

BART Agreement Number: 6M8132

Approval Date: 05/31/23

**Work Plan No. A.13-04 CM Support for Enabling Works Construction Project
49GH006**

Scope:

Consultant will provide Office Engineer for Enabling Works Project for the execution of the project. The Office Engineer will assist in all engineering functions of the Contract.

The roles and responsibilities are as follows:

1. **Contract Documents.** Assist with Contract Preparation and will maintain an organized and updated set of Contract Documents and Contract Drawings. The Contract Drawings will begin with the Design through Issued for Bid set, Addenda, the Conformed Drawings (Issued for Construction), and any revisions throughout the life of the Contract.
2. **RFIs and Submittals.** The Office Engineer will maintain and update the RFI and Submittal logs in WongCMS© or new Project Management Software. The Office Engineer will assist the Resident Engineer in responding to RFIs and Submittals as requested by the District Engineer. The Office Engineer will follow-up on all RFIs and Submittals due to assure timely responses to the Contractor from those personnel reviewing the Contract submittal documents. Follow-up will occur once a reviewer is assigned, and prior to the deadline for the District's response to the RFI or Submittal.
3. **Construction Progress Meetings.** The Office Engineer will assist the District Engineer in preparing for weekly meetings and will take the minutes of the meetings. Minutes will be prepared no later than the day following the meeting.

4. **Payment.** The Office Engineer will maintain the schedule regarding the payment. The Office Engineer will also coordinate with the field inspectors in reviewing the monthly pay requests submitted by the Contractor. Quantities installed, percent completed, and the completion Status of Construction Activities will be reviewed with the Inspectors.
5. **Change Notices/Change Orders.** The Office Engineer will assist the District Engineer as necessary as well as coordinate with the schedule and the estimator for preparation of the Change Order related documents needed to develop field and administrative Change Notices and Change Orders. The Office Engineer will process all Change documents and facilitate the change process amongst all parties.
6. **Contract Filing System.** The Office Engineer will verify on a weekly basis that documents are appropriately indexed and filed in accordance with the Contract filing system.
7. **Insurance.** The Office Engineer will maintain a log of the Contractor's insurance certificates in coordination with BART's Insurance Department Requirements.
8. Prepares engineering designs, specifications, costs and quantity estimates for engineering construction projects; prepares and/or reviews the adequacy and accuracy of computations.
9. Assists in the establishment of schedules and methods for providing engineering project oversight services; responsible for the verification of quantities of materials and adherence to specifications; may recommend resources to be allocated.
10. Monitors work activities to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.
11. Prepares a variety of reports and correspondence on project matters including Inspector's Daily Reports, monthly and final completion reports, contract modifications negotiations, field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
12. Provides assistance to Project Manager and Resident Engineer in the interpretation of plans and resolution of problems during construction.
13. Maintains awareness of progress on assigned engineering design or construction projects to ensure compliance with designated time and cost schedules.
14. Discusses and coordinates engineering design or construction project activities with design engineering staff and other affected engineering personnel in One Team approach.
15. Quality Assurance before, during and at close out.
16. Coordination with BART department (Train Control Engineering, Electrical Engineering, Train Control Maintenance, Electrical Maintenance, Track and Structures, and Operations) as required.
17. Arranging, facilitating, and administering for contractor identification badging.

18. Assist with administering and facilitating the preparation and review/approval process of the Contractor's required Site-Specific Work Plans (SSWPs).
19. Assist with administering and facilitating the preparation and review/ approval process of the Track Allocation Requests.
20. Utilizing and updating the Project Management Software database system.
21. Provide support to project procurement needs and inspect/manage procured products.
22. Assist with Close out and turnover of all project documentation to the District in accordance with District policies and procedures.

Prime: ACm, JV (AECOM + Cooper Pugeda Mgmt)

Subconsultants: None

Total Work Plan Value: \$260,403