

**CITY OF PHOENIX
STREET TRANSPORTATION DEPARTMENT
RFP NO. 63-0012
BIKE SHARING PROGRAM (PHASE 1)**



**CITY OF PHOENIX
STREET TRANSPORTATION DEPARTMENT**

**REQUEST FOR PROPOSAL (RFP)
RFP NO.: 63-0012**

BIKE SHARING PROGRAM (PHASE 1)

**PRE-PROPOSAL MEETING
(ATTENDANCE RECOMMENDED)
2:00 p.m. (MST) on March 7, 2013
Assembly Rooms A & B, 1st Floor,
200 West Washington Street, Phoenix, AZ 85003**

**DEADLINE FOR RECEIVING PROPOSAL
No later than 2:00 pm Mountain Standard Time (MST) on April 2, 2013
at the following location: City of Phoenix Street Transportation
Department; Attn: RFP No. 63-0012; 200 West Washington St, 5th Floor;
Phoenix, AZ 85003.**

**CONTACT PERSON
Steve Copeland, Financial Services
200 West Washington Street, 5th Floor
Phoenix, Arizona 85003
Phone: 602-256-3519
Fax: 602-495-2016
Email: steve.copeland@phoenix.gov**

This RFP can be made available in Braille, large print, audio tape, or cassette tape upon request. Contact the Street Transportation Department at 602-262-6284 if you would like any of these services. Our TTY phone number is 602-256-4286.

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SECTION I. INTRODUCTION

1. BACKGROUND

The City of Phoenix is soliciting Requests for Proposals from qualified contractors (Selected Offeror's) or organizations interested in providing services for a highly successful and financially self-sustaining automated on-demand bicycle sharing system. The ideal program would incorporate information technology to operate a fleet of shared bicycles that may be rented from one bike sharing station and returned to another in a network of stations, providing a transportation alternative to motor vehicle trips for Phoenix's residents, employees, and visitors. The program is intended to be launched on or before December 2013, with the potential for additional phases to enlarge and enhance the system in 2015 or later. An earlier launch date could be possible if supported by the successful offeror.

The City is a progressive bicycling community with one of the nation's finest bicycle networks consisting of over 640 miles of bicycle facilities including routes and trails. These include various on-street bike routes that connect the Phoenix Sonoran Bikeway from the Carefree Highway to the north to beautiful South Mountain Park to the south. Also, a few of the city's most popular bicycling routes parallel water canals, making them smooth and nearly traffic-free. The Arizona Canal path runs 38 miles all the way from Glendale to the west, straight through Phoenix, ending on Scottsdale's east side. The Grand Canal runs 21 miles. Phoenix cyclists can utilize the city's bike lanes, paths and trails 365 days a year, for exercise, transportation and recreation.

The City believes that the bike sharing program would be a complement to our existing bicycling network. Contributions by the City would include permitting bicycle sharing stations in the City right-of-way and potentially fund additional bike sharing facilities and bicycles through federal grants. The City's vision is to phase this program with a need for 250-500 bicycles during Phase I, 375 during Phase II and over 500 in Phase III. We are looking for input from firms to determine optimum quantities. Each firm's and organization's solicitation should provide an estimate of the size of deployment (measured in number of bikes and rental stations) for each phase of deployment.

2. PURPOSE

The purpose of this solicitation is to select a professional team or organizer to be the contractor to implement, operate, maintain and publicize a large bicycle sharing systems and with the expertise in purchasing, installing and operating of a bicycle sharing system to serve the City of Phoenix by the middle to end of 2013. Professional Teams with demonstrated experience in this area and with

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an interest in making their services available to the City of Phoenix are invited to respond to this RFP. The City encourages offerors to form teams, if necessary, to adequately address the financial, programmatic, operational and promotional aspects of the System. The City reserves the right to accept or reject, in part or in whole, any and all proposals if it deems it to be in its best interest of the City.

As compensation for providing The City of Phoenix (the "City) with the services of the System, the Contractor will collect membership/user fees, advertising and sponsorship revenues and other revenue sources, as approved by the City. Additionally, the City anticipates that System revenues may, at a prescribed level, be shared with the City. All System Equipment will be provided and owned by, and all installation, operating and promotional responsibilities will be borne and insured by the Contractor. The Contractor must be financially solvent and each of its members if a joint venture, its employees, agents or subcontractors of any tier must be competent to perform the Services required under this RFP document.

The City believes that the bike sharing system would provide a transportation network that is accessible to Phoenix residents, commuters, visitors and tourists alike. It would encourage bicycle use as an environmentally-friendly and congestion-reducing transportation option. Participants would be able to use the network to bike between transit/light-rail facilities and their places of employment and residence, as well as between businesses, retail, and social destinations. It is anticipated that this program could grow regionally to include other nearby Valley cities in the future.

3. PROGRAM OBJECTIVES – BIKE SHARE PROGRAM

The City's key factors for a successful bike share program include a self-sufficient, independently operated system requiring no City capital or operating expenses. It would also include a measurable successful performance and public response to the system, including ridership, projected motorist trip reductions, private buy-in to sponsorships, and engagement of significant future partners for widening the reach of the network. The other primary objectives of the Phoenix bike share program are to:

- Launch a successful bike sharing program on or before December 2013 that has the ability to expand in subsequent years, and is capable of meeting performance standards;
- Create an additional "green" mode of transportation that will enhance public transit and light rail mode;
- Create green jobs and promote businesses in Phoenix;

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- Increase the mode share of cycling in the City;
- Facilitate transit for commuters, tourists, and other visitors (supplement existing mass transit including light rail); and
- Provide a service resulting in high rates of membership satisfaction.

4. OFFEROR INQUIRIES

All questions that arise relating to this RFP shall be directed in writing to the Department contract representative designated in this RFP: Steve Copeland, City of Phoenix Street Transportation Department; 200 West Washington Street, 5th Floor; Phoenix, Arizona 85003.

To be considered, written inquiries shall be received at the above address by the date indicated in the Schedule of Events below in Section I (pg. 7). Inquiries received will then be answered by an addendum and sent by email to the RFP recipients.

No informal contact initiated by Offerors on the requested service will be allowed per the Solicitation Transparency Policy provided below in Section II.

5. ANTICIPATED CONTRACT TERM

The firm(s) selected for this implementation will be expected to offer adequate personnel and equipment needed to complete the terms in this RFP. All System Equipment will be provided and owned by, and all installation, operating and promotional responsibilities will be borne and insured by the Selected Contractor. The Contractor must be financially solvent and each of its members if a joint venture, and its employees, agents or subcontractors of any tier must be competent to perform the Services required under this RFP document. If for any reason either party to the agreement wishes to terminate the agreement early, the terminating party must give 30 calendar days' notice of termination in writing to the other party.

The initial contract term will be five (5) years from the date on which a contract is awarded by the City. In addition, the contract may provide that the City may elect to extend the contract up to one 5-year period to provide for ongoing Services. The City may revise its terms and conditions. Respondent must identify any objections that it has to this anticipated contract term in its response to this RFP.

The agreement will be for Phase 1 implementation services, as defined by the City of Phoenix. Should additional funding become available in subsequent years, this contract could be extended to additional phases, at the City's option.

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6. PLANNED SCHEDULE OF EVENTS*

Request-for-Proposals Issue Date	February 19, 2013
Pre-Proposal Meeting	March 7, 2013
Proposer's Written Inquiries Due	March 15, 2013
Proposal Due Date	April 2, 2013; 2 pm (MST)
Evaluation Panel Meets (Estimated)	April 12, 2013
Finalist Interviews	April 23, 2013
Evaluation Panel Makes Selection (Estimated)	April 25, 2013
T&I Subcommittee Approval of Vendor (Estimated)	May 14, 2013
City Council Contract Approval	May 29, 2013
Notice-to-Proceed	June 3, 2013
Anticipated Launch Date	December 2013

* **Dates subject to change**

7. PRE-PROPOSAL MEETING

A pre-proposal meeting has been scheduled for March 7, at 2:00 p.m. (MST) at Assembly Rooms A & B, 1st Floor, 200 West Washington Street, Phoenix. While this meeting is not mandatory, it is highly recommended that RFP recipients attend. Please provide any questions you might have by email to steve.copeland@phoenix.gov by March 15, 2013 to enable staff to prepare responses that will be provided at this meeting.

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SECTION II – SOLICITATION TRANSPARENCY POLICY

Beginning on the date the solicitation is issued and until the date the contract is awarded or the solicitation withdrawn, all persons or entities that respond to the solicitation for the Implementation of the City of Phoenix Bike Sharing Program RFP (Phase I), including their employees, agents, representatives, proposed partner(s), subcontractor(s), joint venturer(s), member(s), or any of their lobbyists or attorneys, (collectively, the Offeror) will refrain, from any direct or indirect contact with any person (other than the designated procurement officer) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the solicitation is not discussed, Offerors may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff.

Offerors may discuss their proposal or the solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through Steve Copeland, Management Services Division, Street Transportation Department, conducted in person at 200 West Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

With respect to the selection of the successful Offeror/Bidder, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Offerors.

This policy is intended to create a level playing field for all Offerors, assure that contracts are awarded in public, and protect the integrity of the selection process.
OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.

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SECTION III. RFP RESPONSE INFORMATION

1. INTRODUCTION

The following guidelines are provided to ensure the equitable evaluation of competitive sealed proposals. Proposals should be prepared as closely as possible in accordance with the instructions outlined in this section. Offeror is advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP or subsequent contract. Proposals shall be deemed responsive if they meet all of the requirements outlined in Attachment F – Proposal Requirements Checklist.

2. RFP RESPONSE SUBMITTAL

- A. Submittals shall be received by 2 pm (MST) no later than **April 2, 2013**, at the following location: City of Phoenix Street Transportation Department; Attn: RFP No. 63-0012; 200 West Washington St, 5th Floor; Phoenix, AZ 85003.
- B. Offeror must complete the “Statement of Qualifications” in Appendix C and submit this information as part of the cover letter and Technical Proposal.
- C. The Qualification/Experience and Technical Proposal (#1 envelope) and the second envelope shall contain the Business Model and Implementation Proposals (#2 envelope). Offerors are strongly encouraged to include one (1) soft copy of their Technical Proposal and Business Model on CD or flash drive in their respective sealed envelopes.
- D. The proposal should be printed on both sides of 8 1/2” x 11” paper and each bound in an 8 1/2” x 11” plastic spiral binding. All proposals and business model pages should be paginated. Firms must submit an original plus ten (10) copies of the RFP response. The original Proposal must be clearly marked as “ORIGINAL”. All documents requiring a signature must bear the original signature of Respondent’s authorized signatory.
- E. Offeror must submit an original and ten (10) copies of the RFP response.
- F. Late proposals will be rejected regardless of the reason including mail delivery problems beyond Offeror’s control. Offerors mailing their responses should allow sufficient time to ensure delivery by the date and time specified.

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3. PROPOSAL FORMAT AND CONTENT

The written proposal shall be signed by an individual authorized to bind the Offeror. The proposal shall provide the name, title, postal address, email address, and telephone number of individuals with authority to contractually bind the company and who may be contacted during the period of the contract. All fees quoted in the proposal shall be firm and fixed for Phase One and any future extension from 2014 to 2018.

To be considered responsive, the Offeror must provide all materials outlined in the in Appendix C, D, and E. The offeror shall submit the information in the table as given in these appendixes. The Offeror must not submit more than 65 double sided or 130 single sided pages for the Technical/Performance Metrics (Appendix D) section and 20 double sided or 40 single sided pages for the Business Model/Implementation (Appendix E) section. These page limits excludes the cover page, letter transmittal, table of contents, management reports and marketing brochures appendixes. The Offeror must complete the formatted tables in the Appendixes utilizing an Aerial 10 font, single-spaced.

The proposal shall contain the following:

- a. Cover page *(excluded from the maximum page limits)*
- b. Signed Letter of Transmittal. *(1 single –sided page, excluded from the maximum page limit)* Offeror shall provide a one-page Letter of Transmittal that is signed by an individual authorized to bind the Offeror. The Letter of Transmittal shall include the name of the Offeror, contact person, title, postal address, telephone number, fax number, and e-mail address of the individual with authority to contractually bind the company and who may be contacted during the period of the contract.
- c. “Statement of Qualifications” in Appendix C *(excluded from the maximum page limits)*
- d. Signed Addendums
- e. Table of Contents *(excluded from the maximum page limits)*
- f. Proposal (Technical, Performance Metrics, Business Model, Implementation Schedule)

1 Technical Proposal & Performance Metrics Instructions

The Offeror must not submit more than 65 double sided or 130 single sided pages for the Technical/Performance Metrics (Appendix D) submittal package. The Offeror must complete the formatted tables in the Appendix utilizing an Aerial 10

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font, single-spaced. Offerors should adhere to the following instructions pertaining to Attachment D.

- A. For items categorized as **Narrative** in Column 3, offerors should provide a written response in the space below the question; offerors may include, if applicable, images, diagrams etc., and may attach additional pages as needed (each such page should be labeled/indexed with the corresponding question number to which it refers).
- B. For items categorized as **YES/NO/NA** in Column 3, offerors should answer either “Yes”, “No,” or “Not Applicable (NA)” to indicate if such proposal can provide or adhere to the particular element(s). Such answers are defined as:
- a. Yes = Yes, the proposing firm can provide this feature or function;
 - b. No = No, the proposing firm cannot provide this feature or function for reasons explained in the Comments space below the question;
 - c. NA = This feature or function is not applicable for reasons explained in the Comments space.

Please note that, while the City expects that the listed features and functions would be part of a System, a “No” answer to any specific question will not result in an automatic disqualification. Offerors may utilize the Comments space as necessary, to elaborate on any “Yes”, “No,” or “Not Applicable (NA)” answers. In addition, as applicable, offerors should also use "Comments" boxes to specify certain details, such as brand, make, model, etc. Please note, offerors may use additional room to provide comments and explanations requested in the Comment space or offerors may label or index any additional pages that are attached to the response.

SAMPLE: FOR DEMONSTRATION PURPOSES ONLY				
Q7	The Contractor will prepare detailed siting plans for each selected Station Site.	Narrative		15
R7 TEXT TO BE PROVIDED BY PROPOSER				
Q8	Bicycles are easy to clean and are impervious to the elements. They are scratch-resistant, graffiti-resistant, and rust proof (including the external parts).	Yes/No/N A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C1 COMMENTS				
Q9	Is the Bicycle equipped with sensors to self-diagnose and report mechanical problems? If so, how does it diagnose?	Narrative		20
R9 TEXT TO BE PROVIDED BY PROPOSER				

- C. The Offeror must also complete the performance metrics tables and provide the level of service and corresponding dollar value they are willing to pay if they do not meet these thresholds. The Offeror would provide a range of

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deficient service thresholds with the associated defined dollar value for each of the range.

2 Business Model Instructions

The Offeror must not submit more than 20 double sided or 40 single sided pages for the Business Model (Appendix E) submittal package. The Offeror must complete the Business Model in Attachment E that consists of four sections. This includes completing the financial performance, business model criteria, system component cost/program buyout (2014-2018), and implementation schedule. The Offeror must complete the formatted tables in the Appendix utilizing an Aerial 10 font, single-spaced.

Financial Performance.

Using a format of their choice, preferably a financial pro-forma format, offerors should address the aspects of the financial performance of their proposed system listed in Attachment E.

Offerors should follow the revenue source parameters listed below when developing the Business Model for their proposed systems. Please note that all revenue sources are subject to the City approval.

1. Membership and User Fees
 - a. Proposed membership and user fees should be in line with membership and user fees currently used by comparable bike share systems around the country.
 - b. All rates and proposed rate increases are subject to the City's approval.
2. Advertising and Sponsorship Placement(s); Many forms of advertising and sponsorship placement(s) are permitted revenue sources for the System. All proposed advertising and sponsorship placement(s) are subject to the City's approval. Offerors should follow the parameters listed below when developing their Business Model.

For each station, offerors may propose:

- a. One (1) advertising or sponsorship placements panel per Station Computer Unit;
- b. Panels may not be larger than approximately 2 feet by 4 feet and must be placed on the station Computer Unit; and
- c. Total advertising or sponsorship on each station may not exceed 1.5 square feet per station dock.

For each bicycle, offerors may propose:

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- a. One (1) advertiser or sponsor per bicycle (i.e. a bicycle may not have multiple sponsors or advertisers);
- b. Total advertisements and sponsorship placements may not exceed 1.5 square feet per bicycle;
- c. Advertisements and sponsorship placements are permissible on:
 - i. Basket;
 - ii. Back and front mudguards; and
 - iii. Side of bicycle frame.

Additional Advertising & Sponsorship Placement Options:

- a. Membership swipe card/keys;
- b. User receipts;
- c. Maintenance vehicles;
- d. Staff uniforms;
- e. Launch campaign;
- f. Media partnerships;
- g. Website;
- h. Mobile application(s);
- i. Printed maps and materials;
- j. Registration packets and System newsletters; and
- k. Safety campaigns.

All advertising and sponsorship placement opportunities are subject to the City's approval and must comply with local and state laws on advertising. Opportunities other than those listed above may be included, as a line item, but should not be relied upon in the Business Model. The advertising may not:

- a. Be false, misleading, or deceptive.
- b. Relate to an illegal activity.
- c. Advertise or depict the use of tobacco or smoking products.
- d. Advertise or depict the use of spirituous liquor as that term is defined in Section 4-101, Arizona Revised Statutes:
 1. On the exterior or interior of bicycles (incl. baskets, fenders, etc.)
 2. On bikesharing stations that are located less than 600 feet from a church or similar structure of worship, or school building.
- e. Represent, by language or graphics, violence or anti-social behavior
- f. Advertise or depict language, gestures, conduct, or graphical representations that are obscene, pornographic, vulgar, profane, or scatological.
- g. Represent, by language or graphics, a nude or seminude person, as those terms are defined in Section 11-821, Arizona Revised Statutes, or the exposed buttocks of any person.
- h. Depict, relate to, or reference a website or other medium that relates to specified sexual activities or specified anatomical areas as those terms are defined in section 11-821, Arizona Revised Statutes.

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System Naming Rights: The naming rights are subject to the City's approval. Accordingly, naming rights may be listed as a separate line item, but should not be set forth as an assumption or relied upon in the Business Model.

Business Criteria

- A. For items categorized as **Narrative** in Column 3, offerors should provide a written response in the space below the question; offerors may include, if applicable, images, diagrams etc., and may attach additional pages as needed (each such page should be labeled/indexed with the corresponding question number to which it refers).
- B. For items categorized as **YES/NO/NA** in Column 3, offerors should answer either "Yes", "No," or "Not Applicable (NA)" to indicate if such proposal can provide or adhere to the particular element(s). Such answers are defined as:
- a. Yes = Yes, the proposing firm can provide this feature or function;
 - b. No = No, the proposing firm cannot provide this feature or function for reasons explained in the Comments space below the question;
 - c. NA = This feature or function is not applicable for reasons explained in the Comments space.

Please note that, while the City expects that the listed features and functions would be part of a System, a "No" answer to any specific question will not result in an automatic disqualification. Offerors may utilize the Comments column (Column 5) as necessary, to elaborate on any "Yes", "No," or "Not Applicable (NA)" answers. In addition, as applicable, offerors should also use "Comments" boxes to specify certain details, such as brand, make, model, etc. Please note, offerors may use additional room to provide comments and explanations requested in the space or offerors may label or index any additional pages that are attached to the response.

