

Request for Proposal
for
Micromobility White Paper

CANADIAN COUNCIL OF MOTOR TRANSPORT ADMINISTRATORS (CCMTA)

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1.0 Background

The micromobility industry is an innovative area of transportation that is rapidly evolving. In recent years, several small, mostly electric, devices for personal use such as power assisted bicycles (PABs) and electric cargo bikes, e-scooters, unicycles, self-balancing boards (hoverboards), and others have appeared on public roads.

In Canada, the safe integration of micromobility products is a shared responsibility between all levels of government and industry. Within the current context, Transport Canada (TC) is responsible at the federal level for establishing safety regulations and monitoring compliance for newly manufactured vehicles and designated equipment under the Motor Vehicle Safety Act (MVSA) and its accompanying Motor Vehicle Safety Regulations (MVSR). The Department is also responsible for establishing the Canada Motor Vehicle Safety Standards. These standards outline the safety requirements that manufacturers must meet for new vehicles to be imported to or sold in Canada.

In February 2021, the MVSR was amended to include a prescribed vehicle class known as a “Restricted-use vehicle,” with a notable exemption for vehicles not designed for use on public roads and with a top speed below 32 km/h. As a result, devices that fall into the restricted use vehicle class but whose top speed is equal to, or less than 32 km/h are unregulated and other vehicles that do not meet the definition of any of the federally prescribed classes of vehicle are also unregulated. These unregulated vehicles are not subject to TC’s recall and defect authorities. The enforcement of the safe use of vehicles, including micromobility products, fall under provincial or territorial jurisdiction, which decide whether to permit the use of these vehicles within each jurisdiction and under what conditions (e.g., establishing the rules of the road, and use of safety equipment such as helmets or seatbelts as appropriate).

Provincial and territorial governments oversee many of the laws and regulations governing the safe operation of vehicles on public roads, including licensing, vehicle registration, motor vehicle insurance and liability as well as traffic laws. Further, municipalities’ responsibilities can include, among other responsibilities, creating and enforcing by-laws for vehicle movement.

In many jurisdictions, traffic laws and safety regulations for vehicle usage are reliant on there being a clear definition of a category of vehicle. Currently, jurisdictions are looking to enhance their knowledge and understanding of micromobility definitions, classifications and guidelines necessary for their oversight and to enable effective enforcement measures and control of vehicle safety standards.

While each province, territory and municipality have their own unique context and authority, the jurisdictions have a shared goal of aligning classifications, vehicle safety standards and rules as much as possible to ensure consistency for users across Canada. There is also a need to enable robust data collection, particularly regarding the safety of these devices, exposure data as well as data about collisions and safety-related incidents involving micromobility devices.

2.0 Project Description

2.1 Objective of Project

The objective of the project is to develop a white paper on Micromobility that will provide information and support for jurisdictions with micromobility integration. The white paper will support jurisdictions to develop consistent regulatory and policy approaches, share knowledge, and gain a better understanding of the best practices related to road safety policies and safe integration for micromobility vehicles, all with the goal of supporting greater interjurisdictional alignment.

The project will include the following tasks:

1. Literature Review

- Review and develop familiarity with key findings from reports and publications to establish a comprehensive understanding of current micromobility policies, practices, and challenges. CCMTA will provide a selection of key reports and publications. Additional literature may be included in the review, at the discretion of the vendor, to complement the materials provided and clarify the current state of the micromobility sector.
- Key areas of focus include:
 - Approaches of leading jurisdictions to define micromobility devices and their legal frameworks for vehicle classifications and standards.
 - Approaches to licensing and registration requirements for micromobility classes.
 - Vehicle identification numbers and the level of government responsible for their administration.
 - Thresholds for establishing vehicle requirements (e.g., registration, plates, licence and insurance requirements, disability exemptions, etc.) and safety standards (maximum speeds, helmet use, etc.).
 - Approaches to enforcement measures and strategies to ensure compliance with the regulations and vehicle safety standards, as well as any approaches to ensure market compliance.
 - Approaches to data collection and sharing (including non-police reported incidents /incidents not involving a motor vehicle).

2. Jurisdictional Analysis

- Conduct surveys and in-person interviews with Canadian and international comparator jurisdictions on the current state and future direction of micromobility governance.
- Areas of interest to be investigated may include:
 - Canada's federal and provincial/territorial regulatory frameworks for micromobility vehicle classes.
 - Details about and rationale for current vehicle classifications and regulations in leading international jurisdictions.
 - Results of relevant policy evaluations including key challenges and lessons learned from current approaches to vehicle classifications and safety standards, registration, disability exemptions, enforcement and incident data collection.

