SCOPE OF WORK

Feasibility Assessment Study

Department of Transportation Secaucus Maintenance Yard
Secaucus, Hudson County, N.J.

PROJECT NO. T0544-01

STATE OF NEW JERSEY

Honorable Chris Christie, Governor
Honorable Kim Guadagno, Lt. Governor

DEPARTMENT OF THE TREASURY

Andrew P. Sidamon-Eristoff, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: 3-9-15
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I. OBJECTIVE

The objective of this project is to conduct a Feasibility Assessment Study for the New Jersey Department of Transportation’s Secaucus Maintenance Yard. This study shall determine and identify all pertinent and/or applicable issues affecting the proposed construction of a new 5,000 Sq. Ft. maintenance crew facility, installation of a 500 gal gasoline and a 500 gal diesel fueling stations, construct a minimum 500 ton salt storage structure, install new site lighting and install a continuous duty backup generator. In addition, portions of the existing maintenance crew facility are to be removed and the remaining structure is to be renovated. The study shall include possible locations for these functions, circulation patterns, identify all necessary site improvements and provide cost estimates.

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:

- P009 Soils Engineering
- P011 Environmental Engineering
- P015 Land Surveying
- P025 Estimating/ Cost Analysis

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 SCHEDULE

A. SCOPE OF WORK FEASIBILITY ASSESSMENT SCHEDULE

The following schedule identifies the estimated study phases for this project and the estimated durations.
### PROJECT PHASE | ESTIMATED DURATION (Calendar Days)
---|---
1. Preliminary Draft Assessment Study & Presentation | 90
  - Project Team Review & Comment | 21
2. Final Draft Assessment Study & Presentation | 35
  - Project Team Review & Comment | 21
3. Final Assessment Study & Presentation | 28

#### B. PRELIMINARY ASSESSMENT STUDY SCHEDULE

The Consultant shall submit a bar chart schedule with their technical proposal that is similar in format and detail to the schedule depicted in Exhibit ‘A’. The bar chart schedule developed by the Consultant shall reflect their recommended project phases, phase activities, and 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.

#### C. APPROVED ASSESSMENT STUDY SCHEDULE

The Consultant shall issue the approved project Assessment Study schedule at the first kickoff meeting. This schedule will be binding for the Consultant’s activities and will include the start and completion dates for each activity. The Consultant and Project Team members shall use this schedule to ensure that all milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each study phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the overall project schedule.

### IV. PROJECT SITE LOCATION & TEAM MEMBERS

#### A. PROJECT SITE ADDRESS
The location of the project site is:

    NJDOT Secaucus Maintenance Yard
    25 Meadowlands Parkway
    Secaucus, NJ 07094

See Exhibit ‘B’ for the project site plan.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. DPMC Representative:

   Name: Pat Papero, Project Manager
   Address: Division Property Management & Construction
            20 West State Street, 3rd Floor
            Trenton, NJ 08608-1206
   Phone No: (609) 633-3745
   E-Mail No: Pasquale.Papero@treas.state.nj.us

2. Client Agency Representative:

   Name: George Schwarz, Client Project Manager
   Address: Department of Transportation
            1035 Parkway Avenue
            Trenton, New Jersey 08625
   Phone No: (609) 530-2878
   E-Mail No: George.Schwarz@dot.state.nj.us

V. PROJECT DEFINITION

A. BACKGROUND

The NJDOT Secaucus Maintenance Yard had sustained severe flood damage from Super Storm Sandy. The existing maintenance crew building is a t-shaped, one-story, block building with a slab on grade, and is approximately 5,000 square feet. The building contains six (6) garage bays, administrative offices, men’s and women’s lockers and restrooms.

The Agency is proposing to build a new 5,000 Sq. Ft. one (1) story maintenance crew building with a minimum of three (3) garage bays, (a 1-story building is preferred but a 2-story may be
acceptable to Client, as an alternative, if absolutely necessary) a new salt storage structure with a 500 ton capacity (minimum), new 500 gal gasoline and a 500 gal diesel fueling stations, new site lighting system, a continuous duty backup generator to power the entire yard and all buildings, and to re-grade/repave the entire site.

The existing administrative offices have been flooded on several occasions. The last time was by Super Storm Sandy and has pulled away from the main part of the building. The Agency intends to remove this portion of the building and renovate the remaining structure.

