



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

Thursday, April 8, 2021 • 10:00 a.m.  
ZOOM Web Meeting

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, April 8, 2021 at 10:00 a.m. via ZOOM.

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



# Meeting of the Operations and Oversight Committee

Thursday, April 8, 2021 • 10:00 a.m.  
Zoom Meeting

## AGENDA

1. Approval of the March 2021 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
  - a. Contract 21-00131, Facility Electrical System Assessment Services
5. Task Orders
  - a. Contract 19-00051, Architectural and Engineering Services, Task Order 14. Under the terms of Task Order 14, the Consultant shall provide construction phase support services for the Norfolk State University east stair tower tread replacement project. This Task Order is funded with Operating Funds.
6. Options to be Exercised June 2021
7. Upcoming Commission Approvals
8. Operations Update
9. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on  
Thursday, May 13, 2021**



# Meeting of the Operations and Oversight Committee

Thursday, March 11, 2021 • 10:00 a.m.  
ZOOM Web Meeting

## **MEETING MINUTES**

### **Call to Order**

Commissioner Hamel called the meeting to order at 10:00AM.

### **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Hamel, Chesapeake  
Alt. Commissioner Inman, Norfolk  
Commissioner Glover, Portsmouth  
Alt. Commissioner Jackson, Portsmouth  
Commissioner Kanoyton, Hampton  
Commissioner Mucha, DRPT  
Commissioner Ross-Hammond, Virginia Beach  
Commissioner Woodbury, Newport News

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

Ray Amoruso, Chief Planning and Development Officer  
Debbie Ball, Director of Finance  
Keisha Branch, Director of the Office of Program and Project Excellence  
Amy Braziel, Manager of Operations Administration  
Danielle Burton, Operations Support Technician  
Conner Burns, Chief Financial Officer  
Gene Cavasos, Director of Marketing and Communications  
Rodney Davis, Director of Customer Service  
Scott Demharter, Director of Facilities  
Jennifer Dove, Grants and Civil Rights Coordinator  
Sheri Dixon, Director of Treasury  
Angela Glass, Director of Budget and Financial Analysis  
Erin Glenn, Director of Enterprise Technology Solutions  
William Harrell, President and CEO  
Keith Johnson, Paratransit Services Contract Administrator  
Larry Kirk, Assistant Director of Finance  
Sonya Luther, Director of Procurement  
Shanti Mullen, Internal Auditor  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Mike Perez, Operations Project and Contract Administrator  
John Powell, Telecommunications Specialist  
Jim Price, Chief Transit Operations Officer  
Michael Price, Chief Information Officer/Chief Technology Officer

Luis Ramos, Sr. Executive Administrator  
Dawn Sciortino, Chief Safety Officer  
Brian Smith, Deputy CEO  
Benjamin Simms, Deputy Chief Transit Operations Officer  
Robert Travers, Corporate Attorney  
Fevrier Valmond, Assistant Director of Procurement  
Nikki Walker, Auditor I  
James Wall, Director of Maintenance  
Kim Wolcott, Chief Human Resources Officer

**Others in attendance:**

Lisa Cipriano, Alternate Commissioner  
Andrew Ennis, VADRPT  
Cole Fisher, City of Virginia Beach

The February 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 February 2021 Meeting Minutes**

A motion to approve the February 2021 Meeting Minutes was made by Commissioner Kanoyton and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Kanoyton, Inman, Mucha, Jackson, and Woodbury

Nays: None

Abstain: None

Commissioner Ross-Hammond joined the meeting at 10:04AM

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

Actions items were reviewed with the Committee.

Mr. Jim Price presented information on HRT's bus fleet as included in the meeting package.

## **Internal Audit**

Ms. Shanti Mullen gave an update on the internal audit on Paratransit Service as included in the meeting package.

Ms. Mullen will continue to monitor the audit recommendations and will report any updates to the Committee in approximately 6 months.

