

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** April 20, 2011

**SUBJECT:** Transit Service Operating Contract (Apple Country Transit)

**PRESENTER:** Anthony W. Starr, AICP, Planning Director

**ATTACHMENTS:** 1. Staff Report Summarizing Proposal Costs

#### **SUMMARY OF REQUEST:**

Federal regulations require a new transit contract and solicitation process every five years. The County approved the current contract in 2006, which will expire on June 30, 2011. Staff issued a Request for Proposals (RFP) for the Apple Country Transit Service on February 10, 2011 for maintenance and operations of the transit system. The RFP specified a three-year term from July 1, 2011 through June 30, 2014, with an option to renew for two additional years through June 30, 2016.

The County received two proposals from qualified providers. The successful proposer is the existing provider of the service, Western Carolina Community Action (WCCA). Analysis of the proposals is included in the attached staff report. Staff recommends approval of the offer from WCCA in the amount of \$1,746,194 with individual rates summarized in the attached staff report. The services will cost an average hourly service rate of \$53.00 for the first three years. Approval of the WCCA proposal would also authorize staff to renew an option for two additional years in the amount of \$1,292,217 at an average hourly service rate per year of \$57.98. Specific annual hourly rates shall be charged for services as per the rates summarized in the attached Staff Report. Based on anticipated service levels, the proposed average rates of service are within acceptable national service hour rates. The contract reserves the right of the County to terminate the contract with 90 days written notice for any reason.

#### **BOARD ACTION REQUESTED:**

Authorize the County Manager to execute a contract with WCCA to operate transit service in Henderson County that establishes not to exceed contract costs with corresponding hourly rates and total costs for a five year period (beginning July 1, 2011) as outlined above and in the staff report.

**Suggested Motion:** I move the Board authorize the County Manager to execute a three-year contract with WCCA to perform transit service operations and maintenance for the Apple Country Transit System and also authorize the option to renew for two additional years as outlined in the staff report.

## **Attachment 1**

### **Henderson County Planning Department Staff Report**

#### **APPLE COUNTRY TRANSIT OPERATIONS AND MAINTENANCE CONTRACT AWARD**

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#### **1. RECOMMENDATIONS**

- a. The Apple Country Transit Services contract for operations and maintenance of the bus fleet should be awarded to the successful proposer, Western Carolina Community Action (WCCA) for a three-year period with an option to renew for two additional years commencing July 1, 2011 as detailed in this report.
- b. The County Manager should be authorized to finalize contract details based on approval of the contract award by the Board of Commissioners.

#### **2. PURPOSE**

The purpose of this report is to seek approval of the contract award for the operation and maintenance of Apple Country Transit.

#### **3. BACKGROUND**

The County has had a contract with WCCA since 2006 to operate transit service pursuant to its eligibility to receive grant funding for transit operations from the Federal Transit Administration (FTA) and the North Carolina Department of Transportation (NCDOT). Before that date, WCCA previously operated public transit services in Henderson County with other federal funds, which the non-profit organization received directly from NCDOT. In 2006 the County became a sub-recipient of the City of Asheville to receive federal funds. It subsequently awarded a five-year contract to WCCA to supply transit service. The current contract is set to expire on June 30, 2011 and the County has implemented a proposal process in accordance with state and federal guidelines.

On, February 10, 2011, staff advertised a Request for Proposals (RFP) for operations and maintenance of the Apple Country bus fleet. The RFP did not specify an increase in bus service due to recent requests by the Board of Commissioners to reduce costs within the upcoming fiscal year of 2012.

The RFP defined contracted bus services for the three existing routes, the Red, White, and Blue routes which operate throughout Hendersonville, Laurel Park, East Flat Rock, and Fletcher. The RFP requested costing by annual year based on a three-year term with an option to renew for two additional years.

A total of ten firms requested the document. Eight firms attended a pre-bid conference on February 25. The closing date for responses was March 15. Two companies, Ride Right, LLC and the existing provider, WCCA, both submitted compliant proposals. Official notices of no-bids were received from Trans Tech and MV Transportation.

