

**BART Agreement Number: 6M8136**

**Approval Date: 01/25/24**

**Work Plan No. B.11-01 KTE Substation - CM Extension**

**Scope:**

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

- a) Administers and monitors the construction contract until final project closeout;
- b) Coordinates with the designers for the review of Contractor's submittals for compliance with the Contract documents;
- c) Coordinates with the designer and prepares responses to Contractor's RFIs;
- d) Prepares cost estimates due to field issues;
- e) Prepares technical documentations for Change Notices and Change Orders;
- f) Negotiates and reviews Contract Change Orders;
- g) Manages, reviews and approves contractor progress payment applications in accordance with contract requirements;
- h) Reviews and approves contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.;
- i) Supports SSWP reviews, comment resolution, approvals, and sign-off;
- j) Reviews and responds to RFIs and other correspondences;
- k) Manages and provides technical support to field issues;
- l) Conducts and supports construction progress meetings;
- m) Reviews Schedule Reports;
- n) Manages Project communication/record keeping and meeting coordination;
- o) Coordinates the work with affected BART parties and other third parties/other projects;
- p) Interfaces with municipalities and agencies pertinent to the project;
- q) Manages contract field work supervision;
- r) Manages, prepares and approves daily supervision and inspection reports;
- s) Reviews and resolves claims and NOPCs;
- t) Assures that M&E receives as-builts and O&M Manuals and required training three (3) months prior to Final acceptance of work;

- u) Performs other tasks as directed by the Resident Engineer and/or the District.
- v) Analysis of Contractor claims;
- w) Routes documents through DocuSign for approval and signatures (RFIs, changes, submittals, etc.);
- x) Perform the duties and responsibilities of a BART EIC, if requested;

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

- a) Performs 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 verifies and documents construction of approved facilities, 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 as 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.
- j) Performs QC/QA Verifications of Material/Specifications/Drawings;
- k) Performs verification of quantities for monthly payment;
- l) Maintains records and resolution of Non-Conformance Reports; when applicable;
- m) Serves and discharges the duties of an or District's Representative if required and preparation of associated reports;
- n) Routes documents through DocuSign for approval and signatures;
- o) Perform the duties and responsibilities of a BART EIC, if requested;

**Prime: Parsons Transportation Group**

**Subconsultants: None**

**Total Work Plan Value: \$ 673,967**