

BART Agreement Number: 6M8122

Approval Date: 11/27/2020

Work Plan: No. B.27-01 Resident Engineer for Trunked Radio Projects
Job No. 86450B4.886

Scope:

(RE) for approximately 40 hours/week (20 hours/week for the Dailey Wells contract and 20 hours/week for the Motorola contract). The RE will be located at 300 Lakeside Drive, Oakland, CA, unless otherwise directed by the District. This Work Plan also includes hours for a part-time Office Engineer (OE) to support the RE when requested by BART.

Specific duties and responsibilities for the Resident Engineer shall include the following:

- a. Serve as BART's Representative and administer and monitor the Contracts until final project closeout is complete;
- b. Coordinate with and routinely interact with outside Agencies and internal departments including, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c. Provide contract management including, permit Copy utilities, traffic, planning, and quality requirements, and organizing, monitoring work activities on BART property and the resources necessary to complete the project within budget, scope, schedule;
- d. Provide contract coordination between other contracts working within the BART Operating System;
- e. Review and respond to Contractor's submittals, Requests for Information (RFIs), and letters, and maintain project files, using SharePoint and/or WongCMS, in coordination with the BART Project Engineer and Project Manager;
- f. Reviews Contractor submittals in accordance with the Contract Documents;
- g. Prepare written documents (i.e. agenda, minutes, correspondence, proposals, reports, performance evaluations, and other documents requested by BART);
- h. Schedule and conduct weekly progress meetings and prepare meeting summaries;
- i. Manage and provide technical support to field issues in coordination with the BART Project Engineer and maintenance support staff;
- j. Initiate and evaluate design and field engineering changes during Project execution;
- k. Evaluate Contractor's suggestions/requests for minor changes to contract requirements;

- l. Review Notice of Potential Claims (NOPCs), provide recommendations, and resolve disputes with the Contractor, through the Change Notice/Change Order process, if necessary;
- m. Process and review Change Notices and Change Orders inclusive of engineering designs, specifications, costs, and independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
- n. Negotiate protested Change Notices with Contractor for further processing of Change Order;
- o. Implement a BART approved Quality Assurance Program (based on RE Manual requirements for QA);
- p. Review material testing data;
- q. Make field measurements of completed items of work;
- r. Coordinate and support BART inspections of the work at substantial and final completion;
- s. Track contract progress, activities, and use of approved materials and equipment for Contractor's Payment Applications;
- t. Review and process monthly progress payments;
- u. Review Contractor's progress schedules and document contract progress through daily reports, project reporting, and project scheduling;
- v. Manage, prepare, and approve daily supervision and inspection reports (from BART personnel);
- w. Coordinate M&E receipt of as-builts and O&M Manuals three (3) months prior to final acceptance of work;
- x. Coordinate with Contractor's personnel to obtain the appropriate BART ID, security badges, and RWP-40 hr. training, if required;
- y. Coordinate Contractor's access to site with the appropriate stakeholders;
- z. Set up claim resolution meetings with Contractor, Contract Management and Legal;
- aa. Other tasks as directed by the District.

Prime: PGH-Wong

Subconsultant: None

Total Work Plan Value: \$ 419,723