# APPLICATION FOR MBTA MOBILITY SHARE PILOT PROGRAM

## OVERVIEW:

In support of its effort to promote a range of mobility options that increase access to public transit, the Massachusetts Bay Transportation Authority (“MBTA”) will be conducting a mobility share pilot program with interested, qualified dockless mobility providers. The pilot is expected to run from May to December 2019.

The goals of the program are:

1. Increase transit ridership through improved access to MBTA transit stations.
2. Reduce traffic congestion, air pollution, and greenhouse gas emissions by shifting trips away from private motor vehicle use.
3. Support zero carbon, space efficient, affordable, healthy (for environment and public) short trip mobility options that also meet “first mile/last mile” needs
4. Expand access to transit for underserved communities

All interested parties are invited to submit the attached application to the MBTA. Applications will be accepted from April 2, 2019 through and including May 1, 2019 on a rolling basis.

Applications should be submitted to MobilityShare@MBTA.com.

Successful applicants will be required to execute (1) the Mobility Share Pilot Program License Agreement, which includes MBTA Standard Terms and Conditions. This will be made available upon the successful completion of the attached application. Modifications to the MBTA’s Standard Terms and Conditions and the Mobility Share Pilot Program License Agreement will be prohibited. If, upon review of the Mobility Share Pilot Program License Agreement an applicant should wish to withdraw their application, they must indicate such interest to do so within one (1) calendar week.

The MBTA reserves the right to:

* 1. Limit MBTA locations and the number of mobility devices at MBTA locations prior to or during the pilot.
  2. Cancel the pilot at any time, for any reason.
  3. Terminate any license with a vendor and require a vendor to remove its property and equipment from MBTA property within thirty (30) days.

Applicants will be required to pay an application fee of $1000 to the MBTA attached to their completed application. Successful applicants will then be required to pay a Design Plan Review Fee in the amount of one-thousand six-hundred dollars ($1,600) and a $100 fee per month per location upon signed execution of a Mobility Share Pilot Program License Agreement. Applicants selecting to participate in the pilot following its commencement will not be entitled to pay a prorated share of any applicable fees. In the event of the MBTA’s termination of an issued license without cause or the MBTA’s early cancellation of the pilot program, the MBTA will refund to each licensee a prorated portion of its paid participation fee.

## EVALUATION PROCESS:

The MBTA currently intends to issue licenses to applicants that (i) submit properly completed applications, (ii) meet the minimum requirements contained in the application, (iii) execute the MBTA’s Standard Terms and Conditions and Mobility Share Pilot Program License Agreement, (iv) pay the required participation fees and (v) submit the required certificates of insurance naming the MBTA as an additional insured. This will be done so only to the extent that the MBTA can accommodate any successful applicants and an application should not be considered as a guarantee for participation in part or in while for any or all locations proposed. The MBTA reserves the right to amend the foregoing at any time prior to the issuance of the first license.

The MBTA intends to review completed applications within two (2) weeks of receipt.

At the MBTA’s discretion, unsuccessful applicants may be invited to correct deficiencies and submit revised applications.

# LICENSE APPLICATION FOR MBTA MOBILITY SHARE PILOT PROGRAM

Instructions:

* Enter your response to each question in the “Response” column
* Do not change the response font (Calibri 11), the column width, the margins, or the header/footer
* Ensure that your response document does not exceed ten (10) pages