System Component Cost/Program Buyout Information (2104-2018)

Offerors shall provide guaranteed system component costs for expanding the system in the future as provided in the Appendix E table. Although it is expected that the operator will expand this system utilizing their funding resources, the City may elect to use City funding, grants, or other type of financing for the expansion of the system. Costs for the components shall include all planning, design, siting, outreach, marketing, installation, testing, insurance, and other costs associated with this system expansion as outlined in Attachment E.

Offerors shall also provide Program Buyout information for the 2014-2018 period as outlined in Attachment E.

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Implementation Schedule

Offerors shall discuss the timeline of critical tasks and how the Offeror intends to implement the system from planning and marketing to testing and launching the system. This should include the milestone dates from contract signing through delivery, installation, and system launch as included in Attachment E.

4. SPECIAL REQUIREMENTS

- a. In order for an RFP response to be considered, the Offeror shall comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Any questions in regard to these requirements shall be directed to the Equal Opportunity Department, Ph.(602) 262-6790. A form has been included within this package to assist the offeror in complying with the City ordinance. In accordance with City requirements, these documents shall be on file prior to the submission of RFP response. Failure to comply with the reporting requirements of this ordinance shall result in the RFP response being rejected. Offeror is also responsible for maintaining its eligibility during the term of any resulting Contract and failure to do so may result in termination of the Contract. Any questions in regard to the Affirmative Action Program shall be directed to the Affirmative Action Consultant Compliance Section of the Equal Opportunity Department, Ph. (602) 262-6790.
- b. The City of Phoenix Street Transportation Department is committed to utilizing qualified Small and/or Disadvantaged Business Enterprise (S/DBE) firms for professional services contracts and encourages use of S/DBE firms and resources to the maximum extent possible.

5. QUALIFICATION CRITERIA

In order to be considered as a qualified vendor, the bidder must meet the minimum evaluation criteria, submit the required documents, and demonstrate experience and resources to fulfill the contract. The required documents are listed in the RFP Response Submittal. All proposals delivered to the City shall be initially reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the City to be non-responsive will be rejected. The Evaluation Committee will evaluate and rate all responsive proposals based on the evaluation criteria given below. These evaluation criteria include a 10% overall rating for the technical proposal items (i.e. 90% rating based on point values depicted for each item). The City reserves the right to enter into negotiations with one or more offerors and subsequently to request the submission of Best and Final Offers from those offerors who, after the conclusion of such negotiations, are still under consideration for award. No Offeror shall have any

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rights against the City arising from an invitation to enter into negotiations or to submit a Best and Final Offer.

Proposals shall be evaluated by an evaluation committee that will be comprised of a minimum of seven (7) persons qualified to evaluate the components of this solicitation (the "Evaluation Committee"). Members of the Evaluation Committee will include representatives of the City and may include other City agencies and stakeholders. The Evaluation Committee may also be assisted by technical and business advisers who may include representatives of other City agencies and public entities, etc.

The Evaluation Committee will perform an initial review of the Technical Proposals (the "initial Technical Evaluation") to develop a ranking of offerors for further consideration. Each Technical Proposal will be rated by the Evaluation Committee based on the following criteria and weights:

Item	Points	Comments
A. QUALIFICATIONS/EXPERIENCE	1,000	Ability to provide qualified staffing
B. TECHNICAL PROPOSAL (5,000 PTS)		
1. Planning	575	Ability to provide quality concept plan
2. Performance Metrics	550	Ability to meet service levels
3. Maintenance	500	Plan for maintaining stations/bikes
4. Fleet Redistribution	475	Ensuring adequate # bikes at stations
5. Promotion/Marketing	425	Ability to promote system to public
6. Bicycles	400	Quality and type of bikes provided
7. Stations	350	Quality and type of stations provided
8. Legal	325	Indemnification, insurance, etc.
9. System Operations	300	Quality of customer service/staffing
10. Website	250	Functionality for city and public users
11. Computer System and Operations	200	Functionality of station kiosks
12. Central Computer System	175	Functionality of main computer system
13. Database	175	Record keeping management system
14. Facilities	125	Facility requirements for operations
15. Membership Options	125	Payment plan options for public
16. Street Test	50	System testing before program launch

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The Business Models and Implementation Schedules of the qualified Offerors that had been selected for further consideration will then be opened, evaluated, and scored based on the following criteria and weights:

Item	Points	Comments
C. BUSINESS MODEL (5,000 PTS)		
1. Financial Capability/Sponsorship	2,000	Ability to secure project financing
2. Levels of Investment/Value of System	1,500	Ability to financially sustain system
3. Pricing Structure	500	System pricing for public usage
4. Revenue to City	500	Cost-share opportunities, if any
5. System Expansion/Flexibility	500	Ability to expand region-wide
D. IMPLEMENTATION SCHEDULE		
	1,000	Ability to expedite schedule

The Total Evaluation score for these offerors that are furthered considered will be calculated by the Evaluation Committee, in accordance with the following weights: Qualification/Experience (8%), Technical Proposal (42%), Business Model (42%), and Implementation Schedule (8%).

In the event that there is only a single qualified offeror, the Business Model and Implementation Schedules of that offeror will be scored in this same manner. Any Business Model and Implementation Schedule determined to be non-responsive will be rejected and eliminated from further consideration. Business Models and Implementation Schedules will be scored and rated by the Evaluation Committee.

Only the highest ranking firms may be invited for an interview with the Evaluation Committee. After evaluating all submissions, the City anticipates that at least the top two (2) rated offerors will be shortlisted for on-site interviews tentatively scheduled on **April 23, 2013**.

Based on such presentations, site visits, interviews, demonstrations and/or testing, the Evaluation Committee will score an additional 4,000 points in accordance with the below noted criteria:

- **Most Qualified Offeror – 1000 points**
- **Suitability of Bikeshare Program for the City and Region – 1,000 points**
- **Presentation Information – 500 points**
- **Demonstration of Bikeshare Equipment – 500 points**
- **Overall System Approach – 1,000 points**

Upon obtaining additional information through the presentations, site visits, interviews, demonstrations and/or testing, the Evaluation Committee may adjust their scoring for the Technical and Business Model criteria. Based on the

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aggregate scores of the Technical, Business Models, and Short-listed interviews, and possible follow-up inquiries and/or meetings, the Evaluation committee may recommend an Offeror to Management.

6. OFFEROR RESPONSIBILITY

It is the responsibility of each Offeror before submitting a proposal to:

- Examine thoroughly the Proposal document and other data identified in the Proposal document.
- Consider applicable laws that may affect cost, progress, performance, or furnishing of the work.
- Study and carefully correlate Offeror's knowledge and observations with the Proposal document and other related data.
- Promptly notify the City of all conflicts, errors, ambiguities, or discrepancies which an Offeror has discovered in or between the Proposal document and such other related documents.

7. PUBLIC RECORD

All proposals submitted in response to the Request for Proposal shall become the property of the City and shall become a matter of public record available for review pursuant to Arizona state law after the award notification.

8. CONFIDENTIAL INFORMATION

The City of Phoenix is obligated to abide by all public information laws. If an Offeror believes that a specific section of its proposal is confidential, **the Offeror shall isolate the pages marked "confidential" in a specific and clearly labeled section of its proposal.** The Offeror shall include a written basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the City will review the material and make a determination.

9. NON-RESPONSIVE PROPOSALS

Proposals deemed non-responsive will not be evaluated or considered for award. The following proposals will not be evaluated:

- a) Proposals submitted unsigned or signed by an individual not authorized to bind the Offeror.
- b) Proposals that do not comply with the minimum specifications stated in the scope of work.

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- c) Proposals submitted without complete pricing.
- d) Proposals not received by the designated due date, place and time.
- e) Proposals that contain false, inaccurate, or misleading statements that in the opinion of the City, is intended to mislead the City in its evaluation of the proposal.
- f) Proposals that do not have all of the elements listed in the checklist (Attachment F).

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IV. SCOPE OF WORK

The City desires to engage one or more qualified Offerors to provide services for implementing and operating a highly successful and financially self-sustaining automated on-demand bicycle sharing system. The program would incorporate information technology to operate a fleet of shared bicycles that may be rented from one bike sharing station and returned to another in a network of stations, providing a transportation alternative to motor vehicle trips for Phoenix's residents, employees, and visitors. Offerors should have a successful history in the implementation of a bike sharing program in the United States and completed similar projects. The Offeror shall also demonstrate the ability to accommodate the City's timeframe for implementation of this project as indicated in Section I, Schedule of Events.

1. SYSTEM REQUIREMENTS

The Offeror must provide a bike sharing program for a system that includes 250-500 bikes in Phase I. The system will be designed to allow bicycles to be removed from self-service terminals by two user groups: subscribers and walk-up renters. It is anticipated that subscribers will be the largest user group. They will use a web page to register, submit credit card data, and execute a user agreement. Upon registration, the subscribers will be able to immediately access a bicycle at any terminal. Subscriptions will last one year with an automatic renewal option. Shorter subscription periods, such as daily, three-day, weekly, and monthly will also be available.

The system will be designed to allow one-time use by walk-up registration at all or some designated terminals. Walk-up renters will include out-of-town visitors, first-time users, and infrequent users. These designated terminals should enable walk-up renters to register, submit credit card data, and execute a user agreement. Not all terminals need to enable walk-up renters. Terminals in high demand or high profile locations should enable walk-up renters to register.

Stations will be located primarily on streets and sidewalks. Stations will be located on other public rights-of-way and/or property, including transit stations, parks, and educational institutions. The implementation zone will tend to be in denser areas of Phoenix with high transit use and dense commercial and residential development, as well as in popular areas for bicycling. Stations will be located approximately every ¼ to ½ mile from other nearby stations in most of the implementation zones. The Offeror will be responsible for identifying the implementation zone, the locations and densities of stations, with input from the City.

The system will be designed to automatically complete financial transactions entered with data input at the web page and terminals. It is the expectation of the

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City that subscribers who return their bicycle to a terminal within 30 minutes will not be charged. After 30 minutes, charges will be made automatically. These charges should be priced to encourage users to return the bicycles into circulation quickly. If a bicycle is not returned to a terminal within 24 hours or another established time period, and the user has not contacted customer service, the system should automatically deduct a predetermined amount (dependent on bicycle acquisition costs) from the user's credit card account, notify the user via e-mail of the deduction, and, if the user is a subscriber, terminate their subscription.

Bicycles will be designed to be inviting to novice riders. Key features will include one-size-fits-all design, protection from dirt and grease, ease of pedaling and shifting, and high durability.

Bicycle stations must be simple, robust, reliable, and designed for both sidewalk and street installation. The overall system must be efficiently managed, and carefully maintained, with bicycles that are evenly and regularly distributed. No electrical service will be provided but in the event the selected team so chooses to obtain electrical service, all appropriate permits for electrical service and construction will be required.

Back-end operations, maintenance crews, and customer service teams will work to ensure that the bicycles are properly distributed throughout the system at all times, in safe and working condition, and that customer needs are quickly addressed.

The design and placement of the System structures shall not result in an installation that causes the destruction or damage of any part of a sidewalk or historic pavement or any other public/private infrastructure in the area. This shall not preclude the Contractor from installing a System structure on a sidewalk or historic pavement. In the event that the placement of any System structures results in damage to the Historic Sidewalk or Pavement, such sidewalk or pavement shall be restored to its original condition at the sole expense of the Contractor, using in-kind materials. Prior to any such installation, the Contractor shall be required to make a good faith effort to procure sufficient quantities of those materials of which the Sidewalk or Historic Pavement is comprised to repair, replace, or restore it to its original condition.

During the term of the proposed Contract, the City may direct the Contractor to remove, replace, and/or relocate System structures as necessary to accommodate changing conditions or to address security concerns. The Contractor, at the request of the City, shall be required to remove System structures which interfere with the construction, maintenance or repairs of public utilities, public works or public improvements, or which the City otherwise deems to be inappropriate at a particular location. At the request of the City, System structures so removed shall be reinstalled when construction, maintenance, or repairs are completed or relocated to sites approved by the City. Sites for relocation of System structures

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shall be subject to the approval of the City. All such removals, reinstallations, and/or relocations shall be accomplished at the sole expense of the Contractor.

The Contractor shall be responsible for the maintenance of the System. Such maintenance shall include, but is not limited to, inspecting, cleaning and removing graffiti from the System structures on a timely basis, including removal of debris in and around the System structures, preventive maintenance and prompt repairs. The proposed contract will provide for liquidated damages related to the Contractor's failure to perform such maintenance to the satisfaction of the City

All System structures shall contain a conspicuously posted telephone number to which the public may direct complaints and comments and instructions for filing a complaint. The Contractor shall fully cooperate with the City in timely responding to any such complaints. The Contractor shall provide a shared database in which the City can communicate complaints between the public and from the City, and in which the Contractor can report the resolution of such complaints.

The City is accepting no liability for the construction, maintenance, operation, and other activities associated with the Bike Sharing System. The Contractor must provide the liability insurance and other insurance as required by the City. As part of the user's bike share rental agreements, the Contractor shall include a waiver of claims as requirement for use of the bicycles. This user agreement shall also advise users to wear helmets and other protective gear. The Contractor will provide physical security of the bikes and stations.

At a minimum, the System and related services should also comprise of the following:

1. Quality assurance, implementation and staffing plans;
2. Bicycles, stations and computer system, including safe and secure transactions;
3. Website;
4. System installation and maintenance;
5. Membership and promotion; and
6. Appropriate staffing levels.

The System, including the System structures, will remain the property of the Contractor during the term of the proposed Contract. On expiration or termination of the proposed Contract, the System and the System structures shall be immediately removed. The Contractor shall restore all sites to their original condition; removal and restoration shall be at the Contractor's sole expense with a final inspection and approval by the City's Representative(s).

In compensation for providing the City with the services of the System, the Contractor will collect membership/user fees, advertising and sponsorship revenues and other revenue sources, as approved by the City. Additionally, the

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City of Phoenix anticipates that System revenues should, at a prescribed level, be shared with the City. All System equipment will be owned by, and all operating and promotional responsibilities will be borne by, the Contractor. The City encourages offerors to form teams, if necessary, to adequately address the financial, programmatic, operational, maintenance and promotional aspects of the System.

The Contractor shall be required to agree to service levels as set forth in Appendix D. The City reserves the right, at its sole discretion, to adjust the SLAs in the Contract.

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SECTION V – SOLICITATION PROCESS AND PROCEDURES

1. EVALUATION AND SELECTION

- a. RFP responses should be concise, clearly written and well-organized according to the requested information. The review process emphasizes the responsiveness of the RFP Response to the requirements outlined herein. RFP Responses that are not written specifically in response to this request may not receive serious consideration.
- b. After evaluating all submissions, the Short-listed Offerors will be invited to conduct on-site interviews tentatively scheduled on **April 23, 2013** (Offerors will be given a two-week notice in case the date changes). For on-site presentations, it is expected that the Short-listed Offerors will provide demonstrations of the proposed System, including but not limited to the proposed bicycles, stations and computer systems. The Offeror will also provide a presentation of the planning approach, implementation, schedule, website, business model, marketing plan, and the training and outreach process.
- c. The firms under consideration for this RFP will be evaluated by an Evaluation Committee. The City reserves the right to request supplemental information that the Evaluation Committee deems necessary to make a selection. The Committee may be supplemented by outside professionals or professionals from other City departments who can provide additional expertise.
- d. All RFP responses will be evaluated on the basis of the criteria listed above in the Qualifications Section of this RFP. All firms that provide an RFP response will be notified when a selection is made. Upon completion of the evaluation process, the Street Transportation Department may enter into an agreement with the selected firm(s) to provide and install the system for the implementation.

2. OFFEROR(S) INCURRED COSTS

Each Offeror will be responsible for all costs incurred in preparing a response to this RFP. All materials and documents submitted by the Offeror in response to this RFP or any additional requests for materials and documents made by the City for evaluation pursuant to this RFP will become the property of the City and will not be returned. The selected Offeror(s) shall be responsible for all costs incurred by it during negotiations.

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3. AGREEMENT

- a. The City will require the selected Offeror(s) to participate in negotiations and to submit such cost, technical or other revisions of the submittals as may result from negotiations. The City shall draft all final contracts and documents that result from this RFP, if applicable.
- b. The language contained in this RFP and the Offeror's statement of qualifications will form the basis of any resulting Contract. However, this RFP does not commit the City to enter into a Contract, to pay any costs incurred in the preparation of a submittal to this request or in subsequent negotiations, or to procure a contract for the project(s).

4. RESERVATION OF RIGHTS BY CITY

- a. The City is not obligated to accept any submittal or to negotiate with any Offeror(s). The City reserves the right to accept submittals which are deemed most favorable and in the best interests of the City after all submittals have been examined and canvassed, to reject any or all submittals, and to be the sole judge of the best Offeror(s) suited for the City.
- b. The issuance of this RFP and the acceptance of an RFP response do not constitute an agreement by the City that any contract shall actually be entered into by the City. The City expressly reserves the right to:
 1. Waive any immaterial defect or informality in any RFP response or proposal procedure.
 2. Reject any or all RFP responses.
 3. Reissue a RFP.
 4. Procure any service by any other means.
 5. Request additional information and data from any or all companies.
 6. Negotiate with any qualified Offeror(s).
- c. The City may confirm any information provided in the Offeror's submittal, or inspect any of the Offeror's facilities that would be utilized in connection with performing services under any resulting contract.

5. RIGHT TO DISQUALIFY

The City reserves the right to disqualify any Offeror who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. The City further reserves the right to disqualify any Offeror on the basis of any real or apparent conflict of interest that is disclosed by the Offeror submitted or any other data or information available to the City. This disqualification is at the sole discretion of the City. By submission of an RFP response hereunder, the

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Offeror waives any right to object now or at any future time, before anybody or agency including, but not limited to, the City Council of the City or any court as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City. The City reserves the right to replace the disqualified Offeror.

6. APPLICABLE LAW

Any and all disputes arising under any contract or out of the RFP herein called, shall be governed according to the laws of the State of Arizona, and the Offeror submitting an RFP response agrees that the venue for any such action brought to enforce provisions of the Contract shall be in Maricopa County, Arizona.

7. COMPLIANCE WITH LAWS

Each time the Offeror enters into a contract with the City, the Offeror shall at all times comply with all applicable laws, ordinances, statutes, rules and regulations.

8. NO VERBAL AGREEMENTS

No verbal agreement or conversation with any officer, agent, or employee of the City either before or after execution of the contract shall affect or modify any of the terms or obligations contained or to be contained in the contract. Any such verbal agreements or conversation shall be considered as unofficial information and in no way binding upon the City or the Offeror. All agreements shall be in writing and contract changes shall be by written amendment signed by both parties.

9. ADDENDUM

The City shall not be responsible for any oral instruction given by any employees of the City of Phoenix in regard to the proposal instructions, specifications, or proposal documents as described in this RFP. Any changes will be documented in the form of a written RFP addendum that will be distributed to Offerors.

10. INCONSISTENCY OR ERROR IN THE RFP

Any Offeror believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify the City in writing of such apparent discrepancy. Failure to notify the City by the RFP submission due date will constitute a waiver of claim of ambiguity, inconsistency or error.

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11. ORGANIZATION EMPLOYMENT DISCLAIMER

Any contract entered into as a result of this RFP shall set forth the relationship between the City and the Offeror(s), and the rights and obligations of the parties shall only be those expressly set forth therein. The Offeror(s) will be required to agree as part of any contract entered into as the result hereof that no person supplied by it in the performance of the contract is an employee of the City, and further agrees that no rights of the City's Civil Service, Retirement or Personnel Rules accrue to any such persons. Any contracting party shall have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such Offerors in the performance of the contract, and shall save and hold the City harmless with respect thereto.

