SCOPE OF WORK

Prototype/Model Secure Juvenile Justice Facility
Various Locations, N.J.

PROJECT NO. S0618-00

STATE OF NEW JERSEY
Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

DEPARTMENT OF THE TREASURY
Elizabeth Maher Muoio, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
Christopher Chianese, Director

Date: September 18, 2018
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I. OBJECTIVE

The New Jersey Juvenile Justice Commission (JJJC) is working to transform its operations to improve outcomes for the youth in its care and custody. The cornerstone of this effort is to ultimately replace existing large, congregate care secure institutions with smaller, state-of-the-art regional facilities that are closer to home, to maximize positive outcomes for youth and to maximize opportunities for family participation in the rehabilitative process. The new facilities should represent best practices in terms of design features that simultaneously enhance the safety of staff and youth while fostering the delivery of rehabilitative and therapeutic services in a normative, developmentally appropriate environment that feels non-institutional.

The objective of this project is to develop a prototype/model secure facility that helps the JJJC achieve this vision. The prototype/model facility shall accommodate 40 juvenile offenders. The prototype/model secure facility plan shall include a conceptual design, with architectural renderings, that includes all elements and program requirements for the new facility.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

Consultants and/or Sub-Consultants should have prior experience in the Juvenile Secure Care Facility field and should also describe any experience with socially responsive architectural projects. Consultants and sub-consultants should be prepared in direct partnership with JJJC to provide support with local community, planning, zoning board and any other pertinent issues that may arise.

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

- P001 Architecture

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

- P025 Estimating/Cost Analysis

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with DPMC in 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 PROTOTYPE/MODEL SECURE FACILITY PLAN SCHEDULE

The following schedule identifies the estimated Prototype/Model Facility Plan phases for this project and the estimated durations.

<table>
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<th>PROJECT PHASE</th>
<th>ESTIMATED DURATION (Calendar Days)</th>
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<td>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</td>
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<td>2. Interviews</td>
<td>7</td>
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<td>• Schedule</td>
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<td>• Conduct</td>
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<td>3. Facility Review (site visits)</td>
<td>14</td>
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<td>• JJC Facilities in NJ</td>
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<td>• Facilities in other States</td>
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<tr>
<td>4. Preliminary Prototype/Model Secure Facility 75% (Minimum)</td>
<td>35</td>
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<tr>
<td>• Project Team Review &amp; Comment</td>
<td>14</td>
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<tr>
<td>5. Final Draft Prototype/Model Secure Facility 95% (Minimum)</td>
<td>28</td>
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<tr>
<td>• Project Team Review &amp; Comment</td>
<td>14</td>
</tr>
<tr>
<td>6. Final Prototype/Model Secure Facility 100%</td>
<td>14</td>
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<tr>
<td>• Project Team Review &amp; Approval</td>
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B. CONSULTANT'S PROPOSED SCHEDULE

The Consultant shall submit a bar chart schedule with their technical proposal. The bar chart schedule developed by the Consultant shall reflect their 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.
C. APPROVED SCHEDULE

The Consultant shall issue the approved schedule at the first design 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 JJC intends to construct three new facilities based on the prototype/model. The locations of the new facilities are:

- Northern Secure Facility
  Location to be Determined

- Central Secure Facility - Ewing Township
  Ashley Avenue and Esther Avenue
  Ewing Township, NJ 08618

- Southern Secure Facility – Winslow Township
  Woodland Drive and Spring Garden Road
  Hammonton, NJ 08037

Refer to Exhibit ‘A’ for the project location plans.

