

# **SCOPE OF WORK**

## **High Point Monument Rehabilitation Study**

High Point State Park  
Wantage, Sussex County, NJ

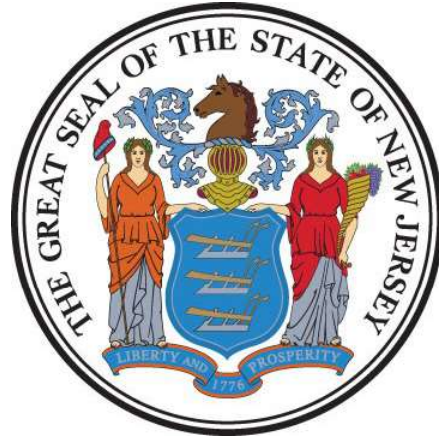
**Project No. P1315-00**

### **STATE OF NEW JERSEY**

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

### **DEPARTMENT OF THE TREASURY**

Elizabeth Maher Muoio, Treasurer



### **DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

Christopher Chianese, Director

**Date: January 4, 2024**

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## **I. OBJECTIVE**

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The objective of this project is to evaluate the existing conditions and potential for rehabilitation of the High Point Monument. A full evaluation is required of the interior and exterior of the monument with supporting systems, such as exterior lighting, to determine the needs, priorities, and potential costs. See **Exhibit ‘B’** for the project site location map.

## **II. CONSULTANT QUALIFICATIONS**

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### **A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS**

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

- **P034 Historic Preservation/Restoration**

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

- **P025 Estimating/Cost analysis**
- **P042 Feasibility Planning**

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**

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### **A. CURRENT WORKING ESTIMATE (CWE)**

The Current Working Estimate (CWE) for this project is \$275,000.

The CWE includes the study cost estimate, contingencies, consulting 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 phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

**B. CONSULTANT’S FEES**

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

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**IV. PROJECT SCHEDULE**

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**A. SCOPE OF WORK SCHEDULE**

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

<b><u>PROJECT PHASE</u></b>	<b><u>ESTIMATED DURATION (Calendar Days)</u></b>
<b>1. Site Access Approvals &amp; Schedule Design Kick-off Meeting</b>	<b>14</b>
<b>2. Preliminary Study Phase</b>	<b>45</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	<b>14</b>
<b>3. Final Study Phase</b>	<b>45</b>
• <i>Project Team &amp; DPMC Plan/Code Unit Review &amp; Comment</i>	<b>14</b>
<b>4. Project Close Out</b>	<b>30</b>

**B. CONSULTANT’S PROPOSED SCHEDULE**

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

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

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

## **V. PROJECT SITE LOCATION & TEAM MEMBERS**

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### **A. PROJECT SITE ADDRESS**

The location of the project site office is:

1480 State Route 23  
Wantage, NJ 07461

The location of High Point Monument:  
88CQ+79 Wantage, New Jersey

See **Exhibit 'B'** for the project site location map.

### **B. PROJECT TEAM MEMBER DIRECTORY**

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

#### **1. DPMC Representative:**

Name: Andrew Daniels, Project Manager  
Address: Division of Property Management & Construction  
20 West State Street, 3<sup>rd</sup> Floor  
Trenton, NJ 08608-1206  
Phone No: (609) 947-5104  
E-Mail No: Andrew.Daniels@treas.nj.gov

#### **2. Department of Environmental Protection Representative:**

Name: Jason Freeborn, Project Manager  
Address: Department of Environmental Protection  
275 Freehold- Englishtown Rd  
Freehold, NJ 07726  
Phone No: (609) 789-8125  
E-Mail: Jason.freeborn@dep.nj.gov

## **VI. PROJECT DEFINITION**

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### **A. BACKGROUND**

High Point, the summit of the Kittatinny Ridge, rises 1,803 feet above sea level — the highest elevation in the state of New Jersey. Kittatinny Ridge is the product of continental collisions that crumpled the earth’s crust, the grinding force of mile-high ice sheets, and centuries of erosion that washed soil and rock into the valleys. The result is a mountain with unrivaled views of three states and a scenic landscape where uncommon plants take root, animals find refuge, and people come to sightsee, play and relax.

