



**New Elementary School at Henry Street**

NJDOE 3970-S01-01-0760

NJSDA NT-0019-C02-RB1

**Passaic City  
School District**

Addendum #1  
Revised  
Bid Documentation;  
Pre-Bid Minutes;  
&  
General Conditions



RMJM Hillier  
500 Alexander Park CN23  
Princeton NJ 08543  
Phone 609.452.8888

**SKANSKA**  
**SDA**

NJ SCHOOLS DEVELOPMENT AUTHORITY





**NEW ELEMENTARY SCHOOL AT HENRY STREET  
CONTRACT NO. NT-0019-C02-RB1  
ADDENDUM NO. 1  
Date: August 26, 2009**

1 West State Street  
Trenton, NJ 08625  
609-943-5955  
[www.njsda.gov](http://www.njsda.gov)

**NOTICE TO BIDDERS**

“This Addendum is issued for the purpose of amending certain requirements of the Construction Documents, as noted hereinafter, and is hereby made part of and incorporated in full force as part of the Construction Documents. Unless specifically noted or specified hereinafter all work shall conform to the applicable provisions of the Construction Documents”.

Whenever this addendum modifies a portion of any paragraph of the Project Manual, or a portion of any of the drawings, the remainder of the paragraph or drawing affected shall remain in force.

The conditions and terms of the basic specifications shall govern all Work described in this Addendum. Where the conditions of the work and the quality or quantity of materials or workmanship are not fully described in this Addendum, the conditions of work etc., included in the basic specifications for similar items of work shall apply to the work described in the Addendum.

**Bid Due Date:**

**The Bid Due Date will NOT change due to the issuance of this addendum.**

**Bids are to be received until Wednesday, September 16, 2009 at 2:00 PM (local time) at which time the bids will be publicly opened and the lump sum bid price submitted by each bidder will be read.**

**Any bid proposal received after this date and time will be returned unopened.**

**Delivery of Bid Options:**

**If U.S. Mail:**

**NJSDA  
P.O. Box 991  
Trenton, New Jersey 08625-0991**

**If Fed Ex, UPS, Courier, Hand Delivery:**

**NJSDA  
1 West State Street  
First Floor (Wachovia Bank Building)  
Trenton, New Jersey 08625-0991**

**Purpose of Addendum:**

**This addendum is being issued to update and revise Contract Documentation. The Pre-Bid Meeting Agenda/Handout; Pre-Bid Meeting Minutes; and revised General Conditions of the Contract shall now modify these documents along with the following:**

**CONTENTS OF ADDENDUM No. 1:**

**Item No.**

- 1. Reference: **Notice To Bidders:**  
This Cover document for Addendum #1. Page 1 of 4 thru Page 3 of 4, dated Wednesday, August 26, 2009.



NEW ELEMENTARY SCHOOL AT HENRY STREET  
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ADDENDUM NO. 1  
Date: August 26, 2009

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609-943-5955  
[www.njsda.gov](http://www.njsda.gov)

- 2. Return Receipt: **Acknowledgement of Receipt of Addendum #1:**  
Required return receipt of this Addendum #1 from the primary bidders to the PMF, Skanska USA Building Inc., as official recognition and acknowledgement of this addendum. Receipt required before acceptance of the bid by the NJSDA. Page 4 of 4, dated August 26, 2009.
- 3. Update: **Price Proposal Form (revised):**  
Issuance of new Price Proposal Submission form, revised as of 8/25/2009, to be used with submission of bid as recognition of this and all previous addenda. **This form shall replace all previous forms for price proposal submission which were issued as part of the original bid documentation or as part of any previously issued addenda.**
- 4. Update: **Schedule of Contract Documents & Drawing List (revised):**  
Issuance of new Schedule of Contract Documents & Drawing List which is to substitute original document as indicating all Agreement documents including original and addenda documentation.
- 5. Reference: **Pre-Bid Meeting Minutes:**  
Minutes of Pre-Bid Meeting held on Wednesday, August 19, 2009 for this project, pages 1 thru 10.
- 6. Reference: **Pre-Bid Meeting Agenda/Handout consisting of:**
  - Pre-Bid Conference Agenda, dated August 19, 2009, pages 1 thru 8.
  - Schedule of Contract Documents & Drawings List, dated August 11, 2009, pages DL-1 thru DL-14.
  - NJSDA Bid Advertisement, dated August 11, 2009, pages 1 thru 3.
  - Instruction To Bidders, dated 06/09/09, pages IB-1 thru IB-12.
  - NJSDA Project Rating Proposal, dated 9/11/08, pages PRP-1 thru PRP-7.
  - NJSDA Request For Information (RFI) Form NJSDA 655, dated 8/23/07, one page.
- 7. Reference: **NJSDA General Conditions, revised July 16, 2009, pages GC-1 thru GC-102:**
  - Substitute the above revised NJSDA General Conditions for the NJSDA General Conditions, revised February 9, 2009, pages GC-1 thru GC-99 found in the project manual Volume I – General Requirements..



STATE OF NEW JERSEY

# SCHOOLS DEVELOPMENT AUTHORITY

# SDA

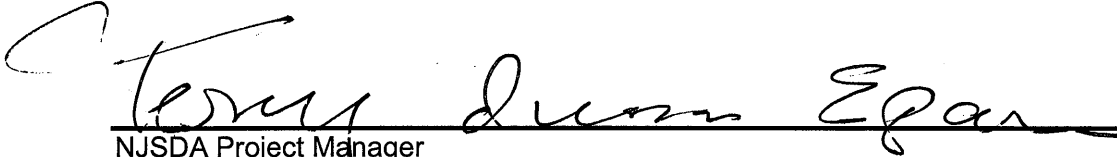
NJ SCHOOLS DEVELOPMENT AUTHORITY

NEW ELEMENTARY SCHOOL AT HENRY STREET  
CONTRACT NO. NT-0019-C02-RB1  
ADDENDUM NO. 1  
Date: August 26, 2009

1 West State Street  
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**END OF ADDENDUM NO. 1**

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NJSDA Project Manager



**NEW ELEMENTARY SCHOOL AT HENRY STREET  
CONTRACT NO. NT-0019-C02-RB1  
ADDENDUM NO. 1  
Date: August 26, 2009**

1 West State Street  
Trenton, NJ 08625  
609-943-5955  
[www.njsda.gov](http://www.njsda.gov)

**Acknowledgement of Receipt of Addendum No. 1**

Contractor must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax to (1-866-868-1699). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made in Section E.6 of the Price Proposal Submission.

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Signed

Print Name

---

Company Name

Date

**PRICE PROPOSAL**

**PRICE PROPOSAL SUBMISSION**

**for  
 BID  
 to**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

For the following Package:

Contract Number: NT-0019-C02-RB1  
 Contract Name/Description: Elementary School @ Henry Street  
 District: City of Passaic  
 County: Passaic

**THIS PACKAGE IS COMPRISED OF THE FOLLOWING SCHOOL PROJECTS:**

SCHOOL	CONSTRUCTION COST ESTIMATE
<u>Elementary School @ Henry Street</u>	<u>\$ 36,174,000.00</u>

Bid of \_\_\_\_\_  
 (Bidder's Name) (Bidder's Federal I.D. #)

a Corporation organized and existing under the laws of the State of \_\_\_\_\_

or a partnership or joint venture consisting of \_\_\_\_\_

or an individual, trading as \_\_\_\_\_

There is a two-step bidding process for bidding with the NJSDA:

First Step: A Bidder must first submit the "Project Rating Proposal", which consists of information regarding the "other factors" which will be evaluated by the NJSDA in its consideration of the bid. The NJSDA will determine a Bidder's Project Rating Limit based on this proposal.

Second Step: A Bidder must submit the "Price Proposal", which contains the price the Bidder intends to bid for the work as well as other required information.

Important Notes:

- 1) A Bidder may not submit a Price Proposal that exceeds its Project Rating Limit for a project.
- 2) A Bidder's Project Rating Limit cannot exceed the firm's Aggregate Limit.

**A. Price Proposal Submission:**

The Bidder shall complete and execute this Price Proposal and enclose it in an envelope that is **sealed** and **clearly marked** with the Bidder’s Name, Contract Number, Contract Name, School District, County and the date of Price Proposal submission. The Bidder must submit its sealed Price Proposal to the NJSDA in accordance with Section 8 of the Instruction to Bidders.

**B. Bidder:**

All Bidders must be classified by the Department of the Treasury, Division of Property Management and Construction in all applicable trades; pre-qualified by the NJSDA in all applicable trades; registered with the Department of Labor; and registered with the Department of Treasury, Division of Revenue; and provide a valid contractor or trade licenses where applicable at the time of submission of this bid. **Time is of the essence for completion of all projects in this package.**

**C. Subcontractors:**

1. The Bidder **MUST** name all subcontractors that will be performing work in any of the trades listed in the Bid Advertisement or required by statute.
2. All listed subcontractors identified in accordance with Section C.1. above must be classified by the Department of the Treasury, Division of Property Management and Construction in all applicable trades; pre-qualified by the NJSDA in all applicable trades; registered with the Department of Labor; and registered with the Department of Treasury, Division of Revenue; and provide a valid contractor or trade licenses where applicable at the time of submission of this bid.
3. All Bidders **MUST** submit a copy of the Uncompleted Contracts Form for any subcontractor identified in the bid advertisement.
4. If the Bidder is properly classified and pre-qualified, and will be performing work in these trades with its “own forces,” so state. Failure to indicate what firms will be performing the work in the trades identified in the Bid Advertisement may cause the bid to be rejected.
5. The Bidder shall list the SBE status of each subcontractor, where applicable.

**D. SBE Opportunities:**

The Bidder agrees it shall make a good faith effort to meet the requirements of the SBE Utilization Attachment contained in the Contract Documents in order to ensure that small business enterprises, as defined in that attachment and in applicable regulation, have the maximum opportunity to compete for and perform subcontracts.

The NJSDA requires the contractor to provide opportunities to SBE firms to participate in the performance of this engagement, consistent with NJSDA’s SBE set aside goals of 25%, awarding 5% of the contract value to registered Category 4 SBE firms; 5% of the contract value to registered Category 5 SBE firms; and 5% of the contract value to registered Category 6 SBE firms; and 10% of the contract value to SBE firms registered in any of the three Categories.

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**GENERAL CONSTRUCTION WORK:**

Firm	Address	
_____	_____	_____
SBE	DOL Contractor Registration #	Federal I.D. #

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**STEAM AND HOT WATER HEATING AND VENTILATING APPARATUS WORK:**

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
SBE DOL Contractor Registration # Federal I.D. #

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**PLUMBING AND GAS FITTING WORK:**

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
SBE DOL Contractor Registration # Federal I.D. #

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**ELECTRICAL WORK:**

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
SBE DOL Contractor Registration # Federal I.D. #

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**STRUCTURAL STEEL AND MISCELLANEOUS IRON WORK:**

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
SBE DOL Contractor Registration # Federal I.D. #

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**OTHER TRADE CLASSIFICATIONS NAMED IN BID ADVERTISEMENT (Name Trade Classification):** \_\_\_\_\_

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
SBE DOL Contractor Registration # Federal I.D. #

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**OTHER TRADE CLASSIFICATIONS NAMED IN BID ADVERTISEMENT (Name Trade Classification):** \_\_\_\_\_

\_\_\_\_\_  
Firm Address

\_\_\_\_\_  
SBE DOL Contractor Registration # Federal I.D. #

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**E. Price:**

1. The undersigned, as Bidder, declares:
  - That this Price Proposal is made, without collusion with any other person, firm or corporation;
  - That the Bidder has carefully examined the form of the Project Manual, Contract, Instructions to Bidders, Addenda, Specifications, Plans and all other Contract Documents;
  - That the Bidder has carefully examined the locations, conditions and classes of material for the proposed work;
  - That the Bidder agrees that it will provide all necessary machinery, tools, apparatus and other means of construction and will do all work and furnish all the materials called for in the Contract Documents in the manner therein prescribed; and
  - That this Price Proposal is submitted Net of Insurance, excluding all applicable insurance expenses and policy costs allocated to the on-site activities of the project as respects Workers' Compensation, Employer's Liability, Commercial General Liability, Owners Contractors Protective Liability, Excess/Umbrella Liability and Builder's Risk insurance.
  
2. In submitting this Price Proposal, the Bidder agrees:
  - That the NJSDA has the right to reject this Price Proposal in accordance with the Instructions to Bidders.
  - To hold this Price Proposal open for a period of ninety (90) calendar days from the date of the public opening and reading of the Price Proposals, unless this time period is extended by mutual agreement of the Bidder and the NJSDA.
  - To accomplish the work at the price bid, in accordance with the Contract Documents.
  
3. Base Price:
  - Total amount for the furnishing of all labor, materials, services, equipment and appliances required in conjunction with and properly incidental to all work, in conformance with all Contract Documents. **The price of allowances listed in the Specifications and/or by Addenda (um) must be included in the Base Bid Price.**
  
  - In case of a discrepancy between the amount shown in words and the amount shown in figures, **the amount shown in words shall govern.**
  
  - **The Public Opening and Reading of the Price is for informational purposes only and is not to be construed as an acceptance or rejection of any bid submitted.**

**BASE BID PRICE:** \_\_\_\_\_  
(In Words)

\$ \_\_\_\_\_  
(In Figures)

4. Alternates:

Refer to the Specifications and/or Addenda (um) for the list of Alternates, if any.

**For each listed Alternate, the Bidder shall:**

1. Identify specifically the alternate to be addressed under the column entitled "Alternates". Said identification shall be the name or number of the alternate;

2. Fill in the amount bid for the Alternate in the column entitled **“Price”** in the appropriate space opposite the **“Alternate”** column and indicate if this price is a decrease alternate by using the symbol **“-”** or an increase alternate using the symbol **“+”**. If the alternate is chosen, increase alternates will increase the base bid by the amount indicated, decrease alternates will result in a reduction of the base bid by the amount indicated;
3. If no change in the bid amount is required, the Bidder must indicate **“No Change”** or **“\$0 dollars”** in the price column.

<u>Alternate</u>	<u>Price</u>

5. Bid Bond:

The Bidder shall attach to this Price Proposal a Bid Bond, having a value of ten percent (10%) of the total base bid amount. Bid Bonds shall be returned to all unsuccessful Bidders in accordance with the Instructions to Bidders.

6. Addenda:

The Bidder acknowledges receipt and incorporated into this bid of the following Addenda:

Number: **01** \_\_\_\_\_

Dated: **08/26/2009** \_\_\_\_\_

**F. CERTIFICATION**

**The Bidder hereby certifies to the best of its knowledge and belief and under penalty of perjury under the laws of the United States and the State of New Jersey:**

1. That all information provided herein is accurate and truthful.
2. That an affirmative action program of equal employment opportunity, pursuant to P.L. 1945, c. 169, the “New Jersey Law Against Discrimination,” as supplemented and amended has been adopted by this organization to ensure that applicants are employed and employees are treated without regard to their race, creed, color, national origin, ancestry, marital status, sex, or affectional or sexual orientation, and that the selection and utilization of contractors, subcontractors, consultants, materials suppliers and equipment lessors shall be done without regard to their race, creed, color, national origin, ancestry, marital status, sex, or affectional or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, Notices to be provided by the NJSDA’s Compliance Officer setting forth provisions of this nondiscrimination clause. Said affirmative action program addresses both the internal recruitment, employment and utilization of minorities and the external recruitment policy regarding minority contractors, subcontractors, consultants, materials suppliers and equipment lessors.

3. That the bid has been executed with full authority to do so; that the Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with these projects; and that all statements contained in this bid and in this certification are true and correct and made with full knowledge that the NJSDA's relies upon the truth of the statements contained in this bid and in the statements contained in this certification in awarding the contract for the projects.
4. That neither the Bidder nor its principals:
  - A. are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or contracting by any agency of government including but not limited to federal, state, regional, county or local government agency, in this or any other state including any department, division, commission, authority, office, branch, section and political subdivision or other governmental or quasi-governmental entity;
  - B. have, within a three-year period preceding this bid, been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public federal, state or local contract; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. are currently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and
  - D. have, within a three-year period preceding this bid, had one or more public contracts (federal, state or local) terminated for cause or default.
5. The Bidder has a current, valid registration issued pursuant to the "Public Works Contractor Registration Act, "P.L. 1999, c. 238 (c. 34:11-56.48 et. seq)".
6. The Bidder has a current, valid Business Registration Certificate for State Agency and Casino Service Contractors issued by the NJ Department of Treasury to perform work in New Jersey.
7. The Bidder has current, valid contractor or trade licenses and permits required under applicable New Jersey law for any trade or specialty area in which the firm seeks to perform work.
8. That the Bidder will comply with Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13-20.25, superseding Executive Order 134 (2004)) and as amended by Executive Order 117 (2008), and submit a N.J. Division of Purchase and Property "Two-Year Chapter 51/Executive Order 117 Vendor Certification & Disclosure of Political Contributions" and "Ownership Disclosure Form" if awarded the bid
9. That the Bidder is aware of its continuing responsibility to file an annual disclosure statement on "contributions" as that term is defined in P.L. 2005, c. 51 (formerly Executive Order 134 (2004)) or any "Business Entity," as that term is defined in P.L. 2005, c. 51, associated with the Bidder, on the "Disclosure of Political Contribution" form provided by the NJSDA, at the time such contribution is made." This applies to the contractor if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us) .
10. During the term of construction of the project(s) that comprise this package, the Bidder will have in place a suitable quality control and quality assurance program and an appropriate safety and health plan.

11. The amount of the Price Proposal and the value of the Bidder's outstanding incomplete contracts does not exceed the Bidder's Aggregate Rating.

**12. Where the Bidder is unable to certify to any of the statements in this certification, the Bidder shall explain below.**

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**IN WITNESS WHEREOF, the Bidder has caused this instrument to be signed, attested to and sealed.**

Bidder: \_\_\_\_\_  
(Legal Firm Name)

By: \_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Printed or Typed Name)

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_



**END OF PRICE PROPOSAL**



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P-308	Kitchen Part Plan	06/30/2009
P-600	Riser Diagram Sheet 1	06/30/2009
P-601	Riser Diagram Sheet 2	06/30/2009

## SCHEDULE OF CONTRACT DOCUMENTS & DRAWING LIST

Number	Title	Date
P-602	Riser Diagram Sheet 3	06/30/2009
P-800	Details - Sheet 1	06/30/2009
P-801	Details - Sheet 2	06/30/2009
F-100	Abbreviations & Symbol List and General Notes	06/30/2009
F-200	Site Plan	06/30/2009
F-301AC	First Floor Plan - Sector A & C	06/30/2009
F-301B	First Floor Plan - Sector B	06/30/2009
F-302AC	Second Floor Plan - Sector A & C	06/30/2009
F-302B	Second Floor Plan - Sector B	06/30/2009
F-303AC	Third Floor Plan - Sector A & C	06/30/2009
F-600	Riser Diagram, Equipment Schedule and Part Plan	06/30/2009
F-800	Details - Sheet 1	06/30/2009
F-801	Details - Sheet 2	06/30/2009
F-802	Details - Sheet 3	06/30/2009
IT-0.01	Telecommunications Symbol List	06/30/2009
IT-0.01A	Telecommunications Title Sheet	06/30/2009
IT-2.00	Telecommunications Key Plan	06/30/2009
IT-2.10AC	Telecommunications First Floor Plan - Sector A & C	06/30/2009
IT-2.10B	Telecommunications First Floor Plan Sector B	06/30/2009
IT-2.11AC	Telecommunications Second Floor Plan - Sector A & C	06/30/2009
IT-2.11B	Telecommunications Second Floor Plan - Sector B	06/30/2009
IT-2.12AC	Telecommunications Third Floor Plan - Sector A & C	06/30/2009
IT-201	Telecommunications Wall Field Elevations	06/30/2009
IT-202	Telecommunications MDF/IDF Layout	06/30/2009
IT-301	Telecommunications Riser Diagram	06/30/2009
IT-401	Telecommunications Cabinet Elevations	06/30/2009
IT-501	Telecommunications Station Outlet Details	06/30/2009
IT-501A	Telecommunications Cable Tray Details and Master Label Scheme	06/30/2009
IT-502	Telecommunications Station Outlet Back Box Details	06/30/2009
IT-504	Telecommunications Conduit Penetration, Firestop, Grounding and Bonding System	06/30/2009
IT-603	Telecommunications CATV Schematic	06/30/2009
SC-0.01	Security Systems Symbol List	06/30/2009
SC-2.10AC	Security Systems First Floor Plan - Sector A & C	06/30/2009
SC-2.10B	Security Systems First Floor Plan - Sector B	06/30/2009
SC-2.11AC	Security Systems Second Floor Plan - Sector A & C	06/30/2009
SC-2.11B	Security Systems Second Floor Plan - Sector B	06/30/2009
SC-2.12AC	Security Systems Third Floor Plan - Sector A & C	06/30/2009
SC-2.12B	Security Systems Overall Roof Plan	06/30/2009
SC-3.01	Security Systems Riser Diagram	06/30/2009
SC-4.01	Security Systems Door Details Sheet #1	06/30/2009
SC-4.02	Security Systems Door Details Sheet #2	06/30/2009
SC-4.03	Security Systems Equipment Details	06/30/2009
AV-301	Audio Visual Administrative System Type D2 Flow Diagram	06/30/2009
AV-302	Audio Visual Administrative System Type D3 Flow Diagram	06/30/2009
AV-303A	Audio Visual General Classroom Type E4 Flow Diagram	06/30/2009

## SCHEDULE OF CONTRACT DOCUMENTS & DRAWING LIST

<b>Number</b>	<b>Title</b>	<b>Date</b>
AV-303B	Audio Visual General Classroom Type E4 Flow Diagram	06/30/2009
AV-305	Audio Visual Music Room Flow Diagram	06/30/2009
AV-306	Audio Visual Gymnasium Flow Diagram	06/30/2009
AV-307	Audio Visual Media Center Gymnasium Flow Diagram	06/30/2009
AV-308	Audio Visual Cafeteria Gymnasium Flow Diagram	06/30/2009
AV-401	Audio Visual Separation of Work Between Trades	06/30/2009
AV-402	Audio Visual Low Voltage Wiring Schedule	06/30/2009
AV-403	Audio Visual Installation Details	06/30/2009

### **ADDENDUM No. 1**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>	<b># OF PAGES</b>
NTB	NOTICE TO BIDDERS	08/26/2009	4
PP	Price Proposal Form (revised to recognize Addendum 01)	08/26/2009	7
DL	Schedule of Contract Documents & Drawing List (revised)	08/26/2009	14
PBMM	Pre-Bid Meeting Minutes	08/26/2009	10
PBAH	Pre-Bid Agenda/Handout	08/19/2009	45
GC	NJSDA General Conditions	07/16/2009	102



Pre-Bid Meeting Minutes No. 1

<b>Date:</b>	<u>August 19, 2009</u>	<b>Package Name:</b>	<u>New Elementary School at Henry Street</u>
<b>Package No.:</b>	<u>NT-0019-C02-RB1</u>	<b>PMF Field Manager:</b>	<u>Timothy Wm. Herzog</u>
<b>PMF:</b>	<u>Skanska USA Building, Inc.</u>	<b>Meeting Location:</b>	<u>Dubunoff Paint Store Parking Lot 47 Garden Street, Passaic, NJ 07055</u>
<b>Meeting Time:</b>	<u>11:00 AM</u>	<b>Meeting No.:</b>	<u>001</u>

I. INTRODUCTION:

A. General Opening Comments

- All attendees to the Pre-Bid meeting at the project site parking lot at 47 Garden Street, Passaic, NJ received the following information which will be found at the end of these minutes and will be referenced as follows:
  - Attachment 1 Pre-Bid Conference Agenda dated 08/19/2009.
  - Attachment 2 Schedule of Contract Documents and Drawing List dated 08/11/2009
  - Attachment 3 Bid Advertisement via [www.njsda.gov](http://www.njsda.gov) dated 08/11/2009.
  - Attachment 4 Instruction To Bidders.
  - Attachment 5 Project Rating Proposal Submission.
  - Attachment 6 NJSDA form 655, Request For Information (RFI).
  
- T. Herzog of Skanska USA introduced himself as the on site field project manager for this project and explained the role of Skanska USA shall be to serve as the Project Management Firm (PMF) acting as the agent to the project owner, the New Jersey Schools Development Authority, a.k.a. the NJSDA or the "Authority".
- The Point of Contact for "Requests For Information" (RFI's) will be Lesley Johnson of Skanska USA. All prospective bidders were requested to use Attachment 6 for the purpose of submitting any requests for information or clarification.
- T. Herzog noted that this new school project, when completed, will serve as a Pre-K to 5<sup>th</sup> Grade Elementary School. He briefly discuss the site logistics for the project. He stated that the paint store parking lot would be the courtyard for the new school and that the school will be a C-shaped structure based on the location of the project site and its space limitations.
- T. Herzog also noted that the purpose of holding this Pre-Bid Meeting for this new school project was to clearly demonstrate to the bidders that it is located in an urban area and suggested to the potential bidders that they familiarize themselves with the area, community and the local municipality. It was pointed out that the successful bidder will need to develop a rapport with each entity. NJSDA/Skanska have been working in this area for the past six (6) years and have established a good rapport with the local community and municipality which needs to be maintained.
- T. Herzog reviewed and indicated what the contract documents consisted of for the benefit of the prospective bidders. He went on to state to all present that the contract documents require abatement; environmental work; and demolition as part of the scope of this project as well as the construction of the new school facility.
- In addition, there have been several changes since the last bid that will be issued in the addendum:
  - Two (2) allowances have been added to this contract totaling \$450,000 (can be found in General Requirements – Spec Section 01010). \$250,000 will be for unforeseen conditions



Pre-Bid Meeting Minutes No. 1

located beneath the existing structures on the site and the other \$200,000 will be used to remove/relocate/re-route utilities which presently traverse the site. T. Herzog clearly expressed that the allowances must be used for payment on this work only, i.e., direct costs, and that the bidders must include all overhead, profit, indirect costs and general conditions are to be contained within their overall bids.

- o The security system and information technology system has now been fully included as part of the bid.
- o Minor coordination updates have been made to the structural steel and mechanical/electrical/plumbing drawings and specifications.
- o The drawings and specifications have been resubmitted as an amended set to the DCA and have now received an updated conditional release as of August 18, 2009.

**B. Key Project Personnel**

- T. Herzog of Skanska USA Building, Inc introduced Key Project Personnel for the new Elementary School @ Henry Street as follows:

o **“Authority” - New Jersey Schools Development Authority (NJSDA)**

- Neil Mapp Senior Project Manager
- Terry dunn Egan Project Manager (not present)
- Robert “Chris” Schmidt Budget Manager
- Jim McElhenny Senior Procurement Analyst
- Carlton Payne Safety Officer (not present)
- E. Tracie Long PLA Contact (not present)
- Chris Sorhaindo Insurance Analyst – OCIP
- Kenneth Richardson Contractor & Workforce Compliance
- Nicholas Torrens Contractor & Workforce Compliance

o **Passaic Board of Education (PBOE)**

- Barry Stein Abbott District Liaison.  
He will be the point of contact for the Passaic Board of Education and will be attending all project meetings.

o **Project Management Firm (PMF)**

- Timothy Wm. Herzog Field Project Manager
- Lesley Johnson Bid Phase Point of Contact / Field Project Engineer

o **Architect/Engineer – Hillier Group**

- RMJM Hillier – Architect
  - O’Lanre Smith Project Architect
- PMK Group – Environmental Sub-Consultant (not present)
  - Mike Huemiller Environmental Engineer
- Langan Engineering – Civil Sub-Consultant (not present)
  - Len Savino Civil Engineer
  - Sony David Civil Engineer

- LERA – Structural Sub-Consultant (not present)
- MDM – MEP Sub-Consultant (not present)
- Consentini – IT Sub-Consultant (not present)

**C. Overview of Project Scope:**

- The meeting took place at the project site parking lot of the Paint Store located at 47 Garden Street, Passaic, New Jersey.
- The site is an odd shaped site due to the City of Passaic's request to leave the two commercial buildings intact at the east corners of Block 2157.
- The prospective bidders were referred to the project documents to understand the outlining limits of the project, which vary all around the site perimeter.
- In accordance with the contract documents, the site is generally comprised of:
  - Several parking lots.
  - Two residential units.
  - A small commercial building which served as a paint store along with an outlying structure which served as its warehouse.
  - The Doren Building is the largest commercial structure on the site.
- All of the various sites have environmental and/or abatement work, in accordance with the contract documents, which will need to be completed, as part of this contract, prior to obtaining the demolition permit(s) from the NJDCA and therefore before any work can be started by the successful bidder. The General Contractor (GC) is therefore cautioned that they must allow time within their project schedules, in accordance with NJDEP and NJDCA requirements for obtaining permits, prior to commencing the demolition work.
- The General Contractor is to provide full cooperation with the NJSDA in providing aid to obtain all NJDCA required permits.
- This procedure will be repeated again when the demolition is completed and the construction phase of the project is ready to commence. The bidders were advised that the demolition permits must be closed out with the NJDCA as a prior approval condition before receiving the construction permit from the NJDCA.
- Where licensing requirements of specialty trade contractors are needed for obtaining Sub-Code permits, this will be the responsibility of the General Contractor.
- The NJSDA will only be paying for NJDCA permits that relate to the permanent school facility of the project within the project limits. All other permit requirements whether required by the NJDCA or other authorities for the completion of the project shall be borne by the General Contractor, i.e., temporary facilities and/or structures, street opening permits, temporary power and/or utilities, etc., for obtainment and cost.



- Skanska presented a general description of the Project Area and its surroundings as follows:
  - Due to the project site's location within the central part of the City of Passaic's main business district, the bidders were cautioned that they will be responsible for a considerable amount of site logistics and planning on their part as a condition of their means and methods for site security; site and public safety; and access/egress to and from the site for delivery and storage of materials and equipment.
  - The site, as indicated on the contract documents, is basically bound as follows:
    - The project North boundary is Henry Street.
    - The project East boundary is Garden Street with a commercial building located at each corner, north and south, that are to remain.
    - The project South boundary is Howe Avenue.
    - The project West boundary is comprised of two apartment building sites.
  - On each side of the project site there are two (2) one-way streets, Henry Street and Howe Street in which the traffic runs from North to South.
  - The only two-way street is Garden Street which connects directly to Main Avenue.
  - As part of Exhibit 1 (in Volume One of Specifications) is a traffic route layout provided for reference so as to aid the successful bidder in case of scheduled and planned deliveries.
  - All bidders were advised that the NJSDA has not provided for any parking as part of this project. Therefore, the bidders were advised that no parking will be available for their employees, subcontractors and any labor force on site. It is responsibility of every individual to find parking while coming to the site. Public metered parking is available in surrounding areas of the municipality.
  - The bidders may see reference within the bidding documents to parking located across Henry Street where the Hotel Passaic/Montauk Theater are presently located, a.k.a., Passaic Block 2158 or Block 158. This is a future project and not part of this project.
  - The NJSDA recognizes that the project site logistics are very limited and therefore advises the bidders that the successful Contractor, who is responsible to provide temporary facilities for both NJSDA and themselves, may provide these facilities in varying options as long as they comply with the space and performance requirements of the specifications. Therefore, the NJSDA and/or GC trailer locations may be located on-site; on top of sidewalk bridges; and/or located within neighboring, i.e., next to the site or immediately across the street from the site, commercial building office space.
  - All the bidders were informed that they are to review the site security provisions as covered in Volume 1 of the Project Manual.
  - It was recommended that all the bidders should walk the site as required by the Price Proposal form.
  - The bidders were advised that the site presently has visible and known utility lines which traverse the site overhead from one of the commercial buildings, located at the corner of Garden Street and Henry Street, to one of the neighboring apartment building located on the west boundary limit of the site. These lines, as well as others, are indicated on the contract drawings, Volume I, Civil Drawings, drawing D1.01, Demolition Plan, to be rerouted / relocated / disconnected / reconnected / or new service as required so that present service is maintained while being moved out of the way of the project work into its final configuration and continued service. The bidders are to use the appropriate utility companies for this work. All direct costs





for this work are to be charged against the respective allowance by the successful contractor as part of their lump sum price proposal. PSE&G, Verizon, and Cablevision have been advised about this condition and were on site to look at the utility lines. It is advised that when contacting the utility companies that they specifically state that their requests are for this project, the new Elementary School @ Henry Street, and that it is for work on this block of Passaic since there is presently another project, the new Elementary School @ Main Avenue, being worked on by the NJSDA in the city.

- General Description of the School Facility:
  - This new school facility is targeted to hold approximately 688 children.
  - This school will serve grades Pre-K to Grade 5 along with special and small group classroom considerations.
  - As shown on the contract documents, the project is a C-shaped facility which creates a protected courtyard area located in the center with an adjoining half-court basketball area to one side which fronts on Garden Street.
  - The part of the facility that fronts itself on Howe Avenue is the “Community Wing” which contains the gymnasium, Cafetorium and Discovery section (Art and Music classrooms) of the school.
  - The remaining section of the facility is the three-story “Academic Wing” which generally contains the administration offices, general classrooms, SCSE classrooms and SGI classrooms.
  
- Areas of Special Mention:
  - For the classroom areas, there is a VTAC System serving the mechanical needs of the facility in lieu of the typical horizontal thru-wall units or VAV system. The VTAC System will handle heating and cooling requirements for the classrooms which will be piped from off the corridor to mechanical closet serving each its designated classroom. This means all classrooms are self-sufficient.
  - Large-room areas, i.e., the gymnasium and Cafetorium will be served via DX units located on the roof.
  - Additional mechanical support equipment will be located either on the roof with the DX units and screened for sound and visual considerations or within a designated mechanical room above the Community Wing.
  - A Security System is included in this Bid Package as noted and specified.
  - Information Technology System is included in this Bid Package as noted and specified.
  - The Architect presented two areas of concern on drawings to all attendees:
    - The bidders were advised that the site is extremely tricky to work around, where the school facility project appears to come close to the apartment building at the northwest corner of the site. The Architect advised that the bidders closely review the civil and structural contract documents regarding this condition.
    - The bidders were also advised that the site may appear difficult to work around, where the school facility project appears to come close to the commercial building at the southeast corner of the site. The Architect advised that the bidders closely review the civil and structural contract documents regarding this condition.



- There may be concerns about these adjoining “corridors” that may arise during the demolition. The bidders are advised to review the contract documents, both plans and specifications, as these concerns have been addressed by the structural engineer.
  
- The contract documents for this project generally consist of:
  - Two volumes of drawings:
    - Volume I contains:
      - Civil engineering discipline drawings
      - Architectural design discipline drawings
      - Structural engineering discipline drawings
    - Volume II contains:
      - HVAC engineering discipline drawings
      - Electrical engineering discipline drawings
      - Plumbing engineering discipline drawings
      - Fire Protection engineering discipline drawings
      - Technology engineering discipline drawings
      - Security Systems engineering discipline drawings
      - Audiovisual System engineering discipline drawings
  - Five volumes of Specifications:
    - Volume I, General Requirements, which generally contains two sections:
      - The first being “Division 0” which mainly consists of:
        - Bid Documents
        - Example Documentation
        - General Conditions
        - Supplementary Conditions
        - Exhibits
      - The second being Division 1, General Requirement specifications from “Summary of Work” to “Warranties, Guarantees & Bonds”.
    - Volume II, Civil Specifications, contains CSI based Division 2 project specifications
    - Volume III, Architectural Specifications, contains CSI Division 3 through Division 14 project specifications
    - Volume IV, MEP Specifications, contains CSI based Division 15 and Division 16 project specifications
    - Volume V, Technology Specifications, contains NJSDA based Division 17 technology specifications
  - The bidders were advised that the NJSDA has had a good relationship with both the City of Passaic Fire & Police Departments. The bidders were informed to review their contract obligations when dealing with these departments. In general, the requirements for coordinating with these departments are located in Volume I.
  - The bidders were advised that for any addendum issued during the bid period, there will be a revised Schedule of Contract Documents & Drawing List included indicating the addition of any new documentation.

- The bidders were informed that within Volume 1 are Exhibits containing reference documentation which must be adhered to as part of the agreement.

## **II. INSTRUCTIONS TO BIDDERS:**

### **A. Review of Project Bid Advertisement (Attachment 3):**

- The Project Bid Advertisement from the NJSDA website was reviewed.
- DPMC Classification of Bidders who are eligible to bid this project are: C006, CM as Constructor; and C008, General Contractor.
- DPMC Classification of Specialty Trades which are required to be engaged by the GC and to be classified for this project are: C029-Structural Steel; C039-HVAC; C030-Plumbing; C047-Electrical
- The Bid Due Date is September 16, 2009 at 2:00 PM (ET).
- Bids are to be sent to: NJSDA in Trenton as per the advertisement.

### **B. Project Rating Proposals (Attachment 5):**

- Project Rating Proposal was reviewed and is due by August 25, 2009 to J. McElhenny at the NJSDA. Any questions regarding this document should be addressed to J. McElhenny as noted in the Bid Advertisement.

