



Meeting of the Operations and Oversight Committee

Thursday, December 5, 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, December 5, 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, December 5, 2019 • 10:00 a.m.
2nd Floor Boardroom, 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the November 2019 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 19-00058, Design Engineering of Hampton Roads Transits Charging Infrastructure
 - b. Contract 19-00038, Hydraulic and Electric Vehicle Lift and Boom Inspection and Repair Services (Renewal)
 - c. Contract 19-00014, Provision of Office Supplies
 - d. Contract 19-00055, TRAFFIX General Communications and Marketing Consultant Services
5. Options to be Exercised March 2020
6. Upcoming Commission Approvals
7. Operations Update
8. 2019 Department of Rail and Public Transportation Presentation
9. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on
Thursday, January 9, 2020**



Meeting of the Operations and Oversight Committee

Thursday, November 8, 2019 • 10:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

MEETING MINUTES

Call to order

Commissioner Fuller called the meeting to order at 10:02 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Woodbury, Newport News
Commissioner Parnell, Norfolk
Alt. Commissioner Jackson, Portsmouth
Commissioner Rowe, Portsmouth
Alt. Commissioner Cipriano, Newport News
Commissioner Mucha, DRPT

Hampton Roads Transit Staff in attendance:

Misty Allen, Contracts Administrator
Ray Amoruso, Chief planning and Development Officer
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer
Danielle Burton, Operations Technician
William Collins, Facilities Maintenance Manger
Jennifer Dove, DBE & Grants Coordinator
Erin Glen, Interim CIO/CTO
William Harrell, President and CEO
Sonya Luther, Director of Procurement
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project & Contract Administrator
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Director of Bus and Rail Transportation, & Security
Mark Stemple, Director of Maintenance
Robert Travers, Corporate Counsel

Others in attendance:

Andrew Ennis, DRPT

The November 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 October 2019 Minutes

A motion to approve the October 2019 Meeting Minutes was made by Commissioner Parnell and properly seconded by Alt. Commissioner Cipriano.

The October 2019 Meeting Minutes were approved by unanimous vote.

Review of the Operations and Oversight Committee Action Items

There were no action items for review.

Audit Update

Ms. Shanti Mullen reviewed the HRT Internal Audit Budget Practices Audit Follow-up as enclosed in these minutes.

Commissioner Woodbury arrived at 10:05 am and replaced Alt. Commissioner Cipriano at the table.

Commissioner Rowe arrived at 10:07 replacing Alt. Commissioner Jackson at the table.

Mr. Harrell gave additional details regarding the progress that HRT is making towards contract management to include streamlining and heightened attention to detail.

ACTION ITEM: Staff will develop a concise report relative to the status of contracts that will be included in the Operations and Oversight Committee agenda packages on a quarterly basis. This reporting will begin in January 2020

Ms. Mullen stated that an audit with the Department of Rail and Public Transportation (DRPT) was also completed. A report will be given on that audit in the coming months.

Procurement Recommendations to the Committee

Ms. Sonya Luther formally presented the following contract for approval:

Contract 19-00032, Signage Production Services (Renewal)

A motion to approve Contract 19-00032, Signage Production Services was made by Commissioner Fuller and properly seconded by Commissioner Woodbury.

There was discussion regarding the spend on this contract in the previous year and how much income was produced by sales ads.

There was discussion regarding the contract process and how the cost is passed through to advertisers and including a schedule of values to the contract.

There was discussion regarding the use of 2 vendors and the purpose of same. Discussion included efficiencies and capability.

A motion was made by commissioner Fuller and properly seconded to table Contract 19-00032, Signage Production Services (Renewal) until other items on the agenda are discussed so staff could gather addition information related to cost.

The motion to table Contract 19-00032, Signage Production Services (Renewal) was approved by unanimous vote.

Options to be exercised.

Options were reviewed with the Committee.

There was discussion regarding task orders specifically related to the Architectural and Engineering Services and General Planning Consultant. The discussion included what types of task orders are requested and the scope of work for those task orders.

Upcoming Procurements

Upcoming Procurements were reviewed with the Committee.

There was discussion regarding security at the Downtown Norfolk Transfer Center (DNTC). Staff stated that significant improvements have been made following revisions to the schedules for security guards and extra duty officers (EDOs).