Atop the mountain’s summit is the High Point Monument, dedicated to New Jersey’s veterans. This monument and the more than 16,000 acres that comprised High Point State Park were the generous gifts of Anthony and Susie Dryden Kuser in 1923. Beginning in the mid-1800s, people have been refining High Point’s already-inviting natural landscape. Today, as in the past, hiking, camping, swimming, picnicking, sightseeing, snowshoeing and skiing are enjoyed by thousands of visitors each year who come to relax in this beautiful historic landscape.

The monument was built through the generosity of Colonel Anthony R. and Susie Dryden Kuser from Bernardsville, NJ, who also donated the land for High Point State Park, in honor of all New Jersey war veterans. Construction was started in 1928 and completed in 1930.

### **B. FUNCTIONAL DESCRIPTION OF THE BUILDING**

At the top of the 220-foot-high structure, after climbing 291 steps, observers have a breathtaking view of the ridges of the Pocono Mountains toward the west, the Catskill Mountains to the north and the Wallkill River Valley in the southeast. The monument is a granite, obelisk-like tower with a surrounding plaza. Inside is an entrance rotunda with displays that leads to the stairs.

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## **VII. CONSULTANT DESIGN RESPONSIBILITIES**

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### **A. STUDY TOPIC**

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

The Consultant shall provide Inspection and Rehabilitation Study Services to prioritize and estimate required rehabilitation/upgrades for the High Point Monument at High Point State Park. The Study shall follow all codes and standards applicable.

The Rehabilitation Study shall be a full assessment of the current conditions of the monument’s interior, exterior, plaza area, and lighting system. The Study shall include all parts and systems of

the monument including but not limited to the structure, lighting/electrical, stairs, doors, windows, ventilation, drains, paint, grout/mortar, etc. the consultant shall determine the needed rehabilitation/upgrades to bring the monument back into good condition in terms of safety, durability, and presentation to the visiting public. the findings shall be prioritized and have associated estimated costs.

The Consultant shall meet and coordinate with the NJ Department of Environmental Protection (DEP) Office of Resource Development and the High Point State Park staff to outline all requirements necessary for the Rehabilitation Study. The Consultant shall document interviews with DEP and Park Staff to identify their requirements and needs. All specific components and essential items of this project scope, which are required by the Client Agency at those meetings, shall be incorporated into the Study.

The following topics are known areas of interest that shall be included in the study;

**2. Drainage/Moisture Control:**

Interior and exterior drainage shall be inspected, and corrective measures called out. Excessive moisture in the monument has been noted and potential remediation/mitigation shall be included in the findings.

**3. Interior Structure:**

The interior structure of the monument, including but not limited to the stairs, brackets, steel beams, and walls shall be inspected and evaluated. Corrective measures shall be included in the study.

**4. Door, Windows, Ventilation:**

The door, windows, and ventilation of the structure and surrounding frames shall be inspected, and corrective measures included.

**5. Rotunda Heating:**

Currently the moisture/temperature within the monument can still be cool and damp even on the hottest of summer days. Staff working within can easily become uncomfortable and currently use a small portable space heater. A more permanent solution to this issue shall be investigated and results shall be included within the study.

**6. Interior Lighting:**

Current interior lighting shall be inspected and the potential for replacement/energy efficient upgrades shall be included within the Study. Requirements from the park staff for needed display lighting shall be incorporated into the Study.

**7. Flag Poles:**

Upgrading the flag poles to internal lanyard style poles shall be included in the Study.

**8. Exterior Lighting:**

Replacing/upgrading the external monument lighting, including the monument spotlights, shall be included in the Study.

**9. Exterior:**

The exterior condition of the monument shall be analyzed and assessed. Concern of loose and falling mortar has been noted from the monument. Corrective measures shall be included in the findings. Grouting of the plaza area has also deteriorated over time and shall also be noted in the findings. Extreme weather conditions can be observed at the monument and new materials or design may be considered if approvable by the State Historic Preservation Office.

**10. Cost Estimates:**

Project cost estimates shall be presented in a prioritized list. If cost savings could be realized by combining two or more items into a single project, the resulting combined project shall be noted with projected costs as well as by individual items.

**B. MEETINGS & PRESENTATIONS**

**1. Meetings:**

Conduct the appropriate number of review meetings with the Project Team members 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 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 solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.



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

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

## **2. Presentations:**

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

Advisability Study Phase: One (1) oral presentation at phase completion.

