

**BART Agreement Number: 6M8151**

**Approval Date: 05/14/19**

**Work Plan No. A.04- Support for Deputy General Manager - Various Projects**

**Scope:**

Scope in general, shall consist of the following:

- Prepare and maintain Two-Year Look Ahead Schedule for Measure RR funded Contract Awards. Assist with Measure RR reporting.
- Prepare and Maintain Two-Year Look Ahead Monthly Cashflow Projections for all Measure Projects and Programs
- Prepare and Maintain Multi-Year BART Staffing Plan for Measure RR funded headcount
- Prepare briefing documents for BART Executive Management and the Board of Directors on the Items listed above.
- Attend project meetings, prepare and distribute meeting minutes
- Other tasks as directed by BART

**Prime:** The Allen Group/Vali Cooper

**Subconsultants:** None

**Total Work Plan Value: \$261,248**