



## **Meeting of the Operations and Oversight Committee**

Thursday, May 9, 2019 • 10:00 a.m.  
2<sup>nd</sup> Floor Boardroom, 3400 Victoria Blvd., Hampton, VA

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, May 9, 2019 at 10:00 a.m. in the 2<sup>nd</sup> Floor Boardroom, 3400 Victoria Blvd., Hampton, VA

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



# Meeting of the Operations and Oversight Committee

Thursday, May 9, 2019 • 10:00 a.m.  
2<sup>nd</sup> Floor Boardroom, 3400 Victoria Blvd., Hampton, VA

## AGENDA

1. Approval of the April 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 19-00010, Bus Diagnostic and Repair Services (Renewal)
  - b. Request for approval of Purchase Order 80883, Bus Spare Parts Purchase
  - c. Request for approval of Contract 19-00009, Bus Stop and Facilities Maintenance, Site Improvements and Repairs (Renewal)
  - d. Request for approval of Contract 18-76537R, Industrial Vending and Inventory Management Services
  - e. Request for approval of Purchase Order 80902, Light Rail Vehicle Truck Electro-Hydraulic Unit Overhaul Kits
  - f. Upcoming Procurements
  - g. Options to be Exercised-August 2019
5. Operations Update
6. Old and New Business
7. Adjournment

**The next Operations & Oversight Committee Meeting will be held on  
Thursday, June 13, 2019**



# Meeting of the Operations and Oversight Committee

Thursday, April 11, 2019 • 10:00 a.m.  
509 E. 18<sup>th</sup> Street, Norfolk, VA

## MEETING MINUTES

### Call to order

Commissioner Parnell called the meeting to order at 10:04 AM.

### **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Parnell, Norfolk  
Commissioner Inman, Norfolk  
Commissioner Gray, Hampton  
Commissioner Kanoyton, Hampton (via phone)  
Commissioner Woodbury, Newport News  
Commissioner Jackson, Portsmouth  
Commissioner Hennessee, VADRPT

### **Hampton Roads Transit Staff in attendance:**

Kimberly Ackerman, Chief Human Resource Officer  
Ray Amoruso, Chief Planning and Development Officer  
Debbie Ball, Director of Finance  
Keisha Branch, Grants Administrator  
Amy Braziel, Sr. Executive Assistant  
Danielle Burton, Operations Support Technician  
Conner Burns, Chief Financial Officer  
Alesia Cain, Chief Technology Officer  
Gene Cavasos, Director of Marketing and Communications  
William Harrell, President and CEO  
Ron Hodges, Director of Business Development  
Tom Holden, Media Relations Specialist  
Jamie Jackson, Director of Transit Development  
Keith Johnson, Manager of Paratransit  
Maryann Martin, Operations Data Analyst  
Shanti Mullen, Interim Internal Auditor  
Lee Roy Padget, Engineer  
Mike Perez, Operations Project and Contract Administrator  
Jim Price, Chief Operations Officer  
Luis Ramos, Sr. Executive Assistant  
Benjamin Simms, Director of Bus and Rail Transportation  
Brian Smith, Chief of Staff  
Mark Stemple, Director of Maintenance

Robert Travers, Corporate Counsel  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Fevrier Valmond, Contracts Manager  
Romika Williams, Manager of Human Resources

**Others in attendance:**

Lisa Cipriano, City of Newport News  
Mike Mucha, VADRPT

The April Operations and Oversight meeting package was distributed electronically to committee members and posted to Hampton Roads Transit's website in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- Procurement Items for Approval
- Upcoming Procurements
- Presentations

It was stated that Commissioner Fuller is now voting member of the Committee that the Committee is working to add a member to represent Virginia Beach.

Mr. Steve Hennessee with the Department of Rail and Public Transportation (DRPT) stated that he will be transitioning to a new position and introduced Mike Mucha as the new representative to HRT on behalf of DRPT.

**Approval of the March 2019 Minutes**

A motion to approve the March 2019 Meeting Minutes was made by Commissioner Gray and properly seconded by Commissioner Hennessee.

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

**Review of the Operations and Oversight Committee Action Items**

**Action Item: Committee inquiry as to how much funding was allocated towards safety and security initiatives necessary to satisfy federal requirements in the current proposed budget for FY20.**

It was stated that the total allocated funding towards safety and security initiatives is \$145,300. Action item closed.

