

BART Agreement Number: 6M8210

Approval Date: 03/20/24

**Work Plan No. A.04-01 Programmatic Support for Capital Construction Division
Part B**

Scope:

This Work Plan is to provide a Lead Capital Construction Analyst in Long-Range Planning Group. The specific duties and responsibilities shall include, but not be limited to the following:

- a. On behalf of Long Range Planning, leads all Capital Construction coordination efforts, organizes and collaborates with project teams to negotiate necessary access to the District's Right of Way (ROW) for the purpose of completing surveys or other construction activities.
- b. Oversees the implementation of Capital Construction Site Specific Work Plan (SSWP) Tracker to projects that have the potential to affect the District's Revenue Service.
- c. Assists other divisions and departments within the Capital Construction project team with set-up and operation of the SSWP Tracker.
- d. Performs scheduling, planning, analysis, record keeping, and other management reporting related to Capital Construction and Long-Range Planning.
- e. Collaborates with managers, engineers, designers, consultants and other internal/external stakeholders during all phases of the project to identify and address immediate project needs.
- f. Prepares agendas, leads and participates in project, coordination and construction meetings. Participates in regular onsite visits to review project schedule progress.
- g. Works in conjunction with the Lead Scheduler to ensure the accuracy of Look-Ahead Schedules and other reports.
- h. Keeps immediate supervisor and designated others informed concerning work progress, including but not limited to present and potential work problems and suggestions for new or improved way of addressing challenges.
- i. Prepares regular progress reports that communicates status and schedule.

Prime: JACOBS

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
SSC, Inc.	\$ 250,567	N	Y

Total Work Plan Value: \$ 275,516