



Meeting of the Operations and Oversight Committee

Thursday, June 13, 2019 • 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, June 13, 2019 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.



Meeting of the Operations and Oversight Committee

Thursday, June 13, 2019 • 10:00 a.m.
2nd Floor Boardroom, 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the May 2019 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Request for approval of Contract 19-00012, Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk (East Side)
 - b. Request for approval of Contract 19-00013, Light Rail Vehicle Body Repair Services (Renewal)
 - c. Request for approval of Purchase Order 81093, Light Rail Vehicle Door Control Units
 - d. Request for approval of Contract 19-00015, Mechanics' Tool Supply Services
 - e. Upcoming Procurements
 - f. Options to be Exercised-September 2019
5. Operations Update
6. Old and New Business
7. Adjournment

**The next Operations & Oversight Committee Meeting will be held on
Thursday, July 11, 2019**



Meeting of the Operations and Oversight Committee

Thursday, May 9, 2019 • 10:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd, Hampton, VA

MEETING MINUTES

Call to order

Commissioner Parnell called the meeting to order at 10:00 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Woodbury, Newport News
Commissioner Parnell, Norfolk
Commissioner Rowe, Portsmouth
Commissioner Gray, Hampton
Commissioner Kanoyton, Hampton
Commissioner Doyle, Norfolk (alternate)
Commissioner Mucha, DRPT
Lisa Cipriano, City of Newport News

Hampton Roads Transit Staff in attendance:

Kimberly Ackerman, Chief Human Resource Officer
Ray Amoruso, Chief Planning and Development Officer
Conner Burns, Chief Financial Officer
Alesia Cain, Chief Information Technology Officer
Gene Cavazos, Director OF Marketing & Communications
William Collins, Facilities Maintenance Manager
Sheri Dixon, Director of Treasury
Wayne Groover, Sr Manager of Materials & Rail Vehicle Maintenance
William Harrell, President and CEO
Keith Johnson, Manager of Paratransit
Don Lint, Construction Projects Coordinator
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst II
Shanti Mullen, Interim Internal Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project & Contract Administrator
Jim Price, Chief Operations Officer
Benjamin Simms, Director of Bus and Rail Transportation
Mark Stemple, Director of Maintenance
Brian Smith, Chief of Staff
Robert Travers, Corporate Counsel

Others in attendance:

Andrew Ennis, VADRPT

The May 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
- Upcoming Procurements

Approval of the April 2019 Minutes

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

The April 2019 Meeting Minutes were approved by a unanimous vote.

Review of the Operations and Oversight Committee Action Items**Action Item: O & O committee to forward the 2019 -03 Local Reconciliation Alternate Refund Proposal to Management and Financial Advisory Committee (MFAC) for Review**

Commission Parnell sent his proposal to MFAC. MFAC is reviewing the proposal and developing a response but more time is needed. Action item remains open.

Action Item: Request from the committee that Operations share Key Performance Indicators (KPIs) at next O&O related to Paratransit

Jim Price will present during Operations Update. Action item: closed

Commissioner Gray arrived at the meeting at 10:10

Audit Update

Ms. Shanti Mullen provided an update on the internal audits currently underway which include finalizing the Security and the Ridership audits.

Procurement Recommendations to the Committee

Request for Approval of Contract 19-00010, Bus Diagnostic & Repair Services (Renewal)

Ms. Sonya Luther formally presented Contract 19-00010, Bus Diagnostic & Repair Services (Renewal).

A motion to recommend approval of Contract 19-00010, Bus Diagnostic & Repair (Renewal) was made by Commissioner Rowe and was properly seconded by Commissioner Kanoyton.

There was discussion about the prior year's expenditures and the increase in contract cost. Staff explained that this contract is task order based and the budgeted number is based on the worst-case repair scenario.

Contract 19-00010, Bus Diagnostic & Repair (Renewal), was approved by a majority vote with Commissioner Woodbury opposed.

Closed Session at 10:28am

Commissioner Fuller move that the Committee convene into closed session to discuss certain personal matters involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of HRT as provided by paragraph 1 of Virginia Code Section 2.2-3711(A).

