

**BART Agreement Number: 6M8146**

**Approval Date: 01/20/23**

**Work Plan No. B.19-01 34.5 kV Project Support**

**Scope:**

The team's tasks include:

- a. Provide planning, scheduling, resource allocation, coordination support which also includes project and Authority Having Jurisdiction (AHJ) for Capital Construction Division;
- b. Provide systems interdisciplinary coordination with the projects specified above;
- c. Review and provide comments on project design submittals;
- d. Develop Interim Operating Procedures (IOP), Site-Specific Work Plans (SSWP) (as applicable) and Operating Bulletins;
- e. Assist with project budget, scope, schedule and quality requirements;
- f. Prepare written documents including correspondence, emails, proposal, reports, records, memos and other construction type documents;
- g. Provide material and construction cost estimates;
- h. Provide planning and coordination support
- i. Provide field and technical support including measurements, inspections, surveying and assessments as needed;
- j. Coordinate and support procurement and vendor needs;
- k. Review or provide engineering, construction and contractual documentation/submittals, and provide comments/recommendations
- l. Prepare scope of work and planning documents;
- m. Schedule and conduct meetings and prepare meeting summaries;
- n. Provide day to day management of construction schedule, cost and milestones;
- o. Track progress and project resource allocation of construction activities, including staffing, materials, equipment, tools and others;
- p. Provide project support services through complete project lifecycle including pre-construction, construction and close-out phases of assigned projects (as-builts, redlines, inspections etc.) as requested; and,
- q. Any other tasks as directed by the District.

Knowledge of:

- r. A working knowledge of the BART operating system (or similar) with respect to access and construction support
- s. Effective communication skills (written and oral);
- t. Interpersonal skills: establish rapport and manage relationships with various parties including BART employees, contractors, suppliers and clients involved in the execution of the projects;
- u. Principles and techniques of MS Word, Excel, Teams, Outlook and PowerPoint

**Prime: Parsons Transportation Group**

**Subconsultants: None**

**Total Work Plan Value: \$ 1,017,496**