

**BART Agreement Number: 6M8209**

**Approval Date: 03/12/24**

**Work Plan No. A.03-01 K Line Design Completion of Issued for Construction Plans**

**Scope:**

The following tasks describe the scope of work required to complete final design of the K Line Interlocking Replacement Project.

**Task 1: Administration and Project Management Plan**

**1.1 Administration and Project Management Plan**

The Consultant Project Manager will perform the following activities in support of the project:

- Supervise and coordinate workplan activities
- Workplan communications/meetings/record keeping
- Workplan progress reporting
- Subconsultant management
- Support for executive/stakeholder engagement

The Consultant Project Manager shall be responsible for making sure the consultant's Design Team follows the Project Management Plan (PMP) and Quality Management Plan (QMP) established for this Contract for the purposes of documenting policies, procedures, and responsibilities throughout the life of the work plan.

It is anticipated that work plan administration will include the following items:

- Invoices and monthly progress reports
  - Work progress reporting
  - Highlight of significant issues requiring resolution
  - Financial reporting/tracking

## **1.2 Document Control**

Documents and electronic files, CAD drawings, transmittal forms, submittals, letters, correspondence, and other miscellaneous papers will be managed using ProjectWise, SharePoint and/or other appropriate formats. The consultant's Design Team may also make use of an Dropbox for file transfer.

## **Task 2: Final IFC Submittal**

BART is currently completing potholing to positively identify existing utilities at proposed ductbank locations. Additionally, BART has provided comments on the IFC plan set submitted in January 2023. A Final IFC submittal will be prepared to address the agreed upon comments and incorporate any changes required per the potholing findings.

### **Deliverables:**

- Final IFC plans, signed and sealed

## **Task 3: Shop Drawing Review**

The Design Team will review and determine the disposition of the construction contract required submittals and shop drawings. Review of submittals and shop drawings will generally be expected within 15 work days of their receipt to allow for necessary processing. BART shall notify the Design Team upon transmittal of the shop drawing submittals if it needs an expediated review.

**Assumptions:**

- Submittal reviews by the Design Team will only be required for special trackwork materials in Contract 15CQ-208, K23/K25 Special Trackwork Procurement.
- The Design Team will attend special trackwork fabrication progress meetings. It is assumed that one person from the Design Team will attend bi-weekly meetings. Agenda and minutes will be prepared by the special trackwork supplier.

**Task 4: Transfer of Knowledge for Project Handover**

Design support services during construction and construction of the Project will be the responsibility of BART and their selected consultant(s). The Design Team will provide BART with the latest revision of all CADD files and other pertinent information including reports and calculations to facilitate construction and successfully complete the project. The Design Team will attend up to two meetings with BART and their DSDC consultant to review the information provided and answer questions.

Upon completion of project handover, any changes, updates or amendments to HNTB's Work Products made by any other party shall be at BART's sole risk and without liability or legal exposure to HNTB.

**Prime: HNTB-FMG JV**

**Subconsultants: None**

**Total Work Plan Value: \$ 194,938**