The Agency is seeking this feasibility study to determine if it is physically possible and affordable to construct these facilities given the site restrictions.

B. FUNCTIONAL DESCRIPTION OF THE SITE

The NJDOT Maintenance Yard is situated on a 2.28 acre site containing an existing maintenance crew building with a 6-bay garage, a temporary office trailer, a separate 2-bay garage and other lesser structures. See Exhibit ‘C’ for an overhead view of the existing site.

VI. FEASIBILITY ASSESSMENT STUDY REQUIREMENTS

A. GEOTECHNICAL INVESTIGATION

The geo-technical requirements shall include but not be limited to the following information:

1. Soil Borings:

Obtain soil borings of sufficient quantity to identify any conditions that may impact the design for any footings, foundations, utility trenches, sidewalks, parking lots, etc.

All soil boring data/results shall be included in the Feasibility Assessment Report.

2. Soil Boring Drawings:

Obtain soil borings of sufficient quantity to identify any conditions that may impact the design for any footings, foundations, utility trenches, sidewalks, parking lots, etc.

Provide a plot plan giving dimensioned locations of the test borings on the topographic/utility survey plan. Provide vertical sections for each boring plotted and graphically presented showing the number of borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer. Note the location of strata containing organic materials, wet materials, or other inconsistencies that might affect the engineering conclusions.
Describe the existing surface conditions, and summarize the subsurface conditions found to be present on the site. Present a profile and/or topographic map of rock or other bearing stratum.

Provide four (4) bound copies of the soil boring laboratory report from a pre-qualified Testing Lab that includes an assessment of the core samples soil properties.

3. Water Table:

Identify the maximum elevation of the water table at the construction site to determine how it will impact the design for any footings, foundations, trenches, underground utilities, and site drainage.

B. SITE SURVEYS

Conduct all necessary surveys including, but not limited to: topographical, utilities, high water line, floodplain delineation, wetlands delineation and any, and all, other features necessary to obtain all required approvals. Identify the base flood elevation at the site to determine how it will impact the design for any footings, foundations, trenches, underground utilities, and site drainage.

The Consultant shall complete all project surveys necessary to gain construction approval to satisfy all Federal, State, Local Agencies and Authorities having jurisdiction.

1. Boundary Survey:

Obtain all field measurements and record all data necessary to provide an accurate boundary survey to determine the property lines of the site. Determine the extent of any easements or encroachments and show the limitations imposed on the property by the State or Local regulations.

2. Boundary Survey Drawing:

Provide a scaled boundary survey drawing that depicts the property boundary lines on the drawing with base lines or random traverse points tied to the existing structures where appropriate. Show datum, benchmark, and north arrow in relation to the property lines. Benchmarks must be well defined and described.

Include adjoining highways and streets outside the property lines where appropriate for ingress and egress information.
3. **Underground Utility Investigation:**

Utility mark-outs will be done to facilitate the design. The Consultant shall conduct an investigation that will identify the dimensioned horizontal and vertical locations of any underground utility on the construction site using ground penetrating radar. Also identify any large manmade or natural underground obstructions that may impact the installation of the new footings, foundations, storm drains, etc.

4. **Underground Survey Drawing:**

Show the dimensioned locations of all findings on the appropriate drawing and include details showing the requirements for their removal, replacement, or relocation if required.

C. **ENVIRONMENTAL ASSESSMENT**

1. **Description of the Proposed Project:**

Explain the purpose of the project including a description of the services being provided, and the extent of benefits realized by the Client Agency. Describe the setting of the project site, the operational features of the facility, and the availability of utility infrastructure. Provide a list of permits, licenses, and certifications necessary for the approval of the project and their status.

2. **Description of the Environment Prior to the Implementation of the Project:**

Include a comprehensive brief description of the existing environmental conditions at the site. Describe the natural geological, hydrological, and biological resources of the area including any endangered species. Describe the man-made resources including site land use, transportation patterns, zoning, population density and demographics. Describe the human resources including the social factors, aesthetic features, historical, archeological, and architectural aspects of the environment.

3. **Probable Environmental Impact of the Project if Implemented:**

Identify and describe both primary and secondary environmental impacts, beneficial and adverse, anticipated from the proposed project on all natural, man-made, human, and economic resources during all aspects of the site preparation, construction and operation.

