

## **Attachment B – Metro Components Preliminary Draft Menu**

### **1. Metro Bike Hub**

#### **General Description**

Metro Bike Hubs are high-capacity bicycle parking facilities that provide secure bike parking in an enclosed room, such as a storefront space, building or a gated structure. The facility utilizes controlled access, CCTV provides security coverage, and a large quantity of bike racks are available and arranged in an efficient manner. Registered users lock their bike to an available bike rack with their own lock. Metro Bike Hubs can operate with attended services where staff performs registration support and assistance, provides retail sales for bike parts and repair services, and conducts other program activities such as bike education. They can also operate as unattended, self-serve facilities with controlled access, CCTV, and secure bike racks that are more space-efficient than bike lockers.

#### **Location consideration**

Metro Bike Hubs are recommended at Metro stations where frequent transit service and the need for first-last-mile transit access has been identified. Metro Bike Hubs at transit stations should be near main entrances or within a close proximity of 50 FT. Visibility and location should be intuitive upon approaches from the public realm. For a Metro Bike Hub that is anticipated to be located on a Metro parcel as part of a joint development site, coordination with Metro's Joint Development team will be required. Location siting within such developments should be well thought out so that the facility is easy to find and within 500 FT of the station.

Metro opened the El Monte Metro Bike Hub in September 2015. Other planned locations within the Metro system through 2018 include: Hollywood/Vine Red Line, Culver City Expo Line, Union Station, and North Hollywood Red/Orange Line. Future planned locations beyond 2018 include Willowbrook/ Rosa Parks and Airport Metro Connector.

#### **Space considerations**

Space considerations for the size and capacity of a Metro Bike Hub will vary depending on anticipated demand and location context. Metro will provide design criteria and direction in identifying space needs through station ridership evaluation and formulating estimates for the number of bike parking spaces to be provided. Local municipal codes for bike parking will also need to be taken in to consideration. If an attended bike hub is anticipated, then operator-repair/retail space will be required in addition to the space for bike parking. Example space needs for a 24 bike- parking space in a self-serve facility could be approximately 400SF, and for a 200 bike-parking space attended facility, necessary space could be approximately 3000SF.

## **Cost considerations**

Depending on the location, capacity, design, staffing and operating hours, costs will vary significantly.

### **Estimated Metro Bike Hub Capital Costs**

- Unattended, self-serve: \$1,500 to \$5,000 per space
- Attended, full-serve: \$4,000 to \$10,000 per space

### **Estimated Metro Bike Hub Annual Operating Costs**

- Unattended, self-serve: \$10,000 to \$50,000 per location
- Attended, full-serve: \$60,000 to \$200,000 per location

Operating scenarios include unattended and attended. Unattended facilities may be suitable for locations with demand for secure bike parking that replaces bike lockers where space is limited. Attended Metro Bike Hubs should be considered where demand is high and the location is at a major transit station hub with multiple transit providers, bike share, mobility hub options, mixed land uses and other retail business and services. Demand for retail and/or repair services at some locations may justify providing this additional amenity.

## **Timing considerations**

Planning, implementation and development will require coordination with Metro and ample lead-time is necessary to account for bike hubs already in implementation and coordination with outside entities including local agencies and other stakeholders.

## **Process/steps involved**

As a Metro Bike Hub facility, the following process and steps shall be:

- Coordination with Metro Planning for development, review and evaluation of proposed location to identify needs, operational program and plan, funding sources, and etc.
- Design must meet Metro standards utilizing the Metro Bike Hub established branding, access technology requirements, equipment specifications and operational procedures.
- May require Metro Board approval for locations not on Metro property and/or not included in planned stations for bike parking improvements.
- Create or contribute to an escrow account for developer fees to provide capital funds and funding for at least three years of operational support.
- Identify station sponsorship opportunities.

## **2. Metro Bike Share Station Donation**

### **General Description**

The Metro Board has approved a bike share pilot in Downtown Los Angeles including up to 80 stations and 1,000 bicycles. Expansion implementation of future phases is dependent on Metro Board approval and available funding. Metro is seeking partners who wish to provide or enhance quality transportation for their employees, students, clients, tenants or visitors by donating a station. **A \$160,000 donation funds, capital, approvals, shipping, operations and maintenance (O&M), startup costs, and installation for one station.**

### **Location Consideration**

Proposed stations shall be within 1/4-1/2 mile (Federal Transit Administration defined transit walk-shed) of an existing or planned bike share station. Other locations will be considered on a case-by-case basis for compatibility with overall Metro Bike Share operations. Metro, and the local jurisdiction, reserve the right to deny a proposal for a station donation if the location is not feasible or compatible with the existing or proposed system network. Bike share systems are successful only as a network and stations cannot exist stand-alone. Expansion of the Metro Bike Share system is currently be considered for the following communities/cities:

