

BART Agreement Number: 6M8210

Approval Date: 12/29/23

Work Plan No. A.01-01 Lead Scheduler & District Resource Loading/Forecasting in PM Planning & Scheduling Group

Scope:

Specific duties and responsibilities shall include the following:

- a) Develop P6 schedules which may include resource loaded schedules with deliverables and milestones for individual projects. When required develop or review Basis of Schedule.
- b) Coordinate with BART staff on project trend analysis and associated data along with program rollups
- c) Develop and implement a plan to manage subconsultants
- d) Perform complex scheduling, planning, analysis, record keeping, and other management reporting related to Districtwide schedules.
- e) Make recommendations for action and assists in policy and procedure implementation.
- f) Assist other divisions and departments with the set-up/coordination of dedicated scheduling deliverables.
- g) Provide resource, manpower and equipment supply and demand forecasting, using graphs and charts to represent relationship of demand to supply, by interfacing with Program Managers, group managers and project managers.
- h) Present data to group management.
- i) Identify and implement methodology of interfacing Resource Data Base (RDB) with P6 to allow for resource impacts using actual and "what-if" scheduling analyses.
- j) Correlate the variances of previous schedules of partnering departments to capture, analyze, and recommend strategies to overcome conflicts.
- k) Prepare, update, and distribute short, medium and long term Look-ahead schedules.
- l) Regular updating of Look Ahead Schedule changes in RDB and reporting changes.
- m) Coordinate with resource forecasting by sharing resource data base information with other groups outside of Capital Strategic Scheduling.
- n) Attending weekly and monthly coordination meetings
- o) Any additional duties requested by BART.

Knowledge of:

- a) Principles and techniques of Primavera (P6) scheduling.
- b) Principles of internal P6 schedules during all stages of the project lifecycle, from project scoping & design through execution and handover to Facilities.
- c) Critical Path Method as well as offering alternatives to regain schedule delays
- d) Early reporting of project schedule/scope challenges and provide solutions to mitigate any risks.
- e) Manual and computerized maintenance scheduling, tracking and reporting systems and their operation
- f) Project risk management principles, practices, standards and methods
- g) Development of an Integrated Master Schedule (IMS) and managing schedules at a program/portfolio level
- h) Understanding and execution of strategic planning, short-term, mid-range and long-range planning.
- i) A working knowledge of the BART operating system with respect to access, maintenance support, and its correlation to planning and scheduling in forecasting work scope.
- j) Effective communication skills both written and verbal
- k) Interpersonal skills: Establish rapport and manage relationships with various parties including employees, contractors, suppliers and clients involved in the execution of the projects.
- l) Operating computerized maintenance scheduling, tracking and reporting systems through MAXIMO.
- m) Principles and techniques of MS Project, Excel, and PowerPoint.

Prime: JACOBS

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Harvest Technical Services, Inc.	\$ 321,926	Y	Y

Total Work Plan Value: \$ 372,468