



Meeting of the Operations and Oversight Committee

Thursday, September 9, 2021 • 10:00 a.m.
3400 Victoria Blvd., Hampton, VA

A meeting of the Operations and Oversight Committee is scheduled for Thursday, September 9, 2021, at 10:00 a.m. Please note that currently, the in-person meetings are for commissioners and senior HRT staff only. All others can join the meeting via ZOOM by following the link at: https://hrtransit.org.zoom.us/webinar/register/WN_6HjuX4K-QRGpc3XMPIQr_w

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



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Thursday, September 9, 2021 • 10:00 a.m.
3400 Victoria Blvd., Hampton, VA

AGENDA

1. Approval of the July 2021 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 21-00149, Dispensing Equipment Inspection, Maintenance, and Emergency Services (Renewal)
5. Task Orders (**for informational purposes only**).
 - a. Contract 19-00051, Architectural and Engineering Services, Task Order 15. Under the terms of Task Order 15, the Consultant shall provide on-call engineering support to HRT's Engineering and Facilities Maintenance department as directed by the Project Manager. This Task Order is funded with Operating Funds.
 - b. Contract 19-00051, Architectural and Engineering Services, Task Order 16. Under the terms of Task Order 16, the Consultant shall provide on-call engineering and architectural support for HRT's Rolling Stock Replacement as directed by the Project Manager. This Task Order is funded with Operating Funds.
 - c. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 1. This Task Order is for TVM slides, drawer, right. This Task Order is funded with Operating Funds.
 - d. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 2. This Task Order is for TVM slides, drawer, left. This Task Order is funded with Operating Funds.

- e. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 3. This Task Order is for southside farebox parts-plate and trim connect. This Task Order is funded with Operating Funds.
 - f. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 4. This Task Order is for southside farebox parts-screw, pan head sems, and wiring harness, and trim docking extension. This Task Order is funded with Operating Funds.
 - g. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 5. This Task Order is for parts-cable, cover holds, O-rings, and synchronous belts. This Task Order is funded with Operating Funds.
 - h. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 6. This Task Order is an upgrade for TVM TRIMs. This Task Order is funded with Grant Funds.
- 6. Options to be Exercised September & October 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, October 14, 2021, at 3400 Victoria Blvd., Hampton.



Meeting of the Operations and Oversight Committee

Thursday, July 8, 2021 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA
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 Glover, Portsmouth
Commissioner Hamel, Chesapeake
Commissioner Jackson, Portsmouth
Commissioner Kanoyton, Hampton
Commissioner Mucha, DRPT
Commissioner Ross-Hammond, Virginia Beach
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Sam Ballard, Client Technology Engineer
Amy Braziel, Manager of Operations Administration
Danielle Burton, Operations Support Technician
Rodney Davis, Director of Customer Relations
Scott Demharter, Director of Facilities
Jennifer Dove, Grants and Civil Rights Coordinator
Angela Glass, Director of Budget and Financial Analysis
William Harrell, President and CEO
Larry Kirk, Assistant Director of Finance
Sonya Luther, Director of Procurement
Maryann Martin, Operations Data Analyst
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering and Facilities Officer
Mike Perez, Operations Project and Contract Administrator
Jim Price, Chief Transit Operations Officer
Luis Ramos, Sr. Executive Administrator
Brian Smith, PhD, Deputy CEO
Benjamin Simms, Deputy Chief Transit Operations Officer
Robert Travers, Attorney
Nikki Walker, Auditor I
James Wall, Director of Maintenance

Others in attendance:

Mark Shea, City of Virginia Beach

The June 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 June 2021 Meeting Minutes

A motion to approve the June 2021 Meeting Minutes was made by Commissioner Fuller and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Mucha, Ross-Hammond, Woodbury, and Glover

Nays: None

Abstain: None

Review of the Operations and Oversight Committee Action Items

There were no actions items to be reviewed with the Committee.

