

BART Agreement Number: 6M8183

Approval Date: 12/21/23

Work Plan No. B.11-01 Construction Management Services for HMC South End Connector, K Line Interlocking Replacement, and Richmond Yard Track Rehabilitation - Continuing Work

Scope:

Specific duties and responsibilities for the Project Engineer shall include the following:

- a) Assist in the establishment of schedules and methods for providing engineering project oversight services; responsible for the verification of quantities of materials and adherence to specifications; recommend resources to be allocated if needed;
- b) Monitor work activities to ensure compliance with established policies and procedures; evaluate proposed changes to approved plans and specifications;
- c) Prepare a variety of reports and correspondence on project matters including Daily Reports, monthly and final completion reports, contract modifications negotiations,

field and design engineering changes, and correspondence with the contractor on fulfillment of requirements;

- d) Discuss and coordinate engineering design or construction project activities with design engineering staff and other affected engineering personnel;
- e) Maintain awareness of progress on assigned engineering design or construction projects to ensure compliance with designated time and cost schedules;
- f) Create Special Inspection Schedules and provide assistance in the interpretation of plans and resolution of problems during construction;
- g) Review construction design plans to evaluate potential construction problems; monitor construction project expenditures;
- h) Utilize a variety of engineering programs and applications including CADD;
- i) Attend and participate in project team meetings;
- j) Conduct field inspections;
- k) Other tasks as directed by the District;

Specific duties and responsibilities for the Office Engineer shall include the following:

- a) Provide procedural, and administrative support to Project Engineer and Project Staff;
- b) Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor;
- c) Support the preparation of progress meeting agendas and minutes;
- d) Receive documents from the Contractor/ suppliers and process incoming/outgoing correspondence, transmittals, submittals, RFIs, changes, etc.;
- e) Keep Submittal and RFI Logs updated;
- 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 Project Engineer informed of status;
- h) Assist Inspectors with files and database system information when needed;
- i) Process requests for Contractor's badges and clearances, and assist with on-boarding of new staff and Special Inspectors;
- j) Process and/or assist in the making and processing of Track Allocation Requests, and attend meetings;

- k) Manage and monitor Document control and provides editorial support;
- l) Perform other tasks as directed by the Program Manager/Project Engineer and/or the District.

Prime: TRC

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
RailPros, Inc.	\$ 709,216	N	N
Rail Surveyors and Engineers (RSE)	\$ 799,853	Y	Y

Total Work Plan Value: \$ 1,573,880