

**Work Plan: No. B.26-01 – Train Control - Multiplex Procurement**

**Scope:**

## **2. SCOPE OF SERVICES**

The Consultant is to provide a half-time technical support for 20 hours/week. The Technical Advisor and project 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 Technical Advisor shall include, but not be limited to, the following:

- a) Serve as the District Representative and is responsible to administer and monitor the procurement 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 project management to include, 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) Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
- h) Schedules and conducts weekly progress meetings and prepares meeting summaries;
- i) Manages and provides technical support to field issues;
- j) Initiates and evaluates design and field engineering changes during construction;
- k) Evaluates Contractor's suggestions for minor changes to contract requirements;
- l) Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process if necessary;
- m) Processes and reviews Change Notices and Change Orders by preparing engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
- n) Negotiates protested Change Notices with Contractor for further processing of Change Order;

- o) Implements and ensures a District approved quality Assurance Program is successfully executed;
- p) Inspects and reviews project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations;
- q) Reviews material testing data;
- r) Makes field measurements of completed items of work;
- s) Inspects work at substantial and final completion states;
- t) Tracks construction progress, activities, and use of approved materials and equipment for verification of Contractor's Payment Applications;
- u) Reviews and processes monthly progress payments;
- v) Reviews Contractor's progress schedules and documents progress through daily reports, project reporting, and project scheduling;
- w) Manages, prepares and approves daily supervision and inspection reports;
- x) Assures M&E receives as-builts and O&M Manuals three (3) months prior to substantial acceptance of work;
- y) Ensures Contractor's personnel obtains the appropriate BART ID and security badges;
- z) Coordinates Contractor's access to site with the appropriate stakeholders;
- aa) Other tasks as directed by the District.

**Prime:** Jacobs

**Subconsultants:** None.

**Total Work Plan Value:** \$ 379,418