

**CITY OF BOSTON
TRANSPORTATION DEPARTMENT**



**REQUEST FOR PROPOSALS
Electric Vehicle Charging Infrastructure Installation and
Operation (ChargeBoston)**

EV00006697

RESPONSE DEADLINE: May 17, 2019 @ 12 PM

**Martin J. Walsh, Mayor
Gregory T. Rooney, Acting Commissioner**

City of Boston
Transportation Department

Request for Proposals
Boston Vehicle Sharing Program (DriveBoston)

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PLEASE NOTE:

- All submitters must submit a signed CM-10 form.
- Vendors who have not done business with the City of Boston within the last year must submit the Vendor Information Form.

Section 1.0 | Notice to Offerors

ADVERTISEMENT

City of Boston *Transportation Department*

Request for proposals for Car Share Operators (CSOs) to **operate a Vehicle Sharing Program in dedicated public parking spaces on-street and in publicly owned municipal lots**, otherwise known as DriveBoston. The term of the contract shall be for **thirty-six (36) months starting on or about June 16, 2019 and ending June 30, 2022**.

Contact Information:

Matt Warfield, Planner, New Mobility

matthew.warfield@boston.gov

617-635-1375

The City of Boston (“the City”), acting through its Commissioner of Transportation, invites sealed submittals for the performance of the services generally described above, and particularly as set forth in the Request for Proposals Documents (“RFP”). **The RFP shall be available from 10:00 am Monday, April 29, 2019 through 12:00 pm Friday, May 17, 2019** from the City’s Supplier Portal at boston.gov/supplierportal (Bid Event EV00006697). This contract is procured under the provisions of the City Charter and is exempt from Chapter 30B § 1(b) (32A) of the Massachusetts General Laws.

Proposals are due no later than **noon (12:00 pm) on Friday, May 17, 2019** to the Boston Transportation Department, Room 721, City Hall, Boston, MA 02201. Refer to Section 2.0 of the RFP for complete information on the submission process and details.

The award of licenses under this RFP shall be based upon a determination of the most advantageous submission(s) from responsible and responsive vendor(s) taking into consideration the evaluation criteria set forth in the Documents. The term of the licenses shall be for approximately thirty-six (36) months beginning on or about June 16, 2019 through June 30, 2022.

The City reserves the right to accept or reject any or all submissions or any part or parts thereof; to waive any defects, informalities and minor irregularities; and to award the contract as the City deems to be in its best interest. This contract is subject to appropriation. The maximum time for acceptance is ninety (90) days after the above-mentioned date specified for submissions.

Gina N. Fiandaca, Commissioner
(April 29, May 06, 2019)

Section 2.0 | General Information and Submission Process

NOTE: Failure to read and follow the instructions carefully may result in submission rejection.

2.1 Project Overview

The City of Boston envisions an urban landscape where all residents have better and more equitable travel choices, where efficient transportation networks foster economic opportunity, and where the City has taken steps to prepare for climate change. Car sharing provides an important option and opportunity for residents and visitors alike. The City believes supporting wider availability and awareness of car sharing options as an alternative to personal vehicles will in time decrease individual car ownership, reduce the number of vehicle miles traveled, make more curb space available for a range of uses, and reduce the City's rate of carbon emissions.

Go Boston 2030, the City's transportation vision and action plan, aims to make Boston's neighborhoods interconnected for all modes of travel by ensuring every home is within a 10 minute walk of a rail station or key bus route stop, bike share stations, and carshare. Today, only 42 percent of households meet that goal. Along with the City's Climate Action Plan, Boston's Complete Streets, and Imagine Boston 2030, the City is taking great strides towards reducing transportation's impact on the environment and making it easier to choose a variety of transportation modes when traversing the city.

In the fall of 2015 the City of Boston launched DriveBoston, a pilot program licensing 80 public parking spaces on-street and in municipal lots to be used by Car Sharing Operators (CSOs) to operate vehicle sharing services. During the 18-month initial pilot phase more than 1 million miles were traveled; the utilization rate was just above 30 percent, or about seven hours a day, compared to the average of one hour a day privately owned cars are used; and at some locations there were nearly 50 unique users each month, with an average of 23 users per month for all locations.

