

BART Agreement Number: 6M8143

Approval Date: 08/02/23

Revised: 02/23/24

Revised: 01/07/25

Work Plan No. B.38-01 Program Management Support - Project Controls/Reporting

Scope:

The project scope will focus on the Project Controls, Data Analysis/Management, and Reporting division functions as augmented staff support.

The consultant team will perform the following duties and responsibilities:

- a) Plan, review, and schedule appropriate meetings, calendar alerts, and progress updates
- b) Responsibilities include the monthly recurring activity of project-relevant financial data collection, review and update of active capital projects, preparing Excel-based reports, and distribution to Project Managers (PM) and Program Managers (PgMs) for their updates.
- c) Perform Quality Checks (QC) on the Data
- d) Incorporate comments and feedback from PMs, Program Managers (PgMs), and other stakeholders
- e) Provide procedural and administrative support to Project Staff
- f) Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders
- g) Track, review, and update deliverables schedules based on input from the BART team and other stakeholders
- h) Perform other tasks as directed by the Project Management Team and the District representative. The PgM Support Team will be responsible for completing a task from start to finish. The consultant shall be cognizant of the actual need for BART resources and use consultant staff efficiently

Prime: HDR

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Auriga	\$ 247,549	Y	Y

Total Work Plan Value: \$ 1,346,317