

Item No. 7a_supp

Meeting Date: March 22, 2016

Transportation Network Company (TNC) Implementation Plan

TNC SCHEDULE

	February		March				Notes
	Week 3	4	1	2	3	4	
Environmental							Socialize E-KPI approach with TNCs
Technology							Connect Port/TNC IT teams, agree on interim reporting
Finalize Contract							Finalize terms, draft actual agreement documents
Management Approval/Commission Awareness							Commission briefing March 22
Service Ramp-up							Prepare operating areas, signage, training
Public Outreach							Prepare public launch communications/question responses
Begin Operations							March 31

Commence TNC Operations by March 31, 2016

CONTRACT TERM SHEET

TERM	1-YEAR PILOT PROGRAM
On-Going Per-Trip Fee	Per-trip fee, currently at \$5.00 (may be split between drop-off and pick-up)
Activation Fee	Tiered approach based on inbound trips 9/1/15-2/29/16. One time fee up to \$100,000.
Operating Area	3rd floor of garage
Staging Area	South 160th Street
Technology	Geo-fence required for 1) vehicle tracking, 2) trip reporting, and 3) "blackout" so drivers cannot accept rides within the area as a way to eliminate cruising or loitering for ride requests.
Reporting	Monthly reports on all drop-off and pick-up activity and E-KPI data. If and when a real-time solution is implemented, TNC must participate.
Trade Dress	Required
Wheelchair Accessibility	Must fulfill ride if requested, or, provide information and contact for an alternative provider
Green Initiatives	Environmental KPI's established for equivalency to green fleet
Insurance	\$1 million while on Port property per recently enacted Senate Bill 5550
Customer Feedback	App must allow customers to provide feedback

Proposed TNC Terms

TNC OPERATIONS TIMELINE

TNC Operating Area (3 rd Floor & South 160 th Available)	<input checked="" type="checkbox"/>	Completed: February 2016
TNC's Notified of 3/31 Start Date	<input checked="" type="checkbox"/>	Completed: Notified on 2/26/2016
Painting and Striping Completed	<input checked="" type="checkbox"/>	Completed: February 2016
Sign Mock-ups Complete and Ready For Production	<input checked="" type="checkbox"/>	Completed: February 2016
Finance and Budget Billing Process Created	Target: Week of 3/21	
Signage Updated	Target: Week of 3/21	
ICT/Env Monthly Report Template Completed	Target: Week of 3/21	Unable to complete without TNC agreement
Press Release to Announce Start of TNC's At Sea-Tac Airport	Target: Before 3/31	Once contract is signed, Public Affairs will send out PR
Website Updated	Target: 3/31	Once contract is signed, website will be updated
Contract Signed by TNC's	Target: Before 3/31	Pending current negotiations
TNC Driver's Manual Distributed	Target: Before 3/31	Manual is being finalized and printed at this time

Implementation Work Plan

Liability Insurance Requirements

Washington State: On-app without passenger: \$50,000/Person, \$100,000/accident, \$30,000/property damage. On-app with passenger: Combined single limit of \$1,000,000 for death, personal injury, and property damage.

Underinsured Insurance Requirements

Washington State: On-app without passenger: Insured can waive.
On-app with passenger: \$1,000,000

Vehicle Requirements

A personal vehicle with a TNC vehicle endorsement. Minimum vehicle age restriction 10 years or less (City) no current age restriction in County. No limit on the number of endorsed vehicles allowed to operate. County has records of all vehicles associated with each TNC driver, as does TNC.

Vehicle Inspection


Certificate of Safety issued by a City approved ASE Certified Inspector, Multi-point vehicle inspection

TNC Regulatory Requirements

Licensing Requirements	Valid WA State Driver's License, For-hire Driver's Permit and Vehicle Endorsement, Individual Business License (City only)
Licensing Fees:	TNC's pay a quarterly fee of \$0.35 per ride for each trip originating in unincorporated King County or one of 16 contract cities. In the City of Seattle, a \$0.10 fee per ride for each trip originating in the City of Seattle is paid by TNC's. Operators submit fees on a quarterly basis.
Driver Training	Initial license requires completion of an approved For-hire Driver training and exam, and completion of the National Safety Council's four-hour Defensive Driving Course (DDC-4)
Background Checks	King County requires the TNC to provide criminal background checks and driving abstracts/DMV reports for any driver without a For-hire Driver's Permit and Vehicle Endorsement, conducted by County approved third party providers, as part of the TNC For-hire driver permit application process. Documents received by TNC and transmitted to King County with driver applications.
Uniforms	Not required by any regulatory agency

TNC Regulatory Requirements

COMPLIANCE MONITORING



Department	Frequency	Role
Operations	Real-time monitoring	Monitor activity, vehicle, and licensing compliance. Perform periodic unscheduled activity observations (license plates and vehicle data).
Environmental	Monthly	E-KPI calculation and compliance determination
Finance and Budget	Monthly	Ongoing analysis of TNC data, BI hub data coordination, compare periodic activity observations to TNC self-reported data
Accounting	Monthly	Monthly billing, annual reconciliations, payment collection
ICT	Monthly	Monitor geofencing operation, TNC reporting format compliance, coordination with TNC technology staff
Business Development	Monthly	Verify insurance and surety compliance

Continuous, Periodic and Ongoing Monitoring Efforts

CONTRACT MANAGEMENT

Department	Role
Business Development	Overall TNC Agreement Oversight
Finance and Budget	Financial Analysis and Data Analytics
Accounting	Billing and Payment Collection
Operations	Monitoring TNC Activity on 3 rd Floor, Drives, Holding Area
ICT	Geofencing, TNC Reporting Format, Ongoing Technology Enhancements
Environmental	Environmental Contract Terms Oversight

Coordinated Effort to Manage Contract