



Meeting of the Operations and Oversight Committee

Thursday, February 9, 2017 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the January Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 16-73941, Hydraulic Vehicle Lift and Boom Inspection and Repair Services
 - b. Request for approval of Contract 16-73951, Vicinity Wayfinding Map Services
 - c. Request for approval of Contract 16-72038, Technology Staffing Service
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, March 9, 2017 at 10:00 a.m. at 3400 Victoria Blvd., Hampton, VA



Meeting of the Operations and Oversight Committee

Thursday, January 12, 2017 • 10:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, 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 Coleman, Newport News
Commissioner Woodbury, Newport News
Commissioner Parnell, Norfolk
Commissioner Hennessee, VADRPT
Commissioner Wood, Virginia Beach
Ross-Hammond, Newport News

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
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
Mark Stemple, Director of Technical Services
Robert Travers, Counsel
Kim Wolcott, Sr. Manager of Human Resources

The January 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 January Meeting
- Procurement Items for Approval

Approval of the December 2016 Minutes

A motion to approve the December 2016 Operations & Oversight Committee Meeting Minutes was made by Commissioner Woodbury and properly seconded by Commissioner Parnell.

The December 2016 Minutes were approved by a unanimous vote.

Request for approval of Contract 14-67391, Modification No. 34, Bus Rebuild Services

Ms. Dyanne Sampson presented Contract 14-67391, Modification No. 34, Bus Rebuild Services.

There was some discussion regarding the not to exceed cost.

There was some discussion regarding the grant that was awarded for the bus rebuild and what is included in a rebuild. There was also some discussion regarding a State of Good Repair.

It was noted that the bus rebuild program will be eliminated over the next 3 years and HRT will focus on new buses.

There was some discussion regarding upgrading systems on the buses.

A motion to approve Contract 14-67391, Modification No. 34, Bus Rebuild Services was made by Commissioner Woodbury and was properly seconded by Commissioner Ross-Hammond.

Contract 14-67391, Modification No. 34, Bus Rebuild Services was approved by a unanimous vote.

Request for approval of Contract 16-72029, Trapeze PASS Annual Software Support

Ms. Dyanne Sampson presented Contract 16-72029, Trapeze PASS Annual Software.

Discussion regarding negotiations and how they were done.

There was some discussion regarding the capabilities of Trapeze and if that was the proper system for the intended use.

A motion to approve contract 16-72029 was made by Commissioner Woodbury and was properly seconded by Commissioner Parnell.

Contract 16-72029, Trapeze PASS Annual Software Support was approved by a unanimous vote

HRT 2017 Title VI Program Policy Update

Mr. Ray Amoruso gave an overview of the HRT 2017 Title VI Program Policy.

Ms. Jamie Jackson gave a presentation as enclosed in the minutes.

There was some discussion regarding how the data was gathered and if the Smithfield route is part of the data.

There was some discussion as to whether or not HRT gives assistance with completing Title VI forms.

There was some discussion regarding specialized routes and the threshold for them being classified as Title VI.

There was some discussion as to how HRT Title VI Program is organized compared to other similar properties.

Commissioner Hennessee requested the 2017 – 2020 Title VI Program was uploaded into TrAMS.

Operations Update

Mr. Jim Price provided an update on HRT's current On Time Performance (OTP) (84.5%). Mr. Price stated that a change of methodology was just implemented to align HRT with the American Bus Benchmarking Group (ABBG).

Mr. Price stated that he will be sharing Key Performance Indicators at the next meeting.

There was some discussion regarding the decision to not wait for transfers and how it will affect the OTP.

Mr. Price provided an update on the snow storm and the implementation of the Emergency Snow Route Plan.

Mr. Price stated that HRT had its 15 millionth rider on the ferry and provided updates on the new ferry boats.

There was also a discussion regarding the ferry docks

New and Old Business

Mr. William Harrell stated that Mayor John Rowe of Portsmouth will be joining the Transportation District Commission of Hampton Roads and will be on the Operation and Oversight Committee.

It was requested that Commissioners Moffett and Wood remind board members to make sure financial disclosures are completed. Mr. Travers will assist if needed.

VTA Advocacy Day notification was distributed to the Commissioners.

Adjournment

The meeting was adjourned at 11:02 a.m.

