**Bicycle Parking Plan**

Introduction

Bicycle Parking Plans are eligible in the ACR/TDM Program under the TDM Planning and/or TDM Project Competitive Categories. The goal of a Bicycle Parking Plan is to plan for and identify potential projects that local jurisdictions could use as the basis to apply for subsequent ACR/TDM funds for the design, purchase, and installation of needed end-of-trip bicycle parking. This sample scope of work was designed to approximately fit a total budget of $110,000 ($10,000 from local matching funds and $100,000 from a potential ACR/TDM grant award). The SMCTA On-Call Transportation Planning bench is available in-lieu of local procurement processes as well. This sample is intended to provide potential ACR/TDM Program applicants with this sample scope of work to use as starting point and amend tasks to fit local needs. This scope assumes a citywide project with a focus on key activity centers and major corridors. Based on the parameters provided by the City with regards to the size and scale of the Plan, the geographic focus of outreach, the effort to advertise and solicit feedback and the analysis can be tailored.

Scope of Work

# Task 1 Project Administration & Management

This task focuses on the administrative requirements of the project and can be used to determine the project’s protocols and expectations. Activities under this task include:

* Consultant will facilitate a project kick-off meeting and provide an agenda to review project goals, communication protocols, schedule, deliverables, and meeting dates.
* A Project Management Plan will be developed following the kick-off meeting to detail decisions made at the kick-off meeting.
* Bi-weekly Consultant/City Project Managers should be held to discuss on-going progress and address any scope, schedule, or budget issues as they arise.
* Consultant shall prepare monthly invoices and/or progress reports.

Deliverables include:

* Draft and final project kick-off agenda
* Draft and final Project Management Plan
* Bi-weekly check-in meetings between Consultant/City Project Manager with meeting minutes/action items
* Invoices

# Task 2. Stakeholder Outreach and Community Participation

This task identifies the proposed plan to engage and outreach with the community on the topic of Bike Parking. Most of the stakeholder outreach should occur simultaneously with existing conditions to help the City best understand where people like to currently park their bikes and where bike parking is needed most. Additionally, it is important to understand what types of bike parking is of most interest to residents and business including short-term (racks, parking corrals, etc.) and long-term (bike lockers, stations, etc.) options. Although a citywide effort, outreach should focus on the top 5 activity centers and/or major existing or planning low-stress bicycle corridors to be agreed upon with City Staff. Activities under this task include:

* Developing an outreach/participation plan
* Hosting pop-up input events near the selected activity centers and organizing stakeholder or community-based organization meetings to hear from people who may not normally participate in city-led planning processes.
* Preparing materials to be posted on the City’s website, social media, and developing a virtual web-map or similar platform to hear from people who may not be able to attend in-person events.
* Presenting to City staff, committee or City Council
* Summarizing the outreach activities and findings

Deliverables include:

* Draft and final Outreach Participation Plan
* Three (3) pop-up events
* Two (2) focused stakeholder or community-based organization meetings
* Materials and presentation to two (2) committee or City Council meetings
* Draft and final webpage and social media blast content
* Virtual web-based community input tool
* Draft and final outreach summary and findings

# Task 3 Existing Conditions/Baseline Report

This task focuses on creating a snapshot of current conditions/status of bike parking with a City’s jurisdiction. Consultant will review existing city guidance on the type, quantity, and standards for bicycle parking found in the City from documents such as a Bicycle Master Plan, Municipal Code, and other relevant City documents identified by staff. The Consultant will include a map of major existing and proposed priority bikeway corridors, major transit stops/stations, and activity centers where bicycle parking could be prioritized. These locations could help inform the community engagement task.

The consultant will conduct data collection along major corridors and activity centers to document the City’s current bicycle parking supply, parking type, and bicycle parking locations. This review should document bicycle parking both under the purview of the City and other public agencies with the city’s jurisdiction, such as within Caltrain stations, as well as bicycle parking available at major activity centers. Example photos of the type and condition of bike parking should be included along with a GIS-file of existing bicycle facilities.

Deliverables include:

* Draft and final Existing conditions report
* Existing bicycle parking inventory

# Task 4 Performance Goals, Measures, Standards and Evaluation Metrics

This task develops performance goals, measures and evaluation metrics for the Bicycle Parking Plan. Performance goals will serve to identify key areas of achievement for the parking system, performance measures will establish appropriate, quantified metrics to track progress within these goals and the evaluation process will outline how the City will review the plan’s progress. Best practice bicycle parking standards and resources should be referenced but no custom standards are proposed.

Deliverables include:

* Goals and performance measure matrix
* Technical memo documenting performance goals, measures and evaluation process

# Task 5 Needs Assessment and Site Review

This task builds on the findings from Task 2 and 3 into a needs assessment and site review that identifies locations that should support bicycle parking and potential sites where parking may be implemented. The needs assessment should review potential demand for parking and make recommendations on the appropriate types of bicycle parking. The site review will include an overview of potential locations for bicycle parking and may include some estimates on the amount of bicycle parking that each location may support, based upon the parking type mix (lockers, racks, etc) that the needs assessment recommends. A complete project list and map of all recommended bicycle parking locations will be developed.

Deliverables include:

* Needs assessment technical memo
* Site review technical memo
* Site review maps

# Task 6 Implementation Strategy

In this task the Consultant will develop a strategy for prioritizing and implementing bicycle parking as identified in Task 5. The strategy includes the type of bicycle parking, capital cost estimates, and implementation schedule. Lastly, the implementation strategy should recommend the evaluation and monitoring schedule/process once the parking has been installed. Project costs for pre-construction and construction activities should be described. Potential projects should be bundled to align with funding programs such as the San Mateo County Transportation Authority’s ACR/TDM Program that provides $200,000 grants for end of trip bicycle facilities every two years.

Deliverables include:

* Implementation schedule
* List of recommended and prioritized bicycle parking projects
* Monitoring plan to track and monitor success
* Funding plan and sources

# Task 7 Draft and Final Plan

The Consultant will prepare a draft and final report collecting previously developed technical memorandums into a final, public document.

Deliverables include:

* Draft and Final Bike Parking Plan

Task Budget

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| **Task** | **Budget** |
| Task 1 – Project Administration & Management | $15,000 |
| Task 2 – Stakeholder Outreach and Community Participation | $25,000 |
| Task 3 – Existing Conditions/Baseline Report | $20,000 |
| Task 4 – Performance Goals, Measures, Standards and Evaluation Metrics | $5,000 |
| Task 5 – Needs Assessment and Site Review | $20,000 |
| Task 6 – Implementation Strategy | $15,000 |
| Task 7 – Draft and Final Plan | $10,000 |
| **Total** | **$110,000** |

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