



CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY (WAVE TRANSIT)  
WILMINGTON, NC  
REQUEST FOR PROPOSAL – SHORT RANGE PLAN DEVELOPMENT - #23-07  
QUESTION RESPONSES

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### Question Responses

1. What is the status of the current operating contract (i.e. who holds it and when does it expire?)  
Transdev is the fixed-route and maintenance contractor. The contract expires June 2026. Paratransit is directly operated by the Authority.
2. We did not see an asset management component to the RFP. Is this something that CFPTA would like to see in proposals?  
Please include an asset management plan as an option. ([Addendum 1](#))
3. As to the pricing schedule, requesting a task breakdown is somewhat difficult for a planning contract because of overlaps and nuances in public engagement, data analysis, etc. that flow from element to element. Will CFPTA be evaluating the cost breakdown or just the total price proposal?  
Scoring will be based on the total price, but the breakdown will assist in helping determine the project approach.
4. Does CPFTA have a budget range in mind?  
Yes, however the RFP is developed to gauge project submissions based on experience, cost, and other items. Submissions should be competitively priced.
5. Could you please explain the invoicing mechanism further. The RFP states....“monthly invoicing for work completed through the last day of the preceding month should be presented to the Authority for payment. Reimbursement will not be remitted for work in process or incomplete.” Does this indicate that as part of the final contract/scope development, there will be a series of milestone submittals? Or can a firm bill its monthly labor/expenses as they are incurred on a month-to-month basis?  
There are a series of milestones and labor will be billed as it is incurred. If payment is preferred at the end, that can be negotiated.
6. Please clarify CPFTA’s insurance requirements for this contract. Reference is made in the RFP to Section 11.10.16 but there is no such section.  
Please see ([Addendum 1](#)).
7. Would CFPTA consider extending the deadline to at least March 28<sup>th</sup> if not April 1<sup>st</sup>?  
Yes, the deadline will be extended to 4 PM on Friday, March 31, 2023. ([Addendum 1](#))
8. Does Wilmington have any private mobility operators that it is interested to incorporate into the project? (e.g., micromobility or rideshare)  
Wave presently has a contracted, turnkey microtransit component in operation.
9. Does Wave have public micromobility services to consider?  
Yes.
10. Does the project consider public parking? If so, what data is available to share with the consultant?  
No. There is parking data available from the City of Wilmington.

11. How does Wave collect data on the microtransit service? How long has the service been running?  
Data is provided on an as-needed basis on RideMICRO. These data include ridership, origin, destination, percentage of rides shared, time of trip, time of trip request, among others. This service has been in service since October 2021, but its current form has only been in place since July 2022.
12. Does the study need to consider event planning or how might the study need to consider tourism traffic?  
It's not a requirement but can be considered as part of any submission.
13. How does equity and resilience fit into the transit authority's core principles?  
Wave Transit's goals include providing transportation services that meet community needs and serve areas with the greatest potential for use.
14. What's the budget for this assignment?  
The Authority has the budget and the RFP is developed to gauge project submissions based on experience, cost, and other items.
15. What was the budget for the last SRTP?  
\$150,000
16. Can you please confirm the DBE % requirement for this contract?  
It's not a requirement, but DBE qualified entities would receive 5 points toward their score.
17. What data sources will be available for the consultant?  
GTFS, Genfare, APC, RideMICRO data, CTS data for paratransit, GIS files, AssetWorks, financials, previous Consultant studies.
18. What types of tools/software does the Wave use? Remix? Hastus? Etc.?  
Remix (planning software), UTA (automatic passenger counter information), Clever AVL (operational tracking and statistics for the fixed-route), TransLoc AVL (operational tracking and statistics for the UNCW shuttles). Transdev uses Hastus for runcuts, but the Wave management does not have access to it.
19. The Scope of Work specifically states that this project will examine the fixed route bus system, downtown trolley, microtransit zones, and the fixed route Seahawk Shuttle system. Does this project also need to consider the Dial-A-Ride Transportation (DART) program?  
Paratransit should be considered and evaluated. **(Addendum 1)**
20. What is Wave Transit's anticipated budget for preparing the Short Range Transit Plan?  
The Authority has the budget, but the RFP is developed to gauge project submissions based on experience, cost, and other items.
21. In which section of the proposal should the consultant's approach to the project be included?  
Include in the timeline portion under Section 10.10.6.
22. Should we include a project approach in our submittal?  
Include in the timeline portion under Section 10.10.6.
23. In the Required Proposal Contents section, the Executive Summary section mentions we should "provide a brief overview of each item on the Submission Checklist, at a minimum." Can you clarify what the Submission Checklist is?  
See Sections 10.10.1 through 10.10.14 and the provided checklist in the addendum. **(Addendum 1)**

24. What is the most recent month available for accurate ridership by stop and ridership by route information?  
February 2023.
25. What specific surveys are available as a resource that the Authority can provide?  
The Authority has results from onboard surveys from our previous Short Range Plan from Spring 2017.
26. Does the Authority have service standards for its microtransit service?  
None have been established to date.
27. What information related to passenger amenities does the Authority have in its GIS database?  
The type of amenities and general environment surrounding the amenities, primarily location, number and type of amenities, lighting conditions, and pedestrian environment.
28. Are the fixed route services directly operated or contracted out? Are the microtransit services directly operated or are they contracted out?  
Fixed-route and RideMICRO are both contracted out. Paratransit is directly operated by the Authority.
29. Does the Authority have available microtransit pick-up and drop off data for all four (4) microtransit zones for a recent month of service?  
Yes.
30. Most of Required Clauses Section 11 appear to be federal flow down provisions. Section 11.20 Hold Harmless does not appear to be a federal flow down term. Would Wave Transit consider negotiating modifications to this provision with the selected proposer to i) limit indemnity to the extent caused by proposer's negligence, ii) add a disclaimer of any duty to defend by proposer, and iii) clarification regarding claims against the Owner to limit them as barring claims by proposer's employees/subconsultants/similar (as currently written this would bar the selected proposer from filing a claim if it is not being paid for services (or any claim)?  
Yes, but any possible changes would require counsel review and approval.
31. Are all proposers and subconsultants required to be registered with the System for Award Management at <https://www.sam.gov/>?  
It is NOT required to be registered.