



Meeting of the Operations and Oversight Committee

Thursday, July 13, 2023, • 10:00 a.m.
3400 Victoria Blvd. Hampton, VA and Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, July 13, 2023, 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_IHHuS4mzTNqCfiA_Cl647Q

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



Meeting of the Operations and Oversight Committee

Thursday, July 13, 2023, • 10:00 a.m.
Hybrid 3400 Victoria Blvd. Hampton, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the June 2023 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update-Malika Blume
4. Procurement Recommendations to the Committee-Sonya Luther
 - a. Contract No. 23-00243, Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal).
5. Task Orders **(for informational purposes only)**.
 - a. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support:
 - i. Task Order 96. This Task Order is for Swipe Reader Keeper. This Task Order is for \$41.76 and is funded with operating funds.
6. Options to be Exercised September 2023-Sonya Luther
7. Upcoming Commission Approvals-Sonya Luther
8. Operations Update-Benjamin Simms, IV
9. Old and New Business
10. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday,
August 10, 2023, in Norfolk, VA and virtually via ZOOM.**



Meeting of the Operations and Oversight Committee

Thursday June 8, 2023, • 10:00 a.m.
509 E. 18th Street Norfolk, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

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

Commissioners in attendance:

Chairman Glover, Portsmouth
Commissioner Johnson, Chesapeake
Alt. Commissioner Avery Daughtery DRPT
Commissioner Woodbury, Newport News
Commissioner Bullock, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Monique Battle, Associate Project Manager (Zoom)
Malika Blume, Director of Internal Audit (Zoom)
Keisha Branch, Director of Capital Programs (Zoom)
Amy Braziel, Director of Contracted Services and Operational Analytics
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Kamlesh Chowdhary, Director of ITS Services
Rodney Davis, Director of Customer Relations
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)
April Garrett, Sr. Executive Assistant (Zoom)
Omar Gordan (Zoom)
Johnathan Greene (Zoom)
Wayne Groover, Director of Light Rail Maintenance and Facilities
Shelia Gulledge, Director, Technology PMO
William Harrell, President, and CEO
Autumn Jenkins, Operations Support Technician
Shane Kelly, Manager Security & Emergency Preparedness
Kristy Lockhart, Management Analyst (Zoom)
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst (Zoom)
Tracy Moore, Director of Transportation
John Nason, Director of Bus Maintenance (Zoom)
Sophia Owen-Allen (Zoom)
Michael Perez, Operations Project & Contract Administrator (Zoom)
John Powell, Telecommunications Specialist

Luis Ramos, Sr. Executive Administrator
Sheleaker Rodgers (Zoom)
Dawn Sciortino, Director of Safety (Zoom)
Benjamin Simms, IV, Chief Operating Officer
Brian Smith, Deputy Chief Executive Officer
Alex Touzov, Director of Technology Services
Robert Travers, Corporate Counsel
Jessica White (Zoom)
Kim Wolcott, Chief Human Resources Officer
Kristine Woodbury (Zoom)

Others in attendance:

Alt. Commissioner Brian Swets, Portsmouth
Alt. Commissioner Constantinos Velissarios, Newport News

The June 2023 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 May 22, 2023, Meeting Minutes

A correction to the meeting minutes, adding Constantinos Velissarios to the attendance, was made. A motion to approve the May 22, 2023, Operations and Oversight Committee meeting minutes as amended, was made by Commissioner Woodbury, and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, Johnson, Daughtrey, and Woodbury.

Nays: None

Abstain:

Review of the Operations and Oversight Committee Action Items

There was one Action Item brought before the Committee. Mr. Conner Burns stated that a flat cost of \$300,00 annually was dedicated to security under the RTS funding.

Internal Audit Update

Ms. Malika Blume presented an Internal Audit Department Report as included in these meeting minutes.

There was discussion regarding light rail inspection checklists. It was noted that all the checklists were filed but some were incomplete.

Mr. Benjamin Simms stated that all issues that were identified by the audit have been resolved.

There was discussion regarding the upcoming Customer Service Audit. It was stated that Mr. Rodney Davis would be very involved in the process and there was question as to whether or not the Transit Riders Advisory Committee could be involved in the process.

