



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

Thursday, July 12, 2018 • 10:00 a.m.

2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

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A meeting of the Operations and Oversight Committee will be held on Thursday, July 12, 2018 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, July 12, 2018 • 10:00 a.m.  
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

### AGENDA

1. Approval of the June 2018 Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
  - a. Request for approval of Contract 18-76521, General Printing Services
  - b. Request for approval of Contract C78361-01, Light Rail Overhaul Kits
  - c. Request for approval of Contract 18-76529, Property and Casualty Insurance Brokerage Services
  - d. Request for approval of Contract 17-75521R, Uniform Rental Services
  - e. Request for approval of Contract 18-76540, Strategic Regional Transit Transformation Project
3. Operations Update
4. Old and New Business
5. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday, August 9, 2018 at 10:00 a.m. in the 2<sup>nd</sup> Floor Board room at 509 E. 18<sup>th</sup> Street, Norfolk, VA**



# Meeting of the Operations and Oversight Committee

Thursday, June 14, 2018 • 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 Kanoyton, Hampton (via phone)  
Commissioner Parnell, Norfolk  
Commissioner Ross-Hammond, Virginia Beach  
Commissioner Woodbury, Newport News  
Commissioner Rowe, Portsmouth  
Commissioner Hennessee, VADRPT

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

Kimberly Ackerman, Chief Human Resource Officer  
Ray Amoruso, Chief Planning and Development Officer  
Amy Braziel, Sr. Executive Assistant  
Conner Burns, Chief Financial Officer  
Alesia Cain, Chief Information Technology Officer  
Margaret Denoncourt, Internal Auditor  
William Harrell, President and CEO  
Sonya Luther, Director of Procurement  
Maryann Martin, Operations Analyst II  
Michael Perez, Director of Rolling Stock  
Jim Price, Chief Operating Officer  
Benjamin Simms, Director of Bus and Rail Transportation  
Mark Stemple, Director of Maintenance  
Robert Travers, Corporate Counsel

The June 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
- Procurement Items for Approval

### **Approval of the May 2018 Minutes**

A motion to approve the May 2018 Meeting Minutes was made by Commissioner Hennessee and properly seconded by Commissioner Woodbury.

The May 2018 Meeting Minutes were approved by a unanimous vote

### **Request for Approval of Contract 17-75527, Armored Car Services**

Ms. Sonya Luther formally presented Contract 17-75527, Armored Car Services.

There was discussion regarding the rates charged on the current contract, how the rates are calculated and how often the collections are made.

Commissioner Ross-Hammond and Commissioner Rowe arrived at 10:05 a.m.

A motion to recommend approval of Contract 17-75527, Armored Car Services was made by Commissioner Woodbury and was properly seconded by Commissioner Hennessee.

Contract 17-75527, Armored Car Services was approved by a unanimous vote.

### **Request for Approval of Contract 18-78350, Bridge Repairs on Tide Light Rail Bridges**

Ms. Luther formally presented Contract 18-78350, Bridge Repairs on Tide Light Rail Bridges.

Mr. William Harrell stated that the contract being presented is to meet the goal of having and maintaining a state of good repair. Mr. Harrell stated that the issues associated with the bridge repairs were discussed with the City of Norfolk as were the budget impacts.

Current repairs, bridge inspections and safety of the light rail bridges were discussed. It was stated that the current issues with the bridges are not safety imminent issues.

It was stated that Norfolk is financially responsible for costs related to light rail.

There was discussion as to whether or not the original contractor was held responsible for issues that are to be fixed under the contract presented.

Infrastructure was discussed.

There was discussion regarding a possible warranty on the original work done on the light rail bridges. It was stated that the work is no longer under warranty. There was some discussion regarding the contractor that was selected in the contract as it pertains to work history and quality of work. Staff stated that they were satisfied with the incumbents' work history.

A motion to recommend approval of Contract 18-78350, Bridge Repairs in Tide Light Rail Bridges was made by Commissioner Rowe and was properly seconded by Commissioner Ross-Hammond

Contract 18-78350, Bridge Repairs in Tide Light Rail Bridges was approved by a unanimous vote.

**Request for Approval of Contract 18-76526, Elizabeth River Ferry Service**

Ms. Luther formally presented Contract 18-76526, Elizabeth River Ferry Service

There was some discussion regarding the length of the contract.

There was discussion regarding the price escalation of the proposed contract compared to the current contract as well as Elizabeth River Crossings cost for the one hour of service that they provide.

