BART Agreement Number: 6M8180 **Approval Date: 11/09/26**

Work Plan No. A.06-05 15LK-140 Market Street Entry Canopy Project - The Allen Group CM Services October 2026 to March 2027

Scope:

Scope of services will include the following work: Provide Construction Management Services through March 2027 as required to administer construction and closeout of 15LK-140 Market Street Entry Canopies.

Construction Management support services generally includes those items included in BART's Resident Engineer's Manual including:

- Daily interaction and correspondence with the Contractor
- Coordinating field activities
- Chair and document phasing coordination meetings with BART and Contractor, and with Market Street Escalators CM and Contractor staff
- Document control
- Submittal review process
- RFI Response
- Preparation/negotiation and processing of change orders
- Cost estimation/Engineers Estimates
- Chairing and preparation of meeting minutes for progress meetings and special meetings as required
- Processing contractor invoicing
- Schedule/claims analysis as necessary
- Daily inspection of canopies installation work including preparation of Inspector Daily Reports
- Daily interaction and correspondence with the Contractor
- Field Engineer/Inspector support of coordinating field activities, RFI and submittal review process, and change order process as needed.
- Other technical support or services as required to support construction completion

Construction Responsibility Matrix (PD & C – Stations Group dated October 10, 2017)		**Resident Engineer**	**BART PM** (see note)
1.0	**Constructability Review**		
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	
2.0	**Project Documentation**		
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	
3.0	**Safety**		
3.1	Create an Emergency contact list	X	A
3.2	Assure 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 t… safety reports and incidents	X	

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Construction Responsibility Matrix (PD & C – Stations Group dated October 10, 2017)		Resident Engineer	BART PM (see note)
3.4	Review Contractor's tailgate meetings and documentation of such meetings	X	
3.5	Assure Contractor's representatives to be trained as provided by BART Roadway Worker Protection training program	X	A
4.0	**Kickoff Meeting and Weekly Meetings**		
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	
5.0	**Submittals and Requests for Information (RFIs)**		
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	
6.0	**Site Specific Work Plans (SSWPs)**		
6.1	Check SSWP for completeness	X	A
6.2	Work with BART Operations Liaison for review and approval of SSWP (if applicable)	X	
7.0	**Contract Enforcement**		
7.1	Allow deviations only when approved by BART Engineering or Engineer of Record	X	A
7.2	Assure SWPP is approved before any site work or grading work	X	

Construction Responsibility Matrix (PD & C – Stations Group dated October 10, 2017)		**Resident Engineer**	**BART PM** (see note)
7.3	Assure Noise and Dust Control Plans are reviewed and approved when performing work in the stations	X	
7.4	Assure all workers are trained per BART Operations Rules & Procedures (OR&P) manual	X	
7.5	Assure all testing are done and accepted by Contractor's Quality Control Manager	X	
7.6	Assure that project is on schedule	X	
7.7	Issue Non-Compliance report if necessary	X	
7.8	Assure 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	
8.0	**Change Orders**		
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 SSWPs or Engineer of Record to discuss design issues when necessary. Document meetings	X	
9.0	**Other Agreements**		
9.1	Coordinate with Third Parties for facility relocation: bike lockers, racks, news racks, signage, etc.	X	A

Construction Responsibility Matrix (PD & C – Stations Group dated October 10, 2017)		Resident Engineer	BART PM (see note)
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
9.3	Coordinate Agreements between BART and Utilities and Public Agencies	X	A
10.0	**Pay Requisitions**		
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
11.0	**Labor Compliance**		
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	
12.0	**Project Closeout**		
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: The Allen Group

Subconsultants: None

Total Work Plan Value: $ 151,628