

**BART Agreement Number: 6M8178**

**Approval Date: 11/15/23**

**Revised: 04/08/25**

**Work Plan No. B.07-02 PM Support for OID Projects in Construction**

**Scope:**

The Scope of Services is to provide program/project management and controls, reporting, and other services to accelerate strategic and preventive maintenance across BART's infrastructure. Much of the work requires interaction with District staff. Potential areas of support include the following:

- a) Perform day-to-day project management responsibilities for multi-disciplinary projects in 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.
- e) Attend project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, 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 project teams and stakeholders.
- h) Track, review, and update project schedules based on input from design teams and other stakeholders on the projects in construction.
- 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) Perform other tasks as directed by the District representative and/or the Project Management Team. The PM Support Team is responsible for the complete delivery of a task, from initiation to completion. WSP will be cognizant of BART resource needs and use staff efficiently.

**Prime: WSP**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Dabri	\$ 242,497	Y	Y

**Total Work Plan Value: \$ 1,141,834**