

BART Agreement Number: 6M8176

Approval Date: 08/25/22

Work Plan No. B.17-01 KTE Substation - CM Extension

Scope:

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

- a) Serves as the District Representative and is responsible for the administration and monitoring of the Contract until final project closeout is complete;
- b) Serves as the Subject Matter Expert and routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c) Expected to provide field confirmation, be responsible and in charge and conduct 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;
- d) Responsible for overall construction project management including construction permitting, utilities, traffic, planning, organizing, and monitoring of construction work activities and resources necessary to complete Project within budget, scope, schedule, and quality requirements;
- e) Provides contract coordination between other contracts working within the same BART Operating System;
- f) Reviews and responds to Contractor's submittals, Requests for Information (RFIs), letters, and maintains project files with the utilization of WongCMS or other District approved software;
- g) Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- h) Follows CM's QA Audit Checklist and monitor the project in progress;
- i) Prepares written documents (i.e., correspondence, proposals, reports, performance evaluations and other documents);
- j) Schedules and conducts weekly progress meetings and prepares meeting summaries;
- k) Manages and provides technical support to field issues;
- l) Initiates and evaluates design and field engineering changes during construction;
- m) Evaluates Contractor's suggestions for minor changes to contract requirements;
- n) Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process, if necessary;
- o) Processes and reviews Change Notices and Change Orders by preparing engineering designs, specifications, costs, independent quantity estimates,

- and tracking contingency balances associated with necessary changes to the Contract Documents;
- p) Negotiates protested Change Notices with Contractor for further processing of Change Order;
 - q) Implements a District approved Quality Assurance Program;
 - r) Inspects and reviews Project to monitor compliance with the Contract Documents including Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents, and other regulations;
 - s) Reviews material testing data;
 - t) Makes field measurements of completed items of work;
 - u) Inspects construction at substantial and final completion states;
 - v) Tracks construction progress, activities, and use of approved materials and equipment for Contractor's Payment Applications;
 - w) Reviews and processes monthly progress payments;
 - x) Reviews Contractor's progress schedules and documents construction progress through daily reports, project status reporting, and project scheduling;
 - y) Manages, prepares, and approves daily inspection reports;
 - z) Coordinates M&E's receipt of as-builts and O&M Manuals and required training per Contract requirements;
 - aa) Coordinates with Contractor's personnel to obtain the appropriate BART ID, security badges, and RWP 40-hour training, if required, and returns BART issued IDs, security badges, and District materials upon completion of or separation from the Project;
 - bb) Coordinates Contractor's access to site with the appropriate stakeholders;
 - cc) Other tasks as directed by the District;
 - dd) Analysis of Contractor claims and set up claim resolution meetings with Contractor, Contract Management, and Legal;
 - ee) Reviews Contractor schedules;
 - ff) Tracks allocation requests;
 - gg) Supports field inspections;
 - hh) Routes documents through DocuSign for approval and signatures (RFIs, changes, submittals);
 - ii) Perform the duties and responsibilities of a BART EIC, if requested.

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

- a) Provides procedural and administrative support to Resident Engineer and Project Staff;
- b) Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor;
- c) Supports the preparation of progress meeting agendas and minutes;
- d) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, and changes;
- e) Keeps Submittal and RFI Logs updated;

- f) Routes documents for approval and signatures (RFIs, changes, submittals);
- g) Tracks status of documents (submittals, RFIs, changes, etc.) for timely response and keeps Resident Engineer informed of status;
- h) Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software;
- i) Assists Inspectors with files and database system information, when needed;
- j) Assists Project Manager and Resident Engineer with Change Notices and Change Orders;
- k) Assists in the review of Contractor's cost proposals and processing of invoices;
- l) Evaluates, processes, and routes Contractor's monthly invoices for approval;
- m) Reviews and submits Pay Apps;
- n) Tracks Contractor's invoices to monitor timely payment;
- o) Updates WongCMS (correspondence, transmittals, RFI Log, Submittal Log);
- p) Maintains records of paper files and hard copies of contract documents;
- q) Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff;
- r) Performs other tasks as directed by the Program Manager/Resident Engineer and/or the District;
- s) Tracks RFIs, responses and metrics;
- t) Tracks Project submittals, responses and, if necessary, reviews the submittals;
- u) Processes and/or assists in the making and processing of Track Allocation Requests and attends meetings;
- v) Manages and monitors document control and provides editorial support;
- w) Performs the duties and responsibilities of a BART EIC, if requested.

Specific duties and responsibilities for the Inspector shall include the following:

- a) Provides 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, contract drawings, and documents construction of approved facilities, materials, and equipment per contract specifications and drawings;
- d) Takes and catalogues photographs of work in progress or problems encountered on the construction site;
- e) Collects and maintains Force Account Records for additional work when directed by the Resident Engineer;

- f) Periodically examines Contractor QC and QA records to confirm Contractor records are complete and current;
- g) Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
- h) Assists in the review of Claims and Potential Claims, when requested by the District;
- i) Other tasks as directed by the Resident Engineer and/or the District;
- j) Performs QC/QA of Material/Specifications/Drawings;
- k) Performs confirmation of quantities for monthly payment;
- l) Maintains records and resolutions of Non-Conformance Reports; when applicable;
- m) Serves and discharges the duties of the District's Representative, if required, and prepares associated reports;
- n) Performs the duties and responsibilities of a BART EIC, if requested;

Specific duties and responsibilities for the Scheduler shall include the following:

- a) Provides scheduling assistance to the Resident Engineer through final project closeout based on the approved level of effort of the Work Plan;
- b) Develops project schedules for BART, if requested;
- c) Attends project progress and/or claim resolution meeting, if requested by the Resident Engineer;
- d) Reviews and approves Contractor's construction schedules;
- e) Prepares schedule and claims estimates due to Contractor or field issues;
- f) Prepares time impact evaluations and assists the Resident Engineer to resolve claims;
- g) Performs other work as assigned by the Resident Engineer and/or the District.

Prime: PGH Wong Engineering, Inc.

Subconsultants:

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Cornerstone Transportation	\$53,679	Y	Y

Total Work Plan Value: \$456,618