

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
MINUTES OF THE OPERATIONS AND  
FINANCE COMMITTEE MEETING  
HELD NOVEMBER 29, 2021**

A Committee Meeting of the Operations and Finance Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 29th day of November 2021 via electronic communication as described below, pursuant to due notice.

Operations and Finance Committee Chairman Thomas Hawthorne and the following Committee members were present and acting throughout the committee meeting, except as noted below: Unwana Dabney, Barrett Hardiman, Gregory Whirley, and Donald Williams. Committee member Darius Johnson (entered at 2:24 p.m.) joined the meeting in progress, as noted. Board Chairwoman Marilyn West and Director Aubrey Fountain also joined the meeting in progress, as noted.

Also in attendance were RMTA staff members Joi Dean, Sheryl Johnson, James Madison, Leslie Mehta, Theresa Simmons, and Paula Watson. Additionally, Christian and Barton counsel Belinda Jones and HNTB consultant Dan Papiernik were present.

There was a quorum throughout the meeting.

Committee Chairman Hawthorne called the meeting to order at 1:30 p.m. As Secretary, Leslie Mehta conducted a roll call of everyone present at the meeting.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present and pursuant to Virginia Code Section 2.2-3707 and 3708.2.A.3 of the Freedom of Information Act; Article 3, Section 6 of the RMTA Bylaws; and Richmond, Virginia Ordinance 2021-181, the meeting was held electronically (via audio and/or video conference through Zoom, a remote conferencing service) and recorded in its entirety and maintained and the recording and minutes will be made available to the public in accordance with FOIA rules and by the same method used to provide notice of the meeting. It was held electronically because of the coronavirus disease pandemic which rendered meeting in person impracticable and unsafe to assemble a quorum in a single location. Members affirmed that the purpose of the remote meeting was to discuss or transact the business statutorily required or necessary to continue operations of the public body and the discharge of its lawful purposes, duties, and responsibilities during this time. As noted above, the electronic meeting was held through Zoom and public notice was given using the same methods as has been customary for other RMTA public body meetings. Moreover, the public notice was provided contemporaneously with the notice sent to members of the Authority and arrangements were made for public access to the meeting through the video conferencing platform Zoom. Additionally, members asserted that this meeting otherwise complied with FOIA rules.

Ms. Mehta conducted a roll call to determine each member's agreement with the motion. All Committee members present affirmatively agreed with the motion.

Upon motion duly made, seconded and unanimously carried by the affirmative votes of all of the Committee members present, the Committee minutes of the Authority's meetings held on March 25, 2021, were approved, as previously distributed.

Ms. Mehta conducted a roll call to determine each member's agreement with the motion. All Committee members present affirmatively agreed with the motion.

Next, Ms. Dean provided her CEO comments. Ms. Dean explained that an RMTA committee evaluated proposals for the ETC 2021 RFP. She noted that there was a thorough process and that she agreed with the recommendation. She then turned to Ms. Simmons to provide a summary of the recommendation.

Ms. Simmons began with a general explanation of the ETC-2021 procurement and selection process. She noted that staff recommended that A-to-Be be selected for the ORT upgrade. Ms. Simmons listed the evaluation committee members. The voting members were Theresa Simmons (Director of Operations); Jim Madison (Director of Finance); Leslie Mehta (Chief of Staff and Counsel to the CEO); Tom Barnes (Toll System Maintenance Administrator); and Kevin Burke (IT System Administrator). Paula Watson (Internal Auditor/Procurement Manager) was a non-voting member of the committee.

Ms. Simmons explained that the ETC-2021 RFP was advertised on August 30, 2021. The mandatory pre-proposal meeting and site visit occurred on September 20, 2021 and was attended by ten vendors. Proposals were due by October 25, 2021. The Authority received seven proposals. Six of the seven proposals were deemed responsive: A-to-Be; Conduent; Electronic Transactions Consultants, Inc. (“ETC”); Kapsch; Parsons – Neology Joint Venture (“Parsons”); and The Revenue Markets, Inc. (“TRMI”).

Next, Ms. Simmons explained the Best Value Process: First, all responsive Technical Proposals were reviewed and evaluated by the evaluation committee, outside consultant Fagan Consulting independently verified project references supplied by vendors, and the committee conducted consensus scoring (technical proposals and vendor references). Next, vendors with 600 points or more from the first step above were invited to participate in virtual interviews. Those vendors were A-to-Be, ETC, and Parsons. The Committee’s Best Value vendor ranking was based on the vendors’ Technical Proposal; References; and Interview. Lastly, the Committee opened and reviewed the Price Proposals from the vendors that participated in virtual interviews and the committee calculated the vendors’ total points score. Ms. Simmons noted that the Best Value Process ranking factors were technical proposals; proposed modifications to RFP requirements; vendor references; proposed contract exceptions; project assumptions; ability to meet expedited schedule; experience with VDOT CSC interfaces; responses and clarifications offered during interviews; and technical experts’ evaluation and process opinions. She emphasized that pricing was not a factor in the evaluation committee’s vendor ranking.

Based on the factors enumerated above, the RMTA evaluation committee’s recommended vendor ranking is as follows: (1) A-to-Be; (2) ETC; and (3) Parsons.

Next, Ms. Simmons explained that there would need to be a discussion with the Committee, staff, and consultants concerning confidential information from vendor proposals. At that time and at the request of Chairman Hawthorne, the Committee considered a motion to convene in executive session pursuant to Virginia Code §2.2-3711.A(8) and (A)(29) of the Virginia Freedom of Information Act as it relates to legal and contract matters. Such motion was duly moved, seconded and approved by all Committee members noted above as being present.

Ms. Mehta conducted a roll call to determine each member’s agreement with the motion. All Committee members present affirmatively agreed with the motion.

The Committee reconvened in open session and considered a motion pursuant to Virginia Code §2.2-3712(D) that, to the best knowledge of each Committee member present, (i) only such public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Committee and that a statement to such effect would appear in the minutes of the meeting. Such motion was duly made, seconded and approved by all Committee members present.

Ms. Mehta conducted a roll call to determine each member’s agreement with the motion. All Committee members present affirmatively agreed with the motion.

All Committee members present approved the action to move forward with A-to-Be as the selected vendor for the ETC-2021 project.

Having no further business, Committee Chairman Hawthorne adjourned the meeting at 2:35 p.m.