AMENDED OCTOBER 21, 2026

Cape Fear Public Transportation Authority (dba Wave Transit)

Wilmington, North Carolina

REQUEST FOR PROPOSALS (RFP)

for

Website Redesign, Development, Hosting, Integration, Training, Maintenance, and Support

Item	Information
RFP Issue Date	10/1/26
Pre-Proposal Meeting	10/8/26 at 2 PM EST
Questions Due	10/13/26 at 4 PM EST
Proposal Due Date	11/10/26 at 4PM EDT
Email Submission	jdodson@wavetransit.com
Submission Location	1480 Castle Hayne Road, Wilmington, NC 28401

AMENDED OCTOBER 21, 2026

Table of Contents

1.0 Submission of Proposals and Proposed Services

2.0 Pre-Proposal Meeting

3.0 RFP Postponement and Amendment

4.0 Requests for Additional Information

5.0 Funding and Terms

6.0 Protest Procedures

7.0 Agency Background and Description

8.0 Scope of Work

9.0 Estimated Timeline

10.0 Specifications and Instructions to Proposers

11.0 Required Clauses

Attachment A — Lobbying Certification

Attachment B — Debarment and Suspension Certification

Attachment C — Cost Sheet and Pricing Schedule

Attachment D — Acknowledgement of Addenda

Attachment E — Legal Status and Evidence of Authority

Attachment F — Financial Capacity

Attachment G — North Carolina E-Verify Status

Attachment H — DBE Submittal

Attachment I — Proposal Submission Form

AMENDED OCTOBER 21, 2026

1.0 SUBMISSION OF PROPOSALS AND PROPOSED SERVICES

Cape Fear Public Transportation Authority (dba Wave Transit or the Authority) requests proposals from qualified firms to redesign, develop, host, launch, and support Wave Transit's public-facing website.

Wave Transit is seeking a practical, maintainable website solution rather than a custom transit technology platform. The selected Contractor will deliver a modern public website, migrate agreed content, connect the website to existing customer-facing transit technology where appropriate, train Wave staff, and provide hosting and support.

Proposals shall be submitted electronically in Adobe Acrobat PDF format to jdodson@wavetransit.com. The Authority may reject any or all proposals, waive minor informalities where permitted, request clarification, conduct interviews or demonstrations, negotiate with proposers, and make an award in accordance with applicable law.

The Cape Fear Public Transportation Authority does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or other protected status. Applicable Title VI, ADA, DBE, and other civil rights requirements shall apply.

2.0 PRE-PROPOSAL MEETING

An optional pre-proposal meeting is anticipated. The date, time, location, and participation instructions will be provided in the final solicitation.

3.0 RFP POSTPONEMENT AND AMENDMENT

The Authority may postpone the proposal deadline and may revise or amend this RFP prior to the proposal deadline. Changes and clarifications will be issued by written addendum. Proposers are responsible for monitoring the Authority's designated procurement webpage and acknowledging all addenda.

4.0 REQUESTS FOR ADDITIONAL INFORMATION

Questions and requests for clarification shall be submitted in writing to Jon Dodson, Deputy Director, at jdodson@wavetransit.com by the deadline identified in the solicitation. Oral statements or informal discussions are not binding unless confirmed through the formal RFP process.

5.0 FUNDING AND TERMS

Any contract resulting from this RFP may be financed in whole or in part with funds provided through the Federal Transit Administration (FTA), North Carolina Department of Transportation (NCDOT), local funds, or other eligible sources. The resulting contract shall comply with applicable federal, state, and local laws, regulations, grant conditions, and Authority procurement requirements.

The anticipated initial term will cover implementation and the first twelve months of post-launch support, followed by up to four optional one-year renewal periods. Renewals are subject to satisfactory performance, funding availability, and Authority approval. The Authority does not guarantee purchase of optional services or renewal periods.

6.0 PROTEST PROCEDURES

Protests shall be submitted in writing to jdodson@wavetransit.com within the period established by the Authority's applicable procurement policy and this solicitation. The protest shall identify the procurement action, grounds for protest, relevant facts, and requested remedy. Applicable NCDOT and FTA procedures shall also apply where required.