At 10:41 am the Chair entertained a motion of certification from Commissioner Fuller that Operations and Oversight Committee of the Transportation District Commission of Hampton Roads (TDCHR) hereby certifies 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.

Commissioner Woodbury seconded the motion and was approved by unanimous vote.

Commissioner Fuller left the meeting at 10:43 am.

Procurement Recommendations to the Committee Cont'd

Request for Approval of Purchase Order No 80883, Bus Spare Parts Purchase

Ms. Luther formally presented Purchase Order No 80883, Bus Spare Parts Purchase.

A motion to recommend approval of Purchase Order No 80883, Bus Spare Parts Purchase was made by Commissioner Grey and was properly seconded by Commissioner Kanoyton.

The funding of and purpose of having spare parts was discussed.

Purchase Order No 80883, Bus Spare Parts Purchase was approved by a unanimous vote.

Request for Approval of Contract 19-000009, Bus Stop and Facilities Maintenance, Site Improvements & Repairs (Renewal)

Ms. Luther formally presented Contract 19-00009, Bus Stop and Facilities Maintenance, Site Improvements and Repairs (Renewal).

A motion to recommend approval of Contract 19-00009, Bus Stop and Facilities Maintenance, Site Improvements and Repairs (Renewal) was made by Commissioner Gray and was properly seconded by Commissioner Kanoyton.

Ms. Pappas stated that the contract being presented is for everyday installation of bus stops and transfer center facilities.

Contract 19-00009, Bus Stop and Facilities Maintenance, Site Improvements and Repairs (Renewal) was approved by a unanimous vote.

Request for Approval of Contract 18-7653R, Industrial Vending and Inventory Management Services

Ms. Luther formally presented Contract 18-76537R, Industrial Vending and Inventory Management Services.

A motion to recommend approval of Contract 18-76537R, Industrial Vending and Inventory Management Services was made by Commissioner Rowe and was properly seconded by Commissioner Gray.

There was discussion regarding what type of vending machine was being recommended and what sorts of items it included.

Contract 18-76537R, Industrial Vending and Inventory Management Services.

was approved by a unanimous vote.

Request for Approval of Purchase Order No. 80902, Light Rail Vehicle Truck Electro-Hydraulic Unit Overhaul Kits

Ms. Luther formally presented Purchase Order No 80902, Light Rail Vehicle Truck Electro-Hydraulic Unit Overhaul Kits.

A motion to recommend approval of Purchase Order No 80902, Light Rail Vehicle Truck Electro-Hydraulic Unit Overhaul Kits by Commissioner Woodbury and was properly seconded by Commissioner Rowe.

Purchase Order No 80902, Light Rail Vehicle Truck Electro-Hydraulic Unit Overhaul Kits was approved by a unanimous.

Upcoming Procurements

Commissioner Parnell suggested that the committee members look over upcoming contracts for approval and if there were any questions. There were none.

The final page of the meeting package showed a chart of upcoming options to be exercised for previously approved previous contracts.

Operations Update

Mr. Jim Price gave an update regarding security being moved into operations and the strong synergy within the two departments. Mr. Price introduced Ben Simms, Director of Transportation who has taken on the responsibility for security. Mr. Simms spoke regarding security improvements that have been made since the transition which includes the ability to deploy assistance faster and having extra duty officers (EDOs) and Top Guard Security on site at the Downtown Norfolk Transit Center (DNTC). It was stated that operators and customers are seeing the improvements. Regarding light rail, fare enforcement, activities have increased resulting in 50 warnings since April 8, 2019.

It was stated that there is an operable ticket vending machine (TVM) at every light rail station. As the public has the ability to purchase tickets, enhanced enforcement is fair and appropriate.

Mr. Jim Price graphically presented Key Performance Indicators (KPI's) related to paratransit. There was discussion about current driver shortages contributing to lower On-Time Performance (OTP) and a higher number of complaints. It was stated that Paratransit service carried an average of 940 people per day and the demand is currently more than the fleet can handle.

Mr. Price provided a comprehensive presentation of Paratransit Service Analysis, giving an in-depth report on future challenges with Paratransit.

Mr. Price stated that the paratransit eligible population is expected to increase year over year until at least 2035. Mr. Price gave a timeline of when contract needs to be approved by so a smooth transition can occur.

