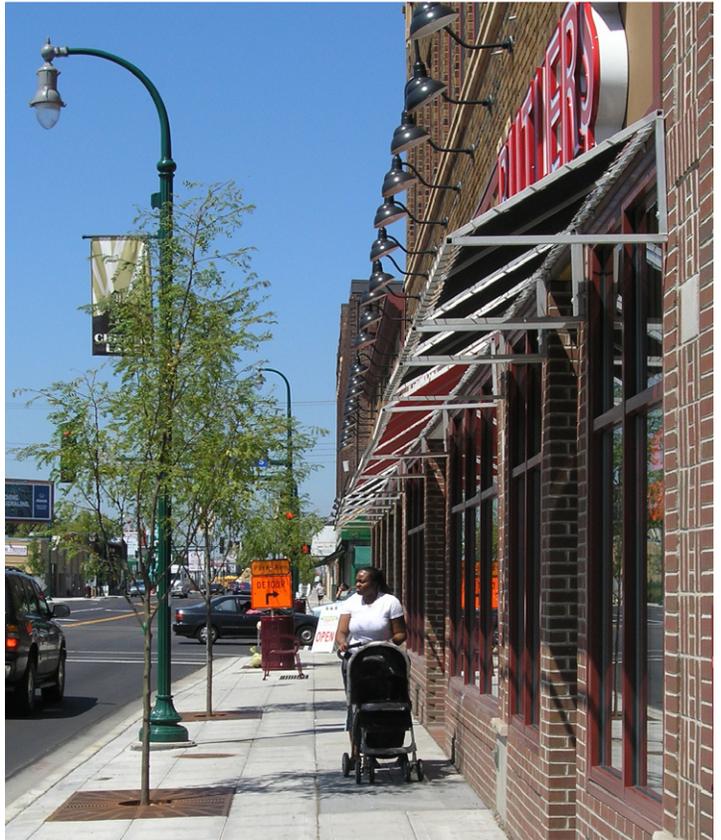


Minneapolis Coordinated Street Furniture
Program Guidelines Report
October 9, 2007



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A. Overview

a. Purpose of Coordinated Street Furniture Program

A Coordinated Street Furniture Program offers Minneapolis the opportunity to improve the public amenities on city sidewalks. There are currently various levels of street furniture improvements in varying states of repair found throughout the city. The Coordinated Street Furniture program provides a means to improve the public realm of the entire city under a financial arrangement that delivers long term benefits to the city.

Existing contracts for existing furniture (benches and shelters) will expire within the next two years. In advance of that date, and with the benefit of a comprehensive set of criteria and guidelines for placement and design of street furniture, the city intends to enter into a contract that will result in a cost-effective, distinctive, safe and well-maintained family of street furniture elements. The principal vehicle to implement this objective is a competitive bid process, guided by a Request for Proposals issued to vendors. The RFP represents the City's intention to award a competitive franchise, to be negotiated between the successful vendor and the city.

Specific objectives of the RFP are to:

- Coordinate the design of selected street furniture elements so that the appearance and quality of these amenities is improved
- Create a distinctive set of street furniture facilities reflective of Minneapolis and its neighborhoods and services
- Manage and enhance the pedestrian circulation and safety on City rights of way
- To achieve a higher level of service and maintenance of street furniture at no cost to the City
- To enhance and protect City revenues

b. Purpose of this Document

This document defines the Coordinated Street Furniture program through placement, design, use, accessibility and maintenance guidelines described in the report.

The Program Guidelines Report serves as a resource to document the background, context, research and public involvement process undertaken to develop the RFP for the Coordinated Street Furniture Program

These guidelines were achieved as a result of research into other communities' efforts, integration of the planning and public input associated with the ongoing

Access Minneapolis project, and initial input from stakeholders and the general public. The program guidelines establish a framework to advance the Coordinated Street Furniture program and further prepare the RFP for release to the vendor community and the general public. Moreover, as the City advances the RFP process, the program guidelines will be refined to a more precise specification of design style, physical dimensions and locations.

The document will be part of the package issued to those companies interested in responding to the city's RFP.

B. Program Components

1. Context

Currently Minneapolis administers two permits and a franchise for city-wide street furniture, one for ‘courtesy’ benches and the other for bus shelters. Metro Transit is another primary stakeholder, as the owner of many existing bus shelters.