7.0 AGENCY BACKGROUND AND DESCRIPTION

The Cape Fear Public Transportation Authority (dba Wave Transit) provides public transportation in southeastern North Carolina. The Authority operates fixed-route bus service, a fare-free downtown trolley, DART complementary paratransit, RideMICRO microtransit, and University of North Carolina Wilmington shuttle services.

Wave Transit's website is a primary customer-information platform serving riders, visitors, job applicants, community partners, elected and appointed officials, media, vendors, and other stakeholders.

Wave Transit currently uses separate technology platforms for transit and customer-facing services. The website project should use these existing systems where practical rather than recreate functionality already provided by those systems.

Area	Current Environment	Website Expectation
Fixed-route AVL / real-time	Connexionz; GTFS-Realtime data	Link, embed, or otherwise use existing customer-facing functionality where practical.
Fixed-route rider app	Connexionz white-label application	Provide appropriate links/access from the website.
RideMICRO	Spare technology and white-label customer application	Provide appropriate links/access using standard options where practical.
DART	CTS AVL/customer-facing technology and white-label application	Provide appropriate links/access using standard options where practical.
Mapping / trip planning	Existing third-party tools	Link to or embed existing functionality; do not develop a replacement trip planner.
Fare payment	Future system/vendor not yet identified	Website architecture shall support a future payment integration.

8.0 SCOPE OF WORK

The Authority describes the desired outcome and major requirements without prescribing a specific technical platform, programming language, framework, Content Management System (CMS), or integration architecture. Proposers shall recommend the approach they believe provides the best combination of usability, accessibility, reliability, security, maintainability, and cost.

8.1 Website Design and Development

- Complete replacement of the existing Wave Transit public website.
- Modern, professional, transit-focused design consistent with Wave Transit branding.
- Responsive functionality for desktop, tablet, and mobile devices.
- Clear navigation organized around customer needs and common rider tasks.
- Consistent page templates and reusable content components.
- Site search and an organized document library.
- Language translation feature functional on all native content
- Forms and other common website functions as appropriate.

8.2 Content Management System

- User-friendly CMS allowing non-technical Wave Transit staff to routinely maintain the website.
- Staff ability to create, edit, publish, unpublish, and organize content without contractor assistance.
- Management of pages, documents, images, alerts, menus, and other routine content.
- Appropriate user roles and permissions.
- Revision history or comparable safeguards against accidental content loss.
- Separate identification of CMS licensing or recurring fees.

8.3 Transit and Customer Information

- Clearly present routes, schedules, fares, service information, alerts, detours, and other rider information.
- Prominent service alerts.
- Information for fixed-route service, RideMICRO, DART, and UNCW shuttle services as applicable.
- Links or appropriate access to existing mobile applications and customer-facing transit services.
- Route and schedule pages that Wave Transit staff can maintain.

8.4 Existing Transit Technology and Mapping

Wave Transit does not intend for the selected Contractor to replace or recreate its existing CAD/AVL, microtransit, paratransit, mobile application, mapping, or trip-planning systems.

- Fixed-route real-time information is currently provided through Connexionz. A standard link, embed, widget, API, or similar commercially available method may be used.
- RideMICRO uses Spare technology and a Spare-provided customer-facing application. The website shall provide appropriate access to that service.
- Existing mapping or trip-planning functionality should be linked to or embedded where practical. A new trip-planning engine is not part of the base project.
- Wave Transit currently uses GTFS-Realtime for applicable real-time information. Creation or maintenance of a new static GTFS system is not part of the base project.
- Any proposed custom integration or development not necessary for the base website shall be clearly identified and separately priced.

8.5 Future-Proofing and AVL Provider Flexibility

Wave Transit may change its AVL provider during the life of the website. The selected solution shall be designed so the website can use a different AVL or real-time information provider in the future without requiring a complete website redesign.

