

**BART Agreement Number: 6M8182**

**Approval Date: 05/03/21**

**Work Plan No. B.06-01- Project Management Support for BART RR and FTA Projects**

**2. SCOPE OF SERVICES**

The Consultant will provide an Assistant Project Manager (PM) for all project activities in planning, coordinating, progress reporting, scheduling, forecast management, and document controls. The consultant will perform the following duties and responsibilities under Measure RR Bond and FTA programs:

- a. Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- b. Measure project performance using appropriate systems, tools, and techniques.
- c. Provide procedural, administrative support to PM and Project staff.
- d. Set up and maintain project files, document control, and file management.
- e. Attend project progress meetings with BART PM and help in handling day-to-day coordination.
- f. Take meeting minutes, prepare to-do lists from meetings, distribute meeting minutes, as directed.
- g. Track, review, and update project schedules based on input from design teams and other stakeholders.

**Prime: Ghirardelli**

**Subconsultants: None**

**Total Work Plan Value: \$ 208,092**