There was also discussion regarding how work is distributed between the security guards and the EDOs, the capabilities of each and the cost for the services provided.

There was discussion regarding EDOs to include the direct hire of EDOs and the possibility of having the security guard contract cover the hiring of same.

ACTION ITEM: Staff will provide a Security overview that includes the distinction between the use of Security Guards and Extra-Duty Officers (EDOs).

There was discussion regarding the option to be exercised for Facility Electrical Systems Assessment Services. Staff stated that the contract is in place to meet the requirements for a state of good repair (SGR).

Operations Update

Mr. Mark Stemple provided the operations update stating that 29 new buses were received by HRT, all of which are in service.

Mr. Stemple also provided updates on the upcoming Grand Illumination Parade being held in Norfolk and the Newport News holiday event which HRT will support.

Commissioner Fuller asked about doing marketing campaigns to increase ridership during large events.

ACTION ITEM: Staff will provide a presentation regarding how additional marketing and potential fee structure changes for special events can help promote transit ridership.

It was stated that a committee should be formed to discuss large events that would include reducing fares for the events and marketing strategies to increase ridership. The committee should include city managers that are hosting the events.

It was stated that the Norfolk Downtown Council is providing décor for the light rail vehicles during the parade event.

Procurement Recommendations to the Committee Revisited

Contract 19-00032, Signage Production Services (Renewal)

A motion to revisit Contract 19-00032, Signage Production Services for discussion and approval was made by Commissioner Fuller and properly seconded by Commissioner Parnell.

The motion to revisit Contract 19-00032, Signage Production Services (Renewal) was approved by unanimous decision.

Mr. Ray Amoruso provided addition information regarding sales and costs associates with signage production and advertising.

There being no further discussion, a vote to approve was called for and Contract 19-00032, Signage Production Services (Renewal) was approved by a unanimous vote.

New and Old Business

None.

Adjournment

The meeting was adjourned at 10:58 a.m.

Respectfully submitted by:
Amy Braziel, CAP-OM
Manager of Operations Administration

**HRT INTERNAL AUDIT
BUDGET PRACTICES AUDIT FOLLOW-UP**

Internal Audit has prepared a November 2019 status update of the Budgetary Practices Audit.

OBS	TITLE	STATUS		
1	<p>UPDATE HRT’s BUDGET POLICY AND ALIGN BUDGET PROCESSES WITH BEST PRACTICES</p> <p>Finance reviewed budget development methodologies and best practices. Finance has updated budgetary timelines providing success in development and updated HRT policy FIN-301A&B in May 2018.</p>	●	●	●
2	<p>CLARIFY RESPONSIBIITY AND IMPROVE ACCOUNTABILITY</p> <p>Finance management reviewed responsibilities of staff and clearly defined employee roles to ensure accountability. Finance included key positions and pertinent documents essential to budget development and oversight.</p>	●	●	●
3	<p>UTILIZE MANAGEMENT FINANCIAL ADVISORY COMMITTEE FUNCTIONS AS OUTLINED</p> <p>HRT reviewed its role to ensure it is functioning as outlined in the TDCHR Bylaws. Finance continues to work with MFAC to provide a meaningful exchange of information. Finance is communicating with the Chair and various members of MFAC, to ensure functional collaboration.</p>	●	●	●
4	<p>REVIEW THE COST ALLOCATION AGREEMENT</p> <p>The CAA is a governing document set forth and agreed upon by the jurisdiction’s HRT services. It is not a policy held or managed by HRT administration or management; any modifications are at the pleasure of the TDCHR.</p>	●	●	●
5	<p>IMPROVE COMMUNICATION</p> <p>Finance is working to develop a process providing increased interaction amongst stakeholders. Finance meets with SET monthly and provides regular budgetary data. HRT and MFAC continue to have regular meetings.</p>	●	●	○
6	<p>REVIEW AND ADHERE TO TRANSPORATION SERVICE PLANS TIMELINES</p> <p>Finance and Planning reviewed and updated the TSP schedule, utilized the revised schedule for the latest budget process, and will continue to make progress ensuring efficiencies with our service partners.</p>	●	●	●

