

**Arlington County, VA**  
**MICRO-MOBILITY BUSINESS PERMIT and APPLICATION FORM**

**Purpose**

This permit application is for a company to request a permit to operate a Micro-Mobility Service in Arlington County, VA pursuant to Arlington County Code Chapter 14.2, Article X. Each applicant must review the requirements in Section 14.2 and herein carefully provide a complete permit application for each fleet mode requested. The permit application and relevant supporting materials must be submitted via email.

**Applicant Information**

Company Name:	
Local General Manager <sup>1</sup> Contact Name:	
Local General Manager Contact Phone:	
Local General Manager Email Address:	
Customer Service Phone:	
Customer Service Email:	
Mailing Address:	
Website:	
Fleet Mode: <i>(e.g. e-scooter, e-bike, etc.)</i>	
Proposed Fleet Size:	
Proposed Accessible Vehicle Fleet Size: <i>(e.g. handcycle, tricycle)</i>	

**County Staff Authorized Use Only**

Application Complete Date:	
Permit Approved / Rejected Date:	If Approved, Fleet Size:
Authorized By:	

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<sup>1</sup> The Local General Manager shall serve as the Company Point of Contact for all notices related to the application, issuance, denial, term, or any other matter concerning the permit. Should the Point of Contact information change at any time following the submission date of this application, the Company shall immediately notify the County and be responsible for ensuring the County has the complete and correct Point of Contact information.

## **Proposal Consistency with MTP Goals**

Each Permit application will be reviewed according to how the proposed Micro-Mobility Service would help Arlington meet the County's Master Transportation Plan (MTP) goals.<sup>2</sup> Goals, with related MTP strategies excerpted and example elements of possible responsive proposals, are provided below for your reference:

**Goal 1 – Provide High-Quality Transportation Services.** Provide high-quality transportation services for all users and modes.

### **Related MTP Strategies:**

1. Provide and promote affordable, convenient, and integrated transportation choices.
3. Increase the overall person-capacity of Arlington's transportation network through the more efficient use of existing street rights-of-way.

### **Micro-Mobility Service Implementation Examples:**

*Incentivize customers to use corrals or charging stations.*

*Create a system which rewards safe, courteous riding and penalizes unsafe, discourteous riding.*

**Goal 2 – Move More People Without More Traffic.** Provide more travel choices and reduce the relative proportion of single-occupant vehicle (SOV) travel through Transportation Demand Management (TDM), telecommuting, and travel shifts to other modes including transit, carpooling, walking, and bicycling.

### **Related MTP Strategy:**

3. Encourage the use of environmentally sustainable modes.

### **Micro-Mobility Service Implementation Examples:**

*Work with a developer to integrate devices into a new development site plan and a transportation demand management plan.*

*Provide incentives for frequent users (i.e. commuters).*

*Ensure pricing of service is competitive with less sustainable modes.*

**Goal 3 – Advance Environmental Sustainability.** Reduce the impact of travel on community resources including air and water quality and increase energy efficiency.

### **Related MTP Strategy:**

1. Increase energy efficiency and reduce hydrocarbon emissions by encouraging and accommodating nonmotorized travel, public transit, carpooling, telecommuting, and alternative-fuel vehicles.

### **Micro-Mobility Service Implementation Examples:**

*Replace fossil-fueled powered maintenance and rebalancing vehicles with environmentally friendly ones.*

*Replace motor vehicle trips to recharge the devices with charging stations for customers to use.*

*Incentivize customers to help rebalance devices and/or solve other challenges (i.e. the Capital Bikeshare Bike Angels program).*

**Goal 4 – Promote Safety.** Provide transportation system operations that are safe and secure, and enable prompt and effective emergency response.

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<sup>2</sup> Arlington County, VA. Master Transportation Plan – Goals and Policies Document. 2/25/17. p.2-4.  
<https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/31/2017/03/Overall-plan-updated-February-25-2017.pdf>

**Related MTP Strategy:**

- 1. Minimize rates of injuries and accidents for each mode and ensure that transit riders, pedestrians, bicyclists, and motorists feel safe and comfortable at all times when traveling in Arlington.

Micro-Mobility Service Implementation Examples:

*Multifaceted and forward-facing safety regulation and etiquette messaging through smartphone app and other routine member communication.*

*Track the root causes of crashes and improve device safety and user education to reduce crash rates.*

*Host courses to educate users on how to use the device and how to ride in the street and on the sidewalk.*

*Develop a kickstand which improves compliance with the County requirement that device should be upright at all times.*

*Conduct routine inspections of devices for condition and repair needs.*

**Goal 5 – Establish Equity.** Serve the mobility and accessibility needs of all residents regardless of age, income, or ability.

**Related MTP Strategies:**

- 3. Provide good quality travel options for all residents and workers throughout the county regardless of their location.
- 4. Support programs that emphasize the special transportation needs of children, the elderly and the disabled.
- 5. Provide a broad array of transportation options that ensure access to affordable travel.

