

**Work Plan No. C.15-01 Economic Advisory Services for TOD Projects:
Ad Hoc**

Scope:

2.0 Scope of Services

This work plan will engage an economic and real estate finance consultant to support BART's real estate negotiations for transit-oriented development projects at sites where BART does not yet have a developer selected. Work will include supporting BART staff with technical analysis and negotiations for developer ground lease options and other transactions with private parties the Ashby site. Please note that this work will be performed by EPS under the direct supervision of BART staff. HNTB's scope is for contract administration and invoicing.

1. **Assist with drafting solicitation materials**, including, submittal requirements, selection criteria/scoring/weighting, and preparing a pro forma template so that proposals could be compared "apples to apples."
2. **Assist with pre-solicitation communications**, such as responses to developer questions participating in pre-solicitation events including meeting to present the RFP to developers, help respond to questions BART receives during that event and prior to submittals.
3. **Review of developer submittals**, with particular focus on:
 - a. reviewing financial statements and other documentation of developer wherewithal to complete the project;
 - b. checking developer references including references provided by the developers and others;
 - c. comparison and risk assessment of financial offers, including the reasonableness of financial assumptions (market rents, external funding sources, etc.) as well as the business terms proposed (ground lease length, payments, contingencies, BART upside participation, etc.); and,
 - d. summarizing findings.
4. **Participation in selection process**, as a technical resource (non-voting) to provide individual and comparative information to the selection committee about developers and offers, context vs. other deals (BART's and others'), suggested questions for follow-up communications and/or interviews, etc. Likely to involve attending up to three meetings with the selection panel to a) receive the proposals shortly after the submittal deadline and discuss the scoring criteria and process, b) review the proposals together a few weeks later (including EPS reporting findings from item 3 above), identify issues that may need further follow-up with the proposers, and do scoring/ranking to identify a group for shortlisting, and c) regroup after the follow-up/interviews to set final scores/rankings. Also participation in interviews with shortlisted developers and a public interview/presentation event.

5. **Documentation and/or presentation to BART executives and Board** regarding process, findings, and recommendations from the solicitation. Work with BART staff to prepare staff's presentation material and participate in a meeting with the GM and a closed session with the Board for discussion of the proposals.

Prime: HNTB Corporation

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Economic & Planning Systems, Inc.	\$ 33,000	N	N

Total Work Plan Value: \$36,104