



Meeting of the Operations and Oversight Committee

Thursday, April 13, 2017 • 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, April 13, 2017 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, April 13, 2017 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk VA

AGENDA

1. Approval of the March Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 16-73946, Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services
 - b. Request for approval of Contract 17-75488, Hybrid Bus Diagnostic and Repair Service
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, May 11, 2017 at 10:00 a.m. at 3400 Victoria Blvd., Hampton, VA



Meeting of the Operations and Oversight Committee

Thursday, March 9, 2017 • 10:00 a.m.

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

MEETING MINUTES

Call to order

A quorum was attained and Commissioner Moffett of Hampton called the meeting to order at 10:05 a.m.

Commissioners in attendance:

Commissioner Moffett, Hampton
Commissioner Sorey, Chesapeake
Commissioner Parnell, Norfolk
Commissioner Woodbury, Newport News
Commissioner Ross-Hammond, Virginia Beach
Commissioner Rowe, Portsmouth
Commissioner Hennessee, VADRPT – phoned in

Hampton Roads Transit Staff in attendance:

Kimberly Ackerman, Chief of Human Resources
Ray Amoruso, Chief of Planning and Development
Debbie Ball, Assistant Director of Finance
Keisha Branch, DBE Liaison Officer
Alesia Cain, Chief Information Technology Officer
Gene Cavazos, Director of Marketing & Communications
Alisa Crider, Public Relations & Social Media Coordinator
Margaret Denoncourt, Internal Auditor
Dillard Joe, External Affairs Liaison
Glenda Dixon, Director of ERP Services
Alisa Crider Groover, Sr. Manager of Rail Maintenance
Angela Glass, Director of Budget and Financial Analysis
William Harrell, President and CEO
Ron Hodges, Director of Business Development
Jamie Jackson, Director Transit Development
Sonya Luther, Assistant Director of Procurement
Pierre Marcellus, Manager of Materials - Bus
Maryann Martin, Administrative Coordinator
Sybil Pappas, Chief Engineering and Facilities Officer

Michael Perez, Director of Rolling Stock
Jim Price, Chief of Transit Operations
Luis Ramos, Executive Assistant
Sylvia Shanahan, Director of Finance
Dyanne Sampson, Director of Procurement
Mark Stemple, Director of Technical Services
Benjamin Simms, Director of Bus and Rail Transportation
Brandon Singleton, Chief Finance Officer
Robert Travers, Counsel

Others in attendance:

Eric Nelson, HDR
Michael Riffell, Plante Moran
Susan Wilson, Portsmouth

The March 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 February Meeting
- Procurement Items for Approval

Approval of the February 2017 Minutes

A motion to approve the February 2017 Operations & Oversight Committee Meeting Minutes was made by Commissioner Woodbury and properly seconded by Commissioner Ross-Hammond.

The February 2017 Minutes were approved by a unanimous vote.

Mr. Brandon Singleton introduced Mr. Michael Riffell from Plante Moran. Mr. Riffell gave a presentation as enclosed in the minutes.

Request for approval of Contract 15-70162, Financial Management System Software Implementation Services.

Ms. Dyanne Sampson presented Contract 15-70162, Financial Management System Software Implementation Services.

A lengthy discussion ensued about picking a platform first then sending the contract out to bid.

There was additional conversation regarding the grant funding that was being used for this contract and the possibility that the grant money may not be matched if RFP has to start over.

A motion to approve Contract 15-70162 was made by Commissioner Rowe and properly seconded by Commissioner Ross-Hammond.

Contract 15-70162, Financial Management System Software Implementation Services was approved by a 4-1 vote with Commissioner Parnell voting against it.

Request for approval of Contract 16-73944, Fuel Products (Ultra Low Sulfur Diesel and Gasoline)

Ms. Dyanne Sampson presented Contract 16-73944, Fuel Products (Ultra Low Sulfur Diesel and Gasoline)

There was some discussion regarding the capability of the vendor. It was stated that the references were checked and references noted that the vendor performed satisfactory.

A motion to approve Contract 16-73944 was made by Commissioner Sorey and properly seconded by Commissioner Rowe.

Contract 16-73944, Fuel Products (Ultra Low Sulfur Diesel and Gasoline) was approved by a unanimous vote.

Request for approval of Contract 16-74637, West Corridor Alternatives for Naval Station Norfolk High Capacity Transit Extension

Ms. Dyanne Sampson presented Contract 16-74637, West Corridor Alternatives for Naval Station Norfolk High Capacity Transit Extension.

A motion to approve Contract 16-74637 was made by Commissioner Ross-Hamond and properly seconded by Commissioner Woodbury.

Contract 16-74637, West Corridor Alternatives for Naval Station Norfolk High Capacity Transit Extension was approved by a unanimous vote.

Request for approval of Contract 16-73653, Bus Diagnostic and Repair Service

Ms. Dyanne Sampson presented Contract 16-73653, Bus Diagnostic and Repair Service.

A motion to approve Contract 16-73653 was made by Commissioner Rowe and properly seconded by Commissioner Woodbury.

Contract 16-73653, Bus Diagnostic and Repair Service was approved by a unanimous vote.

Audit Update

Ms. Margaret Denoncourt provided an update to the Committee.

Ms. Denoncourt stated that she conducted an audit on agency purchase cards. Ms. Denoncourt stated that all findings are either substantially or partially resolved and a new policy was put into effect January 2017.

Ms. Denoncourt provided an update on the MV audit. Ms. Denoncourt stated that in August 2016 there were 5 issue areas of non-compliance. Ms. Denoncourt noted that In January 4 of those areas remained. As a result of continued findings, Internal Audit and Operations met with MV executives. Ms. Denoncourt noted that currently, all but half of 1 of the areas of contract non-compliance have been resolved.

