



Meeting of the Operations and Oversight Committee

Thursday, February 13, 2020 • 10:00 a.m.
2nd Floor Boardroom, 509 E. 18th Street, Norfolk, VA

A meeting of the Operations and Oversight Committee is scheduled for Thursday, February 13, 2020 at 10:00 a.m. in the 2nd Floor Boardroom, 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 January 2020 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 19-00061, Newport News Transit Center Exterior Site Reconstruction
5. Notice of Task order for Contract 19-00051, Architectural and Engineering Services, Task Order 1 Under the terms of Task Order 1, the Consultant shall provide services in support of developing the 30-Year Facilities Plan. Hampton Roads Transit (HRT) owns and leases facilities to support transit operations across the region. HRT's goals in developing the 30-Year Facilities plan are to identify projects and develop strategies for facilities that:
 1. Support the business needs of the agency;
 2. Are healthy, safe and sustainable;
 3. Are used efficiently; and,
 4. Use funding effectively.

The 30-Year Facilities Plan shall meet a variety of workplace objectives including serving customers more efficiently, reducing HRT's environmental impact, enhancing environmental sustainability, increasing employee productivity, and making the workplace more adaptable. This Task Order is funded with Grant Funds.
6. Options to be Exercised May 2020
7. Upcoming Commission Approvals
8. Operations Update

9. Old and New Business

9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on
Thursday, March 12, 2020**



Meeting of the Operations and Oversight Committee

Thursday, January 9, 2020 • 10:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

MEETING MINUTES

Call to order

Commissioner Rowe called the meeting to order at 10:04 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Kanoyton, Hampton
Commissioner Woodbury, Newport News
Commissioner Rowe, Portsmouth
Commissioner Mucha, DRPT

Hampton Roads Transit Staff in attendance:

Misty Allen, Contracts Administrator
Ray Amoruso, Chief planning and Development Officer
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer
Danielle Burton, Operations Technician
William Collins, Facilities Maintenance Manger
Jennifer Dove, DBE & Grants Coordinator
Erin Glen, Interim CIO/CTO
Rick Justice, Manager of Security
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst II
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project & Contract Administrator
Jim Price, Chief Transit Operations Officer
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Director of Bus and Rail Transportation, & Security
Mark Stemple, Director of Maintenance
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement

Others in attendance:

Andrew Ennis, DRPT
Alt. Commissioner Cipriano, Newport News

The January 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
- Action Items
- Minutes from the Previous Meeting
- Procurement Items for Approval
- Options to be Exercised
- Upcoming Procurements

Approval of the December 2019 Minutes

A motion to approve the December 2019 Meeting Minutes was made by Commissioner Fuller and properly seconded by Commissioner Woodbury.

The December 2019 Meeting Minutes were approved by unanimous vote.

Review of the Operations and Oversight Committee Action Items

- Staff will develop a concise report relative to the status of contracts that will be included in the Operations and Oversight Committee agenda packages on a quarterly basis.

This reporting will begin in January 2020.

- Staff will provide a presentation regarding how additional marketing and potential fee structure changes for special events can help promote transit ridership.

This presentation will be given at the February 2020 Operations and Oversight Committee meeting.

- Staff to define and explore elements needed to implement a security team.

This presentation will be given at the February 2020 Operations and Oversight Committee meeting.

Audit Update

Ms. Shanti Mullen stated that she is currently working on the GoPass 365 audit and will report once the audit is complete.

Procurement Recommendations to the Committee

Ms. Sonya Luther formally presented the following contracts for approval:

Contract 19-00051, Architectural and Engineering Services

A motion to approve Contract 19-00051, Architectural and Engineering Services was made by Commissioner Gray and properly seconded by Commissioner Woodbury.

Commissioner Kanoyton arrived at 10:10 am.

There was a lengthy discussion regarding details of the Contract for approval to include current approved contracts that will require the use of this contract. Ms. Sibyl Pappas provided general knowledge regarding this task order-based contract and that its use will be for projects that are funded such as the design work for Parks Ave. which is currently approved for \$4m in design and construction work.

Ms. Pappas stated that a lot of the work is in support of engineering projects such as a sinking wall at the Norfolk Tide Facility (NTF).

Ms. Pappas also stated that HRT's Hampton facility is in need of \$4m in additional work and that HRT is looking for opportunity charging for its new electric bus initiative and the possibility of accommodating electric buses in Hampton.

Ms. Pappas stated that the Capital Improvement Program (CIP) currently has about \$50M of funded projects.

There was a discussion regarding a list of how much will be funded year over year through the CIP. It was stated that the CIP is only reliable for first year or two as it changes and gets reevaluated.

There was additional discussion regarding engineering tasks that need to be done. It was stated that the budget for this calendar year for those tasks is about \$600k.

There was discussion regarding the current budget and how it accommodates the request for funding of this contract.

There was discussion regarding the Brooks Act and the role it plays in vendor selection under this contract.

The Contract amount discussed to include tasks to be completed, how the money will be spent and how it will be monitored.

There was discussion regarding total spent on architectural and engineering services since 2011 and how the current contract compares. It was stated that an analysis on all engineering contracts in the past 7 years was conducted and approximately \$3.5M was spent. HRT is anticipating projects which justifies the higher amount of new contract.

There were additional questions from Newport News and Alt. Commissioner Cipriano stated that Newport News has multiple vendors for like services and HRT should consider the same.

The terms of the contract were discussed and approving 3 years v. 5 years. It was stated that just approving 3 years would not get through the Parks Avenue design.

Contract 19-00051, Architectural and Engineering Services was approved by unanimous vote.

Contract 19-00041, Passenger Amenities Cleaning Services

A motion to approve Contract 19-00041 Passenger Amenities Cleaning Services was made by Commissioner Kanoyton and properly seconded by Commissioner Gray.