The City is moving beyond the pilot phase and increasing the number of licenses available to up to 250. This includes up to 150 public parking spaces on-street and up to 100 public parking spaces in municipal lots. The licenses will be for thirty-six (36) months. At the end of the thirty-six (36) months a new RFP may be issued to continue the program.

2.2 Multiple Contracts

Through this RFP, the City may select multiple CSOs to operate vehicle sharing services simultaneously.

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2.3 Schedule of Events

Monday, April 29, 2019	RFP made available ONLY on the City's Supplier Portal at boston.gov/supplierportal (Bid Event EV00006697).
Friday, May 10, 2019	Deadline to submit written questions.
Wednesday, May 14, 2019	Final date for City to respond to written questions. Answers will be posted on the City's Supplier Portal at boston.gov/supplierportal (Bid Event EV00006697).
Friday, May 17, 2019 12:00 PM (noon)	Submissions due ("submission deadline")

2.4 Submission Requirements

Submissions must be delivered by the submission deadline indicated above to: City of Boston Transportation Department, Room 721, Boston City Hall, Boston, MA 02201.

Each Offeror shall submit one (1) original proposal single sided and bound with binder or clip and five (5) copies, double sided and bound (spiral or other secure binding). The submission should be clearly labeled on the outside with '**BTD - Boston Vehicle Share Program (DriveBoston) Submittal**'.

Any questions regarding the RFP process must be sent by email to Matt Warfield at matthew.warfield@boston.gov by the deadline noted above. **Responses to pertinent questions will be posted on the City's Supplier Portal at boston.gov/supplierportal (Bid Event EV00006697).** Any other communication regarding the RFP is prohibited.

Any supplemental amendments or addenda to the RFP will be provided on the City's Supplier Portal at boston.gov/supplierportal (Bid Event EV00006697), and will become part of the RFP requirements.

Notes:

- Offerors are advised that the City is a public entity and its records, including statements submitted in response to RFP's, are public records, unless specifically exempted under M.G.L. Ch. 4, S. 7, clause 26. The content of all submissions shall remain confidential until submissions are opened after the submission deadline.
- By submitting a proposal, a submitter represents that it has fully informed itself regarding all RFP and City contract terms and conditions.

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- The City accepts no financial responsibility for costs incurred by any Offeror in responding to the RFP.
- An Offeror may correct, modify, or withdraw a proposal by written notice if received by the BostonTransportation Department prior to 12:00 Noon on the Submission Date. Proposal modifications must be submitted in a sealed envelope clearly labeled 'BTD - Boston Vehicle Share Program (DriveBoston) Submittal Modification No. ___.' Each modification must be numbered in sequence and must reference the original RFP. Modifications to proposals may not be submitted via email or facsimile transmission.
- After the opening of submissions, an Offeror may not change any provision of its submission, although the Official may waive minor deviations that do not impact substance.
- All proposals must be signed by appropriate, authorized individual(s), e.g., if the Offeror is a partnership, by the name of the partnership, with the signature of each general partner. If the Offeror is a corporation, it must be signed by the authorized officer whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.
- At the time of the opening of proposals each Offeror shall be conclusively presumed to have received and understood all the RFP documents, including all Exhibits, Addenda, and Appendices thereto, and the failure of any Offeror to examine any form, instrument or other document which is a part of this RFP shall in no way relieve such Offeror from any obligation arising under law as a result of the submission of a proposal.
- Late submittals, or any parts thereof, will not be considered.

The Official or their designee reserves the right to accept or reject in whole or in part any or all responses, to waive any informality of the RFP process, or to cancel the RFP, all as in their sole judgment is deemed to be in the City's best interest. The City shall be the sole judge as to which submission is most advantageous to the City, taking into consideration qualitative evaluation criteria.

SECTION 3.0 | DriveBoston Program (Definition and Goals)

3.1 Definition

DriveBoston is the City's program to provide parking spaces in municipal lots and on City streets for car sharing operators (CSOs) to operate 'traditional' round-trip vehicle sharing services that allow users to begin and end their trip at the same location.

