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For City Council Meeting [June 8, 2021]

TO: Honorable Mayor and City Council

APPROVAL: Sean Grayson, Acting City Manager

FROM: Michael Tahan, Interim Public Works Director

Request City Council to 1) Adopt **Resolution No. 7733** Accepting the Clean Mobility Options (CMO) Voucher Pilot Program Grant in the Amount of $1,000,000; 2) Award the Professional Services Agreement to Dropbike Corp, dba Drop Mobility, in the Amount of $1,100,000 for the Bike Sharing Plan and Implementation Program, City Project No. 170810; and 3) Authorize the Second Amendment with Alta Planning + Design for any Future Task Modifications for the Project in the Amount of $49,865 for a Total Not-to-Exceed Amount of $236,197.
(ACTION)

BACKGROUND

On March 27, 2018, City Council accepted the Mobile Source Air Pollution Reduction Review Committee (MSRC) Clean Transportation Grant in the amount of $463,216 of which $244,508 was earmarked for developing a bike sharing system in Rialto. The City provided a match of $166,535 from its AB2766 Subvention Funds for the development of the bike sharing system for a total project budget of $411,043.

On August 14, 2018, Alta Planning + Design was awarded a Professional Service Agreement to develop the City of Rialto Bike Share Feasibility Study and provide recommendations to the City Council on the best Bike Share technology option to be implemented throughout the City. The bike sharing program opportunity provided in the MSRC grant will be the first one implemented in San Bernardino County. Using bicycles as a means of transportation has grown in popularity in many communities. Bike Share works to create more balanced transportation systems by implementing measures and improvements that support bicycle travel on streets and highways. The implementation of the Bike Share program includes the following elements:

- Conduct feasibility study to determine the viability of a bike share program.
- Conduct outreach to the community and employers who might consider using bike share.
- Evaluate the different options for a bike share system.
- Bring on board a turnkey bike system vendor (3rd party operated) who will distribute, maintain, manage, and operate the bike share bikes .
- Launch the bike share program for 20 months as a pilot program. (Note: This was the original element of the bike share program. Following additional grant money, the bike share program will be launched for five (5) years as a pilot program)
- Coordinate training and education for employers who wish to have a bike share class or bike safety class.

- Provide incentives to employers with employees hitting ride-miles benchmarks in lieu of driving for a maximum of 12 months.
- Evaluate the usage of the bike share program when compared to cost and potential vehicle use reductions.

In order to provide context-specific, locally informed input, a Technical Advisory Committee (TAC) comprised of local stakeholders and City staff was formed to provide recommendations on the Bike Share program. Three (3) TAC meetings, held between March and October 2019, covered a range of information including determining the most appropriate Bike Share system approaches, station area siting, incorporating a Bike Share system within the larger context of Rialto's planned and existing bicycle infrastructure network, funding and maintenance, and coordination on public outreach events to obtain community input. A summary of the TAC activities and meetings are included in **Attachment 1**.

The TAC examined four (4) Bike Share system approaches in order to identify the most appropriate approach for the City. While all four (4) systems provide a fleet of durable, cost effective, short-term rental bicycles for public use, each has unique advantages and disadvantages, which are documented in the March 2019 *City of Rialto Bike Share Feasibility Study, Existing Conditions and Best Practices* included as **Attachment 2 and 2B**. Pages 13-14 of this study characterize the Bike Share systems as such:

1. Docked Bike Share System
2. Dockless Bike Share System
3. Hybrid Bike Share System
4. Turnkey Bike Share System

Each of these systems were examined by the TAC along with 11 parameters: safety, social equity, connection to transit, timeline for implementation, certainty of continued operation, staff/capacity requirements, capital costs, revenue, geographic coverage, and system coverage. A discussion of the results and comparison table between systems can be found on pages 12-16 of the study.

On August 7, 2019, the Bike Share program options and the TAC's recommendation for the turnkey system were presented to the Transportation Commission. The Transportation Commission recommended to move the program forward with the turnkey system. On October 23, 2019, the Economic Development Committee voiced support with the TAC and the Transportation Commission's recommendations for the turnkey system to be implemented for Rialto, the Inland Empire's first Bike Share program.

On January 28, 2020, City Council approved the implementation of a Turnkey Bike Share System, Authorized the Release of proposals for Implementation and Soliciting Bike Share Companies, and authorized the First Amendment with Alta Planning + Design in the amount of $81,235 for the implementation of the Bike Share Program in Rialto.
On August 11, 2020, the City Council adopted the Fiscal Year 2020/2021 Budget and Capital Improvement Project List which included the Bike Share Program.

