

SCOPE OF WORK

**Historic New Bridge Landing
Ringwood State Park
Main Street and Hackensack Avenue
River Edge Bourough
Bergen County**

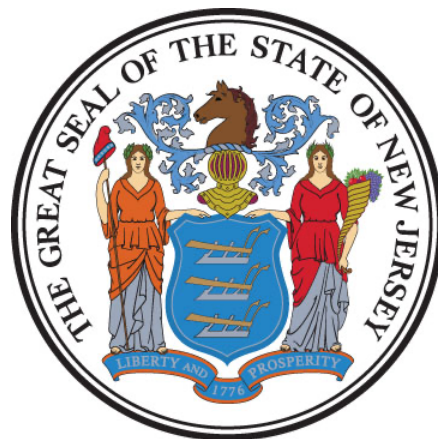
Project No. Pxxxx-00

STATE OF NEW JERSEY

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

DEPARTMENT OF THE TREASURY

Elizabeth Maher Muoio, Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Christopher Chianese, Director

Date: March 31, 2025

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

TABLE OF CONTENTS

SECTION	PAGE
I. OBJECTIVE	4
II. CONSULTANT QUALIFICATIONS	4
A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS.....	4
III. PROJECT BUDGET	4
A. CONSTRUCTION COST ESTIMATE (CCE)	4
B. CURRENT WORKING ESTIMATE (CWE)	4
C. CONSULTANT'S FEES	5
IV. PROJECT SCHEDULE.....	5
A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE	5
B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE	6
V. PROJECT SITE LOCATION & TEAM MEMBERS	6
A. PROJECT SITE ADDRESS.....	6
B. PROJECT TEAM MEMBER DIRECTORY	6
1. DPMC Representative:	6
2. Client Agency Representative:	7
VI. PROJECT DEFINITION.....	7
A. BACKGROUND	7
B. FUNCTIONAL DESCRIPTION OF THE BUILDING.....	7
1. Building Description:.....	7
VII. DESIGN REQUIREMENTS	8
A. DESIGN TOPIC	8
1. Sub Topic	Error! Bookmark not defined.
B. EXISTING DOCUMENTATION	8
VIII. PERMITS & APPROVALS	8
A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT	8
B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS.....	11
IX. ENERGY INCENTIVE PROGRAM.....	11
X. ALLOWANCES.....	12
A. PLAN REVIEW AND PERMIT FEE ALLOWANCE.....	12

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

- 1. Permits: 12
- 2. Permit Costs: 12
- 3. Applications: 12
- 4. Consultant Fee: 12

XI. SOW SIGNATURE APPROVAL SHEET 14

XII. CONTRACT DELIVERABLES 15

XIII. EXHIBITS 15

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

I. OBJECTIVE

The objective of this project is to address and mitigate flooding issues at the Historic New Bridge Landing site. Additionally, site work including parking and pedestrian access upgrades will be designed and constructed. These objectives will take into account the plans for a future Visitors Center that would be part of a future project.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

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

- **P005 Civil Engineering**

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

- **P031 Archeology**

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

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$500,000.00

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

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$750,000.00

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

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

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

C. CONSULTANT’S FEES

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

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

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

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Design Development Phase	50% (Minimum) 42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
2. Final Design Phase	100% 84
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
3. Final Design Re-Submission to Address Comments	7
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
4. DCA Submission Plan Review	30
5. Permit Application Phase	21
• <i>Issue Plan Release</i>	14
6. Bid Phase	42
7. Award Phase	28

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

8. Construction Phase

180

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

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

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

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

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

1201 Main Street
River Edge, Bergen County, NJ

Latitude 40.913464
Longitude -74.031501

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

B. PROJECT TEAM MEMBER DIRECTORY

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

1. 1.DPMC Representative:

Name: _____
Address: Division of Property Management & Construction

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609)
E-Mail No:

2. Client Agency Representative:

Name: William White
Address: 275 Freehold-Englishtown Rd.
Englishtown, NJ 07726
Phone No: 609-802-5886
E-Mail No: william.white@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Historic New Bridge Landing in River Edge, NJ, holds a significant place in American History, particularly during the Revolutionary War. Its strategic location at the narrows of the Hackensack River made it a crucial crossing point. The “New Bridge” itself, and the surrounding area, became a focal point for military activity. Most notably, it served as a critical point in General Washington’s retreat from British forces in November 1776. The area witnessed numerous skirmishes and served as a military encampment, highlighting its importance in the struggle for independence.

Beyond its military significance, Historic New Bridge Landing was also a vital commercial hub. The location facilitated trade and transportation, with the Hackensack River serving as a key waterway. The area developed into a prosperous mill hamlet, where agricultural products and iron goods were shipped. The presence of structures like the Zabriskie-Steuben House, and the later construction of the swing bridge, reflect the evolving history of the area, from its colonial origins to its role in the development of the region. Today, New Bridge Landing stands as a preserved historical site, offering a glimpse into the past.

B. FUNCTIONAL DESCRIPTION OF THE SITE

Site Description:

The Historic New Bridge Landing site encompasses five historic structures and a bridge over the Hackensack River on approximately xx.xx acres. Public parking and pedestrian pathways are also present.

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

VII. DESIGN REQUIREMENTS

A. DESIGN TOPIC

- Flood control and mitigation concepts will be designed and implemented to better address the current conditions of the site
- Parking and pedestrian access improvements will be developed and implemented

B. EXISTING DOCUMENTATION

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- When this draft SOW is finalized with the State of New Jersey Treasury Department Division of Property Management and Construction, we will list all of the documents previously developed and provided (BW)

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

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

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

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

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

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

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

1. NJ Uniform Construction Code (NJUCC) Plan Review

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

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

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

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

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

Joyce Spitale, DPMC
PO Box 235
Trenton, NJ 08625-0235
Joyce.Spitale@treas.nj.gov 609-943-5193

The Consultant shall complete the NJUCC “Plan Review Fee Schedule”, determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph XI.A.
The NJUCC “Plan Review Fee Schedule” can be found at:

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

2. NJ Uniform Construction Code Permit

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

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

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

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

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

3. Prior Approval Certification Letters:

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

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

4. Multi-building or Multi-site Permits:

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

5. Special Inspections:

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

Bulletin 03-5 can be found at:

http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition:

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

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

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

b. Responsibilities:

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

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

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

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

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

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

IX. ENERGY INCENTIVE PROGRAM

The Consultant shall review the programs available on the "New Jersey's Clean Energy Program" website at: <http://www.njcleanenergy.com> as well as New Jersey electric and gas utility websites to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for "New Jersey Clean Energy Program" or utility approved rebates and incentives.

Consultant shall identify all rebates and incentives in their technical proposal.

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

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

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

X. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

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

3. 1.Permits:

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

4. 2.Permit Costs:

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

NOTE: The NJ Uniform Construction Code permit is excluded since it will be paid for by the State.

5. 3.Applications:

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

6. 4.Consultant Fee:

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

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

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

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

XI. SOW SIGNATURE APPROVAL SHEET

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

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: _____
NAME, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: _____
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: _____
NAME, TITLE DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: _____
NAME, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: _____
RICHARD FLODMAND, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

PROJECT NAME:
PROJECT LOCATION:
PROJECT NO:
DATE:

XII. CONTRACT DELIVERABLES

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

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

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

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

XIII. EXHIBITS

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

END OF SCOPE OF WORK
