2.0 SCOPE OF WORK

PGH Wong Engineering, Inc. ("CONSULTANT") will provide a Construction Management team consisting of a part-time Office Engineer for approximately 20 hours/week and two (2) full-time Inspectors for approximately 40 hours/week.

The Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. The Inspectors will be required to be on-site during construction activities, unless otherwise directed by the Resident Engineer or District representative.

Specific duties and responsibilities for the Office Engineer shall include the following:

a. Provide procedural, administrative support to 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.) for timely response and to 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 assure timely payment;

o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);

p. Maintain paper files;

Prime: PGH Wong

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<tr>
<th>Subconsultant</th>
<th>Amount</th>
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<th>SBE (Y/N)</th>
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<tr>
<td>Cornerstone Transportation Consulting</td>
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Total Work Plan Value: $ 422,458