

**Work Plan A.18-01 Construction Coordination Cell – PM Support/Analyst**

**Scope:**

Under this Work Plan, the selected Construction Management (CM) firm will provide personnel to staff the Construction Coordination Cell to support the OID CES Division. The role for will be for one (1) PM Support/Project Analyst.

The Construction Coordination Cell will report directly to the BART Group Manager of Construction Engineering Services or designee.

**3.1 GENERAL TASKS INCLUDE:**

- Effective verbal communication, technical writing and proof reading
- Interpersonal skills: Establish rapport and manage relationships with various parties including employees, contractors, suppliers and clients involved in the execution of the projects.
- Proficiency in:
  - Microsoft suite including MS Outlook and Teams
  - Adobe, Sharepoint and DocuSign
  - Electronic repository file structuring and file sharing
  - Familiar with the Districts Employee Connect dashboard and Maximo
  - Ability to navigate and utilize external vendor administrative dashboards
- Intermediate to advanced Excel user level with the ability to use and create complex formulas, PivotTables, perform data analysis, and automate tasks using macros if required
- Data interpretation including performing various analyses and modeling to present various scenarios and forecast
- Meeting agendas
- Document control and file management
- Assist with coordination, scheduling & forecasting
- Reviewing BART Change Orders (CO)/Change Notices (CN)/Pre-Negotiation Plans (PNP) to check for conformance with RE Manual
- Review, consolidation and creation of
  - Request for Quotations (RFQ) or solicitation packages
  - Purchase Requests (PR) Packages
- Track and report weekly status report including
  - NRVE location & utilization
  - Aging reports
  - Lease and rental expirations
  - Funding depletion
  - Outstand balances
  - Financial investigation & audits
  - Invoicing and reconciliation

- Synchronize and support file repository access
- Support for security, on-/off-boarding, training, radio & badging
- Capturing and distributing meeting minutes
- Scheduling
- Quality Control (QC) of documents and deliverables include Lease Invoices

**Prime: The Allen Group**

**Subconsultants: None**

**Total Work Plan Value: \$ 339,168**