12. VIOLATIONS DISCLOSURE

Each time the Offerors enter into a contract with the City, the Offerors shall notify the City and specifically identify any notices from any regulatory authority with respect to any violation or alleged violation of any law or regulation by the Offerors or any subcontractor.

Further, the Offerors shall be required to immediately notify the City of any inspection, audit, or review by any regulatory authority or records procedure of the Offerors or its subcontractors and provide the City with a copy of any written findings prepared by such regulatory authority in connection with such inspection, audit, or review.

13. RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS

The Offeror's products, services, and facilities shall be in full compliance with all applicable federal, state, and local health, environmental, and safety laws, regulations, standards, and ordinances, regardless of whether or not they are referred to by the City.

14. TRANSACTIONAL CONFLICTS OF INTEREST

The Offerors acknowledge that any contract resulting from this RFP submittal is subject to cancellation by the City pursuant to the provisions of Section 38-511, Arizona Revised Statutes.

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15. NON-WAIVER OF LIABILITY

The City, as a public entity supported by tax monies, in execution of its public trust, cannot agree to waive any lawful or legitimate right to recover monies lawfully due it. Therefore, any Offeror submitting an RFP response agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law under applicable Arizona law.

16. FUND APPROPRIATION CONTINGENCY

The Offeror recognizes that any agreement entered into shall commence upon the day first provided and continue in full force and effect until termination in accordance with its provisions. The Offerors herein recognize that the continuation of any agreement after the close of any given fiscal year of the City of Phoenix, which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the City of Phoenix providing for or covering such agreement item as an expenditure therein. The City does not represent that said budget item will be actually adopted, said determination being the determination of the City Council at the time of the adoption of the budget.

17. COOPERATIVE PURCHASING AGREEMENTS

It is the intent of the City of Phoenix to establish a cooperative purchasing agreement(s) with the City of Mesa and other municipalities through this solicitation process in order to establish a regional bike share network. In submitting a response to this RFP, offeror must acknowledge that their agreement authorizes the City of Phoenix to allow other governmental bodies to contractually “piggyback” and purchase from the City’s contract with the successful offeror. Any resultant contract is eligible for use by the Strategic Alliance for Volume Expenditures (SAVE) cooperative. See <http://www.maricopa.gov/Materials/SAVE/save-members.pdf> for a listing of participating agencies. Any such usage by other municipalities and government agencies must be in accord with the ordinance, charter and/or rules and regulations of the respective political entity.

18. REQUIRED FEDERAL PROVISIONS

Respondent acknowledges that it will be subject to all applicable contractual provisions and certification documents required by the funding source if federal grant funds are used. Such contractual provisions may include, but are not limited to, the following:

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A. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, Contractor:

- a.** Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action must include employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Contractor must post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b.** Will, in all solicitations or advertisements for employees placed by Contractor or on Contractor's behalf state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- c.** Will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and must post copies of the notice in conspicuous places available to employees and applicants for employment.
- d.** Will comply with all provisions of Executive Order No. 11246 or September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e.** Will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to Contractor's books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulation, and orders.

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- f. In the event of Contractor's noncompliance with the nondiscrimination clause of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No, 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. Contractor will include the provisions of the above Paragraphs 1) through 6) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that the provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. If, however, Contractor becomes involved in, or are threatened with, litigation with a subcontractor or vendor as a result of such direction by the federal government contracting agency, Contractor may request the United States to enter into such litigation to protect the interests of the United States.

B. OTHER FEDERAL PROVISIONS

a. Interest of Members of or Delegates to the United States Congress

In accordance with 41 USC 22, Contractor will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

b. False or Fraudulent Statements and Claims

i. Contractor recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 USC 3081 et seq. and U.S. DOT regulations, Program Fraud Civil Remedies, 49 CFR Part 31, apply to actions pertaining to the Contract. Accordingly, by signing the Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement Contractor has made, Contractor makes, or Contractor may make pertaining to the Contract, including any invoice for Contractor's services. In addition to other penalties that may be applicable, Contractor also acknowledges that if Contractor makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the federal government reserves the right

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to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on Contractor to the extent the federal government deems appropriate.

ii. Contractor also acknowledges that if Contractor makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the City or federal government in connection with an urbanized area formula project financed with federal assistance authorized by 49 USC 5307, the Government reserves the right to impose on Contractor the penalties of 18 USC 1001 and 49 USC 5307(n)(1), to the extent the federal government deems appropriate.

c. Federal Interest in Patents

i. **General.** If any invention, improvement, or discovery of Contractor is conceived or first actually reduced to practice in the course of or under the Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, Contractor must notify City immediately and provide a detailed report.

ii. **Federal Rights.** Unless the federal government later makes a contrary determination in writing, the rights and responsibilities of the City, Contractor, and the federal government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable federal laws and regulations, including any waiver of them; and irrespective of Contractor's status or the status of any Subcontractor at any tier (e.g., a large business, small business, non-profit organization, institution of higher education, individual), Contractor will transmit to the federal government those rights due the federal government in any invention resulting from the Contract.

d. Federal Interest in Data and Copyrights

i. **Definition.** The term "subject data" used in this Section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Agreement. Examples include computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Agreement administration.

ii. **Federal Restrictions.** The following restrictions apply to all subject data first produced in the performance of the Agreement. Except as provided in the Agreement and except for Contractor's own internal use, Contractor may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may Contractor authorize others to do so, without the written consent of

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the City and the federal government, until such time as the federal government may have either released or approved the release of such data to the public.

iii. **Federal Rights in Data and Copyrights.** In accordance with subparts 34 and 36 of the Common Rule, the City and the federal government reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for City or federal government purposes, the types of subject data described below. Without the copyright owner's consent, the City and federal government may not extend their license to other parties.

1. Any subject data developed under the Contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and
2. Any rights of copyright in which Contractor purchase ownership with federal assistance.

e. No Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by federal statute or regulations, Contractor will comply with the requirements of 49 USC 5323(h)(2) by refraining from using any federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

f. Cargo Preference - Use of United States Flag Vessels

Contractor must comply with U.S. Maritime Administration regulations, "Cargo-Preference - U.S. Flag Vessels," 49 CFR Part 381, and include the clauses required by those regulations, modified as necessary to identify the affected parties, in each subcontract or subagreement involving equipment, materials, or commodities suitable for transport by ocean vessel.

g. Fly America

Contractor must comply with 49 USC Section 40118, and related regulations at 41 CFR Part 301-10, regarding use of United States air carriers, and included clauses requiring Contractor's Subcontractors to comply with the requirements of 49 USC Section 40118, and related regulations at 4 CFR Part 52, in all of Contractor's subcontracts.

h. No Federal Government Obligations to Third Parties

Absent the federal government's express written consent, the federal government is not subject to any obligations or liabilities to any

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contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the City and the federal government, which is a source of funds for this Contract. Notwithstanding any concurrence provided by the federal government in or approval of any solicitation, agreement, or contract, the federal government continues to have no obligations or liabilities to any party, including Contractor.

i. Allowable Costs

Notwithstanding any compensation provision to the contrary, Contractor compensation under this Contract is limited to those amounts that are allowable and allocable to the Contract in accordance with OMB Circular A-87 and the regulations in 49 CFR Part 18. To the extent that an audit reveals that Contractor have received payment in excess of such amounts, the City may offset such excess payments against any future payments due to Contractor and, if no future payments are due or if future payments are less than such excess, Contractor must promptly refund the amount of the excess payments to the City.

j. Contract Work Hours and Safety Standards Act

If applicable according to their terms, Contractor must comply and assure compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 USC 327 through 333, and implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction" (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act), 29 CFR Part 5; and U.S. DOL regulations, "Safety and Health Regulations for Construction", 29 CFR Part 1926. In addition to other requirements that may apply:

i. In accordance with sections of the Contract Work Hours and Safety Standards Act, as amended, 40 USC 327 through 332, Contractor must assure that, for the Contract, the wages of every mechanic and laborer will be computed on the basis of a standard work week of 40 hours, and that each worker will be compensated for Work exceeding the standard work week at a rate of not less than 1.5 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Determinations pertaining to these requirements will be made in accordance with applicable U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction" (also Labor Standards Provisions Applicable to Non-Construction Contracts Subject to

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the Contract Work Hours and Safety Standards Act), 29 CFR Part 5.

ii. In accordance with section 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 USC 333, Contractor must assure that no laborer or mechanic working on a construction contract is required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his or her health and safety, as determined in accordance with US DOL regulations, "Safety and Health Regulations for Construction," 29 CFR Part 1926.

k. Seismic Safety

If this Contract is for the construction of a building or an addition thereto, Contractor must apply the requirements of US DOT regulations applicable to seismic safety requirements for US DOT assisted construction projects at 49 CFR Part 41, (specifically, 49 CFR 41.120), and any implementing guidance the federal government may issue, to the construction of any new building and to additions to any existing building.

l. Buy America

Contractor must ensure that any Work performed under this Contract complies with the "Buy America" regulations of the FHWA, as set forth in 23 CFR Part 635.410, which generally require that all manufacturing processes for steel and iron products to be incorporated in a construction project occur in the United States.

m. Buy America Certification

The Contractor agrees to comply with all statutes and regulations that provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in federally funded projects are produced in the United States, unless a waiver has been granted or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include microcomputer equipment, software, and small purchases (currently less than \$100,000) made with capital, operating, or planning funds.

n. Audit and Inspection

The Contractor agrees to permit the Secretary of Transportation ("Secretary") and the Comptroller General of the United States, or their authorized representatives, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Contractor and its subcontractors pertaining to the Project. The Contractor agrees to require each third party contractor whose contract award is not based on competitive bidding

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procedures as defined by the Secretary to permit the Secretary of Transportation and the Comptroller General of the United States, or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that contract, and to audit the books, records, and accounts involving that contract as it affects the Project.

17. GENERAL INFORMATION

If you have any questions concerning this RFP, please contact Steve Copeland at 602-256-3519.

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SECTION VI – PROTEST PROCESS

There will be two points in this procurement process where a protest may be filed. The points are: 1) disqualification of RFP response before evaluation; and 2) announcement of the selected firm. If a submission is disqualified, the Offeror will be notified immediately by email.

The time period of protest will begin from the time of such notification and last for 10 calendar days. The final recommendation will be posted on the website:

<http://phoenix.gov/business/contract/opportunities/recommendations/index.html>.

The period for protest will begin with the posting and last for 10 calendar days. Any unsuccessful Offeror may file a protest following the procedures found in Attachment B.

SECTION VII – ADDITIONAL TERMS AND CONDITIONS

It is the intent of this Bike Sharing system that the City will not incur any cost for the system including any liability claims incurred for the installation, security, maintenance, and operations. The following terms and conditions shall apply, be incorporated and made a part of the agreement between the City of Phoenix and Offeror:

1. SECURITY FUND

Prior to the execution of the proposed Contract, the Contractor will be required to deposit with the City of Phoenix an amount to be determined by the City, sufficient to ensure the faithful performance by the Contractor of all conditions, provisions, and requirements of the proposed contract, in an amount which will be not less than thirty thousand dollars (\$ 30,000). This fund shall be replenished at the request of the City during the contract period. The City will be authorized to make withdrawals from the Security Fund should the Contractor fail to pay any fees or taxes. The City also will be authorized, in the event the Contractor fails to cure a breach of the proposed contract after notice from the City of Phoenix, to cause the necessary work to be done and collect the cost thereof from the Security Fund. The City also will be authorized to assess and collect liquidated damages from the Security Fund or the Contractor as discussed in the Technical/Performance Metrics in Attachment D.

2. PERFORMANCE AND PAYMENT BOND

Prior to the execution of the proposed contract, the Contractor will be required to deposit with City of Phoenix a surety performance bond and a surety payment bond in an amount to be determined by the City sufficient to ensure the installation

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of the System structures and the faithful performance of all of the terms and conditions of the proposed contract. The performance bond shall also expressly provide for the in-kind replacement and repair of sidewalks and historic pavements. A portion of this performance and payment bonds may be in the form of cash, and the remainder shall be in the form of a bond, legally executed by a surety company or companies approved by the City.

3. INSURANCE AND INDEMNIFICATION REQUIREMENTS

See "Attachment A."

4. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

Offerors must be in compliance with Phoenix City Code, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Any questions in regard to these requirements should be directed to the Equal Opportunity Department, (602) 262-6790. The City of Phoenix extends to each individual, firm, Vendor, Supplier, Contractor and subcontractors an equal economic opportunity to compete for City business and strongly encourages voluntary utilization of small or disadvantaged businesses.

5. LEGAL WORKER REQUIREMENTS

The City is prohibited by A.R.S. § 41-4401 from awarding an agreement to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, contractor agrees that:

- a. Contractor and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with § 23-214, subsection A.
- b. A breach of warranty under paragraph 1 shall be deemed a material breach of the Agreement and is subject to penalties up to and including termination of the Agreement.
- c. The City retains the legal right to inspect the papers of the contractor or subcontractor employee(s) who work(s) on this Agreement to ensure that contractor or subcontractor is complying with the warranty under paragraph 1.

6. LAWFUL PRESENCE REQUIREMENT

Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Phoenix is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the

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identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

7. IRAN AND SUDAN

Pursuant to A.R.S. §§ 35.391.06 and 35-393.06, contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. §§ 35-391 and 35-393, in either Iran or Sudan.

8. CONFIDENTIALITY AND DATA SECURITY

All data, regardless of form, including originals, images and reproductions, prepared by, obtained by, or transmitted to Contractor/Consultant in connection with this Agreement is confidential, proprietary information owned by the City. Except as specifically provided in this Agreement, the Contractor/Consultant shall not disclose data generated in the performance of the service to any third person without the prior written consent of the City Manager, or his/her designee.

Personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. At a minimum, Contractor/Consultant must encrypt and/or password protect electronic files. This includes data saved to laptop computers, computerized devices or removable storage devices.

When personal identifying information, financial account information, or restricted City information, regardless of its format, is no longer necessary, the information must be redacted or destroyed through appropriate and secure methods that ensure the information cannot be viewed, accessed, or reconstructed.

In the event that data collected or obtained by the Contractor/Consultant in connection with this Agreement is believed to have been compromised, Contractor/Consultant shall notify the City Privacy Officer immediately. Contractor/Consultant agrees to reimburse the City for any costs incurred by the City to investigate potential breaches of this data and, where applicable, the cost of notifying individuals who may be impacted by the breach.

Contractor/Consultant agrees that the requirements of this Section shall be incorporated into all subcontractor/subconsultant agreements entered into by the Contractor/Consultant. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Agreement without notice.

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The obligations of Contractor/Consultant under this Section shall survive the termination of this Agreement.

9. CONTRACTOR AND SUSCONTRACTOR WORKER BACKGROUND SCREENING

a. Contract Worker Background Screening

Offeror agrees that all contract workers and subcontractors (collectively “Contract Worker(s)”) that Offeror furnishes to the City pursuant to this Agreement shall be subject to background and security checks and screening (collectively “Background Screening”) at Offeror’s sole cost and expense as set forth in this Section. The Background Screening provided by Offeror shall comply with all applicable laws, rules and regulations. Offeror further agrees that the Background Screening required in this Section is necessary to preserve and protect public health, safety and welfare. The Background Screening requirements set forth in this Section are the minimum requirements for this Agreement. The City in no way warrants that these minimum requirements are sufficient to protect Offeror from any liabilities that may arise out of Offeror’s services under this Agreement or Offeror’s failure to comply with this Section. Therefore, in addition to the specific measures set forth below, Offeror and its Contract Workers shall take such other reasonable, prudent and necessary measures to further preserve and protect public health, safety and welfare when providing services under this Agreement.

b. Background Screening Requirements and Criteria

Because of the varied types of services performed, the City has established three levels of risk and associated Background Screening. The risk level and Background Screening required for this Agreement is 2) Standard Risk.

1) Minimum Risk and Background Screening (“Minimum Risk”)

A minimum risk Background Screening shall be performed when the Contract Worker: (i) will not have direct access to City facilities or information systems; or (ii) will not work with vulnerable adults or children; or (iii) when access to City facilities is escorted by City workers. The Background Screening for minimum risk shall consist of the screening required by Arizona Revised Statutes §§ 41-4401 and following to verify legal Arizona worker status.

2) Standard Risk and Background Screening (“Standard Risk”)

A standard risk Background Screening shall be performed when the Contract Worker’s work assignment will: (i) require a badge or key for access to City facilities; or (ii) allow any access to sensitive, confidential records, personal identifying information or restricted City information; or (iii) allow unescorted access to City facilities during normal and non-business hours. The Background Screening for this standard risk level shall include the Background Screening

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required for the Minimum Risk level and a background check for real identity/legal name, and shall include felony and misdemeanor records from any county in the United States, the state of Arizona, plus any other jurisdiction where the Contract Worker has lived at any time in the preceding seven (7) years from the Contract Worker's proposed date of hire.

3) Risk and Background Screening ("Maximum Risk")

A maximum risk Background Screening shall be performed when the Contract Worker's work assignment will: (i) have any contact with vulnerable people such as children, youth, elderly, or individuals with disabilities; or (ii) have any responsibility for the receipt or payment of City funds or control of inventories, assets, or records that are at risk of misappropriation; or (iii) have unescorted access to City data centers, money rooms, or high-value equipment rooms; or (iv) have access to private residences; or (v) have access to Homeland Defense Bureau identified critical infrastructure sites/facilities. The Background Screening for this maximum risk level shall include the Background Screening required for the Standard Risk level, plus a sexual offender search, a credit check, and driving record search for the preceding seven (7) years from the Contract Worker's proposed date of hire. Contract Workers who work directly with children or vulnerable adults are also subject to fingerprint verification through the Arizona Department of Public Safety as mandated by Phoenix City Code, § 2-45.6.

c. Offeror Certification; City Approval of Maximum Risk Background Screening

By executing this Agreement, Offeror certifies and warrants that Offeror has read the Background Screening requirements and criteria in this Section, understands them and that all Background Screening information furnished to the City is accurate and current. Also, by executing this Agreement, Offeror further certifies and warrants that Offeror has satisfied all such Background Screening requirements for the Minimum Risk and Standard Risk Background Screenings as required. In addition, for Maximum Risk Background Screening, Contractor shall furnish to Kevin Hobin, Street Transportation Department Human Resources Supervisor, for the City's review and approval such Background Screenings for any Contract Worker considered for performing services under this Agreement where human safety or facility security is classified as a Maximum Risk level. The subject Contract Worker shall not apply for the appropriate City of Phoenix identification and access badge or keys until Offeror has received the City's written acceptance of the subject Contract Worker's Maximum Risk Background Screening. The City may, in its sole discretion, accept or reject any or all of the Contract Workers proposed by Offeror for performing work under this Agreement. A Contract Worker rejected for work at a Maximum Risk level under this Agreement shall not be proposed to perform work under other City contracts or engagements without City's prior written approval.

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d. Terms of This Section Applicable to all of Contractor's Contracts and Subcontracts

Offeror shall include the terms of this Section for Contract Worker Background Screening in all contracts and subcontracts for services furnished under this Agreement including, but not limited to, supervision and oversight services.

e. Materiality of Background Screening Requirements; Indemnity

The Background Screening requirements of this Section are material to City's entry into this Agreement and any breach of this Section by Offeror shall be deemed a material breach of this Agreement. In addition to the indemnity provisions set forth in Section VI(1) of this Agreement, Offeror shall defend, indemnify and hold harmless the City for any and all Claims (as defined in Section VI(1)) arising out of this Background Screening Section including, but not limited to, the disqualification of a Contract Worker by Offeror or the City for failure to satisfy this Section.

f. Continuing Duty; Audit

Offeror's obligations and requirements that Contract Workers satisfy this Background Screening Section shall continue throughout the entire term of this Agreement. Offeror shall notify the City immediately of any change to a Maximum Risk Background Screening of a Contract Worker previously approved by the City. Offeror shall maintain all records and documents related to all Background Screenings and the City reserves the right to audit Offeror's compliance with this Section.

