

BART Agreement Number: 6M8183

Approval Date: 09/11/24

Work Plan No. B.12-01 47CJ112_NGFG_PM/CM Support

Scope:

The overall project scope will focus on the PM support for planning, reporting, scheduling, projects budget forecasting, document control and construction management services.

The consultant will perform the following duties and responsibilities:

- a) Perform day-to-day program management responsibilities for the NexGen Fare Gates Program in varying stages of planning, design, fabrication, or construction.
- b) Measure project performance using appropriate systems, tools, and techniques.
- c) Report and escalate to management as needed.
- d) Set-up and maintain project files; perform ongoing document control and file management with support by others.
- e) Attend project progress meetings with BART PMs and help in handling day-to-day coordination. Review meeting minutes prepared by others, review or prepare to-do lists from meetings, and distribute meeting minutes as directed.
- f) Provide procedural, and administrative support to Project Staff.
- g) Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders.
- h) Work with others to track, review, and update project schedules based on input from design teams and other stakeholders.
- i) Assist with creation, and ongoing updates of Project Execution Plan, Contracting Plan, and Risk Management Plan
- j) Provide schedule updates and prepare biweekly and monthly reports.
- k) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables' originators.

- l) Oversee the execution of all Construction Management tasks as per the BART Resident Engineer (RE) Manual including:
 - a. Review of drafted, issued and management of contract change orders
 - b. Collaborate with BART staff and others to respond to RFI's
 - c. Review of drafted and issued serial letters
 - d. Oversee the maintenance of program files in Wong CMS and the project SharePoint folder with up-to-date documents.
 - e. QC daily inspector's reports and sign them or collaborate with the RE to ensure they are reviewed and signed.
- m) Oversee the management of various contracts with the Next Generation Fare Gates Project, including Procurement of Fare Gates, Moving of Fare Gates, and Installation of Fare Gates. This will also include the concrete scanning and special inspection coordination.
- n) Oversee the management of field inspection activities and personnel at multiple sites throughout the District, and report to the project manager 3-times a day, including day, swing and grave shifts.
- o) Coordinate with the various BART Maintenance and Engineering teams for all project work, including working with BART Project Management and Executive Management.
- p) Perform other tasks as directed by the BART Chief Infrastructure Delivery Officer and/or the District representative. The PM Support Team will be responsible for the complete delivery of a task, from start to finish. The consultant shall be cognizant of the actual need for BART resources and use consultant staff efficiently.

Prime: TRC

Subconsultants: None

Total Work Plan Value: \$ 849,390