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LADOT

MULTI-PROVIDER
CAR- SHARE
PILOT PROGRAM



TABLE OF CONTENTS

BACKGROUND..... 1

APPLICATION INSTRUCTIONS..... 2

ACKNOWLEDGMENT OF RULES AND GUIDELINES 3

PERMIT FEES 4

FLEET INFORMATION 6

COUNCIL OFFICE ACCEPTANCE OF..... 7

COMMUNITY ENGAGEMENT EFFORTS 7

ORGANIZATIONAL CHART & 24-HOUR CONTACT INFORMATION..... 8

ACKNOWLEDGEMENT OF 9

FUTURE DEVELOPMENT..... 9

INSURANCE REQUIREMENTS 10



BACKGROUND

Although administration of car-sharing companies is independent from the city, city monitoring of car-share parking and the effect on traffic flow can ensure that the cities needs are met. Information, data or analysis is requested by the operator bi-yearly or when vehicles are changed out due to accident/scheduled replacement. Any qualified carshare operator is eligible to participate in either or both fixed space or free floating permit system. To be a qualified carshare operator the operator must currently have an active fleet of 100 cars or more.

Operators interested in participating in the Permit must fill out the application as well as meet requirements related to data collection, insurance, indemnification, and performance deposit provisions. Beginning April 12, 2019, LADOT will begin accepting Permit applications from qualified carshare operators.



APPLICATION INSTRUCTIONS

The following Permit application sets out the City of Los Angeles requirements for Qualified Carshare Organizations (QCO) participating in the Multi-Provider Car-Share Pilot Program.

One digital copy (PDF) must be sent by email to ladot.innovation@lacity.org. Another hard copy of permit applications must be submitted in-person or by mail to:

Anita Tang, Carshare Project Manager
Los Angeles Department of Transportation
100 S Main St., 10th Floor
Los Angeles, CA 90012

Operator must include all attachments listed below. The application will not be considered complete until all attachments and documentation have been received.

Permit processing will take approximately 30 business days upon receipt of complete application. If application is received incomplete, expect delays in processing.

- Acknowledgment of Rules & Guidelines
- Permit Fees Form + Payment (Check)
- Fleet Information
- Council Office(s) Acceptance of Outreach Efforts
- Organizational Chart + 24 hr. Contact Information
- Acknowledgement of Future Development
- Insurance



ACKNOWLEDGMENT OF RULES AND GUIDELINES

All Qualified Carshare Operators (QCO) are required to read and follow the City of Los Angeles’ Rules and Guidelines for [Fixed Space](#) or [Free Floating](#) Carshare Permit Pilot Programs.

ACKNOWLEDGEMENT

I, the undersigned declare, under penalty of perjury under the laws of the State of California, hereby acknowledge that I have read and understand the City of Los Angeles’ Rules and Guidelines for

- Fixed Space; or
- Free Floating

Carshare Permit Pilot Programs and will be responsible for obtaining all future amendments and modifications thereto. I further acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each principle and provision of the City of Los Angeles’ Rules and Guidelines for Fixed Space or Free Floating Carshare Permit Pilot Programs and will read and understand all of my obligations, duties and responsibilities under all future amendments and modifications thereto. I understand that violations of the Rules and Guidelines may result termination of the carshare permits. I certify that this is a true and correct statement by my signature below:

Date
Company
Printed Name & Title
Authorized Signature



PERMIT FEES

Annual Permit fee of \$250/vehicle (non-refundable)

One-Time Implementation Fee \$200/converted space (*Fixed Space Carshare ONLY*)

Meter Recovery Fee

- Free Floating - \$1,500/vehicle
- Fixed Space Tier 1 - \$275/converted space
- Fixed Space Tier 2 - \$175/converted space
- Fixed Space Tier 3 - \$75/converted space

Fleet size: 300 Maximum

TOTAL FEES CALCULATION:

Free Floating Carshare Permit Fee Example:

50 vehicles x \$250 (vehicle fee) = \$12,500
 +
\$1,500 (meter recovery Fee) x 50 vehicles = \$75,000

Grand Total = \$ 87,500

of vehicles _____ X \$250 (vehicle fee) = _____
 +
 # of vehicles _____ X \$1,500 (meter recovery fee) = _____

