



## **Meeting of the Operations and Oversight Committee**

Thursday, October 12, 2017 • 10:00 a.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

A meeting of the Operations and Oversight Committee will be held on Thursday, October 12, 2017 at 10:00 a.m. in the 2nd Floor Board Room at 509 E. 18<sup>th</sup> 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 12, 2017 • 10:00 a.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

## AGENDA

1. Approval of the August 2017 Operations and Oversight Committee Meeting Minutes
2. Approval of the September 2017 Operations and Oversight Committee Meeting Minutes
3. Procurement Recommendations to the Committee:
  - a. Request for approval of Contract 17-74641, Trapeze TransitMaster CAD/AVL System Upgrade
  - b. Request for approval of Contract 17-75520 Trapeze Software and Hardware Maintenance and Support Services
  - c. Request for approval of Contract 17-75505, Bus Repower Services
  - d. Request for approval of Contract 17-75525, Passenger Amenity Cleaning Services
4. Procurement Task Orders
  - a. Task Order 1: Core 20 Financial Planning Support
  - b. Task Order 2: Capital Improvement Financial Planning and On-Call Support Services
5. Internal Audit Update
6. Operations Update
7. Old and New Business
8. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday, November 2, 2017 at 10:00 a.m. at 3400 Victoria Blvd., Hampton VA**



## Meeting of the Operations and Oversight Committee

Thursday, July 13, 2017 • 10:00 a.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

### MEETING MINUTES

#### Call to order

Commissioner Fuller of Chesapeake called the meeting to order at 10:00 a.m.

#### **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Hennessee, VADRPT  
Commissioner Parnell, Norfolk  
Amelia Ross-Hammond, Virginia Beach  
Commissioner Woodbury, Newport News

#### **Hampton Roads Transit Staff in attendance:**

Kimberly Ackerman, Chief of Human Resources  
Keisha Branch, DBE Liaison Officer  
Amy Braziel, Sr. Executive Assistant  
Alesia Cain, Chief Information Technology Officer  
Gene Cavasos, Director of Marketing & Communications  
Margaret Denoncourt, Internal Auditor  
Angela Glass, Director of Budget and Financial Analysis  
William Harrell, President and CEO  
Ron Hodges, Director of Business 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, Sr. 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  
Brittany Sumpter, DBE and Grants Coordinator  
Robert Travers, Counsel

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 May Meeting
- Minutes from the July Meeting
- Procurement Items for Approval

### **Approval of the May 2017 Minutes**

A motion to approve the May 2017 Meeting Minutes was made by Commissioner Woodbury and properly seconded by Commissioner Hennessee.

The May 2017 Meeting Minutes were approved by a unanimous vote.

### **Approval of the July 2017 Minutes**

A motion to approve the July 2017 Meeting Minutes was made by Commissioner Woodbury and properly seconded by Commissioner Hennessee.

The July 2017 Meeting Minutes were approved by a unanimous vote.

### **Request for approval of Contract 17-73942, General Financial Consulting Services**

Ms. Dyanne Sampson presented Contract 17-73942, General Financial Consulting Services.

Mr. Brandon Singleton gave a presentation regarding the purpose of Contract 17-73942, General Financial Consulting Services.

There was some discussion regarding the cost of the contract and the possibility of hiring someone to provide the needed services in-house instead of outsourcing.

Mr. Singleton stated that to hire someone to do specialty items would be a difficult task given the large array of specialty items that exist and the skillset that would be required.

There was a discussion regarding forming a committee and working in conjunction with the consultant to accomplish the financial goals of the Agency.

There was some discussion regarding possibly having more than one consultant to make sure all needed specialties are covered.

It was noted that the consultant that was chosen to be the recipient of the contract has transit experience and broad experience across all facets of work that is required per the contract.

A request was made by the Operations and Oversight Committee for HRT to brief the Committee on work that will be completed by the consultant prior to the work starting.