### **C. Project Labor Agreement (PLA):**

- The bidders were advised that since this project is over \$5 million then it is subjected to the Project Labor Agreement (PLA) which is included as part of Volume I of the Project Manual.
- The bidders were advised to adhere to the instructions carefully regarding participation in the PLA.

### **D. SBE Utilization:**

- Nick Torrens of the NJSDA Contractor & Workforce Compliance Division address the bidders as follows:
  - Subcontractors listed by the General Contractor need to have their registrations current with the DPMC and the NJSDA.
  - The General Contractor is to make sure SBE Subcontractor goals are met. The goal is presently 25%.
  - It was stated that of the approximately \$36 million contract that \$9 million worth is to be awarded to SBE subcontractors.
  - The NJSDA is also looking for Minority, Women and Local Contractors to be part of SBE goals. The NJSDA requested that the General Contractor should reach out to locally based suppliers and subcontractors in obtaining these goals.
  - The NJSDA stated that goals have not been set for MBE and WBE firms only SBE firms.

- The NJSDA advised the bidders to pay close attention to the Category requirements for SBE firms as stated in the handout and contract documents.
- The NJSDA agreed that their Contractor & Workforce Compliance Division will be able to help any General Contractor and can provide a pool of candidates if needed.
- The NJSDA stressed to the bidders, that as General Contractors, they need to pay subcontractors on time. It is a requirement that the General Contractors need to pay subcontractors within 10 days after receiving payment from the NJSDA. If the General Contractor does not pay the subcontractors in a timely manner, it will be reported to the Attorney General's office.
- The NJSDA stated that Contractor invoices will be posted on the website once approved.
- The NJSDA informed the bidders that subcontractors are now allowed to call the General Contractor's Bonding Company if they are not being paid.
- The bidders were also advised that subcontractors may also approach the NJSDA, who will then go to the Legal Department.
- The NJSDA stated that once approved for the project, SBE firms can not be substituted without a valid reason. The General Contractor must give the NJSDA enough notice time of any intended substitution to verify and approve of any such requests.
- It is essential that any proposed substitute SBE firm be pre-qualified with the NJSDA.
- **The NJSDA stated that it is required for life of the project that the General Contractor prepare monthly reports on the appropriate NJSDA SBE contract forms:**
  - Forms are to be completed and submitted by every 7<sup>th</sup> working day of each month.
  - State as many local residencies on the project.
  - Be aware that site visits will be unannounced by the NJSDA Contractor & Workforce Compliance Division to make sure goals are set

#### **E. Bonds**

- The bidders were advised to review the requirements for Instruction To Bidders which cover the requirements of the Bid Bond. The Bid Bond form is included within Volume I of the Project Manual.
- The bidders were advised that this project requires a Performance Bond and a Payment Bond. These forms are also included within Volume I of the Project Manual.

#### **F. Insurance Requirements – OCIP**

- The bidders were reminded that the insurance requirements are now to be in accordance with Addendum #1 which now presents the Owner Controlled Insurance Program (OCIP) as part of the contract agreement.

**G. Requests For Information during the Bid Period:**

- No telephone calls to the offices of the PMF, Architect or NJSDA are to be made or will be accepted during the bidding process so as to avoid any conflicts or misunderstandings of information requested or presented.
- All Requests for Information must be in writing and in to the PMF by the close of business on Monday, August 31, 2009.
- Please send all RFI's via fax or e-mail as noted on the Pre-Bid Conference Agenda for confirmation.
- Pre-Bid Conference Meeting Minutes No.1 will be included as part of Addendum No. 1.
- Questions via RFI submissions will be addressed as part of any addendum issued.

**H. Price Proposal Submission:**

- Project Manual, Volume I of V, of the specifications contains the present Price Proposal Submission, which is due September 16, 2009.
- With the issuance of any addendum, a new Price Proposal Submission form will be issued which supersedes all previous forms. The new Price Proposal Submission form includes recognition of the addendum/addenda issued to date. The bidders are cautioned to use the latest issued form when submitting their final proposal.

**I. Milestone Schedule:**

- There are a total of 775 calendar days in the contract; this is to allow for Substantial Completion and Final Completion. Of the 775 days, 745 days is from NTP to Substantial Completion. The remaining 30 days are for the remaining period from Substantial Completion to Final Completion.

**J. Safety:**

- Carlton Payne will be the NJSDA Safety Officer on this project and addressed the bidders as follows:
  - The NJSDA has now included their Safety Program Manual as part of the Project Manual and advises the bidders that the successful bidder is to provide a site specific safety manual for NJSDA review and approval.
  - The NJSDA stated that in general there will be weekly site visits as well as unannounced site visits during the course of the project for conducting safety compliance audits.
  - The NJSDA advised the bidders that the successful General Contractor has fifteen (15) days prior to NTP to get their safety information to the NJSDA for review.
  - The NJSDA stated that the General Contractor is responsible for site security and site safety with their subcontractors. If the General Contractor's safety compliance is not adhered to in accordance with NJSDA requirements, then the NJSDA will take whatever action necessary to correct the situation and all costs will be borne by the Contractor.
  - This is an OCIP regulated project and the requirements must be met and complied with.



- III. **Question & Answer Period (At the conclusion of the above presented information the floor was opened up to the bidders for questions)**
- Q: Whom do I contact to set up a site visit?
  - A: Bidders can contact T. Herzog, the project manager for the Henry Street project to set up a site visit. Please note that a 24-hour written notice has to be submitted prior to site visit.
- **END OF MEETING:** The Pre-bid Conference concluded at 12:15 p.m.



<b>Date:</b>	August 19, 2009	<b>Package Name:</b>	New Elementary School at Henry Street
<b>Package No.:</b>	NT-0019-C02-RB1	<b>PMF Field Manager:</b>	Timothy Wm. Herzog
<b>PMF:</b>	Skanska USA Building, Inc.	<b>Meeting Location:</b>	Doren Building 19 Henry Street, Passaic, NJ 07055
<b>Meeting Time:</b>	11:00 AM	<b>Meeting No.:</b>	1

**I. INTRODUCTION**

A. Key project personnel

1. Authority - NJSDA

- |                                      |                |
|--------------------------------------|----------------|
| a) Senior Project Manager            | N. Mapp        |
| b) Project Manager                   | T. dunn Egan   |
| c) Budget Manager                    | R. Schmidt     |
| d) Senior Procurement Analyst        | J. McElhenny   |
| e) Safety Officer                    | C. Payne       |
| f) PLA Contact                       | E. Tracie Long |
| g) Contractor & Workforce Compliance | C. Alvarez     |
| h) Insurance Analyst – OCIP          | C. Sorhaindo   |

2. Passaic Board of Education

- |                            |          |
|----------------------------|----------|
| a) Abbott District Liaison | B. Stein |
|----------------------------|----------|

3. PMF – Skanska USA Building, Inc.

- |                               |            |
|-------------------------------|------------|
| a) Project Field Manager      | T. Herzog  |
| b) Bid Phase Point of Contact | L. Johnson |

4. Architect/Engineer – Hillier Group

- |                              |                         |
|------------------------------|-------------------------|
| a) Hillier – Architect       | O. Smith                |
| b) PMK Group – Environmental | Mike Huemiller          |
| c) Langan – Civil            | Len Savino / Sony David |
| d) LERA – Structural         | Richard Garlock         |
| e) MDM – MEP                 | Norm Hinsey             |
| f) Consentini – IT           | Rick Scott              |

B. Overview of project scope – SkanskaUSA

- Bid Documents (see attached Schedule of Contract Documents & Drawing List)
  - Drawings
    - Volume I Civil / Architectural / Structural
    - Volume II Mechanical / Electrical / Plumbing / Technology
  - Specifications
    - Volume I General Requirements
    - Volume II Civil
    - Volume III Architectural
    - Volume IV Mechanical / Electrical / Plumbing
    - Volume V Technology

- Site Logistics
  - The existing site is extremely limited in size, it is recommended that the successful contractor look at all possible options for providing the NJSDA with the required site field office, e.g., site trailer located on site; or on top of sidewalk bridge; or rental/fit-up of local commercial space.
  - No Contractor/Subcontractor/Tradesmen parking has been provided by the NJSDA.
  - All Contractor/Subcontractor/Tradesmen are responsible for their own parking.
  - The City of Passaic does have metered parking available throughout the area.
  - The bidders are reminded that the successful Contractor is to adhere to all applicable City of Passaic Ordinances which may be accessed via their website, <http://www.cityofpassaic.com/> and at that webpage click on “E-Code for City of Passaic, NJ” which will then go to <http://www.ecode360.com/?custId=PA1001> where all codes are available for viewing.
  - For special reference, this Contractor is advised that the following City of Passaic codes/ordinances shall be recognized and adhered to including any cross-referenced codes/ordinances:
    - This Contractor shall be aware that where these codes refer to “owner” or “occupant” that the term “contractor” shall be substituted.
    - Chapter 107 – Construction Codes, Uniform as it may relate to adhering to these codes for off site work as may be required not under the jurisdiction of the NJDCA.
    - Chapter 116 – Demolition of Structures as it may relate to adhering to these codes for off site work as may be required not under the jurisdiction of the NJDCA.
    - Chapter 123 – Dumping.
    - Chapter 133 – Fees as it may relate to adhering to these codes for off site work as may be required not under the jurisdiction of the NJDCA.
    - Chapter 137 – Fire Hydrants.
    - Chapter 139 – Fire Prevention.
    - Chapter 143 – Flood Damage Prevention.
    - Chapter 157 – Garbage, Rubbish and Refuse.
    - Chapter 175 – Landscaping.
    - Chapter 179 – Littering.
    - Chapter 181 – Loading Zones.
    - Chapter 193 – Noise, as it relates to demolition and construction work.
    - Chapter 201 – Parking, Off-street.



- Chapter 207 – Peace and Good Order.
- Chapter 215 – Police and Fire Equipment.
- Chapter 219 – Property Maintenance. Property shall be maintained for the entire duration of the site preparation and construction phases in accordance with this code chapter.
- Chapter 223 – Public Health Nuisance Code.
- Chapter 227 – Rat Control.
- Chapter 239 – Sewers.
- Chapter 247 – Signs.
- Chapter 251 – Smoking.
- Chapter 255 – Snow and Ice and Other Impediments, Removal of.
- Chapter 257 – Storage Tanks, Underground as it relates to UST, which may be discovered off-site.
- Chapter 259 – Streets and Sidewalks.
- Chapter 284 – Tractor-Trailers.
- Chapter 289 – Trees and Shrubbery.
- Chapter 293 – Vehicles, Abandoned.
- Chapter 295 – Vehicles and Traffic.
- Chapter 297 – Vehicles, Towing of.
- Chapter 317 – Zoning.
- Building:
  - New Pre-K to 5th Grade Elementary School will be approximately 116,934 SF consisting of a three-story Academic/Administration Wing (consisting of 40+ classroom and administrative offices) and a two-story Community/Discovery Wing (consisting of a Cafetorium, Gymnasium, Music and Art Room spaces). This school will house 688 students (target capacity) to 720 students (maximum capacity).
  - The Building is “C-shaped” creating an interior play area courtyard.

C. Scope of Work – Hillier Group

- Architectural
- Civil/Environmental
- Structural
- MEP
- IT

**II. INSTRUCTIONS TO BIDDERS**

A. Review of Project Bid Advertisement (attached)

1. Classification of Bidders

- i. C006 CM as Constructor
  - ii. C008 General Contractor
2. Classification of Specialty Trades
- i. C029 Structural Steel
  - ii. C039 HVAC
  - iii. C030 Plumbing
  - iv. C047 Electrical
3. Bid Due Date                    September 16, 2009 at 2:00 PM
4. Bid Sent To                    (Refer to NJSDA Bid Advertisement)
- If U.S. Mail                    NJSDA  
  P.O. Box 991  
  Trenton, New Jersey 08625-0991  
  Attn: James McElhenny
- If FedEx, UPS, Courier, Hand Delivery:  
  NJSDA  
  1 West State Street  
  First Floor (Wachovia Bank Building)  
  Trenton, NJ 08625-0991  
  Attn: James McElhenny

B. Instruction To Bidders (attached)

**FOR THE CAPTIONED PROJECT, CONTRACTORS AND SUBCONTRACTORS  
MUST BE REMINDED:**

"The NJSDA requires all subcontractors of any tier in the DPMC Trade Classifications listed below whose contract is in an amount which is equal to or greater than \$500,000 be pre-qualified by the NJSDA."

- C006 - CM as Constructor
- C007 - Design Build
- C008 - General Contractor
- C009 - GC/Alterations & Additions
- C019 - Concrete/Foundation/Footings/Masonry work
- C021 - Demolition
- C029 - Structural Steel
- C030 - Plumbing

- C039 - HVAC
- C045 - Sprinkler Systems
- C047 - Electrical
- C066 - Roofing-Membrane EPDM
- C067 - Roofing-Membrane PVC/CPE/CSPE
- C068 - Roofing-Membrane Modified Bitumen
- C069 - Roofing-Urethane
- C070 - Roofing-Built Up
- C071 - Roofing-Metal
- C072 - Roofing-Tile/Slate/Shingles
- C092 - Asbestos Removal/Treatment
- C093 - Asbestos Removal/Mechanical
- C096 - Lead Paint Abatement

Though SDA pre-qualification may not be necessary for subcontractors not identified in the SDA Bid Advertisement, the SDA strongly encourages all firms to become DPMC classified and SDA pre-qualified. In order to become SDA pre-qualified, firms must do the following:

- 1) Apply to NJ Department of Treasury, Division of Revenue for Registration. Specifically, if the firm has not already done so, complete a form NJ-REG and remit to Treasury.
- 2) Apply to NJ Department of Labor, Division of Wage & Hour Compliance. Public Works Contractor Registration is needed should a firm desire to bid or engage in any work on public works contracts (including SDA school construction projects). [Click here for Public Works Contractor Registration](#)
- 3) Apply to NJ Department of Treasury, Division of Property Management and Construction (DPMC) for Classification. Specifically, if the firm has not already done so, complete a form DPMC-27 and remit to DPMC.
- 4) Apply to SDA for Pre-qualification. Specifically, after obtaining the above, complete a SDA Contractor Pre-qualification Application and submit to SDA along with a copy of your DPMC Classification Notice. There are no fees associated with the SDA Prequalification Application.

**SUB-CONTRACTORS WHOSE CONTRACT VALUE FALL UNDER \$500,000 AND NOT NAMED IN THE BID.**

In order to work on a school construction project, a subcontractor who is not bidding as a prime, and is not identified in the bid advertisement needs:

1) Public Works Contractor Registration, The Division of Wage and Hour Compliance, NJ Department of Labor. DOL Public Works Contractor Registration Form

2) Business Registration with Treasury's Division of Revenue. You will need to fill out the "New Jersey Complete Business Registration Package" known as "NJ-REG".

C. Project Rating Proposal Form (attached)

D. Addendum #01

1. Meeting Minutes from Pre-Bid Meeting
2. Copy of Pre-Bid Meeting Sign-In Sheet

E. Project Labor Agreement (PLA)

At the pre-bid meeting, please remind contractors of the following facts :

For the PMFs/CMs/GCs/Subs and the SDA PLA at the Pre-Bid

- The PMF/CM is the Administrator of the PLA for the SDA.
- General contractors and subcontractors on SDA-managed projects of \$5M or more are under the PLA. This is a PLA project.
- GC must include the complete PLA in subcontract documents
- The PMF/CM should warehouse the original executed Contractor Signature Page.
- The General Contractor should warehouse the original Letter of Assent.
- All subcontractors, at every tier, must sign & submit the PLA Letter of Assent to the GC prior to performing any PLA-regulated work on-site.
- The PMF/CM must ensure the GC forwards copies of each fully executed Contractor Signature Page and Letter of Assent to SDA Labor Relations within 10 calendar days of their execution.

- Being signatory with a trade union is not a requirement on PLA projects
- Workers are hired through the local union hiring halls with the exception of 12%
- All contractors are responsible for requesting from local unions women and minority workers and apprentices to meet their workforce goals
- SDA PLA Contact: E. Tracie Long, LR Mgr, 609-341-5916

F. SBE Utilization

G. Bonds Required

H. Insurance Requirements – OCIP

I. Request for Information during Bidding

1. All correspondences during bid process send to PMF, SkanskaUSA Building Inc.

Lesley Johnson, Skanska USA Project Engineer

Email is preferred on MS Word form or pdf. file

(See NJSDA RFI Form 655 attached)

Email: [lesley.johnson@skanska.com](mailto:lesley.johnson@skanska.com)

Telephone: (973) 753-3663 Fax (via Easy-Link): 1(866) 868-1699

2. The last day for written questions, via Requests for Information, must be in by the Close of Business on: **Monday, August 31, 2009**

J. Price Proposal Submission Form

K. Milestone Schedule – Refer to Supplementary Conditions Article 4.2

### III. QUESTIONS AND ANSWERS SESSION

### IV. SITE VISIT: (Upon Written Request to PMF)

Henry Street Elementary School

Location: Passaic Block 2157

**PICK-UP DRAWINGS:**

Note: Plans and specs may be obtained for a non-refundable fee of \$350.00 for each set of documents. Checks accepted only, payable to NJSDA. Upon entering the front entrance of the building, please address our receptionist by stating: who you are; the purpose of your visit; and request either Timothy Herzog or Lesley Johnson for aid in transmitting the bid documents to you. Thank you.

**Address:**  
**Skanska USA Building, Inc.**  
**1633 Littleton Road (Route 202)**  
**Parsippany, New Jersey 07054**

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BB	BID BOND FORM	07/15/2007	1
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DPP c51	PUBLIC LAW 2005, CHAPTER 51 (formerly E. O. 134) and Executive Order 117 (2008) INFORMATION AND INSTRUCTIONS	11/17/2008	4
CH 51.1 R	TWO-YEAR CHAPTER 51 / EXECUTIVE ORDER 117 – VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	01/21/2009	3
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**STATE OF NEW JERSEY**  
**SCHOOLS DEVELOPMENT AUTHORITY**

Contract No.	Contract Name & Location	School District	Original CCE	CCE Range
NT-0019-C02	New Henry Street E.S.	Passaic	N/A	N/A

Sealed bid proposals will be received by the New Jersey Schools Development Authority (“NJSDA”) at their offices listed below for the following work:

**Contract No.:** NT-0019-C02 RB1  
**Contract Name:** Elementary School at Henry Street  
**District:** Passaic  
**County:** Passaic  
**No. of Schools:** One  
**CCE :** \$36,174,000

Brief description of work: New Pre-K to 5th Grade Elementary School will be 116,934 SF consisting of a three-story Academic/Administration Wing (consisting of 40+ classroom and administrative offices) and a two-story Community/Discovery Wing (consisting of a cafeteria, gymnasium, music and art room spaces). This school will house 688 students (target capacity) to 720 students (maximum capacity).

This work will be bid and constructed as a single overall contract (one lump sum for all trades).

**This contract will be subject to the terms of a PROJECT LABOR AGREEMENT. The PROJECT LABOR AGREEMENT will be included in the contract and is available at the NJSDA web site [www.njsda.gov](http://www.njsda.gov).**

Bid proposals for the above work will be received from bidders registered with the Division of Revenue and Department of Labor, and classified by the Department of Treasury, Division of Property Management and Construction and the NJSDA in the following trade(s):

**General Contractor with a DPMC Classification of C006 or C008 who will be required to also have the following DPMC Specialty Trade(s) or required to engage a subcontractor classified in the following DPMC Specialty Trade(s) if not possessed by the General Contractor:**

**Structural Steel:** C029  
**HVAC:** C039  
**Plumbing:** C030  
**Electrical:** C047

Bid proposals must list the names of the firms who meet the above classification(s).

Bids will be received until **September 16, 2009 at 2:00 PM (local time)** at which time the bids will be publicly opened and the lump sum base bid price submitted by each bidder will be read. Any bid proposal received after this date and time will be returned unopened. Sealed bid proposals shall be delivered to the NJSDA at the following address:

If U.S. Mail:  
 NJSDA  
 P.O. Box 991  
 Trenton, New Jersey 08625-0991

If Fed Ex, UPS, Courier, Hand Delivery:  
 NJSDA  
 1 West State Street  
 First Floor (Wachovia Bank Building)  
 Trenton, NJ 08625-0991

A **mandatory** pre-bid conference will be held as follows:

**Pre-Bid Date:** August 19, 2009  
**Pre-Bid Time:** 11:00 AM (local time)  
**Pre-Bid Place:** Project Site  
 19 Henry Street  
 Passaic, NJ

In the event that the NJSDA determines, at its sole discretion, that additional pre-bid meetings need to be held in order to increase the pool of bidders, it shall schedule subsequent pre-bid meetings.

In addition to the mandatory pre-bid conference, all bidders on this project will be required to complete a project rating evaluation form and submit the completed Project Rating Proposal (PRP) evaluation form by 5:00 PM (local time) on **August 25, 2009** to James McElhenny at the below NJSDA address:

If U.S. Mail:  
 NJSDA  
 P.O. Box 991  
 Trenton, New Jersey 08625-0991

If Fed Ex, UPS, Courier, Hand Delivery:  
 NJSDA  
 1 West State Street  
 First Floor (Wachovia Bank Building)  
 Trenton, NJ 08625-0991

Copies of the Project Rating Proposal forms are available [here](#).

Plans and specifications may be inspected or obtained as of August 17, 2009 for a non-refundable fee of \$350.00 for each set of documents, at the pre-bid meeting or during regular business hours, from:

**Skanska USA Building, Inc.**  
**1633 Littleton Road**  
**Parsippany, New Jersey 07054**  
**973-753-3652**

Checks shall be made payable to the NJSDA.

A firm shall be precluded from being eligible for award of this contract if such firm or any affiliated firm is engaged under a prime contract with NJSDA to provide services as a project management firm or construction management firm, or engaged as a subconsultant to a current project management firm or construction management firm on an NJSDA project. Such firms shall also be ineligible to participate in this engagement as subconsultants or subcontractors.

Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27),

pertaining to affirmative action and equal employment opportunity.

The NJSDA requires the contractor to provide opportunities to SBE firms to participate in the performance of this engagement, consistent with NJSDA's SBE Set-Aside Goals of 25% (5% to Category 4, 5% to Category 5, 5% to Category 6, and the remaining 10% to be allocated among Categories 4, 5 and/or 6). The Small Business Administration size standards are established at 13 C.F.R. 121.201.

In addition to all other requirements listed above, the NJSDA requires all subcontractors of any tier in the DPMC Trade Classifications listed below whose contract is in an amount which is equal to or greater than \$500,000 be pre-qualified by the NJSDA.

C006 - CM as Constructor  
 C007 - Design Build  
 C008 - General Contractor  
 C009 - GC/Alterations & Additions  
 C019 - Concrete/Foundation/Footings/Masonry work  
 C021 - Demolition  
 C029 - Structural Steel  
 C030 - Plumbing  
 C039 - HVAC  
 C045 - Sprinkler Systems  
 C047 - Electrical  
 C066 - Roofing-Membrane EPDM  
 C067 - Roofing-Membrane PVC/CPE/CSPE  
 C068 - Roofing-Membrane Modified Bitumen  
 C069 - Roofing-Urethane  
 C070 - Roofing-Built Up  
 C071 - Roofing-Metal  
 C072 - Roofing-Tile/Slate/Shingles  
 C092 - Asbestos Removal/Treatment  
 C093 - Asbestos Removal/Mechanical  
 C096 - Lead Paint Abatement

For further information on NJSDA, please visit us at "www.njsda.gov".

DATE ADVERTISED: August 11, 2009

**After the Mandatory Pre-Bid Conference is held, the list of attendees will be available here.**

Project Name & Location
<a href="#">New ES at Henry St.</a>

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# INSTRUCTIONS TO BIDDERS

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Section 6.....	Contract Award and Execution
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The New Jersey Schools Development Authority (“NJSDA” or “Authority”) will not permit a firm engaged by the NJSDA as a project management firm (“PMF”) or construction management firm (“CM”) to bid as a prime or act as a sub-contractor for this NJSDA managed project. Sub-consultants to the PMFs/CMs are prohibited from working as primes or sub-contractors in the region(s) for which they are on a PMF/CM team.

## **SECTION 1 – BID OVERVIEW**

There is a two-step bidding process for bidding with the Authority:

**First Step:** A Bidder must first submit the “Project Rating Proposal”, which consists of information regarding the “other factors” which will be evaluated by the Authority in its consideration of the bid. The Authority will determine a Bidder’s Project Rating Limit based on this Proposal. A project rating is effective for 24 months, and a firm may request that the SDA apply that rating to a particular bid, provided there has been no negative change in the evaluative criteria upon which the rating is based.

**Second Step:** A Bidder must submit the “Price Proposal”, which contains the price the Bidder intends to bid for the work as well as other required information.

### **Important Notes:**

- 1) A Bidder may not submit a Price Proposal that exceeds its Project Rating Limit for a project.
- 2) A Bidder’s Project Rating Limit cannot exceed the firm’s Aggregate Limit.
- 3) The Authority requires the contractor to provide opportunities to SBE firms to participate in the performance of this engagement, consistent with the Authority’s SBE Set-Aside Goals.

## **SECTION 2 – BIDDING PROCEDURES**

### **2.1 EXAMINATION OF CONTRACT DOCUMENTS AND PROJECT SITE**

The Bidder shall examine all Contract Documents, noting particularly all requirements that will affect the Bidder’s work in any way. Contract Documents are defined as all the documents identified in the Authority’s General Conditions at section 1.1.

Failure of a Bidder to be acquainted with the amount and nature of work required to complete any applicable division of the work, in conformity with all requirements of the project(s) and the package as a whole, will not be considered as a basis for additional compensation.

The Bidder shall evaluate each project site and related conditions, including without limitation the following:

- The condition, layout and nature of each project site and surrounding areas;

- The availability and cost of labor;
- The availability and cost of materials, supplies and equipment;
- The cost of temporary utilities required in the bid;
- The cost of any permit or license required for the projects and not obtained by the Authority;
- The generally prevailing climatic conditions; and
- Conditions bearing upon transportation, disposal, handling, and storage of materials.

Unless otherwise specified in the Contract Documents, borings, test excavations and other subsurface information, if any, are provided solely to share information available to the Authority and any use of or reliance upon such items by the Bidder is at the risk of the Bidder.

## **2.2 PRE-BID MEETING AND ADDENDA**

All Bidders must attend the mandatory pre-bid meeting. No Project Rating Proposal will be accepted from any Bidder that fails to attend the mandatory pre-bid meeting. In the case of a Joint Venture, only one representative from the Joint Venture need attend the pre-bid conference.

The mandatory pre-bid meeting will be held as set forth in the Bid Advertisement appearing in selected newspapers and at the Authority's website: [www.njsda.gov](http://www.njsda.gov).

The Authority must issue Addenda, at least seven (7) business days prior to the date scheduled for receipt of the Price Proposals, excluding Saturdays, Sundays and legal holidays, to clarify, interpret, correct or change the Contract Documents. The Authority's authorized and approved Project Management Firm (PMF) or Construction Management Firm (CM) shall provide copies of Addenda only to firms that purchased the Contract Documents, attended the mandatory pre-bid meeting and submitted a Project Rating Proposal. Failure to acknowledge the addenda, and include such acknowledgement with the Price Proposal, may result in the rejection of the Price Proposal.

Bidders shall not rely on any oral answers to questions raised at the pre-bid meeting or at any other time. Bidders shall not rely on any interpretation or clarification of or correction or change to the Contract Documents unless it is in the form of a written Addendum.

## **2.3 INTERPRETATION**

If the Bidder has any questions or finds any perceived error or omission in the Contract Documents or any conflict or discrepancy within the Contract Documents or between the Contract Documents and any applicable provision of law, the Bidder shall submit a written request to the Authority's PMF/CM firm for interpretation or clarification. Failure to submit said question or request for information shall be deemed a waiver for any claims for future compensation regarding discrepancies within the Contract Documents.

The Bidder shall be responsible for delivery of such requests no later than ten (10) business days prior to the Price Proposal opening date.

All responses to such requests shall be in the form of written Addenda.

The submission of a Price Proposal is conclusive evidence that the Bidder has completely reviewed the Contract Documents and fully understands and agrees to all of the requirements, terms and conditions set forth therein.

## **2.4 STANDARDS**

The articles, devices, materials, equipment, forms of construction, fixtures and other items named in the specifications to denote kind and quality shall be known as standards and all bids shall be based upon those standards.

Where two or more standards are named, the Bidder may furnish any one of those standards.

Items, which are not standards, may be used only if accepted pursuant to the requirements of Section 2.5 herein.

## **2.5 PROPOSED EQUALS**

If the Bidder proposes to use articles, devices, materials, equipment, forms of construction, fixtures or other items other than those standards named, the Bidder shall certify that the item is equal in quality and in all aspects of performance and appearance to the standards specified.

In addition, the Bidder shall submit information to the PMF/CM no later than ten (10) business days prior to the Price Proposal opening date, which information shall include:

- The name and a complete description of the proposed equal, including drawings, performance and test data, and other information necessary for a complete evaluation; and
- A statement setting forth any changes, which the proposed equal will require in the projects.

If the Authority approves the proposed equal, the PMF/CM shall issue an Addendum describing and authorizing use of the new standard.

The decision to approve or disapprove a proposed equal shall be solely within the discretion of the Authority, and shall be final when made. The Authority shall have the discretion to reject a proposed equal, for any reason whatsoever, including the fact that the Bidder failed to provide sufficient information to enable the Authority to completely evaluate the proposed equal without delay in the scheduled Price Proposal opening date.

No Bidder shall rely on a proposed equal in the preparation of its bid unless that proposed equal has been expressly approved as a standard in the form of an Addendum issued prior to the Price Proposal opening date.

## **2.6 BIDDING DOCUMENTS**

Plans and specifications will be made available to the Bidder for review.

A copy of the plans and specifications will be available for purchase (non-refundable) in the amount listed in the Bid Advertisement.

## **2.7 COPIES OF THE DRAWINGS AND SPECIFICATIONS**

Unless otherwise specified in the Contract Documents, the PMF/CM shall furnish to the successful Bidder, free of charge, three (3) sets of the Project Manual, Drawings, Specifications and Addenda.

The successful Bidder may obtain additional copies or sepias of the Drawings and Specifications from the Design Consultant, upon request, at the cost of reproduction.

## **2.8 OWNER CONTROLLED INSURANCE PROGRAM (OCIP)**

In accordance with Article 9.2 of the Authority's General Conditions, the Authority has elected to implement an Owner Controlled Insurance Program (OCIP) to provide Workers' Compensation, Employers Liability, General Liability, Excess Liability, and Builder's Risk Coverage for Contractors and eligible Subcontractors, of any tier, providing direct labor to the Project. The Authority agrees to pay all premiums associated with the OCIP, including deductibles or self-insured retention (giving the Contractor and Subcontractors first dollar coverage), unless otherwise stated in the contract documents. While the OCIP is intended to provide broad coverage and high limits, the OCIP is not intended to meet all the insurance needs of the Contractor or Subcontractors.

Participation in the OCIP Program is mandatory, but not automatic, unless otherwise determined by the Authority.

The Contractor agrees to submit Price Proposals **Net of Insurance**, excluding all applicable insurance expenses and policy costs allocated to the Project for Workers' Compensation, Employers Liability, General Liability, on-site Excess Liability, and Builder's Risk insurance.

**The Contractor and its Subcontractors shall be required to comply with all provisions of the applicable Project Safety Manual as such compliance has a direct bearing on the insurance costs of the Authority. Some of these provisions may have additional cost implications, which could impact the bid price.**

**Subcontractors not enrolled in the OCIP will be required to maintain their own insurance and will be required to participate in the Project Safety Program.**

### **SECTION 3 – PROJECT RATING PROPOSAL**

#### **3.1A SUBMISSION OF PROJECT RATING PROPOSAL**

A project rating is effective for 24 months, and a firm may request that the Authority apply that rating to a particular bid, provided there has been no negative change in the evaluative criteria upon which the rating is based. If applying the most recent project rating limit, the Bidder **MUST** still complete pages 1 (Bidder's name) and 7 (signature page).

Otherwise, all Bidders are required to submit a completed Project Rating Proposal on or before the date and time listed in the Bid Advertisement or such other date as set by Addenda ("submission date"). All Project Rating Proposals must be delivered in accordance with Section 8 herein. **Faxed or emailed copies will be rejected.**

Bidders shall fill in all relevant blank spaces in the Project Rating Proposal form in ink or by typewriting.

The Bidder must sign the Project Rating Proposal form in ink and all signatures **must be original**. If the Bidder is an Authority, partnership or sole proprietorship, the legal name of the Bidder shall be printed or typed on the line provided. The Project Rating Proposal **must be** signed by an officer, partner or principal of the firm, as applicable, witnessed and the Corporate Seal must be affixed to the signature.

Projects listed on the Project Rating Proposal must be the experience of the Bidder and must have been **completed** within the past seven (7) years. "Completed" is defined as projects where - at a minimum - a Temporary Certificate of Occupancy (TCO) has been granted or in the case where a new or amended certificate of occupancy is not required, projects that are 100% complete.

**Do not submit a separate list of projects to be used as references.**

All Bidders shall submit a copy of a valid Business Registration Certificate for State Agency and Casino Service Contractors issued by the Department of Treasury, Division of Revenue.

The Bidder must provide at least **two (2) projects**, but preferably four (4) projects, meeting the above criteria or it will be deemed ineligible to submit a Price Proposal.

The Project Rating Proposal of the successful Bidder with whom the Authority executes a contract will be incorporated into the Contract Documents, as if fully rewritten therein.

### 3.1B SUBMISSION OF PROJECT RATING PROPOSAL BY A JOINT VENTURE

When two or more Bidders, **each** having valid classifications in the trade category or categories required by the Bid Advertisement, propose to form a joint venture for the purpose of submitting a bid on a specific package, the joint venturers shall submit a Statement of Joint Venture, in the form prescribed by the Authority, with their Project Rating Proposals. For joint venture Bidders, each individual firm comprising the joint venture shall submit a separate Project Rating Proposal that will be individually evaluated. The Project Rating Limit for each individual firm that comprises the joint venture will be added together to achieve a Project Rating Limit for the joint venture.

Each member of the Joint Venture must sign its Project Rating Proposal form in ink and all signatures **must be original**. If the Bidder is a corporation, partnership or sole proprietorship, the Project Rating Proposal must be signed by an officer, partner or principal of the firm, as applicable, witnessed and the Corporate Seal must be affixed to the signature.

### 3.2 DETERMINATION OF PROJECT RATING LIMIT

A Bidder's Project Rating Limit will be determined by the following:

The Bidder's largest listed project X (1+ the sum of Sections 3.2.1, 3.2.2 and 3.2.3 listed below) X Performance Evaluation Multiplier (if applicable).

A Bidder's Project Rating Limit cannot exceed 170% of the Bidder's largest listed project.

A Bidder's Project Rating Limit will be adjusted based on the Bidder's current Performance Evaluation Multiplier.

In determining the Bidder's largest listed project the following will not be used:

- If a reference contact rates a firm "Below Expectations" in either safety or quality of construction, or if the overall reference adjustment as described below in Section 3.2.1 is -5 (minus five) or lower, the Authority will not use that project in the determination of the Bidder's Project Rating Limit.
- If the Authority cannot contact a reference source, the Authority will contact the Bidder for another "Owner's Contact" for that project. If the Bidder is unable to provide an "Owner's Contact", or if the Authority is unable to contact the second "Owner's Contact" provided by the Bidder, the Authority will not use that project in the determination of the Bidders Project Rating Limit.

#### 3.2.1 REFERENCES

The Authority will select, at its discretion, two (2) projects or owner contacts listed in the Project Rating Proposal and obtain reference information from these contacts. Reference information will include the following seven (7) categories:

- Safety.
- The quality of the construction.
- The timeliness of the work performed.
- The efficiency of the Bidder's contract administration.
- Supervision of subcontractors.
- The Bidder's level of cooperation during the course of the construction.
- The timeliness and efficiency of punch list work corrections.

Project contacts will be asked if the performance in each of the seven (7) categories “exceeded expectations,” “met expectations” or fell “below expectations,” and the Authority will assign to the response the percentage adjustment listed below as appropriate for the response provided for each project or owner reference contacted :

	<u>Exceeded</u> <u>Expectations</u>	<u>Met</u> <u>Expectations</u>	<u>Below</u> <u>Expectations</u>
Safety	+5%	+3%	-5%
Quality of the construction.	+5%	+2%	-5%
Timeliness of the work performed.	+2%	+1%	-2%
Efficiency of the Bidder’s contract administration.	+2%	+1%	-2%
Supervision of subcontractors.	+2%	+1%	-2%
Bidder’s level of cooperation during construction.	+2%	+1%	-2%
Timeliness and efficiency of punch list work corrections.	+2%	+1%	-2%

The Authority will then total the project reference adjustments together and the sum shall be the “Reference Adjustment”.

