

**BART Agreement Number: 6M8179**

**Approval Date: 06/13/25**

**Revised: 08/14/25**

**Revised: 08/27/26**

**Revised: 09/18/26**

**Work Plan A.05-02 - 15LK-102A Market St. Escalators Renovation Project - CM  
Services Extension**

**Scope:**

Scope of services will include the following work: Provide Construction Management Services through February 2027 as required to administer construction of Contract No. 15LK-120A, Market Street Escalators Renovation Project. Construction Management support services generally includes those items included in BART's Resident Engineer's Manual including, but not limited to:

- Daily interaction and correspondence with the Contractor
- Coordinating field activities
- Chair and document phasing coordination meetings with BART and Contractor, and with Market Street Canopies CM and Contractor staff
- Document control
- Submittal review process
- RFI Response
- Preparation/negotiation and processing of change orders
- Cost estimation/Engineer's Estimates
- Daily inspection of escalator installation work including observations/verification of Equipment Performance Preservation work tasks as identified in Contract 15LK-120A Specifications Sections 14 31 00 and 14 31 10
- Chairing and preparation of meeting minutes for progress meetings and special meetings as required
- Processing contractor invoicing
- Reviewing and providing feedback on Contractor's monthly construction progress schedules
- Developing project schedules for BART
- Analyzing time impact evaluations and providing feedback to assist with resolving claims
- Other technical support or services as required to support construction completion

## APPENDIX A

**Notes:**

- (1) BART PM has oversight on all activities. Activities requiring BART PM approval are indicated with an "A".
- (2) This matrix is to provide an overview of responsibilities. The Resident Engineer's responsibilities are not limited to the items listed in the matrix.
- (3) Consistent with generally-accepted construction practices, the Contractor shall remain solely responsible for the construction site and site safety; including compliance with safety requirements by Contractor personnel and providing appropriate tailgate meetings and training for such personnel.

| <b>Construction Responsibility Matrix</b><br>(PD & C – Stations Group dated October 10, 2017) |                                                                                                              | <b>Resident Engineer</b> | <b>BART PM</b><br>(see note) |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------|
| <b>1.0</b>                                                                                    | <b>Constructability Review</b>                                                                               |                          |                              |
| 1.1                                                                                           | Review 65% design plans, specifications and estimate and provide comments on BART review comment form (RCF). | N/A                      |                              |
| 1.2                                                                                           | Review 95% design plans, specifications and estimate and provide comments on BART review comment form (RCF). | N/A                      |                              |
| 1.3                                                                                           | Participate in the comment resolution meetings                                                               | N/A                      |                              |
| 1.4                                                                                           | Develop a construction schedule; two submittals, draft and final                                             | N/A                      |                              |
| <b>2.0</b>                                                                                    | <b>Project Documentation</b>                                                                                 |                          |                              |
| 2.1                                                                                           | Create Project file index                                                                                    | X                        |                              |
| 2.2                                                                                           | Set up Wong CMS project folders                                                                              | X                        |                              |
| 2.3                                                                                           | Create project file with conform documents and bidder inquiry records.                                       | X                        |                              |
| 2.4                                                                                           | Maintain an independent set of as-built documents                                                            | X                        |                              |
| 2.5                                                                                           | Review contractor's as-built documents against Resident Engineer's records                                   | X                        |                              |
| 2.6                                                                                           | Maintain accurate project records, issues, costs                                                             | X                        |                              |
| 2.7                                                                                           | Upload all attachments as necessary into WongCMS and electronic records                                      | X                        |                              |
| 2.8                                                                                           | Maintain hard copies of project records                                                                      | X                        |                              |
| 2.9                                                                                           | Maintain separate as built records so verification can be done when compared to Contractor's records         | X                        |                              |
| 2.10                                                                                          | Maintain safety records                                                                                      | X                        |                              |
| <b>3.0</b>                                                                                    | <b>Safety</b>                                                                                                |                          |                              |
| 3.1                                                                                           | Create an Emergency contact list                                                                             | X                        | A                            |
| 3.2                                                                                           | Monitor Contractor's compliance with applicable safety regulations and their own Contractor's Safety Program | X                        |                              |
| 3.3                                                                                           | Work closely with Contractor's Health and Safety Representative to track safety reports and incidents        | X                        |                              |
| 3.4                                                                                           | Verify that Contractor has conducted tailgate meetings and obtain documentation of such meetings             | X                        |                              |