The existing bus bench and shelter programs govern the business, maintenance, placement and advertising features of each element. These terms are established in city ordinances. Both licenses are programmed to expire in 2009, which is anticipated to be the start of the Coordinated Street Furniture program roll out.

As the City’s existing franchise/ license agreements approach an expiration date of 2009, Minneapolis has an opportunity to better organize and steward the pedestrian realm on its streets, neighborhoods, business districts and other activity areas.

Coincident with progress made by the Access Minneapolis 10 Year Transportation Action Plan towards its goal of implementing a more balanced transportation system, a better defined set of criteria for furniture design and implementation will allow the City to contribute to improved long term conditions in the public right of way.

2. A City Wide Initiative

The Coordinated Street Furniture program is designed to reach into all neighborhoods and corridors of the city. The Program Guidelines describes the range of streets and places most likely to accommodate street furniture, and defines acceptable dimensions based on the type of street or corridor under consideration. This work is still underway and will be further elaborated by the Project Team prior to release of the RFP.

The Program Guidelines will not substitute for Public Works final approval of specific street furniture elements on the public right of way, prior to installations depending on the conditions found in each location.

3. Street Furniture Elements

The list below describes the pieces of street furniture that are included in the RFP. The first group of “Base Elements” includes all of the furniture to be designed, installed and maintained through the program.

The second group of “Related Elements” identifies the items that should be linked by design to the base elements. These elements could be added to the streetscape at a later time for a second level of streetscape improvements.

The final group of elements includes those beyond the scope of this program. These elements have not been included because they are either outside of the city’s control, or have been determined to have less of an impact or contributing role in improving the public realm.

The Project Team recommends that all of the Base Elements listed below be included in the RFP. The Opt-In Elements would be considered if the vendors propose them and they can be provided within acceptable levels of financial return.

Base Elements

Transit Shelters
Litter Receptacles
Benches
Information/ Wayfinding structures
Multipublication structures (newspaper corrals)
Neighborhood information kiosks
Bicycle parking units
Public washrooms (if revenues allow)

Related Elements

Bollards
Pedestrian Railings/ Guards
Tree guards, planters, and flower baskets
News vending kiosks

Not included in the Coordinated Program

Utility Poles
Pay parking units
Street Signs
Traffic Sign supports and sign poles
Street Lighting
Water fountains
Clothing Drop Boxes
Mailboxes
Banners
Markers/ Gateways to Neighborhoods
Decorative Paving
Tree grates
Maintenance covers
Public washrooms (if revenues do not allow)

Telephone booths

4. Street Furniture Locations

The Coordinated Street Furniture program is city-wide in its scope. The city anticipates installation of furniture elements at candidate sites throughout the city. The discussion about location is categorized into priority locations and existing locations with this report.

