

**2019 SCOOTER SHARING PROGRAM
APPLICATION GUIDELINES**

**CITY OF SAINT PAUL
DEPARTMENT OF PUBLIC WORKS
800 CITY HALL ANNEX
25 WEST FOURTH STREET
SAINT PAUL, MN 55102**

3/25/2019

1. 2019 SCOOTER PROGRAM OVERVIEW

The City of Saint Paul is pleased to offer the opportunity to firms with proven scooter sharing technology to partner with the City to provide a scooter sharing system for Saint Paul. The City's vision is to allow residents to travel throughout the city without the use of personal automobiles by providing a wide range of transportation options, including scooters. Benefits for Saint Paul include reduced traffic congestion, improved air quality, quieter and more livable streets, and the opportunity for residents to improve their quality of life by having expanded transportation choices.

Scooter sharing systems were first introduced to Saint Paul in August 2018 when the City Council created a Pilot Program to evaluate the effectiveness of scooters in providing transportation options to city residents and visitors. The Pilot Program operated with two vendors and a total of 300 scooters for approximately four months. Based on the results of the Pilot Program, Saint Paul has determined that scooters provide a safe, efficient, and well-used transportation option.

In 2019, the City of Saint Paul intends to permit up to 2,000 scooters, operated by a maximum of four vendors. The City invites all vendors interested in operating a scooter sharing business to apply for a license by submitting the information requested below. The City will determine, based on the information submitted in the applications, which vendors the City will enter into contracts with for the 2019 scooter season. In the event that fewer than four applications are received, or fewer than four vendors are selected to advance to contract execution, vendors may continue to submit applications throughout 2019 until a maximum of four vendors have been selected. All vendors who wish to operate a scooter sharing system in 2019 must submit an application, including vendors who have previously operated scooter sharing systems in Saint Paul.

The City is seeking applications from vendors who will design, install, operate, and maintain a scooter sharing system throughout Saint Paul. The City's goal is to have scooter sharing available across the entire geography of Saint Paul and scooters available within a short walk of all Saint Paul residences, workplaces, and destinations. To encourage distribution of scooters throughout the City, the 2019 contract introduces new requirements about how scooters can be distributed, with a focus on areas of concentrated poverty.

2. APPLICATION CONTENTS

Permit Applications should be no longer than 15 pages in length, including cover pages, and submitted digitally in PDF format to the program manager identified below. There is no deadline for submission, but the City will begin evaluating applications on April 5, 2019, and applicants are encouraged to apply by then.

2019 Scooter Program Manager:

Reuben Collins
reuben.collins@ci.stpaul.mn.us
651-266-6059
25 West Fourth Street
Saint Paul, MN 55102

Vendors submitting applications should be aware of the City's draft 2019 scooter contract, which is attached as an appendix item to these Application Guidelines.

Applications must provide the following information:

A. Vendor Description and Qualifications

- a. Describe your relevant experience and expertise, including experience in developing, implementing, and/or maintaining scooter sharing programs with similar scope and impact.
- b. Describe the number of temporary and permanent employees you will have in Saint Paul and their roles in the organizational structure.
- c. Describe employment and hiring goals, particularly efforts to hire residents of Saint Paul using an equity lens.
- d. Please indicate your ability to pay an annual fee of \$100 per scooter, or initial payment of \$30,000-\$50,000 based on number of scooters allowed.
- e. Please indicate your ability to pay a \$.25 per scooter per trip fee for trips that begin or end on parkland.

B. Implementation and Operations Plan

- a. Describe the proposed timeline for implementation of a scooter share system.
- b. Describe your plan to introduce scooters, including initial scooter quantities, locations, and expansion plans.
- c. Describe your approach to geographic distribution of scooters across the city, including how you will comply with the fleet distribution requirements in the draft contract included as an attachment to these Application Guidelines.
- d. Describe the procedures for renting and returning scooters.
- e. Describe the proposed hours of operations.

