



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

A meeting of the Operations and Oversight Committee will be held on Thursday, September 8, 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, September 8, 2016 • 10:00 a.m.
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AGENDA

1. Approval of the August Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 16-72044, State Legislative and Public Relations Services
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting 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



Meeting of the Operations and Oversight Committee

Thursday, August 11, 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 Moffett of Hampton called the meeting to order at 9:58 a.m.

Commissioners in attendance:

Robert Coleman, Newport News
Commissioner Moffett, Hampton
Commissioner Hennessee, VADRPT
Keith Parnell, Norfolk
Jim Wood, Virginia Beach
Commissioner Woodbury, Newport News
Kenny Wright, Portsmouth

Hampton Roads Transit Staff in attendance:

Kimberly Ackerman, Chief Human Resource Officer
Amy Braziel, Executive Assistant
Alesia Cain, Chief Information Technology Officer
Gene Cavazos, Director of Marketing
Aileen Curtin, Administrative Coordinator
Margaret Denoncourt, Internal Auditor
Joe Dillard, Government Relations Liason
William Harrell, President and CEO
Keith Johnson, Manager of Paratransit
Sonya Luther, Assistant Director of Procurement
Pierre Marcellus, Manager of Inventory
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 Financial Officer

Brian Smith, Assistant to the President
Robert Travers, Counsel
Erick Wilkes, DBE Coordinator
Romika Williams, Recruiting Supervisor

Others in Attendance:

Greg Sigmon, STV

The August 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 July Meeting
- Procurement Items for Approval

Approval of the July 2016 Minutes

A motion to approve the July 2016 Operations & Oversight Committee meeting minutes was made by Commissioner Hennessee and properly seconded by Commissioner Parnell.

The July 2016 Minutes were approved by a unanimous vote.

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

Ms. Sampson presented Contract 16-72048.

There was some discussion regarding choosing a sole source contractor, renewals that have been utilized by HRT, and the terms.

A motion to approve Contract 16-72048, Information Technology Research and Advisory Services was made by Commissioner Woodbury and properly seconded by Commissioner Coleman.

Contract 16-72048 was approved by unanimous vote.

ACTION ITEM: Staff to identify the last time a Request for Bid was circulated for Information Technology Research and Advisory Services.

Request for approval of Contract 16-72036, Safety and Security Support Services

Ms. Sampson presented Contract 16-72036.

There was a discussion regarding the scope of work and the rates.

A motion to approve Contract 16-72036, Safety and Security Support Services was made by Commissioner Woodbury and properly seconded by Commissioner Hennessee.

Contract 16-72036 was approved by unanimous vote.

Staffing Update

Ms. Kimberly Ackerman, Ms. Romika Williams and Mr. Benjamin Simms gave a presentation regarding operating staffing levels.

The presentation provided updates on current and anticipated staffing levels, training, compliance, and an internal communications plan.

There was some discussion regarding previous issues brought forth by the Union.

ACTION ITEM: Staff to send Committee members a copy of the FAQ's that were developed regarding overtime.

Operations Update

Mr. Jim Price gave a presentation regarding On-Time Performance (OTP) and efficiencies.

There was some discussion regarding various routes that have on-time issues.

There was some discussion regarding fleet improvements.

The efficiency presentation focused on cleanliness, professionalism, and training.

ACTION ITEM: A Passenger and Operator Safety update was requested by Commissioners Moffett.

Internal Audit Update

Ms. Margaret Denoncourt provided an update regarding a recent Paratransit Audit.

Mr. Robert Travers provided additional information regarding the paratransit audit and compliance issues in regards to the third-party administrator.

A follow up will be completed in 90 days regarding the contract non-compliance issues previously identified.

The Operations and Oversight Committee authorized Ms. Denoncourt to complete an audit on the ferry service beginning in September similar to the one that was just presented for paratransit.

There was some discussion regarding audit schedules.

There was some discussion regarding paratransit services.

New and Old Business

ACTION ITEM: Mayor Wright requested to have the advertising finance numbers at the Commission meeting.

Adjournment

The meeting was adjourned at 10:59 a.m.

Respectfully submitted by:
Amy Brazier, Executive Assistant

Contract No:	16-72044	Title:	State Legislative and Public Relations Services	Price: Term:	\$590,016 2 Yrs. w/ 3 -1 yr Options
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Acquisition Description: Enter into a contract with a qualified Consulting firm to provide state legislative and public relations services.

Background: Hampton Roads Transit (HRT) achieves public policy goals and objectives such as increased and reliable state funding, maintaining and expanding multimodal transit service levels, and funding of capital and operating costs by contracting for state legislative and public services. The services are utilized to build and maintain positive, collaborative relationships with elected officials, administrative officials, and others who impact public policy and support for HRT. Under the terms of this agreement, the Contractor is required to work with members and staff of the Virginia General Assembly, the Governor’s Administration, and other elected and appointed officials, and key stakeholders to support legislative and public policy priorities of the Transportation District Commission of Hampton Roads. This work includes, but is not limited to, providing consultation and representation on a day-to-day “as needed” basis, and supporting efforts to make improvements to local, regional and state policies necessary for Hampton Roads to achieve strategic improvements to transit infrastructure and services.

Contract Approach: A Request for Proposal (RFP) was issued on June 9, 2016. Three (3) proposals were received on July 13, 2016 from the following firms:

- Advantus Strategies, LLC (Advantus)
- Kirwin Development Strategies, Inc. (Kirwin)
- Principle Advantage Government Relations Group, LLC (Principle)

Upon review and evaluation of the technical proposals, all three (3) firms were deemed technically qualified to meet the Scope of Work (SOW) requirements. The firms were invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

After discussions concluded, price proposals were evaluated and it appeared that the price variances between the three proposals were due, in part, to the subcontractors being proposed. Subsequently, negotiations were held with Advantus for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and the distribution of services. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Advantus’ BAFO submitted in the amount of \$590,016 is \$35,984, or approximately 6.1% less than their original cost proposal of \$626,000. As a result, HRT staff determined that Advantus provided the best value to HRT based on a combination of technical capability and price. Based on the result of the negotiations and the fact that pricing was obtained in a competitive environment; Advantus’ pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that Advantus is technically and financially capable to perform the services.

Advantus, headquartered in Richmond, VA has provided similar services to the City of Richmond, VA, the City of Chesapeake, VA and the City of Norfolk, VA.

The period of performance for this contract is two (2) base years, with three (3) additional one-year options.

Contract No:	16-72044	Title:	State Legislative and Public Relations Services	Price: Term:	\$590,016 2 Yrs. w/ 3 -1 yr Options
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A DBE goal of 3% was established for this solicitation and Advantus has committed to 37.5% DBE participation.

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

Project Manager: Joe Dillard, Government Relations Liaison.

Contracting Officer: Fevrier Valmond, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Advantus Strategies, LLC, to provide state legislative and public relations services in the not-to-exceed amount of \$590,016 over a five-year period.

SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER
Advantus Strategies, LLC	\$626,000.00	\$590,016.00
Kirwin Development Strategies, Inc.	\$1,560,000.00	
Principle Advantage Government Relations Group, LLC	\$1,869,970.50	