

**BART Agreement Number: 6M8146**

**Approval Date: 12/16/22**

**Revised 11/27/23**

**Work Plan No. B.10-03 Project Support Services for BART - Constructed Projects**

**Scope:**

The team's tasks include:

- a. Provide planning, scheduling, resource allocation, coordination support
- b. Provide systems interdisciplinary coordination with the projects specified above;
- c. Review and provide comments on project design submittals;
- d. Develop Interim Operating Procedures (IOP), Site-Specific Work Plans (SSWP), System Access Request (SARs), Work Orders and Operating Bulletins;
- e. Prepare written documents (i.e. correspondence, proposals, reports and other construction documents);
- f. Provide construction cost estimates;
- g. Provide planning and coordination support
- h. Provide field support and assessment as needed;
- i. Coordinate and support procurement needs;
- j. Provide engineering support as needed;
- k. Provide project support services through complete project lifecycle including pre-construction, construction and close-out phases of assigned projects as requested; and,
- l. Provide resource, manpower and equipment monitoring, using graphs, tables and charts to represent relationships.
- m. Any other tasks as directed by the District.
- n. Work site visits for inspections and reviews.

Knowledge of:

- o. Principles and techniques scheduling;
- p. Principles of project lifecycle, from project scoping & design through execution and closeout;
- q. A working knowledge of the BART operating system (or similar) with respect to access, construction support
- r. Effective communication skills both written and verbal;
- s. Interpersonal skills: Establish rapport and manage relationships with various parties including employees, contractors, suppliers and clients involved in the execution of the projects.
- t. Principles and techniques of MS Word, Excel, Teams, Outlook and PowerPoint.

**Prime: Parsons**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Elle Consultants	\$ 437,831	Y	Y
Structus	\$ 23,590	Y	Y
EMI	\$ 8,994	Y	Y

**Total Work Plan Value: \$ 978,822**