i. Priority Locations

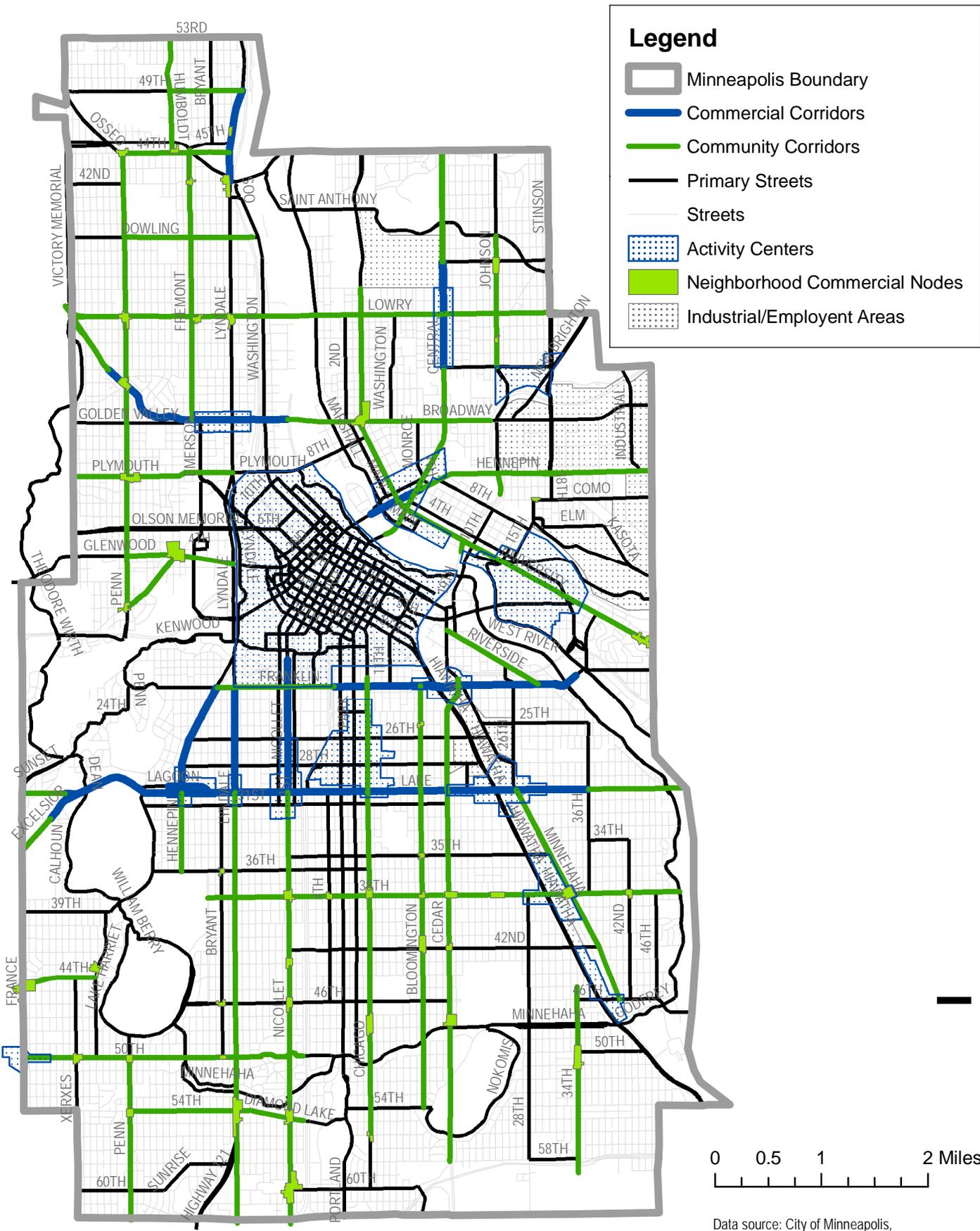
The RFP will stipulate a ranking or priority of locations for street furniture placement, to be revised if needed prior to finalizing the contract. Priorities will be established for specific areas of the city based on a number of criteria, which will be included in the RFP document. Those criteria are likely to include:

- High activity corridors following guidance in the Access Minneapolis Transportation Action Plan
- Extended periods of high pedestrian traffic
- Adjacency to Primary Transit Networks
- Higher concentration of mixed land use next to high-density neighborhoods
- Highest traffic volume streets that support pedestrian traffic

Figure 1 maps the priority corridors resulting from overlaying the criteria noted above. Vendors are also expected to recommend locations for street furniture elements based on the above noted criteria in addition to other financial criteria.

Final approval of street furniture installation will rest with the City of Minneapolis. A number of approaches may be adopted to streamline this process as a vendor contract is finalized, including development of more detailed street furniture placement guidelines by street type throughout the City.

The city anticipates that it will receive adequate funding from the street furniture program revenues to support staff time and resources for review and approval of street furniture in the public right of way. Vendors will be directed to accommodate this expectation in their submissions.



Planning Framework Map
 Coordinated Street Furniture Program
 City of Minneapolis, Minnesota

Figure 1



Data source: City of Minneapolis, US Census Bureau, Mn/DOT

Special Service District Participation in Coordinated Street Furniture Program

Special service districts should determine their own interest in participation in the coordinated furniture program. This discussion should consider topics of cost/ benefit to each Special Service District given that coordinated street furniture is anticipated to be economically self-supporting. Concerns about the design style of coordinated street furniture; placement of advertising on selected coordinated street furniture elements and corridor wide identity needs are also likely to be the focus of discussion among members of Special Service Districts.

ii. Existing Conditions

A preliminary inventory of existing street furniture is estimated as follows:

	Ownership/ Responsibility			
	Metro Transit	CBS Outdoor/ Transtop	City	Other ¹ (US Bench)
Benches				Maximum 700
Shelters	287	190		
Litter Receptacles			861	1,867 (Adopt a Litter program)

¹Art benches or independent bus shelter installations are not included in this inventory.

iii. Potential for Growth

There is an expectation that some areas of the city will require additional street furniture over the life of the contract, due to changes in land use patterns, density and pedestrian traffic conditions. Neighborhoods where significant population growth has occurred are likely candidates for installations of some of the basic CSF elements.

