BART Agreement Number: 6M8124   **Approval Date: 9/29/17**
Work Plan No. A.02 - Core Capacity Program Management Support (Engineering Phase)

Scope:

WORK PLAN MANAGEMENT
    ☐ Identify and retain technical resources necessary to ensure satisfactory work plan performance.
    ☐ Track expenditures against budget.
    ☐ Prepare monthly progress reports and review and approve monthly invoices for submittal to the District.

SUPPORT AND PARTICIPATION IN COORDINATION MEETINGS
    ☐ Participate in approximately 100 weekly coordination meetings with the District's Program Coordination Team.
    ☐ Participate in approximately 40 recurring coordination meetings with the Federal Transit Administration (FTA) and its Program Management Oversight Consultant (PMOC).
    ☐ Develop agendas and meeting materials as requested by the District's PM.
    ☐ Maintain weekly action log, identifying tasks to be completed, assignments of responsibility, and due dates
    ☐ Maintain the SharePoint website for file sharing.

PROGRAM MANAGEMENT PLAN UPDATES
    ☐ Update and maintain the Program Management Plan (PMP) that was developed during the Project Development phase. During the Engineering phase added details will be provided on project delivery.
    ☐ Assist the District PM with maintenance of the staffing plan.
    ☐ Assist the District PM with development of the PMP sub-plans at the programmatic level, in conjunction with the PMs for individual program elements.
    ☐ Review other supporting plans prepared by the District, including Rail Fleet Management Plan and the Quality Assurance /Quality Control (QA/QC) Plan.
    ☐ Review the Project-level Management Plans to ensure consistency with the Program Management Plan, the Rail Fleet Management Plan, and other program level documents.

PROGRAM COST ESTIMATE
    ☐ Update and maintain the program level cost estimate, in SCC format. The estimate will be updated whenever there are changes in the project-level cost estimates and the project schedule. Inflation assumptions will be reviewed in consultation with the PMs for each project, and adjusted as deemed appropriate. Risk assessments may also result in changes to the estimate.
    ☐ Prepare a value engineering report.

☐ Coordinate the program cost estimate with the project schedule and financial plan.

SCHEDULING

☐ Import the current program and project level schedules into Primavera scheduling software.

☐ Update the schedule to include additional internal links between related activities, including the four individual project schedules; and to explicitly show contingency built into the schedule.

☐ Assist the District with identification and reconciliation of any schedule disconnects.

☐ Participation in internal and PMOC-led risk assessments.

☐ Maintain the schedule in coordination with the four project managers.

☐ Perform project controls to help the District keep overall program progressing on schedule. This will include weekly reports to the Program Management Team and, where schedule slippage is evident, bringing issues to the attention of the District's Program Management Team along with suggested corrective actions.

☐ Coordinate the schedule with the cost estimate and financial plan.

FINANCIAL PLAN UPDATE

☐ Obtain updated information related to capital and Operation & Maintenance (O&M) costs, revenue, local funding commitments, and project delivery schedule.

☐ Revise of financial model based on updated information.

☐ Update the Financial Plan for submittal to FTA as part of FY20 budget cycle and Full Funding Grant Agreement (FFGA) request.

☐ Coordinate the financial plan with the project schedule and cost estimate.

RISK ASSESSMENT UPDATE

☐ At the start of the Engineering phase, update the program level risk assessment carried out during the Project Development phase. This will include facilitating another round of workshops with the project managers, refreshing the risk register, and updating the mitigation measures in collaboration with the District. Additional program-level risk workshops, risk register updates, and mitigation strategy/plan updates will be carried out as needed and at subsequent major milestones.

☐ Participate in the risk workshops to be held by FTA's PMOC.

☐ Reconcile any differences between the BART and PMOC risk assessments.

☐ Update and maintain Risk and Contingency Management Plan.

☐ Set up and carry out a process for monitoring the implementation of risk mitigation measures and assessing their effectiveness.

STRATEGIC ADVICE ON FTA POLICIES AND PROCEDURES

☐ Monitor federal budgets and changes in FTA policies and procedures that relate to the project, keeping the District PM and District management aware of developments.

☐ Monitor other Capital Improvement Grant (CIG) projects in the FTA pipeline and keep the District PM aware of relevant precedents set elsewhere.

LETTER OF NO PREJUDICE (LONP) AND FULL FUNDING GRANT APPLICATION (FFGA)

☐ Prepare request for a Letter of No Prejudice (LONP) so that costs incurred by the District prior to approval of the Full Funding Grant Application (FFGA) will be eligible for FTA participation.

☐ Update the project description and justification templates to reflect the latest information on project cost and ridership.

☐ Draft a letter to the FTA requesting approval of the FFGA.

OTHER GRANT APPLICATIONS

☐ Prepare application seeking cap and trade (TIRCP) funding for the Core Capacity Program. This will include estimating the expected increase in ridership and resulting HG emission reductions and developing a compelling application in accordance with State application guidelines.

☐ As requested by the District PM, assist the District with the preparation of other grant applications.

BEFORE AND AFTER STUDY MILESTONE REPORTS

☐ Prepare five milestone memoranda – project scope, capital cost estimate, service levels, O&M cost, and ridership – documenting the estimates at entry into Engineering, per the Before and After Study Work Scope.

Prime: WSP

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
M Lee Corporation	$378,276	Y	Y

Value: $1,800,000