

Work Plan No B.17-03 Project Management Services for Electrical Projects

Scope:

The consultant will provide a project manager (PM) for project activities, such as planning, coordinating, progress reporting, scheduling, forecast management, and document controls. The consultant will perform the following duties and responsibilities:

- a) Perform day-to-day project management responsibilities for multi-disciplinary projects in the varying stages of planning, design, procurement, and construction.
- b) Proactively manage the project budget, scope, schedule, and quality requirements to meet the District schedule and budget objectives/targets.
- c) Measure project performance using appropriate systems, tools, and techniques.
- d) Report and escalate project issues/status to management as needed.
- e) Set up and maintain project files; performed ongoing document control and file management.
- f) Conducted project progress meetings and handled day-to-day coordination. Take meeting minutes, prepare a To-do list from meetings, and distribute meeting minutes and action items to the team and key stakeholders.
- g) Provide procedural and administrative support to Project Staff.
- h) Reserve/schedule conference rooms when needed and attend weekly progress status meetings with the design teams and stakeholders.
- i) Track, review, and update project schedules based on input from design teams and other stakeholders.
- j) Assist with creating and ongoing updates of the Project Execution Plan, Contracting Plan, and Risk Management Plan
- k) Provide schedule updates and prepare biweekly and monthly reports.
- l) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Experts (SME). Collect the comments from reviewers and SMEs in the Comments Resolution Form (CRF) by the due date and distribute them to the deliverables' originators.
- m) Perform site visits to support the resolution of construction issues, inspection walk-throughs, commissioning tests, etc.
- n) Work closely/collaboratively with the construction management team to ensure proper delivery of construction contracts properly.
- o) Support BART Teams for the contractor in the timely processing of Change Notices, Change Orders, Pay-Apps, etc.
- p) Assist with the procurement of materials for In-House construction projects.

- q) Implement and ensure the district-approved Quality Assurance Program is successfully implemented for the projects.
- r) Processes and/or assists in generating and processing System Access Requests and attends system access meetings when needed.
- s) Closely follow the project's construction and escalate construction issues to the BART Project Manager as needed.
- t) Provide day-to-day management of construction schedule, cost, and milestones for In-House construction projects.
- u) Perform other tasks as directed by the Project Management Team and/or the District representative. The PM 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

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Tarjuna	\$ 164,504	Y	

Total Work Plan Value: \$ 174,401