



Meeting of the Operations and Oversight Committee

Thursday, November 5, 2020 • 10:00 a.m.
ZOOM Web Meeting

A meeting of the Operations and Oversight Committee is scheduled for Thursday, November 5, 2020 at 10:00 a.m. via ZOOM.

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



Meeting of the Operations and Oversight Committee

Thursday, November 5, 2020 • 10:00 a.m.
Zoom Meeting

AGENDA

1. Approval of the October 2020 Operations and Oversight Committee Special Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 20-00091, Employee Benefits Consulting and Broker Services (Renewal)
5. Options to be Exercised January 2021
6. Upcoming Commission Approvals
7. Operations Update
8. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on
Thursday, December 3, 2020**



Special Meeting of the Operations and Oversight Committee

Thursday, October 22, 2020 • 11:30 a.m.
ZOOM Web Meeting

MEETING MINUTES

Call to Order

Commissioner Hamel called the meeting to order at 11:32 AM.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Gray, Hampton
Commissioner Hamel, Chesapeake
Commissioner Kanoyton, Hampton
Commissioner McClellan, Norfolk
Commissioner Mucha, DRPT
Commissioner Ross-Hammond,
Commissioner Rowe, Portsmouth
Commissioner Woodbury, Hampton

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Debbie Ball, Director of Finance
Keisha Branch, Director of the Office of Program and Project Excellence
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer
Danielle Burton, Operations Support Technician
Gene Cavasos, Director of Marketing and Communications
Joe Dillard, Organizational Advancement Officer
Jennifer Dove, Grants and Civil Rights Coordinator
Angela Glass, Director of Budget and Financial Analysis
William Harrell, President and CEO
Larry Kirk, Assistant Director of Finance
Sonya Luther, Director of Procurement
Shanti Mullen, Internal Auditor
Sybil Pappas, Chief Engineering and Facilities Officer
Michael Perez, Operations Project & Contract Administrator
John Powell, Telecommunications Specialist
Jim Price, Chief Transit Operations Officer
Michael Price, Chief Information Officer/Chief Technology Officer
Luis Ramos, Sr. Executive Administrator
Dawn Sciortino, Chief of Safety
Brian Smith, Chief of Staff
Benjamin Simms, Deputy Chief Transit Operations Officer

Robert Travers, Corporate Attorney
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

David Burton, William Mullen
Alt. Commissioner Cipriano, Newport News
Brian DeProfio, City of Hampton
Andrew Ennis, VADRPT
Cole Fisher, City of Virginia Beach
Alt. Commissioner Sorey, Chesapeake
Ryan Sullivan, Via
Shaun Williams

The Special October 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 October 8, 2020 Minutes

A motion to approve the October 8, 2020 Meeting Minutes was made by Commissioner Kanoyton and properly seconded by Commissioner Rowe.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Kanoyton, McClellan, Mucha, Ross-Hammond, Rowe and Woodbury.

Nays: None

Abstain: Commissioner Gray

The October 8, 2020 Meeting Minutes were approved.

Closed Session

A motion to move into closed session with legal counsel regarding specific legal matters requiring the provision of legal advice and briefings by staff members or consultants as provided by paragraph 7 of Virginia Code Section 2.2-3711(A) was made by Commissioner Fuller. The motion was properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Gray, Kanoyton, McClellan, Mucha, Ross-Hammond, Rowe and Woodbury.

Nays: None

Abstain: None

Return from closed session

A motion certifying that, to the best of each member's knowledge:

- (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act law were discussed in the closed meeting to which this certification resolution applies, and
- (ii) only such public business matters as were identified in the motion convening the closed session meeting were heard, discussed or considered in the closed meeting just concluded, was made by Commissioner Fuller and properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Gray, Kanoyton, Mucha, McClellan, Ross-Hammond, Rowe and Woodbury.

Nays: None

Abstain: None

Old Business

Contract 20-00075, Ferry Boat Design and Build

Ms. Luther presented Contract 20-00075, Ferry Boat Design and Build for recommendation of approval.

A motion to approve Contract 20-00075, Ferry Boat Design and Build was made by Commissioner Rowe and properly seconded by Commissioner Ross-Hammond.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Gray, Kanoyton, McClellan, Ross-Hammond, and Rowe.

Nays: Commissioners Fuller and Woodbury

Abstain: Commissioner Mucha

New Business

There was no new business reviewed.

Adjournment

Commissioner Hamel adjourned the meeting at 1:15PM.



HAMPTON ROADS TRANSIT
OCTOBER/NOVEMBER 2020
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
	NONE			

Contract No:	20-00091	Title:	Employee Benefits Consulting and Broker Services (Renewal)	Base Three Years' Price:	\$142,500
				Two Option Years' Price:	\$98,000

Acquisition Description: Enter into a renewal contract with a qualified firm to provide employee benefits consulting and broker services.

