

BART Agreement Number: 6M8133

Approval Date: 11/27/2020

Work Plan: No. B.19-01 – TCCCP New Traction Power Facilities West Bay Project

Scope:

The Consultant is to provide a Construction Management team consisting of two full-time Assistant-Resident Engineer for approximately 40 hours/week, and a full-time Office Engineer for approximately 40 hours/week. The Assistant-Resident Engineers and Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District.

Please Note: BART limits hours to a maximum of 1920 hrs. per position/per year/full-time, and 960 hrs./per year/per position for 20 hrs./wk./part time (Vacations and Holidays are not covered). Also, Direct Cost covers vehicles for inspector(s) located off site and not for employees located at the BART main office.

Specific duties and responsibilities for the Assistant-Resident Engineer shall include, but not be limited to, the following:

- a. Administers and monitors the construction contract until final project closeout;
- b. Coordinates with the designers for the review of Contractor's submittals for compliance with the Contract Book;
- c. Coordinates with the designer and prepare responses to Contractor's RFIs;
- d. Prepares cost estimates due to field issues;
- e. Prepares technical documentations for Change Notices and Change Orders;
- f. Negotiates and reviews Contract Change Orders;
- g. Manages, reviews and approves contractor progress payment applications in accordance with contract requirements;
- h. Reviews and approves contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.;
- i. Supports SSWP reviews, comment resolution, approvals, and sign-off;
- j. Reviews and responds to RFIs and other correspondences;
- k. Manages and provides technical support to field issues;

- l. Conducts and supports construction progress meetings;
- m. Strictly follow CM's QA Checklist to prepare and monitor the project in progress;
- n. Project reporting/scheduling;
- o. Project communication/record keeping and meeting coordination;
- p. Coordinates the work with affected BART parties and other third parties/other projects;
- q. Interfaces with municipalities including, but not limited to, the City of San Francisco and PG&E;
- r. Contractor field work supervision;
- s. Manages, prepares and approves daily supervision and inspection reports;
- t. Reviews and resolves claims and NOPCs;
- u. Assures M&E receives as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- v. Other tasks as directed by the Resident Engineer and/or the District.

Specific duties and responsibilities for the Office Engineer shall include, but not be limited to, the following:

- a. Provide procedural, administrative support to Project Staff;
- b. Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor;
- c. Support preparation of progress meeting agendas and minutes;
- d. Receive documents from the Contractor and process incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e. Keep Submittal and RFI Logs updated;
- f. Route documents for approval and signatures (RFIs, changes, submittals, etc.);
- g. Track status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keep Resident Engineer informed of status;
- h. Upload the signed Inspector Daily Reports (IDRs) in the WongCMS database;
- i. Assist Inspectors with files and database system information, when needed;
- j. Assist Project Manager and Resident Engineer with Change Notices and Change Orders;
- k. Assist in the review of Contractor's cost proposals and processing of invoices;
- l. Evaluate, process and route Contractor's monthly invoices for approval;
- m. Review and submit Pay Apps;
- n. Track Contractor's invoices to ensure timely payment;
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- p. Maintain paper files;
- q. Process requests for Contractor's badges and clearances and assist with on-boarding of new staff;
- r. Other tasks as directed by the Resident Engineer and/or the District.

Prime: Ghirardelli Associates

Subconsultant: None

Total Work Plan Value: \$ 1,208,664