- Include details for kitchen exhaust hood, duct and hood fire suppression system.
- Show all details of chimneys and vents.
- Show height of all mechanical controls.

- **Note:** Per the New Jersey Uniform Construction Code calculations supporting the design, signed and sealed by the engineer of record, are required for combustion air requirements, energy, smoke exhaust/control, stair pressurization.

7.1.13 Plumbing Plans

Plumbing plans shall include, as applicable, but are not limited to:

- Floor plans including:
 - All utility rooms, chases, etc.
 - Location of all equipment associated with plumbing.
 - All piping runs with pipe sizes.
- Separate riser diagrams for:
 - Fuel oil/gas service.
 - Sanitary drain and vent system.
 - Show clean outs.
 - Hot and cold water distribution system.
 - Roof storm drainage system.
 - Show piping from building to approved discharge.
 - Note square foot area served by each roof drain.
 - Applicable equipment connections shall be identified.
- Fixture schedule identifying each fixture including:
 - Description
 - Trap and vent sizes
 - Drain fixture units (DFU)
 - Values
 - Water Supply Fixture Units (WSFU)
- Wall penetration sleeves should be shown with details.
- Installation detail of fuel oil storage tanks including:
 - Ground cover.
 - Venting.
 - Piping.
 - Tie down system.
- **Note:** Per the New Jersey Uniform Construction Code calculations supporting the design, signed and sealed by the architect/engineer of record, are required for all systems including, but not limited to, equipment, sanitary, domestic water, roof drains, fuel oil and gas.

7.1.14 Fire Protection Plans

Note: When fire protection sprinkler/suppression systems are included in a project, the A/E shall provide complete construction drawings, specifications and calculations. Line and dot drawings are not accepted. Merely referencing a code requirement is not acceptable.

A water flow test shall be provided that was conducted within one year of the date that the plans are submitted for review. If one is not available, a flow test shall be performed and shall be witnessed by the DPMC fire subcode official.

- Fire Protection plans shall include, as applicable, but are not limited to:
 - Floor plans including:
 - All utility rooms, chases, etc.
 - Show all fire alarm area zones.



- Location of all system components including, control panels, control valves, detectors, pull stations, strobe lights, abort switches, fusible links, alarm bells, warning lights, signs, etc.
- For sprinkler and standpipe systems include:
 - System type.
 - Water supply information.
 - Pipe sizes and type of piping and fittings.
 - Show measurements between branch lines and heads on lines, and indicate type of sprinkler heads.
 - Show installation details, height and location of all standpipe hose connections.
 - Provide a complete sprinkler system riser diagram with all components identified.
 - If fire pump is to be utilized include:
 - Capacity and type.
 - Indicate whether electric or diesel powered, and provide all details on diesel fuel supply.
 - Provide details of all piping, fittings, control and relief valves, as well as test header details.
 - Indicate method of temperature maintenance for pump and associated equipment.
 - For dry chemical, Halon/CO₂ systems include:
 - Type of agent being used.
 - Location and type of detectors and nozzles.
 - Show location and size of agent container and piping, as well as types of piping and fittings.

Note: Per the New Jersey Uniform Construction Code calculations supporting the design, signed and sealed by the architect/engineer of record, are required for all sprinkler/suppression systems including, but not limited to, wet pipe systems, dry pipe systems, dry chemical systems and Halon/CO₂ systems.

7.1.15 Electrical Plans

Electrical plans shall include, as applicable, but are not limited to:

- Power distribution single line diagram
 - Show circuitry of all power distribution systems including:
 - Indicate the size of the service equipment (switchboard), main disconnect.
 - Ratings of service equipment.
 - Overcurrent devices and panels, etc.
 - Indicate whether breakers are inverse, instantaneous, non-adjustable, adjustable, or fuses indicating type and rating
 - Indicate wire size, type of conductors to be used, type of insulation and temperature rating.
 - Indicate all conduit sizes and types.
 - Show circuitry of all emergency systems and emergency lighting, including:
 - Fire pumps.
 - Elevators.
 - Transfer switches.
 - Exit discharge.
 - Indicate type of backup power system is being installed; emergency, legally required standby, optional standby or critical operations system.
- Provide layout plans for power and lighting systems.
 - Show all panel locations.
 - Indicate working clearances for all electrical equipment, switch boards and panel boards.
 - Identify all circuits on the layout plans.
 - Identify hazardous locations and include class/division/zone and all boundaries.
- Show details of all grounding, including:
 - System grounding & bonding.

- Equipment grounding.
- Transformer grounding.
- Provide panel schedules
 - Indicate AIC rating of panels and overcurrent devices.
- Fire detection and notification systems shall include:
 - Type of fire alarm systems, NPLFA or PLFA that is being installed.
 - Show circuitry, wire size, type of insulation and conduit size.
 - Show height of all controls and devices for compliance with the barrier-free subcode.

Note: Per the New Jersey Uniform Construction Code calculations supporting the design, signed and sealed by the architect/engineer of record, are required for all service equipment, switch boards, panel boards and wiring.

7.1.16 Mechanical Plans

Mechanical plans shall include, as applicable, but are not limited to:

- Location, maintenance space requirements of all major items or equipment must be indicated.
 - Shut off valves and shut off switches
- Connections to existing systems
- Utility connections
- Elevators:
 - UCC building subcode utilizes Standard A17.1 of the American Society of Mechanical Engineers (ASME) as its elevator referenced standard. All elevator related drawings must comply with this.
 - Specify elevator type (passenger, freight —specify class of loading, wheel chair man lift, private residence, other).
 - Show elevator capacity and loading.
 - Indicate speed, travel length, number of landings.
 - Show cab details, dimensions, door operation, hand rail and control locations to comply with the above noted referenced standard and the barrier-free subcode.
 - Show type of drive, giving details of suspension.
 - Provide details of emergency operation - firefighter's service.
 - Show all clearances and guide rail details.
 - Provide details of hoist way venting.
 - Provide pit details -light, accessibility, etc.
 - Show equipment layout in the elevator machine room - also show light and ventilation.

7.2. Specifications

Specifications shall be in the Construction Specifications Institute (CSI) format entitled MasterFormat©, latest edition. The specifications shall include only those CSI MasterFormat© specification divisions and sections applicable to the specific project.

7.2.1 General Requirements

- The **Specification Cover Sheet (Figure 7)** shall identify the project and the Client Agency and shall include the DPMC project number, location of project including the municipality and county, A/E and other consultants, consistent with the drawing cover sheet. The DPMC Project Manager will provide the A/E with the proper names of the State Treasurer, DPMC Director and client agency representative.
- The DPMC project number (*Annnn-nn*) shall be included on every page of the specifications.
- Specifications shall be prepared in a bound 8½ x 11 book.



- Specifications shall include a “Submittal Schedule” in Division 1. The submittal schedule shall include, but not be limited to:
 - Unit schedule breakdown
 - Progress schedule
 - Materials
 - Equipment
 - Testing
 - Test results
 - Work plan
 - Safety plan
- Specifications shall include a project specific definition of “Substantial Completion” in Division 1.
- DPMC standard General Conditions and Instructions to Bidders shall be included in the specifications book. The DPMC Project Manager shall provide these documents to the consultant.

7.2.2 Materials and Equipment

Specifications shall include all equipment and materials required for the project and shall require all materials and equipment to be installed per the manufacturer’s recommendations. Space required to service and maintain equipment shall be per manufacturer’s recommendations.

7.2.3 Operation and Maintenance Manuals

Specifications shall require the contractor to provide operations and maintenance manuals for all equipment installed on the project including, but not limited to, operating procedures, maintenance procedures and frequency, cut sheets, parts lists, warranties, guarantees, and detailed drawings for all equipment installed at the facility.

Where applicable, specifications shall require a troubleshooting guide to be included that lists problems that may arise, possible causes with solutions, and criteria for deciding when equipment shall be repaired and when it must be replaced.

Where applicable, specifications shall require the contractor to include a list of the manufacturer’s recommended spare parts for all equipment being supplied for this project.

Where applicable, specifications shall require the contractor to provide a list of names, addresses and telephone numbers of the contractors and/or subcontractors involved in the installations of the equipment and firms capable of performing services the equipment.

The Consultant shall include in the specification that the contractor must provide a minimum of ten (10) “throwaway” copies of the operations and maintenance manuals for use in training and seven (7) hardbound copies as part of the project close-out package.

7.2.4 Training

The Consultant shall include in the specification requirements that the contractor schedule and coordinate all equipment training with the Project Manager and Client Agency representatives. The specifications shall require the contractors to submit the Operation and Maintenance (O&M) manuals, training plan contents, and training durations to the Consultant, Project Manager and Client Agency Representative for review and approval prior to the training sessions.

The specifications shall require the contractor to video record all training sessions. Training session recordings shall be submitted via digital medium acceptable to the Client Agency Representative.

7.2.5 Attic Stock



The Consultant shall, in consultation with the DPMC Project Manager and Client Agency Representative, determine and recommend whether “attic stock” should be included for all maintenance requirements of the project. If required, the Consultant shall specify attic stock items to be included in the project.

7.2.6 Mandatory Notifications for Excavation

Specifications shall include requirements for the Contractor to comply with the New Jersey “One Call” Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is codified as the “New Jersey Underground Facility Protection Act”, refer to N.J.A.C. 14:2.

7.2.7 Proprietary Specifications

DPMC policy prohibits the use of proprietary specifications. Whenever a “brand name” item is specified, the A/E shall list, by name, at least two (2) other comparable manufacturers followed by the words “or approved equal”. The first item listed shall be the basis of the design.

To ensure that the words “or approved equal” cannot be misinterpreted in the course of bidding, the A/E shall thoroughly describe in the technical specifications all essential performance and/or physical features that must be incorporated into the specified item in order for it to meet its minimum functional needs and space limitations. Minor features of the preferred product(s) which do not have an impact upon the product(s) performance for this use shall not be specified as required criteria.

7.2.7.1 Proprietary Specifications Exceptions

Exceptions to this policy may be granted, including restricting bids to certain select manufacturer(s) subject to the following situations:

- No known readily available product(s), other than the specified, are capable of providing the salient physical, functional, and/or other characteristics essential to the minimal needs of the Client Agency.
- Where existing system(s) are being extended, single-system integrity can only be preserved, or compatibility assured, by resorting to the designated product(s).

7.2.7.2 Proprietary Specifications Authorization

The A/E must request approval in writing from the Contracting Officer through the Project Manager for authorization to use a proprietary specification as early in the design process as possible and before the final design submission is made. This request shall include a draft version of the proposed specification section(s), the relevant justification for the proprietary item(s) and the estimated cost of the material/equipment being specified.

DPMC will review the A/E’s request and advise in writing of its approval or disapproval.

7.2.8 Public Employees Occupational Safety & Health Program

If the project involves demolition, renovation and/or construction work in or adjacent to occupied work areas the consultant shall include in Division 1 of the specifications requirements for the contractor to comply with the **Public Employees Occupational Safety & Health Program (PEOSH)**, paragraph 12:100-13.5 entitled “Air quality during renovation and remodeling”. PEOSHA requirements can be found at: <http://www.nj.gov/health/workplacehealthandsafety/peosh/peosh-health-standards/iaq.shtml>

7.2.8.1 Dust and HVAC Control Plan Submittal



The specification shall require the contractor to submit for review and approval a dust and HVAC control plan that indicates the dust and HVAC control measures proposed for use, the proposed locations, and the proposed time frame for their operation. The plan may include, but is not limited to:

- Narrative description of the plan.
- Drawing/sketch showing locations of dust-control partitions/barriers at each phase of work.
- HVAC system isolation schematic drawing/sketch.
- Location of proposed air-filtration system discharge.
- Waste handling procedures.
- Other dust control measures.

7.2.8.2 Dust and HVAC Control Plan Review and Approval

The consultant, in consultation with the DPMC Project Manager and client agency representatives, shall review and approve the plan prior to the start of work.

7.3. Project Construction Sign

The project may require a **Project Construction Sign (Figure 8)**. The Client Agency shall determine if a project construction sign should be included in the construction documents before the Final Design Phase of the project.

The DPMC Project Manager shall provide the names and titles of the people to be identified on the sign.



STATE OF NEW JERSEY
HONORABLE _____, GOVERNOR

PROJECT TITLE/NAME
LOCATION
MUNICIPALITY, COUNTY

DPMC No. *Annnn-nn*

DEPARTMENT OF THE TREASURY _____, TREASURER

DIVISION OF PROPERTY MANAGEMENT
AND CONSTRUCTION _____, DIRECTOR

DEPARTMENT OF _____, COMMISSIONER

Architect/Engineer Name
Address

Rendering and/or Site Location Plan

DPMC Standard Drawing Cover Sheet Format
Drawing Size: Arch D, 24" x 30"

Figure 6 - Drawing Cover Sheet

SPECIFICATION

(PROJECT NAME)

(Facility Name)
(Town), (County), N.J.

(PROJECT NO.)

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lieutenant Governor



DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Acting State Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

CLIENT AGENCY DEPARTMENT

(Client Agency Commissioner)

(CONSULTANT NAME AND ADDRESS)

Date:

Figure 7 - Specification Cover Sheet

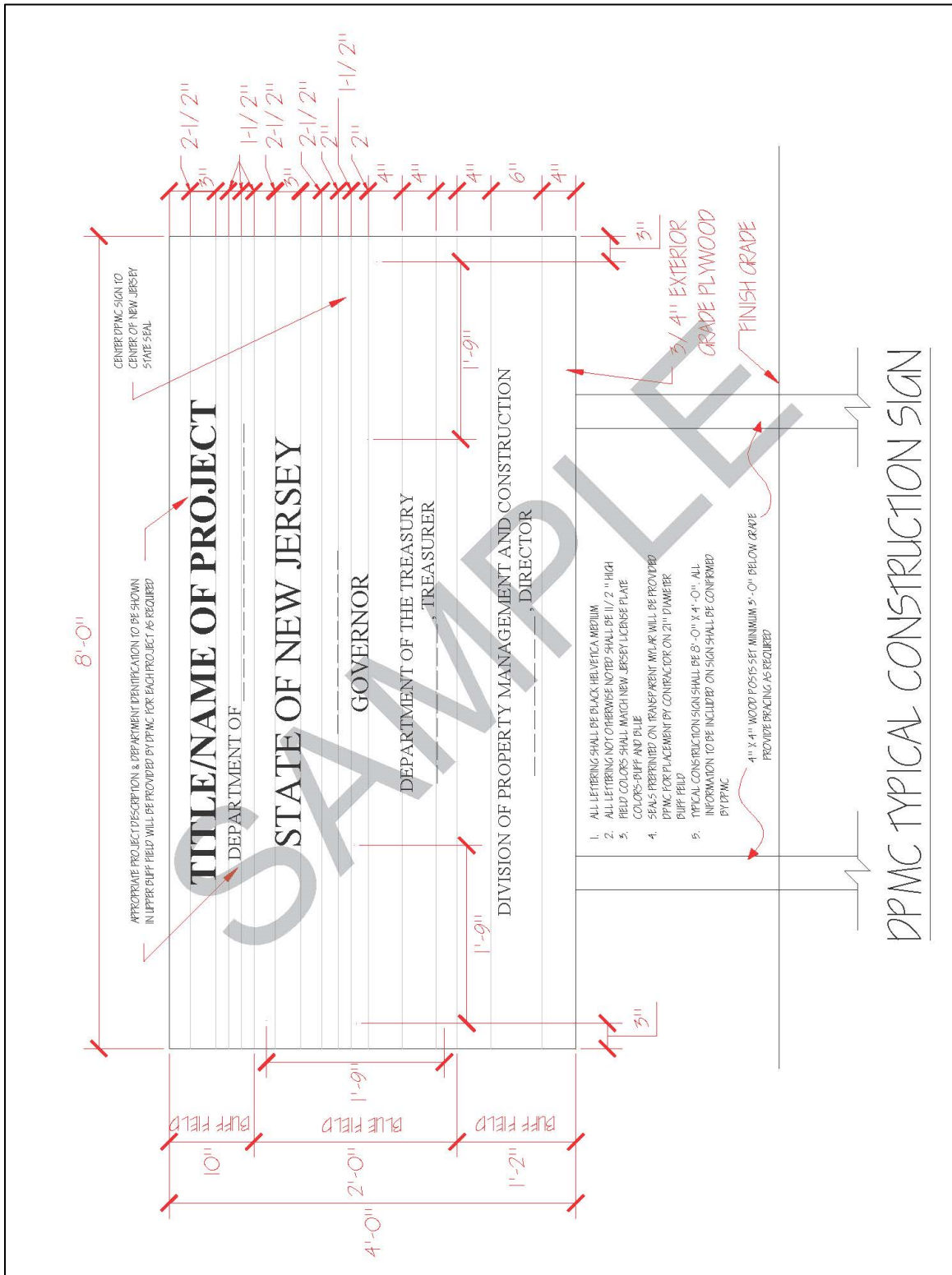


Figure 8 - Project Construction Sign



8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE

8.1. Construction Cost Estimate (CCE)

The project specific Scope of Work shall require the Consultant to include with each design phase submittal, including the Permit Application Phase and Bid Phase, a detailed **Construction Cost Estimate (CCE)** of the project. The cost estimate shall:

- Be itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© latest edition applicable to the project.
- Include a breakdown of each work item by labor, equipment, material, overhead, profit and total costs.
- Include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.
- Be adjusted for regional location, site factors, construction phasing, security issues, and inflation factors based on the year in which the work is to be performed.
- Include descriptions of all allowances and contingencies noted in the estimate.

8.2. Current Working Estimate (CWE)

All cost estimates shall be summarized and shall be submitted on a “**DPMC-38 Project Cost Analysis**” (**Figure 9**) form supported by the detailed construction cost estimate. The DPMC-38 Project Cost Analysis form is utilized to summarize all costs of the project arriving at the **Current Working Estimate (CWE)**.