- Describe how the solution avoids unnecessary dependence on Connexionz.
- Identify proprietary or provider-specific components that could make a future transition more difficult.
- Document integration points sufficiently to permit future modification by Wave Transit or another qualified contractor.

8.6 Future Fare Payment Integration

Wave Transit anticipates implementing a new electronic fare/payment system within the next several years. The payment vendor and technology have not yet been selected.

- Design the website so a future fare-payment system can be integrated without complete website redevelopment.
- Accommodate standard methods such as secure links, embedded components, APIs, SDKs, or other commercially supported methods.
- Actual implementation of the future payment system is not part of the base project.
- Describe architectural limitations or dependencies affecting future payment integration.
- Provide separate optional pricing for future payment integration.

8.7 Accessibility

- Meet applicable federal accessibility requirements and target WCAG 2.2 Level AA.
- Provide accessible navigation, headings, forms, links, buttons, documents, images, alerts, and interactive components.
- Use appropriate automated and manual accessibility testing.
- Correct accessibility defects attributable to the Contractor before launch and during the warranty period.

8.8 Content Migration

- Review existing content and identify content to migrate, archive, consolidate, or otherwise address.
- Migrate agreed existing content.
- Preserve important existing URLs or establish redirects where appropriate.
- Migrate or relink agreed documents, images, forms, and other assets.
- Wave Transit will approve final content and handle routine ongoing editing.

8.9 Search, Analytics, and Basic SEO

- Provide basic search-engine-friendly structure and editable page titles and descriptions.
- Provide appropriate redirects for migrated pages.
- Implement Wave-approved analytics tools.
- Provide Wave access to analytics data and accounts.

8.10 Hosting, Security, and Maintenance

- Reliable managed hosting.
- SSL/TLS, routine security updates, backups, and reasonable security monitoring.
- Appropriate administrative access controls.
- Reasonable website restoration procedures.

- Clear identification of hosting, licensing, and third-party recurring costs.

8.11 Testing, Training, and Launch

- Test functionality, forms, links, mobile responsiveness, accessibility, and applicable integrations.
- Provide a launch/cutover plan and coordinate domain, hosting, redirects, and applicable third-party connections.
- Train Wave staff to manage routine website content.
- Provide basic administrator/editor documentation.
- Provide at least one recorded training session or equivalent reusable training resource.

8.12 Warranty, Maintenance, and Support

- At least twelve months of post-launch warranty, maintenance, and technical support.
- Correct defects attributable to the Contractor.
- Routine CMS/software/security updates applicable to the proposed platform.
- Hosting and basic technical support.
- Clearly identify included support and additional billable work.
- Provide hourly or unit rates for out-of-scope work.

8.13 Data, Ownership, and Portability

- Wave Transit retains ownership of its content and Authority-provided data.
- Identify third-party software, licenses, subscriptions, and proprietary components.
- Provide Wave reasonable access to its website, content, analytics, and other Authority-owned information.
- Upon expiration or termination, provide reasonable transition assistance and export Authority-owned content and data in commonly usable formats.
- Avoid unnecessary proprietary restrictions that prevent Wave from changing vendors.

8.14 Optional Services

Optional services shall be separately priced and shall not be included in the base proposal unless specifically requested.

- Future electronic fare/payment integration.
- Integration with a future AVL provider if Wave changes providers.
- Major website enhancements or custom development.
- Additional training or professional services.

9.0 ESTIMATED TIMELINE

The following schedule is preliminary and may be modified by the Authority through addendum or contract negotiation.

Milestone	Estimated Timing
RFP Release	10/2/26
Pre-Proposal Meeting	10/8/26 at 2 PM EST
Questions Due	10/13/26 at 4 PM EST
Proposal Due	11/10/26 at 4 PM EDT

Evaluation / Interviews	11/12/26, if necessary
Notice of Intent to Award	11/20/26
Website Implementation	Approximately 5–7 months from NTP, or as proposed by Contractor
Year 1 Support	12 months following launch
Optional Renewals	Years 2–5

10.0 SPECIFICATIONS AND INSTRUCTIONS TO PROPOSERS

10.1 General

The Authority intends to select a responsible proposer whose proposal provides the best overall value and is most advantageous to Wave Transit under the criteria stated in this RFP.

