

Work Plan No A.13-01 Communications and Project Management Support for Substation Projects

Scope:

Sr Communications Engineer

- Perform Field Visits and conduct Field Inspections
- Coordinate BART Traction Power (TP) Engineering and BART TP Maintenance efforts
- Coordinate project team efforts with BART Communications, Computer, and Security groups and BART OCC.
- Coordinate system updates based on BART Team and PG&E coordination efforts.
- Review supplier's Programmable Logic Controller (PLC) and Ethernet switch programming and implementation
- Participate in Contractor/BART Maintenance TPSS field testing and commissioning.
- Participate in BART TPSS energization and commissioning.
- Coordinate field resolution of SCADA Equipment Troubleshooting.
- Review project As-built documentation
- Review project Maintenance Manuals
- Other duties and design service as identified by the BART PM/ Project Eng/TPE DM

Consultant Project Engineering to augment TPE engineering team and work inclusively with TPE Engineer/s on deliverables, and reviews to support BART TPE engineering.

Project Management Support

- 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 Project Manager (PM) and project staff.
- Set up and maintain project files, document control, and file management.
- Conduct project progress meetings and handle 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(s) (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 and Risk Management Plans.
- Review Weekly Statement of Working Days for Quality Assurance.
- Develop new processes and procedures where needed.
- Support other duties as assigned by BART PM or Sr. PgM

Prime: TRC

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
STV	\$ 705,505	N	N
VSCE	\$ 673,096	Y	Y

Total Work Plan Value: \$ 1,419,367