ANALYSIS/DISCUSSION

Clean Mobility Voucher Pilot Program Grant Application

The Clean Mobility Options Voucher Pilot Program (CMO) provides voucher-based funding for zero-emission carsharing, carpooling/vanpooling, bikesharing/scooter-sharing, innovative transit services, and ride-on-demand services in California's historically underserved communities. The program had $21.15 million available in 2020 and made awards in the month of February 2021.

On October 20, 2020, the City of Rialto submitted an application for $1 million to support the bike share program. There is no minimum dollar amount or match requirements for projects proposed through the CMO Pilot Program. A copy of the grant application is included as **Attachment 3.** On February 12, 2021, the City of Rialto received notice from CMO that the City was conditionally approved for funding, and on April 16, 2021, the City of Rialto received a Notice of Proposed Award from CMO in the amount of $1,000,000. With this additional funding, the bike share program could extend for five (5) years instead of three (3) years. Lastly, pursuant to CMO program guidelines, the City of Rialto has 90 days from the date of this Notice of Proposed Award, or until July 16, 2021 to execute the Voucher Agreement.

Request For Proposals

Alta has provided technical support for the process of procuring a Bike Share equipment provider and operator.

On January 30, 2020, the City released Request for Proposal (RFP) No. 20-075 and posted it on PlanetBids.com and the City's website. The RFP scope of services included providing Bike Share services in Rialto for a minimum of three (3) years. The Requested services included the installation, operation, and maintenance of a Bike Share system. The selected contractor will own and operate all aspects of the system and will be responsible for all costs related to theft and vandalism. The RFP for Design for the Rialto Bike Share Project is included as **Attachment 4.**

On February 20, 2020, the City received one (1) proposal from the following firm:

- Bewegen Technologies Inc.

The City invited the firm to be interviewed. Upon evaluation, it was determined that the firm did not meet the minimum qualifications as described in the RFP. Through a series of follow-up negotiation conversations, the City and Bewegen Technologies Inc. were not able to come to an agreement, and on September 2, 2020, the City notified Bewegen Technologies Inc. that their firm was not selected for award of services. The firm was invited to submit a proposal when the RFP is re-issued with changes to the minimum criteria.

On September 4, 2020, the City released RFP No. 21-009 and posted it on PlanetBids.com and the City's website. The RFP scope of services included providing Bike Share services in Rialto for a minimum of three (3) years or a minimum of five (5) years. The Requested services include the installation, operation, and maintenance of a Bike Share system. The selected contractor will own and operate all aspects of the system and will be responsible for all costs related to theft and vandalism. The RFP for Design for the Rialto Bike Share Project is included as **Attachment 5**.

On October 9, 2020 the City received five (5) proposals from the following firms, listed in alphabetical

order:

- BCycle LLC
- Dropbike Corp. dba Drop Mobility
- Koloni, Inc.
- Pedal Movement LLC
- Tandem Mobility LLC

The City assembled an evaluation panel to review the proposals that included City staff, San Bernardino County Transportation Authority (SBCTA) staff and Alta staff, evaluators listed below in alphabetical order:

- Christopher Marder, GIS Analyst, San Bernardino County Transportation Authority
- Julio Salcedo, Acting Community Services Manager, City of Rialto
- Libby Nachman, Senior Planner, Alta Planning + Design
- Michael Tahan, Interim Public Works Director, City of Rialto
- Mike Sellinger, Planning Associate, Alta Planning + Design

The panel evaluated the five (5) proposals and shortlisted the three (3) top firms, based on the evaluation criteria, including project understanding, scope of work, staff qualifications, firm qualifications, and project schedule. The City follows a qualifications-based consultant selection process.

The panel conducted interviews of the three (3) top ranked firms, BCycle LLC, Drop Mobility and Koloni, Inc., and then evaluated the consultants in categories such as bike share operation qualifications, equity considerations, theft/vandalism considerations, and maintenance considerations.

Selected Operator: Drop Mobility

Based on the interviews and meetings with references for the top-ranked firms, staff recommends selecting Dropbike Corp, dba Drop Mobility to provide the requested bike share services for the Rialto Bike Share Project. A copy of the proposal submitted by Drop Mobility is included as **Attachment 6**.