B. PROJECT TEAM MEMBER DIRECTORY

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

1. New Jersey Building Authority Representative:

   Name: Raymond A. Arcario, Executive Director
   Address: New Jersey Building Authority
             50 West State Street, 2nd Floor
             Trenton, NJ 08608-1206
   Phone No: 609-943-4836
   E-Mail: raymond.arcario@treas.nj.gov
2. JJC Representative:

Name: Philip Saglembeni, Project Manager
Address: Juvenile Justice Commission
1001 Spruce Street, Suite 202
Trenton, New Jersey 08625
Phone No: 609-633-8668
E-Mail No: philip.saglembeni@jjc.nj.gov

V. PROJECT DEFINITION

A. BACKGROUND

The New Jersey Juvenile Justice Commission (JJC) is working to transform its operations to improve outcomes for the youth in its care and custody. The cornerstone of this effort is to ultimately replace existing large, congregate care secure institutions with smaller, state-of-the-art regional facilities that are closer to home, to maximize opportunities for family participation in the rehabilitative process.

Specifically, the JJC plans to close the New Jersey Training School for Boys in Monroe Township. The size, design, and age of this 150-year-old facility make it difficult to operate in a safe, therapeutic, and cost-effective manner. The JJC also plans to close the Juvenile Female Secure Care and Intake Facility in Bordentown. These facilities will close once the new regional facilities are built and occupant-ready.

The JJC intends to replace these institutions with three smaller, state-of-the-art youth rehabilitation centers. The new facilities should represent best practice in terms of design features that simultaneously enhance the safety of staff and youth while fostering the delivery of therapeutic services in a normative, developmentally appropriate environment that feels non-institutional.

B. FUNCTIONAL DESCRIPTION OF THE PROTOTYPE/MODEL SECURE FACILITY

The prototype/model secure facility shall accommodate 48 residents, housed in groups of 8, focused on education, training, counseling and mental health services. The proposed facility will include accommodations for both male and female residents to include necessary support space.

The prototype/model secure facility shall meet all applicable American Correctional Association (ACA), Department of Education (DOE) and JJC Suicide Safety Standards.
VI. CONSULTANT REQUIREMENTS

A. INTERVIEWS/MEETINGS

The Consultant shall meet with the Project Team and JJC staff to discuss, confirm, and document the specific program requirements for the prototype/model secure facility.

B. JUVENILE JUSTICE COMMISSION PROGRAM

1. Program

The prototype/model secure facility shall include, but not be limited to, space for the following program elements:

- Education Services (classrooms, library, computer lab, etc.)
- Vocational Training
- Career Services and Reentry offices
- Indoor Gymnasium/Physical Fitness
- Outdoor recreation
- Counseling (individual and group sessions)
- Medical and Dental Services
- Dining
- Day Space
- Single Home-like Rooms for Juvenile Housing
- Specific Accommodations for Female Residents
- Toilet and Shower Facilities in Resident Housing Areas
- Kitchen/Laundry

2. Support Services

The prototype/model secure facility shall include, but not be limited to, space for the following support services:

- Administrative Offices
- Maintenance and Housekeeping
- Secure Recreation Yard
- Secure Vehicle Sally Port
- Secure Intake Area
- Center Control
- Security System/Video Surveillance/PDU System
- Visitation/Multi-Purpose Room
• Clock/Sound Systems
• Radio Communications
• Storage/Lockers (firearms)
• Mechanical Rooms
• Staff & Visitor Parking

C. FACILITY REVIEW

Consultant, along with the Project Team and JJC Staff, will be required to visit current JJC non-secure facilities and existing juvenile detention facilities in other states that are viewed as adhering to the “best practices in juvenile justice” and are considered “state of the art” in the rehabilitation of youth offenders.

Consultant shall include an allowance of $20,000 in his fee proposal for the cost of travel to visit out of state facilities refer to Paragraph VIII, Travel Allowance.

D. CONCEPTUAL BUILDING DESIGN

The Prototype/Model Secure Facility Plan shall include a conceptual design of the proposed building. This shall include building floor plans, exterior elevations and interior elevations.

Consultant shall prepare three “renderings” of the proposed building, each of a different architectural style, and submit them at the “Final Draft Prototype/Model” phase. The Project Team and JJC Staff shall select one of the renderings/styles to serve as the Prototype/Model.