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

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

## **C. 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.

- P390: Rehab of Monument, August 01, 1984, Document Preparer by Mbd Martin B. Dassa A.I.A.
- P0841-04: Final Ext & Int Restoration & Sys Upgrade, April 08, 2000, Document Preparer by Holt Morgan Russell Architects.
- P0841-05: Monument Plaza Repair: April 28, 2006, Document Preparer by Holt Morgan Russell Architects.
- P0841-06: Monument Exterior Lighting: September 14, 2007, Document Preparer by Holt Morgan Russell Architects.

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. ENERGY REBATE AND INCENTIVE PROGRAMS**

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The Consultant shall review any and all programs on the State and Federal level to determine if any proposed upgrades to the mechanical and/or electrical equipment and systems for this project qualify for approved rebates and incentives.

The Consultant shall review the programs available on the “New Jersey’s Clean Energy Program” website at: <http://www.njcleanenergy.com> as well as federal websites and New Jersey electric and gas utility websites to determine if and how they can be applied to this project.

The Consultant shall identify all rebates and incentives in their technical proposal and throughout the design phase.

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

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

PROJECT NAME: High Point Monument Rehabilitation Study  
PROJECT LOCATION: High Point State Park  
PROJECT NO: P1315-00  
DATE: January 4, 2024

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## IX. SOW SIGNATURE APPROVAL SHEET

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

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Lucy Ibrahim 01/04/2024  
LUCY IBRAHIM, PROJECT MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 1/4/2024  
JAMES WRIGHT, MANAGER DATE  
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Jason Freeborn 01/04/2024  
JASON FREEBORN, PROJECT MANAGER DATE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SOW APPROVED BY: Andrew Daniels 01/04/2024  
ANDREW DANIELS, PROJECT MANAGER DATE  
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Christopher Geary 1/4/23  
CHRISTOPHER GEARY, ASST. DEPUTY DIRECTOR DATE  
CONTRACTS & PROCURMENT

## **X. CONTRACT DELIVERABLES**

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

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

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

- **ADVISABILITY STUDY PHASE**
- **PRELIMINARY STUDY PHASE**
- **FINAL STUDY REPORT PHASE**
- **PROJECT CLOSE-OUT PHASE**

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## **XI. EXHIBITS**

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

**END OF SCOPE OF WORK**



February 7, 1997  
Rev.: January 29, 2002

### Responsible Group Code Table

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

<u>CODE</u>	<u>DESCRIPTION</u>	<u>REPORTS TO ASSOCIATE DIRECTOR OF:</u>
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

## EXHIBIT 'A'



Activity ID	Description	Response	Weeks
<b>&lt;PROJ&gt;</b>			
<b>Design</b>			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3030	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3040	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	

Sheet 1 of 3

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**EXHIBIT 'A'**

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

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Activity ID	Description	Reph	Weeks
CV3055	Review & Approve Final Design Submittal	CM	
CV3056	Consolidate & Return Final Design Comments	CM	
CV3060	Prepare & Submit Permit Application Documents	AE	
CV3068	Prepare & Submit Bidding Cost Analysis (DPMC-38)	CM	
<b>Plan Review-Permit Acquisition</b>			
CV4001	Review Constr. Documents & Secure UCC Permit	PR	
CV4010	Provide Funding for Construction Contracts	CA	
CV4020	Secure Bid Clearance	CM	
<b>Advertise-Bid-Award</b>			
CV5001	Advertise Project & Bid Construction Contracts	CP	
CV5010	Open Construction Bids	CP	
CV5011	Evaluate Bids & Prep. Recommendation for Award	CM	
CV5012	Evaluate Bids & Prep. Recommendation for Award	AE	
CV5014	Complete Recommendation for Award	CP	
CV5020	Award Construction Contracts/Issue NTP	CP	
<b>Construction</b>			
CV6000	Project Construction Start/Issue NTP	CM	
CV6001	Contract Start/Contract Work (25%) Complete	CON	
CV6002	Preconstruction Meeting	CM	
CV6003	Begin Preconstruction Submittals	CON	
CV6004	Longest Lead Procurement Item Ordered	CON	
CV6005	Lead Time for Longest Lead Procurement Item	CON	
CV6006	Prepare & Submit Shop Drawings	CON	
CV6007	Complete Construction Submittals	CON	
CV6011	Roughing Work Start	CON	
CV6012	Perform Roughing Work	CON	
CV6010	Contract Work (50%+) Complete	CON	
CV6013	Longest Lead Procurement Item Delivered	CON	
CV6020	Contract Work (75%) Complete	CON	

