

BART Agreement Number: 6M8182

Approval Date: 12/01/2020

Work Plan: No. A.01-01 – Transbay Corridor Core Capacity Project Division Manager

Scope:

2. SCOPE OF SERVICES

The Consultant is to provide a Division Manager and services to support the TCCCP Group Manager. This work shall consist of implementing all processes and procedures, facilitating the interfaces within the program between projects, and ensuring coordination is coherent and aligns with the program master schedule. The Division Manager will provide additional expertise in related areas of Project Management and Construction Management that may help BART achieve all project objectives and requirements. The Division Manager will ensure all processes and procedures are being followed at the Project element level. The Division Manager will help guide the Project Managers in their design and construction phases. The Division Manager will assist the Group Manager with management of all Project element issues and risks, known and unknown. This scope represents an FTE of 1 and the position will report directly to the Core Capacity Group Manager.

Specific duties and responsibilities for the Division Manager shall include, but not be limited to, the following:

1. Provide Support to the TCCCP Group Manager by:
 - a. Identifying and Establishing Interfaces between Project Elements
 - b. Help facilitate the Project Interfaces to resolution and ensure compliance with Program progress and goals.
 - c. Align interfaces and project element execution to the Integrated Master Program Schedule
 - d. Support PM or CM staff to get issues that impact overall Program delivery to a resolution
 - e. Provide the Group Manager with recommendations to address issues
 - f. Support Project Element PMs to ensure proper reporting to TCCCP
 - g. Identify and coordinate staffing support needs for the Project elements as they pertain to requirements from the program.
 - h. Attend Weekly/Monthly/Quarterly coordination meetings

Prime: Ghirardelli Assoc., Inc.

Subconsultant: None.

Total Work Plan Value: \$ 44,564