

UK cycle parking design and security Standard project

INVITATION FOR EXPRESSIONS OF INTEREST

BA & Sustrans ON BEHALF OF THE CYCLE RAIL WORKING GROUP



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1. Introduction

Although there are some excellent cycle¹ parking products being supplied to the UK market there are also other products which fall well below the standard required for safe and comfortable usage and/or bike security. This project aims at establishing a *Standard*² to enable purchasers of equipment to identify products which are:

- Easy to use (including consideration of disabled people and inclusion generally)
- Safe (for user and their bicycle)
- Secure (enables secure locking)
- Long lasting (corrosion resistant etc)
- Fully in compliance with UK legal requirements.

In addition to covering the requirements of the physical equipment itself, the *Standard* will cover the way that the equipment is to be installed and the layout of cycle parking facilities.

Although this project is being sponsored by the Cycle Rail Working Group, it is expected that the new *Standard* will be adopted by others procuring cycle parking equipment outside the railway estate and some items covered may be more commonly found off stations than on them.

Consultants are now invited to submit initial expressions of interest (EOI) for the detailed drafting of the standard, as detailed below, with a closing date of 14th September 2020.

2. The current position

There is currently no standard for cycle parking hardware and installation specific to UK needs. There are some existing standards (principally Fietsparkeur, DIN 79008 (2016) and AS2890.3 (2015)) and a patchwork of guidance from UK bodies including TfL, LTN and Active Travel Wales guidance, and railway industry guidance. However some types of cycle parking (e.g. on-street hangars) are not covered at all by existing guidance, and for other types, certain important aspects are not covered.

Compliance with the existing guidance is also patchy, with little systematic 'enforcement' which leads to some very poor quality offerings to people needing to park their cycle. Most local planning authorities have parking standards which define the quantity of cycle parking, and sometimes the

¹ The term 'cycle' in this document refers to a machine which relies at least in part on human power through pedalling by foot or hand. Whilst the bulk of cycles which need to be parked are traditional bicycles (including 'e-bikes' which have an electric motor to assist the rider), consideration also needs to be given to less common cycles including cargo bikes and cycles adapted for the specific needs of disabled people noting that equipment for one type of cycle may not be suitable for all types of cycle. The Standard does not cover motor bikes or mopeds, etc.

² When capitalised, the word 'Standard' refers to the output of the proposed project – a set of requirements & specifications for cycle parking equipment.

layout and acceptable types of stand, but very few have standards relating to the security of the equipment and its construction or durability.

There is a big variation in the quality of construction and fixings for equipment that is commercially available. People with responsibility for procuring cycle parking equipment (in hospitals, schools, the transport industry etc.) do not generally have the detailed knowledge to differentiate between good and poor quality products. There is usually no specific 'security rating' associated with different designs and materials. And no specification for inclusive design for safe and easy operation by a wide range of users.

Quality of installation is also critical to the safety and performance of cycle parking. There is a need for detailed requirements and test methods which could be used to inspect completed installations. Such inspections could be commissioned by purchasers themselves before sign-off (carried out by any competent staff or organisation), or if stakeholders believed it would be beneficial, an independent certification body could be approached as a formal partner to examine hardware and completed installations to provide formal certification.

To address these issues, in 2019 the Bicycle Association (the trade body for the UK cycle industry) began work as a 'neutral broker' to co-ordinate the development of a cycle parking security standard, and gathered early support from a range of stakeholders including Department for Transport (DfT), Transport for London (TfL), the Cycle Rail Working Group (CRWG) and suppliers.

As at mid-2020, the project is at the stage where the detailed development work needs to start, and this is beyond the resources of the Bicycle Association and CRWG to create or co-ordinate.

Therefore there will be a need to contract a contractor/consultant to carry this work forwards. The client will be the CRWG which is supported by Sustrans with DfT funding, and it will work closely with the Bicycle Association. It is planned to procure this work under the Sustrans Standard Terms and Conditions.

3. Aims

Developing a UK cycle parking Standard will:

- Enable purchasers to make more informed decisions when preparing and evaluating commercial tenders for provision of cycle parking equipment
- Deliver best value to purchasers (especially where public money is spent), so that installations are 'right first time' and not require expensive remediation to deliver good utility to users.
- Deliver easy to use, safe, accessible, inclusive and effective cycle parking facilities for end users.
- Reduce cycle theft, and the consequent deterrent effect on cycling over concern about safe cycle parking. A large proportion of people who experience cycle theft stop cycling altogether.

