

BART Agreement Number: 6M8145

Approval Date: 02/13/23

Work Plan No. B.27-02 Ultrasonic Testing and Rail Procurement Support

Scope:

- a) Serves as the District Representative and is responsible for the administration and monitoring of the Contract.
- b) Serves as the Subject Matter Expert and routinely interacts 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) Performs stakeholder's identification, schedule verification, material procurement, assists with creating Work Plans, identifies, and applies for permits.
- d) Reviews and responds to Contractor's submittals, Requests for Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS or another District approved software.
- e) Verifies quantities of materials and adherence to specifications.
- f) Evaluates and/or initiates procurement and services contract project changes.
- g) Prepares engineering designs, specifications, costs, and quantity estimates for procurement projects; prepares and/or reviews the adequacy and accuracy of computations.
- h) Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process if necessary.
- i) 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.
- j) Negotiates protested Change Notices with Contractor for further processing of Change Order.
- k) Schedules claim resolution meetings with Contractor, Contract Management and Legal
- l) Assists in the establishment of schedules and methods for providing engineering project oversight services; responsible for the verification of quantities of materials and adherence to specifications; recommends resource allocation.
- m) Monitors work activities to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.
- n) Prepares a variety of reports and correspondence on project matters including Daily Reports, monthly and final completion reports, contract modifications negotiations, field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
- o) Discusses and coordinates engineering design or construction project activities with design engineering staff and other affected engineering personnel.
- p) Maintains awareness of progress on assigned engineering design or construction projects to ensure compliance with designated time and cost schedules.

Prime: Jacobs Engineering Group

Subconsultants: None

Total Work Plan Value: \$ 129,380