

**City of Culver City, California
Agenda Item Report**

Meeting Date: 10/28/2013		Item Number: <u>A-2</u>	
CITY COUNCIL AGENDA ITEM: (1) Approval of an Implementation Plan for the Culver City Bicycle Parking Project, PF001 and (2) Authorization to Release a Request for Proposals for the Purchase and Installation of Bicycle Racks.			
Contact Person/Dept.: Christopher Evans/PW		Phone Number: (310) 253-5621	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-mail) Agenda and Meetings – City Council (10/22/13); (E-mail) Culver City Bicycle Coalition (10/24/13); Bicycle and Pedestrian Listserv (10/24/13).			
Department Approval: Charles D. Herbertson (10/16/13)		City Attorney Approval: Carol Schwab (by H. Baker) (10/21/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/22/13)		City Manager Approval: John M. Nachbar (10/22/13)	

RECOMMENDATION:

Staff recommends that the City Council (1) approve an Implementation Plan for the Culver City Bicycle Parking Project, PF001 (Project) funded by the California Department of Transportation's Bicycle Transportation Account (BTA) grant program and (2) authorize the release of a Request for Proposals (RFP) for the purchase and installation of bicycle racks.

BACKGROUND:

On April 2, 2012, the City Council adopted a Resolution authorizing the City Manager to submit a grant application to fund the purchase and installation of approximately 200 U-shaped bicycle racks at suitable locations Citywide and up to two bicycle repair stations¹ through the BTA grant program. The Resolution also approved the use of Gas Tax funds in the amount of \$5,000 for the grant matching requirement.

In September 2012, the City was notified that the Project was selected by Caltrans for funding. On November 12, 2012, the City Council authorized acceptance of the grant and appropriated the necessary funds for the Project. In April 2013, Caltrans forwarded to the City an executed grant agreement.

¹ A bicycle repair station includes all the tools necessary to perform basic repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools and air pump are securely attached to the stand with stainless steel cables and tamper-proof fasteners. Hanging the bike from the hanger arms allows the pedals and wheels to spin freely while making adjustments.

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DISCUSSION:

Tonight, staff requests City Council approval of the Project Implementation Plan and release of an RFP for bike rack purchase and installation. The Implementation Plan includes three components: 1) Design, 2) Location Identification, and 3) Timeline.

Design

Consistent with the City's adopted Bicycle and Pedestrian Master Plan and the grant proposal, staff is proposing that the racks be "U" shaped (see Attachment No. 1). Staff proposes that the racks be dark green in color in order to harmonize with the existing street furniture in the Downtown area and the recently installed "U" shaped racks near City Hall and the Police Station.

Locations

Staff proposes a two-phase bike rack location and installation process. Phase 1 will entail installation of bike racks at predetermined locations, based on work performed as part of the Bicycle and Pedestrian Master Plan (BPMP), public requests to date, and transit needs. Phase 2 will entail a request process whereby Culver City businesses and residents can apply for bike rack installation in an area where a need is perceived.

Phase 1: Approximately 100 bike racks will be installed utilizing the following criteria:

1. Alta Planning and Design (Alta), the City's consultant, prepared an implementation memo as part of their work on the BPMP. The Alta memo recommends locations for bicycle parking in the Downtown area and in City parks or near City facilities. Staff proposes installing racks in some of these recommended locations²;
2. Near key transit centers/hubs; and,
3. Locations that have already been requested by businesses or other interested parties and have been deemed to be appropriate for installations³.

² Alta locations requiring moving street furniture or concrete pavement were not selected.

³ Some of the proposed bike rack locations will replace existing outdated and substandard racks while the majority will be new installations.

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Attachment No. 2 provides a list of the recommended Phase 1 locations (approximately 100).

On September 18, 2013, businesses adjacent to proposed bike rack locations were notified by mail about the pending Project. The responses from businesses have been positive. Given the lack of opposition, staff does not anticipate making significant changes to the attached list. However, staff requests authority to make changes, as necessary, based on site conditions or concerns that emerge during installation.

Phase 2:

Staff proposes identifying locations for the remaining bike racks through a bike rack request process (see Attachment 3). The proposed process will allow businesses and other interested parties to request racks for placement on sidewalks or other public property. Staff will review the application requests to ensure that the proposed locations meet the City's placement criteria,⁴ with priority given to locations that are near retail centers, transit stops, and public facilities.

The request process will be advertised through the City website and notices will be sent to concerned parties such as the Culver City Bicycle Coalition, Chamber of Commerce, Downtown Business Association, and others. The request process will be maintained while grant funding is available and/or until the remaining approximately 100 available racks have been requested.

It is anticipated that the installation contractor will install Phase 1 bike racks following execution of the contract and then return within six months to install the bike racks approved through the Phase 2 request process. Any bike racks remaining will be stored until requested and then installed by City staff.

The grant allows installation of up to two bicycle repair stations, pending funding availability. These bicycle repair stations will be included as an alternate bid item that can be removed depending on the bids received. If they are included in the grant, appropriate locations could include near Culver Hotel Downtown and at the Westfield Transit Center.

⁴ Placement criteria are intended to ensure that the racks are accessible, secure, and do not create conflicts with pedestrians or parked vehicles. They include requirements such as minimum sidewalk width and minimum distance the racks must be from the curb, trees, street furniture, and each other.

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Timeline

Should the City Council take the recommended actions this evening, the anticipated timeline for this project is:

1. Release RFP November 2013
2. Implement bike rack request process November 2013
3. Award of Contract in January 2014
4. Install Phase 1 bike racks March 2014
5. Install Phase 2 bike racks September 2014

FISCAL ANALYSIS:

The total cost of the project is estimated at \$50,000. The grant amount is \$45,000, which will be supplemented by \$5,000 in City Gas Tax funds (as the City's required match). The City Council approved budget amendments to appropriate these funds on November 12, 2012. There will also be staff time associated with administering the grant, as well as some ongoing maintenance.

ATTACHMENT:

1. Bike rack design
2. Bike rack locations
3. Bike rack request form

MOTIONS:

That the City Council

1. Approve the Implementation Plan for the Bicycle Transportation Account grant and authorize staff to make field modifications as necessary, and;
2. Authorize staff to release a Request for Proposals for the purchase and installation of the bicycle racks.