### 3.2.2 SAFETY

A. Based on the current New Jersey (or other state’s) Workers Compensation Insurance Experience Modification Rate (EMR) listed by the Bidder in the Project Rating Proposal, the Authority will assign an EMR percentage as listed below:

EMR is less than or equal to .80	+30%
EMR is > .80 but less than or equal to .90	+20%
EMR is > .90 but less than or equal to 1.00	+10%
EMR is >1.00 but less than or equal to 1.10	-10%
EMR is >1.10 but less than or equal to 1.20	-20%
EMR is >1.20	-40%

B. Based on the Safety Professional information listed by the Bidder in the Project Rating Proposal the Authority will assign a Safety Professional percentage as listed below:

	<u>Yes</u>	<u>No</u>
Employee of the firm completed OSHA 500 or OSHA 502 in last 4 years.	+2%	0%
Employee of the firm completed (CCHEST) STS-Construction.	+2%	0%
Employee of the firm completed AGC/A Safety Management Course.	+2%	0%

The Authority reserves the right to verify any information supplied by the Bidder on its Project Rating Proposal.

The Authority will add the EMR percentage and the Safety Professional percentage together for and the sum shall be the “Safety Adjustment”.

### 3.2.3 PREVAILING WAGE

Based on the Prevailing Wage Record with the N.J. Department of Labor as listed by the Bidder in the Project Rating Proposal, the Authority will assign a Prevailing Wage Adjustment as listed below:

The firm has been adjudicated to have committed the following prevailing wage rate violations during the past five (5) years:

Committed No Violations	0%
Committed One Violation	-10%
Committed More than One Violation	-20%

The Authority reserves the right to verify any information supplied by the Bidder on its Project Rating Proposal.

### 3.2.4 PERFORMANCE EVALUATIONS

Every construction project managed by the Authority will be evaluated by two evaluators for the following: quality of work; scheduling; management; cost control and change orders; safety and industrial hygiene; subcontractors; small business goals; and close-out.

Evaluation rating values are:

- Outstanding (O) or 100 percent – far exceeds the contract requirements by consistently exhibiting excellent performance. Typically meets and regularly exceeds the contract requirement;
- Very Good (VG) or 90 percent – often exceeds the contract requirements and frequently provides a high level of performance. Typically meets and often exceeds the contract requirements;
- Satisfactory (S) or 80 percent – provides an acceptable level of performance consistently meeting the contract requirements;
- Marginal (M) or 70 percent for scheduling, management, cost control and change orders, subcontractors, close-out and 40 percent for quality of work, safety and industrial hygiene, and small business goals – performs slightly below the requirements of the contract, meeting the contract requirements on an intermittent basis; and
- Unsatisfactory (U) or 60 percent for scheduling, management, cost control and change orders, subcontractors, close-out and 20 percent for quality of work, safety and industrial hygiene, and small business goals – fails to meet important contract requirements, resulting in a negative impact on the entire project.

The contractor’s Performance Evaluation Summary Rating shall be the mathematical average of the two evaluators’ ratings. In the event that there are multiple Performance Evaluation Summary Ratings for a contractor, the contractor’s Performance Evaluation Summary Rating shall be the mathematical average of all Performance Evaluation Summary Ratings.

The Authority will assign a Project Evaluation Performance Multiplier as listed below:

Performance Evaluation Summary Rating	Performance Multiplier
80 points or higher	1.00
70 points to 79.9 points	.50
69.9 points or lower	.25

This Performance Multiplier shall be used in the calculation of the firm’s Project Rating. In the event that a contractor does not have a Performance Evaluation Summary Rating, the Authority will disregard the Performance Multiplier in the calculation of the firm’s Project Rating.

### 3.3 NOTIFICATION OF PROJECT RATING LIMIT

Within five (5) business days after the submission date as listed in the Bid Advertisement or such other date as set by Addendum, the Authority will inform all Bidders by facsimile, mail or posting on the Authority's web site ([www.njsda.gov](http://www.njsda.gov)) of the Bidder's Project Rating Limit. **A Bidder's Project Rating Limit cannot exceed the Bidder's Aggregate Rating.**

Any Bidder who disagrees with its Project Rating Limit may challenge the determination by making a written request to the Senior Director of Procurement setting forth the specific grounds for the challenge. The challenge must be received by the Authority within three (3) business days of the posting of the results on the Authority's web site ([www.njsda.gov](http://www.njsda.gov)). The Director, or his/her representative, will review the challenge and issue a final written determination within three (3) business days of receipt of written request. At the discretion of the Senior Director or his/her representative, additional information may be requested from the Bidder, in which case formal written determination will be issued within three (3) business days of receipt of said information. The determination will be made strictly on the information submitted.

## **SECTION 4 – PRICE PROPOSAL**

### **4.1 A PRICE PROPOSAL**

Any exception to the wording of the bid form shall cause the Price Proposal to be rejected as non-responsive.

Unless the Bidder withdraws its Price Proposal prior to the Price Proposal submission date and time, as provided in Section 4.3 herein, the Bidder shall be required to comply with all requirements of the Contract Documents.

The Bidder shall fill in all relevant blank spaces in the Price Proposal in ink or by typewriting. The Bidder shall show all bid amounts in both words and figures. In the event of a discrepancy between the words and figures, the amount shown in words shall govern. In the case of a conflict between the total lump sum bid price and the sum of the prices allocated to each school in the package, **the total lump sum bid price shall govern.**

**Unit Pricing** - Where unit pricing applies, in case of a discrepancy between the amount shown in words and the amount shown in figures, the amount shown in words shall govern. In the event that the NJSDA has requested unit pricing, the paragraph entitled "Consideration of Unit Pricing" on page 6 shall govern.

The Bidder must sign the Price Proposal in ink and all signatures **must be original**. If the Bidder is a corporation, partnership or sole proprietorship, the legal name of the Bidder shall be printed or typed on the line provided. The Price Proposal **must be** signed by an officer, partner or principal of the Bidder, as applicable, witnessed and the Corporate Seal must be affixed to the signature. **A Bidder may not submit a Price Proposal that exceeds its Project Rating Limit for a project.**

All bidders **must** submit a copy of the Uncompleted Contracts Form for themselves and for any subcontractor identified in the bid advertisement. Failure to submit an Uncompleted Contracts Form with the Price Proposal will result in rejection of the bid.

### **4.1 B PRICE PROPOSAL BY A JOINT VENTURE**

Bidders submitting a bid as a Joint Venture shall comply with all the requirements in section 4.1A. In addition, each member of the Joint Venture shall sign the Price Proposal, have its signature witnessed and the Corporate Seal must be affixed to the signature.



#### **4.1 C REQUIRED CLASSIFICATION AND SUBMITTALS**

Each Bidder and subcontractor(s) must be classified/registered by the Department of the Treasury, Division of Property Management and Construction; Department of Labor; by the Department of Treasury, Division of Revenue and must be prequalified by the Authority in the trade(s) specified in the Bid Advertisement so that the Bidder and subcontractor(s) classifications, when considered in totality, meet the requirements of the Bid Advertisement and as modified by Addendum.

The Authority requires all subcontractors of any tier in the DPMC Trade Classifications listed in the Bid Advertisement whose contract is in an amount which is equal to or greater than \$500,000 must be pre-qualified by the NJSDA.

Each Bidder shall include all required documentation with its Price Proposal, including, but not limited to:

- A submission of a valid Bid Bond in the proper amount on the form supplied by the Authority.
- "Total Amount of Uncompleted Contracts" form as provided by the Authority and completed by the Bidder.
- "Total Amount of Uncompleted Contracts" form as provided by the Authority and completed by the respective subcontractor(s) for any subcontractor identified in the bid advertisement.
- Failure to submit an Uncompleted Contracts Form(s) with the Price Proposal will result in rejection of the bid.

The Authority requests that every Bidder submit the following:

- Copies of their current, valid certificates of registration issued pursuant to "The Public Works Contractor Registration Act," P.L. 1999, c. 238; for the Bidder and subcontractors in the trades listed in the Bid Advertisement.
- Copies of their current Classification Notice with the Department of Treasury, Division of Property Management and Construction; for the Bidder and subcontractors in the trades listed in the Bid advertisement.
- Copies of their current, valid Business Registration Certificate for State Agency and Casino Service Contractors issued by the Department of the Treasury, Division of Revenue, for the Bidder and subcontractors in the trades listed in the Bid Advertisement and.
- Copies of all current, valid contractor or trade licenses and permits required under applicable New Jersey law, for the Bidder and subcontractors in the principal trades listed in the Bid Advertisement.

#### **4.2 DELIVERY OF PRICE PROPOSALS**

The Price Proposal shall be enclosed in a sealed envelope that is clearly marked with the Bidder's Name, Contract Number, Contract Name, School District, County and the date of Price Proposal submission.

The Bidder must submit its sealed Price Proposal to the Authority in accordance with Section 8 herein.

If the sealed Price Proposal is enclosed in another envelope for the purpose of delivery, the exterior envelope shall be clearly marked as containing a Price Proposal with the Bidder's name, Contract Number, Contract Name and the date of the Price Proposal submission shown on the envelope.

Any Price Proposal that arrives after the time set for submission will be returned to the Bidder unopened.

#### **4.3 WITHDRAWAL**

A Bidder may withdraw a Price Proposal after it has been received by the Authority, provided the Bidder makes a request in writing to the Director of Contract Procurement of the Authority in accordance with Section 8 herein, and the request is received by the Authority prior to the deadline for the submission of the Price Proposal. **Price Proposals may not be withdrawn after the submission deadline has passed.**

If a Bidder wants to make a change in a previously submitted Price Proposal, it must do so prior to the deadline for submission, by submitting a letter requesting the withdrawal of the previous submission and acceptance of a replacement Price Proposal.

#### **4.4 OPENING OF PRICE PROPOSAL**

All Price Proposals submitted on or before the date and time scheduled for submission will be publicly opened and the lump sum base prices submitted by the Bidders will be read at the time and place indicated in the Bid Advertisement, or such other time and place as may be established by Addendum.

Bidders, their authorized agents, and other interested parties are invited to be present.

The public opening and reading of Price Proposals is for informational purposes only and is not to be construed as an acceptance or rejection of any bid submitted.

#### **4.5 PRICE PROPOSAL EVALUATION CRITERIA AND PROCEDURES**

The Authority, in determining the successful Bidder, will evaluate the Price Proposals for responsiveness, including but not limited to verifying that:

- The submission of a valid Bid Bond in the proper amount;
- The Bidder and all subcontractors are classified, pre-qualified, registered and licensed as required by the Bid Advertisement; and
- The award of the contract in addition to the Bidder's uncompleted work will not exceed the Aggregate Rating of the Bidder.

The responsible Bidder whose responsive bid offers the Authority the lowest price and which does not exceed the Bidder's Project Rating Limit as established through the evaluation of the Project Rating Proposal, shall be named the successful Bidder.

### **SECTION 5 – BID BOND**

The Bidder must submit with its Price Proposal a Bid Bond, equal to ten percent (10%) of the total cost of the lump sum base bid.

The Bid Bond requirement listed above is not applicable if the contract is for a sum not exceeding \$200,000.

The Bid Bonds of the apparent successful Bidder and the two next most successful Bidders will be returned after execution of the Contract or rejection of all Price Proposals. The Bid Bonds of all other Bidders will be returned no later than ninety (90) days after submission of the Price Proposal.

If, after issuance of a Notice of Award, the Bidder fails to comply with all requirements of Section 6 below within the time specified in the Contract Documents, the Authority may proceed to recover under the terms and conditions of the Bid Bond, in accordance with Section 6 below.

## **SECTION 6 – CONTRACT AWARD AND EXECUTION**

Prior to determination of the successful Bidder, the Authority may request the following information from any Bidder:

- A bid breakdown, in CSI format, of the lump sum bid for each component of work. This information is not to be construed as a Schedule of Values or Trade Payment Breakdown, which may be required at a later date.

Such information must be supplied to the Authority within forty-eight (48) hours of the request.

Upon determination of the successful Bidder, the Authority shall so notify the successful Bidder by issuing a Notice of Award. **Immediately** upon receipt of the Notice of Award, the recipient of the Notice of Award shall complete and deliver the following documents to the Authority, on forms provided by the Authority:

- Executed form of Contract;
- Performance and payment bonds in the amount of one hundred percent (100%) of the contract amount, current attorney-in-fact instruments and financial statements of the surety must be included for **each** bond;
- Certificate(s) of insurance and, if requested, a certified copy of the successful Bidder's insurance policies, including a copy of additional insured endorsement;
- Owner's Controlled Insurance Program (OCIP) Enrollment Form;
- Subcontractor Approval Form Instructions and Form;
- Corporate resolution;
- "SBE Form A" and "Form C Certification of SBE Status" of the SBE Utilization Attachment, as provided by the Authority. The NJSDA requires the contractor to provide opportunities to SBE firms to participate in the performance of this engagement, consistent with NJSDA's SBE set aside goals of 25%, awarding 5% of the contract value to registered Category 4 SBE firms; 5% of the contract value to registered Category 5 SBE firms; and 5% of the contract value to registered Category 6 SBE firms; and 10% of the contract value to SBE firms registered in any of the three Categories.
- Integrity Affidavit;
- Disclosure to the Unit of Fiscal Integrity General Consent and Waiver;
- Business Registration Certificates for State Agency and Casino Service Contractors issued by the Department of Treasury, Division of Revenue for all subcontractors identified in the bid advertisement;
- N.J. Division of Purchase and Property "Two-Year Chapter 51/Executive Order 117 Vendor Certification & Disclosure of Political Contributions" and "Ownership Disclosure Form" as prescribed by Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13-20.25, superseding Executive Order 134 (2004)) and as amended by Executive Order 117 (2008).
- "Any other required documents."

The Authority may extend the time for submission of the documents set forth above if good cause is shown and if the Authority determines, in its sole discretion, that the delay in document submission will not unduly delay project schedules.

Failure on the part of the successful Bidder to execute and deliver all of documentation as provided in this Section, in the manner and within the time provided by the Contract Documents, is just cause for revocation of the Award and for the exclusion of the successful Bidder from bidding on subsequent Authority contracts for such period as the Authority may deem appropriate. If the Award is revoked for the above reasons, the Bid Bond shall become forfeited and the Authority may proceed to recover under the terms and conditions of the Bid Bond.

At its discretion, the Authority may award the contract to the next lowest responsible Bidder, or re-advertise the Project, precluding the forfeiting Bidder from bidding on the re-advertised Project.

- N.J.S.A. 18A:7G-36, permits the Authority to utilize a construction contractor evaluation policy, which will only apply to the prime contractors and may impact a contractor's project rating limit on future NJSDA projects. A copy of the policy is available on the web at [www.njsda.gov](http://www.njsda.gov).

## **SECTION 7 – RIGHTS OF THE AUTHORITY**

The Authority reserves the right to reject any Project Rating Proposal or Price Proposal that does not conform in all material respects with the requirements of the Contract Documents.

The Authority reserves the right to reject any Project Rating Proposal or Price Proposal deemed non-responsive.

The Authority reserves the right to reject any Project Rating Proposal or Price Proposal for any reason deemed to be in the best public interest.

The Authority reserves the right to reject any Price Proposal if the price exceeds the Authority's Construction Cost Estimate (CCE).

The Authority reserves the right to waive technicalities and the right to re-advertise for new bids.

The Authority reserves the right to rescind any determination of the successful Bidder or any Notice of Award if it determines that either was issued in error, or if it becomes aware of information or developments that impact on the responsibility of the Bidder.

## **SECTION 8 – DELIVERY/MAILING OPTIONS**

Submission of any document(s) to the Authority shall comply with the following:

### **US Mail Address**

NJSDA  
P.O. Box 991  
Trenton, New Jersey 08625-0991  
Attn: James McElhenny

### **Fed Ex, UPS, Courier, Hand Delivery**

NJSDA  
1 West State St. (Wachovia Bank Building)  
Trenton, New Jersey 08625-0991  
Attn: James McElhenny

**END OF INSTRUCTIONS TO BIDDERS**

# NJSDA PROJECT RATING PROPOSAL SUBMISSION

**Contract No.:** NT-0019-C02-RB1

**Contract Name:** Elementary School @ Henry Street      **Contract Description:** New Elementary School

**District:** City of Passaic      **County:** Passaic

Bid of \_\_\_\_\_ a Corporation organized  
(Bidder's Name) (Bidder's Federal I.D. #)

and existing under the laws of the State of \_\_\_\_\_ or a partnership or joint venture consisting of

\_\_\_\_\_ or an individual, trading as \_\_\_\_\_

**PLEASE APPLY MOST RECENT PROJECT RATING LIMIT ON FILE WITH NJSDA:**     YES     NO

*If yes, the bidder must sign page 7 certifying that there has been no change regarding safety, prevailing wage record, or Authority Project Evaluation Record since the prior Project Rating was assigned and return all seven (7) pages to the SDA.*

The bidding procedure with the New Jersey Schools Development Authority ("Authority") is a two-step process:

1. A Bidder must first submit its "Project Rating Proposal", which consists of information regarding "other factors" that will be evaluated by the Authority in its consideration of the bid. The Authority will determine the Bidder's Project Rating Limit based on this proposal.
2. A Bidder must submit its "Price Proposal", which contains the price the Bidder intends to bid for the work as well as other required information.

**Important Notes:**

1. A Bidder may not submit a "Price Proposal" that exceeds its "Project Rating Limit."
2. A Bidder's "Project Rating Limit" cannot exceed the bidder's "Aggregate Rating."

**A. GENERAL**

This "Project Rating Proposal" is an evaluation of "other factors" required by the Educational Facilities Construction and Financing Act, P.L. 2000, c.72. Bidder's information submitted in the "Project Rating Proposal" allows the Authority to determine "Project Rating Limit" for this bid package.

Bidders are required to submit this completed "Project Rating Proposal" on or before the due date and time listed in the "Bid Advertisement" or such other date as set by an Addendum. **Faxed or emailed copies will be rejected.**

Failure to include all of the required information may preclude the bidder from achieving a "Project Rating Limit" sufficient to submit a "Price Proposal."

The Authority, after review of the information submitted in the "Project Rating Proposal", will determine a "Project Rating Limit" for the Bidder as described in the "Instructions to Bidders."

1. A Bidder's "Project Rating Limit" **cannot exceed** the Bidder's "Aggregate Rating."
2. A Bidder's "Project Rating Limit" **cannot exceed** 170% of the Bidder's largest project listed in the "Project Rating Proposal."

## **B. BIDDER'S LISTING OF PROJECTS**

The completed projects listed by the Bidder must include references associated with the projects as well as represent the experience of the Bidder. Joint venture experience will not be accepted unless the Joint Venture is bidding on the same project.

1. The Bidder must provide at least two (2), but preferably four (4) projects completed within the past seven (7) years on the forms provided on pages 3 & 4 of the "Project Rating Proposal." **Failure of the Bidder to provide at least two (2) projects meeting the above criteria, will result in the Bidder being deemed ineligible to submit a "Price Proposal."**

**Note:** "Completed" is defined as a project where, at a minimum, a Temporary Certificate of Occupancy (TCO) has been granted or in the case where a new or amended Certificate of Occupancy (COO) is not required, projects that are 100% complete.

2. The Authority will select, at its discretion, two (2) of the listed projects with references (Owner's Contact or Project's Contact). If the Authority cannot contact the listed references, the Bidder will be contacted to supply another reference for that project. If the Bidder is unable to provide another reference, or if the Authority is unable to contact the new reference supplied, the Authority will not use that project in the determination of the Bidder's **"Project Rating Limit."**

**Note:** "Owner's Contact" = the individual that engaged the Bidder and is familiar with the work performed.  
"Project's Contact" = the owner's representative who oversaw the project for the owner on a daily basis and who is not employed by the Bidder's firm.

3. The listed references will be requested to provide a rating of "Exceeded Expectations", "Met Expectations", or "Below Expectations" to the following seven (7) categories:
  - ***Safety.***
  - ***The quality of the construction.***
  - ***The timeliness of the work performed.***
  - ***The efficiency of the Bidder's contract administration.***
  - ***Supervision of subcontractors.***
  - ***The Bidder's level of cooperation during the course of the construction.***
  - ***The timeliness and efficiency of punch list work corrections.***
4. If a listed reference rates a firm "Below Expectations" in either Safety or Quality of Construction, or if the overall reference adjustment (as described in the "Instructions to Bidders", Section 3.2.1) is minus five (-5) or lower the Authority will not use that project in the determination of the Bidder's "Project Rating Limit."

## PROJECT #1

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**If an NJSDA Project, include Contract Number:** \_\_\_\_\_

**Bidder Served as:**  Prime

**If Bidder was the "Prime", was a CM on Project?**  Yes

Subcontractor

No

**Bidder's Contract Value:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

### OWNER'S CONTACT

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

### PROJECT'S CONTACT

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

---

## PROJECT #2

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**If an NJSDA Project, include Contract Number:** \_\_\_\_\_

**Bidder Served as:**  Prime

**If Bidder was the "Prime", was a CM on Project?**  Yes

Subcontractor

No

**Bidder's Contract Value:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

### OWNER'S CONTACT

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

### PROJECT'S CONTACT

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

### PROJECT #3

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

If an NJSDA Project, include Contract Number: \_\_\_\_\_

Bidder Served as:  Prime

Subcontractor

If Bidder was the "Prime", was a CM on Project?

Yes

No

Bidder's Contract Value: \_\_\_\_\_

Date Completed: \_\_\_\_\_

#### OWNER'S CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

#### PROJECT'S CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

---

### PROJECT #4

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

If an NJSDA Project, include Contract Number: \_\_\_\_\_

Bidder Served as:  Prime

Subcontractor

If Bidder was the "Prime", was a CM on Project?

Yes

No

Bidder's Contract Value: \_\_\_\_\_

Date Completed: \_\_\_\_\_

#### OWNER'S CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

#### PROJECT'S CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_



**C. SAFETY**

1. Identify the Bidder's representative in charge of safety responsibilities.

**Name of Safety Professional:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Does the person listed above possess the following certifications, licenses, or completed any of the following courses?**

OSHA 500 Train the Trainer Program or the OSHA 502 Refresher Course within the past four (4) years?  Yes  No

Council on Certification of Health, Environmental and Safety Technologies (CCHESST) Safety Training Supervisor in Construction (STS-Construction)?  Yes  No

AGCA Safety Management Course?  Yes  No

2. What is the Bidder's current New Jersey (or state of company's location) Workers Compensation Insurance Experience Modification Rate (EMR)? **EMR:** \_\_\_\_\_

Provide the name and telephone number of the individual who can confirm EMR listed above:

**Name:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**D. PREVAILING WAGE RECORD**

The Bidder shall place a check in the box that represents the Bidder's Prevailing Wage Record with the New Jersey Department of Labor within the **five (5)** years preceding the date of bid submission.

- This firm has been adjudicated to have committed no violations of failure to pay prevailing wages in the last five (5) years.
- This firm has been adjudicated to have committed one violation of failure to pay prevailing wages in the last five (5) years.
- This firm has been adjudicated to have committed more than one violation of failure to pay prevailing wages in the last five (5) years.

**E. CERTIFICATION**

The Bidder hereby certifies to the best of its knowledge and belief and under penalty of perjury under the laws of the United States and the State of New Jersey:

1. That all information provided herein is accurate and truthful.
2. That an affirmative action program of equal employment opportunity, pursuant to P.L. 1945, c. 169 the "New Jersey Law Against Discrimination," as supplemented and amended, has been adopted by this organization to ensure that applicants are employed and employees are treated without regard to their race, creed, color, national origin, ancestry, marital status, sex, or affectional or sexual orientation, and that the selection and utilization of contractors, subcontractors, consultants, materials suppliers and equipment lessors shall be done without regard to their race, creed, color, national origin, ancestry, marital status, sex, or affectional or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer,

recruitment or recruitment advertising, layoff or termination, rates of pay or other form of compensation, and selection for training, including apprenticeships. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, Notices to be provided to the Authority's Compliance Officer setting forth provisions of this nondiscrimination clause. Said affirmative action program addresses both the internal recruitment, employment and utilization of minorities and the external recruitment policy regarding minority contractors, subcontractors, consultants, materials suppliers and equipment lessors.

3. That the bid has been executed with full authority to do so; that the Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with these projects; and that all statements contained in this bid and in this certification are true and correct and made with full knowledge that the Authority relies upon the truth of the statements contained in this bid and in the statements contained in this certification in awarding the contract for the projects.
4. That neither the Bidder nor its principals:
  - a. are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or contracting by any agency of government including but not limited to federal, state, regional, county or local government agency, in this or any other state including any department, division, commission, authority, office, branch, section and political subdivision or other governmental or quasi-governmental entity;
  - b. have, within a three-year period preceding this bid, been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public federal, state or local contract; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. are currently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - d. have, within a three-year period preceding this bid, had one or more public contracts (federal, state or local) terminated for cause or default.
5. The Bidder has a current, valid registration issued pursuant to the "Public Works Contractor Registration Act," P.L. 1999, c. 238 (c. 34:11-56.48 et. seq.).
6. The Bidder has a current, valid Business Registration Certificate for State Agency and Casino Service Contractors issued by the New Jersey Department of Treasury to perform work in New Jersey.
7. The Bidder has current, valid contractor or trade licenses and permits required under applicable New Jersey law for any trade or specialty area in which the firm seeks to perform work.
8. During the term of construction of the project(s) that comprise this package, the Bidder will have in place a suitable quality control and quality assurance program and an appropriate safety and health plan.
9. Any bidder or contractor who willfully makes, or causes to be made, a false, deceptive or fraudulent statement in the certifications required pursuant to P.L. 2000, c. 72, shall be guilty of a crime of the fourth degree and shall be permanently disqualified from bidding on all school facilities projects; and, in the case of an individual or the officer or employee charged with the duty of making the submission for a Bidder, shall be guilty of a disorderly persons offense.
10. The Bidder shall make a good faith effort to meet goals as set forth in N.J.A.C. 17:14-1.2 by providing the maximum opportunity for small business enterprises (SBE) to compete for and perform contracts.

11. Where the Bidder is unable to certify to any of the statements in this certification, the Bidder shall explain below:

**IN WITNESS WHEREOF, the Bidder has caused this statement to be signed, attested to and sealed.**

**Bidder:** \_\_\_\_\_  
**Legal Firm Name**

**By:** \_\_\_\_\_  
**Signature** **Print or Type Name**

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

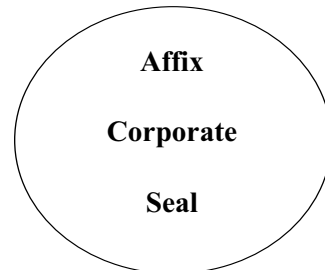
**Telephone No.:** \_\_\_\_\_

**FAX No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_  
**Signature** **Print or Type Name**

**Date:** \_\_\_\_\_



**END OF PROJECT RATING PROPOSAL**

**Print Form**



**New Jersey Schools Development Authority  
 REQUEST FOR INFORMATION (RFI)**

**NJSDA 655**

<b>Date:</b>	_____	<b>Contract No.:</b>	_____	<b>Contract Procurement Phase</b>
				Henry Street Elementary
<b>Package No:</b>	NT-0019-C02-RB1	<b>Package Name:</b>	_____	School
<b>PMF:</b>	Skanska USA Building Inc.	<b>PMF PM:</b>	_____	Timothy Herzog
<b>RFI No.:</b>	(To Be Determined by PMF)	<b>Contractor's RFI No.:</b>	_____	
<b>To:</b>	_____	<b>Re.:</b>	_____	
<b>Drawing Reference:</b>	_____	<b>Detail Reference:</b>	_____	
<b>Spec Reference:</b>	_____	<b>Trade Contractor:</b>	_____	

**Information Required & Proposed Solution:**

Attachments:  Yes  No Potential Impact to:  Schedule: \_\_\_\_\_ Days:  Cost: \$ N/A Approx.

**Firm:**

_____	_____	_____
Firm Name		Signed
_____	_____	_____
Date	Date Required	Printed

**Response:**

**Firm:**

_____	_____
Firm Name	Signed
_____	_____
Date	Printed

*This is not an authorization to proceed with work involving additional cost or time. Provide written notification in response to the RFI prior to proceeding with work, if any response causes a change to the contract scope of work.*

Please fax your questions to: Lesley Johnson @ 1(866) 868-1699

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## 1.0 DEFINITIONS

- 1.1 “Authority” or “New Jersey Schools Development Authority” means the public body corporate and politic established in, but not of, the Department of Treasury pursuant to P.L. 2007, c. 137, for the purpose of implementing provisions of the Educational Facilities Financing and Construction Act, N.J.S.A. 18A:17G-1 et seq. The Authority is the Party that has engaged the Contractor pursuant to the Contract.
- 1.2 “Authority”, “New Jersey Schools Development Authority”, or “NJSDA” means the public body corporate and politic established in, but not of, the Department of Treasury pursuant to P.L. 2007, c. 137, for the purpose of implementing provisions of the Educational Facilities Financing and Construction Act, N.J.S.A. 18A:17G-1 et seq. The Authority is the Party that has engaged the Contractor pursuant to the Contract.
- 1.3 “Authority having Jurisdiction” means any local, State, national or Federal entities with jurisdiction over the Project and the Contractor.
- 1.4 “Authority’s Project Manager” means the Authority’s employee representative for the Project who administers the Contract and manages the Project on behalf of the Authority. The Authority’s Project Manager shall have that authority specified in the Levels of Operating Authority Policy which document can be found on the Authority’s website:  
  
[www.njsda.gov/RP/PoliciesAndRegulations/Operating\\_Authority.html](http://www.njsda.gov/RP/PoliciesAndRegulations/Operating_Authority.html).
- 1.5 “Certified Clean Fill” means fill that is used for remedial purposes which is: 1) supported by analytical testing data and analysis demonstrating that the fill material does not contain constituents of concern in excess of NJDEP Soil Remediation Standards; or 2) supported by documentation in accordance with NJDEP Technical Requirements for Site Remediation (7:26E-6.4(b)2 and 3. This documentation shall be in the form of a written certification provided by the supplier of the fill stating: (a) that the fill is clean, virgin material from a commercial or non commercial source, or is decontaminated recycled soil; (b) the name of the affiant and relationship to the source of the fill; the location where the fill was obtained, including the street, town, lot and block, county, and state, and a brief history of the site which is the source of the fill; and (c) a statement that to the best of the affiant's knowledge and belief the fill being provided is not contaminated pursuant to any applicable remediation standards and a description of the steps taken to confirm such.
- 1.6 “Change in the Work” means a change in the Work or the Contract Documents, including, but not limited to, an increase or decrease in the scope of the Work, or an acceleration of time for the performance of the Work, or a change in the sequence in which the Work is to be performed.

- 1.7 “Change Order” means a written order directing or authorizing a Change in the Work executed by the Authority and the Contractor and shall include adjustments, if any, to the Contract Price and extensions of time, if any, to the Contract Time.
- 1.8 “Claim” means a demand by the Contractor for (1) a time extension which is disputed by the Authority or (2) the payment of money or damages, arising from work performed by or on behalf of the Contractor in connection with the Contract Documents, which is disputed by the Authority.
- 1.9 “Commencement Date” or “NTP Date” means the date set forth in the Notice to Proceed on which the Contractor shall begin performing Work pursuant to the Contract Documents.
- 1.10 “Commissioning Agent” or “CxA” means the person, persons or firm engaged by the Authority to provide full building commissioning of the Project. The Authority will identify the Commissioning Agent in the Supplementary Conditions by the Effective Date of this Agreement or by other means if such is engaged during the Term.
- 1.11 “Compensation” means payment(s) due to the Contractor for Work performed under the Contract Documents.
- 1.12 “Construction Change Directive” or “CCD” means a written order by the Authority directing or authorizing some change to the Contract Documents for which Compensation and/or Contract Time extension, if appropriate, has not yet been determined. Upon agreement on Compensation and/or Contract Time extension, for a CCD, if any, a Change Order shall be issued resolving the CCD.
- 1.13 “Construction Manager” or “CM” means the person, persons or firm engaged by the Authority to provide construction management services, including oversight and reporting services in connection with the construction of the Project. The Authority will identify the CM in the Supplementary Conditions by the Effective Date of the Contract or by other means if such is engaged during the Term.
- 1.14 “Construction Milestones” mean the dates identified in the Project Schedule by which the Contractor must complete certain critical activities in construction of the Project.
- 1.15 “Contract” or “Agreement” means the agreement executed between the Contractor and the Authority.
- 1.16 “Contract Change Request” or “CCR” means a written request by the Contractor for an adjustment in the Contract Price, a modification to the Contract Documents or an extension of Contract Time.
- 1.17 “Contract Documents” means the Contract executed between the Authority and the Contractor, together with the General Conditions, Supplementary Conditions, Plans, Specifications, Scope of Work, the Request for Qualifications and/or the

Request for Proposals, instructions to Bidders and Addenda, price and technical proposals, Change Orders, other amendments, and all exhibits, appendices and documents attached to or referenced in any of the foregoing materials.

- 1.18 “Contract Price” means the amount stated in the Contract, as it may be adjusted in accordance with the Contract Documents, representing the total amount payable by the Authority to the Contractor for performance of the Work.
- 1.19 “Contract Time” means the number of calendar days within in which the Contractor is required to achieve Substantial Completion. The Contract Time is calculated from the Commencement Date.
- 1.20 “Contractor” means that person, persons, firm, firms, joint venture or other entity engaged by the Authority for construction of the Project in accordance with the Contract Documents.
- 1.21 “Contractor’s Project Manager” means that person designated by the Contractor to serve as its representative for the Project and the Contract and who shall have the non-exclusive authority to bind the Contractor in all matters relating to the Contract Documents.
- 1.22 “Day” means calendar day, unless otherwise specifically defined.
- 1.23 “DCA” means the New Jersey Department of Community Affairs.
- 1.24 “Design Consultant” means the architect, engineer or other licensed Professional Services Consultant engaged by the Authority to provide services, including oversight of construction for conformance with design, Submittal review and reporting, in connection with the design and construction of the Project.
- 1.25 “Design Manual” means the latest edition of the NJSDA’s 21st Century Schools Design Manual available at the time the Contract is executed by the Parties.
- 1.26 “Directive” means an order by the Authority directing the Contractor to perform Work under the Contract Documents. A Directive by the Authority requires the Contractor to perform the directed Work, even if there remains a dispute as to whether the Directive constitutes a Change in the Work or warrants additional Compensation.
- 1.27 “Director” means the Authority’s Director of Contract and Workforce Compliance.
- 1.28 “DOE” means the New Jersey Department of Education.
- 1.29 “Document” means any written or graphic matter, however produced or reproduced, of any kind or description, including originals, marked copies and drafts, and including but not limited to, correspondence, letters, memoranda, notes, notations, transcripts, notes, books, pamphlets, or articles, requisitions,

resolutions, certificates, opinions, reports, studies, analyses, evaluations, contracts, licenses, agreements, financial statements, ledgers, checks, books or records of accounts, statistical records, lists, tabulations, summaries, charts, graphs, maps, surveys, plans, drawings, specifications, schedules, sound recordings, photographs, computer disks, faxes and electronic mail, and papers and things similar to any of the foregoing.

- 1.30 “EDA” means the New Jersey Economic Development Authority, created pursuant to P.L. 1974, c. 80, as amended (N.J.S.A. 34:1B-1 et seq.), or any successor thereto.
- 1.31 “Effective Date” means the date on which the Contract has been fully executed by the Parties.
- 1.32 “ELEC” means the New Jersey Election Law Enforcement Commission established pursuant to N.J.S.A. 19:44A-5, et seq.
- 1.33 “E-Rate Program” means the Schools and Libraries Program administered by the Universal Service Administrative Company under the direction of the Federal Communications Commission to assist schools in obtaining affordable telecommunications and Internet access.
- 1.34 “Final Completion” means that point in time on the Project when the Project is 100% complete and: (i) all requirements of the Contract Documents have been completed, (ii) all items on the Punchlist have been performed, and (iii) a Certificate of Occupancy, or a Certificate of Acceptance, as applicable, has been issued by DCA.
- 1.35 “Force Majeure Event” means an unforeseeable event beyond the control of the Contractor that is not due to an act or omission of the Contractor (or any Subcontractor or other person or entity for which the Contractor may be contractually or legally responsible) that materially and adversely affects the Contractor’s obligations under this Agreement to the extent that such event (or the effects thereof) could not have been avoided or mitigated by due diligence and use of reasonable efforts by the Contractor. Force Majeure Events may include wars, floods, hurricanes, tornadoes, acts of terrorism, earthquakes, and other acts of God.
- 1.36 “Impacted Materials” means fill or other materials that contain constituents of concern in excess of NJDEP Soil Remediation Standards.
- 1.37 “Imported Fill” means fill transported onto a Project Site from an off-site location for use in the performance of Work associated with a Project Site, including but not limited to, the backfilling of utility trenches and basements, construction of play areas and play fields, construction of engineered soil caps, changing the topographic elevation of a Project Site, or backfilling of excavations.

