

BART Agreement Number: 6M8144

Approval Date: 05/26/21

Work Plan No. B20-01- 34.5 KV-C & K Line Cable Replacement Design Revision

2.0 Scope of Services

The Consultant shall provide the following scope of services:

Task 1: Project Management and Project Administration

The following tasks describe the scope of work required to manage and administer the project.

Subtask 1.1 - Management and Administration

The Consultant Project Manager will perform the following activities in support of the project:

- Supervise and coordinate workplan activities
- Workplan communications/meetings/record keeping
- Workplan progress reporting

The Consultant Project Manager will be responsible for making sure the Consultant's Design Team follows the Project Management Plan (PMP) and Quality Management Plan (QMP) established for this Contract for the purposes of documenting policies, procedures, and responsibilities throughout the life of the work plan.

It is anticipated that work plan administration will include the following items:

- Invoices and monthly progress reports
- Work progress reporting
- Highlight of significant issues requiring resolution
- Financial reporting/tracking

Subtask 1.2 - Document Control

Documents and electronic files, CAD drawings, transmittal forms, letters, correspondence, and other miscellaneous documents will be managed using ProjectWise, SharePoint and/or other appropriate formats. The Consultant will also use an FTP site for file transfers.

Prime: HNTB-FMG, Joint Venture

Subconsultants: None

Total Work Plan Value: \$ 185,780