

BART Agreement Number: 6M8142

Approval Date: 02/25/22

Work Plan No. B.30-01 – Project Management Support Services

Scope:

The assistant PM will work under the direction of BART staff and will, in general, provide the following scope of services:

- Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Measure project performance using appropriate systems, tools and techniques.
- Provide procedural and administrative support to BART PM and project staff.
- Maintain document control processes and practices including Set up and maintenance of project files and file management.
- Attend project progress meetings with BART PM, and support day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
- Track, review, and update project schedules based on input from design teams and other stakeholders.
- Review designer's project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect comments from reviewers and SME by the due date and distribute to the designer.
- Coordinate with various discipline leads, project teams, contractors, subcontractors, external parties as required for successful and timely execution of project milestones.
- Assist with preparing the Project Management Plan and Risk Management Plan.
- Review Weekly Statement of Working Days.
- Develop new processes and procedures where needed.
- Support other duties as requested by BART PM.

Prime: AECOM

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Jade Associates	\$ 206,496	Y	Y

Total Work Plan Value: \$ 227,295