

**Work Plan No. B.07-04 Engineer Support for Capital Construction Division**

**Scope:**

**1. BACKGROUND & ORGANIZATION**

This Work Plan is to continue to provide a 6-month transition support for Capital Construction program. The program that this Work Plan supports includes but is not limited to includes Track, Structures, Civil, and Power Mechanical, and Enabling Works.

**2. SCOPE OF WORK RESIDENT ENGINEER**

The Resident Engineer will have specific duties for the transition of procurement items including power and train control materials on track interlocking replacement projects. The scope of services currently include the following:

- a. Provide support for procurement activities, material tracking, and transitioning of capital inventory into BART RR Warehouses and Whipple Yard
- b. Preparation of material specifications
- c. Maximo support for material requests
- d. Provide traction power, track, and train control field support
- e. Support shutdowns and other non-revenue work as needed
- f. Prepare quantity take-offs and construction estimates for materials procurement
- g. Other tasks as directed by the District

**3. SCOPE OF WORK OFFICE ENGINEER 1**

General scope of work for the office engineer will be in the support database entry, management and tracking at anyone of the Districts warehouse and laydown locations. Under the District Project / Warehouse Expeditor/Manager the office engineer will transition all scope to the selected designee. Specific scope for this position has included:

- a. Material, Equipment & Vehicles - Creation, execution, tracking and auditing of documentation as required for incoming and outgoing items from the Districts various warehouse and laydown locations. Additional task will include the tracking, inspecting, labelling and identification. Items at time will require coordination with both internal and external groups to the District.
- b. Procurement Support including the preparation and submission of purchase requisition packages including creating cost estimates, contracting notifications, obtaining quotes, and participating in site visits & meetings with potential vendors.
- c. Assist with the continued transition of capital inventory into the Districts enterprise asset management platform (Maximo).
- d. Other support as required Capital Construction Management.
- e. General Process Development and Implantation support for creation, execution, tracking and auditing of documentation as required for incoming and outgoing items from the Districts various warehouse and laydown locations.

**4. SCOPE OF WORK OFFICE ENGINEER 2**

General transition scope of work for the office engineer will include the following support, management and tracking of the Districts warehouse and laydown locations with specific items

CME location. Under the District Project / Warehouse Expeditor/Manager the office engineer will transition all scope to the selected designee. Specific scope for this position has included:

- a. Onsite support of the District office located at CME for vendor coordination.
- b. Supporting and coordinate shipments of equipment/materials deemed critical in nature by the District.
- c. Jobsite support of Capital Construction Managers and Staff.
- d. Creates Maintenance request for District assets
- e. Supports QA/QC with Quality Department at District warehouse facilities.
- f. Audits safety requirements as issued by Safety Department at District warehouse facilities.

## **5. SCOPE OF FIELD ENGINEER/PROCUREMENT SPECIALIST**

Consultant will provide Field Engineer/Procurement Support for Enabling Works Project will work to transition the following:

- a. Administer and monitor the construction project until final project closeout.
- b. Request, Produce and Review submittals for compliance with project specification.
- c. Prepared RFI's and coordinate responses.
- d. Prepare cost estimates due to field issues.
- e. Prepare technical documentations for Change Notices and Change Orders.
- f. Negotiate and review contract change orders
- g. Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.
- h. Manage and provide technical support to field issues
- i. Conduct construction progress meetings
- j. Witness factory and field testing
- k. Project reporting/scheduling
- l. Project Communication/Record Keeping and Meeting Coordination
- m. Coordinate the work with affected BART's parties and other third parties.
- n. Schedule and attend meetings as required.
- o. Provide contract personnel with contractors and security badges;
- p. Usual and customary CM Inspection in support of completion and close out of Enabling Works project utilizing the guidelines as established in the latest edition of the BART Resident Engineer's Manual.
- q. Be knowledgeable in means and methods and support construction in proactive inspection.
- r. Assist Project Manager providing details from inspection reports for all project close-out activities in accordance with the project General Conditions; Contract Specifications Section 01 77 00, Closeout Procedures; the BART Resident Engineer's Manual 2020 Edition (RE Manual); and the RE Manual PF-36 procedures, including Exhibit 8: Checklist of Audit Items Required for Contracts Before Closing, and Exhibit 9: Contract Close-Out Check List
- s. Utilizing and updating the Project Management Software database system with

Inspection Reports, Non Conformance Reports, Testing reports per BART Resident Engineer's Manual 2020 Edition (RE Manual).

- t. Monitors work activities to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.
- u. Prepares a variety of reports and correspondence on project matters including Inspector's Daily Reports, monthly and final completion reports, project modifications negotiations, field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
- v. Coordination with BART department (Train Control Engineering, Electrical Engineering, Train Control Maintenance, Electrical Maintenance, Track and Structures, and Operations) as required.
- w. Discusses and coordinates engineering design or construction project activities with design engineering staff and other affected engineering personnel.
- x. Provide special inspection to project needs and inspect/manage procured products/installation.
- y. Assembly of technical procurement documentation including purchase requisition drafting, sourcing based on current market conditions, IFB drafting, and source selection criteria as needed
- z. Assemble PR package documents for internal BART routing through submittal Acquisition Services
- aa. Liaising with vendors and BART warehouse for delivery notifications and status of materials received.
- bb. Process Material Laydown Request forms.
- cc. Process Material Inspection Receiving reports.

**Prime: Ghirardelli**

**Subconsultants: None**

**Total Work Plan Value: \$ 714,305**