

**Work Plan A. 19-01 PM/CM Support for Next Gen Fare Gates Refinement Project and Station Hardening Project**

**Scope:**

The overall project scope will focus on the PM support for planning, reporting, scheduling, projects budget forecasting, document control and construction management services.

The consultant will perform the following duties and responsibilities:

- a) Perform day-to-day project management responsibilities for the NGFG Refinement project and Station Hardening Project in varying stages of planning, design, fabrication, or construction.
- b) Measure project performance using appropriate systems, tools, and techniques.
- c) Report and escalate to management as needed.
- d) Set-up and maintain project files; perform ongoing document control and file management.
- e) Attend project progress meetings with BART PMs 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 Project Staff.
- 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) Execute all Construction Management tasks as per the BART Resident Engineer (RE) Manual including:
  - a. Draft, issue and management contract change orders
  - b. Collaborate with BART staff and others to respond to RFI's
  - c. Draft and issue serial letters
  - d. Maintain Wong CMS and the project sharepoint folder with up-to-date documents.
  - e. Perform other tasks as directed by the Project Management Team and/or the District representative. The PM Support Team 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 and use consultant staff efficiently.

**Prime: The Allen Group**

**Subconsultants: None**

**Total Work Plan Value: \$ 852,093**