Sheet 2 of 3

Bureau of Design & Construction Services

EXHIBIT 'A'

DRCA - TEST

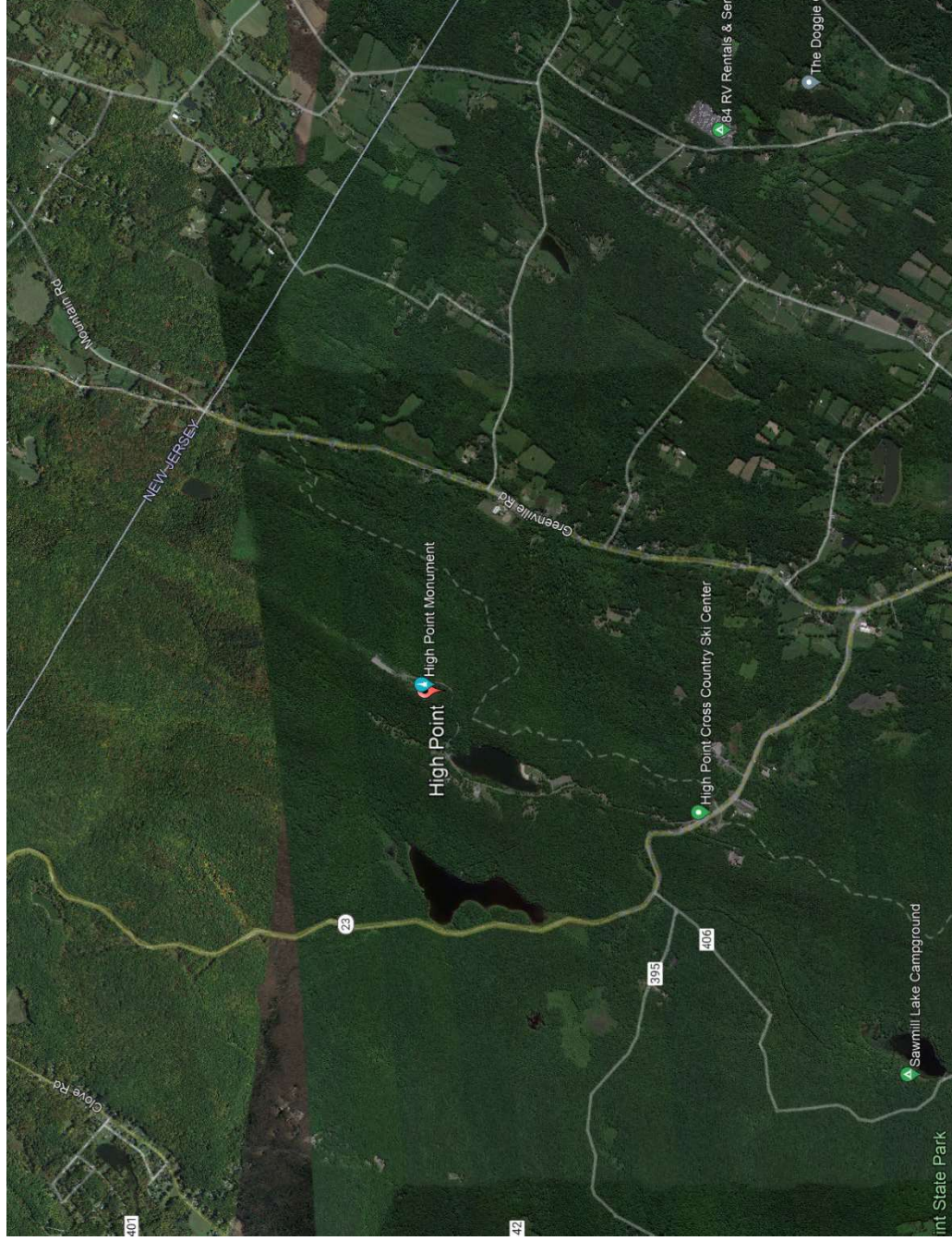
**NOTE:**  
Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.

