

BART Agreement Number: 6M8177

Approval Date: 09/23/22

Work Plan No. B.14-01 Track Geometry Car Procurement - Extension

Scope:

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

- a) Provides procedural, administrative support to Resident Engineer and Project Staff;
- b) Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor;
- c) Supports the preparation of progress meeting agendas and minutes;
- d) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e) Keeps Submittal and RFI Logs updated;
- f) Routes documents for approval and signatures (RFIs, changes, submittals, etc.);
- g) Tracks status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keeps Resident Engineer informed of status;

Prime: PreScience Corp

Subconsultants:

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Virginkar	\$32,360	Y	Y

Total Work Plan Value: \$123,381