

Work Plan No B.15-01 CM Support for Traction Power Projects (ARE Field and ARE Office)

Scope:

Specific duties and responsibilities for the Assistant Resident Engineer shall include, but not be limited to, the following:

- a) Provides procedural, administrative support to Resident Engineer and Project Staff;
- b) Supports the preparation of progress meeting agendas and minutes;
- c) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- d) Tracks status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keeps Resident Engineer informed of status;
- e) Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software;
- f) Assists Inspectors with files and database system information, when needed;
- g) Assists Project Manager and Resident Engineer with Change Notices and Change Orders;
- h) Assists in the review of Contractor's cost proposals and processing of invoices;
- i) Processes and routes Contractor's monthly invoices for approval;
- j) Reviews and submits Pay Apps;
- k) Tracks Contractor's invoices to ensure timely payment;
- l) Updates BART Construction Management software (correspondence, transmittals, RFI log, Submittal Log, etc.);
- m) Maintains records of paper files and hardcopies of contract documents;
- n) Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff;
- o) Performs other tasks as directed by the Program Manager/Resident Engineer and/or the District.
- p) Tracks RFIs, responses and metrics;
- q) Tracks Project submittals, responses and, if necessary, reviews the submittals;
- r) Processes and/or assists in the making and processing of Track Allocation Requests, and attends at meetings;
- s) Manages and monitors Document control and provides editorial support;
- t) Perform the duties and responsibilities of a BART EIC, if requested;
- u) Works nights, holidays and weekends with approved overtime.
- v) Provide technical guidance on all aspects of electrical testing such as Hi Pot, Megger, turn ratio testing, winding resistance, and dissolved gas analysis.
- w) Experience with SCADA I/O alarm points testing and activation.
- x) Knowledge with troubleshooting advance electrical drawings and configuration control
- y) Able to work wayside and knowledge of 34.5kV elbows, terminations
- z) Experience with 1kV rosettes, whips and 3rd rail.
- aa) Experience with negative return connection and shunts.

bb) Able to resolve cable routing conflicts and clearance requirements.

Prime: TRC

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
PSM Associates, Inc.	\$ 514,413	N	Y
VSCE	\$ 274,620	Y	Y

Total Work Plan Value: \$ 804,814