The DPMC Project Manager will provide cost figures for those items which may be in addition to the Construction Cost Estimate (CCE) including, but not limited to:

- Affirmative Action fees
- DPMC Management fees
- Construction Management Services
- Contingencies
- Arts Inclusion Allowance
- Other Costs as may be applicable to the project



PROJECT COST ANALYSIS		DPMC NUMBER: _____
Date: _____		
Project Name: _____	Project Phase: Project Alert	
Location: _____		
Cost Phase "C" - Construction		
1 General Construction	_____	0
2 Structural Steel	_____	0
3 Plumbing	_____	0
4 HVAC	_____	0
5 Electrical	_____	0
6.a Other Trades (specify): _____	_____	0
6.b Other Trades (specify): _____	_____	0
7 TOTAL CONSTRUCTION COST ESTIMATE (CCE) (Lines 1 thru 6)		0
Cost Phase "D" - Design		
8 Consultant Design Fee	_____	0
9 Consultant Construction Administration Fee	_____	0
10 Asbestos Remediation Design Fee	_____	0
11 Asbestos Monitoring Fees	_____	0
12 Survey Services	_____	0
13 Testing Services	_____	0
14 Roofing Inspection	_____	0
15 Other (specify): _____	_____	0
16 TOTAL DESIGN SERVICES (Lines 8 thru 15)		0
Cost Phase "K" - Affirmative Action		
17 Affirmative Action (1/2 % of Line 7)		0
Cost Phase "M" - Management Fees		
18 DPMC Management Fee No Fee		0
Cost Phase "N" - Construction Management		
19 Construction Management Services (CM/CPM)		0
Cost Phase "O" - Contingency		
20 Construction (10% of Line 7)	_____	0
21 Design (10% of Line 16)	_____	0
22 TOTAL PROJECT CONTINGENCY (Lines 20 & 21)		0
Cost Phase "P" - Permits		
23 U.C.C. (DCA or DPMC) Plan Review Fee	_____	0
24 U.C.C. Permit/Field Inspection/C.O. Fee	_____	0
25 Soil Conservation	_____	0
26 Other (specify): _____	_____	0
27 TOTAL PERMIT FEES (Lines 23 thru 26)		0
Cost Phase "R" - Arts Inclusion		
28 Arts Inclusion Allowance		0
Cost Phase "B" - Other Costs		
29 Other (specify): _____	_____	0
30 Other (specify): _____	_____	0
31 TOTAL OTHER COSTS (Lines 29 & 30)		0
32 CURRENT WORKING ESTIMATE (CWE) (Lines 7+16+17+18+19+22+27+28+31)		\$0

DPMC-38 Revised 6/4/18

Figure 9 - DPMC-38 Project Cost Analysis



9. REGULATORY AGENCY APPROVALS

Consultant shall determine the permits and/or approvals required for each project based on the project specific Scope of Work.

This section presents a compendium of the most common State Permits or Approvals which may be required for construction projects.

If the project is subject to regulation by any of these Agencies, or any other Agency not listed here, the Consultant must include in their first design submission copies of all applications submitted. If applications have not been submitted, provide a list of required permits and explain when the permit applications will be submitted. If permits have been issued include copies of all approvals obtained and describe in writing any restrictions imposed upon the project, if any, as well as any additional cost implications beyond those envisioned in the original Construction Cost Estimate (CCE).

9.1. Department of Agriculture

The Department of Agriculture, among other responsibilities, is responsible for managing the State's "Soil Erosion and Sediment Control Program". Requirements for soil erosion and sediment control can be found at: <https://www.state.nj.us/agriculture/divisions/anr/nrc/njerosion.html>

9.2. Department of Community Affairs

The Department of Community Affairs establishes and enforces the Uniform Construction Code (UCC) in the State. The UCC includes, but is not limited to, subcodes for building, plumbing, electrical, fire protection, energy, mechanical, fuel gas, rehabilitation, barrier-free, asbestos, radon, playground safety, elevator and lead hazard abatement. UCC permit requirements can be found at: <https://www.nj.gov/dca/divisions/codes/>

9.3. Department of Environmental Protection

The Department of Environmental Protection (DEP) administers a number of programs to protect the environment and conserve natural resources including, but not limited to:

- Air quality
- Water quality
- Land use
- Site remediation
- Waste management
- Hazardous materials
- Historic Preservation Office

DEP permit requirements can be found at: <https://nj.gov/dep/depbusiness.html#permitting>

On projects requiring environmental review and or multiple DEP permits Consultants should contact DEP's Office of Permit and Project Navigation for guidance and assistance. Information on the Office of Permit and Project Navigation can be found at: <https://www.nj.gov/dep/pcer/>

9.4. Department of Health

The Department of Health is responsible for certifying the need for health care facilities. Requirements for certification can be found at: <https://www.state.nj.us/health/healthfacilities/certificate-need/index.shtml>



The Department of Health is also responsible for setting standards and approving food operations, including facilities and equipment. Requirements for food operations can be found at:

<https://nj.gov/health/legal/statutes/>

9.5. Department of Transportation

The Department of Transportation is responsible for designing, constructing and maintaining the State's highways and bridges. Projects requiring highway access or impact highway drainage or utilities may require DOT approval. Requirements and permit applications can be found at:

<https://www.nj.gov/transportation/eng/#PermitsLicenses>

9.6. Delaware and Raritan Canal Commission

The Delaware and Raritan Canal Commission is responsible for planning for the development of the Canal Park and for preparing and administering a land use regulatory program to protect the Canal Park from the negative impacts of new development. Construction within the Commission's jurisdiction may require their approval. Requirements and permit applications can be found at:

<https://www.nj.gov/dep/dccc/>

9.7. Delaware River Basin Commission

The Delaware River Basin Commission is a regional body that manages Delaware River Basin water supply, pollution control, flood protection, watershed management, recreation and regulation of withdrawals and diversions. Construction affecting water resources within the Delaware River Basin may require the Commission's approval. Requirements and permit applications can be found at:

<https://www.state.nj.us/drbc/about/regulations/>

9.8. Pinelands Commission

The New Jersey Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve. The Commission reviews and approves all development within the Pinelands Area. Requirements and permit applications can be found at: <https://www.state.nj.us/pinelands/cmp/>

9.9. Highlands Council

The Highlands Water Protection and Planning Council (Highlands Council) is a regional planning agency that works in partnership with municipalities and counties in the Highlands Region to encourage a comprehensive regional approach to implementing the 2004 Highlands Water Protection and Planning Act. The Highlands Council does not issue permits, but is statutorily required to review certain proposed projects throughout the Highlands Region for consistency with the Highlands Act and Highlands Regional Master Plan (RMP). Information and requirements of the Council can be found at:

<https://www.nj.gov/njhighlands/>.

9.10. Sports and Exposition Authority

The New Jersey Sports and Exposition Authority is the regional planning and zoning agency for the Hackensack Meadowlands District. All projects within the Hackensack Meadowlands District require the approval of the Sports and Exposition Authority. Requirements and permit applications can be found at:

<https://www.njsea.com/>

9.11. Army Corps of Engineers

The Army Corps of Engineers manages the waterways of the country, including wetlands. Construction activities in waterways may require a permit from the Corp. The Corps' evaluates permit applications to



ensure that any environmental impact on aquatic resources from these construction activities is avoided, minimized, or mitigated. Requirements and permit applications can be found at:

<https://www.nad.usace.army.mil/Missions/Civil-Works/Regulatory-Program/>

9.12. Federal Aviation Authority

The Federal Aviation Authority regulates airports and manages the airspace of the country. Construction near airports or of significant height require the review and approval of the FAA. Requirements and permit applications can be found at:

<https://www.faa.gov/forms/index.cfm/go/document.information/documentID/186273>

9.13. Local Health Department

Local Health Departments, among other responsibilities, review and approve the installation of onsite septic systems. For specific system requirements contact the local health department. Local health departments can be identified at: <https://www.state.nj.us/health/lh/community/>

9.14. Capital City Redevelopment Corporation

The Capital City Redevelopment Corporation is charged with facilitating redevelopment in the Capital District of the City of Trenton. All construction projects within the Capital City District of Trenton are subject to review by the corporation. Information regarding the Capital City Redevelopment Corporation can be found at: <http://web.njeda.com/ccrc/index.aspx>

10. PROJECT COMMENCEMENT

A design kick off meeting shall be scheduled with the Consultant and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

10.1. Project Directory

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

10.2. Site Access

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

10.3. Project Coordination

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

10.4. Subconsultant Project Participation

It is the responsibility of the Consultant to ensure that they have provided adequate hours in their technical and fee proposals so that their Subconsultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings, construction job meetings, site visits, and close-out activities described in the project specific Scope of Work.

10.5. Existing Documentation

Review documents provided to each Consulting firm at the pre-proposal meeting 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.

10.6. Scope of Work

Review the design and construction administration responsibilities and the submission requirements identified in the project specific Scope of Work with the Project Team members. Items such as:

- Contract deliverables
- Special sequencing or phased construction requirements
- Special hours for construction based on Client Agency programs or building occupancy
- Security requirements for construction
- Critical and long lead items
- Utility interruptions or shut down constraints for tie-ins
- Weather restrictions,



- Coordination with other project construction activities at the site

10.7. Project Schedule

Based on the Notice to Proceed date, Consultant shall update its approved contract schedule and shall distribute it at the design kickoff meeting. Note that this schedule shall be submitted in both “hard copy” format and on a digital medium format compatible with *Microsoft Project*. This schedule will be binding for the Consultant’s activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project.

10.8. Project Estimate and Budget

Review the project budget and estimate. Discuss the adequacy of the budget and any opportunities that may exist to reduce the cost of the project.

10.9. Design Submission Review Process

Review the DPMC plan review process; role and requirements of the Plan Review Group, Client Agency, Project Manager and Constructability review by the DPMC Construction staff.

10.10. Design Presentations

Design presentations to the Project Team are required for each design submission phase of the project. Refer to the project specific scope of work for submission and presentation requirements.

Design presentations may occur at DPMC’s offices in Trenton, the Client Agency’s office or at the project site.

10.11. Meetings

The A/E shall schedule all meetings through the Project Manager unless otherwise instructed by DPMC. The Project Manager will ensure that all State agencies concerned with the project will be present at the meetings.

The A/E is responsible for recording the minutes of the Project Commencement meeting as well as all project meetings. The minutes of all project meetings shall be numbered consecutively beginning with the Project Commencement meeting through all design phases, ending at the start of construction. Meeting minutes shall be prepared and distributed within three (3) calendar days of the meeting date.

Copies of minutes prepared by the A/E shall be distributed to all present and as designated by the Project Manager.

10.12. Correspondence

All general correspondence including meeting minutes, shall be identified by DPMC project number, project title and location. Correspondence shall be submitted via e-mail to the Project Manager and to all present and as designated by the Project Manager.

“Hard copy” design submittals shall be sent to the Project Manager at:

Division of Property Management and Construction
20 West State St., Mary Roebling Building 3rd Floor
Trenton, NJ 08608-1206
Attention: Mr./Ms. (Name), Project Manager

11. ADVISABILITY STUDIES

11.1. Advisability Study Policy

The State Capital Planning Policy requires that certain major capital construction projects undergo an advisability study prior to funding approval. The purpose of the advisability study is to determine the most effective approach to meet the Client Agency's needs, determine a project estimate and budget and to develop a project specific Scope of Work to meet those needs.

11.1.1 Process

The study process may include, but is not limited to:

- Discussions with project stakeholders to determine user requirements
- Development of project programming documents
- Identify regulatory agencies permits and approvals required for construction
- Analysis of alternative design approaches to meet the Client Agency's needs
- Development of conceptual design and site plan
- Development of a preliminary cost estimate and budget
- Development of a major milestone schedule for design and construction

The approved advisability study may be used by the Client Agency in support of funding requests submitted as part of their annual capital budget process.

11.2. Advisability Study Tasks

11.2.1 User Requirements Phase

This phase is composed of a structured interview process as a means of capturing the operating requirements of the Client Agency and documenting them in a form that facilitates review and agreement by all interested parties. The result of this process will be the development of a "Preliminary Space Program and Functional Needs Assessment" document which will outline the basic space and functional needs to be achieved by the project. This document will guide the project design activities and set a baseline for the scope of the project. A broad-based information collection process is desired, one which will provide insight into everything from policy decisions which are driving the need for new space, to changes in service methodologies, the number of people expected to service or occupy the facility and how they will interact.

11.2.2 Analysis of Alternatives Phase

During this phase of the study, the A/E shall identify and analyze several alternative approaches to satisfying the stated needs of the Client Agency. This task may be combined with the user requirements phase tasks, if appropriate. Each alternative will represent a practical and achievable method of satisfying the user requirements. A list of decision-making criteria will also be assembled so the various alternative approaches can be compared, evaluated and judged equally. These criteria can include, for example, construction costs, operational/maintenance costs, compatibility with service delivery needs, flexibility for growth and expansion and other relevant issues or measures. Appropriate weights will be developed which will express the significance of the features requested and/or required by the project team. Each alternative is to be measured against the established criteria and the advantages discussed. One approach is to be recommended with supporting justification. A presentation to the Project Team is required at the completion and submission of this deliverable.

11.2.3 Program Definition Phase



During this phase, the consultant prepares a “Detailed Facility Space Program” and preliminary design documents, estimate, budget and schedule based on the project approach and the scope of the project approved by the Project Team. The deliverables to be developed in this phase include those listed in the project specific scope of work.

Upon completion and submission of the deliverables required for this phase, the consultant shall be required to conduct a formal presentation of the complete project advisability study to the members of the Project Team. The consultant will incorporate any necessary revisions recommended by the project team into the final submission of the Project Advisability Study.

11.3. Meetings

The A/E shall schedule all meetings through the Project Manager unless otherwise instructed by DPMC. The Project Manager will ensure that all State agencies concerned with the project will be present at the meetings.

The A/E is responsible for recording the minutes of all meetings. The minutes of project design meetings shall be numbered consecutively beginning with the Project Commencement meeting through all design phases, ending at the start of construction. Meeting minutes shall be prepared and distributed within three (3) calendar days of the meeting date.

Copies of minutes prepared by the A/E shall be distributed to all present and as designated by the Project Manager.

11.4. Correspondence

All general correspondence shall be identified by DPMC project number, project title and location. Correspondence shall be submitted via e-mail to the Project Manager and to persons designated by the Project Manager.

“Hard copy” design submittals shall be sent to the Project Manager at:

Division of Property Management and Construction
20 West State St., Mary Roebling Building 3rd Floor
Trenton, NJ 08608-1206
Attention: Mr./Ms. (Name), Project Manager

11.5. Advisability Study Deliverables

Drawings, specifications and other documents listed as a deliverable in the project specific SOW shall be submitted to the Division of Property Management and Construction by the A/E for review by the Client Agency and DPMC staff at the completion of the study. The A/E shall forward a letter of transmittal listing in detail all the material submitted. The A/E shall submit the quantity of documents as stated in the project specific SOW.

Study documents shall consist of, but not be limited to the following, and be in sufficient detail to outline the scope, cost and schedule of the project.

11.5.1 A/E Statement of Site Visit

The A/E shall submit a statement that he/she has visited the site, visually inspected the proposed location of the proposed project and is satisfied that no unusual conditions exist which could adversely affect the design and construction cost of the project.

When an A/E is given access to “As-Built” or “Record Set” drawings, they are to physically verify them in the field to determine if the drawings are accurate in those areas affecting this project.

Should the A/E require access to secure areas of a building or to internal areas of its equipment, panels, etc., he/she should request that the DPMC Project Manager arrange with the Client Agency's operations/maintenance staff to provide such access.

11.5.2 Narrative Description of Project

Provide a description of the project's programming requirements including: purpose, long range planning, etc. Immediate, short and long range master planning must be included to adequately define the planning process.

11.5.3 Space Analysis

Provide a description of the proposed project program outlining all functional requirements that are necessary to effectively support the project, and how the requirements have been met. This information will be the result of interviews with representatives of the Client Agency's capital planning staff, maintenance personnel, and other designated parties to identify and document their requirements and program needs.

11.5.4 Special Features

Provide a description of any special features of the project such as: communication systems, security systems, fire protection systems, special structural systems, etc.

11.5.5 Site Evaluation

Provide a description of significant aspects of the project site which may impact positively and/or negatively on the design such as: seismic zone, topography, configuration, easements, surrounding development, etc.

11.5.6 Subsurface Investigation

Refer to paragraph **7.1.8 Subsurface Investigation Plan/Information**.

11.5.7 Surveys

Refer to paragraph **7.1.6 Site/Survey Plan**.

11.5.8 Fine Arts Inclusion

A recommendation should be made as to whether or not the project should incorporate fine arts as authorized in the "Public Building Arts Inclusion Act" of 1978 which provides that up to 1½% of the construction cost of a new building may be set aside for the inclusion of fine arts.

11.5.9 Design Renderings

The project specific scope of work may require design renderings during this phase of a project. Refer to the project specific scope of work.

11.5.10 Regulatory Approvals

A listing of all of the Regulatory Agencies having jurisdiction over this project shall be incorporated into this study along with a statement relating the impact that each Agency will have on the project, including the elements of cost and time. The Agencies listed in paragraph "**9. REGULATORY AGENCY APPROVALS**" may be used as a guide.

11.5.11 Utility Availability



The A/E must obtain written verification from the applicable authorities that off-site facilities exist and can service the project. Letters pertaining to sanitary, storm water, water, fire protection, gas, electrical and telephone service must be obtained which:

- Confirm availability of adequate service including pressures available, specific consumption or loads and approximate date of service.
- Establish a firm commitment by the utility or in the case of on-site utilities, the Client Agency to provide the service.
- Contain statement(s) regarding any special regulations and/or requirements which, should they not be included in the contract documents, would result in significant redesign and/or extra cost of construction by having to be included at a later date.
- Generally state the extent of work to be done by the provider of the utility and whether there will be any fees to be paid by the Owner or Contractor.

11.5.12 Diagrammatic Sketches/Drawings

The diagrammatic sketches shall include, but not be limited to:

- An area site plan
- A project site plan
- Single-line floor plans showing functional layout; indicate sq. ft. areas of each floor
- A narrative description of the HVACR system and controls in sufficient detail to allow a proper understanding of its operation

11.5.13 Outline Specifications

Refer to paragraph “7. CONSTRUCTION DOCUMENTS” for specification requirements. Outline specifications shall include the divisions and sections applicable to the project.

11.5.14 Construction Cost Estimate/Current Working Estimate/Cost Analysis

Refer to paragraph 8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE for estimate requirements.

11.5.15 Project Schedule

Updated contract project schedule that includes major milestones for the completion of the study.

11.5.16 Formal Presentation

Certain projects may require a presentation before a Project Steering Committee, Quality Review Board, client agency management and/or project team. The project specific Scope of Work (SOW) will include this requirement as a deliverable task.

The purpose of the presentation is to familiarize the interested parties with the design of the project and, by doing so, will allow them to determine if the project meets their needs and is also within the approved scope and budget.

During this presentation, the A/E should describe their design philosophy and design process used in the development of the final product, the various alternatives considered, any scope changes added during the design process by the Client Agency, the current CCE, the current CWE, and the major milestone design and construction schedule for the project.

Selected studies and sketches done during the course of the study process may be presented to support the design solution. Copies of the documents should also be available for review.

The presentation should be approximately one to two hours in duration.

11.5.17 Scope of Work Compliance Statement

The submission requirements outlined above shall be prepared by the A/E and evaluated against the A/E's initial project SOW, schedule, and budget. The A/E shall confirm, in writing, that he/she has complied with the SOW, or if variances exist, the A/E shall prepare a detailed description of those variances with recommendations for conformance to the original program.