In 2015 the City initiated a pilot program for up to 80 licenses for CSOs to operate in dedicated public parking spaces under the City's DriveBoston program. The DriveBoston program provides consistent branding on public parking spaces while partnering with CSOs on individual brand markings.

Parking spaces are chosen based on neighborhood car ownership rates, average amount of miles households drive each day, access to public transportation, and CSO preference. The City chooses spaces that will have the largest benefit for residents and the smallest impact on street operations and curb management strategies.

3.2 General Goals

The primary goals of the DriveBoston program are the following:

- *Reduce the number of vehicles owned per household.* By targeting areas with relatively low miles traveled per day per vehicle, this program aims to reduce the number of privately owned vehicles in Boston. One comprehensive study showed that every shared vehicle replaces as many as thirteen (13) privately owned vehicles. Expanded access to shared vehicles allows households to scale down from having multiple vehicles, forgo purchasing a second vehicle, or replace their personal vehicle altogether. To meet Boston's goal of becoming carbon neutral by 2050, the Carbon Free Boston Report suggests that private vehicle ownership should decline by 45%.
- *Reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions.* Overall, members of CSOs travel fewer miles by car than private vehicle owners. This helps to reduce congestion and free up scarce parking resources. Some estimates conclude that each shared vehicle leads to about 18,000 fewer VMT each year. Reducing VMT leads to a reduction in greenhouse gas emissions. By using fuel efficient vehicles, each shared vehicle reduces carbon emissions by an estimated seven (7) tons each year.
- *Multiply mobility options.* People often make their transportation choices based on their confidence that the trip will be reliable. Even in choice-rich Boston, this often means residents opt to use a personal vehicle rather than take shared or other transportation options. Expanding car sharing to City managed spaces increases the visibility of car sharing as a transportation option and can increase people's confidence in multimodal trips. One approach, Neighborhood Mobility microHUBs, co-locates multiple travel

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modes, including car sharing, to improve access and make transitions between modes seamless (see Boston Go 2030 for an in-depth description).

- *Encourage mode shift.* Dedicated vehicle sharing spaces will enable users to select the optimal type of mode for each leg of their journey. By providing more options, the City hopes to meet the needs of all residents while creating opportunities for more environmentally friendly transportation modes such as walking, biking, and taking public transit.

3.3 Geographic Zones

The Boston Transportation Department is particularly interested in pursuing the goals listed above in five specific geographic zones in the city:

- Alleviating Congestion in the Downtown Core and Seaport District:* The area bound by Arlington Street, Boylston Street, Essex Street, The Fort Point Channel, Boston Harbor, and the Charles River make up the Downtown Core; the area bounded by The Fort Point Channel, Boston Harbor, Reserved Channel, and Summer Street make up the Seaport District. The placement of dedicated spots in this area will be limited. Most of this area is well serviced by transit, privately parked car share vehicles, and Hubway. Additional car share vehicles will be placed to improve parking issues through vehicle shedding in the long-term.
- Lowering Personal Car Ownership in High Car/Low Mileage Areas:* Defined areas of the City where the vehicle miles traveled per day per household falls below 18 miles per vehicle. These areas, identified through data from the Massachusetts Registry of Motor Vehicles, are believed to be of strong potential for reducing personal vehicle ownership.
- Providing Options at Neighborhood Mobility microHUBs:* Defined areas with a range of connected travel choices, including Hubway stations, bike parking, ride hailing pick-up and drop-off spots, electric vehicle charging stations, and high-quality mass transit access outside of the Downtown Core.
- Filling Transit Gaps:* Defined areas of the City where high frequency mass transit is outside a half-mile walkshed and adding car-share improves mobility choices for those mostly dependent upon public transit.
- Supporting Main Street Zones:* Targeted Main Street Districts - including Dudley Main Streets, Brighton Main Streets, Grove Hall Main Streets, and Jamaica Plain Centre/South Main Streets.