Respectfully submitted by:
Amy Braziel, Executive Assistant



HAMPTON ROADS
TRANSIT

TITLE VI PROGRAM UPDATE

OPERATIONS AND OVERSIGHT COMMITTEE

January 12, 2017

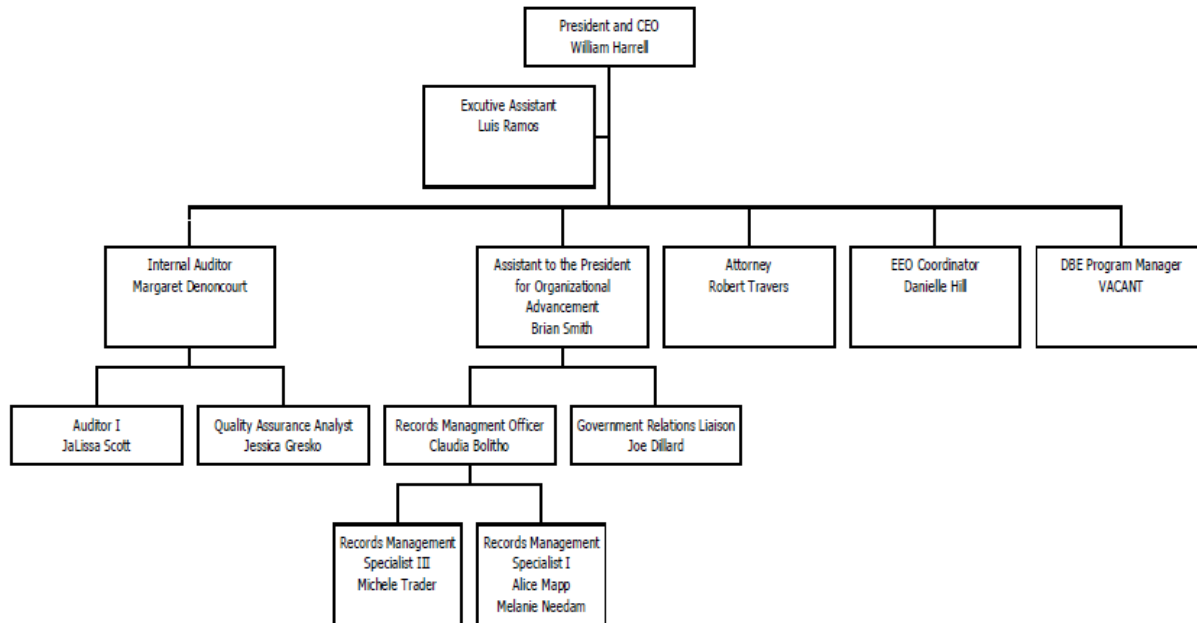
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WHAT IS TITLE VI?

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
- PROTECTS PEOPLE FROM DISCRIMINATION BASED ON:
 - RACE
 - COLOR
 - NATIONAL ORIGIN
- EXECUTIVE ORDER 12898
 - REQUIRES TRANSIT PROVIDERS EVALUATE PROPOSED SERVICE AND FARE CHANGES TO DETERMINE WHETHER MINORITY AND LOW-INCOME POPULATIONS WILL BEAR A DISPROPORTIONATE BURDEN.

TITLE VI REPORTING/ORGANIZATION CHART

Executive Department  HAMPTON ROADS TRANSIT



Note: The DBE Program Manager and EEO Coordinator report to the President and CEO for any compliance issues in their respective areas. The Title VI Compliance Officer reports to the President and CEO for Title VI matters.



HAMPTON ROADS

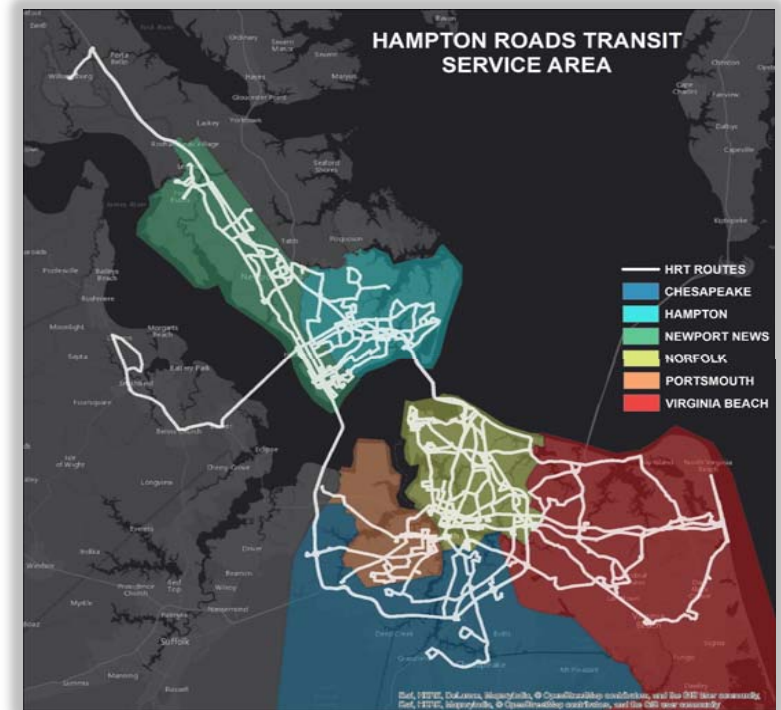
TRANSIT

SYSTEM OVERVIEW AND POPULATION INFORMATION

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HRT SYSTEM OVERVIEW

- COMMUNITIES SERVED: CHESAPEAKE, HAMPTON, NEWPORT NEWS, NORFOLK, PORTSMOUTH, VIRGINIA BEACH
- PASSENGER TRIPS: 15.2 MILLION
- COMMUNITY SIZE: 1.33 MILLION
- MINORITY PERCENTAGE: 47.1%
- LOW INCOME PERCENTAGE: 20.5%