Procurement Items for Approval

Contract 23-00235, Light Rail Track (Renewal)

Ms. Sonya Luther presented Contract 23-00235, Light Rail Track Maintenance, as a recommendation that the Commission approve the award of a contract to H&B Railroad Company to perform track work associated with light rail transit in the not-to-exceed amount of \$6,900,000 for four (4) years.

A presentation was given by Mr. Wayne Groover and is enclosed in these meeting minutes for reference.

There was discussion regarding how often rail needs to be replaced, automation of rail switches, and rail replacement being included in the contract.

A motion to approve Contract 23-00235, Light Rail Track Maintenance was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, Johnson, Daughtrey, and Woodbury.

Nays: None

Abstain: None

Contract 23-00241, Oracle Enterprise Database Annual Support (Renewal)

Ms. Sonya Luther presented Contract 23-00241, Oracle Enterprise Database Annual Support (Renewal), as a recommendation that the Commission approve the award of a contract to Mythics, LLC to provide annual database support. The cumulative amount

of all Task Orders issued under this contract will not exceed \$1,478,819.22 over the five-year period.

A presentation was given by Mr. Alex Touzov and is enclosed in these meeting minutes for reference.

There was a discussion regarding how long the contractor has worked for HRT.

A motion to approve Contract 23-00241, Oracle Enterprise Database Annual Support (Renewal), was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston and Woodbury.

Nays: None

Abstain: None

Contract 23-00226, Waste Collection and Disposal Services (Renewal)

Ms. Sonya Luther presented Contract 23-00226, Waste Collection and Disposal Services, as a recommendation that the Commission approve the award of a contract to TFC Recycling and disposal services in the not-to-exceed amount of \$292,809.68 over a five-year period.

A presentation was given by Mr. Groover and is enclosed in these meeting minutes for reference.

There was discussion regarding internal trash collection and TFC's previous work for HRT.

A motion to approve Contract 23-00226, Waste Collection and Disposal Services was made by Commissioner Johnson and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, Johnson, and Woodbury.

Nays: None

Abstain: Commissioner Daughtrey

Task Orders

Task Orders were included on the agenda for review. There were no questions or comments regarding same.

Options to be Exercised

Options to be Exercised enclosed in the meeting package for August 2023 were reviewed by the Committee.

Upcoming Procurements

Upcoming procurements enclosed in the meeting package were reviewed with the Committee.

Operations Update

Mr. Ben Simms provided an update on the current Operations Lifesaver Campaign that brings awareness to safety around railroad tracks. See tracks, think train. The campaign will run through the end of September.

Mr. Simms also stated that HRT operations would be providing support for Harborfest in Norfolk. It was also stated that the Department of Homeland Security would be assisting with security during the event with its Visible Intermodal Prevention and Response (VIPR) team.

Old and New Business

There was no old or new business discussed.

Commissioner Comments

Commissioner Glover stated that the annual Seawall Festival would also be taking place in the City of Portsmouth the same weekend as Harborfest and invited attendees to visit the city and support the festival.

Adjournment

Commissioner Glover adjourned the meeting at 10:34 AM.



HAMPTON ROADS
TRANSIT

Contract No. 23-00235

Light Rail Track Maintenance Contract

gohrt.com

Types of Rail Activity



- **Program** – Scheduled CIP/SGR maintenance activities.
- **Emergency** – Immediate repairs of tracks or structure failures.

Types of Rail Activity



- **Annual** – FTA required Ultrasonic and Geometry Testing of rails.