- Set a quality baseline, appropriate to UK conditions, where higher value sports cycles, mountain bikes and e-bikes form a large proportion of vehicles used for daily 'utility' cycling.
- Ensure that the standards have the maximum possible effectiveness through support of stakeholders and a clear mechanism for application/enforcement.

4. Scope

There are numerous types of cycle parking equipment in common use in public and domestic settings. The focus of the standard will be those which are available for public or shared use at locations such as railway stations, educational or health facilities or blocks of flats where there is a shared bike storage area. It excludes equipment specifically for personal use (e.g. stands to be used in private residences where the equipment is bought by that resident for their own use).

4.1. *Equipment 'in scope'*

The equipment which is in scope is:

- Sheffield stands and associated variants
- Single tier stands and racks
- Two tier stands
- Lockers
- Cycle hangars
- Wall fitting racks/stands
- Shelters, canopies, stores and hubs

(product types to be finalised in discussion with stakeholders)

4.2. Scope – general approach and areas

The table below sets out the broad scope of the guidance.

Part A	<p>Numbers – quantity provided for different classes and scale of development</p> <p>Layout – spacing between stands and aisle widths, position relative to walls, kerbs, carriageway, footway</p> <p>Access – Public or controlled access</p> <p>Type of equipment – Sheffield stands, vertical stands, two-tier racking systems, lockers etc</p> <p>Shelter design, Hangar design – general advice on appropriate features in different settings</p>	<p>These areas are largely covered by existing work, but recommendations could be incorporated into the new UK Standard (with care not to conflict or duplicate work) to assist local planning authorities when updating local guidance documents</p>
Part B	<p>Quality of materials including detailed design features such as edges</p> <p>Durability of materials such as corrosion resistance, other maintenance considerations</p> <p>Performance resistance to cutting tools, resistance to bending, resistance to shattering</p> <p>Installation – construction depth, construction materials, use of tamper-proof features in fixings and construction</p>	<p>New requirements in UK Standard</p>
Part C	<p>Testing/compliance/application</p>	<p>Specify test methods so that planners, purchasers and/or funders could either commission their own inspections or potentially require formal certification of completed installation</p>

Subject to stakeholder feedback, it is at this stage envisioned that certification could be in two parts:

The cycle parking hardware	<p>Compliance can be demonstrated in any of four ways:</p> <p>(1) By direct evaluation against the new UK Standard by a certifying partner or a credible test lab</p> <p>Or, subject to review of requirement equivalency in the respective standards:</p> <p>(2) By certification from a test lab that it meets the relevant requirements of DIN 79008: 2016 (documentation could be checked by certifying partner)</p> <p>(3) By certification to the current standards of the Fietsparkeur Foundation (Fietsparkeur certification could be checked by certifying partner)</p>
The installation	<p>Certification is optional.</p> <p>If required, certifying partner to carry out a post-installation site visit.</p>

The items listed in Part A are largely covered in existing published guidance and the aim would be to review and summarise 'good practice'.

The work should focus on Parts B and C of the table on the preceding page. The principle should be to specify performance characteristics, not to prescribe specific products or design solutions.

Key principles:

- The work should support optimising whole life asset value e.g. by requiring robust materials that are durable, safe and can be cleaned, which are readily available and easily maintained
- There is a need for inclusive design-based guidance to accommodate a variety of cycles (including designs commonly used by disabled people and cargo bikes) to ensure that parking is accessible to all, and also that it is safe and easy to use for all users.

4.3. Scope – fit with existing work

This is a considerable body of guidance in LTNs and active travel documents. The new Standard should add to this or bring it together in a coherent way. At this stage we believe that the following specific elements are missing from the guidance and will need to be covered in the standard:

1. Layout diagrams. There are many examples from other guidance though. Needs 'on-street' and 'in a compound' layout options.
2. Installation – construction details including use of secure tamper-proof bolts and underground security bars.
3. Standards for the quality of materials and the construction of the equipment itself
 - a. Material properties (e.g. strength where appropriate).
 - b. Protection from corrosion - quality of galvanised/painted/powder coated/vinyl surfaces.
 - c. Quality of roofing/shelter sections, discussion on use of see-through polycarbonate for additional passive security,
 - d. use of tamper-proof fixings to join together the component parts,
 - e. longevity and ease of maintenance.
4. Details on what type of cycle parking equipment for different circumstances
5. Additional information on optimum siting and access arrangements within residential, office and interchange premises.