There was some discussion regarding the performance of the contractor and it was stated that the contractor was a good performer.

A motion to recommend approval of Contract 18-76526, Elizabeth River Ferry Service was made by Commissioner Rowe and was properly seconded by Commissioner Parnell

Contract 18-76526, Elizabeth River Ferry Service was approved by a unanimous vote.

**Request for Approval of Contract 18-76527 Ferry Repair Services.**

Ms. Luther formally presented Contract 18-76527, Ferry Repair Services.

There was some discussion regarding the term of the contract.

A motion to recommend approval of Contract 18-76527, Ferry Repair Service was made by Commissioner Woodbury and was properly seconded by Commissioner Rowe

Contract 18-76527, Ferry Repair Service was approved by a unanimous vote.

### **Request for Approval of Contract 17-75518 PeopleSoft Human Capital Management Managed Services**

Ms. Luther formally presented Contract 17-75518, PeopleSoft Human Capital Management Managed Services.

There was some discussion regarding PeopleSoft and the possibility of replacing the system.

Ms. Alesia Cain stated that there are currently no staff or resources available to maintain the system. Additionally, Ms. Cain stated that there is no funding to replace it at this time.

A motion to recommend approval of Contract 17-75518, PeopleSoft Human Capital Management Managed Services was made by Commissioner Rowe and was properly seconded by Commissioner Ross-Hammond.

Contract 17-75518, PeopleSoft Human Capital Management Managed Services was approved by a unanimous vote.

### **Request for Approval of Contract 18-76539, Oracle Enterprise Database Annual Support**

Ms. Luther formally presented Contract 18-76539, Oracle Enterprise Database Annual Support

There was some discussion regarding the cost differences between the vendors and the purpose of the Oracle Software.

A motion to recommend approval of Contract 18-76539, Oracle Enterprise Database Annual Support was made by Commissioner Ross-Hammond and was properly seconded by Commissioner Rowe.

Contract 18-76539, Oracle Enterprise Database Annual Support was approved by a unanimous vote.

### **Request for Approval of Contract 18-76536, Provide Heavy Duty Bus Batteries**

Ms. Luther formally presented Contract 18-76536, Provide Heavy Duty Bus Batteries

There was a request for staff to provide escalating cost information related to the heavy-duty bus batteries.

It was stated that HRT staff is installing the batteries.

A motion to recommend approval of Contract 18-76536, Provide Heavy Duty Bus Batteries was made by Commissioner Woodbury and was properly seconded by Commissioner Parnell

Contract 18-76536, Provide Heavy Duty Bus Batteries was approved by a unanimous vote.

### **Request for Approval of Purchase Order 78356, Tapered Bearings for Light Rail Vehicles**

Ms. Luther formally presented Purchase Order 78356, Tapered Bearings for Light Rail Vehicles.

There was some discussion regarding what happens when the bearings seize up.

There was discussion regarding funding for the bearings. It was stated that the bearings are part of maintaining a state of good repair.

A motion to recommend approval of Purchase Order 78356, Tapered Bearings for Light Rail Vehicles was made by Commissioner Woodbury and was properly seconded by Commissioner Parnell

Purchase Order 78356, Tapered Bearings for Light Rail Vehicles was approved by a unanimous vote.

There was some discussion regarding option years on HRT contracts. The Operations and Oversight Committee wants the option years that are exercised reported as well as the historical spend data on those contracts.

There was some discussion as to who monitors and manages the contracts.

### **Operations Update**

Mr. Jim Price updated the committee on summer service in Virginia Beach stating that the trolleys have been well received.

Mr. Price provided updates on the VDOT I-264 project which has caused weekend closures on a portion of the light rail.

There was discussion regarding how the public was being notified of the closures.

Mr. Price also provided an update on the recent Harborfest event.

Ridership challenges were discussed.

Staffing challenges and possible hiring events and programs were discussed. Commissioner Hennessee stated that hiring is a state-wide issue.

Operator shortages and the impact of overtime on the budget was discussed. The committee requested that staff keep them up to date on the staffing issues.

An update on the Union negotiations was given to the Committee.

Commissioner Parnell mentioned a military base pass requirement and the need to get staff qualified to have base access.

Mr. Benjamin Simms briefed the Committee on a Facility of the Month Challenge which allows for competition between the north and south side operations in 4 categories; attendance, customer service, preventable accidents and on-time performance (OTP). The north side won the first facility of the year challenge.

