

Work Plan No. A.01-01 – AB 2923 Implementation – Phase 4

Scope:

Phase 4’s scope of work includes the following:

Task 1. Project management (April 2020-January 2021)

- Develop detailed project schedule based on delivery of milestones, BART board meetings, and needed review time.
- Organize and lead one-hour phone conference calls with key BART staff every two weeks or as needed
- Weekly internal consultant coordination calls
- Follow up with BART staff on next steps and maintain continuous project coordination
- Report on project progression
- Support BART staff in establishing timelines and milestones for general project management
- Deliverables: Email agendas for conference call meetings followed by minutes and next steps

Task 2. Internal meetings with BART staff (April 2020-January 2021)

- Attend and summarize up to six (6) meetings with staff from various departments within BART. It is assumed that two (2) meetings will occur with BART Legal staff.
- Deliverables: Prepare materials (agenda and presentation) and sign-in sheets for each meeting
- Minutes from each meeting that include input, next steps, and responsibilities

Task 3. GIS databases for AB 2923 and 10-Year TOD Work Plan (April 2020-June 2020)

- Finalize AB 2923 GIS database with parcel and system level information. Work is continued from Phase 3 because the number of parcels expanded significantly to include those at various stages of development and/or transit station operational considerations.
- Confirm zoning for all parcels. Research and add zoning information to the AB 2923 GIS database for missing parcels.
- Create 10-Year TOD Workplan database integrating finalized criteria to focus on and organize prioritization of stations.
- Deliverables: AB 2923 GIS map and database (in Excel and GIS Map Package)
- 10-Year TOD workplan database (in Excel and GIS Map Package)

Task 4. Engagement support (April 2020-January 2021)

- Write and lay out graphically rich, public facing materials such as FAQ’s and infographics to help the public understand how AB 2923 will be implemented.
- Create materials (online and paper) to secure comments on the Guidance Document and 10-Year TOD Work Plan, including surveys and questionnaires, among others.

Prime: Raimi & Associates

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Strategic Economic	\$85,507	Y	Y
Perkins & Will	\$70,087	N	N

Total Work Plan Value: \$318,558