POPULATION ETHNICITY CHARACTERISTICS

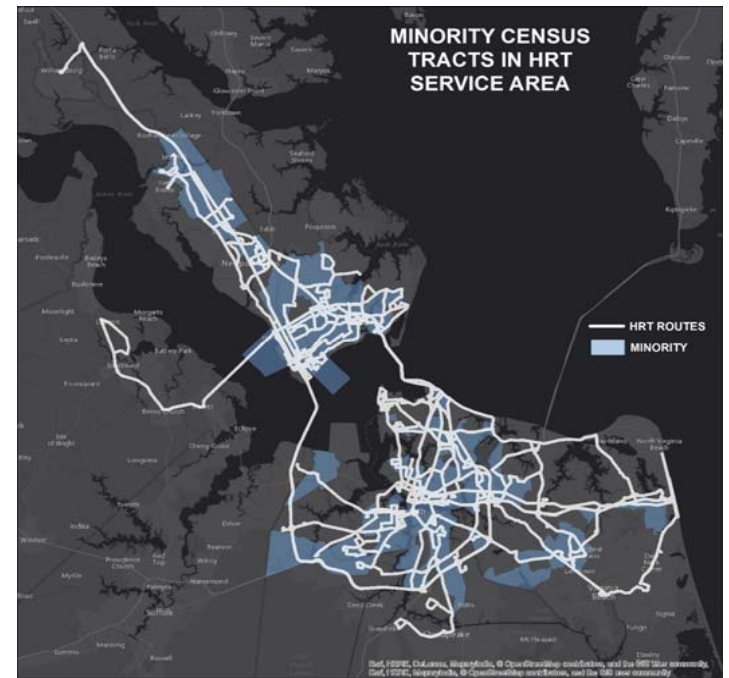
HRT SERVICE AREA MINORITY STATUS

2017 TITLE VI POPULATION

Total Population	Minority		Non-Minority	
1,332,339	627,714	47.1%	704,625	52.9%

2014 TITLE VI POPULATION

Total Population	Minority		Non-Minority	
1,318,861	615,590	46.7%	703,271	53.3%



INCOME CHARACTERISTICS HRT SERVICE AREA

2017 TITLE VI POPULATION

Total Population	People Below 150% of Poverty Line	Low-Income Percentage
1,332,339	272,924	20.5%

2014 TITLE VI POPULATION

Total Population	People Below 150% of Poverty Line	Low-Income Percentage
1,262,072	237,950	18.9%

LOW-INCOME THRESHOLD

Persons in Family	Low Income - Threshold HRT SERVICE AREA
1	\$18,106
2	\$23,068
3	\$28,275
4	\$36,345
5	\$43,042
6	\$48,709
7	\$55,390
8	\$61,452
9+	\$73,531

LIMITED ENGLISH PROFICIENCY

SERVICE AREA - PERCENTAGE OF POPULATION SPEAKING ENGLISH

- 90 % OF POPULATION IN HRT SERVICE AREA ONLY SPEAKS ENGLISH

SERVICE AREA – PERCENTAGE OF POPULATION – NON-ENGLISH SPEAKING & LEP

- SPANISH AND TAGALOG ARE ONLY TWO LANGUAGES SPOKEN BY MORE THAN 1% OF HRT SERVICE POPULATION.

	TOTAL			PERCENT OF POPULATION		
	Speaks English Well	Less Than Very Well	Total	Speaks English Well	Less Than Very Well	Total
English Only	1,127,507		1,248,567	90.30%	0.00%	90.30%
Spanish or Spanish Creole	36,995	16,466	53,461	2.96%	1.32%	4.28%
Tagalog	12,750	6,071	18,821	1.02%	0.49%	1.51%
German	4,469	772	5,241	0.36%	0.06%	0.42%
French (incl. Patois, Cajun)	4,127	1,025	5,152	0.33%	0.08%	0.41%
Chinese	2,083	2,748	4,831	0.17%	0.22%	0.39%



HAMPTON ROADS

TRANSIT

PROGRAM INFORMATION AND UPDATES

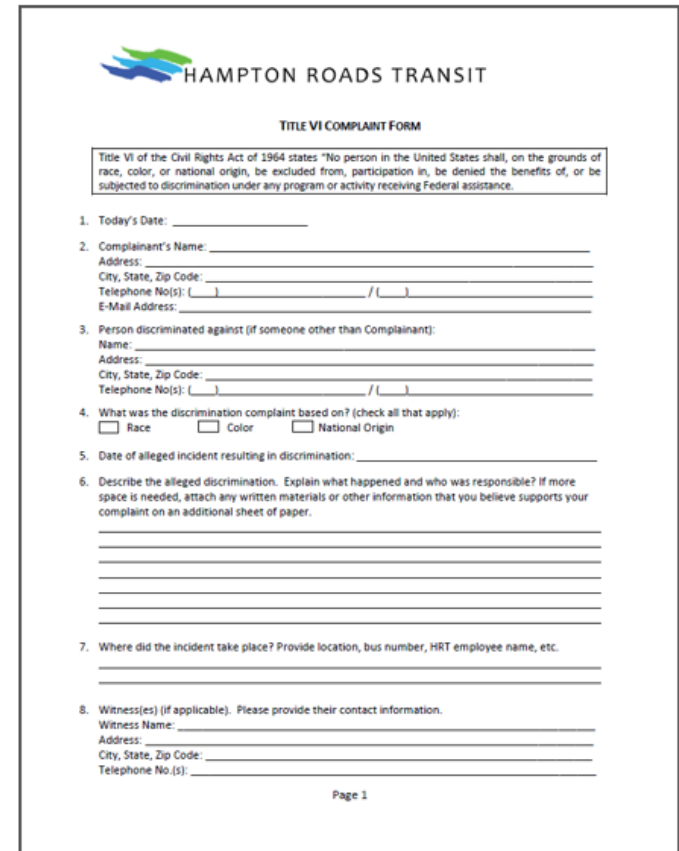
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HRT TITLE VI PROGRAM LIST OF SUBMITTED COMPLAINTS