### **New and Old Business**

There was some discussion regarding the Governor appointees to the Board.

There was some discussion regarding the process if a Board member gets served with a summons. Mr. Robert Travers has requested that board members forward all summons related to HRT to him upon receipt.

Dr. Woodbury mentioned a propane gas initiative as a fuel savings and suggested that HRT look into this resource.

Mr. Price stated that HRT is very interested in alternative fuels but the facility upgrade that would have to be done to accommodate the alternative fuels is the bigger issue.

Commissioner Hennessee stated that Bay Transit has 5-6 propane vehicles and provided contact information for the person that can provide information to HRT.

There was additional discussion regarding alternate fuel vehicles.

Ms. Margaret Denoncourt gave an audit update stating that she was wrapping up a money room audit as well as the annual policy and procedure review.

Ms. Denoncourt stated that she will be starting on a Safety and Security audit in July.

**Adjournment**

The meeting was adjourned at 11:13 a.m.

Respectfully submitted by:  
Amy Brazier, Sr. Executive Assistant

<b>Contract No:</b>	18-76521	<b>Title:</b>	General Printing Services (Renewal)	<b>Base Year Price: Option Year Price:</b>	\$170,000  \$680,000 w/ 4 1-yr Options
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**Acquisition Description:** Enter into a renewal and consolidation contract with a qualified Contractor to provide general printing services on a Task Order (TO) basis.

**Background:** HRT requires the services of a printing contractor to assist in the production of printed materials such as folders, catalogs, business cards, folded maps, forms, brochures, flyers, posters, newsletters, thank you cards, bus route schedules, Virginia Beach Wave Schedules, etc. used to inform and market to the public, as well as reports, reference books, road call books, etc. utilized by HRT's Operations and Maintenance Department. Under the terms of this agreement, the Contractor shall produce ordered materials in-house; and provide all labor, materials, transportation, equipment and facilities necessary to supply and deliver the various printed items specified in the Price Schedule.

**Contract Approach:** A Request for Proposal (RFP) was issued on February 10, 2018. Twelve (12) proposals were received on April 10, 2018 from the following firms:

- B & B Printing
- Centric Communications
- Cenveo Corporation
- EcoPrint, Inc.
- FCL Graphics, Inc.
- Fidelity Printing, Inc.
- Jones Printing Service, Inc. (Jones)
- Liskey and Sons Printing, Inc. (Liskey)
- 21st Century Media Newspaper, LLC dba Nittany Valley Offset
- Preferred Direct Marketing (Preferred)
- Professional Printing Center, Inc.
- KM Printing dba Strategic Factory

In response to the RFP, proposers were required to provide unit prices for various printed materials specified in the Price Schedule, to be utilized when establishing pricing for required TOs.

Upon review and evaluation of the technical proposals, Jones, Liskey and Preferred were rated best to meet the Scope of Work (SOW) requirements based on information provided in regard to the firms' overall approach and experience. As a result, HRT staff determined that no technical presentations or clarifications were necessary, and the three (3) firms were invited for discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and confirming each firm's approach to performing the services. At the conclusion of negotiations, Best and Final Offers (BAFO) were requested from all three (3) firms.

After an in-depth review and analysis of the BAFOs received, HRT staff determined that Liskey provided the best value based on a combination of technical capability and price. Liskey's unit prices were deemed fair and reasonable based on a price analysis performed utilizing historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Liskey is technically and financially capable to perform the work.

<b>Contract No:</b>	18-76521	<b>Title:</b>	General Printing Services (Renewal)	<b>Base Year Price:</b> <b>Option Year Price:</b>	\$170,000 \$680,000 w/ 4 1-yr Options
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Liskey is located in Norfolk and has performed similar work for the City of Virginia Beach, Virginia Beach City Public Schools, Old Dominion University and the Norfolk Tides Baseball Club. Liskey has also provided similar services for HRT satisfactorily.

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

No DBE Goal was assigned for the overall solicitation. HRT's DBE Coordinator 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 with operating funds.

**Project Manager:** Gene Cavasos, Director of Marketing and Communications.

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Liskey and Sons Printing, Inc. to provide general printing services. The cumulative amount of all TOs issued under this contract will not exceed \$850,000 over the five-year period.

