

BART Agreement Number: 6M8151

Approval Date: 9/11/19

**Work Plan No. B.01-02 Pleasant Hill Parking Structure Elevator
Modernization-RE Continued**

Scope:

The Consultant will provide a part-time Resident Engineer/Office Engineer (RE/OE) for approximately 20 additional hours/week between March 2019 and May 2019 as needed to close out the Contract. The Resident Engineer/Office 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/Office 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. Receive documents from Contractor (RFIs, changes, submittals, etc.)
- c. Route documents for approval and signatures (RFIs, changes, submittals, etc.)
- d. Review Contractor's submittals for compliance with Contract Documents
- e. Prepare/coordinate responses to Contractor's RFI's
- f. Prepare cost estimates due to field issues
- g. Prepare/coordinate technical documentation for Change Notices and Change Orders
- h. Negotiate and review Contract Change Orders
- i. Manage, review and approve contractor progress payment applications in accordance with contract requirements
- j. Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.
- k. Manage and provide technical support
- l. Schedule and attend meetings as required
- m. Conduct construction progress meetings
- n. Prepare meeting agendas and minutes
- o. Project reporting/scheduling
- p. Update Wong CMS (RFI Log, Submittal Log, etc.)
- q. Project communication/record keeping and meeting coordination
- r. Maintain paper files
- s. Coordinate the work with affected BART personnel and other third parties
- t. Manage, prepare and approve daily supervision and inspection reports
- u. Ensures Contractor's personnel obtains the appropriate BART ID and security badges
- v. Document Control – set up and maintain project files in Wong CMS
- w. Other tasks as directed by the District

Prime: The Allen Group/VCA Jv

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
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Total Work Plan Value: \$23,633