- 1.38 “Invoice” means a request for payment submitted by the Contractor to the Authority requesting payment for a percentage of the Contractor’s Work completed during each month.
- 1.39 “Legal Requirements” means all applicable Federal, State and local laws, acts, statutes, ordinances, codes, executive orders, rules and regulations in effect or hereinafter promulgated that apply to the Contractor’s performance of the Work under the Contract Documents, including, but not limited to, current versions of the New Jersey Uniform Construction Code, the DCA Homeland Security Best Practices Standards for Schools Under Construction or Being Planned for Construction ("Best Practice Standards"), the Occupational Safety and Health Act of 1970, the Soil, Erosion and Sediment Control Act, as well as any requirements of any local or national Authorities having Jurisdiction over the Project, as applicable.
- 1.40 “Notice of Award” means a notice from the Authority to the Contractor that its bid has been accepted and that the Authority intends to enter into a contract with the Contractor for the work set forth in the Request for Proposals.
- 1.41 “Notice to Proceed” or “NTP” means a written notice from the Authority setting the Commencement Date on which the Contractor shall begin performing Work pursuant to the Contract Documents.
- 1.42 “Parties” means the Authority and the Contractor.
- 1.43 “Product data” means illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate a material, product or system proposed for use in some portion of the Work
- 1.44 “Professional Services Consultants” means consultants providing professional services associated with research, development, design, construction, construction administration, alteration, or improvement to real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform. These consultants may provide services including, but not limited to, studies (including feasibility studies), investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, construction management, inspections, submittal review, testing, preparation of operating and maintenance manuals, and other related services.
- 1.45 “Project” means the demolition, construction, improvement, repair, alteration, modernization, renovation or reconstruction of all or any part of the School Facility identified in the Contract Documents or of any personal property necessary for or ancillary to the School Facility identified in the Contract Documents.

- 1.46 “Project Labor Agreement” or “PLA” means the agreement negotiated and executed by and between the Authority and the New Jersey Building Trades Council. All Authority projects with estimated construction costs in excess of \$5 million will be subject to the Project Labor Agreement.
- 1.47 “Project School District” means the school district in which the Project is located.
- 1.48 “Proposal” means a written description of certain proposed Work, setting forth the price and time adjustments, if any, necessary to perform the proposed Work, prepared by the Contractor in response to a “Proposal Request” issued by the Authority recognizing a contemplated change to the Construction Contract.
- 1.49 “Proposal Request” means a written request issued by the Authority recognizing a contemplated change to the Construction Contract and seeking the Contractor’s Proposal for the performance of Work to accomplish the contemplated Change in the Work.
- 1.50 “Punchlist” means the list of incomplete or defective Work to be performed or remedied by the Contractor. The Punchlist shall not include items that are necessary to be completed in order to secure a Temporary Certificate of Occupancy.
- 1.51 “Remedial Action” means those actions taken at a site as may be required by the New Jersey Department of Environmental Protection, including, without limitation, removal, treatment measures, containment, transportation, securing, or other engineering or institutional controls, whether to an unrestricted use or otherwise, designed to ensure that any discharged contaminant is remediated in compliance with the applicable remediation standards pursuant to N.J.A.C. 7:26E-6.
- 1.52 “Remedial Action Work Plan” or “RAWP” means the written documentation prepared and certified by licensed qualified environmental and/or engineering firms to satisfy New Jersey Technical Requirements for Site Remediation (N.J.A.C. 7:26E-6.2.). The RAWP will include, among other things, a summary of findings and recommendations generated by any Remedial Investigation Report, an identification of areas of concern, and a detailed description of the remedial action to be conducted and the remedial technology to be employed on the Site.
- 1.53 “Safety Manual” means the latest edition of NJSDA’s Safety Manual available at the time this Agreement is executed by the Parties.
- 1.54 “Sample” means physical examples that illustrate materials, equipment or workmanship, and establish standards by which the Work will be judged
- 1.55 “Schedule” means a Critical Path Method (“CPM”) schedule prepared and submitted by the Contractor to the Authority, wherein the Contractor identifies all critical and certain non-critical activities, including Construction Milestones and

the projected and actual time periods for completing such activities and Construction Milestones.

- 1.56 “Schedule Fragnet” an acronym for ‘fragmentary network,’ which is a portion of the CPM network illustrated to depict the manner in which the incorporation of added, deleted or revised work may affect the critical path of the CPM network, which permits the evaluation of whether a time extension is warranted.
- 1.57 “Schedule of Values” shall mean an itemized list prepared by the Contractor that establishes the value allocated to the various portions of the Work and supported by such substantiating data as the Authority may require. If accepted by the Authority, this Schedule of Values shall be used as a basis for the Contractor's Invoices and only for this purpose.
- 1.58 “School Facility” means and includes any structure, building or facility used wholly or in part for academic purposes, and any property, structure, or area ancillary or appurtenant thereto.
- 1.59 “Shop drawings” means drawings, diagrams, schedules and other data prepared specifically for the Work by the Contractor or any subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work
- 1.60 “Site” means the site(s) proposed or selected for the Project.
- 1.61 “Specifications” means a written description prepared by the Design Consultant setting forth the detailed, technical and functional characteristics of, or the discrete design for, an item of material, equipment or Work to be incorporated into the construction, or a requirement of the Work to be performed under the Contract. The Specifications may include a statement of any of the Authority's requirements and may provide for inspection, testing or the preparation of a construction item before procurement.
- 1.62 “State” means the State of New Jersey.
- 1.63 “Subcontractor” means the party to whom the Contractor or other subcontractor subcontracts part or all of the Work for which the Contractor or other subcontractor is ultimately responsible. Subcontractors shall also include sub-subcontractors of any tier.
- 1.64 “Submittal” means documents or other tangible items required to be prepared by the Contractor for review by the CM, Design Consultant and the Authority. Examples of Submittals include, but are not limited to, shop drawings, product data and samples.
- 1.65 “Substantial Completion” means that point in time on the Project when all of the following have occurred: (i) all essential requirements of the Contract Documents have been performed so that the purpose of the Contract Documents is accomplished; (ii) a Certificate of Occupancy or Temporary Certificate of



Occupancy has been issued by the Department of Community Affairs; (iii) the Punchlist has been created; the Contractor has delivered to the Authority the key(s) and/or code(s) for operation of the elevators; (v) there are no material omissions or technical defects or deficiencies, as identified by the Authority; and (vi) the Project is one-hundred percent (100%) ready for occupancy in accordance with its intended use.

- 1.66 “Substantial Completion Date” means the date the Contractor is required to achieve Substantial Completion as identified in the Contract Documents.
- 1.67 “Supplementary Conditions” means any supplemental or additional general conditions attached to this Contract.
- 1.68 “Temporary Certificate of Occupancy” means the document issued to the Contractor by the Department of Community Affairs.
- 1.69 “Term” means the term of this Contract, which shall be from the Commencement Date and shall extend until all obligations of the Contractor to perform Work pursuant to the Contract Documents have been performed to the satisfaction of the Authority, unless extended or sooner terminated as set forth in this Agreement.
- 1.70 “Uniform Construction Code” or “Code” means the New Jersey Uniform Construction Code, as set forth in N.J.A.C.5:23-1 et seq., including the International Building Code and all applicable Subcodes, as amended from time to time.
- 1.71 “Work” means all work performed by the Contractor and its Subcontractors and suppliers, including providing all material, equipment, tools and labor, necessary to complete the construction of the Project, as described in and reasonably inferable from the Contract Documents.

## **2.0 INTERPRETATION AND INTENT**

### **2.1 Intent**

This Agreement is intended to permit the Parties to complete the Work and all obligations required by the Contract Documents within the Contract Time for the Contract Price. The terms of this Contract are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction industry standards.

### **2.2 Interpretation**

In the Contract Documents, where appropriate: the singular includes the plural and vice versa; references to statutes or regulations include all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; the words "including," "includes," and "include" shall be deemed to be followed by the words "but not limited to;"

unless otherwise indicated, references to articles, sections, appendices or schedules are to this Contract; words such as "herein," "hereof," "hereunder," and "foregoing" shall refer to the entire document in which they are contained and not to any particular provision or section; words not otherwise defined, which have well-known technical or construction industry meanings, are used in accordance with such recognized meanings; and words of any gender used herein shall include the other gender, where appropriate. When two or more interpretations of the same requirement of the Work exist, the most stringent, as determined by the Authority in its sole discretion, shall apply. Unless otherwise specified, lists contained in the Contract Documents defining the Project or the Work shall not be deemed all-inclusive.

### **2.3 Referenced Standards**

Unless otherwise specified by the Authority, any reference in the Contract Documents to a publication, statute, code section, regulation or other reference shall be deemed to mean the latest edition or revision thereof, including amendments and supplements thereto.

### **2.4 Notification of Errors in the Contract Documents**

The Contractor shall promptly notify the Authority of all obvious, patent and readily observable errors, omissions, inconsistencies or other defects (including inaccuracies) which it may discover in the Contract Documents. The Contractor may be requested to provide written recommendations regarding changes or corrections to resolve any such error, omission, inconsistency or defect. The Contractor must obtain the Authority's acceptance before proceeding with the Work thereby affected by any such obvious, patent and readily observable error, omission, inconsistency or defect. The Contractor shall not make a claim premised upon any obvious, patent and readily observable error, omission, inconsistency or defect in the Contract Documents, unless the Contractor has first provided notice to the Authority of such error, omission, inconsistency or defect.

### **2.5 Approvals, Acceptances, Consents and Determinations of the Authority**

In all cases where acceptances, approvals, consents or determinations are required to be provided under the Contract Documents, such acceptances, approvals or consents shall not be withheld unreasonably and such determinations shall be made reasonably, except in cases where a different standard (such as, by way of example only, sole discretion) is specified. In cases where sole discretion is specified for an acceptance, approval, consent, determination or other decision, such decision shall not be subject to dispute resolution hereunder.

### **2.6 Plans and Specifications**

- 2.6.1 All Work performed shall be in conformity with the lines, grades, cross-sections, dimensions, and material requirements, including tolerances, shown in the Contract Documents. The Plans shall consist of general drawings and shall show such details as are necessary to give a comprehensive representation of the construction contemplated. Omissions from the plans or Specifications of details of Work which are reasonably

inferable to carry out the intent of the Contract Documents, or which are customarily included, shall not relieve the Contractor from including such omitted details of Work, and they shall be included as if fully and correctly set forth and described in the Plans and Specifications, without entitlement to a Change Order hereunder.

- 2.6.2 The parties realize that in performing the Work, field conditions may require modifications in the Plans, Specifications and quantities of Work involved. Work must be performed in accordance with these field conditions to the satisfaction of the Authority and in accordance with its directions and the Contract Documents.
- 2.6.3 The Contractor shall maintain at least one set of the DCA-approved Plans and Specifications on site at all times. .

## 2.7 Order of Precedence

Each document that comprises the Contract Documents is an essential part of the Contract, and a requirement occurring in one is as binding as though occurring in all. The documents comprising the Contract Documents are intended to be complementary and to describe and provide for a complete Contract. In the event of any conflict among the documents comprising the Contract Documents, they shall be considered in the following descending order of precedence:

- (a) Contract, as amended by executed Change Orders
- (b) Supplementary Conditions
- (c) General Conditions
- (d) Specifications
- (e) Large Scale Drawings
- (f) Small Scale Drawings

In the event there is a conflict between terms or provisions contained in any of the above-referenced Contract Documents, the Contractor will provide the more stringent standard or the higher quality of work, which shall be determined by the Authority in its sole discretion.

## 3.0 THE AUTHORITY'S RESPONSIBILITIES

- 3.1 The Authority is responsible for the administration of the Contract. The Authority will decide all questions regarding the quality and acceptability of the Work, all questions regarding interpretation of the Contract Documents, all questions regarding the Contractor's compliance with the Contract Documents, and all questions as to Compensation and requests for time extensions.
- 3.2 The Authority shall designate, in writing, one or more representatives who shall have express authority to bind the Authority with respect to certain matters requiring the Authority's approval, acceptance or authorization under the Contract Documents.

- 3.3 Unless otherwise provided in the Contract Documents, upon Contract award, the Authority will furnish to the Contractor, free of charge, six (6) copies of the Contract Documents, and any additional instructions by means of addenda, supplemental drawings, manuals or other documents reasonably necessary for the proper execution of the Work.
- 3.4 The Authority and its Professional Services Consultants shall provide all information and responses required pursuant to the Contract Documents with reasonable promptness in order to permit orderly progress of the Work.
- 3.5 The Authority shall obtain and pay for the New Jersey Uniform Construction Code building permit. The Authority shall not be responsible for obtaining or paying for any other permits, licenses, approvals, government charges or inspection fees required by any governmental or quasi-governmental Authority Having Jurisdiction over the Project.
- 3.6 The Authority will furnish pre-construction surveys describing the Project Site, as applicable. The Contractor shall be entitled to rely on the accuracy of this information, but, to the extent that the Contractor discovers, or could have discovered, through its pre-bid Site inspection described in Section 4.4.2, obvious, patent and readily observable information in conflict with any such Authority-furnished survey information, the Contractor shall not be entitled to a Change Order for any costs or delays relating to such a conflict.
- 3.7 The Authority may engage a Construction Management Firm (CM) to directly manage the Contract, and, if engaged, The Contractor shall report to this CM. All communications with the Authority shall be through the CM, unless otherwise indicated in this Agreement.

#### **4.0 CONTRACTOR'S RESPONSIBILITIES**

##### **4.1 Responsibility for the Work and Performance as Directed**

- 4.1.1 The Contractor shall furnish all construction and other services, provide all materials, equipment and labor and undertake all efforts necessary or appropriate to complete the Work in accordance with the requirements of the Contract Documents, the Project Schedule, all Legal Requirements, the accepted Quality Assurance and Quality Control program, the accepted Contractor's Safety Plan, the Plans and Specifications, taking into account the physical limits of the Site, so as to achieve Substantial Completion and Final Completion on or before the deadlines specified herein, and otherwise perform the Work in a timely manner in accordance with the Contract Documents.
- 4.1.2 The Contractor shall supervise and be solely responsible for the acts and omissions of the Contractor's employees, agents, officers, Subcontractors, Professional Service Consultants and any other persons performing portions

of the Work for the Contractor, as though all such persons were directly employed by the Contractor.

- 4.1.3 At all times during the Contract Term, including during the course of, and notwithstanding the existence of any dispute, the Contractor shall perform as directed by the Authority, in a diligent manner and without delay, shall abide by the Authority's decision or order, and shall comply with all applicable provisions of the Contract Documents. The Authority may issue a formal Directive to the Contractor to enforce the Contractor's obligation to perform Work required by the Contract Documents. Such Directives from the Authority do not constitute a change to the scope of the Work or Services and will not result in an increase in the Contract Price or an adjustment to the Contract Time. The Contractor shall perform the Work described in the Directive, even if the Contractor disputes that such Services or Work are required by the Contract Documents.

## 4.2 Permits

- 4.2.1 Except as explicitly identified in Section 3.5, the Contractor shall obtain and pay for all permits, fees, approvals, licenses, government charges and inspection fees necessary for the proper execution and completion of the Work and/or required for the Project by any government or quasi-government Authority Having Jurisdiction over the Project, including, but not limited to, soils erosion permits, construction trailer permits, water permits, utility permits and street opening permits.

## 4.3 Pre-Construction Conference

The Contractor is required to attend and participate in a Pre-Construction Conference with the Authority, its Project Manager, the Design Consultant and representatives of major Subcontractors. The anticipated agenda for the Pre-Construction Conference shall include, but not be limited to, a review of the Contract Documents, a discussion of Subcontractors, key personnel and the Project Schedule, and procedures for processing field decisions, submittals, substitutions, invoices and change orders. The Authority shall schedule the Pre-Construction Conference within ten (10) Days of the Effective Date.

## 4.4 Review and Inspection of Contract Documents and Site

- 4.4.1 Review of Documents. The Contractor acknowledges that, prior to submitting its bid on the Project, it carefully studied and reviewed all Documents relevant to the Project that have been prepared and furnished by the Authority, including but not limited to, the Contract Documents, any geotechnical reports or surveys of the Site, and, if applicable, the Remedial Action Work Plan. If at any time during the Term of the Contract, the Contractor requires information or documentation that has not been provided by the Authority, but is only available to the Authority, the Contractor must request such information from the Authority. Failure to

request and review such information waives any Claim by the Contractor that such information was necessary to fulfill its obligations pursuant to the Contract Documents and/or this Agreement. The Contractor shall promptly notify the Authority of all obvious, patent and readily observable errors, omissions, inconsistencies or other defects (including inaccuracies) which it may discover in the Contract Documents and may be requested to provide written recommendations regarding changes or corrections to resolve any such error, omission, inconsistency or defect. The Contractor must obtain the Authority's acceptance before proceeding with the Work thereby affected by any such obvious, patent and readily observable error, omission, inconsistency or defect. The Contractor shall not make a claim premised upon any obvious, patent and readily observable error, omission, inconsistency or defect in the Contract Documents, unless the Contractor has first provided notice to the Authority of such error, omission, inconsistency or defect.

- 4.4.2 Review of Project Site. The Contractor further acknowledges that, prior to submitting its bid, in accordance with prudent and generally accepted construction practices, it inspected and examined the Project Site and surrounding locations and undertook other appropriate activities sufficient to familiarize itself with the readily observable conditions at the Site. As a result, the Contractor is deemed to be familiar with and accepts the physical requirements of the Work.

#### **4.5 Quality Assurance / Quality Control Program**

The Contractor shall have full responsibility for quality assurance and quality control through Final Completion of the Project. The Contractor shall prepare and submit to the Authority's Project Manager a detailed Quality Assurance/Quality Control (QA/QC) Program. The Authority's Project Manager shall review the Contractor's QA/QC Program and recommend acceptance or rejection of the Program to the Authority within ten (10) Days of receipt of the QA/QC Program. The Authority will either accept or reject the Contractor's QA/QC Program within five (5) Days of the Authority's Project Manager's recommendation to the Authority. If the Authority rejects the Contractor's QA/QC Program, the Contractor shall revise and resubmit the QA/QC Program to the Authority until it is accepted. Once the QA/QC Program is accepted, the Authority shall monitor the Contractor's compliance with the Program to ensure that the Work meets or exceeds the accepted QA/QC Program. As part of the Contractor's QA/QC Program, the Contractor shall designate one (1) full-time employee whose sole responsibility is to maintain and monitor the Contractor's compliance with its accepted QA/QC Program. If the Contractor's Work fails to meet the accepted QA/QC Program, the Authority will implement a course of action to address the Contractor's failure to comply with its QA/QC Program. The Authority's actions to verify the Contractor's compliance with its QA/QC Program shall not relieve the Contractor of its obligation to establish a QA/QC Program, comply with the QA/QC Program or meet the requirements of the Contract Documents. The Contractor's failure to comply with the requirements of this Section 4.5 shall be deemed an Event of Default under this Agreement. Such Event of Default may trigger Default remedies as stated in Section 11.

#### **4.6 Project Meetings**

The Contractor is required to attend weekly construction meetings throughout the progress of the Work. The anticipated agenda for the weekly construction meetings shall include, but not be limited to, a review of the Contractor's progress and daily manpower, field observations and problems, review of Submittals, Project Schedules and delivery Schedules, proposed Changes and Change Orders, and other issues relating to the Work. The Authority's Project Manager shall be responsible for scheduling and administering the weekly construction meetings, providing advance notice of the meetings and distributing meeting minutes.

#### **4.7 Monthly Status Report**

On or before the tenth day of the month, the Contractor shall provide the Authority and the CM with a monthly status report detailing the progress of its Work, including (i) the actual progress of the Work for the prior month according to the Schedule; (ii) discrepancies, conflicts, or ambiguities that exist in the Contract Documents that require resolution; (iii) health and safety issues that exist in connection with the Work; (iv) notice of potential Claims; and (v) other items that require resolution in order that the Contractor can complete the Work within the Contract Time.

#### **4.8 Site-Utilization/Logistics/Staging Plan.**

Within ten (ten) days of the Preconstruction Conference, the Contractor shall develop a Site-Utilization/Logistics/Staging Plan ("Site Utilization Plan") for the entire Project Site. The Site Utilization Plan shall identify areas of the Site available for the Contractor to accommodate all of its means and methods for completion of the Project, to ensure protection of adjacent buildings, to limit and manage impacts to the Site, and to maintain the continuity of school operations (if applicable). The Site Utilization Plan shall illustrate impacts and potential impacts to the Site. The Contractor shall provide this Site Utilization Plan, in both visual and narrative form, to the CM and/or the Authority for review and acceptance and shall modify this Plan, as necessary, to obtain the Authority's written approval. Once accepted by the CM and or the Authority, the Contractor shall include the Site Utilization Plan in the Authority's Expedition Database, and shall keep the Site Utilization Plan current. All material and equipment must be stored as outlined by the approved plan and to the satisfaction of the CM, and NJSDA. Any changes or updates to the plan must be approved by the CM. The location of a Contract waste container is to be at the discretion of the CM for each work location. Containers must be covered at all times and removed daily when full. Debris piles or bulk storage of refuse is strictly prohibited on this project site.

## **5.0 TIME, PROJECT SCHEDULE AND PROGRESS**

### **5.1 Time is of the Essence**

The Contractor acknowledges that time is of the essence in this Contract.

### **5.2 Deadlines for Substantial Completion and Final Completion**

The Contractor shall achieve Substantial Completion and Final Completion on or before the dates set forth in the Contract Documents, as those dates may be modified by approved Change Orders. Failure to achieve Substantial Completion or Final Completion by the dates established by the Contract Documents will result in the Authority's assessment of Liquidated Damages in accordance with Section 12.2.

### **5.3 Contract Time/Notice to Proceed**

The Contract Time shall begin on the Commencement Date set forth in the Notice to Proceed. The Notice to Proceed will be issued by the Authority after receipt and acceptance of properly executed Contract Documents, including, but not limited to, performance and payment bonds and insurance certificates in a form acceptable to the Authority. Unless otherwise directed by the Authority in writing, the Contractor shall initiate Work within five (5) Days of the Commencement Date. The Contractor shall not be entitled to any Claim for delay, disruption, acceleration or any other Claims arising from the timing of the Authority's issuance of the Notice to Proceed. The Contractor shall perform no Work on the Project prior to the issuance of the Notice to Proceed.

### **5.4 Schedule**

- 5.4.1 Scheduling of the Work is and shall be the Contractor's responsibility. The Contractor shall determine the most feasible order for the Work commensurate with the requirements of the Contract Documents. Within four (4) Days after the Commencement Date, the Contractor shall prepare and submit to the CM a milestone Schedule for the execution of the Work, for review and acceptance. Within fourteen (14) Days after initial submission of the milestone Schedule, the Contractor shall submit to the CM a Schedule, in CPM format, using Primavera Project Planner (P3) version 3.1 or subsequent version, or Primavera Enterprise (P3e or P3e/c) version 5 or subsequent version, and shall indicate: (1) the dates for the start and completion of the various stages of the Work, (2) Construction Milestones; (3) critical and certain non-critical activities, (4) dates that the Contractor is required to provide Submittals to the CM; (5) the work of E-Rate suppliers and vendors; and (6) dates when Authority and/or CM information or acceptances are required to enable the Contractor to achieve completion of the Work within the Contract Time. The proposed Schedule shall meet the format and content requirements of Specification Section 1310 ("Schedules and Reports"). The Contractor shall include in the Schedule ample time for review of specific Deliverables by DOE and DCA,



including time for receipt of comments from these entities, time for any modification of documents by the Contractor to accommodate such comments, and time for subsequent review by DOE or DCA of any modifications to the documents. Construction of the Project shall be undertaken and completed in accordance with the Project Schedule prepared by the Contractor and approved by the Authority. The Project Schedule shall, among other things, provide that Substantial Completion and Final Completion shall be achieved by the dates required by the Contract Documents.

- 5.4.2 The CM shall review the proposed Schedule submitted by the Contractor and provide to the Authority written comments and recommendations for acceptance or rejection of the Schedule. The Authority shall accept or reject the Schedule within twenty-one (21) Days of receipt of the proposed Schedule. Once accepted by the Authority, the Schedule shall be used by the Authority to monitor the Contractor's progress.
- 5.4.3 If a Schedule is rejected, revisions are required or deficiencies are identified by the Authority, the Contractor shall revise and resubmit the Schedule within seven (7) Days of the rejection.
- 5.4.4 The Contractor shall submit monthly Project Schedule updates to the CM on the 10th day of each month. Such updates will be used by the Authority and the CM to verify the Contractor's compliance with the Project Schedule and progress in timely achieving Construction Milestones. In the event that review of the Project Schedule update by the Authority or the CM reveals that the Contractor will not meet the Construction Milestones within the time set forth in the Project Schedule, the Authority and/or the CM shall so advise the Contractor, and the Contractor shall be required to prepare and submit a recovery Project Schedule to the Authority and the CM for review and acceptance by the Authority.
- 5.4.5 The Contractor is required to provide to the CM at each Project Meeting a two-week "look ahead" schedule defining the Work to take place over the next two weeks, in advance of such work. Safety issues shall be included in this "look ahead" schedule, and target milestones shall be identified in the "look ahead" schedule to assist in tracking results.
- 5.4.6 Any such updates or revisions to the Project Schedule shall not relieve the Contractor of its obligations to complete the Work within the Contract Time, as such dates may be adjusted in accordance with the Contract Documents. Neither the Authority's review and acceptance of the Project Schedule, nor the CM's review and comment upon the Schedule (including any recommendations from the CM, if offered) shall be construed as relieving the Contractor of its complete and exclusive control over the means, methods, sequences and techniques for executing the Work.

- 5.4.7 The Contractor agrees that it will commence performance of the Work and direct the Work to provide an orderly progression of the Work to achieve Substantial and Final Completion, including furnishing such employees, materials, facilities and equipment and working such hours, including extra shifts and overtime hours, as may be necessary to achieve such goal, all at the Contractor's own expense.
- 5.4.8 Float time shown on the Project Schedule is not for the exclusive use of either the Contractor or the Authority. Float time is available for use by both Parties to facilitate the effective use of available resources and to minimize the impact of problems that may arise during construction. No time extension will be granted as a result of any problem, Change Order or delay that only results in the loss of available positive float on the Project Schedule. Float time shown on the Project Schedule shall not be used by the Contractor in a manner that, in the reasonable opinion of the Authority, is detrimental to the interests of the Authority

#### **5.5 Submission of Daily Field Reports and Sign-In/Sign-Out Sheets.**

The Contractor shall submit the previous day's Daily Field Report and Daily Sign-Out Sheets to the CM office before 10:00 AM. These documents shall be in a form acceptable to NJSDA. Copies of all Daily Field Reports and Sign-In/Out Sheets for the Contractor and all Subcontractors are to be maintained on site by the Contractor for the duration of the project.

### **6.0 PROSECUTION AND PROGRESS OF THE WORK**

#### **6.1 Supervision**

- 6.1.1 The Contractor shall supervise and direct the Work, including all portions of the Work performed by any Subcontractor. The Contractor shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work. The Contractor shall cooperate with the Authority and its contractors, Professional Services Consultants, agents and employees in every way possible.
- 6.1.2 Prior to the execution of this Agreement, the Contractor shall designate in writing an individual satisfactory to the Authority as the Contractor's Superintendent. The Contractor's Superintendent shall, so long as his/her performance is acceptable to the Authority, be responsible for the Contractor's Work through Final Completion of the Project. The Contractor's Superintendent shall have authority to receive and transmit instructions and information and render decisions related to the Project on behalf of the Contractor, and shall have the non-exclusive authority to bind the Contractor in all decisions, changes or other matters relating to the

Project. All directions given to the Contractor's Superintendent shall be binding as if given to the Contractor. The Superintendent shall only perform construction supervisory activities for the Project and shall not perform Construction Work, nor shall the Superintendent perform additional roles or functions on the Project (e.g., Safety Coordinator or Inspector, Quality Assurance/Quality Control Coordinator or QA/QC Inspector). The Superintendent shall not perform administrative support functions in addition to his/her construction supervisory duties.

- 6.1.3 The Contractor, at its discretion, may designate additional Superintendents, and, if it does so, shall provide to the Authority, in writing, the name and qualifications of the additional superintendent(s) as well as the authority granted to such additional superintendent(s).
- 6.1.4 At least one superintendent shall be present at the Site at all times while Work is being performed. When Work is not in progress, the Contractor shall have a plan, acceptable to the Authority, for responding to an emergency situation that requires the presence of the Contractor's superintendent. Such plan shall be communicated to the Authority in writing.
- 6.1.5 Whenever a superintendent is not present at the Site or at the site of any performance of a portion of the Work, the Authority may suspend all of the Work until a superintendent is present. Such suspension shall not be the basis of any Claim to the Authority for additional costs or a time extension.

## 6.2 Cooperation

- 6.2.1 The Contractor shall cooperate with other contractors, subcontractors, Professional Services Consultants and other entities engaged by the Authority to work on the Project. The Authority will identify in the Contract Documents such Professional Services Consultants, contractors and/or subcontractors and their roles on or before the Effective Date or within a reasonable time after the retention of such entities. At the direction of the Authority, the Contractor shall also cooperate with the Project School District and its personnel and any other applicable State agencies.
- 6.2.2 In the event that the Authority retains a Commissioning Agent, the Contractor shall cooperate with the Commissioning Agent and coordinate its Work with the Commissioning Agent.
- 6.2.3 If there is a difference of opinion as to the respective rights of the Contractor and others performing work within the limits of or adjacent to the Site, the Authority, in its sole discretion, will decide as to the respective rights of the various parties involved. The decision of the Authority is final and binding and is not cause for a Claim by the Contractor for additional compensation or delay.

- 6.2.4 The Contractor acknowledges that other entities will be performing work on the Site during the Contract Term. The Contractor hereby waives any and all Claims against the Authority for additional compensation, delay and/or inefficiencies that may arise due to other entities working on the Site.
- 6.2.5 The Contractor shall coordinate the Work and shall place and dispose of materials so as not to interfere with the work of the other entities on the Project. The Contractor shall coordinate its Work with the work of the other entities and shall perform its Work in proper sequence to allow other entities to complete their work accordingly.
- 6.2.6 All communications with the Authority shall be sent to the Authority's Project Manager. Where communications are required by the Contract Documents to be directed to persons other than the Authority, the Contractor shall furnish the Authority with a copy of such communications.

### **6.3 E-Rate Vendors and Installers**

The Contractor shall ensure that the Project is constructed to maximize its telecommunications connectivity through, but not limited to, the Schools and Libraries Universal Service Fund, more commonly known as the E-Rate Program, instituted in accordance with the provisions of the Federal Telecommunications Act of 1996, Pub. L. 104-104, set forth at 47 U.S.C.A. § 253, and administered by the Universal Service Administrative Company ("USAC") under the direction of the Federal Communications Commission ("FCC"). The Contractor shall cooperate and coordinate with all E-Rate vendors and installers engaged by the Authority to install and provide information technology services, telecommunications and/or computer services for the Project and/or engaged pursuant to the E-Rate Program. The Contractor shall be responsible for preparing and maintaining the Project Schedule to reflect and facilitate the work of E-rate vendors and installers.

### **6.4 Utility Rebate Programs.**

In addition to the requirements set forth in Section 6.3 above, the Contractor shall construct the Project to maximize all discounts, rebates and/or reimbursements for the Project available under any applicable State, local or Federal utility rebate and/or reimbursement program, including but not limited to, the N.J. Smart Start Buildings Program.

### **6.5 LEED™**

The Contractor shall construct the Project in accordance with the "green building principles," as identified and more fully provided for in the Design Manual, and tenets developed by the United States Green Building Council ("USGBC") and set forth in the Leadership in Energy & Environmental Design ("LEED™") "Green Building Rating System" (LEED™ for Schools Version) to maximize energy efficiency and environmental sustainability for the Project. The Contractor shall cooperate with the Design Consultant and other Professional Services Consultants engaged by the Authority for the purpose of achieving Certification of the Project under LEED™ for Schools Rating System, version 3 ("LEED v.3 for Schools"). LEED™ is a registered trademark of the USGBC.

## 6.6 Inspection of Work

- 6.6.1 Each part or detail of the Work performed by the Contractor is subject to inspection by DCA, the Design Consultant, the Authority's Project Manager, the CM, the Authority or its representatives, and may be the subject of special inspections. DCA, the Design Consultant, the Authority's Project Manager, the CM and/or the Authority and its representatives shall be allowed access to all parts of the Work and shall be furnished with such information and assistance by the Contractor as is required to make a complete and detailed inspection. When DCA, the Design Consultant, the Authority's Project Manager, the CM and the Authority or its representatives are on the Project Site in the course of their employment, they shall be deemed conclusively to be invitees of the Contractor.
- 6.6.2 The Contractor shall notify the CM in writing 72 hours prior to the need for required DCA inspections or special inspections. The Contractor shall not directly request any inspection from DCA. All communications with DCA shall be through the CM.
- 6.6.3 During official inspections, The Contractor is to provide proper supervision, labor and equipment to facilitate the inspection at no additional cost to the contract. The Contractor is to fully cooperate and provide supervision, standby labor, and equipment during all inspections, including providing all required documentation, DCA released drawings, shop drawings, etc. as needed.
- 6.6.4 Inspectors, whether Authority employees, representatives or third-parties engaged by the Authority, are authorized to inspect all Work. Such inspection may extend to all or any part of the Work and to the preparation, fabrication, or manufacture of the materials and equipment to be used. Inspectors are not authorized to alter or waive any requirements of the Contract Documents. Inspectors are not authorized to issue instructions contrary to the Contract Documents or to direct or otherwise supervise the Contractor. Inspectors have the authority to reject Work subject to confirmation by the Authority.
- 6.6.5 The Contractor shall not cover up any work that is subject to DCA inspection but which has not yet been inspected or approved by DCA.
- 6.6.6 The Authority may order any Work done without the required inspection to be removed and replaced. The Authority may order the removal and replacement of Work that covers or conceals other items of Work that have not yet received DCA inspection. The Contractor will be responsible for the costs of uncovering, removing, and/or replacing the uninspected Work.

## 6.7 **Correction of Nonconforming or Defective Work**

- 6.7.1 Repair and Replacement. In the event that the Authority determines that any of the Work performed or any of the materials furnished or equipment supplied, or any of the finished Work in which such materials are used or such equipment is installed, are not in strict conformity with the requirements of the Contract Documents or are otherwise defective, the Work, materials and/or equipment shall be removed, repaired, replaced or otherwise brought into compliance with the requirements of the Contract Documents by and at the sole cost and expense of the Contractor.
- 6.7.2 Correction of Nonconforming or Defective Work. The Authority shall require timely correction by the Contractor of nonconforming Work. If nonconforming Work remains uncorrected for more than thirty (30) Days from the Contractor's receipt of notice of the nonconforming Work from the Authority, its Project Manager, the Design Consultant, or DCA, the next Invoice to the Contractor may be reduced by an amount equivalent to the entire value of the nonconforming Work, as if the nonconforming Work is 0% complete. The Authority shall maintain a continuing list of nonconforming Work as determined by the Authority and shall make such list available to the Contractor. If the Contractor fails to repair, replace, remove or otherwise remedy any nonconforming or defective Work in accordance with this Section, the Authority shall repair, replace, remove or otherwise remedy the Contractor's nonconforming or defective Work at the Contractor's expense. In such case, an appropriate written notice shall be issued by the Authority to the Contractor notifying the Contractor of the Authority's decision to repair, replace, remove or otherwise remedy the nonconforming or defective Work and deducting from the payments then or thereafter due the Contractor the cost of repairing, replacing, removing or otherwise remedying the Contractor's nonconforming or defective Work. If the payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Authority upon demand.

## 6.8 **Submittals**

- 6.8.1 Within thirty (30) Days of the Commencement Date, the Contractor shall prepare and submit to the CM a detailed schedule setting forth the dates and sequence for submission of Submittals, including sufficient time for review of such Submittals by the Authority, the CM and the Design Consultant ("Submittal Schedule"). The CM and Design Consultant shall review the proposed Submittal Schedule by the Contractor and provide to the Authority written comments and recommendations for acceptance or rejection of the Submittal Schedule within seven (7) Days of receipt of the proposed Submittal Schedule. The Authority shall accept, provide

comments to, or reject the Submittal Schedule within fourteen (14) Days of receipt of the CM and Design Consultant comments to the Contractor's proposed Submittal Schedule. Once accepted by the Authority, the Submittal Schedule shall be used by the Authority and the CM to monitor the Contractor's progress in providing Submittals in a timely manner to avoid delays to the Work. The Contractor's responsibility to prepare and maintain the Submittal Schedule is in addition to its obligation to prepare and maintain the Project Schedule as set forth in Section 5.4.

