

**BART Agreement Number: 6M8182**

**Approval Date: 06/08/22**

**Work Plan No. B.02-02 – Oakland Emergency System (OEG) - CM**

**Scope:**

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

- a. Provide procedural, administrative support to Resident Engineer and 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 WongCMS 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. Review and submit Pay Apps;
- n. Track Contractor’s invoices to ensure timely payment;
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- p. Maintain paper files;
- q. Process requests for Contractor’s badges and clearances and assist with on-boarding of new staff;
- r. Other tasks as directed by the Program Manager and/or the District.

**Prime: Ghirardelli**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
SMG	\$ 182,714	N	Y

**Total Work Plan Value: \$ 943,357**