



Meeting of the Operations and Oversight Committee

Thursday, May 11, 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, May 11, 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, May 11, 2017 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the April Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 16-70794R, Bus Tire Lease and Maintenance Services.
 - b. Request for approval of Contract 16-72051, Facilities Enterprise Asset Management System.
 - c. Request for approval of Contract 17-75488, Hybrid Bus Diagnostic and Repair Services.
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, June 8, 2017 at 10:00 a.m. at 509 E. 18th Street, Norfolk, VA



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

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 Moffett, Hampton
Commissioner Fuller, Chesapeake
Commissioner Parnell, Norfolk
Commissioner Coleman, Newport News
Commissioner Woodbury, Newport News
Commissioner Wood, Virginia Beach
Commissioner Rowe, Portsmouth
Commissioner Hennessee, VADRPT

Hampton Roads Transit Staff in attendance:

Kimberly Ackerman, Chief of Human Resources
Keisha Branch, DBE Liaison Officer
Alesia Cain, Chief Information Technology Officer
Gene Cavasos, Director of Marketing & Communications
Margaret Denoncourt, Internal Auditor
Dillard Joe, External Affairs Liaison
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
Maryann Martin, Administrative Coordinator
Sybil Pappas, Chief Engineering and Facilities Officer
Michael Perez, Director of Rolling Stock
Luis Ramos, Executive Assistant
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:

Susan Wilson, Portsmouth

The April 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 March Meeting
- Procurement Items for Approval

Approval of the March 2017 Minutes

A motion to approve the March 2017 Operations & Oversight Committee Meeting Minutes was made by Commissioner Hennessee and properly seconded by Commissioner Parnell.

The March 2017 Minutes were approved by a unanimous vote.

Request for approval of Contract 16-73946, Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services.

Ms. Dyanne Sampson presented Contract 16-73946, Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services.

There was some discussion regarding difference in cost between the vendors and a vendor disqualification.

There was some discussion regarding previous work done by the current/incumbent contractor and how 'on-call' is defined and the cost of such.

There was a discussion regarding the budgeting plan for this contract.

A motion to approve Contract 16-73946 was made by Commissioner Rowe and properly seconded by Commissioner Coleman.

Contract 16-73946, Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services was approved unanimous vote

Request for approval of Contract 17-75488, Hybrid Bus Diagnostic and Repair Service.

Ms. Dyanne Sampson presented Contract 17-75488, Hybrid Bus Diagnostic and Repair Service.

There was a discussion regarding the amount that was spent for repair service under the previous contract.

There was a discussion regarding the age of the hybrid buses and the cost to maintain them.

There was also a discussion regarding replacing the hybrid buses with something else instead of rehabbing them.

There was a discussion regarding the average annual cost to repair the hybrid fleet compared to the annual amount of the contract.

There was a request for HRT to adjust how the option and budget numbers are shown on the contract sheet and to explain how the contract amounts are appropriated in the budget.

There was a discussion regarding the replacement of batteries in the hybrid buses.

The Committee requested that this contract be reviewed and additional information be provided at the next meeting.

Contract 17-75488, Hybrid Bus Diagnostic and Repair Service was tabled and will be brought back before the Committee next month with clarification regarding the amount of the contract and the budget line for the contract.

There was some discussion regarding the possibility of selling some of the hybrid bus modules when it is time to retire them.

Operations Update

Mr. Michael Perez stated that there was no operations update.

New and Old Business

Mr. William Harrell stated that the Internal and External Legislative Committee would be kicking off next week.

Mr. Brian Smith provided an update regarding the purpose of the External Legislative Committee.

Mr. Harrell stated that the Management and Financial Advisory Committee (MFAC) has been reinstated and will host its first meeting on April 26th.

Mr. Harrell mentioned that the State is going to invest \$3.5 million to fund additional MAX routes for five years including capital funding for two new MAX buses. This represents a \$3.5 million investment in capital and operating funds to enhance commuter services to one of the region's largest employers, the Newport News Shipyard.