11.5.18 Advisability Study Deliverables Checklist

Deliverables Checklist, Advisability Study Submission (Figure 10) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the SOW have been submitted.

11.5.19 “Booklet” Format

All required deliverables shall be presented in an 8 ½” x 11” bound “booklet” format unless noted otherwise in the project specific scope of work or if submitted to support a permit application.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

11.5.19.1 Engineering Reports and Calculations

Engineering reports and calculations required to support a permit application shall be submitted “stand alone”, individually bound and signed and sealed by the engineer. These include, but are not limited to, soils reports, structural calculations, energy calculations, HVACR calculations, plumbing calculations, electric calculations and sprinkler hydraulic calculations

11.5.20 Approval

The Project Manager will distribute the A/E's submission to all required individuals and Agencies. Written comments from all concerned individuals and Agencies will be compiled by the Project Manager and forwarded to the A/E.

Within the number of calendar days specified in the project specific SOW, the A/E shall respond to the comments and provide any clarification requested. If required, the A/E shall prepare additional submissions as necessary to develop a solution that satisfies the requirements of the SOW.

Final review and acceptance of the documentation by DPMC will constitute formal approval.



DPMC Project No.: _____

**Deliverables Checklist
Advisability Study**

A/E Name: _____

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

_____ Date _____
Consultant Signature

Figure 10 - Deliverables Checklist, Advisability Study Submission



12. PROGRAM PHASE

Certain projects may require that a program study with appropriate programming investigation, analysis and documentation be undertaken in order to further develop the project requirements. Program study requirements shall be identified in the project specific Scope of Work.

12.1. Meetings

The A/E shall schedule all meetings through the Project Manager unless otherwise instructed by DPMC. The Project Manager will ensure that all State agencies concerned with the project will be present at the meetings.

The A/E is responsible for recording the minutes of all meetings. The minutes of project design meetings shall be numbered consecutively beginning with the Project Commencement meeting through all design phases, ending at the start of construction. Meeting minutes shall be prepared and distributed within three (3) calendar days of the meeting date.

Copies of minutes prepared by the A/E shall be distributed to all present and as designated by the Project Manager.

12.2. Correspondence

All general correspondence shall be identified by DPMC project number, project title and location. Correspondence shall be submitted via e-mail to the Project Manager and to persons designated by the Project Manager.

“Hard copy” design submittals shall be sent to the Project Manager at:

Division of Property Management and Construction
20 West State St., Mary Roebling Building 3rd Floor
Trenton, NJ 08608-1206
Attention: Mr./Ms. (Name), Project Manager

12.3. Program Phase Deliverables

Drawings, specifications and other documents listed as a deliverable in the project specific SOW shall be submitted to the Project Manager by the A/E for review by the Client Agency and DPMC staff at the completion of the program phase. The A/E shall forward a letter of transmittal listing in detail all the material submitted. The A/E shall submit the quantity of documents as stated in the project specific SOW.

Program documents shall consist of, but not be limited to the following, and be in sufficient detail to define the scope, cost and schedule of the project.

12.3.1 A/E Statement of Site Visit

The A/E shall submit a statement that they have visited the site, visually inspected the proposed location of the proposed project and is satisfied that no unusual conditions exist which could adversely affect the design and construction cost of the project.

When an A/E is given access to “As-Built” or “Record Set” drawings, they are to physically verify them in the field to determine if the drawings are accurate in those areas affecting this project.

Should the A/E require access to secure areas of a building or to internal areas of its equipment, panels, etc., he/she should request that the DPMC Project Manager arrange with the Client Agency’s operations/maintenance staff to provide such access.



12.3.2 Narrative Description of Project

Provide a description of the project’s programming requirements including: purpose, long range planning, etc. Immediate, short and long range master planning may be included to adequately define the planning process.

12.3.3 Building Code Information Questionnaire

Complete the “Building Code Information Questionnaire” and submit it with the first design submittal required by the project specific scope of work. The questionnaire is available at:

<https://www.nj.gov/treasury/dpmc/forms.shtml?search=DM> .

12.3.4 Space Analysis

Provide a description of the proposed project program outlining all functional requirements that are necessary to effectively support the project, and how the requirements have been met. This information will be the result of interviews with representatives of the Client Agency’s capital planning staff, maintenance personnel, and other designated parties to identify and document their requirements and program needs.

12.3.5 Special Features

Provide a description of any special features of the project such as: communication systems, security systems, fire protection systems, special structural systems, etc.

12.3.6 Catalog Cuts

The Consultant shall provide catalog cuts for all equipment and materials that serve as the basis of the design. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

12.3.7 Site Evaluation

Provide a description of significant aspects of the project site which may impact positively and/or negatively on the design such as: seismic zone, topography, configuration, easements, surrounding development, etc.

12.3.8 Subsurface Investigation

Refer to paragraph 7.1.8 **Subsurface Investigation Plan/Information**.

12.3.9 Surveys

Refer to paragraph 7.1.6 **Site/Survey Plan**.

12.3.10 Fine Arts Inclusion

A recommendation should be made as to whether or not the project should incorporate fine arts as authorized in the “Public Building Arts Inclusion Act” of 1978 which provides that up to 1½% of the construction cost of a new building may be set aside for the inclusion of fine arts.

12.3.11 Design Renderings

The project specific scope of work may require design renderings during this phase of a project. Refer to the project specific Scope of Work.

12.3.12 Regulatory Approvals

A listing of all of the Regulatory Agencies having jurisdiction over this project shall be incorporated into this study along with a statement relating the impact that each Agency will have on the project, including the elements of cost and time. The Agencies listed in paragraph “**9. REGULATORY AGENCY APPROVALS**” may be used as a guide.

12.3.13 Utility Availability

The A/E must obtain written verification from the applicable authorities that off-site facilities exist and can service the project. Letters pertaining to sanitary, storm water, water, fire protection, gas, electric and telephone service must be obtained which:

- Confirm availability of adequate service including pressures available, specific consumption or loads and approximate date of service.
- Establish a firm commitment by the utility or in the case of on-site utilities, the Client Agency to provide the service.
- Contain statement(s) regarding any special regulations and/or requirements which, should they not be included in the contract documents, would result in significant redesign and/or extra cost of construction by having to be included at a later date.
- Generally state the extent of work to be done by the provider of the utility and whether there will be any fees to be paid by the Owner or Contractor.

12.3.14 Diagrammatic Sketches/Drawings

The diagrammatic sketches shall include, but not limited to:

- An area site plan
- A project site plan
- Single-line floor plans showing functional layout; indicate sq. ft. areas of each floor
- A narrative description of the HVACR system and controls in sufficient detail to allow a proper understanding of its operation

12.3.15 Outline Specifications

Refer to paragraph “**7. CONSTRUCTION DOCUMENTS**” for specification requirements. Outline specifications shall include the divisions and sections applicable to the project.

12.3.16 Construction Cost Estimate/Current Working Estimate/Cost Analysis

Refer to paragraph **8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE** for estimate requirements.

12.3.17 Project Schedule

Consultant shall update the approved contract schedule indicating progress to date and start and completion dates for each design activity to be completed. This schedule shall be submitted in both “hard copy” format and on a digital medium format compatible with *Microsoft Project*.

12.3.18 Formal Presentation

Certain projects may require a presentation before a Project Steering Committee, Quality Review Board, client agency management and/or project team. The project specific Scope of Work (SOW) will include this requirement as a deliverable task.

The purpose of the presentation is to familiarize the interested parties with the design of the project and, by doing so, will allow them to determine if the project meets their needs and is also within the approved scope and budget.



During this presentation, the A/E should describe their design philosophy and design process to be used in the development of the final product, the various alternatives considered, the current CCE, the current CWE, and the major milestone design and construction schedule for the project.

The presentation should be one hour or less in duration.

12.3.19 Scope of Work Compliance Statement

The submission requirements outlined above shall be prepared by the A/E and evaluated against the A/E's initial project SOW, schedule, and budget. The A/E shall confirm, in writing, that he/she has complied with the SOW, or if variances exist, the A/E shall prepare a detailed description of those variances with recommendations for conformance to the original program.

12.3.20 Program Phase Deliverables Checklist

Deliverables Checklist, Program Phase (Figure 11) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the SOW have been submitted.

12.3.21 “Booklet” Format

All required deliverables shall be presented in an 8 ½” x 11” bound “booklet” format unless noted otherwise in the project specific scope of work or if submitted to support a permit application.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

12.3.21.1 Engineering Reports and Calculations

Engineering reports and calculations required to support a permit application shall be submitted “stand alone”, individually bound and signed and sealed by the engineer. These include, but are not limited to, soils reports, structural calculations, energy calculations, HVACR calculations, plumbing calculations, electric calculations and sprinkler hydraulic calculations

12.3.22 Approval

The Project Manager will distribute the A/E's submission to all individuals and Agencies. Written comments from all concerned individuals and Agencies will be compiled by the Project Manager and forwarded to the A/E.

Within the number of calendar days specified in the project specific SOW, the A/E shall respond to the comments and provide any clarification requested. If required, the A/E shall prepare additional submissions as necessary to develop a solution that satisfies the requirements of the SOW.

Final review and acceptance of the documentation by DPMC will constitute formal approval.

DPMC Project No.: _____

**Deliverables Checklist
Program Phase**

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings						
12.3.15.	Outline Specifications						
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	X					
12.3.20.	Program Phase Deliverables Checklist	X					
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

Figure 11 - Deliverables Checklist, Program Phase



13. SCHEMATIC DESIGN PHASE

The Schematic Design documents should define the concept and basic design/layout of the project. The construction documents should be 25% to 30% complete. This chapter describes those basic requirements of the A/E during this phase. Refer to the project specific Scope of Work for specific requirements.

13.1. Design Detail

The project specific Scope of Work is intended as a guide for the A/E to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The A/E shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes and regulating authorities.

DPMC projects are publicly advertised and competitively bid with the construction contract being awarded to the lowest responsible responsive bidder. Therefore, the A/E shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the Uniform Construction Code N.J.A.C. 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly depict the design intent of the A/E and enable all Contractors to uniformly bid the project.

The A/E shall ensure that all of the design items described in the project specific Scope of Work are addressed and included in the project construction documents.

13.2. Meetings

The A/E shall schedule all meetings through the Project Manager. The Project Manager will ensure that all State agencies concerned with the project will be present at the meetings.

The A/E is responsible for recording the minutes of all meetings. The minutes of project design meetings shall be numbered consecutively beginning with the Project Commencement meeting through all design phases, ending at the start of construction. Meeting minutes shall be prepared and distributed within three (3) calendar days of the meeting date.

Copies of minutes prepared by the A/E shall be distributed to all present and as designated by the Project Manager.

13.3. Correspondence

All general correspondence shall be identified by DPMC project number, project title and location. Correspondence shall be submitted via e-mail to the Project Manager and to persons designated by the Project Manager.

“Hard copy” design submittals shall be sent to the Project Manager at:

Division of Property Management and Construction
20 West State St., Mary Roebling Building 3rd Floor
Trenton, NJ 08608-1206
Attention: Mr./Ms. (Name), Project Manager

13.4. Schematic Design Phase Deliverables

Refer to the project specific Scope of Work for the Schematic Design Phase Deliverables. The Schematic Design Phase Deliverables may include, but not be limited to the following:

13.4.1 A/E Statement of Site Visit

If not previously provided, the A/E shall submit a statement that he/she has visited the site, visually inspected the proposed location of the proposed project and is satisfied that no unusual conditions exist which could adversely affect the design and construction cost of the project.

When an A/E is given access to “As-Built” or “Record Set” drawings, they are to physically verify them in the field to determine if the drawings are accurate in those areas affecting this project.

Should the A/E require access to secure areas of a building or to internal areas of its equipment, panels, etc., he/she should request that the DPMC Project Manager arrange with the Client Agency’s operations/maintenance staff to provide such access.

13.4.2 Narrative Description of Project

If not previously provided, provide a description of the work included in the project. Include special features, equipment, area (sf), etc., sufficient enough for someone not involved with the project to grasp the magnitude of the work.

13.4.3 Building Code Information Questionnaire

If not previously provided, complete the “Building Code Information Questionnaire” and submit it with the first design submittal required by the project specific scope of work. The questionnaire is available at: <https://www.nj.gov/treasury/dpmc/forms.shtml?search=DM>.

13.4.4 Space Analysis

If not previously provided, provide a description of the proposed project program outlining all functional requirements that are required to effectively support the project, and how those requirements have been met.

13.4.5 Special Features

If not previously provided, provide a description of any special features of the project such as: communication systems, security systems, fire protection systems, special structural features, etc.

13.4.6 Catalog Cuts

The Consultant shall provide catalog cuts for all equipment and materials that serve as the basis of the design. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

13.4.7 Site Evaluation

If not previously provided, provide a description of significant aspects of the project site which may impact positively or negatively on the design such as: topography, configuration, easements, surrounding development, utilities, etc.

13.4.8 Subsurface Investigation

Refer to paragraph 7.1.8 **Subsurface Investigation Plan/Information**.

13.4.9 Surveys

Refer to paragraph 7.1.6 **Site/Survey Plan**.

13.4.10 Fine Arts Inclusion



If Fine Arts Inclusion has been approved for this project, the A/E's submission should, at this time, include recommendations for the incorporation of artwork into the project consistent with the artwork budget and theme.

13.4.11 Renderings

If renderings are a requirement of the project specific scope of work, the preliminary layout of the renderings should be submitted at this time for approval.

13.4.12 Regulatory Agency Approvals

A/E shall determine the permits and/or approvals required for each specific project based on the project specific Scope of Work. The Agencies listed in paragraph **"9. REGULATORY AGENCY APPROVALS"** may be used as a guide.

A/E shall include a list of permits and approvals required as well as the status of each with this submittal.

13.4.13 Utility Availability/Approval

The Architect/Engineer must obtain written verification that off-site utility facilities exist and can service the project from the applicable authorities. Letters pertaining to sanitary, storm water, potable water, fire protection, gas, electric, and telephone service must be obtained which:

- Confirm availability of adequate service including specific pressures available, consumption or loads and approximate date of service
- Establish a firm commitment by the utility or, in the case of on-site utilities the Client Agency, to provide the service
- Contain statement(s) regarding any special regulations and/or requirements which, should they not be included in the contract documents, would result in significant redesign and/or extra cost of construction by having to be included at a later date.
- Generally state the extent of work to be done by the provider of the utility and whether there will be any fees to be paid by the State or Contractor.

A/E shall include a list of utilities and approvals required as well as the status of each with this submittal.

13.4.14 Drawings

Refer to paragraph **"7. CONSTRUCTION DOCUMENTS"** for drawing requirements.

13.4.15 Specifications

Refer to paragraph **"7. CONSTRUCTION DOCUMENTS"** for specification requirements. Outline specifications shall include the divisions and sections applicable to the project.

13.4.16 Construction Cost Estimate/Current Working Estimate

Refer to paragraph **"8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE"** for estimate requirements.

13.4.17 Project Schedule

Consultant shall update the contract project schedule indicating progress to date and start and completion dates for each design activity to be completed. This schedule shall be submitted in both "hard copy" format and on a digital medium format compatible with *Microsoft Project*.

Include a narrative explaining any progress deviations from the contract project schedule.

Consultant shall enhance the construction phase activities of the contract schedule as the design develops to include, but not limited to, special sequencing or phased construction requirements, submittals and approvals, long lead items, major construction work activities (i.e., site clearing, demolition, site utilities, foundations, etc.) appropriate for the project and any utility interruption and shut-down constraints.

This enhanced schedule shall be included in the construction bid documents.

13.4.18 Project Presentation

Certain projects may require a presentation before a Project Steering Committee, Quality Review Board, client agency management and/or project team. The project specific Scope of Work (SOW) will include this requirement as a deliverable task.

The purpose of the presentation is to familiarize the interested parties with the progress of the work, design of the project and to identify issues that may delay the progress of the work.

During this presentation, the A/E should describe their design philosophy and design process being used in the development of the final product, the various alternatives considered, the current CCE, the current CWE, and the major milestone design and construction schedule for the project.

The presentation should be one hour or less in duration.

13.4.19 Scope of Work Compliance Statement

The submission requirements outlined above shall be prepared by the A/E and evaluated against the previously approved project scope, schedule and budget. The A/E shall confirm compliance or, if variances exist, the A/E shall prepare a detailed description of those variances to the previously approved project scope, schedule or budget with recommendations for conformance to those documents.

13.4.20 Schematic Design Phase Deliverables Checklist

Deliverables Checklist, Schematic Design Phase (Figure 12) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the project specific SOW have been submitted.

13.4.21 “Booklet” Format

All required deliverables shall be presented in an 8 ½” x 11” bound “booklet” format unless noted otherwise in the project specific scope of work or if submitted to support a permit application.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

13.4.21.1 Engineering Reports and Calculations

Engineering reports and calculations required to support a permit application shall be submitted “stand alone”, individually bound and signed and sealed by the engineer. These include, but are not limited to, soils reports, structural calculations, energy calculations, HVACR calculations, plumbing calculations, electric calculations and sprinkler hydraulic calculations

13.5. Approvals

The Project Manager will distribute the A/E’s submission to all individuals and Agencies. Written comments from all concerned individuals and Agencies will be compiled by the Project Manager and forwarded to the A/E.



Within the number of calendar days specified in the contract SOW, the A/E shall respond to the comments and provide any clarification requested. If required, the A/E shall prepare additional submissions as necessary to develop a solution that satisfies the requirements of the SOW.

Review and acceptance of the documentation by DPMC will constitute formal approval.



DPMC Project No.: _____

**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.	Diagrammatic Sketches/Drawings						
13.4.15.	Outline Specifications						
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	X					
13.4.20.	Schematic Design Phase Deliverables Checklist	X					
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

Figure 12 - Deliverables Checklist, Schematic Design Phase



14. DESIGN DEVELOPMENT PHASE

If the project specific scope of work required a Schematic Phase Design submission then the Design Development documents should expand on the approved schematic design submission to adequately reflect the scope, cost and schedule of the project.

If the project specific scope of work did not require a Schematic Phase Design submission the Design Development Phase documents should include all project design concepts and systems (i.e., building configuration, column layout, room layouts, finishes, heating systems, etc.) be sufficiently defined so that a construction cost estimate can be provided by the A/E. All specialty items must be substantially defined and incorporated into the design.

This submission takes place when the construction documents are approximately 60% complete.

14.1. Design Detail

The project specific Scope of Work is intended as a guide for the A/E to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The A/E shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes and regulating authorities.

DPMC projects are publicly advertised and competitively bid with the construction contract being awarded to the lowest responsibly responsive bidder. Therefore, the A/E shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the Uniform Construction Code N.J.A.C. 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly depict the design intent of the A/E and enable all Contractors to uniformly bid the project.

