



Meeting of the Operations and Oversight Committee

Thursday, February 10, 2022 • 10:00 a.m.
Virtual ZOOM Meeting

A meeting of the Operations and Oversight Committee is scheduled for Thursday, February 10, 2022, at 10:00 a.m. Please note that currently, all HRT TDHR board, committee and subcommittee meetings are being held virtually via ZOOM. You can join the meeting by following the link at: https://hrtransit.org.zoom.us/webinar/register/WN_yrYJHnWXT6yrb6mGmDq3yA

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



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Thursday, February 10, 2022 • 10:00 a.m.
Virtual ZOOM Meeting

AGENDA

1. Approval of the January 2022 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update-Shanti Mullen
4. Procurement Recommendations to the Committee-Sonya Luther
 - a. Contract 21-00155, Federal Legislative Services (Renewal)
 - b. Contract 21-00153, Fuel Products (Ultra Low Sulfur Diesel and Gasoline) (Renewal)
 - c. Contract 21-00154, Structured Cabling (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:

Task Order 24. This Task Order is for a belt. This Task Order is for \$112.20 and is funded with operating funds.

Task Order 25. This Task Order is for a retaining ring. This Task Order is for \$22.00 and is funded with operating funds.

Task Order 26. This Task Order is for a Module, Coin Input (Qty 4), Display Module, Insync LED (Qty 7), Speaker, TVM3 (Qty 10), Siren (Qty 4), Plat, PCB Mounting Process Trim (Qty 5), Power Supply, AC-DC 12V (Qty 5), Printer, Receipt-TVM3 (Qty 3), Cable, Sensor-EXT (Qty 10). This Task Order is for \$18,081.01 and is funded with operating funds.

Task Order 27. This Task Order is for a cable, OCU, Ext Gnd, 4 ft. This Task Order is for \$1,522.50 and is funded with operating funds.

Task Order 28. This Task Order is for labels, cover; choke, hash heavy duty. This Task Order is for \$873.70 and is funded with operating funds.

6. Options to be Exercised March 2022-Sonya Luther
7. Upcoming Commission Approvals-Sonya Luther
8. Operations Update-Benjamin Simms, IV
9. Old and New Business
9. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, March 10, 2022, virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday, January 13, 2022 • 10:00 a.m.
ZOOM Web Meeting

MEETING MINUTES

Call to Order

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

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Kanoyton, Hampton
Alt. Commissioner Jackson, Portsmouth
Commissioner Mucha, VADRPT
Commissioner Ross-Hammond, Virginia Beach
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning & Development Officer
Nakia Ayisumo, Administrative Coordinator
Debbie Ball, Director of Finance
Amy Braziel, Director of Contracted Services and Operational Analytics
Sory Bamba, Manager of Rail Systems
Alexander Brink, Sr. Manager of Bus Transportation
Keisha Branch, Director of the Office of Program and Project Excellence
Conner Burns, Chief Financial Officer
Gene Cavazos, Director of Marketing and Communications
Rodney Davis, Director of Customer Relations
Glenda Dixon, Director of ERP Services
Steven Florian, Fare Technology Operations Administrator
Angela Glass, Director of Budget and Financial Analysis
Keith Johnson, Paratransit Contracts Administrator
William Harrell, President and CEO
Danielle Hill, Director of Human Resources
Tom Holden, Media Relations Specialist
Larry Kirk, Assistant Director of Finance
Robert Lee, RTS Project Manager
Sonya Luther, Director of Procurement
Steven Magaro, Emergency Management Specialist
Tracy Moore, Interim Director of Transportation
Shanti Mullen, Manager of Internal Audit
Sibyl Pappas, Chief Engineering and Facilities Officer
Mike Perez, Operations Project and Contract Administrator
Theresa Petrowicz, Contract Specialist

John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/Technology Officer
Luis Ramos, Sr. Executive Administrator
Shleaker Rogers, Quality Assurance Auditor
Dawn Sciortino, Chief of Safety
Benjamin Simms, Chief Transit Operations Officer
Brian Smith, Deputy Chief Executive Officer
Robert Travers, Counsel
Fevrier Valmond, Assistant Director of Procurement
Nikki Walker, Auditor I
James Wall, Director of Maintenance (Via Zoom)
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Alt. Commissioner Cipriano, Newport News
Andrew Ennis, VADRPT
Megan Gribble (Via Zoom)
Constantinos Velissarios, Newport News

The January 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 December 2021 Meeting Minutes

A motion was made to approve the December 2021 Operations and Oversight Committee meeting minutes was made by Commissioner Kanoyton and was properly seconded by Commissioner Jackson. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Review of the Operations and Oversight Committee Action Items

There was one action item discussed, the number of bus stops being added to the network, and it was requested that facilities share that number with the Operations and Oversight Committee monthly.

