



Meeting of the Operations and Oversight Committee

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

A meeting of the Operations and Oversight Committee is scheduled for Thursday, March 10, 2022, 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_ilzf9hTATrMg_nCqRKZcPw

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



Meeting of the Operations and Oversight Committee

Thursday, March 10, 2022 • 10:00 a.m.
Hybrid 3400 Victoria Blvd, Hampton, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the February 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 21-00167, Hydraulic Equipment Maintenance, Inspections, and Repair Services (Renewal).
 - b. Purchase Order 0007100, Rugged Laptops and Components Purchase.
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 29. This Task Order is for coin cup holders (Qty. 12), roll pins (Qty. 30), and batteries (Qty. 20). This Task Order is for \$2,397.90 and is funded with operating funds.

Task Order 30. This Task Order is for mounting brackets (Qty.7) and process trim. This Task Order is for \$282.48 and is funded with operating funds.

Task Order 31. This Task Order is for molded coin cups (Qty. 20). This Task Order is for \$112.40 and is funded with operating funds.

Task Order 32. This Task Order is for a Bezel, Inner Process Trim (Qty. 10). This Task Order is for \$155.60 and is funded with operating funds.

Task Order 33. This Task Order is for TVM Ad Frame Edge Trip (Qty. 10). This Task Order is for \$105.90 and is funded with operating funds.

6. Options to be Exercised April 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, April 14, 2022, in Norfolk, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday, February 10, 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 Glover, Portsmouth
Commissioner Kanoyton, Hampton
Commissioner Mucha, VADRPT
Commissioner Ross-Hammond, Virginia Beach
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning & Development Officer
Debbie Ball, Director of Finance
Amy Braziel, Director of Contracted Services and Operational Analytics
Alexander Brink, Sr. Manager of Bus Transportation
Keisha Branch, Director of the Office of Program and Project Excellence
Conner Burns, Chief Financial Officer
Gene Cavasos, Director of Marketing and Communications
William Collins, Facilities Manager
Rodney Davis, Director of Customer Relations
Glenda Dixon, Director of ERP Services
Sheri Dixon, Director of Treasury
Angela Glass, Director of Budget and Financial Analysis
Michele Goode-Bacon, Contract Administrator
Misty Gordon, Risk Manager
Jonathan Greene, Manager of Light Rail Transportation
Keith Johnson, Paratransit Contracts Administrator
William Harrell, President and CEO
Danielle Hill, Director of Human Resources
Tom Holden, Media Relations Specialist
Shane Kelly, Security Manager
Robert Lee, RTS Project Manager
Sonya Luther, Director of Procurement
Steven Magaro, Emergency Management Specialist
Maryann Martin, Operations Analyst
Tracy Moore, Interim Director of Transportation
Sibyl Pappas, Chief Engineering and Facilities Officer

Michael Perez, Operations Project and Contract Administrator
Theresa Petrowicz, Contract Specialist
E. Noelle Pinkard, Organizational Advancement Officer
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
Donald Shae, Warranty Administrator
Troy "Donavan" Shallis, Transit Security Officer
Benjamin Simms, Chief Transit Operations Officer
Brian Smith, Deputy Chief Executive Officer
Antonio Torain, Transit Security Officer
Robert Travers, Counsel
Fevrier Valmond, Assistant Director of Procurement
James Wall, Director of Maintenance (Via Zoom)
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Alt. Commissioner Cipriano, Newport News
Alt. Commissioner Jackson, Portsmouth
Megan Gribble (Via Zoom)
Alt. Commissioner Amy Inman, Norfolk

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 January 2022 Meeting Minutes

A motion was made to approve the January 2022 Operations and Oversight Committee meeting minutes by Commissioner Kanoyton and was properly seconded by Alt. Commissioner Jackson. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Commissioners Ross Hammond, Glover and Woodbury joined the meeting at 10:03 AM.

Review of the Operations and Oversight Committee Action Items

There were 2 action items discussed.

The first item was regarding GenFare task order funding and the difference between what is funded with operating funds and what is funded with grant funds.

Operating task orders are typically storeroom, inventory, and spare/repair orders, or day-to-day items, and orders initiated by operations.

Grant funded ask orders are typically a project purchase and initiated by technology.

The second action item was a report regarding legal expenditures. Mr. Robert Travers gave a brief overview of legal expenditures for contract 19-78367, Legal Services since the contract began. There was a discussion regarding roles and responsibilities of legal counsel, third party vendors and potential to expand the legal department.

There was a request for staff to follow-up with a breakdown on how the last years legal spend was allocated among the three vendors under contract for the last 12 months.

