

BART Agreement Number: 6M8182

Approval Date: 7/9/24

Revised Date: 4/24/25

Work Plan No B.03-02 Provide PM & CM Support for Track & Electrical Projects

Scope:

Scope of services for the Project Manager includes:

- Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Measure project performance using appropriate systems, tools and techniques.
- Provide procedural, administrative support to BART PM and Project staff.
- Set up and maintain project files, document control, and file management.
- Attend project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes, as directed.
- Track, review and update project schedules based on input from design teams and other stakeholders.
- Review project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all comments from reviewers and SME by the due date and distribute to the deliverable originators.
- Coordinate with various discipline leads, project teams, contractors, subcontractors, external parties as required for successful and timely execution of project milestones.
- Assist with Project Management Plan and Risk Management Plan.
- Review Weekly Statement of Working Days for Quality Assurance.
- Develop new processes and procedures where needed.
- Support other duties as assigned.

Scope of services for construction management support will include the following work:

- Provide traction power, track and train control coordination for the Track Interlocking Replacement Program.
- Coordinate with project teams and provide support for submittal reviews.
- Provide traction power, track and train control field support.
- Support shutdowns and other non-revenue work as needed.
- Review and confirm SSWP's for projects that include traction power, track, and train control scope.
- Support track projects and advise on pre-construction and construction activities.
- Participate in constructability review of undertrack duct banks.
- Participate in and support the System Access Committee track allocation process.
- Prepare quantity take-offs and construction estimates for materials procurement.
- Other tasks as directed by the District.

Prime: Ghirardelli Associates, Inc

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
System-Rail	\$111,687	Y	Y

Total Work Plan Value: \$123,091