<b>Purchase Order No.:</b>	C78361-01	<b>Title:</b>	Light Rail Vehicle Overhaul Kits	<b>Price:</b>	\$100,864.19
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**Acquisition Description:** Award a Purchase Order (PO) for a vendor to provide brake overhaul kits for the maintenance of HRT's Light Rail Vehicles (LRV).

**Background:** HRT currently owns and operates nine (9) LRVs. Each LRV truck has a hydraulic hand pump on board that is utilized for releasing brakes in the event an LRV needs to be towed off of the alignment. Unpowered LRV trucks are equipped with a hydraulic braking system that includes a rotor style brake and hydraulic selector valves. A recent assessment of the LRVs revealed that seals are leaking; hoses are showing signs of wear; and, brake calipers require overhaul as the LRVs have all exceeded 300,000 miles of operation. Under the terms of this agreement, the Contractor shall provide overhaul kits for the braking systems for powered and unpowered LRV trucks.

**Contract Approach:** A Request for Quote (RFQ) was issued on June 4, 2018. Two (2) quotes were received on June 6, 2018 from the following firms:

- Knorr Brake Company (Knorr)
- Siemens Industry, Inc. (Siemens)

After an evaluation of the quotes received, HRT staff determined that Siemens was deemed non-responsive (not in compliance with submittal requirements) due to incomplete overhaul kits. Therefore, HRT staff determined that Knorr was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform) and eligible for award. Knorr is also the Original Equipment Manufacturer (OEM) of the LRV braking system components.

Based on a price analysis performed and the fact that the pricing was obtained in a competitive environment, Knorr's quote is deemed fair and reasonable. A contractor responsibility review performed confirmed that Siemens is technically and financially capable to provide the requested items.

Knorr is based out of Munich Germany and has been a provider for rail and transit authorities for over one hundred and ten (110) years. Knorr has also provided materials and parts to HRT satisfactorily.

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

**Project Manager:** Wayne Groover, Senior Manager of Rail Vehicle Maintenance

**Contracting Officer:** Keisha Hurst, Buyer II

**Recommendation:** It is respectfully recommended that the Commission approve award of a Purchase Order to Knorr Brake Company. to provide brake caliper overhaul kits in the total amount of \$100,864.19.

<b>Contract No.:</b>	18-76529	<b>Title:</b>	Property and Casualty Insurance Brokerage Services (Renewal)	<b>Three Year Base Price:</b> <b>Option Year Pricing:</b>	\$112,500 \$80,000 w/2 1-yr. Options
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide Property and Casualty insurance brokerage services.

**Background:** Hampton Roads Transit (HRT) has a requirement to procure professional insurance brokerages services for the placement of HRT’s property and casualty insurance coverage involving all of HRT’s assets and operations which includes bus, rail, administrative and contractual agreements. Under the terms of this agreement, the Contractor shall conduct market reviews, identify available insurers meeting HRT’s requirements, provide overall insurance program advise, conduct claim reviews, negotiate pricing and placement of coverage with insurers, and provide other related risk management services.

**Contract Approach:** A Request for Proposal (RFP) was issued on February 28, 2017. Five (5) proposals were received on April 19, 2018 from the following firms:

- Arthur J. Gallagher Risk Management Services, Inc.
- Aon Risk Services, Inc.
- Towne Insurance Agency, LLC
- USI Insurance Services (USI)
- Willis of Virginia, Inc. (Willis)

Upon review and evaluation of the technical proposals, USI and Willis were deemed the most technically qualified to meet the requirements of the Scope of Work (SOW) and were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of discussions, and in an effort to obtain more favorable pricing, negotiations were held with Willis for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and confirming the firms’ approach to providing the services. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested, which excluded an \$18,125 allowance for additional services originally requested from the offerors as it was determined through negotiations that this allowance was unnecessary.

After an in-depth review and analysis of the BAFO received, HRT staff determined that Willis provided the best value based on a combination of technical capability and price. Willis’s total pricing decreased by \$15,500, or approximately 7.5%. Willis’s pricing was deemed fair and reasonable based on a price analysis performed using historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Willis is technically and financially capable to perform the work.

Willis is located in Norfolk, VA, and has provided similar services to the Virginia Port Authority in Norfolk, VA; the City of Newport News; the City of Virginia Beach; and, WMATA in Washington, DC. Willis has also performed these services for HRT satisfactorily.

