

BART Agreement Number: 6M8176

Approval Date: 03/07/24

**Work Plan No. B.04-03 OEG (Oakland Emergency Generator) - Resident Engineer,
Assistant Resident Engineer Extension**

Scope:

Specific duties and responsibilities for the Resident Engineer (one total) 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 interacts 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 including 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 (RFIs), 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) Follows CM's QA Audit Checklist and monitor the project in progress;
- i) Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- j) Schedules and conducts weekly progress meetings and prepares meeting summaries;

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- 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 a District approved Quality Assurance Program;
 - r) Inspects and reviews Project to monitor compliance with the Contract Documents including Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents, and other regulations as required by BART;
 - s) Reviews material testing data;
 - t) Makes field measurements of completed items of work;
 - u) Inspects construction at substantial and final completion states;
 - v) Tracks construction progress, activities, and use of approved materials and equipment for Contractor's Payment Applications;
 - w) Reviews and processes monthly progress payments;
 - x) Reviews Contractor's progress schedules and documents construction progress through daily reports, project status reporting, and project scheduling;
 - y) Manages, prepares and approves daily inspection reports;
 - z) Coordinates M&E's receipt of as-builts and O&M Manuals and required training per Contract requirements;
 - aa) 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;
 - bb) Coordinates Contractor's access to site with the appropriate stakeholders;
 - cc) Other tasks as directed by the District;
 - dd) Analysis of Contractor claims and set up claim resolution meetings with Contractor, Contract Management, and Legal;
 - ee) Review Contractor schedules;
 - ff) Track allocation requests;
 - gg) Support field inspections;
 - hh) Routes documents through DocuSign for approval and signatures (RFIs, changes, submittals);
 - ii) Perform the duties and responsibilities of a BART EIC, if requested.

Specific duties and responsibilities for the Assistant Resident Engineer shall include 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 contractor work schedules, Site Specific Work Plans (SSWPs), and submittals;
- 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) Confirms that M&E receives as-builts and O&M Manuals and required training per Contract requirements;
- 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);
- x) Perform the duties and responsibilities of a BART EIC, if requested.

Prime: PGH Wong Engineering, Inc.

Subconsultants: None

Total Work Plan Value: \$ 479,835