

BART Agreement Number: 6M8151

Approval Date: 11/27/2020

Work Plan: No. B.02-03 – Provide Resident Engineer and Office Engineer Services for the Concord Yard Fire Protection Project No. 54RR-250

Scope:

2. SCOPE OF SERVICES

The Consultant will provide a Construction Management team consisting of a part-time Resident Engineer for this additional work for approximately 40 hours/week, a full-time Office Engineer for 40 hours/week, a full-time inspector(s) for additional work 40 hours/week, and overtime inspection services as needed to support the contractor's scheduled work. The Resident Engineer and Office Engineer will be located on - site, unless otherwise directed by the District. The Resident Engineer will also be working on the Richmond Yard Fire Protection project. The Office Engineer position will be full-time on this project.

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

- a. Serve as the District Representative and is responsible to administer and monitor the Contract until final project closeout is complete;
- b. Serves as the Subject Matter Expert and routinely interact 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. Provide contract coordination between other contracts working within the same BART Operating System;
 - e. Reviews and responds to Contractor's submittals, Requests For Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS;
 - f. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
 - g. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
 - h. Schedules and conducts weekly progress meetings and prepares meeting summaries;
 - i. Manages and provides technical support to field issues;
 - j. Initiates and evaluates design and field engineering changes during construction;
 - k. Evaluates Contractor's suggestions for minor changes to contract requirements;
 - l. Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process if necessary;
 - m. Processes and reviews 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. Negotiates protested Change Notices with Contractor for further processing of Change Order;
 - o. Implements and ensures a District approved quality Assurance Program is successfully executed;
 - p. Inspects and reviews 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. Reviews material testing data;
 - r. Makes field measurements of completed items of work;
 - s. Inspects construction at substantial and final completion states;
 - t. Tracks construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications;
 - u. Reviews and processes monthly progress payments;
 - v. Reviews Contractor's progress schedules and documents construction progress through daily reports, project reporting, and project scheduling;
 - w. Manages, prepares and approves daily supervision and inspection reports;
 - x. Assures M&E receives as-builts and O&M Manuals three (3) months prior to substantial acceptance of work;
 - y. Ensures Contractor's personnel obtains the appropriate BART ID and security badges;
 - z. Coordinates Contractor's access to site with the appropriate stakeholders;
 - aa. Other tasks as directed by the District.

Specific duties and responsibilities for the Office Engineer 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. Prepare Submittal and RFI Logs;
- 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.);
- p. Maintain paper files;
- q. Process requests for Contractor's badges and clearances and assist with on-boarding of new staff;
- r. Other tasks as directed by the Resident Engineer and/or the District.

Specific duties and responsibilities for the Inspector 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.

Prime: The Allen Group, LLC and Vali Cooper & Associates, Inc. – A Joint Venture

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Resident Engineer - Half Time - HCI - Derrick Cooper	\$102,848	N	N

Total Work Plan Value: \$ 364,991