



Meeting of the Operations and Oversight Committee

Thursday, August 11, 2016 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

A meeting of the Operations and Oversight Committee will be held on Thursday, August 11, 2016 at 10:00 a.m. in the 2nd Floor Board Room at 509 E. 18th Street, Norfolk, VA.

The agenda and supporting materials are included in this package for your review.



Meeting of the Operations and Oversight Committee

Thursday, August 11, 2016 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the July Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 16-72048, Information Technology Research and Advisory Services
 - b. Request for approval of Contract 16-72036, Safety and Security Support Services
3. Staffing Update
4. Operations Update
5. Internal Audit Update
6. Old and New Business
7. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, September 10, 2016 at 10:00 a.m. in the 2nd Floor Board room at 3400 Victoria Blvd., Hampton, VA



Meeting of the Operations and Oversight Committee

Thursday, July 14, 2016 • 10:00 a.m.

2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

MEETING MINUTES

Call to order

A quorum was attained and Commissioner Fuller of Chesapeake called the meeting to order at 10:00 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Hennessee, VADRPT
Commissioner Tanner, Newport News
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning & Development Officer
Amy Braziel, Executive Assistant
Aileen Curtin, Administrative Coordinator
Margaret Denoncourt, Internal Auditor
Sonya Luther, Assistant Director of Procurement
Maryann Martin, Administrative Coordinator
Michael Perez, Director of Rolling Stock
Sibyl Pappas, Chief of Engineering and Facilities
Jim Price, Chief of Transit Operations
Velvet Smiley, Interim Chief Safety & Security Officer
Dyanne Sampson, Director of Procurement
Mark Stemple, Director of Technical Services
Robert Travers, Counsel

The July Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Minutes from the June Meeting
- Procurement Items for Approval

Approval of the June 2016 Minutes

A motion to approve the June 2016 Operations & Oversight Committee meeting minutes was made and properly seconded.

A motion to approve the June 2016 Operations and Oversight Committee Meeting minutes was made and properly seconded.

The June 2016 Minutes were approved by a unanimous vote.

Request for approval of Contract 16-72028, Oil and Fluid Analysis Services

Ms. Sampson presented Contract 16-72028.

There was some discussion regarding previous work done by the recommended provider as well as the difference in cost that was submitted.

A motion to approve Contract 16-72028, Oil and Fluid Analysis Services was made and properly seconded.

Contract 16-72028 was approved by unanimous vote.

Operations Update

Mr. Jim Price provided updates on the recent Rail Rodeo in Phoenix, AZ. The Rail rodeo team was recognized.

Mr. Price gave a presentation update on the ferry that is currently being built for HRT.

New and Old Business

There was no old or new business discussed.

Adjournment

The meeting was adjourned at 10:46 a.m.

Respectfully submitted by:
Amy Braziel
Executive Assistant

Contract No:	16-72048	Title:	Information Technology Research and Advisory Services	Price: Term:	\$77,100 One (1) Year.
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Acquisition Description: Enter into a sole source professional services contract with Gartner, Inc. to provide information technology research and advisory services.

Background: Hampton Roads Transit's (HRT) Information Technology staff requires the services of a research and advisory firm to provide technical assistance to drive HRT's technology related mission and vision. Additionally, HRT requires services to improve performance and reduce associated risks. With HRT's limited technical staffing resources, Gartner has proven to be a definitive and cost-effective method for HRT Technology Management to provide both strategic expertise and timely insight into all the agency's key technology initiatives. Under the terms of this agreement, Gartner will provide technical assistance to HRT's Technology Department to drive HRT's technology related mission and vision.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is practicably available and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on July 29, 2016 and Gartner, Inc. provided a responsive proposal on August 4, 2016 which included a monthly cost of approximately \$6,425 to provide these services.

- Gartner, Inc.

Based on the result of a price analysis performed using historical data and the existing Commonwealth of Virginia's Information Technologies Agency (VITA) Contract No. VA-120501-GARG with Gartner, Inc., the proposed pricing is deemed fair and reasonable.

Gartner, Inc. is headquartered in Stamford, CT and has provided these services for municipalities throughout the Commonwealth of Virginia and HRT satisfactorily.

The Contract period of performance is one (1) year.

No DBE goal was established for this solicitation.

Cost/Funding: This contract will be funded from operating funds.

Project Manager: Alesia Cain, Chief Technology Officer

Contracting Officer: Jason Petruska, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to Gartner, Inc. to provide information technology research and advisory service for the not-to-exceed amount of \$77,100.

Contract No:	16-72036	Title:	Safety and Security Support Services	Price: Term:	\$450,000 3 Yrs.
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Acquisition Description: Enter into a contract with a qualified Contractor to provide technical safety and security support services on a Task Order (TO) basis.

Background: Under the new MAP-21/FAST Act Safety Related Rulemaking, operators of public transportation systems that receive Federal financial assistance will be required to develop and implement Public Transportation Agency Safety Plans based on the Safety Management System approach. Transit agencies will have one (1) year to develop and implement these plans from the date the new rule goes into effect, which is expected to take effect at the end of 2016. Under the new rule for State Safety Oversight Agencies 49 CFR Part 674, the FTA has also strengthened the oversight of Rail Transit Agencies (RTA) which will require HRT to meet additional oversight directives from the Virginia Department of Rail and Public Transportation.

As a result, Hampton Roads Transit (HRT) requires the services of a consulting firm to provide technical safety/security expertise and assistance. These contracted services will make it possible for HRT to meet state and federal requirements related to these new rulings within the mandatory timeframes allowed, while ensuring that the Agency is able to continue meeting its obligations under the current regulations.

Contract Approach: A Request for Proposal (RFP) was issued on May 18, 2016. Three (3) proposals were received on June 22, 2016 from the following firms:

- STV, Inc. dba STV Group, Inc. (STV)
- ADS System Safety Consulting, LLC (ADS)
- Innovative Emergency Management, Inc. (IEM)

In response to the RFP, Proposers were required to provide a technical proposal and a Price Proposal that includes labor rates for the services described in the Scope of Work (SOW). The proposed labor rates will be utilized when establishing pricing for TOs.

Upon review and evaluation of the technical proposals, STV was rated best to meet the requirements of the SOW based on information provided in regards to their overall project approach and experience. As a result, discussions and negotiations were conducted with STV on July 29, 2016. Discussions and Negotiations focused on clarifying assumptions made in establishing pricing and reducing labor rates proposed. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Due to price concessions made in their BAFO, HRT staff determined that STV also provided the best value to HRT. STV's labor rates are deemed fair and reasonable based on a price analysis performed using historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that STV is technically and financially capable to perform the work.

STV is headquartered in Douglassville, PA, but operates a local office in Virginia Beach, VA. STV has provided similar services to the Maryland Transit Administration in Baltimore, MD; the Port Authority of New York and New Jersey; and, the Federal Transit Administration in Washington, DC.

Contract No:	16-72036	Title:	Safety and Security Support Services	Price: Term:	\$450,000 3 Yrs.
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The Contract period of performance is three (3) years.

No DBE goal was assigned for the overall solicitation. HRT's DBE Manager will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task based goal accordingly.

Cost/Funding: This contract will be funded from operating funds.

Project Manager: Velvet Smiley, Interim Chief Safety and Security Officer

Contracting Officer: Sonya Luther, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to STV Group, Inc. to provide technical safety and security support services. The cumulative amount of all TOs issued under this contract will not exceed \$450,000 over the three-year period.