

**Work Plan No.: C.12-01 - System Wide Hazardous Waste and Material Guidelines**

**Scope:**

**PROPOSED SCOPE OF WORK**

**TASK 1 – REVIEW OF EXISTING PROTOCOLS AND GUIDELINE**

In this task, the AEW will review the current system-wide guidelines for managing hazardous materials and wastes and identify items that may require updates. The task assumes that AEW will review up to five documents to be provided by BART.

**TASK 2 – SITE VISIT AND MEETING WITH FACILITY PERSONNEL**

Upon completion of Task 1, AEW will conduct site visits and meet with personnel from up to 5 BART facilities that are identified by BART to understand the current practices of hazardous materials and waste management and potential future changes to the protocols anticipated at each of the facilities. For budgetary purposes, it is assumed that an average of four hours per site visit will be required for meeting with personnel at each facility.

**TASK 3 – UPDATING SYSTEM-WIDE HAZARDOUS MATERIALS AND WASTE MANAGEMENT PROTOCOLS**

After completion of Tasks 1 and 2, AEW will update the system-wide protocols to reflect the current and potential future changes of practices. A draft copy of the draft revised protocols will be provided to BART for review within 3 weeks after completion of Task 2. Upon receipt of review comments from BART, AEW will prepare a final system-wide protocol.

**TASK 4 – PREPARATION OF SITE SPECIFIC GUIDELINES FOR 4 FACILITIES**

In this task, upon request from BART, AEW will prepare a site-specific guidelines for up to five facilities based on the updated system-wide hazardous materials and waste management protocols completed under Task 3. For each site-specific guideline, the following site-specific information will be included:

- Site-specific personnel information for day to day hazardous materials and waste management;
- Site-specific emergency response team contact information;
- A map showing where the hazardous materials and waste will be stored;
- A map showing evacuation routes and gathering area in the event of emergency response; and
- Site-specific emergency response procedures as they differ from the system-wide protocols.

**TASK 5 – PROJECT MANAGEMENT FOR THREE MONTHS**

In this task, AEW will provide project management of Tasks 1 through 4. Budget assumes that AEW assumes project duration of 3 months.

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**Prime: AEW Engineering, Inc.**

**Subconsultant: None.**

**Work Plan Value: \$32,673**