

**BART Agreement Number: 6M8176**

**Approval Date: 06/15/21**

**Work Plan No. B10-01-Traction Power Substation ASL Installation**

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

- a. Serve as the District Representative and administer and monitor the Contract until final project closeout is complete;
- b. Serve as the Subject Matter Expert and 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), and letters, and maintain 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;

**Prime: PGH Wong**

**Subconsultants: None**

**Total Work Plan Value: \$ 69,566**