Internal Audit

Ms. Shanti Mullen presented her report on an audit conducted on the Public Transportation Agency Safety Plans (PTASP) Implementation for Rail Training.

There was a request to spell out acronyms.

Procurement Recommendations to the Committee

Contract 22-00168, Light Rail Transit Batteries and Testing Equipment

Ms. Luther presented 22-00168, Light Rail Transit Batteries and Testing Equipment.

Mr. Benjamin Simms, IV gave a brief presentation regarding the contract.

There was discussion regarding the age of the current batteries which are at 12+ years old.

There was a complimentary comment regarding the way the funding was split out on the contract write up. There was a request to identify where the local funds are coming from.

A motion to approve Contract 22-00168, Light Rail Transit Batteries and Testing Equipment was made by Commissioner Woodbury and properly seconded by Alternate Commissioner Jackson. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Purchase Order 0006448, PeopleSoft HCM Severity 1 Fixes and US Tax Form Updates (Renewal)

Ms. Luther presented Purchase Order 0006448, PeopleSoft HCM Severity 1 Fixes and US Tax Form Updates (Renewal) for recommendation of approval.

Ms. Glenda Dixon gave a brief presentation regarding the purchase order.

There was a discussion regarding the non-inclusion of the updates in the original PeopleSoft Contract. It was stated that this is an extended support request and not part of the original contract.

There was discussion regarding the purchase order cost over previous years.

A motion to approve Purchase Order 0006448, PeopleSoft HCM Severity 1 Fixes and US Tax Form Updates was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Task Orders

Ms. Sonya Luther reviewed current Task Orders as included on the agenda for informational purposes only.

There was a question regarding Task Order 21 and the distinction between that one which is funded with grant funds and the others which are funded with operating funds.

ACTION ITEM: Staff to provide information regarding the difference between operating fund task orders and grant funded task orders.

Options to be Exercised

Options to be exercised were reviewed with the Committee.

ACTION ITEM: There was a request to report legal expenses and matter types since the start of the current contract.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

There was a discussion regarding the legislative contract that is upcoming and if the responsibilities of the contract were handled internally previously.

Operations Update

Mr. Benjamin Simms, IV provided an update on the recent weather event and actions taken by the agency. Mr. Simms added that there were no accidents during the inclement weather.

Mr. Simms introduce Mr. Steven Marago, HRTs new Emergency Management Specialist. Mr. Marago provided some information about his background in the industry.

Old and New Business

Dr. Brian Smith stated that during the new General Assembly session, a new House Bill (H.B. 978) and Senate Bill (S.B. 363) have been introduced that will have a direct negative impact on HRT's Regional Transit System (RTS).

Assistance from the Board and transportation partners was encouraged to ensure long term funding for HRT.

There will be additional information forthcoming.

Adjournment

Commissioner Fuller adjourned the meeting at 10:43 AM.



HAMPTON ROADS TRANSIT
 JANUARY-FEBRUARY 2022
 OPERATIONS AND OVERSIGHT COMMITTEE
 ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
1/13/2022	Staff to provide information regarding the difference between operating fund task orders and grant funded task orders.	Technology	2/10/2022	
1/13/2022	Staff to provide a report of legal matters and expenditures since the start of the current legal contract.	Legal	2/10/2022	

Contract No:	21-00155	Title:	Federal Legislative Services (Renewal)	Base Years Price:	\$72,000
				Two Option Years' Price:	\$162,000

Acquisition Description: Enter into a renewal contract with a qualified Consulting firm to provide federal legislative services.

