

BART Agreement Number: 6M8137

Approval Date: 11/20/20

Work Plan: No. B.05-3 Traction Power Substation Replacement ASL Installation Contract

Scope:

CONSULTANT will provide one full-time Resident Engineer for 40 hours per week. The Resident Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District.

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

- a. Serve as the District Representative and administer and monitor the Contract until final project closeout is complete;
- b. Serve as the Subject Matter Expert and 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 construction project management including construction permitting, utilities, traffic, planning, organizing, and monitoring of 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. Review and respond to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS;
- f. Review Contractor submittals in accordance with the Contract Documents;
- g. Follow CM's QA Checklist and monitor the project in progress;
- h. Prepare written documents (i.e. correspondence, proposals, reports, performance evaluations and documents requested by BART);
- i. Schedule and conduct weekly progress meetings and prepare meeting summaries;
- j. Manage and provide technical support to field issues;

- k. Initiate and evaluate design and field engineering changes during construction;
- l. Evaluate Contractor's suggestions for minor changes to contract requirements;
- m. Review Notice of Potential Claims (NOPCs), provide recommendations, and resolve disputes with the Contractor, through the Change Notice/Change Order process, if necessary;
- n. Process and review Change Notices and Change Orders inclusive of engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
- o. Negotiate protested Change Notices with Contractor for further processing of Change Order;
- p. Implement a District approved Quality Assurance Program;
- q. Inspect and review project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations as required by BART;
- r. Review material testing data;
- s. Make field measurements of completed items of work;
- t. Inspect construction at substantial and final completion states;
- u. Track construction progress, activities, and use of approved materials and equipment for confirmation of Contractor's Payment Applications;
- v. Review and process monthly progress payments;
- w. Review Contractor's progress schedules and documents construction progress through daily reports, project reporting, and project scheduling;
- x. Manage, prepare, and approve daily supervision and inspection reports;
- y. Coordinate M&E's receipt of as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- z. Coordinate with Contractor's personnel to obtain the appropriate BART ID, security badges, and RWP40-hour training, if required;
- aa. Coordinate Contractor's access to site with the appropriate stakeholders;
- bb. Other tasks as directed by the District.

Prime: PGH Wong Engineering, Inc.

Subcontractor: None.

Total Work Plan Value: \$147,105