The A/E shall ensure that all of the design items described in the project specific Scope of Work are addressed and included in the project construction documents.

14.2. Meetings

The A/E shall schedule all meetings through the Project Manager unless otherwise instructed by DPMC. The Project Manager will ensure that all State agencies concerned with the project will be present at the meetings.

The A/E is responsible for recording the minutes of all meetings. The minutes of project design meetings shall be numbered consecutively beginning with the Project Commencement meeting through all design phases, ending at the start of construction. Meeting minutes shall be prepared and distributed within three (3) calendar days of the meeting date.

Copies of minutes prepared by the A/E shall be distributed to all present and as designated by the Project Manager.

14.3. Correspondence

All general correspondence shall be identified by DPMC project number, project title and location. Correspondence shall be submitted via e-mail to the Project Manager and to persons designated by the Project Manager.

“Hard copy” design submittals shall be sent to the Project Manager at:

Division of Property Management and Construction
20 West State St., Mary Roebling Building 3rd Floor

Trenton, NJ 08608-1206
Attention: Mr./Ms. (Name), Project Manager

14.4. Design Development Phase Deliverables

Refer to the project specific SOW for the Design Development Phase Deliverables. The Design Development Phase Deliverables may include, but not be limited to the following:

14.4.1 A/E Statement of Site Visit

If not previously provided, the A/E shall submit a statement that he/she has visited the site, visually inspected the proposed location of the proposed project and is satisfied that no unusual conditions exist which could adversely affect the design and construction cost of the project.

When an A/E is given access to “As-Built” or “Record Set” drawings, they are to physically verify them in the field to determine if the drawings are accurate in those areas affecting this project.

Should the A/E require access to secure areas of a building or to internal areas of its equipment, panels, etc., he/she should request that the DPMC Project Manager arrange with the Client Agency’s operations/maintenance staff to provide such access.

14.4.2 Narrative Description of Project

If not previously provided, provide a description of the work included in the project. Include special features, equipment, area (sf), etc., sufficient enough for someone not involved with the project to grasp the magnitude of the work.

14.4.3 Building Code Information Questionnaire

If not previously provided, complete the “Building Code Information Questionnaire” and submit it with the first design submittal required by the project specific scope of work. The questionnaire is available at: <https://www.nj.gov/treasury/dPMC/forms.shtml?search=DM> .

14.4.4 Space Analysis

If not previously provided, provide a description of the proposed project program outlining all functional requirements to effectively support the project, and how the requirements have been met.

14.4.5 Special Features

If not previously provided, provide a description of any special feature of the project such as: communication systems, security systems, smoke exhaust systems, etc.

14.4.6 Catalog Cuts

The Consultant shall provide catalog cuts for all equipment and materials that serve as the basis of the design. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

14.4.7 Site Evaluations

If not previously provided, provide a description of significant aspects of the project site which may impact positively or negatively on the design such as: topography, configuration, easements, surrounding development, utilities, etc.

14.4.8 Subsurface Investigation

Refer to paragraph 7.1.8 Subsurface Investigation Plan/Information.



14.4.9 Surveys

Refer to paragraph **7.1.6 Site/Survey Plan**.

14.4.10 Fine Arts Inclusion

If Fine Arts Inclusion has been approved for this project, the A/E's submission should include accommodations for the selected artwork.

14.4.11 Renderings

If not previously provided, it is recommended that the preliminary layout of any renderings required by the project specific SOW be submitted at this time for approval.

14.4.12 Regulatory Agency Approvals

A/E shall determine the permits and/or approvals required for each specific project based on the project specific SOW. The Agencies listed in paragraph "**9. REGULATORY AGENCY APPROVALS**" may be used as a guide.

A/E shall include a list of permits and approvals required as well as the status of each with this submittal.

14.4.13 Utility Availability

The A/E is to continue in their efforts to obtain the approval from the appropriate utilities and report their progress to DPMC at the close of this phase of design.

A/E shall include a list of utilities and approvals required as well as the status of each with this submittal.

14.4.14 Drawings

Refer to paragraph "**7. CONSTRUCTION DOCUMENTS**" for drawing requirements.

14.4.15 Specifications

Refer to paragraph "**7. CONSTRUCTION DOCUMENTS**" for specification requirements.

14.4.16 Construction Cost Estimate/Current Working Estimate

Refer to paragraph "**8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE**" for estimate requirements.

14.4.17 Project Schedule

Consultant shall update the contract project schedule indicating progress to date and start and completion dates for each design activity to be completed. This schedule shall be submitted in both "hard copy" format and on a digital medium format compatible with *Microsoft Project*.

Include a narrative explaining any progress deviations from the contract project schedule.

Consultant shall enhance the construction phase activities of the contract schedule as the design develops to include, but not limited to, special sequencing or phased construction requirements, submittals and approvals, long lead items, major construction work activities (i.e., site clearing, demolition, site utilities, foundations, etc.) appropriate for the project and any utility interruption and shut-down constraints.

This enhanced schedule shall be included in the construction bid documents.

14.4.18 Formal Presentation

Certain projects may require a presentation before a Project Steering Committee, Quality Review Board, client agency management and/or project team. The project specific Scope of Work (SOW) will include this requirement as a deliverable task.

The purpose of the presentation is to familiarize the interested parties with the progress of the work, design of the project and to identify issues that may delay the progress of the work.

During this presentation, the CONSULTANT should describe their design and design process being used in the development of the final product, the various alternatives considered, the current CCE, the current CWE, and the major milestone design and construction schedule for the project.

The presentation should be one hour or less in duration.

14.4.19 Plan Review/SOW Compliance Statement

The A/E shall include in this submission, a copy of their written response to any comments raised by the DPMC Plan Review staff, Project Manager or the Client Agency during the review of the Schematic Design Phase submission.

The A/E shall also review the SOW, schedule and budget and, if any variances exist, the A/E shall prepare a detailed description of those variances and recommendations for conformance with the SOW.

14.4.20 Design Development Phase Deliverables Checklist

Deliverables Checklist, Design Development Phase (Figure 13) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the project specific SOW have been submitted.

14.4.21 “Booklet” Format

All required deliverables shall be presented in an 8 ½” x 11” bound “booklet” format unless noted otherwise in the project specific scope of work or if submitted to support a permit application.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

14.4.21.1 Engineering Reports and Calculations

Engineering reports and calculations required to support a permit application shall be submitted “stand alone”, individually bound and signed and sealed by the engineer. These include, but are not limited to, soils reports, structural calculations, energy calculations, HVACR calculations, plumbing calculations, electric calculations and sprinkler hydraulic calculations

14.5. Approvals

The Project Manager will distribute the A/E’s submission to all individuals and Agencies. Written comments from all concerned individuals and Agencies will be compiled by the Project Manager and forwarded to the A/E.

Within the number of calendar days specified in the contract SOW, the A/E shall respond to the comments and provide any clarification requested. If required, the A/E shall prepare additional submissions as necessary to develop a solution that satisfies the requirements of the SOW.

Review and acceptance of the documentation by DPMC will constitute formal approval.



DPMC Project No.: _____

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.	Diagrammatic Sketches/Drawings						
14.4.15.	Outline Specifications						
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	X					
14.4.20.	Design Development Phase Deliverables Checklist	X					
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.

_____ Date _____
 Consultant Signature

Figure 13 - Deliverables Checklist, Design Development Phase

15. FINAL DESIGN PHASE

The Final Design Phase expands on the previously approved design submission to the degree necessary to adequately reflect the scope, cost and schedule of the project.

15.1. Design Detail

The project specific Scope of Work is intended as a guide for the A/E to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The A/E shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes and regulating authorities.

DPMC projects are publicly advertised and competitively bid with the construction contract being awarded to the lowest responsibly responsive bidder. Therefore, the A/E shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the Uniform Construction Code N.J.A.C. 5:23-2.15(f). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient information and detail to illustrate, describe and clearly depict the design intent of the A/E and enable all Contractors to uniformly bid the project.

The A/E shall ensure that all of the design items described in the project specific Scope of Work are addressed and included in the project construction documents.

15.2. Meetings

The A/E shall schedule all meetings through the Project Manager unless otherwise instructed by DPMC. The Project Manager will ensure that all State agencies concerned with the project will be present at the meetings.

The A/E is responsible for recording the minutes of all meetings. The minutes of project design meetings shall be numbered consecutively beginning with the Project Commencement meeting through all design phases, ending at the start of construction. Meeting minutes shall be prepared and distributed within three (3) calendar days of the meeting date.

Copies of minutes prepared by the A/E shall be distributed to all present and as designated by the Project Manager.

15.3. Correspondence

All general correspondence shall be identified by DPMC project number, project title and location. Correspondence shall be submitted via e-mail to the Project Manager and to persons designated by the Project Manager.

“Hard copy” design submittals shall be sent to the Project Manager at:

Division of Property Management and Construction
20 West State St., Mary Roebling Building 3rd Floor
Trenton, NJ 08608-1206
Attention: Mr./Ms. (Name), Project Manager

15.4. Final Design Phase Deliverables

The following documents, if required in the project specific Scope of Work (SOW) are to be submitted to the DPMC Project Manager at the close of the Final Review Phase. If any of these documents, with the exception of the final drawings and specifications, were previously approved by DPMC, they need not be re-submitted unless specifically requested by the Project Manager.



These submissions are necessary to ensure that program requirements are met, and that the design standards incorporated into the project by the A/E are consistent with DPMC practice. Each submission will be reviewed in a timely manner to enable the A/E to continue work during this process. Unless defined otherwise in the SOW, six (6) copies of each of the following documents shall be submitted. The submissions shall consist of, but not be limited to the following and be complete to the point where they are ready for bidding.

15.4.1 A/E Statement of Site Visit

If not previously provided, the A/E shall submit a statement that he/she has visited the site, visually inspected the proposed location of the proposed project and is satisfied that no unusual conditions exist which could adversely affect the design and construction cost of the project.

When an A/E is given access to “As-Built” or “Record Set” drawings, they are to physically verify them in the field to determine if the drawings are accurate in those areas affecting this project.

Should the A/E require access to secure areas of a building or to internal areas of its equipment, panels, etc., he/she should request that the DPMC Project Manager arrange with the Client Agency’s operations/maintenance staff to provide such access.

15.4.2 Narrative Description of Project

If not previously provided, provide a description of the work included in the project. Include special features, equipment, area (sf), etc., sufficient enough for someone not involved with the project to grasp the magnitude of the work.

15.4.3 Building Code Information Questionnaire

If not previously provided, complete the “Building Code Information Questionnaire” and submit it with the first design submittal required by the project specific scope of work. The questionnaire is available at: <https://www.nj.gov/treasury/dPMC/forms.shtml?search=DM>

15.4.4 Space Analysis

If not previously provided, provide a description of the proposed project program outlining all functional requirements to effectively support the project, and how the requirements have been met.

15.4.5 Special Features

If not previously provided, provide a description of any special feature of the project such as: communication systems, security systems, smoke exhaust systems, etc.

15.4.6 Catalog Cuts

The Consultant shall provide catalog cuts for all equipment and materials that serve as the basis of the design. Examples of catalog cuts include, but are not limited to: mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

15.4.7 Site Evaluations

If not previously provided, provide a description of significant aspects of the project site which may impact positively or negatively on the design such as: topography, configuration, easements, surrounding development, utilities, etc.

15.4.8 Subsurface Investigation

Refer to paragraph 7.1.8 **Subsurface Investigation Plan/Information**.

15.4.9 Surveys

Refer to paragraph **7.1.6 Site/Survey Plan**.

15.4.10 Fine Arts Inclusion

If Fine Arts Inclusion is included in this project, the A/E's submission shall include the incorporation of artwork into the project consistent with the artwork budget and theme.

15.4.11 Renderings

If required by the project specific SOW, renderings should be submitted with the final design documents.

15.4.12 Regulatory Agency Approvals

A/E shall determine the permits and/or approvals required for each specific project based on the project specific SOW. The Agencies listed in paragraph "**9. REGULATORY AGENCY APPROVALS**" may be used as a guide.

The A/E shall report the status of all permit and agency approvals required on the project with the submission of the Final Design Documents.

15.4.13 Utility Availability

The A/E is to continue in their efforts to obtain the approval from the appropriate utilities and report their progress to DPMC at the close of this phase of design.

15.4.14 Drawings

Refer to paragraph "**7. CONSTRUCTION DOCUMENTS**" for drawing requirements.

15.4.15 Specifications

Refer to paragraph "**7. CONSTRUCTION DOCUMENTS**" for specification requirements.

15.4.16 Construction Cost Estimate/Current Working Estimate

Refer to paragraph "**8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE**" for estimate requirements.

15.4.17 Project Schedule

Consultant shall update the contract project schedule indicating progress to date and start and completion dates for each design activity to be completed. This schedule shall be submitted in both "hard copy" format and on a digital medium format compatible with *Microsoft Project*.

Include a narrative explaining any progress deviations from the contract project schedule.

Consultant shall enhance the construction phase activities of the contract schedule as the design develops to include, but not limited to, special sequencing or phased construction requirements, submittals and approvals, long lead items, major construction work activities (i.e., site clearing, demolition, site utilities, foundations, etc.) appropriate for the project and any utility interruption and shut-down constraints.

This enhanced schedule shall be included in the construction bid documents.

15.4.18 Formal Presentation

Certain projects may require a presentation before a Project Steering Committee, Quality Review Board, client agency management and/or project team. The project specific Scope of Work (SOW) will include this requirement as a deliverable task.



The purpose of the presentation is to familiarize the interested parties with the progress of the work, design of the project and to identify issues that may delay the progress of the work.

During this presentation, the A/E should describe their design, the current CCE, the current CWE, and the major milestone design and construction schedule for the project.

The presentation should be one hour or less in duration.

15.4.19 Plan Review/SOW Compliance Statement

The A/E shall include in this submission, a copy of their written response to any comments raised by the DPMC Plan Review staff, Project Manager or the Client Agency during the review of previously submitted design phases.

The A/E shall also review the SOW, schedule and budget and, if any variances exist, the A/E shall prepare a detailed description of those variances and recommendations for conformance with the SOW if it has not been changed by the Client Agency.

15.4.20 Final Design Phase Deliverables Checklist

Deliverables Checklist, Final Design Phase (Figure 14) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the project specific SOW have been submitted.

15.4.21 “Booklet” Format

All required deliverables shall be presented in an 8 ½” x 11” bound “booklet” format unless noted otherwise in the project specific scope of work or if submitted to support a permit application.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

15.4.21.1 Engineering Reports and Calculations

Engineering reports and calculations required to support a permit application shall be submitted “stand alone”, individually bound and signed and sealed by the engineer. These include, but are not limited to, soils reports, structural calculations, energy calculations, HVACR calculations, plumbing calculations, electric calculations and sprinkler hydraulic calculations

15.5. Approvals

The Project Manager will distribute the A/E’s submission to all individuals and Agencies for review and comment. Written comments from all concerned individuals and Agencies will be compiled by the Project Manager and forwarded to the A/E.

Within the number of calendar days specified in the contract SOW, the A/E shall respond to the comments and provide any clarification requested. If required, the A/E shall prepare additional submissions as necessary to develop a solution that satisfies the requirements of the SOW.

Review and acceptance of the documentation by DPMC will constitute formal approval.



DPMC Project No.: _____

**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.	Diagrammatic Sketches/Drawings						
15.4.15.	Outline Specifications						
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	X					
15.4.20.	Final Design Phase Deliverables Checklist	X					
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

Figure 14 - Deliverables Checklist, Final Design Phase



16. PERMIT APPLICATION PHASE

Upon receiving DPMC approval of the Final Design Phase Submission, the A/E shall prepare and submit the following documents for the purpose of obtaining a Uniform Construction Code (UCC) permit.

16.1. NJ Uniform Construction Code 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/>

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

The A/E may obtain copies of all NJUCC permit applications at the following website:

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

16.1.1 Prior Approval Certification Letters:

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

16.1.2 Multi-building or Multi-site Permits:

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

16.1.3 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 A/E 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

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 A/E 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.

The A/E 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.

16.2. Permit Agency Meetings

The A/E shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

16.3. A/E Fee

The A/E shall determine the efforts required to complete and submit all permit applications, obtain and prepare supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the “Permit Phase”.

16.4. Drawings

Provide signed and sealed drawings to meet the requirements for the construction permit required.

16.5. Specifications

Provide signed and sealed specifications to meet the requirements for the construction permit required.

16.6. Current Working Estimate/Cost Analysis

Provide an updated construction cost estimate in accordance with paragraph “8. CONSTRUCTION COST ESTIMATE/CURRENT WORKING ESTIMATE” for estimate requirements.

16.7. Project Schedule

Consultant shall update the contract project schedule indicating progress to date and start and completion dates for each design activity to be completed. This schedule shall be submitted in both “hard copy” format and on a digital medium format compatible with *Microsoft Project*.

Include a narrative explaining any progress deviations from the contract project schedule.

The schedule shall include construction phase activities including, but not limited to, special sequencing or phased construction requirements, submittals and approvals, long lead items, major construction work activities (i.e., site clearing, demolition, site utilities, foundations, etc.) appropriate for the project and any utility interruption and shut-down constraints.

This schedule shall be included in the construction bid documents.

16.8. Plan Review/SOW Compliance Statement

The A/E shall include in this submission a copy of their written response to any comments raised by the DPMC plan review staff, Project Manager, or the Client Agency during their review of the Final Design Phase submission.

16.9. Permit Application Phase Deliverables Checklist



Deliverables Checklist, Permit Application Phase Submission (Figure 15) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the project specific SOW have been submitted.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies, signed and sealed, shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

16.10. “Booklet” Format

All required deliverables shall be presented in an 8 ½” x 11” bound “booklet” format unless noted otherwise in the project specific scope of work or if submitted to support a permit application.

Unless noted otherwise in the project specific Scope of Work, six (6) hard copies shall be submitted in addition to a digital copy in *Adobe* “.pdf” format.

16.10.1 Engineering Reports and Calculations

Engineering reports and calculations required to support a permit application shall be submitted “stand alone”, individually bound and signed and sealed by the engineer. These include, but are not limited to, soils reports, structural calculations, energy calculations, HVACR calculations, plumbing calculations, electric calculations and sprinkler hydraulic calculations



DPMC Project No.: _____

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						
16.5.	Drawings, Signed and Sealed						
16.6.	Specifications, Signed and Sealed						
16.7.	Current Working Estimate/Cost Analysis						
16.8.	Project Schedule						
16.9.	Plan Review/Scope of Work Compliance Statement	X					
16.10.	Permit Application Phase Deliverables Checklist	X					
S.O.W. Reference	S.O.W. Specific Requirements						

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

 Consultant Signature

 Date

Figure 15 - Deliverables Checklist, Permit Application Phase



17. BIDDING AND CONTRACT AWARD

The Bidding and Contract Award Phase commences with receipt of the required, permits, UCC plan release and verification that funding is in place for construction. This chapter outlines all the requirements of the A/E to enable the project to proceed to the Construction Phase.

