



Meeting of the Operations and Oversight Committee

Thursday, May 12, 2022 • 10:00 a.m.

Hybrid Meeting- 3400 Victoria Blvd, Hampton and Zoom

A meeting of the Operations and Oversight Committee is scheduled for Thursday, May 12, 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_0EeSQV2mQWGA47GFWXqrAQ

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



Meeting of the Operations and Oversight Committee

Thursday, May 12, 2022 • 10:00 a.m.
Hybrid 3400 Victoria Blvd., Hampton and
Virtual ZOOM Meeting

AGENDA

1. Approval of the April 2022 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update- William Harrell
4. Procurement Recommendations to the Committee-Sonya Luther
 - a. Contract 20-00108, Electrostatic Disinfection Services For COVID-19
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 37. This Task Order is for Banknote Validator Belt Replacements. This Task Order is for \$1,337.70 and is funded with operating funds.

Task Order 38. This Task Order is for Cables, TVM3 TRiM, Recharge; "O" Rings; Synchronous Belts 175T(TRiM); Extension Springs; Plain Bearings-Teflon; S/A Computers-TVM3. This Task Order is for \$4, 647.39 and is funded with operating funds.

Task Order 39. This Task Order is for S/A Controller Board Repair Evaluation Deposit. This Task Order is for \$160 and is funded with operating funds.

Task Order 40. This Task Order is for Repairs: Door Lock Motors, Controller Module, Coin Validators, PCB Trim Conveyors, and Trim Controls. This Task Order is for \$2,855.25 and is funded with operating funds.

Task Order 41. This Task Order is for HSG Knob Collars; Housing Doorknobs; S/A Lever and Plunge; S/A Block and Bushings; S/A Lever and Post; Cash Vault Locks. This Task Order is for \$1,739.32 and is funded with operating funds.

Task Order 42. This Task Order is for Eccentric Rollers; Pedestal Board; Timing Belts; Pulleys; Shafts; Right and Left Slide Drawers; Credit Card Reader Covers. This Task Order is for \$5,420.69 and is funded with operating funds.

Task Order 43. This Task Order is for Repair Pedestal Boards; Repair PCB Controller (Fast Fare). This Task Order is for \$480 and is funded with operating funds.

6. Options to be Exercised June 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, June 9, 2022, in Norfolk, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday, April 14, 2022 • 10:00 a.m.
Hybrid Norfolk and Via Zoom

MEETING MINUTES

Call to Order

Commissioner Fuller called the meeting to order at 10:01 AM.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Kanoyton, Hampton
Commissioner Cipriano, Newport News
Commissioner Glover, Portsmouth
Commissioner Mucha, VADRPT
Commissioner Ross-Hammond, Virginia Beach

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning & Development Officer
Nakia Ayisumo, Operations Support Technician (Zoom)
Debbie Ball, Director of Finance (Zoom)
Amy Braziel, Director of Contracted Services and Operational Analytics
Conner Burns, Chief Financial Officer
Rodney Davis, Director of Customer Relations (Zoom)
Angela Glass, Director of Budget and Financial Analysis (Zoom)
Michele Goode-Bacon, Contract Administrator (Zoom)
William Harrell, President and CEO
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst (Zoom)
Shanti Mullen, Internal Auditor (Zoom)
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
Alex Touzov, Director of Technology Services
Robert Travers, Counsel
Fevrier Valmond, Assistant Director of Procurement (Zoom)
James Wall, Director of Maintenance (Zoom)
Kim Wolcott, Chief Human Resources Officer
Michael Perez, Operations Project & Contract Administrator
Sheri Dixon, Director of Treasury (Zoom)
Theresa Petrowicz, Contract Specialist (Zoom)
Alexander Brink, Sr Manager of Bus Transportation (Zoom)

Jack Sherman, IT Security Administrator (Zoom)
Peter Katranides, Coaching & Performance Development Specialist (Zoom)
Tom Holden, Media Relations Specialist (Zoom)