GRAND TOTAL = _____



Fixed Space Carshare Permit Fee Example:

$10 \text{ vehicles} \times \$250 \text{ (vehicle fee)} = \$2,500$
 +
 $\$200 \text{ (one-time implementation fee)} \times 10 \text{ converted space} = \$2,000$
 +
 $\$175 \text{ (meter recovery fee - tiered 2)} \times 10 \text{ converted space} = \$1,750$

 $\text{Grand Total} = \$6,250$

of vehicles _____ X \$250 (vehicle fee) = _____
 +
 # of converted spaces _____ X \$200 (meter recovery fee) = _____
 +
 # of converted spaces _____ X \$ _____ (tiered ____ meter recovery fee) = _____

GRAND TOTAL = _____

Provide or mail a hardcopy check payable to:

LOS ANGELES DEPARTMENT OF TRANSPORTATION
 C/O Anita Tang
 100 South Main Street, 10th Floor
 Los Angeles, California 90012

The check will be processed upon permit approval.



FLEET INFORMATION

QCO shall provide a manifest of all vehicles participating in the carshare program, including substitute vehicles, on a quarterly basis, listing all license plates and VINs and specifics from the Rules and Guidelines section 10.0 and 10.4.

Proposed Fleet Size

License Plate	VIN #	Year of Reg	Make	Model	Type of Vehicle	MPG



COUNCIL OFFICE ACCEPTANCE OF COMMUNITY ENGAGEMENT EFFORTS

Qualified Carshare Operators are required to consult with the applicable Council District Office(s) and perform community outreach to the nearby communities in which the dedicated space(s) shall be installed. QCO should provide proof of reasonable effort made for community outreach, along with any resulting community feedback to the applicable Council District Office(s).

ACKNOWLEDGEMENT

Council District # _____ has reviewed the outreach plan/report, and is satisfied with the outreach effort for

- The siting of Fixed Space carshare station at _____ (address)
- Free Floating carshare service within # _____ (PPDs)

Date	Council District Office
Printed Name & Title	
Authorized Signature	



ORGANIZATIONAL CHART & 24-HOUR CONTACT INFORMATION

- Organizational structure of operations team, including title, and their specific responsibilities on the project

- An email address + phone number for LADOT to use as the direct point of contact 24 hours a day for notifications.
Email address: _____
Phone Number: () _____ - _____

- 24/7 Customer Service Contact Number: () _____ - _____



ACKNOWLEDGEMENT OF FUTURE DEVELOPMENT

The Multiple-Provider Carshare Permit Pilot Program is an evolving program, and I understand that in the future, the Qualified Carshare Operator will be requested to provide or comply with additional requirements including, but not limited to:

- Mobility Data Specifications;
- Equity Plan

Date

Company

Printed Name & Title

Authorized Signature



INSURANCE REQUIREMENTS

At all times during the term of any permit and its own expense, the Qualified Carshare Operator (QCO) shall maintain the required levels of insurance for each vehicle operator under any aspect of this program as indicated in the Rules & Guidelines.

Verification of Coverage

Operator shall furnish the City of Los Angeles with original certificates and amendatory endorsements (or copies of the applicable policy language effecting coverage provided by this clause). All certificates and endorsements are to be received and approved by the City of Los Angeles before the permit is issued. However, failure to obtain required documents prior to the permit issuance shall not waive the Operator's obligation to provide them. The City of Los Angeles reserves the right to require complete, certified copies of all required insurance policies, including the endorsements required herein, at any time.

All required insurance documentation can be submitted on-line at [HTTP://kwikcomply.org](http://kwikcomply.org)

Required Insurance and Minimum Limits

Name: _____

Date: _____

Agreement/Reference: Mult-Provider Car-Share Pilot Program Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

Waiver of Subrogation in favor of City

Longshore & Harbor
Workers Jones Act

EL \$1,000,000

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

*

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Surety bond = 100% of projected annual revenue from first quarter of pilot program

Auto Liability limits revised per Motion from Council from 02-13-2018 (Council Agenda CF 13-0192) as follows, Split Limits: \$100,000/\$300,000/\$25,000



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