

Work Plan No. B01-01-Engineering Support on Escalator Reliability

2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT AND WORK BREAKDOWN STRUCTURE

Task 01 services will include the following duties and responsibilities:

1. Use and updating of BART’s Quality Management System (QMS) or equivalent
2. Administrative activities
3. Personnel management and oversight
4. Complete closeout activities
5. Coordinate construction work with maintenance and others within BART
6. Administer and monitor the progress of construction work until contract closeout
7. Review RFIs and submittals
8. Review Site Specific Work Plans (SSWP)/ Global Site Specific Work Plans (GSSWP) and submit track allocations
9. Prepare change notices and change orders
10. Inspect contractor’s work
11. Act as District’s Representative
12. Attend construction meetings as required
13. Review and approve Contractor’s invoices
14. Review Contractor’s schedules
15. Review and submit as built
16. Project reporting and scheduling
17. Project Communication, record keeping and meeting coordination
18. Claims Review, and dispute resolution
19. Document Control – set up and maintain project files per RE manual
20. Cost Estimates

Prime: Atkins N.A.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
E.Majdalani	\$215,498	Y	Y

Total Work Plan Value: \$ 234,568