

Work Plan A.03.05 BART North Berkeley Accessibility Improvement

Scope:

Responsibilities may include but not be limited to the following:

- Plan and coordinate construction activities and sequence.
- Coordinate internal resources including all BART Maintenance units and third parties for the execution of the project.
- Coordinate project support by BART's Engineering disciplines as needed.
- Support management of the project with the goal of developing a project that is delivered on-time, within scope and within budget.
- Develop project scopes and objectives, involving all relevant stakeholders.
- Assist BART PM to manage resource availability and allocation.
- Develop a detailed project plan, including phasing, to track progress.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Prepare submittals and submit them to the design team for approval.
- Submit Requests for Information (RFIs) to the design team as needed and track resolution of all design questions.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to management, as needed, any issues that may impact cost or the progress of work.
- Assist BART PM to manage the relationship with the client and all stakeholders.
- Establish and maintain relationships with third parties/vendors.
- Support BART's efforts to secure heavy equipment rentals.
- Create and maintain comprehensive project documentation.
- Administer construction contracts by monitoring/inspecting work for compliance with plans and schedules.
- Develop Site Specific Work Plans (SSWPs) and attend Track Allocation to seek approval for planned work.
- Assist BART PM to manage activities by participating in and conducting planning, preconstruction, coordination, progress, scheduling and procurement of equipment and materials as needed for the work, provided that HDR's procurement activities will be limited to providing support and HDR will not procure equipment and materials for BART or others.
- Prepare project documentation including inspector's daily report, construction records, verify field measurements and maintain as-built drawing records.
- Verify that all operations, measurements, and inspections are scheduled, ordered, and completed and documented in accordance with contractual requirements.
- Monitor and coordinate quality control on project by verifying project is constructed in accordance with applicable BART and other jurisdictional agency regulations, plans, and specifications, reporting defective work for correction.
- Apply for permits as needed.
- Coordinate work on City of Berkeley right-of-way with City staff.
- Prepare punch list at the end of the project.
- Project close-out.

Prime: HDR

Subconsultants: None

Total Work Plan Value: \$ 42,106