

Work Plan No. A.04-02 – El Cerrito del Norte Station Modernization CM Staff

Scope:

This is a continuation of services to provide construction management services for the El Cerrito del Norte Station Modernization project. Construction management staff includes an Assistant Resident Engineer (full time), a Senior Inspector/Field Engineer (full time), a Scheduler (part time), and an Estimator (part time) for the above referenced project. The CM staff will report to the Resident Engineer, who is under a separate CM contract. Specific tasks include, but are not limited to, the following:

- Administer and monitor the construction contract until final project closeout;
- Review Contractor’s submittals for compliance with contract book;
- Prepare responses to Contractor’s RFI’s;
- Prepare cost estimates due to field issues;
- Prepare technical documentations for Change Notices and Change Orders.
- Negotiate and review contract change orders;
- Manage, review and approve contractor progress payment applications in accordance with contract requirements;
- Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.;
- Manage and provide technical support to field issues;
- Conduct construction progress meetings;
- Witness factory and field testing;
- Project reporting/scheduling;
- Project Communication/Record Keeping and Meeting Coordination;
- Coordinate the work with affected BART parties and other third parties;
- Contractor field work supervision;
- Provide inspection services, project administration and project controls for the construction contracts;
- Manage, prepare and approve daily supervision and inspection reports;
- Schedule and attend meetings as required;
- Provide contract personnel with contractors and security badges;
- Other tasks as directed.

Prime: Ghirardelli

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
ABA Global	\$83,441	Y	Y

Total Work Plan Value: \$561,402