



Meeting of the Operations and Oversight Committee

Thursday, January 14, 2021 • 10:00 a.m.
ZOOM Web Meeting

A meeting of the Operations and Oversight Committee is scheduled for Thursday, January 14, 2021 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, January 14, 2021 • 10:00 a.m.
Zoom Meeting

AGENDA

1. Approval of the December 2020 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 20-00097, Ferry Repair Services (Renewal)
 - b. Contract 20-00072, General Financial Consulting Services (Renewal)
5. Options to be Exercised March 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, February 11, 2021**



Meeting of the Operations and Oversight Committee

Thursday, December 3rd, 2020 • 10:00 a.m.
ZOOM Web Meeting

MEETING MINUTES

Call to Order

Commissioner Hamel called the meeting to order at 10:01AM.

Commissioners in attendance:

Alt. Commissioner Cipriano, Newport News
Commissioner Fuller, Chesapeake
Commissioner Gray, Hampton
Commissioner Hamel, Chesapeake
Alt. Commissioner Inman, Norfolk
Commissioner Kanoyton, Hampton
Commissioner McClellan, Norfolk
Commissioner Mucha, DRPT
Commissioner Rowe, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Keisha Branch, Director of the Office of Program and Project Excellence
Amy Braziel, Manager of Operations Administration
Danielle Burton, Operations Support Technician
Debbie Ball, Director of Finance
Gene Cavazos, Director of Marketing and Communications
William Collins, Facilities Maintenance Manager
Scott Demharter, Director of Facilities
Sheri Dixon, Director of Treasury
Jennifer Dove, Grants and Civil Rights Coordinator
Erin Glenn, Director of Enterprise Technology Solutions
William Harrell, President and CEO
Larry Kirk, Assistant Director of Finance
Sonya Luther, Director of Procurement
Tracy Moore, Director of Training
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering and Facilities Officer
Mike Perez, Operations Project and Contract Administrator
Theresa Petrowicz, Contract Specialist
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 Safety Officer
Brian Smith, Deputy CEO
Benjamin Simms, Deputy Chief Transit Operations Officer
Robert Travers, Corporate Attorney
Fevrier Valmond, Assistant Director of Procurement
Undrea Wilson, Safety Manager
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Andrew Ennis, VADRPT
Cole Fisher, City of Virginia Beach
Eric Nelson, STV Inc.
Shaun Williams
Timothy Potens

The December 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 November 2020 Meeting Minutes

A motion to approve the November 2020 Meeting Minutes was made by Commissioner Rowe and properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

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

Nays: None.

Abstain: None.

Review of the Operations and Oversight Committee Action Items

Mr. William Harrell reviewed action items from the last meeting. The first item was a request for staff to provide a breakdown of cleaning costs for passenger amenities and report to MFAC and O & O Committees. The second was an inquiry whether the cleaning contract would be amended to accommodate additional cleaning.

Ms. Sybil Pappas introduced Mr. Scott Demharter, Director of Facilities, who gave a presentation on passenger amenity cleanings, to include their cost, frequency, and current contract guidelines.

There was a discussion at the conclusion of the report regarding availability of the mobile application and data collection. Currently, the app is in the testing phase and undergoing maintenance due to the board change, but Ms. Pappas stated data is available upon request.

DRPT Presentation

Mr. Andrew Ennis gave DRPT's annual presentation for Rail State Safety Oversight as included in the meeting package.

There was a discussion of Corrective Action Plans (CAPs) and their progress of completion.

There was discussion regarding details related to failures and training.

Audit Update

Ms. Shanti Mullen reported an audit update. There was one finding from the PTASP, which was on recommendation and not non-compliance.

Procurement Recommendations to the Committee

Contract 20-00108, Electrostatic Disinfection Services

Ms. Luther presented Contract 20-00108, Electrostatic Disinfection Services for recommendation of approval.

A motion to approve Contract 20-00108, Electrostatic Disinfection Services was made by Commissioner Rowe and properly seconded by Commissioner Ross-Hammond.

There was a discussion of the scope of work in the contract. This contract will use operating funds, so CARES Act funding will be applied.

