

BART Agreement Number: 6M8182

Approval Date: 03/14/2021

Work Plan: No. B.07-01 – Material Procurement and RR Warehouse Support

Scope:

The consultant Office Engineer is to provide full-time material and procurement support for approximately 40 hours per week. This is a 12-month Work Plan totaling 2080 hours. The project tasking and scope include:

2.1 Warehouse Material Tracking

- a) Provide support in database management and data entry.
- b) Provide process and procedure support ensuring all documentation is prepared and completed correctly for all incoming and outgoing materials from HME Warehouse, Whipple Road Warehouses and Whipple Yard Locations
- c) Provide preparation support for incoming and outgoing materials into the HME Warehouse, Whipple Road Warehouses and Whipple Yard
- d) Completion and management of RR material request and laydown forms.
- e) Provide support in material tracking, labelling and identification.

2.2 Procurement Support

- a) Preparation and submission of purchase requisition packages as required for Measure RR Bond Projects
- b) Maximo support for material requests.

2.3 Material delivery and collection

- a) Delivery of material to job site as required.
- b) Collection of material from job site and / or vendor as required.

2.4 Job site material preparation

- a) Job site material preparation as required.

2.5 Other

- a) Support as required to RR Project Management team.
- b) Support as required to BART Warehouse Expeditor / Manager
- c) Provide innovation and solutions to improve processes and procedures for RR construction material management activities.

Prime: Ghirardelli Assoc., Inc.

Subconsultant: None.

Total Work Plan Value: \$ 210,373