**Action Item: Request from the committee that HRT's Human Resource department give a presentation regarding its process for hiring for vacant positions.**

A presentation was given at the March Operations and Oversight Committee. Action item closed.

**Action Item: HRT staff to identify costs and ability to bring paratransit certification services in-house and to request a 1 (one) year extension from the current vendor.**

This item was moved to the end of the meeting and was discussed during a closed session. Action item closed

**Action Item: There was a request for staff insert the concepts suggested by Commissioner Rowe into Commissioner Parnell's proposal and to forward the same to Commissioner Parnell for his review.**

The requested proposal was sent via email on March 1, 2019. Action item closed.

Commissioner Woodbury arrived at the meeting at 10:08

### **Audit Update**

Ms. Shanti Mullen provided an update on the internal audits being conducted.

Ms. Mullen also provided an update regarding the recent Department of Rail and Public Transportation security audit that was conducted by the state.

### **Procurement Recommendations to the Committee**

Request for approval of Contract 18-78386, Pre-Employment Background Screening Services

Ms. Sonya Luther formally presented Contract 18-78386, Pre-Employment Background Screening Services.

Commissioner Fuller made a motion to approve Contract 18-78386, Pre-Employment Background Screening Services and Commissioner Gray seconded the motion.

There was discussion regarding the cost and criteria for background checks and the need for a third party to complete full verifications.

There was discussion regarding how long HRT has used a third-party service, the number of requests made in the previous year and the effect that Equal Employment Opportunity (EEO) regulations have on what can be completed in-house.

Contract 18-78386, Pre-Employment Background Screening Services was approved by a majority vote with Commissioner Hennessee abstaining.

**Request for Approval of Purchase Order 80600, Light Rail Vehicle Articulation Joints.**

Ms. Sonya Luther formally presented Purchase Order 80600, Light Rail Vehicle Articulation Joints.

There was discussion regarding the contract being a sole source.

A motion to recommend approval of Purchase Order 80600, Light Rail Vehicle Articulation Joints was made by Commissioner Woodbury and properly seconded by Commissioner Gray. Purchase Order 80600, Light Rail Vehicle Articulation Joints was approved by a majority vote with Commissioner Hennessee abstaining.

**Request for Approval of Contract 19-00004, Oracle PeopleSoft Annual Support Services Renewal**

Ms. Sonya Luther formally presented Contract 19-00004, Oracle PeopleSoft Annual Support Services Renewal.

There was discussion regarding the HRTs plans to discontinue use of PeopleSoft, mitigation of data, and the next steps.

Staff shared its confidence that the move away from PeopleSoft could be accomplished in 3 years.

There was discussion regarding who was responsible for the conversion and previous system implementations specifically PeopleSoft HCM.

It was stated that with the approval of the 5-year contract, the base 3-year option would be executed but the 2 option years would not be exercised without Commission approval.

A motion to recommend approval of Contract 19-00004, Oracle PeopleSoft Annual Support Services Renewal was made by Commissioner Gray and properly seconded by Commissioner Jackson. Contract 19-00004, Oracle PeopleSoft Annual Support Service was approved by a majority vote with Commissioner Hennessee abstaining.

Commissioner Gray left the meeting at 10:43.

At 10:48 Commissioner Fuller recommended that the Committee move into a closed session for the discussion or consideration of a prospective business or

industry or the expansion of an existing business or industry as provided by paragraph 5 of Virginia Code Section 2.2-3711(A).

The Committee reconvened at 11:13

Commissioner Parnell will entertain a motion of certification that the Operations and Oversight Committee of the Board of Commissioners of the 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.

The motion of certification was made by Commissioner Fuller and properly seconded by Commissioner Inman and approved by a unanimous vote.

### **Request for Approval of Contract 18-79494, Paratransit Eligibility Evaluation and Processing Services (Renewal)**

Ms. Sonya Luther formally presented Contract 18-79494, Paratransit Eligibility Evaluation and Processing Services.

A motion to recommend approval of Contract 18-79494, Paratransit Eligibility Evaluation and Processing Service was made by Commissioner Inman and properly seconded by Commissioner Jackson. Contract 18-79494, Paratransit Eligibility Evaluation and Processing Service was approved by a majority vote with Commissioner Hennessee abstaining.

### **Operations Update**

Mr. Jim Price gave an update on paratransit service contracts expiration in February of 2020. Jim gave update on plans as HRT moves toward the contract expirations to include timelines and processes.

