



Meeting of the Operations and Oversight Committee

Thursday, November 4, 2021 • 10:00 a.m.
509 E. 18th Street, Norfolk, VA

A meeting of the Operations and Oversight Committee is scheduled for Thursday, November 4, 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_TreBt65TRbuJgGu4Ab11DQ

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



Meeting of the Operations and Oversight Committee

Thursday, November 4, 2021 • 10:00 a.m.
509 E. 18th St, Norfolk, VA

AGENDA

1. Approval of the October 2021 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 21-00145, Transit Operator/Supervisor Uniforms (Renewal)
5. Task Orders (**for informational purposes only**).
 - a. Contract 19-00051, Architectural and Engineering Services, Task Order 18. Under the terms of Task Order 18, the Consultant shall provide survey services of the potential Light Rail Transit extension to Military Circle. This Task Order is \$365,000 and is funded with Grant Funds.
 - b. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 10. This Task Order is for repairs to a conveyor PC board assembly; controller PCB; coin validator; lock motor assembly. This Task Order is for \$1,033.78 and is funded with Operating Funds.
 - c. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 11 This Task Order is for “E” and “C” retaining rings. This Task Order is for \$109.20 and is funded with Operating Funds.
 - d. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 12. This Task Order is for a laser door board

(TVM); Shaft No. 5; bezel, process trim-inner; printer - trim (ODY); pulley 26T; printhead; anti-static roller; shaft No. 1. This Task Order is for \$10,936.44 and is funded with Operating Funds.

- e. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 13. This Task Order is for a controller/computer, system-TVM. This Task Order is for \$10,355.65 and is funded with Grant Funds.
- f. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 14. This Task Order is for a coin validator repair. This Task Order is for \$125.00 and is funded with Operating Funds.

- 6. Options to be Exercised December 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, December 2, 2021, at 509 E. 18th Street, Norfolk.



Meeting of the Operations and Oversight Committee

Thursday, October 9, 2021 • 10:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd. Hampton, 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 Inman, Norfolk (Via Zoom)
Commissioner Jackson, Portsmouth (Via Zoom)
Commissioner Kanoyton, Hampton
Commissioner Mucha, DRPT (Via Zoom)
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Nakia Ayisumo, Administrative Coordinator (Via Zoom)
Debbie Ball, Director of Finance (Via Zoom)
Amy Braziel, Manager of Operations Administration
Keisha Branch, Director of the Office of Program and Project Excellence (Via Zoom)
Alexander Brink, Sr. Manager of Bus Transportation (Via Zoom)
Conner Burns, Chief Finance Officer
Danielle Burton, Operations Support Technician (Via Zoom)
Rodney Davis, Director of Customer Relations (Via Zoom)
Sheri Dixon, Director of Treasury (Via Zoom)
Jennifer Dove, Grants and Civil Rights Coordinator (Via Zoom)
Angela Glass, Director of Budget and Financial Analysis (Via Zoom)
Michele Goode-Bacon, Contract Administrator (Via Zoom)
William Harrell, President and CEO
Larry Kirk, Assistant Director of Finance (Via Zoom)
Robert Lee, Management Analyst (Via Zoom)
Sonya Luther, Director of Procurement
Maryann Martin, Operations Data Analyst (Via Zoom)
Tracy Moore, Director of Training (Via Zoom)
Sibyl Pappas, Chief Engineering and Facilities Officer
Mike Perez, Operations Project and Contract Administrator (Via Zoom)
Theresa Petrowicz, Contract Specialist (Via Zoom)
Noelle Pinkard, Organization Advancement Officer (Via Zoom)
John Powell, Telecommunications Specialist
Jim Price, Chief Transit Operations Officer
Michael Price, Chief Information Officer/Technology Officer
Luis Ramos, Sr. Executive Administrator

Dawn Sciortino, Chief of Safety (Via Zoom)
Benjamin Simms, Deputy Chief Transit Operations Officer (Via Zoom)
Brian Smith, Deputy Chief Executive Officer
Alex Touzov, Director of Technology Services (Via Zoom)
Robert Travers, Attorney (Via Zoom)
Fevrier Valmond, Assistant Director of Procurement (Via Zoom)
James Wall, Director of Maintenance (Via Zoom)
Kim Wolcott, Chief Human Resource Officer (Via Zoom)

Others in attendance:

Megan Gribble (Via Zoom)

The September 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 September 2021 Meeting Minutes

An amendment was made to the September 2021 Operations and Oversight Committee meeting minutes to include Commissioner Lisa Cipriano and Ms. Kim Wolcott as attending. A motion to approve the minutes as amended was made by Commissioner Kanoyton and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Kanoyton, Fuller, Glover and Woodbury

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 was absent due to conducting an audit. No report was given.