10.2 Proposer Qualifications

- Demonstrated experience designing and developing modern public websites.
- Public-sector experience preferred.
- Transit or transportation website experience preferred.
- Demonstrated accessible website design experience.
- CMS implementation and managed hosting experience.
- Ability to provide ongoing maintenance and support.
- At least three comparable client references, where available.

10.3 Proposal Contents, Response Order, and Page Limit

1. Cover Letter
2. Executive Summary
3. Company History and Organization
4. Relevant Experience and References
5. Proposed Project Team
6. Project Approach and Methodology
7. Proposed CMS and Website Approach
8. Approach to Existing Transit Technology and Future Integrations
9. Accessibility Approach
10. Hosting, Security, Maintenance, and Support Approach
11. Content Migration Approach
12. Training Approach
13. Implementation Schedule
14. Detailed Cost Proposal
15. Subcontractors / Third-Party Providers
16. Exceptions or Deviations from the RFP
17. Required Attachments

Proposals shall be limited to a maximum of 50 pages for the main narrative and technical response. The page limit does not include the cover letter, table of contents, completed required forms/attachments (Attachments A–I), or the Proposal Response Checklist below. Resumes for proposed key personnel, if included, shall not count toward the 50-page limit. Unrequested marketing materials should not be included.

AMENDED OCTOBER 21, 2026

Proposers shall organize the proposal in the order shown below. The completed checklist shall be included with the proposal and may be used by the Authority to confirm proposal completeness and locate information during evaluation. Proposers should identify the proposal page(s) or section where each item is addressed.

#	Required Response / Material	Primary Evaluation or RFP Reference	Included	Proposal Page(s) / Section
1	Cover Letter	Submission requirement	☐	
2	Executive Summary	Submission requirement	☐	
3	Company History and Organization	Qualifications / experience	☐	
4	Relevant Experience and References; at least three comparable references where available	Relevant Experience and References — 15 points	☐	
5	Proposed Project Team	Qualifications / experience	☐	
6	Project Approach and Methodology; understanding of Wave requirements and proposed approach	Understanding and Approach — 20 points	☐	
7	Proposed CMS and Website Approach	CMS Functionality and Staff Use — 15 points; Design/Usability — 20 points	☐	
8	Approach to Existing Transit Technology and Future Integrations	Technical Approach and Integrations — 10 points	☐	
9	Accessibility Approach	Accessibility — 10 points	☐	
10	Hosting, Security, Maintenance, and Support Approach	Technical Approach / Understanding	☐	
11	Content Migration Approach	Understanding and Approach	☐	
12	Training Approach	CMS Functionality and Staff Use / Understanding	☐	
13	Implementation Schedule	Understanding and Approach	☐	
14	Detailed Cost Proposal, including Year 1 and Years 2–5 renewal pricing and optional services	Cost / Total Cost of Ownership — 10 points	☐	
15	Subcontractors / Third-Party Providers	Technical Approach / Qualifications	☐	
16	Exceptions or Deviations from the RFP	Compliance / evaluation	☐	
17	Required Attachments A–I	Required forms and certifications	☐	

The Authority may request clarification or conduct interviews/demonstrations as provided in this RFP. Failure to follow the requested response order or page limit may affect the Authority's ability to evaluate the proposal; however, minor informalities may be waived where permitted.

Evaluation note: The checklist is intended to make required submissions and their location readily identifiable; the Authority will score proposals using the weighted criteria in Section 10.4.