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

<b>Contract No.:</b>	18-76529	<b>Title:</b>	Property and Casualty Insurance Brokerage Services (Renewal)	<b>Three Year Base Price: Option Year Pricing:</b>	\$112,500 \$80,000 w/2 1-yr. Options
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No DBE goal was assigned for this solicitation.

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

**Project Manager:** Danielle Hill, Human Resources Compliance Manager

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Willis of Virginia, Inc. to provide property and casualty insurance brokerage services in the not-to-exceed amount of \$192,500 over five (5) years.

### SOLICITATION RESULTS

OFFEROR	OFFER	OFFER*	BEST AND FINAL OFFER
USI Insurance Services	\$150,000	\$150,000**	N/A
<b>Willis of Virginia, Inc.</b>	<b>\$226,125</b>	<b>\$208,000</b>	<b>\$192,500</b>
Towne Insurance Agency, LLC	\$268,125	\$250,000	N/A
Aon Risk Services, Inc.	\$278,625	\$260,500	N/A
Arthur J. Gallagher Risk Management Services, Inc.	\$768,125	\$750,000	N/A

\*Allowance for additional services removed.

\*\*USI deleted the allowance in the original offer.

Willis of Virginia, Inc.'s Summary					
Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
\$37,500	\$37,500	\$37,500	\$40,000	\$40,000	\$192,500

<b>Contract No:</b>	17-75521R	<b>Title:</b>	Uniform Rental Services (Renewal)	<b>Base Year Price:</b>	\$80,043.08
				<b>Total Option Price:</b>	\$320,172.32 w/4-1 yr. options

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide uniform rental services for its maintenance staff located at various facilities throughout Hampton Roads.

**Background:** Hampton Roads Transit's (HRT) is required to provide uniforms for its maintenance staff and supervisors. Under the terms of this agreement, the Contractor shall obtain individual measurements to ensure that the uniforms provided fit properly and shall provide new uniform shirts, pants, coveralls, rags, and uniform lockers and racks. The Contractor shall also launder and press uniforms on a weekly basis and keep uniforms in good repair and/or replace as needed.

**Contract Approach:** A Request for Proposal (RFP) was issued on February 2, 2018. Two (2) proposals were received on March 15, 2018 from the following firms:

- Cintas Corporation No. 2 (Cintas)
- Unifirst Corporation (Unifirst).

In response to the RFP, Proposers were required to provide a technical proposal and a price proposal that included unit prices for a variety of uniforms and accessories HRT anticipates its maintenance staff and supervisors will need during the term of the Contract.

Upon review and evaluation of the technical proposals, Unifirst was rated best to meet the requirements of the Scope of Work (SOW) based on information provided in regard to the firm's overall approach and experience. As a result, HRT staff determined that no technical presentations or clarifications were necessary. Discussions and negotiations were held with Unifirst and focused on clarifying assumptions made in establishing pricing and reducing uniform rental unit prices proposed. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO, HRT staff determined that Unifirst provided the best value to HRT based on a combination of technical capability and price. Unifirst's total pricing decreased by \$26,254.80, or approximately 6.16%. Unifirst's unit prices are deemed fair and reasonable based on a price analysis performed using historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Unifirst is technically and financially capable to perform the work.

Unifirst is located in Norfolk, VA; and, has provided similar services to Olam Edible Nuts in Elizabeth City, NC; Christopher Newport University in Newport News, VA; Virginia International Terminals in Norfolk, VA; and, YUPO in Chesapeake.

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

No DBE goal was assigned for this solicitation.



<b>Contract No:</b>	18-76540	<b>Title:</b>	Strategic Regional Transit Transformation Project	<b>Price:</b>	\$427,811.01
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**Acquisition Description:** Enter into a contract with a qualified firm to complete multi-faceted strategic planning and supportive services to enable comprehensive organizational and operational transformations.

**Background:** The 2018 General Assembly passed new legislation requiring certain transit agencies to adopt new strategic plans, and Hampton Roads Transit (HRT) has been successful in positioning HRT to be one of two agencies in the Commonwealth that will be first to meet this new requirement. Funding was approved by the Commonwealth Transportation Board as part of the Virginia Department of Rail and Public Transportation’s (VDRPT’s) six-year program.

The project will empirically evaluate major areas (regional transit planning and services, governance, and funding models) targeted for strategic action and will determine next steps to specifically follow-up on transformational organizational and operational challenges broadly outlined in the Financial Management Review (FMR) conducted under VDRPT direction in FY2018. The FMR findings urged HRT “to evaluate its overall strategic direction” aiming for long-term funding and operational sustainability.