Vendors will be expected to define how many additional pieces of furniture will be installed, if the new elements are replacing existing shelters, benches or receptacles or if they are introducing entirely new elements in a previously underserved area. Evaluation of vendor proposals will consider the extent to which vendors can maintain existing infrastructure and serve areas of need, relative to assigned priority locations noted in section 4i.

5. Furniture Placement Guidelines

Minneapolis has a wide variety of street types and uses that weave together its many neighborhoods and districts. Clear pedestrian pathways are essential for a functional and accessible streetscape. The walkable nature of Minneapolis is directly related to the degree to which its streets are able to foster pedestrian access and activity. Aside from questions of land use patterns and adequate density, the importance of placing street furniture to enhance this activity is crucial.

Understanding Use of Sidewalk Space- Pedestrian Zones

National collaboration between engineering, landscape architecture and urban design disciplines has defined different areas of the public right-of-way, outside of the vehicle travel way, referred to here as pedestrian zones¹.

This organizing system is helpful in understanding how street furniture elements might interact with other activities or uses of the public right of way.

The diagram included (Figure 1) identifies four primary areas of activity on any given street. They are as follows:

Frontage Zone

This zone is the space at the edge of the walkway adjacent to the property line.

It represents both the space that people tend to put between themselves and the side of a building (sometimes called the shy zone) and also the space where people stand to window shop, wait for the bus and other similar activities. A minimum clear space of at least one foot is needed between buildings that front the sidewalk and the through walk zone. Additional space is desired in activity centers and commercial nodes where more people activity is likely to occur.

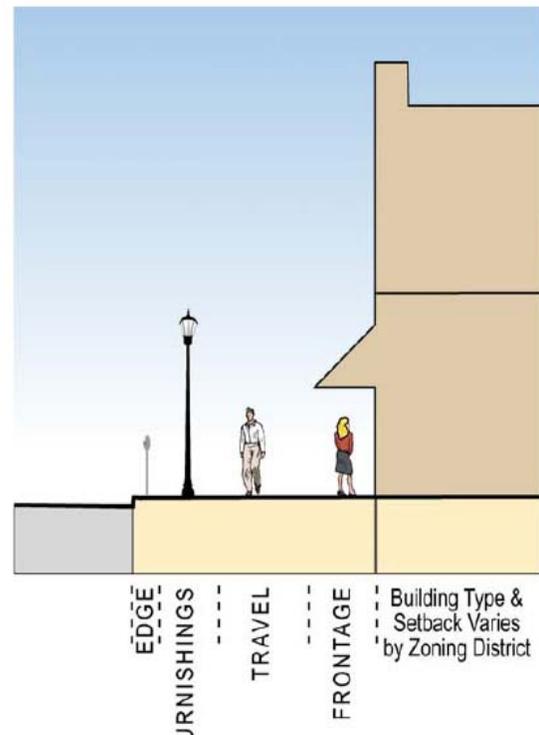


Figure 1 Pedestrian Zones

¹ *Designing Boulevards and Avenues in Highly Urban Mixed Use Areas*, ITE Proposed Recommended Practice, CSS Fact Sheet #5, 2006

Sidewalk cafes are typically located in frontage zones. Current city requirements include definition of minimum widths. An unobstructed walkway must be maintained. Curbside placement is acceptable if parking is prohibited and a two foot clearance to the curb is maintained. Where sidewalk cafes are provided, the through walk zone is adjusted and the space for the sidewalk café is drawn from both the through walk zone and the furnishings zone.

Travel (Through Walk) Zone

This zone contains the basic sidewalk width or clear area for pedestrian travel and is sized to provide for two directions of pedestrian travel on the walk.

The through walk zone is the area that must remain clear of all obstructions for the safe passage of pedestrians. It is generally based on the space required for two people to pass each other. A minimum through walk zone should be provided in all cases; more space may be needed in activity centers with high pedestrian volumes.

Furnishings Zone

This is an amenity zone that contains planting terraces, tree wells, planters and space for sidewalk furniture.

