

BART Agreement Number: 6M8176

Approval Date: 12/29/23

Work Plan No. B.14-02 34.5 kV AC Cable Replacement A-Line Extension - RE

Scope:

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

- a) Serves as the District Representative and is responsible for the administration and monitoring of the Contract until final project closeout is complete;
- b) Serves 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;
- c) Expected to provide field confirmation, be responsible and in charge and conduct 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;
- d) Directly responsible for overall construction project management to include; construction permitting, utilities, traffic, planning, organizing, and monitoring of construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;
- e) Provides contract coordination between other contracts working within the same BART Operating System;
- f) Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, letters, and maintains project files with the utilization of WongCMS or other District approved software;
- g) Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- h) Strictly follows CM's QA Audit Checklist to prepare and monitor the project in progress;
- i) Prepares written documents (i.e. correspondences, proposals, reports, performance evaluations and other construction documents);
- j) Schedules and conducts weekly progress meetings and prepares meeting summaries;

- k) Manages and provides technical support to field issues;
- l) Initiates and evaluates design and field engineering changes during construction;
- m) Evaluates Contractor's suggestions for minor changes to contract requirements;
- n) Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process, if necessary;
- o) Processes and reviews 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) Negotiates protested Change Notices with Contractor for further processing of Change Order;
- q) Implements and confirms that District approved Quality Assurance Program is successfully executed;
- r) Reviews material testing data;
- s) Inspects construction at substantial and final completion states;
- t) Tracks construction progress, activities, and use of approved materials and equipment for confirmation of Contractor's Payment Applications;
- u) Reviews and processes monthly progress payments;
- v) Reviews Contractor's progress schedules and documents construction progress through daily reports, project status reporting, and project scheduling;
- w) Coordinates M&E's receipt of as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- x) Coordinates with Contractor's personnel to obtain the appropriate BART ID, security badges, and RWP-40-hour training, if required, and returns BART issued IDs, security badges, and District materials upon completion of or separation from the project;
- y) Coordinates Contractor's access to site with the appropriate stakeholders;
- z) Analysis of Contractor claims and set up claim resolution meetings with Contractor, Contract Management and Legal;
- aa) Review Contractor schedules;
- bb) Track allocation requests;
- cc) Support field inspections.

Prime: PGH Wong Engineering, Inc.

Subconsultants: None

Total Work Plan Value: \$ 694,445