

BART Agreement Number: 6M8179

Approval Date: 07/25/2024

Work Plan No. B.06-01 Resident Engineering Service

Scope:

Resident Engineering services for 15QJ001 is expected to be 960 hours combined and the project will provide 100% of the funding for this work plan.

The Resident Engineer shall adhere to BART Resident Engineer's Manual. Specific duties and responsibilities for the Resident Engineer shall include, but not be limited to, the following:

- Coordinate with the Civil or Structural Engineering Division and Project Managers to monitor construction work and support the Contract Assistant Resident Engineers (AREs) in managing the Construction Contract
- Serve as the District Representative and is responsible for the administration and monitoring of the Contract until final Contract closeout.
- Serve as the Subject Matter Expert and routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs
- Monitor Assistant Resident Engineers (AREs) work.
- Conduct field verification and general field visits during the life of the contract. Frequency of these visits will be based on a case-by-case basis or as determined by the district.
- Be responsible for monitoring the overall construction including: construction permitting, utilities, traffic, planning, organizing, monitoring, and administering of construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements.
- Provide contract coordination between other contracts working within BART Operating System
- Be responsible in coordinating reviews and response to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS or other District approved software.
- Follow CM's QA Audit Checklist in BART RE Manual to prepare and monitor the project in progress.

- Monitor AREs in preparing written documents (i.e., correspondences, proposals, reports, performance evaluations and other construction documents)
- Conduct bi-weekly progress meetings and prepares meeting summaries.
- Coordinate technical support to field issues.
- Provide evaluation of design and field engineering changes during construction
- Evaluate Contractor's request for changes.
- Review Notice of Potential Claims (NOPCs), provides recommendations, and assists in resolving disputes with the Contractor, through the Change Notice/Change Order process if necessary.
- Coordinate AREs process and review Change Notices and Change Orders by reviewing engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents
- Negotiate protested Change Notices with Contractor for further processing of Change Order
- Monitor that District Approved Quality Assurance Program is successfully executed.
- Monitor AREs' compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations
- Inspect construction at substantial and final completion.
- Track construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications
- Monitor monthly progress payments review and processing.
- Review Contractor's progress schedules and documents construction progress through daily reports, project status reporting, and project scheduling.
- Prepare and monitor daily inspection reports.
- Track as-builts and O&M Manuals submission prior to Final Acceptance
- Track Contractor's personnel obtains the appropriate BART ID, security badges, and RWP-40-hour training if required and returns BART issued IDs, security badges, and District materials upon completion of or separation from the project.
- Coordinate Contractor's access to site with the appropriate stakeholders.
- Analyze Contractor claims and set up claim resolution meetings with Contractor, Contract Management and Legal

Specific duties and responsibilities for the Scheduler include but are not limited to:

- Provide scheduling assistance to the Resident Engineer from start through final project closeout.
- Develop project schedules for BART.
- Attend project progress and/or claim resolution meeting if requested by the Resident Engineer.
- Review and authorize Contractor's construction schedules.
- Review Contractor's Time Impact Analysis.
- Performs other work as assigned by the Resident Engineer and/or the District.

Prime: HDR

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Wenhan LLC	\$ 244,944	N	N
M Lee	\$ 30,883	Y	Y

Total Work Plan Value: \$ 297,409