The furnishing zone is the area where street trees, landscaping materials, benches, light poles and other fixtures may be located. The dimension of this area will vary depending on the location of transit stops, sidewalk cafes, street vendors and other sidewalk activities and uses. Space for tree planting is required. This minimum width should be provided in all cases except where the space is required for transit stops or a decision is made to use the available space for a sidewalk café or another sidewalk use. In residential areas, the furnishing zone is replaced by a planted boulevard, typically a combination of trees and grass. The planted area may extend to the edge of the curb. Signs, parking meters, lamp posts, etc. are located within the planted boulevard area.

Edge Zone

This zone is closest to the curb and reflects the setback required from the roadway.

The edge zone (also known as the curb zone) is the clear zone needed for safety between an obstruction (for example, a light pole or a tree) and a moving lane of traffic. This minimum clear zone is required in all circumstances. However, in residential areas with planted boulevards, the edge zone can become part of the planted boulevard so long as any obstruction is placed in such a way as to maintain the required clear zone distance. The minimum edge zone dimension in residential areas represents

the width of the curb. In constrained conditions, the furnishing zone can overlap the edge zone.

Sidewalk Dimensions at Transit Stops

Transit stops are required to have a minimum landing pad of four feet that is clear of obstructions for bus loading and unloading. This space is technically located within the edge zone. Where transit stops are provided without curb extensions, the space for the landing pad is drawn from the through walk zone, the furnishings zone and/or the frontage zone as needed. A minimum through walk zone is required.

Because many pedestrian zones in the City of Minneapolis are constrained in width, not likely exceeding 12 feet in depth, the provision of curb extensions for transit stops is very important. A curb extension will typically widen the pedestrian zone by 5 to 6 feet, depending on the width of the parking lane. Curb extensions provide much needed space for the landing pad and transit shelter while maintaining an adequate through walk zone and some space for furnishings, trees and landscaping. In addition, curb extensions can provide increased pedestrian sight lines and shorten walk distances that improve pedestrian safety.

Place-based installation of street furniture

Siting street furniture elements in high traffic areas will likely create some physical conflicts. High pedestrian traffic corridors along primary transit networks may be most in need of street furniture but have no room to accommodate such elements. In each case where furniture is recommended for placement, a group of interested parties including City staff, immediately adjacent property owners and the vendor must come to some agreement about siting decisions that are useful on a case by case basis. While vendors will receive initial guidance in the RFP about placement of furniture, it is suggested that the fine grain details of these siting decisions be developed once a preferred vendor has been selected, prior to the contract being approved.

6. Furniture Design Guidelines

i. Scale and Size of Street Furniture

There are at least five important principles that should guide the selection of street furniture relative for any location in Minneapolis. They are to:

1. establish a distinct, linear pedestrian clearway
2. specify furniture size that is responsive to the width of pedestrian clearway

3. select the quantity of furnishings that reflects the use patterns and placement opportunities
4. make sidewalks and street furniture accessible to all users
5. maintain clear sight lines at intersections and respond to surrounding architecture and open space

Vendors are expected to demonstrate through the selection of product type, design style and number of pieces of furniture proposed per installation that they have understood these principles and applied them for a Minneapolis-specific response. This includes demonstrations of how various furniture elements ‘fit’ into some of the city’s most constrained sidewalk conditions, maintaining a comfortable pedestrian travel zone while providing useful, functional street furniture.

ii. Design ‘Style’ and Function

With the benefit of recent Minneapolis streetscape redesign and district improvement projects, specific to the Twin Cities’ climate and activity patterns, the Program Guidelines have initiated the process of describing features that meet the city’s ultimate goals of superior design, improved placement, well maintained, functional and accessible street furniture. The RFP will strive to balance the vendor’s opportunity to be creative with an understanding of precedent materials, design features and streetscape character found in the City at the present time.

The final RFP will include design criteria and attributes for the respondents to use as guidance in their design process. Initial definitions of these criteria and attributes are provided below and will be supplemented by additional feedback received from stakeholder comments. (See public involvement section, Appendix II for additional detail).