10. CONTRACT WORKER ACCESS CONTROLS, BADGE AND KEY ACCESS REQUIREMENTS

A CONTRACT WORKER SHALL NOT BE ALLOWED TO BEGIN WORK IN ANY CITY FACILITY WITHOUT: (1) THE PRIOR COMPLETION AND CITY'S ACCEPTANCE OF THE REQUIRED BACKGROUND SCREENING; AND (2) WHEN REQUIRED, THE CONTRACT WORKER'S RECEIPT OF A CITY ISSUED BADGE. A BADGE WILL BE ISSUED TO A CONTRACT WORKER SOLELY FOR ACCESS TO THE CITY FACILITY(S) TO WHICH THE CONTRACT WORKER IS ASSIGNED. EACH CONTRACT WORKER WHO ENTERS A CITY FACILITY MUST USE THE BADGE ISSUED TO THE CONTRACT WORKER.

a. Badge Access Procedures

An authorized City of Phoenix badge application form is available at the City of Phoenix Badging Office, 251 W. Washington St., 2nd Floor, Phoenix, AZ 85003-1611. Each Contract Worker (as defined herein) who is furnishing Standard Risk (as defined herein) or Maximum Risk (as defined herein) services under this

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Agreement shall submit to the City of Phoenix, Banking & Cashiering Division, 251 W. Washington, 3rd Floor, Phoenix, AZ 85003-1611: (i) a fully completed and authorized City of Phoenix badge application form; (ii) a check in the initial badge fee amount listed below made payable to the "City of Phoenix"; and (iii) two forms of identification. One form of identification must be a government issued credential with an accompanying photograph. The second form of identification must be a valid passport; military issued identification card; immigration and naturalized services identification card; social security card; or an original birth certificate. After receipt of the badge application and payment, the Contract Worker will proceed to the badging office for processing of the badge application and issuance of the badge. The City will not process the badge application until the Contract Worker satisfies the required Background Screening (as defined herein). The Contract Worker shall comply with all requirements and furnish all requested information within five (5) business days from initial submission of the badge application or the subject Contract Worker's badge application shall be rejected.

b. Key Access Procedures

If the Contract Worker's services require keyed access to enter a City facility(s), a separate key issue/return form must be completed and submitted by the Offeror for each key issued. The key issue/return form is available at and the completed form shall be submitted to the badging office at the address above.

c. Stolen or Lost Badges or Keys

Offeror shall report lost or stolen badges or keys to their local police department and must obtain a police department report (PDR) prior to reissuance of any lost or stolen badge or key. A new badge application or key issue form shall be completed and submitted along with payment of the applicable fees listed below prior to issuance of a new badge or key.

d. Return of Badges or Keys

All badges and keys are the property of the City and must be returned to the City at the badging office within one (1) business day of when the Contract Worker's access to a City facility is no longer required to furnish the services under this Agreement. Offeror shall collect a Contract Worker's badge and key(s) upon the termination of the Contract Worker's employment; when the Contract Worker's services are no longer required at the particular City facility(s); or upon termination, cancellation or expiration of this Agreement.

e. Offeror's Default; Liquidated Damages; Reservation of Remedies for Material Breach

Offeror's default under this Section shall include, but is not limited to the following: (i) Contract Worker gains access to a City facility(s) without the proper badge or key; (ii) Contract Worker uses a badge or key of another to gain access to a City facility; (iii) Contract Worker commences services under this Agreement without the proper badge, key or Background Screening; (iv) Contract Worker or Offeror

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submits false information or negligently submits wrong information to the City to obtain a badge, key or applicable Background Screening; or (v) Offeror fails to collect and timely return Contract Worker's badge or key upon termination of Contract Worker's employment, reassignment of Contract Worker to another City facility or upon the expiration, cancellation or termination of this Agreement. Offeror acknowledges and agrees that the access control, badge and key requirements in this Section are necessary to preserve and protect public health, safety and welfare. Accordingly, Offeror agrees to properly cure any default under this Section within three (3) business days from the date notice of default is sent by the City. The parties agree that Offeror's failure to properly cure any default under this Section shall constitute a breach of this Section. In addition to any other remedy available to the City at law or in equity, the Offeror shall be liable for and shall pay to the City the sum of one thousand dollars (\$1,000.00) for each breach by Offeror of this Section. The parties further agree that the sum fixed above is reasonable and approximates the actual or anticipated loss to the City at the time and making of this Agreement in the event that Offeror breaches this Section. Further, the parties expressly acknowledge and agree to the fixed sum set forth above because of the difficulty of proving the City's actual damages in the event that Offeror breaches this Section. The parties further agree that three (3) breaches by Offeror of this Section arising out of any default within a consecutive period of three (3) months or three (3) breaches by Offeror of this Section arising out of the same default within a period of twelve (12) consecutive months shall constitute a material breach of this Agreement by Offeror and the City expressly reserves all of its rights, remedies and interests under this Agreement, at law and in equity including, but not limited to, termination of this Agreement.

f. Badge and Key Fees

The following constitute the badge and key fees under this Agreement. The City reserves the right to amend these fees upon thirty (30) days prior written notice to Offeror.

Initial Badge Fee: \$ 55.00 per applicant
Replacement Badge Fee: \$ 55.00 per badge
Lost / Stolen Badge Fee: \$ 55.00 per badge
Replacement Key Fee: \$ 55.00 per key
Lost / Stolen Key Fee: \$ 55.00 per key
Replacement Locks \$ 55.00 per lock

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SECTION VIII – ATTACHMENTS AND EXHIBITS

**ATTACHMENT A: INSURANCE AND INDEMNIFICATION
REQUIREMENTS**

INDEMNIFICATION CLAUSE:

Contractor shall indemnify, defend, save and hold harmless the City of Phoenix and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the City.

INSURANCE REQUIREMENTS:

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

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A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a “following form” basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation Statutory

Employers' Liability

- Each Accident \$100,000
- Disease – Each Employee \$100,000
- Disease – Policy Limit \$500,000

a. Policy shall contain a waiver of subrogation against the City of Phoenix.

b. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

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4. Professional Liability (Errors and Omissions Liability)

When any architects, engineers, EDP professionals, project managers/administrators or other professional consultants perform work in connection with this Contract, Professional Liability Insurance covering acts, errors, misconduct, omissions, or lack of ordinary skill for these positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

5. Network Security and Privacy Liability

Each Claim	\$2,000,000
Annual Aggregate	\$2,000,000

In the event that the Network Security and Privacy Liability insurance required by this Agreement is written on a claims-made basis, consultant warrants that any retroactive date under the policy shall precede the effective date of this Agreement; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a two (2) years beginning at the time work under this Agreement is completed.

6. Fidelity Bond or Crime Insurance

The Contractor must provide Blanket Crime coverage covering all persons handling funds under this Contract, against loss by dishonesty, robbery, burglary, theft, destruction, or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit must be written to cover losses in the amount of maximum monies collected, received and in the possession of Contractor at any given time. The other requirements for the coverage includes:

- a. The bond or policy shall include coverage for all directors, officers, agents and employees of the Contractor.
- b. The bond or policy shall include coverage for third party fidelity.
- c. The bond or policy shall include coverage for extended theft and mysterious disappearance.

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- e. The bond or policy shall not contain a condition requiring an arrest and conviction.
- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
 2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- C. **NOTICE OF CANCELLATION:** For each insurance policy required by the insurance provisions of this Contract, the Contractor must provide to the City, within 2 business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice shall be mailed, emailed, hand delivered or sent by facsimile transmission to City of Phoenix Street Transportation Department; Attn: Management Services, Fiscal Section; 200 W. Washington, 5th Floor; Phoenix, AZ 85003; Fax No. 602-495-2016).
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to City of Phoenix Street Transportation Department; Attn: Management Services, Fiscal Section; 200 W. Washington, 5th Floor; Phoenix, AZ 85003; Fax Number 602-495-2016). The City project/contract number and project

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description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all the sub-contractors as additional insureds under its policies **or** Contractor shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Law Department, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

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ATTACHMENT B: PROTEST PROCEDURES FOR SOLICITATIONS

A. General Protest Information

1. All Bid/Proposal recommendations will be posted on the City's website.
2. The Protest Period will begin once an award recommendation is posted on the City's website.
3. The Protest Period will be 10 calendar days.
4. All documents submitted by bidders and Offerors shall become the property of the City and become a matter of public record available for review pursuant to Arizona State law. Bidder shall mark any information as part of the bidder's proposal that bidder deems confidential or proprietary (collectively "Proprietary Information"). If the City receives a request to review or disclose such Proprietary Information, the City will provide bidder written notice of the request to allow bidder the opportunity to obtain a court order to prevent the disclosure or review of such Proprietary Information. Bidder must obtain a court order within seven (7) calendar days from the date of the notice. If no court order is issued and received by the City within the seven day period, the City may disclose or allow the review of such Proprietary Information. When Proprietary Information is notated in the bid file, the Protest Period will be extended 7 days to allow for this process.
5. At the time the award recommendation is posted, the procurement file will be made available for bidder/Offeror review. The procurement file constitutes all bidders proposals, the solicitation and all addendums, advertising documents, agendas, meeting minutes, presentations (if any), signed conflict of interest statements by evaluators, and evaluation committee consensus scoring.
6. Resolution of all protests and appeals must be complete prior to City Council action or award.
7. Each solicitation must clearly state protest procedures, procurement authority (for protests), and protest timelines.

B. Content of the Protest

1. Protests must be in writing and submitted to the Street Transportation Director (the Procurement Authority).
2. Protests must include:
 - a. The name, address, and telephone number of the protester.
 - b. The signature of the protester or its representative

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- c. Identification of the solicitation number
- d. A detailed statement of the legal and factual grounds of protest including copies of relevant documents
- e. The form of relief requested.

3. Protests must be submitted within the protest period outlined in the bid document. If the protester demonstrates good cause, the Procurement Authority may consider a protest that is not filed timely.

C. Resolution of the Protest

1. The Procurement Authority will confer with the Law Department and has the ability to resolve the protest.
2. The Procurement Authority will provide a copy of the protest letter to the recommended bidder/Offeror.
3. The Procurement Authority will issue a written decision within 14 calendar days after the filing of the protest. The decision of the Procurement Authority will include:
 - a. The basis for the decision
 - b. A statement that the decision may be appealed, the deadline for appeal, (must be at least 14 calendar days), and the name and contact information for the Appeal Panel.

D. Appeals of Protests

1. Authority to resolve appeals will be assigned by the City Manager to a 4-person Appeal Panel consisting of a representative of the City Manager's Office, a representative of the City Auditor's Office, a citizen committee member of the Procurement Process Improvement Workgroup, and a Department Director from a department not associated with the original procurement. The City Manager may appoint an independent Hearing Officer to hear the case in lieu of the 4-person Appeal Panel. An appeal of a protest will consist exclusively of a review of the written record by an Appeal Panel or Hearing Officer. Oral argument is at the discretion of the Hearing Officer (if one is appointed).
2. The Protester must appeal the decision in writing to the Appeal Panel or Hearing Officer within the time frame outlined in the protest response (not less than 14 calendar days) and provides a copy to the Procurement Authority.
3. The appeal must include the following information:
 - a. The information required in Section B.2. of this procedure.
 - b. A copy of the original protest and the decision letter from the Procurement Authority.

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- c. The factual or legal error in the original decision of the Procurement Authority.

4. The Procurement Authority will provide a copy of the appeal to the successful bidder/Offeror.

5. The Procurement Authority will provide a written report to the Appeal Panel or Hearing Officer within 14 calendar days after receipt of the Protester's appeal that has been timely filed. The Procurement Authority's written report should include all documents relevant to the department's decisions on the proposed award, the protest, and the appeal.

6. The Appeal Panel or Hearing Officer has the final authority to resolve all timely filed appeals. The Appeal Panel's or Hearing Officer's review will be on the record. The Appeal Panel's or Hearing Officer's report will be issued to the City Manager, the Procurement Authority, and the Protester within 3 days of the date that the appeal is filed.

7. The City Manager will issue a quarterly report to the City Council listing all appeals and the resolution.

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ATTACHMENT C: STATEMENT OF QUALIFICATIONS

1. General Information.

Offerors must provide the following information: Legal name of Firm; Headquarters Address; City, State, Zip code; Web Site Address; Number of Years in Business; Total Number of Employees; Entity Type (i.e. Non Profit, Corporation, etc.); Total Annual Revenues separated by the last 3 full fiscal years; Major Products and/or Services; Other Products and/or Services.

2. Narrative

Offerors must provide relevant information regarding their firm's experience in operating a self-service, bike share systems with a minimum of 250-500 bikes and which accepts credit card payments via an on-site terminal. Such information should identify the cities or localities where such Bikeshare systems are or have been provided, and should also describe in detail the scope and value of relevant current and past contracts, licenses, franchises and any other agreement. Please provide a detailed narrative setting forth the background, experience, and qualifications of the firm(s) and the principals of the firm(s).

3. Organization Chart and Team Members

Offerors shall provide an organization outline or chart identifying the names and titles of project team members, reporting relationships within the project team and a resume or summary of qualifications of each team member, including past performance on similar or related projects, and an explanation of the roles that these individuals will have in the fulfillment of the proposed contract.

4. Financial Statements

Each firm that is a party to the proposal must submit audited financial statements for its two most recent completed fiscal years.

5. Prior system Testing Results

Offerors should provide the results of all applicable "stress," durability, strength and vandalism tests conducted on their equipment and systems. Please include results of tests conducted by you and any conducted by third parties, if available.

6. Disclosure

Offerors shall disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending which involves the vendor or subcontractor or in which the vendor has been judged guilty or liable.

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ATTACHMENT D: TECHNICAL PROPOSAL

#	System Planning Approach		Yes No N/A	Points
Q1	Please discuss your methodology for determining your proposed conceptual System area.	Narrative		15
R1				
Q2	Please describe and provide a map of your proposed conceptual System area.	Narrative		25
R2				
Q3	Please indicate the number of Bicycles and number of Stations you anticipate will be required to adequately serve your proposed conceptual System area.	Narrative		45
R3				
Q4	Does your system include more than the minimum 250 Bicycle/Station requirement? (1,000 bikes = 25 pts)	Narrative		25
R4				
Q5	Describe the BikeSharing System operation for Users with respect to returning Bikes to Stations or other locations	Narrative		20
R5				
Q6	The Contractor will work with City staff to select an appropriate number and density of Stations throughout the coverage area.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C6				
Q7	The Contractor will prepare detailed siting plans for each selected Station Site.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	30
C7				
Q8	The Contractor will solicit public input for siting Stations and Bicycles utilizing a "select a station" process where individuals can recommend a station location via a web site.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	35
C8				
Q9	In consultation with the City, the Contractor will develop all materials needed for public meetings, forums, and events and present those materials when requested by the City.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C9				

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Q10	How many public "siting" and other meetings will you attend for soliciting input from the community. Do you have prepared "sample" agendas and presentation materials for meetings?	Narrative		15
R10				
Q11	The Contractor will perform all necessary roadwork (e.g. striping, road markings, safety treatments) to ensure the safe placement of Stations.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C11				
Q12	The Contractor will install all Stations in an efficient secure, professional manner as approved by the City.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C12				
Q13	The selected Contractor will ensure that all sites are fully restored to the satisfaction of the City whenever Stations are removed or installed. No damage or attachment points should be left behind. Stations located on sidewalks or other pedestrian areas require full replacement.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C13				
Q14	Please identify the approximate number of Bicycles at each Station sites and where "large" Stations will be located having more than 20 bike spaces in high demand areas.	Narrative		25
R14				
Q15	Can you provide a commitment for a set number of stations, free of charge to the City, located along key neighborhood corridors? If yes, how many stations can you commit to providing at this time and where do you propose locating them?	Narrative		15
R15				
Q16	Please describe how your business plan calculates the optimal system size for the following: (1) System-wide number of stations; (2) System-wide number of bikes; (3) System-wide number of bike parking stations; (4) System-wide ratio of bike parking spots to bikes; (5) System-wide ratio of bikes to stations; (6) System-wide ratio of bikes parking spots to stations; (7) System-wide average number of stations per square mile; (8) System-wide average	Narrative		35

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	distance between stations; (9) System-wide average number of subscribers to (in-service) bikes.			
Q16				
Q17	Please describe how your business plan identifies the optimal implementation zone and the process by which it determines station locations. Please include the following: (1) Target implementation zone; (2) Number of stations estimated or proposed per district within the City; (3) Location details for each municipality such as property owner type (i.e. municipality, institution, private landowner), property owner (i.e. City, University, Hospital), space type (residential parking space, metered parking space, sidewalk, parking garage, other); (4) As possible, estimate percentage and total number of stations per property owner, property owner type, space type, property type, and district.	Narrative		25
Q17				
Q18	Please describe how your business plan estimates ridership. Please include the following: (1) Total trips per year; (2) Total subscribers; (3) Average daily users; (4) Average daily trips; (5) Total annual daily users; (6) Average total trips per month; (7) Average total trips per hour; (8) Percentage of total trips originating or terminating within each district	Narrative		25
R18				

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Q19	Please describe your plan's approach to rollout. In particular, please address the following: (1) Do you propose a single or phase launch; (2) What is your timeline for rollout; (3) Will your system run year round or will it shutdown fully or partially for select months and if so, which months; (4) Will rentals be available 24 hours a day, seven days a week, or is there a nighttime shutdown and if so, which hours; (5) Do you have the ability to partially shut down select stations in the summer by request of municipality, institution, or private landowner.	Narrative		35
R19				
Q20	Please describe your planned organizational structure and proposed staffing. Please show total number of jobs and number of jobs by type.	Narrative		25
R20				
Q21	Please describe how your plan addresses the challenges faced by other bike share programs, including but not limited to theft of bicycles.	Narrative		10
R21				
Q22	Please describe your understanding of the successes and challenges of other bicycle sharing systems, particularly in North America.	Narrative		10
R22				

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#	Street Test		Yes/ No/ NA	Points
Q1	The Contractor can provide a Street Test.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C1				
Q2	If the Contractor can provide a Street Test, discuss how you would provide a Test and indicate the maximum number of Bicycles and Stations you would provide	Narrative		10
R2				
Q3	All equipment and systems used in the Street Test will be substantially similar and proportional to the equipment proposed for the full system.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C3				
Q4	The Contractor will assume all responsibility for operating and maintaining the Street Test in a manner substantially similar to that proposed for the full System.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C4				
Q5	Based on the results of the Street Test, the Contractor will modify all System equipment and systems as necessary to meet City standards or revised requirements at no cost to the City.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C5				

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#	Membership Options		Yes/ No/ NA	Points
Q1	Please describe your proposed Payment system including proposed subscription types (e.g. annual, weekly, daily etc.)	Narrative		10
R1				
Q2	Please describe all relevant prior experience in creating and operating effective payment systems for bike sharing or similar systems.	Narrative		5
R2				
Q3	Please identify all 3rd parties involved in collecting payments in service of the System.	Narrative		5
R3				
Q4	Please describe if/how you will collect use fees for trips in excess of the initial free period.	Narrative		5
R4				
Q5	Please explain how fees will be collected in cases of damage or theft.	Narrative		5
R5				
Q6	Please explain how late fees and penalty fees (e.g. for Bicycles not returned within 24 hours) will be assessed.	Narrative		5
R6				
Q7	Please describe how user payment options will be upgraded to remain compatible with technological developments in the credit card industry.	Narrative		10
R7				
Q8	The contractor collects payments for the use of the System, as authorized by the City?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C8				
Q9	Can payments be made by smart phone apps?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C9				
Q10	Subscriptions can be purchased using major US credit cards and major foreign (non-US) credit cards and/or pin-and-chip credit cards and/or credit cards without a	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10

