

Work Plan No. A.21-01 Roofing and Station Improvements Project - 2026 Summer Intern

Scope:

The scope of work for the summer intern(s) includes:

a) Field & Site Work (30%)

- Conduct site visits and assist with field inspections
- Observe construction activities and document progress
- Identify potential safety hazards and report findings
- Assist in verifying contractor compliance with design specifications and project plans
- Generate daily field reports

b) Documentation & Reporting (30%)

- Contribute to submission of detailed field reports to follow contractor work
- Assist in logging submittals and RFIs
- Assist with Change Order documentation
- Participate in meetings and draft meeting minutes
- Develop visual documentation (photos, sketches, diagrams) for reporting purposes

c) Engineering & Technical Support (30%)

- Assist in reviewing engineering drawings, specifications, and construction documents
- Support cost estimations and scheduling
- Conduct basic structural and civil calculations under supervision

- Review change orders and prep responses
- Coordinate review meetings with design team and stakeholders

d) Professional Development & Mentorship (10%)

- Attend workshops and technical training sessions (including TAG-led and those provided by client)
- Participate in mentorship meetings with senior engineers
- Network with professionals in the industry
- Attend weekly check-in with partnered TAG assigned mentor
- Work on a final presentation summarizing key learnings and contributions

Prime: The Allen Group

Subconsultants: None

Total Work Plan Value: \$ 25,565