



Cape Fear Public Transportation Authority

MINUTES OF THE CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY RECESSED MEETING

June 2, 2021

Mr. Tony Caudle, Chairman, Presiding

MEMBERS PRESENT

Mr. Tony Caudle, Chairman, City of Wilmington Interim Manager
Mr. Chris Coudriet, Vice Chairman, New Hanover County Manager
Mr. Kemp Burpeau, New Hanover County, Attorney
Ms. Deb Hays, New Hanover County Commissioner
Mr. John Joye, City of Wilmington, Attorney
Mr. Mike Kozlosky, WMPO, Executive Director
Mr. Paul Lawler, City of Wilmington Appointee
Ms. Laura Mortell, City of Wilmington, Budget and Research Director
Ms. Lisa Wurtzbacher, New Hanover County, Chief Finance Officer

MEMBERS ABSENT

None

STAFF PRESENT

Ms. Marie Parker, Executive Director
Ms. Megan Matheny, Deputy Director
Mr. Joe Mininni, Director of Finance & Administration
Mr. Cliff Rode, Paratransit Manager
Ms. Kathy Williams, Customer Service Supervisor

CONTRACT MANAGEMENT STAFF PRESENT

Mr. Matthew McBride, General Manager, First Transit
Ms. Noel Fox, Craige and Fox PLLC, Attorney
Mr. Bill Harned, Area Vice President, First Transit
Mr. Nick Promponas, Senior Vice President, First Transit

GUESTS PRESENT

None

CALL TO ORDER

- Chairman Caudle called the meeting to order at 4:02 pm
- Roll call was conducted with all members confirmed as present

TRANSPORTATION MANAGEMENT SERVICE AWARD

- Mr. Caudle confirmed the purpose for the recess of the May 27, 2021 regularly scheduled meeting was to discuss proposals received in response to the formal solicitation issued for transportation management services
- Mr. Caudle recognized Ms. Parker to present the recommendation for transit management services contractor
- Ms. Parker stated a formal Request for Proposal (RFP) was advertised on March 16, 2021 via national transit publication and the Authority's website
- She stated five transit management service providers were engaged and encouraged to participate
- Ms. Parker confirmed the Authority received bids from two vendors including Transdev and First Transit

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Secretary - Wave Transit

- She confirmed the award as a five-year contract with the option for two, one-year extensions
- Ms. Parker stated the contract reflects management services for fixed route operations and vehicle maintenance
- She said the solicitation and subsequent contract includes performance based liquidated damages as well as incentives ranging from \$10 to \$500 per occurrence
- Ms. Parker confirmed she removed herself from the evaluation process due to a potential conflict of interest provided she is a former employee of one of the proposers, Transdev
- She stated the evaluation and selection process was led by the executive team
- Ms. Parker said upon evaluation of the written proposals and virtual interviews, the highest ranked proposer was Transdev
- She stated Transdev came in at a higher price point
- Ms. Parker stated next steps would be to enter negotiations to get the pricing to a number that fits within the Authority's budget
- She said the recommendation from staff is to proceed with Transdev as the contractor for transit management services effective July 1, 2021
- Ms. Parker confirmed complaints communicated by operations staff during the public comment period at the regularly scheduled May 27, 2021 meeting did not inform or were not considered in the evaluation process and subsequent recommendation to select Transdev
- Ms. Hays asked if the on-time performance is something new or has it been in place for several years and just not utilized
- Ms. Parker said the infrastructure to collect and report the data has always been in place; however, programming issues have been addressed increasing the accuracy of the data, and increased management and enforcement is now occurring
- Ms. Wurtzbacher asked about the evaluative criteria used in the selection process
- Ms. Matheny confirmed the evaluation criteria utilized consisted of seven categories including, *Price, Experience of Proposer, Client References, Proposed Management Team, Corporate Support, Corporate Programs/Approach and Transition Plan*
- Ms. Matheny confirmed Transdev scored higher under *Proposed Management Team, Corporate Support and Corporate Programs/Approach*
- Mr. Caudle asked how the management teams were evaluated
- Ms. Matheny confirmed evaluation occurred through review of resumes included in the written proposals and through interviews
- Mr. Lawler stated this goes into effect in a month
- He asked if Ms. Parker is satisfied that the firm would be up and running that fast
- Ms. Parker responded yes and stated this is a common occurrence across the country
- He asked if the team that was interviewed would be here
- Ms. Parker stated that is the expectation of the contract, yes
- She confirmed all support staff will stay
- Mr. Coudriet asked, as a follow-up on Mr. Lawler's question, what the transition will look like
- Mr. Mininni stated on the back-end, a new company will be created, current employees will be transferred over and signed up under the new company, insurance is just changing ownership and providing instruction on how to do payroll and associated items
- He stated duties for operators and dispatchers' duties will continue as is and union policies and rules remain unchanged
- Mr. Mininni stated the Authority experienced a transition in management companies in 2011 and the transition was smooth back then
- He stated the company is experienced in and ready for a transition of this nature
- Mr. Mininni stated this is a new contract and wants to ensure it is successful
- Ms. Parker confirmed the overarching rules and policies for the union contract etc. stays in effect
- Mr. Coudriet stated so that is the assurance that the folks who are doing the work are guaranteed employment with the new company
- Ms. Parker confirmed this statement as correct

- Mr. Joye stated Transdev is lower on workers compensation costs and inquired as to what it could be attributed to
- Mr. Mininni stated the price is more in line with what we are currently paying and confirmed they manage their own workers comp pool
- He reiterated the pricing provided is in line with current costs
- Mr. Kozlosky asked what happens if we cannot come to terms with the first bidder
- Ms. Parker stated the plan would be to proceed with the second vendor, however, staff is confident we can negotiate a cost amenable to both parties and within the Authority' budget
- Mr. Joye stated this is a proposal process meaning the recommendation is that staff feels like Transdev is the best value and they can negotiate, which is encouraged, to get us the best price
- He continued stating if Transdev is the best value by your recommendation, then he would support the recommendation and wish you well in your negotiations
- Mr. Joye made a motion that we accept the recommendation and direct staff to negotiate with Transdev
- There was a second Ms. Hays
- Mr. Caudle called for questions
- Mr. Coudriet asked what the timeline would be to confirm yay or nay if it is going to be Transdev
- Ms. Parker confirmed a week at most but was confident this could addressed within days
- Mr. Caudle called the vote
- The motion carried with all in favor

ADJOURNMENT

- Ms. Caudle entertained a motion to adjourn
- Mr. Coudriet made a motion to adjourn the recessed May 27, 2021 meeting
- There was a second by Ms. Mortell and the motion carried

Respectfully Submitted,



Marie Parker
Executive Director
/Megan Matheny
/Kathy Williams