CUSTOMER SERVICE CALLS AND COMPLAINTS

13 COMPLAINTS RECEIVED SINCE 2014 TITLE VI PROGRAM UPDATE (APR. 2014 – DEC. 2016):

- 12 COMPLAINTS CLOSED
- 1 COMPLAINT CURRENTLY UNDER INVESTIGATION/REVIEW



The image shows a screenshot of the Hampton Roads Transit Title VI Complaint Form. At the top left is the HRT logo, and to its right is the text "HAMPTON ROADS TRANSIT". Below this is the title "TITLE VI COMPLAINT FORM". A small box contains the text: "Title VI of the Civil Rights Act of 1964 states 'No person in the United States shall, on the grounds of race, color, or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.'" The form consists of eight numbered sections:

1. Today's Date: _____
2. Complainant's Name: _____
Address: _____
City, State, Zip Code: _____
Telephone No(s): (____) _____ / (____) _____
E-Mail Address: _____
3. Person discriminated against (if someone other than Complainant):
Name: _____
Address: _____
City, State, Zip Code: _____
Telephone No(s): (____) _____ / (____) _____
4. What was the discrimination complaint based on? (check all that apply):
 Race Color National Origin
5. Date of alleged incident resulting in discrimination: _____
6. Describe the alleged discrimination. Explain what happened and who was responsible? If more space is needed, attach any written materials or other information that you believe supports your complaint on an additional sheet of paper.

7. Where did the incident take place? Provide location, bus number, HRT employee name, etc.

8. Witness(es) (if applicable). Please provide their contact information.
Witness Name: _____
Address: _____
City, State, Zip Code: _____
Telephone No. (s): _____

Page 1

UPDATED INFORMATION & MATERIAL

- TITLE VI NOTICE TO THE PUBLIC
- UPDATED COMPLAINT PROCEDURES AND FORM
- UPDATED TITLE VI NOTICE
- UPDATED TITLE VI PAMPHLET

What is Title VI of the Civil Rights Act of 1964?

Title VI of the Civil Rights Act of 1964 states that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Federal Transit Administration (FTA) issued guidance (effective October 1, 2012) that helps recipients of FTA grant funding better understand and comply with federal civil rights requirements and to ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner, promote full and fair participation in public transportation decision-making without regard to race, color, or national origin; to ensure meaningful access to transit-related programs and activities by persons with limited English proficiency. HRT is required to update its Title VI Policy by January 31, 2017.

Hampton Roads Transit's Title VI Policy

Hampton Roads Transit's Title VI Program and Policy includes policy, reports, data, procedures, and plans that ensure that HRT is in compliance with the requirements in Title VI of the Civil Rights Act of 1964. HRT's existing Title VI Program also evaluates potential impacts of proposed service and fare changes on minority and low-income riders and provides the provision of language access to persons with limited English proficiency. HRT completes Title VI assessments when proposing a major service change or when proposing changes in the fare structure that could provide a disparate impact and/or disproportionate burden on Title VI populations. HRT's Title VI Program includes an update of related population, data, statistics and mapping for Title VI populations, Title VI complaint procedures and Title VI Complaint Form, public involvement, service standards and policies, and service monitoring.

Public Comments on HRT's Title VI Program
HRT's revised Title VI Policy is available for review and public comment on our website - <http://ghrt.com/contact/title-vi-program/>

All comments must be received no later than **January 25, 2017**.

Your feedback is very important and will allow us to continue to serve all of our transit populations. Comments can be submitted by email at TitleVI@hrttransit.org or by calling 757-222-4000 and asking to speak with the Title VI Compliance Officer, Jamie Jackson. Comments can also be mailed to Hampton Roads Transit, Attn: Title VI Compliance Officer, 3400 Victoria Blvd., Hampton, VA 23061.

Para más información en español, por favor llame 757-222-4000.

CONTACT

Phone: 757-222-4000

Northside Bus Operations, Maintenance and Administration Facility
3400 Victoria Boulevard
Hampton, VA 23061


Southside Bus Operations, Maintenance and Administration Facility
505 E. 18th Street
Norfolk, VA 23504

YOUR FEEDBACK IS IMPORTANT.

