

BART Agreement Number: 6M8134

Approval Date: 8/27/19

Work Plan No. A.07.01 – El Cerrito Del Norte Station Modernization

Scope:

In coordination with other BART On-Call Construction Management contract, Consultant continues to provide construction management services for the El Cerrito del Norte Station Modernization project, including the tasks as described in Section 4, Activities of BART Resident Engineer Manual:

Consultant shall provide an Office Engineer, Inspectors, Cost Estimator and Materials Testing for the above referenced project. Specific tasks include, but not limited to, the following:

- Administer and monitor the construction contract until final project closeout;
- Review Contractor's submittals for compliance with contract book;
- Prepare responses to Contractor's RFI's;
- Prepare cost estimates due to field issues;
- Prepare technical documentations for Change Notices and Change Orders.
- Negotiate and review contract change orders;
- Manage, review and approve contractor progress payment applications in accordance with contract requirements;
- Review and approve contractor work schedules, Site Specific Work Plans (SSWPs), submittals, etc.;
- Manage and provide technical support to field issues;
- Conduct construction progress meetings;
- Witness factory and field testing;
- Project reporting/scheduling;
- Project Communication/Record Keeping and Meeting Coordination;
- Coordinate the work with affected BART's parties and other third parties;
- Provide inspection services, project administration and project controls for the construction contracts;
- Manage, prepare and approve daily supervision and inspection reports;
- Schedule and attend meetings as required;
- Attend project related meetings at Lakeside. BART will reimburse the subway or parking cost for these meetings;
- Administer and monitor the construction contract
- Consult with CM Team, vendors, BART personnel in other departments to discuss and formulate estimates and resolve issues
- Prepares work to be estimated by gathering scope information, Contract drawings, specifications, and related documents
- Identifies labor, material, and time requirements by studying Change Notices, Contract drawings, specifications, and related documents
- Computes costs by analyzing labor, material, and time requirements
- Resolves cost discrepancies by collecting and analyzing information
- Presents prepared estimate by assembling and displaying numerical and descriptive

information.

- Prepares special reports by collecting, analyzing, and summarizing information and trends
- Contributes to team effort by accomplishing related results as needed
- Review Contractor's submittals for compliance with contract book
- Prepare cost estimates due to field issues;
- Project Communication/Record Keeping and Meeting Coordination (conference calls)
- Other tasks as directed

Prime: HRD Construction

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Mott McDonald	\$143,253	N	N
ISI Inspection Services	\$29,122	Y	Y
M Lee Corp	\$97,942	Y	Y

Total Work Plan Value: \$538,317