C. Product Specifications, Maintenance and Security Plans

- a. Describe the technical and safety features of the scooters proposed to be used in the program, including plan to meet state statutes regarding lighting and reflectivity.
- b. Describe your approach to scooter maintenance, including frequency, schedule, and the ability for users to report maintenance issues.

- c. State your ability and intent to implement reduced speed zones using geofencing or other technical means in areas as requested by the city, such as heavy pedestrian areas or parks.

D. Parking and Right of Way Management

- a. Describe your plan detailing the typical size and configuration of installations in the public right-of-way (if applicable). Describe any equipment (e.g. docks, racks, signage, bollards, fencing, painting) to be installed in the right of way to establish optimal parking locations and density.
- b. Describe any technology proposed within the scooters, the mobile application, or the public right-of-way to assist users in finding appropriate parking locations. Describe your approach to geofencing, if used.
- c. Describe how you will detect and address scooters parked in unpermitted locations, scooters that have fallen over while parked, or scooters that are blocking or hindering pedestrian accessibility.
- d. Describe how you will encourage proper scooter parking. Describe strategies for education and awareness, incentives, and penalties.
- e. Describe the communication platforms that will be used to allow the City, scooter share users, property owners, or others to report improperly parked scooters.

E. Marketing and Communications Plan

- a. Describe your marketing plan, including information on how residents and visitors can learn about and use the program.
- b. List the languages that are available to users both in-app and in marketing materials.
- c. Describe how you will serve and promote ridership in low-income communities and in communities of color.
- d. Describe how you will ensure the system is available for use by populations without smartphones or credit cards.

F. Pricing Plan

- a. Describe your pricing and fee structures, including membership or incentives programs, or penalties imposed on users for incorrect parking, damage to scooters, or other violations of program rules.
- b. Provide details of any cash payment options, including debit or prepaid credit cards.
- c. Provide details of any options to use the system without a smartphone.

