

BART Agreement Number: 6M8182

Approval Date: 02/08/2023

Work Plan No. B.03-03 Project Management of Track, System, and Electrical Projects and Procurement Support on Track Projects

Scope:

Scope of services for the Project Manager includes:

- Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Measure project performance using appropriate systems, tools and techniques.
- Provide procedural, administrative support to BART PM and Project staff.
- Set up and maintain project files, document control, and file management.
- Attend project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes, as directed.
- Track, review and update project schedules based on input from design teams and other stakeholders.
- Review project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all comments from reviewers and SME by the due date and distribute to the deliverable originators.
- Coordinate with various discipline leads, project teams, contractors, subcontractors, external parties as required for successful and timely execution of project milestones.
- Assist with Project Management Plan and Risk Management Plan.
- Review Weekly Statement of Working Days for Quality Assurance.
- Develop new processes and procedures where needed.
- Support other duties as assigned.
- Conduct constructability meetings for C15, K23 & K25 with key stakeholders.

Scope of services for procurement and field support will include the following work:

- Provide support for procurement activities, material tracking, and transitioning of capital inventory into BART RR Warehouses and Whipple Yard.
- Preparation of material specifications
- Maximo support for material requests
- Provide traction power, track, and train control field support.
- Support shutdowns and other non-revenue work as needed.
- Prepare quantity take-offs and construction estimates for materials procurement.
- Other tasks as directed by the District

Prime: Ghirardelli

Subconsultants: None

Total Work Plan Value: \$903,439