



**Request for City Council Committee Action  
From the Department of Public Works**

**Date:** December 12, 2006  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** Honorable Don Samuels, Chair Public Safety & Regulatory Services Committee

**Subject:** Street Furniture Program and RFP

**Recommendation:**

- a.) Authorize Public Works to develop a Street Furniture Program and issue the RFP

**Previous Directives:**

November 21, 2006 T&PW and PS&RS actions:

*T&PW Action Taken: a) Staff directed to report to W&M/Budget Committee on November 27 with a recommendation for a graduated fee increase; and b) Staff directed to report back to T&PW on December 12 further defining what other street furniture would be included in the RFP (other than bus shelters and courtesy benches); and with a proposed design process that includes time for community reaction, specifically consulting with Walking Minneapolis.*

*PS&RS Action Taken: Concurred with T&PW Staff Directions, with the addition of a report back to PS&RS on December 13th regarding the RFP.*

**Prepared by:** Jon Wertjes, P.E., PTOE, Director, Traffic and Parking Services

**Approved by:**

\_\_\_\_\_  
Steven A. Kotke, P.E., City Engineer, Director of Public Works

**Presenters:** Jon Wertjes

Permanent Review Committee (PRC) Approval \_\_\_\_\_ Not applicable **X at this time** \_\_\_\_\_

Policy review Group (PRG) Approval \_\_\_\_\_ Not applicable **X** \_\_\_\_\_

**Financial Impact** (Check those that apply)

- \_\_\_ No financial impact - or - Action is within current department budget
- \_\_\_ Action requires an appropriation increase to the Capital Budget
- \_\_\_ Action requires an appropriation increase to the Operating Budget
- \_\_\_ Action provides increased revenue for appropriation increase
- \_\_\_ Action requires use of contingency or reserves
- X** Business Plan: \_\_\_ Action is within the plan. **X** Action requires a change to plan.
- \_\_\_ Other financial impact (Explain):
- \_\_\_ Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

**Community Impact**

Neighborhood Notification: Community engagement will be sought.  
City Goals: Maintain the physical infrastructure to ensure a healthy, vital and safe city  
Comprehensive Plan: Coordination with Comp Plan efforts will be included.  
Zoning Code: Not Applicable

## **Background/Supporting Information**

### Overview and Objectives

In August 2005, the City Council authorized moving forward with an RFP for converting the courtesy bench program from a license system and creating a courtesy bench franchise. During the course of the RFP issuance, the City was also engaged in conversations with vendors related to the existing bus/transit shelters franchise. The City's recent bus shelter direction to pursue a new competitive franchise through an RFP process resulted in Public Works reconsidering how to best address the courtesy bench RFP, and subsequently Public Works has postponed the process by canceling the courtesy bench RFP.

Public Works is now recommending moving forward with a single combined RFP that will comprehensively address bus shelters and benches as well as other street furniture options. The current mix of street furniture in the City is a result of the operation of different divisions and jurisdictions. The preliminary objectives of the combined RFP are:

- To coordinate the design of all street furniture elements which is intended to augment and significantly improve the appearance and quality of these amenities
- Create a distinctive set of street furniture facilities that are reflective of Minneapolis and its neighborhoods and services
- Manage and enhance the public circulation and safety on City rights-of-way
- Achieve a higher level of service and maintenance at no cost to the City
- Enhance and protect City revenues

### Project Team

Public Works envisions a four person project team that includes one representative from Regulatory Services, CPED and Public Works plus an overall project manager. Given the city departmental workloads, Public Works believes it is best to hire an outside project manager who understands the city process but also can lead and facilitate the outreach and design processes. Funding for the project management will be needed in years 2007 and 2008. Project Management funding will be sought and identified in the 2007 budget.

The Project Team will coordinate the significant stakeholder outreach to meet all the RFP needs. It is presently anticipated that Project Team will expand to include other expertise when reviewing the RFP proposals (e.g. financial, design jury, etc.).

### Schedule

One of the cornerstones of Project Team's initial work will be extensive consultation and outreach, with a broad range of stakeholders and interest groups. It will be important and interesting to hear from industry and potential bidders who have unique perspective and extensive experience. This group could offer insight into formulating the framework necessary for advancing this project. Public Works has developed preliminary steps and a schedule to accomplish this street furniture RFP as shown in Table 1.

