

**Work Plan No. B.02-02 Oakland Emergency Generator - Extension**

**Scope:**

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

- a. Provide procedural, administrative support to Resident Engineer and Project Staff;
- b. Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor;
- c. Support preparation of progress meeting agendas and minutes;
- d. Receive documents from the Contractor and process incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e. Keep Submittal and RFI Logs updated;
- f. Route documents for approval and signatures (RFIs, changes, submittals, etc.);
- g. Track status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keep Resident Engineer informed of status;
- h. Upload the signed Inspector Daily Reports (IDRs) in the WongCMS database;
- i. Assist Inspectors with files and database system information, when needed;
- j. Assist Project Manager and Resident Engineer with Change Notices and Change Orders;
- k. Assist in the review of Contractor's cost proposals and processing of invoices;
- l. Evaluate, process and route Contractor's monthly invoices for approval;
- m. Review and submit Pay Apps;
- n. Track Contractor's invoices to ensure timely payment;
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- p. Maintain paper files;
- q. Process requests for Contractor's badges and clearances and assist with on-boarding of new staff;
- r. Other tasks as directed by the Program Manager and/or the District.

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

- a. 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 verify and document construction of approved 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 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.

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

- a. Provides scheduling assistance to the RE through final project closeout;
- b. Develops project schedules for BART;
- c. Attends project progress and/or claim resolution meeting if requested by the RE;
- d. Reviews and approves Contractor's construction schedules;
- e. Prepares schedule and claims estimates;
- f. Prepares time impact evaluations and assists the RE in resolving claims;
- g. Performs other work as assigned by the RE and/or the District.

**Prime: Ghirardelli**

Subconsultant	Amount
SMG	\$ 169,389

**Total Work Plan Value: \$ 943,357**