

**BART Agreement Number:** 6M8133

**Approval Date:** 3/08/2021

**Work Plan:** No. B.10-02 – Provide CM team for the construction of the Civic Center Station Scissor Stairs Project

**Scope:**

**2. SCOPE OF SERVICES**

The Resident Engineer (RE), Office Engineer (OE), and Scheduler will be located at 300 Lakeside Drive, 9<sup>th</sup> Floor, Oakland, CA, unless otherwise directed by the District. The Inspector(s) will be required to be on-site at all times during construction activities, unless otherwise directed by the PM.

Specific duties and responsibilities for the RE shall include the following:

- a. Serves as the District Representative and administers and monitors the Contract until final project closeout is complete;
- b. Serves as the Subject Matter Expert and routinely interacts with numerous outside Agencies and internal departments including, but not limited to, SFMTA (Muni), the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c. Provides field verification, is the responsible representative in charge and conducts 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 quality, construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule;
- e. Provide contract coordination between other contractors or parties working within the same BART Operating System locations;
- f. Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintain project files with the utilization of BART's WongCMS;
- g. Reviews Contractor submittals for adequacy and accuracy in accordance with the

Contract Documents;

- h. Strictly follows CM's QA Checklist to prepare and monitor the project in progress;
- i. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- j. Schedules and conducts weekly progress meetings and prepares meeting summaries;
- k. Manages and provides technical support on field issues;
- l. Initiate and/or evaluate design and field engineering changes during construction;
- m. Evaluates Contractor's suggestions for minor changes to contract requirements;
- n. Reviews Notice of Potential Claims, provides recommendations, and resolves disputes with the Contractor, through the Change Notice (CN) / Change Order (CO) process if necessary;
- o. Processes and reviews CNs and COs by preparing engineering designs, specifications, costs, and independent quantity estimates;
- p. Tracks contingency balances associated with necessary changes to the Contract Documents;
- q. Negotiates protested CNs with the Contractor;
- r. Implements and ensures a District approved quality Assurance Program is successfully executed;
- s. Inspects and reviews the project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations;
- t. Reviews material testing data;
- u. Makes field measurements of completed items of work;
- v. Inspects construction at substantial and final completion states;
- w. Tracks construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications;
- x. Reviews and processes monthly progress payments;
- y. Reviews Contractor's progress schedules and documents construction progress through daily reports, project reporting, and project scheduling;
- z. Manages, prepares and approves daily supervision and inspection reports;
- aa. Assures M&E receives as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- bb. Ensures Contractor's personnel obtains the appropriate BART ID, security badges, and RWP-40-hour training if required;
- cc. Coordinates Contractor's access to site with the appropriate stakeholders;
- dd. Analyzes Contractor claims and sets up claim resolution meetings with Contractor, Contract Management and Legal;
- ee. Makes and manages Track allocation requests;
- ff. Supports field inspections;
- gg. Other tasks as directed by the District.

Specific duties and responsibilities for the OE shall include the following:

- a. Provides procedural and administrative support to the RE 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, 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 keep RE informed of status;
- h. Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database;
- i. Assists Inspectors with files and database system information, when needed;
- j. Assists Project Manager and RE with CNs and COs;
- 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 paper files;
- q. Processes requests for Contractor's badges and clearances and assists 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 Inspector(s) shall include the following:

- a. Oversees on-going construction as directed by the RE;
- 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 verifies and documents 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 RE;
- f. Examines Contractor QC and QA records to assure Contractor records are complete and current;
- g. Assists in the documentation of CNs /COs, including justifications and estimates;
- h. When requested, assists in the review of Claims and Potential Claims;
- i. Other tasks as directed by the RE and/or the District.

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

- a. Provides scheduling assistance to the RE through final project closeout;
- b. Develops project schedules for BART;

- c. Attends project progress and/or claim resolution meeting if requested by the RE;
- d. Reviews and approves Contractor's construction schedules;
- e. Prepares schedule and claims estimates;
- f. Prepares time impact evaluations and assists the RE in resolving claims;
- g. Performs other work as assigned by the RE and/or the District.

**Prime:** Ghirardelli Associates

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
UNICO	\$ 464,245	Y	Y

**Total Work Plan Value:** \$ 791,422