



## **Meeting of the Operations and Oversight Committee**

Thursday, January 12, 2017 • 10:00 a.m.  
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

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A meeting of the Operations and Oversight Committee will be held on Thursday, January 12, 2017 at 10:00 a.m. in the 2nd Floor Board Room at 3400 Victoria Blvd., Hampton, VA.

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



## Meeting of the Operations and Oversight Committee

Thursday, January 12, 2017 • 10:00 a.m.  
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

### AGENDA

1. Approval of the December Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
  - a. Request for approval of Contract 14-67391, Modification No. 34 Bus Rebuild Services
  - b. Request for approval of Contract 16-72029, Trapeze PASS Annual Software Support
3. HRT 2017 Title VI Program Policy Update
4. Operations Update
5. Old and New Business
6. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday, February 9, 2017 at 10:00 a.m. at 509 E. 18<sup>th</sup> Street, Norfolk, VA**



## Meeting of the Operations and Oversight Committee

Thursday, December 1, 2016 • 10:00 a.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

### MEETING MINUTES

#### Call to order

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

#### **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Coleman, Newport News  
Commissioner Woodbury, Newport News  
Commissioner Parnell, Norfolk  
Commissioner Hennessee, VADRPT  
Commissioner Wood, Virginia Beach

#### **Hampton Roads Transit Staff in attendance:**

Ray Amoruso, Chief of Planning and Development  
Amy Braziel, Executive Assistant  
Alesia Cain, Chief Information Technology Officer  
Gene Cavazos, Director of Marketing & Communications  
Aileen Curtin, Administrative Coordinator  
Scott Demharter, Director of Facilities  
Margaret Denoncourt, Internal Auditor  
William Harrell, President and CEO  
Ron Hodges, Director of Business Development  
Tom Holden, Media Relations Specialist  
Sonya Luther, Assistant Director of Procurement  
Maryann Martin, Administrative Coordinator  
Michael Perez, Director of Rolling Stock  
Jim Price, Chief of Transit Operations  
Luis Ramos, Executive Assistant  
Dyanne Sampson, Director of Procurement  
Benjamin Simms, Director of Bus and Rail Transportation  
Brandon Singleton, Chief Finance Officer  
Velvet Smiley, Interim Chief Safety and Security Officer  
Brian Smith, Assistant to the President

Mark Stemple, Director of Technical Services  
Robert Travers, Counsel  
Romika Williams, Manager of Human Resources

The December 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 November Meeting
- Procurement Items for Approval

### **Approval of the November 2016 Minutes**

A motion to approve the November 2016 Operations & Oversight Committee Meeting Minutes was made by Commissioner Coleman and properly seconded by Commissioner Hennessee.

The November 2016 Minutes were approved by a unanimous vote.

### **Request for approval of Contract 16-72041, Custodial Services**

Ms. Dyanne Sampson presented Contract 16-72041, Custodial Services

There was some discussion regarding the technical abilities and the evaluation criteria. Ms. Sampson described the evaluation process.

There was some discussion regarding the previous contract and what that contract consisted of. There was also some discussion regarding the additions made to the proposed contract from the previous contract.

There was some discussion regarding what has been paid year to date and how it compares to the current contract.

A motion to approve Contract 16-72041, Custodial Services was made by Commissioner Hennessee and was properly seconded by Commissioner Coleman.

Contract 16-72041 was approved by a unanimous vote.

### **Operations Update**

Mr. Jim Price provided update on a recent peer review that HRT hosted for maintenance.

Mr. Price gave an update on the recent Grand Illumination Parade that was held in Norfolk as well as the upcoming Holly Dazzle event in Newport News.

There was some discussion regarding the peer review and the takeaways that HRT would like to invest in but cannot afford.

There was some discussion regarding the Grant Application process opening.

There was some discussion regarding hiring of operators and maintenance personnel.

Mr. Price gave an update on the recent pedestrian incident with one of the light rail trains.

### **New and Old Business**

Ms. Sharmilla Samarasinghe and Mr. Andrew Ennis with the Department of Rail and Public Transportation gave a presentation as included in the package.

There was some discussion regarding and current corrective actions.

Mr. William Harrell gave recognition to Jim Price and his team for safety successes. Mr. Price also recognized the Safety and Security Department for their work as well.

There was some discussion regarding the use of Extra Duty Officers and how they fit into the system.

Margaret Denoncourt presented the 2017 Audit Plan.

Commissioner Fuller made a motion to approve the items on the 2017 Audit Plan and Commissioner Coleman properly seconded the motion.

The 2017 Audit Plan was approved by unanimous vote.

There was some discussion regarding operator assaults and patterns related to the assaults. Ms. Velvet Smiley stated that there are no patterns that have been identified and that operator assaults are being monitored.

Mr. Robert Travers stated that currently, the General Assembly has only approved minimal sentencing for operator assaults and he is hoping that a more aggressive charge will be discussed in the near future.

Crisis intervention training was discussed and the various training that HRT has implemented and training that is available.

There was also a discussion regarding EDO's on buses and how often they ride and HRT's Banning Policy.

