

BART Agreement Number: 6M8210

Approval Date: 01/19/24

Work Plan No. A.02-01 Project Management Support for Track, Traction Power, Train Control, NRVE, and Civil/Structural Projects

Scope:

Specific duties and responsibilities shall include the following:

- a) Task #1: Project Development or Project Management Support
 - 1. Assist Project Management Plans and Project Execution Plan (PXP) Development.
 - 2. Assist Cost Estimates such as development of Estimate to Complete (ETC) for projects.
 - 3. Research on codes, rules, regulations, studies, calculations, surveys, current industry standards and practices.
 - 4. Procedural and Administrative support to project staff.
 - 5. Assist creating and updating project reports such as Earned Value Management (EVM), Monthly Project Update (MPU), Critical Project Reports, Measure RR Bond Oversight Committee (BOC) Reports, etc.
- b) Task #2: Design and Engineering Services
 - 1. Project Management
 - a. Develop project scope.
 - b. Provide project management of agile, hybrid and waterfall projects from inception to closeout.
 - c. Monitor and Review work products (e.g. Monthly Financial Analyst Reports, Earned Value Management Reports, Quarterly Reports, Schedules).
 - d. Develop and review project plans.
 - e. Collaborate with technical staff throughout all phases of a project.
 - f. Develop Project Management Plans or Project Execution Plans (PXP), as applicable.
 - g. Develop detailed Project Scope.
 - h. Develop Stakeholder Engagement Plan.
 - i. Develop Communication Plan.
 - j. Develop Change Management Plan.
 - k. Develop Risk Assessment/Risk Management Plan.
 - l. Develop Project Specific Quality Management Plan, if applicable.
 - m. Ensure all Quality Control, protocols and standards are followed and achieved.
 - n. Develop and facilitate approval of Management Decision Documents (MDD's) and Executive Decision Documents (EDD's).
 - o. Assist with commissioning and close-out of the project.

2. Contract Bid Document Development
 - a. Prepare Contracting Plan.
 - b. Prepare solicitation documents.
 - c. Prepare addenda.
 - d. Provide Reproduction and distribution services.
 - e. Support the District in conducting pre-bid meetings.
 - f. Support the District in responding to questions in the bid process.
 - g. Support the District in procurement proposal evaluation processes and bid analysis.
- c) Task #7: Project Administration
 1. Project Communications/Meetings/Record Keeping
 - a. Maintain communication tracking system.
 - b. Meetings with BART staff periodically.
 - c. Conduct, participate, document, and/or facilitate meetings and presentations with affected parties as required.
 - d. Reserve/Schedule Conference Rooms and/or host virtual meetings.
 - e. Record, distribute, and file meeting minutes and action items.
 2. Project Scheduling and Cost Management.
 3. Other tasks as directed by project management team, resident engineer and/or District representative.

Prime: JACOBS

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Acumen Building Enterprises, Inc.	\$ 244,694	Y	Y
Harvest Technical Services, Inc.	\$ 176,360	Y	Y

Total Work Plan Value: \$ 1,048,803