



Meeting of the Operations and Oversight Committee

Thursday, October 11, 2018 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

A meeting of the Operations and Oversight Committee is scheduled for Thursday, October 11, 2018 at 10:00 am at 509 E.18th Street, Norfolk, VA.

The agenda and supporting materials are included in this package for your review.



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AGENDA

1. Approval of the September 2018 Operations and Oversight Committee Meeting Minutes
2. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 18-78373, Agency Enterprise Asset Management System
 - b. Request for approval of Contract 18-78359R, Light Rail Surveillance System Upgrade
 - c. Request for approval of Contract 18-78384, Ten (10) 29' Low Floor Diesel Buses
 - d. Upcoming Procurements
3. Operations Update
4. Old and New Business
5. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, November 1, 2018 at 10:00 a.m. at the Hilton Norfolk The Main 100 E. Main Street, Norfolk, VA (additional details forthcoming)



Meeting of the Operations and Oversight Committee

Thursday, September 27, 2018 • 11:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd, Hampton, VA

MEETING MINUTES

Call to Order

Commissioner Parnell of Norfolk called the meeting to order at 11:00 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Gray, Hampton
Commissioner Hennessee, DRPT
Alt. Commissioner Inman, Norfolk
Commissioner Kanoyton, Hampton
Commissioner Rowe, Portsmouth
Commissioner Woodbury, Newport News
Commissioner Parnell, Norfolk

Additional Commissioner in attendance:

Alt. Commissioner Jackson, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Alt. Commissioner Sorey, Chesapeake
Commissioner Wood, Virginia Beach

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Keisha Branch, Grants Administration & DBE Officer
Conner Burns, Chief Financial Officer
David Burton, General Counsel, Williams Mullen
Alesia Cain, Chief Information Technology Officer
Gene Cavazos, Director of Marketing & Communications
Margaret Denoncourt, Internal Auditor
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
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst II
Danielle Burton, Operations Support Technician
Shanti Mullen, Auditor
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

Others in Attendance:

Jennifer DeBruhl, DRPT
Ron Jordan, Advantics Strategies
Eric Nelson, HDR
Rick Nav, Kimley Horn

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 Previous Meeting
- Procurement Items for Approval

Approval of the August 2018 Minutes

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

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

Request for Approval of Purchase Order 78362, Light Rail Vehicle State of Good Repair Equipment

Ms. Sonya Luther formally presented Purchase Order 78362, Light Rail Vehicle State of Good Repair Equipment.

A motion to recommend approval of Purchase Order 78362, Light Rail Vehicle State of Good Repair Equipment was made by Commissioner Gray and was properly seconded by Commissioner Hennessee.

Purchase Order 78362, Light Rail Vehicle State of Good Repair Equipment was approved by a unanimous vote.

Request for Approval of Contract 18-78355, Peninsula Bus Rapid Transit Documented Categorical Exclusion.

Ms. Luther formally presented Contract 18-78355, Peninsula Bus Rapid Transit Documented Categorical Exclusion.

Commissioner Ross-Hammond arrived at 11:05 a.m.

There was a discussion regarding the deliverables of Contract 18-78355, to include the utilization of federal funding for the contract and requirements associated with same.

Commissioner Rowe arrived at 11:08 a.m.

There was a discussion regarding the study that was conducted, the life of the study and the timeframe in which decisions need to be made.

There was a discussion regarding price differences among bidders and the failure of one bidder to address one key aspect/requirement from the Request for Proposal (RFP).

Staff stated that one bidder failed to provide a cost for a particular task that was contained in the RFP. The bidder was given the opportunity to revise its bid pricing and include the omitted task but refused.

Commissioner Wood inquired why staff did not declare the bidder to be unresponsive. Mr. David Burton stated that the bidder in question was a responsive and responsible bidder based on staff's initial review of the bidder's technical qualifications. Mr. Burton suggested staff add a footnote to clarify these issues in the future.

Commissioner Rowe moved for approval of Contract 18-78355, Peninsula Bus Rapid Transit Documented Categorical Exclusion. Commissioner Gray seconded the motion.

Contract 18-78355, Peninsula Bus Rapid Transit Documented Categorical Exclusion was approved by a unanimous vote.

Lo-No Grant Update

Mr. Jim Price gave a presentation regarding a Lo-No Grant received by Hampton Roads Transit.

There was discussion regarding the life span, costs, and maintenance of electric buses.

There was discussion regarding the range of an electric bus and what affects the length of a charge.

Internal Audit Update

Ms. Margaret Denoncourt provided an update on work being conducted by the Internal Audit department to include improvements that have been made on HRTs credit card policy and use.

It was stated that budget practices TSP was discussed Monday and will be continued next month.

Ms. Denoncourt stated that HRT has put a procedure and staff in place to monitor contracts.

Operations Update

Mr. Jim Price provided an update on hurricane Florence and HRTs approach to preparing for the storm.