ACTION ITEM: Staff to provide a breakdown on how the last years legal spend was allocated among the three vendors under the legal contract for the last 12 months.

Internal Audit

Ms. Shanti Mullen was not in attendance but did send a report stating that she is working on a Human Resource audit and is preparing for the next Department of Rail and Public Transportation Audit.

Procurement Recommendations to the Committee

Contract 21-00155, Federal Legislative Services (Renewal)

Ms. Luther presented Contract 21-00155, Federal Legislative Services to the Committee.

Ms. Noelle Pinkard gave a brief presentation on the scope of the contract.

There was some discussion regarding projects that need funding and the locations of those projects.

Alt. Commissioner Jackson voiced his support of this contract.

A motion to approve Contract 21-00155, Federal Legislative Services was made by Alt. Commissioner Jackson and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Contract 21-00153, Fuel Products (Ultra Low Sulfur Diesel and Gasoline) (Renewal)

Ms. Luther presented Contract 21-00153, Fuel Products (Ultra Low Sulfur Diesel and Gasoline) to the Committee.

Mr. Conner Burns gave a brief presentation on the scope of the contract.

There was some discussion regarding the ratio between diesel and gasoline cost and the possible impact on Fiscal Year 2023 budget projections based on price per gallon at the time of lock in.

A motion to approve Contract 21-00153, Fuel Products (Ultra Low Sulfur Diesel and Gasoline) was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Contract 21-00154, Structured Cabling (Renewal)

Ms. Luther presented Contract 21-00154, Structured Cabling to the Committee.

Mr. Alex Touzov gave a brief presentation on the scope of the contract.

A motion to approve Contract 21-00154, Structured Cabling was made by Commissioner Kanoyton and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Task Orders

Task Orders were enclosed in the agenda and there were no questions or comments regarding same.

Options to be Exercised

Options to be exercised were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

There was discussion regarding contract expiration dates and renewing prior to expiration the date. The procurement Request for Proposal (RFP) and evaluation process was discussed.

There was discussion regarding the Information Technology Technical Services Contract and clarity of the scope was provided.

Operations Update

Mr. Benjamin Simms, IV provided an update regarding recent weather events. Mr. Simms called on Mr. Shane Kelly to introduce HRTs new Transit Security Officers (TSO).

Mr. Kelly introduced Mr. Antonio Torain and Mr. Troy "Donavan" Shallis to the Committee.

Old and New Business

There was no old or new business discussed.

Adjournment

Commissioner Fuller adjourned the meeting at 11:03 AM.



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

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
2/10/2022	Staff to provide a breakdown on how the last years legal spend was allocated among the three vendors under the legal contract for the last 12 months.	Legal	3/10/2022	

Contract No:	21-00167	Title:	Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Base Year Price:	\$204,264
				Four Option Year Pricing:	\$534,723

Acquisition Description: Enter into a renewal Contract with a qualified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for Hampton Roads Transit’s (HRT’s) hydraulic vehicle lifts, brake testing equipment, and related systems.

Background: HRT requires the services of an Occupational Safety and Health Administration (OSHA) certified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for its hydraulic vehicle lifts, brake testing equipment, and related systems at various HRT locations. Under the terms of this agreement, the Contractor shall provide properly trained and experienced hydraulic and electric lift maintenance technicians to perform all services, including the annual and semiannual inspections of all hydraulic lifts, brake testing machines, and air compressors. Additionally, during the first year of the Contract, the Contractor shall provide operator training for the vehicle lifts, replacement of brake machine rollers in the Northside and Southside garages, and a lift cylinder repair in one of the bays located in the Southside garage.

Contract Approach: An Invitation for Bids was issued on January 26, 2022. One (1) bid was received on February 23, 2022, from Hydraulic Service Company, Inc. in the total amount of \$738,987. This amount includes a \$60,000 annual allowance for any miscellaneous services and unscheduled or emergency repairs that HRT may request during the Contract term but are not currently specified in the Scope of Work. A post-bid survey of vendors solicited concluded that most did not possess experience performing the type of work required, or on the specified equipment. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

After an evaluation of the bid received, HRT staff determined that Hydraulic Service Company was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

Based on a price analysis performed utilizing the independent cost estimate, Hydraulic Service Company’s bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that Hydraulic Service Company is technically and financially capable to perform the work.

Hydraulic Service Company is located in Portsmouth, VA and has provided similar services to WM Jordan in Newport News, VA; and Verizon throughout Virginia, West Virginia, and Maryland. Hydraulic Service Company has also performed similar services for HRT satisfactorily.