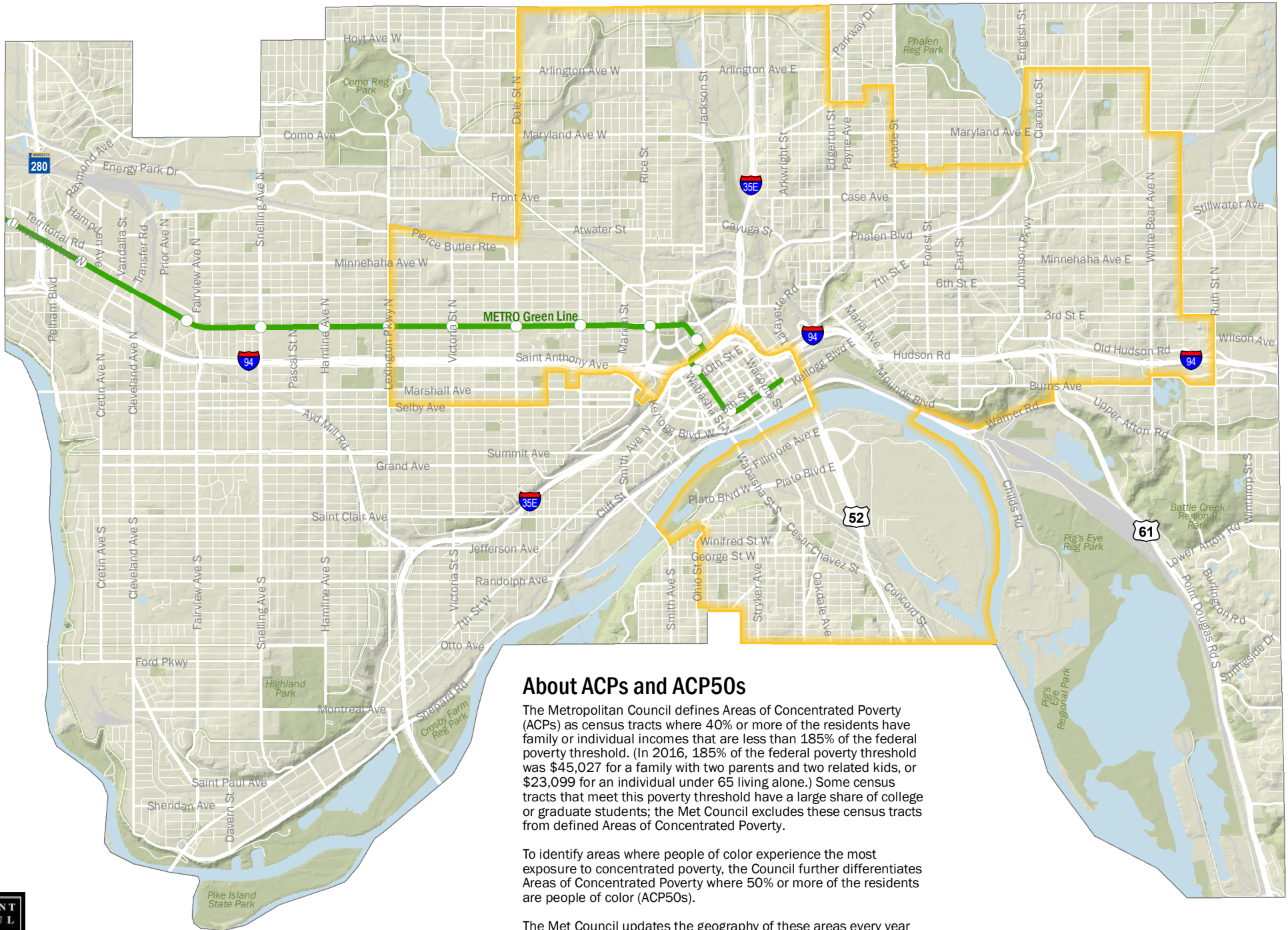
G. Technology and Data Plan

- a. Describe your plan to share data with the City. What formats, tools, and services will you provide for City staff to access data, receive reports, and access archives.
- b. Please state your ability and intent to comply with Mobility Data Specifications.
- c. Describe the dashboards or other tools will you provide to City staff to visual real-time data, access historic data, or visualize usage. Please provide screenshots or images of any dashboards.
- d. Discuss your systems and data security practices. Specify what protocols and data standards will be used to ensure customer data privacy and security.
- e. Describe the process by which user routes will be stored and made available to the City. If tracing is created from interval-based XY points, what will the timing intervals be?

3. APPLICATION AND PROJECT TIMELINE

The City intends to introduce a scooter sharing system in the Spring of 2019. A tentative project timeline is as follows:

Recommended Application Submission Date	April 5, 2019
Vendors selected	April 12, 2019
Final Contracts Complete	April 19, 2019
City Council Approval	April 24, 2019
Vendors may begin scooter operation after City Council Approval	
2019 Scooter Program Ends.....	November 30, 2019



About ACPs and ACP50s

The Metropolitan Council defines Areas of Concentrated Poverty (ACPs) as census tracts where 40% or more of the residents have family or individual incomes that are less than 185% of the federal poverty threshold. (In 2016, 185% of the federal poverty threshold was \$45,027 for a family with two parents and two related kids, or \$23,099 for an individual under 65 living alone.) Some census tracts that meet this poverty threshold have a large share of college or graduate students; the Met Council excludes these census tracts from defined Areas of Concentrated Poverty.

To identify areas where people of color experience the most exposure to concentrated poverty, the Council further differentiates Areas of Concentrated Poverty where 50% or more of the residents are people of color (ACP50s).

The Met Council updates the geography of these areas every year in the late winter. This map shows ACP50 areas. A companion map shows where ACP areas are located. Updated maps are available from the Research & GIS Team in Planning & Economic Development.