A motion to approve Contract 17-73942, General Financial Consulting Services was made by Commissioner Ross-Hammond and properly seconded by Commissioner Hennessee.

Contract 17-73942, General Financial Consulting Services was approved by a unanimous vote.

### **Operations Update**

There was no Operations Update given.

### **New and Old Business**

There was a discussion regarding an advertisement (ad) that is currently posted on HRT buses and shelters that displays drug paraphernalia. Background on the ad as well as pictures of the ad were shared with the Committee.

It was stated that the images were taken out of context and the purpose of the ad was to encourage people NOT to use drugs.

It was also stated that the ad was within HRT's policy guidelines and that in the future, HRT staff will visually inspect advertisements after placement and before it is viewed by the public.

It was noted that the ad bringing attention to drug abuse is a good thing and that it served its purpose.

Mr. Ray Amoruso stated that the ad was scheduled to be removed due to expiration at the end of the week.

Ms. Sibyl Pappas gave a presentation on the remodel project currently underway at the Victoria Blvd. HRT location.

Ms. Pappas stated that HRT will be coming back to the Commission requesting additional funding to complete some of the work that is imperative to the success of the remodel. Ms. Pappas stated that unforeseen damages were uncovered during the project which have caused the original approved funding to be depleted.

There was some discussion regarding high-level items that have yet to be addressed and are currently not funded.

There was a discussion regarding funding for the project as well as the plan to remodel as opposed to demolishing the building and a complete rebuild. It was stated that demolition was not an option due to the need to continue operations from the site.

The upcoming fare increase was mentioned as well as the schedule for public meetings that are being held to provide information to the public. Information on the fare increase and public meetings was distributed to the committee.

There was some discussion regarding bus availability and service quality concerns.

Mr. William Harrell stated that the service quality and bus availability discussion should be held with the full Board as fleet issues need to be addressed. Mr. Harrell stated that it is HRT's mission to provide reliable service to the community.

There was some discussion regarding the possibility of holding additional meetings pertaining to the fare increase in Newport News and Norfolk.

It was stated that the External/Internal Legislative Affairs Committee (ELAC) will notify other agencies of and encourage their attendance at the fare increase meetings.

It was noted that Student Freedom Pass was not included on the fare information handout.

Ms. Pappas stated that there is a new art exhibit being hosted in the HRT 18<sup>th</sup> Street foyer. Ms. Pappas mentioned that there is a kickoff event being held on Friday, August 11<sup>th</sup> to reveal the artist.

Commissioner Hennessee stated that the Commission meeting in October will conflict with the Governor's Transportation Conference.

## **Adjournment**

The meeting was adjourned at 10:53 p.m.

Respectfully submitted by:  
Amy Braziel, Sr. Executive Assistant



## Meeting of the Operations and Oversight Committee

Thursday, September 14, 2017 • 10:00 a.m.  
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

### MEETING MINUTES

#### Call to order

Commissioner Woodbury of Newport News called the meeting to order at 10:00 a.m. There was no quorum.

#### **Commissioners in attendance:**

Commissioner Hennessee, VADRPT  
Commissioner Parnell, Norfolk  
Commissioner Woodbury, Newport News

#### **Hampton Roads Transit Staff in attendance:**

Amy Braziel, Sr. Executive Assistant  
Alesia Cain, Chief Information Technology Officer  
Gene Cavazos, Director of Marketing & Communications  
Margaret Denoncourt, Internal Auditor  
William Harrell, President and CEO  
Sonya Luther, Assistant Director of Procurement  
Maryann Martin, Operations Data Analyst  
Sybil Pappas, Chief Engineering and Facilities Officer  
Michael Perez, Director of Rolling Stock  
Jim Price, Chief Transit Operations Officer  
Luis Ramos, Sr. 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  
Brittany Sumpter, DBE and Grants Coordinator  
Robert Travers, Counsel



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 August Meeting
- Procurement Items for Approval

### **Approval of the August 2017 Minutes**

Minutes will be presented at the October Operations and Oversight Committee Meeting as no quorum was present.