- 6.8.2 The Contractor shall prepare and submit to the CM and the Design Consultant all Submittals required by the Contract Documents. The CM and the Design Consultant shall provide to the Authority written comments and recommendations for acceptance or rejection of the Submittal within seven (7) days of receipt of the Submittal. The Authority shall return the reviewed Submittal to the Contractor with comments or reject or accept the Submittal within seven (7) days of receipt of the comments and recommendations from the CM and the Design Consultant. Submittal review by the Authority, the CM and the Design Consultant shall be solely for the purpose of determining whether the items or equipment specified in Submittals are consistent with the requirements of the Contract Documents, and is not deemed to be undertaken for any other purpose, including: 1) determining the accuracy and completeness of each Submittal; 2) determining that any other details such as dimensions and quantities have been complied with; 3) substantiating instructions for installation and performance of equipment or systems designed by the Contractor; 4) approval of safety precautions; or 5) approval of construction means, manners, methods, techniques, sequences or procedures, all of which shall remain the Contractor's responsibility. The review of specific items also shall not indicate review of an assembly of which the item is a component.
- 6.8.3 The Contractor shall stamp each Submittal with a stamp certifying that by preparing and providing Submittals, the Contractor has (1) verified all materials, field measurements and field construction criteria related thereto, (2) coordinated the information contained within such Submittals with the requirements of the Work and the Contract Documents, and (3) verified that the Submittals conform to the Contract Documents.
- 6.8.4 The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Authority's acceptance of any Submittal, unless the Contractor has specifically informed the Authority in writing of such deviation at the time of submission and the Authority has issued written approval to the specific deviation.
- 6.8.5 If a Submittal is rejected by the Authority, the Contractor shall revise and resubmit the Submittal within five (5) Days of the rejection.

- 6.8.6 In the event that the Contractor is required to revise and resubmit any Submittal, the Contractor shall identify, in writing, all revisions made by the Contractor.
- 6.8.7 No portion of the Work requiring submission of a Submittal shall be commenced until the Submittal has been accepted by the Authority and returned to the Contractor marked "accepted." All such portions of the Work shall be performed in accordance with accepted Submittals.
- 6.8.8 The Contractor acknowledges that the Authority may require the Contractor to make a reasonable number of changes to the Submittals prior to the Authority's acceptance of such Submittals
- 6.8.9 The Contractor is required to maintain all submitted submittals, including shop drawings, on the jobsite at all times. The submitted submittals shall be organized and filed by specification number and review status (i.e. "accepted," "rejected" or "pending" submittals). Copies shall be supplied to the CM for the record as required or requested. .

## 6.9 Substitutions

- 6.9.1 Whenever materials or equipment are specified or described in the Contract Documents by using the brand name of an item or the name of a particular supplier, the naming of the item is intended to establish the type, function, and quality required. Unless the name is followed by words indicating that no approved equal is permitted, material and equipment of other suppliers may be accepted, but only if the Contractor submits a written request to use an approved equal including the following information regarding the proposed equal for the Authority's review and approval:
  - 6.9.1.1 Manufacturer or supplier data sheets providing detailed Specifications and product Data;
  - 6.9.1.2 A written statement from the Contractor or its Subcontractor stating the reasons that the proposed item or supplier is necessary or preferred for use on the Project;
  - 6.9.1.3 A cost analysis identifying the cost savings to the Authority if the proposed equal is used; and
  - 6.9.1.4 Any other relevant information to be considered by the Authority in evaluating the Contractor's proposed equal.
- 6.9.2 Equals proposed by the Contractor will be compared against the criteria provided in the Contract Documents. The Authority will either accept or reject the proposed equal within ten (10) Days of receipt of the Contractor's written request for the use of an approved equal with all of the required information necessary for the Authority to review the request. Authority



acceptance of an equal does not release the Contractor of its responsibility under the terms of the Contract Documents to produce Work, materials or equipment in conformity with the requirements of the Contract Documents, and further does not relieve the Contractor of its responsibility to submit to the CM a Submittal for acceptance of the approved equal.

- 6.9.3 The Authority will not permit any increases in the Contract Price or extensions of the Contract Time as a result of the use of the approved equal.
- 6.9.4 The Authority may require the Contractor to furnish, at no cost to the Authority, a special performance guarantee or other security with respect to any approved equal.
- 6.9.5 When the Contract Documents permit the use of more than one type of a particular material, equipment or product, the Contractor shall choose and use only one acceptable, approved type of material, equipment or product for installation on the entire Project.

#### **6.10 As-Built Plans and Drawings and Project Closeout Procedures**

- 6.10.1 Requirements. In addition to the requirements for Final Payment included in Section 13.9 of this Agreement, the Contractor shall comply with the following requirements and procedures concerning As-Built Plans and Drawings and Project Closeout.
- 6.10.2 As-Built Documents. The Contractor shall keep on the Project Site, and make available to the Authority at all times, one set of Plans and Specifications to be marked "As-Built" (the "As-Built Documents"). During the course of the Project, the Contractor shall regularly mark the As-Built Documents with colored pencils to reflect any changes, as well as the dimension and the location of all pipe runs, conduits, traps, footing depths or any other information not already shown on the plans or differing therefrom. All buried utilities outside the Building shall be located by a survey performed by a licensed surveyor, who shall certify as to the accuracy of the surveys. The As-Built Documents and survey shall be made available to the Authority upon request at any time during the progress of the Work. The As-Built Documents shall be prepared in accordance with the requirements of the Authority's Real Estate Services division.
- 6.10.3 Certification of As-Built Documents. The Contractor shall submit the final As-Built Documents to the Authority with a certification as to the accuracy of the information thereon at the time of Final Completion and before Final Payment is made to the Contractor. Submission of the As-Built Documents and certification are explicitly required as a condition precedent to Final Payment.

- 6.10.4 As-Built Survey to DCA. The Contractor shall submit to DCA prior to issuance of a Certificate of Occupancy an “as-built” survey of the Building location along with any additional documentation required by the Authority for issuance of the Certificate of Occupancy.
- 6.10.5 Project Closeout. Upon Final Completion of the Project, the Contractor shall also submit to the Authority upon request, three (3) sets of all shop and/or erection drawings used for "as-built" documentation and all Operating, Instruction and Maintenance manuals for Equipment. The Contractor shall also provide video training to instruct Project School District personnel to properly operate and maintain systems, equipment and similar items provided as part of the Contractor’s Work.

## 6.11 Testing

- 6.11.1 Prior to the initiation of any testing required by applicable Legal Requirements, the Contract Documents or any manufacturer or supplier, the Authority will provide the Contractor with the names of approved testing laboratories, firms or services for use on the Project. The Contractor shall utilize only testing laboratories, firms or services approved or otherwise provided by the Authority. Failure to use such approved entities shall be grounds for rejection of the inspection or test as nonconforming.
- 6.11.2 The Contractor shall notify the CM in writing of all scheduled testing of materials or equipment. The notice shall be provided no later than seven (7) Days prior to the scheduled test. The Authority shall bear the cost of material and equipment testing specifically required by Code, the Contract Documents, or any manufacturer or supplier. The Contractor shall bear the costs associated with all other testing performed, except for that testing requested by the Authority pursuant to section 6.11.3 below.
- 6.11.3 The Authority may direct, in writing, that testing be performed in addition to the testing required by Code, the Contract Documents or any manufacturer or supplier. The Contractor shall retain the testing firm and coordinate such additional testing and shall invoice the Authority for such additional testing. The Authority shall bear the costs of such additional testing and shall reimburse the Contractor for such additional testing after the testing report is complete, unless the test report for the additional testing requested by the Authority pursuant to this Section 6.11 reveals that the Work does not comply with the requirements of the Contract Documents. If the test report for the additional testing reveals that the Work does not comply with the requirements of the Contract Documents or is defective, the Contractor shall bear any and all costs of such testing.
- 6.11.4 All test reports shall be submitted to the CM and shall be accompanied by a certification signed by the Contractor attesting to the Contractor's knowledge of the contents of the Submittal, acceptance by the Contractor of

the test and/or inspection findings, acknowledgment that the materials and/or equipment tests meet the required standards, and a certification that the test and/or inspection report is accurate. Failure to provide the written certification shall be grounds for rejection of the Submittal.

## **6.12 Equipment and Materials**

- 6.12.1 The Contractor warrants to the Authority that all materials and equipment furnished under the Contract Documents will be new, unless otherwise specified, and that all Work will be of good quality, free from faults, defects, and in conformance with the Contract Documents. All materials and equipment not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective and rejected by the Authority. If required by the Authority, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. This warranty shall be in addition to, and not in lieu of, any other warranty or guarantee provided for in this Agreement and/or by a manufacturer.
- 6.12.2 The Contractor shall furnish and deliver the necessary equipment and materials in ample quantities and as frequently as required to avoid delay in the progress of the Work and shall store them so as not to cause interference with the orderly progress of a Project. The Contractor shall have a representative at the Site to accept delivered equipment and materials, as such equipment and materials will not be accepted for delivery by the Authority
- 6.12.3 The Contractor shall provide the necessary protection to stored materials and work in place to prevent damage, injury or loss of work in progress and to preclude the formation of extraneous substances like mold on work in place and stored materials.
- 6.12.4 The Contractor shall provide reasonable protection to prevent damage, injury or loss to the Work and the materials and equipment to be incorporated therein, whether in storage on or off the Project Site, under the care custody or control of the Contractor or any of its Subcontractors or suppliers. Such reasonable protections under this Section 6.12.3 shall include at a minimum, the following:
- 6.12.4.1 Storage of materials is the responsibility of the Contractor. Materials shall be stored immediately on delivery, whether delivered to the Project Site or to an off-Site location, in accordance with manufacturer's instructions, to ensure the preservation of their quality and fitness. Stored materials, even if accepted before storage, may again be inspected prior to their use on the Project. Stored materials shall be located so as to facilitate their prompt inspection and maintenance.

6.12.4.2 Any materials or equipment susceptible to damage from the elements shall be stored in weather-tight enclosures. The Contractor shall maintain the temperature and humidity in the enclosed areas within the ranges stated in the manufacturer's instructions. The Contractor shall also store unpacked and loose products on shelves, in bins, or in neat groups of like items within the enclosed areas.

6.12.4.3 For exterior storage of materials or equipment, the Contractor shall provide substantial platforms, blocking, or skids, to support products above ground. The Contractor shall protect materials and equipment from soiling and staining and, for materials and equipment that are subject to discoloration or deterioration from exposure to the elements, the Contractor shall cover such equipment and materials with impervious sheet metal and provide ventilation to prevent condensation. The Contractor shall store granular materials on clean, solid surfaces such as pavement, or on rigid sheet materials to prevent mixing with foreign matter. The Contractor shall also provide surface drainage to prevent erosion and ponding of water in areas where materials and equipment are stored.

6.12.4.4 Any materials or equipment for the Project stored off-Site by the Contractor shall be stored in a bonded and insured warehouse.

6.12.5 With the acceptance of the Authority, portions of a Project Site may be used for storage purposes and for the placing of the Contractor's plant and equipment, but additional space, as required, must be provided by the Contractor at its expense. Private property shall not be used for storage purposes without written permission of the owner or lessee of such property. Copies of such written permission shall be furnished to the Authority prior to use of private property for storage. Contractor shall restore storage sites to their original condition once the site is no longer used by the Contractor for storage, at no cost to the Authority.

6.12.6 No materials, equipment, or supplies for use on the Project shall be subject to any lien or encumbrance or other agreement by which an interest is retained by the seller or any other person or entity. The Contractor warrants by signing its Invoice that it has good and sufficient title to all material, equipment and supplies used by it in the Work, free from all liens, claims or encumbrances.

### **6.13 Acceptance and Rejection of Materials, Equipment Assemblies and Furnishings**

6.13.1 When specified by the Contract Documents, materials, equipment, assemblies and furnishings will be accepted only if the Contractor provides the Authority with such materials, equipment, furnishings or assemblies that are fully compliant with all requirements. The Contractor's incorporation

of any and all materials, equipment, furnishings or assemblies into the Work shall constitute the Contractor's acknowledgement that such materials, equipment, furnishings or assemblies are compliant with all applicable requirements.

- 6.13.2 All materials, equipment, assemblies and furnishings, whether in place or not, which are not compliant with the requirements of the Contract Documents shall be considered as unacceptable, and shall be rejected and removed immediately from the Project Site. Rejected materials, equipment, assemblies or furnishings, the defects of which have been corrected, shall not be used unless and until accepted by the Authority.

#### **6.14 Use of Explosives**

- 6.14.1 When the use of explosives is necessary for the prosecution of the Work, the Contractor shall exercise the utmost care not to endanger life or property, including the Work. The Contractor shall be solely and strictly liable for all damage resulting from the use of explosives.
- 6.14.2 The Authority shall schedule a pre-blast meeting with the Contractor and the Office of Safety Compliance, Mine Safety and Explosives for the New Jersey Department of Labor. No blasting will be permitted prior to the pre-blast meeting.
- 6.14.3 Prior to performing any blasting or use of explosives, the Contractor shall carefully document the existing condition of all adjacent properties by taking a minimum of twelve (12) digital photographs of each adjacent property, including the structures thereon, and by documenting the condition of the same in a video recording of sufficient length and detail as to capture all existing conditions. The Contractor shall submit copies of such photographs in digital and hard copy format, and shall submit copies of the video in DVD format.
- 6.14.4 Explosives on the Project Site shall be stored safely under lock and key. The storage places shall be expressly marked DANGEROUS EXPLOSIVES. The storage, handling and use of explosives and highly inflammable materials shall conform to the regulations of DCA, the New Jersey Department of Labor and any local Authority Having Jurisdiction over the Project.

#### **6.15 Utilities**

- 6.15.1 Prior to commencing any excavation activity, the Contractor shall contact the proper utility companies and/or the State, County or City to identify the location of any existing utility lines, pipes or other equipment, whether in use or not. The Contractor shall be solely responsible for locating existing utilities, and shall be solely responsible and liable for any damages, fees,

finances, claims or other costs associated with any damage or interruption to such utilities.

6.15.2 The Contractor shall protect all utilities encountered while performing the Work, regardless of whether such utilities are indicated in the Contract drawings. The Contractor shall exercise due care when excavating around utilities and shall restore any damaged utilities to the same or better condition as existed prior to starting the Work, at no cost to the Authority. The Contractor shall maintain existing utilities and other services, even if they are shown to be abandoned on the Contract drawings, in service until new facilities are installed, tested and approved for use.

6.15.3 All cut-overs of mechanical and electrical services to existing buildings and/or School Facilities shall be approved, scheduled and coordinated in advance with the relevant municipal utility and the District, and must be performed at a time convenient to the occupants of the existing building and/or School Facility so as not to unreasonably interfere with their operations.

#### **6.16 Layout and Dimensional Control**

6.16.1 Except to the extent required in Section 3.6 herein, the Contractor shall be responsible for locating and laying out the Project, including, but not limited to, the School Facility and all of its components on the Site, in strict accordance with the Contract Documents, and shall accurately establish and maintain dimensional control on the Site. The Contractor shall employ the services of a competent and licensed New Jersey engineer or land surveyor, as appropriate, to perform all layout work on the Project. The Contractor shall furnish Submittals to the Authority including certifications of all survey and layout information collected by the Contractor and/or its engineer/land surveyor.

6.16.2 The Contractor is responsible for establishing all points, lines, elevations, grades and bench marks for proper control and execution of the Work. The Contractor shall establish a single permanent benchmark, to which all three coordinates of dimensional control shall be referred. The Contractor shall verify all Authority-furnished topographical and utility survey data and all other points, lines, elevations, grades and benchmarks provided by the Authority. The Contractor shall maintain and protect all monuments and control points and shall re-establish those that are lost. All Subcontractors shall have access to the monuments/control points/marks under the control of the Contractor.

6.16.3 Should any discrepancies be found between information provided in the Contract Documents and the actual Site conditions, the Contractor shall immediately notify the Authority in writing of such discrepancy, and shall

not proceed with any Work affected until the Contractor receives receipt of written instructions from the Authority.

## **6.17 Security**

- 6.17.1 The Contractor shall be responsible for preparing and submitting a Security Plan to the CM. Within ten (10) Days of receipt of the Contractor's Security Plan, the CM shall review and recommend to the Authority acceptance or rejection of the Contractor's Security Plan. The Authority will either accept or reject the Contractor's Security Plan within five (5) Days of receipt of the CM's recommendation to the Authority. If the Contractor's Security Plan is rejected, the Contractor shall revise and resubmit its Security Plan to the CM until it is accepted. Once the Contractor's Security Plan is accepted, the CM shall monitor the Contractor's compliance with the Security Plan to ensure that the Contractor meets or exceeds the accepted Security Plan.
- 6.17.2 At a minimum, the Contractor's Security Plan shall require the Contractor to provide all locks, doors and security necessary to secure the School Facility until Substantial Completion of the Project. The Contractor's Security Plan shall also provide for one (1) security guard to be present at the Project Site at all times when the Contractor is not on-Site. In addition, the Contractor shall be responsible for the security of any stored materials and/or temporary structures that it has located on the Project Site or elsewhere. The Contractor shall provide all Site fencing, gates, security personnel, security services, and security structures and equipment required by the Contract Documents, or otherwise necessary to properly protect the Site and the Work.
- 6.17.3 All Contractor and Subcontractor personnel must sign in and out daily. Each day the Contractor shall supply to the CM a copy of the Daily Sign-in/Sign-out sheet for the previous day's activity.
- 6.17.4 At no time will any gate, door, fence or other exterior site access be left unsecured, unguarded or temporarily barricaded.

## **6.18 Authority Field Office and Temporary Facilities**

- 6.18.1 The Contractor will provide an on-Site, suitable, separate, weather-tight, heated, insulated field office, and will secure the necessary permits for such field office, for use by the Authority's employees, the CM, and Professional Services Consultants and agents. The Contractor shall also provide storage areas, staging areas, excavation borrow/spoils designated areas, commercial canteen areas, telephones, toilet facilities, and other temporary facilities which are necessary to perform the Work, as well as employee vehicular parking areas. The Contractor shall locate such areas to suit

Project requirements, subject to acceptance of the Authority, and the Contractor shall be responsible for maintaining such facilities.

- 6.18.2 The Contractor shall provide such temporary electricity, water, or other utilities, and shall secure the necessary permits for such utilities, which are necessary to perform the Work. The Contractor shall also supply such temporary enclosures and heat which are necessary to perform the Work and meet the Milestone dates in the Schedule.
- 6.18.3 The Contractor shall provide Project signage which shall be installed and maintained per the direction of the CM and/or the Authority. A 4'-0" x 8'-0" Project Sign, as specified by NJSDA, is to be furnished, installed, re-located (if necessary) and maintained by Contractor. Upon direction from the CM, the Contractor shall remove and dispose of signage. .

## 6.19 Photographs

- 6.19.1 Within forty-eight (48) hours of the issuance of the Notice to Proceed, the Contractor shall take as many digital photographs, but in no event fewer than twenty-four (24) photographs, of the Project as necessary to record the existing conditions of the Site. The Contractor shall submit these photographs to the CM within seven (7) Days of the Notice to Proceed.
- 6.19.2 The Contractor shall submit with its monthly Invoice a minimum of twelve (12) digital photographs documenting in detail the progress of the Work during the prior month for which the Invoice is submitted. Each photograph shall be noted with the date and time the picture was taken, the name of the Project, description of the photograph and information identifying directional information (e.g. "looking north").
- 6.19.3 Within five (5) Days of receiving a Certificate of Substantial Completion, the Contractor shall take a minimum of twenty-four (24) digital photographs, providing the information noted in 6.19.2 for each photograph,, and a video recording, with sound that describes what is being shown, in DVD format of the Project. The video and digital photographs required by this Section 6.19.3 shall be submitted to the CM within ten (10) Days of the Contractor's receipt of a Certificate of Substantial Completion.
- 6.19.4 All digital photographs submitted by the Contractor under this Section 6.19 shall be taken from locations approved by the CM and submitted to the CM in digital electronic form and two (2) sets of prints.

## 6.20 Construction Web Camera

- 6.20.1 The Contractor shall, at the time of commencement of Work and continuing until Substantial Completion of the Project, supply, install and maintain a



video camera (“Webcam”) with connection to an internet website that displays the video output from the Webcam.

- 6.20.2 The Webcam supplied by the Contractor on the Project must be equipped with:
- (a) Pan, tilt and zoom capabilities;
  - (b) At least 640x480 live video resolution;
  - (c) Password protection; and
  - (d) Recording capabilities.
- 6.20.3 The Contractor must provide the following Webcam Related Equipment and Services in connection with the provision of the Webcam:
- (a) Webcam hardware, including network wiring (hardwired or cellular wireless) connection;
  - (b) Website Hosting with security controls such as password protection to protect content and configuration;
  - (c) Set up, installation, configuration and monitoring of the Webcam;
  - (d) Maintenance services; and
  - (e) Photo archiving of the Webcam output until Substantial Completion.
- 6.20.4 The Contractor shall provide the mounting hardware, power connection and equipment (120 VAC, 220 VAC or solar power as needed or as available on site), weather protection and DSL, cable or equipment for cellular wireless capability for the Webcam. The Contractor must secure the necessary software to provide and maintain the website for camera access.
- 6.20.5 The Contractor shall provide Authority personnel with the ability to operate Webcam controls in order to allow the Webcam to be panned across the Project site or temporarily disabled by the Authority in the event of an emergency.
- 6.20.6 Installation of the Webcam and related components, location of the Webcam mounting, and orientation of the Webcam view of the Project Site must be coordinated with the CM and the Authority’s Project Manager.

- 6.20.7 At Substantial Completion, the Contractor must provide for removal of the Webcam and related components and must provide the Authority with any saved data or archival images from the Webcam feed.
- 6.20.8 If at any time until Substantial Completion, the Authority requests that the Contractor relocate the mounting of the Webcam, or otherwise reorient the view of the Webcam, the Contractor shall do so at its own expense.

## **6.21 Repair of Finished Surfaces, Applied Finishes, Other Materials**

- 6.21.1 Before Substantial Completion of the Project, the Contractor shall replace all broken, scratched or otherwise damaged glass or other materials installed by it or its Subcontractors on the Project regardless of the cause of the breakage or damage. Between Substantial Completion and Final Completion, the Contractor shall replace all broken, scratched or otherwise damaged glass or other materials damaged by it or its Subcontractors on the Project.
- 6.21.2 The Contractor shall clean all glass on the Project on both sides at Final Completion, or when directed, removing all paint spots, stains, plaster, or other foreign material from the glass.
- 6.21.3 Until the Contractor achieves Substantial Completion, the Contractor shall be solely responsible for any repairs required due to any cracking, delamination, peeling or dislodging of finished surfaces such as concrete, pre-cast concrete, cast stone, natural stone, unit masonry, millwork, plaster and the like, and applied finishes such as paint and special coatings, regardless of the cause of such required repairs. Subsequent to Substantial Completion and prior to achieving Final Completion, the Contractor shall be responsible for any repairs required due to any cracking, delamination, peeling or dislodging of finished surfaces such as concrete, pre-cast concrete, cast stone, natural stone, unit masonry, millwork, plaster and applied finishes such as paint and special coatings, if the damage to the aforementioned finished surfaces results from the actions or inaction of the Contractor or its Subcontractors. The requirements of this Section 6.21.3 shall in no way relieve or reduce the Contractor's warranty requirements pursuant to the Contract Documents.

## **6.22 Access, Roads and Walks**

- 6.22.1 The Contractor shall not obstruct any road or traffic area on the Project. The Contractor shall provide, place, grade and compact all necessary materials to maintain such routes in good condition. The Contractor shall remove snow and debris as necessary to provide and maintain in serviceable condition the access roadbed as well as pedestrian ways. The Contractor shall keep adjacent streets free of any dirt coming from the Site. The Contractor shall provide all sediment control protection required by the

Authority Having Jurisdiction over the Project. The entire Project Site shall be fenced in with wind screens for dust control.

- 6.22.2 The Contractor shall obtain permission in writing from the appropriate property owners before using for construction purposes any existing driveways or parking areas outside the boundaries of the Project Site. If permission is obtained, the Contractor shall maintain such driveways and areas in good condition during the construction period, and at Final Completion, shall leave them in the same condition as they were at the start of the Work.
- 6.22.3 The Contractor, its employees, Subcontractors and/or Subconsultants shall not park trucks or vehicles on streets adjacent to the Project Site
- 6.22.4 The Contractor is responsible for the sidewalks, curbs, streets and other property that may become damaged during its operations. The Contractor shall replace said property to the satisfaction of the CM, the Authority and, the adjacent affected property owner (if applicable), at its own expense.

### **6.23 Building and Site Cleanup**

- 6.23.1 In addition to any other requirements set forth in the Contract Documents, the Contractor shall keep the Building, Site and surrounding streets and sidewalks reasonably free from debris, trash and construction waste to allow the Contractor to perform the Work efficiently, safely and without interfering with the use of adjacent land. The Contractor shall be responsible for providing snow removal, grass maintenance and litter removal
- 6.23.2 The Building and Site must be cleaned daily. All work areas and adjoining roads and walkways used by the public, must be broom swept and all debris must be removed at the end of every shift or at appropriate intervals during the workday, to the satisfaction of the CM and Authority, to ensure safety and proper housekeeping to minimize risk of injury, fire, or other impacts to worker or public safety.
- 6.23.3 If the Contractor fails to properly and completely clean up after each shift, the next scheduled shift may be utilized by CM (or Authority) to complete cleaning prior to the Contractor being allowed to proceed with any contract scopes of work. The Contractor is to provide full time dedicated labor forces to provide ongoing cleaning services. Failure to so provide will result in lost time at no additional cost to the Authority. In the event the Authority is required to retain outside cleaning services to perform the obligations of the Contractor under this Section, the Contractor will be backcharged for the full cost of such services plus the cost of supervision by CM or Authority, if applicable.

- 6.23.4 Throughout the duration of the Project, the Contractor shall sort and separate construction debris for recycling as required by USGBC LEED criteria.
- 6.23.5 Upon Substantial Completion of the Work, or a portion of the Work, the Contractor shall remove all debris, trash, construction waste, materials, equipment, machinery and tools or applicable portions thereof to permit the Authority to occupy the Project or a portion of the Project for its intended use.

## 6.24 **Importation and Exportation of Fill Materials**

### 6.24.1 Importation of Fill Materials

- 6.24.1.1 All Imported Fill brought onto the Project Site shall be suitable for the Project from both an engineering and environmental quality perspective. The environmental quality of the Imported Fill utilized on the Project shall not negatively affect the environmental classification of the Project Site.
- 6.24.1.2 Only “Certified Clean Fill” shall be imported to the Project Site for use in any remedial action. In the absence of the appropriate certification in accordance with NJDEP Technical Requirements for Site Remediation (7:26E-6.4(b)2 and 3), Imported Fill to be used in a remedial action must be supported by analytical test results from a New Jersey-certified laboratory documenting that the fill has been tested and does not contain constituents of concern in excess of NJDEP Soil Remediation Standards. The Contractor shall provide to the CM the analytical test results for all Imported Fill before such Imported Fill is brought onto the Site. The Contractor shall be responsible for the costs of any testing to satisfy the requirements of this Section 6.24.1.
- 6.24.1.3 Unless an alternative sampling program is approved by the Owner and deemed acceptable to NJDEP, all Imported Fill to be used for remedial actions shall be analyzed for Total Petroleum Hydrocarbons (“TPHC”) Diesel Range Organics (“DRO”), Target Contaminant List (“TCL”) volatile organic compounds (VOCS), TCL semivolatile organic compounds (“SVOCs”), TCL pesticides and herbicides, polychlorinated biphenyls (“PCBs”), Target analyte List (TAL) metals, and cyanide. A library search for tentatively identified compounds (“TICs”) shall be included with the VOC and SVOC analysis (e.g. VOC+15, SVOC+25). The Contractor shall submit laboratory test data for the proposed imported fill and/or topsoil at a frequency of one (1) representative composite sample per 500 cubic yards per each different source for the first 5,000

cubic yards and one representative composite sample for each additional 5,000 cubic yards.

- 6.24.1.4 Sampling of soil or fill will be in conformance with the latest versions of the Technical Requirements for Site Remediation and the NJDEP's Field Sampling Procedures Manual.

#### 6.24.2 Exportation of Fill Materials

- 6.24.2.1 Excess fill to be removed or exported from the Site shall be exported in a manner and disposed at a receiving site such that the environmental quality of the excess fill shall not cause the environmental classification of the destination property, if an unrestricted use, to change to a restricted use.
- 6.24.2.2 The Contractor shall provide testing of all excess fill to be exported from the Site, for the purpose of classifying any contaminants contained therein, and to allow for proper disposal at qualified facilities. The Contractor shall be responsible for the costs of any testing to satisfy the requirements of this Section 6.24.2.
- 6.24.2.3 No Impacted Materials identified on the property (including "historic fill") shall be exported for reuse, unless the reuse destination is permitted by law to accept these materials.
- 6.24.2.4 Prior to exportation of fill from the Project Site, the Contractor shall (1) provide the design consultant (or its authorized engineer) with the name and address of the fill destination; and (2) provide the design consultant (or its authorized engineer) with documentation affirming that the destination property is permitted to accept the fill; and (3) provide a letter from the receiving facility that they agree to accept the material.
- 6.24.2.5 Upon exportation of fill from the Project Site, the General Contractor shall provide copies of properly executed manifests to the design consultant (or its authorized engineer) and the Authority.
- 6.24.2.6 Reuse of concrete and masonry as fill shall be in accordance with NJDEP guidance.
- 6.24.2.7 All fill importation and exportation shall be managed in accordance with local, state, and federal laws and regulations.

## 7.0 SUBCONTRACTORS

- 7.1 **General.** In the event the Contractor hires, employs or otherwise engages Subcontractors, the Contractor shall be considered the sole point of contact with regard to all matters relating to the Contract. All communication between

Subcontractors and the Authority shall pass through the Contractor. All subcontracts must be memorialized in a writing signed by a representative of the Contractor and the Subcontractor, and the terms of each such subcontract must be clearly specified therein. Upon request of the Authority, the Contractor shall immediately produce the original written Subcontract.

7.2 **Approval by the Authority.** The Contractor must: (i) when required under Section 7.4 below, select only Subcontractors that have been pre-qualified by the Authority, and (ii) in all cases, obtain the consent of the Authority, as detailed in Section 7.3 below, prior to the engagement of any Subcontractors.

7.2.1 The Contractor will not be permitted to subcontract to entities or individuals suspended or debarred by the State of New Jersey, or to entities or individuals that are otherwise not eligible to perform as Subcontractors on the Project pursuant to regulation, the Authority procedures or the requirements of the Contract Documents.

7.2.2 The Contractor shall list in its bid proposal all Subcontractors required by statute or Authority regulation to be named, or as otherwise required to be named by the terms of the Authority's RFP for the Project.

7.3 **Approval of Subcontractors.** As soon as a potential Subcontractor has been identified by the Contractor, but in no event less than twenty (20) Days prior to the scheduled commencement of work by such Subcontractor, the Contractor shall notify the Authority in writing of the name and address of such Subcontractor and shall request that the Authority approve such Subcontractor. The Authority shall respond to the Contractor's request within fourteen (14) Days of submission, and shall approve or reject the named Subcontractor.

7.3.1 If the Project is subject to a PLA, then PLA Letters of Assent ("LOA") are an express condition for approval of any Subcontractor or Subconsultant on the Project. The Contractor shall include and incorporate the full text of the PLA, including a copy of the Contractor Signature Page as executed by the Contractor and the form of the Subcontractor's LOA, into each and every subcontract for Work on the Project, when the subcontract concerns Work regulated by the PLA.

7.3.2 The Contractor shall ensure that each and every Subcontractor performing PLA-regulated Work on the Project shall submit to the CM an original, executed LOA, in the form attached to the PLA, and shall submit a copy of the executed LOA to the Authority's Labor Relations Manager prior to beginning any Work on the Project.

7.3.3 Subcontractors of any tier whose proposed Work is regulated by the PLA, and who are found to be non-compliant after the start of any such Work may have their approval revoked and/or may be subject to removal.

- 7.3.4 If the Authority rejects a Subcontractor submitted by Contractor, the Authority shall notify the Contractor as to the grounds on which such rejection is based. Contractor shall submit a new Subcontractor for approval. In no event shall a Subcontractor commence work on the Project prior to approval by the Authority.
- 7.4 **Pre-Qualification of Subcontractors.** The Contractor shall comply with the Authority's regulations and standards for the prequalification of Subcontractors for certain types of Work on the Project. For that type or quantity of work for which prequalification is generally required by the Authority, the Contractor shall only employ Subcontractors who are pre-qualified by the Authority to perform such Work.
- 7.5 **Responsibility for Subcontractors.** It is expressly understood by the Contractor that the consent of the Authority to the subcontracting of any Work under the Contract Documents shall not relieve the Contractor from performing its obligations under the Contract Documents. Consent by the Authority to any subcontracting of any part of the Work shall not be construed to be an approval of said subcontract or of any of its terms, but shall operate only as consent to the engagement by the Contractor of a particular Subcontractor. The Contractor shall coordinate the activities of all Subcontractors.
- 7.6 **Performance of Work by Subcontractors.** The Contractor shall be responsible for all Work performed by its Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between the Authority and any Subcontractor, including any third-party beneficiary rights.
- 7.7 **Payments to Subcontractors.** The Contractor shall comply with the provisions of N.J.S.A. 2A:30A-2, concerning the prompt payment of Subcontractors.

## **8.0 CHANGES IN THE WORK**

### **8.1 General**

- 8.1.1 The Authority reserves the right to make such alterations, deviations, additions to, or omissions from the Work as it deems necessary for the satisfactory completion of the Project. Such increases, decreases, alterations or omissions shall not invalidate the Contract or release the Contractor's surety.
- 8.1.2 Changes in the Work may be accomplished by Change Order or Construction Change Directive consistent with the procedures and requirements set forth in this Section 8. Submission or review of a Submittal or RFI does not constitute a Change in the Work.

### **8.2 Change Orders**

- 8.2.1 A Change Order shall not be effective for any purpose unless executed by the Authority and the Contractor.
- 8.2.2 A Change Order may be executed by the Contractor and the Authority for the purpose of (a) modifying the scope of the Work; (b) revising the Contract Time; (c) adjusting the Contract Price to reflect changes in the scope of the Work; or (d) revising other terms and conditions of the Contract Documents.
- 8.2.3 All changes to the scope of the Work authorized by Change Order shall be performed pursuant to the terms of a Change Order, including, but not limited to, any drawings or Specifications provided as part of the Change Order.

### **8.3 Contract Change Requests and Proposal Requests**

- 8.3.1 Contractor-Initiated Contract Changes. The Contractor may initiate a Change in the Contract by issuing a Contract Change Request. Within (10) Days of encountering a condition, event or occurrence that allegedly causes or necessitates a Change in the Work, the Contractor shall so notify the Authority in writing of the event necessitating a Change in the Work by issuing a Contract Change Request. Contract Change Requests may be issued by the Contractor, and if approved, a Change Order will be issued accordingly. A Contract Change Request does not authorize the Contractor to perform the change to the Work requested, but may trigger the issuance of either a Change Order or a Construction Change Directive by the Authority.
- 8.3.2 The Request shall include a complete explanation of the relevant circumstances, and provide a detailed description of the support for any adjustment to the Contract Price or Contract Time that Contractor is claiming for the Change in the Work. Requests for adjustments to Contract Time shall conform to the requirements of Sections 8.3.5 and 8.4 of these General Conditions.
- 8.3.3 Authority-Initiated Contract Changes and Proposal Requests. The Authority may initiate changes in the Contract by issuing a Construction Change Directive or by issuing a Proposal Request that identifies a Change in the Work, and requests a proposed price, and other information, from the Contractor for the Work identified in the Proposal Request. Upon receipt of a Proposal Request from the Authority, the Contractor shall review the Proposal Request, and within ten (10) Days of receipt of the Proposal Request shall prepare a Proposal identifying in writing any adjustment to the Contract Price or Contract Time that the Contractor claims is necessitated by the proposed Change in the Work, and providing adequate support for any such adjustments to Contract Price or Contract Time. The



Contractor's Requests for adjustments to Contract Time shall conform to the requirements of Sections 8.3.5 and 8.5 of these General Conditions.

- 8.3.4 All requests for adjustment to the Contract Time or Contract Price shall contain a written representation by the Contractor that the requested adjustments include all known and anticipated delay impacts or costs, including all direct, indirect and consequential damages which may be incurred as a result of the Change in the Work.
- 8.3.5 All requests for adjustment to the Contract Time shall be accompanied by copies of both the current accepted Project Schedule (i.e., most current, accepted Schedule update) and a proposed revision to that Schedule incorporating the changed Work and the effect the Change in the Work is expected to have on the Schedule (also referred to as a Schedule Fragnet). Failure to provide the required Schedule data shall be grounds for rejection of the Contract Change Request
- 8.3.6 Following the submission of a Proposal or Contract Change Request by the Contractor, or receipt of a Proposal Request from the Authority, the Contractor shall diligently continue performance of all other Work in accordance with the Contract Documents, unless otherwise directed by the Authority.

