

BART Agreement Number: 6M8176

Approval Date: 03/08/2021

Work Plan: No. B.07-01 – Procurement of Train Control Room Multiplex (MUX) and Speed Encoding System Equipment Contract

Scope:

2.0 SCOPE OF WORK

Specific tasks for the Resident Engineer will include the following:

- a) Serve as BART's Representative and administer and monitor the Contract until final project closeout is complete;
- b) Coordinate with and routinely interact with outside Agencies and internal departments including, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
- c) Provide construction project management including construction permitting, utilities, traffic, planning, organizing, and monitoring of 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) Review and respond to Contractor's submittals, Requests for Information (RFIs), letters, and maintains project files with the utilization of WongCMS;
- f) Review Contractor submittals in accordance with the Contract Documents;
- g) Follow CM's QA Checklist and monitor the project in progress;
- h) Prepare written documents (i.e. correspondence, proposals, reports, performance evaluations and documents requested by BART);
- i) Schedule and conduct weekly progress meetings and prepare meeting summaries;
- j) Manage and provide technical support to field issues;
- k) Initiate and evaluate design and field engineering changes during construction;
- l) Evaluate Contractor's suggestions for minor changes to contract requirements;
- m) Review Notice of Potential Claims (NOPCs), provides recommendations, and resolve disputes with the Contractor, through the Change Notice/Change Order process, if necessary;

- n) Process and review Change Notices and Change Orders inclusive of engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
- o) Negotiate protested Change Notices with Contractor for further processing of Change Order;
- p) Implement a BART approved Quality Assurance Program;
- q) Review Project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents, and other regulations as required by BART;
- r) Review material testing data;
- s) Make field measurements of completed items of work;
- t) Coordinate inspection of construction at substantial and final completion states;
- u) Track construction progress, activities, and use of approved materials and equipment for Contractor's Payment Applications;
- v) Review and process monthly progress payments;
- w) Review Contractor's progress schedules and document construction progress through daily reports, project reporting, and project scheduling;
- x) Manage, prepare, and approve daily supervision and inspection reports;
- y) Coordinate M&E's receipt of as-builts and O&M Manuals three (3) months prior to Final acceptance of work;
- z) Coordinate with Contractor's personnel to obtain the appropriate BART ID, security badges, and RWP 40-hour training, if required;
- aa) Coordinate Contractor's access to site with the appropriate stakeholders;
- bb) Other tasks as directed by the District.

Specific tasks for the Office Engineer will include the following:

- a) Provide procedural and administrative support to the RE and project staff;
- b) Reserve/schedule conference rooms and attends 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, and changes;
- e) Keep Submittal and RFI Logs updated;
- f) Route documents for approval and signatures (RFIs, changes, submittals);
- g) Track status of documents (submittals, RFIs, changes, etc.) for timely response and keeps RE informed of status;
- h) Assist Project Manager and RE with Change Notices and Change Orders;
- i) Assist in the review of Contractor's cost proposals and processing of invoices;
- j) Evaluate, process, and route Contractor's monthly invoices for approval;
- k) Review and submit Pay Applications;
- l) Track Contractor's invoices to monitor timely payment;
- m) Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log);
- n) Process requests for Contractor's badges and clearances and assists with on-boarding of new staff;
- o) Other tasks as directed by the Program Manager and/or the District

Specific tasks for the Scheduler shall include the following:

- a) Provide scheduling assistance to the Resident Engineer through final project closeout;
- b) Develop project schedules for BART;
- c) Attend project progress and/or claim resolution meeting if requested by the Resident Engineer;
- d) Review and approve Contractor's construction schedules;
- e) Prepare schedule and claims estimate due to Contractor or field issues;
- f) Prepare time impact evaluations and assist the Resident Engineer to resolve claims;
- g) Perform other work as assigned by the Resident Engineer and/or BART.

Prime: PGH Wong Engineering, Inc.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Shiralian Management Group, Inc.	\$ 167,858	N	Y

Total Work Plan Value: \$ 418,763