Micro-Mobility Service Implementation Examples:

*Conduct extensive outreach to register low-income users.*

*Ensure devices are available in low-income communities within the County.*

*Offer accessible devices for individuals with disabilities.*

**Goal 6 – Manage Effectively and Efficiently.** Fund, develop, manage, and maintain transportation facilities and services in an equitable and cost-effective manner.

**Related MTP Strategies:**

- 3. Manage motor vehicle congestion by emphasizing transportation alternatives, parking management, and queue management.
- 4. Identify and pursue policies and practices that take advantage of new technologies that can enhance the quality and efficiency of transportation facilities and services. Carefully design and implement demonstrations of such innovations.
- 5. Plan, measure and evaluate service with a general emphasis on daily and weekly peak demand.

Micro-Mobility Service Implementation Examples:

*Provide parking enforcement innovation, such as an on-board lock and incentive to use it to lock to something, incentive for customers to use corrals and charging stations if available, etc.*

*Geofence slow-ride zones where the riding speed is limited, such as sidewalks.*

*Provide incentives for use of devices in conjunction with public transportation.*

*Communicate with County officials any policy or technology change that has the potential to benefit or impact riders.*

**Other considerations**

In addition to the goals and strategies of the MTP, the County Manager or designee may consider in evaluating applications for permits other factors, including but not limited to any established County-wide cap on the total number of devices permitted; community demand for services of different kinds; support for an open marketplace; past operator performance and responsiveness in the County; and health, safety and welfare, etc. Please include in your application package any information you consider to be relevant to the County Manager or designee’s decision. For example, if your company operated in Arlington during 2020,

please include any commitments, beyond those that were required, that you made in your 2020 application and followed through on. No more than one page will be evaluated in this section.

### **Permit Application Submission**

The applicant must include in their application package of up to **16 pages**:

- Description of how the applicant's proposed service would meet each of the County's MTP goals described above, pursuant to § 14.2-114.B, no more than two pages per MTP goal will be evaluated
- Equity Plan pursuant to § 14.2-122.D, no more than two pages will be evaluated
- Battery Management Plan, including but not limited to, charging, transporting, storage, and recycling, pursuant to § 14.2-124, no more than one page will be evaluated
- Other considerations, no more than one page will be evaluated
- Evidence of the required insurance pursuant to § 14.2-118
- Evidence of the required surety bond pursuant to § 14.2-119
- Evidence of Arlington County Business License pursuant to § 14.2-117
- Virginia Certificate of Good Standing
- Permit Application Form, signed by the applicant
- A non-refundable check for \$1,000 payable to Arlington County Treasurer pursuant to § 14.2-113.C

Pursuant to § 14.2-114.C, should the County approve the applicant's permit application with the proposed or modified fleet size, it will inform the applicant of the approved fleet size at which point the applicant shall mail an initial annual operations fee of \$80 per each approved micro-mobility device. This fee will be pro-rated if an application is processed and approved for any permit term of less than 365 days. The permit term will be specified on the notice to award. The fee will be due no later than 30 days from notice to award the permit, and failure to pay within 30 days may be cause for suspension or revocation of permit award.

**Email application package to:** [mobility@arlingtonva.us](mailto:mobility@arlingtonva.us)

**Questions should be directed to:** [mobility@arlingtonva.us](mailto:mobility@arlingtonva.us)

## MICRO-MOBILITY BUSINESS PERMIT

The Operator shall, in good faith, through the Arlington County Manager, or designee, cooperate and communicate with Arlington County and the public to work towards a successful, safe, and sustainable Micro-Mobility Service, conforming to all State and local laws.

- Arlington County has the right to exercise “self-help” and move Vehicles on its own if it determines that an emergency poses an imminent risk to public health and safety or property damage.
- Pursuant to § 14.2-123.A.8., the Operator shall provide the Arlington County Manager or designee with up to three (3) complimentary accounts or one hundred dollars (\$100) in ride credit for official County use for testing purposes.
- The Operator shall maintain a service area including the extent of Arlington County’s boundaries.
- The Operator shall notify the Arlington County Manager or designee of any changes in its fare structure.
- Infrequently, the Arlington County Manager or designee may request the Operator communicate a specific point to the Operator’s customers. The Operator shall communicate this point to its customers upon this request.
- Pursuant to § 14.2-123.A.8, in addition to not deploying any Device or Device component before receiving approval by the County Manager or designee, the Operator shall not allow any Device or Device component that has not received approval by the County Manager or designee to end its trip in the County.
- Pursuant to § 14.2-65.F. and § 14.2-122, the Operator shall ensure that its Devices are parked in accordance with the requirements of the County Code and state and local laws.

### Data

- Pursuant to § 14.2-124, without prejudice to the Operator’s rights and interest to its commercially privileged and sensitive information, it shall provide to the Arlington County Manager or designee required data in a Monthly Report by the close of business on the 10th of each month or next business day for the previous month’s activity.
- The Operator shall use a County-provided template for Monthly Report data and shall send the Monthly Report via email to the Arlington County Manager or designee. Operators shall not use a third party software from which the County is to download the Monthly Report.
- If the Operator collects de-identified demographic data from their customers, including age cohort, gender, and general trip purpose, a summary of such data shall be provided to Arlington County, upon request.
- The Operator shall provide a publicly accessible application program interface (API), clearly posted on the Company’s website that shows, at minimum, the current location of Vehicles available for rental. This API shall be available for third party application developers. A smartphone application used to rent dockless vehicles does not qualify as a publicly accessible API.

