

**Work Plan No. B.10-04 Programmatic Support for Capital Construction Division
Part A**

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 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, memos, proposals, reports and other construction documents);
- f. Provide construction duration estimates and forecast;
- g. Provide planning, assessment, field and coordination support as needed;
- h. Provide project support services through complete project lifecycle including pre-construction, construction and close-out phases of assigned projects as requested; and,
- i. Any other tasks as directed by the District;
- j. Re-occurring and project meeting availability;
- k. Recommendations for action and assists in policy and procedure implementation.

Knowledge of:

- a. Principles and techniques scheduling and record keeping;
- b. Principles of project lifecycle, from project scoping & design through execution and closeout;
- c. A working knowledge of the BART operating system (or similar) with respect to access, construction & maintenance support;
- d. Interpersonal skills: Establish rapport and manage relationships with various parties including employees, contractors, suppliers and clients involved in the execution of the projects.
- e. Principles and techniques of MS Word, Excel, Teams, Outlook and PowerPoint.

.1 Senior Technical Specialist

Specific duties and responsibilities for the Senior Technical Specialist may include the following:

- a. Assist with project budget, scope, schedule, and quality requirements;
- b. Provide project coordination between other projects working within the same BART Operating System and vicinity of identified projects/activities utilizing a 4 week look ahead;
- c. Create, track & assist with planning and resource allocation (SARs);
- d. Assist with producing construction documents;
- e. Prepare scope of work and planning documents for each BART-constructed project;
- f. Act as point of contact for coordination with other BART projects, engineering departments and maintenance departments as needed.
- g. Track and project resource allocation that includes staffing, materials, equipment, tools, and others;
- h. Schedule and conduct weekly progress meetings and prepare meeting summaries, if needed;
- i. Provide day to day oversight of construction schedule, cost and milestones with input from construction team;
- j. Manage and provide technical support for field issues;
- k. Document project progress.
- l. Coordinate with BART; support mobilization and site access requests, SSWPs, as applicable;
- m. Coordinate with third party agencies/contractors as requested;
- n. Track construction progress, activities, and the use of approved materials and equipment;
- o. Drive work through MAXIMO and the System Access/Track Allocation process;
- p. Other tasks as directed by the District.

Prime: Parsons Transportation Group

Subconsultants: None

Total Work Plan Value: \$ 332,467