

Rider Transit RFP #010518
Cabarrus County Long Range Public Transportation Master Plan
Optional Pre-Bid Meeting
January 24th, 2018 at 1:00 pm
Rider Transit Center, Concord, NC

Firms with demonstrated interest in RFP:

- AECOM
- Foursquare ITP
- KFH Group
- Kittleson & Associates
- Michael Baker International
- Moore & Associates
- Nelson Nygaard
- RLS & Associates
- Tindale Oliver
- TMD, Inc.
- TransPro Consulting

Questions and Responses

- **Do our cover letter and table of contents count in the 30 pages?**
No, the cover letter and table of contents do not count towards the 30 page maximum total.
- **Do the four required forms count toward the page count? And, should we put them in the appendix?**
No, they are not counted against your page count and may be included in the appendix.
- **Does the material in the appendix count toward the number of pages?**
No, required resumes and optional material in the appendix are not counted against the page count.
- **Since the budget is asked for in a separate envelope, does it count toward the page count? Do you want 11 envelopes containing the budget?**
No, the budget does not count towards the page count. You can send the one signed and nine additional copies of the cost proposal in a single, sealed envelope marked "Cost Proposal".
- **Are we allowed to use 11x17 pages (that would fold out) if needed for items such as organizational charts or pricing spreadsheets? If so, does that count as one page?**
Yes, 11x17 may be used for those types of items. If, however, your proposal was a full 30 pages on 11x17, it would certainly give you double the information advantage over other submissions.
- **Can the proposal be printed double-sided?**
Yes, double sided printing is allowed and encouraged. "Technical proposals should not exceed thirty (30) single sided pages (15 if double sided) in length."

- **Is there an expected completion date for the study?**
We anticipate completion of the study within 6-9 months from the first meeting with the selected firm, if possible.
- **Is it anticipated the resulting plan will be formally adopted by the three governmental entities involved in the process?**
We have not discussed that specifically internally. However, when Rider completed our Transit Development Plan in 2014, the study was formally adopted by both City Councils.
- **Will DBEs certified by a state other than North Carolina be accepted as DBE participation?**
Unfortunately, there is no reciprocity with DBE certifications from other states in North Carolina. In order to be considered a DBE in North Carolina, firms must be registered with NCDOT.
- **When were the most recent rider/customer and non-rider surveys conducted?**
For Rider Transit, that would have been the summer of 2013 for our TDP (both), and spring of 2016 for our Title VI Program Plan update (customer only). For CCTS, they survey their passengers quarterly.
- **What type of transit performance data is currently available?**
Rider Transit has CAD/AVL that provides limited on-time performance data. Both Rider Transit and CCTS utilize RouteMatch software for scheduling and paratransit service performance management. For Fixed Route we have stop level utilization data for all of our stops.
- **Are Rider and CCTS vehicles equipped with any technology (i.e. APCs, AVLs, etc.)?**
All Rider Fixed Route buses have DRI/Clever Devices CAD/AVL. We also utilize Zonar electronic vehicle inspection systems, AngelTrax camera systems, and we provide free Wi-Fi on our Fixed Route vehicles. Rider's ADA Paratransit vehicles have RouteMatch tablet MDTs and CAD/AVL. CCTS also has RouteMatch MDTs and AVL.
- **Have ride checks/onboard observations of the Rider fixed-route service been conducted within the past six months?**
Rider Transit performs internal quality control rider checks and onboard observations. We have not had a third party conduct them.
- **When was the most recent Short Range Transit Plan or Transit Development Plan completed?**
Rider Transit's most recent Transit Development Plan was completed in February/March of 2014. CCTS completed a Community Transportation Service Plan in 2015.
- **Please provide average daily or monthly ridership by route for the Rider fixed-route service.**
Rider Transit's average daily ridership was 1,133 per day in 2017 (359 service days).
- **Are proposers allowed to submit three to five project references per subconsultant or three to five total references for the entire team (including subconsultants)?**
We would like three to five for the lead firm; two for any subconsultants.
- **How will the proposal evaluation criteria be weighted?**
We do not reveal the specific weights for each of the evaluations criteria areas. They are, however, listed in order of relative importance - most important/most weight: proposal and

work plan, experience and qualifications, followed by cost. Concord, Kannapolis and Cabarrus County will recommend award of a contract to the firm whose proposal is deemed to be the most responsive and advantageous (Best Value) to the Cities and County, cost and other factors considered subject to negotiation and availability of sufficient funds.

- **Will an attendance list for the pre-bid meeting be published along with responses to questions at the meeting?**
Yes.
- **Should cost proposals include the cost to print 35 copies of the executive summary and final plan document?**
Yes.
- **If subconsultants are utilized, are they required to fill out ALL forms (RFP Acknowledgement Form, Addenda Receipt Confirmation Form, and Proposal Submission Form)?**
No, as long as the lead agency/firm has done so, they do not have to have any subconsultants complete the forms. The lead agency/firm, is however, responsible for all communications to their subcontractors.
- **How will project management during the plan development process work since this is a jointly issued RFP?**
L.J. Weslowski, Rider Transit Manager, will be the main point of contact throughout the project. A review committee will be charged with reviewing each of the RFP submittals, and a steering committee will be formed and remain active throughout plan development. The committees will consist of representatives from each of the three local entities.
- **Is NCDOT Public Transportation Division staff involved in this project?**
Not at this time.
- **May a consultant include modification requests in its proposal submission?**
Yes, but we do request that all firms respond to the proposal as presented. Alternative options or additional areas of focus are welcome to be submitted as part of the core proposal if noted as such, and within the 30 page maximum limit.
- **How will the schedule of this plan coordinate with the CCOG/CATS regional plan?**
The timeline for the regional plan is unknown at this point. A regional summit has been proposed for Spring 2018.
- **Can the interview/presentation dates provided in Section 8.0 of the RFP be adjusted if necessary?**
Yes, these are not hard dates and may be adjusted as necessary.

---END OF QUESTIONS---