

BART Agreement Number: 6M8137

Approval Date: 10/22/20

Work Plan: No. B.06-2 Oakland Emergency Generator Project

Scope:

CONSULTANT will provide a Construction Management team consisting of a full-time Resident Engineer for 40 hours/week for six (6) months, a full-time Assistant Resident Engineer for 40 hours/week for 24 months, and a full-time Inspector for 40 hours/week for six (6) months. The Resident Engineer and Assistant Resident Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. The Inspector will be required to be on-site at all times during construction activities, unless otherwise directed by the Resident Engineer.

Specific duties and responsibilities for the Resident Engineer shall include the following:

- a. Administer and monitor the Construction Contract through Project closeout.
- b. Coordinate with the Designer for review of Contractor's submittals.
- c. Prepare Cost Estimates.
- d. Review Contractor payment applications in accordance with Contract requirements.
- e. Review Contractor work schedules, site specific work plans, and submittals.
- f. Schedule and attend meetings as required by BART.
- g. Provide Quality Assurance in accordance with Contract requirements, project administration, and project controls procedures.
- h. Prepare documents for Change Notices and Change Orders.
- i. Negotiate and review Contract change orders and progress payments.
- j. Review and respond to Requests for Information (RFIs) with the support of the Engineer of Record.
- k. Manage and provide technical support to field issues.
- l. Support of Integration activities, System Testing, Monitoring and Control System (MACS) and Operations Control Center (OCC) Interface, and OEG system commissioning.
- m. Conduct or support Construction progress meetings.
- n. Provide Project reporting/scheduling.
- o. Provide Communication/Record Keeping and Meeting Coordination.

- p. Review as-built drawings.
- q. Coordinate the work with various departments within BART and third parties/other Projects.
- r. Interface with municipalities including: Port of Oakland, City of San Francisco, City of Oakland, and PG&E.
- s. Provide Contractor field work supervision.
- t. Manage, prepare, and approve daily supervision and inspection reports.
- u. Support SSWP Reviews, comment resolution, Approvals, and Signoff.
- v. Review and resolve claims and Notice of Potential Claims.
- w. Review the Contractor's as-builts and Operations and Maintenance (O&M) Manuals and issue to Mechanical and Electrical (M&E) three months prior to the substantial acceptance of work.

Specific duties and responsibilities for the Assistant Resident Engineer shall include 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, and changes.
- e. Keep Submittal and RFI Logs updated.
- f. Route documents for approval and signatures (RFIs, changes, submittals).
- g. Track status of documents (submittals, RFIs, changes, etc.) for timely response and keep Resident Engineer informed of status.
- h. Upload the signed Inspector Daily Reports (IDRs) in the Wong CMS 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 for timely payment.
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log.).
- 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 Field Inspector shall include the following:

- a. Field engineering services overseeing on-going construction as directed by the

Resident Engineer.

- b. Keep and maintain daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work.
- c. Takes and catalogues photographs of work in progress or problems encountered on the construction site.
- d. When directed, collect and maintain Force Account Records for additional work directed by the Resident Engineer.
- e. Periodically examines Contractor QC and QA records to confirm Contractor records are complete and current.
- f. When requested, assists in the review of Claims and Potential Claims.
- g. Other tasks as directed by the Resident Engineer and/or the District.

Prime: PGH Wong Engineering, Inc.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
FW Associates	\$736,144	Y	Y

Total Work Plan Value: \$1,102,452