SECTION 4.0 | Eligible CSOs & License Terms

4.1 CSO Eligibility

A car-share organization (CSO) eligible to respond for the DriveBoston Program is defined as a public, private, or non-profit entity that currently provides pre approved members access to a national or international network of at least one hundred (100) motor vehicles and is able to meet the requirements listed below.

4.2 License Terms - General

The term for licenses awarded to CSOs selected through this RFP shall be for a period of thirty-six (36) months. Licenses can be revoked at any time at the sole discretion of the City. The City will define the geographic areas and any conditions required for each license.

By submitting a proposal, a CSO agrees to abide by all license terms outlined in sections 4.2, 4.3, 4.4 and 4.5. Failure to meet any of these requirements during the license term would be cause for that license to be revoked.

4.3 License Terms - Car Share Operations

- Car Share Vehicles may only be available to members by reservation on an hourly basis, or in smaller intervals, and at rates that vary by time or by time and distance.
- Car Share Vehicles are available to members at an unstaffed self-service location and available for pick-up by members on a twenty-four hour, seven-days per week basis without assistance or key exchanges or hand-offs with owner, operator, lot, stations or garage or any other paid or contracted personnel.
- Any parking violations issued to Car Share Vehicles must be paid in full by the CSO upon notification of violation to the CSO.
- CSOs must have the capability to accommodate customers with disabilities.
- CSOs are available by phone to the City to resolve inquiries from 8am-6pm Monday through Friday for the duration of the contract.
- CSOs are available by phone for Customer Support 24-hours/day, 7-days/week for the duration of the contract.
- Installation of signage and thermoplastic markings will be required and done so at the cost of the CSO by the City of Boston. Note that the city has final discretion with regard

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to the signs placed on municipal property. For signage and marking specifications see Appendix D.

- CSOs' vehicles must be available for rental or rented at least 75% of the month.
- CSOs must have at least one (1) vehicle available for rental or rented, at all times, per block or municipal lot where licensed spaces are located.
- CSOs may request a reduction or relocation of a dedicated space if the utilization rate drops below 20%. Requests can be made twice per year, in June and December. The CSO will be responsible for all costs related to signage and markings removal and/or installation. Reduction and/or relocation of spaces must meet all requirements detailed in this RFP.
- CSO must engage in practices and policies that aim to decrease driving through marketing, operations, and pricing that does not compete with other forms of public transportation options - but rather encourages car share as an alternative to private vehicle ownership.
- Automobile insurance must be provided for each Car Share Vehicle for each member using the vehicle during the period of use and all must be included within the standard published hourly and mileage price of the reservation.
- If a construction or maintenance project necessitates a short-term (up to one month) or long-term (more than one month) removal of an existing licensed space, the City will work with the affected CSO to find a suitable alternative in the same zone (fee remains unchanged). The City will be responsible for providing temporary signage for the short-term parking station. Long-term removal will require new signage installation; The City will work with the contractor necessitating removal to try and coordinate payment of associated costs, otherwise the CSO is still responsible for associated costs. If no suitable alternative is found, the CSO may cease to provide service at this location.
- BTD should be notified when a vehicle's dedicated spot changes. Vehicle information may be updated every six (6) months, at time of license payment.

4.4 Fleet Maintenance

- The logo of the CSO must be permanently lettered and prominently displayed on both the driver and passenger side of Car Share Vehicles.

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- All Car Share Vehicles participating in the DriveBoston Program must be registered in the Commonwealth of Massachusetts and bear Massachusetts vehicle registration license plates.

4.5 Data Collection & Information Sharing

CSO must provide relevant data to the City of Boston so that the City can better understand car sharing activities and to evaluate the program.