There was a discussion regarding whether it was in the best interests of HRT to bring the service in-house.

HRT will be conducting a symposium on May 22, 2019, and inviting providers, Commissioners, and the public to assist in finding creative solutions to these challenges. After feedback, the final proposal will be written and in late June a peer review will take place. Afterwards the RFP will be placed out for bid.

Mr. Price gave an update on the “Something in the Water” event. There was a major rainstorm on Friday but otherwise the event went very well with good people executing the plan. Mr. Price acknowledged Stephanie Salzone, Customer Service, Planning, & Sherri Dixon.

It was also stated that public feedback was positive on mobile ticketing and that it exceeded \$15,000 for time frame of 4/22 to 4/28. Mobile ticketing started May 1, 2019 on Rte. 30 and will begin on 5/19 for the others (Rtes. 31 & 35).

New and Old Business

It was requested that a Paratransit update be placed on the agenda for June’s Operations and Oversight Committee Meeting.

Adjournment

The meeting was adjourned at 12:05 p.m.

Respectfully submitted by:
Maryann Martin
Operations Data Analyst



HAMPTON ROADS TRANSIT
 MAY/JUNE 2019
 OPERATIONS AND OVERSIGHT COMMITTEE
 ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
4/11/2019	Operations and Oversight Committee to forward the 2019-03 Local Reconciliation Alternate Refund Proposal to the Management and Financial Advisory Committee (MFAC) for review.	Commissioner Parnell	5/9/2019	
5/9/2019	Paratransit Update to be given at June Operations and Oversight Committee	Jim Price	6/13/2019	

INTERNAL AUDIT SECURITY & EMERGENCY PREPAREDNESS PLAN & SYSTEM SAFETY PROGRAM PLAN ELEMENT 11

Obs. No.	Recommendations	Management Response
1	<u>Ensure Consistent Compliance with Documented Processes</u> - The Tide conducted a TVA, in June 2014. The SEPP depicts requirements, policies, and procedures to provide a secure environment, one of which is conducting a TVA at least once every three years. Additionally, required annual emergency exercises, and weekly inspections were not consistently completed. Management was unsure of the last fire drill at the Norfolk Tide Facility (NTF).	Concur in part (Fire Drill Conducted – May 2019)
2	<u>Develop and Benchmark an Improvement Plan for Emergency Exercises</u> - S&S did not develop an after-action report (AAR) to produce corrective actions and/or improvement plan for the TTX recommended areas of improvement listed in the exercise.	Concur
3	<u>Improve Document Control Practices of Sensitive Security Information (SSI)</u> - The Records Management distribution log used to record the dissemination and deletion of the SEPP, does not consistently depict the deletion and/or return of SSI documents.	Concur (Process Updated)
4	<u>Improve the Accuracy and Consistency of Documentation</u> – Demand Management is not documented within the SEPP’s system description. Acronyms used throughout the SEPP and the Training Matrix of the SEPP lacks consistent documentation. Due to recent departmental changes, the SEPP must reflect adjustments to ensure accurate and consistent depiction of roles and responsibilities.	Concur
5	<u>Repair Inoperable Security Mechanisms</u> - The front gate at the NTF is not functional and does not adequately secure the property or its assets. More than half of the closed-circuit television’s (CCTV’s), also known as video surveillance, at various locations on the light rail alignment are inoperative.	Concur (Front Gate Repaired)
6	<u>Improve Training Program and Record Keeping Practices</u> - The Security division did not provide documentation to support the occurrence of stipulated training within requirements.	Concur in part
	<ul style="list-style-type: none"> • FNC – Finding of Non-Compliance – Obs. No. 1 & 2 • FCR – Finding of Compliance with Recommendation – Obs. No. 3-6 	

Contract No:	19-00012	Title:	Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk (East Side)	Price:	\$4,811,953
				Term:	30 Mos.

Acquisition Description: Enter into a contract with a qualified Consultant to prepare a Draft Environmental Impact Statement (DEIS) and ancillary deliverables for high capacity transit on the east side of the City of Norfolk serving Naval Station Norfolk.

