BART Agreement Number: 6M8211 **Approval Date: 10/13/2026**

Work Plan: A.07 Project Management Services for Traction Power, Electrical & Mechanical Projects

Scope:

The Consultant will provide a Project Manager (PM) for all project activities in planning, coordinating, 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, and construction.
- Proactively manage project budget, scope, schedule, and quality requirements in order to meet District schedule and budget objectives/targets.
- Measure project performance using appropriate systems, tools, and techniques.
- Report and escalate project issues/status 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 list from meetings, and distribute meeting minutes along with action items to the team and key stakeholders.
- Provide procedural, and administrative support to Project Staff.
- Reserve/schedule conference rooms when needed 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 site visits to support the resolution of construction issues, inspection walk-throughs, commissioning tests, etc.
- Work closely/collaboratively with the Construction Management team to ensure proper delivery of construction contracts.
- Support BART Teams to ensure timely processing of Change Notices, Change Orders, Pay-Apps, etc. for the contractor.
- Assist with the procurement of material for In-House construction projects.

- Implement and ensure that District approved quality Assurance Program is successfully implemented on the projects.
- Processes and/or assists in generating and processing of System Access Requests, and attend system access meetings, when needed.
- Closely follow construction of the project and escalate construction issues to BART Project Manager as needed.
- Provide day to day management of construction schedule, cost, and milestones for In-House construction projects.
- 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: PARSONS

Subconsultants: None.

Total Work Plan Value: $ 348,041