

Work Plan: No. A.12-01 – Transbay Tube (TBT)

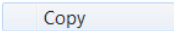
Scope:

2. SCOPE OF SERVICES

Jacobs shall supply GES for the TBT Internal Retrofit Project in conformance with Agreement No. 6M8145.

Task 01: Prepare Engineer's Cost Estimates

Prepare Engineer's Cost Estimates for work added to the TBT Internal Retrofit Project due to differing site conditions, owner changes, and designer clarifications. Engineering Cost Estimates shall be prepared in conformance with BART's Resident Engineer's Manual for Design, Bid, Build Construction and Procurement Contracts (RE Manual). Specific tasks include:

1. Prepare Finding of Fact (FOF) confirming reason for change and describing scope of work associated with change.
2. Review and Audit Extra Work Bills (EWBs) associated w/ Force Account (FA) Change Order work furnished by Contractor. Confirm resources listed in EWB matches associated DEWR and that costs reported on EWB conforms to Contract. 
3. Actively monitor and manage Construction Budget Contingency. Prepare Cost Review Committee (CRC) Reports as needed showing Contingency expended, committed, and remaining. Cost Review Reports will be prepared with WongCMS software.

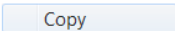
Task 02: Review Contractor Schedule Updates / Time Impact Evaluations (TIEs)

Review Contractor Schedule Updates to determine Critical Path on monthly basis. Identify deficiencies in Contractor's actual progress compared to planned progress. Determine if deficiencies are due to owner, contractor, or differing site condition. Review Contractor's TIEs and determine if Contractor's request for extension in Contract Time is correct in magnitude, excusable or not excusable, and compensable or non-compensable.

Task 03: Maintenance Vehicle Consist (MVC) Operations Support and Operator Training

Provide memos as needed documenting observations made on MVC Operational performance on BART system and recommendations for improvement. Develop MVC Locomotive Operations training curriculum with BART Maintenance and Engineering (BME) input. Provide on-hands training in MVC Locomotive to BART Operators.

Task 04: Project Administration Support

Issue Project letters and transmittals to external parties as needed. Maintain log of all incoming and outgoing project correspondence. Record and distribute minutes from project meetings. Manage issuance of badges for project personnel. 

Task 05: Project Management

Manage CM staff resources. Monitor quality of CM services and adjust/improve as necessary. Procure and provide staff as requested by BART. Prepare monthly reports for CM Services showing progress gained on CM Tasks. Project engineer will provide support for daily coordination effort.

Prime: Jacobs

Subconsultant:

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
SEM Incorporated	\$ 392,358	N	Y
TCS	\$360,215	N	N

Total Work Plan Value: \$ 1,380,876