17.1. Construction Bid Documents

All construction bid documents shall be submitted to the DPMC Project Manager via digital medium.

17.1.1 Notice of Advertising

The A/E shall complete form **DPMC-31 NOTICE OF ADVERTISING (Figure 16)** and forward it to the DPMC Project Manager

17.1.2 Bid Proposal Form

The A/E shall complete form **DPMC-3 BID PROPOSAL FORM (Figure 17)** and forward it to the DPMC Project Manager.

17.1.3 Bid Clearance

The A/E shall complete form **DPMC 601 DPMC Bid Clearance Form**, front and back, **(Figure 18 and Figure 19)** forward it to the DPMC Project Manager. The DPMC Project Manager shall secure the necessary approvals for the project to be advertised for bidding.

17.1.4 Drawings

Drawings shall be submitted in both *Adobe* “.pdf” and the native *AutoCad* formats.

17.1.5 Specifications

Specifications shall be submitted in both *Adobe* “.pdf” and *MS Word* compatible formats.

17.1.6 Construction Schedule

Bid documents shall include the construction schedule developed as the design progressed.

The schedule shall include construction phase activities including, but not limited to, special sequencing or phased construction requirements, submittals and approvals, long lead items, major construction work activities (i.e., site clearing, demolition, site utilities, foundations, etc.) appropriate for the project and any utility interruption and shut-down constraints.

17.2. Approvals

The DPMC Project Manager will complete the DPMC 601 BID CLEARANCE FORM as required and secure the necessary approvals. The form requires the approval of the Design Manager, Plan Review Manager and Financial Manager.

Once all of the necessary approvals have been obtained the DPMC Project Manager shall forward the Bid Clearance form, plans and specifications to the DPMC Construction Procurement Group for construction bidding.

17.3. Pre-Bid Conference/Mandatory Site Visit

The A/E shall attend, chair and record minutes of the Contractor Pre-Bid Conference/Mandatory Site Visit.



The pre-bid conference is intended to provide contractors bidding a project an opportunity to review and the contract documents and to discuss the general nature and scope of the project with the A/E, DPMC Project Manager, and the Client Agency. Certain renovation projects or projects with unique conditions may also require a site visit. The DPMC Project Manager will arrange this conference and the A/E will conduct them.

17.3.1 Meeting Minutes

The A/E is responsible to distribute minutes of the Pre-Bid Conference/Mandatory Site Visit within three calendar days of the meeting. DPMC shall distribute the minutes of the pre-bid conference to all plan holders via a Bulletin.

17.4. Bulletins

When bidders ask questions which may affect the bid price, if required, the A/E shall immediately develop Bulletins to clarify or revise the bid documents. The A/E shall not provide oral interpretations or information to prospective bidders directly. Bulletins will be submitted to and issued by the DPMC Procurement unit in accordance with the time constraints noted below.

The A/E shall deliver to the DPMC project manager all Bulletins prepared by the A/E in digital format, both *Adobe “.pdf”* and *MS Word compatible* formats. The Bulletins shall be lettered in sequence starting with Bulletin “A”. The Bulletins will be issued by DPMC to the bidders no later than one week before the bid opening.

The following statement shall appear on the second page of all Bulletins:

“This BULLETIN is issued for the purpose of amending certain requirements of the Contract Documents, as noted hereinafter, and is hereby made part of and incorporated in full force as part of the Contract Documents. Unless specifically noted or specified hereinafter, all work shall conform to the applicable provisions of the Contract Documents.”

All items shall be clearly identified as to specification section and paragraph or drawing number and in the same sequential order as the specifications and drawings.

17.5. Post Bid Meeting

The A/E; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The A/E; in conjunction with the Project Manager and Project Team members, shall develop a post bid questionnaire based on the requirements below and shall schedule a post bid review meeting with the Contractor’s representative to review the construction costs and schedule, staffing, and other pertinent information to ensure the contractor understands the Scope of the Work and that their bid proposal is complete and inclusive of all requirements necessary to deliver the project in strict accordance with the construction documents.

17.5.1 Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within three (3) calendar days from the bid opening date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. When applicable, provide an analysis with supporting data, detailing why the bids exceed the construction cost estimate.

17.5.2 Substitutions:



Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submissions are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal, refer to Article 4.7.5 "Substitutions" of the General Conditions. The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

17.5.3 Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the contract documents for the project duration and that the Contractor's bid includes compliance with the schedule duration and completion dates. Particular attention shall be given to special working conditions, long lead items and projected delivery dates, etc. Review project milestones (if applicable). This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

17.5.4 Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their DPMC pre-qualification package or other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

17.6. Contract Award "Letter of Recommendation"

The A/E shall prepare a "Letter of Recommendation" for contract award to the Contractor submitting the lowest responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

17.7. Contract Award

DPMC will prepare the necessary contracts and forward them to the appropriate contractors. It is the responsibility of each contractor to sign their contract and return it, along with the Performance Bond and Insurance Certificates, directly to DPMC. The A/E will receive copies of all contracts after they have been fully executed by the State.

The A/E will be notified of the date of the pre-construction meeting and is required to attend.

17.8. Bid Protests – Hearings

If a Contractor submits a bid protest the A/E must attend any Director's hearing(s). The A/E shall be present to interpret the intent of the design documents and answer any technical questions that may result



from the meeting. In cases where the bid protest is upheld, the A/E shall submit a new “Letter of Recommendation” for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the A/E and the costs shall be included in the base bid of their fee proposal.

17.9. Bidding and Contract Award Phase Deliverables Checklist

Deliverables Checklist, Bidding and Contract Award Phase (Figure 20) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the SOW have been submitted.



PROJECT NO.: @

The bid proposal is to be returned in the pre-addressed envelope and will be accepted no later than 2:00 p.m., @ after which time the bid proposals will be publicly opened and read.

FIRM NAME:
(Please Type or Print)
(Business Street Address ONLY –
No P O Box)

PROJECT NO @
PROJECT: @
LOCATION: @
COUNTY: @

The undersigned Single Prime Contractor proposes to be responsible for all work shown in the contract plans and specifications.

Single Bid \$ _____
lump sum all trades (Numerical Figures Only)

In accordance with N.J.S.A. 52:35-1 et seq., the Contractor will be classified with the Division of Property Management and Construction (DPMC) in one of the following trades: @

The proposal is based upon the bid documents listed below.

1. Instructions to Bidders and General Conditions Revised December, 2015
2. Specifications dated @
3. Drawing(s)#: @ dated @

This project will be fully completed and ready for occupancy @ calendar days within _____

Liquidated damages will be assessed at 1/20 of one percent (.05%) of the value of this contract (minimum of \$250.00).

The above price is good through sixty (60) days after the bid opening date.

Submit only one bid proposal and bid bond form.

A bid bond in the amount of fifty percent (50%) of the TOTAL bid, including alternates if applicable, must accompany this proposal form.

The Contractor must include prices for the base bid and all alternates and unit prices when requested, otherwise the bid may be considered non-responsive.

Figure 17 - Bid Proposal Form



DPMC 601	DPMC Bid Clearance Form State of New Jersey λ Division of Property Management & Construction	Project No.: _____
NOTE: The responsible Design Manager will complete and/or coordinate the completion of both sides of this form.		
CONTRACT DATA <i>(check all that apply)</i> <input type="checkbox"/> Single Bid (Lump Sum – All Trades) <input type="checkbox"/> Separate Bids & Single Bid <input type="checkbox"/> Informal Bid <input type="checkbox"/> Other <i>(Explain):</i> _____		PROJECT NAME: _____ LOCATION: <i>(Facility or Address and County):</i> _____ PERFORMANCE PERIOD: ➤ Entire Project: _____ Calendar Days. ➤ Structural Steel: _____ Calendar Days. ➤ Special Sequencing: _____ Calendar Days.
SPECIFICATION HIGHLIGHTS: ➤ Alternate(s) Required <input type="checkbox"/> YES <input type="checkbox"/> NO ➤ Allowance(s) Included <input type="checkbox"/> YES <input type="checkbox"/> NO ➤ Unit Prices Included <input type="checkbox"/> YES <input type="checkbox"/> NO ➤ Other: <input type="checkbox"/> YES <input type="checkbox"/> NO		IDENTIFICATION AND SPECIFICATION REFERENCE: _____ _____ _____
CONSTRUCTION COST SUMMARY <i>(From Form DPMC-38)</i> 1. General Construction \$ _____ 2. Structural Steel \$ _____ 3. Plumbing \$ _____ 4. HVAC \$ _____ 5. Electrical \$ _____ 6. Other: \$ _____		➤ Pre-bid Meeting Required? <input type="checkbox"/> YES <input type="checkbox"/> NO ➤ Site Visit Required Unless Checked Here: <input type="checkbox"/> NO ➤ Bulletin(s) Required? <input type="checkbox"/> YES <input type="checkbox"/> NO ➤ Enter date NTP must be issued so as not to adversely impact Planned Performance Period: _____ NOTE: A detailed Construction Cost Analysis (form DPMC-38) must be attached!
SUBMITTED AND RECOMMENDED BY	_____	_____
	(A/E of Record) (Date)	(Design Manager) (Date)
		(Ass't. Deputy Director–Design) (Date)
RECOMMENDED FOR BID:	<input type="checkbox"/> Plan Review Complete, No Permit Required <input type="checkbox"/> Plan Review Complete, Permit To Be Issued After Award <input type="checkbox"/> Plan Review Not Complete, See Note Below NOTES: _____ <div style="text-align: right;">_____ (Plan Review Authorized Signature) (Date)</div>	
ACCEPTED FOR BID:	<div style="text-align: right;">_____ (Contract Procurement Authorized Signature) (Date)</div>	
APPROVED FOR BID:	<div style="text-align: right;">_____ (Deputy Director DPM&C Signature) (Date)</div>	
	(Pre-bid Meeting Date)	(Site Visit Date)
	➤ Please Complete Back of Form	
DPMC 601 (front) (09/04)		

Figure 18 - DPMC 601 Bid Clearance Form (Front)



DPMC Bid Clearance Form (Back)

Project No.:

Pre-Bid Document Check List		Column 1			Column 2			Column 3		
		A/E of Record			PM			Design Mgr.		
		Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
1.	All required calculations (structural, electrical, sprinkler, energy, etc.) are furnished and are complete.	1.								
2.	All specifications containing proprietary purchases (i.e.: sole source descriptions) have been approved by the Director.	2.								
3.	The project contingency established on reverse side is adequate.	3.								
4.	A construction Bar Chart or pre-bid CPM is provided addressing all trades required.	4.								
5.	All required intermediate milestone dates have been included on the Bar Chart or CPM.	5.								
6.	The performance period assigned by the A/E of Record is adequate for the work required.	6.								
7.	The performance period (calendar days) is adequate to the time of the year the award is contemplated and the site-work is to commence.	7.								
8.	A phasing float period is inserted, accounting for climatic conditions that could suspend work during the performance period.	8.								
9.	A special contractor mobilization schedule is included to accommodate a short performance period.	9.								
10.	The Notice of Intent to Award (general condition) is amended to accommodate a short performance period.	10.								
11.	The performance period is sufficient to allow for the delivery of long lead material/equipment.	11.								
12.	The performance period includes adequate time for any Using Agency operations such as moving to and from swing space.	12.								
13.	A supplemental general condition is incorporated assigning the general contractor's contract coordination responsibilities to one of the other trades.	13.								
14.	MBE/WBE sub-contracting participation targets are included.	14.								
15.	Special permit(s), approval(s) or assessment(s) are required and identified.	15.								
16.	A site utilization plan incorporating contractor access, temporary power, staging areas, etc, is included.	16.								
17.	A shop drawing sample submission schedule is included.	17.								
18.	An itemized schedule of all submittals is included.	18.								
19.	Other supplementary general conditions are included.	19.								
20.	Mylars are signed by the A/E of Record and, if applicable, other Consultants.	20.								
21.	A detailed list of Close-Out Deliverables/Responsibilities is included.	21.								
22.	Testing requirements and the responsibility for the payment of such tests, are clearly defined for each trade.	22.								
23.	Allowances specify method of charges, e.g.: unit prices or actual costs.	23.								
24.	Plan Review Constructability review has been completed.	24.								
25.	Special requirements, such as photos, guard services, etc, are clearly identified as needed or not needed.	25.								
26.	Other: _____	26.								
27.	Other: _____	27.								
28.	Other: _____	28.								
REMARKS:										
<input type="checkbox"/> Check if continued on a separate sheet.										

A/E of Record	A/E Contact People During Bid	
Firm Name & Address:	Name: _____	Telephone No.: _____
	Name: _____	Telephone No.: _____

DPMC 601 (back) (09/04)

Figure 19 - DPMC 601 Bid Clearance Form (Back)

18. CONSTRUCTION PHASE

18.1. Construction Administration

The A/E and their subconsultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, weekly field observations sufficient to verify the quality of construction and the conformance with the contract documents. The field observation visit may be conducted in conjunction with regularly scheduled bi-weekly job meetings unless noted otherwise in the contract.

18.2. Pre-Construction Meeting

The initial project meeting will be scheduled and chaired by the DPMC Project Manager or their representative. The meeting will be attended by all prime contractors, appropriate DPMC staff, the A/E, Client Agency representatives and the Construction Manager, if applicable. The A/E shall be responsible for recording and issuing minutes of this meeting; distribution will be in accordance with instructions from the DPMC Project Manager.

The meeting shall, at a minimum, address the following topics:

- Administrative requirements of the Contract Documents (invoices, form DPMC 12, form DPMC 12 A, etc.)
- Unique site conditions (location of trailers, entrance and access roadways, etc.)
- Project Construction Schedule.
- Development of the Project Directory to include names, phone numbers, e-mail addresses of contractor management and supervisory staff, A/E representative, Client Agency representative and DPMC representatives. The Project Directory shall be distributed to all parties with the meeting minutes.
- Procedures for submittal of unit schedule breakdowns, shop drawings, material/ subcontractor approvals, etc.
- Testing Procedures.
- Special Client Agency requirements (security constraints, shutdowns, etc.)
- Availability of utilities/need for temporary services.
- Correspondence/Communications.
- Review Article 7.2, Substantial Completion, of the General Conditions.
- Review Article 8, Close Out, of the General Conditions.

18.3. Submittal Log

Based on the Submittal Schedule required in Division 1 of the specifications, the A/E shall develop, implement and maintain a submittal log that includes all of the required project submittals as identified in the general conditions and technical specifications. The submittal log shall be provided to the contractor at the pre-construction meeting.

The submittal log shall be reviewed, updated and distributed at each bi-weekly job progress meeting.

18.4. Construction Schedule

The A/E; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other activities required to give a complete review of the project.



18.4.1 Scheduling Consultant

On certain projects, DPMC may enter into a contract with an independent Scheduling Consultant to develop a preliminary schedule for the construction work to be included in the bidding documents by the A/E. After contract award, the Scheduling Consultant will meet with the contractor, A/E and other personnel involved to develop a more detailed schedule. After review and approval of this schedule by the contractor, the A/E and the Project Manager, the final schedule shall become the construction progress schedule for the project. The Scheduling Consultant shall continually update the schedule as required. Should changes, field conditions, deliveries, etc. alter the progress of construction, updated schedules will be issued.

Cost loaded schedules shall be utilized as the basis for payments to the contractor. The data creating this cost event loading is to be provided by the contractor to the Scheduling Consultant for inclusion.

The A/E will be advised in his contract if a Scheduling Consultant is to be utilized.

18.5. Project Progress Meetings

The A/E shall conduct all construction project (job) meetings, to be held bi-weekly for the duration of construction. The A/E shall transcribe and distribute the progress meeting minutes for every progress meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. Progress meeting minutes shall be distributed within three (3) calendar days of the meeting.

18.5.1 Agenda

Regularly scheduled bi-weekly job meetings shall be held at the job site unless otherwise notified. The agenda shall include, but not be limited to, the following:

- Review previous minutes including the cover sheet.
- Review/correct previous meeting minutes.
- Job progress review for past two weeks.
- Job forecast for next two weeks.
- Review/update construction schedule and progress.
- Delivery dates for long lead items.
- Review submittal log and update as accordingly.
- Review RFI log and update as accordingly.
- Review test reports to verify that testing requirements noted in specifications are met.
- Review progress photos when required in the General Conditions (these should accompany each monthly invoice for payment).
- Review status of as-built drawings, insure they are up to date.
- Review code inspection reports and scheduled inspections.
- Review change orders, both approved as well as pending.
- Review invoice payments for contractors.
- Review Fine Arts Inclusion, if included in project.
- Review comments/issues to be included in job meeting minutes.
- Identify, via action column, the party responsible for resolution.
- Job site inspection (DPMC, A/E and required contractors).

18.5.2 Format of Meeting Minutes

The format for the minutes of job meetings is shown in “**Job Minutes Format**” (Figure 21). In addition to items which may be required in a specific agenda, the following are highlighted:

- The first paragraph shall state whether there are any corrections to the minutes of previous meeting.



- Analysis of the physical percentages of completion of construction versus contract completion date for each prime contract, as well as a summary of job conditions, progress and other pertinent information.
- Supplemental paragraphs shall include pertinent data on items discussed in relation to the trade involved, including the name of the contractor or subcontractor.
- The concluding statement of the minutes shall be in the form of a summary including the following information:
- Statements of action to be taken by the prime or subcontractors, by the A/E or by the DPMC and others.
- Specific information on any items which may be delaying construction progress, including, but not limited to: progress schedule, unit schedule breakdown, DPMC 12 Approvals for subcontractors, materials, shop drawings, change orders, etc.
- The A/E preparing the minutes shall sign the minutes. The lower left-hand corner of the final sheet must also include the complete distribution list. The date, time and location of the next job meeting shall be included.
- Written field reports “**A/E Field Report**” (Figure 22) are to be completed by the A/E and submitted to the DPMC Project Manager on the date of the field observation visit.
- The A/E shall provide an updated submittal log at each job meeting that identifies the status of all required submissions.

18.6. Correspondence

All general correspondence shall be identified by use of the DPMC project number, project title, and location. Correspondence shall be submitted via email. Distribution and copies to be noted at the bottom of all correspondence as directed by the Project Manager.

18.7. Contractor’s Invoicing and Payment Process

Within fifteen (15) days after award of the contract, the contractor should submit to the A/E a form “**DPMC-12a UNIT SCHEDULE BREAKDOWN**” (Figure 23). The A/E shall review the submission to ensure that it is in sufficient detail to enable adequate evaluations for future progress payments to the contractor. Upon A/E approval, it will be forwarded to the Project Manager for his review and approval. A copy of the approved DPMC-12a will be returned to the A/E for record purposes. The Project Manager will make distribution.