Background: Hampton Roads Transit (HRT), in coordination with the City of Norfolk and the Hampton Roads region, have identified a need for high capacity transit mobility and connectivity from The Tide light rail system to Naval Station Norfolk. The intended purpose of this project is to evaluate reasonable alternatives in preparation for, and the selection of, a locally preferred alternative (LPA) to advance into the Federal Transit Administration (FTA) Project Development process under the Capital Investment Grants (CIG) Program. The DEIS will provide a full and open evaluation of environmental issues and alternatives, and inform decisionmakers and the public of reasonable alternatives that could avoid or minimize adverse impacts, and enhance the quality of the environment. This project will focus on evaluating, and ultimately identifying, a reasonable alternative and fixed guideway mode to implement high capacity transit on the east side of the City that can be advanced as the “Build” Alternative for the DEIS under the National Environmental Policy Act (NEPA). The work effort shall also include an approximately ten percent (10%) conceptual level of design that shall support decision-making for the locally preferred alternative.

Contract Approach: A Request for Proposals was issued on March 20, 2019. Four (4) proposals were received on April 29, 2019 from the following firms:

- AECOM Technical Services, Inc. (AECOM)
- HDR Engineering, Inc. (HDR)
- Michael Baker – STV Transit Joint Venture (MB-STV)
- RK&K, Inc.

Upon review and evaluation of the technical proposals, three (3) firms were rated best to meet the Scope of Work (SOW) requirements. The three (3) firms, AECOM, HDR and MB-STV were invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of discussions, negotiations were held with HDR and MB-STV for the purpose of a possible award, based on the firms’ strong technical qualifications and information presented during the presentations regarding their overall proposed project approach. Negotiations focused on reducing their proposed pricing, reallocating proposed task hours and clarifying miscellaneous scope items. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

Contract No:	19-00012	Title:	Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk (East Side)	Price:	\$4,811,953
				Term:	30 Mos.

After an analysis of the BAFOs received, HRT Staff determined that MB-STV's proposal provided the best value to HRT based on a combination of technical capability and price. As a result of a price analysis conducted and the fact that pricing was obtained in a competitive environment, MB-STV's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that MB-STV is both technically and financially capable to perform the work.

MB is headquartered in Pittsburgh, PA and has successfully completed similar work for the Virginia Department of Rail and Public Transportation in Richmond, VA; the Virginia Department of Transportation; and, the Connecticut Department of Transportation.

STV is headquartered in Douglassville, PA and has successfully completed similar work for the Charlotte Area Transit System in Charlotte, NC; the Virginia Department of Transportation; and, the Maryland Transit Administration in Baltimore, MD. STV has also completed similar work for HRT satisfactorily.

The Contract period of performance is thirty (30) months.

A DBE goal of 8% was established for this solicitation and MB-STV has committed to 8% DBE participation.

Cost/Funding: This contract will be funded by grant funds.

Project Manager: Jamie Jackson, Director of Transit Development

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Michael Baker – STV Transit Joint Venture to prepare a Draft Environmental Impact Statement and ancillary deliverables for high capacity transit on the east side of the City of Norfolk serving Naval Station Norfolk in the not-to-exceed amount of \$4,811,953.

Contract No:	19-00012	Title:	Draft Environmental Impact Statement for High Capacity Transit Extension to Naval Station Norfolk (East Side)	Price:	\$4,811,953
				Term:	30 Mos.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
Michael Baker – STV Transit Joint Venture	\$4,912,428	\$4,811,953
RK&K, Inc.	\$4,965,277	N/A
HDR Engineering, Inc.	\$5,649,823	\$5,688,164
AECOM Technical Services, Inc.	\$6,670,197	N/A

Contract No:	19-00013	Title:	Light Rail Vehicle Body Repair Services (Renewal)	Base Year Price:	\$47,505.40
				Option Pricing:	\$99,460.37 w/2 1-yr Options

Acquisition Description: Enter into a sole source renewal contract with Bay Custom, Inc. to provide routine and emergency on-site Light Rail Vehicle (LRV) body repair services on a Task Order (TO) basis.

