

BART Agreement Number: 6M8176

Approval Date: 05/04/21

Work Plan No. A02-01-Program Management Support

2.0 SCOPE OF SERVICES

Consultant to provide personnel on a level-of-effort basis to accomplish tasks related to project control activities as assigned by the Group Manager, Program Management, Planning, Development & Construction. Typical tasks include but are not limited to:

- Administration of Professional Services Agreements, including:
- Monthly invoice tracking and processing
- Maintenance of Agreement files
- Coordination with Project Financial Analysts
- Upload project documents to WongCMS
- Attendance at meetings, as requested

Prime: PGH Wong

Subconsultants: None

Total Work Plan Value: \$121,035