Comments can be submitted by
Email: TitleVI@hrttransit.org
Mail: 3400 Victoria Blvd., Hampton, VA 23061



Phone: 757-222-4000
Request to speak to the Title VI Compliance Officer, Jamie Jackson

A copy of the draft report can be reviewed on Hampton Roads Transit's website at: <http://ghrt.com/contact/title-vi-program>

 **HAMPTON ROADS TRANSIT**
ghrt.com

NOTICE OF PROGRAM UPDATE

**Hampton Roads Transit
Title VI Policy
Under the Civil Rights
Act of 1964**

Notice of Update HRT's Title VI Policy Under the Civil Rights Act of 1964

What is Title VI of the Civil Rights Act of 1964?
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PROGRAM UPDATES

- GENERAL PROGRAM UPDATES
- GENERAL REPORTING REQUIREMENTS
 - INCLUSION OF POP-UP MEETINGS AND INTERACTIVE WEB-BASED TOOLS AS MEANINGFUL PUBLIC ENGAGEMENT
 - MODIFICATION OF NOTICE OF ACCOMMODATION FROM 48 HOURS TO TWO (2) BUSINESS DAYS
 - MODIFICATION OF NOTICE FOR LANGUAGE ACCOMMODATION TO TWO (2) BUSINESS DAYS; PREVIOUS LANGUAGE: UPON REQUEST
- SERVICE STANDARDS AND POLICIES
 - UPDATE OF EVALUATION CRITERIA FOR MAJOR SERVICE/FARE CHANGE POLICY
 - ADDITION OF PASSENGER AMENITIES POLICY
 - VEHICLE ASSIGNMENT DATA ANALYSIS PROCESS AND MONITORING
 - DEFINITION, INCLUSION AND CLARIFICATION OF SERVICE TYPES
- SERVICE MONITORING

SERVICE STANDARDS AND POLICIES

- RECOMMEND LANGUAGE/CLARIFICATION:

Section: Major Service/Fare Change Policy

- *Current language:*

HRT will consider a percentage change of 25% hours or mileage for a route a “Major Service Change.” All proposed Major Service Changes require a Title VI Equity Analysis under the procedures established by this Title VI program.

- *Proposed language (addition):*

The performance of the referenced analysis would include a 25% percentage change by service and/or day type.

HRT may implement the service change if; HRT has a substantial legitimate justification for the proposed service change, and HRT can show that there are no reasonable alternatives that would have a less disparate impact on minority or low income riders but would still accomplish the transit provider’s legitimate program goals.

SERVICE POLICIES

- VEHICLE ASSIGNMENT UPDATE TO INCLUDE SERVICE TYPES AND THOSE RELATED TO AGREEMENTS:

- MAX SERVICE
- SEASONAL SERVICE – VB WAVE
- ERC VEHICLES



- STAFF IS CURRENTLY IN THE PROCESS OF DEVELOPING A PROCESS TO COLLECT DATA AND ANALYZE VEHICLE ASSIGNMENT.

- SAMPLE ANALYSIS OF VEHICLE ASSIGNMENT – DATA SNAPSHOT (JULY 2016)

		Minority	Non-Minority	Low-Income	Non-Low Income	Minority or Low-Income	Neither Minority Non-Low Income
All HRT Bus Service	Average Age (Years)	8.6	8.8	8.6	8.4	8.5	9.6
	% Difference	-2.4%		2.3%		-12.4%	

ON-TIME PERFORMANCE



- AVERAGE PERCENT OF OTP – 82% (JULY 2016)
- PERCENT OF MINORITY AND LOW-INCOME RIDERS ON BEST AND WORST PERFORMING ROUTES

	% Minority	% Non-Minority	% Low-Income	% Non-Low-Income
Average	83%	17%	64%	36%
Top 10 Routes	84%	16%	63%	37%
Worst 10 Routes	75%	25%	60%	40%

SERVICE AVAILABILITY ANALYSIS

- PERCENTAGE OF MINORITY/NON-MINORITY SERVED BY TRANSIT WITHIN SERVICE AREA.
- PERCENTAGE OF LOW INCOME/NON-LOW INCOME POPULATION SERVED BY TRANSIT WITHIN HRT SERVICE AREA.

Minority Transit Availability

Minority Transit Availability		
Population	Within 1/4 Mile	More Than 1/4 Mile
Minority	95.5%	4.5%
Non-Minority	90.5%	9.5%
System	92.8%	7.2%

Low Income Transit Availability

Low Income Transit Availability		
Population	Within 1/4 Mile	More Than 1/4 Mile
Low Income	97.1%	2.9%
Non-Low Income	91.7%	8.3%
System	92.8%	7.2%

