

**BART Agreement Number: 6M8133**

**Approval Date: 4/05/19**

**Work Plan No. B.11-01 - Measure RR Bond Project and Program Support 2018-2019 - OE**

**Scope:**

The Consultant is to provide a part-time Office Engineer for approximately 32 hours/week and will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. Specific duties and responsibilities for the Office Engineer shall include, but not be limited to, the following:

- a. Providing procedural and administrative support to Project Staff;
- b. Reserving/scheduling conference rooms and attending weekly meetings;
- c. Supporting preparation of meeting agendas and meeting minutes;
- d. Assisting Managers and Engineers with files and database system information;
- e. Supporting on-boarding for new personnel;
- f. Coordinating Live Scanning appointments for finger printing and ID badge processing;
- g. Receiving and submitting SSI documents for processing;
- h. Processing incoming/outgoing correspondences, transmittals, submittals, etc. with Contractor;
- i. Processing submittals for distribution to appropriate staff;
- j. Preparing and updating Submittal and RFI Logs;
- k. Assisting Project Manager and Resident Engineer with change notices and change orders, when necessary;
- l. Other tasks as directed by the District.

**Prime: Ghirardelli Associates**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>

**Total Work Plan Value: \$218,003**