Track Maintenance Activities



- Track Surfacing
- Ballast Restoration
- Rail Replacements

Track Maintenance Activities



- Road Crossing Renewal
- Drainage Improvements

Track Maintenance Activities



Bridge Renewals



Switch Repairs

Contract No. 23-00235

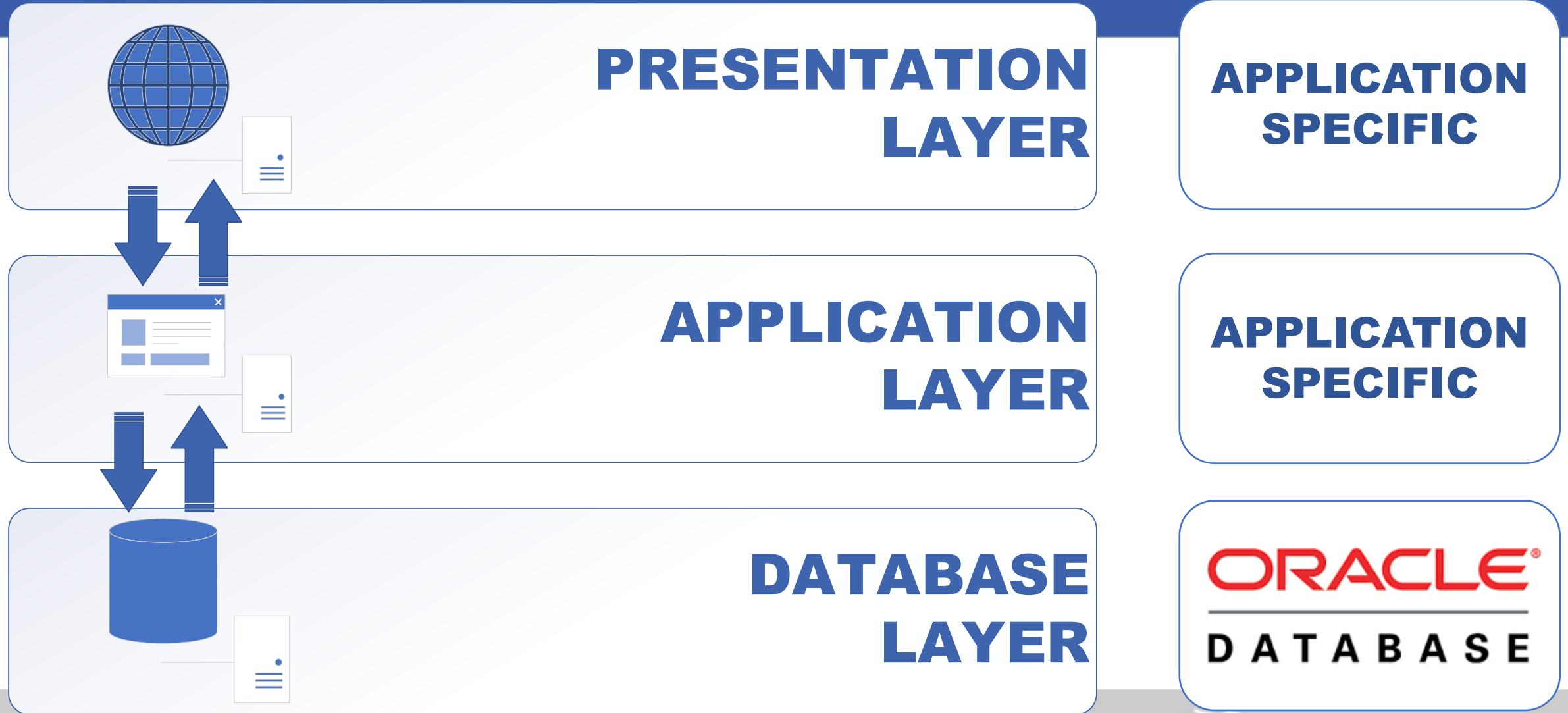
We respectfully request the Commission award the
Light Rail Track Maintenance contract to
H&B Railroad Company, Inc.

Questions?



HAMPTON ROADS TRANSIT

Oracle Enterprise Database Annual Support





HAMPTON ROADS
TRANSIT

Contract No. 23-00226

Waste Collection and Disposal Services

gohrt.com

Contract No. 23-00226

Requesting a renewal contract for Waste Collection and Disposal Services in the amount of \$292,809.68 over five years.

| Contract No: | Title: | Contract Amount: | |
|--------------|--|-------------------|---------------------|
| | | | |
| 23-00226 | Waste Collection and Disposal Services | Base Year | <u>\$ 55,152.00</u> |
| | | Four Option Years | <u>\$237,657.68</u> |
| | | Total: | <u>\$292,809.68</u> |

