

Work Plan B.71-01 Project Management Support for Measure RR Bond Oversight Committee and Annual Report 2025 - 2027**Scope:**

The overall project scope will focus on the PM support for planning, reporting, scheduling, and projects budget forecasting.

Under the direction of the Measure RR Program Manager, the consultant will perform the following duties and responsibilities:

Coordination with Measure RR Bond Oversight Committee/Subcommittees

- a) Coordination with Measure RR Oversight Committee and Subcommittees including scheduling and facilitation of meetings with Subcommittees (i.e. Annual Report Subcommittee).
- b) Documentation of meeting minutes and tracking action items.

Measure RR Bond Oversight Annual Report, Newsletters and Website

- a) Develop, track, review, and update deliverables schedules.
- b) Create Measure RR Bond Oversight Annual Report; including storyboard, content development/report writing, data collection, data quality validation, and data visualization.
- c) Collaborate with Measure RR Bond Oversight Committee/Subcommittee, Measure RR Program Manager, Project Controls and BART Communications to identify interesting project stories and develop content to tell those stories in the Annual Report, Measure RR Quarterly Newsletters.
- d) Support the development of Adhoc reports and presentations.

Data Quality and Stakeholder Review

- a) Coordinate stakeholder review and approval of Measure RR Bond Oversight Annual Report.
- b) Perform Quality Checks (QC) on the Data, Annual Report and archive documents that demonstrate quality checks being done per BART Standards.
- c) Incorporate comments and feedback from stakeholders.

Prime: AECOM

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Auriga	\$ 412,428	Y	Y

Total Work Plan Value: \$ 859,282