Procurement Recommendations to the Committee

Contract 21-00134, Auditing Services (Renewal)

Ms. Luther presented Contract 21-00134, Auditing Services (Renewal) for recommendation of approval.

A motion to approve Contract 21-00134, Auditing Services (Renewal) was made by Commissioner Kanoyton and properly seconded by Commissioner Glover.

Ms. Luther explained the RFP and “Best Value” selection process to the Committee. Afterward, there was some discussion of the contract’s scope of work.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Kanoyton, Fuller, Glover and Woodbury

Nays: None

Abstain: None

Contract 21-00133, Bus Simulator System

Ms. Luther presented Contract 21-00133, Bus Simulator System for recommendation of approval.

A motion to approve Contract 21-00133, Bus Simulator System was made by Commissioner Fuller and properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Kanoyton, Fuller, Glover and Woodbury

Nays: None

Abstain: None

Contract 21-00148, Crane and Hoist Inspection and Repair Service (Renewal)

Ms. Luther presented Contract 21-00148, Crane and Hoist Inspection and Repair Service (Renewal) for recommendation of approval.

A motion to approve Contract 21-00148, Crane and Hoist Inspection and Repair Service (Renewal) was made by Commissioner Kanoyton and properly seconded by Commissioner Fuller.

There are cranes on both the peninsula and the Southside in need of repair.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Kanoyton, Fuller, Glover and Woodbury

Nays: None

Abstain: None

Contract 21-00159, Microsoft Enterprise Agreement Software License (Renewal)

Ms. Luther presented Contract 21-00159, Microsoft Enterprise Agreement Software License (Renewal) for recommendation of approval.

A motion to approve Contract 21-00159, Microsoft Enterprise Agreement Software License (Renewal) was made by Commissioner Fuller and properly seconded by Commissioner Kanoyton.

Microsoft operates as the sole source for these services in Virginia.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Kanoyton, Glover and Woodbury

Nays: None

Abstain: None

Contract 21-00129, Northside Vehicle Lift Replacement Project

Ms. Luther presented Contract 21-00129, Northside Vehicle Lift Replacement Project for recommendation of approval.

A motion to approve Contract 21-00129, Northside Vehicle Lift Replacement Project was made by Commissioner Kanoyton and properly seconded by Commissioner Fuller.

There was some discussion of the scope of work and price of this contract. The prices for this contract were negotiated before the COVID-19 pandemic, which allows for a cost-efficient construction.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Kanoyton, Glover and Woodbury

Nays: None

Abstain: None

Contract 21-00146, State Legislative and Public Relations Services (Renewal)

Ms. Luther presented Contract 21-00146, State Legislative and Public Relations Services (Renewal) for recommendation of approval.

A motion to approve 21-00146, State Legislative and Public Relations Services (Renewal) was made by Commissioner Glover and properly seconded by Commissioner Fuller.

Mr. Brian Smith gave a presentation to explain the contract's scope of work. Commissioner Kanoyton commented positively of this vendor's work quality.

Additionally, Mr. Smith introduced Ms. Noelle Pinkard to the Committee as HRT's new Organizational Advancement Officer.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Kanoyton, Fuller, Glover and Woodbury

Nays: None

Abstain: None

Task Orders

Task Orders were reviewed with the Committee for informational purposes only.

Options to be Exercised

Options to be exercised were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

Operations Update

Mr. Jim Price gave an update informing the Committee of renovations at the Newport News Transfer Center. Ms. Sybil Pappas gave a presentation of the new facility's layout and structure. The construction is expected to be completed by January 2022. Mr. Ben Simms explained the operational impact the construction has created for bus service and operators.

Mr. Price informed the Committee that the Operations Department is continuing to collaborate with Via to work through riders' Paratransit service concerns.

Old and New Business

There was no old or new business to discuss.

Adjournment

Commissioner Hamel adjourned the meeting at 10:53AM.