4. **Methods of Mitigating Adverse Environmental Impacts:**

Discuss the remedial, protective, and mitigation measures to be taken as part of the project in response to adverse environmental impacts. Mitigating measures refer to those methods used to
ensure that the project is brought into compliance with all governing regulations including, but not limited to air, water quality, noise control, solid waste, radiation, and land use regulations.

5. **Avoidance of Adverse Environmental Impacts:**

Describe in detail those impacts which cannot be reduced to acceptable levels, their implications, and the reasons why the action is being proposed notwithstanding their effect. Where abatement measures can reduce adverse impacts to acceptable levels, discuss the effectiveness, costs of the abatement measures, and the basis for considering the adequacy of the determination.

6. **Alternatives to the Proposed Project:**

The analysis of alternatives should be sufficiently detailed and rigorous to permit independent and comparative evaluation of the benefits, costs, and environmental risks of the proposed project and each reasonable alternative.

7. **Environmental Assessment Report:**

The level of description of the existing environment and the level of impact analysis in the Environmental Assessment should be comparatively brief, approximately 10-15 pages in length, except in unusual cases where a proposal is so complex that a concise document may not be sufficient or where it is extremely difficult to determine whether the proposal could have significant environmental effects. It should also be noted that some items referenced in the categories above may not be applicable to this project and will not need to be addressed in the assessment.

The final scope of the Environmental Assessment and the submission/approval requirements should be discussed between the Consultant and the Department of Environmental Protection (DEP) prior to initiation. The document shall be prepared and submitted to the DEP for approval early in the design process to prevent delays in the project schedule.

Six (6) bound copies of the approved DEP Environmental Assessment shall be submitted to the DPMC Project Manager for distribution.

**D. PROPOSED SITE LAYOUT AND IMPROVEMENTS**

1. **Proposed Site Layout**

The Consultant shall conduct interviews with the Client Agency to fully understand the site operations and required circulation pattern. The Consultant shall provide a proposed site layout identifying where the improvements can be located based on the information obtained from the site investigation and Agency interviews.
2. Site Improvements:

The Consultant shall identify all site improvements required to achieve the proposed site layout including, but not limited to:

**Storm Water Drainage System:**

Provide a drawing that will depict the storm water management drainage system required to provide the water quality and quantity reductions in accordance with the applicable jurisdictional agency requirements. Show the horizontal and vertical dimensions of all storm drain inlets, underground piping, line sizes, and connection details to the underground detention area and water quality basin structure.

**Re-grade Site:**

Provide a schematic plan to re-grade where necessary in order to construct all new structures above flood elevation and to provide proper water drainage.

**Site Lighting:**

The existing yard lighting system is to be fully upgraded to provide adequate night-time illumination for security and emergency response activities.

E. PERMITS & APPROVALS

The Consultant shall identify any, and all, permits and approvals which may be required for this project including all Federal, State, Local Agencies and Authorities having jurisdiction including, but not limited to: NJ Department of Agriculture: Soil Erosion; NJ Department of Community Affairs: UCC Permit for Building Construction; NJ Department of Environmental Protection: Equipment Emissions, Fuel Storage for Vehicles, Environmental Assessment Statement (CCE in excess of $1m), Environmental Impact Statement (CCE in excess of $5 m & 5 acres), Waterfront Development (RIPARIAN), Wetlands Development Permit, Divert Surface Water, Water Lowering, Dredge and Fill; Hackensack Meadowlands Development Commission: Construction within Meadowlands; etc.

The Consultant shall provide their professional opinion of “how likely” it will be that these approvals might be obtained, estimated costs and timeframes.

F. PROPOSED PROJECT COSTS AND ESTIMATES
1. **Proposed Project Costs**

The Consultant shall determine the construction cost estimate (CCE) and current working estimate (CWE) for the facility improvements described in the Facility Assessment Study. Project cost items shall include, but not limited to: construction costs, Consultant design and construction administration fees, testing costs, affirmative action, DPMC management fees, contingencies, permits, allowances, and escalation factors for the anticipated construction year of the facility improvements.

2. **Professional Cost Estimator**

The Consultant or Sub-Consultant providing the cost estimates must be pre-qualified with DPMC in the Estimating/Cost Analysis Specialty Discipline.

