

**BART Agreement Number: 6M8182**

**Approval Date: 03/14/24**

**Work Plan No. A.03-03 CM Support - Field Engineer - for Enabling Works  
Construction Project 49GH005/49GH006**

**Scope:**

Consultant will provide Field Engineer/Procurement Support for Enabling Works Project.

The roles and responsibilities are as follows:

1. Administer and monitor the construction project until final project closeout.
2. Request, Produce and Review submittals for compliance with project specification.
3. Prepare RFI's and coordinate responses.
4. Prepare cost estimates due to field issues.
5. Prepare technical documentations for Change Notices and Change Orders.
6. Negotiate and review contract change orders
7. Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.
8. Manage and provide technical support to field issues
9. Conduct construction progress meetings
10. Witness factory and field testing
11. Project reporting/scheduling
12. Project Communication/Record Keeping and Meeting Coordination
13. Coordinate the work with affected BART's parties and other third parties.
14. Schedule and attend meetings as required.

15. Provide contract personnel with contractors and security badges;
16. Usual and customary CM Inspection in support of completion and close out of Enabling Works project utilizing the guidelines as established in the latest edition of the BART Resident Engineer's Manual.
17. Be knowledgeable in means and methods and support construction in proactive inspection.
18. Assist Project Manager providing details from inspection reports for all project close-out activities in accordance with the project General Conditions; Contract Specifications Section 01 77 00, Closeout Procedures; the BART Resident Engineer's Manual 2020 Edition (RE Manual); and the RE Manual PF-36 procedures, including Exhibit 8: Checklist of Audit Items Required for Contracts Before Closing, and Exhibit 9: Contract Close-Out Check List
19. Utilizing and updating the Project Management Software database system with Inspection Reports, Non Conformance Reports, Testing reports per BART Resident Engineer's Manual 2020 Edition (RE Manual).
20. Monitors work activities to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.
21. Prepares a variety of reports and correspondence on project matters including Inspector's Daily Reports, monthly and final completion reports, project modifications negotiations, field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
22. Coordination with BART department (Train Control Engineering, Electrical Engineering, Train Control Maintenance, Electrical Maintenance, Track and Structures, and Operations) as required.
23. Discusses and coordinates engineering design or construction project activities with design engineering staff and other affected engineering personnel.
24. Provide special inspection to project needs and inspect/manage procured products/installation.
25. Assembly of technical procurement documentation including purchase requisition drafting, sourcing based on current market conditions, IFB drafting, and source selection criteria as needed
26. Assemble PR package documents for internal BART routing through submittal Acquisition Services
27. Liaising with vendors and BART warehouse for delivery notifications and status of materials received.
28. Process Material Laydown Request forms.
29. Process Material Inspection Receiving reports.

**Prime: Ghirardelli**

**Subconsultants: None**

**Total Work Plan Value: \$ 203,610**