

# Progress Report - Campus Sustainability Fund

December 2022 - Campus Bike Shop Initiative

## Email:

markmellott@arizona.edu

## Project Manager Name:

Mark Mellott

## Project Name:

Campus Bike Shop Initiative

## Project Subaccount Number:

23.57

## Project Summary Snapshot:

Please copy and paste the "Summary Snapshot" you provided in your project application.

Campus Recreation is excited to launch a new Bike Shop Program. We recognize the need for additional, sustainable modes of transportation. We also understand that purchasing and maintaining a bike can be cost prohibitive. Students will be able to rent a bike for a reduced fee, which we hope will create access for those who want to start using a bike to commute to their classes. Basic maintenance and tune-ups are included with the bike rental fee.

## Requested Metrics:

Please report your project's metrics and their most recent number or response in a list format.

# of bikes purchased: 39 bikes have been purchased and delivered and the remaining 11 bikes have been purchased and will be picked up from State Bicycle Co. on 12/14.

The models/sizes of the bikes purchased are listed below:

- Core-Line - Pigeon: 4 XS, 8 S, 6 M, 7 L. 20/25 Assembled
- Klunker: 10 (One size fits most). All assembled
- City Bike – Elliston 3-Speed: 5 S, 5 M, 5 L (4/15 Assembled)

# of bikes being rented out per semester: N/A as rentals launch Spring 2023

# of bikes rented out each year: N/A as rentals launch Spring 2023

# of follow-up visits for tune-ups, etc.: N/A as rentals launch Spring 2023

# of student positions/ staff positions supporting the program:  
Currently have five student staff employed and trained through BICAS.

# of people in the core project team involved in planning and execution of the project (if they're a student/ staff/ faculty etc).  
o Three Full-Time Staff outside of some work done by FSO, and CREC Business Office. Andrew Huff Mark Mellott Hannah "Rae" Pickens  
o Student Workers Caleb Ziegenhorn BICAS Trained and CREC Trained Grace Gibbins BICAS Trained and CREC Trained Crispin Carter BICAS Trained and CREC Trained America Blackketter BICAS Trained and CREC Trained Lucas Canty BICAS Trained and CREC Trained

# of hours spent on this project (broken up by students/ staff)  
o Professional Staff Hours to date: 100  
o Student Staff Hours to Date: 250  
• Qualitative: Will launch qualitative questions when once program launches rentals in Spring 2023  
• Marketing tactics: Marketing request has been submitted to CREC Marketing Office. Marketing materials expected within two weeks and will be distributed through CREC Marketing avenues  
• Results from a survey for UA students to gauge their interest and perception of the program: Creation of survey currently in progress; will be launched before end of Fall 2022 Semester  
• Reasons for why the students were renting the bike (no transportation, elsewhere too expensive, etc.): N/A  
will launch with rentals in Spring 2023

## **Project Accomplishments :**

Please describe what aspects of the project have been accomplished. Be as descriptive and specific as possible. Examples of accomplishments could include: Held 4 public meetings totaling 130 attendees; Transitioned 300 square feet of dirt into usable garden space and signed on 14 community garden volunteers. Other examples of accomplishments could include sharing a confirmed schedule of events, the connections/contacts that have been established, etc.

Purchased 50 bikes from State Bicycle Co. Created new space within Outdoor Rec rental center to serve as Bike Shop Trained 4 additional student staff through BICAS Build-A-Bike Program Student staff assembled 34 of the bikes as of 12/9/22 Contracts with Tannus (Tire Sets) and TODSON (Locks) signed by UArizona Contracting and Procurement Office, orders of locks and tires will be placed once both vendors countersign Rental Agreement finalized with Offices of General Counsel and Risk Management Project Alteration Request submitted and approved CSF. Extended project scope by an additional year, added Mark Mellott as Primary Project Manager, and replaced fiscal officer with Mayela Trevino.

## Next Steps:

Please detail the next steps for your project, numbering each step. (ie, 1. Connect with X Department to collaborate on the event, 2. Contact the catering options to confirm pricing, 3. Interview candidates for internship).

1. Pick up remaining 11 bikes and finish assembly
2. Distribute marketing materials in anticipation of Spring 2023 launch
3. Survey students to gauge interest in the program
4. Purchase locks and tire sets from vendors
5. Add bike rentals to CREC POS software
6. Train OR student staff on rental procedures
7. Launch rental program (Spring 2023)
8. Track student participation metrics
9. Distribute marketing for Fall 2023 hard launch
10. Implement any changes from issues encountered during Spring 2023

## Challenges Faced:

Please identify and describe any obstacles/roadblocks you or your team have experienced, and detail how you've managed them/ will manage them. Should your project already be completed, please note what challenges you faced and what you would do differently.

The main challenges faced by the OR team were related to unanticipated delays in the project timeline. The first was related to supply-chain issues that made identifying a bike vendor that matched our price points and had sufficient inventory required more time than originally anticipated. To manage this, we submitted a Project Alteration Request to extend the program by an additional year so that we can obtain more meaningful metrics during the 2023-2024 school year. In the future, we will anticipate our needs earlier and plan for additional time for any additional purchases that need to be made for the program. Similarly, the vendor contracting process proved to be more time-consuming than originally anticipated. The process requires extensive review from the UArizona Contracting and Procurement office followed by countersigning from the vendor in question. This process can take up to 3 months to be fully completed, and as such further contributed to the delays in procurement of bikes, locks, and tires for the program. In the future, this should not cause additional delays as all vendor contracts have been processed at this point; however, if additional vendor contracts are needed, we will plan additional time so that we can adhere to our original timelines.

## Project Support:

Can the CSF support you in addressing any roadblocks you've encountered? How else can the CSF support your project?

The CSF has been very supportive by approving our Project Alteration Request to extend the project timeline by additional year. This will provide us with much more meaningful student participation numbers during the 2023-24 school year. The CSF's continued flexibility is the only support we can anticipate needing moving forward as well as any opportunities they may know about to continue spreading the word across campus about the initiative.

## **Photo Link:**

Please copy hyperlinks to photos here should you not be able to individually upload photos.

[https://emailarizona-my.sharepoint.com/:u:/g/personal/markmellott\\_arizona\\_edu/EQr8ggAmINxLmEDACfAptbMBJzRWE47SV5CXwg\\_Mnps5Xw?e=4Lb9wA](https://emailarizona-my.sharepoint.com/:u:/g/personal/markmellott_arizona_edu/EQr8ggAmINxLmEDACfAptbMBJzRWE47SV5CXwg_Mnps5Xw?e=4Lb9wA)

## **Media/Links:**

Please include links to any media coverage or events information (e.g. news, social media, websites, interviews, etc.)

<https://uaatwork.arizona.edu/lqp/applications-now-being-accepted-campus-sustainability-projects-seeking-funding>