Work Plan No. B.01-02 Pleasant Hill Parking Structure Elevator Modernization-RE Continued

Scope:
The Consultant will provide a part-time Resident Engineer/Office Engineer (RE/OE) for approximately 20 additional hours/week between March 2019 and May 2019 as needed to close out the Contract. The Resident Engineer/Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District.

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

a. Serve as the District Representative and is responsible to administer and monitor the Contract until final project closeout is complete
b. Receive documents from Contractor (RFIs, changes, submittals, etc.)
c. Route documents for approval and signatures (RFIs, changes, submittals, etc.)
d. Review Contractor’s submittals for compliance with Contract Documents
e. Prepare/coordinate responses to Contractor’s RFI’s
f. Prepare cost estimates due to field issues
g. Prepare/coordinate technical documentation for Change Notices and Change Orders
h. Negotiate and review Change Orders
i. Manage, review and approve contractor progress payment applications in accordance with contract requirements
j. Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.
k. Manage and provide technical support
l. Schedule and attend meetings as required
m. Conduct construction progress meetings
n. Prepare meeting agendas and minutes
o. Project reporting/scheduling
p. Update Wong CMS (RFI Log, Submittal Log, etc.)
q. Project communication/record keeping and meeting coordination
r. Maintain paper files
s. Coordinate the work with affected BART personnel and other third parties
t. Manage, prepare and approve daily supervision and inspection reports
u. Ensures Contractor’s personnel obtains the appropriate BART ID and security badges
v. Document Control – set up and maintain project files in Wong CMS
w. Other tasks as directed by the District

Prime: The Allen Group/VCA Jv

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<thead>
<tr>
<th>Subconsultant</th>
<th>Amount</th>
<th>DBE (Y/N)</th>
<th>SBE (Y/N)</th>
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Total Work Plan Value: $23,633