

STATEMENT OF WORK

MARINE FIELD STATION DORMITORY RENOVATION

1. Introduction/Overview.

1.1. Objectives. Rutgers seeks to renovate the Marine Field Station Dormitory to replace worn/damaged building components, increase compliance with health, building and accessibility codes, provide greater resilience, and improve the user experience for students and visitors.

1.2. Contract. This award will be for a term of one (1) year. Any extension to this Contract must be made in writing and signed by both parties. The original terms and conditions will remain in effect for any extension period. Unless otherwise noted, pricing for each optional year is to remain the same as the original contract term.

2. Background. The Marine Field Station Dormitory was constructed by Rutgers in 1994. The building is an integral part of Rutgers' Coastal Campus, along with the adjacent Jacques Cousteau Center, the Marine Field Station on Mullica Bay, and a partnership with the Tuckerton Seaport. The building provides sleeping, bathing, cooking, laundry and study facilities for students. Educational outreach programs for the general public are also conducted at this facility.

3. Nature and Scope of Project.

3.1. Scope of Work Description

- Emergency back-up generator, automatic transfer switches, and associated electrical components to serve both the MFS Dorm and the adjacent Jacques Cousteau Center
- Improve waterproofing, ventilation and access to the crawl space under the building
- Renovate porches – rebuild columns, replace railings, refinish flooring, etc.
- Gut renovation of kitchen and pantry. These two rooms will be combined into a single space, with new cabinets, appliances, finishes, etc. Includes new institutional-grade hoods and ventilation system.
- Remove existing smoke and CO detectors; replace with new combination smoke/CO detectors
- Other work as indicated on drawings

3.2. ADD/ALT #1

- Construct one new accessible toilet room on the first floor and modify adjacent bedrooms
- Replace flooring in entrance vestibule and common room
- Replace ADA entrance ramp
- Replace railings at exterior stairs

3.3. ADD/ALT #2

- Gut renovation of laundry room and conversion of adjacent shower into a janitor's closet

3.4. ADD/ALT #3

- Replace packaged A/C unit serving the first floor

3.5. ADD/ALT #4

- Replace counters, sinks and mirrors at second floor bathrooms

4. Drawings & Specifications.

CS100	Cover Sheet
G101	Code Plans & Notes
G102	Fire-Rated Penetration Details
D100	Demolition Plan – Foundation & First Floor
D101	Demolition Plan – Second Floor & First Floor RCP
A100	Plot Plan & Details
A101	Proposed Site/Building Staging/Phasing Plan
A102	Alternate Plans
A201	Crawlspace Plan
A202	First Floor Plan & Details
A203	Second Floor Plan
A204a	Kitchen Plans & Elevations
A204b	Kitchen Plans – RCP & Equipment
A204c	Kitchen Details
A205	Deck, Railings & Ramp Plans & Details
A206	Laundry/Bathroom
A301	Exterior Elevations
A302	Exterior Elevations
A303	Elevation Details
A400	Building Sections
A401	Building Sections
A500	First Floor RCP
A501	Finish Schedule, Floor Finish Plan, & Floor Transition Details
A600	Door Schedule & Details
C100	Accessibility Guidelines
C101	Accessibility Guidelines
E100	Electrical Cover Sheet
E101	Electrical Specifications
E102	Electrical Specifications
E200	Electrical Lighting First Floor Plan
E300	Electrical Crawlspace Power Plan
E301	Electrical First Floor Power Plan
E302	Electrical Second Floor
E400	Electrical Schedules and Riser
ED100	Electrical Demolition Plan
M100	HVAC Cover Sheet
M101	HVAC Specification Sheet
M102	HVAC Specification Sheet
M200	HVAC First Floor Plan
M201	HVAC Crawlspace Plan
M300	HVAC Schedules
M301	HVAC Details
M302	HVAC Details
P100	Plumbing Cover Sheet
P101	Plumbing Specifications

P300	Plumbing Crawlspace Plan
P400	Plumbing Sanitary Plan
P500	Plumbing Water Supply Plan
P600	Plumbing Gas Supply Plan
P700	Plumbing Riser Diagrams
PD-200	Plumbing Demolition Plan
SP-100	Sprinkler First Floor Plan