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|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------|
| 3.5                                                                                           | Verify Contractor's representatives to be trained as provided by BART Roadway Worker Protection training program                         | X                        | A                            |
| <b>4.0</b>                                                                                    | <b>Kickoff Meeting and Weekly Meetings</b>                                                                                               |                          |                              |
| 4.1                                                                                           | Conduct and document construction kickoff meeting.                                                                                       | X                        |                              |
| 4.2                                                                                           | Conduct and document weekly construction meetings                                                                                        | X                        |                              |
| 4.3                                                                                           | Track contract days in meeting minutes                                                                                                   | X                        |                              |
| <b>5.0</b>                                                                                    | <b>Submittals and Requests for Information (RFIs)</b>                                                                                    |                          |                              |
| 5.1                                                                                           | Create matrix of submittals and reviewers                                                                                                | X                        | A                            |
| 5.2                                                                                           | Create schedule of values to use in review of the Contractor's schedule of values                                                        | X                        | A                            |
| 5.3                                                                                           | Check RFIs for completeness and distribute for review per the submittal review matrix through Wong CMS (or email).                       | X                        |                              |
| 5.4                                                                                           | Check submittals for completeness and distribute per the submittal review matrix through Wong CMS (or email).                            | X                        |                              |
| 5.5                                                                                           | Review and approve pre-construction submittals                                                                                           | X                        |                              |
| 5.6                                                                                           | Review and approve temporary construction submittals; shoring, falsework, traffic control, signage plan                                  | X                        |                              |
| 5.7                                                                                           | Review and approve technical submittals that are per the specification (submittals with deviations to be reviewed by Engineer of Record) | X                        |                              |
| <b>6.0</b>                                                                                    | <b>Site Specific Work Plans (SSWPs)</b>                                                                                                  |                          |                              |
| 6.1                                                                                           | Check SSWP for completeness                                                                                                              | X                        | A                            |
| 6.2                                                                                           | Work with BART Operations Liaison for review and approval of SSWP (if applicable)                                                        | X                        |                              |
| <b>7.0</b>                                                                                    | <b>Contract Enforcement</b>                                                                                                              |                          |                              |
| 7.1                                                                                           | Allow deviations only when approved by BART Engineering or Engineer of Record                                                            | X                        | A                            |
| 7.2                                                                                           | Verify SWPP is approved before any site work or grading work                                                                             | X                        |                              |
| 7.3                                                                                           | Verify Noise and Dust Control Plans are reviewed and approved when performing work in the stations                                       | X                        |                              |

