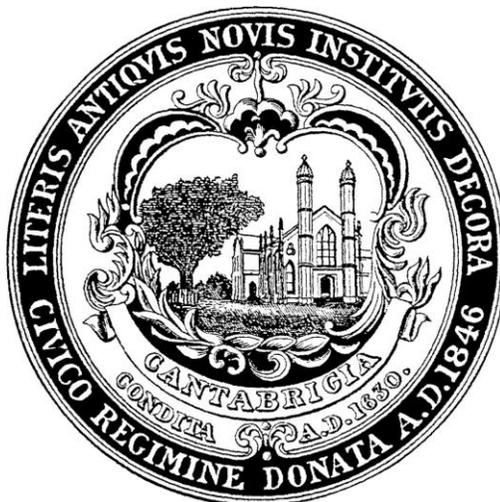


City of Cambridge License Commission



Pedicab Pilot Program

Call for Applications

Application Release Date: December 3, 2012

Response Due Date: January 7, 2013

831 Massachusetts Avenue
Cambridge, MA 02139

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Pedicab Pilot Program Purpose and Scope

The License Commission is pleased to announce the call for applications for the City of Cambridge Pedicab Pilot Program. The purpose of the pilot program is to test and create a high-performing pedicab system that fits best with the diverse transportation network in Cambridge while ensuring the utmost safety of the general public.

The License Commission will grant up to two (2) Pedicab Business Operating Permits. The proposed duration of the pilot program is from March 1, 2013 through October 31, 2013; however, the License Commission retains the right to amend the duration of the program, particularly due to weather conditions.

Who can apply for the Pilot Program?

The City of Cambridge invites applications from all qualified pedicab companies. No individual applicant may be an owner, partner, minority holder, or otherwise associated in an ownership capacity with more than one pedicab business applying for the pilot program. First priority for consideration will be given to companies currently operating in another municipality, due to the scope and purpose of the pilot program.

Pilot Program Application and Submission Procedure

Applications will be available beginning December 3, 2012 during the City's normal business hours at the License Commission, 831 Massachusetts Avenue. The application can also be found on the License Commission website: www.cambridgema.gov/license.

A completed Pedicab Business Operating Permit Application, a nonrefundable \$175.00 application fee, and requested supplemental materials must be submitted to the License Commission no later than 5:00 p.m. on January 7, 2013. All checks for the application fee should be made out to the City of Cambridge.

The License Commission will consider an application to be complete once it determines that all information required has been successfully submitted. Incomplete applications shall not be considered.

Each completed application is reviewed by the Pedicab Program Review Committee ("PPRC") that consists of representatives from the License Commission; Traffic, Parking and Transportation Department; Cambridge Office for Tourism; and other representatives of the business community. Following a review of all completed applications, the PPRC will make recommendations to the Board of License Commissioners during the License Commission General Hearing on January 22, 2013 at 6:00 p.m. in the Lombardi Municipal Building, Basement Conference Room, 831 Massachusetts Avenue. Public comment will be taken at this meeting.

Reasonable Accommodation

Applicants with disabilities that seek reasonable accommodation, which may include the receipt of applications materials in an alternative format, must communicate such requests in writing to Corey R. Pilz no later than 11:00 a.m. on December 7, 2012. Requests for accommodation will be addressed on a case-by-case basis. An applicant requesting accommodation may be required to confirm his or her request in writing to the contact person. The request must state that it is based on a disability and specifically identify the accommodation desired. Although entities of the City of Cambridge will make all reasonable efforts to accommodate the requests of applicants with disabilities, the City of Cambridge reserves the right to reject unreasonable requests.

Pilot Program Application Evaluation

Program Evaluation criteria include:

- (1) Ability to meet operational requirements as established by the License Commission;
- (2) Operation history in other municipalities, if applicable;
- (3) Impact on the City's infrastructure and transportation network; and
- (4) Effects on the business and tourism communities.

Successful Application Notification

All applicants will be notified as to the status of their application by letter on or before January 31, 2013. Information about successful applicants will also be posted on the License Commission website, www.cambridgema.gov/license, on or about February 4, 2013.

Successful applicants will have thirty (30) days from the date of the notification letter to obtain their Pedicab Business Operation Permit from the License Commission. The cost of the Pedicab Business Operation Permit shall be \$100.00. At this time, the permittee will be instructed as to the procedure to obtain a set of pedicab operator's licenses, which will be issued pursuant to the standards established under Cambridge Pedicab Rules and Regulations ("CPRR"). The cost of each operator's license shall be \$10.00.

Should a selected applicant not obtain their Pedicab Business Operation Permit within the thirty (30) day period, the License Commission, at its discretion, may choose to award the Pedicab Business Operation Permit to an applicant that was not originally selected. Such a decision will be based upon the information previously received from the PPRC and comments at the public hearing.

Monitoring and Reporting

Pedicab businesses participating in the Pilot Program will be required to submit a bi-monthly report to the License Commission containing the following:

- (1) The number of rides provided to the general public;
- (2) The number of ride refusals, and reasons as to why;
- (3) The number of citations issued to the business, or its operators, by any agent of the City of Cambridge, and any subsequent actions taken by the business to correct the citation matter;
- (4) The number of consumer complaints received by the company, and the manner in which the complaints were addressed; and
- (5) Any other information the License Commission deems relevant to determine the success of the Pilot Program.

Program Cancellation and License Revocation

A pedicab business may decide at any point to discontinue participation in the program by informing the License Commission in writing. If a permit holder fails to operate per the parameters granted under the Pedicab Business Operation Permit, the License Commission may revoke such license, unless the business provides a reasonable explanation to the Board of License Commissioners.

The License Commission reserves the right to revoke the Pedicab Business Operation Permit at any time when pilot program requirements, municipal ordinances or other applicable regulations are violated, or for any other reason if it is determined to be in the best interest of the City.

If a permit is revoked from an operating pedicab business, the License Commission, at its discretion, may choose to award the Pedicab Business Operation Permit to an applicant that was not originally selected per the process described above.

Pilot Program Conclusion

After completion of the pilot program, the License Commission shall consider whether the holder has performed satisfactorily under the terms of the CPRR and complied with applicable provisions of the pilot program. This includes compliance with the above monitoring and reporting requirements. The License Commission will also consider whether it is within public need and demand to grant additional or maintain current Pedicab Business Operation Permit based on the success of the pilot program.

Questions?

For more information, contact Corey R. Pilz, at 617.349.6154. He can also be reached by email at cpilz@cambridgema.gov.