



Meeting of the Operations and Oversight Committee

Thursday, September 27, 2018 • 12:00 p.m.
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

A meeting of the Operations and Oversight Committee has scheduled to be held on Thursday, September 27, 2018 at 12:00 pm, just prior to the regular TDCHR Meeting 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 27, 2018 • 12:00 p.m.
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

AGENDA

1. Approval of the August 2018 Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Purchase Order 78362, Light Rail Vehicle State of Good Repair Equipment
 - b. Request for approval of Contract 18-78355, Peninsula Bus Rapid Transit Documented Categorical Exclusion
3. LoNO Grant Update
4. Internal Audit Update
5. Operations Update
6. Old and New Business
7. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, October 11, 2018 at 10:00 a.m. in the 2nd Floor Board room at 509 E. 18th Street, Norfolk, VA



Meeting of the Operations and Oversight Committee

Thursday, August 9, 2018 • 10:00 a.m.
2nd Floor Board Room • 508 E. 18th Street, Norfolk, VA

MEETING MINUTES

Call to Order

Commissioner Parnell of Norfolk called the meeting to order at 10:05 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Alt. Commissioner Jackson, Portsmouth
Commissioner Parnell, Norfolk
Commissioner Woodbury, Newport News
Commissioner Grey, Hampton
Alt. Commissioner Inman, Norfolk

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Keisha Branch, Grants Administration & DBE Officer
Conner Burns, Chief Financial Officer
Alesia Cain, Chief Information Technology Officer
Gene Cavazos, Director of Marketing & Communications
Alonzo Crittenden, Regional Sales Manager
Margaret Denoncourt, Internal Auditor
Sheri Dixon, Manager of Revenue Services
Wayne Groover, Sr. Manager of Rail Vehicle Maintenance & LR Materials
William Harrell, President and CEO
Ron Hodges, Director of Business Development
Tom Holden, Media Specialist
Jamie Jackson, Title VI Compliance Officer
Kimberly Lovett, Advertising Sales Specialist
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst II
Danielle Burton, Operations Support Technician
Shanti Mullen, Auditor
LeRoy Padgett, Engineer
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project & Contract Administrator
Luis Ramos, Sr. Executive Assistant
Benjamin Simms, Director of Bus and Rail Transportation
Brandon Singleton, Asst. Director of Budget

Brian Smith, Chief of Staff
Derrick Snowden, Chief Safety & Security Officer
Mark Stemple, Director of Maintenance
Brittany Sumpter, DBE and Grants Coordinator
Robert Travers, Corporate Counsel
Fevrier Valmond, Sr. Contract Specialist

The August Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

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

Approval of the July 2018 Minutes

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

The July 2018 Meeting Minutes were approved by a unanimous vote.

Commissioner Inman arrived at 10:10 a.m.

Request for Approval of Contract 18-76541, Elizabeth River Ferry Docks Enhanced Amenities Design

Ms. Sonya Luther formally presented Contract 18-76541, Elizabeth River Ferry Docks Enhanced Amenities Design.

Commissioner Woodbury asked for clarification of the scope of the project. Ms. Sibyl Pappas stated that this was for the enhancement design of amenities and repair for the four ferry docks only.

A motion to recommend approval of Contract 18-76541, Elizabeth River Ferry Docks Enhanced Amenities Design was made by Commissioner Woodbury and was properly seconded by Commissioner Jackson.

Contract 18-76541, Elizabeth River Ferry Docks Enhanced Amenities Design, was approved by a unanimous vote.

Request for Approval of Contract 18-C78361-01, Light Rail Overhaul Kits

Ms. Luther formally presented Contract 18-C78361-01, Light Rail Overhaul Kits.

A motion to recommend approval of 18-C78361-01, Light Rail Overhaul Kits was made by Commissioner Woodbury and was properly seconded by Commissioner Jackson.

18-C78361-01, Light Rail Overhaul Kits was approved by a unanimous vote.

Request for Approval of Contract 18-78365, Microsoft Enterprise Agreement Software License

Ms. Luther formally presented Contract 18-78365, Microsoft Enterprise Agreement Software License

A motion to recommend approval of Contract 18-78365, Microsoft Enterprise Agreement Software License was made by Commissioner Woodbury and was properly seconded by Commissioner Gray.

