

Work Plan No. B.12 Capital Asset Renewal Program Reporting Support

Scope:

Consultant to provide an individual to work closely with the Strategic Engineering group to accelerate strategic and preventive maintenance across BART's infrastructure. Specific areas of support include:

2.1 Data Analysis and Reporting: Portfolio management, including data analysis and reviews with project managers of approximately 200+ projects to be tracked and driven from various stages of completion through schedule, financial, and grant related milestones. Reports used to inform project managers, Division Managers, Group Managers, Assistant Chiefs, and the Chief Maintenance & Engineering Office include:

- **Monthly Reports:** a snapshot of the budget, recent spending, funding sources, and status for each active project.
- **Quarterly Binder:** a compilation of various reports that are reviewed and updated on a quarterly basis.
- **Key Facts:** a snapshot of progress against the fiscal year plan.
- **Board Quarterly:** a high-level snapshot of milestones for active projects, and any issues related to budget, schedule, and/or scope.
- **Individual Project Reports:** a snapshot of the budget, recent spending, funding sources, and status for each active project.
- **Bond (Measure RR) Reports:** detailed and high-level reports to track progress of Measure RR projects toward meeting planned project milestones.
- **Grant Funds Dashboards:** Obtain input data and prepare monthly dashboards used to track utilization of funds on all capital projects to inform project prioritization for optimum and timely use of funding from various funding sources. The dashboards include a set of exhibits/charts to show the status of Maintenance & Engineering capital projects and remaining/expiring funds by fund source. The information is presented by fund type and quarter and by fund type and capital reporting level and includes a list of projects with significant funds from grants or other funding sources that will expire over the next three quarters.
- **Financial Dashboards:** Support Maintenance & Engineering Financial Analysis and Administration Division with creating and review of financial dashboards (e.g., budget, overtime analysis; miscellaneous non-labor and labor costs) for department and cost center managers; downloading and formatting of reports from Oracle PeopleSoft and OBIEE as needed for use in development of various reports.
- **Other:** Portfolio and project report creation with available data that provides actionable intelligence for managers.

2.2 Location and Interface:

- Most work will be performed at BART head office located in Oakland.

- Attend and participate in team meetings as required.

Prime: PreScience Corp.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
RSE, Inc.	\$334,902	Y	Y

Total Work Plan Value: \$359,279