Mr. Harrell also stated that the plan is to have a portion of toll revenues support transit and the hope is that it will begin by the end of the year.

Adjournment

The meeting was adjourned at 10:35 a.m.

Respectfully submitted by:
Amy Brazier, Executive Assistant

Contract No:	16-70794R	Title:	Bus Tire Lease and Maintenance Services	Price: Term:	\$2,924,477.70 1 Yr. w/3-1 Yr. options
---------------------	------------------	---------------	--	-------------------------	---

Acquisition Description: Enter into a contract with a qualified Contractor to provide bus tire lease and maintenance services.

Background: Hampton Roads Transit (HRT) is required to maintain the tires on its fleet of over 300 busses utilizing five (5) different tire sizes. Each vehicle is equipped with six (6) tires that require various services including mounting, balancing, inspecting, repairing, regrooving and recapping. Under the terms of this agreement, the Contractor is required to staff the tire shops at the Northside and Southside Bus Operation and Maintenance facilities to provide ongoing tire services on HRT's bus fleet. The Contractor shall also document daily inspections and provide monthly reports to HRT regarding all services provided.

Contract Approach: A Request for Proposals was issued on January 23, 2017. Three (3) proposals were received on February 28, 2017 from the following firms:

- Bridgestone Americas Tire Operations, LLC
- The Goodyear Tire & Rubber Company (Goodyear)
- Michelin North America, Inc. (Michelin)

Upon review and evaluation of the technical proposals, two (2) firms were rated best to meet the Scope of Work (SOW) requirements. The two firms, Goodyear and Michelin, were invited to provide technical clarifications on their approach to the Scope of Work (SOW). Bridgestone was eliminated due to deficiencies in their technical proposal.

At the conclusion of discussions, negotiations were held with both Firms for the purpose of a possible award. Negotiations focused on reducing tire/mile rates proposed and escalation rates for the option years. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an analysis of the BAFOs received, HRT Staff determined that Goodyear's proposal provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, a price analysis conducted and the fact that pricing was obtained in a competitive environment, Goodyear's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Goodyear is both technically and financially capable to perform the work.

Goodyear is headquartered in Akron, OH and has provided similar services for The Charlotte Area Transit System in Charlotte, NC; Maryland Transit Authority in Baltimore, MD; and, Washington Metropolitan Area Transit Authority in Washington, DC.

The contract will be awarded for a base period of one (1) year, with three (3) additional one-year options.

No DBE goal was assigned 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

Contract No:	16-70794R	Title:	Bus Tire Lease and Maintenance Services	Price: Term:	\$2,924,477.70 1 Yr. w/3-1 Yr. options
---------------------	------------------	---------------	--	-------------------------	---

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Goodyear to provide bus tire lease and maintenance services in the not-to-exceed amount of \$2,924,477.70 for four (4) years.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
Bridgestone Americas Tire Operations, LLC	\$2,748,733.14	N/A
The Goodyear Tire & Rubber Company	\$3,068,716.87	\$2,924,477.70
Michelin North America, Inc.	\$3,085,217.67	\$3,025,397.59

The Goodyear Tire & Rubber Company Summary (Best and Final Offer)	
Base Year Price	\$700,597.54
Option Year 1	\$719,095.56
Option Year 2	\$740,666.75
Option Year 3	\$764,117.85
Total Price	\$2,924,477.70

Contract No:	16-72051	Title:	Facilities Enterprise Asset Management System	Price: Term:	\$1,187,357.71 1 yr. w/4 1-yr. options
---------------------	-----------------	---------------	--	-------------------------	---

Acquisition Description: Enter into a contract with a qualified firm to implement an Enterprise Asset Management system for Hampton Roads Transit's (HRT's) Facilities Department.