- At the start of the license term and monthly thereafter, CSOs must provide the City a summary containing:
 - Total number of members in Boston summarized by zip code
 - A list of all current vehicle locations (i.e., on-and off-street locations where users may pick up a vehicle) in the City of Boston. Locations should be identified by latitude/longitude. The list should identify how many vehicles are sited at a location.
 - For each licensed space or node, the average utilization rate (including the percentage of time that a vehicle was used, when each space/vehicle was not available for use by members, and when each vehicle was parked but not in use by a member).
 - For each licensed space, date and time of the start and end of all trips, including vehicle miles traveled (VMT) for that trip.
 - For each licensed space, average unique users per vehicle per month.
 - For each licensed space, total number of violations/towings of non-CSO vehicles.
 - For each licensed space, rebalancing statistics (e.g. frequency) if relevant.
 - For each licensed space, total number of parking and moving violations.
- On a quarterly schedule, CSOs must provide the City a summary of outreach activities used to promote car sharing at all licensed public parking spaces. The summary must include how the outreach activities are addressing the general goals outlined in Section 3.2 and promoting each geographic zone outlined in Section 3.3.
- On an annual schedule, CSOs are required to survey their members about travel behavior, vehicle ownership, and car sharing use, and share the survey results with the

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City. The City will work with the CSO to develop a survey for CSOs to submit to their members and collect responses.

SECTION 5.0 | Scope of Services

5.1 Dedicated Parking Permits - Rule for the Award

The City will award licenses covering up to 250 dedicated public parking spaces in total, comprising up to 150 public parking spaces on-street and up to 100 public parking spaces in municipal lots. CSOs will be selected using the minimum and comparative evaluation criteria laid out in sections 6.0 and 6.1. The City may award licenses to multiple CSOs to operate vehicle sharing services simultaneously.

5.2 Dedicated Parking Permits - Definition

The City is making available two types of spaces: Right of Way (ROW) spaces located on City streets and spaces in select Municipal Lots. Only spaces in the lots listed in Appendix A are eligible for this program.

CSOs will obtain the exclusive use of each space twenty-four (24) hours a day, seven (7) days a week for the term of the license. Each dedicated space is vehicle specific; the vehicle information will be provided on the permit. Vehicle information includes make, model, and license plate number. Multiple vehicles may be allowed to park in a dedicated space should fleet management require this.

Given the goals of this program, there are several requirements and restrictions that must be considered for an Offeror's proposal:

- There is a maximum cap of up to thirty (30) dedicated spaces in the Downtown Core and Seaport District. If a CSO requests dedicated space in the Downtown Core or Seaport District, it must locate at least one (1) vehicle in each of the other four (4) Zones as outlined in section 3.3 and detailed in Appendix B.
- CSO must have private spaces or plans to install private spaces in the City before occupying any dedicated public spaces.
- No dedicated spaces may be installed on streets with daily overnight street cleaning operations. For all other streets with street cleaning operations, CSOs must clean the area consistent with the City's street sweeping schedule, at a minimum every two weeks between March 1 and November 30, and as reasonably requested by the City.

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- For reserved on-street spaces in the ROW, the City will reserve no more than two on-street spaces per block. A block is generally defined as the curb space on either side of the street where the address range increases in increments of one hundred.
- Using the process outlined in 6.2, BTM will determine the final allotment and location of spaces.

5.3 Dedicated Parking Permits - Pricing for Spaces

Below is the pricing for the Traditional Car Share License:

Zone A: Downtown Core/Seaport District	\$1750 per space, every six (6) months
Zone B: High Car/Low Mileage	\$1350 per space, every six (6) months
Zone C: Mobility microHUBs	\$1350 per space, every six (6) months
Zone D: Transit Gaps	\$1350 per space, every six (6) months
Zone E: Mainstreets	\$1350 per space, every six (6) months

License fees are based upon anticipated meter revenue and the monthly cost of maintaining a parking space in the City of Boston, including but not limited to meter and sign maintenance, enforcement, street sweeping, depreciation of technology, snow removal, and the cost of administering the program.

5.4 Dedicated Parking Permits - Offeror Plan of Service

The City wishes to learn about each of the Offerors and its ability to deliver the specific services identified in this RFP. This section is viewed as part of the Offeror's responsiveness to this RFP and responsibility in meeting the scope of services. Offerors shall provide responses or references to other areas of the proposal where this information can be found. This section will be rated as outlined in section 6.1 of the RFP.