SERVICE POLICIES/MONITORING

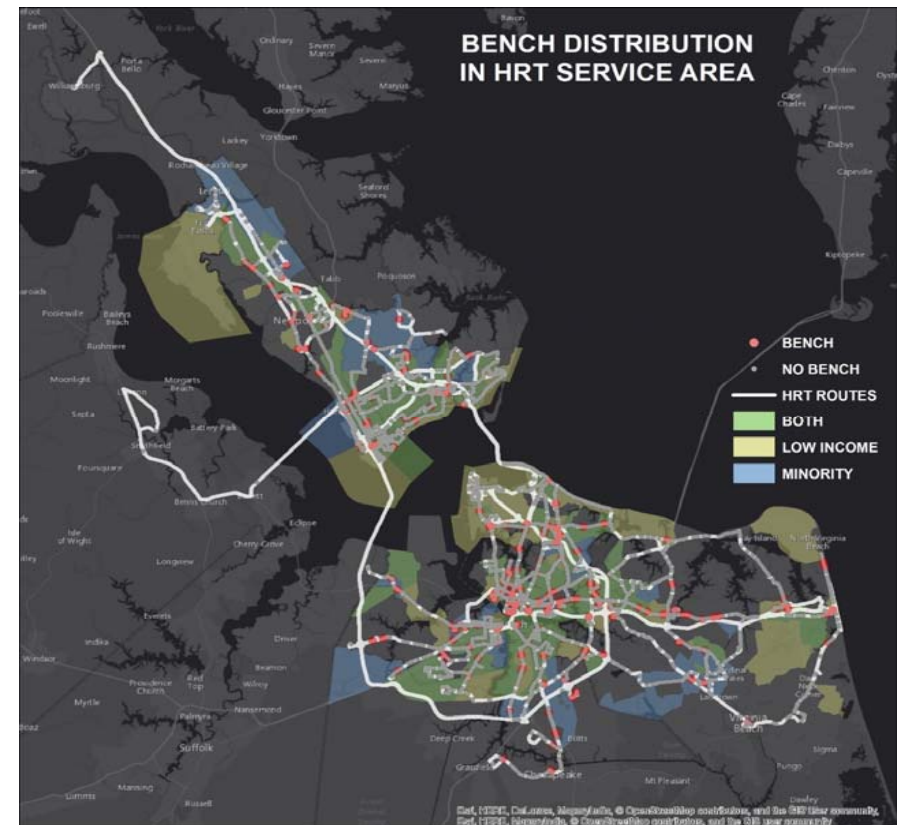
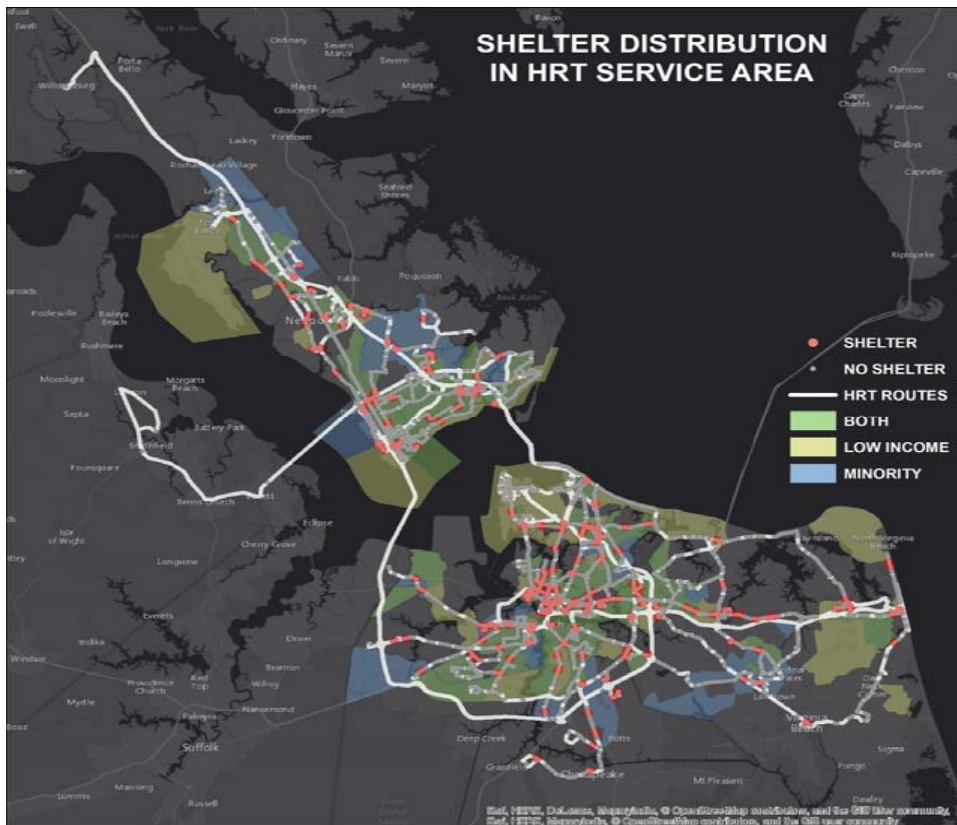
- INCLUSION OF TRANSIT AMENITIES POLICY

	% in Minority Tracts	% in Low-Income Tracts	% in Minority OR Low Income	% in Non-Title VI Tracts	Total Stops w/Amenity	Total Number of Stops	% of Stops w/Amenity
Benches	55%	63%	74%	26%	233	2847	8%
Shelters	55%	63%	74%	26%	231	2847	8%



SERVICE POLICIES/MONITORING

SHELTER/BENCH DISTRIBUTION IN HRT SERVICE AREA



NEXT STEPS...

