

Addendum No. 2

City of Coquitlam

RFP No. 23-027

Shared E-Bike and E-Scooter Pilot Program

Issue Date: March 30, 2023

Total Page Count: 4

Proponents shall note the following amendments to the RFP documents:

REVISIONS

R1 – REPLACE

In the Proposal Submission Form, Section 1 Departures (b) Award, where it states:

Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.

is deleted and replaced with:

Section 1b items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.

QUESTIONS AND CLARIFICATIONS

Q1. The scope of services notes "The City will consider applications from Contractors who are interested in providing one mode for the pilot period." Is the City interested in one provider providing multiple modes over the permit period, e.g. both e-scooters and e-bikes?

A1. Yes, the City will consider applications for a Contractor to provide one or multiple modes over the permit period.

Q2. The instructions for Section 1.b read, "Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City." We do not see a Section 1.c that follows; can you clarify if this is referencing Section 1.b. items i-iv?

A2. Refer to Revision R1 above.

Q3. To confirm we understand the directions in Section 1.b., do operators simply need to affirm they will be able to obtain/fulfill the WCB, insurance, funds transfer application, and business license? Or must this all be obtained before submission? (Since we do not currently operate in Coquitlam, we do not have certain items e.g. local insurance coverage for the City.)

A3. The successful Proponent is required to submit the items listed prior to Contract award. Refer to Revision R1.

Q4. Section 3.c.xii asks about "proponent's plan to provide helmets." Does the City expect helmets to be attached to all vehicles in the right of way?

- A4. The City does not require helmets be attached to all devices. The City does request to understand how the Proponent will ensure compliance with British Columbia helmet laws and make best efforts to ensure that Customers wear helmets while using the devices.**
- Q5. Can the city elaborate on "approach to wayfinding support and/or displaying Coquitlam's micromobility network as a map layer" as described in Section 3.h.v?
- A5. This primarily refers to digital based information typically found in apps but could also be on the web. One of the purposes of this pilot is to connect riders to the first and last kilometres of trips. Providing digital wayfinding support connecting to other modes on cycling and multi-use path facilities through app based information is considered an asset. The City's existing micromobility network is available as a map layer (Transportation> Cycle Routes) from QtheMap on ArcGIS <https://coquitlam.maps.arcgis.com/home/index.html>**
- Q6. Does the city intend to identify, pay for, and install the twelve dockless mobility stations in the Town Centre Zone?
- A6. The City has identified 12 dockless mobility stations initially, and plans to have them installed by the start of operations. The City reserves the right to expand, change, relocate, remove and install additional stations. The City will use fees generated from this program to help pay for the stations.**
- Q7. Can the city expand on the infrastructure it imagines for the dockless mobility stations? Will these be geofenced and have lines painted on the ground? Will multiple operators be able to park their vehicles in them at once?
- A7. The first iteration of dockless micromobility stations will be simple and similar to other municipalities with signage, a striped area on the ground and in some cases flexible poles. Up to two operators will be expected to utilize and share space within the stations. The devices will be free floating within the stations and several devices are expected to fit and be parked upright. The minimum size of each station is 3 meters by 2 meters. These will be located within the pedestrian realm (i.e. within boulevard areas) or within on-street area adjacent to the curbside where parking typically is. Operators are expected to geofence these areas. The City reserves the right to expand, change, relocate, remove and install additional stations. The City is open to additional financial contributions from the successful Proponent to expand and support this work.**
- Q8. Can the City clarify what it means by the term "trip chaining" in Section 3.h.iii?
- A8. Trip chaining involves grouping errands or other activities into one trip instead of returning home in between each one. If a Proponent has any in-app features that can support a temporary pause to a trip to enable this type of behaviour, it can be included in their Proposal.**
- Q9. Addendum 1 notes that "additional info should be in a format that follows the format of the Proposal Submission Form." Does this mean additional information should be provided in table format like the Proposal Submission Form?

A9. No. Additional information can be provided in any format (pictures, graphs, etc.) and is to be provided in the same sequence and numbering as the Proposal Submission Form.

Q10. How will the City's test of the proposed devices factor into the scoring?

A10. The mandatory device testing is a factor within the technical evaluation category. The technical sub-categories that device testing supports is specifications and technology and proposed micromobility device.

Q11. We understand we are to deliver one e-scooter and/or e-bike to match the type we intend to operate in Coquitlam. If we are proposing devices beyond e-scooters and e-bikes (e.g. adaptive vehicles) should these be part of the demo vehicles as well?

A11. The intent of the pilot program is to introduce devices that are legal to operate in Coquitlam such as e-bikes and e-scooters. For the demonstration drop-off, the City is open to reviewing any device that complies with Federal and Provincial regulations, the Provincial Electric Kick Scooter Pilot, and Coquitlam *Street and Traffic Bylaw 4402*.

Q12. Would the city like us to set up features like zones and parking pins for device testing? If so, please let us know where the City would like these features to be set up.

A12. For device testing, the City is not prescribing any zones or parking pins. A Proponent may elect to provide their own set up within the City Centre Operating Area to demonstrate any capabilities they wish to feature.

Q13. For device testing, the instructions note "Contractors will have up to 30 minutes to explain any features needed to operate the device." Does the City anticipate this taking form as a slideshow or presentation to the evaluation committee, conversation in the field while actively testing the devices, or something else?

A13. This is intended to be an informal and a short conversation with City staff to explain the basics of your device's operations. No slideshows or presentations, please.

Q14. We would like to test our scooters locally to ensure our devices are fully operational before device testing. Is this acceptable to the City?

A14. Yes, Coquitlam *Street and Traffic Bylaw 4402* allows for the current operations of e-scooters in Coquitlam.

Q15. How will the City test the devices while the operator is not present?

A15. The City intends to have a two or three City staff who are familiar with the shared micromobility operations to use the devices on City streets and pathways to understand the device's riding characteristics, how it performs going up and down hills, and in low light conditions. This will also enable the cross reference of devices to any submitted written materials once the RFP closes.

Q16. The City requires applicants to complete and return the Vendor Profile and Electronic Funds Transfer Application. Is this form actually necessary? The form appears to contemplate the City making payments to the operator via direct deposit, based on

invoices from the operator. However, all fees relating to the program will be paid to the City by the operator. Operators would not seem to have any reason to send an invoice to the City for payment.

A16. The City asks, prior to award, for the successful Proponent to provide the items listed under Section 1 (b) AWARD. This allows the City to set up the vendor in its financial system and process payments RECEIVED from the successful Proponent.

Q17. The instructions to Section 1b of the Submission Form state, in part, “Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.” As there is no Section 1c, should this instead read “Section 1b items are not required...”?

A17. Refer to Revision R1 and answer to Q2 above.

Q18. If a Proponent submits a response to operate both e-scooters and e-bikes, could the city award a permit to the Proponent for only one of the devices (either e-scooters or e-bikes)?

A18. Yes, the City welcomes proposals that consider one or both types of devices. There is no difference in the scoring rubric for a Proponent to provide both over just one device. I.e. A Proponent will not achieve higher scores for providing multiple device types.

End of Addendum No. 2

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City’s website and considered the information for inclusion in the Proposal Submission.

Issued by:

M. Pain
Purchasing Manager
bid@coquitlam.ca