Selected Specification Sections as included in the Project Manual

5. Project Conditions.

- 5.1. Scheduling, Sequencing, Coordination and Phasing.** Work may not commence until the schedule for such work is approved by the Owner. Each work operation affecting the existing building shall be reviewed in advance with and be approved by the Owner's representative.
- 5.2. Field Offices.** Due to site restrictions, no field office is permitted on site. Storage trailers are permitted on site with the Owner's permission in locations approved by the Owner.
- 5.3. Temporary Toilet Facilities.** The Contractor shall provide and pay for suitable temporary toilets at an approved location on the site. Toilets shall be the portable chemical type with screened enclosures with door, each having a urinal and water closet and mounted on skids. The Contractor will be responsible for maintenance, removal and relocation.
- 5.4. Utilities.** Contractor may use existing water, sewer and electrical services available in the building. Owner will pay all reasonable costs for utilities used during the course of construction. The Contractor shall make no utility shutdowns nor tie-ins which affect the operations of any utility system (including the fire alarm or fire suppression system) or building without requesting in writing the Owner's permission for shut down no less than seven (7) calendar days prior to the proposed shut down. Actual shutdown time shall be held to the shortest period of time consistent with the operation involved. The Contractor shall advise the Owner of the estimated down time. Local utility companies are to be contacted by the Contractor for scheduling all utility tie-ins.
- 5.5. Life Safety.** The building will remain open for operation and occupied during the entire contract duration. Existing paths of egress must remain unobstructed and free of construction materials, debris, etc. Temporary impairment of the fire alarm or fire suppression systems must be requested in writing as described above. All fire alarm systems must be operational during non-working hours.
- 5.6. Access and Parking.** The Contractor must maintain safe pedestrian and vehicular traffic access to and from the building. The Contractor shall be responsible for keeping all roadways, drives and parking areas within or in proximity to the site free and clear of construction materials and debris. Parking for construction trades and employees is available on site where directed by the Owner.
- 5.7. Waste Disposal.** The Contractor shall legally dispose of all waste materials from the project. The Contractor shall provide dumpsters and regular removal service. The location of the dumpsters must be approved by the Owner. Materials required by law to be recycled shall be disposed of legally at no additional cost to the Owner.
- 5.8. Regulated Waste.** Regulated wastes must be properly disposed of when generated during Renovation and Demolition Projects. This includes but is not limited to the following:
- Hazardous Wastes, Oils & Paints (i.e. Chemicals, Pesticides, Lube Oils, Spray Paints, etc.)
 - Mercury Containing Thermostats, Rechargeable Batteries, Smoke Alarms
 - Lamps/Bulbs & Lighting Ballasts (both Non-PCB & PCB)
 - Consumer Electronics (any item containing a circuit board)
 - Refrigerant Containing Equipment (refrigerators, freezers, A/C units, Chillers, etc.)

All lamps/bulbs regulated as Universal Waste by the NJDEP and lighting ballasts must be removed from fixtures, properly packaged/labeled and disposed of through the University Approved Vendor AERC. (An alternate vendor may be utilized with pre-approval from REHS.) Examples of common Universal Waste lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps. Labels can be obtained from Rutgers Environmental Health & Safety (REHS). Appropriate containers must be obtained from AERC prior to the commencement of work. Typically, fiber tubes are used for bulbs and 55-gallon open-head drums are used for lighting ballasts.

5.9. No Smoking. On January 1, 2023, smoking, as well as the use of all tobacco products, including e-cigarettes and smokeless tobacco products, will be prohibited on all Rutgers campuses and off-campus sites.

- 6. Billing/Payment Requirements.** The Contractor shall submit a monthly invoice in a format acceptable to the Owner requesting payment ("Pay Request") for that portion of the Contract Sum earned by the Contractor in the performance of the Work during the preceding month. Pay Requests shall also indicate the Contractor's estimate of the percentage of completion of the Project. Pay Requests and supporting documentation shall describe with reasonable particularity the Work rendered. Payment term is 45 days due net.
- 7. Prevailing Wage.** Bidder must comply with the New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.26 et seq. The New Jersey Department of Labor's Division of Wage and Hour Compliance information for official Prevailing Wage Rate Determinations can be obtained at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/>
- 8. Performance Bond Requirement.** A performance bond is **not** required for the contracted work.