

BART Agreement Number: 6M6136

Approval Date: 06/05/24

Work Plan No. A.19-01 BART Kit of Parts Design

Scope:

Task 1: Project Management

Task Lead: Arup | Task Support: Merrill Morris Partners and Robin Chiang & Company

The Project Manager for the Arup team (Alexandra Cava) will be the only Project Manager representing the entire consultant team. She will be the main point of contact for all communications between BART and Arup, Merrill Morris Partners, and Robin Chiang & Company.

Task 1.1 Kick-off Meeting

The Arup team and BART PM (PM) will hold a hybrid 2-hour kick-off meeting with BART stakeholders to introduce the team and the project goals and get initial input. At this meeting, the Arup team and PM will also discuss the best ways to work with each BART team or group. The Arup team will prepare an agenda, a meeting summary, and action items, working with PM. The Arup team will plan on joining this meeting in-person.

Task 1.2 Arup team regular check-ins

The Arup team and PM will schedule a bi-weekly 1 hour check-in by video conference. If needed, the team can decide to change it to a weekly 30-minute check-in. No more than three consultants are expected at any bi-weekly check-in. The Arup team will prepare an agenda and summarize notes and action items, working with PM. The Arup team has assumed a **total of 12 bi-weekly check-in meetings** over the course of the workplan. No meetings are expected to be held during BART's review of draft deliverables (see Section 3 for the proposed schedule).

Task 1 Deliverables

Kick-off Meeting, Regular check-ins, Agendas, Meeting Summaries, Action Items

Schedule: June 2024 – February 2025

Task 2: BART Stakeholder Meetings

Task Lead: Merrill Morris Partners and Robin Chiang & Company | Task Support: Arup

The Arup team and PM will hold up to 4 one-hour BART stakeholder meetings to solicit input and reach consensus. These will be in-person/video conference hybrid meetings. Consultant team may also have up to two 2-hour site visits. The Arup team will prepare an agenda and a meeting summary, including action items, for each meeting, working with PM. The Arup team will join the first stakeholder meeting in-person only, and the following three meetings will be joined virtually. Consultant attendance will be limited to no more than two consultants per stakeholder meeting.

At a minimum, the following topics will be covered:

- Share best practices (see Task 3)
- Identify needs and issues (see Task 4)
- Understanding trade-offs (see Task 5)
- Review draft designs concepts (see Task 5)

BART stakeholders include representatives from the following groups:

- Station Area Planning
- Strategic & Policy Planning (Historic Preservation)
- Facilities Maintenance
- Grounds Maintenance
- Office of District Architects
- Art Program
- Customer Service Administration
- Customer Dev & Station Access

- Transportation Operations

Task 2 Deliverables

Up to four (4) 1-hour BART Stakeholder meetings, up to two (2) 2-hr site visits, Agendas, Meeting Summaries, Action Items

Schedule: June 2024 – January 2025

Task 3: Best Practices

Task Lead: Merrill Morris Partners and Robin Chiang & Company | Task Support: Arup

Task 3.1 Review BART Standards

BART will identify, summarize, and index, the appropriate applicable guidelines and standards for Arup teams to review. BART standards (e.g. The Station Experience Design Guidelines [SEDG], BART Facilities Standards [BFS]), etc. This will be referenced in the final deliverable.

Task 3.2 Research Best Practices

The Arup team will research how other transit and public works agencies standardize the design and implementation of their amenities and identify best practices that are applicable to BART. The Arup team will research up to 3 good examples per component and should recommend 2-3 strategies per component. The Arup team will work with PM to select the top three examples to study.

Task 3 Deliverables

Relevant BART Standards Summary

Best Practices Report (Draft and Final)*

Schedule: June 2024 – August 2024

Task 4: BART Needs

Task Lead: Merrill Morris Partners and Robin Chiang & Company | Task Support: Arup

Based on Task 3 and working with BART stakeholders, the Arup team will identify BART's needs and priorities. As part of this task, the Arup team will draft a report summarizing the opportunities and constraints related to each amenity.

The Arup team and PM will hold BART stakeholder meeting(s) to review the opportunities and constraints report (see Task 2).

Task 4 Deliverables

BART Needs, Opportunities and Constraints report (draft and final)*

Schedule: August 2024 – October 2024

Task 5: Trade-offs and Design Concept Alternatives

Task Lead: Merrill Morris Partners and Robin Chiang & Company | Task Support: Arup

Based on Task 4 and working with BART stakeholders, the Arup team will develop draft design concepts and summarize trade-offs. Depending on BART's needs, the Arup team may develop two or three design alternatives per component for consideration. The Arup team and PM will hold BART stakeholder meetings to review design alternatives, understand trade-offs, and select a preferred alternative (see Task 2). Meetings to review design concepts may be held separately for each component with subject experts. At the end of this task, a preferred design alternative for each amenity will be selected based on input from BART stakeholders. The preferred design alternatives selected in this task will become the final design concepts in the Kit of Parts report, but the team can decide to refine details and improve renderings during Task 6.

Task 5 Deliverables
Design Concept Alternatives and a summary of trade-offs for each amenity (Draft and Final)*
Preferred Design Concept Alternative for each amenity (Draft and Final)*

Schedule: October 2024 – January 2025

Task 6: Draft & Final Kit of Parts Concept Plan

Task Lead: Arup | Task Support: Merrill Morris Partners and Robin Chiang & Company

Using the information collected in Tasks 2 through 5, the Arup team will draft a Kit of Parts Design Concept Plan. In addition to the goals of this project and the descriptions of final design concepts, the plan will also summarize the design development process, such as the reasons why certain design alternatives were considered but rejected.

The Arup team will submit the following drafts for review. The Arup team will conduct an internal quality assurance/quality control (QA/QC) process before submitting to BART.

Task 6 Deliverables
Report Outline draft for review by BART PM*
Administrative draft for review by BART PM*
Stakeholder draft for review by BART internal stakeholders*
Final Plan

Schedule: January 2025 – February 2025

*BART PM will provide consultant team with one set of consolidated BART Stakeholder comments on each draft deliverable

Prime: ARUP N. A.

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Merrill Morris Partners	\$ 64,440	Y	Y
Robin Chiang & Co	\$ 59,746	Y	Y

Total Work Plan Value: \$ 194,187