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	magnetic strip.			
C10				
Q11	Credit cards can double as membership cards?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C11				
Q12	Subscriptions can be purchased using debit cards?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C12				
Q13	"Smart" cards (such as college/university IDs) can be used in lieu of membership cards?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C13				
Q14	Are all the processes for collecting payments PCI compliant?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C14				
Q15	Do you handle services that use "Unbanked" payment options?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C15				

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#	Legal		Yes/No/NA	Points
Q1	Indemnity to the City for all third party claims against the City related to the use of the Bicycle Sharing System. If any responses are not yes, then the offeror may be automatically disqualified.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	30
C1				
Q2	All users sign a legally binding waiver/assumption of risk, either when subscribing via the website or as part of the on-site registration process.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C2				
Q3	Please provide either 1) a copy of a certificate of insurance currently evidencing the insurance requirements listed herein, and/or 2) a statement that the Proposer can timely obtain the specified insurance requirements in the event a contract is awarded. Additional Insured, Waiver of Subrogation, and the requirement for the Offeror's insurance to be primary, the current certificate of insurance is acceptable with a statement that these requirements can be obtained in the event a contract is awarded	Narrative		25
R3				
Q4	State how you will comply with the City's insurance requirements.	Narrative		5
R4				
Q5	Will your company or organization sign a legal document accepting and acknowledging all risks and holding harmless the City, institution, and/or private landowner from all suits?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C5				
Q6	Is your company or organization assuming all liability for the system?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C6				
Q7	Is your company able to obtain all the liability insurance coverage consistent with the requirements of the City?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	30
C7				
Q8	How will your company or organization provide assurance of financial sustainability through term of contract?	Narrative		25
R8				
Q9	Is your company able to name the City of Phoenix as additional insured on your liability insurance policies?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20

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C9				
Q10	Will you provide a bond to cover a minimum of 125% of system start-up costs?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C10				
Q11	Do you have specific insurance coverage protecting against bodily injury and information risk exposures presented by this program?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C11				
Q12	Please provide your typical rental agreement with the disclaimer of liability to the bicycle users.	Narrative		5
R12				
Q13	Describe the security measures used for a typical station.	Narrative		10
R13				
Q14	Please provide images of typical safety, warning, and/or disclaimer station signage.	Narrative		5
R14				
Q15	Do your stations have signs posted notifying users that the station element and bikes are the property of the operator?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C15				
Q16	Do stations have an advisory posted for users to wear helmets and that use of the bicycle is at their own risk?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C16				
Q17	Do rental agreements, whether online or on paper, advise users to wear helmets and that use of the bicycle is at their own risk?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C17				

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#	Bicycles		Yes/ No/ NA	Points
Q1	Please describe your proposed Bicycle including Bicycle weight and material(s).	Narrative		25
R1				
Q2	Bicycles have a "one size fits all" design that fits the majority of the adult population with seat-only adjustment. Seat adjustment should not require any additional tools?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C2				
Q3	Does your Bicycle have an upright riding position allowing for riders to be confident in traffic?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C3				
Q4	What makes your Bicycles easy to operate, easy to mount and to hold in stopped position, including for shorter riders?	Narrative		15
R4				
Q5	Describe your Bicycle's step-through design.	Narrative		5
R5				
Q6	Please describe how GPS and RFID will be incorporated into the Bicycle design.	Narrative		25
R6				
Q7	Does the bike use theft and tamper resistant parts (potentially through use of components not compatible with other bicycle) and/or tamper resistant bolts? Can Bicycle elements/parts be removed without specialized, proprietary tools not commonly available? Please explain.	Narrative		15
R7				
Q8	Bicycles are easy to clean and are impervious to the elements. They are scratch-resistant, graffiti-resistant, and rust proof (including the external parts).	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C8				
Q9	Is the Bicycle equipped with sensors to self-diagnose and report mechanical problems? If so, how does it diagnose?	Narrative		20
R9				
Q10	Bicycles have a simple, intuitive, and reliable braking mechanism.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C10				

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Q11	Bicycles have a simple, reliable gear shift mechanism that offers a minimum of 3 speeds. (please specify gear ratio)	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C11				
Q12	How many gears does the bike have?	Narrative		5
R12				
Q13	Bicycles have gear and brake mechanisms, cables and parts that are protected from rain, dirt, and enclosed in a tamper-proof guard.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C13				
Q14	Bicycles have 26" or larger puncture resistant tires. Describe your puncture resistant tires.	Narrative		10
R14				
Q15	Bicycles have "pedal-powered" front and back lights which turn on automatically while the Bicycle is in motion. Lights remain illuminated for at least 90 seconds when the rider is stopped.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C15				
Q16	Do Bicycles have front and rear mud guards and fenders or otherwise protect from grease, dirt, and tire spray, including enclosed drive train and full fenders?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C16				
Q17	Bicycles have adequate reflectors including, but not limited to, front/back/side reflectors, reflective sidewall tires.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C17				
Q18	Bicycles have transparent, porous and easy to clean basket.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C18				
Q19	Please describe your basket including the dimensions, mounting locations, cargo capacity (e.g. for a typical briefcase, book bag, or grocery bag weighting up to twenty pounds)?	Narrative		20
R19				
Q20	Bicycles have a bell.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C20				
Q21	Are the Bicycle chainless and/or does it have a chain-guard?	Narrative		5

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R21				
Q22	Does your bike have a kickstand or other device to allow Bicycles to be supported upright?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C22				
Q23	Does your Bicycle have a secondary lock to enable users to secure bikes to any bike rack or post while making a quick stop?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C23				
Q24	Will your Bicycles be compatible with racks on the fronts of the City's buses and on light-rail?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C24				
Q25	Will you have a customer service phone number on every Bicycle with durable, weather resistant labels?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C25				
Q26	Does your Bicycle have capacity for sponsorship or advertising that can be easily changed?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C26				
Q27	Does your Bicycle have a useful life greater than three years?	Narrative		10
R27				
Q28	Can you provide an alternate type of Bicycle designed for rough terrains in Parks?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C28				
Q29	Does the manufacture of your bicycles comply with the FHWA "Buy America" requirements as set forth in 23 CFR Part 635.410?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	35
C29				

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#	Stations		Yes/ No/ NA	Points
Q1	Please describe the Station.	Narrative		5
R1				
Q2	Please describe and provide a drawing of your typical Station layout. Please indicate all proposed roadwork (e.g. striping, road markings, safety treatments).	Narrative		5
R2				
Q3	What are the dimensional requirements (length, width, and height) of your average and minimum-sized station?	Narrative		5
R3				
Q4	What is the smallest feasible footprint so that stations take a minimum of road or sidewalk space?	Narrative		5
R4				
Q5	Please show the layout of the station and components as they would be configured in an average sized parking space or along a sidewalk.	Narrative		5
R5				
Q6	Please show dimensions of each station component separately (hub, sign, terminal, and bicycle) as well as the entire station.	Narrative		5
R6				
Q7	Please show a photograph, picture or rendering of your system and describe how it will be aesthetically compatible with the streetscape and neighborhood context, particularly of historic districts, both when terminal is full of bicycles and when it is empty?	Narrative		5
R7				
Q8	Will all stations within the network have a unified look and feel?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C8				

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Q9	Does your company or organization have the capacity to modify or design the station and components (bikes, terminal, hub, and sign) to address issues specific to the City?	Narrative		10
R9				
Q10	If you have an existing system, what modifications will you make to the station and components for use in the City	Narrative		5
R10				
Q11	Please describe the power requirements of the typical Station and explain how you propose to provide power to Stations on a 24-hour basis in all seasons. Please note typical Stations should not use a hard wired connection to the power grid. Do your stations run on alternative energy?	Narrative		10
R11				
Q12	Does your Station have availability of a backup power source?	Narrative		10
R12				
Q13	Does your station have capacity to maintain security of the system during a power failure event, or loss of internet connections?	Narrative		5
R13				
Q14	Please describe the Station installation process, requirements, and estimated time to install and remove each Station. Are they easily movable? Explain how Stations will be secured.	Narrative		5
R14				
Q15	Are Stations free-standing, pre-fabricated and modular? Can individual Stations be set-up in a variety of configurations and vary in size?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C15				
Q16	Please explain how the Station elements will be connected to one another (i.e. how each individual Dock will communicate with the Station Computer Unit). Indicate if/how gaps (e.g. tree pits, manhole covers, drain grates) will be accommodated.	Narrative		5

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R16				
Q17	Can the Stations have the ability to adjust capacity (i.e the number of Bicycles) though the life of the station after initial construction?	Narrative		10
R17				
Q18	Do you have the ability to connect additional stations to existing stations without installing another terminal?	Narrative		5
R18				
Q19	Please discuss any restrictions on Station locations and explain your proposed Station clearance requirements.	Narrative		5
R19				
Q20	Does the typical Station installation require excavation or roadwork other than striping and road markings. If removed, the does the Station leave any damage or attachment points behind? When removed, what is left on the ground?	Narrative		5
R20				
Q21	Can you install stations on public or private way, in a covered area and/or outside?	Narrative		10
R21				
Q22	If stations are shut down and removed during the summer, will (1) standard equipment be available to service the area? And (2) what objects will remain in the location where the station was removed and will pedestrians and/or cars be able to travel across the area and/or park safely?	Narrative		5
R22				
Q23	Does your station have horizontal components that could trip a pedestrian or injure a bicyclist approaching a terminal at night?	Narrative		5
R23				
Q24	Can Stations and Station elements/parts be moved or removed without specialized, proprietary tools?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C24				

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Q25	Are Stations durable and scratch-, graffiti-, and/or easy to clean, replace and repair?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C25				
Q26	Please describe the locking mechanism that will be used to secure Bicycles at the Station. Where and how does the Station connect to the Bicycle and please describe the features and technologies that make this connection vandal and theft-proof?	Narrative		5
R26				
Q27	Can individual Station Docks be locked-down if their Bicycle is damaged. It is impossible to rent or remove broken bicycles? The rest of the Station should remain in operation.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C27				
Q28	Does your system have the capacity for a user to identify a bicycle as needing repair?	Narrative		5
R28				
Q29	How will your system indicate to users whether the bicycle is available for use or out of service (such as when the system is shut down during an emergency or an individual bicycle has been identified as needing repair)?	Narrative		10
R29				
Q30	Does your Station have the capacity to self-report mechanical problems for the major components (bicycle, hub, sign, terminal) ?	Narrative		10
R30				
Q31	How will your station indicate to repair crews where to rebalance and where bicycles needing repair are located? (Example, could the system signal repair crews when terminal are within two bikes of being full/empty?)	Narrative		5
R31				
Q32	Will you be in compliance with all requirements of the American with Disabilities Act and other requirements of the municipalities, institutions, and/or private landowners?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C32				
Q33	Will you make a helmet available of each person renting a bicycle? Will you provide low-cost or subsidized helmets to all or selected user groups?	Narrative		5
R33				

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Q34	How will your station convey safety information and laws affecting bicyclists?	Narrative		5
R34				
Q35	Will there be adequate space at each station for a lighted map indicating terminal locations and bicycle routes? Will you have a bike map at all stations?	Narrative		5
R35				
Q36	Can Stations provide a display area for posting City-approved information?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C36				
Q37	Do you have the capacity to add shelter or covers to stations as requested?	Narrative		5
R37				
Q38	Will your system have the capacity to add lighting where necessary to facilitate nighttime use of the terminal and adjustment of bicycles, and to reduce vandalism?	Narrative		5
R38				
Q39	Do your Stations have backlit advertisement on the opposite side of the station map?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C39				
Q40	Does your Station make available to users wipes or clothes to clean bicycles?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C40				
Q41	Provide an estimate of the useful life of the Station and each of the Station components (station, terminal, and sign) and potential warranty terms if purchased by the City in the future.	Narrative		10
R41				
Q42	What design features on your station and station components contribute to the expected useful life (noted above) and ensure durability of the station?	Narrative		5
R42				

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Q43	Where/how do you provide clear and prominent instructions at each terminal directing the users who to call in the event of problems (and to prevent calls to right-of-way owners)?	Narrative		5
R43				
Q44	What is the process for situations in which a user wants to return a bike to a terminal that is full or rent a bike from a terminal that is empty?	Narrative		10
R44				
Q45	Do your stations have the capacity to add emergency call buttons?	Narrative		5
R45				
Q46	Explain how your stations can serve some or all of the functions required to accommodate a universal hub, including charging electric hybrids and green wheels, equipping bicycles with green wheels, accepting payment for electric vehicle or scooter rental, expanding station footprint to make room for electric vehicle charges	Narrative		5
R46				
Q47	Will you expand/contract stations to accommodate large crowds at major events and provide support for up to 15 special events per year?	Narrative		10
R47				
Q48	Does the manufacture of your Stations comply with the FHWA "Buy America" requirements as set forth in 23 CFR Part 635.410?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C48				

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#	Terminal/Station Computer System & Operations		Yes/ No/ NA	Points
Q1	Please describe the Station Computer Unit (SCU) and provide a diagram including all network (internal and external), processing and data storage elements	Narrative		10
R1				
Q2	Please describe the Station Computer Unit Interface and Station Dock Interface. Please specify the interface style (touch screen, buttons etc.). Does the terminal have a touch-screen?	Narrative		10
R2				
Q3	Is the physical casing of the SCU built to the same physical specifications as the Stations and is protected against physical interference (credit card slot "jamming", button or screen tampering etc.)?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C3				
Q4	Please indicate the power requirements of the SCU and how they will be met.	Narrative		5
R4				
Q5	Can the SCU and Dock Interfaces function in all weather conditions and temperatures?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C5				
Q6	Are the SCU and Dock Interfaces legible in a night and in low-light and bright light/direct sunlight conditions?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C6				
Q7	Please indicate how users know which Bicycles are available for use and when a Bicycle has been properly returned.	Narrative		5
R7				
Q8	What is the process for situations in which a user wants to return a bicycle to a terminal that is full or rent a bicycle from a terminal that is empty?	Narrative		5
R8				
Q9	Can the SCU redirect users to other Stations as necessary?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C9				

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Q10	Can System users use the SCU to notify the System Operator about malfunctioning parts, graffiti or other necessary repairs?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C10				
Q11	Are there clear and prominent instructions at each terminal directing users who to call in the event of problems?	Narrative		5
R11				
Q12	Can the SCU accepts subscription registrations and payment with agreement to liability waiver and relays information to the Central Computer system?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C12				
Q13	Please indicate which types of passes (daily, weekly, annual etc.) can be purchased from the SCU and which must be purchased through some other means (e.g. website, mail, in-person, etc.).	Narrative		5
R13				
Q14	From the SCU and from the Dock Interface, please explain the sequences of steps a user would take in order to purchase a subscription, sign a waiver, release/return a Bicycle and report a Bicycle as damaged. Please list the number of steps and provide examples of screen shots/diagrams if possible.	Narrative		5
R14				
Q15	Please describe any "wait-reduction" option you will use (e.g. double-sided SCUs, multiple SCUs at one station, Bicycle check-out from the Dock, etc.).	Narrative		5
R15				
Q16	Can annual Pass holders check Bicycles out from the Dock Interface without interacting with the SCU Interface?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C16				

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#	Terminal/Station Computer System & Operations (cont.)		Yes/ No/ NA	Points
Q17	Is walk-up registration available at all or at designated terminals?	Narrative		5
R17				
Q18	At what percentage of terminals can one-time users rent bikes with an agreement to a liability waiver?	Narrative		5
R18				
Q19	At what percentage of terminals can people sign up to become subscribers	Narrative		5
R19				
Q20	Do the terminals accept major U.S. credit cards and major foreign (non-U.S.) credit cards and/or pin-and-chip credit cards and/or credit cards without a magnetic strip and/or debit cards?	Narrative		5
R20				
Q21	What percentage of terminals accepts both cash and credit card transactions?	Narrative		5
R21				
Q22	Will your terminals accept ID cards and Smartcards from approved businesses, the University, as well as bus/light-rail cards and others	Narrative		5
R22				
Q23	Is there ability for "unbanked" payment options at the terminal	Narrative		5
R23				
Q24	Is there ability for credit cards to double as membership cards?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C24				
Q25	Does your terminal have the capacity to be reconfigured to be compatible with pay parking and transit systems (i.e. can they double as terminals that can accept pay parking fees for pay parking spots and transit passes)?	Narrative		10

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R25				
Q26	Does your terminal provide PCI compliant data security, particularly for financial data, user names, and addresses? If your station utilizes wireless internet connections, is it highly reliable and secure with encryption for financial data?	Narrative		10
R26				
Q27	Does your system automatically confirm that a subscriber's credit card is valid and has sufficient funds to cover charges if the bicycle is not returned, preferably before each bicycle is removed?	Narrative		5
R27				
Q28	Is there a limit on the number of subscriptions and walk-up rentals that can be purchased by one user or using one credit card and if so, what is the limit?	Narrative		5
R28				
Q29	What is the withholding requirement (i.e. amount, period) for payments to cover fees and bicycle returns?"	Narrative		5
R29				
Q30	Does the SCU and Dock Interfaces offer multiple language options (specify languages proposed) and/or internationally recognizable icons?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C30				
Q31	Does your terminal have the ability to disable walk-up registration at times?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C31				
Q32	Will you provide flexibility to add features and modify terminal as needed?	Narrative		5
R32				

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#	Central Computer System		Yes/ No/ NA	Points
Q1	Please describe and diagram the Central Computer system (CCS) including all network (internal and external), processing and data storage elements.	Narrative		15
R1				
Q2	Please indicate information will flow between the CCS and the Stations (SCU & Docks) and Bicycles (e.g. secure Wi-Fi, hardwired etc.).	Narrative		15
R2				
Q3	Please explain how RFID will be used in the System (e.g. Bicycle to Station communications, maintenance tracking etc.)	Narrative		10
R3				
Q4	Please explain how GPS will be used in the System.	Narrative		10
R4				
Q5	How often will "real-time" information (in minutes) be sent to and from the Stations and CCS?	Narrative		15
R5				
Q6	How often will "real-time" information (in minutes) be sent from the CCS and the Website (i.e. how frequently will information on the Website, such as Bicycle availability, be updated)?	Narrative		15
R6				
Q7	How often will "real-time" information (in minutes) be sent from the CCS be sent to the System administrators in a dashboard format?	Narrative		5
R7				
Q8	Does the Central Computer System receives and saves in a searchable database all records. Maintenance and repair records can be used to track and manage work orders and purchasing?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C8				
Q9	Can the Central Computer System communicates in real time with Stations and provides real time information to system administrators and the Website?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C9				

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Q10	Can the Central computer System remotely lock all Docks and disable all walk-up registrations as needed in case of emergency?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C10				
Q11	Can the Central Computer system be upgraded and maintained on a daily basis?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C11				
Q12	Is all data the property of the City?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C12				
Q13	If wireless internet connections are used, is the system PCI compliant, highly reliable and secure with encryption for financial data?	Narrative		15
R13				