Design Style and Character

- Appropriate for Minneapolis: design precedents
- Communicates city-wide identity/ branding

Technical, Functional and Maintenance Design Criteria

- Enhancements, creative approach, incorporation of art elements
- Scale and size (appropriately designed to fit in relative contexts)
- Modularity (larger whole is composed of interchangeable parts usable in many different contexts)
- Coordinated family with design flexibility (to accommodate customizable elements)
- Durability of materials
- Fabrication
- Sustainability

- Detailing
- Environmental Innovation
- Accessibility (for those with physical and visual disabilities)
- Universal Design (stresses equitable use for all regardless of age or ability)
- Safety and security
- Safe movement
- Multi-functional furniture elements
- Easily repaired/ maintained
- Adaptability (technology)
- Functional specifications

iii. Enhancements To Street Furniture

Some special service districts, organized business associations and neighborhoods may want to customize the furniture in order to create a more distinctive look for their service area or neighborhood node. It is the goal of the program to require a certain level of design flexibility in the furniture. This customization could take several forms. For example, special service districts could customize individual furniture pieces with paint and/or materials. Another method of creating unique furniture is through using add-on elements to customize the design. Some manufacturers are beginning to offer this diversity of design choice in their base products, such as transit shelters or benches.

Furniture designs that reflect the potential to accommodate changing technology (such as digital exchange capability) and facilitate retrofitting through modular design will be given a higher ranking in the evaluation phase.

7. Public Art and Opportunities for Artist Participation.

Street furniture could provide opportunities to support and facilitate public art. The City's Public Art policy framework, approved in 2004, defines protocol for the design integration, funding, installation and maintenance of public art on city owned property or as a component of public projects.

Vendors are encouraged to participate in public art projects through a number of techniques. The RFP will encourage respondents to consider including an artist in their design team to enrich their design and take advantage of the many opportunities for art in the public realm.

8. Role and Regulation of Advertising

The question of how much advertising, how to guide or shape content of advertising and what if any spacing criteria should be applied will be addressed prior to the RFP being released as this will directly affect vendor responses and calculations of financial benefit to the City..

The core principle behind coordinated street furniture programs in cities that undertake such efforts is to generate sufficient revenue so that the end result is a) high quality street furniture that beautifies the city and defines its image and identity; b) sufficient financial resources to cover maintenance and operations associated with the furniture and when possible, c) additional revenue to offset additional public needs, such as trash removal service, administrative costs associated with managing the pedestrian way. In the majority of cities, this has resulted in a reliance on outdoor advertising as the revenue generating engine that supports the program.

Ad revenue from coordinated street furniture in bigger cities (such as Boston and Vancouver) has been significant (1.4 to 1.6 million per annum). The size of Minneapolis' potential ad market is still unknown at this time but can be estimated based on existing advertising locations and rates, pedestrian and vehicle traffic as well as potential growth areas.

The revenue generated by advertising placed on the coordinated furniture is essential to the success of the program. The final vendor contract will define how much advertising can be placed on each individual piece of furniture, taking into account the cumulative effect of multiple ads placed on multiple furniture pieces within a concentrated geographic area (block or block face) as well as on a citywide scale.

Certain cities have required vendors to provide a percentage of ad surfaces for public use (non profits, arts organizations, social service organizations). Vancouver has developed program for public or non-profit ad placement at no cost, and there are other examples of transit agencies providing subsidized or no-cost advertising to public or non-profit entities. The RFP will include a requirement that vendors identify, develop and maintain a similar "public use" program.

Established city ordinances have regulated signage and billboards by location spacing criteria, and to a lesser degree, limits on the total surface area of signage relative to use, location and type of advertising device. It is anticipated that the RFP and subsequent new ordinances will further define regulations about advertising on street furniture and follow the same precedent.

9. Program Management

i. Financial Performance

Revenue Projection and Expectations

The RFP is expected to obtain this information from the vendor's submission. By getting an understanding of the revenue potential, and the extent to which advertising may be placed on the various furniture elements, the City will gain an understanding of the extent to which the coordinated street furniture program would be implemented.

Financial return versus renegotiation of contract terms

Determining the financial return over a long term contract will require a series of mechanisms to allow for review of the contract terms, understanding that the greater the certainty of terms, the more predictable and likely favorable the rate of return on the contract. The annual revenue collected will likely affect the level of quality and finish of the selected street furniture components.

ii. Administrative Issues

Length of Contract

Long term contracts (20 years) allow for best revenue sharing offers from vendors. When coordinated, long term programs can reduce disruption on sidewalks by minimizing frequency of deconstruction and installation.