Background: Hampton Roads Transit (HRT) requires a Consultant to provide consulting and brokerage services related to its employee health and welfare benefits programs, comprised of group health, group dental, group vision, group life insurance, short-term and long-term disability insurance, flexible spending accounts, health savings accounts, employee wellness, and employee assistance programs. Under the terms of this agreement, the Consultant shall assist HRT with administration, financial analyses, advertisements and communication with benefits providers and employees in regard to the program.

Contract Approach: A Request for Proposals (RFP) was issued on July 17, 2020. Four (4) proposals were received on September 9, 2020 from the following firms:

- Benalytics Consulting Group, LLC
- Marsh and McLennan Agency, LLC
- Quest Benefits (dba Quest Insurance)
- USI Insurance Services, LLC (USI)

Upon review and evaluation of the proposals received, HRT staff determined that USI was rated best to meet the Scope of Work requirements based on the firm's technical approach, experience and qualifications. As a result, no further information or clarifications were necessary.

In order to obtain more favorable pricing, USI was invited for discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed monthly rate. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO received, HRT staff determined that USI provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, the total proposed price decreased by \$4,500, from \$245,000 to \$240,500, or approximately 1.84%.

Based on a price analysis performed utilizing the independent cost estimate and historical pricing, and the fact that the pricing was obtained in a competitive environment, USI's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that USI is both technically and financially capable to perform the services.

Contract No:	20-00091	Title:	Employee Benefits Consulting and Broker Services (Renewal)	Base Three Years' Price:	\$142,500
				Two Option Years' Price:	\$98,000

USI, located in Norfolk, VA has provided similar services for Portsmouth Public Schools in Portsmouth, VA and New Horizon Regional Education Center in Hampton, VA. USI also provides similar services to HRT satisfactorily.

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

No DBE goal was established for this solicitation.

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

Project Manager: Kim Wolcott, Chief Human Resources Officer

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to USI Insurance Services, LLC to provide employee benefits consulting and broker services in the not-to exceed amount of \$240,500 for five (5) years.

SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER
Marsh & McLennan Agency, LLC	\$242,880	N/A
USI Insurance Services, LLC	\$245,000	\$240,500
Quest Benefits dba Quest Insurance	\$366,306	N/A
Benalytics Consulting Group, LLC.	\$375,000	N/A

USI'S OFFER SUMMARY

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
\$47,500	\$47,500	\$47,500	\$49,000	\$49,000	\$240,500

Options to be Exercised - January 2021

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-74638	Electronic Fare Payment System - Mobile Ticketing System Pilot Program	To implement an Electronic Fare Payment System based upon the initial pilot roll-out of a Mobile Ticketing System.	\$ 248,510.00	9 mos with 5-1 yr. options	Second	To Be Determined
18-78368	Provision of Magnetic Fare Media	To provide magnetic fare media for HRT's public transportation services.	\$ 165,330.00	1 base yr. w/2-1 yr. options	Second	\$ 55,110.00
19-00014	Provision of Office Supplies	To supply and deliver office supplies at various HRT locations on an as needed basis.	\$ 140,000.00	1 base yr. w/3-1 yr. options	First	\$ 60,000.00
19-00041	Passenger Amenities Cleaning Services	To maintain the appearance and cleanliness of HRT's passenger amenities at bus stops and light rail stations throughout Hampton Roads.	\$ 597,626.58	1 base yr. w/2-1 yr. options	First	\$ 199,209.86

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Electrostatic Disinfection Services	To provide COVID-19 electrostatic disinfection services for HRT's facilities, buses, ferries, light rail vehicles and paratransit vehicles.
Ferry Repair Services	To perform scheduled and emergency repairs for the ferry boats on a Task Order basis.
General Financial Consulting Services	To provide General Financial Consulting services on a Task Order basis.
Human Resource Management System Software Consultant Services	To provide the assessment of HRT's current Human Resource Management System business processes and systems and prepare a comprehensive needs assessment and action plan.
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.
Origin-Destination Study Services	To provide a system-wide origin-destination study of travel patterns, transit use, and other aspects of transportation information to HRT.
Parts Washer Service and Solvent Maintenance	To provide parts washer service and solvent maintenance to HRT.
Third Party Administrator for HRT's Drug and Alcohol Program	To implement and administer specific aspects of HRT's Drug and Alcohol Abuse Management Program, as directed by the Drug/Alcohol Program Manager.
Ticket Vending Machine Credit Card Processing Services	To provide credit card processing services for Hampton Roads Transit (HRT) operated GFI Genfare/SPX Ticket Vending Machines (TVMs).