

**Work Plan No. B.10-02 – Pleasant Hill Parking Structure Elevator  
Modernization Project**

**2.0 SCOPE OF WORK**

CONSULTANT will provide a Construction Management team consisting of a part-time Resident Engineer for approximately **8 hours/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 BART's Representative and administer and monitor the Contract 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 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 (RFIs), 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;

**Prime: PGH Wong**

**Total Work Plan Value: \$ 51,320**