5.4.1 Your Organization & Your Team

Please provide a brief summary of your organization, specifically addressing the following topics:

- **Statement of History and Experience of Firm/Team:** A history of the Offeror's organization that describes the entity's qualifications, ability and experience in implementing and operating services similar to those contemplated by this RFP. The Offeror should note in this section the entity's or its staff's experience, if any, in implementing and operating similar services in other municipalities. Additionally, please include experience in the Metro Boston area.

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- **Management, Staffing and Operations Plan and Methodology:** The Offeror must submit a description of how it intends to organize its project team, providing a list of key team members and operational staff, including any subcontractors with which the Offeror intends to contract. The Offeror should note the qualifications and certifications of staff, submit resumes of all key personnel, submit proposed work schedules, an itinerary of needed tasks, planned marketing programs, and any other logistical details of conducting its vehicle sharing service. The Offeror should note whether any staff will be situated in the City of Boston, and the availability of staff assigned to its vehicle sharing program in Boston to respond to requests from the City.
- **Audited Financial Statements:** The Offeror must provide a certified copy of your firm's audited financial statements, including a detailed balance sheet and profit and loss statement for the last three (3) years. Financial statements that are merely reviewed, and not audited, will not be considered.

5.4.2 Your Membership & Services.

Offerors must describe the services that they currently offer, including:

- The fee schedule for memberships, the current number of cars and spaces managed in Boston, in Massachusetts, and in the United States. Additionally please include membership statistics for the City of Boston and the Metro Boston area.
- Provide an outreach plan to reach new members. CSOs should indicate detailed outreach and operations plans that are explicit in addressing geographic equity as well as how the CSO intends to get support for its proposed on-street spaces and ensure that those spaces are well-utilized.
- Provide the user agreement between the CSO and its customers.
- Provide a plan to accommodate customers with disabilities, and describe the options available to them.
- Provide a plan to address accessibility for low-income residents. An example could be reduced membership and/or reservation rates for residents of Boston Public Housing.

5.4.3 Your Fleet

Offerors should describe the makeup of their current fleet and the fleet they would deploy for this program. Include information on vehicle fuel economy and emissions levels of their vehicles and any public corporate commitments made to keep the vehicle fleet green.

5.4.4 Additional Services for Users

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The Offeror should Outline additional services offered to users including, but not limited to, customer account management programs, customer account notification programs, reminders, a knowledge base & user tutorials, etc. In addition, describe the customer care & support provided for users, including type of service, languages supported, and hours of access.

5.4.5 Insight for the City - Data

The City is interested in using information to drive better service for the public. Consequently, the Offeror should describe its ability to share with the City anonymized data collected during the contract term as well as any business intelligence reports and raw data - including APIs - that the City would have access to and any limitations of the sharing of that data with research partners. This data will be used to evaluate the program and determine its level of success.

Offerors should describe what aggregated, anonymized data they can provide at what intervals to help gauge usage of this vehicle fleet. Data collected should target how the service will ultimately lower VMT, decrease vehicle ownership, and increase linked transit trips. Survey work is to be completed by the Offeror with direct input from the Boston Transportation Department.

5.4.6 Operations

The Offeror should describe how their plan to move vehicles for special events, street cleaning, and snow emergencies, etc. in a quick and efficient manner; their plan for unlicensed vehicles utilizing dedicated CSO spaces and ticketed and/or towed CSO vehicles.

5.4.7 Space Request

The Offeror must submit a list of spaces indicating which locations in the ROW and in municipal lots it would like. This must be done in a single spreadsheet file. You can use the worksheet found in Appendix C as a template. That file should include for each space:

- A note of whether the space is in the ROW or in a municipal lot
- The address of the space, with nearest cross street
- The latitude/longitude of the space
- The current relevant parking regulations of each space
- The vehicle type you intend to put there (if known)
- Which of the stated DriveBoston Geographic Zones (A-E in Section 3.3 and detailed in Appendix B) each space aims to address

When you fill out this template, please note the restrictions and requirements listed in section 5.2 of this RFP.