Internal Audit

Ms. Shanti Mullen gave an update on the concurrent audit with the Virginia Department of Rail and Public Transportation (DRPT) of the Public Transportation Agency Safety Plan (PTASP). The document is scheduled to be updated annually. All findings that require correction are to be rectified by the end of July.

This is the first audit of the PTASP.

Procurement Recommendations to the Committee

Contract 21-00122, Custodial Services (Renewal)

Ms. Luther presented Contract 21-00122, Custodial Services (Renewal) for recommendation of approval.

Mr. Scott Demharter gave a presentation on the services and coverage provided under the recommended custodial contract. There was discussion as to what is included in this contract compared to other contracts related to bus stops. It was noted that this solicitation was done by a Request for Proposals and the recommendation for award is based on best value for HRT not lowest price.

Mr. Robert Travers provided additional information on the RFP process and HRT awards based on the best value of a contract.

A motion to approve Contract 21-00122, Custodial Services (Renewal) was made by Commissioner Glover and properly seconded by Commissioner Ross-Hammond.

The average annual cost for this contract is \$504,000; the cost for the past fiscal year was higher due to COVID-19.

A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Options to be Exercised

Options to be exercised were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

Commissioner Woodbury requested a column be added to show when upcoming contracts to be approved are expiring with the interest of Commissioners having more advanced information before being brought forth for a vote.

Operations Update

Ms. Amy Braziel gave a presentation on inclement weather service.

The removal of social distancing measures on the Light Rail are contingent upon the governor's recommendations; HRT anticipates making more seats on the Tide available to riders in the near future.

Old and New Business

There was no old or new business discussed.

The Operations and Oversight Committee meeting will convene in the boardroom at 509 E. 18th St. Norfolk, VA until further notice to mitigate social distancing concerns.

Adjournment

Commissioner Hamel adjourned the meeting at 10:49AM.



HAMPTON ROADS TRANSIT
JULY-SEPTEMBER 2021
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
	No Action Items			

Contract No:	21-00149	Title:	Dispensing Equipment Inspection, Maintenance, and Emergency Services (Renewal)	Base Year Price:	\$152,437.74
				Four Option Years Price:	\$360,620.04

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide dispensing equipment inspections, maintenance, and emergency services.

Background: Hampton Roads Transit (HRT) is required to maintain its dispensing equipment, which includes pumps, dispensers, monitoring systems, storage tanks, and all associated components. In this regard, HRT seeks to award a contract to provide annual inspections of the Underground Storage Tanks and Above Ground Storage Tanks. Under the terms of this agreement, the Contractor shall provide annual refresher training, a routine preventive maintenance program, and perform any emergency services on the Veeder Root and Fleetwatch equipment, which monitors all tanks located at the Hampton, Norfolk, and Virginia Beach Operations facilities. Additionally, the Contract shall replace the waste oil tank at the 18th Street Norfolk facility and the Overhead Fluid Reels at the Hampton facility, during the first (base) year of the Contract.

Contract Approach: An Invitation for Bids (IFB) was issued on July 21, 2021. Two (2) bids were received on August 24, 2021, from the following firms:

- JF Petroleum Group (JFPG)
- Oil Equipment Sales and Service Co., Inc. (OESSCO)

In response to the IFB, bidders were required to provide quarterly and annual rates for the inspection and maintenance services, as well as pricing for the one-time replacement of various components described in the Scope of Work.

After an evaluation of the bids received, the lowest bidder, JFPG, was deemed non-responsive and ineligible for award due to failure to submit the required documents indicated in the IFB. OESSCO was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform) and is therefore eligible for award.

Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into price negotiations with OESSCO. Negotiations focused on reducing the quarterly rate for fuel treatment and fuel tank cleaning. As a result of the negotiations, OESSCO reduced its total bid price by \$103,897.50, or approximately 16.8%. As a result of the negotiations, the revised pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that OESSCO is both technically and financially capable to perform the services.

OESSCO is located in Chesapeake, VA and provides similar services to the City of Virginia Beach; the City of Chesapeake; the City of Newport News, and the City of Suffolk, in Virginia. OESSCO also currently performs these services for HRT satisfactorily.