Commissioner Hennessee thanked HRT for allowing TSI to conduct a training class at the 18<sup>th</sup> Street campus.

**Adjournment**

The meeting was adjourned at 11:10 a.m.

Respectfully submitted by:  
Amy Braziel, Executive Assistant

<b>Contract No:</b>	14-67391, Modification No. 34	<b>Title:</b>	Bus Rebuild Services	<b>Price:</b>	\$939,169.27
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**Acquisition Description:** Award a contract modification to increase the Bus Rebuild Services contract value by \$939,169.72 to rebuild four (4) additional units.

**Background:** In April 2015, the Commission approved the award of a contract to CoachCrafters, Inc. in the not-to-exceed amount of \$5,397,422.33. The contract was awarded through the competitive process. Under the terms of the agreement the contractor was required to provide all work necessary to ensure that twenty-eight (28) rebuilt bus vehicles are completed in like-new condition; incorporate updated safety and convenience features; restore excellent reliability; and, return appearance, comfort, and driving experience to OEM specifications. Modifications issued to date include the replacement of the fire suppression system in all twenty-eight (28) buses; additional work not specifically defined in the SOW; and Contract term extensions. Due to the age and condition of the buses to be rebuilt, some of the defects were not detectible during the pre-proposal fleet evaluation. The cumulative amount of all modifications is \$636,488.24.

This Modification No. 34 is necessary to provide funding for CoachCrafters to rebuild an additional four (4) units. Having completed the requirements of the base contract, there is enough funds remaining under the grant, provided by the Department of Rail and Public Transportation, to rebuild the four (4) units. As a result of the modification, the current contract value will increase by \$939,169.27 from \$6,033,910.55 to \$6,973,079.82. A breakdown of the unit cost to rebuild each vehicle is provided below.

**Contract Approach:** Pricing established under the existing contract were based on HRT's requirements at the time and were deemed fair and reasonable upon award. Pricing proposed for additional work to be performed are in line with current contract pricing and are also considered fair and reasonable.

**Cost/Funding:** The contract modification will be funded with grant funds.

**Project Manager:** Michael Perez, Director of Rolling Stock

**Contracting Officer:** Sonya Luther, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a modification to increase the Bus Rebuild Services contract by \$939,169.27 to a not-to-exceed amount of \$6,973,079.82.

<b>Bus Number</b>	<b>Rebuild Cost</b>
1500	\$234,073.12
1506	\$236,249.38
1507	\$237,080.04
1508	\$231,766.73
<b>Total Cost</b>	<b>\$939,169.27</b>

<b>Contract No.</b>	<b>16-72029</b>	<b>Title:</b>	<b>Trapeze PASS Annual Software Support</b>	<b>Price: Term:</b>	<b>\$154,036 1 yr w/4 1-yr options</b>
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**Acquisition Description:** Enter into a sole source contract with Trapeze Software Group, Inc. (Trapeze) to provide annual Trapeze PASS software support including updates, upgrades and maintenance.

**Background:** Trapeze PASS is a demand response scheduling and dispatch solution that supports the paratransit transportation management efforts of demand response transit services. Hampton Roads Transit (HRT) has utilized the Trapeze PASS software to support Paratransit scheduling since 2000. Annual support is required in order to receive updates, upgrades and maintenance for the system HRT's current Contractor, First Transit, utilizes to manage the Paratransit call center functions (scheduling trips, registration, etc.).

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements only when one source is practicably available and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Trapeze is the sole licensor of Trapeze PASS and does not utilize domestic reseller channels or distribution network. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on March 25, 2016 and Trapeze provided a proposal on April 6, 2016, in the amount of \$154,036, which included annual pricing for software support services. However, Trapeze took several exceptions to HRT's term and condition that required extensive negotiations to reach a mutual agreement.

Based on the results of a price analysis performed utilizing the independent cost estimate and pricing obtained by other like Agencies, Trapeze's proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Trapeze is both technically and financially capable to provide the services described in the Scope of Work.

Trapeze Software Group, Inc. is based in Cedar Rapids, Iowa, and has provided similar services to HRT satisfactorily.

The Contract period of performance is one (1) base year with four (4) additional one (1) year options.

**Cost/Funding:** This contract will be funded with operating funds

**Project Manager:** Alesia Cain, CIO/CTO

**Contracting Officer:** Michele Goode-Bacon, Light Rail Buyer

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Trapeze Software Group, Inc. to provide Trapeze PASS annual software support in the not-to-exceed amount of \$154,036 for five (5) years. A breakdown of the annual costs proposed is attached.

<b>Contract No.</b>	<b>16-72029</b>	<b>Title:</b>	<b>Trapeze PASS Annual Software Support</b>	<b>Price: Term:</b>	<b>\$154,036 1 yr w/4 1-yr options</b>
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<b><u>TERM</u></b>	<b><u>PROPOSED COST</u></b>
Year 1	\$27,876
Year 2	\$29,270
Year 3	\$30,734
Year 4	\$32,271
Year 5	\$33,885
<b>TOTAL</b>	<b>\$154,036</b>