

BART Agreement Number: 6M8180

Approval Date: 10/13/25

**Work Plan A.17-01 Program Management for PM/CM Delivery- Facilities Group:
EBTPSS and OCY WTF**

Scope:

With this Work Plan, the Consultant will provide PGM support for all the project/program activities in planning, coordinating, progress reporting, scheduling, forecast management, and document controls. The staff should have familiarity with BART PM/CM processes and project control/reporting deliverables. The consultant will perform the following duties and responsibilities:

- a) Support Group Manager and Sr Managers in Delivery for efficient executions of the critical projects and programs at the District.
- b) Delivery of projects such as East Bay Traction Power substations, OCY WTF from 100% design to construction phase in fast paced and cost-efficient approach, and the procurement Wheel Truing Machine (WTM).
- c) Assist to perform day-to-day project and program management responsibilities for multi-disciplinary projects.
- d) Measure project performance using appropriate systems, tools, and techniques.
- e) Report and escalate to management as needed.
- f) Set-up and maintain project files; perform ongoing document control and file management.
- g) Attend project progress meetings with projects/programs team and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
- h) Provide procedural and administrative support to the Group Manager and Senior Managers.
- i) Reserve/schedule conference rooms and attend weekly progress status meetings with the project teams and stakeholders.
- j) Track, review, and update project schedules based on input from design teams and other stakeholders on the projects in construction.
- k) Develop and update Project Execution Plan, Contracting Plan, and Risk Register
- l) Prepare and coordinate various project reports such as Monthly Project Status Updates, Earned Value Management, Estimate To Complete, Critical Project Reports, Capital Programs Projects Status Report etc.
- m) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables' originators.
- n) Perform other tasks as directed by the Project/Program Management Team and/or the District representative. The PGM Support will be responsible for the complete delivery of a task, from start to finish. The consultant shall be cognizant of the actual need for BART resources.

Prime: The Allen Group

Subconsultants: None

Total Work Plan Value: \$ 362,114