

BART Agreement Number: 6M8135

Approval Date: 03/31/2021

Work Plan No. A.09-01– HMC2 - Civil Grading Project

2. SCOPE OF SERVICES

The Consultant is to provide a full-time Office Engineer for 40 hours/week. The OE will be located at 1029 Whipple Road, Hayward, 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) Provides procedural, administrative support to Project Engineer, Resident Engineer and Project Staff;
- b) Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor;
- c) Supports the 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 keeps Project Manager informed of status;
- h) Uploads the signed Special Inspector Reports in the database or other approved District software;
- i) Assists Inspectors with files and database system information, when needed;
- j) Updates files (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- k) Maintains records of necessary paper files and hardcopies of project documents;
- l) Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff and Special Inspectors;
- m) Performs other tasks as directed by the Program Manager/Project Engineer, Resident Engineer and/or the District.
- n) Tracks RFIs, responses and metrics;
- o) Tracks Project submittals, responses and, if necessary, reviews the submittals;
- p) Processes and/or assists in the making and processing of Track Allocation Requests, and attends at meetings;
- q) Manages and monitors Document control and provides editorial support;

Prime: Jacobs

Subconsultants: None

Total Work Plan Value: \$373,195