

**Work Plan B.02-04 Assistant Resident Engineer Support for
Civil/Structures/Track Program**

Scope:

Specific duties and responsibilities for the Assistant Resident Engineer shall include the following:

- Assist with coordinating internal resources and third parties/contractors for the execution of projects
- Assist with developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Coordinate resource availability and allocation
- Assist with the development of a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule, and cost
- 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
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Develop Site Specific Work Plans (SSWPs), Global Site-Specific Work Plans (GSSWPs), System Access Requests (SARs) and Interim Operating Procedures (IOPs);
- Assist with creating and maintaining comprehensive project documentation
- Assist with construction management activities by participating in and conducting planning, preconstruction, coordination, progress, scheduling, and field staff meetings.
- Ensure all operations, measurements, and inspections are scheduled, ordered, and satisfactorily completed and documented.
- Monitor and coordinate safety and quality control on projects by ensuring project is constructed in accordance with applicable safety regulations, report safety, traffic hazards, and defective work to the contractor for correction and preparing and issuing appropriate reports for compliance documentation.
- Additional scope as requested by BART

Prime: Atkins N.A.

Subconsultants: None

Total Work Plan Value: \$ 570,783