## **Procurement Recommendations to the Committee**

### **Contract 16-72041, Modification No. 6, Custodial Services**

Ms. Luther presented Contract 16-72041, Modification No. 6, Custodial Services for recommendation of approval.

A motion to approve Contract 16-72041, Modification No. 6, Custodial Services by Commissioner Ross-Hammond and properly seconded by Commissioner Jackson.

There was a discussion of the efficiency of this vendor per the contract cost. The contract has been modified for enhancements such as cleaning frequencies and to increase coverage as a result of COVID-19.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Kanoyton, Inman, Mucha, Ross-Hammond, Jackson, and Woodbury

Nays: None

Abstain: None

### **Contract 20-00112, HRT's Lobby-Customer Service Enclosure**

Ms. Luther presented Contract 20-00112, HRT's Lobby-Customer Service Enclosure for recommendation of approval.

A motion to approve Contract 20-00112, HRT's Lobby-Customer Service Enclosure was made by Commissioner Fuller and properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Kanoyton, Inman, Mucha, Ross-Hammond, Jackson, and Woodbury

Nays: None

Abstain: None

### **Task Orders**

Task orders were reviewed with the Committee.

### **Options to be Exercised**

Options to be exercised were reviewed with the Committee.

Commissioner Hamel made a recommendation to add any related contracts to those listed in the Options to Be Exercised.

### **Upcoming Procurements**

Upcoming procurements were reviewed with the Committee.

### **Operations Update**

Mr. Jim Price gave an update on Operations and presented James Wall, the new Director of Maintenance.

### **Old and New Business**

There was no old or new business discussed.

### **Adjournment**

Commissioner Hamel adjourned the meeting at 10:35AM.



HAMPTON ROADS TRANSIT  
MARCH/APRIL 2021  
OPERATIONS AND OVERSIGHT COMMITTEE  
ACTION ITEMS

<b>Date</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Completed Date &amp; Method</b>
	No Action Items			

<b>Contract No:</b>	21-00131	<b>Title:</b>	Facility Electrical System Assessment Services	<b>Price:</b>	\$150,000
				<b>Term:</b>	3 Years

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide facility electrical system assessment services to Hampton Roads Transit on an as needed basis.

**Background:** To comply with the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) requirements for State of Good Repair, HRT requires the services of a licensed Master Electrician, with prior engineering experience, to perform inspections and evaluations and provide documentation of the electrical infrastructure at various HRT facilities. Under the terms of this agreement, the Contractor shall furnish all labor, materials, and equipment necessary to perform inspection, evaluations and analysis of HRT's existing generators, universal power supplies, automatic transfer switches, and load capacities of critical HRT systems (not including systems located on the Light Rail alignment) in order to ensure business continuity and potential future expansion of the electrical infrastructure. The Contractor shall also provide assessment and documentation of the condition of HRT's facility electrical assets.

**Contract Approach:** A Request for Quote (RFQ) was issued on March 5, 2021. One (1) quote was received on March 26, 2021, from Astute Engineering, LLC (Astute). In response to the RFQ, offerors were required to provide hourly rates for the services described in the Scope of Work (SOW). A post-solicitation survey of vendors solicited concluded that most firms did not have a Master Electrician on staff capable of providing the services requested in the Scope of Work. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Upon review and evaluation of the quote, Astute was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform). Based on a price analysis performed utilizing historical data, the quoted rates are deemed fair and reasonable. A contractor responsibility review performed confirmed that Astute is technically and financially capable to perform the work.

Astute is located in Fredericksburg, VA and has provided similar services to the Northern Virginia Community College in Annandale, VA; the City of Richmond Department of Public Utilities; and the Washington Suburban Sanitation Commission in Laurel, MD. Astute has also provided similar services to HRT satisfactorily.

The period of performance for this contract is three (3) years.

No DBE goal is assigned for this solicitation.

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

**Project Managers:** Scott Demharter, Director of Facilities

**Contracting Officer:** Theresa Petrowicz, Contract Specialist



<b>Contract No:</b>	21-00131	<b>Title:</b>	Facility Electrical System Assessment Services	<b>Price:</b>	\$150,000
				<b>Term:</b>	3 Years

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Astute Engineering, LLC to provide facility electrical system assessment services for HRT in the not-to-exceed amount of \$150,000 over a three (3) year term.