10.4 Evaluation Criteria

Criterion	Points
Understanding of Wave requirements and proposed approach	20
Website design, usability, and customer experience	20
CMS functionality and ease of staff use	15
Relevant experience and references	15
Technical approach and existing/future integrations	10
Accessibility approach	10

Cost / total cost of ownership	10
TOTAL	**100**

10.5 Cost Proposal Requirements

- Base website design and development
- CMS and required licensing
- Content migration
- Existing transit technology / mapping integration included in the base scope
- Training and launch
- Year 1 hosting, maintenance, and support
- Year 2–5 renewal prices
- Recurring third-party subscriptions or licensing
- Future fare-payment integration — separate optional price or unit rate
- Future AVL-provider integration — separate optional price or unit rate
- Hourly or unit rates for out-of-scope work
- Other optional services

All required costs shall be disclosed. Proposers shall identify assumptions, exclusions, third-party fees, transaction fees, or other charges that could affect total cost.

10.6 Demonstrations and Interviews

The Authority may invite selected proposers to demonstrate their proposed CMS, website examples, accessibility features, mobile experience, content-management workflows, and approach to existing transit technology.

10.7 Contract Length

The anticipated initial term will cover implementation and the first twelve months of post-launch support, with up to four additional one-year renewal options, subject to satisfactory performance, funding availability, and Authority approval.

10.8 Addenda

Changes to this RFP shall be made only through written addenda. Each proposer shall acknowledge all addenda.

10.9 Taxes

Applicable taxes shall be identified separately and handled in accordance with applicable law and Authority policy.

11.0 REQUIRED CLAUSES

The following provisions are intended to establish the minimum federal, state, local, civil-rights, security, and contractual requirements applicable to the resulting agreement. The final contract shall incorporate the current FTA-required clauses applicable to the contract's funding source, dollar value, and type. Where a current FTA, USDOT, NCDOT, or other governing requirement conflicts with an outdated clause in this draft, the current governing requirement shall control.

11.1 General

The work performed under any resulting contract may be financed in whole or in part with Federal Transit Administration assistance. The Contractor shall comply with all applicable federal, state, local, and Authority requirements.

As of the date of this draft, FTA Circular 4220.1G is the current Third-Party Contracting Guidance, effective in 2025, and FTA maintains a current Third-Party Contract Provisions Matrix. The final solicitation and contract shall be reviewed against the version of the FTA Master Agreement applicable to the Authority's award and the current FTA provisions matrix before issuance and execution.

11.2 No Federal Government Commitment or Liability to Third Parties

The Authority and Contractor acknowledge that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award, the Federal Government is not a party to the contract and will not be subject to obligations or liabilities to the Authority, Contractor, or any other party pertaining to the underlying contract, except as expressly provided by Federal law or written agreement.

The Contractor shall include applicable versions of this provision in covered subcontracts as required.

11.3 Ethics and Conflict of Interest

The Authority and Contractor shall maintain standards of conduct sufficient to prevent real or apparent conflicts of interest in the selection, award, and administration of the contract.

No Authority employee, officer, board member, or agent may participate in a federally assisted contract action when a real or apparent conflict of interest exists. The Contractor shall disclose any actual, potential, or apparent organizational conflict of interest that could affect performance under this contract.

11.4 Debarment and Suspension

This contract is subject to applicable federal debarment and suspension requirements. The Contractor represents that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally assisted transactions, except as disclosed in writing.

The Contractor shall comply with applicable 2 CFR Part 180 and 2 CFR Part 1200 requirements and shall flow applicable requirements down to covered lower-tier participants.

11.5 Bonus or Commission

The Authority affirms that it has not paid and will not pay any bonus or commission to obtain Federal funding for the project. The Contractor shall not represent that it is entitled to any such payment from Federal funds.

11.6 Lobbying

For contracts at or above applicable thresholds, the Contractor shall comply with 31 U.S.C. § 1352 and 49 CFR Part 20 and shall execute the applicable lobbying certification. The Contractor shall flow down applicable requirements to covered lower-tier participants.

11.7 Program Fraud and False or Fraudulent Statements

The Contractor acknowledges applicable provisions of the Program Fraud Civil Remedies Act of 1986 and U.S. DOT regulations concerning false, fictitious, or fraudulent claims, statements, submissions, or certifications. The Contractor shall certify the truthfulness and accuracy of representations made in connection with this procurement and contract.

