

**BART Agreement Number: 6M8136**

**Approval Date: 07/21/21**

**Work Plan No. B.04-02 – Rail Grinding Cars Service Support**

**Scope:**

## **2. SCOPE OF SERVICES**

The Resident Engineer (RE) will be located in their home offices.

### **Resident Engineer**

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1. Specific duties and responsibilities for the RE shall include the following:
2. Serves as the District Representative and administers and monitors the Contract until final project closeout is complete;
3. Serves as the Subject Matter Expert and routinely interacts with numerous outside Agencies and internal departments including, but not limited to, SFMTA (Muni), the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
4. Provides field verification, is the responsible representative in charge and conducts 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;
5. Directly responsible for overall construction project management including quality, construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule;
6. Provide contract coordination between other contractors or parties working within the same BART Operating System locations;
7. Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintain project files with the utilization of BART's WongCMS;
8. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
9. Strictly follows CM's QA Checklist to prepare and monitor the project in progress;
10. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
11. Schedules and conducts weekly progress meetings and prepares meeting summaries;
12. Manages and provides technical support on field issues;
13. Initiate and/or evaluate design and field engineering changes during construction;
14. Evaluates Contractor's suggestions for minor changes to contract requirements;
15. Reviews Notice of Potential Claims, provides recommendations, and resolves disputes with the Contractor, through the Change Notice (CN) / Change Order (CO) process if necessary;

**Prime: Parsons**

**Subconsultant: None**

**Total Work Plan Value: \$ 225,316**