

**Work Plan No. A.23-01 2026 Prime-Sponsored Intern for NGFG Refinement & Station Hardening**

**Scope:**

The Summer Internship Program at The Allen Group (TAG) offers college students and recent graduates hands-on experience in project and construction management. Interns will work alongside experienced engineers, project managers, and construction teams, gaining valuable exposure to real-world infrastructure projects.

In addition to their project work, interns will participate in TAG-led workshops, including Project Control Sessions, a Professional Speaker Series, and site visits to active projects. To foster networking and team bonding, interns will also have the opportunity to attend social activities such as hiking, theme park visits, and science museums outings on weekends, allowing them to connect with fellow interns and TAG staff in a more informal setting.

Each intern will be paired with a mentor—generally a junior-level TAG engineer and/or former intern—who will serve as a resource throughout the program. Mentors will help interns navigate their roles, answer both professional and personal questions, and ensure they feel comfortable and supported during their time at TAG

**2. SCOPE OF WORK**

The scope of work for the summer intern(s) includes:

**a) Field & Site Work (30%)**

- Conduct site visits and assist with field inspections
- Observe construction activities and document progress
- Identify potential safety hazards and report findings
- Assist in verifying contractor compliance with design specifications and project plans
- Generate daily field reports

**b) Documentation & Reporting (30%)**

- Contribute to submission of detailed field reports to follow contractor work
- Assist in logging submittals and RFIs
- Assist with Change Order documentation
- Participate in meetings and draft meeting minutes
- Develop visual documentation (photos, sketches, diagrams) for reporting purposes

**c) Engineering & Technical Support (30%)**

- Assist in reviewing engineering drawings, specifications, and construction documents
- Support cost estimations and scheduling
- Conduct basic structural and civil calculations under supervision
- Review change orders and prep responses

- Coordinate review meetings with design team and stakeholders
- d) **Professional Development & Mentorship (10%)**
- Attend workshops and technical training sessions (including TAG-led and those provided by client)
  - Participate in mentorship meetings with senior engineers
  - Network with professionals in the industry
  - Attend weekly check-in with partnered TAG assigned mentor
  - Work on a final presentation summarizing key learnings and contributions

### 3. **EVALUATION AND FEEDBACK**

- Daily check-ins with TAG mentor for tasks review and discussion
- Weekly check-ins with supervisors for progress updates
- Periodic check-ins with TAG Program leads for overall status review
- Final presentation showcasing learnings and project contributions

### 4. **EXPECTED OUTCOMES**

By the end of the internship, interns will:

- Gain practical experience in civil and construction engineering
- Improve technical and analytical skills
- Strengthen teamwork and communication skills in a professional setting
- Enhance their understanding of project management and construction processes

### 5. **CONCLUSION**

The Allen Group's internship provides a unique opportunity for engineering students to develop technical, analytical, and professional skills while contributing to real infrastructure projects. Interns will leave with a deeper understanding of civil engineering in practice, valuable industry connections, and hands-on experience that will enhance their career prospects.

### 6. **SCHEDULE**

- 8 weeks; June 15 – Aug 7, 2026 (Flexible start and end dates based on project needs and intern availability)
- Full-time (40 hours per week)

### 7. **PERSONNEL BY LABOR CLASSIFICATION**

- a) Summer Intern (1, 40 hours per week)

### 8. **SKILLS NEEDED**

- a) Knowledge of BART OID Project Management and Reporting
- b) Mid to high-level operational experience in above scope of services
- c) Proficiency in MS Office (Outlook, Excel, Word, PowerPoint) and Adobe Acrobat/Bluebeam
- d) Excellent interpersonal skills, working with others in team setting and communicating directly with the task manager and other staff
- e) Ability to physically perform site visits along the project site during non-revenue

hours, including walking along uneven surfaces during all weather conditions, if required

**9. LOCATION**

5 days per week or as required at CM team project site: 2150 Webster St, Oakland, CA 94612

**Prime: The Allen Group**

**Subconsultants: None**

**Total Work Plan Value: \$25,565**