

BART Agreement Number: 6M8209

Approval Date: 10/25/24

Work Plan No. A.02-02 09AU-120: Program and Document Control Support

Scope:

The Consultant shall provide the following scope of services:

Task 01: Program Controls

Manage the ESP Budget. Duties include:

1. Maintenance and Reporting of ESP Expenditures to ESP staff and other BART Stakeholders, such as BART Finance and Project Delivery and Construction (PD&C) Management.
2. Prepare monthly progress status update reports for PD&C Management. Reports shall document monthly ESP expenditures, forecast ESP future spending and cash flow, document project activity and progress, and identify project risks and their proposed mitigations.
3. Prepare quarterly Measure RR reports documenting how funds were expended on ESP.
4. Provide review of Construction Management Consultants reviews of Contractor Schedule Updates and Progress Payments.

Task 02: Document Control

Provide ESP document control services. Duties include:

1. Record incoming and outgoing correspondence between Structure EORs and Construction Management (CM) and Contractor.
2. Maintain a hard copy and electronic copy of the current set of Contract Plans and Specifications. This current set shall document changes to the Contract Documents made via Change Notice. Superseded sheets shall be included in both hard and electronic copy. Electronic copy shall be searchable and be organized with bookmarks.

Task 03: Technical Support with External System Stakeholders

Provide technical support for ESP in its interfaces with external system stakeholders. Possible interface tasks include, but are not limited to:

1. Coordination of electrical facility cut-overs with other BART Projects.
2. Interface with Oakland Emergency Generator (OEG) commissioning.

Task 04: Management of ESP Support Scope and Tasks

Provide appropriate resources to perform tasks above. Manage resources to perform tasks on schedule and within approved budget. Work shall be tracked based on the tasks listed in this Work Plan. Include in monthly invoice an ESP Support Activity Log showing the level of effort and cost spent on each task. As applicable, Activity Log shall indicate deliverable type (Submittal, RFI, Change Notice, etc.), date when deliverable was requested, desired deliverable due date, and actual date deliverable was completed.

Prime: HNTB-FMG JV

Subconsultants: None

Total Work Plan Value: \$ 166,029