**HRT INTERNAL AUDIT
BUDGET PRACTICES AUDIT FOLLOW-UP**

7 ESTABLISH AND MONITOR OUTCOMES LINKED TO BUDGET GOALS AND OBJECTIVES ● ● ○

Finance continues to update policies and procedures governing budget practices. HRT’s CFO meets monthly with SET and provides a budget overview to each department. Further, as necessary budget staff meets with each SET member and/or key staff members to review YTD budget transactions. Further, the recent implementation of the Microsoft Dynamics 365 as the Agency’s new Financial Software System (FSS), should help:

- Drive standardization, streamline processes and efficiencies across the Agency
- Centralize and integrate data across departments and systems
- Improve information accuracy and decision-making capability
- Introduce greater agility in security and regulatory compliance

<http://intranet.hrtransit.org/2019/09/hrts-new-financial-software-system/>

OTHER ISSUES AND CONCERNS

A IMPLEMENT CONTRACT MONITORING PRACTICES ● ○ ○

Finance filled the Contract Administrator position and relocated the position to Procurement. The implementation of the new Microsoft Dynamics financial system, finance is working to streamline processes and update procedures as changes occur. The Contract Administrator has since provided Internal Audit with an analysis of reviewed contracts.

STATUS KEY:			
Fully Resolved	●	●	●
Substantially Resolved	●	●	○
Partially Resolved	●	○	○
Unresolved	○	○	○



HAMPTON ROADS TRANSIT
 NOVEMBER/DECEMBER 2019
 OPERATIONS AND OVERSIGHT COMMITTEE
 ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
11/7/2019	Staff will develop a concise report relative to the status of contracts that will be included in the Operations and Oversight Committee agenda packages on a quarterly basis. This reporting will begin in January 2020.	Procurement	1/9/2020	
11/7/2019	Staff will provide a Security overview that includes the distinction between the use of Security Guards and Extra-Duty Officers (EDOs).	Operations	12/5/2019	
11/7/2019	Staff will provide a presentation regarding how additional marketing and potential fee structure changes for special events can help promote transit ridership.	Marketing	2/13/2020	

Contract No:	19-00058	Title:	Design Engineering of Hampton Roads Transit's Charging Infrastructure	Price:	\$66,918
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Acquisition Description: Enter into a sole source contract with Proterra, Inc. to provide design engineering of seven (7) 125 kW chargers at Hampton Roads Transit's (HRT's) Southside facility.

Background: In September 2019, HRT awarded a contract to Proterra, Inc. (Proterra) to purchase six (6) electric buses. Those buses are to be delivered to HRT on, or around, June 1, 2020. In order to prepare for the arrival and use of the electrical buses, HRT requires charging stations to be constructed at its Southside facility. Under the terms of this agreement, Proterra is required to provide the design for six (6) chargers, bollards for equipment pad and remote dispensers, privacy screening and one (1) additional charger in the maintenance shop. Proterra is also required to provide plans/drawings for permitting purposes.

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. The charging infrastructure for the Proterra electric buses must be provided by the manufacturer to guarantee compatibility and functionality. Additionally, Proterra will only warranty its buses when used in conjunction with its original equipment charging infrastructure.

A Request for Quote (RFQ) was issued on November 22, 2019 and Proterra, Inc. provided a responsive quote on November 26, 2019 in the amount of \$66,918. The price schedule required the Contractor to provide pricing for the various services required during the design engineering of the charging infrastructure.

Based on a price analysis performed utilizing the independent cost estimate, Proterra's proposed price is deemed fair and reasonable. A contractor responsibility review confirmed that Proterra is both technically and financially capable to perform the work.

The period of performance for this contract is ninety (90) days.

Cost/Funding: This contract will be funded by Grant Funds.

Project Manager: Sibyl Pappas, Chief Engineering and Facilities Officer

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	19-00058	Title:	Design Engineering of Hampton Roads Transit's Charging Infrastructure	Price:	\$66,918
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Recommendation: It is respectfully recommended that the Commission approve award of a sole source contract to Proterra, Inc. provide design engineering of seven (7) 125 kW chargers at Hampton Roads Transit's (HRT's) Southside facility in the not-to-exceed amount of \$66,918.

