

Work Plan: No. B.06.1 Rev 3 Provide CM Services for Bond Measure Track Projects**Scope:**

The Consultant is to provide a Construction Management team consisting of one (1) part-time Resident Engineer for Friction Modification Study (average 10 hours/week) and Specialized Inspector(s) to perform special inspections on an as-needed basis. The Resident Engineer will be located at 300 Lakeside Drive, 8th Floor, Oakland, CA, unless otherwise directed by the District. The Specialized Inspector will be required to be on-site as needed during construction activities, unless otherwise directed by the District. For the Specialized Inspector only, all job site access, SSWPs and utility vehicles will be provided by BART. The Specialized Inspector must be escorted by designated BART personnel at all times when on site. Specific duties and responsibilities for the Resident Engineer shall include, but not be limited to, the following:

- a) Serving as the District Representative and is responsible to administer and monitor the Contract until final project closeout is complete;
- b) Serving as the Subject Matter Expert and routinely interacting with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c) Directly responsible for overall construction project management to include construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;
- d) Providing contract coordination between other contracts working within the same BART Operating System;
- e) Reviewing and responding to Contractor's submittals, Requests For Information (RFI)s, and letters, and maintaining project files with the utilization of WongCMS;
- f) Reviewing Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- g) Preparing written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- h) Scheduling and conducting weekly progress meetings and preparing meeting summaries;
- i) Managing and providing technical support to field issues;
- j) Initiating and evaluating design and field engineering changes during construction;
- k) Evaluating Contractor's suggestions for minor changes to contract requirements;
- l) Reviewing Notice of Potential Claims (NOPCs), providing recommendations, and resolving disputes with the Contractor, through the Change Notice/Change Order process if necessary;
- m) Processing and reviewing Change Notices and Change Orders by preparing engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
- n) Negotiating protested Change Notices with Contractor for further processing of Change Order;

- o) Implementing and ensuring a District approved quality Assurance Program is successfully executed;
- p) Inspecting and reviewing the project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations;
- q) Reviewing material testing data;
- r) Making field measurements of completed items of work;
- s) Inspecting construction at substantial and final completion states;
- t) Tracking construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications;
- u) Reviewing and processing monthly progress payments;
- v) Reviewing Contractor's progress schedules and documenting construction progress through daily reports, project reporting, and project scheduling;
- w) Managing, preparing and approving daily supervision and inspection reports;
- x) Assuring M&E receives as-builts and O&M Manuals three (3) months prior to substantial acceptance of work;
- y) Ensuring Contractor's personnel obtains the appropriate BART ID and security badges;
- z) Coordinating Contractor's access to site with the appropriate stakeholders;
- aa) Other tasks as directed by the District.

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

- a) Special Inspection on 100% of performed welds utilizing Ultrasonic Testing (UT) methods;
- b) Keeping and maintaining reports for each weld inspected;
- c) Taking and cataloguing photographs of welds inspected;
- d) Other tasks as directed by the Resident Engineer and/or the District.

Prime: PreScience

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
ISI	\$ 241,440	Y	Y

Total Work Plan Value: \$ 355,098