



Meeting of the Operations and Oversight Committee

Thursday, October 13, 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, October 13, 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, October 13, 2016 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the September Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Purchase Order 73939, HASTUS Maintenance and Support Services
 - b. Request for approval of Contract 16-73934, General Environmental Services
3. Operations Update
4. Old and New Business
5. Next Meeting-November 3, 2016 due to the upcoming holiday.
6. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, November 3, 2016 at 10:00 a.m. in the 2nd Floor Board room at 509 E. 18th Street, Norfolk, VA



Meeting of the Operations and Oversight Committee

Thursday, September 8, 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 10:03 a.m.

Commissioners in attendance:

Doug Fuller, Chesapeake
Robert Coleman, Newport News
Commissioner Woodbury, Newport News
Keith Parnell, Norfolk
Kenny Wright, Portsmouth

Hampton Roads Transit Staff in attendance:

Amy Braziel, Executive Assistant
Alesia Cain, Chief Information Technology Officer
Margaret Denoncourt, Internal Auditor
Joe Dillard, Government Relations Liaison
Sonya Luther, Assistant Director of Procurement
Jim Price, Chief of Transit Operations
Luis Ramos, Executive Assistant
Dyanne Sampson, Director of Procurement
Benjamin Simms, Director of Bus and Rail Transportation
Brian Smith, Assistant to the President
Robert Travers, Counsel
Claudia Bolitho, Records Management Officer
Maryann Martin, Administrative Coordinator

Others in attendance:

Jordan Pascale, Virginian Pilot
Eric Nelson, HDR Engineering.

The September 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 September Meeting
- Procurement Items for Approval

Approval of the August 2016 Minutes

A motion to approve the August 2016 Operations & Oversight Committee meeting minutes was made by Commissioner Coleman and properly seconded by Commissioner Wright.

The August 2016 Minutes were approved by a unanimous vote.

Request for approval of Contract 16-72048, Information Technology Research and Advisory Services

Ms. Dyanne Sampson presented Contract 16-72044, State Legislative and Public Relations Services.

Mr. Joe Dillard gave a presentation with additional details on the State Legislative and Public Relations Services.

There was some discussion regarding the cost differences between the contracts as well as what tasks the incumbent will be handling first. There was also discussion regarding funding of the contract.

A motion to approve Contract 16-72044, State Legislative and Public Relations Services was made by Commissioner Wright and properly seconded by Commissioner Parnell.

Contract 16-72044 was approved by a unanimous vote.

Operations Update

Mr. Jim Price provided updates regarding the recent tropical storm and the affects it had on service, the Rock and Roll ½ Marathon support provided by HRT, and the Transit Riders Advisory Committee (TRAC) meeting that was held on 9/7/2016.

There was also discussion regarding the status of fleet upgrades that were approved. Mr. Price stated that Operations pull-out problems were down by over 2000 from the previous year.

ACTION ITEM: Staff to provide a monetary savings amount incurred by improving bus pull-out.

New and Old Business

Commissioner Parnell stated that something needs to be done to get information related to events, weather alerts, etc. out to the public to improve public perception of the agency.

Kudos was given to Scott Rigel and his team for assisting with the Fast Act which helped HRT acquire new buses.

Adjournment

The meeting was adjourned at 10:29 a.m.

Respectfully submitted by:
Amy Braziel, Executive Assistant

Purchase Order No:	73939	Title:	HASTUS Maintenance and Support Services	Price: Term:	\$119,501 One (1) Year.
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Acquisition Description: Enter into a sole source agreement with GIRO, Inc. (GIRO) to provide maintenance and support services for the HASTUS Enterprise Software.

Background: Hampton Roads Transit’s (HRT) has utilized HASTUS Enterprise Software since 2004 to manage its bus, light rail and ferry services. The HASTUS Enterprise Software is a planning, scheduling, daily operations and analysis system developed and distributed exclusively by GIRO. This one-year agreement is necessary for HRT to continue receiving support and maintenance services for the current HASTUS system while HRT staff develop specifications for the upgrade of the system.

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 September 13, 2016 and GIRO provided a responsive quote on September 15, 2016 with a total price of \$119,501 to provide these services.

Based on the results of a price analysis performed utilizing historical data, GIRO’s pricing is deemed fair and reasonable.

GIRO is located in Montreal, Canada, and currently provides software maintenance and support services to HRT satisfactorily.

The term of this agreement is one (1) year.

No DBE goal was established for this solicitation.

Cost/Funding: This Purchase Order will be funded with operating funds.

Project Manager: Kamlesh Chowdhary, Technology Project Manager.

Contracting Officer: Fevrier Valmond, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source agreement to GIRO, Inc. to provide HASTUS maintenance and support services in the not-to-exceed amount of \$119,501.

Contract No:	16-73934	Title:	General Environmental Services	Price:	\$366,916.20
				Term:	1 Yr w/ 2-1 yr Options

Acquisition Description: Enter into a contract with a qualified Contractor to perform a variety of general environmental services.

Background: Hampton Roads Transit requires a Contractor to provide the necessary personnel, equipment, materials and supplies to perform various general environmental services as required, or upon request, in compliance with all applicable federal, state and local laws and regulations, including, but not limited to, those promulgated under the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act, the Occupational Safety and Health Act (OSHA), the Hazardous Materials Transportation Act, and all applicable U.S. Department of Transportation (DOT), U.S. Environmental Protection Agency (EPA) and Virginia Department of Environmental Quality (DEQ) regulations. Services to be performed shall include waste tank vacuum services; emergency spill response and environmental remediation services; hazardous, toxic and biohazard materials/waste testing and disposal; non-hazardous waste removal; and, bulk used oil materials removal services.

Contract Approach: An Invitation for Bid was issued on August 24, 2016. Three (3) bids were received on September 29, 2016 from the following firms:

- PetroChem Recovery Services, Inc. (PetroChem)
- Safety-Kleen Systems, Inc. (Safety-Kleen)
- Meadows CMPG, Inc. (Meadows)

After an evaluation of the bids received, PetroChem was deemed the lowest, responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and, is therefore eligible for award.

PetroChem's total bid price of \$366,916.20 includes \$150,000 (\$50,000/yr) for unscheduled or requested services not currently reflected in the Scope of Work that HRT may request during the contract term. Based on a price analysis performed using historical data and the fact that pricing was obtained in a competitive environment, PetroChem's bid is deemed fair and reasonable.

PetroChem is located in Norfolk, VA and has performed similar services for Old Dominion Freight Lines in Chesapeake; Newport News Public Schools; and, the City of Norfolk.

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

No DBE Goal was assigned for this solicitation.

Cost/Funding: This contract will be funded by grant and operating funds.

Project Manager: Scott Demharter, Director of Facilities Maintenance

Contracting Officer: Sonya Luther, Assistant Director of Procurement

Contract No:	16-73934	Title:	General Environmental Services	Price:	\$366,916.20
				Term:	1 Yr w/ 2-1 yr Options

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to PetroChem Recovery Services, Inc. for general environmental services in the not-to-exceed amount of \$366,916.20 over the three-year period.

SOLICITATION RESULTS

FIRM	TOTAL OFFER PRICE
PetroChem Recovery Services, Inc.	\$366,916.20
Meadows CMPG, Inc.	\$383,119.12
Safety-Kleen Systems, Inc.	\$445,703.10