

BART Agreement Number: 6M8136

Approval Date: 05/08/2020

Work Plan No. B.06-01 – CWS High Voltage Transformer Replacement Project

Scope:

1.1 INTRODUCTION

This Work Plan is to provide Resident Engineering, Assistant Resident Engineering, Office Engineering, Inspecting and Scheduling services for the CWS High Voltage Transformer Replacements project.

1.2 RESIDENT ENGINEER

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

- a. Serve as the District Representative and is responsible to administer and monitor the Contract until final project closeout is complete;
- b. Serves as the Subject Matter Expert and routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c. Directly responsible for overall construction project management to include, construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;
- d. Provide contract coordination between other contracts working within the same BART Operating System;
- e. Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS;
- f. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- g. Strictly follow CM's QA Checklist to prepare and monitor the project in progress;
- h. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- i. Schedules and conducts weekly progress meetings and prepares meeting summaries;
- j. Manages and provides technical support to field issues;
- k. Initiates and evaluates design and field engineering changes during construction;
- l. Evaluates Contractor's suggestions for minor changes to contract requirements;

Prime: Parsons

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
VSCE	\$ 270658	Y	Y

Total Work Plan Value: \$778,373