11.8 Record Retention and Access to Records

The Contractor shall maintain records relating to the contract and federally assisted project as required by applicable federal, state, and Authority requirements and shall permit authorized representatives of FTA, USDOT, NCDOT, the Comptroller General, the Authority, and other authorized governmental entities access to applicable records for audit, inspection, and copying.

The final contract shall specify the applicable record-retention period, including any longer period required by litigation, audit, claims, settlement, or applicable state law.

11.9 Changes to Federal Requirements and Guidance

The Contractor shall comply with applicable Federal requirements, statutes, regulations, FTA directives, grant terms, and applicable clauses as they are amended or otherwise become applicable during the contract term, to the extent required by law or the contract.

11.10 Termination or Cancellation

The Authority may terminate the contract in whole or in part for convenience, for default, or as otherwise provided by the final contract.

Upon termination, the Contractor shall discontinue affected services as directed and deliver to the Authority all Authority-owned data, content, documentation, work product, configuration information, and other materials necessary for orderly transition.

If termination is for convenience, the Authority's payment obligations shall be limited to amounts properly due for accepted work and any equitable adjustment expressly permitted by the contract. If termination is for default, the Authority may exercise all remedies available under the contract and applicable law.

11.11 Disadvantaged Business Enterprise

The contract shall comply with applicable U.S. Department of Transportation (U.S. DOT) Disadvantaged Business Enterprise (DBE) requirements, including 49 CFR Part 26, as amended, and Wave Transit’s approved DBE Program, as applicable to this procurement and funding source.

The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract and shall carry out applicable DBE requirements.

No DBE contract goal has been established for this procurement. Furthermore, DBE participation will not be counted toward a DBE contract goal for this procurement. The proposer shall complete Attachment H.

11.12 Breaches and Dispute Resolution

If the Contractor fails to perform in accordance with the contract, the Authority may provide written notice of breach and an opportunity to cure when required by the contract. Continued failure to cure may result in termination for default and pursuit of other available remedies.

Disputes shall be handled through the Authority's designated administrative process and applicable contract dispute provisions. Unless otherwise directed, the Contractor shall continue performance during the resolution of disputes.

11.13 Federal and State Nondiscrimination

The Contractor shall comply with applicable Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination Act, applicable USDOT/FTA civil-rights requirements, and applicable North Carolina nondiscrimination requirements.

The Contractor shall not discriminate in the performance of the contract on the basis of race, color, national origin, sex, age, disability, or other protected status under applicable law.

11.14 Protest Procedures

Protests shall be handled in accordance with Wave Transit's procurement policy and the procedures stated in Section 6.0 of this RFP. Where NCDOT or FTA appeal or complaint processes apply, the protester shall exhaust applicable local remedies before pursuing the next level of review, unless otherwise provided by law.

11.15 Privacy and Data Protection

The Contractor shall protect Wave Transit information and any personal, customer, employee, applicant, or operational information accessed in connection with the contract.

The Contractor shall implement reasonable administrative, technical, and physical safeguards; limit access to authorized personnel; use encryption in transit and at rest where appropriate; maintain appropriate authentication controls; and notify the Authority promptly of actual or suspected security incidents affecting Authority systems or data.

The Contractor shall not sell, monetize, mine, profile, or use Wave Transit data for purposes unrelated to performance of the contract without prior written authorization. The Contractor shall identify any subcontractor or third party that will receive or process Authority data.

11.16 Sensitive Security Information

The Contractor shall protect any Sensitive Security Information or other protected security information made available in connection with the contract and shall comply with applicable federal requirements governing such information.

11.17 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

The Contractor shall comply with applicable prohibitions on covered telecommunications and video-surveillance equipment and services, including applicable requirements arising from 2 CFR Part 200, 2 CFR § 200.216, and Section 889 of the National Defense Authorization Act for Fiscal Year 2019, as applicable.

The Contractor shall not use contract funds to procure or provide covered telecommunications or video-surveillance equipment or services prohibited by applicable federal requirements.

