

FY2025 Scooter Permit Application

Applicant questions 6/18/2024

1. Can the City disclose who is on the evaluation panel? What departments or entities do they represent?
 - a. Applications will be reviewed by staff in the Transportation and Public Works departments. Applications will also be reviewed by the appropriate departments for compliance with legal requirements, though these requirements are not part of the evaluation score.
2. How do you intend to notify bidders of the City's decision? Will both the selected operator(s) and those not selected be notified at the same time? If so, how?
 - a. Applicants will be notified by email whether their permit is approved or denied no later than July 15, 2024.
3. How will the question on pricing structure and equity programs be evaluated? Will lower prices and/or higher discounts for equity programs be awarded higher scores?
 - a. Equity program plans will be scored based on a combination of factors, including the variety of options (such as discounts, cash options, or non-smartphone options), the potential scope of benefits (such as participant eligibility and benefit per person), and how the program(s) will be promoted to encourage participation.
4. How does the City intend to evaluate applications received from the same company or subsidiaries operating under different names? Would such applicants be eligible for one or two permits?
 - a. Each application from an individual operator will be evaluated separately. If multiple subsidiary companies that are operated independently under the same umbrella company submit applications, these applications will be evaluated separately.
5. For applicants that did not operate in the city in the past year, can the city be more prescriptive as to what constitutes "a comparable jurisdiction"?
 - a. Preferably, a comparable jurisdiction should be similar in size and context to the City of Fairfax, located in Virginia (subject to the same state requirements). It should also reflect operations plans similar to those proposed in the City. However, the City recognizes that every community is unique and an exact match is not expected. The City will notify an applicant if

the evaluation committee has concerns about their proposed “comparable jurisdiction”.

6. Considering past performance makes up half of the scoring, how will the City ensure fair comparison between applicants that operated in the city in the past year with operators that get to select which city's data they report on?
 - a. If an applicant submits reference data, they must also include a point of contact from the reference jurisdiction so that the City may obtain additional information about past performance. Companies who have operated in the City in the past year may choose to submit additional data from another comparable market as supplementary information, particularly if this data informs the impact of proposed changes from previous operational plans.
7. How many operators are anticipated for the permanent program?
 - a. As noted in the permit application, the City is looking to approve up to two operators, but final decisions will depend on the evaluation process.
8. Does the City anticipate a period of contract negotiation after award?
 - a. No. Questions about any of the permit requirements should be raised prior to submitting the application.
9. Application item #3 asks for our application fee. For this question, is it acceptable to submit proof of payment made following the City's directions?
 - a. Yes.