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| --- | --- |
| **Question** | **Response** |
| Company Legal Name |  |
| Company Website |  |
| Company Address |  |
| Contact Person name, email, and phone |  |
| Is your company registered to do business in Massachusetts and is such registration in good standing? |  |
| Pilot participants must comply with safety regulations applicable to the equipment and technology offered. Describe the actions your company takes to ensure this compliance. |  |
| Does your company meet minimum insurance requirements of:   * commercial general liability insurance in the amount of $1 million per occurrence; $3 million in aggregate; * automobile liability insurance in the amount of $1 million; * $10 million in umbrella coverage; * Railroad Protective Liability Policy endorsement (CG 24 17) as part of Commercial General Liability coverage.   If not, please describe maximum company insurance coverage as is available per category. |  |
| Does your company currently provide customer support consistent with the MBTA’s requirements listed below? Please describe how support is accessed and provided for customers and the MBTA for each requirement:   * 24/7 customer support. * Ability to re-park or remove incorrectly parked devices within three (3) hours of notice on weekdays from 6:00 AM to 6:00 PM (not including holidays) and within twelve (12) hours of notice at all other times * Ability to remove any inoperable or unsafe device from MBTA property within twelve (12) hours of notice. |  |
| Pilot participants must agree to follow parking rules and regulations including, without limitation, that no mobility devices shall:  (a) be placed on landscaping, (b) block building doors, (c) be placed inside stations, (d) block accessible paths including, without limitation, sidewalks, crosswalks, and curb cuts, (e) be placed in MBTA bicycle cages, and/or (f) be placed in parking spaces (unless otherwise designated for the purpose of this pilot).  What will your company do to ensure that you comply with this requirement? |  |
| Pilot participants must inform customers of how to appropriately park devices. Describe how your company will do this. |  |
| Pilot participants must highlight all bus stop and station parking areas in their app/mobile/desktop platforms. Describe how your company will do this and the time to implement. |  |
| Pilot participants must be a “good neighbor” to the municipalities in which the MBTA operates and comply with municipal rules and regulations. Please describe how your company currently does this and any specific plans associated with this application. Please note if you currently operate, or plan to operate, in the municipality or neighboring municipality of the MBTA transit station(s). |  |
| Pilot participants must agree to provide the following data to the MBTA in a format to be specified by the MBTA. For each data element described, indicate how your company collects and provides this data. If any technical development will be necessary to provide the MBTA with one or more specific data element, please detail your plans to do so. All data requirements pertain to all trips taken, with a particular interest in those that start or end within a quarter mile of an MBTA station (to include MBTA rapid transit, ferry, commuter rail, light rail or busway), whether or not that station is part of the pilot program. Data must use persistent, anonymized identifiers for individuals (no Personally Identifiable Information may be included). (continued)  (1) Raw trip data including trip distance, trip origin and destination pairs, trip start and end time, and number of trips  (2) Speed data for motored/electric devices  (3) Number of trips to and from stations  (4) summary statistics (by day) provided once per month to include total number of trips and number of unique users |  |
| Pilot participants must agree to implement user surveys at three (3) month intervals, either using mobile platforms or email, with questions to be developed in conjunction with the MBTA to learn about trip chaining, trip replacement and first/last mile usage. Describe your current capabilities to meet this requirement. |  |
| Provide your company’s plan regarding how your services will be available to those without smart phones or those who are under-banked or un-banked. If needed, you may summarize the plan in this space and provide full details as a separate attachment. |  |
| List here up to ten (10) MBTA locations in order of preference where your company proposes to launch and rebalance devices. Locations must be:  (1) a combination of urban and suburban,  (2) a combination of rapid transit, busways, ferry, and commuter rail  (3) include Environmental Justice (“EJ”) communities visit: <http://maps.massgis.state.ma.us/map_ol/ej.php>) |  |
| Describe the rate structures that will be offered to all users during the pilot including daily, monthly, or annual passes/subscriptions. This information should include but is not limited to: any discount programs offered that will be available for students, youth, low income/at-risk populations, corporate/company groups or other categories. |  |
| Please describe how you plan to communicate to potential customers about your service (e.g. street teams, marketing, etc.) |  |
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We confirm that this application has been prepared and is compliant with the application instructions and, if selected to participate in the Mobility Share Pilot Program, agree to conduct ourselves in accordance with all requirements.

The undersigned is authorized to sign on behalf of and to bind \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include applicant’s name) to the provisions of this application.

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| Applicant (company legal name): |  |
| Authorized Representative’s Name: |  |
|  | (BLOCK LETTERS) |
| Authorized Representative’s Signature: |  |
| Title: |  |
| Date: |  |