

Work Plan No. B.19-02 Fire Alarm Replacement - Phase 3 - Extension

Scope:

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

- a) Performs field engineering services overseeing on-going construction as directed by the Resident Engineer;
- b) Keeps and maintains daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work;
- c) Reviews approved contract submittals, contract specifications, and contract drawings, and field verifies and documents construction of approved facilities, materials and equipment per contract specifications and drawings;
- d) Takes and catalogues photographs of work in progress or problems encountered on the construction site;
- e) When directed, collects and maintains Force Account Records for additional work as directed by the Resident Engineer;
- f) Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
- g) Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
- h) When requested, assists in the review of Claims and Potential Claims;
- i) Other tasks as directed by the Resident Engineer and/or the District.
- j) Performs QC/QA Verifications of Material/Specifications/Drawings;
- k) Performs verification of quantities for monthly payment;
- l) Maintains records and resolution of Non-Conformance Reports; when applicable;
- m) Serves and discharges the duties of an or District's Representative if required and preparation of associated reports;
- n) Routes documents through DocuSign for approval and signatures;
- o) Perform the duties and responsibilities of a BART EIC, if requested;

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

- a) Provides scheduling assistance to the Resident Engineer from start through final project closeout;
- b) Develops project schedules for BART;
- c) Attends project progress and/or claim resolution meeting if requested by the Resident Engineer;
- d) Reviews and approves Contractor's construction schedules;
- e) Prepares schedule and claims estimates due to contract or field issues;
- f) Prepares time impact evaluations and assists the Resident Engineer to resolve claims;
- g) Routes documents through DocuSign for approval and signatures;
- h) Performs other work as assigned by the Resident Engineer and/or the District.

Prime: HDR

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
M Lee	\$ 84,838	Y	Y
SEM	\$ 764,620	N	Y

Total Work Plan Value: \$ 891,231