The DPMC-12a shall contain an itemized breakdown of all major contract elements or components together with bond, insurance and applicable general conditions. Each item appearing on the DPMC-12a will be broken down into cost for labor, material, equipment, etc., either by a lump sum or unit price.

Rejection of the DPMC-12a, either by the A/E or the Project Manager, will require correction and resubmission by the contractor.

The approved DPMC-12a serves as the basis for progress payment of respective line items on the “**DPMC 11-2 MONTHLY ESTIMATE FOR PAYMENT TO CONTRACTOR**” (Figure 24).

A contractor’s request for payment typically consists of:

- DPMC-11 DPMC INVOICE (Figure 3)
- DPMC 11-2 MONTHLY ESTIMATE FOR PAYMENT TO CONTRACTOR” (Figure 24)
- DPMC 11-2A CERTIFICATION OF PRIME CONTRACTOR” (Figure 25)

It may also include:

- DPMC 11-3 PRIME CONTRACTOR’S SUMMARY OF STORED MATERIALS (Figure 26)



- DPMC 11-3A AGREEMENT AND BILL OF SALE CERTIFICATION FOR STORED MATERIALS (Figure 27)

The contractor will send the invoice package to the A/E who, after review and approval, will forward it to the DPMC Project Manager. The Project Manager shall review and approve it and forward it to the Construction Operations Manager for final processing.

When a project's progress is monitored by the use of an independent scheduling consultant, all contractor invoices must be reviewed and approved by the scheduling consultant.

18.8. Contractor Submittals

The form **DPMC-12/13 SUBMITTAL APPROVAL FORM (Figure 28)** is used for all contractor requests for approval of unit schedule breakdown (DPMC 12a), baseline construction schedule, subcontractors, materials, samples, equipment, etc. The A/E shall review the DPMC-12/13, sign and forward to the Construction Manager within three (3) calendar days for review including, if any, contractors that may be on the suspended or debarred list. A/E's shall be advised of these procedures at the first job meeting. Emphasize that "as specified" items shall be included on separate DPMC-12/13 forms from the substitution items and shall be noted "as specified." (NOTE: Contractor may include more than one "as specified" item on form DPMC-12/13; however, each "substitution" must be on a separate form.) This procedure will expedite the processing of DPMC-12/13s.

Contractor must submit a separate set of Form DPMC-12/13s for approval for each of the following items:

- Subcontractor(s)
- Samples
- Manufacturer(s) of materials and their suppliers.

The following information must be included on each form:

- Note whether the item is included in the specifications and state specifications section and paragraph. Indicate model number or other descriptive designations for each item.
- If a substitute item is being submitted, the contractor must attach data substantiating that originally specified.
- If the State approves the substitute item, and the substitute item changes the scope of work under other trades from the original specifications, then the contractor offering the substitute item shall be responsible for any added cost involved by reason of the change in the work.
- If a credit is allowed for the substitution, the breakdown showing the amount of credit must be included with an attached Form **DPMC-9b CONTRACTOR CHANGE ORDER REQUEST (Figure 29)**.
- The A/E firm's name shall appear in the approval block and signed by the A/E or an officer of the firm so authorized by the contract A/E to sign for him/her.

18.9. Contractor Request for Information (RFI)

Contractors may seek clarification or request additional information regarding the contract documents, plans and/or specifications. The contractor's RFI and the A/E's response shall be documented on a **"Request for Information" form (Figure 30)**. The A/E should respond to each RFI within five (5) calendar days of receipt from the contractor. The A/E shall provide the DPMC project manager with a copy of all RFIs when received from the contractor(s) and a copy of all responses the A/E provides to the contractor(s).

18.9.1 RFI Log

The A/E shall maintain a log of RFIs that shall include, but not be limited to:

- RFI number – RFIs shall be sequentially numbered.
- Date received by A/E
- Brief description of RFI
- Date of A/E response to contractor

18.10. Testing

All material and product testing conducted during the course of construction is generally the responsibility of the contractor; however, the A/E is responsible to review the reports and recommend to the Project Manager, in writing, the acceptance/rejection of the material or product tested.

18.11. Shop Drawings

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. Contractors shall submit all shop drawings directly to the A/E who will review and make the appropriate notations. The A/E shall review the Contractor's shop drawing submissions for conformity with the construction documents within three (3) calendar days of receipt. The A/E shall return each shop drawing submittal stamped with the appropriate action, i.e. "APPROVED", "APPROVED AS NOTED", "APPROVED AS NOTED RESUBMIT FOR RECORDS", "REJECTED", etc.

If drawings are returned stamped by the A/E "REVISE AND RESUBMIT," the contractor shall resubmit them to the A/E until "APPROVED" or "APPROVED AS NOTED," no further return submittal is necessary. Of the five (5) sets received by the A/E, two (2) will be retained by the A/E and two (2) sent to DPMC's Project Manager under cover of the DPMC transmittal sheet, form **DPMC-12/13 SUBMITTAL APPROVAL FORM (Figure 28)**. The remaining shall be returned to the contractor for their distribution

The two (2) sets retained by the A/E are to be forwarded to the DPMC's Project Manager for use by the Client Agency upon completion of the project.

18.12. As-Built Drawings

The Contractor(s) shall be required to keep the contract drawings up-to-date at all times during construction and upon completion of the project, submit their AS-BUILT drawings to the A/E with the Contractor(s) certification as to the accuracy of the information prior to final payment. All AS-BUILT drawings submitted shall be entitled AS-BUILT above the title block and dated.

The A/E shall review the Contractor(s)' AS-BUILT drawings at each job progress meeting to ensure that they are up-to-date. Any deficiencies shall be noted in the progress meeting minutes.

18.13. Change Orders

The A/E shall review and process all Contractor Change Order Requests in accordance with the contract documents and procedures described below.

All Contractor Change Order Requests, including scope changes, submitted by the Contractor during construction require the A/E to review, evaluate and recommend approval/disapproval utilizing form **DPMC - 10, Consultant Evaluation of Contractor Change Order Request (Figure 31)**.

18.13.1 Scope Changes



Changes requested by the DPMC Project Manager during construction, may require the A/E to prepare a request for a change order that includes a detailed description of the change(s) along with appropriate drawings, specifications and related documentation and submit the information to the Contractor for the change order request submission. The A/E may be entitled to a contract amendment for these services, refer to paragraph 4.3 **Contract Amendments/Approvals**.

18.13.2 Contractor Request for Change Order

The Contractor may submit a **DPMC-9b CONTRACTOR REQUEST FOR CHANGE ORDER (Figure 29)** form to the DPMC Project Manager requesting a change to his contract; additional compensation, credit and/or time extension. The Contractor must provide a detailed description of the proposed change, a detailed breakdown of the cost of the proposed change, and justification for entitlement of the contract change. If the Contractor Change Order Request is for a change in the contract performance period, the Contractor must include an analysis of the project schedule justifying the contract performance period extension.

18.13.3 Cost Estimate

The A/E shall provide a detailed cost estimate for the work of the proposed **DPMC-9b CONTRACTOR CHANGE ORDER REQUEST (Figure 29)**, as submitted by the Contractor, in CSI format (latest edition) for all appropriate divisions and sub-divisions. The estimate shall then be compared with that of the Contractor's change order request. Evaluation comments shall be included on the **DPMC – 10 (Figure 31)**.

18.13.4 Time Extension

When a contractor's Change Order Request is submitted with both cost and time factors, the A/E's independent cost estimate shall take into consideration time factors associated with the changed work. The A/E is to compare their schedule analysis with that of the Contractor's time extension request. Evaluation comments shall be included on the **DPMC - 10 (Figure 31)**.

18.13.5 UCC Review

The A/E shall determine if the Change Order Request will require a Uniform Construction Code (UCC) permit update and note that on the **DPMC – 10 (Figure 31)**.

The A/E may be entitled to a contract amendment for these services, refer to paragraph 4.3 **Contract Amendments/Approvals**.

18.13.6 Recommendation for Approval/Disapproval

Having completed the cost and schedule analysis, the A/E shall recommend approval or disapproval of the contractor's Change Order Request on the **DPMC – 10 (Figure 31)**.

18.13.7 Submission

The A/E shall submit a complete package to the DPMC Project Manager with all appropriate backup documentation within three (3) calendar days from receipt of the Contractor's Change Order Request. The complete package shall include:

- DPMC - 10, Consultant Evaluation of Contractor Change Order Request
- A/E's Detailed Cost Estimate
- DPMC-9b CONTRACTOR CHANGE ORDER REQUEST

18.13.8 Negotiations and Meetings



The A/E shall actively participate in all contractor Change Order Request negotiations, attend all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Order Requests or other project issues and provide minutes of those meetings to the DPMC Project Manager for distribution.

18.13.9 A/E Fee

All costs associated with the review, analysis, recommendation, participation in negotiations and meetings of Contractor Change Order Requests shall be included in the A/E's construction administration fee.

18.13.10 Field Changes

The A/E is not authorized to make any construction changes in the field without prior written approval of the DPMC Project Manager, even if they are minor in nature and are done without a change in the contract price.

18.14. Construction Photographs

When required in the Construction Contract Documents, the Contractor shall submit progress photographs of the building(s), giving two (2) views of each building structure within the project as selected by the A/E and taken from the same points each month. The photographs shall be submitted with each monthly application for payment until the exterior is completed unless noted otherwise in the project specific scope of work.

NOTE: All aerial photography, performed on behalf of the contractor and/or A/E at any time during the project shall be coordinated with the Project Manager to ensure that any specific requirements of the Client Agency are considered such as security needs, etc.

18.15. Field Observations

On a weekly basis, the A/E shall review the work on site and prepare and submit a written **A/E FIELD REPORT (Figure 22)** to the DPMC Project Manager at the close of each site visit. Additionally, copies of the field report written on the day of a project meeting shall be affixed to the respective job meeting minutes.

The A/E shall reject work which he/she inspects and finds that it does not conform to the Contract Documents. In such cases, the A/E shall advise the Director, through the DPMC Project Manager, of the rejection.

18.16. Uniform Construction Code (UCC) Inspections

The A/E shall attend all scheduled UCC inspections including "Special Inspections" if required on the project. All costs associated with attendance at UCC inspections shall be included in the A/E's construction administration fee.

18.17. Construction Phase Deliverables Checklist

Deliverables Checklist, Construction Phase (Figure 32) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the SOW have been submitted.



JOB MINUTES FORMAT

ARCHITECT OR ENGINEER OF RECORD:

JOB MEETING NO. _____ DPMC PROJECT #: _____

DATE: _____ TIME: _____ PROJECT TITLE: _____

ATTENDEES

REPRESENTING

NOT REPRESENTED

ORIGINAL CONTRACT AMT. CONTRACT AMT. ADJUSTED* PAID TO DATE RETAINAGE

G.C.

HVAC:

PLUMBING:

ELECTRICAL:

STEEL:

(OTHERS):

AWARD DATE: _____ NTP DATE: _____ PERCENTAGE COMPLETED: _____

ORIGINAL CONTRACT COMPLETION DATE: _____

PERCENTAGE OF TIME ELAPSED: _____

NUMBER OF DAYS: _____ DAYS LATE: _____

EXTENSION OF TIME: _____ PROGRESS: ___ EXCELLENT ___ GOOD

ESTIMATED COMPLETION DATE: _____ ___ FAIR ___ POOR

NEXT JOB MEETING

DELAYING CONTRACTOR(S):

DATE: _____

BY TRADE: ___ G.C. ___ HVAC

TIME: _____

___ PLUMBING ___ STEEL

LOCATION: _____

___ ELECTRICAL

DISTRIBUTION:

*Includes all approved change orders to date.

Figure 21 - Job Minutes Format



A/E
FIELD REPORT

A/E PROJECT NO. _____ DBC NO. _____

CONTRACT: _____ PROJECT: _____

WEATHER: _____ TEMP. RANGE: _____ DATE: _____
EST. % OF COMPLETION: _____ CONFORMANCE WITH SCHEDULE (* -)
WORK IN PROGRESS _____ PRESENT AT SITE

OBSERVATIONS

ITEMS TO VERIFY

INFORMATION OR ACTION REQUIRED

ATTACHMENTS

A/E SIGNATURE _____

Page ___ of ___

Figure 22 - A/E Field Report



NEW JERSEY DEPARTMENT OF TREASURY DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS (UNIT SCHEDULE BREAKDOWN)								PROJECT #	
NAME & ADDRESS OF CONTRACTOR								TRADE	
PROJECT DESCRIPTION									
ITEM #	DESCRIPTION OF ITEM	QUANTITY	UNIT OF MEASURE	COST PER UNIT	MATERIALS COST	LABOR COST	OTHER COST	TOTAL COST OF ITEM	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1				#DIV/0!				\$0.00	
2				#DIV/0!				\$0.00	
3				#DIV/0!				\$0.00	
4				#DIV/0!				\$0.00	
5				#DIV/0!				\$0.00	
6				#DIV/0!				\$0.00	
7				#DIV/0!				\$0.00	
8				#DIV/0!				\$0.00	
9				#DIV/0!				\$0.00	
10				#DIV/0!				\$0.00	
11				#DIV/0!				\$0.00	
12				#DIV/0!				\$0.00	
13				#DIV/0!				\$0.00	
14				#DIV/0!				\$0.00	
15				#DIV/0!				\$0.00	
16				#DIV/0!				\$0.00	
17				#DIV/0!				\$0.00	
18				#DIV/0!				\$0.00	
19				#DIV/0!				\$0.00	
20				#DIV/0!				\$0.00	
21				#DIV/0!				\$0.00	
22				#DIV/0!				\$0.00	
23				#DIV/0!				\$0.00	
24				#DIV/0!				\$0.00	
25				#DIV/0!				\$0.00	
26				#DIV/0!				\$0.00	
27				#DIV/0!				\$0.00	
28				#DIV/0!				\$0.00	
29				#DIV/0!				\$0.00	
30				#DIV/0!				\$0.00	
31				#DIV/0!				\$0.00	
32				#DIV/0!				\$0.00	
33				#DIV/0!				\$0.00	
34				#DIV/0!				\$0.00	
35				#DIV/0!				\$0.00	
36				#DIV/0!				\$0.00	
37				#DIV/0!				\$0.00	
38				#DIV/0!				\$0.00	
39				#DIV/0!				\$0.00	
40				#DIV/0!				\$0.00	
TOTALS					\$0.00	\$0.00	\$0.00	\$0.00	
SUBMITTED BY:					RECOMMENDED BY:				
CONTRACTOR SIGNATURE					DATE		DESIGN CONSULTANT OR CONSTRUCTION MANAGER		DATE
APPROVED BY:					DATE				
BIDDINGS DISTRICT SUPERVISOR					DATE				

DPMC-12a (8/04)

page 1 of 1

Figure 23 - DPMC-12a Unit Schedule Breakdown



**DPMC BUREAU OF DESIGN CONSTRUCTION
 MONTHLY ESTIMATE FOR PAYMENT TO CONTRACTOR**

CONTRACTOR	INVOICE PERIOD				INVOICE #		CONTRACT TOTALS		COMPLETED THIS PERIOD		PROJECT #	
	ITEM#	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	WORK IN PLACE COMPLETE	AMOUNT
1						\$0.00		\$0.00		\$0.00		\$0.00
2						\$0.00		\$0.00		\$0.00		\$0.00
3						\$0.00		\$0.00		\$0.00		\$0.00
4						\$0.00		\$0.00		\$0.00		\$0.00
5						\$0.00		\$0.00		\$0.00		\$0.00
6						\$0.00		\$0.00		\$0.00		\$0.00
7						\$0.00		\$0.00		\$0.00		\$0.00
8						\$0.00		\$0.00		\$0.00		\$0.00
9						\$0.00		\$0.00		\$0.00		\$0.00
10						\$0.00		\$0.00		\$0.00		\$0.00
11						\$0.00		\$0.00		\$0.00		\$0.00
12						\$0.00		\$0.00		\$0.00		\$0.00
13						\$0.00		\$0.00		\$0.00		\$0.00
14						\$0.00		\$0.00		\$0.00		\$0.00
15						\$0.00		\$0.00		\$0.00		\$0.00
16						\$0.00		\$0.00		\$0.00		\$0.00
17						\$0.00		\$0.00		\$0.00		\$0.00
18						\$0.00		\$0.00		\$0.00		\$0.00
19						\$0.00		\$0.00		\$0.00		\$0.00
20						\$0.00		\$0.00		\$0.00		\$0.00
21						\$0.00		\$0.00		\$0.00		\$0.00
22						\$0.00		\$0.00		\$0.00		\$0.00
23						\$0.00		\$0.00		\$0.00		\$0.00
TOTALS							(1)	\$0.00	(2)	\$0.00		\$0.00

PERCENTAGE OF CONSTRUCTION PROGRESS MADE AS OF THIS ESTIMATE: #D11/01

CONTRACTOR CERTIFICATION
 As an authorized representative of the Contractor, I certify this Estimate to be correct and that payment therefor has not been received. I further certify that the Contractor and all its project subcontractors have complied with the Labor Standards of the contract, that the percentage of construction progress shown above is representative of the as-built conditions, and I also certify that all previous payments made under this contract have been applied by the Contractor to discharge in full all its obligations in connection with work covered by all prior payment estimates as required by N.J.S.A. 2K:44-1(b).

 SIGN: _____ DATE: _____
 TITLE: _____

DESIGN CONSULTANT CERTIFICATION
 I certify that I have checked the quantities and amounts shown by this Estimate, that such are correct and consistent with all previous computations as actually checked and are wholly consistent with the requirements of the contract, and that the percentage of construction progress as shown is consistent with the as-built conditions.

 SIGN: _____ DATE: _____
 TITLE: _____

APPROVED FOR PAYMENT \$ _____ DATE _____

STATE REPRESENTATIVE

DPMC-11-2 (B004) page 1 of 1

Figure 24 - DPMC 11-2 Monthly Estimate for Payment to Contractor



**CERTIFICATION OF PRIME CONTRACTOR
PURSUANT TO N.J.S.A. 52:32-40, 41
AND N.J.S.A. 2A:44-148**

I, _____ as _____ of
(Name) (Title)
_____ in making application for issuance of payment under
(Name of Prime Contractor)
Monthly Estimate No. _____ on the project known as _____ do certify that:
(Project Number)

- A. No subcontractor or supplier has been used on this project.
- B. Each subcontractor and supplier used on this project has been paid all amounts due from any previous progress payment received from DPMC. Furthermore, each subcontractor and supplier used on this project shall be paid within ten (10) calendar days after receipt by this contractor of payment by DPMC from the proceeds of this payment.
- C. The following subcontractors or suppliers will not be paid for work performed or materials supplied to this project from the proceeds of this progress payment because there exists a valid basis under the terms of the subcontractor's or supplier's contract to withhold payment from the subcontractor or supplier and therefore payment is withheld. The valid basis concerns specific work items enumerated in the subcontractor's or supplier's contract. All other subcontractors and suppliers have been and will be paid in accordance with Paragraph B. above.

