

BART Agreement Number: 6M8145

Approval Date: 9/10/21

Work Plan No. B.33-01 – Systems PM Support

Scope:

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 Systems Programs.
- Support quarterly reporting efforts for all Fare Collection 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.
- Ensure that all projects are delivered on-time, within scope and within budget;
- Measure project performance using appropriate systems, tools and techniques;
- Report and escalate to management as needed;
- Provide as needed constructability reviews of FTA interlocking rebuild design packages including disciplines such as Civil, Track, Electrical for Traction Power, Electrical for Train Control, and Structural.
- Set-up and maintain contract files; document control and file management,
- Attending project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, distribute meeting minutes as directed as directed by Resident Engineer/Assistant Resident Engineer;
- Provide procedural, administrative support to Project Staff;
- Support preparation of progress meeting agendas and minutes.
- Review contractor baseline, monthly, and weekly schedules and produce review comments.
- Review Weekly Statement of Working Days for Quality Assurance;
- Assist with Project Management Plan, Contracting Plan and Risk Management Plan
- Providing schedule updates and prepare biweekly and monthly reports,

Prime: Jacobs

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Acumen Building Enterprise	\$ 602,476	Y	Y

Total Work Plan Value: \$ 931,122