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| <b>Construction Responsibility Matrix</b><br>(PD & C – Stations Group dated October 10, 2017) |                                                                                                                                                          | <b>Resident Engineer</b> | <b>BART PM</b><br>(see note) |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------|
| 7.4                                                                                           | Verify all workers are trained per BART Operations Rules & Procedures (OR&P) manual                                                                      | X                        |                              |
| 7.5                                                                                           | Verify all testing is done and accepted by Contractor's Quality Control Manager                                                                          | X                        |                              |
| 7.6                                                                                           | Verify that project is on schedule                                                                                                                       | X                        |                              |
| 7.7                                                                                           | Issue Non-Compliance report if necessary                                                                                                                 | X                        |                              |
| 7.8                                                                                           | Verify daily work reports are done and proper documentation of field work, materials, labors and incidents are collected                                 | X                        |                              |
| 7.9                                                                                           | Conduct Quality Assurance inspection & testing if necessary                                                                                              | X                        |                              |
| <b>8.0</b>                                                                                    | <b>Change Orders</b>                                                                                                                                     |                          |                              |
| 8.1                                                                                           | Review contractor's change request for completeness and for validity                                                                                     | X                        |                              |
| 8.2                                                                                           | Coordinate with Engineer of Record for design changes                                                                                                    | X                        | A                            |
| 8.3                                                                                           | Create change notice and get approval from BART Project Manager. Resident Engineer to approve Change Notice only when given monetary authorization.      | X                        | A                            |
| 8.4                                                                                           | Issue change order as soon as possible and track contingency funds. Notifications must be submitted when 3%, 5% and 7% are reached                       | X                        | A                            |
| 8.5                                                                                           | Track all costs for dispute work and "Time & Materials" work. Have the daily Force Account worksheets signed by Contractor and field inspector           | X                        |                              |
| 8.6                                                                                           | Track all draw-downs for allowances                                                                                                                      | X                        |                              |
| 8.7                                                                                           | Acknowledge and review Contractor's Notice of Potential Claims (NOPCs) when necessary                                                                    | X                        | A                            |
| 8.8                                                                                           | Arrange other meetings with BART to discuss SSOWPs or Engineer of Record to discuss design issues when necessary. Document meetings                      | X                        |                              |
| <b>9.0</b>                                                                                    | <b>Other Agreements</b>                                                                                                                                  |                          |                              |
| 9.1                                                                                           | Coordinate with Third Parties for facility relocation: bike lockers, racks, news racks, signage, etc.                                                    | X                        | A                            |
| 9.2                                                                                           | Coordinate with BART Real Estate for relocation of food vendors, outside utility relocation such as PG&E and East Bay Municipal Utility District (EBMUD) | X                        | A                            |

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|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------|
| 9.3                                                                                           | Coordinate Agreements between BART and Utilities and Public Agencies                                                                              | X                        | A                            |
| <b>10.0</b>                                                                                   | <b>Pay Requisitions</b>                                                                                                                           |                          |                              |
| 10.1                                                                                          | Review monthly payment applications for completeness, check daily work, schedule of values, payment for materials in storage, waiver releases     | X                        | A                            |
| 10.2                                                                                          | Maintain forecast of project costs to completion                                                                                                  | X                        | A                            |
| <b>11.0</b>                                                                                   | <b>Labor Compliance</b>                                                                                                                           |                          |                              |
| 11.1                                                                                          | Assist Office of Civil Rights (OCR) in enforcing certified payroll submittal and verify prevailing wages                                          | X                        |                              |
| 11.2                                                                                          | Notify OCR of subcontractor substitution request from Contractors                                                                                 | X                        |                              |
| 11.3                                                                                          | Verify subcontractor work and monthly invoices                                                                                                    | X                        |                              |
| <b>12.0</b>                                                                                   | <b>Project Closeout</b>                                                                                                                           |                          |                              |
| 12.1                                                                                          | Conduct preliminary and final project inspections                                                                                                 | X                        | A                            |
| 12.2                                                                                          | Verify as built drawings, manuals, warranties as submitted by Contractor                                                                          | X                        | A                            |
| 12.3                                                                                          | Verify contract amount including base bid costs, change orders and retention                                                                      | X                        | A                            |
| 12.4                                                                                          | Verify that there are no outstanding stop notices and/or liens filed by suppliers and subcontractors before releasing retention to the contractor | X                        | A                            |
| 12.5                                                                                          | Submit the Substantial Completion and Approval of Acceptance to BART for approval                                                                 | X                        | A                            |
| 12.6                                                                                          | Input constructed assets into BART's Asset Management Matrix                                                                                      | X                        | A                            |
| 12.7                                                                                          | Prepare and archive all Project Files and Project Completion Report for BART at end of Contract/closeout                                          | X                        | A                            |

**Prime: HDR**

| <b>Subconsultant</b> | <b>Amount</b>     |
|----------------------|-------------------|
| <b>AMC</b>           | <b>\$ 36,603</b>  |
| <b>VSCE</b>          | <b>\$ 440,077</b> |
| <b>Zoon</b>          | <b>\$ 333,366</b> |
| <b>Montez</b>        | <b>\$ 223,437</b> |
| <b>TBD</b>           | <b>\$ 57.98</b>   |

**Total Work Plan Value: \$ 2,783,663**