

*Road Usage Charge Assessment: Preparation for Demonstration*

**1.0 Work Statement**

The Washington State Transportation Commission (WSTC) has been conducting an assessment of Road Usage Charging (RUC) since 2012, at the direction of the State Legislature. The Commission established a 25-member Steering Committee who has led the detailed work on this topic and has been advising the WSTC on this work from the start. With the assistance of the Steering Committee, the WSTC has determined RUC is feasible, guiding principles have been adopted, the business case has been made for RUC as compared to the gas tax, a concept of operations has been developed, policies have been assessed and continue to be refined, and a demonstration proposal has been developed.

Washington State is now at the point of the work where a detailed statewide RUC demonstration implementation plan must be developed. A report reflecting the recommended demonstration plan and schedule is due to the Governor and Legislature by November 1, 2016, with the intention of implementing the plan in 2017, with legislative approval.

**2.0 Consultant Work Structure**

The WSTC will hire the consultant for this work based upon qualifications and experience working on statewide RUC assessments and demonstrations. The WSTC will lead this effort, will enter into the contract with the consultant, and will direct and oversee the work of the consultant. A 25-member stakeholder Steering Committee will be engaged throughout the work effort, as determined by the Transportation Commission.

**3.0 Consultant Scope of Work**

The Legislature provided \$500,000 to carry out this work in 2016, so this will be a fixed price work effort. Based upon the legislative directive given to the WSTC in the 2016 Supplemental Transportation Budget (attached), the following key activities will serve as the basis for a scope of work for 2016:

1. Advance the RUC work completed since 2011 in evaluating a road usage charge as an alternative to the motor vehicle fuel tax to fund future investments in transportation, by completing the work necessary to launch a road usage charge pilot project, with all implementation details for a pilot project to be identified and incorporated into a pilot project implementation plan.
2. Preparation of the pilot project implementation plan must include:
  - a. Identification of all essential agency roles and responsibilities for the pilot project;
  - b. A selection of the technologies and methodologies to be included;
  - c. A target number of participants and participant characteristics;
  - d. Establishment of rigorous, specific evaluation criteria by which the pilot project will be assessed;



- e. A communications plan for the pilot project that consists of a participant recruitment plan and a plan for communicating information about the launch and ongoing progress of the pilot project; and
  - f. Pilot project expenditure and revenue estimates.
3. In developing the road usage charge pilot project implementation plan, active consultation and coordination must occur with the department of transportation, the department of licensing, the department of revenue, and the office of the state treasurer, to establish participation and coordination parameters for the project.
  4. In carrying out this work, a strategic engagement plan with the RUC Steering Committee shall be developed at the start of this work effort, to ensure the committee has the opportunity to provide guidance at key points in this year's work in developing a pilot project implementation plan.
  5. All work must be completed and a final report submitted to the Commission by no later than October 31, 2016, for submittal to the Legislature and Governor by the required due date of November 1, 2016. The report on the road usage charge pilot project implementation plan must include all implementation details for a road usage charge pilot project, as outlined above. In addition to the report, presentation materials will also need to be prepared and made available for presentation to the WSTC and the Legislature in 2016 and in the 2017 legislative session.