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#	Database		Yes/ No/ NA	Points
Q1	Please describe the System's database management system, including search functions and the possibility of using anonymized data for transportation planning purposes.	Narrative		40
R1				
Q2	Please describe how you will accommodate database maintenance and database back up while meeting proposed "offline" limits. What period would you propose for "off-line" limits?	Narrative		10
R2				
Q3	Is the database searchable and can provide both anonymized and non-anonymized reports as necessary?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C3				
Q4	How frequently is the database upgraded and maintained (i.e. daily, monthly) basis?	Narrative		30
R4				
Q5	Will the Contractor provide reports to the City in accordance with an agreed upon schedule or on request?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	50
C5				

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#	Website		Yes/ No/ NA	Points
Q1	Please describe the System Website and its architecture. Please include the approximate number and type of pages and example screenshots if possible.	Narrative		15
R1				
Q2	Describe any attractive, appealing, state-of-the-art features of your website.	Narrative		10
R2				
Q3	Does the Website allow current users to access and update their subscription information, resubscribe to the System and replenish their accounts?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C3				
Q4	Can System users purchase subscriptions and sign the liability waiver via the website?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C4				
Q5	Will the Contractor at the request of the City, conduct on-going improvements to the website, as needed to accommodate changes, including but not limited to, additional features and increased functionality, changes in website technology, and compatibility with new applications?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C5				
Q6	Please explain the sequence of steps a user would take in order to purchase a subscription. Please include example screenshots if possible.	Narrative		5
R6				
Q7	Please explain the sequence of steps a user would take in order to access, renew, or replenish their account. Please provide example screen shots if available.	Narrative		5
R7				
Q8	Is the website available in multiple languages and at a minimum, Spanish, on all web pages?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C8				

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Q9	Will the Website communicate constantly with the Central computer system and does your website have real-time communication with stations to track available bicycles and open docking/station points ?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C9				
Q10	Does the Website allow users to search for Station locations through a variety of inputs (e.g. user-entered address, intersection or major place names, selecting from an interactive map etc.)? Please list options.	Narrative		10
R10				
Q11	Is the same Website accessible from desktop computers and hand-held wireless devices such as PDA's, Smartphones, and web-enabled cell phones using browsers? Flash should not be used.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C11				
Q12	Do you have an "app" for PDA's, Smartphones, web-enable cell phones that makes available System information? Please describe the features.	Narrative		10
R12				
Q13	At the City's request, will the Contractor work with an independent "app" developer(s) and/or make available relevant System information (e.g. real time information on number of Bicycles available at Stations).	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C13				
Q14	Do critical functionality use any extensions that are not pre-installed in the vast majority of browsers and any mark up or scripting should function correctly in all widely used browsers?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C14				
Q15	Does your website provide data security, especially for financial data, user names, and addresses, that is PCI compliant and can you satisfy all minimum specifications of the municipality, institution, and/or private landowner?	Narrative		20
R15				
Q16	Describe the mechanism by which users can report problems and make suggestions for system improvement?	Narrative		10

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R16				
Q17	Does your website have the capacity to convey bicycle safety information, laws, and/or warning affecting bicyclists (e.g. safety and "rules of the road" videos, an interactive test required to watch before subscribing)?	Narrative		5
R17				
Q18	Where will phone contact information be displayed on the website?	Narrative		5
R18				
Q19	Does your website have the ability to collect survey information and customer satisfaction ratings?	Narrative		10
R19				
Q20	Will you provide access to all registration and travel data with regular reports broken down by districts provided to the City.	Narrative		15
R20				
Q21	Describe any personalized customer web pages that provide historical usage information such as miles traveled, calories burned, CO2 saved, etc. Please describe types of information available to users.	Narrative		15
R21				

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#	System Operations & Staff		Yes/No/ NA	Points
Q1	Please describe how you will develop, market and operate the System.	Narrative		25
R1				
Q2	Please describe all relevant prior experience in creating and operating effective Bike share or similar systems.	Narrative		15
R2				
Q3	Please provide your staffing plans, schedules and descriptions, necessary for all aspects of the System, including development, marketing and operations.	Narrative		20
R3				
Q4	Will the Contractor have a robust program that ensures the highest customer satisfaction rating and allows the Contractor to address problems immediately?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C4				
Q5	Please describe all plans to partner with local youth organizations (technical colleges and high-schools, job-training facilities etc.) to provide job training associated with Bike share operations.	Narrative		10
R5				
Q6	Please describe how you will partner with local companies and distributors for the provision of materials and equipment related to the System and for System installation and staffing.	Narrative		25
R6				
Q7	Will the Contractor develop, operate and maintain all aspects of the System at agreed upon levels throughout the term of the anticipated contract?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C7				
Q8	Will the Contractor hire and train adequate staff to support the Bike share System?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C8				

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Q9	Will the Contractor provide all agreed upon management data to the City immediately upon request? Will the Contractor provide all information, including financial records and payment invoices, and all systems and facilities subject to the City's inspection immediately upon request?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C9				
Q10	At the City's request, will the Contractor coordinate with City agencies and utility companies as necessary?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C10				
Q11	Describe the system by which your company or organization can provide immediate aid to users with mechanical issues and/or injuries?	Narrative		20
R11				
Q12	Please describe your customer services and discuss how you will accommodate and/or work with the City's current services.	Narrative		20
R12				
Q13	Describe how your customer service program will be able to immediately address problems and maintain a high level of customer satisfaction.	Narrative		10
R13				
Q14	Is Customer service available 24/7 preferably, or otherwise at all hours that rental system is operating?	Narrative		10
R14				
Q15	Describe your staffing cycle and how it will both match demand cycle for bike rentals and ensure a maximum wait time on phone of one minute.	Narrative		20
R15				

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#	Maintenance		Yes/ No/ NA	Points
Q1	Please outline your Maintenance Plans and provide a schedule for routine maintenance, cleaning and replacement of Bicycles and Stations.	Narrative		45
R1				
Q2	Please describe all relevant prior experience in creating and implementing effective maintenance and repair plans.	Narrative		15
R2				
Q3	Please provide documentation of a set of maintenance standards for the station and components (hub, terminal, bicycles and sign), as well as an audit procedure for these standards. Examples include: (1) Inspecting drive chain for proper functioning and lubrication; (2) Inspecting handlebars for proper centering and tightness; (3) Inspecting tires for proper inflation; (4) Inspecting brakes for excessive wear and ensure proper working order (5) Inspecting saddle for proper tightness; (6) Inspecting shifters for proper functioning; (7) Inspecting lights for proper functioning; (8) Ensuring components such as the basket, bell, and advertisement are properly attached; (9) Ensuring that the bicycle is clean, attractive to use	Narrative		45
R3				
Q4	Please describe all metrics, diagnostics and notification systems that will be used to determine when and where unexpected Bicycle and Station maintenance and cleaning is required.	Narrative		20
R4				
Q5	Please list all repairs and maintenance that can be made "in the Field" at the Station (e.g. checking/adjusting tire pressure, sticker/graffiti removal etc.)	Narrative		10
R5				
Q6	Please explain how you will manage and coordinate Bicycle repair, tracking and repossession of Bicycles that are not returned within 24 hours, and responding to service and maintenance alerts.	Narrative		15

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R6				
Q7	Subject to approval by the City, will the contractor develop and abide by Maintenance Plans(s) to maintain System Bicycles, Stations and Station Computer Units in a state of good repair?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	45
C7				
Q8	Maintenance teams will record all maintenance visits, cleaning and repairs using RFID or similar technology.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C8				
Q9	The Contractor is responsible for locating and retrieving Bicycles that are not returned within 24 hours.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C9				
Q10	At the request of the City, Maintenance Plan(s) may be altered at any time to ensure the adequate maintenance of all System equipment.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	40
C10				
Q11	Will you assume responsibility for street sweeping, refuse collection, and clean-up at all on and off street locations in accordance with the service levels and schedules of the City?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	40
C11				
Q12	What will your turnaround time be to replace and/or repair items needed service?	Narrative		20
R12				
Q13	What percent of bicycles are assumed out of commission at any time?	Narrative		20
R13				

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#	Maintenance (cont.)		Yes/ No/ NA	Points	Comments/ Explanation
Q14	If you have an existing system, what percentage of stations would be out-of-commission at a given time?	Narrative			30
R14					
Q15	What ratio of "spare" bicycle to in-service bicycles do you have available to put into the system to replace bikes taken out for maintenance or repair or that are missing or stolen?	Narrative			15
R15					
Q18	Will the Contractor expedite repair and/or replacement of all items needing such services?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		25
C18					
Q19	Contractor assumes responsibility for all costs, repairs, and replacement for damages to stations, hubs, bicycles, etc.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		30
C19					

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#	Fleet Redistribution		Yes/ No/ NA	Points
Q1	Please outline your Fleet Redistribution Plans that shows a clear understanding of rebalancing issues and ensures a balanced system with minimal likelihood that customers encounter empty or full stations and provide a schedule.	Narrative		65
R1				
Q2	Please describe all relevant prior experience in creating and implementing effective fleet redistribution plans for Bike share or similar systems.	Narrative		30
R2				
Q3	Please estimate the number of Bicycles that would need to be redistributed daily.	Narrative		15
R3				
Q4	Do you use environmentally friendly vehicles for redistribution? Will you use Green redistribution vehicles that are at least as environmentally friendly as California standard highly efficient diesel engines? If so, what kind of vehicle will be used?	Narrative		10
R4				
Q5	Do you have a dynamic pricing structure and/or other mechanisms to encourage natural system-wide balancing thereby minimizing the need for rebalancing?	Narrative		10
R5				
Q6	How many vehicles will your maintenance/rebalancing crew use?	Narrative		45
R6				
Q7	How many bicycle fit in each vehicle?	Narrative		10
R7				
Q8	What percent of all trips do you estimate will require rebalancing assistance?	Narrative		15
R8				
Q9	How many vehicles and employees will be available for rebalancing during peak demand hours for rebalancing?	Narrative		50

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R9				
Q10	What is the ratio of rebalancing employees to bicycles requiring rebalancing services?	Narrative		20
R10				
Q11	What stations will have the most demand for rebalancing?	Narrative		10
R11				
Q12	What times of day/week/year will have the highest demand for rebalancing?	Narrative		25
R12				
Q13	The contractor will develop and abide by a "Bicycle Relocation Plan," subject to the City's approval.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	60
C13				
Q14	At the request of the City, this plan may be altered at any time to ensure the smooth redistribution of Bicycles throughout the system.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	60
C14				

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#	Facilities		Yes/ No/ NA	Points
Q1	Please provide an itemized list of your facilities requirements (e.g. number, type and approximate square footage required).	Narrative		20
R1				
Q2	How many facilities will you have for warehousing, customer service, operations, and manufacturing?	Narrative		10
R2				
Q3	Have you identified a location(s) for your buildings(s) at this time?	Narrative		5
R3				
Q4	Are you willing to headquarter U.S. operations, manufacturing, warehousing, and/or customer service center locally (in City)?	Narrative		15
R4				
Q5	Please provide an itemized list of all vehicles required by the System.	Narrative		10
R5				
Q6	The contractor shall secure adequate space to house any and all staff that operates in support of the Bike Sharing System. This space should be within a 16 mile radius of System.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C6				
Q7	The contractor will locate and procure/rent all necessary repair facilities and equipment.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C7				
Q8	The City shall have immediate full and free access to all facilities upon request.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C8				

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#	Promotions/Marketing		Yes/ No/ NA	Points
Q1	Please describe the proposed System Promotion Plan(s). Promotions should be beginning before the go-live date and should include community outreach for the System and creation and presentation of materials related to that outreach.	Narrative		25
R1				
Q2	Please describe all relevant prior experience in creating and implementing effective marketing plans and your plans and proposed strategy for marketing the System.	Narrative		20
R2				
Q3	Please describe all relevant prior experience and your plans and proposed strategy for soliciting sponsorships for or related to the System.	Narrative		25
R3				
Q4	Please identify all 3rd parties involved in Promotions in service of the System.	Narrative		10
R4				
Q5	Please describe your proposed media strategy and media type(s) both for before the System opens and while the System is operational.	Narrative		15
R5				
Q6	Please describe how you will encourage System users to abide by City and State traffic regulations.	Narrative		10
R6				
Q7	Subject to approval by the City, the contractor shall develop and abide by a complete Promotion Plan(s) to disseminate information about the System. At the request of the City, this plan may be altered at any time.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C7				
Q8	At the direction of the City, the Contractor will develop, assist and conduct all pre-launch programming, promotions, and communications, including presentations to Community Boards and other groups.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C8				

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Q9	The Contractor will distribute all System subscriptions, materials including but not limited to annual passes and subscription packets.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25
C9				
Q10	The Contractor will respond to press inquiries at the direction of the City.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C10				
Q11	All System promotions and communications guidelines shall be approved by the City.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20
C12				
Q12	In addition to materials directly related to the System, the Contractor will disseminate City-approved bicycle safety information at the City's request.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C12				
Q13	Please describe your company's public emergency response to a fatality or serious injury.	Narrative		15
R13				
Q14	Please describe your marketing team and/or associated PR firm and your approach to generating significant free and paid publicity on local and national television, radio, print, Internet, and other outlets.	Narrative		15
R14				
Q15	Will you have the ability to create and manage social media accounts, to keep members abreast of day-to-day operations and special communications?	Narrative		15
R15				
Q16	Please describe your pre-launch and ongoing PR and marketing plan and any modern themes. Explain how this plan will generate enthusiasm prior to system launch and if it has ongoing elements, with a modern theme?	Narrative		25
R16				
Q17	Will you provide a monthly report to the City analyzing system operations including information such as usage statistics, origin/destination, new subscribers, etc.? If so, what information will you include?	Narrative		25
R17				

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Q18	Please describe your business plan as it pertains to advertising. Please include the following: (1) Location request including dimensions; (2) Location details such as property owner type (i.e. City, institution, private landowner), property owner (i.e. City, University, Hospital), space type (residential parking space, metered parking space, sidewalk, parking garage, other.).	Narrative		25
R18				
Q19	Will you have the commitment to conduct semi-annual market research to collect demographic data of users, usage, characteristics, and feedback on the customer service?	Narrative		15
R19				
Q20	Will you have a stated financial commitment to marketing?	Narrative		20
R20				

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#	Performance Metric		Yes/ No/ NA	Points
Q1	Overall System Functionality – Weekly - Combined total minutes that all Stations are out of commission per week. (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		35
R1				
Q2	Stations are neither full nor empty for a period longer than three hours. – Daily – (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		35
R2				
Q3	Bicycles in service - Percentage of Bicycles in service – Daily - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		15
R3				
Q4	A maximum of 1% of the system's bicycles are stolen per year.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C4				
Q5	95% of calls to the Call Center are answered within 30 seconds and no more than 5% of calls are dropped.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C5				
Q6	95% of emails are answered within 24 hours.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15
C6				
Q7	Station cleanliness - Percentage of Stations that are clean –Weekly -(Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		15
R7				

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Q8	Bicycle cleanliness - Percentage of Bicycles that are clean – Weekly - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		15
R8				
Q9	Bicycle routine maintenance inspection – Monthly - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		25
R9				
Q10	Graffiti/vandalism is removed/rectified - Hours - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		25
R10				
Q11	Bicycle Distribution - Bicycle/Dock ratio or other method to be decided by Offeror. Daily - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges)	Narrative		25
R11				
Q12	Station Removal and Site Refurbishment Upon City Request- Days - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		15
R12				
Q13	Immediate Station Site Physical Condition Maintenance Reports to City – Days - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		25
R13				
Q14	Website in Service - Percentage of time that the Website is in service.-Weekly- (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		25
R14				
Q15	Central Computer System in Service - Percentage of time that the Central Computer System will be in service - including during database maintenance. Weekly (Offeror	Narrative		25

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	provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)			
R15				
Q16	Financial/Use and Maintenance Reports to City - Timeliness of reports. – Weekly - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		25
R16				
Q17	Stations in Service - Percentage of Stations in service – Daily - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,)	Narrative		25
R17				
Q18	Central Computer System Accuracy - Percentage of Bicycles located where system reports them to be located. – Daily - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,) .	Narrative		20
R18				
Q19	Refurbishment of the system's bicycles (e.g. paint, logo, sticker removal) so that they appear new and attractive.- Annual - - (Offeror provides Threshold Service Level as well as ranges of deficient service thresholds with the associated defined dollar value for each of the ranges,) .	Narrative		20
R19				
	Do you have a web-based dashboard and data portal that generates the following reports (minimum);			
Q1	Station Availability - Daily - Instances of full/empty stations by 15 minute increments;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C1				
Q2	Station Deployment - Daily - Number of stations deployed;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C2				
Q3	Bicycle Availability - Daily - number of bicycles deployed for revenue service;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C3				
Q4	Customer Service Call Data - number of calls and average call duration per day;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5

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C4				
Q5	Calls Dropped - Daily - number and percentage of calls dropped;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C5				
Q6	Call Center Responsiveness - Daily - percentage of calls answered in less than 30 seconds;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C6				
Q7	Emails - Daily - number of emails received and percentage responded to within 24 hours;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C7				
Q8	Ridership by Member Type - Daily - report the number of rentals and trips by day;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C8				
Q9	Trip Duration - Daily - Trip duration by user class in 30 minute increments;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C9				
Q10	Miles Traveled - Monthly - total miles traveled by user class;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C10				
Q11	Station Performance - Weekly - Rentals and returns by station;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5
C11				
Q12	Annual Members - monthly - Weekly - three Day - New and cumulative members;	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C12				
Q13	Casual Users - Daily - New and cumulative members.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10
C13				

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ATTACHMENT E: BUSINESS MODEL

1. Financial Budget

Offers must provide the following estimated operating budget, costs, funding sources, operating revenue, and pricing structure for each of a 5 year period including the start-up cost. This should be provided in the format provided below. For each estimation, provide the assumptions used for determining the forecasted cost and revenue information. This budget, revenue, cost and other financial information should include

Estimated Operating Budget Including All Operating Costs and Revenues Over a Five (5) Year Period. Includes a line break down of all operating costs and revenues

Estimated Capital Costs, including but not limited to start-up, upgrades, replacement, of the proposed System. Include a line item breakdown for each capital costs including, but not limited to, equipment manufacture and purchase, installation, website development etc.

Estimated Capital Funding Sources and Values that are intended to be used in the development and installation of the proposed System. Include a line item break down of all capital funding sources including but not limited to sponsorship placement, grants, loans etc.

Estimated Operating Revenue Sources and Values that are intended to be used in the operation of the proposed System. Include a line item break down of all operating funding sources including but not limited to membership and user fees, sponsorship placement, advertising, grants, etc

Estimated Profit Margin Sources and Values including the level(s) and percentages(s) of revenue to be shared, if any, with the City.

