

**BART Agreement Number: 6M8143**

**Approval Date: 02/14/24**

**Work Plan No. B.50-01 Program Management Support-Project Controls/Reporting**

**Scope:**

The project scope will focus on the Project Controls, Data Analysis/Management, and Reporting division functions as augmented staff support.

The consultant team will perform the following duties and responsibilities:

- a) Plan, review, and schedule appropriate meetings, calendar alerts, and progress updates
- b) Responsibilities include the monthly recurring activity of project-relevant financial data collection, review and update of active capital projects, preparing Excel-based reports, and distribution to Project Managers (PM) and Program Managers (PgMs) for their updates.
- c) Perform Quality Checks (QC) on the Data
- d) Incorporate comments and feedback from PMs, Program Managers (PgMs), and other stakeholders.
- e) Provide procedural and administrative support to Project Staff
- f) Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders.
- g) Track, review, and update deliverables schedules based on input from the BART team and other stakeholders.
- h) Perform other tasks as directed by the Project Management Team and the district representative. The PgM Support Team will be responsible for delivering a task from start to finish. The consultant shall know the need for BART resources and use consultant staff efficiently.

**Prime: HDR**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Auriga	\$ 599,611	Y	Y

**Total Work Plan Value: \$ 646,673**