BART Agreement Number: 6M8182 **Approval Date: 11/03/2026**

Work Plan: B.29-01 PM Support for Facilities Groups Projects

Scope:

The overall project scope will focus on the PM support for planning, reporting, scheduling, and projects budget forecasting. The anticipated projects include HMC2 Optimized Southern Mainline Connection and District Wheel Truing Machine Hydraulic Updates.

The consultant 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) Attend project progress meetings with BART PM 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) 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: Ghirardelli

Subconsultants: None.

Total Work Plan Value: $ 403,912