All cost estimates shall be adjusted for regional location, site factors, construction phasing, building use groups, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form for each improvement recommended with a detailed construction cost analysis in CSI format for all appropriate divisions and sub-divisions.

**G. PROPOSED DESIGN AND CONSTRUCTION SCHEDULE**

The Consultant shall submit a project design and construction bar chart schedule with their final draft assessment study that is similar in format and detail to the schedule depicted in **Exhibit ‘A’**. The bar chart schedule developed by the Consultant shall reflect their recommended project phases, phase activities, activity durations.

**H. PROJECT COMMENCEMENT**

A study 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:

1. **Project Directory:**

   Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted throughout the duration of this project.

2. **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.

3. Existing Documentation:

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

- **DBC/5328/5451 New Maintenance Building, New Jersey Department of Transportation, Dated 1/2/69, Prepared by Leo Rutenberg, AIA Architect**

- **New Road Maintenance Crew Facility, Boundary and Topographic Survey, Dated 4/18/95, Prepared by MEGA Engineering, Inc**

- **New Road Maintenance Crew Facility, Diagrammatic Floor Plan and Schematic Site Study, Dated 5/31/95, Prepared by MEGA Engineering, Inc**

- **Various Overhead Site Plans and Information**

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.

4. Scope of Work:

Review the responsibilities and the submission requirements identified in this Scope of Work with the Project Team members including, contract deliverables and coordination of activities at the site.

I. FEASIBILITY ASSESSMENT STUDY MEETINGS & PRESENTATIONS

1. Feasibility Assessment Study Meetings:

Conduct the appropriate number of review meetings with the Project Team members and NJDOT Environmental Group during each study phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the study criteria and the various alternatives considered to meet the project requirements.
objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the study and solutions proposed.

Record the minutes of each design meeting and distribute within five (5) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Feasibility Assessment Study Presentations:

The minimum number of study presentations required for each phase of this project is identified below for reference:

Feasibility Assessment Study Kick-Off Meeting/ Presentation

Preliminary Draft Feasibility Assessment Study: One (1) oral presentation with submission at phase completion.

Final Draft Feasibility Assessment Study: One (1) oral presentation with submission at phase completion.

Final Feasibility Assessment Study: One (1) oral presentation with submission at report completion.

VII. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant’s own financial risk.

VIII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section X. of this Scope of Work and described in the DPMC Procedures for Architects and Engineers Manual.
C. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, project team comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½” x 11” bound “booklet” format.
IX. 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 assessment study criteria and 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:  
RONALD KRAEMER, JR., PROJECT MANAGER  
DPMC PROJECT PLANNING & INITIATION  
3/9/15

SOW APPROVED BY:  
JAMES MCKENNA, ASSIST. DEPUTY DIRECTOR  
DPMC PROJECT PLANNING & INITIATION  
3/10/15

SOW APPROVED BY:  
GEORGE SCHWARZ, CLIENT PROJECT MANAGER  
DEPARTMENT OF TRANSPORTATION  
03-20-15

SOW APPROVED BY:  
PASQUALE PAPERO, DESIGN PROJECT MANAGER  
DPMC PROJECT MANAGEMENT GROUP  
3/10/15

SOW APPROVED BY:  
RICHARD FLODMAND, DEPUTY DIRECTOR  
DIV PROPERTY MGT & CONSTRUCTION  
3/26/15
X. CONTRACT DELIVERABLES

PRELIMINARY FEASIBILITY ASSESSMENT STUDY PHASE:

6.1 Project Schedule (Bar Chart Format)

6.2 Meetings & Minutes (Minutes within five (5) calendar days of meeting)

6.3 Correspondence

6.4 Submission Requirements

6.4.1 A/E Statement of Site Visit

6.4.3 Special Features Description: communications, security, fire protection, special structural features, etc.

6.4.4 Site Evaluation

6.4.5 Borings, Surveys, and Soils Analysis

6.4.8 Identify Regulatory Agency Approvals

6.4.8.1 NJ Department of Agriculture

(a) Local Soil Conservation District (land disturbance over 5000 s.f.)