#### **8.4 Calculation of Adjustments to the Contract Price**

- 8.4.1 In the event that the Authority approves a Contract Change Request, and/or issues a Change Order or a Construction Change Directive including an adjustment to the Contract Price, the Authority shall be the sole arbiter as to whether the Contract Price shall be adjusted on a lump sum or time and materials basis.
- 8.4.2 Upon request by the Authority, the Contractor shall submit within ten (10) Days a lump sum cost proposal for the Change in the Work. The Contractor's proposal shall itemize the labor and material costs for the various components of the Change in the Work, shall conform to the instructions regarding the pricing of additive and deductive changes set forth in Section 1080 of the Specifications, and shall be accompanied by the signed proposals of all Subcontractors who will perform any portion of the Change in the Work and of all suppliers who will furnish materials or equipment for incorporation therein.
  - 8.4.2.1 The cost of any increase in the Contractor's bond premium and insurance costs caused by a Change in the Work shall be considered a direct cost and is to be added to the Contractor's proposal after overhead and profit have been calculated. In instances where bond premium and insurance costs are a calculated percentage, the

percentage shall be applied to the cost of the Work excluding any overhead or profit.

- 8.4.2.2 Contractor may include in its lump sum proposal a markup no greater than ten percent (10%) for overhead and five percent (5%) for profit for work related to the Change in the Work performed by its own workforce. Where the Work is performed by a Subcontractor, the Contractor may include a five percent (5%) markup for Subcontractor work performed.
- 8.4.3 In the event that the Contractor fails to submit its lump sum proposal within the designated time, or in response to other circumstances, the Authority may issue a Construction Change Directive and order the Contractor to proceed with the Change in the Work. In such an event, the Authority may choose to make a determination of the reasonable cost to perform the Change in the Work.
- 8.4.4 In the event that the Contractor and the Authority are unable to agree as to the reasonable cost and time to perform the Change in the Work based upon the Contractor's lump sum proposal, the Authority may elect to have the Contractor perform the work on a time and materials basis.
  - 8.4.4.1 In the event that the Authority elects to have the Change in the Work performed on a time and materials basis, the Authority shall issue a Change Order or a Construction Change Directive detailing the cost of the Work, which shall be binding on the Contractor unless the Contractor submits an objection in writing within thirty (30) Days of the issuance of the Change Order.
  - 8.4.4.2 In the event that the Authority elects to have the Change in the Work performed on a time and materials basis, the same shall be performed, whether by the Contractor's forces or the forces of any of its Subcontractors, at actual cost to the entity performing the Change in the Work, calculated in accordance with the instructions regarding the pricing of additive and deductive changes set forth in Section 1080 of the Specifications. The Contractor shall submit to the Authority daily time and materials tickets, including the location and description of the Change in the Work, the names and classification of labor employed, the materials used, the equipment rented, not including tools, and such other evidence of cost as the Authority may require.
- 8.4.5 Failure of the Parties to reach agreement regarding the cost and time of performing the Change in the Work and/or any objection by the Contractor as to the terms of a Change Order shall not relieve the Contractor of its obligation to perform the Work identified in a Change Order or Construction Change Directive promptly and expeditiously.

8.4.6 The Authority reserves the right to reject the Contractor's proposal for an adjustment in the Contract Price and to elect to perform the Change in the Work using its own forces or a separate contractor.

## 8.5 **Force Majeure and Other Changes Warranting an Adjustment in the Contract Time**

8.5.1 If the Contractor is delayed in completion of the Work, the Contract Time may be extended upon request by the Contractor to the Authority.

8.5.1.1 The Contractor shall not be entitled to an extension of the Contract Time for a weather-related delay unless it demonstrates that the weather conditions during the relevant time period were particularly severe as compared to the normal weather conditions at the Site during that time of year, and that these unusually severe weather conditions adversely impacted the Project's critical path, as defined in the most current, accepted Project Schedule.

8.5.1.2 If unusually severe or abnormal weather conditions are shown to have affected the Project's critical path, a non-compensable extension to the Contract Time may be granted. Under no circumstances will the Contractor be entitled to a compensable delay due to weather-related delays.

8.5.2 No request for an extension of the Contract Time will be granted unless the Contractor makes a written request for an extension of time to the Authority within seven (7) Days of the event that causes the delay. The request shall include the nature of the delay, the commencement date of the delay, activities on the Project Schedule affected by the delay depicted in a Schedule Fragnet, and recommended action to minimize the delay. In no event will an extension of time be granted where it is determined that the Contractor could have avoided the circumstances that caused the request for the extension.

8.5.3 The burden of proof for substantiating a request for an extension of Contract Time shall be on the Contractor, and shall include evidence that the cause was beyond the control of the Contractor, and was without fault or negligence of the Contractor, as well as any other justification and supporting evidence that the Authority requires to evaluate the Contractor's request.

## 8.6 **Claims for Indirect Costs**

The Contractor shall not be entitled to any amount for indirect costs, consequential damages or expenses, including labor inefficiency, wage, material or other escalations beyond the lump sum, unit price or time and materials calculations provided for in this Section 8.0 and in Section 1080 of the Specifications, regardless of any delays, interference, suspensions, changes

in sequence or the like, for whatever cause, whether reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable, arising from the performance of any and all Changes in the Work performed pursuant to this Section 8.0. It is understood and agreed that the Contractor's sole and exclusive remedy in the event of a Change in the Work shall be the recovery of its direct costs and an extension of the Contract Time, as per the requirements of this Section 8.0.

## **8.7 Differing Site Conditions**

- 8.7.1 Differing Site Conditions shall be defined herein as concealed or latent physical conditions or subsurface conditions at the Site that (i) materially differ from the conditions indicated in the Contract Documents, or (ii) are of an unusual nature, differing materially from the conditions ordinarily encountered and generally recognized as inherent in the Work. If the Contractor encounters a Differing Site Condition, the Contractor may be entitled to an adjustment in the Contract Price and/or the Contract Time to the extent the Contractor's costs and/or time of performance are adversely impacted by the Differing Site Condition.
- 8.7.2 Upon encountering a Differing Site Condition, the Contractor shall provide prompt written notice to the Authority of such condition, which notice shall not be later than seven (7) Days after such condition has been encountered and before the Differing Site Condition has been substantially disturbed or altered. The Contractor waives any right to an adjustment in the Contract Time or the Contract Price for a Differing Site Condition unless the Contractor provides timely written notice as required under this Section.

## **8.8 Hazardous or Contaminated Materials**

Should the Contractor discover previously undetected or suspected asbestos, contaminated soils, radon, lead, PCBs or other hazardous or contaminated material, the Contractor shall report its findings immediately to the Authority. During any remedial action undertaken by the Authority or any other Party, the Contractor may be required to cease working on the Project, if so directed by the Authority. If the Contractor is required to cease performance of Work due to the discovery of hazardous or contaminated materials, such Work stoppage shall be deemed a suspension governed by Section 10.1. The Contractor will resume Work at the direction of the Authority and the terms and conditions of the Contract Documents shall remain in full force and effect.

## **9.0 BONDS AND INSURANCE**

### **9.1 Performance and Payment Bonds**

- 9.1.1 The Contractor shall furnish within five (5) Days of receipt of the Notice of Award both a performance bond and a payment bond, each in a form satisfactory to the Authority, in an amount equal to one-hundred percent (100%) of the Contract Price, guaranteeing the timely performance of all

obligations of the Contractor under the Contract Documents. No contract shall be executed by the Authority unless and until the required bonds are submitted and accepted by the Authority.

- 9.1.2 The surety issuing the bonds must be currently authorized to do business in the State of New Jersey.
- 9.1.3 The bonds shall cover all guarantees and warranties required by the Contract Documents, and all alterations, extensions of Contract Time, Changes in the Work and other changes authorized by the Contract Documents, without the need to secure the consent of the surety or sureties.
- 9.1.4 The bonds must be legally effective as of the date the Contract is executed. Each bond must indicate the Contractor's name exactly as it appears in the Contract. Current attorney-in-fact instruments and financial statements of the surety must be included for each bond. An authorized officer or agent of the surety must execute the bonds. All bonds and the sureties that write them must conform in all respects to the requirements of applicable State law.

## 9.2 Insurance

- 9.2.1 Owner Controlled Insurance Program Coverage. The Authority has implemented a School Facility Owner Controlled Insurance Program ("OCIP") in accordance with N.J.S.A. 18A:7G-44. The terms and conditions of this Section 9.2, addressing OCIP and the Contractor insurance requirements, shall apply during the Term of the Contract. In addition, the Contractor and its Subcontractors shall be required to comply with all provisions of the applicable NJSDA Safety Manual, as such compliance has a direct bearing on the insurance costs of the Authority. OCIP will provide Builder's Risk coverage and the following on-site coverage: General Liability, Employer's Liability, Workers' Compensation, Builder's Risk and Excess Liability. Through OCIP, the Authority shall provide coverage to the Contractor and eligible Subcontractors of every tier providing on-site Work on the Project, except as otherwise provided herein. Certain types of Subcontractors are not eligible for enrollment in OCIP, as set forth in Section 9.2.23 below. Firms providing temporary labor services and leasing companies are to be treated as Subcontractors for OCIP enrollment purposes. The Authority shall pay all premiums associated with OCIP, including deductibles or self-insured retention, unless otherwise provided in this Contract.
- 9.2.2 Contractor and Subcontractor Insurance Requirements. Although OCIP provides broad coverage and high limits, it is not intended to, nor does it, meet all of the insurance needs of the Contractor and its Subcontractors. In addition to coverage provided by OCIP, the enrolled Contractor shall be

responsible for providing proof that it and its Subcontractors have retained, at a minimum, the insurance coverage set forth in Section 9.2.13 below.

- 9.2.3 OCIP Management. Management of OCIP enrollment and other OCIP-related issues shall be handled by the Authority's OCIP Administration Services Provider in conjunction with the Authority's Risk Management Unit ("RMU") (collectively, "OCIP Management"). All OCIP questions are to be directed to OCIP Management.
- 9.2.4 Mandatory Enrollment. Enrollment in OCIP is mandatory for all OCIP-eligible Subcontractors, but not automatic. The Contractor shall be required to notify OCIP Management of all Subcontractors of every tier providing Work on the Project. For those Subcontractors who are eligible for enrollment in OCIP, the Contractor shall require all such Subcontractors to enroll in the Authority's OCIP program pursuant to the enrollment procedures as provided by the Authority in the SDA OCIP Insurance Procedures Manual (the "Manual"). Any failure on the part of the Contractor to comply with this Section may negate coverage under OCIP, and the Contractor shall bear all risk associated with any such lack of coverage.
- 9.2.5 Coverage Term. The term of OCIP coverage shall extend and terminate as follows:
- 9.2.5.1 Coverage of the Contractor. Builder's Risk coverage shall extend to and terminate upon the occurrence of Substantial Completion of the Project, as such is defined herein. On-site General Liability, Employer's Liability, Workers' Compensation and Excess Liability coverage of the Contractor shall extend to and terminate upon Final Completion of the Project, as defined herein.
- 9.2.5.2 Coverage of Subcontractors. On-site General Liability, Employer's Liability, Workers' Compensation and Excess Liability coverage provided to any Subcontractor shall extend to and terminate upon the earlier of: (i) Final Completion of the Project, defined herein, or (ii) the completion of the Subcontractor's Work on the Project. Builders Risk coverage provided to any Subcontractor shall extend to and terminate upon the earlier of: (i) the occurrence of Substantial Completion of the Project, defined herein, or (ii) completion of such Subcontractor's Work on the Project.
- 9.2.5.3 Warranty Work Exclusion. The Contractor and any Subcontractor of any tier shall be ineligible for participation in the OCIP and thus shall be responsible for purchasing and maintaining its own insurance coverage in accordance with Section 9.2.13 below for the performance, after Final Completion of the Project, as such is defined herein, of any warranty Work on the Project pursuant to

Section 19.0 and in no event shall such Work be subject to coverage under the OCIP.

9.2.6 Authority's Right to Terminate Insurance Coverage

9.2.6.1 Right to Terminate OCIP. The Authority, at any time, has the right to terminate or to modify OCIP or any portion thereof. To exercise such right, the Authority shall provide thirty (30) Days advance written notice of termination or material modification to the Contractor and all Subcontractors covered by the affected OCIP coverage. In such event, the Contractor and Subcontractors shall be required to obtain such replacement insurance coverage as may be specified by the Authority. Certificates of Insurance evidencing that such replacement insurance coverage has been obtained shall be provided to the Authority's RMU prior to the effective date of the termination or modification of OCIP coverage. The Authority shall reimburse the Contractor for the reasonable cost of such replacement insurance coverage. The Contractor shall be required to submit and invoice to the Authority for the reasonable cost of such replacement insurance obtained by the Contractor and its Subcontractors.

9.2.6.2 Right to Terminate Enrollment. The Authority has the right to terminate enrollment of the Contractor or any of its Subcontractors in OCIP or any portion thereof at any time. To exercise such right, the Authority shall provide thirty (30) Days advance written notice of termination to the Contractor or Subcontractor. In such event, the Contractor or Subcontractors shall be required to obtain such replacement insurance coverage as may be specified by the Authority. Certificates of Insurance evidencing that such replacement insurance coverage has been obtained shall be provided to the Authority's RMU prior to the effective date of the termination of coverage of the Contractor or Subcontractors under OCIP. The Authority shall reimburse the Contractor and Subcontractors for the reasonable cost of such replacement insurance coverage. The Contractor or Subcontractors shall be required to submit and invoice to the Authority for the reasonable cost of such replacement insurance coverage obtained by the Contractor and its Subcontractors. Notwithstanding anything to the contrary, in the event the Contract is Terminated for Convenience or Terminated for Cause, OCIP coverage shall terminate as set forth in the Notice of Termination for Convenience or Notice of Termination for Cause, as appropriate.

9.2.7 Waiver of Subrogation. The Contractor waives all rights of subrogation and recovery against the Authority, the Design Consultant, any Professional Services Consultants, agents or employees of the Authority and/or Subcontractors of all tiers to the extent of any loss or damage suffered

during construction, including damage to any property or equipment insured under OCIP. The Contractor shall require all Subcontractors of any tier enrolled in OCIP to include in their contracts with the Contractor the same waiver of their rights to subrogation and recovery.

9.2.8 No Release. The provision of OCIP by the Authority shall in no way be interpreted as relieving the Contractor of any other responsibility or liability under the Contract or any applicable law, statute, regulation, including, but not limited to, the risk of loss and indemnification obligations under Section 16.2.

9.2.9 OCIP Provided Coverage. The terms and conditions of OCIP insurance policies or programs, as such policies or programs may be from time to time amended, are incorporated by reference. The Contractor agrees to be bound by the terms of coverage of OCIP insurance policies or programs. A summary of the terms of coverage of OCIP insurance policies or programs is set forth below.

9.2.9.1 Workers' Compensation and Employer's Liability Insurance shall be provided for the Contractor's and its Subcontractors' employees working on the Project Site, in accordance with applicable state laws. Separate policies will be provided reflecting the following coverage and limits of liability:

Workers' Compensation: Applicable Statutory Benefits

Employer's Liability:

\$1,000,000	Bodily Injury by Accident
\$1,000,000	Bodily Injury by Disease - Policy Limit
\$1,000,000	Bodily Injury by Disease - Each Employee

9.2.9.2 Commercial General Liability Insurance shall be provided on an "occurrence" basis under a master liability policy. Certificates of Insurance will be provided to the Contractor and all tiers of enrolled Subcontractors reflecting the following Limits of Liability:

\$2,000,000	Bodily Injury and Property Damage Liability Combined Single Limit each occurrence (per Region)
\$5,000,000	General Aggregate Limit (per Region) reinstated annually
\$5,000,000	Products/Completed Operations Aggregate (per Region)
\$2,000,000	Personal Injury and Advertising Injury
\$300,000	Fire, Explosion, Water Damage and Sprinkler Leakage Legal Liability
\$10,000	Medical Expense - any one person



Commercial General Liability Insurance coverage and terms shall include, but shall not be limited to, the following:

- (a) Occurrence Basis;
- (b) Products;
- (c) Completed Operations (ten-year term after Project Final Completion or the statute of repose, whichever is less);
- (d) Contractual Liability – including all Railroads;
- (e) Independent Contractor’s Liability;
- (f) Personal Injury;
- (g) Explosion, Collapse, and Underground (X,C,U) exclusions deleted; and
- (h) Designated Premises Coverage Only.

9.2.9.3 Excess Liability Insurance shall be provided under master liability policies. Certificates of Insurance will be provided to the Contractor and all tiers of enrolled Subcontractors reflecting the following Limits of Liability:

\$200,000,000 per occurrence  
\$200,000,000 aggregate

9.2.10 Builder’s Risk Coverage

9.2.10.1 Builder’s Risk shall provide “All Risk” coverage on an agreed amount, replacement cost basis subject to standard exclusions, property limitations and conditions. Such insurance shall include the interests of the Authority, the Contractor, and any enrolled Subcontractor of any tier providing direct labor on the Project, with the following terms:

Primary Limit: \$200,000,000  
Sublimits:  
Transit: \$5,000,000 any one conveyance  
Offsite Storage: \$5,000,000 any one location

9.2.10.2 The Builder’s Risk policy shall not provide coverage against loss by theft or disappearance of any materials (unless the materials are to be incorporated into the Project), tools or equipment of the Contractor or of any enrolled Subcontractor of any tier, or of any other person furnishing labor or materials for the Project.

9.2.11 Insurance Certificates and Policies. Each enrolled Contractor and all tiers of enrolled Subcontractors shall receive Certificates of Insurance evidencing the General Liability and Excess Liability coverage. The related policies shall be available for review by the Contractor upon request to the OCIP Management. The Contractor and its Subcontractors shall be bound by the

terms of coverage as contained in such Certificates of Insurance and/or policies.

9.2.12 Contractor and Subcontractors OCIP Responsibilities. The Contractor and Subcontractors of all tiers enrolled in OCIP shall cooperate with OCIP Management in the administration and operation of OCIP. Such responsibilities and cooperation shall include, but are not limited to, the following:

9.2.12.1 Ensuring that no enrolled Subcontractor shall commence Work at the Site until it has received Subcontractor approval from the Authority as set forth in Section 7.3 of this Contract.

9.2.12.2 Compliance with all applicable safety program, administrative, and claims procedures, as outlined in the respective manuals.

9.2.12.3 Promptly providing requested contract, operations, safety, and insurance information.

9.2.12.4 Promptly responding to OCIP Management or OCIP insurer requests for claims, payroll, or other information.

9.2.12.5 Attending periodic meetings regarding administration, claims review, or safety.

9.2.12.6 Completing all OCIP forms required by the OCIP Management or the Manual.

9.2.13 Supplemental Insurance Requirements of the Contractor and Subcontractors. Prior to undertaking any Work under the Contract, the Contractor shall maintain, and/or cause its Subcontractors to maintain, at their own cost and expense evidence of a policy or policies of insurance as enumerated below. The Contractor and its Subcontractors shall be responsible for maintaining such coverages after Final Completion and during the warranty period for the Project. The Contractor warrants they will notify the Authority in writing of any reduction in the aggregate coverage within thirty (30) Days.

9.2.13.1 The following are the exposures on-Site and off-Site for which the Contractor and Subcontractors must obtain insurance coverage in addition to OCIP insurance requirements:

(a) Pollution Liability. In the event that the Contractor's and Subcontractor's efforts involve Pollution Liability exposure (including asbestos and lead work, hazardous material abatement, transportation and/or disposal), the Contractor is required to maintain, or cause to be maintained, Pollution Liability insurance and, if necessary, Commercial Umbrella

Insurance, with minimum limits of \$5,000,000 per occurrence and \$5,000,000 aggregate which protects the insureds from any and all claims that may arise out of or in consequence of any service or Work performed on this Project. If the Contractor performs Work and also utilizes the efforts of Subcontractors, insurance coverage must extend to them

The policy shall name the Authority, FDA, the State, the CM, the Design Consultant, the Project School District and their respective officers, employees and agents as Additional Insureds. This insurance shall not apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the Authority. In addition, the Contractor may be required to name other parties as Additional Insureds prior to the initiation of such work, and shall comply with all laws, ordinances, rules and regulations of Federal, State, county and municipal authorities in the performance of said Work.

- (b) Off-Site and On-Site Business Automobile Liability. Business Automobile Liability and, if necessary, Commercial Umbrella Insurance covering the operations, maintenance and use, loading and unloading of all owned, hired, and non-owned vehicles used for or in connection with the Project. The limits of liability shall not be less than \$1,000,000 combined single limit each accident. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for covered autos endorsement, CA 99 48, shall be provided, and the Motor Carrier Act endorsement (MCS-90) shall be attached.

The policy shall include, as additional insureds, using ISO Designated Insured endorsement CA 20 48 (or a substitute form providing equivalent coverage), the Authority, the EDA, the New Jersey Department of Education, the State, the CM, the Design Consultant, and the Project School District, and their respective directors, officers, members, employees and agents. The Contractor agrees to name other parties as additional insureds as required prior to the initiation of the Work.

- (c) Off-Site Workers' Compensation and Employer's Liability. Workers' Compensation Insurance in accordance with the laws of the State of New Jersey and any other state or Federal jurisdiction as is required to protect the employees of the Contractor or any Subcontractor engaged in the performance of Work on the Project. This policy shall include Employer's

Liability protection with a limit of liability of not less than the following:

Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 each employee
Bodily Injury by Disease	\$500,000 policy limit.

- (d) Off-Site Commercial General Liability. Commercial General Liability Insurance, written as broad as the standard coverage form in use in the State of New Jersey as of the Effective Date of the Contract. This insurance shall not be circumscribed by any endorsements limiting the coverage. The policy shall include coverage for contractual liability, products, completed operations and any explosion, collapse and underground (X,C,U) operations. Limits of liability shall not be less than \$1,000,000 Bodily Injury and Property Damage combined single limit for each occurrence, with excess or umbrella coverage with the same terms and conditions as the underlying coverage in an amount such that the primary and excess/umbrella coverage equals \$1,000,000. The policy shall either be endorsed to exclude the Project, or, if the policy includes the Project, such coverage must be endorsed as Excess and/or Difference in Conditions (“DIC”) of OCIP coverage, and the cost thereof shall not be charged to or paid by the Authority.
- (e) Off-Site/On-Site Contractors’ Equipment. The Contractor shall purchase and maintain Contractor’s property insurance covering construction machinery, whether or not the capital value of the machinery has been included in the Contract, equipment, and tools used by the Contractor in the performance of the Work. Such coverage shall be written on a policy form at least equivalent to that provided by a “Contractor’s Equipment Floater,” as such is customarily defined within the insurance industry. The Contractor shall notify all tiers of Subcontractors of their obligation to insure any machinery, equipment and tools used by the Subcontractors in the performance of the Work

9.2.13.2 As provided in this Section 9.2, notwithstanding enrollment in OCIP, the Contractor and its Subcontractors of every tier providing direct labor on the Project must, upon enrollment in OCIP, attach to the required enrollment forms, certificates of valid insurance evidencing current coverage for the On-Site and Off-Site exposures enumerated above. These exposures are not covered by OCIP. Insurance binders are not acceptable as proof of insurance coverage.

- 9.2.13.3 Such coverage must be purchased and maintained from insurance companies authorized to transact the business of insurance in the State of New Jersey and are rated "A-VII" or better by A.M. Best Company.
- 9.2.13.4 In each policy, the Contractor shall have incorporated a provision, in accordance with the laws of New Jersey, requiring written notice to the Authority at least thirty (30) Days prior to cancellation or non-renewal of any insurance coverage required under this Section. The Contractor warrants that if the insurer, or coverage, is not subject to the provisions requiring thirty (30) Day prior notification of cancellation or non-renewal, it will, in any event, provide notice to the Authority immediately upon receipt of any cancellation or non-renewal of any insurance coverage required under this Section.
- 9.2.13.5 The Contractor warrants that its insurance carriers are accurately informed regarding business activities of the Contractor and intend to insure those business exposures.
- 9.2.13.6 For purposes of this Section, "Off-Site" shall include, but not necessarily be limited to, Contractor's regularly established workplace, plant, factory, office, shop, warehouse, yard, or other property, even if such operations are for training of apprentices or for fabrication of materials to be used at the Project Site.
- 9.2.14 Exclusions. All exclusions added by endorsement to the aforementioned insurance shall be declared to the Authority.
- 9.2.15 Self-Insured Retention. Any deductible or self-insured retention (SIR) applicable to the aforementioned insurance shall be declared to and approved by the Authority and written using ISO endorsement CG 03 00 (or a substitute providing equivalent terms and conditions). The Contractor shall not be permitted to have a SIR larger than \$100,000 unless it obtains the express, written consent of the Authority to the larger SIR. **FAILURE TO COMPLY WITH SECTION 9.2.15 IS A MATERIAL BREACH OF CONTRACT.**
- 9.2.16 Claims-Made Basis. If any of the aforementioned insurance is written on a "claims made basis", the Contractor warrants that continuous coverage will be maintained or an extended discovery period will be exercised for a period of five (5) years after the date of Final Payment by the Authority and the Contractor will provide Certificates of Insurance evidencing continuance of coverage with the original claims made retroactive date. Within the Certificate of Insurance, in the blocks designated "Policy Number," in addition to the policy number, the Contractor shall insert a note "claims made retroactive date \_\_\_/\_\_\_/\_\_\_" (with the date inserted).

- 9.2.17 In the event that the Contractor provides better coverage or higher limits of insurance to other clients, the Contractor shall extend the same coverage and/or limits to the Authority.
- 9.2.18 Certificate of Insurance. Attached to the Contract Documents shall be a valid Certificate of Insurance, executed by a duly authorized representative of each insurer, evidencing compliance with the insurance requirements set forth herein. A Certificate of Insurance must also be submitted and appended to the Contract Documents to evidence each insurance renewal required by this Section 9.2. Failure of the Authority to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Authority to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this Contract at the Authority's option. The Contractor shall provide certified copies of all insurance policies required within ten (10) Days of the Authority's written request for such policies.
- 9.2.19 No Recourse. There shall be no recourse against the Authority, the State or the Project School District for payment of premiums or other amounts with respect to the insurance required by this Section.
- 9.2.20 Disclaimer. The Contractor and each Subcontractor is responsible to ensure that their respective insurance programs fit their particular needs, and it is their responsibility to arrange for and secure any insurance coverage, at their own expense, that they deem advisable, whether or not specified herein.
- 9.2.21 Liability in Excess of Coverage. By executing the Contract, the Contractor expressly agrees that any insurance protection required herein or by the Contract Documents shall in no way limit the Contractor's obligations under the Contract and shall not be construed to relieve the Contractor from liability in excess of such coverage, nor shall it preclude the Authority from taking such other actions as are available to it under other provisions of the Contract or otherwise in law or equity.
- 9.2.22 Right to Remedy. If the Contractor fails to obtain and/or maintain the insurance as required in this Section 9.2, fails to renew any of its insurance policies as necessary, or in the event any policy is canceled, terminated or modified so that the insurance does not meet the requirements of the Contract, the Authority may: (i) purchase insurance at the Contractor's expense; (ii) refuse to make payment of any further amounts due under the Contract Documents; (iii) refuse to make payments due or coming due under other agreements between the Contractor and the Authority; (iv) suspend performance by the Contractor under the Contract Documents; or (iv) terminate the Contract. Any funds retained pursuant to this Section

9.2.22 may be used, at the Authority's discretion to renew or purchase the Contractor's insurance for the periods and amounts as set forth in the Contract Documents. In the event the Authority purchases said insurance the Authority may, at its discretion, reduce the Contractor's Compensation under the Contract by the amount paid for such insurance plus reasonable attorney's fees. By requiring insurance herein, the Authority does not represent that coverage and limits will necessarily be adequate to protect the Contractor, and such coverage and limits shall not be deemed as a limitation on the Contractor's liability under the Contract.

9.2.23 Subcontractors Ineligible for OCIP. Subcontractors of the types set forth below, or that solely provide the types of work enumerated below, shall not be eligible for enrollment in the OCIP (hereinafter cited as "Ineligible Subcontractors"). The Authority may, at its sole discretion, exclude other types of Subcontractors from enrollment in the OCIP. The following shall be Ineligible Subcontractors:

- (a) Professional Services Consultants;
- (b) Suppliers (that do not perform or subcontract installation);
- (c) Vendors;
- (d) Guard & security services;
- (e) Janitorial services;
- (f) Truckers (including trucking to the Schools Facilities Project where delivery or removal of materials is the only scope of work performed);
- (g) Other temporary project services;
- (h) Demolition;
- (i) Lead, asbestos, & hazardous materials abatement;
- (j) Off-site fabricators
- (k) Material Dealers; and
- (l) Others at the sole discretion of the Authority.

9.2.24 Insurance Requirements of Ineligible Subcontractors. Unless otherwise directed by the Authority, the Contractor shall require all Ineligible Subcontractors to purchase and maintain at their own expense the insurance coverages set forth below. Prior to permitting an Ineligible Subcontractor to perform any Work, the Contractor must furnish OCIP Management with certificates of insurance, in a form satisfactory to the Authority, showing that the Ineligible Subcontractors have complied with this Section 9.2.24. Insurance binders are not acceptable as proof of insurance coverage

Such coverage must be purchased and maintained from insurance companies authorized to transact the business of insurance in the State of New Jersey and are rated "A-VII" or better by the A.M. Best Company. In each policy, the Contractor shall require Ineligible Subcontractors to have

incorporated a provision, in accordance with the laws of New Jersey, requiring written notice to the Authority at least thirty (30) Days prior to cancellation or non-renewal of any insurance coverage required under this Section. The Contractor shall require the Ineligible Subcontractors to warrant that if the insurer, or coverage, is not subject to statutory or other provisions requiring thirty (30) Days prior notification of cancellation or non-renewal, it will, in any event, provide notice to the Authority immediately upon receipt of any notice of cancellation or non-renewal of any insurance coverage required under this Section

The Contractor shall require its Ineligible Subcontractors to warrant that their insurance carriers are accurately informed regarding business activities of the Ineligible Subcontractor and intend to insure those business exposures.

9.2.24.1 The coverages enumerated below shall protect the Contractor, the Authority, the EDA, the New Jersey Department of Education, the State, the Construction Manager, the Design Consultant, and the Project School District, and their respective directors, officers, members, employees and agents against claims of or relating to personal and bodily injury (including death) to persons or damage to property which may arise from or in connection with the performance of the Work (whether performed On-site or Off-site) by the Ineligible Subcontractor, its employees, officers, agents, subcontractors or other individuals or entities for whom the Ineligible Subcontractor may be contractually or legally responsible while performing Work. The required coverages are as follows:

- (a) Commercial General Liability. Commercial General Liability insurance is to be written as broad as the standard coverage form currently in use in the State of New Jersey, and shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include coverage for contractual liability, products, completed operations and any explosion, collapse and underground (X,C,U) operations. Limits of liability shall not be less than \$5,000,000 combined single limit with excess or umbrella coverage with the same terms and conditions as the underlying coverage in an amount such that the primary and excess/umbrella coverage equals \$5,000,000.
- (b) Pollution Liability. In the event that the Ineligible Subcontractors' efforts involve a Pollution Liability exposure (including asbestos and lead work, hazardous material abatement, transportation and/or disposal), the Contractor is required to maintain, or cause to be maintained, Pollution Liability insurance and, if necessary, Commercial Umbrella



Insurance, with minimum limits of \$5,000,000 per occurrence and \$5,000,000 aggregate which protects the insureds from any and all claims that may arise out of or as a consequence of any Work performed on this Project. If the Contractor performs Work and also utilizes the efforts of Subcontractors, insurance coverage must extend to them.

- (c) Off-Site/On-Site Contractors Equipment. The Ineligible Subcontractor shall purchase and maintain Contractor's property insurance covering construction machinery, whether or not the capital value of which has been included in the Contract, equipment, and tools used by the Ineligible Subcontractors in the performance of Work. Such coverage shall be written on a policy form at least equivalent to that provided by a "Contractor's Equipment Floater," as such is customarily defined within the insurance industry. The Ineligible Subcontractors shall notify all tiers of sub-Subcontractors of their obligation to insure any machinery, equipment and tools used by the Ineligible Subcontractors in the performance of Work. The Ineligible Subcontractors shall indemnify, defend, and hold the Authority and its officers, agents, and employees harmless from any such loss, theft, or disappearance.
  
- (d) Business Automobile Liability. The Ineligible Subcontractors shall carry Business Automobile Liability Insurance covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than \$1,000,000 combined single limit each accident. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability Broadened Coverage for covered autos endorsement, CA 99 48, shall be provided and the Motor Carrier Act endorsement (MCS-90) shall be attached.
  
- (e) Workers' Compensation, Employer's Liability. Workers' Compensation Insurance in accordance with the laws of the State of New Jersey and any other State or Federal jurisdiction as is required to protect the employees of the Subcontractors or any subcontractor who will be engaged in the performance of the Work. This policy shall include Employer's Liability protection with a limit of liability of not less than \$500,000, as follows:

Bodily Injury by Accident	\$500,000 per accident
Bodily Injury by Disease	\$500,000 per employee
Bodily Injury by Disease	\$500,000 policy limit

9.2.24.2 Endorsement and Waivers. The Commercial General Liability Policy, Automobile Liability Policy, Pollution Liability and Excess/Umbrella Policies required to be provided by the Ineligible Subcontractors shall contain or be endorsed to contain the following provisions:

- (a) The Contractor, the Authority, EDA, DOE, the State, the CM, the Design Consultant and the Project School District, and their respective directors, officers, members, employees and agents shall be covered as additional insureds. In addition the Ineligible Subcontractors may be required to name other parties as Additional Insureds prior to the initiation of the Work.
- (b) For any claims related to the Project, the Ineligible Subcontractors' insurance coverage shall be primary insurance with respect to the Contractor, the Authority, EDA, DOE, the State, the CM, the Design Consultant, and the Project School District, and their respective directors, officers, members, employees and agents and the Contractor warrants that coverage shall be required to continue for a minimum of two years notwithstanding the fact that the Ineligible Subcontractor has departed from the Project site. Any insurance or self-insurance maintained by the Authority, the State or the Project School District, and their respective directors, officers, members, employees and agents, shall be excess of the Ineligible Subcontractors' insurance, and shall not contribute with it.
- (c) Any failure on the part of the Ineligible Subcontractors to comply with reporting provisions or other conditions of the policies, any breach of warranty, any action or inaction of the Ineligible Subcontractors or others, any foreclosure related to the Project or any change in ownership of all or any portion of the Project shall not affect coverage provided to the Contractor, the Authority, EDA, DOE, the State, the Construction Manager, the Design Consultant, the Project School District, and their respective directors, officers, members, employees and agents.
- (d) The Ineligible Subcontractors' insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

9.2.24.3 Disclaimer. Ineligible Subcontractors shall be responsible for ensuring that their respective insurance programs fit their particular

needs, and it is their responsibility to arrange for and secure any insurance coverage that they deem advisable, whether or not specified herein.

9.2.24.4 No Recourse. There shall be no recourse against the Authority, the State or the Project School District for payment of premiums or other amounts with respect to the insurance required of Ineligible Subcontractors hereunder.

9.2.24.5 Right to Remedy. If an Ineligible Subcontractor fails to provide insurance as required herein, the Authority shall have the right, but not the obligation, to purchase such insurance. In such event, the Contract Price shall be reduced by the amount paid for such insurance.

## **10.0 SUSPENSION OF THE WORK**

### **10.1 Suspension of the Work for the Authority's Convenience**

10.1.1 The Authority shall have the right to defer the Commencement Date or to suspend the whole, or any part, of the Work required under the Contract Documents whenever, in the sole discretion of the Authority, it is necessary or expedient for the Authority to do so. The Authority shall by notice to the Contractor suspend performance of the Work and upon receipt of such notice, unless otherwise directed in writing by the Authority, the Contractor shall immediately discontinue all Work, except as necessary to properly secure the Project.

10.1.2 In the event of a suspension by the Authority pursuant to this Section, the Contractor shall be entitled to an extension of the Contract Time equivalent to the duration of the suspension, and Compensation, if any, shall be determined as follows:

10.1.2.1 If the Authority determines that the Work has been suspended for a period cumulatively totaling less than forty-five (45) Days, there shall be no additional compensation paid to the Contractor.

10.1.2.2 If the Authority determines that the Work has been suspended for a period cumulatively totaling forty-five (45) Days or more, and if the Authority determines that the suspension has resulted from no fault of the Contractor, the Parties shall amend the Contract Documents to provide an adjustment to the Contract Price in an amount deemed proper by the Authority and the Contractor after a review of the Contractor's submissions relating to the increased costs actually incurred by the Contractor as a direct result of the suspension. No such adjustment to the Contract Price will change any of the other terms of the Contract Documents.

10.1.2.3 When the Authority has determined that a suspension is the fault of the Contractor, the Authority may, in its sole discretion, suspend all payments to the Contractor. Payment may be reinstated by the Authority upon completion of the Work in accordance with the other provisions of the Contract Documents. Alternatively, the Authority may terminate the Contract pursuant to, or carry out the Work as provided for in Section 11.0.

