

Work Plan No B.05-04 TCCCP New Traction Power Facilities West Bay Project for ARE Field - CM Extension

Scope:

Specific duties and responsibilities for the Assistant-Resident Engineer shall include, but not be limited to, the following:

- a) Administers and monitors the construction contract until final project closeout;
- b) Coordinates with the designers for the review of Contractor's submittals for compliance with the Contract documents;
- c) Coordinates with the designer and prepares responses to Contractor's RFIs;
- d) Prepares cost estimates due to field issues;
- e) Prepares technical documentations for Change Notices and Change Orders;
- f) Negotiates and reviews Contract Change Orders;
- g) Manages, reviews and approves contractor progress payment applications in accordance with contract requirements;
- h) Reviews and approves contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.;
- i) Supports SSWP reviews, comment resolution, approvals, and sign-off;
- j) Reviews and responds to RFIs and other correspondences;
- k) Manages and provides technical support to field issues;
- l) Conducts and supports construction progress meetings;
- m) Reviews Schedule Reports;
- n) Manages Project communication/record keeping and meeting coordination;
- o) Coordinates the work with affected BART parties and other third parties/other projects;
- p) Interfaces with municipalities and agencies pertinent to the project;
- q) Manages contract field work supervision;
- r) Manages, prepares and approves daily supervision and inspection reports;
- s) Reviews and resolves claims and NOPCs;
- t) Assures that M&E receives as-builts and O&M Manuals and required training three (3) months prior to Final acceptance of work;
- u) Performs other tasks as directed by the Resident Engineer and/or the District.
- v) Analysis of Contractor claims;
- w) Routes documents through DocuSign for approval and signatures (RFIs, changes, submittals, etc.);
- x) Perform the duties and responsibilities of a BART EIC, if requested;

Prime: Parsons Transportation Group

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
United ECM	\$ 467,027	N	Y

Total Work Plan Value: \$ 488,267