

BART Agreement Number: 6M8133

Approval Date: 9/23/2020

Work Plan: No. B.13-03 – TBT CP Anode Sled and Cable Replacement

Scope:

2. SCOPE OF SERVICES

The Consultant is to provide a Construction Management team consisting of a full-time Resident Engineer for approximately 40 hours/week, a part-time Office Engineer for approximately 20 hours/week, and a part-time Scheduler for approximately 4 hours/week. The Resident Engineer and Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District.

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

- a. Serve as the District Representative and is responsible to administer and monitor 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. Directly responsible for overall construction project management to include, construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;
- d. Provide contract coordination between other contracts working within the same BART Operating System;
- e. Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS;
- f. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- g. Strictly follow CM's QA Checklist to prepare and monitor the project in progress;
- h. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- i. Schedules and conducts weekly progress meetings and prepares meeting summaries;

- j. Manages and provides technical support to field issues;
- k. Initiates and evaluates design and field engineering changes during construction;
- l. Evaluates Contractor's suggestions for minor changes to contract requirements;
- m. Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process if necessary;
- n. 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;
- o. Negotiates protested Change Notices with Contractor for further processing of Change Order;
- p. Implements and ensures a District approved quality Assurance Program is successfully executed;
- q. Inspects and reviews project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations;
- r. Reviews material testing data;
- s. Makes field measurements of completed items of work;
- t. Inspects construction at substantial and final completion states;
- u. Tracks construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications;
- v. Reviews and processes monthly progress payments;
- w. Reviews Contractor's progress schedules and documents construction progress through daily reports, project reporting, and project scheduling;
- x. Manages, prepares and approves daily supervision and inspection reports;
- y. Assures M&E receives as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- z. Ensures Contractor's personnel obtains the appropriate BART ID, security badges, and RWP-40 hr. training if required;
- aa. Coordinates Contractor's access to site with the appropriate stakeholders;
- bb. Other tasks as directed by the District.

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 Wong CMS database;
- i. Assist Inspectors with files and database system information, when needed;

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- 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
 - r. Other tasks as directed by the Resident Engineer and/or the District.

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

- a. Providing scheduling assistance to the Resident Engineer through final project closeout;
- b. Develops project schedules for BART;
- c. Attend 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: Ghirardelli Associates

Subconsultant: None

Total Work Plan Value: \$ 241,502