 ACP50 Areas

ACP/ACP50 data downloaded from Minnesota Geospatial Commons.
Published 02/05/2018 by the Metropolitan Council.

This document was prepared by the Saint Paul Planning and Economic Development Department and is intended to be used for reference and illustrative purposes only. This drawing is not a legally recorded plan, survey, official tax map or engineering schematic and is not intended to be used as such.

0 0.5 1 2 Miles 



ACP50 Areas
February 2018

This Agreement is entered into this **DATE**, by and between the City of Saint Paul, Minnesota, a municipal corporation under the laws of the State of Minnesota, ("**City**") and **_____**, ("**Vendor**").

WHEREAS, the City intends to allow companies offering scooter sharing programs to operate in Saint Paul under certain terms and conditions which will protect and manage City property while allowing residents and visitors to the City to utilize the scooters for transportation and recreational value; and

WHEREAS, Vendor is a company which provides scooters and wishes to utilize City property as part of its business model for the parking and operation of its scooters;

Now, therefore, based upon the promises and conditions stated herein, parties agree as follows:

SECTION 1: Definitions

"Boulevard/Furnishing Zone" means the area of the sidewalk between the Curb Zone and the Pedestrian Zone as defined in the Saint Paul Street Design Manual (2016) (<https://www.stpaul.gov/departments/planning-economic-development/planning/current-activities/complete-streets-plan>)

"City Property" means property which is owned, leased, or controlled by the City of Saint Paul, including but not limited to public right of way, easements, city and regional parkland, and green space surrounding City-owned buildings.

"Outwalk" means the sidewalk that runs perpendicular to the street across a boulevard to the main sidewalk.

"Parklet" means a seating area or green space created as a public amenity on or alongside a sidewalk, especially in a former roadside parking space.

"Scooter" means a motorized foot scooter as defined in Minnesota Statute 169.011 Subd. 46.

"Service Zone" means the City of Saint Paul municipal boundaries.

"Transit Zone" means any portion of a street, sidewalk, or other area intended for use of transit vehicles or patrons, including bus stops, shelters, passenger waiting areas, and bus layover and staging zones.

SECTION 2: Grant of Use of City Property and Fleet Size

- A. City grants Vendor the use of the City property for operation of a scooter sharing

system consistent with the terms and conditions contained in this Agreement.

- B. Vendor is required to maintain a minimum fleet size of 300 scooters, and may operate up to a maximum of 500 scooters on City property.
- C. The City may agree to an increase in the allowable number of scooters based upon a review of the following information: usage rates, compliance with this agreement, demonstrated effective scooter parking management by Vendor, the number of vendors operating within the city, available staff time to oversee additional vehicles, maximizing the health and welfare of the general public, and other factors.
- D. City will notify Vendor of any increases in the number of scooters permitted by this Agreement by sending written or emailed notice to Vendor. Such increases shall not require an amendment to this Agreement.

SECTION 3: Term of Agreement. This Agreement will be effective upon execution and approval by City Council and continue in effect until November 30, 2019, unless earlier terminated pursuant to § 12.

SECTION 4: Fees and Reimbursement.

- A. Vendor will pay the City \$100 per scooter authorized by this Agreement. Payment is required prior to any scooters being made available for use within the city. If the City increases the number of scooters Vendor is authorized to operate within the city, Vendor will provide payment for the fleet increase prior to making additional scooters available for use within the city.
- B. Vendor will pay a park impact fee of \$0.25 per scooter per trip for all trips that begin or end on parkland. Impact fees shall be paid to the City on a monthly basis and shall be paid by the fifteenth day of the month following the month in which the trips were taken.
- C. Vendor will be responsible for reimbursing the City for the costs of City staff time spent relocating or removing scooters from any location where scooter parking is prohibited under this Agreement.
 - a. If the improperly parked scooter is not impeding the real-time operations or maintenance work of City staff, before relocating the scooters and seeking reimbursement from Vendor, the City will first notify Vendor of the issue and request that the vendor relocate the scooter to an allowed location. Vendor will have 2 hours to relocate scooters if notified between 6am to 8pm on weekdays, not including holidays, and ten hours at all other times. Vendor must promptly notify the City of corrective action taken.
 - b. If an improperly parked scooter is impeding the real-time operations or maintenance work of city staff (e.g. a scooter improperly parked on the grass within a city park impedes lawn mowing), City staff is authorized to relocate the scooters without providing prior notice to Vendor, and Vendor will be responsible for reimbursing the City for the costs of City staff time per the rates established in this Agreement.
- D. Fees for staff time are:
 - i. \$35 per scooter per move from unauthorized location or location impeding real-time operations or maintenance

