

Work Plan No A.13-01 LMA Construction Projects - Experienced Project Manager

Scope:

2.0 SCOPE OF SERVICES

The Consultant is to provide a full-time Experienced Project Manager to oversee and coordinate the four (4) projects listed above, including construction, testing, system integration, commissioning, closeout and support the BART Project Manager as directed. The Experienced Project Manager will facilitate the coordination of internal BART teams (engineering, maintenance, operations, etc.) These services include, but are not limited to, the tasks listed below.

Project / Construction Management Services	
This matrix is to provide an overview of the construction services. The Experienced Project Manager’s responsibilities are not limited to the items listed in the matrix but include other items as requested.	
1.0	Project Management
1.1	Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
1.2	Measure project performance using appropriate systems, tools, and techniques.
1.3	Report and escalate to management as needed.
1.4	Set-up and maintain project files; perform ongoing document control and file management.
1.5	Conduct project progress meetings and handle day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
1.6	Provide procedural and administrative support to Project Staff.
1.7	Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders.
1.8	Track, review, and update project schedules based on input from design teams and other stakeholders.

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1.9	Assist with creation, and ongoing updates of Project Execution Plan, Contracting Plan, and Risk Management Plan.
1.10	Provide schedule updates and prepare biweekly and monthly reports.
1.11	Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables' originators.
1.12	Perform other tasks as directed by the Project Management Team and/or the District representative. The PM will be responsible for the complete delivery of a task, from start to finish. The consultant shall be cognizant of the actual need for BART resources and use consultant staff efficiently.
2.0	Project Documentation
2.1	Create Project file index.
2.2	Set up Wong CMS project folders.
2.3	Create project file with conform documents and bidder inquiry records.
2.4	Maintain an independent set of as-built documents.
2.5	Review contractor's as-built documents against Resident Engineer's records.
2.6	Maintain accurate project records, issues, costs.
2.7	Upload all attachments as necessary into WongCMS and electronic records.
2.8	Maintain hard copies of project records.
2.9	Maintain separate as built records so verification can be done when compared to Contractor's records.
2.10	Maintain safety records.
3.0	Safety
3.1	Create an Emergency contact list.
3.2	Monitor Contractor's compliance with applicable safety regulations and their own Contractor's Safety Program.
3.3	Work closely with Contractor's Health and Safety Representative to track safety reports and incidents.
3.4	Verify Contractor's tailgate meetings and documentation of such meetings.
3.5	Verify Contractor's representatives to be trained as provided by BART Roadway Worker Protection training program.

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4.0	Kickoff Meeting and Weekly Meetings
4.1	Conduct and document construction kickoff meeting.
4.2	Conduct and document weekly construction meetings.
4.3	Track contract days in meeting minutes.
5.0	Submittals and Requests for Information (RFIs)
5.1	Create matrix of submittals and reviewers.
5.2	Create schedule of values to use in review of the Contractor's schedule of values.
5.3	Check RFIs for completeness and distribute for review per the submittal review matrix through Wong CMS (or email).
5.4	Check submittals for completeness and distribute per the submittal review matrix through Wong CMS (or email).
5.5	Review and approve pre-construction submittals.
5.6	Review and approve temporary construction submittals, shoring, falsework, traffic control, signage plan.
5.7	Review and approve technical submittals that are per the specification (submittals with deviations to be reviewed by Engineer of Record).
6.0	Site Specific Work Plans (SSWPs)
6.1	Check SSWP for completeness.
6.2	Work with BART Operations Liaison for review and approval of SSWP.
7.0	Contract Enforcement
7.1	Allow deviations only when approved by BART Engineering or Engineer of Record.
7.2	Verify SWPP is approved before any work.
7.3	Verify Noise and Dust Control Plans are reviewed and approved when performing work in the stations.
7.4	Verify all workers are trained per BART Operations Rules & Procedures (OR&P) manual.
7.5	Verify all testing is completed and accepted by Contractor's Quality Control Manager.
7.6	Verify that the project is on schedule.
7.7	Issue Non-Compliance report when necessary.
7.8	Maintain daily work reports and proper documentation of field work, materials, labor and incidents.
7.9	Maintain daily record of payment scope completed by pay item and obtain Contractor's signature of concurrence.

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7.10	Conduct Quality Assurance inspection & testing as required.
8.0	Change Orders
8.1	Review contractor's change request for completeness and for validity.
8.2	Coordinate with Engineer of Record for design changes.
8.3	Create change notice and get approval from BART Project Manager. Resident Engineer to approve Change Notice only when given monetary authorization.
8.4	Issue change order as soon as possible and track contingency funds. Notifications must be submitted when 3%, 5% and 7% are reached.
8.5	Track all costs for dispute work and "Time & Materials" work. Have the daily Force Account worksheets signed by Contractor and field inspector.
8.6	Track all drawdowns for allowances.
8.7	Acknowledge and review Contractor's Notice of Potential Claims (NOPCs) when necessary.
8.8	Arrange other meetings with BART to discuss SSOWPs or Engineer of Record to discuss design issues when necessary. Document meetings.
9.0	Other Agreements
9.1	Coordinate with Third Parties for facility relocation(s).
9.2	Coordinate with BART Real Estate for relocation of outside utility relocation(s).
9.3	Coordinate Agreements between BART and Utilities and Public Agencies.
10.0	Pay Requisitions
10.1	Maintain daily record of work scope completed by payment item that contains Contractor signature of concurrence.
10.2	Review monthly payment applications for completeness, agreement with daily work scope signoffs, check daily work, schedule of values, payment for materials in storage, waiver releases.
10.3	Maintain forecast of project costs to completion.
11.0	Labor Compliance
11.1	Assist Office of Civil Rights (OCR) in enforcing certified payroll submittal and verify prevailing wages.
11.2	Notify OCR of subcontractor substitution request from Contractors.
11.3	Verify subcontractor work and monthly invoices.
12.0	Project Closeout
12.1	Conduct preliminary and final project inspections.

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12.2	Verify as built drawings, manuals, warranties as submitted by Contractor.
12.3	Verify contract amount including base bid costs, change orders and retention.
12.4	Verify that there are no outstanding stop notices and/or liens filed by suppliers and subcontractors before releasing retention to the contractor.
12.5	Submit the Substantial Completion and Approval of Acceptance to BART for approval.
12.6	Input constructed assets into BART's Asset Management Matrix.
12.7	Prepare and archive all Project Files and Project Completion Report for BART at end of Contract/Closeout.

Prime: The Allen Group, LLC

Subconsultants: None

Total Work Plan Value: \$ 630,233