

BART Agreement Number: 6M6138

Approval Date: 07/21/2022

Work Plan No.: C.09-01 - Parking Request for Expressions of Interest

Scope:

2.0 SCOPE OF SERVICES

Project Management and Administration

The Project Management Team will perform the following activities in support of the project:

- Coordinate work plan activities
- Development and management of the work plan schedule
- Work plan communications/meetings/record keeping
- Work plan progress reporting and invoicing
- Monthly progress reports and agreement administration

Task 1: Request for Expressions of Interest (RFEI)

Using the High-Level Business Requirements from HNTB's previous parking payment machine study, HNTB will develop a draft outline for the sections of the RFEI for review and approval by the BART PM. The outline will include division of responsibilities used in developing the RFEI content.

The current assumption is that BART will be responsible for:

1. Purpose of the RFEI
2. Project Background
3. Project Objectives
4. Regulatory requirements, including funding requirements, if applicable
5. Contracting method

6. General Conditions for Procurement
7. Supplementary Conditions
8. Qualifications
9. Project delivery schedule for deployment

HNTB will lead the development on the following sections of the RFEI and incorporate BART's draft content listed above:

1. Preliminary Technical Requirements & Scope of Work, including the following sections:
 - a. Physical requirements
 - b. Maintenance & operations
 - c. System integration
 - d. Network and data security
 - e. Software
2. Information Requested/Key Questions
3. RFEI schedule
4. Exhibits (up to 4 developed by HNTB), as needed

To accomplish this task HNTB will:

- Schedule up to four (4) workshops with stakeholders. The BART PM will identify key stakeholders for project input and review cycles.
- Identifying a list of vendors/suppliers BART can outreach to regarding the RFEI.
- Develop one (1) first draft of the RFEI and conduct one (1) review session of the document after BART's review.
- Develop one (1) second draft incorporating feedback from initial comments and the review session.
- Deliver one (1) final draft of the RFEI, which incorporates feedback from BART's second round of comments.

The Scope of Work assumes that BART will use a comment log to collect comments by BART reviewers. HNTB will review the log and prepare an agenda based on comments for the comment review workshops. HNTB will also work with BART on comment resolution to be incorporated into the final draft of the RFEI.

The outcome of this task will be a complete RFEI of no more than 30 pages, including the Preliminary Technical Requirements & Scope of Work.

TASK 2: RFEI Response Support

BART staff will be responsible for coordinating and tracking responses to vendor questions. HNTB will support BART through the Q&A process, expected to be no more than (3) weeks long. HNTB will assist BART in responding to technical vendor questions as assigned by BART. HNTB will also provide support to BART in identifying next steps for procurement of new

machines, including options for updating BART's requirements to improve the competitiveness of the procurement process. The recommended next steps will be provided in a memorandum with one draft and one final. The final memorandum will incorporate one consolidated set of comments from the BART Project Manager and stakeholders. This task assumes HNTB will provide up to 60 hours of as-needed support, and that BART will receive no more than seven RFI responses.

Assumption: BART will create and manage a dedicated email box for communications about the RFEI. Interested parties will send their responses to the email and BART will be responsible for sharing responses and communication with HNTB.

Optional TASK 3: Parking Affordability Study Strategic Advice

In response to request from the BART Board of Directors, BART staff is conducting a parking affordability study to examine options for improving parking affordability for low-income customers. BART is responsible for completion of the study.

As requested by BART, HNTB will provide up to 30 hours of strategic advice to inform development of the study, drawing on previous experience and knowledge of regional and national transportation affordability programs, community engagement strategies, and frameworks and criteria for program evaluation. There are no specific deliverables associated with this task.

Prime: HNTB

Subconsultant: None

Work Plan Value: \$ 159,237