Contract 18-78365, Microsoft Enterprise Agreement Software License was approved by a unanimous vote.

Overview of HRT's Advertising Sale Program

Mr. Ray Amoruso presented an overview of HRT's Advertising Sales Program as enclosed in these minutes.

There was a discussion regarding the total square footage of advertising space on HRT buses versus capacity.

There was a discussion regarding exploring cost of digital versus static platforms. Mr. Amoruso explained the order of how businesses view spending advertising dollars in order of prevalence: social media, internet, billboards, and then public transit.

Action item: Staff to summarize total advertising space versus advertising space sold for all venues (buses, light rail PT vehicles, and all stations), as well as the actual hard cost of advertising.

Overview of HRT's Disadvantaged Business Enterprise (DBE) Program

Ms. Brittany Sumpter presented an overview of HRT's DBE Program as enclosed in these minutes.

There was discussion regarding which contractors may be counted towards the agency's DBE goals

Action Item: Commissioner Jackson requested that the advertising presentation be shared at the next Commission meeting.

Internal Audit Update

Ms. Margaret Denoncourt gave an update stating the Money Room Operations audit was completed and there were minimal findings.

Mr. Conner Burns stated that last month's farebox variance was 0.0003%, compared to the industry standard of 0.5%

The next scheduled audit will be of the Safety and Security Department.

Mobile Ticketing Update

Ms. Alesia Cain provided an update on the mobile ticketing initiative stating that on the 1st day, July 25th, the application received 34 patrons and no complaints.

It was stated that the program has received positive feedback from operators.

Mr. Gene Cavasos relayed that Marketing material was placed in hotels, launched on social media and vacation channels, displayed on the back of every trolleys, and made available as tear sheets for the operators to handout to passengers.

There will be a full briefing when the pilot is completed.

Operations Update

Mr. Benjamin Simms gave an update on Operations. He stated the last bus of the 28 new bus fleet arrived. 27 of the 28 new buses are already in revenue service.

Mr. Mark Stemple was asked about the impact to the overall size of the fleet. Mr. Stemple stated that the FTA dictates a 20% spare ratio and in September the fleet will be reduced by auctioning with consideration to age and condition.

New and Old Business

Mr. Harrell stated his excitement looking forward to working with the newest member of the board Commissioner Amy Inman of Norfolk.

Adjournment

The meeting was adjourned at 11:30 a.m.

Respectfully submitted by:
Amy Braziel, Sr. Executive Assistant

Purchase Order No.:	78362	Title:	Light Rail Vehicle State of Good Repair Equipment	Price:	\$436,132.00
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Acquisition Description: Award a Purchase Order (PO) for a vendor to provide horizontal dampers, suspension chevrons, and bearings for the State of Good Repair maintenance of HRT's Light Rail Vehicles (LRV).

Background: HRT currently owns and operates nine (9) LRVs. Each LRV powered truck is equipped with vulcanized rubber Chevrons as the Primary Suspension. Each LRV powered truck also has a Motor and Gearbox that each use a Spherical Bearing flexible mount to the frame. The powered and unpowered trucks use Horizontal Dampers as part of the stabilization and suspension system. The manufacturer recommends replacement at 300,000 miles and Chevron replacement at six (6) years due to deterioration of the vulcanized rubber. The LRV's have all surpassed 300,000 miles and are over eight (8) years old. This PO will provide for the replacement of the Chevrons, Horizontal Dampers and Spherical Bearings used for the stabilization and suspension systems of the powered and unpowered LRV trucks.

Contract Approach: A Request for Quote (RFQ) was issued on June 4, 2018. One (1) quote was received on June 6, 2018 from Siemens Industry, Inc.

After an evaluation of the quote received, HRT staff determined that Siemens was responsive (in compliance with submittal requirements) and responsible (capable to perform) and eligible for award. Siemens is also the Original Equipment Manufacturer (OEM) of the LRV's.

Based on a price analysis performed Siemen'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.

Siemens is headquartered in Munich, Germany and has been a provider for rail and transit authorities for over one hundred and seventy-one (171) years.

Cost/Funding: This Purchase Order will be funded by grant funds.

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

Contracting Officer: Fevrier Valmond, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve award of a Purchase Order to Siemens Industry, Inc. to provide new horizontal dampers, suspension chevrons and spherical mount bearings for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$436,132.00.