- ii. \$20 per day per scooter for storage at Dale Street facility. A partial day counts as one day.
- E. Nothing herein prevents the City from moving the scooters from a location for any reason without giving prior notification to Vendor. If the scooter is not impeding the real-time operations of maintenance of City staff, or posing an immediate safety threat, City staff will not see reimbursement from Vendor for these moves if prior notification is not given to Vendor.

SECTION 5: Equipment Specifications, Maintenance and Security.

- A. Scooters must meet the requirements for lighting equipment set forth in Minn. Stat. §169.225, subd. 5, and must comply with State of Minnesota requirements for rear visibility by providing a rear red light rather than a reflector.
- B. All scooters must be powered by electric motor. No scooters powered by internal combustion engines are permitted.
- C. Each scooter must have a unique identifier, such a number, visible to the user of the scooter.
- D. All scooters must include on-board GPS chip to ensure vendor's ability to locate and retrieve scooters at any time as needed.
- E. Each scooter must be maintained in a safe and operable condition. Any inoperable or unsafe scooter must be immediately made unavailable for use, and removed from the fleet until repaired or replaced with a safe and operable scooter.
- F. Vendor must provide customers and Public Works staff with a 24- hour customer service phone number and electronic communication method for reporting safety or maintenance issues with scooters, or to ask questions or register complaints.
- G. Vendor must provide Public Works staff with email and phone contact information for local staff capable of relocating scooters upon request from the City.
- H. Vendor is responsible for informing customers of the rules for eligible scooter parking.
- I. Vendor must provide customers with information on the applicable laws for operation of a motorized scooter in the City of Saint Paul and as required in Minn. Stat. §169.225 and require that they comply with those laws.
- J. City is not responsible for any lost or stolen scooters, and for damage or vandalism by third parties, and Vendor waives all claims against the City for any such loss or damage.
- K. Vendor shall relocate scooters within the time frame specified in Section 4B upon receiving a request from the City to do so, even if the scooters are otherwise properly parked per the requirements of this agreement.

SECTION 6: Vendor Responsibilities.

- A. Vendor must ensure scooters are parked according to the following requirements:
 - i. Scooters must be parked in the boulevard/furnishing zone when parked in the public right of way.
 - ii. Scooters may not be parked where the boulevard/furnishing zone is less than 3 feet wide, or where there is no boulevard/furnishing zone.