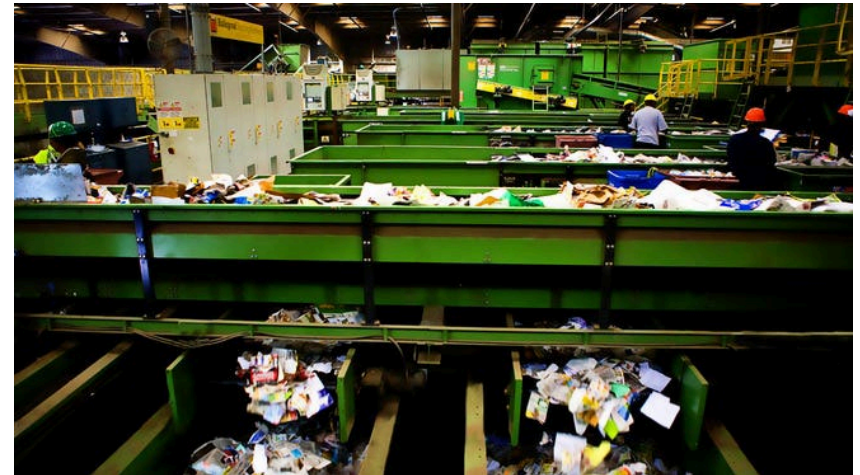
Contract No. 23-00226



This contract will service all trash, recycling, and scrap collections for Hampton Roads Transit.

Contract No. 23-00226

Founded in 1973, TFC Recycling is a privately owned and family-operated business.



Contract No. 23-00226



The Waste Collection and Disposal Services contract will be funded with operating funds.

Contract No. 23-00226

We respectfully request the Commission award the Waste Collection and Disposal Services contract to TFC Recycling.

Questions?



HAMPTON ROADS TRANSIT
JUNE/JULY 2023
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

| Date | Action Item | Responsible Party | Due Date | Completed Date & Method |
|------|-------------|-------------------|----------|-------------------------|
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|----------------------------------|--|--|
| Contract No.: 23-00243 | Title: Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal) | Contract Amount: Base Year: \$119,180.50 Four Option Years: <u>\$553,762.89</u> Total: \$672,943.39 |
|----------------------------------|--|--|

Acquisition Description: Enter into a sole source renewal contract with Western Branch Diesel (Western Branch) to provide hybrid bus and Allison transmission diagnostic and repair services on an as needed basis.

Background: Hampton Roads Transit (HRT) has a requirement for maintaining a fleet of buses, manufactured by Gillig, and having Allison Transmissions and products. Some of the work to be performed is outside the capacity and/or capability of in-house maintenance staff and is not covered by existing warranties. As a result, HRT seeks to award a contract for routine and emergency repair services of the hybrid bus and Allison transmission fleet. Under the terms of this agreement, Western Branch is required to provide timely and professional execution of services, including all equipment, parts, and labor. All services and repairs are to be performed at the Contractor's place of business; therefore, the Contractor must have the appropriate facility, tools/equipment, licenses, and resources to perform the work.

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. Western Branch is the only Allison certified dealer and repair center within the region that can perform diagnostics and maintenance on the hybrid buses, which are equipped with Allison components. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on June 16, 2023, and Western Branch provided a responsive proposal on June 19, 2023. The proposal included estimated hours and hourly rates for diagnostic and repair labor, as well as transportation (towing) rates over the five-year contract term. The proposed amount also includes a total of \$400,000.00 to cover the cost of repair materials that HRT may require during the contract term.

Based on a price analysis performed utilizing the independent cost estimate and historical pricing data, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Western Branch is both technically and financially capable to provide the services described in the Scope of Work.

Western Branch is located in Portsmouth, VA, and currently provides these services to HRT satisfactorily.

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

| | | |
|----------------------------------|--|--|
| Contract No.: 23-00243 | Title: Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal) | Contract Amount: Base Year: \$119,180.50 Four Option Years: <u>\$553,762.89</u> Total: \$672,943.39 |
|----------------------------------|--|--|

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

Project Manager: John Nason, Director of Bus Maintenance

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services in the amount of \$672,943.39 for five (5) years.