SECTION 6.0 | Evaluation Criteria

6.0 Dedicated Parking Permits - Minimum Evaluation Criteria

Minimum Evaluation Criteria reflect those standards or attributes that the City considers essential to the satisfactory performance of the partner company. The City will evaluate each proposal to determine whether it meets all Minimum Evaluation Criteria.

Note: only those proposals for which an authorized representative has unconditionally checked “Yes” for each of the requirements set forth in this section, signed, and included this section with the candidate proposal will be permitted to submit proposals for licenses and/or permits pursuant to this RFP.

Was the Proposal Delivered on Time?

Was the proposal delivered to the Official prior to the deadline for receipt of proposals and in accordance with the instructions in the Advertisement?

YES NO

Is the Offeror an Eligible CSO?

Does the Offeror meet and commit to continuing to meet all of the requirements set forth in Section 4 of this RFP entitled “Eligible CSOs and License Terms,” such that it qualifies as a CSO that is eligible to respond for the DriveBoston Program and can meet the required license terms?

YES NO

Did the Offeror Provide a Complete Plan of Services?

Did the proposal address each of the areas described in Section 5.4 of this RFP entitled “Dedicated Parking Permits Plan - Offeror Plan of Services”?

YES NO

Signature. The Applicant’s authorized representative shall sign on the line provided, certifying that the responses provided by the Applicant to these Minimum Evaluation Criteria are provided without modification, qualification, or limit.

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SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY

Signature

Date

6.1 Dedicated Parking Permits - Comparative Evaluation Criteria

6.1.1 Your Team & Your Organization

Highly Advantageous: The team has 5 or more years of experience managing car sharing services in urban environments. The financial health of the company is strong. The company has a proven track-record of providing high-quality service and exceptional responsiveness to members and City partners. The DriveBoston roll-out plan is very detailed, very feasible, would be well staffed locally.

Advantageous: The team has 3 years of experience managing car sharing services in urban environments. The financial health of the company is strong. The company has a proven track-record of providing quality service and being responsive to members and City partners. The DriveBoston roll-out plan is detailed, feasible, and well staffed.

Not Advantageous: The team has less than 3 years of experience managing car sharing services. The financial health of the company is not strong. The company has an unproven track-record of providing quality service and being responsive to members and City partners. The DriveBoston roll-out plan lacks detail, is unfeasible, and would not be well staffed.

6.1.2 Membership Services

Highly Advantageous: Offeror provides a clear structure of user fees and detailed process for any future adjustment to rates. The Offeror provides a highly-detailed outreach plan focused on equity, community process, and utilization of the service. The Offeror provides a service that is intuitive, very usable, and includes a high-level of customer support. Offeror provides a 24/7/365 live operator in a variety of languages to answer questions from users.

Advantageous: Offeror provides a clear structure of user fees. The Offeror provides a detailed outreach plan focused on equity, community process, and utilization of the service. The Offeror provides a service that is intuitive, usable, and has a high-level of customer support. Offeror provides a 24/7/365 live operator in at least three languages to answer questions from users.

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Not Advantageous : Offeror provides no structure for user fees. The Offeror does not provide an outreach plan. The Offeror provides a service that is not intuitive or easily used. The Offeror provides no access to a live operator.

6.1.3 Your Fleet

Highly Advantageous: The Offeror will provide a fleet for this program that is 100% fuel efficient vehicles.

Advantageous: The Offeror will provide a fleet for this program of mostly fuel efficient vehicles.

Not Advantageous: The Offeror does not provide a fleet for this program with good fuel efficiency.

6.1.4 Insight for the City

Highly Advantageous: The Offeror provides the City anonymized data collected from trips and users, as well as a survey plan that aims to answer the questions stated in the goals of DriveBoston. The Offeror is able to provide useful and regular reports about the system and raw data via an API for the City. The Offeror allows the City to share this data with research partners at the City's discretion.

Advantageous: The Offeror provides the City anonymized data collected from trips and users, as well as a survey plan that aims to answer the questions stated in the goals of DriveBoston. The Offeror is able to provide useful and regular reports about the system.

Not Advantageous: Offeror offers neither useful reports to the City nor raw data.