There was a request for Operations to share Key Performance Indicators (KPIs) at the next Operations and Oversight Committee Meeting related to paratransit.

There was discussion regarding the grant for 71 paratransit vehicles and what will happen to those vehicles under new contracts. Information regarding vehicle utilization and dynamic scheduling was shared.

Funding and the need for new vehicles in the future was discussed.

There was discussion regarding micro transit options and the federal guidelines for shared paratransit rides.

The number of ambulatory paratransit clients was shared.

### **New and Old Business**

Mr. Lee Roy Padget gave a presentation regarding the Smart Scale Grant Application.

Mr. Padget provided updates on areas in HRTs system that were lacking amenities and needs to make improvements at HRTs transfer centers.

The timeline for Smart Scale Funding and getting work completed was discussed.

Commissioner Hennessee stated that Smart Scale funds are locked in.

There was a request to send the presentation to Commissioners and city staff representatives, specifically, Hampton and Newport News.

Commissioner Parnell distributed the 2019-03 Local Reconciliation Alternate Refund Proposal, a document he drafted to address HRT's funding challenges.

It was recommended that the document be sent to MFAC prior to moving to Board.

Commissioner DeProfio stated that he cannot support the proposal until he has a conversation with his city manager.

Mr. Robert Travers shared past practice related to the Cost Allocation Agreement and how funds not spend at years end are handled.

The true-up process was discussed.

Commissioner McClennan arrived at the meeting at 12:00.

Mr. Travers stated that there is nothing in the cost allocation to prevent what is being proposed. Mr. Travers recommended that a resolution be adopted before HRT deviates to something different.

There was discussion regarding the goal, identifying the needs, and meeting with city managers.

**ACTION ITEM:** The Committee is to send the 2019-03 Local Reconciliation Alternate Refund Proposal to MFAC with a clear understanding of the goal.

## **Adjournment**

The meeting was adjourned at 12:15 PM.

Respectfully submitted by:  
Amy L. Braziel, CAP-OM  
Sr. Executive Assistant



HAMPTON ROADS TRANSIT  
 APRIL/MAY 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	
4/11/2019	There was a request for Operations to share Key Performance Indicators (KPIs) at the next Operations and Oversight Committee Meeting related to paratransit.	J. Price	5/9/2019	

<b>Contract No:</b>	19-00010	<b>Title:</b>	Bus Diagnostic and Repair Services (Renewal)	<b>Base Year Price:</b> <b>Option Pricing:</b>	\$184,760 \$757,740 w/4 1-yr. options
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**Acquisition Description:** Enter into a sole source contract with Cummins Sales and Service (Cummins) to provide bus diagnostic and repair services on a task-order basis for a fleet of 283 buses.

**Background:** Hampton Roads Transit (HRT) is required to maintain a fleet of 283 buses, manufactured by Gillig, Optima, Nova and Hometown Trolley. Some of the maintenance and repair work to be performed is outside the capacity and/or capability of HRT's in-house maintenance staff and is not covered by existing warranties. Under the terms of this agreement, the Contractor shall provide timely and professional execution of services, including all equipment, parts and labor; and, possess the appropriate facility, tools, equipment, licenses and resources to perform all services and repairs at the Contractor's place of business.

**Contract Approach:** The FTA and the Virginia Public Procurement Act regulations 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. The Cummins facility in Hampton Roads is the only local repair facility authorized to perform warranty work on Cummins Engines and the only facility authorized to provide warranties on installed Cummins equipment. Due to the specific requirements of this solicitation, and previous solicitation attempts, 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.

A solicitation was issued on March 15, 2019 and Cummins provided a responsive proposal on April 2, 2019 in the amount of \$942,500. The proposal included hourly rates for diagnostic and repair labor over the five-year contract term. This amount also includes \$585,000 (\$117,000/year) for material costs that HRT may require during the contract term.

A price analysis was performed utilizing the independent cost estimate and historical data. The yearly price escalation of 3.85% under the current contract decreased to 1.01% under the proposed pricing. Based on the results of the price analysis, Cummins's proposal is deemed fair and reasonable.

Cummins is located in Chesapeake, VA and has provided these services for the City of Chesapeake; and, Waste Management and Penske Truck Leasing, both located in Chesapeake, VA. Cummins also currently provides these services for HRT satisfactorily.