Maintenance Standards

It is essential to include specific performance standards for maintenance and strict parameters on responsiveness in contracts. These parameters will be reinforced by financial penalty if the vendor does not perform, as has been the standard in other cities' contracts. The Project Team intends to include these conditions in the RFP so potential vendors are informed of the city's requirements.

Staff Resources

In keeping with an approach that the coordinated street furniture program should be financially self sufficient, it will be important for the City to dedicate resources and funding to creating a position for review, administration and coordination of this project. The project revenues should cover the costs of this position so that no additional demands are placed on other City revenue streams.

C. Process

1. Future Stakeholder and Public Involvement

Stakeholders have been engaged in the preparation phases of the RFP process from April to October 2007. A detailed summary of those meetings and the issues raised is included in the Appendix.

Initial stakeholder feedback has defined the opportunities and challenges noted in Section A of the Program Guidelines. Further discussion and engagement with the general public is anticipated as the project continues, prior to release of the RFP.

Community input opportunities prior to RFP release (through an on-line survey tool and stakeholder meetings) will frame discussion of design style and functional elements of the furniture. This discussion will be organized along the criteria noted in Section 3 of the Program Guidelines Report.

After the RFP submissions are received, the community at large as well as an appointed Design Jury will convene to assess the submissions and offer an evaluation and ranking of preferences to the Project Team prior to making a preferred vendor recommendation.

Once a preferred vendor is selected, and the stakeholder and general public has had an opportunity to review the vendor submissions, the Design Jury will continue to work with the Project Team and vendor to achieve desired refinements to the recommended design, within reasonable cost and revenue generation parameters.

2. Schedule and Next Steps

The RFP is targeted for release by November 1, 2007. Respondents will have 3-4 months to prepare their response. Once submissions are received, the City will initiate its evaluation process.

The Project Team will bear primary responsibility for reviewing proposals submitted by vendors. An assessment of the submissions will be organized along topical areas, such as Financial/ Management; Maintenance and Operations; Furniture Placement and Design Style. Input from the Design Jury will provide needed expertise in discerning design submissions. Community input will be gathered at meetings and through electronic tools to gage the community's reaction to the submissions.

Team Qualifications

The team members' industrial design experience and demonstrated ability to deliver durable, attractive, maintainable furniture will be a critical component of the RFP package.

Vendors will be required to demonstrate their maintenance responsiveness and qualifications.

They will also provide evidence of their ability to support a long-term contract, relative to financial, operations/ maintenance, communications and responsiveness capabilities.

Community Input, Design Evaluation

Community input will be brought into the evaluation process through electronic tools (comments received on the city website) and an Open House meeting.

Design Jury Role

The design jury is intended to bring specialized expertise outside of the traditional reach of City divisions and departments. The intention is to integrate the Design Jury's advice as a critical element in the comprehensive evaluation of the RFP submissions.

The role of the jurors, as a group, is to provide design review advice focused on furniture design, image, materials and functional quality, in discussion with the City's Project Team and members of the public. This guidance will be provided to vendors prior to selection and be used in the process of evaluating a preferred vendor.

Recommended Design Jury membership (by expertise)

- Landscape Architecture – Streetscape Implementation
- Industrial Design
- Public Art Implementation
- Historic Preservation
- Neighborhood Organization (s)
- Sustainable Construction/ Design
- Identity Marketing/ Branding
- Promotion/ Tourism
- Advertising

Appendices

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- II. Design Evaluation and Community Process
- III. RFP Draft Outline
- IV. Detailed Guidance for the Placement of Street Furniture
- V. Summary of Public Involvement Activities

I. Revised Timeline, Street Furniture RFP

	Timeline	Action Step
Pre-Proposal Efforts		
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-Oct 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	October 2007	Street Furniture Design Report #1 to City Council
RFP Preparation Efforts		
5	Sept-Oct 2007	Draft RFP and PRC review Review and feedback from stakeholders
6	Oct 2007	Finalize RFP
7	Nov 2007	Release the combined Street Furniture RFP franchise Mandatory Pre-Proposal Meeting
8	Dec 2007	Deadline for Questions
9	Jan 2008	RFP proposals are due
RFP Review, Contracts and Installation		
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"> • Qualification, financial, and technical/functional components by an expanded project team • Design component by design jury and the project team with community open house meetings 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.

II. Design Evaluation and Community Process

Design Evaluation

The design evaluation phase of the RFP process will make use of a Design Jury process integrated with community input. The intention is to have the Project Team, Design Jury and community input be integrated throughout the process of evaluation.