Background: HRT is seeking a System that is designed to manage and track its facility's assets holistically throughout their lifecycle to maximize their value during that timeframe. This System shall be asset-focused and consider enterprise functions related to HRT's facility's assets including maintenance tracking; cost allocation; trending and analytics; and, planning.

Specific goals established for the Facilities EAM system are: compliance with all Moving Ahead for Progress in the 21st Century Act (MAP-21) asset management requirements; asset tracking and trending; work order management; meeting requirements critical to the Facilities Department (i.e., inventory management, mobile capabilities, automated notifications); and, scalability to accommodate additional assets, modes, users, and functions for possible future consideration.

Additionally, the Contractor shall provide system related professional services, such as project management, implementation support, data migration, configuration, report development and end user training.

Contract Approach: A Request for Proposals (RFP) was issued on September 2, 2016. Seven (7) proposals were received on November 17, 2016 from the following firms:

- Collins Engineers, Inc.
- Computer Sciences Corporation
- Dude Solutions, Inc.
- Gaea Global Technologies, Inc.
- Infor Public Sector, Inc. (Infor)
- ISM Services, Inc.
- Trapeze Software Group, Inc. (Trapeze)

In response to the RFP, proposers were given the option to propose on-premise or hosted solutions and optional pricing for thirteen (13) interface modules. The solutions proposed are outlined below in the solicitation results. Upon review and evaluation of the technical proposals, two (2) Firms, Infor and Trapeze were rated best to meet the requirements of the Scope of Work (SOW) due to their past experience with other transportation agencies like HRT and understanding of MAP-21 requirements. The Firms were invited to provide demonstrations of their proposed software; and, clarification in regard to their technical qualifications and approach to the SOW. At the conclusion of demonstrations and discussions, HRT staff decided that the ease of use and delivery as a hosted solution would be most beneficial to HRT. Based on both Firm's strong technical qualifications, experience, proposed software and additional information presented regarding their overall project approach, HRT entered into negotiations with both firms for the purpose of a possible award.

Negotiations focused on streamlining the project timeline; confirming key tasks to be performed during implementation; and, clarifying miscellaneous scope items and assumptions made in establishing pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested, which included additional requirements discussed during negotiations.

Contract No:	16-72051	Title:	Facilities Enterprise Asset Management System	Price: Term:	\$1,187,357.71 1 yr. w/4 1-yr. options
---------------------	-----------------	---------------	--	-------------------------	---

After an analysis of the BAFOs received, HRT Staff determined that Trapeze provided the best overall value to HRT based on a combination of their technical capability, proposed software (which includes an agency-wide state of good repair module) and price. The amount proposed represents all costs associated with implementation of the new software, software licensing fees, training, warranty and maintenance services. The total award amount also includes five (5) of the thirteen (13) optional interface modules specified.

Based on the results of the negotiations, a price analysis conducted and the fact that the pricing was obtained in a competitive environment, Trapeze’s BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Trapeze is both technically and financially capable to perform the work.

Trapeze is headquartered in Cedar Rapids, IA and provided similar services to Alternate Concepts/Denver Commuter Rail (operators of MBTA Commuter Rail) in Boston, MA; Sound Transit Authority in Seattle, WA; and, Regional Transit District of Denver in Denver, CO.

The period of performance for this contract is twelve (12) months for implementation of the software with four (4) additional one-year options for continued maintenance and support.

No DBE Goal is assigned for this solicitation.

Cost/Funding: This contract will be funded with grant funds.

Project Manager: Scott Demharter, Director of Facilities Maintenance

Contracting Officer: Sonya Luther, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Trapeze Software Group to implement an Enterprise Asset Management system in the estimated amount of \$1,187,357.71. A breakdown of the proposed amount is attached.