There was discussion regarding the cost difference HRT's northside and southside facilities. It was stated that the cost is based on the number of trash cans and there are many more located on the southside.

It was stated that internal staff will be assisting in cleanliness.

Contract services were discussed.

Contract 19-00041, Passenger Amenities Cleaning Services (Renewal) was approved by a unanimous vote.

Options to be exercised.

Options were reviewed with the Committee.

Upcoming Procurements

Upcoming Procurements were reviewed with the Committee.

Operations Update

Mr. Jim Price provided an update regarding the new service contract for paratransit services. Mr. Price stated that the new contract will start on February 1st and that HRT is currently in the public outreach phase. Dates, time and location of outreach efforts were shared.

The transition was discussed to include maintaining service levels. Mr. Price stated that some issues were expected.

There was a request to send out paratransit public outreach dates and times to the Board.

It was stated that GPS monitoring will be on the paratransit vehicles.

There was discussion regarding hiring drivers for paratransit service and negotiating with other providers to provide services.

New and Old Business

Commissioner Gray requested an update on the Drive Now Program.

Action item: Staff to provide an update for the Drive Now Program.

Adjournment

The meeting was adjourned at 11:14 a.m.

Respectfully submitted by:

Amy Braziel

Manager of Operations Administration



HAMPTON ROADS TRANSIT
 JANUARY/FEBRUARY 2020
 OPERATIONS AND OVERSIGHT COMMITTEE
 ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
11/7/2019	Staff will provide a presentation regarding how additional marketing and potential fee structure changes for special events can help promote transit ridership.	Marketing	2/13/2020	
12/5/2019	Staff to define and explore elements needed to implement a security team.	Operations	2/13/2020	
1/9/2020	Staff to provide a status update on the Drive Now Program	Human Resources	2/13/2020	

Contract No:	19-00061	Title:	Newport News Transit Center Exterior Site Reconstruction	Total Price:	\$1,647,777
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Acquisition Description: Enter into a contract with a qualified Contractor to provide demolition and site reconstruction of Hampton Roads Transit's (HRT's) Newport News Transit Center parking and bus drive aisle facilities, located at 150 35th Street, Newport News, VA 23607.

Background: In April 2018, HRT awarded a Contract for the engineering design for reconstruction and expansion of parking and drive surfaces for the Newport News Transit Center (NNTC). The Consultant prepared the design of a full reconstruction of NNTC's exterior infrastructure; and, reconfiguration of the parking and bus facilities necessary for expansion of parking and number of available bus bays. Under the terms of this agreement, the Contractor shall provide all materials, labor and equipment necessary for the demolition and reconstruction of NNTC.

Contract Approach: An Invitation for Bids was issued December 20, 2019. Three (3) bids were received on January 30, 2020 from the following firms:

- Allan Myers VA, Inc. (Allan Myers)
- Conrad Brothers of Virginia, Inc.
- M. K. Taylor, Jr. Contractors, Inc.

After an evaluation of the bids received, HRT staff determined that Allen Myers was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and, is therefore eligible for award. A technical review of the bid by HRT also concludes that the low bid does not contain computational errors and is not unbalanced.

Allan Myers's bid price, in the amount of \$1,647,777 is deemed fair and reasonable based on a price analysis performed utilizing the independent cost estimate, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Allan Myers is technically and financially capable to perform the work.

Allan Myers is located in Glen Allen, VA and has provided similar services for the Virginia Port Authority in Portsmouth, VA; Newport News Shipbuilding in Newport News, VA; and, the Virginia Department of Transportation, in Virginia Beach, VA.

The period of performance for this Contract is four (4) months.

No DBE Goal was assigned for this solicitation.

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

Contract No:	19-00061	Title:	Newport News Transit Center Exterior Site Reconstruction	Total Price:	\$1,647,777
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Project Manager: Lee Roy Padgett, HRT Engineer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Allan Myers VA, Inc. for the demolition and reconstruction of exterior parking and bus drive aisles at the Newport News Transit Center, in the not-to-exceed amount of \$1,647,777.

SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
Allan Myers VA, Inc.	\$1,647,777.00
Conrad Brothers of Virginia, Inc.	\$1,691,619.00
M. K. Taylor, Jr. Contractors, Inc.	\$2,101,236.79

Options to be Exercised - May 2020

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
16-72017	Vehicle Miles Reduced Tracker Application Software	To provide Vehicle Miles Reduced Tracker application software and support services.	\$ 123,223.00	1 yr. w/4 1-yr. options	Fourth	\$ 25,478.00
17-76502	Interactive Voice Response System Implementation	To implement an Interactive Voice Response system to provide route, schedule, real-time and general customer service information.	\$ 1,175,500.00	1 yr. w/4 1-yr. options	Second	\$ 198,000.00
17-76509	Waste Collection and Disposal Services	To provide waste collection and disposal services at HRT's facilities.	\$ 140,322.00	2 yrs. w/3 1-yr. options	First	\$ 28,064.40

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Construction of Charging Infrastructure for Electric Buses	To provide the construction of the charging infrastructure for HRT's new electric buses.
General Planning Consultant	To provide general planning services on a Task Order basis.
Hybrid Bus Diagnostic and Repair Services	To provide bus diagnostic and repair services for HRT's hybrid buses.
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.
Oracle Database Administration Managed Services	To provide managed services for HRT's Oracle Database Administration.
Parts Washer Service and Solvent Maintenance	To provide parts washer service and solvent maintenance to HRT.
Passenger Shelter Fabrication and Installation	To provide the fabrication and installation of bus shelters on a Task Order basis.
System Safety Support Services	To provide technical safety expertise and assistance to HRT.