## **10.2 Suspension of the Work for the Contractor's Failure to Comply with the Contract Documents**

The Authority may suspend the Work, in whole or in part, for such period as the Authority deems necessary if the Contractor fails to carry out orders given by the Authority or to comply with any requirements of the Contract Documents. The Contractor shall promptly comply with the written order of the Authority to suspend the Work in whole or in part. The suspended Work shall resume when appropriate corrective action, as approved by the Authority, has been taken by the Contractor. The Contractor shall not be entitled to an adjustment in the Contract Price or the Contract Time if the Work is suspended pursuant to this Section 10.2.

## **10.3 Requirement to Secure the Site Upon Suspension of the Work**

In the event that a suspension of Work is ordered under this Section 10.0, the Contractor shall perform all Work necessary to ensure the safety of the public, the Authority, the employees and guests of the Project School District, and to secure all of the completed and partially completed Work.

# **11.0 DEFAULT AND TERMINATION**

## **11.1 Events of Default**

11.1.1 The Contractor shall be in default under this Agreement upon the occurrence of any one or more of the following events or conditions ("Events of Default"), following notice and opportunity to cure (if applicable), as specified in Section 11.1.2

- (a) The Contractor fails to either (i) promptly begin the Work under the Contract Documents, or (ii) prosecute the Work in accordance with the Project Schedule;
- (b) The Contractor fails to perform the Work in accordance with the Contract Documents;
- (c) The Contractor refuses to remove and replace rejected materials or nonconforming, defective or unacceptable Work;

- (d) The Contractor fails to resume performance of Work which has been suspended or stopped within a reasonable time after receipt of notice from the Authority to resume Work;
- (e) The Contractor disregards or otherwise fails to comply with all applicable Legal Requirements;
- (f) The Contractor refuses or otherwise fails to properly staff the Project;
- (g) The Contractor fails, absent a valid dispute, to make payments to Subcontractors for materials, labor or services in accordance with the respective agreements between the Contractor and its Subcontractors;
- (h) The Contractor fails to maintain or produce any Documents or other records required by the Contract Documents to be so maintained or produced;
- (i) The Contractor fails to cooperate with the Authority where such cooperation is deemed necessary by the Authority for the implementation of the Contract Documents;
- (j) The Contractor fails to obtain and properly maintain the level of insurance coverages outlined in the Contract Documents;
- (k) The Contractor fails to obtain and properly maintain the level of bonding outlined in the Contract Documents;
- (l) The Contractor assigns or transfers its obligations, privileges or rights under the Contract Documents without the prior, written consent of the Authority;
- (m) The Contractor fails to comply with requirements of the Contract Documents regarding prevailing wage payments, equal employment opportunity or affirmative action requirements;
- (n) The Contractor makes any misrepresentation or conceals any material fact;
- (o) The Contractor commences or has commenced against it any action under the United States Bankruptcy Code or any State or Federal insolvency law, the commencement of which, in the Authority's judgment, may effectively impair the ability of the Contractor to perform its obligations under the Contract Documents;

- (p) The Contractor fails to discharge or obtain a stay of any judgment or order for the payment of money arising out of the prosecution of the Work (provided that for purposes hereof, posting of a bond in the amount of 124% of such judgment or order shall be deemed an effective stay);
- (q) The Contractor fails to perform Work as required under the Contract Documents;
- (r) The Contractor fails to observe a Directive or a Contract Change Directive from the Authority; or
- (s) The Contractor violates or breaches the Contract Documents or any material provision or term thereof.

11.1.2 The Authority shall provide the Contractor and its surety with written notice of the Contractor's default ("Notice of Default"). For all such Events of Default except those contained in subsections 11.1.1 (n) and 11.1.1 (o) (and any such default that by its nature cannot be cured), the Contractor may, within seven (7) Days of receipt of the Notice of Default, commence correction of such default, neglect or violation, with diligence and promptness, fully curing the same within the time prescribed by the Authority, if any, within the Notice of Default. If the Contractor's default is capable of cure, but by its nature, cannot be cured within seven (7) Days, such additional period of time shall be allowed as may reasonably be necessary to cure the default, provided that the Contractor or its surety commences such cure within such seven (7) Day period and thereafter diligently prosecutes such through completion. Failure of the Contractor to commence correction of its default, neglect or violation within seven (7) Days of receipt of the Notice of Default, or to cure the same within the time prescribed by the Authority, shall allow the Authority to issue a Notice for Termination for Cause as per Section 11.2 of this Agreement.

## 11.2 Termination for Cause

11.2.1 If any default described in Section 11.1 above is not subject to cure or is not cured within the period specified in 11.1.2, the Authority may terminate the Contract for cause. Any such Termination for Cause shall be effected by delivery of a "Notice of Termination for Cause" to the Contractor and its surety specifying the extent to which the Work under the Contract is terminated and the date upon which such termination becomes effective.

11.2.2 Upon Termination for Cause by the Authority pursuant to this Section, the Authority may, without prejudice to any other rights or remedies of the Authority, complete the Work that was required to be performed by the Contractor by whatever methods the Authority may deem appropriate.

- 11.2.3 In the event the Contract is terminated for cause pursuant to this Section, the Authority reserves the right not to make any further payments to the Contractor and may require the Contractor to repay all or a portion of the monies already paid. The Contractor or its surety, at their own expense, shall be obligated to take any steps necessary to enable the Authority to complete the Work itself, or for the Authority to engage the surety or another contractor to complete the Work. Such steps may include, but are not limited to, the prompt delivery to the Authority of all Submittals, Documents and Work Product identified herein and/or related to the Project.
- 11.2.4 Materials obtained by the Contractor for the Project that have not yet been incorporated into the Work may, at the option of the Authority, be purchased from the Contractor at the Contractor's actual cost and delivered to a prescribed location or otherwise disposed of as mutually agreed. Upon Authority's request to purchase such materials, the Contractor shall assure that such materials are protected as per the requirements of Section 6.12.4.
- 11.2.5 In the event the Contractor is terminated for cause pursuant to this Section, the Contractor shall take the steps necessary to secure and protect the completed and partially-completed Work and materials and equipment, whether or not such materials and equipment are incorporated into the Work and whether or not such materials and equipment are on the Project Site or stored off-site. The Contractor and its Surety shall be liable for all costs incurred by the Authority as a result of the Contractor's failure to adequately secure and protect the Work, materials and/or equipment after receiving a Notice of Termination for Cause.
- 11.2.6 All costs and charges incurred by the Authority in completing the Work will be deducted from any monies due or that may become due to the Contractor and the Surety. If the payments then or thereafter due the Contractor and the Surety are not sufficient to cover the Authority's cost to complete the Work itself or to engage another contractor to complete the Work, the Contractor and the Surety shall pay the difference to the Authority upon demand.
- 11.2.7 The Contractor and the Surety shall not be relieved of liability for Liquidated Damages on account of any action taken by the Authority under this Section 11.2.
- 11.2.8 The rights and remedies of the Authority are in addition to any other rights and remedies provided by law or equity or provided under the Contract or the Performance or Payment Bonds.
- 11.2.9 If the Authority's Termination for Cause pursuant to the provisions of this Section 11.2 is found by a court of competent jurisdiction to have been unjustified, the Contract will be treated as if it was terminated for

convenience and the Contractor shall be compensated in accordance with the provisions of Section 11.4.

- 11.2.10 No action by the Authority pursuant to this Section shall operate to waive or release any claims that the Authority may have against the Contractor or the Surety under the Contract Documents.

### **11.3 The Authority's Right to Complete the Work**

- 11.3.1 If the Contractor fails to perform any obligation imposed under the Contract Documents within seven (7) Days after receipt of written notice to commence and continue correction of such failure with diligence and promptness, the Authority may take steps to remedy such failure without prejudice to any other remedy the Authority may have. In such case, an appropriate written notice shall be issued deducting from the payments then or thereafter due the Contractor the cost of correcting such failure, including Compensation for any additional work or services of other contractors and/or Professional Services Consultants engaged as a result of such failure. If the payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Authority upon demand.
- 11.3.2 Any action by the Authority under this Section shall be without prejudice to the Authority's rights under the Contract Documents and shall not operate to release the Contractor from any of its obligations under the Contract Documents.

### **11.4 Termination for Convenience of the Authority**

- 11.4.1 Performance by the Contractor of its obligations under the Contract Documents may be terminated by the Authority in whole or in part, whenever the Authority, in its sole discretion, determines that such termination is in its best interest. Such a termination shall be called a "Termination for Convenience."
- 11.4.2 Any such Termination for Convenience shall be effected by delivery of a "Notice of Termination for Convenience" specifying the extent to which the Work under the Contract is terminated and the date upon which such termination becomes effective.
- 11.4.3 Upon receipt of a Notice of Termination for Convenience, the Contractor shall complete all Work necessary to ensure the safety of the public, the Authority, employees and guests of the Project School District, properly secure and protect the completed and partially-completed Work and materials and equipment, whether or not such materials and equipment are incorporated into the Work and whether or not such materials and equipment are on the Project Site or stored off-site, and shall perform all



other Work requested by the Authority in the Notice of Termination for Convenience. The Contractor and its Surety shall be liable for all costs incurred by the Authority as a result of the Contractor's failure to adequately secure and protect the Work, materials and/or equipment after receiving a Notice of Termination for Convenience.

- 11.4.4 Upon such Termination for Convenience, the Contractor shall be entitled to Compensation for the Work actually and satisfactorily performed by the Contractor, less payments previously made. The Contractor shall also be entitled to the reasonable costs and expenses attributable to such Termination for Convenience.
- 11.4.5 Upon a Termination for Convenience, the Contractor shall furnish to the Authority, free of charge, such closeout reports, Documents, and materials as may be reasonably required by the Authority. Materials purchased by the Contractor for the Project that have not yet been incorporated into the Work may, at the option of the Authority, be purchased from the Contractor at the actual cost and delivered to a prescribed location or otherwise disposed of as mutually agreed.
- 11.4.6 Within sixty (60) days of the effective termination date, the Contractor shall submit to the Authority claims for any other costs that were incurred but that are not already addressed by this Section 11.4. No claim will be allowed for anticipated profits on Work that has not been performed. The Contractor's failure to submit a claim to the Authority within sixty (60) Days of the effective termination date shall constitute a waiver of any and all claims

## **12.0 SUBSTANTIAL COMPLETION AND FINAL COMPLETION**

Substantial Completion of Work shall be achieved no later than the Substantial Completion Date set forth in the Contract Documents. Final Completion of the Work shall be achieved within ninety (90) Days of Substantial Completion ("Final Completion Date").

### **12.1 Substantial Completion**

- 12.1.1 Requirements for Substantial Completion. The CM shall determine the date that the Contractor achieves Substantial Completion for the Project. In order to achieve Substantial Completion, the Contractor must have achieved the following on the Project: (i) all essential requirements of the Contract Documents have been performed so that the purpose of the Contract Documents have been accomplished, (ii) a Temporary Certificate of Occupancy has been issued by the Department of Community Affairs, (iii) a Punchlist has been created by the Design Consultant, (iv) the Contractor has delivered to the Authority the key(s) and/or code(s) for operation of the elevators; (v) there are no material omissions or technical defects or

deficiencies, identified by the CM, and (vi) the Project is one-hundred percent (100%) ready for occupancy in accordance with its intended use.

- 12.1.2 Punchlist and Certificate of Substantial Completion. Once the Contractor believes that it has reached Substantial Completion of the Project but for preparation of the Punchlist, the CM shall inspect the Project in conjunction with Design Consultant. If the CM and the Design Consultant determine that Substantial Completion has been achieved but for preparation of the Punchlist, the Design Consultant, with input from the CM, the Authority and the Project School District, shall prepare a Punchlist. Once the Punchlist is prepared, the CM shall distribute to the Contractor a Certificate of Substantial Completion with an attached Punchlist. As the Contractor corrects the Work identified on the Punchlist, the Design Consultant shall update the Punchlist and verify that the Contractor corrects the incomplete or defective Work necessary as required by the Contract Documents.

## 12.2 **Liquidated Damages**

- 12.2.1 Inasmuch as delays in the completion of the Work may result in an increase in costs to the Authority and/or the Project School District, the precise amount of which may be difficult to ascertain, it is hereby agreed that if Substantial Completion does not occur on or before the Substantial Completion Date (as extended pursuant to the provisions of the Contract Documents), the Contractor shall pay the Authority the amount of Liquidated Damages specified in the Supplementary Conditions for each Day that Substantial Completion extends beyond the Substantial Completion Date (“Substantial Completion Liquidated Damages”).
- 12.2.2 The Contractor further agrees that if Final Completion does not occur on or before the Final Completion Date (as extended pursuant to the provisions of the Contract Documents), the Contractor shall pay the Authority the amount of Liquidated Damages specified in the Supplementary Conditions for each Day that Final Completion extends beyond the Final Completion Date (“Final Completion Liquidated Damages”).
- 12.2.3 In the event that Liquidated Damages are to be assessed for any day for both Substantial Completion pursuant to Section 12.2.1 and Final Completion pursuant to Section 12.2.2, the Contractor shall only be liable to the Authority for Liquidated Damages related to Substantial Completion pursuant to Section 12.2.1 above.
- 12.2.4 The Authority and the Contractor agree that the actual damages that would be suffered by the Authority if Substantial Completion and/or Final Completion of the Work is delayed are speculative and not susceptible of precise determination and that the specified Liquidated Damages amounts identified either in the Contract Documents or in any Change Order

represent a reasonable estimate of the damages that the Authority would suffer in such event, and therefore do not constitute a penalty.

- 12.2.5 The Authority shall have the right to deduct Liquidated Damages from any amounts, including Retainage, owed by the Authority to the Contractor or its Surety. If Liquidated Damages are not deducted from such amounts, Liquidated Damages shall be payable by the Contractor to the Authority within ten (10) Days after receipt by the Contractor of a demand for payment by the Authority.

### **12.3 Final Completion**

The Design Consultant shall issue a Certificate of Final Completion and determine the date of Final Completion of the Project. Final Completion means that point in time on the Project when the Project is 100% complete and: (i) all requirements of the Contract Documents have been completed, (ii) all items on the Punchlist have been performed, and (iii) a Certificate of Occupancy, or a Certificate of Acceptance, as applicable, has been issued by DCA. Following the issuance of a Certificate of Substantial Completion for the Project and the CM's determination that the Punchlist Work has been completed, the Design Consultant shall evaluate the Work and notify the Authority when the Work is ready for final inspection. The Design Consultant shall, in conjunction with the Project School District and the Authority, conduct a final inspection of the Work to verify that all Punchlist Work has been completed and all nonconforming and/or deficient Work has been corrected or remedied. The Design Consultant shall assist the Authority in issuing a Certificate of Final Completion.

## **13.0 PAYMENT AND CONTRACT COMPLETION**

### **13.1 Contract Price**

- 13.1.1 As full compensation for the Work to be performed under the Contract, and subject to the limitations contained herein, the Authority shall pay to the Contractor the Contract Price identified in the Contract Documents, as such amount may be adjusted from time to time to account for Change Orders.
- 13.1.2 The Contractor's lump sum Contract Price shall include all escalation costs for the complete execution and duration of this Contract. No subsequent claim of escalation charges will be permitted for work completed. All after-hours and weekend work necessary to meet the project schedule is to be included as part of the lump sum bid. The Contractor's bid shall also include the cost for all overtime, premium time, and shift costs as necessary to maintain the schedule through project completion.
- 13.1.3 The Contract Price shall be increased or decreased only in accordance with the requirements of Section 8.0 of this Contract.

## 13.2 Schedule of Values

- 13.2.1 Before submitting its first Invoice, the Contractor shall submit to the Authority a Schedule of Values. The Schedule of Values shall be prepared in such form as the Authority may require and supported by such data to substantiate its accuracy. If accepted by the Authority, this Schedule of Values shall be used as a basis for the Contractor's Invoices and only for this purpose. Adjustments to the Schedule of Values must be approved in writing by the Authority.
- 13.2.2 The Contractor shall not front-end load its Schedule of Values, but the Contractor may include in its Schedule of Values a line item for the reasonable value of the Contractor's mobilization.

## 13.3 Invoices

- 13.3.1 On or about the twenty-fifth day of each month, the Contractor shall submit to the CM and the Authority a pencil copy of its proposed monthly Invoice, in a form acceptable to the Authority, identifying the percentage of the Contractor's Work completed during the prior month, so that the CM and the Authority may request any revisions to the pencil copy before the Contractor submits its Invoice on the first day of the following month, as required pursuant to this Section 13.3.
- 13.3.2 On the first weekday of each month, the Contractor shall submit to the CM and the Authority its Invoice, requesting payment for the percentage of the Contractor's Work completed during the prior month. Each Invoice shall include:
- (a) the Authority's contract number and name of the Project;
  - (b) all data supporting the amounts requested and any other documentation reasonably requested by the Authority;
  - (c) a certification by the Contractor that all payments due its Subcontractors have been made from prior paid Invoices and that all Legal Requirements have been complied with; and
  - (d) if the Contractor is withholding payment from any Subcontractor or supplier, a certification by the Contractor that a valid basis exists under the terms of the Subcontractor's or supplier's contract to withhold payment.
- 13.3.3 Invoices shall show the percentage of completion of each portion of the Work as of the end of the prior month covered by the Invoice. The percentage of completion shall be the percentage of that portion of the Work which has actually been completed during the prior month.

- 13.3.4 Invoices submitted to the CM shall be processed and paid only after the CM reviews and determines that the Work for which payment is sought has been completed at the times and in the manner specified by the Contract Documents. Invoices will not be processed by the CM if the Contractor has failed to provide an acceptable Project Schedule or Project Schedule update. Invoices will not be paid by the Authority if the CM determines that the Work for which payment is sought is incomplete or unsatisfactory.
- 13.3.5 Invoices may request payment for equipment and materials not yet incorporated into the Project, provided that (i) the CM is satisfied that the equipment and materials are suitably stored at either the Site or another acceptable location, (ii) the equipment and materials are protected by suitable insurance and (iii) upon payment, the Authority will receive the equipment free and clear of all liens and encumbrances.
- 13.3.6 Invoices may request payment for the Contractor's general conditions costs to the extent that such costs are properly allocated to the percentage of Work completed by the Contractor during the prior month.
- 13.3.7 Contractor shall receive payment from the Authority by one of the following electronic payment methods: (1) the Automated Clearing House ("ACH") payment system, or (2) wire transfer. Any fees or costs associated with the use of either of the listed electronic payment methods shall be solely the Contractor's responsibility. Contractor may obtain the documents required to use either electronic payment method from the Authority's website. The Contractor shall provide to the CM the documents necessary to use the electronic payment method selected before any payment will be made to the Contractor by the Authority.
- 13.3.8 Within thirty (30) Days after receipt of the Contractor's properly supported Invoice, the Authority, pursuant to New Jersey's Prompt Payment Act, N.J.S.A. 52:32-32 and 2A:30A-2, will make payment of the approved amount of such Invoice, unless within twenty (20) Days of receipt the Authority issues a notice in accordance with the Prompt Payment Act indicating that funds will be withheld, the amount of the funds to be withheld and the reason for such withholding. The twenty (20) Day period for providing notice to the Contractor that the Authority will withhold funds shall be extended if authority for payment by the Authority's Board of Directors is required. The thirty (30) Day payment requirement shall be extended if the Contractor fails to provide complete and sufficient documentation in support of the amounts claimed and the Authority reserves the right to refuse payment as a result.
- 13.3.9 If the Contractor submits any false or fraudulent Invoice to the Authority for payment, the Contractor shall be held liable and subject to all penalties and damages under the New Jersey False Claims Act, N.J.S.A. 2A:32 et seq.

- 13.3.10 In the event the Contractor fails to pay its Subcontractors in a timely manner and the Authority is in full compliance with its obligations regarding timely payment of sums due the Contractor, the Authority may, but is not obligated to, make payments directly to each Subcontractor or by two-party checks. The Authority's decision to make such payments to the Contractor's Subcontractors will not give rise to any liability of the Authority for making such payments, will not in any way require the Authority to exercise its option to make such payments, and will not create any contractual relationship between the Authority and any Subcontractor. Payments to Subcontractors will not constitute acceptance of the adequacy of Work performed by the Contractor or its Subcontractors.
- 13.3.11 In the event of a dispute between the Authority and the Contractor as to whether an amount is owed for certain Work, or as to whether an amount has been reasonably withheld by the Authority, the Authority shall pay all amounts that are not in dispute, but shall not be required to pay the amount that is in dispute until the Parties settle or otherwise resolve such dispute. The Contractor shall continue to perform all of its obligations under the Contract Documents notwithstanding such dispute.

#### 13.4 **Withholding of Payment**

- 13.4.1 The Authority may deny the Contractor's Invoice, in whole or in part, if: (a) the Work has not progressed to the point represented by the Contractor in its Invoice; (b) the quality of the Work does not conform to the Contract Documents; (c) defective or nonconforming Work has not been timely corrected; (d) the Contractor has caused damage to the Authority, the Authority's property or to another contractor; (e) reasonable evidence exists that, due to the fault of the Contractor, the Work will not be completed within the Contract Time, or within any Construction Milestones identified in the Schedule; (f) the Contractor has failed or refused to properly schedule and coordinate the Work, or to provide Project Schedules and updates; or (g) the Contractor has failed or refused to comply with any material term in the Contract Documents.
- 13.4.2 If the Authority determines that a sufficient basis exists to withhold payment from the Contractor pursuant to Section 13.4.1 above, the Authority will either: (i) retain for payment the relevant Invoice (or portion thereof) until the reason for the withholding of payment has been eliminated or corrected, or (ii) return the relevant Invoice to the Contractor, who shall resubmit the Invoice once the reason for the withholding of payment has been eliminated or corrected.
- 13.4.3 The withholding of any sums pursuant to this Section shall not be construed as, or constitute in any manner, a waiver by the Authority of the Contractor's obligation to perform the Work required under the Contract Documents. In the event that the Contractor fails to perform any Work

required by the Contract Documents, the Authority shall have, in addition to the sums withheld in accordance with this Section, all rights and remedies provided by law, equity and the Contract.

- 13.4.4 In addition to any other right to withhold payments under the Contract Documents, the Authority shall have the right to withhold from payments due the Contractor such sums as necessary to protect the Authority against any loss or damage which may result by reason of: (a) any willful misconduct or wanton or negligent act, error or omission by the Contractor or any Subcontractor, or any of their employees, representatives or agents which gives, or may give, rise to a claim by the Authority or by some other person or entity against the Authority; (b) the Contractor's breach of any of its material obligations under the Contract; (c) reasonable evidence that the Contractor will not complete the Work required by the Contract Documents within the Contract Time, and that the unpaid balance will not cover the actual damages suffered for the delay; and (d) the Contractor's inability or failure to complete any of the Work required by the Contract Documents.

### 13.5 **Retainage**

- 13.5.1 Except as otherwise provided herein, the Authority shall withhold funds ("Retainage") from payments made to the Contractor in accordance with this Section. The Authority shall withhold five percent (5%) of the Contract Price, as it may be adjusted by Change Order, as Retainage from all invoiced amounts.
- 13.5.2 At the time of Substantial Completion, the Contractor may request that the Authority reduce Retainage. The Authority in its sole discretion may reduce the percentage of Retainage withheld or may release the total amount of Retainage being withheld by the Authority if the Authority determines that such action is warranted by the progress and quality of the Work. Any request by the Contractor for a reduction in retainage must be accompanied by the following documents, available on the SDA website:
- (a) A Certificate of Substantial Completion (Form 701), in cases in which a Certificate of Occupancy or Temporary Certificate of Occupancy has been issued; or a Confirmation of Contract Compliance (Form 702), in cases in which a Certificate of Occupancy will not issue; and
  - (b) Consent to Surety Reduction in or Partial Release of Retainage (Form 814); and
  - (c) Request for Reduction of Retainage (Form 816), signed by the Authority approving the reduction in retainage to the new percentage or amount.

- 13.5.3 At the time of Final Payment, the Authority shall release to the Contractor all Retainage other than amounts applied to the payment of liquidated damages or amounts which the Authority in its sole discretion deems necessary to retain to cover any existing or threatened claims or liens, or any amounts otherwise due the Authority under the Contract Documents.

### 13.6 Other Deductions

- 13.6.1 In addition to Retainage, the Authority may deduct from any progress payment the following:

- (a) any liquidated damages which have accrued as of the date of the Invoice;
- (b) any sums expended or expected to be expended by the Authority in performing any of the Contractor's obligations under the Contract Documents which the Contractor has failed to perform or has deficiently performed; and
- (c) any other sums which the Authority is entitled to recover from the Contractor under the terms of the Contract Documents.

- 13.6.2 The Contractor agrees that, to the extent that the Authority may deduct or withhold money from the Contractor pursuant to the terms of this Contract, the Authority has available to it any monies due or that may become due the Contractor under other contracts between the Contractor and the Authority. Such other contracts shall include joint ventures in which the Contractor is a participant, but only to the extent of its participation. The right to recover against the Contractor as herein provided is in addition to and does not affect the right of the Authority to seek recovery against the Contractor or Surety under the Contract, bonds, or as otherwise allowed by law.

### 13.7 Certificates for Payment

The Authority will, after receipt of the Contractor's Invoice, and within the time set forth in the Specifications, either issue a Certificate for Payment for such amount as the Authority deems properly due, including deductions as allowed in this Section 13.0, or notify the Contractor in writing of its reasons for withholding a Certificate for Payment, as provided below.

### 13.8 Progress Payments

- 13.8.1 After a Certificate for Payment has been issued, the Authority shall make payment in the manner and within the time provided in the Contract Documents.
- 13.8.2 Upon receipt of payment from the Authority, the Contractor shall promptly pay each of its Subcontractors the amount due to such Subcontractor. The



Contractor shall require that each of its Subcontractors make timely payments to its sub-subcontractors in a similar manner.

- 13.8.3 The Authority shall have no obligation to make direct payment to any of the Contractor's Subcontractors.
- 13.8.4 No Certificate for Payment, nor any progress payment, nor any partial or entire use or occupancy of the Project by the Authority or Project School District, shall constitute an acceptance of any Work not in accordance with the Contract Documents.

### 13.9 **Contract Completion and Final Payment**

- 13.9.1 After Final Completion and receipt of the documentation required by the Contract Documents, including, but not limited to, the requirements of Section 13.9.2 below, the Authority will issue a Certificate of Final Payment. Final Payment shall be made in accordance with the New Jersey Prompt Payment Act, provided that the requirements of the Contract Documents have been fulfilled. The Final Payment shall include payment for all Work performed under the Contract, including all Retainage held by the Authority, less any amount the Authority is entitled to withhold pursuant to the terms of the Contract Documents.
- 13.9.2 Prior to issuance of the Final Payment, the Contractor shall submit to the CM and the Authority the following documents and information:
  - (a) an affidavit that all payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Authority may in any way be responsible, have been paid or otherwise satisfied;
  - (b) consent of Surety to final payment in the form of AIA Form G707;
  - (c) other data establishing payment or satisfaction of all obligations, such as receipts, releases and waivers of liens arising out of the Contract, to the extent and in such form as may be designated by the Authority;
  - (d) written certification that the Work is complete in all respects, and that the Work complies in all respects with the requirements of the Contract Documents;
  - (e) written certification that all equipment and systems have been installed in accordance with the Contract Documents and have been started and tested in accordance with the Contract Documents, the Code, and manufacturers' and/or suppliers' requirements;

- (f) completed Form 710 “Construction Contract Final Completion Checklist,” found on the SDA webpage;
- (g) in compliance with the Prevailing Wage Act, written statements from the Contractor and all Subcontractors, certifying to the amounts then due and owing from the Contractor and Subcontractors to any and all workers for wages due. The statements shall contain the names of the persons whose wages are unpaid and the amount due to each respectively. The statements shall be verified by the oath of the Contractor or Subcontractor, as the case may be, that said party has read such statement subscribed by it, that said party knows the contents thereof, and that the same is true of its own knowledge. If any Subcontractor refuses to furnish a release or waiver required by the Authority, the Contractor may furnish a bond satisfactory to the Authority to indemnify the Authority, the State and the Project School District against any loss. If any lien or claim remains unsatisfied after all payments are made, the Contractor shall refund to the Authority all monies that the latter may be compelled to pay in discharging such lien or claim, including all costs and reasonable attorney’s fees. The Authority may withhold from the final payment any sum that the Authority has reason to believe may be needed to satisfy any lien, claim or threat of lien arising from the Work; and
- (h) all required Contractor Evaluation Forms, Form Nos. 521 and 522 to be provided by the CM.

13.9.3 The tendering of Final Payment shall constitute a waiver of all claims by the Authority against the Contractor, except those arising from:

- (a) unsettled liens and claims against the Authority, the State, the School Facility, or the Project School District, or any of their employees, officers, agents, or representatives;
- (b) faulty, defective or nonconforming Work discovered or appearing after Final Payment;
- (c) failure of the Work to comply with the requirements of the Contract Documents;
- (d) any warranties contained in or required by the Contract Documents;
- (e) damages incurred by the Authority, the State or the Project School District resulting from lawsuits brought against them,

their agents, employees, officers or representatives because of failures or actions on the part of the Contractor, its Subcontractors, or any of their officers, employees, agents or representatives;

- (f) fraud or bad faith committed by the Contractor or any Subcontractor during performance of the Work, discovered by the Authority after Final Payment; and
- (g) any and all claims pursuant to the New Jersey False Claims Act, N.J.S.A. 2A:32C et seq.

### **13.10 Final Release**

- 13.10.1 The acceptance of Final Payment by the Contractor shall constitute a waiver of all claims by the Contractor against the Authority, the CM and the Design Consultant, except those expressly reserved by the Contractor in writing at the time of Final Payment. Such reservation of rights shall state the specific amounts of the claims being reserved and the bases for such claims. Failure to state the specific amount of a claim shall result in a waiver of that claim. The Contractor shall be deemed to have waived all claims for which the notices required by law and the Contract Documents have not been provided.
- 13.10.2 Acceptance or approval of, or payment for, any of the Work performed by the Contractor shall not constitute a release or waiver of any claim the Authority has or may have against the Contractor for latent defects, errors, omissions, deficiencies, breach of contract, or negligence. If the Authority discovers latent defects, errors, omissions or deficiencies in the Work after Final Release, the Contractor shall correct any such defects, errors, omissions or deficiencies in the Work at no expense to the Authority.
- 13.10.3 Notwithstanding any other provision of the Contract, for a period of three (3) years after Final Completion of the Project, all estimates and payments made pursuant to the Contract Documents, including the Certificates of Final Completion and Final Payment, are subject to correction and adjustment for clerical or other errors in the calculations involved in the determination of the amount of the payments. The Contractor and the Authority agree to pay to the other any sum due under the provisions of this Section, provided, however, that if the total sum to be paid is less than \$100, payment will be waived.

### **13.11 Eleven-Month Inspection.**

Approximately eleven (11) months after Final Payment, the Authority and its CM shall conduct, in conjunction with the Design Consultant, an inspection of the Project and the Work. The Contractor shall, at no cost to the Authority, correct deficiencies, latent defects or warranty

work discovered in the Eleven-Month Inspection.

## **14.0 PROTECTION OF PERSONS AND PROPERTY.**

### **14.1 Safety of Persons and Property**

- 14.1.1 The Contractor shall be responsible for preparing a Safety Plan for the Project which recognizes the importance of performing the Work in a safe manner so as to prevent damage, injury or loss to (i) all individuals at the Site, whether working or visiting, (ii) the Work, including materials and equipment incorporated into the Work or stored on-Site or off-Site, and (iii) all other property at the Site or adjacent thereto. The Authority's Project Manager and/or the Authority's safety division shall review Contractor's Safety Plan for consistency with the Authority's requirements and policies, based upon the latest version of the Authority's Safety Manual, which is incorporated into this Agreement by reference, and all other applicable Legal Requirements, including, but not limited to, governmental safety codes, rules, regulations and requirements, such as OSHA. Within ten (10) Days of receipt of the Contractor's Safety Plan, the Authority's Project Manager and/or the Authority's Safety Division shall recommend to the Authority acceptance or rejection of the Contractor's Safety Plan. The Authority will either accept or reject the Safety Plan within five (5) Days of the Authority's Project Manager's and/or the Authority's Safety Division's recommendations. The Contractor shall continue to submit its Safety Plan to the Authority's Project Manager and/or the Authority's Safety Division until it is accepted. Once the Contractor's Safety Plan is accepted, the Authority's Project Manager and/or the Authority's Safety Division shall monitor the Contractor's compliance with the Safety Plan throughout the Term of this Agreement to ensure that the Contractor meets or exceeds the accepted Safety Plan. If, at any time any part of the Project Site is deemed unsafe by the CM, the Authority's Project Manager and/or the Authority's Safety Division, the Authority may require the Contractor to stop performance and to take immediate corrective measures. Additionally, as the Authority has implemented a School Facilities Projects OCIP in accordance with N.J.S.A. 18A:7G-44, the Site and work areas of the Contractor and its Subcontractors shall be subject to inspection by the OCIP insurance carrier's risk control engineer, and the Contractor and its Subcontractors are required to cooperate with safety recommendations made by such risk control engineer.
- 14.1.2 The Contractor shall at all times secure and protect the Authority's property and the adjacent property of others from injury or loss. All passageways, guard fences, lights and other facilities reasonably required for protection must be provided and maintained by the Contractor.
- 14.1.3 The Contractor shall provide winter protection to the Project, including, but not limited to, providing temporary heat to maintain the Project buildings at

a temperature of at least forty (40) degrees Fahrenheit or greater, as may be required for the construction activity.

- 14.1.4 Notification to the Contractor by the Authority or any other person or entity of a safety hazard or violation shall in no way relieve the Contractor of sole and complete responsibility to perform the Work in a safe and workmanlike manner, or of its sole liability for any fees, fines, damages or other costs resulting from such hazard or violation.
- 14.1.5 The Contractor acknowledges that the safety of the public, the Project School District's students, employees, and guests is of the utmost importance. The Contractor shall take no action which would jeopardize the safety of such students, employees, or guests and, without the Authority's written approval, shall take no action which would interfere with the activities of the Project School District, its students, employees or guests, at the Site.
- 14.1.6 The Contractor must fully comply with the terms of the NJSDA Safety Manual, and all Federal, State and local job safety requirements. All costs associated with such safety compliance shall be included in the Contractor's lump sum bid.
- 14.1.7 Alcohol, drugs and weapons shall not be allowed on the jobsite under any circumstances, and shall be cause for immediate expulsion. In addition, only those persons directly involved with the project will be allowed on the site. In no event will minors be admitted to the Construction site. Anyone under the influence of alcohol or drugs will be immediately and permanently removed from the jobsite. In no event will minors be admitted to the jobsite.

## 14.2 **Emergencies**

In any emergency affecting the safety of persons or property, the Contractor shall act at all times to prevent threatened damage, injury or loss. If immediate action is required, the Contractor shall notify the Authority of the situation and all necessary actions shall be immediately taken upon recognition of an emergency, or as soon thereafter as is practicable. If the Contractor fails to so notify the Authority, the Contractor shall be solely liable for any damage, injury or death resulting from such an emergency that could have been prevented by the Contractor's prompt and immediate action.

## 15.0 **DOCUMENTS AND RECORDS**

### 15.1 **Maintenance and Retention of Contract Records**

For all Work performed, the Contractor shall, in accordance with generally accepted accounting principles and practices, maintain certified weekly payroll, workers' compensation payroll, overhead, cost and accounting records, as well as all other records that the Contractor

may customarily maintain in its business. Such records shall be maintained and made available for inspection by the Authority, and any State oversight or inspecting agency, as to all aspects of the Work and materials provided under the Contract Documents, whether the Work is performed by the Contractor, its Subcontractors or any other entity. Before Final Payment will be made to the Contractor, the Contractor must provide all such records to the CM and/or the Authority.

## **15.2 Right to Audit**

The Authority, EDA or any other State inspecting or oversight agencies reserve the right to audit (or have their agents audit) the records of the Contractor in connection with all matters related to the Contract Documents. If, as a result of such audit, the Contractor is discovered for any reason to owe any money or refund to the Authority, the Authority may reduce the Contractor's Invoice amount to an amount considered commensurate with the actual work performed.

## **16.0 RISK OF LOSS AND INDEMNIFICATION**

### **16.1 Risks Assumed by the Contractor.**

16.1.1 Until Substantial Completion, the Contractor shall bear the risk of loss or damage to the permanent construction, temporary construction, and materials, whether or not the Contractor has received payment for such construction or materials.

16.1.2 The Contractor shall bear the risk of claims by third parties made against the Contractor or the Authority, on account of injuries (including wrongful death), loss, or damage of any kind whatsoever arising or alleged to arise out of or in connection with the performance of the Work. The risk of claims, whether or not actually caused by or resulting from the performance of the Work or out of or in connection with the Contractor's operations or presence at or in the vicinity of the Project Site or on Authority premises, and whether such injuries, loss, and damages are sustained, applies at any time both before and after Final Completion.

16.1.3 The Contractor shall bear the risk of loss or damage to any property of the Contractor, and of claims made against the Contractor or the Authority for loss or damage to any property of lessors, Subcontractors, materialmen, workers, and others performing the Work. Said risk is assumed during all times prior to removal of the property from the Site.