- CCMTA will work with the successful vendor to support the jurisdictional survey and interview processes.

3. Results Analysis and Interpretation

- Synthesize the results of the literature review and jurisdictional analysis to develop key insights for the white paper.
- Perform the following using the data and information collected:
 - Conduct an analysis on Canada’s federal vehicle classification system as it relates to micromobility.
 - Assess the best practises for micromobility definitions in terms of their utility, enforceability, and adaptability over time.
 - Establish best practices for enforcement measures and strategies to ensure compliance with the regulations and vehicle safety standards, including at points of sale.
 - Identify best practises for collision and incident data collection not currently reportable in Canadian jurisdictions, i.e., not involving a motor vehicle.

4. White Paper Report

The white paper report should contain the following sections:

- Executive Summary:
 - Provide an overview of the full paper including the purpose of the report.
 - Highlight the major points of investigation and describe any results, conclusions, and recommendations.
- Introduction
 - Define the issue(s) being addressed in the paper (e.g., the current challenges with micromobility vehicle classification in Canada)
 - Provide any necessary context and information to understand the report’s definitions, issues and why this work is important.
 - Provide an overview of the roles and responsibilities in Canada as it relates to micromobility regulation and oversight.
- Micromobility Safety
 - Describe the micromobility vehicle landscape and the safety risks of its devices (e.g., collisions, injuries, fatalities, etc.).
 - Identify key road safety risks specific to micromobility devices and their use.
- Legislation, Regulation, and Policy
 - Provide an overview of Canadian laws and policies that relate to micromobility vehicle classification and rules for safe operation.
 - Summarize the current vehicle classification system in Canada and the gaps in definitions that need to be addressed to cover micromobility.
 - Describe the approaches of leading comparator jurisdictions to classify micromobility devices and their governance frameworks (control of vehicle safety standards, licensing, registration, etc.).

- Describe the best practices for enforcement measures and strategies used to ensure compliance with micromobility regulations.
- e. Data Collection Issues
- Describe the data collection and coding challenges in Canada for safety events involving micromobility vehicles, including collisions with motor and non-motor vehicles.
 - Summarize the best practices among leading jurisdictions for micromobility data collection, standardization, and reporting, and how those practices can be applied in a Canadian context.
- f. Potential Approaches & Best Practices
- Propose a clear definition of micromobility in the Canadian context.
 - Provide an assessment of the potential approaches and best practices that could be considered in Canada to address the micromobility challenges identified as well as the risks and benefits and barriers to implementation in the context of Canada’s governance and operational approach to micromobility vehicles, with a particular focus on the topics listed in the Results Analysis and Interpretation section (section 3).
 - Identify any limitations of the study and potential sources of error or uncertainty.
- g. Conclusion
- Summarize the report’s information including the key issues, evaluation, results, and best practices.
 - Suggest next steps for activities or research that may help continue to support jurisdictions with micromobility integration.

2.2 Proposal Requirements

- a) The proposal must follow the structure described in Appendix A.
- b) The proposal must include a project management plan that identifies the project manager and all staff members who will work on all key tasks associated with this assignment. The project management plan must:
 - identify who will lead the project, indicating their previous experience in such projects.
 - provide details on the bidder’s capacity to undertake the work and qualifications in the area of micromobility research, vehicle classification and regulation, survey methodology and undertaking international literature reviews. Examples of previous studies in the area will be helpful. Where a consortium is proposed, we need to understand clearly which firm is taking the overall lead, the legal relationship among the firms, and the role of each firm.
- c) The proposal must include a detailed description of the research methodology including advantages and disadvantages and rationale for methods proposed.
- d) The proposal must include a work plan for the deliverables, with a timeline indicating how long each task will take to complete as well as the overall length of the project.
- e) The proposal must include a risk management plan including identification of potential challenges and proposed mitigation, quality control methods, and privacy and security protocols.
 - The bidder must maintain their ability to execute this plan throughout the project.

- f) The proposal must include a detailed pricing breakdown for the project (including per diem rates).
- g) The proposal must contain a declaration of any and all real or apparent conflicts of interest or potential perceived conflicts of interest. Such declaration will be evaluated in context with further information requested as needed and may or may not disqualify a proposal dependent upon the circumstances.

2.3 Deliverables

The following tasks for this project will be carried out by the contractor. Due dates are provided for all the tasks to give the bidders an idea of the timeframe within which CCMTA would like to see the tasks completed. However, bidders can offer alternative deadlines provided the final deliverables are provided on time.

