BART Agreement Number: 6M8214 **Approval Date: 10/20/2026**

Work Plan: A.07-01 Project Management Support (PM Support) for a) 05OH000 Richmond and Concord Yard Towers b) 05OH001 Hayward and Daly City Yard Towers c) 17HMRR1 Met G Generator Project

Scope:

TASK 1.0 – PROJECT MANAGEMENT SUPPORT SERVICES

WSP will provide a project manager for Project Management Support (PM Support) for all project activities in planning, coordinating, field coordination progress reporting, scheduling, forecast management, and document controls. The WSP project manager will perform the following duties and responsibilities:

a) Perform day-to-day project management support responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, 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) 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.
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) 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: WSP

Subconsultants: None.

Total Work Plan Value: $ 276,701