BART Agreement Number: 6M8182

Approval Date: 03/14/2021

Work Plan: No. B.07-01 – Material Procurement and RR Warehouse Support

Scope:

The consultant Office Engineer is to provide full-time material and procurement support for approximately 40 hours per week. This is a 12-month Work Plan totaling 2080 hours. The project tasking and scope include:

2.1 Warehouse Material Tracking
   a) Provide support in database management and data entry.
   b) Provide process and procedure support ensuring all documentation is prepared and completed correctly for all incoming and outgoing materials from HME Warehouse, Whipple Road Warehouses and Whipple Yard Locations.
   c) Provide preparation support for incoming and outgoing materials into the HME Warehouse, Whipple Road Warehouses and Whipple Yard.
   d) Completion and management of RR material request and laydown forms.
   e) Provide support in material tracking, labelling and identification.

2.2 Procurement Support
   a) Preparation and submission of purchase requisition packages as required for Measure RR Bond Projects.
   b) Maximo support for material requests.

2.3 Material delivery and collection
   a) Delivery of material to job site as required.
   b) Collection of material from job site and / or vendor as required.

2.4 Job site material preparation
   a) Job site material preparation as required.

2.5 Other
   a) Support as required to RR Project Management team.
   b) Support as required to BART Warehouse Expeditor / Manager.
   c) Provide innovation and solutions to improve processes and procedures for RR construction material management activities.

Prime: Ghirardelli Assoc., Inc.

Subconsultant: None.

Total Work Plan Value: $ 210,373