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

Contract No:	21-00167	Title:	Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Base Year Price:	\$204,264
				Four Option Year Pricing:	\$534,723

No DBE Goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with Operating Funds.

Co-Project Managers: Omar Gordon, Manager of Operational Facilities and Wayside
Randy Robinson, Operational Facilities Technician

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a Contract to Hydraulic Service Company, Inc. to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for hydraulic vehicle lifts, brake testing equipment, and related systems in the not-to-exceed amount of \$738,987 over a five-year period.

SOLICITATION RESULTS

Hydraulic Service Company, Inc.					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$204,264	\$128,370	\$131,799	\$135,391	\$139,163	\$738,987

Purchase Order No.:	PO0007100	Title:	Rugged Laptops and Components Purchase	Price:	\$153,678.54
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Acquisition Description: Award a Purchase Order (PO) for a vendor to provide fifty-eight (58) rugged laptops and associated components.

Background: Hampton Roads Transit (HRT) has a requirement for portable rugged technology devices to support its new Enterprise Asset Management (EAM) system. HRT’s EAM system is a cloud-based system which introduces new ways of work order interaction and management. In the new approach, the EAM system will be utilized by both frontline employees responsible for bus, light rail, and facilities maintenance and their supervisors. All staff members are required to directly interact with the system by collecting data, providing work order status updates, documenting issue resolutions, and verifying work completion. In order to support this new workflow approach, additional portable rugged devices are required for distribution to users across HRT facilities. Additionally, these devices will allow HRT employees to directly connect to revenue vehicles and systems out in the field, access troubleshooting documentation remotely, and leverage deployed software to resolve issues on the spot. Under the terms of this Purchase Order, the Contractor will provide fifty-eight (58) rugged laptops and associated components, including docking stations and docking station handle mounting kits.

Contract Approach: A Request for Quote (RFQ) was issued on February 15, 2022. One (1) quote was received on February 25, 2022, from Dell Technology (Dell). Other prospective suppliers solicited indicated that they were unable able to provide a competitive quote for the required items.

In response to the RFQ, Offerors were required to provide pricing for rugged laptops and associated components specified in the RFQ.

After review and evaluation of the quote received, HRT staff determined that Dell’s pricing is deemed fair and reasonable based on a price analysis performed. A contractor responsibility review performed confirmed that Dell is technically and financially capable to perform the work.

Dell has been global a leader in providing technology solutions since 1984; and has provided similar products to HRT satisfactorily.

Cost/Funding: This Purchase Order will be funded with 5307 Grant Funds.

Project Manager: Alex Touzov, Director of Technology Services

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a Purchase Order to Dell Technology to furnish rugged laptops and associated component for HRT in the total amount of \$153,678.54.

Options to be Exercised - April 2022

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-76502	Interactive Voice Response System Implementation	To implement a hosted IVR System to provide route, schedule, real-time, and general customer service information.	\$ 1,175,500.00	1 base yr. w/4 1-yr. options	Fourth	\$213,479.04
18-79494	Paratransit Eligibility Evaluation and Processing Services	To perform the processing and evaluation of applications from persons interested in certification to use HRT's Paratransit Services.	\$ 1,172,641.00	3 base yrs. w/2 1-yr. options	First	\$254,120.00

UPCOMING CONTRACTS FOR APPROVAL		
Title	Description	Renewal Contract Expiration Date
Armored Truck Services	To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract.	2/28/2022
Bus Tire Lease and Maintenance Services	To provide bus tire lease and maintenance services. Current contract was extended on a month-to-month basis until award of a 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. Current contract was extended on a month-to-month basis until award of a new contract.	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
Information Technology Risk Assessment	To perform a Cybersecurity Risk Assessment in support of the existing compliance requirements, including FTA FMO compliance requirements.	New
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.	New
Lawn and Landscaping Services	To perform a variety of lawn and landscaping maintenance services.	5/31/2022
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
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	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

Passenger Information System	To implement passenger information systems at select locations throughout the service area, to present transit specific information to customers, including real-time route schedule and service related information.	New
PeopleSoft Human Capital Management Managed Services	To provide management services for HRT's PeopleSoft HCM 9.1 application. Current contract was extended on a month-to-month basis until award of a new contract.	2/10/2022
Physical Security Systems Support Services	To provide services and materials necessary to maintain, modernize, and expand HRT's physical security systems.	New
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. Current contract was extended on a month-to-month basis until award of a new contract.	1/8/2022
Revenue Vehicle Video Recording Equipment	To provide revenue vehicle video surveillance equipment and installation services.	New
Sign Installation and Maintenance	To provide bus stop and other sign installation and maintenance.	New