6.4.8.2 NJ Department of Community Affairs

(a) UCC Permit for Building Construction

6.4.8.3 NJ Department of Environmental Protection

(a) Equipment Emissions
(b) Fuel Storage for Vehicles
(c) Coastal Development (CAFRA)
(d) Environmental Assessment Statement (CCE in excess of $1m)
(e) Environmental Impact Statement (CCE in excess of $5 m & 5 acres)
(f) Waterfront Development (RIPARIAN)
(g) Wetlands Development Permit
(h) Divert Surface Water
(i) Water Lowering
(j) Dredge and Fill

6.4.8.9 Hackensack Meadowlands Development Commission

(a) Construction within Meadowlands District

6.4.9 Utility Availability for:
Sanitary Service
Storm Water
Domestic Water
Gas Service
6.4.10 Drawings: 6 sets
   - Cover Sheet (See A/E Manual for format)
   - Existing Site Plan
   - Existing Site Utility Plan

6.4.12 Proposed Construction Cost Estimate in CSI Format & Cost Analysis 38 Form
6.4.13 Bar Chart of Proposed Design and Construction Schedule
6.4.14 Oral Presentation of Submission to Project Team
6.4.15 SOW Compliance Statement
6.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
6.4.17 Deliverables Submission in Booklet Form: 7 sets

6.5 Approval
   6.5.1 Respond to Submission Comments

FINAL DRAFT FEASIBILITY ASSESSMENT STUDY

7.1 Project Schedule (Update Bar Chart Schedule)

7.2 Meetings & Minutes (Minutes within five (5) calendar days of meeting)

7.3 Correspondence

7.4 Submission Requirements
   7.4.1 A/E Statement of Site Visit
   7.4.3 Special Features Description
   7.4.4 Site Evaluation
   7.4.5 Borings, Surveys, and Soils Analysis
   7.4.8 Regulatory Agency Approvals (See Section 6.4.8 for listing)
   7.4.9 Confirm Utility Availability (On Site & Public)
   7.4.10 Drawings: 6 sets
      - Cover Sheet (See A/E Manual for format)
      - Existing Site Plan
      - Existing Site Utility Plan
      - Proposed Site Layout
   7.4.12 Proposed Construction Cost Estimate in CSI Format & Cost Analysis 38 Form
   7.4.13 Bar Chart of Proposed Design and Construction Schedule
   7.4.14 Oral Presentation of Submission to Project Team
   7.4.15 SOW Compliance Statement
   7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)
7.4.17 Deliverables Submission in Booklet Form: 7 sets

7.5 Approval

7.5.1 Respond to Submission Comments

7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis
Figure 7.4.16 Submission Checklist

FINAL FEASIBILITY ASSESSMENT STUDY

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting & Minutes (Minutes within five (5) calendar days of meeting)

8.3 Correspondence

8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit
8.4.3 Special Features Description
8.4.4 Site Evaluation
8.4.5 Borings, Surveys, Soils Analysis
8.4.6 Fine Arts Inclusion
8.4.7 Framed Rendering and Photographs
8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)
8.4.10 Drawings: 6 sets
8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
8.4.13 Bar Chart of Design and Construction Schedule
8.4.14 Oral Presentation of this Submission to Project Team
8.4.15 Plan Review/SOW Compliance Statement
8.4.16 This Submission Checklist
8.4.17 Final Report Submission including: plans, findings, etc., in Booklet Form and Digitally on Compact Disc: 7 copies

