

Work Plan No. B.12-01 – W-LINE TUNNEL WATER MITIGATION - INSPECTIONS

2.0 SCOPE OF WORK

PGH Wong Engineering, Inc. (“CONSULTANT”) will provide a Construction Management team consisting of a part-time Office Engineer for approximately 20 hours/week and two (2) full-time Inspectors for approximately 40 hours/week.

The Office Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. The Inspectors will be required to be on-site during construction activities, unless otherwise directed by the Resident Engineer or District representative.

Specific duties and responsibilities for the Office Engineer shall include the following:

- a. Provide procedural, administrative support to Project Staff;
- b. Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor;
- c. Support preparation of progress meeting agendas and minutes;
- d. Receive documents from the Contractor and process incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e. Keep Submittal and RFI Logs updated;
- f. Route documents for approval and signatures (RFIs, changes, submittals, etc.);
- g. Track status of documents (submittals, RFIs, changes, etc.) for timely response and to keep Resident Engineer informed of status;
- h. Upload the signed Inspector Daily Reports (IDRs) in the WongCMS database;
- i. Assist Inspectors with files and database system information, when needed;
- j. Assist Project Manager and Resident Engineer with Change Notices and Change Orders;
- k. Assist in the review of Contractor’s cost proposals and processing of invoices;
- l. Evaluate, process and route Contractor’s monthly invoices for approval;
- m. Review and submit Pay Apps;
- n. Track Contractor’s invoices to assure timely payment;
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- p. Maintain paper files;

Prime: PGH Wong

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Cornerstone Transportation Consulting	\$ 174,843	Y	Y
FW Associates	\$ 175,154	Y	Y

Total Work Plan Value: \$ 422,458