2.0 SCOPE OF WORK

Specific tasks for the Resident Engineer (RE) will include the following:

a. Serves as the District Representative and administer and monitor the Contract until final project closeout is complete.

b. Serves as the Subject Matter Expert and routinely interacts with outside agencies and internal departments including 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 confirmation, be responsible and in charge and conduct general field visits during the life of the contract. Frequency of these visits will be based on a case by case basis or as determined by the District.

d. Directly responsible for overall construction project management including construction permitting, utilities, traffic, planning, organizing, and monitoring of construction work activities and resources necessary to complete Project within budget, scope, schedule, and quality requirements.

e. Provides contract coordination between other contracts working within the same BART Operating System.

f. Reviews and responds to Contractor’s submittals, Requests for Information (RFIs), letters, and maintains project files with the utilization of WongCMS 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 Checklist and monitors the Project progress.

i. Prepares written documents (i.e. correspondence, proposals, reports, and performance evaluations as requested by BART).

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 resolve 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. Negates protests Change Notices with Contractor for further processing of Change
Order
q. Implements and confirms that District approved Quality Assurance Program is
successfully executed.
r. Inspects and reviews Project to monitor compliance with the Contract Documents
including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP)
requirements, environmental documents, and other regulations as required by BART.
s. Reviews material testing data.
t. Makes 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
confirmation 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 reporting, and project scheduling.
y. Manages, prepares, and approves daily supervision and inspection reports.
z. Coordinates M&E’s receipt of as-builts and O&M Manuals three (3) months prior to
Final acceptance of work.
aa. Coordinates with Contractor’s personnel to obtain the appropriate BART ID, security
badges, and RWP 40-hour training, if required.
bb. Coordinates Contractor’s access to site with the appropriate stakeholders.
c. Other tasks as directed by BART.
dd. Provides analysis of Contractor claims and coordinate claim resolution meetings with
Contractor, Contract Management, and BART Legal.
e. Reviews Contractor schedules.
f. Tracks allocation requests.
g. Provides support to field inspections.
h. Performs the duties and responsibilities of a BART EIC, if requested.

Specific duties and responsibilities for the Office Engineer 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 preparation of progress meeting agendas and minutes.
d. Receives documents from the Contractor and processes incoming/outgoing
correspondences, transmittals, submittals, RFI’s, and changes.
e. Keeps Submittal and RFI Logs updated.
f. Routes documents for approval and signatures (RFIs, changes, submittals).
g. Tracks status of documents (submittals, RFIs, changes) for timely response and keeps
Resident Engineer informed of status.
h. Uploads the signed Inspector Daily Reports (IDRs) in the WeongCMS database or another
approved District software.
Prime: PGH Wong Engineering, Inc.

<table>
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<th>Subconsultant</th>
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Work Plan Value: $296,677