The Project Team recommends that a blended design jury/ community input approach should be utilized to introduce specialized expertise and knowledge outside of the reach of City divisions and departments.

A comprehensive list of design criteria are included on page 11 of this report (Design Style Definition and Evaluation). *The key design-related topics anticipated to be of interest for Minneapolis' furniture program are as follows:*

- a. Universal Design Style (defining city-wide identity)
- b. Ability to incorporate neighborhood or geographic expression (customization and incorporation of public art)
- c. Compatibility with Existing Furniture
- d. Furniture Maintenance and Upkeep
- e. Geographic Distribution of Furniture Elements

III. RFP Draft Outline

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IV. Detailed Guidance for the Placement of Street Furniture

No furniture will be placed:

- In a manner that impedes access to private businesses
- Within the pedestrian clearway
- In a manner which interferes with boarding disembarking or queuing by transit passengers
- In a manner that obstructs pedestrian, cyclist, or driver sight lines
- In a manner that compromises the safety of pedestrians, cyclists, or drivers
- On any unpaved surface
- In a manner that blocks access to a fire hydrant
- On top of a utility maintenance hole or structure

Transit Shelters

- *Must not be located directly in front of a building entrance or exit*
- *If it is to block a display window or sign building occupants and owners must provide in writing that they have no objection to its placement*
- *Should face the pedestrian clearway*
- *Should not be placed in isolated areas*
- *Should not block the view from an existing bench to an oncoming bus*
- *Should be placed in close proximity (within 25 feet) to the actual location of the bus stop*

Litter Receptacles

- *Must not be located directly in front of a building entrance or exit*
- *If it is to block a display window or sign building occupants and owners must provide in writing that they have no objection to its placement*
- *Opening must be situated on the pedestrian clearway side*
- *Can used to define a space for ADA loading pads*

Benches

- Must be securely fastened to the sidewalk
- Will face the pedestrian throughway, not the street.

Information/Wayfinding Signs

- Must not be located directly in front of a building entrance or exit
- If it is to block a display window or sign building occupants and owners must provide in writing that they have no objection to its placement
- Wayfinding information must be located on the pedestrian clearway side

Multipublication Structures (newspaper corrals)

- Must not be located directly in front of a building entrance or exit
- If it is to block a display window or sign building occupants and owners must provide in writing that they have no objection to its placement
- Vending door must be located on the pedestrian clearway side
- May only be placed at a minimum of distance from each other

Neighborhood Information Kiosks

- Must not be located directly in front of a building entrance or exit
- If it is to block a display window or sign building occupants and owners must submit record to the City in writing that they have no objection to its placement
- Wayfinding information must be located on the pedestrian through/ walk side

Bicycle Parking Units

- Must be securely fastened to the sidewalk
- Must not be located directly in front of a building entrance or exit
- Must not block access to street parking, or sidewalk cafes

Public Washrooms

- Will require detailed site-specific approval

V. Summary of Public Involvement Activities

- **Stakeholder Meetings**
Meetings were held with the Advisory Committee on People with Disabilities, the Pedestrian Advisory Committee, Metro Transit staff, Public Works staff, Regulatory Services staff, and Zoning staff.

Meeting Dates: March through July 2007

- **Vendors Meeting**
The purpose of this meeting was to communicate the City's intentions and hear from vendors/ fabricators on critical topics related to delivery of the Coordinated Street Furniture Program.

Meeting Date: September 17, 2007

- **Design Jury Workshop #1**
This initial meeting of the Design Jury members was intended to collect ideas about design style and themes to inform the RFP material and vendor community.

Meeting Date: October 1, 2007

- **Special Service District Survey and Meeting**
This tool is designed to introduce the concept of Coordinated Street Furniture and measure interest as well as identify key issues from SSD stakeholders.

Meeting Date: October 2, 2007

- **General Public Electronic Survey**
This electronic survey on the city's website will be used to educate the community about coordinated street furniture and solicit opinions about design and program preferences.

Available: October 5, 2007

- **Community Open House #1**
This meeting will be organized to provide education about the program goals and the placement/ design criteria included in the RFP. Public input will be sought and integrated as appropriate into the RFP prior to its release to the vendor community.

Open House date: October 15, 2007, 6:30-8pm, Central Library