11.18 NC E-Verify Requirements

The Contractor shall comply with applicable North Carolina E-Verify requirements, including Article 2 of Chapter 64 of the North Carolina General Statutes, and shall require applicable subcontractors to comply. The Contractor shall execute the E-Verify affidavit included as Attachment G when required.

11.19 Insurance

The Contractor shall maintain insurance appropriate to the services provided, including workers' compensation as required by North Carolina law, commercial general liability, automobile liability where applicable, professional/errors and omissions coverage, cyber/network security and privacy liability appropriate to the services, and any other coverage required by the final contract.

Minimum limits shall be established by Wave Transit and reviewed by its insurance/procurement counsel before issuance. The final contract shall identify certificate requirements, additional-insured requirements, notice provisions, deductibles, and any required waiver provisions.

11.20 Indemnification / Hold Harmless

To the extent permitted by North Carolina law, the Contractor shall indemnify and hold harmless the Authority and its officers, agents, and employees from claims, losses, damages, liabilities, costs, and expenses arising from the Contractor's negligent acts, omissions, or willful misconduct in performing the contract, subject to the final contract's legally enforceable limitations and exclusions.

11.21 N.C.G.S. § 133-32 Gifts and Favors

The Contractor shall comply with N.C.G.S. § 133-32 concerning gifts and favors to public officers and employees involved in public contracting, as amended from time to time.

11.22 Notification to FTA and USDOT Inspector General

The Contractor shall comply with applicable requirements to notify the Authority regarding material legal matters, fraud, waste, abuse, false claims, bribery, conflict of interest, or similar misconduct that may affect federally assisted activities. The Authority shall make any required notifications to FTA, the USDOT Office of Inspector General, NCDOT, or other governmental entities as required.

11.23 Exclusionary or Discriminatory Specifications

The Contractor shall comply with applicable federal prohibitions against using FTA funds to support exclusionary or discriminatory specifications or requirements.

11.24 Federal Participation / Funding Acknowledgement

Where required by federal law or the applicable grant agreement, publications, solicitations, public communications, or other materials funded under the project shall identify federal participation in the manner required by the applicable federal award and Authority policy.

11.25 Metric System

To the extent required by U.S. DOT or FTA, the Contractor shall use the metric system of measurement in contract activities as required by applicable federal law, regulation, or policy, to the extent practicable and feasible.

11.26 Accessibility and Civil Rights

The Contractor shall design and operate the website and related services in a manner consistent with applicable accessibility and civil-rights requirements. The website shall target WCAG 2.2 Level AA and shall support applicable ADA and Section 504 obligations.

The Contractor shall promptly correct accessibility defects attributable to its work and shall cooperate with Wave Transit in addressing accessibility complaints, testing, and remediation.

11.27 Order of Precedence

In the event of a conflict among the solicitation, addenda, the executed contract, federal requirements, state requirements, and other contract documents, the order of precedence shall be established in the final executed agreement. Applicable federal requirements shall control where federally mandated. Nothing in this RFP shall be interpreted to waive a requirement imposed by law or the applicable federal award.

AMENDED OCTOBER 21, 2026

ATTACHMENTS

ATTACHMENT A — LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that no Federal appropriated funds have been paid or will be paid for influencing or attempting to influence a covered Federal award. Required disclosures and certifications shall be provided where applicable.

Name of Contractor: _____

Authorized Official: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT B — DEBARMENT AND SUSPENSION CERTIFICATION

The prospective contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally assisted transactions, except as disclosed below.

Exceptions / Explanation, if any: _____

Company: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

AMENDED OCTOBER 21, 2026

ATTACHMENT C — COST SHEET AND PRICING SCHEDULE

All pricing shall be fully burdened and shall clearly identify required costs, recurring costs, and optional costs.