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

<b>Contract No:</b>	19-00010	<b>Title:</b>	Bus Diagnostic and Repair Services (Renewal)	<b>Base Year Price:</b>	\$184,760
				<b>Option Pricing:</b>	\$757,740 w/4 1-yr. options

No DBE Goal was assigned for this solicitation.

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

**Project Manager:** Mark Stemple, Director of Maintenance

**Contracting Officer:** Jason Petruska, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Cummins Sales and Service to provide bus diagnostic and repair services in the not-to-exceed amount of \$942,500 for five (5) years.

<b>Cummins Sales and Service Proposal Summary</b>					
<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Total</b>
\$184,760	\$186,630	\$188,500	\$190,370	\$192,240	<b>\$942,500</b>

<b>Purchase Order No.:</b>	80883	<b>Title:</b>	Bus Spare Parts Purchase	<b>Price:</b>	\$130,928.23
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**Acquisition Description:** Award a Purchase Order (PO) for a vendor to provide spare parts to support the operation of twenty-eight (28) recently procured buses.

**Background:** Hampton Roads Transit (HRT) recently purchased twenty-eight (28) new buses. This Purchase Order will provide spare parts to support multiple bus systems that have historically required a spare parts support inventory. This purchase will not exceed the Federal Transit Administration’s (FTA’s) mandatory twenty percent (20%) bus spare parts requirement.

**Contract Approach:** A Request for Quote (RFQ) was issued on April 3, 2019. Four (4) quotes were received on April 5, 2019 from Prevost, Muncie Transit Supply, Mohawk Manufacturing and Supply Company, and Gillig, LLC (Gillig).

After review and evaluation of the quotes received, HRT staff determined that Gillig provided the best value to HRT. Additionally, the firm was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award. The remaining firms were eliminated due to their inability to quote on all items requested in the RFQ and/or their unacceptable alternate parts.

Based on a price analysis performed utilizing the independent cost estimate, Gillig’s quote is deemed fair and reasonable. A contractor responsibility review performed confirmed that Gillig is technically and financially capable to provide the requested items.

Gillig is headquartered in Hayward, CA and has been a provider for buses and bus parts for over one hundred five (105) years. Gillig also provides materials and parts to HRT satisfactorily.

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

**Project Manager:** Ned Begovic, Manager of Materials

**Contracting Officer:** Jason Petruska, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve award of a Purchase Order to Gillig, LLC to provide spare parts to support operation of twenty-eight (28) recently purchased buses in accordance with the FTA’s mandatory twenty percent (20%) spare parts rule in the total amount of \$130,928.23.

<b>Contract No:</b>	19-00009	<b>Title:</b>	Bus Stop and Facilities Maintenance, Site Improvements and Repairs (Renewal)	<b>Base Years' Price: Option Years' Pricing:</b>	\$722,580 \$370,625 w/1-1 yr. option
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to perform a variety of general commercial site and repair work.

**Background:** HRT requires the services of a Class “A” General Contractor to perform work that may involve general commercial site and repair work on a Task Order (TO) basis. Work will include improvements of bus passenger amenities at bus stops throughout the Hampton Roads Area, such as, installing benches, trash cans and bicycle loops. Other services may include general demolition and site improvements, such as, bus lanes, parking lots, concrete sidewalks and shelter pads.

**Contract Approach:** An Invitation for Bids was issued March 21, 2019. One (1) bid was received on April 25, 2019 from M.K. Taylor Jr. Contractors, Inc. (M.K. Taylor) in the total amount of \$1,093,205. This amount includes \$150,000 (\$50,000/year) for miscellaneous services not currently reflected in the Scope of Work that HRT may request during the contract term. A post-bid survey of vendors solicited concluded that most were not interested in submitting a bid due to prior existing workloads and the unknown size and/or nature of the work required. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

After an evaluation of the bids received, HRT staff determined that M.K. Taylor was responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and, is therefore eligible for award. Based on a price analysis performed utilizing historical data, M.K. Taylor’s bid is deemed fair and reasonable. A contractor responsibility review confirmed that M.K. Taylor is technically and financially capable to perform the work.

M.K. Taylor is located in Hampton, VA and currently performs these services for HRT satisfactorily. M.K. Taylor also provides similar services for Jacobs Technology in Hampton, VA; Riesbeck Contracting at the NASA Langley Research Center; and, Hampton University.

