Work Plan: No. A.06-02 – Transit Health and Safety Plan – Online Dashboard

Scope:

2.2 ONLINE DASHBOARD

Design, produce and deliver online dashboard.

- Scope of content to include:
  - Dashboard will be comprised of one landing page and include:
    - Introductory text, agency commitments
    - Two rounds of static reviews
    - Customer responsibilities and tips,
    - Pull-down menu for up to 25 agencies
    - Descriptor of metrics and ratings
    - Capabilities for user to select and view metrics for one agency or all (up to 25).
  - Includes preliminary draft dashboard mock-up and two exploratory meetings (each) with comms and data working groups.
  - Scope includes 90% live beta review and a limited to a single round of minor revisions such as text, colors and images, and excluding programming and/or additional modified functionalities.
  - Scope includes final public launch with full capacity to report four metrics for up to 25 agencies monthly.

2.3 POST PLAN PUBLISHING AND SUPPORT

Provide support for plan publishing and roll-out. Includes support at Metropolitan Transportation Commission Meetings, General Manager Updates, Communications meetings and Small Operators meetings, key message graphics for communications team.

- Scope to include:
  - Follow-up support and presentation deck for MTC meeting and General Managers’ update meeting.
  - Drafting and delivery of Board presentation deck for MTC resolution regarding Healthy Transit Plan.
  - Draft and delivery of summary and talking points of advocates feedback regarding plan.
  - Follow-up support to coordinate healthytransitplan.com format http/https edits from BART public information officer.
  - Key message graphics preparation and delivery to comms subgroup and small operators.

ASSUMPTIONS/EXCEPTIONS

- Due to an aggressive launch schedule, the dashboard will be hosted by WSP.
- Scope of work and associated estimate of fees assumes a Microsoft.NET 2.0 hosting platform and a SQL database.
- Site will accommodate four monthly reportable metrics in the form of percentages (1-100%), for up to 25 agencies. Additional metrics will require more programming and expanded scope and costs.
- Scope of work includes domain management, site maintenance/management, hosting, and server preparations for up to one year.
- Scope does not include data management, or collection beyond the preliminary beta/final launch of the dashboard. At the point the dashboard is hosted elsewhere, file prep and related services to transfer the dashboard will be in a separate amendment.
- All data fields and reportable metrics will be consistent across all agencies.
- Support BART with the implementation of the collection of metrics for the Bay Area Agencies.
- Does not include hours to attend, report and advise at ongoing general manager meetings, operators staff meetings, small operators and communications meetings.
- Does not include support with the implementation of other metrics for the Bay Area Agencies.
Prime: WSP

Subconsultant: None

Total Work Plan Value: $35,243