6.1.5 Operations & Branding Plan

Highly Advantageous: The Offeror will propose a detailed plan that will minimize tickets and tows of vehicles. Offeror will pay each ticket its cars receive within 24 hours. The Offeror will retrieve and return into service all of its towed vehicles within 24 hours. The Offeror will have a detailed plan for towing non-CSO vehicles from CSO spaces.

Advantageous: The Offeror will propose a detailed plan that will minimize tickets and tows of vehicles. Offeror will pay each ticket its cars receive within 48 hours. The Offeror will retrieve and return into service all of its towed vehicles within 48 hours. The Offeror will have a detailed plan for towing non-CSO vehicles from CSO spaces.

Not Advantageous: The Offeror does not propose a detailed plan that will minimize tickets and tows of vehicles. Offeror cannot pay each ticket its cars receive within 48 hours. The Offeror cannot retrieve and return into service all of its towed vehicles within 48 hours. The Offeror does not have a detailed plan for towing non-CSO vehicles from CSO spaces.

6.1.6 Alignment with DriveBoston Goals

Request for Proposals Electric Vehicle Infrastructure Installation and Operation (ChargeBoston)

Highly Advantageous : The Offeror provides a detailed explanation of how it will provide evidence towards accomplishing the City's stated goals of reducing private vehicle ownership, reducing vehicle miles traveled, alleviating parking issues, and increasing mobility options with a strong focus on equity. At least 80% of Offeror's proposed spaces are outside of the Downtown Core and meet all of the stated geographic goals. For every spot the Offeror requests in a neighborhood, it has leased at least one spot already in that neighborhood on private property.

Advantageous: The Offeror provides an explanation of how it will provide evidence towards accomplishing the City's stated goals for DriveBoston. At least 50% of Offeror's proposed spaces are outside of the Downtown Core and meet some of the stated geographic goals. For every spot the Offeror requests to lease outside of the Downtown Core, it has leased at least one spot already outside of the Downtown Core on private property.

Not Advantageous: The Offeror does not provide a plan for accomplishing the stated DriveBoston goals. Fewer than 50% of Offeror's proposed spaces are outside of the Downtown Core and inside one of the geographic target zones. The Offeror has fewer existing spaces leased on private property than it is requesting to lease on public property.

6.1.7 References

Highly Advantageous: Three (3) references from other municipalities currently employing the Offeror's program consistently rate the Offeror's services and results as excellent.

Advantageous: Only one (1) or two (2) references on similar projects rate the Offeror's services and results as excellent.

Not Advantageous : None of the references on similar projects rate the Offeror's services as excellent.

6.2 Dedicated Parking Permits - Process for Awarding Spaces

After selecting one or more CSOs for this program, the City will allocate spaces to each selected CSO. The City will attempt to provide both the number and amount of parking spaces as close as possible to what was requested by each selected CSO.

A CSO may receive fewer permits than it requests. The City retains sole authority to determine the allocation of parking spaces.

The evaluation and parking space selection process for ROW will consist of the following steps:

- BTD will review CSO proposed spaces with a feasibility analysis of their technical, operational, and regulatory merits.

Request for Proposals Electric Vehicle Infrastructure Installation and Operation (ChargeBoston)

- If BTD determines that a space is available to be included in the DriveBoston Program, it will then determine whether there is more than one request for that space or if more than two spaces are proposed on one block. In the event this occurs, then:
 - BTD will by random lottery select the CSO or CSOs to be assigned to the eligible spaces(s). CSOs will be notified prior to the lottery and may attend. If a CSO proposes a space and subsequently loses the lottery, it may propose an alternative space or spaces.
- Once all conflicts are resolved, BTD will finalize the list. CSOs may have to participate in a public outreach process which may include:
 - Meeting with the Office of Neighborhood Services, outreach to local business associations, TMAs, residents, respective Main Streets organizations, merchants, and other community groups.
 - Attending local community meetings to inform residents and merchants of proposed space(s).
 - Attending City of Boston public hearings to address concerns from constituents and elected officials.

At the completion of this process, BTD will award permits for spaces. BTD reserves the right to reject and remove a space from the approval process at any time and for any reason.