

**Work Plan: No. B05-01 TCCCP New Traction Power Facilities West Bay Project**

**Scope:**

## **2. SCOPE OF SERVICES**

The Consultant is to provide a Construction Management team consisting of a full-time Resident Engineer for approximately 40 hours/week, a full-time Inspector for approximately 40 hours/week, a part-time Inspector for approximately 20 hours/week, and a part-time scheduler for approximately 8 hours/week. The Resident Engineer will be located at 300 Lakeside Drive, 9th Floor, Oakland, CA, unless otherwise directed by the District. The Inspector(s) will be required to be on-site at all times during construction activities, unless otherwise directed by the Resident Engineer.

### **Resident Engineer**

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

1. Serve as the District Representative and is responsible to administer and monitor the Contract until final project closeout is complete;
2. Serves as the Subject Matter Expert and routinely interact with numerous outside Agencies and internal departments including, but not limited to, the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs;
3. Directly responsible for overall construction project management to include, construction permitting, utilities, traffic, planning, organizing, monitoring and directing of all construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;
4. Provide contract coordination between other contracts working within the M-Line Right-of-Way (ROW);
5. Reviews and responds to Contractor's submittals, Request For Information (RFI)s, and letters, and maintains project files with the utilization of WongCMS;
6. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;
7. Coordinates with the Designer for review of Contractor's submittals;
8. Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other construction documents);
9. Schedules and conducts weekly progress meetings, and working level meetings with appropriate Stakeholders to closeout technical issues, and prepares meeting summaries;
10. Manages, provides technical support to, tracks and resolves field issues;
11. Initiates and evaluates design and field engineering changes during construction;
12. Evaluates Contractor's suggestions for minor changes to contract requirements;
13. Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolves disputes with the Contractor, through the Change Notice/Change Order process if necessary;

14. Processes and reviews Change Notices and Change Orders by preparing engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents;
15. Negotiates protested Change Notices with Contractor for further processing of Change Order;
16. Implements and ensures a District approved Quality Assurance Program is successfully executed;
17. Inspects and reviews project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents and other regulations;
18. Provides construction safety oversight and coordination with the Contractor's Safety Representative;
19. Reviews material testing data;
20. Makes field measurements of completed items of work;
21. Inspects construction at substantial and final completion states;
22. Tracks construction progress, activities, and use of approved materials and equipment for verification of Contractor's payment applications;
23. Reviews and processes monthly progress payments;
24. Reviews Contractor's progress schedules and documents construction progress through daily reports, project reporting, and project scheduling;
25. Manages, prepares and approves daily supervision and inspection reports;
26. Assures M&E receives as-builts and O&M Manuals three (3) months prior to substantial acceptance of work;
27. Ensures Contractor's personnel obtains the appropriate BART ID and security badges;
28. Coordinates Contractor's access to site with the appropriate stakeholders;
29. Captures Lessons Learned during the construction phase of the project to be logged into BART's Lessons Learned database;
30. Other tasks as directed by the District.

## Inspectors

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Specific duties and responsibilities for the Inspector(s) (two total) shall include, but not be limited to, the following:

1. Field engineering services overseeing on-going construction as directed by the Resident Engineer;
2. Keeps and maintains daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work;
3. Reviews approved contract submittals, contract specifications, and contract drawings, and field verify and document construction of approved materials and equipment per contract specifications and drawings;
4. Takes and catalogues photographs of work in progress or problems encountered on the construction site;
5. When directed, collects and maintains Force Account Records for additional work directed by the Resident Engineer;
6. Periodically examines Contractor QC and QA records to assure Contractor records are complete and current;
7. Assists in the documentation of Change Notices/Change Orders, including justifications and estimates;
8. When requested, assists in the review of Potential Claims and Claims;
9. Other tasks as directed by the Resident Engineer and/or the District.

## Scheduler

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

1. Providing scheduling assistance to the Resident Engineer through final project closeout;
2. Develops project schedules for BART;
3. Attend project progress and/or claim resolution meeting if requested by the Resident Engineer;

4. Reviews and approves Contractor's construction schedules;
5. Prepares schedule and claims estimates due to Contractor or field issues;
6. Prepares time impact evaluations and assists the Resident Engineer to resolve claims;
7. Performs other work as assigned by the Resident Engineer and/or the District.

**Prime:** Parsons

**Subconsultants:** None.

**Total Work Plan Value:** \$ 926,771