_____	\$ _____
(subcontractor or supplier)	(amount in dispute)
_____	\$ _____
(subcontractor or supplier)	(amount in dispute)
_____	\$ _____
(subcontractor or supplier)	(amount in dispute)
_____	\$ _____
(subcontractor or supplier)	(amount in dispute)

The undersigned contractor will provide to the subcontractor(s) and/or supplier(s) noted above, written notice of any withholding of payment. The notice will detail the reason for withholding payment and state the amount of payment withheld. A copy of the notice will be provided to the bonding company providing the payment and performance bond for the contract, and the State agency.

I certify that the foregoing statements made by me are true. I am aware that if any statement made herein is willfully false or fraudulent, I am subject to punishment as provided by N.J.S.A. 2C:28-1 et seq. or as otherwise provided by law.

Signature

_____ Date

RESET

DPMC-11-2a (05/00)

Figure 25 - DPMC 11-2A Certification of Prime contractor



OFFICE OF CONSTRUCTION SERVICES Division of Property Management & Construction New Jersey Department of Treasury												Project No.:																			
PRIME CONTRACTOR'S SUMMARY OF STORED MATERIALS (OFF SITE STORED MATERIALS/EQUIPMENT LIST)												Invoice No.:																			
NAME & ADDRESS OF CONTRACTOR												Invoice Date:																			
PROJECT DESCRIPTION												Sheet of																			
TOTALS												ITEM NO.	DESCRIPTION OF ITEM <small>(Include Model, Serial #, etc)</small>	STORED PREVIOUS REPORTING PERIOD QUANTITY	AMOUNT	USED DURING THIS REPORTING PERIOD QUANTITY	AMOUNT	ADDED THIS REPORTING PERIOD QUANTITY	AMOUNT	BALANCE END OF THIS REPORTING PERIOD QUANTITY	AMOUNT										
TOTAL STORED MATERIAL <small>(Transfer To Form DPMC 11-2)</small>																															
SUBMITTED BY:						RECOMMENDED BY:																									
_____ CONTRACTOR SIGNATURE						_____ ARCHITECT/ENGINEER OR CONSTRUCTION MANAGER																									
DATE						DATE																									
APPROVED BY:																															
_____ OCS DISTRICT SUPERVISOR																															
DATE																															

DPMC-11-3 (5/00)

Figure 26 - DPMC 11-3 Prime Contractor's Summary of Stored Materials



DPMC AGREEMENT & BILL OF SALE CERTIFICATION
11-3a FOR STORED MATERIALS
New Jersey Department of Treasury • DPM&C Bureau of Design & Construction

Project #: _____
Invoice #: _____
Date: _____

A. AGREEMENT

The Director allows the contractor to purchase certain items of materials and/or equipment in advance of the time required for the supply and/or installation of the said materials by the contractor under his contract on the project indicated, and to submit requisitions to the State in payment therefor. In consideration of the provisions of the contract and/or this agreement, it is mutually agreed and certified by the contractor as follows:

- 1) The contractor and/or his supplier or vendor have agreed to and certify to the bill of sale below for the listed materials and equipment and transfer all of their rights, title and interest in the said property unconditionally to the State of New Jersey.
- 2) The property so transferred has been designated by a tag or other appropriate written notice affixed thereto, stating: "Property of the State of New Jersey."
- 3) The said property must be stored in a warehouse or other appropriate place as indicated in Article D.
- 4) All property listed below in Article C becomes the sole property of the State, but nothing in these provisions shall be construed as relieving the contractor from sole responsibility for the care, custody and protection of the said property, or as a waiver of the right of the State to require fulfillment of all terms and conditions of the aforesaid contract between the parties. No payment, however, final or otherwise shall operate to relieve the contractor or his sureties from any obligations under the aforesaid contract or the performance and payment bond issued to the State.
- 5) The contractor certifies that the material and/or equipment is fully insured for the total value thereof, against the perils of fire, theft, extended coverage, vandalism and malicious mischief.
- 6) The State reserves the right to inspect the materials wherever stored, at its convenience, during normal working hours.
- 7) The cost and expense, if any, involved in the storage and/or delivery to the construction site will be borne by the contractor.
- 8) The contractor certifies that he has submitted and received in return an approved DPMC-12 and/or approved shop drawings on the stored materials and/or equipment where and if required by the contract documents.

B. PROJECT & CONTRACTOR INFORMATION (provide where appropriate):

Project & Location: _____

Prime Contractor: _____

Subcontractor: _____

Sub-Subcontractor: _____

Distributor: _____

Manufacturer: _____

(name) (street) (city)

C. LIST OF MATERIALS AND/OR EQUIPMENT STORED (or per attached listing):

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>TOTAL VALUE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

D. PLACE AND METHOD OF STORAGE:

LOCATION:	STORED BY:	PROTECTED BY:
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Building Cover
<input type="checkbox"/> Storage Yard	<input type="checkbox"/> Distributor	<input type="checkbox"/> Plastic or Canvas Cover
<input type="checkbox"/> On Site	<input type="checkbox"/> Contractor	<input type="checkbox"/> Not required

Name & Address of Party Storing Material: _____ **Name & Address of Storage Location:** _____

ATTENTION: _____ ATTENTION: _____

E. BILL OF SALE:

In consideration of the sum or sums listed above, in lawful money of the United State to be paid as hereinafter provided, as bargained and sold by these present does grant and convey unto the State of New Jersey title of ownership of all materials and/or equipment noted above. To have and to hold the same unto the State of New Jersey forever, and vendor/contractor does for itself, its successors and assigns covenant and agree to warrant and defend the sale of the aforementioned materials hereby sold unto the State of New Jersey against all claims of every person and persons whomsoever.

SWORN AND SUBSCRIBED TO BEFORE ME THIS _____ DAY OF _____, _____

Notary Public of: My Commission Expires: _____	Name of Prime Contractor _____
Accepted by (DPMC) _____ Date _____	Name of Individual & Title _____
	Signature _____ Date _____

DPMC 11-3a (5/00) **RESET**

Figure 27 - DPMC 11-3A Agreement and Bill of Sale Certification for Stored Materials



DPMC 12/13	SUBMITTAL APPROVAL FORM New Jersey Department of the Treasury Division of Property Management & Construction Bureau of Design & Construction	Tracking No. _____ Project # _____ Contract # _____ Date: _____
PART I -- CONTRACTOR SECTION		
SUBMITTAL IS SUBMITTED FOR CONSIDERATION <input type="checkbox"/> As specified / basis of design <input type="checkbox"/> As a named approved equal <input type="checkbox"/> As a substitution (Substitutions may be subject to a credit change order.) <input type="checkbox"/> As a non-named equal		
SUBMITTAL TYPE <input type="checkbox"/> Material catalog cut/info <input type="checkbox"/> Test report <input type="checkbox"/> Shop drawing <input type="checkbox"/> Permit <input type="checkbox"/> O&M manual <input type="checkbox"/> Calculations <input type="checkbox"/> Warranty <input type="checkbox"/> HVAC balancing report <input type="checkbox"/> Professional service <input type="checkbox"/> Equipment catalog cut/info <input type="checkbox"/> Other: _____		
GENERAL DESCRIPTION OF SUBMITTAL _____		REFERENCE Gen. Conditions Section / CSI No. / Drawing No. _____
WORK ON SITE: If this Submittal requires work on site, the work will be performed by:		
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Listed Sub-Contractor <input type="checkbox"/> Other Sub-Contractor (If this box is checked complete Part 1B) Name: _____ Name: _____		
PART 1B -- "OTHER SUB-CONTRACTOR" INFORMATION PROVIDE THE FOLLOWING INFORMATION ABOUT OTHER SUB-CONTRACTORS		PART 1C -- MATERIAL / EQUIPMENT INFORMATION IF THIS SUBMITTAL IS FOR MATERIAL / EQUIPMENT PROVIDE THE FOLLOWING INFORMATION
Name _____ Address _____ Phone _____ Email _____ EIN # _____ License/Registration # (if applicable) _____ Certification # (if applicable) _____ Public Works Registration # _____ Business Registration # _____		Name of Supplier / Vendor: _____ Name of Contact at Vendor/ Supplier: _____ Contact's Phone: _____ Contact's Email: _____ Manufacturer's Name: _____ Manufacturer's website _____
PART 2 -- ARCHITECT / ENGINEER SECTION		
I have verified by checking the websites below that the Sub-Contractor listed in Part 1B has the following registrations: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Public Works Registration - NJ Dept. of Labor http://wd.dol.state.nj.us/lseapp/LSERedirect.html?newPage=forms/RegisteredContractors <input type="checkbox"/> Business Registration - NJ Division of Revenue https://www1.state.nj.us/TYTR_BRC/jsp/BRCLogin.jsp		
I have verified by checking the website below that the NJ Dept. of Labor has listed the Sub-Contractor named in Part 1B as: <input type="checkbox"/> Not-Debarred <input type="checkbox"/> Debarred http://wd.dol.state.nj.us/labor/wagehour/wagerate/prevailing_wage_debarment_list.html		
I recommend that this submission be: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as noted <input type="checkbox"/> Returned for resubmission <input type="checkbox"/> Rejected <input type="checkbox"/> Approved as Substitution -- may be subject to credit change order <input type="checkbox"/> Approved pending DCA approval <input type="checkbox"/> Other _____		
Comments: _____ _____		
A/E Signature _____ Print Name _____ Date: _____		
DPMC - 12/13 Revised (11/2016)		

Figure 28 - DPMC 12/13 DPMC Submittal Form



DPMC 9b	CONTRACTOR CHANGE ORDER REQUEST (GC-93/95 Amended) NJ DEPARTMENT OF TREASURY ▾ DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION	Attention: See instructions on reverse side before completing this Request.	DPMC USE ONLY CO#:
<input type="checkbox"/> Project Title & Location: _____		<input type="checkbox"/> Contractor Name: _____	
		<input type="checkbox"/> Project/ Contract # _____ <input type="checkbox"/> Federal ID # _____	
<input type="checkbox"/> Description of work included in this Request. Attach a detailed labor and material cost breakdown. Include specification references and drawing references.			
<input checked="" type="checkbox"/> Summary of Costs (see instructions on reverse side) Deliver the following items F.O.B. Destination			
	<u>Subtotals</u>		<u>Totals</u>
A. Direct Material (Bill of Material Attached)			\$ _____
B. Direct Labor (Breakdown Attached)			\$ _____
C. Fringe Benefits (Breakdown Attached)			\$ _____
D. Other Direct Costs (Breakdown Attached)			\$ _____
	Subtotal A to D	\$ _____	\$ _____
E. Overhead on Items A to D	15%		\$ _____
F. Subcontractor Work (DPMC-9b Breakdown Attached)			\$ _____
G. Equipment (Rental or Owned Breakdown Attached)			\$ _____
	Subtotal A to G	\$ _____	\$ _____
H. Profit on Items A to G	6%		\$ _____
I. Labor Taxes (Breakdown Attached)			\$ _____
1. Social Security & Medicare Taxes	_____ %		\$ _____
2. Unemployment Taxes (Federal & State)	_____ %		\$ _____
3. Workers' Compensation	_____ %		\$ _____
J. Subcontractor Labor Taxes (DPMC-9b Breakdown Attached)			\$ _____
K. Other Actual Costs (Explain)			\$ _____
<input checked="" type="checkbox"/> CONTRACTOR'S RELEASE OF CLAIMS: The contractor, through his signature below, releases the State of New Jersey from any or all liability under the contract for the Change Order described herein or any further adjustments whatsoever attributable to this claim. Further, unless otherwise indicated to the right, the contract calendar days and the contract completion date remain the same.		Check here if CREDIT <input type="checkbox"/> Total → \$ _____ <input type="checkbox"/> Impact on Schedule: <input type="checkbox"/> increase <input type="checkbox"/> decrease _____ Calendar Days	
_____ (Contractor's Signature) (Date)		<input type="checkbox"/> Completion Date	
_____ (Official Company Title)			
<input checked="" type="checkbox"/> CONSULTANT CERTIFICATION: Signature below certifies that this request for change order represents a bona fide change to the contractor's contract, and that the amount and duration of this change has been verified through a detailed estimate (attached).		<input type="checkbox"/> FOR SCOPE CHANGES ONLY -- CLIENT CERTIFICATION: Signature below certifies that funds are available to support this change, and that the DPMC is authorized to proceed with implementation.	
_____ (Date) (Consultant's Signature)		_____ (Date) (Client Signature)	
_____ Code Review Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No (Official Company Title)		<input checked="" type="checkbox"/> OCS PROJECT MANAGEMENT RECOMMENDATION: Signature below indicates recommendation to approve this change order as negotiated above.	
DPMC USE ONLY			
<input type="checkbox"/> Scope <input type="checkbox"/> Field <input type="checkbox"/> E/O <input type="checkbox"/> Type II		(OCS Project Manager Signature) (OCS District Supervisor Signature)	
CONTRACT SUMMARY Original Award _____ Previously Authorized Changes _____ Amount \$ _____ \$ _____ Calendar Days _____		CONTRACT COMPLIANCE REVIEWED _____ (Date) (Contract Compliance Officer Signature)	
RELEASE OF FUNDS: <input type="checkbox"/> reserved <input type="checkbox"/> not required		DPMC DEPUTY DIRECTOR APPROVAL	
_____ (Initials)		_____ (Initials)	
Distribution: Original (green) - Central File Copy - Contractor, Consultant, Client, PM's		_____ (Deputy Director Signature) (Date)	

DPMC-9b (07/03)

Figure 29 - DPMC-9b Contractor Change Order Request



REQUEST FOR INFORMATION	Project # _____
	RFI # _____
	Request Date: _____
	Requestor: _____
SUBMIT A SEPARATE RFI FOR EACH ITEM NEEDING ACTION	
I. REQUEST	
REQUESTOR'S SIGNATURE : _____	
II. RESPONSIBILITY	
THIS SECTION TO BE COMPLETED BY A/E.	
ACTION PERSON (S): _____	
ACTION NLT DATE: _____	
III. RESPONSE	
ACTION PERSON SIGNATURE: _____ DATE _____	
NJ STATE PM SIGNATURE: _____ DATE _____	

Figure 30 – Request for Information



DPMC 10	Consultant Evaluation of Contractor Change Order Request New Jersey – Treasury - DPMC	Project/Contract #:
------------------------------	---	-----------------------------

PROJECT TITLE: _____

LOCATION: _____

CONTRACTOR: _____ REQUEST #: _____

CHANGE ORDER DESCRIPTION:

1. REASON FOR, AND EVALUATION OF, CHANGE ORDER REQUEST: (attachment?)

2. IS THIS CHANGE ORDER REQUEST A VALID ADDITION/CREDIT TO THE CONTRACTED SCOPE OF WORK? YES NO

3. CODE REVIEW REQUIRED? YES NO

4. AGENCY REQUESTED SCOPE CHANGE? YES NO

5. CONSULTANT SHALL ALSO PROVIDE A **DETAILED EVALUATION** OF THE CONTRACTOR'S COST AND BACK-UP. (attachment?)

RECOMMENDATION: APPROVAL DISAPPROVAL

(DESIGN CONSULTANT'S SIGNATURE) _____ (DATE) _____

DPMC-10 (12/05)

Figure 31 - DPMC-10 Consultant Evaluation of Contractor Change Order Request



DPMC Project No.: _____

**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						
18.9.	Contractor Request for Information (RFI)						
18.9.1	RFI Log						
18.10.	Testing						
18.11.	Shop Drawings						
18.12.	As-Built & Record Set Drawings						
18.13.	Change Orders						
18.14.	Construction Photographs						
18.15.	Field Observations						
18.16.	Construction Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

 Consultant Signature

 Date

Figure 32 – Deliverables Checklist, Construction Phase



19. PROJECT CLOSE-OUT PHASE

19.1. Responsibilities

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities.

The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities.

19.2. Commencement

The documentation phase of Project Close-Out is initiated at the pre-construction meeting with the review of ARTICLE 8 – CLOSE OUT of the General Conditions as it applies to the specific project.

19.3. Development of Punch List and Inspection Reports

Upon receiving a written request from the contractor, a pre-final and subsequently a final inspection shall be scheduled by the Project Manager who will also arrange for the following to be in attendance: Client Agency, A/E of Record, contracted CM (if applicable), and the appropriate contractor/subcontractor(s). The UCC Inspector(s) may participate in this inspection or may complete their inspections at another time.

The purpose of pre-final and final inspections are:

- To ensure that the work has been completed in substantial conformance with the contract documents and applicable construction codes.
- To ensure that all installed equipment functions as required. While the inspection may show the equipment works, the inspection report must: 1) be qualified when the equipment/system cannot be tested in the appropriate climatic season and, 2) provide a scheduled date for the test during the appropriate season.
- To ensure required certificates of conformance and tests, certified analysis, laboratory tests, etc. have been completed and meet the contract requirements.

UCC Inspection reports will be prepared and distributed to the field representative at the site, immediately after the code inspection is completed. A separate punch list will be developed to identify all punch list items noted by the A/E, the Project Manager, and the Client Agency.

At the conclusion of the pre-final inspection, the A/E shall prepare a consolidated punch list with input from the Project Manager, Contract CM (if applicable), Client Agency and the Contractor identifying the work remaining and/or work requiring correction. The consolidated punch list shall be signed by the A/E Project Manager, Contract CM (if applicable), Client Agency and the Contractor. If any of the designated signatories decline to sign, the reason must be stated on the punch list.

19.4. Issuance of a Temporary Certificate of Occupancy

When Uniform Construction Code issues are resolved, the UCC Inspector may issue a TEMPORARY CERTIFICATE OF OCCUPANCY (TCO). This TCO may be issued for the entire project or for a specific area or portion of a project.

If the UCC Inspectors determine that the work has been completed in accordance with all applicable codes they may issue a CERTIFICATE OF OCCUPANCY (CO) or a CERTIFICATE OF ACCEPTANCE (CA), as appropriate.

19.5. Determination of Substantial Completion



ARTICLE 7.2 SUBSTANTIAL COMPLETION of the General Conditions defines the requirements for achieving Substantial Completion. At a minimum, Substantial Completion is the stage in the progress of work when the following conditions are met:

- A temporary certificate of occupancy, certificate of occupancy or a certificate of acceptance, as appropriate, has been issued by the Department of Community Affairs (DCA) Uniform Construction Code (UCC) Inspector.
- The work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the client agency can occupy or utilize the work for its intended use.
- The client agency agrees that the punch list items and/or remaining work can be completed without adversely impacting their operations.
- As-built drawings and operations and maintenance (O&M) manuals have been submitted and approved by the A/E.

