



Meeting of the Operations and Oversight Committee

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

AGENDA

1. Approval of the August, 2017 Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 15-70152, Modification #3, Northside Administration and Maintenance Facility Renovation
 - b. Request for approval of Contract 17-75520 Trapeze Software and Hardware Maintenance and Support Services
 - c. Request for approval of Contract 17-76641, Trapeze TransitMaster CAD/AVL System Upgrade
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, October 5, 2017 at 10:00 a.m. at 509 E. 18th Street, Norfolk, VA



Meeting of the Operations and Oversight Committee

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

MEETING MINUTES

Call to order

A 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 Cavazos, 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 18th Street foyer. Ms. Pappas mentioned that there is a kickoff event being held on Friday, August 11th 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

Contract No:	15-70152, Modification #3	Title:	Northside Administration and Maintenance Facility Renovation	Price:	\$4,573,145.44
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Acquisition Description: Award a contract modification to increase the Northside Administration and Maintenance Facility Renovation contract value by \$4,573,145.44 for the performance of additional renovation and remodeling work required by Hampton Roads Transit (HRT).

Background: In May 2016, the Commission approved the award of a contract to W. M. Jordan Company, Inc. (WMJ) in the not-to-exceed amount of \$4,576,185. The contract was awarded through the competitive process. A Request for Proposals was issued in August 2015 with a Scope of Work (SOW), specifications and drawings which required full renovation and remodeling of HRT's Northside Administration and Maintenance facility in Hampton, VA. After receipt of proposals, HRT staff determined that the proposed pricing significantly exceeded the funding obligated and anticipated for the Project. Consequently, in June 2016, after two (2) rounds of value engineering and revised proposals, WMJ was awarded the Contract to complete a modified version of the original SOW.

Modifications issued to date addressed multiple unexpected issues discovered during construction that required prompt remediation; and, minor additional work previously removed from the SOW. Issues uncovered included: fire wall penetrations; poor data cabling conditions; electrical wiring issues; inadequate fire suppression system; plumbing/drainage issues (water/sewer lines); roof penetrations and drains; and duct work and related environmental issues. The cumulative amount of the modifications issued is \$362,701.89.

This Modification 3 is necessary to reinstate work removed from the original SOW during the solicitation process due to lack of funding. But for the delay in Project funding, the reinstated work would have been part of the original Contract. Work to be performed by the Contractor under Modification 3 include the following:

- Ductwork Renovation/Replacement;
- Steam Bay Addition/Renovation;
- 1st and 2nd Floor Bathroom Renovations;
- Construction/Remodeling of Locker Room/Shop Space;
- Finance Department Renovation /Build Out;
- Inventory/Parts Office renovations;
- Administrative Space Renovation/Finishes Replacement;
- Lobby/Entrance Renovations (adjacent Administrative Space); and,
- Temporary Facility Operations to support construction

Contract Approach: Pricing proposed by WMJ for this modification are in line with prices proposed in response to the original SOW. Based on a price analysis performed using price proposals submitted in response to the RFP, WMJ's proposals is deemed fair and reasonable.

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

Project Managers: Sibyl Pappas, Chief Engineering and Facilities Officer

Contract No:	15-70152, Modification #3	Title:	Northside Administration and Maintenance Facility Renovation	Price:	\$4,573,145.44
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Contracting Officer: Fevrier Valmond, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a modification to increase the Northside Administration and Maintenance Facility Renovation contract by \$4,573,145.44 to a not-to-exceed amount of \$9,512,032.33.

Contract No.:	17-75520	Title:	Trapeze Software and Hardware Maintenance and Support Services	Price:	\$1,869,988
				Term:	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

Contract No.:	17-75520	Title:	Trapeze Software and Hardware Maintenance and Support Services	Price:	\$1,869,988
				Term:	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

Contract Term	Proposed Price	Best and Final Offer
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
TOTAL PRICE	\$2,077,761	\$1,869,988

Contract No.:	17-76641	Title:	Trapeze TransitMaster CAD/AVL System Upgrade	Price:	\$1,503,935.63
				Term:	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 Operating Funds.

Project Manager: Kamlesh Chowdhary, Director of ITS Services

Contract No.:	17-76641	Title:	Trapeze TransitMaster CAD/AVL System Upgrade	Price:	\$1,503,935.63
				Term:	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 \$1,505,935.63.

ATTACHMENT 1

SOLICITATION RESULT

Original Proposed Price	Best and Final Offer
\$1,519,581.63	\$1,503,935.63