

Work Plan No.: A.13-01 - Balboa Park Station Passenger Drop-Off Area + Plaza Design Support During Construction (DSDC)

Scope:

2.0 SCOPE OF SERVICES

1. General:

HNTB is the designer of record for the project having the must needed professionals with project experience to provide engineering support for submittal reviews and requests for information for the construction. In addition to providing engineering support during construction, HNTB will also provide engineering support to finalize IFB design package, construction, and other tasks as directed by BART Project Manager.

2. Scope of Work

Scope of work includes Design Services During Construction (DSDC) and support for the CM team/BART PM/BART RE in managing and administering the Contract for the duration of nine months:

Task 1: Administration and Project Management

1.1 Administration and Project Management Plan

The Program Management Team will perform the following activities in support of the project:

- Coordinate work plan activities.
- Work plan communications/meetings/record keeping.
- Work plan progress reporting.
- Subconsultant management.
- Monthly progress reports and agreement administration.
- RFI, change order and submittal management

Assumption:

- DSDC support is assumed to be a total of 9 months from NTP.

1.2 Monthly Progress Reports

Monthly progress reports will be provided; the report will include the following:

- Cover Letter
- Work plan invoice and billing Summary
- Work performed during this month (bulleted list)
- Consultant team members working on work plan during this month
- Any work plan concerns including recommended corrective actions
- Update schedule

Deliverables:

- Monthly Progress Report

Task 2: BART Coordination Meetings

2.1 Civil and Structure Coordination Meetings

HNTB will attend the following meetings with BART CM Team.

- 1 HNTB staff to attend monthly coordination meeting with CM team assumed to be in-person.
- Weekly coordination call with BART RE
- Coordination meetings with Mithun (assume up to 4 meetings)
- Coordination meetings with SFPUC (assume up to 4 meetings)

Assumption:

- Assume monthly coordination meeting to be 3 hr each for duration of DSDC.
- Assume 2 hr per week to coordinate with BART RE and address issues

2.2 Landscape Coordination Meetings

Merrill Morris will attend the following meetings with BART CM Team.

- 1 Merrill Morris staff to attend monthly coordination meetings with CM team assumed to be in-person.
- Coordination meetings with Mithun (assume up to 4 meetings)

Assumption:

- Merrill Morris staff will attend monthly coordination meetings as needed.
- Assume 2 hr per week to coordinate with BART RE and address issues for 4 months

2.3 Electrical Coordination Meetings

FWA will attend the following meetings with BART CM Team.

- 1 FWA staff to attend monthly meetings with CM team assumed to be in-person.

Assumption:

- FWA staff will attend monthly coordination meetings as needed.
- Assume 2 hr per week to coordinate with BART RE and address issues for 2 months

2.4 Engeo Coordination Meetings

Engeo will attend the following meetings with BART CM Team.

- 1 Engeo staff to attend monthly coordination meeting with CM team assumed to be in-person as needed.

Task 3: RFIs, Change Orders and Submittals

3.1 Civil and Structures RFIs, Change Orders, and Submittals Review

HNTB will perform the following:

- Respond to requests for information (RFI's) as directed by the BART RE/BART PM.
- Respond and address change orders as directed by BART RE/BART PM.
- Review submittals typically within 10 working days of receiving the submittals, or as directed by the BART RE/BART PM. Per BFS standard, Engineer is given 30 days after receipt for submittal review.
- Support the BART RE/BART PM in preparing punch lists during Final Inspection as needed.

Assumption:

- Assumed up to 220 hours for RFIs, Change Orders, and Submittals

3.2 Landscape RFIs, Change Orders, and Submittals Review

Merrill Morris will perform the following:

- Respond to requests for information (RFI's) as directed by the BART RE/BART PM
- Respond and address change orders as directed by BART RE/BART PM
- Review submittals typically within 10 working days of receiving the submittals, or as directed by the BART RE/BART PM. Per BFS standard, Engineer is given 30 days after receipt for submittal review.
- Support the BART RE/BART PM in preparing punch lists during Final Inspection as needed.

Assumption:

- Assumed up to 108 hours for RFIs, Change Orders, and Submittals

3.3 Electrical RFIs, Change Orders, and Submittals Review

FWA will perform the following:

- Respond to requests for information (RFI's) as directed by the BART RE/BART PM
- Respond and address change orders as directed by BART RE/BART PM

- Review submittals typically within 10 working days of receiving the submittals, or as directed by the BART RE/BART PM. Per BFS standard, Engineer is given 30 days after receipt for submittal review.
- Support the BART RE/BART PM in preparing punch lists during Final Inspection as needed.

Assumption:

- Assumed up to 96 hours for RFIs, Change Orders, and Submittals

3.4 Geotechnical and Environmental Support

Engeo will perform the following:

- Provide consultation should soil conditions differ from geotechnical and soil investigation report

Assumption:

- Consultation will be in the form of phone calls, emails, and memo to address differences in soil conditions.

Task 4: Site Visits

4.1 Civil Site Visits

HNTB will attend site visits to observe critical construction activities, conduct field investigations as requested by the BART RE/BART PM.

Assumption:

- Assume up to 6 site visits at 4 hours each
- Assume up to 2 HNTB staff to attend

4.2 Landscape Site Visits

Merrill Morris will attend site visits to observe critical construction activities, conduct field investigations as requested by the BART RE/BART PM.

Assumption:

- Assume up to 7 site visits at 6 hours each
- Assume 1 Merrill Morris staff to attend
- Hours for site visits include reviewing Mockups

4.3 Electrical Site Visits

Assumption:

- Assume up to 3 site visits at 4 hours each
- Assume 2 FWA staff members to attend

4.4 Geotechnical Site Visits

Engeo will attend site visits to observe critical construction activities, conduct field investigations as requested by the BART RE/BART PM.

Assumption:

- Assume up to 3 site visits at 4 hours each to be attended by 1 Engeo staff member

Task 5: Design Phases – IFB

The team will follow the BART Facility Standards Rev 3.1.3 when designing Landscape, Civil, and Electrical Plans for the IFB submittals.

5.1 Civil Drawings and Coordination

This task will include addressing the following design changes to complete Final IFB submittal

- Response and address one set of Mithun Comments
- Attend one comment resolution meeting with Mithun
- Attend coordination meetings with BART on SFPUC
- Repackage Stormwater Control Plans for SFPUC
- Response and address one set of SFPUC comments
- Comment resolution meeting with BART on SFPUC comments
- Comment resolution meeting with BART and SFPUC
- Right of Way and Utility Certification Forms

5.2 Structural Drawings and Coordination

- Structural review of vehicle loading on Train Control Room Roof

5.3 Cost Estimates and Specifications

A construction cost estimate and specification will be provided with IFB package.

Prime: HNTB+FMG JV

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Merrill Morris Partners	\$34,150	Y	Y
F.W. Associates, Inc.	\$25,388	Y	Y
ENGEO Incorporated	\$4,604	N	N

Work Plan Value: \$162,952