The recommended terms are advantageous for the City in that they include acquiring high quality equipment a with enough stock to serve the potential proposed and recommended locations and mechanisms to monitor the quality of user experience and enhance the system as needed over time. The not-to-exceed cost for Dropbike Corp, dba Drop Mobility to provide bike share services to the City of Rialto for five (5) years is $1,100,000.

As the mobility provider, Dropbike Corp, dba Drop Mobility will need to meet the CMO Insurance requirements pursuant to Sections Z.1.n.i. and Z.1.n.ii of the Implementation Manual, included as **Attachment 7**. The general liability on an occurrence form with limits not less than $5,000,000 per occurrence for bodily injury and property damage liability combined with a $5,000,000 annual policy aggregate and shall also hall maintain business automobile liability insurance for limits not less than $5,000,000 combined single limit. The Professional Services Agreement (PSA) and Disclosure Statement are included as **Attachments 8 and 9**, respectively.

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Siting and Authorization

Bikeshare stations may be located at sidewalk or street level, depending on the opportunities provided within existing street configurations. Stations should be easily visible from major streets and important sites.

Staff is requesting Council input and direction on the potential bike share locations to ensure that bikeshare access is generally provided as Council intends. Potential locations were prioritized using a combination of public input, demand analysis, and best practices regarding distance between stations. Staff will then finalize the specific locations in the public right of way subject. Stations on public property owned or managed by a specific department would be sited in coordination with that department. City staff will coordinate with private property owners and if stations are proposed on private property, the appropriate approvals will be obtained. A list of the potential stations and map is included as **Attachment 10**.

Modifications to Alta Planning + Design's Scope of Work

The ongoing work discussed above has necessitated changes to Alta's Task 4 Scope of Work including services in the procurement process which consisted of an increase in the number of coordinating calls and interviews with the proposers. These changes do not Impact the overall cost of the approved budget of Task 4.

In addition to the changes in scope listed above, staff recommends allocating up to $49,865 for a total not to exceed amount of $236,197 to be approved by City staff for any future task modifications due to the extension of the bike share program. The Second Amendment to Alta's Professional Service Agreement, detailed proposal, and Disclosure Form are included as **Attachments 11, 12 and 13,** respectively.

ENVIRONMENTAL IMPACT

The proposed request is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

Approval of this action complies with the following City of Rialto General Plan Goals and Policies:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

Goal 2-35: Reduce air pollution emissions from both mobile and stationary sources in the City.

Policy 2-35.1: Replace Rialto's vehicle fleet with low-emission, economically sensible vehicles.

LEGAL REVIEW

The City Attorney has reviewed and supports the staff report and Resolution.

FINANCIAL IMPACT

Operating Budget Impact

The proposed action will not impact the Operating Budget.

Capital Improvement Budget Impact

Acceptance of the grant by City Council will initiate a budget resolution to set the project budget for the capital project to that as set forth in the grant specifics.

Staff recommends increasing estimated revenue in the Grant Projects Fund, Account Number 223-400-4428-7536-170810-38 in the amount of $1,000,000 for the acceptance of grant funds.

Staff also recommends appropriation of expenditures for the implementation of the project in Grant Projects Fund, Account Number. 223-500-4428-3001-170810-22 in the amount of $1,000,000.

The Professional Services Agreement with Dropbike Corp, dba Drop Mobility, in the amount of $1,100,000, and the Second Amendment to the Professional Services Agreement with Alta Planning + Design in the amount of $49,865 will be funded from the Project Budget. The project budget consists of $166,535 in the AQMD AB2766 Fund, Account Number 226-500-7911-3001-170810-05, $33,465 in the MRSC Fund, Account Number 226-500-7915-3001-170810-18, and CMO funds in the amount of $1,000,000 in the Grant Projects Fund, Account Number 223-500-4428-3001-170810-22.

Licensing

A Business License application and payment of a Business License tax at the Professional Service rate in the amount of $1,154 will be paid by Dropbike Corp, dba Drop Mobility and $104 will be paid by Alta Planning + Design.

RECOMMENDATION

Staff recommends that the City Council:

- Adopt a Resolution Accepting the Clean Mobility Options (CMO) Voucher Pilot Program Grant in the Amount of $1,000,000.
- Award the Professional Services Agreement to Dropbike Corp, dba Drop Mobility, in the Amount of $1,100,000 for the Bike Sharing Plan and Implementation Program, City Project No. 170810.
- Authorize the Second Amendment with Alta Planning + Design for any Future Task Modifications for the Project in the Amount of $49,865 for a Total Not to Exceed Amount of $236,197.