

BART Agreement Number: 6M8209

Approval Date: 12/20/23

Work Plan No. A.01-01 Wayfinding Improvements Phase 3

Scope:

Drafting of updated AutoCAD Sheets to be called "Record Drawings" will be performed as follows:

TASK 1 – ADMINISTRATION AND PROJECT MANAGEMENT

1.1 Project Initiation

- Review all data Provided by BART and the Contractor.

1.2 Project Set up and Coordination

- Coordinate work plan activities.
- Work plan communications/meetings/record keeping.
- Monthly progress reports and agreement administration.

1.3 Document Control

Documents and electronic files, AutoCAD drawings, transmittal forms.

1.4 Monthly Progress Reports

The report will include the following:

- Cover Letter.
- Work plan invoice and billing Summary.
- Work performed during this month (bulleted list).
- Consultant team members working on work plan during this month.
- Any work plan concerns including recommended corrective actions.
- Updated Schedule.

1.5 Document Review

Confirm available AutoCAD files against Redlined PDF Sheets from BART.

1.6 Quality Management

QA and QC will be done internally by the Architect and Electrical Engineer.

TASK 2 – DRAFTING OF RECORD DOCUMENTS

Both Phase II and Phase III Architectural and Electrical Sheets **Total of 228 Sheets.**

2.1 Collect Electronic Files

Collect all electronic files including all AutoCAD XREFs, spreadsheet, and images (pdfs/jpgs/etc.).

2.2 Update Documents

- All documents will be updated to meet the BFS R3.0.2 January 2015
- Remove all previous revision clouds and triangles on all sheets per BFS 3.0.2.
- Clean/create layers (Update/Revise all CAD Layer after binding of xrefs as required per BFS 3.0.2.).

- Incorporate contractor's (BART's) as built redlines into the latest AutoCAD contract drawing file.
- Update all revision block and title block information per BFS 3.0.2. Up rev all drawings to the proper revision level as noted in the BFS 3.0.2 Section 7.
- Bind all XREFs/Clip/Delete all AutoCAD entities outside the drawing limits and purge drawings of -all unused elements as required per BFS 3.0.2.
- Revised/Update Cover Sheet & Title Sheet per BFS 3.0.2.
- Revise/Update Index of Drawings per mark-up redlines from BART.
- Perform internal architectural and electrical QC review.

ASSUMPTIONS

- BART provides PDFs with mark-ups that will be transposed on to AutoCAD drawings.
- Verification of the work is not required and will not be performed by the Architect or Electrical Engineer.
- Field visits are not required and will not be performed by the Architect or Electrical Engineer.

Prime: HNTB-FMG JV

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
YEI	\$ 81,582	Y	Y

Total Work Plan Value: \$ 210,155