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

No DBE Goal was assigned for the overall solicitation. HRT’s DBE Manager will review the scope of each proposed TO to identify opportunities for DBE participation and establish a task-based goal accordingly.

**Cost/Funding:** This Contract will be funded with operating/grant funds.

**Project Manager:** Don Lint, Construction Projects Coordinator

<b>Contract No:</b>	19-00009	<b>Title:</b>	Bus Stop and Facilities Maintenance, Site Improvements and Repairs (Renewal)	<b>Base Years' Price: Option Years' Pricing:</b>	\$722,580 \$370,625 w/1-1 yr. option
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**Contracting Officer:** Jason Petruska, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to M.K. Taylor Jr. Contractors, Inc. to perform a variety of general commercial site and repair work in the not-to-exceed amount of \$1,093,205.00 over a three-year period.

### SOLICITATION RESULTS

<b>M.K. Taylor Jr. Contractors, Inc.</b>			
<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Option Year 1</b>	<b>Total</b>
\$359,940	\$362,640	\$370,625	\$1,093,205

<b>Contract No:</b>	18-76537R	<b>Title:</b>	Industrial Vending and Inventory Management Services	<b>Base Year Price:</b>	\$100,160.00
				<b>Four Option Years' Price:</b>	\$430,640.00

**Acquisition Description:** Enter into a contract with a qualified Contractor to provide industrial vending and inventory management services at various Hampton Roads Transit (HRT) maintenance facilities throughout Hampton Roads.

**Background:** In order to maintain operational safety and reliability of its transit equipment, HRT currently operates the following five (5) maintenance facilities:

- A. Northside Maintenance & Operations Facility
- B. Southside Maintenance & Operations Facility
- C. Norfolk Tide Facility (NTF)
- D. Maintenance of Way and Storeroom Facility (Mangrove)
- E. Trolley Maintenance and Operations Facility (Trolley Base)

In its effort to be successful and increase maintenance efficiency, HRT is incorporating vending and asset lockers on the shop floors; and, hardware supplies strategically located throughout these facilities. Under the terms of this agreement, the Contractor shall provide the following services:

- A. Vending services for commercial and industrial consumable materials and supplies.
- B. Controlled asset lockers with hardware and other items utilized by HRT maintenance staff.
- C. Vendor Managed Inventory (VMI) and consignment supply of both standard and metric hardware (fasteners).

The Contractor shall supply items in each machine and/or locker based on the requirements of the respective location. The Contractor shall also comply with all of HRT's safety policies, standards, personal protective equipment and personal conduct.

**Contract Approach:** A Request for Proposals (RFP) was issued on December 7, 2018. Two (2) proposals were received on January 17, 2019 from Fastenal Company (Fastenal) and MSC Industrial Supply Company (MSC). In response to the RFP, proposers were required to provide monthly rates for asset lockers, vending machines, related web application fees, and unit rates for a list of fasteners most commonly utilized by HRT.

After an initial review of the proposals received, only Fastenal was deemed qualified to meet the Scope of Work Requirements. MSC was deemed non-responsive and eliminated due to significant deficiencies in the firm's proposal (complete price schedule and information regarding the firm's approach to the Scope of Work).

After a detailed review and evaluation of Fastenal's technical and price proposal, the firm was invited for discussions and negotiations. Negotiations focused on clarifying assumptions made in

<b>Contract No:</b>	18-76537R	<b>Title:</b>	Industrial Vending and Inventory Management Services	<b>Base Year Price: Four Option Years' Price:</b>	\$100,160.00 \$430,640.00
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establishing pricing, confirming their proposed monthly rates for the various services and addressing the firm's exceptions to the terms and conditions of the RFP. 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 Fastenal provided the best value to HRT based on a combination of technical capability and price. Fastenal's total BAFO pricing of \$530,800 includes a total allowance of \$430,000 for hardware and vending consumables. Fastenal's pricing is deemed fair and reasonable based on the results of the negotiations and the price analysis performed utilizing the independent cost estimate. A contractor responsibility review performed confirmed that Fastenal is both technically and financially capable to perform the work.

Fastenal, located in Winona, MN has provided similar services for the Washington Metropolitan Area Transit Authority (WMATA) in Landover, MD; Maryland Transit Administration in Baltimore, MD; and, the Utah Transit Authority (UTA) in Salt Lake City, Utah. Fastenal has also provided materials and supplies to 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 established for this solicitation.