- PUBLIC OUTREACH AND ENGAGEMENT ACTIVITIES - JANUARY
- TITLE VI PROGRAM BRIEFING TO COMMISSION ON JANUARY 26, 2017
- REQUEST BOARD RESOLUTION ON UPDATED TITLE VI PROGRAM
- SUBMIT TITLE VI PROGRAM, BOARD RESOLUTION, AND MEETING MINUTES TO FTA BY JANUARY 31, 2017



Federal Transit
Administration



HAMPTON ROADS TRANSIT

Contract No:	16-73941	Title:	Hydraulic Vehicle Lift and Boom Inspection and Repair Services	Price: Term:	\$245,378 1 Yr. w/3 1-yr Options
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Acquisition Description: Enter into a contract with a qualified Contractor to perform hydraulic/electric vehicle lift and boom inspections, and repairs at various HRT properties.

Background: Hampton Roads Transit (HRT) is required to adhere to Occupational Safety and Health Administration (OSHA) regulations as they apply to vehicle lifts currently in service at its various facilities. In order to satisfy this requirement, HRT has retained the services of an OSHA certified Contractor to perform scheduled annual inspections for hydraulic and electric vehicle lifts and booms. The Contractor shall also perform unscheduled general hydraulic systems repair services for HRT’s Ferry Boat fleet, hydraulic boom trucks, tractors and other similar equipment located throughout the service area as needed.

Contract Approach: An Invitation for Bids (IFB) was issued on November 21, 2016. One (1) bid was received on January 5, 2017 from Hydraulic Service Company, Inc. (HSC). A post-bid survey conducted revealed that the firms solicited either did not have the required capabilities or were not OSHA certified. Upon review and evaluation, HRT staff determined that HSC’s bid is responsive (in compliance with submittal requirements) and the firm is responsible (capable to perform).

A price analysis performed utilizing the independent cost estimate determined that HSC’s original bid price of \$258,420 was not fair and reasonable. Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into negotiations with HSC. Negotiations were held on January 19, 2017 and focused on reducing the prices for scheduled annual inspections at each service location and labor rates for unscheduled repairs. As a result of the negotiations, HSC reduced its total bid price by 5%, from \$258,420 to \$245,378. Based on the results of the negotiations, HSC’s revised pricing is deemed fair and reasonable.

HSC, located in Portsmouth, VA, provides similar services to Morale, Welfare and Recreation (MWR) of Norfolk, VA; Verizon of Newport News, VA; and, Virginia International Terminals, Inc. of Norfolk, VA. HSC has also provided similar services for HRT satisfactorily.

The period of performance for this contract is one (1) base year with three (3) additional one-year options.

No DBE Goal is assigned for this solicitation.

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

Project Managers: Nedim Begovic, Storeroom Assistant Manager

Contracting Officer: Fevrier Valmond, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Hydraulic Service Company, Inc. to provide hydraulic vehicle lift and boom inspection and repair services in the not-to-exceed amount of \$245,378.

Contract No:	16-73941	Title:	Hydraulic Vehicle Lift and Boom Inspection and Repair Services	Price: Term:	\$245,378 1 Yr. w/3 1-yr Options
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SOLICITATION RESULTS

OFFEROR	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	TOTAL
Hydraulic Service Co, Inc.	\$61,344.50	\$61,344.50	\$61,344.50	\$61,344.50	\$245,378

Contract No:	16-73951	Title:	Vicinity Wayfinding Map Services	Price: Term:	\$116,576.88 2 Yr. w/3 1-yr Options
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Acquisition Description: Enter into a contract with a qualified Contractor to update HRT's existing mapping system and produce new vicinity wayfinding map as needed.

Background: Under the terms of this agreement, the Contractor is required to make changes to existing vicinity wayfinding maps based on markups provided by HRT during Service Board Changes, currently performed in the months of January and July. Additionally, the Contractor shall produce new vicinity wayfinding maps, as needed, for all three (3) modes of transportation: Bus, Light Rail and Ferry.

Contract Approach: An Invitation for Bids (IFB) was issued on November 28, 2016. Two (2) bids were received on January 11, 2017 from the following firms:

- CHK America, Inc. (CHK)
- Johnson, Mirmiran and Thompson, Inc. (JMT)

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

JMT's proposed unit prices are deemed fair and reasonable based on a price analysis performed utilizing the Independent Cost Estimate (ICE), and the fact that pricing was obtained in a competitive environment. JMT's pricing is \$46,680.62 or 28.6% below the ICE submitted in the amount of \$163,257.50, which was established based on historical pricing. A contractor responsibility review performed confirmed that JMT is technically and financially capable to perform the work.

JMT, located in Virginia Beach, VA, has performed similar services for goDCgo of Arlington, VA; District Department of Transportation of Washington, DC; and, Hanover County, of Hanover, VA.

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

No DBE Goal is assigned for this solicitation.

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

Project Managers: Don Lint, Director of Construction

Contracting Officer: Fevrier Valmond, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Johnson, Mirmiran and Thompson, Inc. to provide vicinity wayfinding map services in the not-to-exceed amount of \$116,576.88.

Contract No:	16-73951	Title:	Vicinity Wayfinding Map Services	Price:	\$116,576.88
				Term:	2 Yr. w/3 1-yr Options

ATTACHMENT A

SOLICITATION RESULTS

OFFEROR	OFFER
Johnson, Mirmiran and Thompson, Inc.	\$116,576.88
CHK America, Inc	\$652,680.00

Contract No:	16-72038	Title:	Technology Staffing Services	Price:	\$233,297
				Term:	1 Yr.

