

**BART Agreement Number: 6M8145**

**Approval Date: 05/08/2020**

**Work Plan No. A.07-01 – Trans-Bay Corridor Core Capacity Project/Program  
Organization Capacity and Capability**

**Scope:**

**2. SCOPE OF SERVICES**

The Consultant is to provide an Executive Consultant and Lead consultant to help Assistant Chief PD&C and Core Capacity Group Manager evaluate Organization Capacity and Capability assessment. This work shall consist evaluating the current Organization and personnel with skill set and job description match. The work will also frame and develop project management delivery structure that is in line with FTA guidance and provide recommendation based on benchmarking and best practices. As applicable, the consultant will also identify of internal and external resources to support the overall program

Specific duties and responsibilities for the Executive Consultant shall include, but not be limited to, the following:

- a. Help set up the assessment of the current structure
- b. Vet and provide qualified Lead Consultant for work assessment
- c. Participate in weekly/bi-weekly report out of progress and or status to Chief and Group Manager
- d. Manage trend budget/hours
- e. Facilitate meetings / discussions with other BART departments as needed
- f. Reviews final report out and present to Chief and Group Manager

Specific duties and responsibilities of the Lead Consultant, include but not be limited to, the following:

- a. Interview/research roles and responsibilities of the personnel in the organization
- b. Research industry best practices and any FTA guidelines for organizational structure and Roles and Responsibilities (R&R)

**Prime: Jacobs**

| <b>Subconsultant</b>        | <b>Amount</b> | <b>DBE (Y/N)</b> | <b>SBE (Y/N)</b> |
|-----------------------------|---------------|------------------|------------------|
| Newhouse Project Consulting | \$ 53,400     | Y                | Y                |

**Total Work Plan Value: \$58,719**