

BART Agreement Number: 6M8213

Approval Date: 03/24/25

Revised Date: 07/02/25

Work Plan No. A.02-02 BPDHQ GEC/CM/PM Support - Amendment #1

Scope:

2.0 SCOPE OF SERVICES

Consultant to provide design oversight, construction management oversight and project management oversight services for this PDB project.

Scope of services include all staff and services necessary to effectively oversee design and construction as well as provide project management support. These efforts include, but are not limited to, the following:

Design Oversight:

- Perform oversight reviews of Contractor's programming and design submittals within 10 working days or as directed by the CM/team/BART PM to ensure Code compliance
- Perform structural PEER review to the extent required per Code within 10 working days.
- Perform oversight reviews of construction submittals within 5 works days or as directed by the CM/team/BART PM to ensure compliance to approved design and Code.
- Attend construction meetings onsite as requested by the CM team/BART PM.
- Attend quarterly meetings to update project risk register.
- Attend site visits to witness testing and critical construction activities, conduct field investigations and as requested by the CM team/BART PM.
- Systems lead to coordinate directly with BART Systems Stakeholders (Comm, OCIO, CSE and telecom), as well as the contractor to help ensure good communication among parties, review designs, check for scope gaps, facilitate effective testing/commissioning, assist with BART procurement efforts for owner-furnished technology, advise BART PM of any issues/challenges and provide recommendations and other duties as assigned.
- Support the CM team/BART PM in preparing punch lists during formal inspections.
- Support the CM team/BART PM in preparing change notices as needed.
- When requested, assist in the review of Potential Claims and Claims.
- Sign District's Final Design Conformance Certificate and Construction Conformance Certificate confirming that all work has been completed per Code requirements and that all comments have been resolved/addressed.
- All design reviews will be performed in accordance with BART Design Quality Management Plan (DQMP)

Construction Management Oversight:

- Interaction and correspondence with the Contractor.
- Coordinating the field activities.
- Document control.
- Process and review RFIs and Submittals within the time allotted by the contract.
- Preparation, negotiation and processing of change orders per BART Police Department Headquarters (BPDHQ) Oversight Manager's Manual.
- Cost estimation (Engineer's Estimates).

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- Review contractor's monthly schedule updates.
 - RE biweekly progress reports.
 - Daily inspection of work utilizing checklists provided in the BPDHQ Oversight Manager's Manual to confirm Contractor is meeting Contract Requirements. Any non-conformances and punch lists will be documented and tracked to resolution.
 - Review and approve the Contractor's quality control plans and ensure the Contractor complies to the approved plans and specifications.
 - Utilize a 3rd party testing firm to perform sampling and testing if/when requested by BART.
 - Ensure certificates of compliance are received and test results meet specified criteria.
 - Processing contractor invoicing.
 - Claims analysis as necessary.
 - Coordination with the City of Oakland, as needed.
 - Coordination with utilities including PG&E, as needed.
 - Run weekly Contractor meetings. Attend and facilitate design coordination and other special meetings, as required. Prepare meeting agendas and meeting minutes for associated meetings.
 - Provide project updates on Contractor's progress of work, when requested.
 - Witness testing.
 - Attend quarterly meetings to update project risk register.
 - Other technical support or services as required to support construction completion.
 - Sign District's Construction Conformance Certificate confirming all work has been completed per Code requirements and maintain all associated backup documents.
 - All of the work above shall be performed in accordance with the(BPDHQ) Oversight Manager's Manual, including the utilization of QC/QA checklists and forms provided therein.

Project Management Support:

- Project Controls & Scheduling – Duties include:
 - Maintenance and reporting of project expenditures to project manager and other BART stakeholders, such as BART Finance and Office of Infrastructure Delivery (OID) management.
 - Prepare monthly progress status update reports for OID Management. Reports shall document monthly project expenditures, forecast future spending and cash flow, earned value management, document project activity and progress, and identify project risks and their proposed mitigations.
 - Assist in the preparation of reports required by funding agencies and Measure RR as applicable documenting how funds were expended.
 - Maintain project schedule.
- Document Control – Duties include:
 - Record incoming and outgoing correspondence between BART, Consultants,

- Contractor and third-parties.
 - 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.
- Procurement Support:
 - Support the BART PM to facilitate the procurement and staging of Owner-furnished materials and equipment.

Prime: TYLin-TSE JV

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Azad	\$ 2,062,137	Y	Y
Robin Chiang	\$ 625,338	Y	Y
YEI	\$ 705,364	Y	Y
SOHA	\$ 232,477	N	N
EQ Solutions (2 nd tier)	\$ 108,901	Y	Y
Slate (2 nd tier)	\$ 29,027	N	Y
M Lee	\$ 150,344	Y	Y

Total Work Plan Value: \$ 6,299,989