Western Branch Diesel's Proposal Summary

| Item | Base Year | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 | Summary |
|---------------------|--------------|------------------|------------------|------------------|------------------|---------------------|
| Total Price: | \$119,180.50 | \$126,736.05 | \$134,429.69 | \$142,339.00 | \$150,258.15 | \$672,943.39 |

Exercise of Options – September 2023

| Contract No. | Title | Description | Total Awarded Value | Period of Performance | Option Year to be Exercised | Total Amount of Option Year |
|---------------------|--|---|----------------------------|------------------------------|------------------------------------|------------------------------------|
| 19-00006R | Medical Surveillance Program Management Services | To provide medical surveillance program management services. | \$511,025.00 | 3 yrs. w/2 1-yr. options | Second | \$108,156.25 |
| 21-00137 | Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts | To provide safety shoes, high visibility jackets and high visibility t-shirts to HRT employees. | \$174,375.00 | 1 yr. w/4 1-yr. options | Second | \$44,875.00 |
| 21-00157 | Tire Lease and Maintenance Services | To provide new, original-tread, tubeless-type radial tires capable of being re-grooved and recapped, for the bus fleet. | \$2,730,054.03 | 1 yr. w/3 1-yr. options | First | \$677,427.92 |

| UPCOMING CONTRACTS FOR APPROVAL | | |
|--|---|----------------------------------|
| Title | Description | Renewal Contract Expiration Date |
| Applicant Tracking Solution and Learning Management System | To provide an Applicant Tracking Solution and Learning Management System to assist the Human Resources department to track applicants and manage training records of employees. | 12/29/2023 |
| Armored Transportation Services | To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract. | 02/28/2022 |
| Bottled Gas Services | To provide various sizes and types of compressed bottled gases and other related items. | 05/28/2023 |
| Bus Onboard CAD/AVL System Upgrade | To replace old onboard CAD/AVL system with the latest generation equipment to improve user experience for operators, utilize new functionality, and maintain state of good repair. | New |
| Bus Shelter Passenger Amenities Fabrication and Installation | To fabricate and install passenger shelters. | 07/29/2023 |
| Database Administration Managed Services | To provide 24x7 support of all current Production Servers and their associated databases; 8x5 support of all Development/Test Servers and their associated databases; and Database Project Support Services for activities not covered under the Database Administration Managed Services offerings. | New |
| Elizabeth River Ferry Services | To provide the complete management, training, technical maintenance, fare collection, and operating services necessary for the operation of a public passenger ferry service. | 07/11/2023 |
| Fence and Railing Maintenance and Repair Services | To perform a variety of repair and maintenance work of the fencing and gates at various locations within the HRT service area on a Task Order basis. | New |
| Generator Replacement for Hampton Facility | To replace the current 150kW generator at 3400 Victoria Blvd., Hampton. | New |
| Human Resources Management System Software and Implementation Services | To implement and support a Human Resource Management System. | New |

| | | |
|---|--|------------|
| Information Technology Research Advisory | To provide information technology research and advisory services. | 07/28/2023 |
| Light Rail Vehicle Midlife Overhaul | To provide the complete turnkey provision of Light Rail Vehicle midlife overhauls for a fleet of nine Siemens S70 LRVs. | New |
| Managed Print Services | To supply and maintain printers and high-performance Multi-Function Devices (MFDs) with all-inclusive consumables and device maintenance agreement based on a monthly print volume. | New |
| Mechanic's Tool Supply Services | To provide tool supply services for HRT's mechanics on an as needed basis. | 07/11/2023 |
| Microsoft Dynamics 365 Finance and Operations Managed Services | To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application. | New |
| Parking Garage Debris Netting | Installation of debris netting at the 18 th Street parking garage to catch small debris that may fall from the existing concrete panels at each of the joints/seams. | New |
| Provision of Heavy Duty Bus Batteries | To provide heavy duty bus and trolley batteries and battery maintenance training. | 07/25/2023 |
| Provision of Non-Revenue Fleet Vehicle Parts | To supply and delivery parts for HRT's non-revenue vehicles. | New |
| Third Party Administrator for Claims Handling and Risk Control Services | Third party administrator to provide workers' compensation, general liability, automobile liability, and cost recovery subrogation claims handling and risk management services. | 07/12/2023 |
| Trolley Bus Procurement | To manufacture and deliver one (1) new low floor vintage replica trolley bus with the option to deliver a second new low floor vintage replica trolley, as required. | New |
| Uniform Rental Services | To provide uniform rental services, cleaning supplies, and OSHA required first aid items for bus and rail maintenance staff. | 08/28/2023 |
| WAN, Internet, and Telephone Services | To interconnect HRT's various properties throughout the Hampton Roads region, to provide internet access, and to offer landline telephony services. | 09/30/2023 |