Cost Category	Year 1	Year 2	Year 3	Year 4	Year 5
Discovery / project management					
UX / information architecture					
Visual design					
Website development					
CMS / licensing					
Content migration					
Existing transit technology / mapping integration					
Training / launch					
Hosting					
Security / backups / routine maintenance					
Warranty / support					
Third-party subscriptions					
Future fare-payment integration (OPTIONAL)					
Future AVL-provider integration (OPTIONAL)					
Other optional services					
TOTAL					

Hourly / Unit Rates for Out-of-Scope Work

Role / Service	Hourly / Unit Rate	Notes

ATTACHMENT D — ACKNOWLEDGEMENT OF ADDENDA

Addendum No.	Date	Acknowledged By

Name of Proposer: _____

AMENDED OCTOBER 21, 2026

Address: _____

City / State / ZIP: _____

Authorized Signature: _____

Date: _____

ATTACHMENT E — LEGAL STATUS AND EVIDENCE OF AUTHORITY

Proposer Legal Status and Signatory Authority

The proposer certifies that the information provided below is accurate and that the individual signing the proposal is authorized to bind the proposer. The successful proposer shall obtain and maintain all registrations, licenses, permits, and other authorizations required by applicable federal, state, and local law to perform the resulting contract.

Legal Name of Firm: _____

Type of Entity: _____

State or Country of Organization: _____

NC Secretary of State Registration No. (if applicable): _____

Authorized Signatory: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT F — FINANCIAL CAPACITY

The proposer shall provide evidence reasonably sufficient to demonstrate its financial capacity to complete the project and provide ongoing hosting and support. Acceptable documentation may include a financial statement, letter from a financial institution, audited financial statement, or other evidence acceptable to the Authority.

Proposer: _____

Financial Institution / CPA (if applicable): _____

Supporting documentation attached: Yes / No: _____

Authorized Signature: _____

Date: _____

ATTACHMENT G — NORTH CAROLINA E-VERIFY STATUS

The undersigned certifies that the employer is in compliance with applicable North Carolina E-Verify requirements and will require applicable subcontractors to comply.

Employer: _____

Authorized Affiant: _____

Title: _____

Signature: _____

AMENDED OCTOBER 21, 2026
Date: _____

ATTACHMENT H — DBE SUBMITTAL

The proposer shall complete this attachment in accordance with Wave Transit's approved DBE Program and applicable U.S. Department of Transportation (U.S. DOT), Federal Transit Administration (FTA), and North Carolina Department of Transportation (NCDOT) requirements.

DBE Contract Goal: None

No DBE contract goal has been established for this procurement. In accordance with applicable U.S. DOT requirements, DBE participation will not be counted toward a DBE contract goal for this procurement.

Proposers are not required to make a good faith effort to meet a DBE contract goal, and no Letter of Intent is required for DBE participation under this procurement.

Proposer: _____

Voluntary DBE Participation (Optional)

The proposer may voluntarily identify anticipated participation by DBE firms. Voluntary identification of DBE participation is not a commitment toward a DBE contract goal and will not be used to determine compliance with a DBE contract goal.

DBE Firm: _____

Description of Work: _____

Anticipated Dollar Amount: _____

NCDOT Certification No., if applicable: _____

Authorized Signature: _____

Date: _____

AMENDED OCTOBER 21, 2026

ATTACHMENT I — PROPOSAL SUBMISSION FORM

The undersigned certifies that the proposer has examined this RFP, all issued addenda, and the information contained herein and agrees to provide the services described in its proposal in accordance with the final executed contract.

Legal Name of Proposer: _____

DBA / Trade Name: _____

Street Address: _____

City / State / ZIP: _____

Primary Contact: _____

Telephone: _____

Email: _____

Federal Tax ID: _____

NC Secretary of State Registration: _____

Total Year 1 Cost: _____

Total Year 2 Renewal: _____

Total Year 3 Renewal: _____

Total Year 4 Renewal: _____

Total Year 5 Renewal: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY ACKNOWLEDGEMENT

State of _____ **County of** _____

I _____**, Notary Public, do hereby certify that** _____ **[Name(s) of individual(s) whose acknowledgement is being taken] personally appeared before me this day and acknowledged the due execution of the foregoing instrument.**

Witness my hand and official seal this ____ **day of** _____ **20,**___

Notary Printed or Typed Name: _____

(Official Seal)

Official Signature of Notary: _____

Commission Expires: _____