

BART Agreement Number: 6M8132

Approval Date: 10/26/2020

Work Plan: No. B.12-01 Provide PT Office Engineering and FT Inspection for replacement work

Scope:

The Consultant is to provide a Construction Management team consisting of a part-time OE for 10 hours/week and a full-time Inspector for 40 hours/week, The Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. The Inspector will be required on-site at all times during construction activities, unless otherwise directed by the Resident Engineer. Construction activities are located at 800 Oak St. Oakland, CA.

Please Note: BART limits hours to a maximum of 1920 hrs. per position/per year/full-time, and 960 hrs./per year/per position for 20 hrs./wk./part time (Vacations and Holidays are not covered). Also, Direct Cost covers vehicles for inspector(s) located off site and not for employees located at the BART main office.

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

- a. Provide procedural, administrative support to Project Staff;
- b. Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor;
- c. Support preparation of progress meeting agendas and minutes;
- d. Receive documents from the Contractor and process incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e. Keep Submittal and RFI Logs updated;
- f. Route documents for approval and signatures (RFIs, changes, submittals, etc.);
 - g. Track status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keep Resident Engineer informed of status;
 - h. Upload the signed Inspector Daily Reports (IDRs) in the WongCMS database;
 - i. Assist Inspectors with files and database system information, when needed;
 - j. Assist Project Manager and Resident Engineer with Change Notices and Change Orders;
 - k. Assist in the review of Contractor's cost proposals and processing of invoices;
 - l. Evaluate, process and route Contractor's monthly invoices for approval;
 - m. Review and submit Pay Apps;
 - n. Track Contractor's invoices to ensure timely payment;
 - o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
 - p. Maintain paper files;
 - q. Process requests for Contractor's badges and clearances and assist with on-boarding of new staff;
 - r. Other tasks as directed by the Resident Engineer and/or the District.

Specific duties and responsibilities for the Inspector shall include, but not be limited to, the following:

- a. Field engineering services overseeing on-going construction as directed by the Resident Engineer;
- b. Keeps and maintains daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work;
- c. Reviews approved contract submittals, contract specifications, and contract drawings, and field verify and document construction of approved materials and equipment per contract specifications and drawings; maintains a working copy of redline drawings to note any deviations.
- d. Takes and catalogues photographs of work in progress or problems encountered on the construction site;
- e. When directed, collects and maintains Force Account Records for additional work directed by the Resident Engineer;
- f. Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
- g. Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
- h. When requested, assists in the review of Claims and Potential Claims;
- i. Other tasks as directed by the Resident Engineer and/or the District.

Prime: ACm

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Auriga	\$ 65,016	Y	Y

Total Work Plan Value: \$ 91,212