8.5 Approvals

8.5.1 Respond to Submission Comments
XI. EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>REPORTS TO ASSOCIATE DIRECTOR OF:</th>
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<tbody>
<tr>
<td>CM</td>
<td>Contract Management Group</td>
<td>Contract Management</td>
</tr>
<tr>
<td>CA</td>
<td>Client Agency</td>
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<tr>
<td>CSP</td>
<td>Consultant Selection and Prequalification Group</td>
<td>Technical Services</td>
</tr>
<tr>
<td>A/E</td>
<td>Architect/Engineer</td>
<td>N/A</td>
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<tr>
<td>PR</td>
<td>Plan Review Group</td>
<td>Technical Services</td>
</tr>
<tr>
<td>CP</td>
<td>Construction Procurement</td>
<td>Planning &amp; Administration</td>
</tr>
<tr>
<td>CON</td>
<td>Construction Contractor</td>
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<tr>
<td>FM</td>
<td>Financial Management Group</td>
<td>Planning &amp; Administration</td>
</tr>
<tr>
<td>OEU</td>
<td>Office of Energy and Utility Management</td>
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</tr>
<tr>
<td>PD</td>
<td>Project Development Group</td>
<td>Planning &amp; Administration</td>
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EXHIBIT ‘A’
<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Description</th>
<th>Reps</th>
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<tbody>
<tr>
<td>CV3001</td>
<td>Schedule/Conduct Pre-design/Project Kick-Off Mtg.</td>
<td>CM</td>
</tr>
<tr>
<td>CV3020</td>
<td>Prepare Program Phase Submittal</td>
<td>AE</td>
</tr>
<tr>
<td>CV3021</td>
<td>Distribute Program Submittal for Review</td>
<td>CM</td>
</tr>
<tr>
<td>CV3022</td>
<td>Prepare &amp; Submit Project Cost Analysis (DPMC-38)</td>
<td>CM</td>
</tr>
<tr>
<td>CV3023</td>
<td>Review &amp; Approve Program Submittal</td>
<td>CA</td>
</tr>
<tr>
<td>CV3024</td>
<td>Review &amp; Approve Program Submittal</td>
<td>PR</td>
</tr>
<tr>
<td>CV3025</td>
<td>Consolidate &amp; Return Program Submittal Comments</td>
<td>CM</td>
</tr>
<tr>
<td>CV3026</td>
<td>Prepare Schematic Phase Submittal</td>
<td>AE</td>
</tr>
<tr>
<td>CV3027</td>
<td>Distribute Schematic Submittal for Review</td>
<td>CM</td>
</tr>
<tr>
<td>CV3028</td>
<td>Prepare &amp; Submit Project Cost Analysis (DPMC-38)</td>
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<td>CV3029</td>
<td>Review &amp; Approve Schematic Submittal</td>
<td>CA</td>
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<td>CV3030</td>
<td>Review &amp; Approve Schematic Submittal</td>
<td>PR</td>
</tr>
<tr>
<td>CV3031</td>
<td>Consolidate &amp; Return Schematic Submittal Comments</td>
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<tr>
<td>CV3032</td>
<td>Prepare Design Development Phase Submittal</td>
<td>AE</td>
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<tr>
<td>CV3033</td>
<td>Distribute D. D. Submittal for Review</td>
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<tr>
<td>CV3034</td>
<td>Prepare &amp; Submit Project Cost Analysis (DPMC-38)</td>
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<td>CV3035</td>
<td>Review &amp; Approve Design Development Submittal</td>
<td>CA</td>
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<tr>
<td>CV3036</td>
<td>Review &amp; Approve Design Development Submittal</td>
<td>PR</td>
</tr>
<tr>
<td>CV3037</td>
<td>Consolidate &amp; Return D.D. Submittal Comments</td>
<td>CM</td>
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<td>CV3038</td>
<td>Prepare Final Design Phase Submittal</td>
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<tr>
<td>CV3039</td>
<td>Distribute Final Design Submittal for Review</td>
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<tr>
<td>CV3040</td>
<td>Review &amp; Approve Final Design Submittal</td>
<td>CA</td>
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<tr>
<td>CV3041</td>
<td>Review Final Design Submittal for Constructability</td>
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<tr>
<td>CV3042</td>
<td>Prepare Final Design Phase Submittal</td>
<td>OCS</td>
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</table>

