

BART Agreement Number: 6M8177

Approval Date: 06/01/23

Work Plan No. B.14-2 Track Geometry Car Procurement – Extension

Scope:

Specific duties and responsibilities for the Office Engineer shall include, but not be limited to, the following:

- a) Provides procedural, administrative support to Resident Engineer and Project Staff;
- b) Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor;
- c) Supports the preparation of progress meeting agendas and minutes;
- d) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e) Keeps Submittal and RFI Logs updated;
- f) Tracks status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keeps Resident Engineer informed of status;
- g) Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software;
- h) Assists Inspectors with files and database system information, when needed;
- i) Assists Project Manager and Resident Engineer with Change Notices and Change Orders;
- j) Assists in the review of Contractor's cost proposals and processing of invoices;
- k) Evaluates, processes and routes Contractor's monthly invoices for approval;
- l) Reviews and submits Pay Apps;
- m) Tracks Contractor's invoices to ensure timely payment;
- n) Updates WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- o) Maintains records of paper files and hardcopies of contract documents;
- p) Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff;
- q) Performs other tasks as directed by the Program Manager/Resident Engineer and/or the District.
- r) Tracks RFIs, responses and metrics;
- s) Tracks Project submittals, responses and, if necessary, reviews the submittals;
- t) Processes and/or assists in the making and processing of Track Allocation Requests, and attends at meetings;
- u) Manages and monitors Document control and provides editorial support;
- v) Perform the duties and responsibilities of a BART EIC, if requested;

Prime: PreScience Corp

Subconsultants: None

Total Work Plan Value: \$ 66,301