If, at the conclusion of the pre-final inspection, the Project Manager, in conjunction with the A/E, determines that the contractual completion status of the contract supports the condition of substantial completion, they shall forward a completed Form **DPMC-20D, CERTIFICATE OF SUBSTANTIAL COMPLETION (Figure 33)** along with the consolidated punch list and other documentation to the DPMC Deputy Director for approval.

19.6. Correction/Completion of Punch List

The A/E is responsible to verify that the correction/completion of all consolidated punch list items are acceptable. The contractor shall notify the A/E, DPMC project manager and client agency representative when punch list item(s) are complete. The verification process shall include representation from the Client Agency, contracted CM (if applicable), and the appropriate contractor/subcontractor(s).

UCC Inspectors shall determine if all outstanding code issues have been resolved and issue a CERTIFICATE OF OCCUPANCY (CO) or a CERTIFICATE OF ACCEPTANCE (CA), as appropriate.

UCC inspectors may request the A/E to submit a signed and sealed letter stating that the work was completed in accordance with the plans and specifications

19.7. Submission of Close-Out Documentation

The A/E shall review all project close-out documents required by the contract documents as submitted by the Contractor to ensure compliance with the contract documents. The A/E shall forward the close out package to the Project Manager within three (3) calendar days from receipt of the package from the contractor.

19.7.1 As-Built and Record Sets of Drawings

Upon completion of the work the contractor shall submit their AS-BUILT drawings to the A/E with the contractor's certification as to the accuracy of the information. All AS-BUILT drawings submitted by the contractor shall be entitled AS-BUILT above the Title Block and dated.

The A/E shall acknowledge acceptance of the AS-BUILT drawings by signing a transmittal indicating they have received them from the Contractor and reviewed them and that they reflect the AS-BUILT conditions as they exist.

Upon receipt of the AS-BUILT drawings from the Contractor(s), the A/E shall transfer the AS-BUILT conditions to the original drawings creating a RECORD SET within three (3) calendar days of receipt of the AS-BUILT information.



The A/E shall note the following statement on the RECORD SET drawings. “The AS-BUILT information added to this drawing(s) has been supplied by the Contractor(s). The Architect/Engineer does not assume the responsibility for its accuracy other than conformity with the design concept and general adequacy of the AS-BUILT information to the best of the Architect’s/Engineer’s knowledge.”

Upon completion, utilizing form **DPMC 290, RECORD Set Transmittal (Figure 34)**, the A/E shall deliver the RECORD SET to the Manager of Construction Procurement, who will acknowledge their receipt in writing. The RECORD SET shall consist of the contract drawings in both “.dwg” (native file format for AUTO CAD) and “.pdf” (*Adobe* portable document format) on a compact disk (CD) with a list of the files on the CD. Final payment to the A/E is subject to receipt of all documents including the RECORD SET of drawings.

19.8. Final Payment

19.8.1 Contractors Final Payment

When a CERTIFICATE OF OCCUPANCY (CO) or CERTIFICATE OF ACCEPTANCE has been issued by the Department of Community Affairs (DCA), all contract close-out requirements (including but not limited to operating and maintenance manuals, training, demonstrations, warranties and as-built drawings) have been provided and/or completed, the Project Manager will submit a **DPMC 20, FINAL CONTRACT ACCEPTANCE (Figure 35)** to the contractor(s), A/E, and Client Agency for approvals. All parties must return the signed documents to DPMC within ten (10) calendar days. Upon receipt of signed DPMC 20’s from all parties, together with an acknowledgement by the DPMC Project Manager that all documentation required on **DPMC 20z Contractor Close-Out Progress Report (Figure 36)** has been submitted, the Project Manager will forward the DPMC 20, and the final invoice of the contractor to the DPMC Deputy Director, Contract Administration for approval and issuance of final payment.

19.8.2 A/E’s Final Payment

Upon completion of the construction phase of the project, after a Certificate of Occupancy has been issued and the construction contractors have been closed out the final invoice of the A/E may be submitted to the DPMC Project Manager for approval and payment. The Project Manager will verify that the A/E has satisfied all aspects of the A/E contract by initiating a form **DPMC-20c FINAL ACCEPTANCE OF CONSULTANT CONTRACT (Figure 37)**. Under no circumstances will the final invoice be processed until all contractual requirements have been satisfied. Upon approval by the Director, final payment will be authorized.

19.9. Final Performance Evaluations of the A/E and the Contractor(s)

The appropriate DPMC staff shall complete and submit the final A/E and contractor performance evaluations (100% complete) in accordance with DPMC policy.

19.10. Project Close-Out Phase Deliverables Checklist

Deliverables Checklist, Project Close-Out Phase (Figure 38) shall be completed by the A/E and included as the cover sheet of the submission to document to the DPMC Project Manager that all of the deliverables required in the SOW have been submitted.



DPMC 20d	CERTIFICATE OF SUBSTANTIAL COMPLETION STATE OF NEW JERSEY - DPMC - OFFICE OF DESIGN & CONSTRUCTION	PROJECT NUMBER
CONTRACTOR NAME AND ADDRESS:	<input type="checkbox"/> Entire Contract (or) <input type="checkbox"/> Portion Thereof (if checked, describe):	CONTRACT NO:
		TRADE:
The work performed under this Contract, or portion thereof designated above, has been reviewed and found to be substantially complete. The Date of Substantial Completion (Defined at the bottom of this form) is hereby established as _____, which is also the Date of Applicable Warranties required by the Contract Document, except as stated here: (Date)		
Appended hereto is a list (Punch List) of items to be completed or corrected, which have been mutually agreed to by the Contractor, A/E of Record, the Client Agency, and the Division of Property Management & Construction Project Manager or Assistant Deputy Director of Construction. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with Contract Documents. The date of the commencement of Warranties for items on the attached list will be the date of final payment unless otherwise agreed in writing.		
The Contractor shall complete or correct the Work on the list of items attached hereto within _____ calendar days from the above Date of Substantial Completion.		
The Client Agency accepts the Contract, or designated portion thereof, as substantially complete and will assume full possession thereof on:		
(Date)	(Time)	
CONTRACTOR:	BY:	
(name of firm)	(signature)	(date)
A/E OF RECORD:	BY:	
(name of firm)	(signature)	(date)
CLIENT AGENCY:	BY:	
(name of agency)	(signature)	(date)
PROJECT MANAGEMENT RECOMMENDATION: I have inspected the Contract Work, or designated portion thereof, and consider it substantially complete.		
<ul style="list-style-type: none"> • A copy of the DCA Code Inspection Report <input type="checkbox"/> is attached (or) <input type="checkbox"/> is not required. • All required O&M Manuals have been received and equipment demonstrations have been completed. (Check One): <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable 		
DPMC PROJECT MANAGER: _____ (signature) (date)		
ASSISTANT DEPUTY DIRECTOR CONSTRUCTION: _____ (signature) (date)		
ASSISTANT DEPUTY DIRECTOR CONTRACT ADMINISTRATION: _____ (signature) (date)		
The subject Contract, or designated portion thereof, is hereby considered substantially complete by the Division of Property Management and Construction. Issuance of this certificate does not constitute a waiver by the Division of Property Management and Construction of any claims associated with latent defects in the Work.		
DEPUTY DIRECTOR: _____ (signature) (date)		
DEFINITION OF DATE OF SUBSTANTIAL COMPLETION: "The date the building or facility is operational or capable of serving its intended use even though all permanent installations are not in place. The determination as to the date of substantial completion shall be made pursuant to article 7.2 of these General Conditions."		

DPMC-20d (02/2021)

RESET

Figure 33 - DPMC 20d Certification of Substantial Completion



DPMC 290	RECORD Set Transmittal (Drawings & Disks) NJ Department of Treasury ♦ Division of Property Management & Construction Bureau of Design & Construction	Project #:
Project Description:		A/E Firm Name:
Project Location:		Address:
A/E Certification: Signature below certifies that I have received the "as-built" conditions of the above referenced site from the contractor(s) and accurately transferred those conditions to these "RECORD" drawings. I further certify that the enclosed "RECORD" set of drawings is complete and accurately reflects the "as-built" conditions at the site to the best of my knowledge. _____ Date A/E Authorized Signature		
Receipt Accepted: _____ Date DPMC Plan Room Authorized Signature # of mylars received: _____ # of disks received: _____		
Distribution: Original (white) → Close-Out Package; Canary → A/E; Pink → Project Manager DPMC Form 290 (12/08)		

Figure 34 - DPMC 290, Record Set Transmittal



DPMC 20	FINAL CONTRACT ACCEPTANCE STATE OF NEW JERSEY – DPMC – OFFICE OF DESIGN & CONSTRUCTION	PROJECT NUMBER: ➔ _____	
PROJECT NAME & LOCATION:		CONTRACTOR NAME & LOCATION:	
CLIENT AGENCY:		TRADE: _____ CONTRACT NUMBER: _____	
<p>1 CONTRACTOR CERTIFICATION & RELEASE: I certify, for the above noted contract, that (1) all work has been completed in accordance with contract plans, specifications and other contract documents including those submittals, changes, substitutions and/or credits approved in writing by DPMC; (2) all workmanship, quality and materials are hereby guaranteed as required by contract documents; and (3) the State of New Jersey is hereby released from all liabilities, obligations or claims under this contract.</p>			
CONTRACTOR	PRINT NAME: _____	TITLE: _____ COMPANY OFFICER SIGNATURE: _____ DATE: _____	
<p>2 A/E CERTIFICATION: I certify, for the above noted contract, that (1) the work has been completed in accordance with the intent of the contract plans, specifications and other contract documents including those submittals, changes, substitutions and/or credits approved in writing by DPMC; (2) I have attended the final inspection of the contract work; and (3) all contract close-out requirements (including but not limited to operating and maintenance manuals, warranties and as-built drawings) have been fulfilled and/or received, except as otherwise noted in an attachment.</p> <p style="text-align: right;"><input type="checkbox"/> Check here if attached</p>			
Consultant's Contract Number and/or Work Order number: _____			
ARCHITECT OR ENGINEER	COMPANY NAME: _____	PRINT NAME: _____ A/E SIGNATURE: _____ DATE: _____	
<p>3 PM CERTIFICATION: I certify, for the above noted contract, that (1) all work has been completed in accordance with contract plans, specification and other contract documents including those submittals, changes, substitutions and/or credits approved in writing by DPMC; (2) the final inspection of the contract work has been conducted; and (3) all close-out contract requirements (including but not limited to operating and maintenance manuals, warranties and as-built drawings) have been fulfilled and/or received, except as otherwise noted in an attachment.</p> <p style="text-align: right;"><input type="checkbox"/> Check here if attached</p>			
PROJECT MANAGER	ORGANIZATION: _____	PRINT NAME: _____ PM SIGNATURE: _____ DATE: _____	
<p>4 CLIENT AGENCY ACCEPTANCE: For the above noted contract, this agency has attended the final inspection, or waived its rights of attendance, and accepts the work covered by the contract, except as otherwise noted in an attachment.</p> <p style="text-align: right;"><input type="checkbox"/> Check here if attached</p>			
CLIENT AGENCY REP.	ORGANIZATION: _____	PRINT NAME: _____ CLIENT AGENCY SIGNATURE: _____ DATE: _____	
<p>5 RECOMMENDATION: I recommend final acceptance of the above noted contract and certify that (1) the contract has been completed in accordance with the contract plans, specifications and other documents including those submittals, changes, substitutions and/or credits approved in writing by the DPMC; (2) all changes, substitutions, and/or credits have been approved in writing in accordance with contract provisions and DPMC policy and procedure; and (3) the contract close-out requirements, as referenced above, including all issues related to liquidated damages, have been fulfilled and/or received, except as otherwise noted in an attachment. The certifications presented above, or in related attachments, are correct to the best of my knowledge. Further, if the client agency, referenced above, has refused or waived its rights of acceptance of the contract, or has qualified its acceptance in writing in any way, I nonetheless recommend final contract acceptance with comments and/or supplemental recommendations as attached.</p> <p style="text-align: right;"><input type="checkbox"/> Check here if attached</p>			
ASSISTANT DEPUTY DIRECTOR CONSTRUCTION	ORGANIZATION: _____	PRINT NAME: _____ ASSISTANT DEPUTY DIRECTOR, CONST. SIGNATURE: _____ DATE: _____	
AUDIT USE	CONTRACT DATES & INFORMATION		FINANCES
	Contract Date: _____		Award Amount: \$ _____
	NTP Date: _____	Contracts Closed-Out _____ of _____	Change Order: \$ _____
	Orig. Calendar Days: _____ Days	<input type="checkbox"/> Funds are available to pay final invoice	Final Cost: \$ _____
Orig. Completion Date: _____	Approved EOT: _____ Days		
Substantial Completion Date: _____			
AUDITED		RECOMMENDED	
AUDITOR: _____		ASSISTANT DEPUTY DIRECTOR, CONTRACT ADMINISTRATION: _____	
Signature _____	Date _____	Signature _____	Date _____
		DEPUTY DIRECTOR, DPMC:	
ACCEPTED FOR THE STATE OF NEW JERSEY:			
		Signature _____	Date _____
DPMC-20 (02/2021) RESET			

Figure 35 - DPMC 20, Final Contract Acceptance



DPMC 20z	CONTRACTOR CLOSE-OUT PROGRESS REPORT	PROJECT/ CONTRACT #:
PROJECT NAME & LOCATION:		TRADE:
		CONTRACTOR NAME:
<u>Att'd</u>	<u>N/A</u>	
1. <input type="checkbox"/>	<input type="checkbox"/>	DPMC-20 ORIGINAL Final Contract Acceptance (with ORIGINAL contractor signature)
2. <input type="checkbox"/>	<input type="checkbox"/>	DPMC-11 ORIGINAL DPMC Invoice (marked FINAL)
3. <input type="checkbox"/>	<input type="checkbox"/>	DPMC-11-2 ORIGINAL Monthly Estimate for Payment of Contractor
4. <input type="checkbox"/>	<input type="checkbox"/>	DPMC-20r(2) ORIGINAL Consent of Surety to Final Payments with Power of Attorney
5. <input type="checkbox"/>	<input type="checkbox"/>	DPMC-11-2a ORIGINAL Certification of Prime Contractor
6. <input type="checkbox"/>	<input type="checkbox"/>	DPMC-20d COPY of Certificate of Substantial Completion
7. <input type="checkbox"/>	<input type="checkbox"/>	(circle one:) COPY of <u>Certificate of Occupancy</u> or <u>Certificate of Acceptance</u> from DCA
8. <input type="checkbox"/>	<input type="checkbox"/>	COPIES of all warranties/guarantees (send originals to the Client site)
<u>Initials</u>		
9. _____		ORIGINAL DPMC-43 Contractor Evaluation Report was completed and sent to the Evaluation Coordinator
10. _____		All liquidated damages issues have been resolved.
11. _____		All change orders have been resolved.
12. _____		All Punch List items have been satisfied.
13. _____		All required service contracts were sent to the Client.
14. _____		Roof maintenance contract was sent to the Client.
15. _____		Major equipment demonstrations are complete.
16. _____		HVAC Air/Hydronic Report was sent to the Client.
17. _____		Other:
Comments:		
Prepared By:		
<i>Signature</i>		<i>Date</i>

DPMC-20z (03/06)

Figure 36 - DPMC 20z, Contractor Closeout Progress Report



DPMC 20C	FINAL ACCEPTANCE OF CONSULTANT CONTRACT STATE OF NEW JERSEY – DPMC – OFFICE OF DESIGN & CONSTRUCTION	PROJECT NUMBER: →-----
PROJECT NAME & LOCATION:		CONSULTANT NAME & ADDRESS:
CLIENT AGENCY:	SERVICE: (CHECK ONE) <input type="checkbox"/> A/E <input type="checkbox"/> CM <input type="checkbox"/> OTHER	AGREEMENT NUMBER:
<p>❶ CONSULTANT RELEASE: The above noted Consultant Firm and its successors and assigns, hereby remise, release and forever discharge the State of New Jersey, its officers, agents and employees in their official and individual capacities of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of the above noted Agreement No.</p> <p style="text-align: right;">In Witness Whereof, this Release has been executed by and on the date shown.</p> <p>_____ (Signature of Officer of the Firm) _____ (Date)</p> <p>_____ (Official Title) _____ (Witness Signature)</p> <hr/> <p>➔ TO BE COMPLETED BY CORPORATIONS ONLY: I certify that I am the Secretary of the above noted Consultant Firm; that _____, who signed the said release on behalf of the above noted Consultant was then _____ (title) of the above noted Consultant Firm; and that said release was duly signed for and in behalf of the above noted Consultant Firm by authority of its governing body and is within the scope of its corporate powers.</p> <p>CORPORATE SEAL:</p> <p style="text-align: right;">_____ (Signature of Corporate Secretary) _____ (Date)</p>		
<p>❷ PROJECT MANAGEMENT: We recommend that the above noted Agreement be closed out and final payment be made. All contractual requirements and submittals are fulfilled and all construction contracts are closed out. There are no outstanding Error/Omission issues for the above noted Agreement. All Record Drawings have been received in the DPMC Plan Room from the Consultant.</p> <p style="text-align: center;">PROJECT MANAGER:</p> <p style="text-align: right;">_____ (Signature) _____ (Date)</p> <p style="text-align: center;">ASSISTANT DEPUTY DIRECTOR ODC:</p> <p style="text-align: right;">_____ (Signature) _____ (Date)</p>		
<p>❸ AUDIT: The above noted Agreement has been audited and there are no unresolved/un-addressed discrepancies. Funds are available to cover the final invoice. I recommend release of final payment.</p> <p style="text-align: center;">AUDITOR:</p> <p style="text-align: right;">_____ (Signature) _____ (Date)</p>		
<p>❹ ACCEPTANCE RECOMMENDED BY:</p> <p style="text-align: center;">ASSISTANT DEPUTY DIRECTOR CONTRACT ADMINISTRATION:</p> <p style="text-align: right;">_____ (Signature) _____ (Date)</p>		
<p>ACCEPTED FOR THE STATE OF NEW JERSEY:</p> <p style="text-align: center;">DEPUTY DIRECTOR, DPMC:</p> <p style="text-align: right;">_____ (Signature) _____ (Date)</p>		

DPMC-20C (05/2020)

Figure 37 - DPMC 20c, Final Acceptance of Consultant Contract



DPMC Project No.: _____

**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						
19.8.	Initiation Of final Contract Acceptance Process						
19.9.1.	Contractors Final Payment						
19.9.2.	A/E's Final Payment						
19.11.	Project Close-Out Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

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

_____ Consultant Signature _____ Date

Figure 38 – Deliverables Checklist, Project Close-Out



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