

BART Agreement Number: 6M8137

Approval Date: 05/08/2020

Work Plan No. B.02-04 – Assistant Resident Engineer For Procurement Of Train Control Room Multiplex And Speed Encoding System Equipment Contract

Scope:

2.0 SCOPE OF WORK

Specific tasks for the Assistant Resident Engineer shall include the following:

- a) Administer and monitor the construction contract until final project closeout;
- b) Coordinate with the Designers for the review of Contractor’s submittals for compliance with the Contract Book;
- c) Coordinate with the Designer and prepare responses to Contractor’s RFIs;
- d) Prepare Cost Estimates due to field issues;
- e) Prepare technical documentation for Change Notices and Change Orders;
- f) Negotiate and review Contract Change Orders;
- g) Manage, review, and approve contractor progress payment applications in accordance with contract requirements;
- h) Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), and submittals;
- i) Support SSWP reviews, comment resolution, approvals, and sign-off;
- j) Review and respond to RFIs and other correspondences;
- k) Manage and provide technical support to field issues;
- l) Conduct and support construction progress meetings;
- m) Assist in Project reporting/scheduling;
- n) Assist in Project communication/record keeping and meeting coordination;
- o) Coordinate the work with affected BART parties and other third parties/other projects;
- p) Interface with municipalities including the City of San Francisco and PG&E;
- q) Manage, prepare, and approve daily supervision and inspection reports;
- r) Review and resolve claims and NOPCs;
- s) Coordinate M&E’s receipt of as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- t) Other tasks as directed by the Resident Engineer and/or BART.

Prime: PGH Wong

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Shiralian Management Group	\$ 78,924	N	N

Total Work Plan Value: \$278,351