Background: Hampton Roads Transit (HRT) requires a qualified firm to perform federal level government relations and legislative services activities in support of HRT's core mission. The services include helping HRT to identify opportunities and effectively engaging policy makers and staff of federally elected and administration officials to ensure HRT obtains positive federal policy and funding outcomes. Under the terms of this agreement, the Contractor shall work with the key members and staff of the United States Congress and the President's Administration in support of legislative and public policy priorities of HRT. The Contractor shall attend pertinent committee meetings, mark-up sessions, House-Senate conferences, trade associations and work group meetings, and comment as needed and provide written reports to HRT; engage in dialogue, as needed, with Department of Transportation and Federal Transit Administration officials in regard to HRT's legislative agenda as it is formulated and implemented; schedule meetings with HRT and the federal level policy makers, staff and influencers as needed; and provide consultation and representation for HRT on a day-to-day basis, as needed.

Contract Approach: A Request for Proposals (RFP) was issued on October 15, 2021. Five (5) proposals were received on November 17, 2021 from the following firms:

- Alcalde & Fay
- Blank Rome Government Relations, LLC (Blank Rome)
- Holland & Knight
- Shared Knowledge, LLC
- Squire Patton Boggs LLP (Squire Patton Boggs)

Upon review and evaluation of the technical proposals, Alcalde & Fay, Blank Rome, Holland & Knight, and Squire Patton Boggs were rated best to meet the Scope of Work requirements. The four (4) firms were therefore invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, HRT staff determined that negotiations would be held with Holland & Knight and Squire Patton Boggs for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed monthly rates. Following the conclusion of negotiations, Best and Final Offers (BAFO) were requested.

While neither firm offered any price concessions in the BAFOs received, HRT staff determined that Squire Patton Boggs provided the best value to HRT based on a combination of technical capability and price. Additionally, Squire Patton Boggs' pricing is deemed fair and reasonable due

Contract No:	21-00155	Title:	Federal Legislative Services (Renewal)	Base Years Price:	\$72,000
				Two Option Years' Price:	\$162,000

to the fact that it was obtained in a competitive environment. A contractor responsibility review performed confirmed that Squire Patton Boggs is technically and financially capable to perform the services.

Squire Patton Boggs is located in Washington, DC, and has provided similar services for the Central Ohio Transit Authority in Columbus, OH; City of Mesa in Mesa, AZ; and CRRC Sifang America, in Chicago, IL.

The period of performance for this contract is one (1) base year, with two (2) additional one-year options.

No DBE goal was established for this solicitation.

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

Project Manager: Noelle Pinkard, Organizational Advancement Officer

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Squire Patton Boggs, LLP to provide federal legislative services in the not-to-exceed amount of \$234,000 over three (3) years.

SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER
Shared Knowledge, LLC	\$152,880	NA
Squire Patton Boggs LLP	\$234,000	\$234,000
Holland & Knight	\$288,000	\$288,000
Alcalde & Fay	\$306,000	NA
Blank Rome Government Relations, LLC	\$540,000	NA

SQUIRE PATTON BOGGS' PRICING SUMMARY

Base Year	Option Year 1	Option Year 2	Total
\$72,000	\$78,000	\$84,000	\$234,000

Contract No:	21-00153	Title:	Fuel Products (Ultra Low Sulfur Diesel and Gasoline) (Renewal)	Price:	Approximately \$10.1M Annually
				Term:	1 Yr. w/4 1-Yr. Options

Acquisition Description: Enter into a renewal contract with a qualified Contractor to supply and deliver diesel and gasoline fuel products to specified Hampton Roads Transit (HRT) locations.

Background: HRT requires diesel and gasoline fuel for the operation of its fixed route buses, non-revenue vehicles, trolleys, paratransit vehicles, ferry boats, and generators. Under the terms of this agreement, the Contractor shall furnish and deliver fuel products as specified by HRT within twenty-four (24) hours or the next business day from the time an order is placed. Fuel products provided must meet Environmental Protection Agency (EPA) requirements; fuel specifications; and, all State and Federal Regulations governing Ultra Low Sulfur diesel, Regular Unleaded RFG (87 Octane) gasoline, and blended products. HRT utilizes approximately 2,405,500 gallons of diesel and 608,500 gallons of gasoline annually. These estimated quantities were provided for the convenience of the proposers and represent the most accurate data available.