Contract No:	19-00038	Title:	Hydraulic and Electric Vehicle Lift and Boom Inspection and Repair Services (Renewal)	Base Year Price:	\$34,580
				Three Option Years Pricing:	\$103,740

Acquisition Description: Enter into a renewal Contract with a qualified Contractor to perform scheduled hydraulic and electric vehicle lift and boom inspections; and, unscheduled boom repairs.

Background: HRT requires the services of an Occupational Safety and Health Administration (OSHA) certified Contractor to perform scheduled hydraulic and electric vehicle lift and boom inspections; and, unscheduled boom repairs at various HRT locations. Under the terms of this agreement, the Contractor shall provide properly trained and experienced hydraulic and electric lift maintenance technicians to perform all services including annual and semiannual inspections of all hydraulic lifts, brake testing machines and air compressors. Additionally, the Contractor shall perform general hydraulic systems repair services for HRT's Ferry Boat fleet operating out of Portsmouth, Virginia, as well as hydraulic boom trucks, tractors and other similar equipment located throughout the cities served by HRT.

Contract Approach: An Invitation for Bids was issued on August 29, 2019. One (1) bid was received on October 8, 2019 from Hydraulic Service Company, Inc. in the total amount of \$138,320. This amount includes \$10,000 (\$2,500/year) for miscellaneous services not currently specified in the Scope of Work that HRT may request during the Contract term. A post-bid survey of vendors solicited concluded that most did not possess experience performing the type of work required, or on the specified equipment. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

After an evaluation of the bid received, HRT staff determined that Hydraulic Service Company, Inc. was a 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 the independent cost estimate, Hydraulic Service Company, Inc.'s bid is deemed fair and reasonable. A contractor responsibility review confirmed that Hydraulic Service Company, Inc. is technically and financially capable to perform the work.

Hydraulic Service Company, Inc. is located in Portsmouth, VA and has provided similar services to Virginia International Terminal in Norfolk, VA; and, Verizon in Dallas, TX. Hydraulic Service Company, Inc. has also performed similar services for HRT satisfactorily.

The period of performance for this Contract is one (1) base year, with three (3) additional one-year options.

No DBE Goal was assigned for this solicitation.

Contract No:	19-00038	Title:	Hydraulic and Electric Vehicle Lift and Boom Inspection and Repair Services (Renewal)	Base Year Price:	\$34,580
				Three Option Years Pricing:	\$103,740

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

Project Manager: Omar Gordon, Manager of Operational Facilities and Wayfare

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a Contract to Hydraulic Service Company, Inc. to perform scheduled hydraulic and electric vehicle lift and boom inspections; and, unscheduled boom repairs in the not-to-exceed amount of \$138,320 over a four-year period.

SOLICITATION RESULTS

Hydraulic Service Company, Inc.				
Base Year 1	Option Year 1	Option Year 2	Option Year 3	Total
\$34,580	\$34,580	\$34,580	\$34,580	\$138,320

Contract No:	19-00014	Title:	Provision of Office Supplies	Base Year Price:	\$35,000
				Three Option Years' Price:	\$105,000

Acquisition Description: Enter into a contract with a qualified Contractor to supply and deliver office supplies at various HRT locations on an as needed basis.

Background: HRT requires the services of a qualified Contractor to supply and deliver a variety of office supply products at its various locations throughout Hampton Roads on an as needed basis. Under the terms of this agreement, the Contractor shall provide all labor, materials, transportation and equipment necessary to fill HRT's office supply needs within forty-eight (48) hours of order placement by HRT.

Contract Approach: A Request for Proposals (RFP) was issued on April 26, 2019. Two (2) proposals were received on May 31, 2019 from Guernsey, Inc. (Guernsey) and Forms and Supply, Inc. (FSI). A post solicitation survey revealed that other firms solicited were not able to meet the administrative requirements outlined in the Scope of Work.

In response to the RFP, proposers were required to provide unit pricing for the fifteen (15) most frequently ordered office supply items specified in the Price Schedule, as well as a discount rate to be applied on all HRT orders for the duration on the Contract.

Upon review and evaluation of the proposals received, HRT staff determined that both firms were technically qualified to meet the Scope of Work (SOW) requirements. The firms 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 both firms for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, reducing proposed pricing for the fifteen (15) most frequently ordered items listed in the SOW and securing the best discount for the duration of the Contract. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested from both firms.

