



DATE: September 16, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Jared Hall – Transit Manager, Public Works and Utilities Department (PW&U)
Gina Benedetti-Petnic, PE – Interim Director of PW&U

SUBJECT: Resolution Authorizing the Purchase and Installation of 10 Transit Shelters and Amenities from Tolar Manufacturing Company, Inc., via the CalACT/MBTA Cooperative Purchasing Agreement

RECOMMENDATION

It is recommended that the Council adopt the Resolution authorizing the purchase and installation of 10 transit shelters and amenities from Tolar Manufacturing Company, Inc., via the CalACT/MBTA Cooperating Purchasing Agreement.

BACKGROUND

The purchase and installation of these bus shelters and amenities is an element of the Bus Stop Improvements capital improvement project (CIP #65502211). Although this project was initially planned for a future year, available funding allows us to expedite the acquisition of materials for upgrades at 10 critical bus stop locations. This represents the first phase of the full project, which will eventually upgrade approximately 15 locations. The remaining materials will be procured in a future fiscal year. The staff has identified 10 high-ridership locations with inadequate fixtures that need upgrading. By focusing on these high-priority bus stops, we aim to improve the rider experience across the community. Upgrading the fixtures at these locations is expected to enhance customer experience, potentially leading to increased utilization and, subsequently, a boost in transit ridership throughout the city.

DISCUSSION

Staff requests authorization from the City Council to purchase 10 bus shelters, along with amenities such as trash cans and benches, from Tolar Manufacturing Company to be installed at bus stops throughout Petaluma.

Staff is recommending the shelters be installed at the following locations:

1. **SB** - 4th & C Streets
2. **SB** - Ely Blvd. & Clydesdale Way
3. **SB** - Ely Blvd. & Estuary Way
4. **SB** - Ely Blvd. & Frates Rd.
5. **WB** - Frates Rd. & Ely Blvd
6. **SB** - Keller St. & Western Ave (Petaluma Market)
7. **SB** - N McDowell Blvd. & Petaluma Estates Mobile Home Park
8. **SB** - Redwood Way & N McDowell Blvd.
9. **NB** - N McDowell Blvd. & Lynch Creek Way (Petaluma Community Center)
10. **SB** - Washington & Lakeville Streets

The recommended locations were chosen based on bus stop productivity and the availability of space to install the shelter while ensuring ADA clearances. Selection criteria also included factors such as ridership, need, equity, proximity to major destinations, and the condition of existing bus stops.

The shelters and amenities are the same 12' Tolar Signature Sunset Transit Shelter models currently used as the standard for Petaluma Transit. These shelters will be light blue in color and have solar lighting, perforated metal benches, wind panels, and an attached trash can.

The shelters and amenities will be procured via the California Association for Coordinated Transportation/Morongo Basin Transit Authority (CalACT/MBTA) Purchasing Cooperative, of which the City of Petaluma is a member. This cooperative allows the City to purchase transit vehicles and bus stop fixtures at competitive prices. Tolar Manufacturing Company, a leading manufacturer of passenger shelters and the supplier of the majority of bus stops in Petaluma, offers competitive pricing through this cooperative. The City has previously ordered Paratransit vehicles and bus shelters from Tolar via the CalACT/MBTA Cooperative, with the most recent order in 2022. Tolar Manufacturing Company products are currently used throughout the community with strong results.

Purchasing the bus shelters and amenities through this cooperative satisfies the City's purchasing requirements.

The expected lead time for delivery of the fixtures is 18 weeks, with an additional four weeks needed for assembly and installation. If this resolution is approved, installation is projected to begin in March 2025.

PUBLIC OUTREACH

Improvements to Petaluma Transit bus stops were identified as one of the Transit Advisory Committee's goals for 2024.

Sites identified for improvement were selected based on a combination of need, ridership, and community feedback/recommendations.

This item was discussed at the August 8, 2024, meeting of the Transit Advisory Committee (TAC), at which a recommendation in support of adopting this resolution was passed. The TAC supported the identified bus stop locations and expressed favor for having sites distributed across both east and west Petaluma.

This agenda item appeared on the City's tentative agenda document on September 9, 2024, which was a publicly noticed meeting.

COUNCIL GOAL ALIGNMENT

The proposed action supports the following City Council Goals, Objectives, and Workplan Items:

OUR ENVIRONMENTAL LEGACY

- Workplan item #7 – Leverage local, regional, and state programs and resources to maximize city revenues.
- Workplan item #23 – Expand transit service on primary corridors.
- Workplan item #27 – Encourage transit use through expanded service, pass programs, partnerships, and promotion.

A SAFE COMMUNITY THAT THRIVES

- Workplan item # 97 – Improve integration of transit to all demographics by partnering with social service agencies and non-profit organizations.

CLIMATE ACTION/SUSTAINABILITY EFFORTS

Improvements to the bus stops at these locations are expected to encourage ridership to and from them, subsequently reducing vehicle miles traveled and greenhouse gas emissions throughout the community.

ENVIRONMENTAL REVIEW

The proposed action is statutorily exempt from the California Environmental Quality Act (CEQA), in accordance with the Public Resources Code Section 21080.25 (Added 1-1-2021 pursuant to SB 288), in that the project meets the definition of a project defined as “Pedestrian and bicycle facilities, including new facilities” The project is also categorically exempt from CEQA pursuant to Section 15301 as a minor alteration of existing public facilities, Section 15303, as the bus shelters and amenities are small structures, and Section 15311, in that the new bus shelters and amenities are accessory structures to established uses. Additionally, there are no cumulative impacts, unusual circumstances, or other factors that would make the exemptions inapplicable pursuant to CEQA Guidelines Section 15300.2.

FINANCIAL IMPACTS

The total cost for purchasing the shelters and amenities is \$171,491, which includes materials, freight, sales tax, and a CalACT procurement fee. By using this procurement process, the City is estimated to save approximately \$50,000 compared to current market prices if it issued its own procurement RFP.

Installation costs are estimated at \$50,000, bringing the estimated total purchase and installation cost to \$221,491.

Funding for the purchase and installation of the shelters and amenities will be sourced from two main accounts: 77.57% from Transit Development Act (TDA) transit enterprise funds and 22.43% from Petaluma Traffic Impact Funds (TIF), which is the maximum allowable percentage eligible for reimbursement. The allocation will be as follows: \$171,811 from TDA funds and \$49,680 from TIF funds.

The purchase and installation of the 10 shelters and amenities are included in the Bus Stop Improvements project (CIP #65502211). There are adequate funds in the associated CIP total project budget for this purchase and installation. However, the FY25 budget is not sufficient for the accelerated timing of this phase of the project. A mid-year budget adjustment will be submitted for FY24/25.

ALTERNATIVES

Alternatively, staff could either delay the purchase and installation of new shelters and amenities or forgo them entirely. Delaying the project may result in higher future costs due to anticipated increases in material and labor expenses. Additionally, not proceeding with the purchase and installation could hinder the potential to maximize transit ridership at the identified bus stops.

ATTACHMENTS

1. Resolution
2. Quote