In addition to pursuing reforms broadly outlined in the FMR, the purpose of the project is for HRT and local/regional stakeholders to determine viable options to transforming regional transit services for ridership market growth and long-term sustainability with reliable funding mix and funding models. To that end, HRT is utilizing this study effort to address three critical areas: 1) regional transit planning and service, 2) funding models, and 3) governance structure. The Project will enable a comprehensive organizational and operational review be conducted that can lead to a phased implementation within five to ten years.

HRT recognizes there are incredible transformations taking place in the broader transportation marketplace. The time has come to engage in comprehensive organizational and operational transformations. HRT’s six municipal funding partners has charged the agency to embrace innovation that will shift the agency from simply providing forms of capacity, to functioning more as a mobility partner and integrator across a range of transportation services. In short, HRT is seeking to take bold new steps forward. HRT’s vision is to be a valued regional partner that drives prosperity and makes life better for our community.

The Project will satisfy the new State requirement for an urban transit agency strategic plan (which may serve as a template for other agencies); empirically evaluate major areas targeted for strategic action related to operations, funding, and governance; identify next steps with costs and implementation plans; and coordinate among stakeholders for problem solving and supporting implementation of transformational changes.

**Contract Approach:** A Request for Proposals (RFP) was issued on April 12, 2018. Five (5) proposals were received on May 18, 2018 from the following firms:

- IKnow, LLC
- Jarrett Walker and Associates (JWA)
- Nelson/Nygaard Consulting Associates, Inc. (Nelson/Nygaard)
- TransPro Consulting, LLC
- WSP USA, Inc. (WSP)

<b>Contract No:</b>	18-76540	<b>Title:</b>	Strategic Regional Transit Transformation Project	<b>Price:</b>	\$427,811.01
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Upon review and evaluation of the technical proposals, three (3) firms were rated best to meet the Scope of Work (SOW) requirements. The three firms, JWA, Nelson/Nygaard and WSP were invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work (SOW).

At the conclusion of discussions, negotiations were held with WSP for the purpose of a possible award, based on the firm’s strong technical qualifications and information presented during the presentations regarding their overall proposed project approach. Discussions and negotiations with WSP focused on reallocating and/or increasing the level of effort assigned to various Tasks and clarifying miscellaneous scope items. In an effort to ensure that WSP altered the hours as discussed, a request for an Interim Price Proposal was issued.

Upon review and evaluation of the interim proposal received, a Best and Final Offer (BAFO) was requested. Based on the results of the BAFO, HRT staff determined that WSP provided the best value to HRT based on a combination of technical capability and price. Although the total price increased from the original offer, it decreased by \$6,766.25, or approximately 1.5% from the interim proposal offer. WSP’s pricing is deemed fair and reasonable based on the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that WSP is both technically and financially capable to perform the work.

WSP, located in Washington, DC, has provided similar services to the Metropolitan Transit Authority of Harris County in Houston, TX; Washington Metropolitan Area Transit Authority in Washington, DC; and, Maryland Transit Administration in Baltimore, MD.

The period of performance for this contract is sixteen (16) months.

No DBE goal was established for this solicitation.

**Cost/Funding:** This contract will be funded through a VDRPT “Demonstration Grant” at an 80% participation from the State and a 20% match from HRT’s Advanced Capital Contribution (ACC) funding.

**Project Manager:** Brian Smith, Chief of Staff

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to WSP USA, Inc. to assist HRT with a strategic regional transit transformation solution in the not-to-exceed amount of \$427,811.01.

<b>Contract No:</b>	18-76540	<b>Title:</b>	Strategic Regional Transit Transformation Project	<b>Price:</b>	\$427,811.01
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**SOLICITATION RESULTS**

<b>OFFEROR</b>	<b>ORIGINAL OFFER</b>	<b>INTERIM PROPOSAL</b>	<b>BEST AND FINAL OFFER</b>
TransPro Consulting, LLC	\$278,376.00	N/A	N/A
<b>WSP USA, LLC</b>	<b>\$366,749.92</b>	<b>\$434,577.26</b>	<b>\$427,811.01</b>
Jarrett Walker and Associates	\$399,570.00	N/A	N/A
Nelson/Nygaard Consulting Associates, Inc.	\$743,082.00	N/A	N/A
Iknow, LLC	\$1,521,265.00	N/A	N/A