

**BART Agreement Number:** 6M8145

**Approval Date:** 02/16/2021

**Work Plan:** No. A.15-01 – Provide Organization Capacity

**Scope:**

**1.1 SCOPE OF SERVICES**

The consultant's (or office engineer's) scope of work requires that they have experience with project forecasting, cost estimating, and developing concise and comprehensive presentations as well as being proficient at Excel spreadsheets. Additional scope includes:

- Improve and maintain project forecasts for the M&E Measure RR program.
- Support quarterly reporting efforts for all M&E Measure RR projects.
- Support cost estimating efforts related to project forecasts.
- Support development of comprehensive presentations.
- Attend and participate in team meetings both onsite & offsite as required.
- Perform field visits (if required) to document project status.
- Complete and keep meeting records, including meeting minutes and other documentation related to the program.

**Prime:** Jacobs

**Subconsultant:** None.

**Total Work Plan Value:** \$ 339,046