Deliverable	Description	Due Date
Operational Plan	This operational plan will provide a detailed time frame for the completion of each task and the schedule of deliverables. This plan will be submitted to the CCMTA for review, feedback and approval before any work is undertaken.	2 weeks after contract signed
Progress Reports	The contractor will submit progress summary reports at each milestone of the project (i.e. literature review, jurisdictional analysis).	TBD
Draft Final Report	The contractor will submit a draft final report for review and approval by CCMTA before finalizing the report. Final report must include the following sections: <ol style="list-style-type: none"> 1. Executive Summary 2. Introduction 3. Micromobility Safety 4. Legislation, Regulation, and Policy 5. Data Collection Issues 6. Potential Approaches & Best Practices 7. Conclusions 	TBD
Final Report	The contractor will incorporate any comments on the draft report and submit a final report electronically in Word and PDF format. All raw data, reports, supporting resources and documentation must be submitted to CCMTA when this project is completed.	Within a month of comments being received.

3.0 Evaluation Criteria and Selection Method

3.1 Evaluation Criteria

Proposals will be evaluated according to the criteria contained in the Evaluation Criteria below:

- demonstrated understanding of scope, objectives, and end product requirements;

- Clear and detailed understanding of the specific challenges and complexities inherent in the project, as evidenced by an in-depth analysis of potential obstacles, risks, and mitigations, and a well-considered approach to addressing them in the proposal;
- overall quality of proposal (clarity, conciseness, and completeness);
- feasibility of approach, timelines, methodology, and costs proposed;
- risk management plan contains adequate recognition of direct and indirect problems and solutions proposed; quality control methods and privacy and security protocols are adequate;
- proposed management of the project and the qualifications and relevant experience of the Project Manager, including position within the organization, etc.;
- key personnel capability - relevant experience, competence proven by similar work; bilingual capacity;
- bidder's organization, including subcontractors (if applicable), relevant experience and competence as proven by similar survey work, and resource capability.

3.2 Selection of Successful Proposal

Bidders will be notified of the success or failure of their submissions.

The expected schedule of events is as follows:

RFP issue date	August 30 th , 2024
Proposal submission date	September 20 th , 2024
Notification of successful consultant	October 11 th , 2024
Final report due	June 27 th , 2024

CCMTA reserves the right to:

- Modify these dates if required;
- Cancel this RFP process at any stage;
- Select a shortlist of proposals;
- Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- Accept any proposal in whole or in part;
- Reject any or all proposals or;
- Not award this RFP.

As part of the RFP process, the consultant will not disclose or make available any confidential information of CCMTA to any person or entity without the prior written consent of CCMTA. Consultant agrees to handle the proprietary and Confidential Information of CCMTA with the same degree of diligence and care normally used to protect its own proprietary and confidential information.

4.0 Submission Requirements

Interested parties are invited to submit an electronic version of your complete proposal in English Adobe PDF format to:

Anna Herman
Program Manager, CCMTA
E-mail: aherman@ccmta.ca

Proposals are due by 14:30 hours EDT September 20th, 2024, at the email address above. Proposals will only be accepted in English as it is the working language for this initiative.

Additional questions may be posed to Anna Herman by September 11th, 2024, at the following contact points: **E-mail:** aherman@ccmta.ca

Appendix A: Structure of Proposal

Proposal Sections	Description of Proposal Section
Technical Proposal	The proposal must include a detailed description of the methodology for conducting international literature reviews including advantages and disadvantages and rationale for methods proposed.
Work Plan Proposal	<p>The proposal must include a work plan for the deliverables, with a timeline indicating how long each task will take to complete as well as the overall length of the project.</p> <p>Timeline must accommodate meetings with CCMTA throughout the project to discuss project progress as well as any issues or challenges.</p>
Project Management Proposal	<p>The proposal must include a project management plan that identifies the project manager and all staff members who will work on all key tasks associated with this assignment.</p> <p>The project management plan must:</p> <ul style="list-style-type: none"> • identify who will lead the project, indicating their previous experience in such projects. • provide details on the bidder’s capacity to undertake the work and qualifications, in both English and French. Examples of previous studies in the area will be helpful. Where a consortium is proposed, we need to understand clearly which firm is taking the overall lead, the legal relationship among the firms, and the role of each firm.
Risk Management Proposal	<p>The proposal must include a risk management plan including identification of potential challenges and proposed mitigation, quality control methods, and privacy and security protocols.</p> <p>The bidder must maintain their ability to execute this plan throughout the project.</p>
Cost Proposal	The proposal must include a detailed pricing breakdown for the project (including per diem rates).