

**Work Plan B.19-01 Wayfinding Improvements Phase 4.1 CM Services**

**Scope:**

Provide Construction Management, Contract Administration, Scheduling and Estimating, Field Supervision, and Office Engineering Support to complete construction of the Project.

Specific tasks and responsibilities include, but not necessarily limited to, the following:

- Administer and monitor the construction contract till final project closeout
  - Review Contractor's submittals for compliance with Contract Book
  - Prepare responses to Contractor's RFI's
  - Prepare cost estimates due to field issues
  - Prepare technical documentation, including cost estimates and verification of time impact evaluations (TIEs), for Change Notices and Change Orders. Negotiate and review contract change orders
  - Manage, review and approve Contractor progress payment applications in accordance with Contract requirements
  - Review and approve Contractor work schedules, Site Specific Work Plans (SSWPs), and submittals, etc.
  - Provide quality control and inspection services to ensure compliance to Contract requirements, project administration and project controls
  - Manage and provide technical support to field issues
  - Conduct construction progress meetings
  - Witness field testing
  - Project reporting/scheduling
  - Review Contractor project baseline and progress schedules for compliance to Contract requirements.
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- Project Communication/Record Keeping and Meeting Coordination
  - Coordinate the work with affected BART's parties and other third parties
  - Provide inspection services, project administration and project controls for the construction contracts
  - Contractor field work supervision
  - Manage, prepare and approve daily supervision and inspection reports
  - Schedule and attend meetings as required
  - Provide contract personnel with contractors and security badges
  - Other tasks as directed

**Prime: Atkins N.A.**

<b>Subconsultant</b>	<b>Amount</b>
<b>E. Majdalani Construction Management, Inc.</b>	<b>\$ 592,808</b>

**Total Work Plan Value: \$ 1,984,423**