

**BART Agreement Number: 6M8136**

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

**Work Plan No. B.09-01 – Construction Management Personnel for BART Projects**

**Scope:**

## **2. SCOPE OF SERVICES**

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

### **Assistant Resident Engineer**

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1. Assist with coordinating internal resources and third parties/contractors for the execution of projects
2. Assist with developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
3. Coordinate resource availability and allocation
4. Assist with development of a detailed project plan to track progress
5. Use appropriate verification techniques to manage changes in project scope, schedule and costs
6. Measure project performance using appropriate systems, tools and techniques
7. Report and escalate to management, as needed, any issues that may impact cost or the progress of work
8. Perform risk management to minimize project risks
9. Establish and maintain relationships with third parties/vendors
10. Assist with creating and maintaining comprehensive project documentation
11. Assist with construction management activities by participating in and conducting planning, preconstruction, coordination, progress, scheduling, and field staff meetings.
12. Ensure all operations, measurements, and inspections are scheduled, ordered, and satisfactorily completed and documented.
13. Monitor and coordinate safety and quality control on projects by ensuring project is constructed in accordance with applicable safety regulations, reporting safety, traffic hazards and defective work to the contractor for correction, and preparing and issuing appropriate reports for compliance documentation.

**Prime: Parsons**

**Subconsultant: None**

**Total Work Plan Value: \$ 446,020**