Background: Hampton Roads Transit (HRT) currently owns and maintains nine (9) LRVs. The body skin and panels of the vehicles are painted composites with graphic decals that are subjected to numerous incidents ranging from environmental causes to collisions that require panel and body repairs. As a result, under the terms of this agreement, the Contractor is required to have expertise in composite painting, decals, fiberglass, and fiber reinforced plastics. Bay Custom, Inc. is the only company in Southeast Virginia with experience performing this kind of work on LRVs. As the incumbent, Bay Custom, Inc. is very familiar with HRT's LRV body paint, finishing systems and work environment.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source. Bay Custom, Inc. has been the sole respondent every time HRT has issued a competitive solicitation for these services.

A solicitation was issued on April 12, 2019 and Bay Custom, Inc. provided a responsive proposal on May 4, 2019 in the amount of \$146,965.77. The Price Schedule required the Contractor to provide labor rates and unit prices for various services HRT may require during the contract term.

Based on a price analysis performed utilizing the independent cost estimate and historical data, Bay Custom, Inc.'s proposed price is deemed fair and reasonable. The proposed total price is approximately 2.4% higher than the total price for the current Contract. A contractor responsibility review confirmed that Bay Custom is both technically and financially capable to perform the work.

Bay Custom, Inc. is based in Hampton, VA and has provided similar services for the City of Hampton and Virginia Natural Gas. Bay Custom, Inc. has also provided LRV body repair services to HRT satisfactorily since the inception of the Light Rail Transit System in 2011.

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

No DBE goal was established for this solicitation.

Contract No:	19-00013	Title:	Light Rail Vehicle Body Repair Services (Renewal)	Base Year Price:	\$47,505.40
				Option Pricing:	\$99,460.37 w/2 1-yr Options

Cost/Funding: This contract will be funded with operating funds.

Project Manager: Wayne Groover, Senior Manager of Rail Vehicle Maintenance and Rail Materials

Contracting Officer: Jason Petruska, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source Contract to Bay Custom, Inc. to perform light rail vehicle body repair services in the not-to-exceed amount of \$146,965.77 over a three-year term.

SOLICITATION RESULTS

Bay Custom, Inc.			
Base Year 1	Option Year 1	Option Year 2	Total
\$47,505.40	\$47,980.67	\$51,479.70	\$146,965.77

Purchase Order No.:	81093	Title:	Light Rail Vehicle Door Control Units	Price:	\$318,337.92
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Acquisition Description: Award a Purchase Order (PO) for a vendor to provide Door Control Units (DCUs) for HRT's Light Rail Vehicles (LRV's).

Background: HRT currently owns and operates nine (9) LRVs. Each LRV is equipped with eight (8) double leaf sliding door assemblies. Each of the door assemblies have a dedicated DCU with an internal microcomputer. The DCU controls an overhead door operator assembly that utilizes an electric motor to drive the mechanism that physically transports the doors from open to close and vice versa. The LRV's have all surpassed 300,000 miles and are over eight (8) years old. The DCUs currently fitted on the LRVs have reached the end of their useful life and are being replaced to maintain the door operating system in a state of good repair.

Contract Approach: A Request for Quote (RFQ) was issued on April 18, 2019. Two (2) quotes was received on May 17, 2019 from Knorr Brake Company (Knorr) and Siemens Mobility.

After review and evaluation of the quote received, HRT staff determined that Knorr provided the best value to HRT; and, the firm is responsive (in compliance with submittal requirements) and responsible (capable to perform) and therefore eligible for award.

Based on a price analysis performed, and the fact that pricing was obtained in a competitive environment, Knorr's quote is deemed fair and reasonable. A contractor responsibility review performed confirmed that Knorr is technically and financially capable to provide the requested items.

Knorr is headquartered in Westminster, MD and has been a provider for rail and transit authorities for over one hundred and ten (110) years. Knorr has also provided materials and parts to HRT satisfactorily.

Cost/Funding: This Purchase Order will be funded by grant funds.

Project Manager: Wayne Groover, Senior Manager of Rail Vehicle Maintenance and Rail Materials

Contracting Officer: Saidat Salaam, Buyer II

Recommendation: It is respectfully recommended that the Commission approve the award of a Purchase Order to Knorr Brake Company to provide Light Rail Vehicle Door Control Units for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$318,337.92.

