

**Work Plan: No. B.05-02 – Oakland Emergency Generator System**

**Scope:**

The Consultant is to provide a Construction Management team consisting of a full-time Office Engineer for approximately 40 hours/week, a part-time Scheduler for approximately 15 hours/week, and a full time Inspector for approximately 40 hours/week. The Office Engineer and Scheduler will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. The Inspector will be required to be on-site at all times during construction activities, unless otherwise directed by the Resident Engineer.

Specific duties and responsibilities for the Office Engineer (one total) 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 Wong CMS 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) Page 3 of 4
- n) Review and submit Pay Apps;
- o) Track Contractor's invoices to ensure timely payment;
- p) Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- q) Maintain paper files;
- r) Process requests for Contractor's badges and clearances and assist with on-boarding of new staff;
- s) Other tasks as directed by the Resident Engineer and/or the District.
- t) Specific duties and responsibilities for the Scheduler (one total) shall include, but not be limited to, the following:
  - a. Providing scheduling assistance to the Resident Engineer through final project closeout;
  - b. Develops project schedules for BART;

- c. Reviews and approves Contractor's construction schedules;
  - d. Prepares schedule and claims estimates due to Contractor or field issues;
  - e. Prepares time impact evaluations and assists the Resident Engineer to resolve claims;
  - f. Performs other work as assigned by the Resident Engineer and/or the District.
- u) Specific duties and responsibilities for the Inspector (one total) shall include, but not be limited to, the following:
- a. Field engineering services overseeing on-going construction as directed by the Resident Engineer;
  - b. Keeps and maintains daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work;
  - c. Reviews approved contract submittals, contract specifications, and contract drawings, and field verify and document construction of approved materials and equipment per contract specifications and drawings;
  - d. Takes and catalogues photographs of work in progress or problems encountered on the construction site;
  - e. When directed, collects and maintains Force Account Records for additional work directed by the Resident Engineer;
  - f. Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
  - g. Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
  - h. When requested, assists in the review of Claims and Potential Claims;
  - i. Other tasks as directed by the Resident Engineer and/or the District.

**Prime:** Ghirardelli Associates

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
SMG, Inc.	\$78,924	N	Y

**Total Work Plan Value:** \$ 390,392