Year 1 - Start-up costs:	Dollar Amount
Variable Cost Items:	
1. Bicycles	
2. Stations	
3. Installations	
Fixed Costs:	
4. System Start-up	
5. IT Infrastructure	
6. Call Center Set-up	
7. Website Development	
8. Other (itemize)	
Total Capital Costs	

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Request for Proposed Capital Costs and Revenues requested for Year 1, Year 2, Year 3, Year 4, and Year 5 a Bicycle System (broken out per year)	
Operating Costs	\$
1. Bicycle Redistribution	
2. Customer Support (including call center)	
3. Website Maintenance and Hosting Services	
4. Station Relocations	
5. Other (itemize)	
Maintenance Costs	
6. Bicycle Maintenance	
7. Station Maintenance	
8. Facility Rental/lease (repair facility)	
9. IT Systems and Hardware Maintenance (including website)	
10. Maintenance Staff	
11. Other (itemize)	
General & Administration Costs	
12. Insurance	
13. Office Lease	
14. Office Administration (all expenses, except staff expense & office lease)	
15. Marketing and Promotions	
16. General & Administrative Staff	
17. Other (itemize)	
TOTAL Operations, Maintenance, and General & Administrative Costs	
Operating Revenues	
1. Annual Subscriptions	
2. Rental Fees	
3. Daily Passes	
4. 3-Day Passes	
5. Weekly Passes	
6. Monthly Passes	
7. Corporate Passes	
8. Institutional Passes	
9. Sponsorship	
10. Advertising	
11. Other (itemize)	
TOTAL Operating Revenues	
TOTAL Operating Cash Flow Surplus (Shortfall)	

2. Business Model Criteria

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Business Model Criteria			Yes/ No/ NA
Q1	The Contractor anticipates that the proposed System will generate revenues to cover its operating costs.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C1			
Q2	Do you have the ability to guarantee operation of the system for the contract period?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C2			
Q3	Do you have a pricing system that allows each municipality, institution, and/or private landowner to determine the cost (or revenue) that it would pay (or gain) from the purchase of a station or adoption into the system?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C3			
Q4	What is your proposed pricing structure for membership fees (e.g. annual, weekly, daily etc.) and trip fees (e.g. 30 min., 60 min, 90 min. etc.)	Narrative	
R4			
Q5	Would you guarantee that a pricing structure resulting from this RFP and contracts negotiated under the terms of this RFP will contain the best prices offered to any municipality, institution, or private landowner?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C5			
Q6	Does your pricing structure favor short trips (for example, 30 minutes free, with increasing charges thereafter)?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C6			
Q7	Do you charge a subscriber fee of less than \$100?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C7			
Q8	Would you guarantee that in addition to any contract existing between the vendor and landowner to locate a station on a landowner's property, landowners that wish to have located on their properties a station that is linked into and/or compatible with the network and system provided, pursuant to the terms of this RFP, must contract directly with the City to participate?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C8			
Q9	Please describe how your financial system allows any municipality, institution, or private landowner the ability to determine the cost (or revenue) it would pay (or receive) from adding a station or participating in the system?	Narrative	

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R9			
Q10	Do you guarantee that prices provided as part of a contract resulting from winning this RFP will be the best prices offered to any municipality, institution, and/or private landowner in the Region?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C10			
Q11	Describe your firm's experience launching a multi-jurisdictional bike share program.	Narrative	
R11			
Q12	Describe advantages/disadvantages of launching a multi-jurisdictional bike share program.	Narrative	
R12			
Q13	Describe advantages/disadvantages of launching a phased bike share program, one jurisdiction at a time.	Narrative	
R13			
Q14	All bicycles must be compatible with docks in either city.	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C14			
Q15	Provide examples of contract language that has been used to successfully address multi-jurisdictional expansion of the Bike Sharing Program.	Narrative	
R15			
Q16	There is a good possibility that one or two neighboring jurisdictions will seek to procure bikeshare equipment through the specifications of this RFP. Describe advantages/disadvantages of a multi-jurisdictional launch with different funding sources. (i.e. The City of Phoenix seeks a fully sponsored bikeshare program and nearby City X plans to sponsor bikeshare within their boundaries.)	Narrative	
R16			

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Q17	Do you guarantee that in addition to any contract existing between the vendor and landowner to locate a station on a landowner's property, landowners that wish to have located on their properties a station that is linked into and/or compatible with the network and system provided, pursuant to the terms of this RFP must contract directly with the City to participate?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C17			
Q18	Identify any regions within the Greater Phoenix area in which the operator can provide the bikesharing system at no cost to the municipality, institution or private landowner.	Narrative	
R18			
Q19	What percentage of your annual revenue is derived from advertising?	Narrative	
R19			
Q20	Will you identify, coordinate, and oversee solicitation of all the following revenue sources: Sponsorships, Advertisements, Grants, Others (please describe)?	Narrative	
R20			
Q21	Does your financial model provide a single financial structure for station start-up, applicable to all municipalities, institutions, and/or private landowners, which is constant, predictable, and transparent, based on a clearly stated algorithm?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C21			
Q22	Does your financial model provide a single profit-sharing pricing structure for ongoing operations, applicable to all municipalities, institutions, and/or private landowner based on the percentage of trips originating or terminating at a station as a percentage of total trips taken in the system?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C22			
Q23	Does your financial system have the flexibility to accommodate differing needs of municipalities and institutions?	Yes/No/NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C23			
Q24	What will be your financial commitment to marketing?	Narrative	
R24			
Q25	Describe your involvement with obtaining sponsorships and provide examples with respect to this involvement with sponsorships with other Cities.	Narrative	

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R25			
Q26	Have you taken a lead to solicit sponsorship for a City bikeshare program.	Narrative	
R26			
Q27	What assistance would you provide in the process of obtaining sponsorships for the City's Bikeshare Program	Narrative	
R27			
Q28	Would you attend meetings to discuss a bike sharing program with prospective sponsors?	Narrative	
R28			
Q29	Describe your policy for starting the implementation of system (i.e. procurement of Bikes/Stations, staffing, marketing, etc.) with respect to obtaining sponsorship funding. For example, would you begin the implementation prior to signed sponsorship agreements and/or securing full funding of the system?	Narrative	
R29			
Q30	How would you expedite the implementation of the program during the period when sponsorship is being sought for the system?	Narrative	
R30			
Q31	Discuss methods and practices you have deployed to expedite launching the system.	Narrative	
R31			

3. System Component Cost/Program Buyout Information (2014-2018)

	System Component Costs	2014	2015	2016	2017	2018
1	Kiosk (w/CPU and Program)	\$	\$	\$	\$	\$
2	Solar Kit	\$	\$	\$	\$	\$
3	Dock/Station (per Dock)	\$	\$	\$	\$	\$
4	Base Non-Bolted Solar	\$	\$	\$	\$	\$
5	Base Bolted	\$	\$	\$	\$	\$
6	Map/Ad Module	\$	\$	\$	\$	\$
7	Bikes (w/RFID Reader & GPS)	\$	\$	\$	\$	\$
8	Canopy	\$	\$	\$	\$	\$
9	Station Lighting	\$	\$	\$	\$	\$
10	Other System Components	\$	\$	\$	\$	\$

	System Buyout	2014	2015	2016	2017	2018
1	System Buyout	\$	\$	\$	\$	\$

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4. Implementation Schedule

Please discuss the timeline of critical tasks and how the Offeror intends to implement the system from planning and marketing to testing and launching the system. This should include the milestone dates from contract signing through delivery, installation, and system launch. At the minimum, the milestone dates shall include the following:

Milestones	Schedule
1.	Initial Development of Promotion/Marketing Plans
2.	Final Development of Promotion/Marketing Plans
3.	Beginning date of evaluation for System Area and Station/Bicycle Locations
4.	Final date of evaluation for Station/Bicycle Locations
5.	Initial Development of Public Outreach Plan
6.	Final Development of Public Outreach Plan
7.	Begin Public Outreach
8.	Initial Development of Station Siting Plans
9.	Final Development of Station Siting Plans
10.	Web Development/Testing
11.	Procurement of Bicycles/Stations
12.	Hiring Core Launch Team
13.	Lease & Build out HQ
14.	Hiring & training of launch team
15.	Receiving equipment (Bikes, Stations, etc.)
16.	Assembly & Installations Stations/Bicycles
17.	Distribution Stations/Stations Locations
18.	Software Development
19.	Software Deployment in Central Computer System and Kiosks
20.	Knowledge Transfer (Training Staff)
21.	Initial & Final Development of Maintenance and Cleaning Plan
22.	Fully Operational Website
23.	Implementation of Fleet Distribution Plan (staffing & fleet assembled)
24.	Beta Testing and Slow Launch
25.	Full Public Launch of Phase 1 System

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ATTACHMENT F: CHECKLIST

(For Offeror's Use Only)

- Cover page
- Signed Letter of Transmittal
- Statement of Qualifications
- Signed Addendums
- Table of Contents
- Proposal), including:
 - Technical specifications and Performance Metrics (separate sealed envelope)
 - Business Model (separate sealed envelope)
- Product Brochures (Optional - *included as an appendix, excluded from previous page limitations*)
- Submitted Material: One original + ten copies = total of eleven (11)

If any of the required items are missing or exceed the page limitations specified, the Proposal will be deemed non-responsive.

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ATTACHMENT G: POINTS OF INTEREST NEAR METRO LIGHT RAIL STATIONS

The following points of interest are marked on the map provided on the website "Maps of Phoenix Metro Light Rail stations – Points of Interest" (<http://phoenix.about.com/library/blmaplightrail01.htm>)

Shopping/Dining

Christown Spectrum Mall, Phoenix
Roosevelt Row, Phoenix
Arizona Center, Phoenix
CityScape, Phoenix

Stadiums/Sports

US Airways Center, Phoenix
Chase Field, Phoenix
Phoenix Municipal Stadium, Phoenix

Parks/Gardens

Steele Indian School Park, Phoenix
Margaret T. Hance Park (Deck Park)
Japanese Friendship Garden, Phoenix
Historic Heritage Square, Phoenix

Museums/Culture

Phoenix Art Museum, Phoenix
Heard Museum, Phoenix
Irish Cultural Center, Phoenix
Phoenix Police Museum, Phoenix
Wells Fargo Museum, Phoenix
Children's Museum of Phoenix, Phoenix
Arizona Science Center, Phoenix
Pueblo Grande Museum and Archaeological Park, Phoenix

Theatre/Music/Entertainment

Arizona State Fairgrounds/Veterans Memorial Coliseum
Great Arizona Puppet Theater, Phoenix
Stand Up Live Comedy Club
Phoenix Theatre, Phoenix
Phoenix Symphony Hall, Phoenix
Herberger Theater, Phoenix
Orpheum Theatre, Phoenix
Comerica Theatre, Phoenix

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Hospitals

St. Josephs Hospital and Medical Center, Phoenix
Banner Good Samaritan Medical Center, Phoenix
Arizona State Hospital, Phoenix
ASU Downtown Phoenix Campus, Phoenix

Other

Burton Barr Central Library, Phoenix
Phoenix Main Post Office, Phoenix
Maricopa County Superior Court - Central Court Building, Phoenix
Phoenix Convention Center, Phoenix
Park 'n' Swap, Phoenix
Sky Harbor Airport Shuttle, Phoenix

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ATTACHMENT H: BIKE SHARE LOCATION SUGGESTIONS FROM PUBLIC

The City of Phoenix has sought input from the public concerning their desired bike sharing facilities along the Metro light rail. This website has been posted since December, 2012 and can be found at <http://www.myplanphx.com/bike-share-program>. The following suggested locations by the public are listed by popularity and then by ZIP code.

The attached spreadsheets provides an “Add Support” column that signifies the number of users that support the given location for a bike sharing stations. These locations are provided to indicate initial public input using a website and include the following:

149 locations are suggested by four people.
53 locations are suggested by seven people.
202 total locations suggest by eleven people.

Disclaimer: These locations have not been evaluated and/or endorsed by City of Phoenix. Some comments may be inaccurate and should only be repeated after verification. All bike share locations suggested by the contractor will be subject to full review and approval by the City of Phoenix Street Transportation Department.

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ID	Idea Title	Idea Summary	Add'l Support	Address	ZIP
36388	Central and Roosevelt	In and around this intersection is the Roosevelt Arts District, Burton Barr Central Library, Portland Place Park, Margaret T. Hance Park, and significant residential and retail along W. Roosevelt.	7	1001-1043 North 1st Avenue	85003
36501	Civic Space Park	Civic Space Park	7	444 North Central Avenue	85004
36397	Phoenix Art Museum	With several museums in the vicinity; the Arizona Opera opening up soon; nice, tree-lined residential neighborhoods to ride around, retail along McDowell, and a close-by light rail station, this area might be a good location for a bike share kiosk.	7	21-41 East Coronado Road	85004
36495	The Heard Museum	The Heard Museum	6	22 East Monte Vista Road	85004
36496	Burton Barr Library	Burton Barr Library	6	1217 North Central Avenue	85004
36499	Angel's Trumpet Ale House/Film Bar area	Angel's Trumpet Ale House/Film Bar area	6	810 North 2nd Street	85004
36504	ASU Downtown Campus	ASU Downtown Campus	6	1-99 East Taylor Street	85004
36396	Oasis on Grand	The intersection of Roosevelt, Grand, and 15th Avenue is key to the continuing revitalization of the Lower Grand Avenue Arts and Small Business District. The Oasis on Grand artist live/work space might be a good location for a bike share kiosk (linking a similar kiosk at Central and Roosevelt).	6	1515 Grand Avenue	85007
36515	PHX Zoo	PHX Zoo	6	455 North Galvin Parkway	85008
36517	Papago Park	Papago Park	6	Nature Trail	85008
36490	Near the restaurant complex of Windsor, Postinos, Churn, and Federal.	Near the restaurant complex of Windsor, Postinos, Churn, and Federal.	6	5202 North Central Avenue	85013
36493	Clarendon Hotel	Clarendon Hotel	6	3738 North 4th Avenue	85013
36391	CO+HOOTS (1027 E. Washington)	Business, government, and civic leaders are encouraging "incubator" spaces along East Washington St. CO+HOOTS, which just recently moved to the area, is an important hub in making the concept work. A small bike share kiosk should be considered there.	6	1027 East Washington Street	85034
36503	Crescent Ballroom	Crescent Ballroom	5	202 West Van Buren Street	85003
36497	Margaret T Hance Park	Margaret T Hance Park	5	Papago Freeway	85004
36500	Food Trucks/Farmers Market/Restaurant	Food Trucks/Farmers Market/Restaurant	5	14 East Pierce Street	85004
36506	Convention Center/Symphony Hall	Convention Center/Symphony Hall	5	301-399 East Monroe Street	85004
36507	Heritage Square	Heritage Square	5	98-2 North 6th Street	85004
36508	CityScape 2	CityScape 2	5	75-99 West Washington Street	85004
36513	SEED SPOT	SEED SPOT	5	605 East Grant Street	85004
36387	Central and Van Buren	In and around this intersection you have Central Station, Civic Space Park, ASU Downtown Campus, and several significant office buildings and hotels	5	300 North Central Avenue	85004

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36494	Encanto Park	Encanto Park	5	1100-1158 West Encanto Boulevard	85007
36014	A bike share location would be great here	Lot's of people from St. Joseph's Hospital would use it	5	101-311 West Catalina Drive	85013
36492	Melrose District	Melrose District	5	4306 North 7th Avenue	85013
36521	7th Avenue and McDowell	That corner is hopping! There are a lot of restaurants, the Metropolitan Art Institute is nearby and it's heavily residential and in an historic neighborhood.. Plus it's right near the 3rd and 5th Avenue bike lanes.	5	700 West McDowell Road	
36502	The Y@ASU	The Y@ASU	4	352 North 1st Avenue	85003
36390	Washington and First Avenue	In and around this light rail station is CityScape, Phoenix City Hall, numerous Maricopa County offices, and other significant office and retail.	4	98 South 1st Avenue	85003
36423	Roosevelt and Central	The second highest use stop in the system [after the end points] jumps off into one of the largest apartment complexes in the area, 60 locally owned cafes, bistros, music clubs, restaurants, galleries, multiple City parks, museums, colleges, universities and the Roosevelt Row arts district.	4		85003
36512	The Duce	The Duce	4	6 East Lincoln Street	85004
36389	Jefferson and Third Street	In and around this light rail station is US Airways Center, Chase Field, Phoenix Convention Center, several hotels, and significant office and retail.	4	200-220 South 3rd Street	85004
39688	Bioscience High School	High School	4	East Pierce Street	85004
36013	7th Street and Oak or Sheridan	here please	4	700-798 East Oak Street	85004
36509	CityScape 1	CityScape 1	4	2 East Jefferson Street	85005
36394	Washington and 44th Street	In and around this light rail station is Phoenix Sky Harbor Airport, several hotels, Pueblo Grande Museum... and a bit farther the Phoenix Municipal Stadium, Tovrea Castle, Phoenix Zoo, Desert Botanical Garden, and Papago Park.	4		85008
36395	Gateway Community College	A bike share kiosk to benefit Gateway Community College students and faculty, close to a light rail station and destinations east and west along light rail.	4	3901 East Van Buren Street	85008
36491	Central Ave and Camelback Park and Ride	Central Ave and Camelback Park and Ride	4	125 West Camelback Road	85013
36659	Christown Spectrum Mall	There's already a well utilized transit center and park & ride at this location. A bike share would be a valuable addition.	4	5715 North 19th Avenue	85015
37072	The Biltmore	We can't ignore the Biltmore and it's growth, and having people experience Union would be a great experience.	4	2410 East Camelback Road	85016

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36410	Nina Mason Pulliam Rio Salado Audubon Center	All the excellent work that's gone into reclaiming the industrial area into a nature preserve should be celebrated and enhanced by encouraging more and more people to visit and experience the area.	4	3131 South Central Avenue	85040
36378	7th Avenue and Osborn: St. Joseph's Hospital and Phoenix College	A bike share here would be extremely useful for staff and visitors of St. Joseph's Hospital and Osborn Medical Center and students and staff at Phoenix College (with about 13,000 students). The Osborn Education Center is here as well. This area is also heavily residential with several apartment and condo complexes and many homes. There's also a Safeway and Basha's on that corner and a Fresh and Easy nearby to make it convenient to pick up a few items on the way home. This location is convenient to the 5th Avenue and 3rd Avenue bike lanes and since Osborn doesn't have a bus line running along it and traffic is lighter, this is the perfect place for a road diet. Adding a bike lane here to safely get to and from Central and the light rail would be an excellent idea.	4	701-747 West Osborn Road	
37107	20th Street and Camelback: Town and Country	This location is near existing bike routes and would be greatly used for shopping, restaurants and its fitness club.	4	4838-4898 North 20th Street	
37903	Roosevelt Square Apartment Complex	Large apartment houses should have bike sharing kiosks	3	107 West Portland Street	85003
36498	Roosevelt Row ART Lot	Roosevelt Row ART Lot	3	414 East Roosevelt Street	85004
36505	AZ Center	AZ Center	3	400 East Van Buren Street	85004
36511	Chase Field	Chase Field	3	401-459 East Jefferson Street	85004
39174	1st Street and Taylor: ASU Dorms	The perfect place for bike sharing!	3	518 North 2nd Street	85004
36645	12th Street and Oak: Coronado Historic District	This kiosk would be right in the middle of the Coronado Historic District, which is a great place for a bike ride and has a nice park with a pool. it's also near many bike routes which would benefit residents to go to and from the light rail, the nearby Museum District and Burton Barr Library. This is also convenient to 16th Street as well as McDowell. A location right near Tuck Shop and Astor House would be perfect and would be a destination people would bike to.	3	1198 East Oak Street	85006
37748	Bragg's Pie Factory	Half a dozen creatives' studios, several art galleries and now a restaurant within 1/2 block of this corner. Good place for a kiosk.	3	1301 Grand Avenue	85007
37713	7th Avenue at Grand/Van Buren	Near Grand Arts District, government buildings, O.S. Stapley Hardware adaptive reuse buildings, Legend City Studios and Historic First Presbyterian	3	239-299 North 7th Avenue	85007

