

City of Worcester – CMRPC Bicycle Parking Program Scope of Work

Purpose:

To provide Central Massachusetts Regional Planning Commission (CMRPC) member communities, the Worcester Regional Transit Authority (WRTA), the Massachusetts Department of Conservation and Recreation (DCR), and the Massachusetts Bay Transportation Authority (MBTA) with the opportunity to install modern bicycle parking infrastructure on their properties within the region at a reduced cost.

Program Summary:

The City of Worcester-CMRPC Bicycle Parking Program provides full reimbursement of the cost of purchasing bicycle racks, minus the shipping and installation costs. Installation and shipping costs are borne by the agencies/municipalities as part of the local match funding mechanism. The Massachusetts Department of Transportation (MassDOT) and the Federal Highway Administration (FHWA) will provide Transportation Alternatives Program funding through the City of Worcester. Municipalities may order racks through the approved bicycle parking vendors. The City of Worcester-CMRPC Bicycle Parking Program Advisory Group will select specific racks within the approved vendor's catalogs that meet minimum standards for secure and safe parking.

Program Budget:

The City of Worcester-CMRPC Bicycle Parking Program is funded in the amount of \$100,000 through the CMMPO Transportation Alternatives Program.

Participation:

All 40 municipalities in the CMRPC region are eligible to participate in the Bicycle Parking Program. An informational email will be distributed to municipal officials to kick off the program in mid-January of 2016. Periodic updates will be provided regarding remaining funding levels and program timeline. The program will accept applications on a rolling basis. Funding has been allocated to each community based on 2010 population levels.

Selection of Bicycle Parking Infrastructure Vendors:

The City of Worcester will be the contracting authority and will execute a contract(s) with the selected vendor(s) on behalf of eligible parties to provide the goods and/or services for the Bicycle Parking Program. Proposals will be accepted from the Commonwealth's Approved Vendor List that produce bicycle parking infrastructure that has been deemed satisfactory by the City of Worcester-CMRPC Bicycle Parking Program Advisory Group. Only those vendors that submit all required forms and materials required by the program will be considered for evaluation.

Shipping & Delivery:

Shipping and installation costs are to be borne by the municipalities in the CMRPC planning region; these costs are considered the local match for the program. Vendors must ship products to the address provided by the municipality. Vendors shall not require minimum quantities in order for municipalities to participate. Deliveries are to be completed during normal business hours. Receipt of deliveries must be acknowledged by signature of buyers' authorized representative. Vendors may not require customers to pick up purchases.

Timeline:

August 2015- Bicycle Rack Program Advisory Group to select vendors and racks from approved listing.

Fall 2015- Work with the City of Worcester to negotiate pricing with selected vendors.

January 15, 2016- Program Announcement sent to the 40 member communities of the CMRPC planning region.

July 1, 2016- Issue reminder notification to communities regarding the Bicycle Parking Program, follow-up with communities that have and have not elected to participate to this point.

March 31, 2017- Program close, ensure all communities that have elected to participate have submitted required documents.