After an in-depth review and analysis of the BAFOs received, HRT staff determined that Guernsey provided the best value based on a combination of technical capability and price. As a result of the negotiations, Guernsey's average unit prices for the most frequently ordered items decreased by approximately 1%, and the firm offered a 42% discount on all items ordered by HRT for the duration of the Contract.

Guernsey's pricing is 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 performed confirmed that Guernsey is technically and financially capable to perform the services.

Contract No:	19-00014	Title:	Provision of Office Supplies	Base Year Price:	\$35,000
				Three Option Years' Price:	\$105,000

Guernsey is located in Dulles, VA and provides similar services to Christopher Newport University in Newport News, VA; Chesapeake District Court, in Chesapeake, VA; and Anthem in Virginia Beach, VA.

The period of performance for this contract is one (1) base year with three (3) additional one-year options.

No DBE goal was established for this solicitation.

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

Project Manager: Amy Braziel, Manager of Operations Administration

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Guernsey, Inc. to provide office supplies to HRT's various locations, in the not-to-exceed amount of \$140,000 over four (4) years.

Contract No:	19-00055	Title:	TRAFFIX General Communications and Marketing Consultant Services	Price:	\$900,000
				Term:	18 months

Acquisition Description: Piggyback on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 505-18-CC0013 (State Contract) to provide Hampton Roads Transit’s TRAFFIX Department (TRAFFIX) with general communications and marketing consultant services.

Background: Using the competitive procurement process, on June 25, 2018, the Commonwealth of Virginia awarded Contract No. 505-18-CC0013 to Siddall Communications, Inc. (Siddall) to provide general communications and marketing consultant services during a period of three (3) years. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Siddall contract to assist TRAFFIX with marketing and advertising planning; media buys; and, concept development and production. It should be noted that HRT is often precluded from “piggybacking” on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to procure services pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a number of hourly labor rates for various positions, including, but not limited to Art Director, Production Director, Media Planner/Buyer and Creative Director. A breakdown of services to be provided is as follows:

Description	Not-to-Exceed Price
Administrative	\$120,000
<ul style="list-style-type: none"> • Weekly meetings and status reports • In-person meetings • Internal team meetings • Campaign check-ins • Paid and organic social media planning, coordination, support and implementation 	
Creative and Production	\$195,000
<ul style="list-style-type: none"> • Awareness campaigns • Event communications support and campaigns • Employer Outreach • Website updates • TRAFFIX sponsorship opportunities 	
Production	\$55,000
<ul style="list-style-type: none"> • TV and digital advertisements • TDM outreach 	

Contract No:	19-00055	Title:	TRAFFIX General Communications and Marketing Consultant Services	Price:	\$900,000
				Term:	18 months

- Employer outreach sales materials
- Media Budget \$500,000
- Digital, print, outdoor and radio

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Siddall’s proposed price of \$900,000 is deemed fair and reasonable.

All FTA required certifications have been received and verified.

The period of performance for this contract is eighteen (18) months.

A DBE goal of 2% was established for this solicitation and Siddall has committed to 2% DBE participation.

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

Project Manager: Ron Hodges, Director of Business Development

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Siddall Communications, Inc. to provide HRT’s TRAFFIX Department with general communications and marketing consultant services in the not-to-exceed amount of \$900,000.

Options to be Exercised - March 2020

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 map as needed.	\$ 116,576.88	2 base yrs. w/3 1-yr. options	Second	\$ 23,772.56
18-78370	Lawn and Landscaping Services	To provide lawn and landscaping services at various HRT loactions.	\$ 728,592.75	1 base yr. w/2 1-yr. options	First	\$ 242,864.25