- iii. Scooters parked adjacent to a sidewalk must not impede normal and reasonable pedestrian traffic and must maintain a minimum clear 5' pedestrian walkway on the adjacent sidewalk.
 - iv. Scooters must be upright and stabilized with a kickstand when parked. Scooters must not be parked where slopes are sufficiently steep that scooters cannot stay upright.
 - v. Scooters must not be parked in a manner that is adjacent to, within, or blocking:
 - a. Pedestrian curb ramps;
 - b. Fire hydrants;
 - c. Parklets;
 - d. Transit zones
 - e. Signed loading zones;
 - f. Disability parking areas;
 - g. Street furniture that requires pedestrian access (for example - benches, parking pay stations, trash bins, bus shelters, transit information signs, permitted sidewalk patios, etc.);
 - h. Entryways;
 - i. Outwalks;
 - j. Driveways; and
 - k. Bike racks.
- B. The City reserves the right to mandate Vendor use geofencing or other in-app methods to prohibit parking or locking scooters in specified areas, and/or to direct users to specified designated parking areas. Vendor shall also use geofencing or other in-app methods to limit speed of scooters in designated areas, including but not limited to designated parkland areas where scooters must not exceed 10 MPH. Vendor shall comply with any geofencing requirements within 5 business days of a written or emailed request made by the City. The cost of installing and maintaining geofencing equipment or facilities will be borne by Vendor.
- C. Vendor will be solely responsible for informing its customers about Scooter parking requirements.
- D. Vendor will undertake proactive, reasonable measures to prevent and deter improper parking of scooters on private property, or other public property not owned or controlled by the City.
- E. Vendor must inform its customers about the laws and regulations, including park regulations, as to how and where a customer can ride its scooters.
- F. Vendor will undertake proactive, reasonable measures to prevent and deter use of the scooters in a manner that is illegal, reckless or endangers others.
- G. If it is established that a customer has ridden the scooter in a manner that is illegal or reckless, the vendor must take reasonable measures to prevent continued misuse by the customer. If customers of a Vendor excessively violate park regulations, the Director of Parks and Recreation may prohibit the Vendor from deploying scooters on parkland by providing written notice.

- H. The City, in its sole discretion, may require Vendor to rebalance the distribution of Fleet Scooters in specified areas of the city if deemed too dense or too sparse, or if doing so will help promote equitable access to and from traditionally underserved areas within the City. Vendor will comply with all such requests within 24 hours of receiving notice from the City.
- I. Scooters being parked on park property may only be parked in areas designated by signage as scooter parking, or, if no designated parking is identified, near bicycle parking, parking lot, or transit stops.
- J. Vendor must publish a real-time data feed with information regarding all scooters throughout the city. Vendor must provide an application program interface (API) to access data consistent with the Mobility Data Specification (MDS) as developed by the City of Los Angeles.
- K. Vendor must provide the City with monthly trip data in .csv format containing at a minimum the following information: trip ID, start time, end time, start location, end location, trip distance.
- L. Vendor agrees that all trip data provided to the City is public information, and that the City may store, distribute, display, analyze, or otherwise publish the data for public use.
- M. Vendor shall not engage in any anti-competitive practices related to other vendors operating in Saint Paul.
- N. Vendor will work with the City to develop and implement a short survey of users to assist the City in evaluating the long-term use of scooters within the City's transportation and recreation plans.
- O. Vendor shall provide the City with up to five unlimited user licenses to aid in system oversight, monitoring quality control, verifying user experience and maintenance standards, validating data, and to aid in the relocation of scooters when necessary.
- P. On a daily basis, Vendor must ensure that scooters are distributed throughout the city in a manner that increases transportation equity as follows:
 - a. A minimum of 30% of the fleet must be distributed throughout Areas of Concentrated Poverty where 50% or more of the residents are people of color (ACP50) as defined by the Metropolitan Council.
 - b. A maximum of 150 scooters operated by Vendor may be distributed within the Downtown Entertainment District as defined in Municipal Code Section 409.02.
- Q. Vendor must allow trips to begin or end at any location within the Service Zone, subject to all other parking requirements in the Agreement.

SECTION 7: Insurance.

Vendor must have insurance of the kind and in the amounts shown below for the duration of the contract. Insurance certificates should state that the City of Saint Paul, its officials, employees, agents and representatives are named as Additional Insureds for General Liability.

A. General or Business Liability Insurance

\$1,000,000 per occurrence

\$2,000,000 aggregate per project

\$2,000,000 products/completed operations total limit

\$1,000,000 personal injury and advertising

\$5,000,000 umbrella

Policy must include an “all services, products, or completed operations” endorsement when appropriate.