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36622	Grand Canal trail	Where Roosevelt Street is obliterated by the 202 Freeway is also where the Grand Canal Trail passes by Creighton New School - a great place to start exploring the canal and the neighborhoods surrounding it	3	Grand Canal Trail	85008
36424	Grand Canal and Central Ave	Near Campbell Ave stop, between two high schools, on the northern tip of Steele Indian School Park, this bike share location allows you to explore the grand canal both east and west of Central Ave, Central Ave north and south of the Canal - the fabled bridle path, the restaurant row emerging north of Camelback, the midtown business district, Melrose District etc.	3	North Central Avenue	85012
36514	East Lake Park	East Lake Park	3	205 South 15th Street	85034
36375	7th Avenue and Osborn - St. Joseph's and Phoenix College	A bike share here would be a great way for staff and visitors of St. Joseph's Hospital and students and staff at Phoenix College to commute to the light rail. This area is also heavily residential with several apartment and condo complexes. There's also a Safeway and Basha's on that corner to make it convenient to pick up a few items on the way home. Since Osborn doesn't have a bus line running along it and traffic is lighter, this is the perfect place for a road diet and a bike lane to safely get to Central and the light rail.	3	North 7th Avenue	
36615	16th Street and Indian School	There are schools, shopping centers, a medical center and residential. It's right off the canal, which would lead to the Central and Campbell light rail stop. This would encourage canal and light rail use. It makes sense to start downtown and near the "7's" first, but this area of town could be a good future extension.	3	4005 North 16th Street	
36646	15th Avenue and Washington: Bolin Park / Capital	This would be a nice link from the Capital to and from downtown. It's along several bike routes, would be great for tourists and is a wonderful place to spend some time.	3	15 South 15th Avenue	
37064	7th Ave. and Encanto Blvd: Willow Historic District	Willow Historic District is a beautiful, bikeable neighborhood and this location is right near the 5th Avenue, Encanto Blvd and 3rd Avenue bike lanes. A kiosk here would serve this historic neighborhood well with an easy ride to Encanto Park, downtown, the light rail, The Melrose District, The Museum District, 7th Avenue and McDowell and Central Avenue.	3	701 West Encanto Boulevard	
37121	16th Street: Calle 16	This could be a good future location to promote Calle 16 and create easier access to the murals, Barrio Cafe and, perhaps someday, a "Little Mexico".	3	2860-2898 North 16th Street	
36510	Comerica Theatre	Comerica Theatre	2	400 West Washington Street	85003

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37109	3rd Avenue and Washington: City Hall / Courts	This location is central to City Hall, the courts, and the Orpheum Theater.	2	305 West Washington Street	85003
37901	Skyline Lofts	Large apartment complexes should have bike sharing kiosks	2	702 North 4th Street	85004
37067	McDowell - 7th Street - 3rd Street: Safeway	This would be convenient for people living downtown to get groceries.	2	342-486 East McDowell Road	85004
38702	1st Street and McDowell: Giant Coffee	This would be a well used spot at Giant Coffee, near CVS, a Quality Inn and Arizona School for the Arts. This is also across the street from the Phoenix Art Museum and very near to the Burton Barr Library, so would work quite well in conjunction with bike share stations in those locations to keep bikes in rotation.	2	1437 North 1st Street	85004
39120	2nd Street and Jackson	Alice Cooperstown and US Airways Arena	2	300-372 South 2nd Street	85004
36460	2020 N Central Ave	The 12 story building at 2020 N Central Ave has plenty of bike racks and space for more parking.	2	North Central Avenue	85004
37073	The Sheraton Hotel	Make it easy for tourist	2	340 North 3rd Street	85004
39075	12th Street and McDowell: Banner Good Samaritan Hospital	This is on a bike route and would be used by employees and visitors to the hospital and the Women's Resource Center. There is also residential in the Coronado Historic District and surrounding areas.	2	1600-1656 North 12th Street	85006
36690	Arizona State Capitol	Access to our state's seat of government, Capitol Museum, other state agencies, Wesley Bolin Plaza, and future proposed light rail station (West Extension).	2	1701-1799 West Adams Street	85007
38644	11th Avenue and Washington: Liberty Park	Located in the center of many government buildings and is right along the bike lane and a beautiful park.	2	1001-1099 West Washington Street	85007
36455	Thomas and 28th St	Bikeshop on corner of Thomas Rd and 28th St.	2	East Thomas Road	85008
36614	7th Street and Camelback	There are a lot of businesses and restaurants near this corner and also residents that would use the bikes to commute to the light rail.	2	699 East Camelback Road	85012
36636	Central and Bethany Home	This neighborhood is dense with residential and churches and has a buffered bike lane from Bethany Home to Camelback which would make an easy ride to and from the light rail, shops and restaurants.	2	5999 North Central Avenue	85012
39365	Central and Thomas Light Rail Station	There are many high rise office buildings and a large Hilton hotel. This would also be a good connection to and from St. Josephs Hospital.	2	10 East Thomas Road	85012
37881	Devine Legacy Apartments	Affordable housing complexes along Light Rail should all have bike sharing kiosks	2	25 West Minnezona Avenue	85013
36927	7th Avenue and Indian School: Melrose District	This kiosk would be at the South end of the Melrose District and would also serve the neighborhood as transportation to the light rail.	2	701 West Indian School Road	85013

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36928	Central and Indian School; Steele Indian School Park	This would be a nice connection to the park and the VA hospital.	2	4 West Indian School Road	85013
37108	7th Avenue and Camelback: Melrose District / Village Square	This location is on the North end of the Melrose District, near a shopping plaza with a grocery store, a soon-to-be LA Fitness and restaurants.	2	5000 North 7th Avenue	85013
37145	15th Avenue and Grand Canal	This would intersect the canal and the 15th Avenue bike lane and is right in the middle of a residential area. What a great way to connect with the light rail via the canal.	2	4393-4399 North 15th Avenue	85013
38042	Central and Turney: Lux / Pane Bianco	This would be a busy spot for bike sharing!	2	9 West Turney Avenue	85013
37702	12th Street and Osborn	This corner has huge apartment/condo complexes galore and is right on the 12th Street bike lane. This would be an excellent link to and from the light rail and is close to the canal.	2	1163-1199 East Osborn Road	85014
38650	12th Street and Grand Canal	This residential area has apartment complexes is on the canal and has access to existing bike lanes. This is a really good car-free route to the light rail and the Melrose District.	2	Grand Canal Trail	85014
36623	Arizona Canal Falls	This section of Arizona Canal is splendid in its own right and the paths are broad and pass through beautiful neighborhoods	2	Arizona Canal Trail	85018
38944	36th Street and Indian School: Gaslight Square	Future phase of bike sharing. This corner has shops and restaurants as well as offices and is surrounded by residential. It's on the 36th Street bike route.	2	4053-4099 North 36th Street	85018
36519	16th Street and Bethany Home	I think it's important to place kiosks in the wonderful pockets of activity in Central Phoenix to boost business, create more bike paths and decrease motor vehicle traffic while also creating a way for the people in this neighborhood to easily commute to the light rail. The area surrounding 16th Street and Bethany Home is a perfect example. It's filled with extremely popular restaurants, a Starbucks (I know, I know), a fitness center, boutiques and soon - Sprouts Farmer's Market. It's also heavily residential with many homes, apartment and condo complexes.	2	5852-5898 North 16th Street	
36522	Central and Osborn	This location has several hotels and banks, Walgreens, Staples, Phoenix Financial Center, Park Central, many office buildings and a dense residential area. A protected bike lane can be created along Osborn. This would create a safe route to other kiosks that are East and West of Central.	2	3300-3398 North Central Avenue	

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36613	7th Street and Osborn	There are a lot of small local businesses here (Urban Beans, Bard's Books and such) and there will soon be a new restaurant. There's a new development at the former church on that corner that will bring in more retail/restaurants. And this area is surrounded by residences that would use the bike share as transportation to and from the light rail. A protected bike lane can be added to Osborn to create a safe East/West route.	2	3455-3499 North 7th Street	
36620	15th Avenue and Thomas	This location would serve the South side of Phoenix College along with Encanto Park, the fairgrounds and the historic districts and would allow residents easier light rail access. This is also a nice corner with popular restaurants and some shops and is on the 15th Avenue bike lane.	2	2916 North 15th Avenue	
36641	7th Street and Grand Canal	This location is right on the canal and would be a great connection to the light rail and shops and restaurants for the neighborhood. This can tie in with Canalscape.	2	4501 North 7th Street	
36643	7th Avenue and Grand Canal	This would be in the middle of the Melrose District and would connect with the Grand Canal to possible kiosks along the canal at Central and 7th Avenue to help create Canalscape.	2	4519 North 7th Avenue	
37085	11th Avenue and Osborn: Phoenix College	This is an alternative location to 7th Avenue and Osborn. This location intersects the North end of Phoenix College (its popular Culinary Cafe is on that corner), two elementary schools and the Osborn School District buildings. Osborn and 11th Avenue can benefit greatly from the addition of bike lanes. 11th Avenue between Indian School and Thomas is quite wide and very bikeable. A kiosk here would work quite well with one at the South end of Phoenix College at 15th Avenue Thomas. This location would also serve as a great connection to the light rail for the community since it's heavily residential and has several condo/apartment complexes.	2	3342 North 11th Avenue	
37870	12th Street and Bethany Home	There are so many condo and apartment complexes near that corner and it's on a bike route. It would be a great connection to the light rail and nearby neighborhoods.	2	5965-5999 North 12th Street	

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38700	15th Avenue and Osborn	This is another option for the Phoenix College area. This location is near the sports facilities and is on the 15th Avenue bike route. The Phoenix College area has the ability to support multiple bike share stations. Along with the college, there is the Osborn Elementary School district and this area is dense with a variety of multi-family housing as well as many single family homes. It's bikeable along 11th Avenue, the 15th Avenue bike lane and Osborn has the potential to be a great bike route.	2	3500-3546 North 15th Avenue	
38943	40th and Campbell: La Grande Orange	For a future phase of bike sharing, perhaps creating a small bike share community in Arcadia This location intersects bike routes, has limited parking and is extremely popular. It's also surrounded by dense residential and multi-family housing.	2	4483-4499 North 40th Street	
39116	4th Avenue and Jackson: Union Station	This is right near Union Station, government buildings and The Ice House in the warehouse district.	2	499 South 4th Avenue	
39232	10th Street and Roosevelt: Welcome Diner / Youth Hostel	The Welcome Diner is reopening, there is a youth hostel, Alwun House, a bike route and dense residential in this part of the Garfield Historic District. This would be a great connection to and from the light rail, the rest of downtown and nearby neighborhoods.	2	925 East Roosevelt Street	
36576	Historic Neighborhoods 1 - Historic Roosevelt Neighborhood	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	1	West Roosevelt Street	85003
37750	Hob Nobs	A multiplicity of cultural attractions within 3 blocks of this hub.Great place	1	149 West McDowell Road	85003
37890	Urban Lofts 2 Apartments	Affordable housing complexes along Light Rail should all have bike sharing kiosks	1	650 North 2nd Avenue	85003
37904	Tapestry on Central	Large mixed condo/rental complexes should have bike sharing kiosks	1	2 West Encanto Boulevard	85003
37066	5th Avenue and Fillmore	In this area is Cibo, Rio Salado College, Children First Academy and a lot of residential. This intersects the 5th Avenue and Fillmore bike routes and is two blocks from the 3rd Avenue bike lane. Many people would use this kiosk for it's access to Cibo and area residents would find a kiosk here useful for transportation to and from the light rail, Grand Avenue, Hance Park, Roosevelt Row and many points downtown.	1	501-555 West Fillmore Street	85003
36467	Bike Share Kiosk_2	Burton Barr Library	1	1221 North Central Avenue	85004

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36582	Historic Neighborhoods VII - Townsend Neighborhood	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	1	500-526 East Lynwood Street	85004
37892	Roosevelt Point Apartments	Large Apartment Complexes should have bike sharing kiosks	1	222 East Roosevelt Street	85004
37068	McDowell - 3rd Street - 7th Street: Safeway	This would be convenient for people living downtown to get groceries.	1	326 East McDowell Road	85004
37074	The Valley Youth Theater	Frequently attracts people that live in the suburbs that has never been to downtown Phx, great starting people to experience the city.	1	801 North 3rd Street	85004
39202	at the art museum	any cultural stop would be a high traffic area for a bike share	1	2-98 East McDowell Road	85004
37171	Coronado Park	People within this neighborhood would be more likely to use the light rail with a bike sharing program. It is just beyond the walkable distance.	1	1815-1999 North 12th Street	85006
37302	7th Street and Van Buren: ASU	ASU and lots of activity at that corner.	1	217-299 North 7th Street	85006
36580	Historic Neighborhoods V - FQ Story Neighborhood	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	1	1117 West Latham Street	85007
36621	Garfield Neighborhood	Wonderful historic neighborhood and the corner of Pierce and 10th St is a great place to start exploring - a 90 year old Safeway Store is still operating at that location [although Safeway sold it off 60 years ago]	1	615 North 11th Avenue	85007
37069	15th Avenue and McDowell: Fairgrounds	This would also create a connection to and from the light rail for area residents and is along the 15th Avenue bike lane. It would be great to have a kiosk at the entrance to nearby Encanto Park as well so that there are options.	1	1578-1598 North 15th Avenue	85007
38400	15th Avenue and Encanto Boulevard	Encanto Park and near the tennis courts and a park entrance. There is residential and it intersects two bike lanes. This would be a good connection to downtown and the light rail.	1	2266-2298 North 15th Avenue	85007
37822	Oak and Grand Canal	Use the Grand Canal Trail to get to so many places. This station would also be on and near existing bike routes.	1	2571-2591 East Oak Street	85008
38394	19th Avenue and Monte Vista: State Fairgrounds	There is also residential in this neighborhood. This would be best served with a bike lane connecting the entrance to Encanto Blvd. which would also lead to the 15th Avenue bike lane.	1	1901 West Monte Vista Road	85009
38043	Landmark Towers / Hula's / Maizies / Citizen Coffee	A great destination!	1	4774 North Central Avenue	85012
36463	Bike Share Kiosk	Near the restaurant complex of Windsor, Postinos, Churn, and Federal.	1	5202 North Central Avenue	85013

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36660	Camelback/17th Ave.	A bike share could be included in the future development of the large empty lot at the SW corner.	1	1707 West Camelback Road	85015
37782	Osborn and Grand Canal	This is right near the entrance to Arioso City Lofts, a huge apartment complex that spans 16th Street to the Grand Canal along Osborn. There are also many homes in this area and this would be great access to the Grand Canal and the light rail. We should promote biking on the canals with bike sharing in areas that support it with dense residential and shops.	1	3440-3484 Grand Canal Trail	85016
38946	48th Street and Indian School: Greenbelt/Canal	For a future phase of bike sharing. This area meets the canal and the greenbelt, has a grocery store, popular restaurants and Arcadia High School.	1	North 48th Street	85018
36657	Pastor Transit Center	It is a transit center, after all.	1	24 East Broadway Road	85040
36658	Central/Baseline	Maybe in the shopping center on the NE corner?	1	7601-7651 South Central Avenue	85042
38651	16th Street and Campbell	This is along an existing bike lane and there's a huge apartment complex on that corner and a large condo complex nearby. A park is on this corner and some restaurants too. It would be easy to get to the canal, making it a good route to and from the light rail.	1	4468-4498 North 16th Street	
36486	Bike Share Kiosk_19	The Y@ASU	0	350 North 1st Avenue	85003
36489	Bike Share Kiosk_23	CityScape 2	0	50 West Jefferson Street	85003
36578	Historic Neighborhoods III - Willo	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	0	2017 North 3rd Avenue	85003
37880	The Lofts at McKinley	Affordable housing complexes along Light Rail should all have bike sharing kiosks	0	809 North 5th Avenue	85003
37883	The Marquee Apartments	Affordable housing complexes along Light Rail should all have bike sharing kiosks	0	618 North 2nd Avenue	85003
37889	The Filmore Apartments	Market rate affordable housing complexes along Light Rail should all have bike sharing kiosks	0	617 North 3rd Avenue	85003
36469	Bike Share Kiosk_4	RoRo	0	414 East Roosevelt Street	85004
36470	Bike Kiosk_5	ATAH	0	102-198 East McKinley Street	85004
36471	Bike Share Kiosk_6	Civic Space Park	0	500-598 North Central Avenue	85004
36472	Bike Share Kiosk_7	AZ Center	0	400 East Van Buren Street	85004
36473	Bike Share Kiosk_9	Convention Center	0	100 North 3rd Street	85004
36475	Bike Share Kiosk_10	Heritage Square	0	601-623 East Adams Street	85004
36476	Bike Share Kiosk_11	The Duce	0	14 East Lincoln Street	85004
36479	Bike Share Kiosk_13	The Heard Museum	0	22 East Monte Vista Road	85004
36480	Bike Share Kiosk_14	Margaret T Hance Park	0	Papago Freeway	85004

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36485	Bike Share Kiosk_18	ASU Downtown Campus	0	East Polk Street	85004
36487	Bike Share Kiosk_20	Food Trucks/Farmers Market/Restaurant	0	14 East Pierce Street	85004
36488	Bike Share Kiosk_21	CityScape 1	0	2-98 South 1st Street	85004
36581	Historic Neighborhoods VI - Evans-Churchill Neighborhood	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	0	516 East Portland Street	85004
36583	Historic Neighborhoods VIII - in back of the Heard Museum	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	0	345 East Palm Lane	85004
37882	Westward Ho Complex	Affordable housing complexes along Light Rail should all have bike sharing kiosks	0	2-44 West Fillmore Street	85004
39689	St Mary's High School	High School	0	North 3rd Street	85004
41111	Arizona Science Center	Connect all the major cultural institutions through bike share kiosks	0	East Washington Street	85004
39686	North High School	High School	0	East Thomas Road	85006
37816	16th Street and Roosevelt: Ranch Market	This location would be convenient for grocery shopping at Pro's Ranch Market and would be good light rail connection for the community.	0	950-998 North 16th Street	85006
36481	Bike Share Kiosk_15	Encanto Park	0	2601-2799 North 8th Avenue	85007
36579	Historic Neighborhoods IV - Encanto-Palmcroft Neighborhood	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	0	1700-1798 North 7th Avenue	85007
37749	La Melgosa	A bike shop, half a dozen galleries, a theater and a restaurant space begging to be rented again. Excellent place for a kiosk	0	1001-1025 Phoenix-Wickenburg Highway	85007
39690	Metro Arts High School	High School	0	North 7th Avenue	85007
37820	23rd Avenue and Thomas	This area has motels, a school, restaurants, apartment buildings and many homes. This would be a good connection to the light rail, Encanto Park and the fairgrounds.	0	2700-2798 North 23rd Avenue	85009
39687	Xavier High School	High School	0	North 5th Street	85012
41271	Steele Indian School Park	It would be nice to have a location right inside the park.	0	Shodes Circle	85012
36468	Bike Share Kiosk_3	Clarendon Hotel	0	3700 North 3rd Avenue	85013
36482	Bike Share Kiosk_16	Melrose District	0	4330 North 7th Avenue	85013
36483	Bike Share Kiosk_17	Central Ave and Camelback Park and Ride	0	213-299 West Camelback Road	85013
39692	Camelback High School	High School	0	North 28th Street	85016
39691	Arcadia High School	High School	0	East Indian School Road	85018

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36477	Bike Share Kiosk_12	East Lake Park	0	205 South 15th Street	85034
41236	Circle K Park	A good park on the Highland Canal near South Mountain.	0	East South Mountain Avenue	85042
39693	Desert Vista High School	High School	0	South 32nd Street	85048
36577	Historic Neighborhoods II - Garfield Neighborhood	Have linked bike share stations at each historic neighborhood so people can enjoy each one while taking in the locally owned cultural attractions in or near each one. What better way to help build an appreciation for what is uniquely Phoenix?	0	East Garfield Street	