BART Agreement Number: 6M8182  
Approval Date: 02/16/2021

Work Plan: No. B.01-01 – Office Engineer/Administrative Services for CM Support

Scope:

2. SCOPE OF SERVICES
The Consultant is to provide a full-time Office Engineer/Administrator for approximately 40 hours/week. The Office Engineer/Administrator will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District.

Please Note: BART limits hours to a maximum of 1920 hrs. per position/per year/full-time, and 960 hrs./per year/per position for 20 hrs./wk./part time (Vacations and Holidays are not covered). Also, Direct Cost covers vehicles for inspector(s) located off site and not for employees located at the BART main office.
Specific duties and responsibilities for the Office Engineer/Administrator shall include, but not be limited to, 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.) to ensure timely response and 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 ensure timely payment;
o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
p. Follow CM’s QA Checklist as appropriate for various projects;
q. Maintain paper files;
r. Process requests for Contractor’s badges and clearances and assist with on-boarding of new staff;
s. Other tasks as directed by the Resident Engineer and/or the District.

Prime: Ghirardelli Assoc., Inc.

Subconsultant: None.

Total Work Plan Value: $ 554,140