B. Workers Compensation and Employer’s Liability

- i. Worker’s Compensation per Minnesota Statute
- ii Employer’s Liability shall have minimum limits of
 - \$500,000 per accident;
 - \$500,000 per employee
 - \$500,000 per disease policy limit.
- iii. Vendors with 10 or few employees who do not have Worker’s Compensation coverage are required to provide the City with a completed “Certificate of Compliance” (State of Minnesota form MN LIC 04) verifying their number of employees and the reason for their exemption.

C. General Insurance Requirements

- i. The policy is to be written on an occurrence basis or as acceptable to the City. Certificate of insurance must indicate if the policy is issued on a claims-made or occurrence basis. Agent must state on the certificate if policy includes errors omissions coverage.

SECTION 8: Compliance with Applicable Law. Vendor must comply with all federal, state, and local laws, and all applicable rules, regulations, and standards established by any agency of such governmental units, insofar as they related to the Vendor’s performance of the provisions of this Agreement.

SECTION 9: Non-Discrimination. Vendor shall not discriminate in the hiring of any person to perform services under this Agreement based upon race, sex, color, creed, religion, sexual or affectional orientation, age, disability, familial status, marital status, status with respect to public assistance, national origin or ancestry, nor will any such discrimination be practiced in the access to the services provided hereunder.

SECTION 10: Hold Harmless. The Vendor shall defend and indemnify the City, its officers, agents, and employees from all claims, actions or suits of any character brought for or on account of any claimed or alleged injuries or damages received by any person or property resulting from any act or omission by any person employed by Vendor in carrying out the terms of this Agreement and by claims brought by third parties regarding the location, condition, or performance of the scooters being operated within the City of Saint Paul. Vendor's indemnification obligation shall not apply to claims arising out of the City's negligence or misconduct.

SECTION 11. Conflict of Interest.

Vendors' acceptance of this agreement indicates compliance with Saint Paul Administrative Code § 24.03: "Except as permitted by law, no city official or employee shall be a party to or have a direct financial interest in any sale, lease, or contract with the City." Vendor affirms that to the best of the Vendor's knowledge this contract does not result in a conflict of interest with any party or entity which may be affected by the terms of this contract.

SECTION 12. Termination. The City reserves the right to terminate this Agreement at any time with or without cause. City will give Vendor written notice of the termination delivered electronically or by U.S. Mail, with proof of delivery, addressed to the Contract Administrator at the address listed in Section 15 below. Vendor will have fifteen calendar days from receipt of notice to remove all scooters from the City property. Vendor may also terminate this Agreement at any time with or without cause by notifying the Contract Administrator listed in Section 15 below via email. Vendor will have fifteen calendar days from delivery of notice to remove all scooters from City property. In the event that the Agreement is terminated by City or Vendor, the City will not return any portion of the Fees paid to the City.

SECTION 13: Amendment or Changes to Agreement. Any changes or amendments to the provisions of this Agreement will be valid only when reduced to writing and duly signed by the parties.

SECTION 14: Force Majeure. Vendor will not be liable for any failure to perform under this Agreement caused by severe weather, civil or military emergencies, or acts of legislative or judicial bodies.

SECTION 15: Contract Administration: The following individuals are designated as the Contract Administrators, to whom all communications regarding this Agreement should be addressed:

CITY OF SAINT PAUL

VENDOR

Reuben Collins
800 City Hall
15 W. Kellogg Blvd.
Saint Paul, MN 55102
(651)266-6059
Reuben.collins@ci.stpaul.mn.us

SECTION 16: Assignment. This Agreement may not be assigned or transferred without the written consent of the City and any attempt to do so will be void.

SECTION 17. Entire Agreement. It is understood and agreed that the entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters hereof. The Agreement shall be interpreted and construed according to the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

For the City:

For the Vendor:

Mayor

By _____
Vendor Name

Director of Public Works

Director of Parks and Recreation

Assistant City Attorney