Contract No:	21-00149	Title:	Dispensing Equipment Inspection, Maintenance, and Emergency Services (Renewal)	Base Year Price: Four Option Years Price:	\$152,437.74 \$360,620.04
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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 with operating funds.

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

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Oil Equipment Sales and Service Co., Inc. to provide dispensing equipment inspections, maintenance, and emergency services to HRT in the not-to-exceed amount of \$513,057.78 over five (5) years.

SOLICITATION RESULTS

Bidder	Original Bid Price	Revised Bid Price
JF Petroleum Group (JFPG)	\$446,576.44	N/A
Oil Equipment Sales and Service Co., Inc. (OESSCO)	\$616,955.28	\$513,057.78

OESSCO'S BID SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Bid Price
\$152,437.74	\$88,190.12	\$89,470.56	\$90,794.84	\$92,164.52	\$513,057.88

Options to be Exercised - September and October 2021

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-75523	HASTUS Maintenance and Support Services	To provide maintenance and support services for HRT's HASTUS Enterprise Software.	\$ 646,879.00	1 base yr. w/4-1 yr. options	Fourth	\$ 135,830.00
19-00013	Light Rail Vehicle Body Repair Services	To provide routine and emergency on-site Light Rail Vehicle body repair services.	\$ 146,965.77	1 base yr. w/2-1 yr. options	Second	\$ 51,479.70
19-00018	Towing and Flat Tire Replacement Services	To provide towing and flat tire replacement services.	\$ 358,950.00	1 base yr. w/4-1 yr. options	Second	\$ 71,790.00
19-00028	Managed Print Services - Maintenance and Support for Multi-Function Devices	To provide managed print services at various HRT locations.	\$ 307,931.40	1 base yr. w/4-1 yr. options	Second	\$ 61,551.00
19-00035	General Environmental Services	To perform a variety of general environmental services.	\$ 651,066.00	1 base yr. w/4-1 yr. options	Second	\$ 130,930.50
20-00047	Oracle Database Administration Managed Services and Initiated Issue Support	To provide managed services for HRT's Oracle Database Administration services.	\$ 211,960.00	1 base yr. w/2-1 yr. options	First	\$ 70,320.00
20-00071	Light Rail Electrical Work	To provide electrical inspections, maintenance, and repair of systems associated with the Norfolk Light Rail Transit System.	\$ 810,000.00	1 base yr. w/4-1 yr. options	First	\$ 162,000.00
20-00093	Supervisory Control and Data Acquisition System Hardware and Software	To support the SCADA hardware and software system for the Norfolk Light Rail Transit System.	\$ 678,592.96	1 base yr. w/4-1 yr. options	First	\$ 132,000.00
20-00095	Facilities General Electrical Services	To perform electrical work associated with HRT's facilities.	\$ 150,000.00	1 base yr. w/2-1 yr. options	First	\$ 50,000.00

UPCOMING CONTRACTS FOR APPROVAL		
Title	Description	Renewal Contract Expiration Date
Audio/Visual Services	To provide audio/visual support services at various HRT facilities to receive services, equipment, and materials necessary to operate, maintain, modernize, and expand the Agency's audio/visual presentation and communication systems.	
Auditing Services	To provide auditing services to HRT. Current contract is in month-to-month extension awaiting award of new contract.	6/6/2021
Bus Simulator Systems	To supply, install, and maintain two (2) bus simulator systems.	
Chesapeake Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.	
Crane and Hoist Inspections and Repairs	To provide crane, hoist, and runway inspections; as well as, unscheduled repairs for various HRT properties and equipment.	
Federal Legislative Services	To perform government relations and legislative services activities at the federal level in support of HRT's core mission in Hampton Roads.	
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.	
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.	
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.	
Microtransit Pilot Program	To implement microtransit service for HRT.	
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.	
State Legislative and Public Relations Services	To provide state legislative and public relations services.	10/6/2021
Transit Operator Uniforms	To furnish transit operator uniforms. Current contract is in month-to-month extension awaiting award of new contract.	6/27/2021