**Options to be Exercised - June 2021**

<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>	<b>Total Amount of Option Year</b>
17-75520	Trapeze Software and Hardware Maintenance and Support Services	To provide maintenance and support services for HRT's TransitMaster Advanced Communication System.	\$ 1,869,988.00	1 base yr. w/4-1 yr. options	Fourth	\$ 411,219.00
18-76537R	Industrial Vending and Inventory Management Services	To provide industrial vending and inventory management services at various HRT maintenance facilities.	\$ 530,800.00	1 base yr. w/4-1 yr. options	Second	\$ 105,160.00
18-76539	Oracle Enterprise Database Annual Support	To provide continuation of annual support for HRT's Oracle database software enterprise licenses.	\$ 1,091,643.02	1 base yr. w/4-1 yr. options	Third	\$ 224,682.10
20-00080	Microsoft Dynamics 365 Support Services	To provide support services for HRT's Microsoft Dynamics 365 financial software.	\$ 1,120,000.00	1 base yr. w/2-1 yr. options	First	\$ 373,333.33

**UPCOMING CONTRACTS FOR APPROVAL**

Title	Description
Auditing Services	To provide auditing services to HRT.
Bus Simulator Systems	To supply, install, and maintain two (2) bus simulator systems.
Custodial Services	To provide custodial services at all of HRT's various facilities.
Fluid Analysis Test Equipment	To provide a turnkey delivery, installation, and commissioning of an all-in-one fluid analysis system that combines automation and artificial intelligence in making rapid on-site fluid analysis.
Genfare Ticket Vending Machines/Farebox Systems, Repair Parts, Hardware, and Maintenance Support Services	To provide hardware support for HRT's fare collection systems, to include the purchase of Ticket Vending Machines (TVMs), Fareboxes, Vaults, Hardware, Repairs, Spare and Replacement Parts, Installation, Upgrade and Maintenance support on an as needed basis.
Hampton Roads Transit Vehicle Lift Replacement (Hampton)	To provide a phased removal of existing vehicle lifts and partial demolition of the existing lift pits, including all plumbing and electrical work required and the phased construction of new shallow pits to accommodate the installation of new vehicle lifts including all plumbing and electrical work required.
Hampton Transit Center Site Reconstruction	To provide demolition and site reconstruction of the Hampton Transit Center.
Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R) and Plumbing Maintenance Services	To provide Preventative Maintenance (PM) and repair services for its heating, ventilation, and air conditioning/refrigeration (HVAC/R) and plumbing equipment.
Human Resource Management System Software Consultant Services	To provide the assessment of HRT's current Human Resource Management System business processes and systems and prepare a comprehensive needs assessment and action plan.
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.
Mobile Data Wireless Services	To procure mobile data wireless services to meet HRT's connectivity needs for the on-vehicle technology components, future Internet of Things (IoT) devices, and future cell-based backup Wide Area Networking services for its remote sites.

Origin-Destination Study Services	To provide a system-wide origin-destination study of travel patterns, transit use, and other aspects of transportation information to HRT.
On-Site Ferry Boat Inspection Services	To provide staff or sub-contractors for on-site T-class Ferry Boat production inspections, oversight, quality assurance services and assist, as needed, HRT's third-party Contractor in the production of Federal Transit Administration (FTA) compliant Pre-Award and Post Delivery Buy America audit reports.
Parts Washer Service and Solvent Maintenance	To provide parts washer service and solvent maintenance to HRT.
Provision of Safety Shoes and High Visibility Jackets and Short Sleeve Shirts	To provide the provision of safety shoes and high visibility jackets and short sleeve shirts for HRT's bus and Light Rail employees.
Vehicle Miles Reduced Tracker Application Software	To provide Vehicle Miles Reduced (VMR) Tracker application software and support services.