

BART Agreement Number: 6M8144

Approval Date: 05/08/23

Work Plan No. A.05-06 Contract Bid support of K-line Enabling Works

Scope:

This work plan includes completion of the signed and sealed Issued for Bid Plans and Specifications for advertisement and Bid Support. It does not include preparation of Construction Schedule, Conformed Drawings, or Design Services During Construction.

Task 1: Administration and Project Management

1.1 Administration and Project Management

The consultant's Project Management Team will perform the following activities in support of the project:

- Coordinate work plan activities.
- Work plan communications/meetings/record keeping.
- Work plan progress reporting.
- Monthly progress reports and agreement administration.

It is anticipated that contract administration will include the following items:

- Invoices and monthly progress reports
 - Work progress reporting
 - Highlight of significant issues requiring resolution
 - Financial reporting/tracking
 - Tracker of planned hours versus actual hours spent

1.2 Document Control

Documents and electronic files, CAD drawings, transmittal forms, submittals, letters, correspondence, and other miscellaneous papers will be managed using ProjectWise, SharePoint and/or other appropriate formats. The Design Team may also make use of an FTP site for file transfer.

1.3 Quality Management

The Design Quality Manager shall provide continuous quality control documentation in accordance with the Design Quality Management Plan (DQMP) as follows:

- Copies of Quality Check review prints for major submittals to confirm compliance with the approved DQMP.
- Each deliverable will conduct a Document Quality Review process in accordance with the DQMP and include:
 - Quality Control Review prints
 - Quality Assurance Certification

Assumptions:

- Documents will be available upon BART request.

Task 2: Enabling Works Raceway Design

3.1 Enabling Works Raceway Plans, Specifications and Estimate

The design of a new train control raceway and new Switch Power Supply Cabinets (SPSC) has been completed by the Design Team. This task includes updating the final plans and specs to address BART's final comments and provide signed and sealed plans and specifications for bidding purposes.

Assumptions:

- Electronic signature will be used for signing IFB documents.

Deliverables:

- IFB Enabling Works Plans, signed and sealed
- IFB Enabling Works Specifications, signed and sealed

Task 3: Bid Support

Bidding procedures will be the responsibility of BART. In addition, BART will:

- Advise the consultant's Design Team of listing dates.
- Inform consultant's Design Team of all issues and inquiries list and responses.
- Provide consultant's Design Team with bid results and summary sheets for their review.

During bid advertisement of the Project, the consultant's Design Team will refer all questions concerning the intent to BART for resolution. In the event that items requiring interpretation of the plans or specifications are discovered during the bidding period, the consultant's Design Team will inform BART. BART will advise the consultant's Design Team regarding the proper procedure required for analysis of said items. Any necessary corrective action will either be in the form of an addendum prepared by the consultant's Design Team and issued by BART, or via a covering change order after the award of the construction contract.

Post award analysis and preparation of conformed documents is not included and will be provided via a supplemental DSDC work plan.

The following subtasks will be the bid support services provided by the Design Team as the budget allows:

Subtask 3.1 – Meetings

The consultant's Design Team will attend the pre-bid meetings and additional meetings as requested during the bid phase of the Project.

Assumptions:

- 2 meetings at 2-hour duration during the project bid phase. Up to 3 members of the Design Team will attend each meeting.

Subtask 3.2 – Addenda

The consultant’s Design Team will assist BART in the preparation of addenda as requested by BART Project Manager or Construction Manager. BART will be responsible for the distribution of all addenda to the bidders.

Subtask 3.3 – Respond to Inquiries

The consultant’s Design Team will draft responses to bidders’ inquiries as requested by BART. All such responses will be routed through BART’s Procurement Administrator.

Prime: HNTB-FMG, Joint Venture

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Chaudhary and Associates	\$ 3,648	Y	Y

Total Work Plan Value: \$ 75,222