

BART Agreement Number: 6M8178

Approval Date: 12/29/22

Work Plan No. B.07-01 Project Management Support for M&E Projects

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. Much of the work requires interaction with District staff. Potential areas of support include the following:

- a) Project management support throughout all stages including planning, design, procurement and construction
- b) Leverage technology for systematic analysis of project performance and iterative identification of improvement opportunities.
- c) Facilitate dialogue and elicit cooperation from all stakeholders. Report up and escalate to BART management as needed.
- d) On-going management and documentation of all associated project files
- e) Coordination for progress meetings with BART PMs, including preparation and dissemination of briefing communications, meeting minutes routinely updated to-do lists.
- f) Logistical, administrative and procedural support to Project Staff including internal and external correspondence, maintain conference room schedules for weekly stakeholder meetings, plan for upcoming deliverables.
- g) Organize workflow, review and track project schedules in coordination with design team and other key stakeholders.
- h) Support the on-going creation and update of bi-weekly/monthly project reports, Project Execution Plan, Contracting Plan and Risk Management Plans.
- i) Quality and completion check of deliverables prior to routing to BART reviewers and Subject Matter Experts (SMEs). Cross-verification of data across projects. Use Comments Resolution Form (CRF) to gather input from reviewers/SMEs. Incorporate feedback and distribute to deliverables' originators.
- j) Perform other tasks as directed by the District representative and/or the Project Management Team. The PM Support Team is responsible for the complete delivery of a task, from initiation to completion. WSP will be cognizant of BART resource needs and use staff efficiently.

Prime: WSP

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Dabri	\$ 36,366	Y	Y

Total Work Plan Value: \$ 1,242,122