BART Agreement Number: 6M8176   **Approval Date: 02/02/23**

Work Plan No. B.07-02 – NS MUX - Extension

Scope:

Specific tasks for the Resident Engineer will include the following:

a) Serves as the District Representative and is responsible for the administration and monitoring of the Contract until final project closeout is complete;

b) 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;

c) Expected to provide field confirmation, be responsible and in charge and conduct general field visits during the life of the contract. Frequency of these visits will be based on a case by case basis or as determined by the District;

d) Directly responsible for overall construction project management including construction permitting, utilities, traffic, planning, organizing, and monitoring of construction work activities and resources necessary to complete project within budget, scope, schedule, and quality requirements;

e) Provides contract coordination between other contracts working within the same BART Operating System;

f) Reviews and responds to Contractor's submittals, Requests for Information (RFIs), letters, and maintains project files with the utilization of WongCMS or other District approved software;

g) Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents;

h) Follows CM's QA Checklist and monitor the project in progress;

i) Prepares written documents (i.e. correspondence, proposals, reports, performance evaluations and other documents);

j) Schedules and conducts weekly progress meetings and prepares meeting summaries;

k) Manages and provides technical support to field issues;

Prime: PGH Wong

Subconsultants:

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Shiralian Mgmt Group	$160,874	N	Y
Cornerstone Transportation	$118,740	Y	Y

Total Work Plan Value: $678,565