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# HIGH POINT MONUMENT



# EXHIBIT 'B'



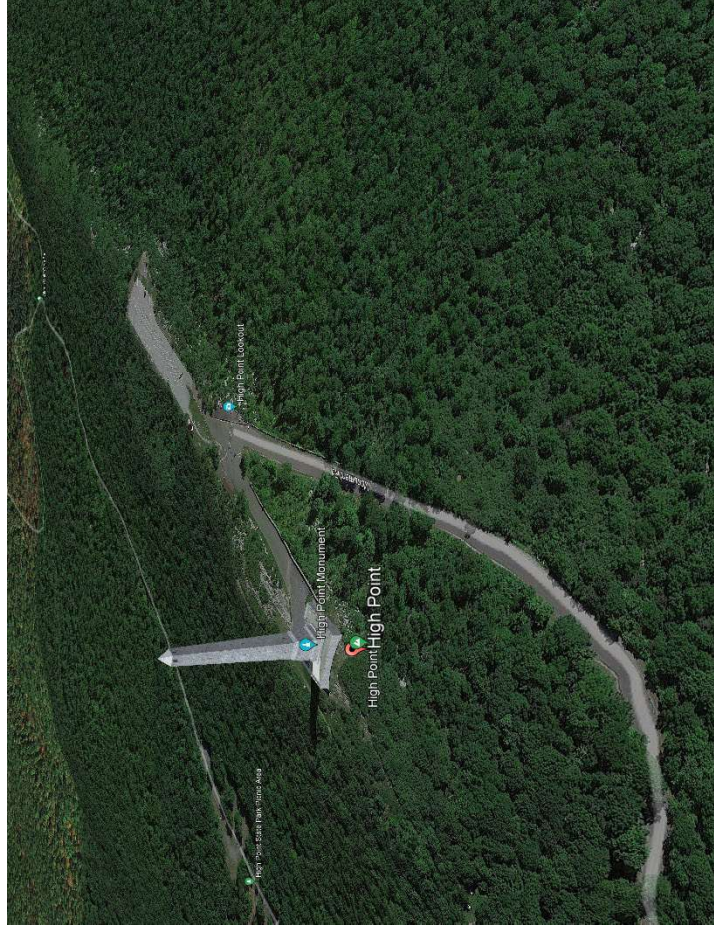
# HIGH POINT MONUMENT



# EXHIBIT 'B'



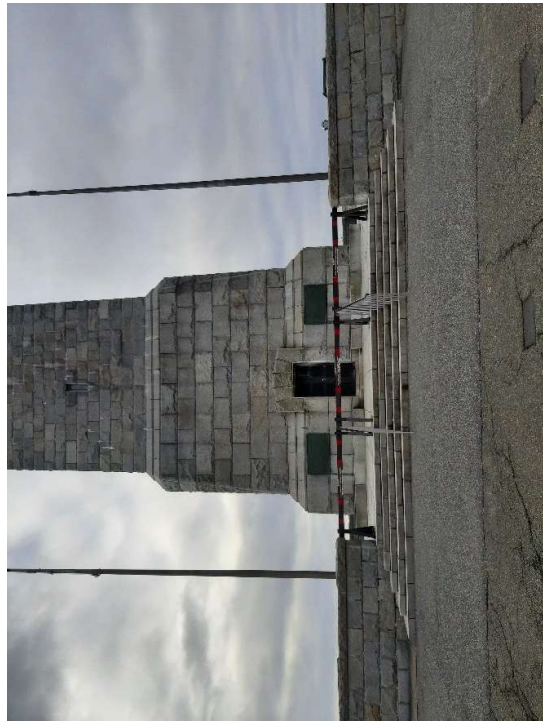