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

**Project Manager:** Wayne Groover, Sr. Manager of Rail Vehicle Maintenance

**Contracting Officer:** Fevrier Valmond, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Fastenal Company to provide industrial vending and inventory management services, in the not-to-exceed amount of \$530,800 for five (5) years.

<b>Fastenal Company Pricing</b>					
<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Total</b>
\$100,160	\$105,160	\$105,160	\$110,160	\$110,160	<b>\$530,800</b>

<b>Purchase Order No.:</b>	80902	<b>Title:</b>	Light Rail Vehicle Truck Electro-Hydraulic Unit Overhaul Kits	<b>Price:</b>	\$221,567.46
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**Acquisition Description:** Award a Purchase Order (PO) for a vendor to provide Electro-Hydraulic Units (EHU) Overhaul Kits for Hampton Roads Transit's (HRT's) powered and unpowered Light Rail Vehicle (LRV) trucks.

**Background:** HRT currently owns and operates nine (9) LRVs. Each LRV is equipped with an EHU to provide linear control of the hydraulic pressure applied to the brake calipers for each Truck. The EHU includes the necessary pump, motor, valves, pressure transducers and filters as an integrated unit, designed for car body or underfloor installation; and, provides service and emergency brake pressure for each truck. The pressure is used to either generate force for the center trucks or counteract spring force for the powered trucks. The LRV's have all surpassed 300,000 miles and are over eight (8) years old. The EHUs currently fitted on the LRVs require an overhaul to maintain a State of Good Repair.

**Contract Approach:** A Request for Quote (RFQ) was issued on March 28, 2019. One (1) quote was received on January 8, 2019 from Knorr Brake Company (Knorr).

After review and evaluation of the quote received, HRT staff determined that Knorr is responsive (in compliance with submittal requirements) and responsible (capable to perform) and eligible for award. Knorr is also the Original Equipment Manufacturer (OEM) of the EHU.

Based on a price analysis performed using the independent cost estimate, 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 ten (110) years. Knorr also provides 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

**Contracting Officer:** Fevrier Valmond, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a Purchase Order to Knorr Brake Company to provide Electro-Hydraulic Unit overhaul kits for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$221,567.46.

**UPCOMING CONTRACTS FOR APPROVAL**

<b>Title</b>	<b>Description</b>
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
Healthcare Reporting Services	To provide a full-service solution to support compliance with the current Affordable Care Act healthcare annual reporting.
HRT Fleet Vehicle Body, Paint and Graphics Repair Services	To provide routine and emergency body repair services for HRT's fleet vehicles.
Light Rail Vehicle Body Repair Services	To provide routine and emergency on-site Light Rail Vehicle body repair services on a task order basis.
Mechanic's Tool Allowance	To furnish tools for HRT's mechanics utilizing a voucher system.
Medical Surveillance Program	To provide medical surveillance program management.
Naval Station Norfolk Extension DEIS	To perform a DEIS for the Naval Station Norfolk Light Rail extension.
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 - August 2019**

<b>Contract No.</b>	<b>Title</b>	<b>Description</b>	<b>Total Awarded Value</b>	<b>Period of Performance</b>	<b>Option Year to be Exercised</b>
15-68491	Employee Benefits Consulting Services	To provide employee benefits consulting services.	\$ 245,000.00	3 yrs. w/2-1 yr. options	Second
16-70794R	Bus Tire Lease & Maintenance Services	To provide bus tire lease and maintenance services.	\$ 2,924,477.70	1 yr. w/3-1 yr. options	Second
16-72028	Oil and Fluid Analysis Services	To provide oil and fluid analysis services.	\$ 142,890.00	1 yr. w/4-1 yr. options	Third
17-73942	General Financial Consulting Services	To provide general financial consulting services on a Task Order (TO) basis.	\$ 296,000.00	1 yr. w/2-1 yr. options	Second
17-75521R	Uniform Rental Services	To provide uniform rental services for its maintenance staff located at various facilities throughout Hampton Roads.	\$ 400,215.40	1 yr. w/4-1 yr. options	First
18-78365	Microsoft Enterprise Agreement Software License Renewal	To provide Microsoft (MS) Enterprise Software licenses, software and support.	\$ 1,174,092.42	1 yr. w/2-1 yr. options	First