Contract Approach: A Request for Proposals (RFP) was issued on September 14, 2021. Four (4) proposals were received on November 4, 2021 from the following firms:

- Colonial Oil Industries, Inc.
- James River Solutions (James River)
- Mansfield Oil Company of Gainesville, Inc. (Mansfield)
- World Fuel Services, Inc. (World Fuel)

In response to the RFP, Proposers were required to provide a fixed market differential adjustment for each fuel product, which includes freight and all applicable fees. The total price of the fuel to be provided is equivalent to the Oil Price Information Service (OPIS) 9:00 a.m. gross price for each fuel product, the unbranded rack average (Spot Mean) at Norfolk, Virginia, plus the fixed differential per gallon. HRT also has the ability to fix or “lock-in” prices for future fuel deliveries in any amount of gallons over any time period (i.e., monthly, quarterly, annually). The price of the gallons delivered under these fixed price agreements is equivalent to the New York Mercantile Exchange (NYMEX) price for the delivery month at the time of the price fix, plus a fixed differential per gallon, to be mutually agreed upon by HRT and the Contractor.

Upon review and evaluation of the technical proposals, James River, Mansfield, and World Fuel were rated best to meet the Scope of Work requirements. The three (3) firms were therefore invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, HRT staff determined that James River and World Fuel would be invited for further discussions and negotiations. Negotiations focused on reducing the proposed

Contract No:	21-00153	Title:	Fuel Products (Ultra Low Sulfur Diesel and Gasoline) (Renewal)	Price:	Approximately \$10.1M Annually
				Term:	1 Yr. w/4 1-Yr. Options

differential and clarifying any additional fees required. At the conclusion of negotiations, Best and Final Offers (BAFO) were requested from both firms.

While neither firm offered any price concessions in the BAFOs received, HRT Staff determined that James River’s proposal provided the best value to HRT based on a combination of technical capability and price. James River’s BAFO is deemed fair and reasonable based on a price analysis conducted and the fact that pricing was obtained in a competitive environment. A contractor responsibility review confirmed that James River is both technically and financially capable to perform the work.

James River is located in Ashland, VA and has provided similar work for the City of Suffolk, the Greater Richmond Transit Company, and the Greater Roanoke Transit Company.

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.

Project Manager: Donald Shea, Warranty Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to James River Solutions to provide fuel products in the estimated amount of \$10.1M annually, to be billed at market rate plus the differentials indicated below.

Product	Fixed OPIS Floating Market Differential	Fixed NYMEX RBOB Floating Market Differential	Fixed NYMEX Ultra Low Sulfur Diesel (ULSD) Market Differential
Fungible Ultra Low Sulfur Diesel Fuel, Grade 62	\$0.0082	N/A	\$0.0550
Reformulated Regular Gasoline Blendstock (RBOB)	-\$0.0125	\$0.0025	N/A

Contract No:	21-00153	Title:	Fuel Products (Ultra Low Sulfur Diesel and Gasoline) (Renewal)	Price:	Approximately \$10.1M Annually
				Term:	1 Yr. w/4 1-Yr. Options

SOLICITATION RESULTS

Offeror	Fixed OPIS Floating Market Differential		Fixed NYMEX ULSD Market Differential (Diesel)	Fixed NYMEX RBOB Floating Market Differential (Gasoline)
	Diesel	Gasoline		
Colonial Oil Industries, Inc.	-\$0.0142	-\$0.0165	\$0.0918	\$0.1018
James River Solutions	\$0.0082	-\$0.0125	\$0.0550	\$0.0025
Mansfield Oil Company of Gainesville, Inc.	\$0.0435	\$0.0055	\$0.1618	\$0.2544
World Fuel Services, Inc.	\$0.0083	-\$0.0034	\$0.0478	\$0.0051

Contract No:	21-00154	Title:	Structured Cabling (Renewal)	Price:	\$250,000
				Term:	1yr. w/3 1-yr. Options

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide structured cabling services on a Task Order basis.