### **Request for approval of Contract 17-76641, Trapeze TransitMaster CAD/AVL System Upgrade**

Ms. Dyanne Sampson presented Contract 17-76641, Trapeze TransitMaster CAD/AVL System Upgrade.

Ms. Alesia Cain provided a brief overview regarding the two trapeze contracts being presented.

Mr. Kamlesh Chowdhary gave a presentation regarding the Trapeze TransitMaster CAD/AVL System Upgrade and Trapeze software and maintenance per the following contract.

There was some discussion regarding where the system is housed and how it is managed/maintained.

There was some discussion regarding what is included in the upgrade.

There was a discussion regarding the vendor and the potential for them to go out of business as HRT has seen in the past with other technology vendors. It was stated that Trapeze is one of the biggest technology vendors in the industry and there are no indications that they will be going out of business anytime soon.

There was some discussion regarding training that is included in the contract as well as who will be installing the upgrades.

There was a discussion regarding compatibility with what the Agency already has and it was explained that this is just an upgrade of the current system and no compatibility issues are expected.

There was some discussion regarding the difference in cost from the previous contract and what is being provided. It was stated that new versions of the software that come out during the contract are included as well as maintenance of the system.

**ACTION ITEM: Mr. Steven Hennessee requested an electronic version of the PowerPoint that was presented by Mr. Chowdhary.**

There was some discussion regarding having a real-time bus application.

There was a discussion regarding the need for back-up systems, staff, etc. that may be necessary for implementing and maintaining the CAD/AVL system and staff stated that there was not a need for additional staffing or framework under these contracts.

There was no vote to approve this contract as no quorum was attained. The Committee agreed that it would be presented at the September Commission Meeting for approval.

**Request for approval of Contract 17-75520, Trapeze Software and Hardware Maintenance and Support Services**

Ms. Dyanne Sampson presented Contract 17-75520, Trapeze Software and Hardware Maintenance and Support Services.

There was no vote to approve this contract as no quorum was attained. The Committee agreed that it would be presented at the September Commission Meeting for approval.

**Request for approval of Contract 15-70152, Modification #3, Northside Administration and Maintenance Facility Renovation**

Ms. Dyanne Sampson presented Contract 15-70152, Modification #3, Northside Administration and Maintenance Facility Renovation.

Ms. Pappas stated that a full update was presented at the August Committee Meeting and staff is prepared to present the contract to the September Commission for approval.

There was no vote to approve this contract as no quorum was attained. The Committee agreed that it would be presented at the September Commission Meeting for approval.

## **Operations Update**

Mr. Jim Price stated that the second new ferry has arrived in Norfolk and that the first one, which arrived in the spring, is currently in service. Mr. Price stated that HRT anticipates that the second ferry will be in service by first week of October.

Mr. Price stated that HRT is in the process of retiring 40 old buses which was mandated by the FTA. Mr. Price stated that the good thing about retiring buses is that HRT will no longer have to maintain them. Mr. Price stated that the 40 retiring buses are being auctioned off in blocks of 20. By retiring the buses, the average fleet age will be slightly reduced from 11.1 years to 10 years. Mr. Price also stated that HRT is not expecting any new buses until late 2018.

There was some discussion regarding electric buses. It was stated that HRT did get grant approval for electric buses but the amount approved would not go very far. HRT's goal is to get some electric buses to see if they would be beneficial to its fleet. It was stated that it takes approximately 14 months to build the electric buses once the purchase is approved.

It was stated that no other transit companies in Virginia are looking at electric buses at this time and HRT would be the first if it were to get them. It was also stated that HRT has the means to maintain electric buses due to maintaining the light rail vehicles which have similarities.

There was a discussion regarding the possibility of meeting with the State to discuss electric buses and funding that may be available. It was stated that HRT was honored to get \$500K for the grant but would need more to implement electric buses in its fleet.

