

BART Agreement Number: 6M8151

Approval Date: 02/22/2021

Work Plan: No. B.07 – Construction Management Services for Project 15DT00315TD000

Scope:

2.0 SCOPE OF SERVICES

The RE will support the NRVE Program from a programmatic outlook; currently the program has listed upward of twenty-five (25) different types of vehicles and equipment in multiple project/phases planned in the next two (2) years. The procurements have a variety of requirements that must be met to satisfy the contract, and the level of effort will vary as each procurement is unique. The procurement of a 4x4 pickup truck may need only minimal support and require only validation of the vehicle identification number upon delivery; alternately the procurement of a locomotive will have milestone activities that require validation at each gate. Support will be required at the program level in order to be successful. A working knowledge of the RE manual is required to comply with the District's standard practices regarding coordinating the delivery of these items to stakeholders including other REs working on dependent projects.

The RE will provide engineering support during the procurement, bid, construction & delivery process, including but not limited to preparing supporting documentation for BART procurements, responding to comments from BART procurement, responding to potential bidders' questions, preparing addendums, bid evaluation, and recommendation for award.

Specific duties and responsibilities for the Resident Engineer shall include:

- Procurement/Bid
 - a. Analysis of bids
 - b. Response to Bidders questions
 - c. Act as District's Representative
- Construction

- a. Administer and monitor the progress of procurements including receipt and completion of milestones
 - b. Review RFIs and submittals
 - c. Prepare change notices and change orders if required
 - d. Act as District's Representative
 - e. Attend supplier meetings as required
 - f. validate suppliers work to the contract requirements
 - g. Review supplier's invoices for approval
 - h. Review and analyze Supplier's schedule
 - i. Project/Program reporting
 - j. Maintain, update and store submittal and RFI logs
- Delivery
 - a. Coordinate contractor required vehicle and equipment training work with maintenance and others within BART
 - b. Review SSWP/GSSWP and submit track allocation if required
 - c. Inspect suppliers work to the contract requirements for final acceptance
 - d. Review and submit as built
 - e. Claims review, dispute and resolution
 - f. Complete closeout activities
 - g. Other tasks as directed

Specific duties and responsibilities for the Administrator shall include:

- Provide administrative support to project staff
- Other tasks as directed

Prime: The Allen Group, LLC and Vali Cooper & Associates, Inc. – A Joint Venture

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
E.M Construction Management	\$425,726	N	N

Total Work Plan Value: \$ 458,597