

BART Agreement Number: 6M8180

Approval Date: 10/22/2021

Work Plan No. A.04-01 – Earthquake Safety Program On-Call Community Relations and Assistance For Citizen’s Oversight Committee

SCOPE:

Consultant shall provide development and implementation assistance for the Citizens’ Oversight Committee (the Committee). Activities may include, but are not necessarily limited to, the following:

- Provide assistance in the maintenance of the Committee, including the nominating process, meeting procedures, structure of documentation and other program implementation.
- Provide staff support and coordination for the Committee meetings and production of materials, including meeting agenda, presentation materials, and minutes
- Maintain web presence for the Committee.
- Monitor the information line and email for any inquires from the public or other BART departments.
- Provide assistance with communications for the Committee.
- Other tasks as directed by BART

Prime: The Allen Group

Subconsultant: None

Total Work Plan Value: \$ 186,810