BART Agreement Number: 6M8182  Approval Date: 03/17/2021

Work Plan: No. B.02-01 – Provide OE, Scheduler and Inspector for OEG Project

Scope:

2. **SCOPE OF SERVICES**

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

a. Provide procedural, administrative support to Resident Engineer and 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. Maintain paper files;
q. Process requests for Contractor’s badges and clearances and assist with on-boarding of new staff;
r. Other tasks as directed by the Program Manager and/or the District.
Specific duties and responsibilities for the **Scheduler** shall include, but not be limited to, the following:

a. Providing scheduling assistance to the Resident Engineer through final project closeout;
b. Develops project schedules for BART;
c. Reviews and approves Contractor’s construction schedules;
d. Prepares schedule and claims estimates due to Contractor or field issues;
e. Prepares time impact evaluations and assists the Resident Engineer to resolve claims;
f. Performs other work as assigned by the Resident Engineer and/or the District.

Specific duties and responsibilities for the **Inspector** shall include, but not be limited to, the following:

a. Field engineering services overseeing on-going construction as directed by the Resident Engineer;
b. Keeps and maintains daily reports documenting observations, labor, equipment and issues encountered in the Contractor’s performance of the work;
c. Reviews approved contract submittals, contract specifications, and contract drawings, and field verify and document construction of approved materials and equipment per contract specifications and drawings;
d. Takes and catalogues photographs of work in progress or problems encountered on the construction site;
e. When directed, collects and maintains Force Account Records for additional work directed by the Resident Engineer;
f. Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
g. Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
h. When requested, assists in the review of Claims and Potential Claims;
i. Other tasks as directed by the Resident Engineer and/or the District.

**Prime:** Ghirardelli Assoc., Inc.

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<th>Subconsultant</th>
<th>Amount</th>
<th>DBE (Y/N)</th>
<th>SBE (Y/N)</th>
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**Total Work Plan Value:** $1,378,306