

**BART Agreement Number: 6M8182**

**Approval Date: 07/01/21**

**Work Plan No. A17-01-A65/ A75 Interlocking Renewal Extension**

**2. SCOPE OF SERVICES**

Specific duties and responsibilities for the Office Engineer shall include, but not be limited to, the following:

- a) Provides procedural, administrative support to Resident Engineer and Project Staff;
- b) Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor;
- c) Supports the preparation of progress meeting agendas and minutes;
- d) Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e) Keeps Submittal and RFI Logs updated;
- f) Routes documents for approval and signatures (RFIs, changes, submittals, etc.);
- g) Tracks status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keeps Resident Engineer informed of status;
- h) Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software;
- i) Assists Inspectors with files and database system information, when needed;
- j) Assists Project Manager and Resident Engineer with Change Notices and Change Orders;
- k) Assists in the review of Contractor's cost proposals and processing of invoices;
- l) Evaluates, processes and routes Contractor's monthly invoices for approval;
- m) Reviews and submits Pay Apps;
- n) Tracks Contractor's invoices to ensure timely payment;
- o) Updates WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- p) Maintains records of paper files and hardcopies of contract documents;
- q) Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff;
- r) Performs other tasks as directed by the Program Manager/Resident Engineer and/or the District;

**Prime: Ghirardelli**

**Subconsultants: None**

**Total Work Plan Value: \$143,820**