

BART Agreement Number: 6M8134

Approval Date: 07/13/21

Work Plan No. B.09-02 – Civil Structures Bond Measure Project (ARE)

Scope:

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

- Assist with coordinating internal resources and third parties/contractors for the execution of projects
- Assist with developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Coordinate resource availability and allocation
- Assist with development of a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management, as needed, any issues that may impact cost or the progress of work
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Assist with creating and maintaining comprehensive project documentation
- Assist with construction management activities by participating in and conducting planning, preconstruction, coordination, progress, scheduling, and field staff meetings.
- Ensure all operations, measurements, and inspections are scheduled, ordered, and satisfactorily completed and documented.

Prime: HDR

Subconsultant: None

Total Work Plan Value: \$518,251