

**BART Agreement Number: 6M8182**

**Approval Date: 04/28/23**

**Work Plan No. B.19.01 Electrical and Systems Program Management Support 2023**

**Scope:**

The consultant will provide a project manager (PM) for all project activities in planning, coordinating, progress reporting, scheduling, forecast management, and document controls. The consultant will perform the following duties and responsibilities under RR The Consultant will provide a Program Manager support staff to support all program activities in planning, coordinating, progress reporting, scheduling, forecast management, and document controls. The consultant will perform the following duties and responsibilities in coordination with the BART PgM in support of the Programs:

1. Coordinate regularly scheduled Program update meetings with all PMs with Projects in the Program
  - a. Produce and document agendas and minutes for meetings.
2. Facilitate a QC review of each project's Monthly Project Update (MPU)
3. Facilitate a Face-to-face review of the MPU with each PM for each project quarterly at a minimum.
4. Facilitate a QC review of each project's monthly schedule update

5. Facilitate and document review and approval project schedule rebaseline requests
6. Review Project budgets on a bi-weekly basis
7. Facilitate and document PM requests to reallocate funds from Project contingencies
8. Facilitate QC review, update, and submit each Project's Estimate to Complete (ETC) update on quarterly basis
9. Facilitate the communication of project and program funding needs, document and submit Funding Requests to address the funding needs as soon as they arise
10. As needed facilitate review of projects' scopes to ensure scope is in alignment with funded budget
11. Facilitate a review each project's Earned Value Management (EVM) update monthly
12. Support the development of the EVM quarterly report
13. Support the development of a program-level quarterly EVM report
14. Facilitate a regular review of PM's adherence to project risk register documentation and update requirements
15. Monitor project compliance with all Quality Control and Quality Assurance requirements
16. Facilitate the review and coordination of program level data for the quarterly update presented at the Measure RR Bond Oversight Committee (RR BOC) meetings
17. Facilitate a QC review and submission of required FTA Capital Project updates quarterly at a minimum
18. Facilitate the review and QC of any other required project-specific reports, as defined by Senior PgM or Group Manager
19. Facilitate regularly scheduled meetings with Project/Program Sponsor Group Managers
20. Facilitate the regular communicate about program and project issues and updates with Program's Project Sponsor. Support the PgM's engagement with the Project Sponsor as the primary stakeholder and coordinate with them to resolve any engineering resource related challenges.
21. Facilitate regularly scheduled meetings with Senior PgM
22. Other tasks as directed by the Program Manager

The consultant's primary responsibilities will be in support of the PgM. However, the consultant may need to provide Project Management Support to the PMs with Projects in the Electrical, Computer Systems, and/or Fare Collections Portfolios. These PM support responsibilities may include:

1. Measure project performance using appropriate systems, tools, and techniques
2. Report and escalate to management as needed
3. Set-up and maintain contract files, document control, and file management
4. 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

5. Provide procedural, and administrative support to Project Staff
6. Reserve/schedule conference rooms and attend weekly progress status meetings with the PM
7. Generate program schedules based on input from owner and CM team
8. Generate/Review project schedules as needed. Providing schedule updates and prepare biweekly and monthly reports
9. Review contractor's baseline, monthly, and weekly schedules and produce review comments
10. Assist with Project Management Plan, Contracting Plan and Risk Management Plan
11. Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Experts (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverable originators.
12. Other tasks as directed by the Project Management Team and Resident Engineer and/or the District representative. The PM Support Team will be responsible for complete delivery of a task, from start to finish.

**Prime: Ghirardelli**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
AZAD Engineer PC	\$ 332,524	Y	Y

**Total Work Plan Value: \$ 347,090**