A roll call vote resulted as follows:

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

Nays: None.

Abstain: None.

Contract 20-00100, Ticket Vending Machine Credit Card Processing Services (renewal)

Ms. Luther presented Contract 20-00100, Ticket Vending Machine Credit Card Processing Services (renewal) for recommendation of approval.

A motion to approve Contract 20-00100, Ticket Vending Machine Credit Card Processing Services (renewal) was made by Commissioner Ross-Hammond and properly seconded by Commissioner Kanoyton.

Commissioner Fuller inquired if the credit card processing fee is being taken from revenue and is not considered in the contract amount. Mr. Connor Burns stated that fees are considered in the contract. It was stated that there is a 5.5% interchange rate.

A roll call vote resulted as follows:

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

Nays: Commissioner Woodbury

Abstain: None.

Options to be Exercised

Options to be exercised were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

Operations Update

There was no Operations update to report.

Old and New Business

There was no old or new business to report.

Adjournment

Commissioner Hamel adjourned the meeting at 12:13PM.



HAMPTON ROADS TRANSIT
DECEMBER 2020/January 2021
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
	No Acton Items for December			

Contract No:	20-00097	Title:	Ferry Repair Services (Renewal)	Price:	\$925,000 (<i>approximately \$185,000 per year</i>)
				Term:	1 yr. w/4 1-yr. options

Acquisition Description: Enter into a renewal contract with two (2) Contractors to perform scheduled and emergency repairs for HRT’s ferry boat fleet on a Task Order (TO) basis.

Background: Hampton Roads Transit (HRT) has a requirement for maintaining its ferry boat fleet by conducting scheduled and emergency repairs on an as needed basis. Under the terms of this agreement, the successful Contractors shall perform repairs utilizing parts and processes that comply with United States Coast Guard regulations; and meet or exceed industry workmanship and quality standards.

Contract Approach: A Request for Proposals (RFP) was issued on August 6, 2020. Two (2) proposals were received on September 15, 2020 from the following firms:

- Fairlead Boatworks, Inc (Fairlead)
- Lyon Shipyard, Inc. (Lyon)

Upon review and evaluation of the technical proposals, HRT staff determined that both Fairlead and Lyon were qualified to meet the requirements of the Scope of Work (SOW) and that no further discussions were necessary.

In response to the RFP, proposers were required to provide billing rates for various job titles and services specified in the Price Schedule, to be utilized when establishing pricing for proposed TOs.

The Contractors were invited for discussions and negotiations. Negotiations with both firms focused on reducing their proposed pricing. At the conclusion of negotiations, Best and Final Offers were requested.

In order for HRT to have the ability to obtain the most skilled resources at the most favorable price when scheduled or emergency repairs are required, HRT staff made the decision to award to both firms. While no concessions were made by either firm in their BAFOs, the proposed rates of both firms were deemed fair and reasonable based on a price analysis performed, and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that both firms are technically and financially capable to perform the work.

Fairlead, located in Newport News, has provided similar services for Huntington Ingalls Industries in Newport News and Sailing Harbor Cruises in Norfolk. Fairlead has also provided similar services for HRT satisfactorily.

Contract No:	20-00097	Title:	Ferry Repair Services (Renewal)	Price:	\$925,000 (<i>approximately \$185,000 per year</i>)
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Lyon is located in Norfolk and has provided similar services to the Virginia Department of Transportation in Williamsburg; the U.S. Army; and the Hampton Roads District Jamestown – Scotland Ferry in Surry. Lyon has also provided similar services for HRT satisfactorily.

The period of performance for this contract is one (1) base year with four (4) additional one-year options.

No DBE Goal was assigned for the overall solicitation. HRT’s DBE Manager 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 by operating funds.

Project Manager: Amy Braziel, Manager of Operations Administration

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Fairlead Boatworks, Inc. and Lyon Shipyard, Inc. to perform scheduled and emergency repairs for the ferry boat fleet. The cumulative amount of all TOs issued under these Contracts will not exceed \$925,000.

Contract No:	20-00072	Title:	General Financial Consulting Services (Renewal)	Price:	\$370,000
				Term:	1 yr. w/2 1-yr. options

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide general financial consulting services on a Task Order (TO) basis.

