

**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.
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**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