BART Agreement Number: 6M8182 **Approval Date: 03/16/2023**

Work Plan No. B.15-02 Traction Power Project Management Support 2023

Scope:

The consultant will provide a project manager (PM) for all project activities in planning, coordinating, progress reporting, scheduling, forecast management, and document controls. The consultant will perform the following duties and responsibilities under RR Bond, FTA and other Capital projects:

- 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 Program Manager and Senior Program Manager.
- Set up and maintain project files, document control, and file management.
- Conduct project progress meetings and handle day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, 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.
- Write the Project Management Plan and the Risk Management Plan.
- Develop reports for Estimate at Completion (EAC), Earned Value Management (EVM), BART's measure RR Bond Oversight Committee (BOC), FTA weekly project update, monthly project update, quarterly project update and Estimate to Complete (ETC).
- Develop new processes and procedures where needed.
- Support other duties as assigned.

Prime: Ghirardelli

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
VST Engineering Inc	$ 515,475	Y	Y

Total Work Plan Value: $ 533,940