#### **4. ANALYSIS**

The proposers were evaluated based on Qualifications and Experience (35%) Project Approach (25%) Cost (25%) and Implementation Plan (15%). WCCA Inc. was the most qualified provider based on experience in the region. Based on existing customer service surveys, accident rates, and federal compliance audits, they were also found to have the best approach to providing the service. Their costs were also 9.5% less than Ride Right, LLC, as they require no relocation expense related to start up and own most of the current transit fleet.

WCCA possesses over eleven years of experience operating transit and currently works with locally based providers of maintenance, AutoWorx and Jones Ford. In addition to the fixed route services, WCCA also manages the County's ADA compliant paratransit services for elderly and disabled persons. The North Carolina Department of Transportation recently conducted an audit of WCCA's operations and maintenance activities to ensure that all requirements were being met. The audit resulted in a few minor findings which were resolved quickly.

Revenue hour service rates from the initial proposals received from WCCA and Ride Right, LLC for the requested five-year contract terms are summarized in Table 1. A revenue service hour is the unit of measure which defines the time that each vehicle is available to pick up passengers.

**Table 1**

Summary of Revenue Hour Service Rates (From original RFP Submittals)

<u>Proposer</u>	<u>3-Year Average Rate</u>	<u>5-Year Average Rate</u>
WCCA	\$52.11	\$53.08
Ride Right, LLC	\$58.38	\$58.66

Total five-year costs for Ride Right were \$3,413,556 as opposed to \$3,088,701 for WCCA (a cost difference of \$324,855). Upon a complete review of the contract proposals, staff proceeded to negotiate with WCCA. WCCA submitted a Best and Final Offer on March 24, 2011 which lowered the costs in their original contract submittal by \$50,290 over a five-year term. Some of the savings was due to Henderson County's agreement to reduce the number of paratransit service hours. Average rates for the current contract are \$45.60 for fixed route services and \$36.30 for paratransit services. The proposed rate increases shown in the tables below are largely a result of rising fuel and maintenance costs.

**Table 2**

WCCA Proposed Annual Costs and Hourly Rates for Fixed Route Transit  
(Best and Final Offer dated March 24, 2011)

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b>Not to Exceed Annual Cost</b>	\$486,585	\$512,010	\$524,411	\$542,865	\$568,052
<b>Service Hours</b>	9,180	9,108	9,108	9,108	9,180
<b>Hourly Rate</b>	\$53.00	\$56.22	\$57.58	\$59.60	\$61.88

**Table 3**

WCCA Proposed Annual Costs and Hourly Rates for Paratransit Program  
(Best and Final Offer dated March 24, 2011)

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b>Not to Exceed Annual Cost</b>	\$66,850	\$74,204	\$82,134	\$88,440	\$92,860
<b>Service Hours</b>	1,750	1,850	1,950	2,000	2,000
<b>Hourly Rate</b>	\$38.20	\$40.11	\$42.12	\$44.22	\$46.43

Henderson County is in a special funding formula classification due to population size (less than 200,000) and therefore receives federal funding through the capital cost of contracting classification (as opposed to a higher 50% operating allocation reserved for larger cities). In the event that the County were to operate transit service with its own employees, federal operating funds, which currently subsidize 34.5% of the service cost, would not be available. Previous analysis in 2006 confirmed the appropriateness of fully contracting the bus operation to yield a lower net local cost.

Staff also reviewed national service rates for operating contracts. WCCA's response is in line with national hourly rates for systems of comparable size.

## **5. RELATIONSHIP TO CURRENT PLANS**

Henderson County's Comprehensive Plan has identified the need to have an effective, efficient and environmentally sensitive transportation system to improve transportation opportunities for residents within the region.

## **6. CONCLUSION**

The continuation of a fully contracted bus operations service will maintain the quality, availability, efficiency and effectiveness of the current transit program. The response to the request for proposals for bus operations and maintenance by WCCA meets the requirements of Henderson County's Request for Proposals at an acceptable hourly service rate and is therefore recommended for approval.



## Henderson County, North Carolina Code Enforcement Services

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### MEMORANDUM

**DATE:** April 5, 2011  
**TO:** Technical Review Committee  
**TRC MEETING DATE:** April 19, 2011  
**REGARDING:** Kiln Drying Systems  
**NAME OF APPLICANT:** Rodney Pressley  
**DEPARTMENT:** Code Enforcement Services  
**STAFF CONTACT:** Toby Linville  
**ATTACHMENTS:** Site Plans

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Please find attached plans for the following development proposal to be reviewed by the Henderson County Technical Review Committee on April 19, 2011.