It was stated that a building inspection internal control review was conducted this month, which went well and stated that internal audit is working with facilities to make minor improvements.

It was stated that the annual document review started this month. Ms. Denoncourt stated that each department is required to review and update policies, Standard Operating Procedures (SOP's), and forms.

It was also noted that Internal Audit is also conducting a contract compliance review of the Elizabeth River Ferry Service.

HRT is giving the Fraud Hotline a facelift and will be launching F.U.E.L; the Fraud and Universal Efficiency Line. Employees will be encouraged to not only report fraud but inefficiency within HRT and offer suggestions for process improvement.

Ms. Denoncourt stated that HRT is hosting the FTA audit of DRPT SSO March 28-30.

Operations Update

Mr. Jim Price updated the Committee on fleet readiness for the summer season. Mr. Price noted the status of the top six maintenance campaigns.

Mr. Price stated that there would be no capital spending for this or next summer so it is very important that they keep up with maintaining the vehicles.

New and Old Business

Mr. William Harrell spoke about the need of dedicated funding. Mr. Harrell stated that with the absence of a reserve fund and lack of dedicated funding we need to work together towards the agency's financial goals. Mr. Harrell stated that his staff has been in communication regarding work sessions with its partner cities.

Adjournment

The meeting was adjourned at 11:30 a.m.

Respectfully submitted by:
Maryann Martin, Operations Data Analyst

Contract No:	16-73946	Title:	Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services	Price: Term:	\$375,602 1 Yr. w/4-1 yr option
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Acquisition Description: Enter into a contract with a qualified contractor to provide Preventative Maintenance (PM) and repair services for Hampton Roads Transit's (HRT's) heating, ventilation, and air conditioning/refrigeration (HVAC/R) and plumbing equipment.

Background: HRT owns or occupies twenty-eight (28) facilities located throughout the region, and recognizes that an adequate HVAC/R and plumbing operation, in a state of good repair is essential to the safety and comfort of its patrons and employees alike. Under the terms of this agreement, the successful Contractor shall provide PM and repair services for its HVAC/R and plumbing equipment. The Contractor shall also provide work outside of the PM program on an On-call basis.

Contract Approach: An Invitation for Bids was issued December 8, 2016. Three (3) bids were received on March 15, 2017 from the following firms:

- Comfort Systems of Virginia, Inc.
- Executive Management Services
- Warwick Plumbing and Heating

After an evaluation of the bids received, HRT staff determined that Executive Management Services' bid was non-responsive (did not comply with material requirements, i.e. certificate of insurance, exceptions to terms and conditions, etc.). Warwick Plumbing and Heating's bid was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder.

Warwick Plumbing and Heating's bid price of \$375,602 is deemed fair and reasonable based on a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Warwick Plumbing and Heating is technically and financially capable to perform the work.

Warwick Plumbing and Heating is located in Newport News, VA and provides similar services for Hampton Roads Sanitation District, NATO Supreme Allied Command and Bon Secours Health Systems. Warwick has also provides these services for HRT satisfactorily.

The contract will be awarded for a base period of one (1) year, with four (4) additional one-year options, to be exercised at HRT's sole discretion.

A DBE goal of 4% was established for this solicitation and Warwick Plumbing and Heating has committed to 4% DBE participation.

Cost/Funding: This contract will be funded by Operating Funds.

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jason Petruska, Contracts Manager

Contract No:	16-73946	Title:	Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services	Price: Term:	\$375,602 1 Yr. w/4-1 yr option
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Warwick Plumbing and Heating. for HVAC/R and plumbing maintenance services in the not-to-exceed amount of \$375,602.

SOLICITATION RESULTS

FIRM	TOTAL OFFER PRICE
Executive Management Services	\$362,671.28
Warwick Plumbing and Heating	\$375,602.00
Comfort Systems of Virginia, Inc.	\$996,856.00

Contract No:	17-75488	Title:	Hybrid Bus Diagnostic and Repair Services	Price: Term:	\$649,875 1 Yr. w/2-1 yr option
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Acquisition Description: Enter into a sole source contract with Western Branch Diesel to provide hybrid bus diagnostics and repair services on a Task Order (TO) basis.

Background: Hampton Roads Transit (HRT) has a requirement for maintaining a fleet of 37 hybrid buses, manufactured by Gillig. Some of the work to be performed is outside the capacity and/or capability of in-house maintenance staff and not covered by existing warranties. As a result, HRT seeks to award a contract for routine and emergency repair services of the hybrid bus fleet on a TO basis. Western Branch Diesel is the only Allison certified dealer and repair center within the region that can perform diagnostic and maintenance on the hybrid buses, which are equipped with Allison components. Western Branch Diesel is required to provide timely and professional execution of services, including all equipment, parts and labor. All services and repairs are to be performed at the Contractor's place of business; therefore, the Contractor must have the appropriate facility, tools/equipment, license and resources to perform the work.

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 March 21, 2017 and Western Branch Diesel provided a responsive proposal on March 30, 2017. Based on a price analysis performed utilizing the independent cost estimate and historical pricing data, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Western Branch Diesel is both technically and financially capable to provide the system and services described in the Scope of Work.

Western Branch Diesel is located in Portsmouth, VA and has provides similar services to HRT satisfactorily.

The contract will be awarded for a base period of one (1) year, with two (2) additional one-year options, to be exercised at HRT's sole discretion.

No DBE goal was established for this solicitation.

Cost/Funding: This contract will be funded by Operating Funds.

Project Manager: Mike Smith, Superintendent of Fleet Maintenance

Contracting Officer: Jason Petruska, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Western Branch Diesel to provide hybrid bus diagnostic and repair services in the not-to-exceed amount of \$649,875.