

BART Agreement Number: 6M8135

Approval Date: 1/04/2021

Work Plan: No. B.09-02 – Office Engineering & Project Coordinator Services - CM

Scope:

Duties may include:

- Document coordination (compiling various process documents for development of SOP)
- Proofing documents for grammar, content etc
- Development of Job Plans
- Data entry into Maximo, Asset Vision
- Coordinating documentation for Maintenance Plan
- Sequencing of PM's in Maximo
- Research of Procurement items
- Compiling file structures
- Facilitating achievement of TCP (Transit Capital Priority) objectives
- Other duties as assigned to support asset management and strategic maintenance objectives
- Project closeout assistance per M&E processes
- Coordination with members of Engineering and Maintenance as needed
- Coordination with District Secretary's office and other organizations (internal or external) as needed
- Tracking Items Being Processed Internally
- Verification/Research as Needed for project closure or acceleration, negotiation or cost estimates or staff support
- Invoice/payment processing
- Coordinating web or teleconference meetings
- Miscellaneous RE & PM Support including tracking various deliverables
- Usage & updates into sharepoint and asset vision for sharing information

Prime: Jacobs

Subconsultant: None

Total Work Plan Value: \$ 278,738