- City of LA communities including: Boyle Heights, Exposition Park, University Park, Westlake/McArthur Park, Koreatown, East Hollywood, Hollywood, North Hollywood, and Venice
- Culver City
- LA County Unincorporated communities including: East LA and Marina del Rey
- Downey
- Huntington Park
- Pasadena
- Burbank
- Glendale
- San Fernando

### **Space Considerations**

Proposed locations must meet the following criteria:

- Unobstructed space (approximately 13' x 65' or 20' x 35') depending on station size and configuration
- Hard, smooth, flat substrate such as asphalt, concrete, brick or pavers
- Sufficient sunlight for solar operations; and

- Stations within the public right of way must be approved by governing jurisdiction prior to installation. Some locations may require additional approvals (e.g., by Metro for locations on Metro property)

### **Cost Considerations**

The cost per station is \$160,000 which includes capital, start-up, approvals, O&M costs . Long term the overall O&M costs will be offset by fares and potential sponsorship of the system.

### **Process/Steps Involved**

Metro Board and corresponding local jurisdiction approval must be secured for station donations prior to the implementation of a new bike share station. Prior to submitting a grant application for **AHSC funding, cities shall** seek the review of the local jurisdiction and Metro prior to submitting a grant. A license agreement will be required for stations on private property and a city permit or approval will be required for stations in public right-of-way. A 50% deposit is due at the time of commitment, and the remaining 50% is due upon receipt of station order.

### **Timing Considerations**

Installation lead-time varies between 6-9 months to account for equipment manufacture, planning and permitting.

### **Station Donation Benefits**

For a \$160,000 per station cost, your organization receives:

- Metro Bike Share station serving your organization or property, pending approval by the relevant agencies or property owners;
- Operation and maintenance of the station as part of the broader Metro Bike Share network;
- Recognition as a station donor on the Metro Bike Share website;
- Individualized recognition through Metro Bike Share social media at time of launch and at special events;
- If the station is on private property, recognition of donor support on the map panel of the donated station with a logo and following (or similar) text “Station donated by....”; and
- Potential opportunity to purchase advertising rights for that individual station based on availability and subject to local jurisdiction advertising policies and restrictions. Depending on station location (private vs. public ROW) policies and restrictions may apply.

### **3. General Tools and Guidance for Transportation Infrastructure, Transportation Amenities and Urban Greening**

- **First/Last Mile Strategic Plan**

Brief Description – The First/Last Mile Strategic Plan establishes a method for assessing conditions around any transit stop or station that results in the identification of a priority network that can be improved. The Strategic Plan also lays out a series of potential improvements for implementation including addition of active transportation infrastructure, right of way reconfiguration, signage and wayfinding, among others. The unifying concept of first/last mile implementation is the Metro PATH, a series of physical, visual, and information improvements that create an intuitive, seamless, and safe environment around transit.

Resources – The Strategic Plan and Planning Guidelines are available online here:

[http://media.metro.net/docs/First\\_Last\\_Mile\\_Strategic\\_Plan.pdf](http://media.metro.net/docs/First_Last_Mile_Strategic_Plan.pdf)

Additionally, Metro will be offering training for local agency staff during 2016. Dates, times and locations will be posted on the Metro Sustainability website, here:

<https://www.metro.net/projects/sustainability/>

- **Wayfinding signage –**

Brief Description – Wayfinding signage provides consistent, clear direction to assist riders in navigating to transit stations. Through a separate grant program, Metro coordinates local implementation of wayfinding signage for Metro stations. Applicants for AHSC funding may be able to include a request for wayfinding signage, consistent with criteria established for Metro's program. Metro will provide more detailed guidance on how wayfinding can be included as an AHSC component prior to the application deadline for 2016.

Resources – Program materials for the current Metro grant program are online here:

[https://www.metro.net/projects/call\\_projects/wayfinding-signage-grant/](https://www.metro.net/projects/call_projects/wayfinding-signage-grant/)

- **Active Transportation Strategic Plan (in progress, to be completed by Summer 2016) –**

Brief Description - The Active Transportation Strategic Plan provides an analysis of the needs for active transportation infrastructure in Los Angeles County, guidance on project planning, funding and implementation, and a preliminary existing conditions analysis around 650 transit stations and stops.

Resources – Project website with working documents, data:

<https://www.metro.net/projects/active-transportation/strategic-plan/>

- **Urban Greening Toolkit (Metro Green Places)**

Brief Description – Metro Green Places is a newly available toolkit that provides guidance on approximately 60 greening and placemaking strategies that can be implemented around transit infrastructure. Tools are for greening, water, energy, community events, education, and other topics.

Resources – Website will be available soon with a link from:

<https://www.metro.net/projects/sustainability/>

- **Station and stop improvement/amenities**

Brief Description – Metro may be able to include improvements to rail stations and bus stops (shelters, seating, information kiosks, etc.). Inclusion of these components can be considered on a case-by-case basis. General guidance information will be provided at a later date.