

**BART Agreement Number: 6M8124**

**Date: 9/22/17**

**Work Plan No. B.01 - Station Service SOP Development and Implementation**

**Scope:**

The Scope of Services includes the following activities:

- Meet with District System Service supervisors to identify the scope and extent of cleaning needs within a station, and to understand current practices for system service.
- Analyze and evaluate BART's existing systems, procedures, processes and documents (e.g., equipment inventory list, condition assessment of existing equipment) used in the System Service department.
- Provide gap analysis of BART's current processes and procedures for compliance with state and FTA requirements and review the effectiveness of the current systems.
- Make recommendations and develop solutions to improve efficiencies, as well as support the implementation of the SOPs. The SOPs must be integrated into the District's Computerized Maintenance Management System (CMMS).
- Populate an asset management template with assets to be maintained by this group for each BART station.
- Develop a draft Preventative Maintenance procedure and schedule based on SOP and industry best practices.
- Meet with the Group Manager(s) for Facilities Maintenance and/or Quality, Planning and Logistics, on a weekly basis, to report on progress and confirm next steps.

**Prime:** WSP

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Sadorra	\$103,680	Y	Y
Cordoba	\$13,681	Y	Y

**Subconsultants:**

1. Sadorra
2. Cordoba

**Value:** \$150,354