#### **Major Site Plan Review**

Mark Corn of Associated Land Surveyors submitted the major site plan for this project for the applicant Rodney Pressley of Industrial Manufacturing Operations Corporation (IMOCO). They wish to utilize the property for manufacturing and production operations which requires major site plan review per S.R. 10.8.

#### **SR 10.8. Manufacturing and Production Operations**

- (1) Site Plan. Major *Site Plan* required in accordance with §200A-299 (Major Site Plan Review).
- (2) Lighting. *Adequate lighting* shall be placed in areas used for vehicular/pedestrian access including, but not limited to: stairs, sidewalks, crosswalks, intersections, or changes in grade. *Lighting mitigation* required.
- (3) Dust Reduction. Unpaved *roads, travelways* and/or parking areas shall be treated to prevent dust from adverse affects to adjacent properties.

The project site is located on 2.81 acres of land (PIN9652539012) located on 111 and 131 Guaranteed Way. The industrial park is off Asheville Hwy, right on Old Brickyard Rd., right on Guaranteed Way. The project is located in an Industrial zoning district. The property is not located in the designated floodplain and or Watersupply Watershed. The project meets the requirements of the Land Development Code and all the applicable major site plan requirements are met.

If you would like to submit your changes early please use the comment sheet provided and sending it back via email to [tlinville@hendersoncountync.org](mailto:tlinville@hendersoncountync.org).

Toby Linville  
Director, Code Enforcement Services  
100 N King St.  
Hendersonville, North Carolina 28792  
[tlinville@hendersoncountync.org](mailto:tlinville@hendersoncountync.org)  
[www.hendersoncountync.org](http://www.hendersoncountync.org)  
828-694-6627





Date: April 05, 2011  
Owner Name:  
Mailing Address:  
Situs Address:

