

BART Agreement Number: 6M8150

Approval Date: 10/20/20

Work Plan: No. B.11-2 Provide CM Services for M Line 34.5kV Cable Replacement Project No. 15EJ450

Scope:

The Consultant is to provide a Construction Management team consisting of d a full-time Assistant-Resident Engineer (Field) for 40 hours/week, another full-time Assistant-Resident Engineer (Office) for 40 hours/week, a full-time Office Engineer for 40 hours/week, a full-time Electrical Inspector for 40 hours/week, a full-time Acceleration Electrical Inspector for 40 hours/week, a part-time Project Scheduler for approximately 10-30 hours/week, and a part-time Office Administrator for approximately 20 hours/week.

The Assistant-Resident Engineers (two), Office Engineer (one), the inspectors (four), Scheduler(one), and Office Administrator (one) will be required to be on-site field office at all times during construction activities, unless otherwise directed by the District or Resident Engineer.

Specific duties and responsibilities for the Assistant-Resident Engineer (two total) shall include, but not be limited to, the following:

- a. Administers and monitors the construction contract until final project closeout;
- b. Coordinates with the designers for the review of Contractor's submittals for compliance with the Contract Book;
- c. Coordinates with the designer and prepare responses to Contractor's RFIs;
- d. Prepares cost estimates due to field issues;
- e. Prepares technical documentations for Change Notices and Change Orders;

- f. Negotiates and reviews Contract Change Orders;
- g. Manages, reviews and approves contractor progress payment applications in accordance with contract requirements;
- h. Reviews and approves contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.;
- i. Supports SSWP reviews, comment resolution, approvals, and sign-off;
- j. Reviews and responds to RFIs and other correspondences;
- k. Manages and provides technical support to field issues;
- l. Conducts and supports construction progress meetings;
- m. Project reporting/scheduling;
- n. Project communication/record keeping and meeting coordination;
- o. Coordinates the work with affected BART parties and other third parties/other projects;
- p. Interfaces with municipalities including, but not limited to, the City of San Francisco and PG&E;
- q. Contractor field work supervision;
- r. Manages, prepares and approves daily supervision and inspection reports;
- s. Reviews and resolves claims and NOPCs;
- t. Assures M&E receives as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- u. Other tasks as directed by the Resident Engineer and/or the District.

Specific duties and responsibilities for the Office Engineer/ Office Administrator (one of each ~~two~~ total) 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 WongCMS 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 to ensure timely payment;
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);

Specific duties and responsibilities for the Electrical Inspector (four total) shall include, but not be limited to, the following:

- a. 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, and contract drawings, and field verify and document construction of approved 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. When directed, collects and maintains Force Account Records for additional work directed by the Resident Engineer;
- f. Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
- g. Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
- h. When requested, assists in the review of Claims and Potential Claims;
- i. Other tasks as directed by the Resident Engineer and/or the District.

Specific duties and responsibilities for the Project Scheduler (one total) 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.

Specific duties and responsibilities for the Independent Quality Assurance Services (one total) shall include, but not be limited to, the following:

- a. Ensure that the project work is performed according to the quality standards laid out in the contract plans and specifications, applicable BART Facilities Standards, applicable industry standards and practices and as directed by the District or Resident Engineer;
- b. Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;

Prime: PreScience Corp.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
AMC	\$495,331	Y	Y
WSP	\$461,833	N	N
ISI	\$96,400	N	N

Total Work Plan Value: \$3,775,985