There was a question related to how HRT addressed any special needs such as medical appointments. Mr. Price stated that when HRT shuts down, there is no service. HRT was in touch with various medical centers and major employers regarding the service shut down so that accommodations could be made for emergency situations.

Commissioner Wood stated that city managers understood the consequence of a full system shut down and were prepared to assist with emergency transport.

Commissioner Ross-Hammond commended HRT for its work during the potential storm.

Storm cost estimates are being gathered by HRT staff and will be shared once that information is available.

HRT has conducted a debrief regarding its efforts in the storm preparation efforts in order to find efficiencies.

Commissioner Gray stated that most issues have been addressed in localities related to moving patients, etc. and doesn't feel that HRT needs to work out a plan as the cities should be responsible for themselves and what they need to do for evacuees.

Mr. Derrick Snowden provided an update on Safety and Security as it relates to storm preparation activities.

New and Old Business

There was no old or new business discussed.

WSP Presentation

Brian Smith gave an introduction to the regional transit transformation project that is getting underway since the Commission approved a contract awarded to the firm WSP. Dr. Smith gave background on the project and discussed the opportunity to foster a shared commitment with HRT partners and across the region.

Ms. Jennifer Debruhl, DRPT Chief of Public Transportation, spoke of changes happening across the public transportation industry and the need to examine how agencies can be more efficient and effective. Ms. Debruhl also spoke of the new Urban Agency Strategic Plan requirements. Dr. Smith noted the current project will satisfy the new state requirements. There was discussion regarding the State supporting two pilot programs with funding, which include HRT and Lynchburg.

There was discussion regarding WMATA and how the funding of WMATA affects other agencies in the State. There was discussion regarding the new performance-based measures that are going to be implemented started next year, and how this further supports the value of examining the performance of the current HRT system and what changes should be made as a result of the strategic planning effort.

Mr. Roy Kienitz with WSP gave a presentation on their background and roles and responsibilities for the project.

There was discussion regarding WSP meeting with partner cities.

There was discussion regarding Task 4 and public outreach related to how outreach will be done and who are identified as stakeholders. It was stated that public outreach is not included under contract with WSP, however, Dr. Smith noted HRT will conduct significant public involvement efforts as part of the project using existing HRT resources and contracted support as well as engaging with external stakeholders. Dr. Smith presented a variety of means to support public involvement including a project website, social media, survey, stakeholder workshops, traditional and online public meetings, and pop-up meetings. Mr. Harrell noted that initial outreach started with reaching out to city managers and his desire to have cities involved throughout the entire process. There was discussion regarding how the HRTPO is involved per the new state guidelines as well as discussion regarding involvement with other local agencies such as WATA, Bay Transit, and Suffolk Transit and their potential involvement with the regional plan.

There was some discussion regarding the level of planning detail that is involved in the regional transportation initiative and if it is something that will be implementable. Mr. Harrell affirmed the project is oriented to enable implementation of system changes that require all partners to foster agreement on what kind of changes are warranted and would be supported systemwide.

Commissioner Kanoyton noted the importance of grassroots engagement. It was noted that HRT will incorporate public outreach as previously discussed, to include grassroots stakeholders and bus riders. It was suggested the ELAC committee work on these issues.

ACTION ITEM: Staff will report back to Commission with project updates to include how public outreach is being implemented.

Mr. Amoruso introduced Mr. Eric Nelson with HDR who is under contract with HRT stating that HRT will be issuing a task order regarding public engagement activities.

Adjournment

The meeting was adjourned at 1:00 a.m.

Respectfully submitted by:
Amy Braziel, Sr. Executive Assistant

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|---------------------|----------|---------------|---|--|--------------------------|
| Contract No: | 18-78373 | Title: | Agency Enterprise Asset Management System | Implementation and Base Year Price: Four (4) Years' Option Pricing: | \$1,631,380 \$384,447 |
|---------------------|----------|---------------|---|--|--------------------------|

Acquisition Description: Enter into a sole source contract with Trapeze Software Group, Inc. for the expansion of the current implementation of a Facilities Enterprise Asset Management (EAM) solution to all of HRT's transit assets.

Background: In 2017, HRT awarded a contract to Trapeze Software Group, Inc. (Trapeze) for the implementation of an EAM system for its Facilities Department (Facilities EAM). Trapeze is in the initial phase of the process to set up the Facilities EAM. HRT has available funding and the opportunity during the initial phase of the Facilities EAM to expand the system to all of HRT's transit assets, including rolling stock (Agency Asset Management). Expansion to a system wide Agency Asset Management at this point in time will result in a significant cost saving to HRT. Additionally, an Agency EAM ensures compliance with the FTA's Moving Ahead for Progress in the 21st Century Act (MAP-21) asset management requirements, while also providing an enterprise system for capital asset prioritization, work order management, and State of Good Repair (SGR) maintenance.

It should be noted that HRT's rolling stock asset management system, Spear, must be replaced in the near future as it is an outdated system and no longer supported by the manufacturer. In short, the expansion of the Facilities EAM system to a comprehensive asset system allows HRT to accelerate the replacement of its outdated rolling stock management program with uniform software at a significant cost savings to the agency without the need for additional funding from outside sources.

