

**BART Agreement Number: 6M8133**

**Approval Date: 05/08/2020**

**Work Plan No. B.15-01 – Daly City Yard and Civic Center Station HVAC Upgrades**

**Scope:**

**2. SCOPE OF SERVICES**

The Consultant is to provide a part-time Resident Engineer for approximately 10 hours/week, and Office Engineer for 4 hours/week. The Resident Engineer will be located at 300 Lakeside Drive, 9<sup>th</sup> Floor, Oakland, CA, unless otherwise directed by the District.

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

- a. Serve as the District Representative and is responsible to administer and monitor the Contract until final project closeout is complete;
- b. Serves as the Subject Matter Expert and routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c. Directly responsible for overall construction project management to include, construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;
- d. Provide contract coordination between other contracts working within the same BART Operating System;
- e. Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS;
- f. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
- g. Strictly follow CM's QA Checklist to prepare and monitor the project in progress;
- h. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- i. Schedules and conducts weekly progress meetings and prepares meeting summaries;
- j. Manages and provides technical support to field issues;
- k. Initiates and evaluates design and field engineering changes during construction;

**Prime: Ghirardelli Associates**

**Subconsultants: None**

**Total Work Plan Value: \$109,670**