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Architectural and Engineering Services	To provide comprehensive architectural and engineering services on a Task Order basis.
Construction of Charging Infrastructure for Electric Buses	To provide the construction of the charging infrastructure for HRT's new electric buses.
General Planning Consultant	To provide general planning services on a Task Order basis.
Hydraulic Vehicle Lift and Boom Inspection and Repair Services	To perform scheduled hydraulic and electric vehicle lift and boom inspections, and unscheduled boom repair services.
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.
Office Supply Services	To provide and deliver office supplies.
Oracle Database Administration Managed Services	To provide managed services for HRT's Oracle Database Administration.
Parts Washer Service and Solvent Maintenance	To provide parts washer service and solvent maintenance to HRT.
Passenger Amenities Cleaning Services	To maintain the appearance and cleanliness of passenger amenities at bus stops and light rail stations through the service area of Hampton Roads.
Passenger Amenities Winter Storm Services	To maintain the accessibility and safety during winter storms at HRT's passenger amenity bus stops and light rail stations throughout Hampton Roads.
System Safety Support Services	To provide technical safety expertise and assistance to HRT.

Annual Rail State Safety Oversight Activities for the Hampton Roads Transit Tide Light Rail

Operations & Oversight Committee
December 5, 2019

Andrew Ennis, Transit Rail Safety &
Emergency Management Administrator
Department of Rail and Public Transportation



Overview

- DRPT SSO Program updates
- HRT Safety and Security reorganization & staffing
- HRT Tide program documents
- Accidents and Investigations
- Audits and Inspections
- Corrective Action Plans
- Other items and updates



DRPT SSO Program updates

Safety and Security Program Standard (SSPS)

- Revision 11, March 2019
- 49 CFR Parts 672 and 673 – Final rule update
- Inspection Program Protocols

Internal program audit – November 2019

- SSPS §2.4



Safety and Security Reorganization & Staffing

Safety Department

- Dawn Sciortino – Chief Safety Officer
 - Training – May 2019
- Undrea Wilson – Safety Manager
 - Training – August 2019

Security Department

- Benjamin Simms IV – Chief of Transportation Operations
 - Training – June 2019
- Rick Justice – Manager of Security



HRT Tide program documents

Security and Emergency Preparedness Plan (SEPP) – approved October 2019

Accident Investigation Policy (AIP) – in progress

System Safety Program Plan (SSPP) – no new submission (see below)

Public Transportation Agency Safety Plan (PTASP) – 49 CFR 673

- Implementation plan submitted July 26, 2019
- First draft by December 31, 2019
- Review and approval process
 - Comments & Workshops
 - Approval before July 19, 2020



Accidents and Investigations

Collisions

- 3 with private occupancy vehicle (POV)
 - FTA 2-hour notification
- 2 collision with object

1 Passenger Evacuation

- FTA 2-hour notification

Other Occurrences

- Service disruptions,
- rule violations,
- systems issues



Audits

Security and Emergency Preparedness Plan (SEPP) and System Safety Program Plan (SSPP) Element 11 – March 2019

- Final report issued June 2019
- 13 Findings:
 - 4 non-compliance
 - 9 compliance with recommendation

HRT Internal Audits



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Audits continued

System Safety Program Plan (SSPP) elements 15 & 16 – Light Rail Vehicle Maintenance and Training – September 2019

- Final report issued November 2019
- 5 Findings:
 - 1 non-compliance
 - 4 compliance with recommendation



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Inspections

Inspection Program

- Risk Based inspections
- 6 inspections
 - Rule Compliance
 - LRV Maintenance & shop safety
 - Systems
 - Operations



Corrective Action Plans

Audits (DRPT Triennial & HRT Internal)

- System Safety Program Plan
 - Remaining 2018 CAPs
 - Currently being drafted and proposed to DRPT SSO
 - Upcoming PTASP
- Security & Emergency Preparedness Plan
 - All CAPs have been approved
 - Several closed with 2019 SEPP approval
 - Remaining are in implementation phase and on track



Corrective Action Plans

Accidents/Incidents and Hazards

- Employee re-training, Lessons Learned, Safety Stand down etc.
- No issues to report

Hazard & Risk Management

- 2017 Civic Plaza Operational Hazard Analysis (OHA)
- 2017 Track Access/Adjacent Construction OHA
- 2019 Civic Plaza OHA
- 2019 Monticello Station OHA



Other items and updates

49 CFR 672 – Public Transportation Safety Certification Training Program

I64/264 Expansion – Virginia Department of Transportation (VDOT)

HRT Annual Report & Certification of Compliance due February 15, 2020



Thank You
Questions? Comments?

andrew.ennis@drpt.virginia.gov