The project will leverage the current Facilities EAM solution and provide additional functionality and/or modules as needed to support the use of the solution for all transit assets: rolling stock, maintenance equipment, non-revenue vehicles, fare collection equipment, rail systems and linear infrastructure (track and guideway). Under the terms of this agreement, the Contractor shall provide system related professional services, such as project management, business process review, implementation support, data migration, data integration, configuration, report development and end user training.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Moreover, Section 6.8 of the HRT Policy and Procurement Manual permits sole source procurements in instances involving substantial duplication costs. Specifically, sole source procurements are permissible "(i)n the case of a follow-on Contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another Contractor would result in substantial duplication of costs that are not expected to be recovered through competition."

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|---------------------|----------|---------------|---|--|--------------------------|

Due to the specific requirements of this solicitation, including substantial duplication costs, full and open competition was not feasible. Trapeze is the sole provider of its EAM system. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A Request for Proposal (RFP) was issued on August 13, 2018 and Trapeze provided a responsive proposal on August 22, 2018 in the amount of \$2,027,079. The proposal included pricing for the vendor-hosted agency-wide EAM system, including software, hardware and implementation; the hardware license fee; software licensing fee; training; warranty; and, maintenance services.

Upon review and evaluation of the proposal, HRT staff determined that further discussions and negotiations needed to be held with Trapeze in order to clarify the proposed project approach and scope items and to address proposed pricing. After multiple discussions with Trapeze, HRT staff determined that the final proposed pricing, in the amount of \$2,015,827, provided the most advantageous option for HRT.

A price analysis was performed utilizing historical pricing and comparative pricing for other EAM systems. Based on the result of the price analysis performed, Trapeze's proposal is deemed fair and reasonable.

Trapeze is headquartered in Cedar Rapids, IA and has provided similar services to Alternate Concepts/Denver Commuter Rail (operators of MBTA Commuter Rail) in Boston, MA; Sound Transit Authority in Seattle, WA; and, Regional Transit District of Denver in Denver, CO. Trapeze has also performed similar services to HRT satisfactorily.

The period of performance for this contract is eighteen (18) months for implementation of the software and one (1) base year, with four (4) additional one-year options, for continued maintenance and support.

Cost/Funding: This contract will be funded with Grant and Operating funds.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Trapeze Software Group, Inc. to implement an agency Enterprise Asset Management system in the not to exceed amount of \$2,015,827.

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| Contract No: | 18-78359R | Title: | Light Rail Video Surveillance System Upgrade | Price: | \$159,728 |
| | | | | Term: | Three (3) Months |

Acquisition Description: Enter into a contract with a qualified Contractor to provide light rail video surveillance system upgrades.

Background: HRT requires a qualified Contractor to furnish and install Apollo Video Technology's RoadRunner High Definition Mobile Recording Systems on its fleet of Light Rail Vehicles (LRV). Under the terms of this agreement, the Contractor is required to provide all equipment, materials and labor to install the video surveillance equipment on HRT's fleet of LRVs. The Contractor shall also provide project management, system training, warranty and support services.

Contract Approach: An Invitation for Bids was issued August 31, 2018. One (1) bid was received on September 27, 2018 from Apollo Video Technology (Apollo). Upon review and evaluation of the bid, staff determined that Apollo was a responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and, is therefore eligible for award. A post-solicitation survey of vendors solicited concluded that most were not capable of providing the services requested in the Scope of Work as it was outside of their normal services and/or the inability to supply the required system components. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Apollo's bid price, in the amount of \$159,728 is deemed fair and reasonable based on a price analysis performed utilizing historical data and the independent cost estimate. A Contractor responsibility review confirmed that Apollo is technically and financially capable to perform the work.

Apollo, located in Bothell, WA, has provided similar services to San Diego Metropolitan Transit System, Milwaukee County Transit System, Knoxville Area Transit and Santa Cruz Metro Transit District.

The period of performance for this Contract is three (3) months.

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with Grant funds.

Project Manager: Alesia Cain, CIO/CTO

Contracting Officer: Jason Petruska, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Apollo Video Technology for light rail video surveillance system upgrade services in the not-to-exceed amount of \$159,728.

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| Contract No: | 18-78384 | Title: | Ten (10) 29' Low Floor Diesel Buses | Price: | \$4,640,980 |
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Acquisition Description: Piggyback on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure ten (10) 29' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase ten (10) 29' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$377,517 for a standard 29' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$464,098. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$464,098 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

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

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure ten (10) heavy duty 29' low floor diesel buses in the total amount of \$4,640,980.

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. |
| Elizabeth River Ferry Dock Reconstruction | To provide the design and reconstruction of four (4) ferry docks for the Elizabeth River Ferry. |
| Bus Exhaust and Emission Services | To provide services which reduce exhaust and emission system related service calls while meeting the latest maintenance requirements established by the OEM and compliance with applicable clean air regulations. |