

## ADDENDUM NO. 2

DATE: March 2, 2022  
TO: All Applicants  
FROM: Penny Owens, Purchasing Agent  
SUBJECT: Addendum No. 2 – Shared Dockless Mobile Fleet

Application Deadline: March 4, 2022\*\*\* at 11:00:00 a.m. (Eastern)

This addendum is published to provide responses to questions asked by potential permit applicants and clarify the specification through the following items. This addendum hereby becomes a part of the application process and modifies the original requirements as noted.

**ITEM #1: Deadline Postponement.** \*\*\*As a result of the additional requirements included in this addendum, the deadline for applications is hereby postponed until **March 9, 2022 at 11:00:00 a.m. Eastern**

### **ITEM #2: Response to Questions.**

**Question #1:** In addition to scooters, can an applicant propose, and would the City be willing to accept as part of a mixed fleet, an e-bike with dimensions of 66.9" x 27.5" x 43.3", even though a width of 27.5" is not within the range of SAE J3194 WD2?

Response: The Applicants must meet the current specifications as detailed in the Ordinance, limiting the width of an e-bikes proposed. Also note that additions to the e-bikes (i.e. side mirrors) also count towards the width of the e-bike.

**Question #2:** Can the City confirm that the information and documents set forth in Sections 6.1 through 6.7 of the RFA and Sections 16-712(b) through 16-712(h) of the Ordinance are only required to be submitted *after* an applicant has been selected? The Ordinance appears to require certain information and documents at the initial application stage, while the RFA states that the same information and documents are not required until after selection. Section VI of the RFA states that "*entities, if selected* (emphasis added), must agree to adhere to the attached Ordinance and *to accept the permit* (emphasis added), must provide" certain information and documents set forth in Sections 6.1 through 6.7 of the RFA. However, Section 16-712 of the Ordinance circulated with the RFA states that "every operator desiring to operate a shareable PMV or system shall submit an application ... [containing], at least" a completed operating permit application *as well as* all of the information and documents set forth in Section VI of the RFA—the same information and documents that, according to the RFA, are only necessary after selection.

Response: For clarification, the following sections are revised:

- a) Section 6.1 is hereby revised to require the Acknowledge of rules must be submitted with the Application. Attached please find Exhibit 1: Acknowledgement of Rules and Indemnification Affidavit for Powered Micromobility Devices to be submitted with the Application.
- b) Section 6.2 requires the submission of the attached Exhibit 2: Life Safety Affidavit with the Application.
- c) Section 6.3 is hereby revised to read as follows: 6.3 City Business license must be obtained and proof of such licensure must be presented to the City by the permit holders prior to the issuance of a permit.
- d) Section 6.8 is hereby add, to read: 6.8 Insurance. The Shareable Powered Mobility Vehicle (PMV) Permit Holder shall be required to obtain and maintain in full force and effect for the duration of the Agreement the types and amounts of insurance as detailed in the attached Exhibit 3: Insurance Requirements for Permitted Operators of Shareable Powered Micromobility Vehicles.

**Question #3:** Section 7.3 of the RFA lays out the following required structure of response: 1. Title Page; 2. Table of Contents; 3. Application Fee of \$100; 4. Submission Forms; 5. Body of Application. If submitting electronically, should applicants use Tab 3 to simply confirm that they have submitted the required \$100 application fee with their application? If not, what does the City expect applicants to include in Tab 3 of an electronically submitted application?

Response: Yes, Applicants may use Tab 3 simply to confirm submission of the Application.

**Question #4:** Can the city confirm that the S-1 Form attached to the RFA is the only form required to be submitted with the application in Tab 4 - Submission Forms? If other forms are required, where can applicants find the other required form(s)?

Response: See the response to Question #2 above.

**Question #5:** The term "Equity Zone" is capitalized in the RFA but not defined. Has the city already defined certain Equity Zones, or will those zones be defined for operators post-selection? If Equity Zones have already been identified, where can the list of Equity Zones be found?

Response: We do not currently have a map for the Equity Zone. Applications should discuss how residential neighborhoods that are adjacent to Downtown and Campus can be served. Distribution plans can be based on how the Applicant plans to operationally maintain minimum fleet requirements in established equity zones.

**Question #6:** Knoxville is a unique city and deserves a state-of-the-art micromobility program. In order to receive the most comprehensive and detailed applications, would the city of Knoxville consider extending the response deadline from 2/24 to 3/10?

