

BART Agreement Number: 6M8182

Approval Date: 01/19/22

Work Plan No. B.03-02 – PM and CM Support on Track and Electrical Projects

Scope:

Scope of services for the Project Manager includes:

- Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- Measure project performance using appropriate systems, tools and techniques.
- Provide procedural, administrative support to BART PM and Project staff.
- Set up and maintain project files, document control, and file management.
- 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.
- Track, review and update project schedules based on input from design teams and other stakeholders.
- Review project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all comments from reviewers and SME by the due date and distribute to the deliverable originators.
- Coordinate with various discipline leads, project teams, contractors, subcontractors, external parties as required for successful and timely execution of project milestones.
- Assist with Project Management Plan and Risk Management Plan.
- Review Weekly Statement of Working Days for Quality Assurance.
- Develop new processes and procedures where needed.
- Support other duties as assigned.

Prime: Ghirardelli

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
System-Rail	\$ 389,947	Y	Y

Total Work Plan Value: \$ 1,237,091