

**BART Agreement Number:** 6M8144

**Approval Date:** 11/18/2021

**Work Plan No.:** B.20-02 - C and K-Line 34.5kV Cable Replacement - Design Revisions

**Scope:**

## **2.0 Scope of Services**

The Consultant shall provide the following scope of services:

### **Task 1: Project Management and Project Administration**

The following tasks describe the scope of work required to manage and administer the project.

#### **Subtask 1.1 - Management and Administration**

The Consultant Project Manager will perform the following activities in support of the project:

- Supervise and coordinate workplan activities
- Workplan communications/meetings/record keeping
- Workplan progress reporting

The Consultant Project Manager will be responsible for making sure the Consultant's Design Team follows the Project Management Plan (PMP) and Quality Management Plan (QMP) established for this Contract for the purposes of documenting policies, procedures, and responsibilities throughout the life of the work plan.

It is anticipated that work plan administration will include the following items:

- Invoices and monthly progress reports
- Work progress reporting
- Highlight of significant issues requiring resolution
- Financial reporting/tracking

#### **Subtask 1.2 - Document Control**

Documents and electronic files, CAD drawings, transmittal forms, letters, correspondence, and other miscellaneous documents will be managed using ProjectWise, SharePoint and/or other appropriate formats. The Consultant will also use an FTP site for file transfers.

**Task 2: As-Requested Design Revisions**

HNTB will provide full design capabilities for design modifications based on differing or changing site conditions, issues with constructability, or preference of BART field engineering / maintenance forces. These efforts include potential global (project-wide) change requests, and more significant changes that may require revised signed and sealed engineering drawings, specifications, and/or calculations. These as-requested changes will be upon approval of the project manager and reviewed by BART engineering before being released to field engineering and BART maintenance forces.

It is assumed that changes will be a collaboration of all parties and may require additional site visits. Exact scope and delivery of design revisions shall be outlined in the requests from BART field engineering, BART maintenance, or BART engineering/management.

1. Revise Drawings: Consultant will revise the Issued for Construction Contract Drawings to reflect the agreed upon alternative design. Changes to affected sheets will be identified with clouds and revision numbers. Alternatively, Consultant will prepare new drawing sheets for the alternative details.
2. Revise Specifications: Consultant will revise the Issued for Construction Contract Specifications to reflect the agreed upon alternative design. Changes to the affected specification sections will be identified with change bars in the page margins.
3. Conformed Drawings and Specifications can be developed upon request by BART on a level of effort basis.
4. Revised construction cost estimates can be prepared for change notices upon request by BART.
5. QA/QC verification is included for all deliverables.

**Clarifications / Exclusions**

- a) This workplan is based on level-of-effort and BART's project manager will direct HNTB activities given the extended construction duration and in absence of a detailed submittal list and construction schedule.
- b) This workplan excludes support for procurement, field engineering, and as-built records
- c) This workplan excludes support for responding to Construction/BART Field Engineering Requests for Information (RFI's) and Submittals. Support for DSDC RFI's and Submittals can be provided under a separate work plan.

**Prime:** HNTB+FMG JV

**Subconsultant:** None

**Work Plan Value:** \$200,000