Response: Per Addendum No. 1, the response deadline was extended to March 4, 2022 and per ITEM #1, this addendum further extends the deadline.

**Question #7:** Does the city intend to contract with one vendor or multiple?

Response: Per the request for applications, the City intends to award permits to two companies.

**Question #8:** Per Section 5.e, is the City requiring helmets be included as part of a user rental or just asking for operators to explain how they will encourage helmet use?

Response: The City is asking operators to explain how they will encourage helmet use. Helmet use will not be required.

**Question #9:** Per Section 4.b, does the City have a map of the Equity Zones? What areas would the City like operators to serve?

Response: We do not currently have a map. Applications should discuss how residential neighborhoods that are adjacent to Downtown and Campus can be served. Also, see the response to Question #5 above.

**Question #10:** Per Section 5.d, is the City requiring all devices be locked-to bike racks or fixed objects? or does the City just want operators to provide that option?

Response: The operators should provide the option for all devices to be locked to bike racks or fixed objects.

**Question #11:** Can the City provide the Administrative Regulations that are referenced throughout the RFP document?

Response: Yes, please find the Administrative Regulations attached.

**Question #12:** Can the City confirm where and how to send the \$100 Application Fee?

Response: Checks may be mailed to the follow:

City of Knoxville Purchasing  
Attn: Application – Shared Dockless Mobile Fleet  
400 W Main Street, Suite 667  
Knoxville, TN 37902

**Question #13:** One of our team members also noticed a discrepancy in the Administrative Regulations: Section III(a)(i)(2) says "The cost to apply for a permit is five hundred dollars (\$500)", while Section III(a)(iv)(1) of the Regulations and the RFA each say that the application fee is \$100. Can you clarify which fee is correct?

Response: The correct Application Fee is \$100.00.

**Question #14:** Please clarify the preferred application payment method.

Response: Please submit a check to the address listed in Question #12 above.

**Question #15:** Forms missing:

- a. Item 4.10 on Page 4 states that we must include a notarized No Contact/No Advocacy affidavit, as found in the "Submissions Forms" section. Item 7.3 on Page 9 states that we

must submit all forms within this document. There is only one form included in this RFA, and does not include No Contact/No Advocacy form.

- b. Item 6.2 on Page 7 states we must include Life Safety Compliance and Affidavit; where is this form?

Response:

- a. The requirement for a notarized No Contact/No Advocacy affidavit in Section 7.3 is hereby deleted
- b. The Life Safety Compliance form is hereby attached as Exhibit 2.

**Question #16:** As the micromobility industry rapidly improves vehicle design and technology, will the Director have the discretion to approve stand-up scooters which exceed the current weight limit? Companies have innovated on scooter design since early models of scooters were deployed (mostly 50 pounds or less). Next generation scooters tend to weigh more than 50 pounds yet provide increased rider safety, improved durability, and extended vehicle lifespan.

Response: The Applicants must meet the current specifications as detailed in the Ordinance, limiting the deployed scooters to 50 pounds or less. The City may consider changes in the future.

**Question #17:** Question 4b and 4c reference the City's Equity Zones. Has the City defined these zones, and if so can you provide the GIS data or map? Has the City identified minimum and maximum deployments within the Equity Zones? If so, please provide.

Response: The City has not defined minimum and maximum deployments within the Equity Zones. See the response to Question #5 above for further response.

**Question #18:** Regarding question 3c *"Provide documentation of whether the model being proposed in Knoxville is the most advanced model in deployment in any of your launched markets."* What kind of documentation is the City asking for? Manufacturer specifications? A signed affirmation stating we're proposing our most advanced model? Please advise.

Response: A written acknowledgement and detail of the specific model number will suffice.

**Question #19:** Can the City please confirm the launch date of the program?

Response: Upon issuance of the operating permits, the selected vendors will have immediate operating rights.

**Question #20:** Can the City please confirm the weight limit for standing scooters? The City's regulations (SAE J3194) seem to indicate that the maximum weight limit for standing scooters is 50lbs. This is extremely low as the industry standard for weight limits on standing scooters is typically 100lbs. Is the City willing to amend the vehicle weight requirement to 100 lbs?

Response: The Applicants must meet the current specifications as detailed in the Ordinance, limiting the deployed scooters to 50 pounds or less. The City may consider changes in the future.

**END ADDENDUM NO. 2**