Trapeze Software Group Summary (Best and Final Offer)	
Base Year Price	\$678,408.38
Option Year 1 (Maintenance and Support)	\$88,283.13
Option Year 2 (Maintenance and Support)	\$92,697.29
Option Year 3 (Maintenance and Support)	\$97,332.15
Option Year 4 (Maintenance and Support)	\$102,198.76
Total (Base Year + Four (4) Option Years	\$1,058,919.71
Selected Interface Modules [Financial/Fixed Assets (\$14,949) + Purchasing (\$74,743)+ Fuel Storage (\$19,373)+ DDC and Power Management (\$19,373)]	\$128,438.00
Total Award Amount w/Selected Interface Options	\$1,187,357.71

Contract No:	16-72051	Title:	Facilities Enterprise Asset Management System	Price: Term:	\$1,187,357.71 1 yr. w/4 1-yr. options
---------------------	-----------------	---------------	--	-------------------------	---

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
Dude Solutions, Inc. (Hosted)* Software: Dude Intelligence	\$138,038.00	N/A
Gaea Global Technologies, Inc. (Hosted)* Software: Oracle Primavera Unifier	\$638,079.02	N/A
Infor Public Sector, Inc. (Hosted) Software: Infor CloudSuite Facilities Management	\$1,030,810.00 (Optional Interface Modules: \$138,075***)	\$1,066,504.00 (Optional Interface Modules: \$401,899)
Trapeze Software Group (Hosted) Software: Trapeze Enterprise Asset Management (EAM)	\$1,140,156.19 (Optional Interface Modules: \$289,952)	\$1,058,919.71 (Optional Interface Modules: \$270,578)
Trapeze Software Group (On-Premise) Software: Trapeze EAM	\$1,152,899.01 (Optional Interface Modules: \$289,952)	N/A
Collins Engineers, Inc. (Hosted) Software: Atom	\$1,184,500.00 (Optional Interface Modules:(\$515,060)	N/A
Computer Sciences Corporation (Hosted)** Software: Daxeam	\$1,496,102.21	N/A
ISM Services, Inc. (Hosted) Software: ARCHIBUS	\$2,209,472.68 (Optional Interface Modules: \$462,520)	N/A

***Non-responsive: Did not provide pricing for Optional Interface Modules.**

****Non-responsive: Did not provide pricing for Option Years or Optional Interface Modules.**

*****Did not include pricing for all Optional Interface Modules.**

Contract No:	17-75488	Title:	Hybrid Bus Diagnostic and Repair Services	Price: Term:	\$286,070 1 Yr. w/2-1 yr. options
---------------------	-----------------	---------------	--	-------------------------	--

Acquisition Description: Enter into a sole source contract with Western Branch Diesel (Western Branch) 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 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 is required to provide timely and professional execution of services, including all equipment, parts and labor.

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 provided a responsive proposal on March 30, 2017 in the amount of \$649,875. The response included proposed rates for services specified in the Price Schedule that will be utilized to establish pricing for TOs issued during the term of the Contract.

In an effort to remain within budget, a request for revised pricing was issued to Western Branch that included a reduced number of hours and services, based on current usage. A revised proposal was submitted in the amount of \$286,070. This total amount includes an allowance of \$179,490 for material costs to be expended at HRT's discretion.

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 is both technically and financially capable to provide the services described in the Scope of Work.

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

The period of performance for this contract is one (1) base year, with two (2) additional one-year options.

No DBE goal was established for this solicitation.

Contract No:	17-75488	Title:	Hybrid Bus Diagnostic and Repair Services	Price: Term:	\$286,070 1 Yr. w/2-1 yr. options
---------------------	-----------------	---------------	--	-------------------------	--

Cost/Funding: This contract will be funded with 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 \$286,070 over a three-year period.

Western Branch Diesel's Proposal Summary				
Item	Base Year	Option Year 1	Option Year 2	Summary
Labor & Transport	\$33,500	\$34,850	\$38,230	\$106,580
Material Costs Allowance	\$51,600	\$53,148	\$74,742	\$179,490
Total Price	\$85,000	\$87,998	\$112,972	\$286,070