

Work Plan: C.01 BPDHQ Community Outreach

Scope:

The following services shall be provided for the new BART Police Department Headquarters (2000 Broadway, Oakland), MET Building (101 8th Street, Oakland) and Customer Services at Lake Merritt Station.

2.1 BART Website Updates:

Review the BART website to identify any address information related to BART Police and BART Customer Services that will require updating. Coordinate with the BART Project Team, BART Police and Customer Services to prepare updates/notifications for the BART website regarding construction progress and the move-ins. Once updates have been approved for release, coordinate with BART's Media Relations department to implement the updates to the website.

2.2 Materials, Graphics & Visual Design:

Prepare and distribute flyers and other printed notifications regarding upcoming construction and the BART Police and BART Customer Services moves. Prepare signage that can be prominently displayed in the existing MET and Lake Merritt BART Station facilities to direct the public to the new facility.

2.3 Community Outreach:

Assist BART's Government and Community Relations Department regarding community outreach for upcoming construction and related anticipated impacts as well as BART Police and BART Customer Services move-in updates. This work may include preparation of materials as describe in Item 2.2 as well as meeting directly with

neighborhood businesses and community groups.

2.4 Other:

The following is to be included in the cost proposal:

- Listening Forum and Open House for the MET:
 - o Catering
 - o Live Translation with equipment rental
- Ribbon Cutting for PD HQ:
 - o Rentals (chairs, tables, canopies etc.)
 - o Décor and staging
 - o Stage rental and PA system setup
 - o Catering

Additional community engagement and notification services as requested by the District.

Prime: The Allen Group

Subconsultant	Amount
360 Total Concepts	\$ 205,610

Total Work Plan Value: \$ 222,846