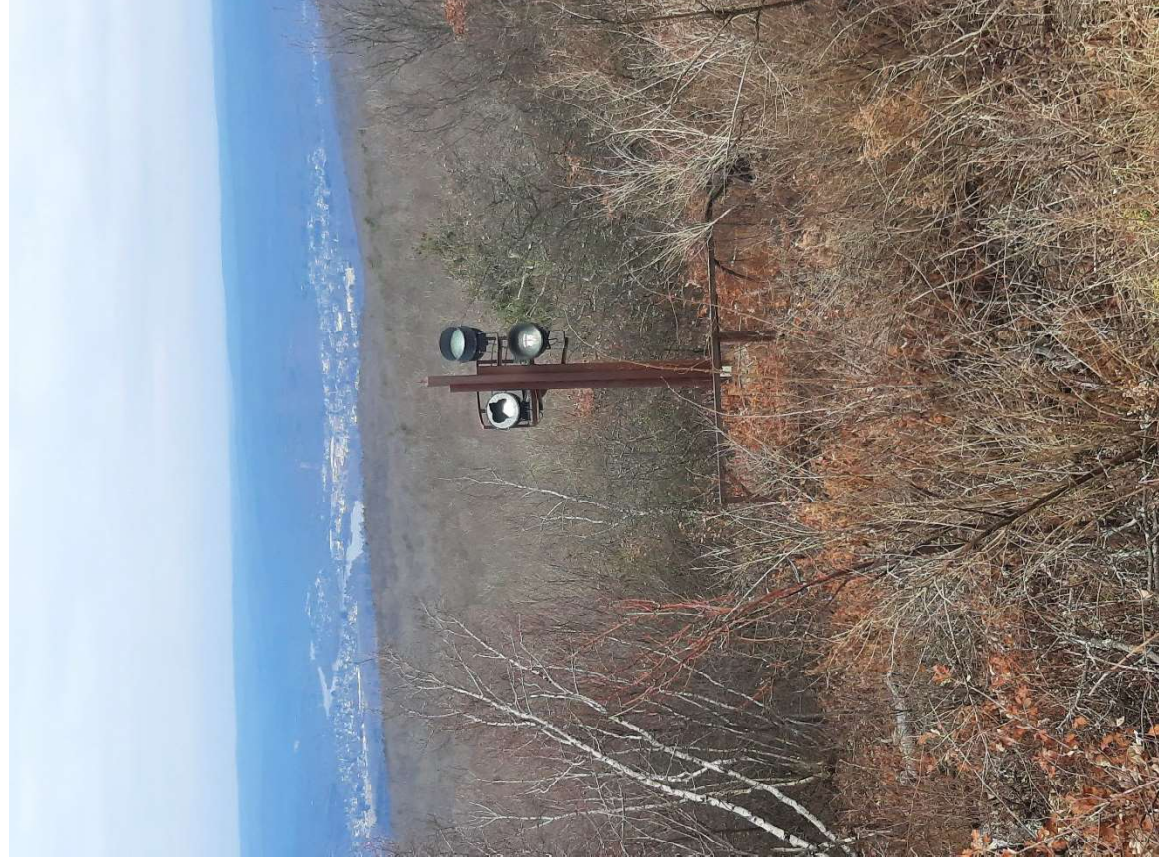
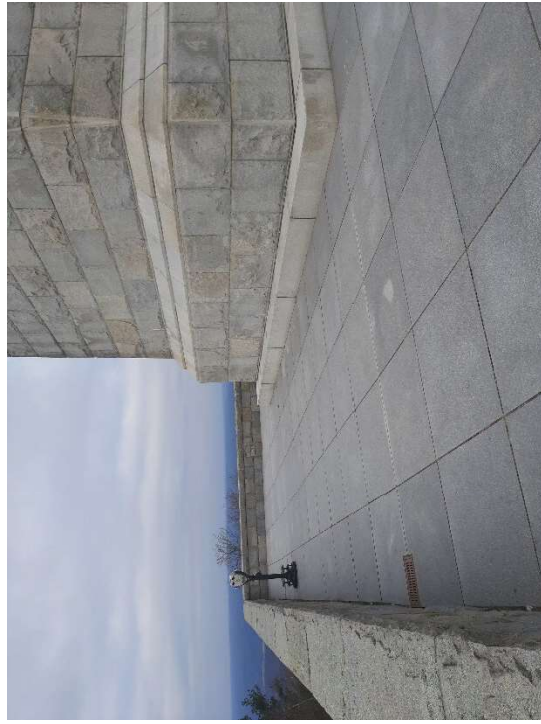
# HIGH POINT MONUMENT



**EXHIBIT 'B'**



# HIGH POINT MONUMENT



# EXHIBIT 'B'



# HIGH POINT MONUMENT



# EXHIBIT 'B'

# HIGH POINT MONUMENT



**EXHIBIT 'B'**