

Work Plan A.50-06 PM Services for Elevator Projects**Scope:**

The Consultant will provide a Project Manager (PM) for all project activities in planning, coordinating, delivery, progress reporting, scheduling, forecast management, and document controls.

The consultant will perform the following duties and responsibilities:

- Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Measure project performance using appropriate systems, tools, and techniques.
- Report and escalate to management as needed.
- Set-up and maintain project files; perform ongoing document control and file management.
- Conduct project progress meetings and handle day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, and distribute meeting minutes as directed.
- Provide procedural and administrative support to Project Staff.
- Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders.
- Track, review, and update project schedules based on input from design teams and other stakeholders.
- Assist with creation, and ongoing updates of Project Execution Plan, Contracting Plan, and Risk Management Plan.
- Provide schedule updates and prepare biweekly and monthly reports.
- 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.
- Perform other tasks as directed by the Project Management Team and/or the District representative. The PM 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: AECOM

Subconsultants	Amount
AZAD	\$ 485,909

Total Work Plan Value: \$ 526,436