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

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Exhibit "A"
<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Description</th>
<th>Repn</th>
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<tbody>
<tr>
<td>CV3005</td>
<td>Review &amp; Approve Final Design Submittal</td>
<td>CM</td>
</tr>
<tr>
<td>CV3006</td>
<td>Consolidate &amp; Return Final Design Comments</td>
<td>CM</td>
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<td>CV3007</td>
<td>Prepare &amp; Submit Permit Application Documents</td>
<td>AE</td>
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<td>CV3008</td>
<td>Prepare &amp; Submit Bidding Cost Analysis (DFMC-38)</td>
<td>CM</td>
</tr>
<tr>
<td>CV3001</td>
<td>Review Constr. Documents &amp; Secure UCC Permit</td>
<td>PR</td>
</tr>
<tr>
<td>CV3010</td>
<td>Provide Funding for Construction Contracts</td>
<td>CA</td>
</tr>
<tr>
<td>CV3020</td>
<td>Secure Bid Clearance</td>
<td>CM</td>
</tr>
<tr>
<td>CV3001</td>
<td>Advertise Project &amp; Bid Construction Contracts</td>
<td>CP</td>
</tr>
<tr>
<td>CV3010</td>
<td>Open Construction Bids</td>
<td>CP</td>
</tr>
<tr>
<td>CV3011</td>
<td>Evaluate Bids &amp; Prep. Recommendation for Award</td>
<td>CM</td>
</tr>
<tr>
<td>CV3012</td>
<td>Evaluate Bids &amp; Prep. Recommendation for Award</td>
<td>AE</td>
</tr>
<tr>
<td>CV3014</td>
<td>Complete Recommendation for Award</td>
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<tr>
<td>CV3020</td>
<td>Award Construction Contracts/Issue NTP</td>
<td>CP</td>
</tr>
<tr>
<td>CV3000</td>
<td>Project Construction Start/Issue NTP</td>
<td>CM</td>
</tr>
<tr>
<td>CV3001</td>
<td>Contract Start/Contract Work (25%) Complete</td>
<td>CON</td>
</tr>
<tr>
<td>CV3002</td>
<td>Preconstruction Meeting</td>
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<tr>
<td>CV3003</td>
<td>Begin Preconstruction Submittals</td>
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<tr>
<td>CV3004</td>
<td>Longest Lead Procurement Item Ordered</td>
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<tr>
<td>CV3005</td>
<td>Lead Time for Longest Lead Procurement Item</td>
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<tr>
<td>CV3006</td>
<td>Prepare &amp; Submit Shop Drawings</td>
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<tr>
<td>CV3007</td>
<td>Complete Construction Submittals</td>
<td>CON</td>
</tr>
<tr>
<td>CV3011</td>
<td>Roughing Work Start</td>
<td>CON</td>
</tr>
<tr>
<td>CV3012</td>
<td>Perform Roughing Work</td>
<td>CON</td>
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<tr>
<td>CV3010</td>
<td>Contract Work (50%) Complete</td>
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<tr>
<td>CV3013</td>
<td>Longest Lead Procurement Item Delivered</td>
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<td>CV3020</td>
<td>Contract Work (75%) Complete</td>
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</table>

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Bureau of Design & Construction Services
Routine Project

Exhibit "A"
<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Description</th>
<th>Rspn</th>
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<tbody>
<tr>
<td>CV0014</td>
<td>Roughing Work Complete</td>
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<tr>
<td>CV0021</td>
<td>Interior Finishes Start</td>
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<tr>
<td>CV0022</td>
<td>Install Interior Finishes</td>
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</tr>
<tr>
<td>CV0029</td>
<td>Contract Work to Substantial Completion</td>
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</tr>
<tr>
<td>CV0031</td>
<td>Substantial Completion Declared</td>
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<tr>
<td>CV0075</td>
<td>Complete Deferred Punch List/Seasonal Activities</td>
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<tr>
<td>CV0079</td>
<td>Project Construction Complete</td>
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<tr>
<td>CV0080</td>
<td>Close Out Construction Contracts</td>
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<td>CV0089</td>
<td>Construction Contracts Complete</td>
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<tr>
<td>CV0099</td>
<td>Close Out A/E Contract</td>
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<tr>
<td>CV0092</td>
<td>Project Completion Declared</td>
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</tbody>
</table>

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Bureau of Design & Construction Services
Routine Project

*Exhibit "A"*
Project Location Plan

DPMC Project T0544-01

Feasibility Assessment Study
DOT Secaucus Maintenance Yard
25 Meadowlands Parkway
Secaucus, NJ 07094

EXHIBIT ‘B’
Aerial View of Building Site

DPMC Project T0544-01

DOT Secaucus Maintenance Yard Renovations
25 Meadowlands Parkway
Secaucus, NJ 07094

EXHIBIT ‘C’
EXHIBIT ‘D’
EXHIBIT ‘D’
EXHIBIT ‘D’
EXHIBIT ‘D’
EXHIBIT ‘D’
EXHIBIT ‘D’
EXHIBIT ‘D’