

**Work Plan No. B.02-04 Oakland Emergency Generator (OEG) Office Engineer, Scheduler, and Inspector**

**Scope:**

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

- a) Provides procedural, administrative support to Resident Engineer and Project Staff;
- b) Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor;
- c) Supports the preparation of progress meeting agendas and minutes;
- d) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e) Keeps Submittal and RFI Logs updated;
- f) Tracks status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keeps Resident Engineer informed of status;
- g) Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software;
- h) Assists Inspectors with files and database system information, when needed;
- i) Assists Project Manager and Resident Engineer with Change Notices and Change Orders;
- j) Assists in the review of Contractor's cost proposals and processing of invoices;
- k) Evaluates, processes and routes Contractor's monthly invoices for approval;
- l) Reviews and submits Pay Apps;
- m) Tracks Contractor's invoices to ensure timely payment;
- n) Updates WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- o) Maintains records of paper files and hardcopies of contract documents;
- p) Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff;
- q) Performs other tasks as directed by the Program Manager/Resident Engineer and/or the District.
- r) Tracks RFIs, responses and metrics;
- s) Tracks Project submittals, responses and, if necessary, reviews the submittals;
- t) Processes and/or assists in the making and processing of Track Allocation Requests, and attends at meetings;
- u) Manages and monitors Document control and provides editorial support;
- v) Perform the duties and responsibilities of a BART EIC, if requested;

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

- a) Performs field engineering services overseeing on-going construction as directed by the Resident Engineer;
- b) Keeps and maintains daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work;
- c) Reviews approved contract submittals, contract specifications, and contract drawings, and field verifies and documents construction of approved facilities, materials and equipment per contract specifications and drawings;
- d) Takes and catalogues photographs of work in progress or problems encountered on the construction site;
- e) When directed, collects and maintains Force Account Records for additional work as directed by the Resident Engineer;
- f) Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
- g) Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
- h) When requested, assists in the review of Claims and Potential Claims;
- i) Other tasks as directed by the Resident Engineer and/or the District.
- j) Performs QC/QA Verifications of Material/Specifications/Drawings;
- k) Performs verification of quantities for monthly payment;
- l) Maintains records and resolution of Non-Conformance Reports; when applicable;
- m) Serves and discharges the duties of an or District's Representative if required and preparation of associated reports;
- n) Routes documents through DocuSign for approval and signatures;
- o) Perform the duties and responsibilities of a BART EIC, if requested;

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

- a) Provides scheduling assistance to the Resident Engineer from start through final project closeout;
- b) Develops project schedules for BART;
- c) Attends project progress and/or claim resolution meeting if requested by the Resident Engineer;
- d) Reviews and approves Contractor's construction schedules;
- e) Prepares schedule and claims estimates due to contract or field issues;
- f) Prepares time impact evaluations and assists the Resident Engineer to resolve claims;
- g) Routes documents through DocuSign for approval and signatures;
- h) Performs other work as assigned by the Resident Engineer and/or the District.

**Prime: Ghirardelli**

**Subconsultants: None.**

**Total Work Plan Value: \$ 353,116**