



Meeting of the Operations and Oversight Committee

Thursday, July 14, 2016 • 10:00 a.m.

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

A meeting of the Operations and Oversight Committee will be held on Thursday, July 14, 2016 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, July 14, 2016 • 10:00 a.m.

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

AGENDA

1. Approval of the June Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 16-72028, Oil and Fluid Analysis Services
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, August 11, 2016 at 10:00 a.m. in the 2nd Floor Board room at 509 E. 18th Street, Hampton, VA



Meeting of the Operations and Oversight Committee

Thursday, June 9, 2016 • 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 Fuller of Chesapeake called the meeting to order at 10:00 a.m.

Commissioners in attendance:

Commissioner Branch, Virginia Beach
Commissioner Fuller, Chesapeake
Commissioner Harper, Hampton
Commissioner Hennessee, VADRPT
Commissioner Moffett, Hampton
Commissioner Froncillo, Chesapeake
Commissioner Winn, Norfolk
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning & Development Officer
Alesia Cain, Chief of Information Technology
Aileen Curtin, Administrative Coordinator
Margaret Denoncourt, Internal Auditor
Ron Hodges, Director of Business Development
Keith Johnson, Manager of Paratransit
Peter Katranides, General Superintendent
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
Luis Ramos, Executive Assistant
Velvet Smiley, Interim Chief Safety & Security Officer
Dyanne Sampson, Director of Procurement
Benjamin Simms, Director of Bus and Rail Transportation
Brandon Singleton, Chief Finance Officer
Mark Stemple, Director of Technical Services

Robert Travers, Counsel
Erick Wilkes, DBE Program Manger

Others in attendance:

Jordan Pascale, Virginia Pilot

The June 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 May Meeting
- Procurement Items for Approval

Approval of the May 2016 Minutes

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

The May 2016 Minutes were approved by a unanimous vote.

Request for approval of Contract 16-72023, Hampton Roads Transit Origin –Destination Study Services

Prior to presenting the contract, Ms. Dyanne Sampson stated that she was informed of a pending protest but was not in possession of the formal protest as of today's meeting.

Ms. Sampson presented Contract 16-72023.

There was some discussion regarding the best offer pricing and the scope of the work.

There was some discussion regarding how the study will be reported.

Contract 16-72023 was approved by a unanimous vote.

Request for approval of Purchase Order 16-72042, Safety Vision Camera Systems

Ms. Sampson presented Purchase Order 16-72042.

There was some discussion regarding using a sole source and as to whether or not parts can be put out to bid. It was stated that a sole vendor has to be utilized because of proprietary hardware & software.

There was some discussion regarding cost of replacing cameras on all buses with the ability to have alternative contractors. It was stated that the Technology department is working on replacing the cameras in a future project, pending available funding, and has submitted a grant application and should receive a response on the grand the end of September. The estimated cost is approximately \$5M for all buses.

There was some discussion on emerging future pathways in technology.

Purchase Order 16-722042 was approved by a unanimous vote.

Request for approval of Contract 15-70284, Transportation Operator/Supervisor Uniforms

Ms. Dyanne Sampson presented contract 15-70284.

There was some discussion regarding who maintains the uniforms.

Contract 15-70284 was approved by a unanimous vote.

Operations Update

Mr. Jim Price provided updates on:

- Harborfest that will be held this weekend. Mr. Price stated that HRT will have expanded bus, ferry, and light rail services; and the
- International Rail Rodeo & Conference which is being held next week in Phoenix. HRT is sending a team to compete. Mr. Price stated that last year HRT was the 1st place winner of the Rail Rodeo.

New and Old Business

Mr. Mark Stemple gave a presentation on the improved Para transit KPI's.

There was some discussion regarding changes in MV's management.

Commissioner Woodberry spoke regarding the history of Paratransit services and is impressed with the progress.

It was stated that there is a current customer survey being conducted to track performance and there is a feedback questionnaire available on the website.

Complaints are being directed to HRT's customer service line which has tracking capabilities.

It was also mentioned that HRT is a participant of the ABBG Paratransit Group that does benchmarking comparisons with other similar size transit services.

There was a discussion in regards to looking at future paratransit services with the advances in the marketplace.

It was announced that Linda Gurley will be the Chair of the Paratransit Advisory Committee.

It was stated that a liaison is needed from the Operations and Oversight Committee to the Para transit Advisory Board

Adjournment

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

Respectfully submitted by:
Maryann Martin
Administrative Coordinator

Contract No:	16-72028	Title:	Oil and Fluid Analysis Services	Price:	\$142,890
				Term:	1 Yr. w/4 1-yr Options

Acquisition Description: Enter into a contract with a qualified Contractor to provide oil and fluid analysis services for engine and gear box oil, transmission fluid, coolant and fuel.

Background: Under the terms of this agreement, the Contractor is required to analyze oil and fluid samples provided by Hampton Roads Transit (HRT). Samples will be taken and sent to the Contractor for testing and analysis, when products to be used in engines, gear boxes, transmissions and other operating systems are delivered. Early detection of inferior products is critical to maintaining HRT's revenue and non-revenue vehicles efficiently and safely.

Contract Approach: An Invitation for Bids (IFB) was issued on May 17, 2016. Two (2) bids were received on June 22, 2016 from the following firms:

- Ana Laboratories, Inc. (Ana)
- Tribologik Corporation (Tribologik)

After review and evaluation of the bids received, HRT staff determined that Ana was the lowest, responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award.

Ana's proposed rates are deemed fair and reasonable based on a price analysis performed using historical data, and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Ana is technically and financially capable to perform the work.

Ana, located in Bellmawr, NJ, has performed similar work for New Jersey Transit of Newark, NJ; Dallas Area Rapid Transit (DART) of Dallas, TX; Metro Transit of St. Paul, MN; and, Long Beach Transit of Long Beach, CA.

The period of performance for this contract is one (1) base year with four (4) additional one-year options.

No DBE Goal is assigned for this solicitation.

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

Project Managers: Michael Smith, Manager of Systems Maintenance

Contracting Officer: Fevrier Valmond, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Ana Laboratories, Inc. to provide oil and fluid analysis services in the not-to-exceed amount of \$142,890 over a five (5) year period.

Contract No:	16-72028	Title:	Oil and Fluid Analysis Services	Price:	\$142,890
				Term:	1 Yr. w/4 1-yr Options

ATTACHMENT A

SOLICITATION RESULTS

FIRM	TOTAL OFFER PRICE
Ana Laboratories, Inc.	\$142,890
Tribologik Corporation.	\$248,250