The Prototype/Model Secure Facility Plan shall include a narrative explaining how the “Program” and “Support Services” are addressed in the Prototype/Model Facility.

E. PERMITS AND APPROVALS

Consultant shall identify all permits and approvals required to complete the project, including permit costs and estimated time frames to secure the permits and/or approvals, and include this information in Prototype/Model Secure Facility Plan. Develop a corresponding responsibility matrix for permits and approvals.

F. COST ESTIMATE

Consultant shall include a cost estimate in the Prototype/Model Secure Facility Plan for all building elements of the new facility. The estimate shall be in CSI format (2004 Edition).

The estimate shall include, but not be limited to:

a. Architect/Engineer Design and Construction Administration Fees
b. Construction Cost
c. Permit Cost

G. PROJECT COMMENCEMENT

A pre-design 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 during the phases of this project.

2. Existing Documentation:

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.

This information and all general administrative information, including a narrative summary of the work for this project, shall be included in the report.

3. Project Schedule:

Review and update the Prototype/Model Secure Facility Plan schedule with the Project Team members.

H. PROTOTYPE/MODEL PLAN MEETINGS & PRESENTATIONS

1. Prototype/Model Plan Meetings:

Schedule and conduct the appropriate number of review meetings with the Project Team members and JJC Staff during each phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be
addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the Prototype/Model Plan review meetings.

Record the minutes of each meeting and distribute within three (3) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Prototype/Model Plan Presentations:

Consultant shall formally present the project to the Project Team, JJC Staff and senior management and officials at project phase milestones. The minimum number of presentations required for each phase of this project is identified below for reference:

Preliminary Draft Phase: One (1) oral presentation at phase completion.

Final Draft Phase: One (1) oral presentation at phase completion.

Final Report Phase: One (1) oral presentation at phase completion.

VII. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request in writing to the Project Team any proposed changes to this Scope of Work. The Project Team will comment and forward the request using a DPMC 9d Consultant Amendment Request form to be reviewed and signed, if approved by the Contracting Officer of DPMC. 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. TRAVEL ALLOWANCE

The Consultant shall include an allowance of $20,000 in their fee proposal for potential travel to out of state juvenile facilities.

The allowance shall reimburse the Consultant for:
- Transportation Expenses
- Hotel Expenses
- Meal Expenses

There shall be no markup on the travel allowance expenses, only direct costs shall be reimbursed.

Receipts shall be provided for all expenses to be reimbursed.

IX. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XI of this Scope of Work.

B. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Team at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified as Deliverables shall be presented in an 8½" x 11" bound "booklet" format along with a digital copy provided in a ".pdf" format.
X. 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 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: James Wright, Project Manager
JPMC PROJECT PLANNING & INITIATION

DATE: 9/24/2018

SOW APPROVED BY: Philip Sagnamari, Project Manager
JRC REPRESENTATIVE

DATE: 9/24/2018

SOW APPROVED BY: Raymond A. Arcario, Executive Director
NEW JERSEY BUILDING AUTHORITY

DATE: 9/25/2018

SOW APPROVED BY: Richard S. Froidmand, Deputy Director
DIV PROPERTY MGT & CONSTRUCTION

DATE: 9/26/18
XI. CONTRACT DELIVERABLES

A. Preliminary Draft Prototype/Model Secure Facility Plan
   - 6 Bound Copies
   - 1 Digital Copy in "pdf" Format

B. Final Draft Prototype/Model Secure Facility Plan
   - 6 Bound Copies
   - 1 Digital Copy in "pdf" Format

C. Final Prototype/Model Secure Facility Plan
   - 6 Bound Copies
   - 1 Digital Copy in "pdf" Format

XII. EXHIBITS

A. FUTURE PROJECT LOCATIONS (2 PAGES)

END OF SCOPE OF WORK