



112 MacTanly Place
Staunton, VA 24401

Phone: (540) 885-5174
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**BRITE Pre-Proposal Meeting Summary
September 14, 2016, 2:30 p.m.**

51 Ivy Ridge Lane
Fishersville, VA 22939

| Name | Firm |
|-----------------|-------|
| Curtis Andrews | RADAR |
| Susan Newbrough | VRT |
| Bruce Alder | VRT |
| Gerald Gatobu | HDPT |

| Name | Organization |
|-----------------|--------------|
| Nancy Gourley | CSPDC |
| Devon Thompson | CSPDC |
| Bonnie Riedesel | CSPDC |
| Lib Rood | KFH |

Purpose

Ms. Nancy Gourley welcomed attendees to the meeting. Ms. Gourley indicated that the purpose of the meeting was to introduce the Request for Proposal (RFP) as well as the process and timeline, and to take related questions. Ms. Gourley also indicated that after the meeting there would be an opportunity to tour the areas of the transit facility that will be available to the successful proposer.

Introductions

Ms. Gourley introduced Central Shenandoah Planning District Commission (CSPDC) staff – Ms. Bonnie Riedesel, Executive Director, and Ms. Devon Thompson, Transit Coordinator. Ms. Gourley also introduced Lib Rood, KFH, the consultant who completed the CSPDC Transit Development Plan (TDP) and assisted with the RFP.

Ms. Gourley specified that Ms. Thompson would be taking minutes for the meeting, to be published as an amendment (Amendment #2) and posted to the website (www.britebus.org) with all of the other information regarding the RFP. There will be no announcements when Amendments are posted to the website, interested parties should periodically check the website for the most current listing of information. Amendments have to be printed, signed, dated, and returned with respective proposals to acknowledge that interested parties are aware of the Amendments.

Background

Ms. Gourley gave a brief overview of BRITE’s background. Based on the 2010 Census, the Cities of Staunton and Waynesboro, along with a portion of Augusta County, were designated urban. As a result, a public entity needed to be the designated recipient of the federal transit funding. The CSPDC is a



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regional body, who also administers the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO). At the time, the members of the SAWMPO designated the CSPDC to be the designated grant recipient for the transit funds and the administrator and manager of the transit system.

Since January 2014, the CSPDC has managed the transit service and Virginia Regional Transit (VRT) has functioned as the turnkey provider, under contract with the CSPDC. That contract expires in June 2017. Thus, the CSPDC is conducting this procurement for a turnkey provider under a new five-year contract with two potential two-year extensions – up to nine years. Just under 300,000 passenger trips, urban and rural service, were reported to the National Transit Database (NTD) for 2016.

The transit service is branded with the name, color scheme, and logo of BRITE (Blue Ridge Inter-City Transit Express). There is a BRITE Transit Advisory Committee (BTAC), made up of representatives from the local jurisdictions and the private funding partners, serving in an advisory capacity to CSPDC staff. The CSPDC Commission is the decision making body for BRITE, so the resulting contract will require the approval of the Commission. The contracted service provider will be required to attend and participate in meetings of the BTAC.

Funding for the service comes from the Federal Transit Administration (FTA) and the Virginia Department of Rail and Public Transportation (DRPT). All federal and state mandates apply to this procurement and the operation of the transit service. Local match funding comes from the local jurisdictions, City of Staunton, Augusta County, and the City of Waynesboro, as well as private funding partners – Augusta Health, Wilson Workforce and Rehabilitation Center, Blue Ridge Community College, Shenandoah Valley Social Services, and the Staunton Downtown Development Association.

Procurement Specification and Timeline

Ms. Gourley indicated that the RFP was released on December 6, 2016, with the Pre-Proposal Meeting held today, December 15, 2016.

Questions will be accepted in writing through close of business on December 30, 2016. Amendment #1 speaks to the process for written question submittal. Ms. Gourley reiterated that all Amendments must be printed, signed, and dated, and included in the proposal submission to ensure awareness of Amendments. Every attempt will be made to answer all questions by January 6, 2017. Questions and answers will be published as Amendments as received and answered, and posted to the website (www.britebus.org). Ms. Gourley reiterated that there will be no further notification, and interested parties should periodically check the website.



