

**BART Agreement Number: 6M8147**

**Approval Date: 04/14/2020**

**Work Plan No. A.03-02 – Program Management Support**

**Scope:**

Consultant to provide personnel on a level-of-effort basis to accomplish tasks related to project control activities as assigned by the Group Manager, Program Management, Planning, Development & Construction. Typical tasks include but are not limited to:

- Administration of Professional Services Agreements, including:
- Monthly invoice tracking and processing
- Maintenance of Agreement files
- Coordination with Project Financial Analysts
- Upload project documents to WongCMS
- Attendance at meetings, as requested

**Prime: PGH Wong**

**Subconsultant: None**

**Total Work Plan Value: \$86,601**