Contract No:	18-78355	Title:	Peninsula Bus Rapid Transit Documented Categorical Exclusion	Price: Term:	\$1,390,391 12 Mos.
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Acquisition Description: Enter into a contract with a qualified firm to prepare a documented categorical exclusion.

Background: Hampton Roads Transit (HRT), in coordination with the City of Hampton and the City of Newport News has identified the need for high capacity transit service within HRT's existing service area on the Virginia peninsula. A corridor study was completed in 2017 identifying two (2) potential corridors for high capacity transit and Bus Rapid Transit (BRT) as the preferred mode. Under the terms of this agreement, the Consultant will prepare a Documented Categorical Exclusion (CE) and ancillary deliverables with the intended purpose to evaluate reasonable alternatives in preparation for selection of a preferred alternative to advance into the FTA Project Development process under the Capital Investment Grant (CIG) program.

Contract Approach: A Request for Proposals was issued on June 7, 2018. Four (4) proposals were received on July 19, 2018 from the following firms:

- Kimley-Horn and Associates, Inc. (Kimley-Horn)
- Michael Baker International, Inc. (Michael Baker)
- Parsons Transportation Group, Inc.
- RK&K, Inc. (RK&K)

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, Kimley-Horn, Michael Baker and RK&K 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 Kimley-Horn 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. Negotiations focused on reducing their proposed pricing and clarifying miscellaneous scope items. At the conclusion of negotiations, a Best and Final Offers (BAFO) was requested.

After an analysis of the BAFO received, HRT Staff determined that Kimley-Horn's proposal provided the best value to HRT based on a combination of technical capability and price. As a result of a price analysis conducted and the fact that pricing was obtained in a competitive environment, Kimley-Horn's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Kimley-Horn is both technically and financially capable to perform the work.

Contract No:	18-78355	Title:	Peninsula Bus Rapid Transit Documented Categorical Exclusion	Price: Term:	\$1,390,391 12 Mos.
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Kimley-Horn has an established office in Baltimore, MD and has successfully completed similar work for the Greater Richmond Transit Company in Richmond, VA; the Williamsburg Area Transit Authority in Williamsburg, VA; and, Metro Transit in St. Paul, MN. Kimley-Horn has also provided similar services to HRT satisfactorily.

The Contract period of performance is twelve (12) months.

A DBE goal of 9% was established for this solicitation and Kimley-Horn has committed to 18% DBE participation.

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

Project Manager: Samantha Sink, Transit Development Planner

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Kimley-Horn and Associates, Inc. to perform a Peninsula bus rapid transit documented categorical exclusion in the not-to-exceed amount of \$1,390,391.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
RK&K, Inc.	\$589,900	N/A
Parsons Transportation Group, Inc.	\$1,149,978	N/A
Kimley-Horn and Associates, Inc.	\$1,411,877	\$1,390,391
Michael Baker International, Inc.	\$1,447,708	N/A

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Industrial Vending and Inventory Management Services	To provide reliable industrial vending and inventory management services at various facilities within the Hampton Roads Service area.
Information Technology Risk Assessment Consulting Services	To provide an IT Risk Assessment which involves a detailed investigation of system architecture, with a special focus on Sensitive Data systems, to include financials, Personally Identifiable Information management and revenue services. Security controls shall be reviewed, documented and assessed against industry best practices.
Security Guard Services	To provide security guard services at various HRT locations throughout the Hampton Roads Service area.
Legal Services	To provide high quality legal services on an as needed basis for General Counsel, Corporate, Liability Defense, Workers' Compensation and Labor and Employment.
Lawn and Landscaping Services	To perform a variety of general lawn and landscaping maintenance services on HRT properties.
Banking Services	To provide core banking services and a revolving line of credit.
HRT Fleet Vehicle Body, Paint and Graphics Repair Services	To provide routine and emergency body repair services for HRT's fleet vehicles.
Healthcare Reporting Services	To provide a full-service solution to support compliance with the current Affordable Care Act healthcare annual reporting.
Light Rail Video Surveillance System Upgrade	To furnish and install Apollo Video Technology's RoadRunner High Definition Mobile Recording Systems on HRT's fleet of Light Rail Vehicles.