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Proposals are due on January 17, 2017 by 4:00PM. Section 4 of the RFP covers the specifics regarding proposal submission – proposal structure and material to be included. The evaluation criteria are outlined in Section 5 of the RFP document, and the actual criteria and weighting system is included as an attachment.

Scope

Ms. Gourley specified that the scope for the RFP would encompass firm fixed price proposals in the form of a service hour cost, service hour being defined as first scheduled pick-up to last scheduled drop-off, using the schedules generated by the CSPDC (dead head to the first pick-up and dead head from the last drop-off is not included in the service hours). Ms. Gourley indicated that the CSPDC is seeking the following: provision of all rolling stock, including revenue, spare, and support vehicles; vehicle operators, including all of their related training, drug and alcohol testing, etc., per federal mandates; operations management and supervision; all maintenance functions, including software and systems and maintenance equipment required over and above that specified in Exhibit A of the License Agreement; FTA compliant operating and maintenance functions; all customer service functions, including certification of paratransit eligible riders; and insurance as specified in Section 3.

Attachments

Ms. Gourley indicated that the following were included in the attachment section: route maps for every route, projections for Fiscal Year (FY) 2018 such as service hours, revenue miles, and anticipated passenger trips; the License Agreement which spells out contractor permissions and responsibilities related to the facility and equipment; and Certifications and Federal Clauses, some of which require signatures and submission with the proposal.

Questions

The following questions were asked by meeting attendees:

- *Would there be a lease fee for the facility?*

Ms. Gourley indicated that the License Agreement covers that information. It is not a lease but a license agreement, which licenses the contractor and indicates the portions of the facility available and their uses, at no cost.

- *In regards to the rolling stock, why can't there be any Federal or State interest?*

Ms. Gourley indicated that having Federal or State interest could preference one proposer over another because a private entity would not have the ability to purchase or lease rolling stock with Federal or State grant funding.

- *In regards to turnaround and timeline, the RFP indicated 30 days before service commenced vehicle inspections should be completed. It was inquired whether that timeline would be feasible – attendee that inquired noted that they didn't know of any dealers who could work within those time restraints.*



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Ms. Gourley indicated that she would look into the matter, and reply once she had all of the information.

Facility Tour

Ms. Gourley invited meeting attendees on a tour of the areas of the facility which would be available to the successful proposer.

Questions and statements made during the tour are as follows:

- Ms. Riedesel noted that the facility is two-story building. The upstairs is currently and will be leased out (to Augusta Health), and is not part of the License Agreement space. The tour will only be for the downstairs level.
- Ms. Gourley indicated that the conference room the meeting was held in is used by many community agencies and bodies for meetings, and it is the responsibility of the CSPDC to book the conference room; the contractor will not have that responsibility nor will it be available to the contractor without contacting the CSPDC to reserve the space.
- The clarification question was asked whether the contractor would be able to use the conference room space. Ms. Gourley responded that the conference room would need to be reserved through the CSPDC.
- While touring the reception area, Ms. Gourley reiterated that the contractor must provide the reception area customer service functions.
- Ms. Gourley indicated that most of the office space on the first level would be available to the contractor, with the exception of office space designated for the CSPDC.
- An inquiry was made about who would pay for the utilities. Ms. Gourley indicated that the CSPDC is responsible for paying the utilities for the facility.
- Ms. Gourley noted that more and secure parking is located in the back, and the upstairs tenants and guests park in the front parking lot.
- Ms. Gourley noted that the maintenance bays are heated with waste oil.

Pre-Bid Meeting Attendance – December 15, 2016

(RFP for Turnkey Provision of the BRITE Transit Service)

| Name | Title | Firm | Email |
|-----------------|---------------|-------|--|
| Curtis Andrews | EXE. DIR. | RADAR | CURTIS @ RADARTRANSIT.ORG |
| Susan Newbrough | Transit Mgr | VRT | Susan @ VAtransit.ORG |
| Bruce Alder | De. of F.m. | VRT | bruce.Alder @ VAtransit.ORG |
| Gerald Gatobay | Ass. Director | HDPT | gerald.gatobay @ harrisonburgva.gov |
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