**Table 1—Revised Preliminary Timeline for the Street Furniture RFP**

	<b>Timeline</b>	<b>Action Step</b>
<b>Pre-Proposal Efforts</b>		
1	Nov-Dec 2006	Increase bench license fee for 2007 (ordinance change) Begin the process to combine the RFPs Seek and identify lead project personnel
2	Jan-Mar 2007	Develop project team and identify all stakeholders Refine objectives and timeline Determine other project needs Identify focus points and framework for furniture designs
3	Mar-Jun 2007	Initial Stakeholder Input and Engagement on Street Furniture Design Guidelines, Right of Way Placement and Street Corridors (Stakeholders include but not limited to design professionals, Transportation Action Plan Steering Committee, furniture and advertising industry, Walking Minneapolis, business associations, special service districts, neighborhoods, citizens, transit providers, etc.)
4	July 2007	Street Furniture Design Report #1 to City Council
<b>RFP Preparation Efforts</b>		
5	July-Aug 2007	Draft RFP and PRC review Review and feedback from stakeholders
6	Sept 2007	Finalize RFP
7	Oct 2008	Release the combined Street Furniture RFP franchise Mandatory Pre-Proposal Meeting
8	Nov 2008	Deadline for Questions
9	Jan 2008	RFP proposals are due
<b>RFP Review, Contracts and Installation</b>		
10	Jan-Mar 2008	Identify and change any ordinance/statute language as needed
11	Feb-May 2008	RFP Proposal Evaluation <ul style="list-style-type: none"> <li>• Qualification, financial, and technical/functional components by an expanded project team</li> <li>• Design component by design jury and the project team with community open house meetings</li> </ul> Street Furniture Design Report #2 to City Council
12	Jun-Aug 2008	Refinement of Design Elements and Detailed Contract Terms
13	Sept 2008	Council approval of RFP franchise Execute agreements/contracts
14	Oct-Nov 2008	Begin manufacturing street furniture
15	Mar-Nov 2009	Begin installation of new furniture at new locations
16	Nov 2009	Begin installation of new furniture at existing locations
17	After Nov 2009	Street furniture franchise operating terms and phased in installation.

Street Furniture Elements and Placement

Significant work and efforts have been accomplished recently by other cities including but not limited to Washington DC, Boston, Vancouver, and Toronto. Toronto has spent considerable time and effort to create their Coordinated Street Furniture Program. Toronto’s street furniture program can be found at [www.toronto.ca/involved/projects/streetfurniture/](http://www.toronto.ca/involved/projects/streetfurniture/)

Public Works recently had discussions with Toronto and believes they have an excellent model to follow. Toronto created a document titled “Vibrant Streets – Street Furniture Design and Policy Guidelines” that set the direction for their street furniture RFP.

The T&PW Committee’s direction requested “*further defining what other street furniture would be included in the RFP (other than bus shelters and courtesy benches)*”. Public Works begins this discussion by relying on Toronto’s efforts (page 16 of Vibrant Streets) defining their 3-tiered street furniture elements as shown in Table 2. The strikethroughs and additions are an initial review of how Toronto’s elements may be revised for Minneapolis. It is expected that these elements will be further refined by the Project team and through stakeholder engagement.

**Table 2—Street Furniture Elements**

<b>1. Elements of the Coordinated Street Furniture Program</b>
Transit Shelters Litter/Recycling Receptacles Benches Multi-publication structures Information/way finding structures Postering/neighborhood information kiosks <del>Public washrooms</del> Bicycle parking units
<b>2. Linked Elements</b>
Bollards Pedestrian railings/guards Tree <del>grates</del> , guards, planters <del>Maintenance covers</del> <del>Subway entrance canopies</del> News vending kiosks <del>Telephone booths</del> <del>Sign poles</del> <u>Lighting</u>
<b>3. Other Street Elements Beyond the Scope of the Coordinated Program</b>
<u>Lighting</u> Utility poles Pay parking units (pay stations, not meters) Street signs Traffic sign supports <u>and sign poles</u> Water fountains Clothing drop boxes Mailboxes Banners Markers/gateways to neighborhoods Planters and flower baskets Decorative paving <u>Tree grates</u> <u>Maintenance covers</u> <u>Public washrooms</u> <u>Telephone booths</u>

**Attachments:**

Toronto’s Street Furniture Placement Presentation