### **16.2 Indemnification**

16.2.1 To the fullest extent permitted by law, the Contractor shall indemnify, protect, defend and save harmless the State of New Jersey, the Authority, the CM, the Design Consultant and the Project School District, as well as their respective agents, servants, officers, directors and employees, from and against any loss, damage, injury, cost or expense including interest,

attorney's fees and other expenses, and from and against any claim, demand, liability, lawsuit, judgment, action or other proceeding arising from, in connection with, or as a result of any of the following:

- 16.2.1.1 the negligent acts or omissions of the Contractor, its agents, servants, officers, employees, Subcontractors or any other person acting at the Contractor's request, subject to its direction, or on its behalf;
  - 16.2.1.2 the loss of life or property, or injury or damage to the person, body or property of any person or persons whatsoever, that arises or results directly or indirectly from the negligent acts or omissions by the Contractor, its agents, servants, officers, employees, Subcontractors or any other person acting at the Contractor's request, subject to its direction, or on its behalf;
  - 16.2.1.3 any gross negligence, default, or breach, of the Contractor, its agents, servants, officers, employees, Subcontractors or any other person acting at the Contractor's request, subject to its direction, or on its behalf;
  - 16.2.1.4 violation of or non-compliance with all Legal Requirements, including, but not limited to, Federal, State, local and municipal laws and regulations, ordinances, building codes (including without limitation the Americans with Disabilities Act) arising from the performance or non-performance of, or arising out of conditions created or caused to be created by the Contractor, its agents, servants, officers, employees, Subcontractors, or any other person acting at the Contractor's request, subject to its direction, or on its behalf.
- 16.2.2 The Contractor's indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in the Contract.
- 16.2.3 The Contractor agrees that any acceptance by the Authority of the Work performed and materials provided by the Contractor shall not operate to limit the obligations of the Contractor under the Contract Documents and that the Authority assumes no obligations to indemnify or hold harmless the Contractor, its agents, servants, employees or Subcontractors against any claims that may arise out of its performance or nonperformance under the Contract. The Contractor also agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations under the Contract Documents, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of the Contract Documents or otherwise at law or equity.

- 16.2.4 The provisions of this Section 16.2 shall survive the expiration or termination of the Contract.

## 17.0 CLAIMS

All Claims by the Contractor against the Authority shall be governed by the following provisions.

- 17.1 **General.** All Claims asserted by the Contractor against the Authority shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. and the New Jersey False Claims Act, N.J.S.A. 2A:32 et seq.

- 17.2 **Notice of Claim.** The Contractor shall file notice of its Claim on a form provided by the Authority, which form shall be completed in its entirety and signed by the Contractor. Incomplete forms will be rejected and have no effect. Submission of completed notice forms shall constitute compliance with the notice provisions of the New Jersey Contractual Liability Act if such notices are provided within the time limits established by N.J.S.A. 59:13-5.

- 17.3 **Review of Claims.** The administrative process for review of Claims is sequential in nature and mandatory. The Authority's Claims procedure is composed of the following steps:

- Step One: Review by the Authority  
Step Two: Non-binding Mediation

Completion of the two (2) steps of Claims review is a mandatory prerequisite to the initiation of litigation by either Party.

- 17.4 **Compliance with Claim Review Procedure.** Each Claim will begin its review at Step One. A Claim will not proceed to the next step unless the Contractor submits a written objection to the prior step and requests that its Claim proceed to the next step. If at any step in the process a Claim is resolved, the Contractor must sign a full and final release as to any and all matters arising from the Claim.

- 17.5 **Step One: The Authority's Review.**

- 17.5.1 The Contractor must provide to the CM and the Authority the required forms as required by this Section to comply with the New Jersey Contractual Liability Act in order to begin the Authority's administrative process for the review of Claims. The Contractor shall also submit to the Authority all documentation supporting the Contractor's Claim. The documentation provided to the Authority will serve as the basis for evaluation of the Contractor's position regarding the Claim throughout Step One of the administrative process. The Contractor shall submit additional information upon request of the Authority. No formal action will be taken



by the Authority unless and until the Authority receives complete Claim documentation from the Contractor.

17.5.2 **Authority Review and Decision.** At the option of the Authority, a meeting may be scheduled with the Contractor, the Authority and the CM to discuss the Claim. The Authority shall render its decision regarding the Claim in writing within sixty (60) Days of the receipt of the complete supporting documentation or within sixty (60) Days of any meeting with the Contractor, the Authority and the CM, whichever is later. This time limit may be extended by mutual agreement of the Parties. The Contractor, within fifteen (15) Days of the receipt of the decision by the Authority, shall accept or reject the Authority's decision in writing. If the Contractor neither accepts nor rejects in writing the Authority's decision within fifteen (15) Days, the Claim will be considered withdrawn from the administrative process and there will be no further administrative remedy available to the Contractor for the subject Claim.

17.6 **Step Two: Non-Binding Mediation.** If the Contractor rejects in writing the decision of the Authority, there is no further automatic administrative review of the Claim. Within fifteen (15) Days after issuance of a Certificate of Occupancy or Certificate of Acceptance for this Project, the Contractor may request in writing that any or all outstanding Claims regarding this Project, which include any or all Claims that have been processed through Step One of the Claim resolution process, and that were neither withdrawn nor considered withdrawn from the process be submitted to Step Two, non-binding mediation. Such request shall be sent to the Authority. No Claim will proceed automatically to Step Two and the Contractor must make a specific written request that the Claim be elevated to Step Two for review. Step Two review will not be available until after the issuance of a Certificate of Occupancy or Certificate of Acceptance, unless an earlier time for submission of the Claim to Step Two is agreed to by the Parties. The cost of non-binding mediation shall be shared equally by the Contractor and the Authority. The mediator shall be selected by the Authority, with the concurrence of the Contractor. The rules for the mediation shall be agreed to by the Authority, the Contractor and the mediator prior to the start of the mediation. If the Parties fail to agree on the rules for the non-binding mediation, the mediation will not proceed and Step Two review will be deemed completed.

## **18.0 ADDITIONAL PROVISIONS**

### **18.1 Governing Law**

The Contract Documents, and any and all litigation arising therefrom or related thereto shall be governed by the applicable laws, regulations and rules of the State of New Jersey without reference to conflict-of-laws principles.

## 18.2 Forum and Venue

Any legal action to resolve a dispute or Claim filed under the terms of the Contract Documents shall be brought only in a state court in the State of New Jersey.

## 18.3 Legal Requirements

The Contractor shall keep fully informed of all Legal Requirements, including, but not limited to, all Federal, State and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals having jurisdiction or authority, which in any manner may affect those engaged or employed to perform Work on the Project, or which in any way affect the conduct of the Work. The Contractor shall at all times observe and comply with, and shall cause its agents and employees to observe and comply with, all such laws, ordinances and regulations orders and decrees, and shall protect and indemnify the Authority and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree whether by the Contractor or its employees, agents, Subcontractors of any tier, suppliers or materialmen. If any discrepancy is discovered between the Contract Documents and any such law, ordinance, regulation, order or decree, the Contractor shall immediately report the same to the Authority in writing.

## 18.4 State Inspector General.

- 18.4.1 The Office of the State Inspector General, or any other State inspecting or oversight agency may, at its discretion, investigate, examine and inspect the activities of the Contractor and all other parties involved with the Project relating to the construction and financing of the Project and to the implementation of the Educational Facilities Construction and Financing Act, P.L. 2000, c. 72 (N.J.S.A. 18A:7G-1 et seq.). The Office of the State Inspector General, or any other State inspecting or oversight agencies may require the Contractor or any other party involved with the Project to submit duly verified reports which shall include such information and be in such form as they may require. In addition to the foregoing, the Office of the State Inspector General, or any other State inspecting or oversight agencies may investigate, examine, inspect, or audit in any manner and at such times as they may deem necessary. The Contractor shall include in any and all contracts with Subcontractors a provision requiring such Subcontractors to permit the Office of the State Inspector General, or any other State inspecting or oversight agencies, in their discretion, to investigate, examine, inspect or audit in any manner and at such times as they may deem necessary.

## 18.5 State Sales Tax

Materials, supplies or services for exclusive use in erecting the structures or buildings or otherwise improving, altering or repairing the School Facility pursuant to the Contract Documents are exempt from New Jersey State sales tax. Purchases or rentals of equipment are not exempt from any tax under the State Sales Tax Act.

## **18.6 Assignment of Contract Funds and Claims**

The Contractor shall not transfer or assign to any party any Contract funds, due or to become due, or claims of any nature it may have against the Authority, without the written approval of the Authority. The Authority, in its sole discretion and considering the interests of the Authority, the State and the Project School District, may grant or deny such approval.

## **18.7 Independent Contractor**

The relationship of the Contractor to the Authority is that of an independent contractor, and the Contractor, in accordance with its status as an independent contractor, covenants and agrees that it shall conduct itself consistent with such status, that it shall neither hold itself out as nor claim to be an officer or employee of the Authority. The Contractor shall not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the Authority, including, but not limited to, workers compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.

## **18.8 Third Party Beneficiary Clause**

18.8.1 It is specifically agreed between the parties executing this Contract that no provision of the Contract is intended to make any other person, company or entity, including, but not limited to, any member of the public, a third party beneficiary to this Contract or the Contract Documents, or to authorize anyone not a party to the Contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of the Contract.

18.8.2 No individual, firm, corporation, or any combination thereof, that supplies materials, labor, services, or equipment to the Contractor for the performance of the Work shall be considered a third party beneficiary of the Contract.

## **18.9 Limitation of Liability**

Whether as a result of breach of Contract, tort (including negligence), or otherwise, the Authority will not be liable to the Contractor for any special, consequential, incidental, or penal damages including, but not limited to, loss of profit or revenues, loss of rental value for Contractor-owned equipment, damages to associated equipment, cost of capital, punitive damages or interest of any nature.

## **18.10 Affidavit Concerning Gifts to Authority Employees and Agents**

The Contractor shall not give any gifts of any nature, nor any gratuity in any form whatsoever, nor loan any money or anything of value to any Authority employee or relative thereof. The Contractor shall not rent or purchase any equipment or supplies of any nature whatsoever from any Authority employee or relative thereof. Similarly, such gifts, gratuities, loans, rentals or purchases shall not be given to or made from any agent of the Authority during

the period of time that such agent is performing any function related in any way to the Project. Before receiving final payment, the Contractor shall execute, under oath, any affidavit, on forms provided by the Authority, stating under oath that it has given no such prohibited gift, gratuities, or loans nor made any such prohibited rentals or purchases.

#### **18.11 Disclosure of Political Contributions**

18.11.1 Political Contributions Disclosure Form. Pursuant to law, the Contractor shall, on a continuing basis, disclose and report to the Authority any “contributions,” as that term is defined in P.L. 2005, c. 51, made during the Term of the Contract by the Contractor or any “Business Entity,” as that term is defined in P.L. 2005, c. 51, associated with the Contractor, on the “Disclosure of Political Contribution” form provided by the Authority, at the time such contribution is made.

18.11.2 Political Contributions ELEC Filing. The Contractor shall comply with its responsibility to file an annual disclosure statement on political contributions with ELEC in the event it receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the Contractor’s responsibility to determine if filing is necessary. .

#### **18.12 Personal Liability of Public Officials.**

In carrying out any of the provisions of the Contract, or in exercising any power or authority granted to them by or within the scope of the Contract, no officer, member of the Board, or employee of the Authority shall be liable either personally or as officials of the Authority, it being understood that in all such matters these individuals act solely as agents and representatives of the Authority.

#### **18.13 No Waiver of Legal Rights.**

A waiver on the part of the Authority of any breach of any part of the Contract is not to be held to be a waiver of any other or subsequent breach by any party.

#### **18.14 Prevailing Wage**

The Contractor and each of its subcontractors shall comply with the New Jersey Prevailing Wage Act Laws of 1963, Chapter 150, (N.J.S.A. 34:11-56.25 et seq.) and all amendments thereto. The Contractor and its subcontractors shall certify their compliance with this law on forms satisfactory to the Authority prior to receiving payment.

#### **18.15 Copyrights and Patents**

18.15.1 If the Contractor employs any design, device, material, or process covered by letters of patent or copyright, it shall provide for such use by suitable legal agreement with the patent holder. The Contractor shall assume all costs, including attorney’s fees, arising from its use of patented or

copyrighted designs, materials, equipment, devices, or processes for this Project.

- 18.15.2 The Contractor shall defend, indemnify and hold harmless the Authority, the Project School District and the State from any and all claims for infringement by reason of the use of any patented design, device, material, equipment or process, or any trademark, copyright, trade secret or any other material protected in any manner from use or disclosure, and shall indemnify the Authority, the Project School District and the State for any costs, expenses and damages, including attorney's fees, that it may incur by reason of an infringement at any time during the performance, or after the acceptance, of the Work.

#### **18.16 Environmental Protection**

The Contractor shall comply with all applicable Federal, state and local Legal Requirements concerning protection of the environment, including but not limited to, any Remedial Action Work Plan applicable to the Project. Necessary precautions shall be taken to prevent pollution of streams, lakes, ponds, rivers, wetlands, groundwater, and reservoirs with chemicals, fuels, oils, bitumens, or other harmful materials and to prevent pollution of the atmosphere from particulate and gaseous matter.

#### **18.17 Performance of Work within the United States**

- 18.17.1 Buy American Requirements. The Contractor shall comply with N.J.S.A. 52:32-1 and N.J.S.A. 52:33-1 et seq., which prohibit the use by the Contractor or any Subcontractor of materials or farm products produced and manufactured outside of the United States on any public work.
- 18.17.2 Executive Order No. 129 Requirements. In accordance with Executive Order No. 129 (2004) ("EO 129"), and with P.L. 2005, c. 92, the Contractor shall have a continuing duty to comply with the provisions of EO 129 and P.L. 2005, c. 92, as applicable. By executing this Contract, the Contractor agrees that all Work performed by the Contractor pursuant to the Contract Documents shall be performed within the United States. If, during the Term, the Contractor or a subcontracted firm proceeds to shift the performance of the Work outside of the United States, the Contractor shall be deemed in breach of the Contract and shall be subject to Termination for Cause, unless the Authority shall determine in writing that extraordinary circumstances require a shift of services or that a failure to shift the services would result in economic hardship to the Authority or the State

#### **18.18 Affirmative Action and Non-discrimination**

- 18.18.1 The Contractor and its Subcontractors shall abide by the affirmative action program established by the Authority pursuant to Section 6 and 36 of the legislation creating the New Jersey Schools Development Authority, P.L.

2007, c. 137, and any rules associated therewith, as may be amended from time to time, including, but not limited to, N.J.A.C. 19:39-1.1 to -4.1.

- 18.18.2 The Contractor shall submit to the Authority, after notification of award but prior to execution of this Agreement, one of the following three documents: (i) documentation (e.g., a Letter of Approval) sufficient to show that the Contractor is operating under an existing Federally-approved or sanctioned affirmative action program; (ii) a Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4; or (iii) an Employee Information Report (Form AA-302) in accordance with N.J.A.C. 17:27-4. The Contractor shall not enter into a subcontract unless the Subcontractor has submitted to the Contractor one of the three documents required in this Paragraph above, unless such Subcontractor has four (4) or fewer employees.
- 18.18.3 The Contractor shall abide by, and shall include language in all subcontracts with Subcontractors requiring that all Subcontractors abide by the requirements of this Section 18.18.
- 18.18.4 The Contractor shall not discriminate in employment and shall abide by all anti-discrimination laws including those contained within N.J.S.A. 10:5-1 et seq. and all rules and regulations issued thereunder. During the performance of the Contract, the Contractor and its Subcontractors agree as follows:
- 18.18.4.1 The Contractor and its Subcontractors will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Contractor and its Subcontractors will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor and its Subcontractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 18.18.4.2 The Contractor and its Subcontractors will in all solicitations or advertisements for employees placed by or on behalf of the

Contractor or its Subcontractors, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, nationality, disability or sex.

- 18.18.4.3 The Contractor and its Subcontractors will send to each labor union or representative of workers with which they have a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the Contractor's (and its Subcontractor's) commitments under the Contract and referenced statutes and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 18.18.4.4 The Contractor and its Subcontractors shall comply with the regulations promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time, and with the Americans With Disabilities Act, 42 U.S.C. § 12101 et seq., with respect to its employment practices.
- 18.18.4.5 The Contractor and its Subcontractors agree to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & Equal Employment Opportunity in Public Contracts (hereinafter "Division") pursuant to N.J.A.C. 17:27-5.2, as amended and supplemented from time to time.
- 18.18.4.6 The Contractor and its Subcontractors agree to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- 18.18.4.7 The Contractor and its Subcontractors agree to revise any of its testing procedures, if necessary, to ensure that all personnel testing conforms to the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

- 18.18.4.8 In conforming with the applicable employment goals, the Contractor and its Subcontractors agree to review all of their procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- 18.18.4.9 The Contractor and its Subcontractors shall furnish to the Division such reports or other documents as may be requested from time to time in order to carry out the purposes of the Division's regulations, and shall furnish to the Authority such reports and other documents, in the manner and form requested, as may be required to carry out the purposes of the Authority's regulations.
- 18.18.4.10 The Contractor and its Subcontractors agree to make good faith efforts when hiring or scheduling workers in each construction trade, to employ minority and women workers in each construction trade consistent with the applicable employment goal prescribed by N.J.A.C. 17:27-7.3; provided, however, that the Division may, in its discretion, exempt a Subcontractor from compliance with the good faith procedures prescribed by Sections 18.18.4.11 and 18.18.4.12 below, as long as the Division is satisfied that the Subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Division that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the applicable employment goal established in accordance with N.J.A.C. 17:27-7.3. The Contractor and its Subcontractors agree that a good faith effort shall include compliance with procedures set forth in Section 18.18.4.11.
- 18.18.4.11 If the Contractor or its Subcontractor has a referral agreement or arrangement with a union for a construction trade, the Contractor or its Subcontractor shall, within three business days of the contract award, seek assurances from the union that the union will cooperate with the Contractor or its Subcontractor as it fulfills its affirmative action obligations under the Contract and in accordance with the rules promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as supplemented and amended from time to time. If the Contractor or its Subcontractor are unable to obtain said assurances from the construction trade union at least five (5) business days prior to the commencement of construction Work, the Contractor or its Subcontractor shall agree to attempt to hire or schedule minority and women workers directly, consistent with the applicable employment



goal. If the Contractor's or Subcontractors' prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with the applicable employment goal, the Contractor or its Subcontractor agrees to be prepared to hire or schedule minority and women workers directly, consistent with the applicable employment goal, by complying with the hiring or scheduling procedures prescribed under Section 18.18.4.12 below; and the Contractor or its Subcontractor further agrees to take said action immediately if it determines or is so notified by the Division that the union is not referring minority and women workers consistent with the applicable employment goal.

18.18.4.12 If the hiring or scheduling of a workforce consistent with the employment goal has not or cannot be achieved for each construction trade by adhering to the procedures of Section 18.18.4.11 above, or if the Contractor or a Subcontractor does not have a referral agreement or arrangement with a union for a construction trade, the Contractor or the Subcontractor agrees to take the following actions consistent with the applicable county employment goals:

- (a) To notify the public agency compliance officer, the Division, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers
- (b) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
- (c) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the Contractor or its Subcontractor has a referral agreement or arrangement with a union for the construction trade;
- (d) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the Contractor or Subcontractor has a referral agreement or arrangement with a union for the construction trade, the State training and employment service and other approved referral sources in the area until such time as the workforce is consistent with the employment goal;
- (e) If it is necessary to lay off any of the workers in a given trade on the construction site, to assure, consistent with the

applicable State and Federal statutes and court decisions, that sufficient minority and women employees remain on the site consistent with the employment goal; and to employ any minority and women workers laid off by the contractor on any other construction site on which its workforce composition is not consistent with an employment goal established pursuant to rules implementing N.J.S.A. 10:5-31 et seq.;

- (f) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

1. If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, Contractor or its Subcontractor shall determine the qualifications of such individuals and if the Contractor's or Subcontractor's workforce in each construction trade is not consistent with the applicable employment goal, it shall hire or schedule those individuals who satisfy appropriate qualification standards. However, the Contractor or the Subcontractor shall determine that the individual at least possesses the requisite skills, and experience as recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Division. If necessary, the Contractor or Subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of these requirements, however, are limited by the provisions of Section 18.18.4.13 below.

2. If the Contractor's or Subcontractors' workforce is consistent with the applicable employment goal, the name of any interested women or minority individual shall be maintained on a waiting list for the first consideration, in the event the contractor's or subcontractor's workforce is no longer consistent with the applicable employment goal.

3. If, for any reason, the Contractor or Subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the Contractor or Subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the Authority's compliance officer and to the Division;

- (g) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the

Contract, on forms made available by the Division and submitted promptly to the Division upon request.

18.18.4.13 The Contractor or Subcontractor agrees that nothing contained in Section 18.18.4.12 above shall preclude the Contractor or Subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the county employment goal, the Contractor or Subcontractor shall consider for employment persons referred pursuant to Section 18.18.4.12 above without regard to such agreement or arrangement; provided further, however, that the Contractor or Subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey workers ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the Contractor or Subcontractor agrees that, in implementing the procedures of Section 18.18.4.12 above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

18.18.5 Monitoring and Enforcement of Workforce Affirmative Action Compliance and Procedures.

18.18.5.1 The Contractor's employee liaison designated in accordance with N.J.A.C. 19:39-2.1(a) shall meet, when requested, with the Authority's workforce compliance inspector to ensure compliance with this section and the Contractor's affirmative action plan.

18.18.5.2 The Authority's compliance inspector shall conduct on-site visits and/or attend Project meetings and, at reasonable times and in a reasonable manner, may enter the Contractor's business facility or construction Project site for the purpose of determining whether the Contractor is complying with its affirmative action plan and is otherwise in compliance with the procedures set forth in this Section.

18.18.5.3 The Authority's compliance inspector may investigate to determine if there is a violation of this Subsection or the Contractor's affirmative action plan. If the workforce compliance inspector determines there is substantial probability that a violation is occurring, he or she may issue a written alert notice to the Contractor. The written alert notice shall explain in sufficient detail the alleged violation.

18.18.5.4 If the alleged violation explained in the alert notice has not been corrected to the satisfaction of the Authority's workforce compliance inspector issuing the notice within three (3) business days after it is received by the Contractor, the workforce compliance inspector shall issue a violation notice to the Contractor. Said violation notice shall explain, in sufficient detail, the facts of the continuing violation.

18.18.5.5 After issuing a notice of violation, the Authority's workforce compliance inspector shall notify the alleged violator that it shall submit, within seven (7) business days, a written statement explaining why it is not in violation of this Section or the affirmative action plan or an explanation of how it will correct any such violation. The written statement shall be reviewed by the Authority's workforce compliance inspector and the Director. If the Director determines that the violator has not adequately explained why it is not in violation or determines that the violation is continuing to occur, then the Director shall conduct an investigatory conference to determine whether there is a violation and/or if corrective measures must be taken. The conference may also be conducted to discuss and resolve issues before taking any action pursuant to Section 18.18.8 below, and/or N.J.A.C. 19:39-3.2. Such investigatory conference shall be conducted within thirty (30) business days of the contractor's submission of its written statement. The Director may conduct interviews and request from appropriate parties the submission of additional information as is considered necessary to determine whether the alleged violation has occurred.

18.18.6 18.18.6 Set Asides and Goals for Small Business Entities on Authority Projects.

18.18.6.1 At the time of each school facilities project advertisement, the Authority shall announce the SBE requirements for the Contract, and the Contractor shall be required to make a good faith effort to comply fully with the SBE subcontracting goals.

18.18.6.2 The good faith efforts of the Contractor to meet the SBE goal on the Projects shall include, but not be limited to, the following measures:

- (a) Sending solicitation letters to SBE firms registered with the New Jersey Department of the Treasury, Division of Minority and Women Business Development and to pre-qualified SBE firms on a list that is available from the SDA's website at [www.njsda.gov](http://www.njsda.gov);
- (b) Making follow-up telephone calls to firms solicited in (a) above, and keeping a log of such calls and responses;
- (c) Breaking the work into smaller subcontracts, to make it easier for SBE firms to compete;
- (d) Contacting community groups, including, but not limited to, groups listed by the SDA for this purpose, for assistance in identifying SBE firms;
- (e) Placing advertisements in local newspapers, construction trade letters, magazines, or special publications aimed at SBEs;
- (f) Negotiating in good faith with interested SBE subcontractors, so as not to disqualify a prospective subcontractor without good cause; and
- (g) Assisting potential SBE subcontractor firms by acting as a reference for the subcontractor, or by referring the subcontractor to the surety agent or bank officer of the contractor or consultant to satisfy bonding, insurance, or credit requirements.

18.18.6.3 If the Authority's Director of Contractor and Workforce Compliance determines that a Contractor has failed to comply with its good faith obligations to meet the specified SBE subcontracting goal, he or she may pursue any of the sanctions available pursuant to Section 18.18.8 below, and/or N.J.A.C. 19:39-3.2.

18.18.7 Affirmative Action and Small Business Compliance.

18.18.7.1 The Contractor shall designate an employee who shall serve as a liaison with the Authority's workforce compliance inspector and who shall be responsible for coordinating the firm's affirmative action program, maintaining all records required by this Section and submitting the forms required by this Section through the Authority's website, or as otherwise directed, to the Authority's designated employee or representative

18.18.7.2 The Contractor, after notification of award, but prior to the Authority's execution of this Agreement, shall submit to the Authority an SBE Form B and Form C.

18.18.7.3 The Contractor shall complete and submit the following forms available from the Authority, at the times indicated, and in the manner and form (whether hard-copy or electronic) specified by the Authority:

- (a) An SBE Form A, together with all SBE Forms C, at the time of bid or at any other time specified by the Authority prior to the Authority's execution of a construction contract;
- (b) An initial Project workforce report, Form AA-201, upon notification of award, and prior to the Authority's execution of the Contract;
- (c) A subcontractor projection report, Form 201A, within seven (7) business days of the Notice to Proceed issued to the Contractor by the Authority, and as updated during the duration of the Contract;
- (d) A monthly Project workforce report, Form AA-202, submitted in electronic form no later than the seventh business day of each month for the duration of the contract; and
- (e) A certified payroll report within 10 (10) days of the end of each pay period.

18.18.8 Sanctions.

18.18.8.1 If the Authority determines that the Contractor is in violation of the Authority's affirmative action regulations, or the terms of this Agreement, or its affirmative action plan, the Authority shall enforce the aforesaid obligations and the requirements of the affirmative action plan by any or all of the following actions:

- (a) Reduce the Contractor's performance evaluation;
- (b) Reduce the Contractor's Project rating on subsequent bid proposals;
- (c) Reduce the Contractor's Compensation by a maximum of one and one-half percent of the Contract Price if the Contractor is found not to have in good faith satisfied the hiring requirements set forth in the Contract, because the SDA cannot and will not pay for contractual services that are not performed or contractual obligations that are not met. This reduction in the Contract Price may be effectuated either by the withholding of all or part of future payments to the Contractor or by a reduction in the amount of Retainage otherwise due for release to the Contractor under the Contract;

- (d) Pursue any of the sanctions available under N.J.A.C. 19:38A-4, including revocation of the Contractor's pre-qualification and/or suspension or debarment from SDA contracting; and/or
- (e) Terminate this Agreement.

18.18.9 Subcontractor Replacement on School Facilities Projects.

- 18.18.9.1 The Contractor shall not replace an SBE Subcontractor, except where such Subcontractor is in breach of its subcontract and the SDA has provided the Contractor its prior written consent to the replacement.
- 18.18.9.2 A request for replacement shall be in writing, on forms specified by the Authority, and must be accompanied by complete justification for the request. The Contractor must have the written approval of the Director, or his or her designee, before such a replacement can be made, regardless of the reason for the replacement.
- 18.18.9.3 The Contractor shall make a good faith effort to find another SBE to perform at least the same amount of work as had been allocated to the original SBE Subcontractor.

**19.0 WARRANTIES**

- 19.1 General. The Contractor warrants to the Authority that the construction, including all materials and equipment furnished as part of the construction, shall be new, unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship.
- 19.2 Commencement of Warranties. The warranties shall commence upon Substantial Completion of the Project and continue for one (1) year, unless otherwise stated in the Contract Documents. Should any warranty commence earlier than the Substantial Completion Date, the Contractor shall extend the warranty to one (1) year past the Substantial Completion Date. The Contractor's warranty obligations exclude defects caused by abuse, alterations, or failure to maintain the Work by persons other than the Contractor. Nothing in this Section is intended to limit any manufacturers' warranties which provide the Authority with greater warranty rights than set forth in this Section or the Contract Documents. The Contractor will provide the Authority with all manufacturers' warranties upon Substantial Completion.
- 19.3 Subcontractor Warranties. The Contractor shall obtain appropriate warranties, guarantees and obligations with respect to materials, workmanship, equipment, tools and supplies furnished by any and all Subcontractors and suppliers, and shall cause such warranties, guarantees and obligations to be extended to the Authority

without derogating the Contractor's own representations and warranties to the Authority for such Work. The foregoing warranties, guarantees and obligations shall be in effect for periods of time co-extensive in duration with the Contractor's warranty for such Work. All such warranties, guarantees and obligations shall be in writing and shall run directly to and be jointly and severally enforceable by the Contractor and/or the Authority and their respective successors or assigns. The Contractor shall be responsible for enforcing such warranties, guarantees and obligations, at its own expense, in the name of and on behalf of the Authority if the Authority so requests.

## **20.0 SOLID WASTE, HAZARDOUS WASTE, UNDERGROUND STORAGE TANKS AND ASBESTOS TRANSPORTATION AND DISPOSAL**

### **20.1 General Requirements**

- 20.1.1 The Contractor will be responsible for the loading, transportation, and proper disposal of Solid Waste, as defined at N.J.S.A. 13:1E-3 and N.J.A.C. 7:26-1.6, encountered at the Project Site. The Contractor must meet all applicable federal, state and local requirements, laws, or ordinances for the handling, transportation and disposal of Solid Waste.
- 20.1.2 The Contractor may subcontract the transportation, disposal and/or brokering of the Solid Waste in accordance with Article 6 of these General Conditions, but only to subcontractors who are licensed under the New Jersey Solid Waste Management Act and who comply with all conditions of this Article 21. The Contractor will assume responsibility for its own and its subcontractors' compliance with all applicable legal requirements for the handling, loading, transportation and disposal of all Solid Waste until completion of disposal.
- 20.1.3 Transportation of Solid Waste for disposal must be done by a licensed New Jersey Solid Waste Transporter, and all equipment utilized in the transportation work must be properly registered in accordance with New Jersey law and this Article 21. All waste generated in a County which has waste flow restrictions must be handled in accordance with the specific requirements of that County

### **20.2 Transportation Requirements**

- 20.2.1 By executing this Agreement, the contractor warrants that it has, and shall maintain during the term of this Contract, all licenses, certifications, authorizations, and any documents required by the Federal government, State government, County and Municipal governments, and international authorities, necessary to legally and properly perform this Contract.
- 20.2.2 A-901 License. The Contractor warrants that it, and/or each of its subcontractors who performs any activities involving the transportation and



disposal of Solid Waste, shall be currently approved by the New Jersey Department of Environmental Protection (“NJDEP”) and the New Jersey Attorney General’s Office as required by N.J.S.A. 13:1E-126, et seq., and that it and/or each such subcontractor possesses current valid “A-901” licenses for each such corporation and its principals. The Contractor shall immediately notify the Authority should there be any change in the legal status, ownership or management of any firm or business contracting with the Contractor to handle Solid Waste.

- 20.2.3 Solid and Hazardous Waste Vehicle Registration. The Contractor warrants that either it, or all subcontractors who perform any activities involving the transportation and disposal of Solid Waste, shall utilize in the transportation and disposal of all Solid Waste for the Project, only tractors, trailers, trucks, containers and other equipment that are properly registered with the New Jersey Department of Environmental Protection and validly placarded with the necessary identifying information, including valid NJDEP decals issued in the name of the company transporting the waste.
- 20.2.4 Certificate of Public Convenience and Necessity. The Contractor warrants that either it, or each of its subcontractors who performs activities involving the transportation and/or disposal of Solid Waste, including brokering, shall have a valid NJDEP Certificate of Public Convenience and Necessity, as required by N.J.S.A. 48:13A-6.
- 20.2.5 Hazardous Waste. Hazardous waste transportation and disposal shall be performed in accordance with the laws of the State of New Jersey, and shall be performed only by a company licensed to handle hazardous waste in New Jersey.
- 20.2.6 Underground Storage Tanks. The Contractor, or each subcontractor designated to perform underground storage tank removal, closure, abandonment, subsurface evaluation or remedial work, shall possess a valid NJDEP certification under the Underground Storage Tank Certification Program for UST Closure and Subsurface Evaluation (pursuant to P.L. 1991, C.123).
- 20.2.7 Licenses, Certifications and Training. The Contractor shall provide appropriately licensed, certified and trained subcontractors and staff needed to perform work relating to Solid Waste disposal, Hazardous Waste handling or removal, or Underground Storage Tank removal, closure or subsurface evaluation. Upon request of the Authority, the Contractor will be required to identify the appropriately licensed staff for such work.
- 20.2.8 Certified Laboratory for Testing. Any testing or analysis required or advisable under the terms of the Agreement shall be performed by an NJDEP certified laboratory.

- 20.2.9 Asbestos. If asbestos or asbestos-containing materials are present or suspected on the Site, the Contractor or designated subcontractors shall handle, containerize and remove the asbestos, asbestos containing materials, or other building materials contaminated with asbestos. The Contractor or subcontractor(s) designated to perform asbestos removal work shall possess a New Jersey Asbestos Contractors Type A license from the New Jersey Department of Labor (NJDOL), Office of Asbestos Control and Licensing and the individuals working on sites to remove asbestos shall have Asbestos Worker Permits or Supervisor Permits. Workers shall be trained in accordance with all OSHA regulations including: 29 CFR 1910.1001, 29 CFR 1910.1101 and 29 CFR 1926.58 including amendments.
- 20.2.9.1 The Contractor and/or each Subcontractor performing asbestos removal work shall warrant that the firm and its employees are familiar, experienced and compliant with the following regulations:
- (a) U.S. Environmental Protection Agency (EPA): 40 CFR Part 61 Subparts A, B and M of the National Emissions Standards for Hazardous Air Pollutants and Amendments;
  - (b) State of New Jersey: Asbestos Control and Licensing Act (P.L. 1984 C.173) N.J.A.C. 12:120 and N.J.A.C. 8:60 and Amendments;
  - (c) State of New Jersey: Asbestos Hazard Abatement Subcode, Subchapter 8, N.J.A.C. 5:23-8.
- 20.2.9.2 Compliance with this section 21.2.9 shall be determined by verification of supervisor and worker asbestos licenses.
- 20.2.9.3 The Authority may provide additional requirements for the handling of asbestos in additional contract requirements when it deems additional requirements necessary.
- 20.2.10 Obligation to Update Information. The Contractor warrants that either it, or each of its subcontractors or waste brokers who performs any activities involving the transportation and disposal of Solid Waste, shall be currently authorized to handle Solid Waste in the State of New Jersey, and further warrants that the Contractor shall immediately notify the Authority should any action be initiated by any state or governmental entity to debar, revoke, or suspend any of its licenses or approvals necessary to properly handle or transport Solid Waste, or to debar, revoke or suspend any of the licenses or approvals of its subcontractors or brokers necessary to properly handle or transport Solid Waste.

### **20.3 Tracking and Documentation Of Solid Waste Disposal**

- 20.3.1 The Contractor shall track and document all waste shipments that leave the project site and shall be responsible for ensuring that all Solid Waste has been disposed of in accordance with the applicable laws of the State of New Jersey, and the applicable laws of any other State in which Solid Waste originating from the Project Site is disposed.
- 20.3.2 The Contractor shall provide written verification of the location(s) of disposal and tonnage for all Solid Waste originating at the Project Site. The Authority reserves the right to conduct a waste or environmental audit of the operations of the Contractor and any subcontractors involved in solid waste disposal, to evaluate compliance with all applicable laws.

### **20.4 Classification of Solid Waste, Hazardous Waste, Recycled Materials and/or Beneficial Use Materials**

- 20.4.1 The Contractor shall properly classify material as Solid Waste, Hazardous Waste or fill material in accordance with NJDEP standards and requirements, and in consideration of any testing results or data received from the Authority regarding evaluation of the materials at the Site. The Authority reserves its right to verify the status of material as Solid Waste, Hazardous Waste or otherwise. In the event of a question or dispute as to the proper classification of any material, the final determination shall be made by the Authority in consultation with its consultants and/or independent testing laboratory.
- 20.4.2 If the material is classified as a “Solid Waste” then the Contractor shall be responsible for arranging to handle, transport and dispose of the material as a Solid Waste as required by applicable law and this Article 21. If the material is classified not as a waste, but as a beneficial use, such as landfill cover, then the Contractor shall arrange for the proper transportation and disposal of such material as permitted by law and this Agreement.