

DRAFT PBAC Recommendations for Sausalito Bike Congestion RFPs

1. The city should issue an RFP for bike administration, congestion management and parking
2. The following should be included in the RFP
 - a. Entity name, ownership, governance/board, structure (corp., LLC, non-profit, etc.) years in business, references, relevant resume's, financial statement/proof of going concern, etc.
 - b. Proof of insurance with minimums acceptable to the city
 - c. Answers to the following questions:
 - i. Please provide a review of similar work you have done in the past with related documentation and references
 - ii. Please provide the level of services you intend to provide including:
 1. Bike parking staffing at Tracy Way, Bike parking elsewhere
 2. Bike congestion management and staffing including management of sidewalks and parks, Bike census staffing and reports, Bike queuing
 3. Plan to maximize bike parking inventory on Tracy Way
 4. Plan to manage tandem bikes, plan to manage electric bikes
 - iii. Please provide details on the recruitment plans for your staff
 - iv. Please provide details on your planned approach for payroll, it's set up, payment to your staff, as well as associated taxes, etc.
 - v. Please provide details on the training you plan for your staff including related written materials and documentation
 - vi. Please provide details on the documentation you plan related to staff training, incident reporting, incident escalation and mitigation
 - vii. Please provide a list of all materials you plan to use in your operations including signs, placards, traffic cones, uniforms, communications equipment, first aid, supplies, bike-related materials, carts or other means of material transport, restroom facilities, etc. Include your plans for related storage.
 - viii. Please provide examples of the accounting/reimbursement details you propose sending to the city as well as the frequency and details
 1. Please attach examples
 2. Please explain the extent to which you intend to provide financial transparency to the city
 - ix. Please provide details related to your planned relationship and engagement of bike rental vendors and ferry vendors, as well as Sausalito police and parking staff. Please provide examples of the bike-related reports you propose sending to the city as well as the frequency and details
 1. Please attach examples
3. The city should issue an RFP for bike returns from Sausalito to SF
 - a. The city provided space for a bike return vendor for the 2017 season
 - b. Half a dozen individuals have contacted the PBAC over the past 4 years requesting the opportunity to operate a bike return operation in Sausalito
 - c. In June of 2015 the PBAC created a bike return RFP outline for the city- see attached. This should be used as the basis for a bike return RFP for the 2018 season.

Suggested Bike Staging RFP

(Created by PBAC June 2015)

1. Please provide company information, resume'/references
2. Please provide insurance information
3. Please provide details regarding your proposed truck, trailer or van
 - a. Dimensions, capacity, etc.
4. Please provide your proposed logistical and staffing plan
 - a. Where to park/stage
 - b. Ingress and egress plans for transport and vehicle parking
 - c. Layout and square footage needed
 - d. Hours of operations
 - e. Trips/day and proposed timing
 - f. Staffing
5. Please describe your marketing/education plan
 - a. Signage
 - b. Bike or Vendor outreach
6. Please describe your relationship with vendors or proposed relationship
 - a. Chain of custody for bikes staged
 - b. Contractual relationship with bike vendors and bike renters
7. Please describe your proposed fees
8. Please describe your proposed financial relationship with the City of Sausalito