HAMPTON ROADS TRANSIT
OCTOBER-NOVEMBER 2021
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

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

Contract No:	21-00145	Title:	Transit Operator/Supervisor Uniforms (Renewal)	Price: Term:	\$1,730,650 1 yr. w/4 1-yr. Options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide transit operator and supervisor uniforms for approximately 762 employees at various Hampton Roads Transit (HRT) locations.

Background: HRT is required to provide an annual uniform allowance to full-time eligible operators, supervisors, and part-time operators each year, in accordance with the Collective Bargaining Agreement. Under the terms of this agreement, the Contractor shall provide all new manufactured garments and accessories. The Contractor shall also be responsible for all labor, materials, measurements, and transportation necessary for the provision of the required uniforms.

Contract Approach: A Request for Proposals was issued on June 16, 2021. One (1) proposal was received on September 9, 2021 from Galls, LLC (Galls). A post-solicitation survey of vendors solicited concluded that most were unable to meet the full requirements of the Scope of Work. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the RFP, Proposers were required to provide a technical proposal as well as unit prices for a list of various uniforms (i.e. trousers, shirts, sweaters) and accessories (i.e. shoes, ties, hats) that HRT anticipates its operators and supervisors will require during the term of the Contract. Upon review and evaluation of the technical proposal, Galls was deemed qualified to meet the Scope of Work requirements, and HRT staff decided that no presentation or clarification was necessary. However, in an effort to obtain more favorable pricing, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO received, HRT staff deemed Galls' unit prices are deemed fair and reasonable based on a price analysis performed using historical data. Galls' BAFO reflected an average price reduction of approximately 4%. A contractor responsibility review performed confirmed that Galls is technically and financially capable to perform the work.

Galls is headquartered in Lexington, KY and operates a storefront in Norfolk, VA. Galls provides similar services to the Suffolk Fire, Rescue, and Police Departments and the Chesapeake Police Department. Galls has also provided similar services to HRT satisfactorily.

The Contract period of performance 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.

Contract No:	21-00145	Title:	Transit Operator/Supervisor Uniforms (Renewal)	Price:	\$1,730,650
				Term:	1 yr. w/4 1-yr. Options

Project Manager: Pete Katranides, Coaching and Performance Development Specialist

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Galls, LLC to provide transit operator and supervisor uniforms for employees at various HRT locations in the not-to-exceed amount of \$1,730,650 over a five-year period.

Options to be Exercised - December 2021						
Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
18-78375	Commercial Banking Services	To provide core banking services and a revolving line of credit.	\$ 264,079.80	3 base yrs. w/2-1 yr. options	First	\$ 51,315.96
19-00038	Hydraulic and Electric Vehicle Lift and Boom inspection and Repair Services	To perform scheduled and electric vehicle lift and boom inspections; and unscheduled boom repairs.	\$ 138,320.00	1 base yr. w/3-1 yr. options	Second	\$ 34,580.00
20-00093	Supervisory Control and Data Acquisition System Hardware and Software	To support the SCADA hardware and software system for LRT.	\$ 678,592.96	1 base yr. w/4-1 yr. options	Second	\$ 135,400.00

UPCOMING CONTRACTS FOR APPROVAL		
Title	Description	Renewal Contract Expiration Date
Armored Truck Services	To provide armored truck services	2/28/2022
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.	New
Bus, Light Rail, and Ferry Passenger Amenity Stops Cleaning and Trash Removal Services	To maintain the appearance and cleanliness of Bus, Light Rail, and Ferry passenger amenity stops throughout Hampton Roads.	1/31/2022
Bus Tire Lease and Maintenance Services	To provide bus tire lease and maintenance services. Current contract is in a month-to-month extension until award of new contract.	9/1/2021
Chesapeake Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.	New
Credit Card Processing Services	To provide secure credit card merchant processing services.	12/21/2021
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.	New
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.	New
Fuel Products (Ultra Low Sulfur Diesel and Gasoline)	To supply and deliver diesel and gasoline fuel products	7/15/2022
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.	New
Microtransit Pilot Program	To implement a pilot microtransit service for HRT.	New
Mobile Fare Collection Services	To provide, implement, and support a mobile first, next generation fare collection system.	1/1/2022
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.	New
Structured Cabling Services	To maintain, modernize, and expand HRT's structured cabling on an as needed basis. Current contract was extended on a month-to-month basis.	7/11/2021