

BART Agreement Number: 6M8137

Approval Date: 10/7/19

Work Plan No. B.06-01 Oakland Emergency Generator (OEG) System RE, ARE and Inspector

Scope:

The Resident Engineer will be located at the site trailer, in Oakland, CA, unless otherwise directed by BART. Specific tasks will include the following:

- a) Administer and monitor the Construction Contract through Project closeout.
- b) Coordinate with the Designer for review of Contractor's submittals.
- c) Prepare Cost Estimates.
- d) Review Contractor payment applications in accordance with Contract requirements.
- e) Review Contractor work schedules, site specific work plans, and submittals.
- f) Schedule and attend meetings as required by BART.
- g) Provide Quality Assurance in accordance with Contract requirements, project administration, and project controls procedures.
- h) Prepare documents for Change Notices and Change Orders.
- i) Negotiate and review Contract change orders and progress payments.
- j) Review and respond to Requests for Information (RFIs) with the support of the Engineer of Record.
- k) Manage and provide technical support to field issues.
- l) Support of Integration activities, System Testing, Monitoring and Control System (MACS) and Operations Control Center (OCC) Interface, and OEG system commissioning.
- m) Conduct or support Construction progress meetings.
- n) Provide Project reporting/scheduling.
- o) Provide Communication/Record Keeping and Meeting Coordination.
- p) Review as-built drawings.
- q) Coordinate the work with various departments within BART and third parties/other Projects.
- r) Interface with municipalities including: Port of Oakland, City of San Francisco, City of Oakland, and PG&E.
- s) Provide Contractor field work supervision.
- t) Manage, prepare, and approve daily supervision and inspection reports.
- u) Support SSWP Reviews, comment resolution, Approvals, and Signoff.
- v) Review and resolve claims and Notice of Potential Claims.
- w) Review the Contractor's as-builts and Operations and Maintenance (O&M) Manuals and issue to Mechanical and Electrical (M&E) three months prior to the substantial acceptance of work.

The Assistant Resident Engineer will be located at the site trailer, in Oakland, CA, unless otherwise directed by BART. Specific tasks will include the following:

- a) Provide procedural, administrative support to Project Staff.
- b) Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor.
- c) Support preparation of progress meeting agendas and minutes.
- d) Receive documents from the Contractor and process incoming/outgoing correspondences,

- transmittals, submittals, RFIs, and changes.
- e) Prepare Submittal and RFI Logs.
- f) Route documents for approval and signatures (RFIs, changes, submittals).
- g) Track status of documents (submittals, RFIs, changes) for timely response and keep Resident Engineer informed of status.
- h) Upload the signed Inspector Daily Reports (IDRs) in the Wong CMS database.
- i) Assist Inspectors with files and database system information, when needed.
- j) Assist Project Manager and Resident Engineer with Change Notices and Change Orders.
- k) Assist in the review of Contractor's cost proposals and processing of invoices.
- l) Evaluate, process, and route Contractor's monthly invoices for approval.
- m) Review and submit Pay Apps.
- n) Track Contractor's invoices for timely payment.
- o) Update Wong CMS (correspondence, transmittals, RFI Log, Submittal Log).
- p) Maintain paper files.
- q) Process requests for Contractor's badges and clearances and assist with on-boarding of new staff.
- r) Other tasks as directed by the Resident Engineer and/or BART.

Specific duties and responsibilities for the Field Inspector will include the following:

- a) Field engineering services overseeing on-going construction as directed by the Resident Engineer.
- b) Keep and maintain daily reports documenting observations, labor, equipment and issues encountered in the Contractor's performance of the work.
- c) Take and catalogue photographs of work in progress or problems encountered on the construction site.
- d) When directed, keep and maintain Force Account Records for additional work directed by BART.
- e) Periodically examines Contractor QC and QA records to assure Contractor records complete and current.
- f) When requested, assists in the review of Claims and Potential Claims.
- g) Other tasks as directed by the Resident Engineer and/or BART.

Prime: PGH Wong Engineering, Inc.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
---------------	--------	-----------	-----------

Total Work Plan Value: \$1,010,478