Background: From time to time, Hampton Roads Transit's (HRT's) finance staff requires the assistance and support of an outside firm for financial related tasks and ad-hoc financial studies. Under the terms of this agreement, the Consultant shall be required to perform tasks as needed to include, but not limited to, an analysis of the financial impact of various events or scenarios as it relates to preparing annual budgets and updates to the five-year capital program plan; identification of a full range of financial strategies that could generate sufficient revenues needed to meet operating, maintenance, and capital costs according to industry best practices; assist in the development of a Strategic Plan and Sustainable Financial Plan that identifies industry best practice; and, other financial related tasks as determined by HRT's Project Manager.

Contract Approach: A Request for Proposal (RFP) was issued on August 19, 2020. One (1) proposal was received on October 9, 2020 from WSP USA, Inc. (WSP). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a proposal due to prior existing workloads, reduced operating capacity due to COVID-19, and not meeting the requirement of five (5) years of experience providing similar services for other public transit agencies. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the RFP, Proposers were required to provide a technical proposal and a Price Proposal that includes labor rates for the services described in the Scope of Work (SOW). The proposed labor rates will be utilized when establishing pricing for TOs.

HRT staff determined that WSP is technically qualified for meeting the requirements of the SOW due to information provided in regard to the firm's overall approach and experience. In an effort to obtain more favorable pricing, WSP was invited for discussions and negotiations. Discussions and negotiations focused on clarifying assumptions made in establishing pricing and reducing labor rates proposed. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

As a result of the negotiations, WSP reduced all of their hourly rates by 0.89%. Based on a price analysis performed utilizing historical data, WSP's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that WSP is technically and financially capable to perform the work.

WSP is headquartered in New York, NY, and operates an office in Washington, DC. WSP has provided similar services to the Virginia Department of Rail and Public Transportation; the Santa

Contract No:	20-00072	Title:	General Financial Consulting Services (Renewal)	Price:	\$370,000
				Term:	1 yr. w/2 1-yr. options

Clara Valley Transportation Authority in San Jose, CA; and, King County Metro in Seattle, WA. WSP also currently provides these services for HRT satisfactorily.

The period of performance for this Contract is one (1) base year, with two (2) additional one-year options.

No DBE goal was assigned for this solicitation.

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

Project Manager: Angela Glass, Director of Budget and Financial Analysis

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to WSP USA, Inc. to provide general financial consulting services. The cumulative amount of all TOs issued under this contract shall not exceed \$370,000 over the three-year period.

SOLICITATION RESULTS

Labor Category	WSP Initial Hourly Rates	WSP BAFO Hourly Rates
Project Manager	\$215.00	\$213.08
Subject Matter Expert	\$275.00	\$272.55
Administrative Support	\$120.69	\$119.61

Options to be Exercised - March 2021

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
16-73951	Vicinity Wayfinding Map Services	To update HRT's existing mapping system and produce new vicinity wayfinding maps as needed.	\$ 116,576.88	2 base yrs. w/3-1 yr. options	Third	\$ 24,248.00
17-75499	Wide Area Network, Internet and Telephone Services	To interconnect HRT's various properties, provide internet access, and telephone services.	\$ 998,610.00	3 base yrs. w/2-1 yr. options	First	\$ 199,722.00
18-78370	Lawn and Landscaping Services	To provide lawn and landscaping services at various HRT locations.	\$ 728,592.75	1 base yr. w/2-1 yr. options	Second	\$ 242,864.25

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Customer Service Enclosure	For the construction of a new bullet resistance enclosure at the reception desk in the lobby of Building 4 at 18th Street.
Fluid Analysis Test Equipment	To provide a turnkey delivery, installation, and commissioning of an all-in-one fluid analysis system that combines automation and artificial intelligence in making rapid on-site fluid analysis.
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.
Mobile Data Wireless Services	To procure mobile data wireless services to meet HRT's connectivity needs for the on-vehicle technology components, future Internet of Things (IoT) devices, and future cell-based backup Wide Area Networking services for its remote sites.
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.