

**BART Agreement Number:** 6M8137

**Approval Date:** 4/18/2022

**Work Plan No.:** A.12-01 - TCMP Enabling Works 49GH006 Material Support & Asst RE Gap Fill

**Scope:**

## 2.0 SCOPE OF SERVICES

CONSULTANT's scope of work includes the following:

- a) Assembly of technical procurement documentation including purchase requisition drafting, sourcing based on current market conditions, IFB drafting, and source selection criteria as needed
- b) Procurement Planning and Scheduling support for materials and services.
- c) Interfacing with installation team for installation needs to meet schedule and site related requirements.
- d) Interface/liaise internally and externally
- e) RFP package preparation
- f) Pre and post RFP package preparation coordination with vendors
- g) Assemble PR package documents for internal BART routing through submittal Acquisition Services
- h) Prepare Independent Cost Estimates for RFP and IFB
- i) Technical warehouse receiving support
- j) Liaising with vendors and BART warehouse for delivery notifications and status of materials received
- k) Process Material Laydown Request forms
- l) Process Material Inspection Receiving reports
- m) BART RE Manual Guidelines
- n) Prepare material status reports

**Prime:** PGH Wong Engineering, Inc.

**Subconsultant:** None.

**Work Plan Value:** \$ 84,346