Purchase Order No.:	81093	Title:	Light Rail Vehicle Door Control Units	Price:	\$318,337.92
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SOLICITATION RESULTS

OFFEROR	OFFER
Knorr Brake Company	\$318,337.92
Siemens Mobility	\$380,520.00

Contract No:	19-00015	Title:	Mechanics' Tool Supply Services	Base Year Price:	\$28,000
				Option Pricing:	\$112,000 w/4-1 yr. options

Acquisition Description: Enter into a contract with a qualified Contractor to provide tool supply services for approximately seventy (70) mechanics on an as needed basis.

Background: Hampton Roads Transit (HRT) is required to provide an annual tool allowance of \$400 to eligible mechanics each year. Under the terms of this agreement, the Contractor shall provide professional, quality tools designated for the automotive industry in form, fit, function and metallurgical composition. The Contractor shall visit HRT's Norfolk and Hampton Bus Maintenance facilities on a weekly basis to secure new orders and deliver tools to eligible mechanics in accordance with a pre-determined schedule; and, are responsible for all labor, materials, equipment and transportation necessary for the provision of the required tools.

Contract Approach: An Invitation for Bids was issued April 18, 2019. Three (3) bids were received on May 23, 2019 from the following firms:

- Fastenal Company
- KME Costello LLC
- Tidewater Fleet Supply

Bidders were required to provide unit prices for a list of various tools HRT anticipates its mechanics will need during the life of the contract. After an evaluation of the bids received, HRT staff determined that Tidewater Fleet Supply was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and, is therefore eligible for award.

Tidewater Fleet Supply's unit bid prices are deemed fair and reasonable based on a price analysis performed utilizing historical data, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Tidewater Fleet Supply is technically and financially capable to perform the work.

Tidewater Fleet Supply is located in Norfolk, VA and provides similar services for the City of Portsmouth, the City of Virginia Beach and Chesapeake Public Schools.

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 this solicitation.

Contract No:	19-00015	Title:	Mechanics' Tool Supply Services	Base Year Price:	\$28,000
				Option Pricing:	\$112,000 w/4-1 yr. options

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

Project Manager: Don Shea, Warranty Administrator

Contracting Officer: Jason Petruska, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Tidewater Fleet Supply to provide tool supply services for HRT's mechanics in the not-to-exceed amount of \$140,000 over a five-year period.

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Bus Exhaust and Emission Services	To provide services which reduce exhaust and emission system related service calls while meeting the latest maintenance requirements established by the OEM and compliance with applicable clean air regulations.
Bus Repower Services	To provide the mid-life repower of up to fourteen (14) HRT buses.
Disadvantaged Business Enterprise Compliance Management Software	To provide Disadvantaged Business Enterprise compliance management software that will assist the DBE Program Office in properly monitoring and enforcing the compliance requirements of the DBE Program as required by the FTA and 49 CRF Part 26
Fence and Railing Maintenance and Repairs	To provide maintenance and repairs of the fencing systems and gates at various locations within the Hampton Roads service area.
Healthcare Reporting Services	To provide a full-service solution to support compliance with the current Affordable Care Act healthcare annual reporting.
Medical Surveillance Program	To provide medical surveillance program management.
Office Supply Services	To provide and deliver office supplies.
PeopleSoft HCM Techno-Functional Consultant	To provide a senior level PeopleSoft Human Capital Management Techno-Functional Consultant to support needed integrations to Microsoft Dynamics 365 for Finance and Operations.
Provision of Bulk Fluids	To provide diesel exhaust fluid, automatic transmission fluid, antifreeze and motor oil for HRT's bus maintenance facilities.
Towing and Flat Tire Replacement Services	To provide towing and flat tire replacement services for HRT's bus fleet.

Options to be Exercised - September 2019

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised
17-75518	PeopleSoft Human Capital Management Managed Services	To provide PeopleSoft HCM managed services.	\$ 660,000.00	1 yr. w/2-1 yr. options	First
17-75523	HASTUS Enterprise Software Annual Maintenance and Support Services	To provide maintenance and support services for HRT's HASTUS Enterprise Software.	\$ 646,879.00	1 yr. w/4-1 yr. options	Second