

BART Agreement Number: 6M8146

Approval Date: 08/30/24

Work Plan No. B.19-02 34.5 kV Project Support - Transitional Work Plan

Scope:

The team's tasks (as requested by the District) include:

- a. Provide planning, scheduling, resource allocation, coordination support;
- b. Develop and/or Review Interim Operating Procedures (IOP), Site-Specific Work Plans (SSWP), System Access Request (SARs), Work Orders and Operating Bulletins;
- c. Prepare written documents including correspondence, emails, proposals, reports, records, memos and other construction type documents;
- d. Provide material and construction cost estimates;
- e. Manage, conduct and provide technical support for field including measurements and surveying;
- f. Coordinate and support procurements and materials;
- g. Review or provide engineering, construction, and contractual documentation/submittals, and provide comments/recommendation;
- h. Assist with project budget, scope, schedule, and quality requirements.
- i. Prepare scope of work and planning documents for BART-constructed project(s);
- j. Track progress and project resource allocation of construction activities, including staffing, materials, equipment, tools, and others;
- k. Schedule and conduct meetings and prepare meeting summaries;
- l. Provide day to day management of construction schedule, cost, and milestones;
- m. Provide support for closeout activities including as built, redlines and inspections.
- n. Facilitate onboarding to the project of other consultants.
- o. Other task as requested by and agreed with the District.

Knowledge of:

- a. A working knowledge of the BART operating system (or similar) with respect to access, construction support
- b. Effective communication skills both written and verbal;
- c. Interpersonal skills: Establish rapport and manage relationships with various parties including employees, contractors, suppliers and clients involved in the execution of the projects.
- d. Principles and techniques of MS Word, Excel, Teams, Outlook, PowerPoint, Project or other scheduling software.

Prime: Parsons Transportation Group

Subconsultants: None

Total Work Plan Value: \$ 157,787