2. SCOPE OF SERVICES

Specific duties and responsibilities for the Office Engineer shall include, but not be limited to, 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;
d) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
e) Keeps Submittal and RFI Logs updated;
f) Routes documents for approval and signatures (RFIs, changes, submittals, etc.);
g) Tracks status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keeps Resident Engineer informed of status;
h) Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software;
i) Assists Inspectors with files and database system information, when needed;
j) Assists Project Manager and Resident Engineer with Change Notices and Change Orders;
k) Assists in the review of Contractor’s cost proposals and processing of invoices;
l) Evaluates, processes and routes Contractor’s monthly invoices for approval;
m) Reviews and submits Pay Apps;
n) Tracks Contractor’s invoices to ensure timely payment;
o) Updates WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
p) Maintains records of paper files and hardcopies of contract documents;
q) Processes requests for Contractor’s badges and clearances and assists with on-boarding of new staff;
r) Performs other tasks as directed by the Program Manager/Resident Engineer and/or the District;

Prime: Ghirardelli
Subconsultants: None
Total Work Plan Value: $143,820