

BART Agreement Number: 6M8142

Approval Date: 12/19/25

Work Plan No B.62-02 Project Management Support for Elevator and Comm Projects

Scope:

The overall project scope will focus on the PM services for selected projects and PM Support to other BART PMs for planning, reporting, scheduling, and projects budget forecasting.

The consultant will perform the following duties and responsibilities:

- a) Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- b) Measure project performance using appropriate systems, tools, and techniques, as directed by BART.
- c) Report and escalate project related issues to BART management as needed.
- d) Set-up and maintain project files per BART's standard file management system; perform ongoing document control and file management.
- e) Attend project progress meetings with BART PM and help in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
- f) Provide procedural and administrative support to BART PMs.
- g) Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders.
- h) Track, review, and update project schedules based on input from design teams and other stakeholders.
- i) Assist with creation, and ongoing updates of Project Execution Plan, Contracting Plan, and Risk Management Plan.
- j) Provide schedule updates and prepare biweekly and monthly reports.
- k) 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.
- l) Perform other tasks as directed by the Project Management Team and/or the District representative. The AECOM PM Support Team will be responsible for the complete delivery of a task, from start to finish.

Prime: AECOM

Subconsultant	Amount
Auriga 2026	\$ 203,176
Auriga 2027	\$ 210,252

Total Work Plan Value: \$ 464,516