There was some discussion regarding the cost for electric buses and how it compares to the diesel buses.

It was stated that HRT will be receiving 5 buses in July 2018 that were funded by Smart Scale money.

**ACTION ITEM: The Commission would like to be notified when the Smart Scale Buses arrive on HRT property and when they are placed in service.**

Mr. Price stated that bus repowers are still being done on buses reaching 6 years of age so they will stay reliable for the remaining 6 years of their useful life. Mr. Price stated that repowering of MAX buses has also begun which was long overdue.

Mr. Price stated that the rehabbing of buses bumper-to-bumper will likely be discontinued after this year.

Mr. Price stated that on August 24<sup>th</sup> HRT celebrated its 9 millionth trip on light rail and is expecting its 10 millionth rider by next summer. Mr. Price added that an increase in ridership has been seen since Waterside opened in Norfolk.

Mr. Brian Smith provided a legislative update stating that the State Capital Program's final report was issued on August 31<sup>st</sup> and will be sent to the full Board for review.

Mr. Smith stated that HRT staff will be writing a resolution that will be presented in support of the report. Mr. Smith stated that there has been a lot of focus across the state and a lot of meetings held with counterparts regarding transportation for our region.

Mr. Smith stated that HRT's legislative priorities have been sent to the TPO who is working hard on the legislative front.

Mr. Price provided an update on paratransit stating that HRT staff is working with MV Transportation on a potential pilot program.

Mr. Price stated that HRT is waiting on insurance requirements to be met so taxi cabs can work with MV Transportation to meet the service needs of its customers.

Mr. Robert Travers spoke regarding the insurance issues/requirements that Mr. Price referred to.

There was a discussion regarding insurance requirements for Lyft in the pilot program.

Mr. Price mentioned meeting with USERV who is working with Uber and Lyft at Greater Richmond Transit Company and will seek information related to how its paratransit pilot program is working after 6 months.

Dr. Woodbury spoke regarding the grant received for electric buses and the possibility of partnering with other grant recipients in a collaborative effort to get more out of the funds received.

Commissioner Parnell mentioned emails that have been addressed to several city partners regarding taxi use and has requested that HRT follow up with those partners regarding the issue.

Commissioner Hennessee requested a copy of the email mentioned by Commissioner Parnell.

### **New and Old Business**

It was stated that the Department of Rail and Public Transportation (DRPT) is going through physical restructuring and renovations will be completed in the near future.

### **Adjournment**

The meeting was adjourned at 11:21 p.m.

Respectfully submitted by:  
Amy Braziel, Sr. Executive Assistant

<b>Contract No.:</b>	17-74641	<b>Title:</b>	Trapeze TransitMaster CAD/AVL System Upgrade	<b>Price:</b>	\$1,503,935.63
				<b>Term:</b>	18 Mos.

**Acquisition Description:** Enter into a sole source contract with Trapeze Software Group, Inc. (Trapeze) for upgrade of HRT's current TransitMaster Computer Aided Dispatch and Automatic Vehicle Locator (CAD/AVL) system.

**Background:** HRT has utilized the TransitMaster CAD/AVL system release 25.1 since 2008 for daily operation of its fixed route bus service and related analysis and reporting. The TransitMaster CAD/AVL System is proprietary to Trapeze and is not released externally. Only Trapeze can provide modifications, upgrades and technical support and maintenance to the System. Under the terms of this agreement, Trapeze shall work closely with HRT staff to design, configure, test, implement, monitor and support the upgrade of the advanced communications TransitMaster system. The upgraded system, shall provide enhanced functionality for all functions and interfaces of HRT's current system. Additionally, Trapeze shall register HRT as the licensee on all licenses and warranties for third-party software and hardware that is a part of the upgraded ACS.