Acquisition Description: Enter into a contract with three (3) Contractors to provide Hampton Roads Transit's (HRT) Technology Department with recruiting services to fulfill full time positions, temporary to permanent positions, and/or temporary or consultant positions. The temporary staffing services will be provided on a Task Order (TO) basis.

Background: HRT's Technology Department includes in-house technical, functional and business process staff. HRT requires the services of a qualified contractor to provide recruitment services for hard-to-fill Information Technology positions with the following qualifications: (1) ability to access a robust network of technology candidates; (2) successful track record of recruiting hard-to-fill Information Technology positions; and, (3) an understanding of the Information Technology services and Hampton Roads' regional job market.

As Technology advances and HRT strives to move forward with systems to align with these advances, HRT's Technology Department has been challenged in the last couple of years to fill various Technology positions needed to support this advancement. These positions are either highly specialized (such as PeopleSoft positions) or are positions which are in high demand (such as Business Intelligence Developer). These, and other types of Technology positions, have proven to be difficult to fill through normal recruiting processes.

Under the terms of this agreement, the Contractors shall provide recruiting services to assist with the fulfillment of full time positions, on a contingency basis. These services include providing an in-depth screening and evaluation process of candidates on multiple levels prior to presentation to HRT. Additionally, the Contractor will provide temporary/consultant assistance to supplement and support HRT's existing staff with special projects in areas such as design and development, infrastructure services and functional subject matter support.

Contract Approach: A Request for Proposals (RFP) was issued on June 6, 2016. Twenty-seven (27) proposals were received on September 13, 2016 from the following firms:

- 22nd Century Technologies, Inc.
- ABBTECH Professional Resources, Inc.
- AttainX, Inc.
- Bara Infoware, Inc.
- Beatty's Services, Inc.
- Comtech LLC
- Crescens, Inc.
- DevCare Solutions
- EdgeRock Technologies LLC
- Elegant Enterprise Wide Solutions, Inc.
- Ford Resource Group, Inc.
- Hosted Records, Inc.
- HyperGen, Inc.
- iLynx, Inc.
- Lumen Solutions, Inc.
- Moten Tate, Inc.
- Powersolv, Inc.
- Robert Half International, Inc.
- Snelling Staffing Services
- Spruce Technology, Inc.
- Synaptein Solutions
- Technovision, Inc.
- TEKsystems, Inc.
- Uniplus Consultants, Inc.
- Universal Adaptive Consulting Services, Inc.
- UVS InfoTech LLC
- vTech Solution, Inc.

In response to the RFP, proposers were required to provide rates for various job titles specified in the Price Schedule. The rates will be utilized by the successful Contractors to establish pricing for temporary staffing services, temporary to permanent hire, and direct hire services requested. The total value of all services requested under this Contract will not exceed \$233,297.

Contract No:	16-72038	Title:	Technology Staffing Services	Price:	\$233,297
				Term:	1 Yr.

After an initial review of the technical proposals received, only six (6) firms, 22nd Century Technologies, Inc. (22nd Century), EdgeRock Technologies LLC (EdgeRock), HyperGen, Inc. (HyperGen), Lumen Solutions, Inc. (Lumen), TEKsystems, Inc. (TEKsystems) and vTech Solutions (vTech) were deemed qualified to meet the Scope of Work (SOW) requirements. HRT staff determined that no presentations or clarifications were necessary. However, in an attempt to achieve the most competitive pricing negotiations were conducted with all six (6) firms.

At the conclusion of negotiations, Best and Final Offers were requested. After BAFOs were received, a decision was made to award to three (3) firms, 22nd Century, HyperGen and TEKsystems in order for HRT to have the ability to obtain the most skilled resources at the most favorable prices. Their proposed rates were deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that the three (3) firms are technically and financially capable to provide the services.

22nd Century is headquartered in McLean, VA and has provided similar services to Washington Metropolitan Area Transit Authority (WMATA) in Washington, DC; Dallas Area Rapid Transit Authority (DART) in Dallas, TX; and, the City of Phoenix, AZ.

HyperGen is headquartered in Roanoke, VA and has provided similar services to Fresenius Medical Care in Nashville, TN; Olin Corporation in Cleveland, TN; and, Community Transit in Everett, WA. HyperGen has also provided similar services for HRT satisfactorily.

TEKsystems is headquartered in Chesapeake, VA and has provided similar services to Ferguson Enterprises in Newport News, VA; Sentara Healthcare in Chesapeake, VA; and, Anthem, Inc. in Indianapolis, IN.

The Contract period of performance is one (1) year.

No DBE Goal is assigned for the overall solicitation. HRT's DBE Manager will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task based goal accordingly.

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

Project Manager: Alesia Cain, CIO/CTO

Contracting Officer: Sonya Luther, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to 22nd Century Technologies, Inc., HyperGen, Inc., and TEKsystems, Inc. to provide technology staffing services. The cumulative amount of all TOs issued under this Contract will not exceed \$233,297.