BART Agreement Number: 6M8180  
Approval Date: 07/06/2022  

Work Plan No.: A.07-01 - D&C - Internship Program  

Scope:

2.0 SCOPE OF SERVICES & DELIVERABLES

The role and responsibilities of the Project Coordinator is to support the HMC Group Manager in all aspects of the Design & Construction Summer Internship Program which consists of the following:

1. Planning Team Meetings
   a. Coordinate, schedule and attend Internship Program Planning Meetings
   b. Coordinate, schedule and attend Internship Project Manager Meetings to establish:
      i. Intern needs (full/part-time, # of interns, high school or college level, area of study, etc.)
      ii. Budgets/Work Plans
   c. Work with BART HR – to coordinate Career Readiness Workshops and other trainings

2. Communication & Materials
   a. Update all forms of communication/materials for distribution and announcements (flyers, emails, PPTs, etc.)
   b. Update and maintain Tracking Logs/Lists
   c. Update and maintain contact information for previous/current interns and schools
   d. Receive & respond to internal/external email communication

3. Outreach
   a. Send Program Announcement emails to all previous interns that applied for and/or participated in program
   b. Send email communication to local colleges/ agencies announcing the program
   c. Send reminder notifications to interns and program information to those that inquire

4. Google Docs/Handshake Sites
   a. Update & monitor Google Doc Site for interns to apply to program
   b. Update & monitor Handshake Site (joinhandshake.com) for interested interns
   c. Intern Application Packets – retrieve/download/file documents from google doc site

5. Administrative Functions
   a. Intern Review & Selection


i. Review all application pkgs and select accordingly to best suitable match for participating Project Manager
ii. Send best matches to Project Manager for review and selection
iii. Coordinate and schedule interviews with Interns & Project Managers
iv. Send acceptance and rejection notification emails to interns

b. **Onboarding of Interns, etc.**
   i. Collaborate with Consultant Groups
   ii. Send documents to intern to start and complete the badging process
   iii. Work with BART ID and PD to process and issue BART Badge to intern
   iv. Complete form and send for approval for a Free BART Pass for Intern

c. **Coordinate with Intern on Misc. Activities:**
   i. Biweekly Journals
   ii. Workshops & workshop collaboration meetings
   iii. Interns to prepare an *Intern Summary Information Sheet* for AGM
   iv. Ceremony
   v. Retrieve BART ID/Pass from intern once program ends

**Prime:** The Allen Group, LLC

**Subconsultant:** None.

**Work Plan Value:** $75,354