**Contract Approach:** 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 January 26, 2017. Trapeze provided a responsive proposal on March 10, 2017 in the amount of \$1,519,581.63. This amount includes all computing hardware replacement, software upgrades, professional services, training and other direct expenses associated with the system upgrade. This price also included a discount of \$105,462.55 (6.4%). In order to obtain the most favorable pricing, a decision was made to conduct negotiations with Trapeze. Negotiations focused on reducing the cost allocated for professional services, increasing the discount being offered; and, clarifications to the terms and conditions of the RFP.

As a result of the negotiations, Trapeze increased the discount being offered to \$121,108.55 (7.4%) which resulted in a total decrease in their proposal of \$15,646 (1%) from \$1,519,581.63 to \$1,503,935.63. Based on the result of the negotiations and a price analysis performed Trapeze's Best and Final Offer is deemed fair and reasonable. Additionally, Trapeze has certified that the pricing being offered HRT are in line with pricing offered other customers with similar requirements. A contractor responsibility review confirmed that Trapeze is technically and financially capable to perform the work.

Trapeze is located in Cedar Rapids, Iowa, and has provided similar services to HRT satisfactorily.

The Contract period of performance is eighteen (18) months.

**Cost/Funding:** This contract will be funded with Grant Funds.

**Project Manager:** Kamlesh Chowdhary, Director of ITS Services

<b>Contract No.:</b>	17-74641	<b>Title:</b>	Trapeze TransitMaster CAD/AVL System Upgrade	<b>Price:</b>	\$1,503,935.63
				<b>Term:</b>	18 Mos.

**Contracting Officer:** Fevrier Valmond, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Trapeze Software Group, Inc. to upgrade HRT's current TransitMaster CAD/AVL system in the not-to-exceed amount of \$1,503,935.63.

**ATTACHMENT 1**

**SOLICITATION RESULT**

<b>Original Proposed Price</b>	<b>Best and Final Offer</b>
\$1,519,581.63	\$1,503,935.63

<b>Contract No.:</b>	17-75520	<b>Title:</b>	Trapeze Software and Hardware Maintenance and Support Services	<b>Price:</b>	\$1,869,988
				<b>Term:</b>	1Yr. w/4 1-yr Options

**Acquisition Description:** Enter into a sole source contract with Trapeze Software Group, Inc. (Trapeze) for maintenance and support services for Hampton Roads Transit’s TransitMaster Advanced Communication Systems (TransitMaster).

**Background:** TransitMaster is a Computer Aided Dispatch and Automatic Vehicle Locator (CAD/AVL) system utilized by HRT since 2008. TransitMaster hardware and software are installed on all HRT buses and is essential for daily operation of its fixed route bus services. Services to be provided under this Contract will cover all fixed side computing infrastructure and all hardware and software installed on the buses. The system is also used by various departments within HRT for reporting and analysis.

**Contract Approach:** Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. The TransitMaster CAD/AVL System is proprietary to Trapeze and is not released externally. Technical support and maintenance to the System are provided exclusively by Trapeze Group.

Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on July 20, 2017. Trapeze provided a responsive proposal on July 26, 2017 in the amount of \$2,077,761. In order to obtain the most favorable pricing, a decision was made to conduct negotiations with Trapeze. Negotiations focused on reducing maintenance and support costs for the base year of the contract; and, clarifications to the terms and conditions of the RFP.

As a result of the negotiations, Trapeze reduced its total price by \$207,773 (10%) from \$2,077,761 to \$1,869,988. Trapeze’s Best and Final offer is deemed fair and reasonable based on the results of the negotiations and a price analysis performed. Additionally, Trapeze has certified that the pricing being offered to HRT are in line with pricing offered other customers with similar requirements. A contractor responsibility review confirmed that Trapeze is technically and financially capable to perform the work.

Trapeze is located in Cedar Rapids, Iowa and has provided maintenance and support services to HRT satisfactorily.

The Contract period of performance is one (1) base year, with four (4) additional one-year options.

