

Work Plan: A.10-01 Construction Management Support for Elevator Projects

Scope:

The Consultant will provide a CM team with all necessary staff to provide CM services for three contracts in complete compliance with the District Resident Engineer (RE) Manual. The three contracts are:

- 15NL-140A Coliseum Station Elevator Modernization
- 15NL-150 Pittsburg/Bay Point Elevator Modernization
- 11FE-100A Embarcadero Platform Elevator Modernization and South Stairs Widening

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

- a) Serves as the District Representative and is responsible for the administration and monitoring of the Contract until final project closeout is complete;
- b) In a professional manner and in accordance with the customary professional standards routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c) Expected to provide field verification, be responsible and in charge and conduct routine field visits during the life of the contract. Frequency of these visits will be determined by the District.
- d) Directly responsible for overall construction project management to include; construction permitting, utilities, traffic, planning, organizing, monitoring and directing of construction work activities, requiring site safety accordingly with the safety plan in

place, and resources necessary to complete project within budget, scope, schedule, and quality requirements. Resident Engineer shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. Resident Engineer shall not be responsible for the acts or omissions of the construction contractor or other parties on the project;

- e) Provides contract coordination between other contracts working within the same BART Operating System (e.g. Market Street Elevator Renovation Project – 15LK120 at Embarcadero Station);
- f) Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of District-approved project management system or other District approved software;
- g) Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- h) Strictly follows CM's QA Audit Checklist to prepare and monitor the project in progress;
- i) Prepares written documents (i.e. correspondences, proposals, reports, performance evaluations and other construction documents);
- j) Schedules and conducts weekly progress meetings and prepares meeting summaries;
- k) Manages and provides technical support to field issues;
- l) Initiates and evaluates design and field engineering changes during construction;
- m) Evaluates Contractor's suggestions for minor changes to contract requirements;
- n) Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process if necessary;
- o) Processes and reviews Change Notices and Change Orders by preparing engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
- p) Negotiates protested Change Notices with Contractor for further processing of Change Order;
- q) Implements and ensures that District approved quality Assurance Program is successfully executed;
- r) Inspects and reviews project to confirm compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations;
- s) Reviews material testing data;
- t) Make field measurements of completed items of work;
- u) Inspects construction at substantial and final completion states;
- v) Tracks construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications;

- w) Reviews and processes monthly progress payments;
- x) Reviews Contractor's progress schedules and documents construction progress through daily reports, project status reporting, and project scheduling;
- y) Manages, prepares and approves daily supervision and inspection reports;
- z) Assures M&E receives as-builts and O&M Manuals and required training six (6) months prior to Final acceptance of work;
- aa) Confirms Contractor's personnel obtain the appropriate BART ID, security badges, and RWP-40-hour training if required and returns BART issued IDs, security badges, and District materials upon completion of or separation from the project;
- bb) Coordinates Contractor's access to site with the appropriate stakeholders;
- cc) Analysis of Contractor claims and set up claim resolution meetings with Contractor, Contract Management and Legal;
- dd) Review Contractor schedules;
- ee) Track allocation requests;
- ff) Support and monitor field inspections;
- gg) Routes documents through DocuSign for approval and signatures (RFIs, changes, submittals, etc.);
- hh) Perform the duties and responsibilities of a BART EIC, if requested;
- ii) Other tasks as directed by the District.

Specific duties and responsibilities for the Office Engineers shall include 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 of Meetings;
- 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 respond timely and keeps Resident Engineer informed of status;
- g) Uploads the signed Inspector Daily Reports (IDRs) in the District-approved project management system 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 pay timely;
- n) Updates District-approved project management system (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- o) Maintains records of paper files and hard copies of contract documents;
- p) Processes requests for Contractor's badges and clearances and assists with onboarding of new staff;
- q) Tracks RFIs, responses and metrics;
- r) Tracks Project submittals, responses and, if necessary, reviews the submittals;
- s) Processes and/or assists in the making and processing of Track Allocation Requests, and attends meetings;
- t) Manages and monitors Document control and provides editorial support;
- u) Routes documents through DocuSign for approval and signatures (RFIs, changes, submittals, etc.)
- v) Perform the duties and responsibilities of a BART EIC, if requested;

Specific duties and responsibilities for the Inspectors shall include the following:

- a) Performs field engineering services overseeing ongoing 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 examine Contractor QC and QA records to confirm 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) Performs QC/QA Verifications of Material/Specifications/Drawings;
- j) Performs verification of quantities for monthly payment;
- k) Maintains records and resolution of Non-Conformance Reports;
- l) Serves and discharges the duties of an EIC or District's Representative if required and preparation of associated reports;
- m) Routes documents through DocuSign for approval and signatures;
- n) Other tasks as directed by the Resident Engineer and/or the District.

Specific duties and responsibilities for the Scheduler shall include 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.

Specific duties and responsibilities for the Estimators shall include the following:

- a) Provides cost estimating assistance to the Resident Engineer from start through final project closeout;
- b) Assists the RE in preparing cost estimates for Change Notices and Change Orders;
- c) Prepares cost estimates due to field issues and design changes in support of the RE;
- d) Supports the RE in reviewing and evaluating Contractor's cost proposals and change order requests for reasonableness and compliance with contract requirements;
- e) Assists the Resident Engineer in negotiations with the Contractor on Change Notices and Change Orders;
- f) Prepares and maintains a cost tracking log for Change Notices, Change Orders, and contingency balances;
- g) Assists the RE in preparing Engineer's Estimates and supports preparation of the Pre-Negotiation Plan (for changes of \$50,000 or more) and Record of Negotiation documentation;
- h) Assists the RE in reviewing and analyzing Force Account records and supports reconciliation of Force Account costs;
- i) Supports the Resident Engineer in the analysis and resolution of Contractor claims, including preparation of cost impact assessments;
- j) Prepares cost impact evaluations due to contract or field issues;
- k) Attends project progress and/or claim resolution meetings if requested by the Resident Engineer;
- l) Performs other work as assigned by the Resident Engineer and/or the District.

Prime: HDR

Subconsultants: None.

Total Work Plan Value: \$ 408,476