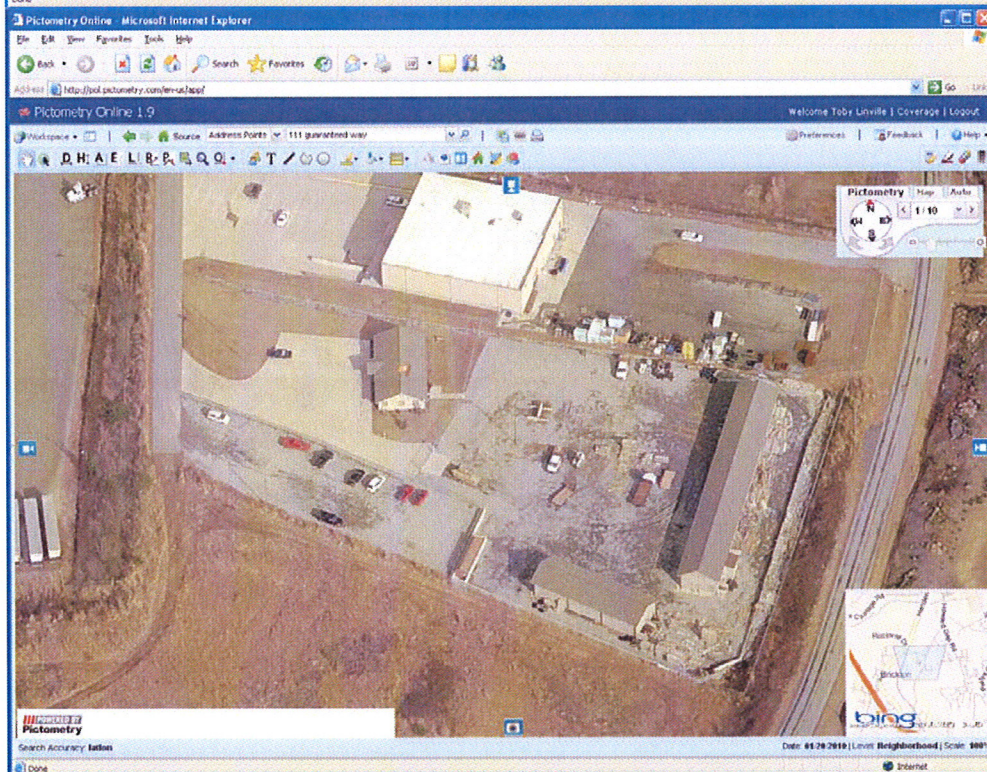
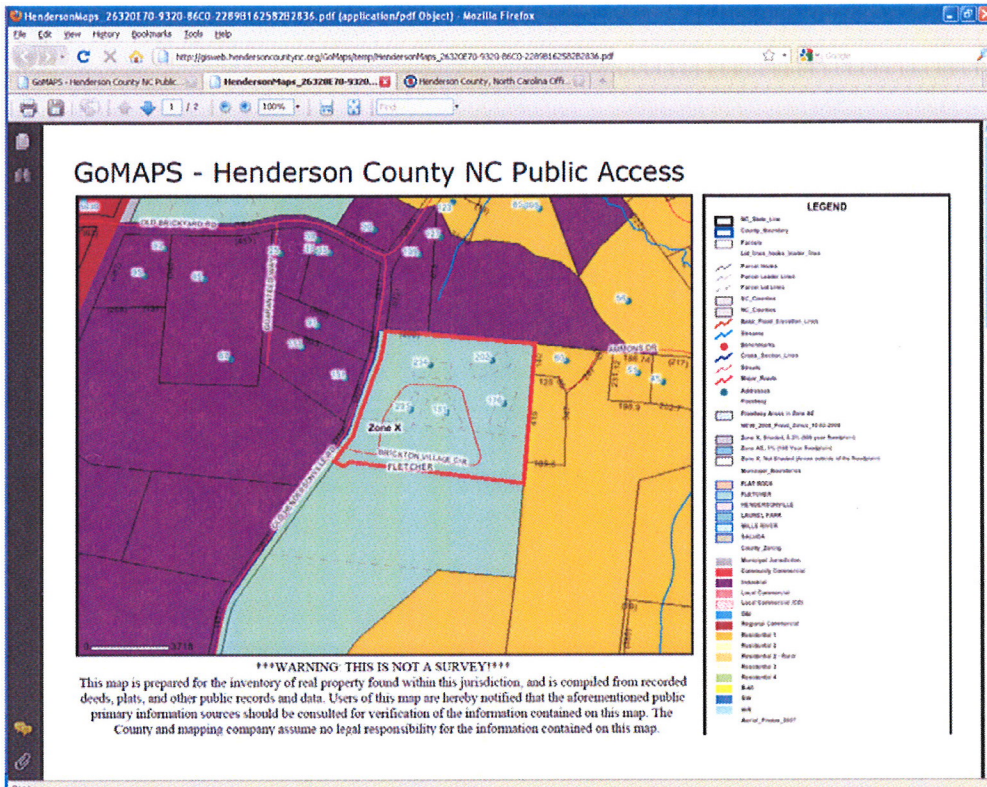
PIN: 9652539012 Parcel Number: 1002692  
BRANCH BANKING AND TRUST CO  
100 DANA RD  
131 GUARANTEED WAY 111 GUARANTEED WAY



NEW Zoning Districts:	Industrial Industrial
Acreage:	2.8100
Municipality Boundaries:	No City Found
	No Ordinance Found
Water Supply Watersheds:	No Watershed Found
OLD 1982 Flood Zones 03-01-1982:	No Flood Zone Found
	No Flood Zone Found
NEW 2008 Flood Zones 10-02-2008:	Zone X, Not Shaded (Areas outside of the floodplain)
NEW 2008 Flood Panel 10-02-2008:	9652
Protected Ridges:	No
City of Hendersonville Annexation:	No
Fire Tax Districts:	05 Fletcher Fire 05 Fletcher Fire

Toby Linville  
Director, Code Enforcement Services  
100 N King St.  
Hendersonville, North Carolina 28792  
[tlinville@hendersoncountync.org](mailto:tlinville@hendersoncountync.org)  
[www.hendersoncountync.org](http://www.hendersoncountync.org)  
828-694-6627





Toby Linville  
 Director, Code Enforcement Services  
 100 N King St.  
 Hendersonville, North Carolina 28792  
[tlinville@hendersoncountync.org](mailto:tlinville@hendersoncountync.org)  
[www.hendersoncountync.org](http://www.hendersoncountync.org)  
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