5. Stakeholders

Stakeholders involved in the initial development of this project include:

- Department for Transport
- Transport for London
- Cycle Rail Working Group
- Sustrans
- Suppliers

However the group feels that additional stakeholders should be consulted/involved in the development of the standard, to ensure the widest possible buy-in and subsequent take-up:

- NHS procurement – there is an SBS framework for cycle parking.
- Developers/architects, perhaps to include:

- Ministry of Housing, Communities and Local Government (MCHLG) esp. regarding garden cities
 - Home Builders Federation
 - Commercial developers/consultants
 - RIBA – possibility of developing CPD training module about cycle parking.
- Further quality-oriented suppliers
- Representatives from the Scotland, Wales and Northern Ireland administrations with cycle parking responsibilities
- Representatives of local government (LGA/ADEPT)
- User representatives including representatives of disabled users (e.g. British Cycling/Cycling UK/Wheels for Wellbeing).

6. Task

6.1. *Work items*

- Develop a plan and arrange meetings with project stakeholders to gain their insights to inform the development of the standard. The consultant will liaise with the client and individual stakeholders to gain their insight for the project. We envisage at least three formal workshops to enable stakeholders to work together to agree a common approach:
 - A scoping workshop to finalise the exact scope of work
 - A workshop to discuss the initial contents and outline draft layout
 - A workshop for stakeholders to feedback on the full draft
- Review existing standards and guidance (the project group has a fairly comprehensive survey of documents available, as of 2019, but developments since then are not documented). Write up a summary of the documents which can be used to inform the content of the new standard. Identify and address any 'gaps' in current guidance such as those described in 4.3.
- Identify, contact and liaise with potential certification body partners to develop a proposed methodology for a testing regime and identify the appropriate body to undertake the tests.
- Develop detailed quality standards for cycle parking
 - For the types of equipment identified in the scope above (4.1).
 - The Standard should provide specifications and test methods using which commissioners or a certification partner can assess hardware and installations.
 - The Standard should set requirements in the areas identified in 4.2 and 4.3 above (and any other areas subsequently agreed with stakeholders at the scoping stage).
- The output for the project should consist of a document published as a PDF which can be updated by others at a later date (so a soft copy as Word or similar will also be required). The format of the document should allow for it to be downloaded and printed in A4 by those wishing to have a hard copy. The document should have all of the technical details of the requirements of the Standard in a form that makes it as easy to apply as possible.
- The consultant will also be expected to provide an electronic file of key documents relevant to the project for future reference.
- The successful bidder will be expected to participate in publicising the new standard by participating in a launch event – it will NOT be the responsibility of the consultant to organise the event but no additional charge will be payable for participation.
- The developed Standard is expected to be owned by the Bicycle Association, who will make it freely available within the UK.

6.2. *Timescale*

- It is anticipated that funding may be made available in August 2020, to co-ordinate with wider Government work on cycle infrastructure and associated standards. The contract would be let in September with an immediate start of work.

- The final outputs should be completed by 31 January 2021 to enable stakeholders to introduce the Standard later in early 2021.

7. Proposals, evaluation and clarifications

Consultants are invited to submit written proposals setting out:

- Their understanding of the requirement for a cycle parking standard
- A work plan to meet the requirements of this brief indicating the timescales for delivery
- A schedule of costs
- A summary of past experience of working on similar or related products
- A list of key personnel with CVs who are expected to contribute to the project and an explanation of their role in the project.

Proposals will be judged on the basis of:

- Evidence of understanding brief and any suggested amendments to the scope/nature of work (15 points)
- The work plan (30 points)
- Previous experience and personnel (15 points)
- Cost and delivery timescale (30 points)

Proposals should be submitted electronically to cyclerail@sustrans.org.uk and copied to david.hibbs@sustrans.org.uk by 11th September 2020.

Should you require clarification or wish to discuss the proposal, a virtual meeting can be organised and also you can send clarification questions by email to david.hibbs@sustrans.org.uk with 'Clarification Question' in the header by 2nd September. Please note that where appropriate, responses to clarification questions may be shared with other bidders for this project.

If David Hibbs is unavailable due to holidays etc. during this period, Peter Eland (Bicycle Association): peter@bicycleassociation.org.uk may be able to assist with any queries.

18th August 2020