**Cost/Funding:** This contract will be funded with Operating Funds.

**Project Manager:** Kamlesh Chowdhary, Director of ITS Services



<b>Contract No.:</b>	17-75520	<b>Title:</b>	Trapeze Software and Hardware Maintenance and Support Services	<b>Price:</b>	\$1,869,988
				<b>Term:</b>	1Yr. w/4 1-yr Options

**Contracting Officer:** Fevrier Valmond, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Trapeze Software Group, Inc., to provide software and hardware maintenance and support services for HRT's TransitMaster CAD/AVL System in the not-to-exceed amount of \$1,869,988 over a five (5) year period.

## ATTACHMENT 1

### SOLICITATION RESULTS

<b>Contract Term</b>	<b>Proposed Price</b>	<b>Best and Final Offer</b>
Base Year	\$376,091	\$338,482
Option Year 1	\$395,130	\$355,617
Option Year 2	\$414,332	\$372,900
Option Year 3	\$435,299	\$391,770
Option Year 4	\$456,909	\$411,219
<b>TOTAL PRICE</b>	<b>\$2,077,761</b>	<b>\$1,869,988</b>

<b>Contract No:</b>	17-75505	<b>Title:</b>	Bus Repower Services	<b>Price: Term:</b>	\$2,964,423.39 13 Months
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**Acquisition Description:** Enter into a contract with a qualified firm to repower thirty-five (35) existing Hampton Roads Transit (HRT) buses for restoration to revenue service by November 30, 2018.

**Background:** HRT has a requirement for reliably maintaining a minimum operating bus fleet. To that end, the successful Contractor is required to repower thirty-five (35) existing HRT buses. A bus repower includes the midlife replacement of drive line components and upgrade of the engine cooling system to restore vehicle reliability and fuel efficiency for the remainder of the vehicle’s useful life. Repowered bus work shall be completed in like-new condition, incorporate updated safety and convenience features, restore excellent reliability and fuel efficiency, and driving experience to OEM specifications.

**Contract Approach:** A Request for Proposals was issued on May 10, 2017. Four (4) proposals were received on July 11, 2017 from the following firms:

- CoachCrafters, Inc. (CoachCrafters)
- Cummins Sales and Service (Cummins)
- ABC Bus, Inc. (ABC)
- Midwest Bus Corporation (Midwest)

Upon review of the technical proposals two (2) firms, CoachCrafters and Midwest, were deemed technically qualified to meet the requirements of the Scope of Work (SOW). Discussions were held with both firms to provide technical clarifications in regard to their proposal, and negotiate for the purpose of a possible award. Discussions/Negotiations focused on components of the exhaust system, clarifying the warranty requirements and other SOW items. At the conclusion of discussions and negotiations, Best and Final Offers (BAFOs) were requested.

After review and analysis of the BAFOs received, HRT staff determined that Midwest provided the best value to HRT based on a combination of technical capability and price. The increase in pricing in Midwest’s BAFO, is a direct result of clarifications made to the SOW in the BAFO request; however, in order to remain within budget, the number of buses to be repowered was reduced from thirty-seven (37) to thirty-five (35). Midwest’s final offer is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Midwest is technically and financially capable to perform the work.

Midwest, located in Owosso, MI has provided similar services for Capital Area Transportation Authority (CATA) in Lansing, MI; Massachusetts Bay Transportation Authority (MBTA) in Boston, MA; and, Suburban Mobility Authority for Regional Transportation (SMART) in Detroit, MI.

The period of performance for this Contract is thirteen (13) months.

No DBE goal was established for this solicitation.

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

**Project Manager:** Michael Perez, Director of Rolling Stock

<b>Contract No:</b>	17-75505	<b>Title:</b>	Bus Repower Services	<b>Price: Term:</b>	\$2,964,423.39 13 Months
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**Contracting Officer:** Sonya Luther, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Midwest Bus Corporation to provide repower services on thirty-five (35) HRT buses in the amount of \$2,964,423.39.

### SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER	REVSIED BEST AND FINAL OFFER
<b>Midwest Bus Corporation</b>	<b>\$2,982,147.71</b>	<b>\$3,131,775.71</b>	<b>\$2,964,423.39</b>
CoachCrafters, Inc.	\$4,469,793.00	\$3,533,693.00	N/A
Cummins Sales and Service	\$5,706,961.11	N/A	N/A
ABC Bus, Inc.	\$5,907,249.80	N/A	N/A

<b>Contract No:</b>	17-75525	<b>Title:</b>	Passenger Amenity Cleaning Services	<b>Price:</b> <b>Term:</b>	\$670,208.40 1 Yr. w/2-1 yr. option
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**Acquisition Description:** Enter into a contract with a qualified Contractor to maintain the appearance and cleanliness of passenger amenities at bus stops and light rail stations throughout the service area of Hampton Roads.

**Background:** Hampton Roads Transit has a requirement to maintain the appearance and cleanliness of its passenger amenities at bus stops and light rail stations, which include shelters, benches, trash cans, and the immediate right of way area surrounding stops and stations. Under the terms of this agreement, the Contractor shall provide all cleaning staff, supervision, equipment, tools, materials, transportation for cleaning staff and any other items necessary to perform the cleaning services.

**Contract Approach:** An Invitation for Bids was issued on August 9, 2017. Nine (9) bids were received on September 15, 2017 from the following firms:

- Associated Building Maintenance Co., Inc.
- Diversified Building Services, Inc.
- Eagle Investment Consulting, LLC
- ETI Environmental, Inc.
- Eye 4 Details Professional Services
- Greenworld
- LL's Mobile Detail, LLC
- Star Commercial Janitorial Service, Inc.
- Supreme Commercial Cleaning Service, LLC

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

ETI's bid price, in the amount of \$670,208.40 is deemed fair and reasonable based on a price analysis performed, and the fact that the pricing was obtained in a competitive environment. The total bid price includes an annual allowance of \$50,000 for special service requests. Special services may include any standard cleaning services performed outside the normal scheduled frequency, such as preparation for, and cleanup after, winter storms. Special services must be approved by HRT's Project Manager and shall be billed at unit prices established in the Price Schedule.

A contractor responsibility review confirmed that ETI is technically and financially capable to perform the work.

ETI is located in Virginia Beach, VA and provides similar services for the University of Virginia in Charlottesville and the City of Virginia Beach. ETI also provides these services for HRT satisfactorily.

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

A DBE goal of 9% was established for this solicitation and ETI is a DBE firm. The DBE goal has been achieved by ETI and HRT achieved race neutral participation for everything above the goal.

<b>Contract No:</b>	17-75525	<b>Title:</b>	Passenger Amenity Cleaning Services	<b>Price: Term:</b>	\$670,208.40 1 Yr. w/2-1 yr. option
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**Cost/Funding:** This contract will be funded with Operating 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 ETI Environmental, Inc. for passenger amenity cleaning services in the not-to-exceed amount of \$670,208.40 over a three-year period.

### SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
<b>ETI Environmental, Inc.</b>	<b>\$670,208.40</b>
Star Commercial Janitorial Service, Inc.	\$672,025.20
Supreme Commercial Cleaning Service, LLC	\$672,967.44
Eye 4 Details Professional Services	\$685,106.70
Eagle Investment Consulting, LLC	\$792,089.78
LL's Mobile Detail, LLC	\$817,548.00
Greenworld	\$900,300.00
Diversified Building Services, Inc.	\$1,217,465.96
Associated Building Maintenance Co., Inc.	\$1,293,309.30

ETI's Bid Summary				
Item	Base Year	Option Year 1	Option Year 2	Total
Passenger Amenity Cleaning Services	\$223,402.80	\$223,402.80	\$223,402.80	\$670,208.40