

**BART Agreement Number: 6M8176**

**Approval Date: 01/14/22**

**Work Plan No. A.13-01 – Enabling Works Material and Procurement Support Services**

**Scope:**

CONSULTANT’s scope of work includes the following:

- I. Material and Procurement support services
  - a) Assembly of technical procurement documentation including purchase requisition drafting, sourcing based on current market conditions, IFB drafting, and source selection criteria as needed.
  - b) Procurement Planning and Scheduling support for materials and services.
  - c) Interfacing with installation team for installation needs to meet schedule and site related requirements.
  - d) Interface/liaise internally and externally.
  - e) RFP package preparation.
  - f) Pre and post RFP package preparation coordination with vendors.
  - g) Assemble PR package documents for internal BART routing through submittal Acquisition Services.
  - h) Prepare Independent Cost Estimates for RFP and IFB.
  - i) Technical warehouse receiving support.
  - j) Liaising with vendors and BART warehouse for delivery notifications and status of materials received.
  - k) Process Material Laydown Request forms.
  - l) Process Material Inspection Receiving reports.
  - m) Prepare material status reports.

**Prime: PGH Wong**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Cornerstone	\$ 122,176	Y	Y

**Total Work Plan Value: \$ 1,005,843**