

**BART Agreement Number: 6M8179**

**Approval Date: 11/20/23**

**Work Plan No. B.01.02 Resident Engineering Services for 4 contracts**

**Scope:**

Resident Engineering services for 15QJ001 and 15TK001 will be extended to the completion of the projects and for 15QL001 and 93GF001, the services are expected to be 240 hours and 130 hours respectively. The projects will provide 100% of the funding of this work plan.

The Resident Engineer shall adhere to BART Resident Engineer's Manual and specific duties and responsibilities for the Resident Engineer shall include, but not be limited to, the following:

- a) Work with the Civil or structural Engineering Division and Project Manager to oversee and support the Contract Assistant Resident Engineers (ARE) in managing the Construction Contracts.
- b) Serve as the District Representative and is responsible for the administration and monitoring of the Contract until final Contract closeout.
- c) Serve 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
- d) Is expected to oversee and be in responsible charge of Assistant Resident Engineer (ARE) to conduct field verification and general field visits during the life of the contract. Frequency of these visits will be based on a case-by-case basis or as determined by the District.
- e) Is directly responsible for overall construction project management including: organizing, monitoring and administering of all construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements.
- f) Provide contract coordination between other contracts working within the same BART Operating System.

- g) Is responsible to coordinating reviews and response to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS or other District approved software.
- h) Is responsible for following CM's QA Audit Checklist to prepare and monitor the project in progress.
- i) Direct ARE to prepares written documents (i.e. correspondences, proposals, reports, performance evaluations and other construction documents).
- j) Conduct bi-weekly progress meetings and prepares meeting summaries.
- k) Coordinate technical support to field issues.
- l) Is responsible for evaluating design and field engineering changes during construction.
- m) Evaluate Contractor's suggestions for minor changes to contract requirements.
- n) Review Notice of Potential Claims (NOPCs), provide recommendations, and resolve disputes with the Contractor, through the Change Notice/Change Order process if necessary.
- o) Oversee ARE to process and review 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.
- p) Negotiate protested Change Notices with Contractor for further processing of Change Order.
- q) Monitor that District approved quality Assurance Program is successfully executed.
- r) Oversee ARE to monitor compliance with the Contract Documents including building and safety codes, stormwater control, environmental documents, and other regulations.
- s) Inspect construction at substantial and final completion states.
- t) Track construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications.
- u) Oversee monthly progress payments review and processing.
- v) Review Contractor's progress schedules and documents construction progress through daily reports, project status reporting, and project scheduling.
- w) Manage daily supervision and inspection reports.
- x) Ensure Contractor's personnel obtains the appropriate BART ID, security badges, and supervisor 4 hour training if required and returns BART issued IDs, security badges, and District materials upon completion of or separation from the project;
- y) Coordinate Contractor's access to site with the appropriate stakeholders.
- z) Analyze Contractor claims and set up claim resolution meetings with Contractor, Contract Management and Legal.

**Prime: HDR**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Wenhen LLC	\$ 198,466	N	N

**Total Work Plan Value: \$ 218,839**