

Draft Permit Application

Applicant Information (please complete):

Company Name:	
Local General Manager Contact Name:	
Local General Manager Contact Phone:	
Local General Manager Email Address:	
Customer Service Phone:	
Mailing Address:	
Website:	
Proposed Fleet Size:	<i>(Up to a maximum of 200 devices per company during demonstration program. Companies may request an additional 25 vehicles based on 4 consecutive weeks of use of the permitted maximum number of vehicles being used an average of at least 3 trips per day).</i>

Confirmation that the Memorandum of Understanding for Regulation of Shared Mobility Devices (“MOU”) has been signed and attached: _____ (initial)

By signing this permit, the applicant has read and understood all of the permit requirements, certifies that s/he has the authority to sign for and bind their company, and by virtue of her/his signature is bound by the provisions of this permit. Should the applicant not follow the provisions herein, or is in violation of the North American Bikeshare Association (NABSA) Code of Conduct, the permit may be suspended or revoked and their SMDs be required to be removed from the City of Alexandria. Fees are non-refundable.

Applicant Signature: _____

Applicant Name Printed: _____

Date: _____

Permit Requirements

MOU

- 1) The Operator agrees to all terms in the MOU and has attached a signed copy of the MOU to this permit application.
- 2) The permit is non-transferable. The Operator cannot transfer its rights under this permit to any other entity or individual, including subsidiaries. A prospective transferee must apply for its own permit.

Business License

- 1) The Operator shall provide a copy of their Virginia Business License and Virginia Certificate of Good Standing.

Fees

- 1) Each Operator shall pay a single flat fee of \$5,000 upon submittal of the Permit Application.
- 2) Fees may be used by the City for any costs associated with administering the demonstration program, such as but not limited to, monitoring of compliance with Permit and MOU requirements, manipulation and evaluation of data submitted, communications with Operator and the public, public property repair or maintenance related to the SMD services, and installation of new bike racks, bollards, or other infrastructure, signs or markings to provide parking space for SMDs.

Data-sharing

- 1) In addition to the data requested in the Memorandum of Understanding, the Operator shall provide to the Bikeshare Manager the following data in a Monthly Report by the 15th of each month for the previous month's activity:
 - a. Total active customers who reside in the City
 - b. Trips starting and trips ending, separately, in the City during the month, and trips starting and trips ending in the City since launch (raw trip data)
 - c. Average trip duration in minutes
 - d. Average and total distance of trips (if this is calculable from provided raw trip data, no need to provide separately)
 - e. Daily SMDs in service in the City
 - f. A map of trip route data for all trips starting, ending, or passing through the City (especially to understand the equity implications of coverage of these services), by month
 - g. Crashes – giving time, date, precise location, and number of parties impacted
 - h. Injuries – giving time, date, precise location, and cause (if known)
 - i. Number and precise location of SMD that had to be relocated after seven (7) consecutive days in one location
 - j. Complaints received – giving the reason with date and location, if available/appropriate
 - i. Incorrectly parked SMD reports – giving time, date, and precise location

- ii. Speeding reports
 - iii. Other complaints
 - k. Other feedback received – by date, time, and precise location, if applicable
- 2) The Operator shall use the General Bikeshare Feed Specification (GBFS) as documented at <https://github.com/NABSA/gbfs/> for its Bicycles and Scooters. The Operator shall inform the City of the location of the gbfs.json file on the Internet. The gbfs.json file contains the necessary information to find other files related to the GBFS data. If a token or authentication is required to view that file, the location to apply for the token must also be submitted to the City.

A) Required Files

The City requires that the Operator publish in a location accessible by City staff six of the GBFS v1.1 draft files. Below are the required files that must be published:

gbfs.json	Auto-discovery file that links to all of the other files published by the system. <i>This file is optional in the GBFS, but required by the City.</i>
system_information.json	Describes the system including system operator, system location, year implemented, URLs, contact info, and time zone.
station_information.json	Mostly static list of all stations, their capacities and locations. <i>(Note: This file may contain no information in a dockless system but is required by the City in order to maintain compliance with the GBFS standard.)</i>
free_bike_status.json	Describes bicycles that are available in non-station-based systems. <i>This file is optional in the GBFS, but required by the City.</i>
geofencing_zone_information.json	Mostly static list of all geofencing zones, their capacities, locations and areas. <i>This file is optional in the GBFS, but required by the City.</i>
geofencing_zone_status.json	Defines geofencing zones available in the system and their link to physical stations if any. <i>This file is optional in the GBFS, but required by the City.</i> Elements within the <code>num_bikes_available_types</code> array are required by the City and should be set to 0 if not applicable.
system_regions.json	Describes the regions the system is broken up into. <i>This file is optional in the GBFS, but required by the City.</i>
vehicle_type.json	The field “vehicle_type” shall be added to the public API to describe the vehicle type. This may be either “bicycle,” “e-bike,” “scooter,” or another type of permitted vehicle that must be specified.

- 3) If the Operator collects de-identified demographic data from their customers, including age cohort, gender, and general trip purpose, such data shall be provided by the Operator to the City, upon request.
- 4) The Operator shall submit a copy of their Terms and Conditions or any other user agreement that they may have with their customers.

DRAFT