

PARKLET REQUEST FOR PROPOSAL 2013

RFP OPEN: 20 FEBRUARY 2013

APPLICATIONS DUE: 17 APRIL 2013

BACKGROUND AND PROGRAM GOALS

Parklets are a new type of public space—an economical and creative solution to the desire for wider sidewalks. They serve as “mini parks,” providing space for people to sit, relax, and enjoy the city around them, especially where narrow sidewalks or lack of open space would make such activities difficult.

Parklets are created within on-street parking spots: a platform is built over the parking space at the same level as the sidewalk. Once the platform is installed, pedestrian amenities such as benches, tables, chairs, landscaping, and bike parking can all be placed on top in order to provide a welcoming public space along the street. Parklets are sponsored by a private partner (merchant, resident, institution, etc.) but all amenities on a parklet must remain free and open for any member of the public to use. Advertising, table service and other commercial activity are not permitted in parklets.

ELIGIBLE APPLICANTS

1. Community Benefit Districts (CBDs), Business Improvement Districts (BIDs), and similar organizations
2. Non-profit institutions, community organizations, and schools
3. Property owners (commercial or residential)
4. Storefront business owners
5. Other applicants may be considered on a case by case basis.

ELIGIBLE PARKLET LOCATIONS

Parklets are typically installed on streets of 25 mph or less and set back one parking space from intersections. Other locations will be considered on a case-by-case basis.

Section __ of the “Parklet Design and Construction Guidelines” outlines additional parameters for appropriate locations; including how the City will evaluate applications involving steep slopes, curb color zones, driveways, and utilities. Please refer to these guidelines before submitting an application.

NOTE

The City reserves the right to amend this RFP and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the amended terms.



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COSTS

1. If a permit is issued you will be responsible for the following permit fees:
 - \$791.00 base fee for all applications;
 - \$650.00 for up to two parking meter removals (only if meters currently exist)
 - \$191.50 for site inspection before and after installation;
 - Only if you are removing three or more parking stalls:
 - \$285.00 Additional base fee for each parking stall beyond the first two
 - \$325.00 Additional fee for each additional meter removal beyond the first twoDepending on your location and your proposal, you may be responsible for additional permit fees, such as curb zone changes, bike corral, or sidewalk landscaping.
2. Design, Materials, and Installation: The sponsor is responsible for all costs associated with design and installation of the Parklet. Parklets typically cost around \$7,000 to \$12,000 per parking space, depending on design factors and material choices. Refer to Section __ of the “Application, Permit, and Implementation Process” document for a list of required materials.
3. Renewals: All yearly renewals will be charged a \$221 flat fee.
4. Removal: The sponsor is responsible for costs associated with the removal of the Parklet. This includes circumstances related to streetscape improvements, public safety and utility servicing emergencies, or violation of the “Parklet Partner Agreement.”

RESPONSIBILITIES OF THE PERMIT HOLDER

1. Insurance: If your Initial Application is selected, you will be required to provide evidence of at least \$1M in liability insurance – the same requirement as sidewalk café tables and chairs – naming the City and County of San Francisco as additional insured. Most businesses already carry this insurance; please check with your provider.
2. Maintenance: You will be required to sign a maintenance agreement to keep the Parklet free of debris, grime, and graffiti, and to keep all plants in good health. You must maintain the surface of the Parklet daily and rinse out the area beneath the Parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the Parklet platform.
3. Moveable Furniture: Any movable items, such as tables and chairs, must either be locked down at night or taken inside. Unsecured furniture is not permitted after business hours. All tables and chairs must be different than what you may already be using as part of your business (including sidewalk café tables and tables inside the restaurant).
4. Table Service. Parklets are free and open to all members of the public to use. You will be responsible for ensuring that there is no table service on your parklet, including placement of condiments or napkins.

