

Work Plan No. B.12-03 Project Management Support for Maintenance and Engineering Projects and Programs

Scope:

The Scope of Services is to provide program/project management and controls, reporting, and other services to accelerate strategic and preventive maintenance across BART's infrastructure. Potential areas of support include the following:

2.1 PROCESS/PROCEDURE DEVELOPMENT/IMPLEMENTATION AND PROJECT MANAGEMENT

In addition, WSP will work with the Strategic Engineering Program Management team to develop and assist with implementation of standardized program management tools for collection, integration, analysis, and dissemination of information related to program/project performance, among various levels within the M&E organization. Areas already identified include the following:

- Project Management Services
- Project Management Support
- Project Management Training
- Resource Management
- Report and System Development

2.2 ASSISTANCE WITH REGULARLY SCHEDULED PROGRAM MANAGEMENT ACTIVITIES

WSP will assist with advance preparation and conducting meetings related to the following.

- Capital Needs Inventory: Working with Engineering Division Managers, Group Managers, and Assistant Chiefs to update BART's Capital Needs Inventory (CNI), to help achieve a State of Good Repair by evaluating capital projects based on specific criteria and developing an annual investment prioritization.
- Asset Risk Management: Working with Risk Register Owners, Asset Engineers, Maintenance Group Managers, and Assistant Chief of Maintenance, to maintain an Asset Risk Register and prepare an updated Asset Risk Register Executive Report. The Asset Risk Register serves as a repository for all identified critical risks and their associated mitigation plans, including identification and evaluation of risks, development of mitigation measures, assignment of responsibilities for mitigation, and determination of order-of-magnitude costs to implement risk mitigations. Each critical risk is to be assigned a division priority based on all pertinent and documented information.
- Coordination of CNI and Asset Risk Register: Review of Asset Risk Register in conjunction with the CNI to correlate mitigation plans, priorities, and cost data.
- Capital Project Budget/Estimate to Complete: Working with project managers, Maintenance personnel, financial analysts, and other Maintenance & Engineering stakeholders to review and compile budgets for qualified capital projects for the upcoming fiscal year (monthly increments) and subsequent five years (annual increments). The budget is used to project resource needs, to assess short-term budget shortfalls, and for other planning purposes.
- Project Reporting: Working with program managers to collect and consolidate updated project status information with respect to scope, schedule, budget, risks, lessons learned, resource needs, etc., monthly.

2.3 DATA ANALYSIS AND REPORTING

WSP will assist with development, analysis, and updates of reports/dashboards, to be housed on the ACMEQ and/or Strategic Engineering SharePoint Site. Example reports/dashboards include, but are not limited to, the following:

- “One-Pager” Project Summaries: a snapshot of the scope, schedule, budget, funding sources, and status for each active project.
- Monthly Project Reports: a status report of the scope, schedule, budget, risks, lessons learned, resource needs, etc., for each active project.
- Quarterly Project Update: a quarterly report of all active and closed projects. This report focuses (on quarterly trends) on schedule, budget, change management, EVM, spend analysis by activity, review, and quality metrics. It also reports a project's performance individually and by portfolio.
- Financial Monthly Reports and Dashboards: e.g., budget, overtime analysis; miscellaneous non-labor and labor costs, for department and cost center managers
- Other dashboard/reports as needed to provide actionable intelligence for managers.

Prime: WSP USA

Subconsultants: None

Total Work Plan Value: \$ 479,727