

Work Plan No A.01-01 Project Management Services for Traction Power Projects**Scope:**

The Consultant will provide Project Management Support for project activities in 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 varying planning, design, procurement, or construction stages.
- b. Measure project performance using appropriate systems, tools, and techniques.
- c. Provide procedural and administrative support to the BART Project Manager (PM) and project staff.
- d. Set up and maintain project files, document control, and file management.
- e. Conducted project progress meetings and handled day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
- f. Track, review, and update project schedules based on input from design teams and other stakeholders.
- g. Review the project deliverables for completeness and route them to BART reviewers and Subject Matter Expert(s) (SME). Collect comments from reviewers and SME by the due date and distribute them to the deliverable originators.
- h. Coordinate with various discipline leads, project teams, contractors, subcontractors, and external parties as required to successfully and timely execute project milestones.
- I. Assist with Project Management and Risk Management Plans.
- j. Review Weekly Statement of Working Days for Quality Assurance.
- k. Develop new processes and procedures where needed.
- l. Attend job site visits as needed to support project work.
- m. Support other duties as assigned by BART PM or Sr. PgM

Prime: HDR Engineering

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
VST Engineering	\$ 298,489	Y	Y

Total Work Plan Value: \$ 321,778