Background: Hampton Roads Transit (HRT) requires the services of a qualified Contractor in order to maintain, modernize, and expand its existing structured cabling infrastructure, which currently supports HRT's computer networks, telephony systems, security systems, Supervisory Control and Data Acquisition (SCADA) systems, radio systems, and other Transit Industry specific network systems. Under the terms of this agreement, the Contractor shall provide all labor, materials, and equipment and shall perform all work in accordance with Telecommunications Industry Association/Electronic Industries Alliance-568 (TIA/EIA-568) standards; materials and equipment manufacturer guidelines; and applicable building, construction, and electrical codes. Additionally, the Contractor shall test all new cabling plant installations for connectivity and throughput utilizing standard measuring techniques and tools.

Contract Approach: A Request for Proposals was issued on October 25, 2021. Three (3) proposals were received on December 3, 2021 from the following firms:

- Baron Communications, Inc.
- Bazon-Cox and Associates, Inc. (BACO)
- Blackwater Electrical Company, Inc. (Blackwater)

Upon review and evaluation of the proposals received, BACO and Blackwater were rated best to meet the Scope of Work requirements; therefore, HRT staff determined that no presentations or clarifications were necessary. However, in an effort to obtain more favorable pricing, negotiations were conducted with both firms for the purpose of a possible award. Negotiations focused on reducing the hourly rates in which Proposers were required to provide in order to establish pricing for each proposed Task Order. Upon completion of negotiations, Best and Final Offers (BAFOs) were requested.

After review and analysis of the BAFOs received, HRT staff determined that BACO provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, BACO slightly decreased their hourly rates by an overall average of 0.36%.

BACO's proposed rates were deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that BACO is technically and financially capable to provide the services.

Contract No:	21-00154	Title:	Structured Cabling (Renewal)	Price:	\$250,000
				Term:	1yr. w/3 1-yr. Options

BACO is located in Chesapeake, VA and provides similar services to the City of Virginia Beach; Suffolk Public Schools; and the City of Hampton. BACO also currently provides these services to HRT satisfactorily.

The contract will be awarded for a period of one (1) base year with three (3) additional one-year options.

No DBE goal was established for this solicitation.

Cost/Funding: Task Orders will be funded with Operating and/or Grant funds, dependent upon on the work being requested.

Project Manager: Alex Touzov, Director of Technology Services

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract Bazon-Cox and Associates, Inc. to provide structured cabling services. The cumulative amount of all Task Orders issued under this contract will not exceed \$250,000 over the four-year period.

Options to be Exercised - March 2022

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-75499	Wide Area Network, Internet, and Telephone Services	To interconnect HRT's various properties; and, provide internet access and telephone services.	\$ 998,610.00	3 base yr. w/2-1 yr. options	Second	\$199,722.00

UPCOMING CONTRACTS FOR APPROVAL		
Title	Description	Renewal Contract Expiration Date
Armored Truck Services	To provide armored truck services.	2/28/2022
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. The current contract was extended on a month-to-month basis to allow for a new procurement.	12/21/2021
Fire Suppression Systems Inspection and Repair Services	To provide fire suppression systems inspection and repair services for existing systems.	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
Hydraulic Equipment Maintenance, Inspection, and Repair Services	To provide scheduled and unscheduled maintenance, inspections, and emergency repair services for HRT's hydraulic vehicle lifts, brake testing equipment, and related systems.	12/19/2021
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.	New
Light Rail Automatic Passenger Counting System Upgrade	To upgrade the existing INIT APC system installed on HRT's light rail fleet.	New
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
Mobile Device Services	To procure mobile devices as well as voice and data wireless services to meet HRT's technology and connectivity needs.	1/31/2022
Mobile Fare Collection Services	To provide, implement, and support a mobile first, next generation fare collection system.	1/1/2023
Naval Station Norfolk Circulator	To provide internal service on Naval Station Norfolk, similar to a circulator-type of service.	New
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
PeopleSoft Human Capital Management Managed Services	To provide management services for HRT's PeopleSoft HCM 9.1 application.	2/10/2022
Pre-Employment Background Screening	To provide pre-employment background screening services for all prospective employees.	4/30/2022
Provision of Magnetic Fare Media	To provide magnetic fare media for bus, rail, trolley and ferry.	1/8/2022

Video Recording Equipment Upgrade for Buses	To provide revenue vehicle video surveillance equipment and installation services.	New
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