- The Operator shall use the General Bikeshare Feed Specification (GBFS) as documented at <https://github.com/NABSA/gbfs/> for its devices. The Operator shall inform Arlington County of the location of the gbfs.json file on the Internet. The gbfs.json file contains the necessary information to find other files related to the GBFS data. If a token or authentication is required to view that file, the location to apply for the token must also be submitted to Arlington County.
- Arlington County requires that the Operator publish in a location accessible by Arlington County staff six (6) of the GBFS v1.1 draft files. Below are the required files that must be published:

gbfs.json	Auto-discovery file that links to all of the other files published by the system. <i>This file is optional in the GBFS, but required by Arlington County.</i>
system_information.json	Describes the system including system operator, system location, year implemented, URLs, contact info, and time zone.
station_information.json	Mostly static list of all stations, their capacities and locations. <i>(Note: This file may contain no information in a dockless system but is required by Arlington County in order to maintain compliance with the GBFS standard.)</i>
free_bike_status.json	Describes bicycles that are available in non-station-based systems. <i>This file is optional in the GBFS, but required by Arlington County.</i>
geofencing_zone_information.json	Mostly static list of all geofencing zones, their capacities, locations and areas. <i>This file is optional in the GBFS, but required by Arlington County.</i>
geofencing_zone_status.json	Defines geofencing zones available in the system and their link to physical stations if any. <i>This file is optional in the GBFS, but required by Arlington County.</i> Elements within the <code>num_bikes_available_types</code> array are required by Arlington County and should be set to 0 if not applicable.
system_regions.json	Describes the regions the system is broken up into. <i>This file is optional in the GBFS, but required by Arlington County.</i>
vehicle_type.json	The field “vehicle_type” shall be added to the public API to describe the vehicle type. This may be either “bicycle,” “e-bike,” “scooter,” or another type of permitted vehicle that must be specified.

- If the operator operates more than one type of Device, they must provide a separate GBFS version 1.1 API as well as the private API per Device type. Providers must inform the Arlington County Manager or designee to which Device type each API corresponds.
- The Operator additionally shall provide the Mobility Data Specification (MDS) as documented at <https://github.com/CityOfLosAngeles/mobility-data-specification> to the Arlington County Manager or designee for its devices for internal, non-public use.

- The Arlington County Manager or designee may modify its data specification requirements during the Permit term.
- The County Manager or designee reserves the right to require the Operator to send a County survey or questions to its users who have used Vehicles within the County.
- The County Manager or designee (including ACPD), reserves the right to request and receive information from the Operator regarding any concerns or problems reported by users or community members directly to the Company.

### **Equity**

Pursuant to § 14.2-122.D., the Operator shall implement an approved Equity Plan with required elements agreed upon by the County Manager or designee.

### **No Right, Title, or Interest**

The Operator expressly acknowledges that this Permit does not constitute any conveyance, title, or interest in real property, in whole or in part.

### **Non-transferability**

The permit is non-transferable. The vendor cannot transfer its rights under this Permit to any other entity or individual, including subsidiaries. A prospective transferee must apply for its own permit.

### **Indemnification**

The Operator covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify Arlington County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the “County Indemnitees”) from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys’ fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Operator’s acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Permit. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Permit. If the Operator fails or refuses to fulfill its obligations contained in this section, the Operator must reimburse Arlington County for any and all resulting payments and expenses, including reasonable attorneys’ fees. The Operator must pay such expenses upon demand by Arlington County.

### **VFOIA**

The parties understand and agree that Arlington County is subject to the terms and provisions of Code of Virginia §§ 2.2-3700 *et. seq.*, the Virginia Freedom of Information Act (“VFOIA”). All public records in Arlington County’s custody, possession or control shall be open to the public for inspection and copying to the extent that such disclosure is required by law.

### **Termination**

This Permit is subject to the renewal, non-renewal, suspension and revocation clauses of 14.2 Article X. Upon termination, suspension or revocation of the Permit, the Operator shall remove all of the Devices under its ownership or control within five (5) business days of the date of termination, suspension or

revocation and shall cease all operations within the service area once the Devices have been removed. Thereafter, Arlington County shall consider any of the Operator's Devices not removed as abandoned property and shall dispose of them as it deems fit.

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By signing this permit application, the applicant has read and understood all of the permit requirements; Chapter 14.2 Article X of the Arlington County Code, titled "Shared Micro-Mobility Services For-Hire, Permit Program"; certifies that s/he has the authority to sign for and bind their Company; and by virtue of her/his signature is bound by the provisions of the permit.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authority to Conduct Business on Behalf of: \_\_\_\_\_

Date: \_\_\_\_\_