

BART Agreement Number: 6M8144

Approval Date: 04/14/23

Revised Date: 12/27/24

**Work Plan No. A.10-04 07EA-120 19th St Station Modernization_HNTB/FMG
DSDC**

Scope:

Scope of services will include provision of Record Specifications and Drawings associated with the architectural design, structural design, electrical and lighting design, and mechanical and plumbing design. These services include, but are not limited to, the following tasks:

- Other technical support as required
- Review of As-Built Documents provided by the Contractor
- Record Documents

Task 1: Administration and Project Management

1.1.1 Project Coordination

The Project Manager in coordination with design leads will perform the following activities in support of the project:

- Supervise and coordinate workplan activities
- Workplan communications/meetings/record keeping
- Workplan progress reporting
- Subconsultant management

The Project Manager shall be responsible for creating and maintaining a Design Project Management Plan (DPMP) for the purposes of documenting design policies, procedures, and responsibilities throughout the life of the contract. Contract administration will include the following items:

- Sub-consultant coordination
- Monthly progress reports

1.1.2 Document Control

Documents and electronic files, CAD drawings, transmittal forms, submittals, letters, correspondence, and other miscellaneous papers will be managed using ProjectWise, SharePoint and/or other appropriate formats. The Design Team may also make use of an FTP site for file transfer.

1.1.3 Monthly Progress Reports

Monthly progress reports will be provided; the report will include the following:

- Cover letter
- Work plan invoice and billing summary
- Work performed during this month (bulleted list)
- Consultant team members working on work plan during this month
- Any work plan concerns including recommended corrective actions
- Updated Schedule

Deliverables:

- Monthly Progress Report

1.2 Site Visits and Notes

Site visits, if required, will be conducted by the project team as required by the District. It is assumed that these work activities will not affect the operation and safety of BART employees, passengers and trains. It is further assumed that no additional safety training is required, as the team has already participated in the 4-hour safety training prior to the start of the project.

1.3 Team Coordination, Progress Meetings and Technical Meetings.

The Design Team will conduct weekly coordination meetings in person or via conference call over the construction phase:

- Regular internal team coordination meetings

Task 2: Record Drawings and Specifications

2.1 Architectural Scope

Architectural Scopes includes:

- Attend meetings and perform site visits as requested.
- Coordinate all work with the other disciplines, BART and the Contractor.
- Issue as-built drawings and specifications as record documents, in both Revit and AutoCAD formats, and pdf files, upon receipt of the field verified documents provided by the Contractor, after completion of construction.

Assumptions:

- As-Built Documents provided by the Contractor are complete and accurate.
- Revit files shall be converted to AutoCAD files. The format will not be fully conformed to BART CAD Standards. This was agreed upon by BART's 19th Street Station Project Manager in concurrence with BART's Drafting Department on January 20, 2023.

2.2 Structural Scope

Scope of services will include provision of as-needed Engineering Support During Construction of design elements related to the technical Specifications and Drawings associated with the structural design. These services include the following tasks:

- Issue as-built drawings and specifications as record documents in AutoCAD, and pdf files, upon receipt of the field verified documents provided by the Contractor, after completion of construction.

Assumptions:

- Issue Record Documents, drawings and specifications, both electronic CAD files and pdf files, upon the request for the updated documents after completion of construction.
- Background drawings will be provided in PDF format, and Auto CAD format by the Architect.
- Structural drawings will be in AutoCAD format.
- Deliverables will be in electronic format, except that one set (hard copy) of signed and stamped Final Design drawings and calculations will be submitted.

2.3 MEP Scope

Scope of services will include provision of as-needed Engineering Support During Construction of design elements related to the technical Specifications and Drawings associated with the Mechanical, Electrical and Plumbing (MEP) design. These services include the following tasks:

- Issue as-built drawings and specifications as record documents, in both Revit and AutoCAD formats, and pdf files, upon receipt of the field verified documents provided by the Contractor, after completion of construction.

Assumptions:

- Updated substantial completion for the construction phase is scheduled for September 2022.
- Preparation of Record drawings will be based on Contractor's Redline markups.
- Background drawings will be provided in PDF format, and AutoCAD format by the Architect.
- Deliverables will be in electronic format, except that one set (hard copy) of signed and stamped Final Design drawings and calculations will be submitted.
- Revit files shall be converted to AutoCAD files. The format will not be fully conformed to BART CAD Standards. This was agreed upon by BART's 19th Street Station Project Manager in concurrence with BART's Drafting Department on January 20, 2023.

2.4 Elevator Scope

Elevator consultant scope is part of the previous work plan A.10-02.

Prime: HNTB-FMG, Joint Venture

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Structus Inc.	\$ 13,098	Y	Y
YEI Engineers	\$ 16,737	Y	Y

Total Work Plan Value: \$ 148,750