Others in attendance:

Andrew Ennis, ADRPT (Zoom)
Roy Holley, (Zoom)
Constantinos Velissarios, City of Newport News (Zoom)

The April 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 March 10, 2022, Meeting Minutes

A motion was made to approve the March 10, 2022, Operations and Oversight Committee meeting minutes by Commissioner Ross-Hammond and was properly seconded by Commissioner Glover. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Review of the Operations and Oversight Committee Action Items

There was One (1) action item which was for staff to provide the number of applications per month, the denial rate, and the number of appeals following denial and approval following denial.

Mr. Keith Johnson provided information regarding applications received, denials, and the appeals process for paratransit services.

Internal Audit

Ms. Shleaker Rogers presented the HRT internal audit on human resources, hiring and retention procedures.

There was discussion regarding whether the items listed in the audit have been identified in previous audits.

ACTION ITEM: staff to report on whether identified audit items have been on previous audits.

Procurement Recommendations to the Committee

Contract 21-00162, Mobile Device Services (Renewal).

Ms. Sonya Luther presented Contract 21-00162, Mobile Devices Services (Renewal) to the Committee.

Mr. Alex Touzov gave a brief presentation regarding the scope of work for the contract presented.

A motion to approve Contract 21-00162, Mobile Devices Services (Renewal) was made by Commissioner Ross-Hammond and properly seconded by Commissioner Cipriano. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

Contract 22-00173, Revenue Vehicle Video Recording Equipment.

Ms. Luther presented Contract 22-00173, Revenue Vehicle Video Recording Equipment to the Committee.

Mr. Touzov gave a brief presentation regarding the scope of work for the contract being presented.

A motion to approve Contract 22-00173, Revenue Vehicle Video Recording Equipment was made by Commissioner Glover and properly seconded by Commissioner Cipriano. A roll call vote resulted as follows:

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

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.

Operations Update

Mr. Tracy Moore provided an update on the bus training simulator which will be delivered the end of April.

Ms. Amy Braziel introduced Miss Marcella Barnes as the new Senior Executive Assistant for Operations who will also be taking on board responsibilities. Miss Barnes greeted the board and gave a small introduction.

Old and New Business

There was no old or new business discussed.

Adjournment

Commissioner Fuller adjourned the meeting at 10:39 AM.



HAMPTON ROADS TRANSIT
MAY- JUNE 2022
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
4/14/2022	Staff to report on whether identified audit items have been on previous audits.	Internal Audit	5/12/2022	

<p>Contract No: 20-00108, Modification No.2</p>	<p>Title: Electrostatic Disinfection Services for COVID-19</p>	<p>Modification Amount \$29,794.35</p>
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Acquisition Description: Award a contract modification to increase the Electrostatic Disinfection Services for COVID-19 contract value by an additional \$29,794.35.

Background: In December 2020, the Commission approved the award of a contract to ETI Environmental, Inc., in the not-to-exceed amount of \$548,345.93, for electrostatic disinfection services for all HRT facilities and vehicle fleet over a one-year period. The contract was awarded through the competitive Invitation for Bids process, with a Scope of Work which required services on a daily basis.

A Modification in the amount of \$137,086.48, which increased the contract value to \$685,432.41, was issued in January 2022 to accommodate an extension to the period of performance for three (3) additional months in order to complete the procurement process for a new contract. However, with the decline of COVID-19 cases, it was determined that daily electrostatic disinfection services were unnecessary beyond the three (3) month extension and the contract was allowed to expire on April 3, 2022. A new contract will be solicited for these services on an as needed basis.

HRT developed the Price Schedule based on the estimated cleanable square footage of each facility; the square footage and estimated quantity of paratransit vehicles, trollies, ferries, light rail vehicles, and buses; and special cleanings based on an estimated number of positive COVID cases. While the square footage of each location/vehicle remains fixed, the number of vehicles can vary based on in-service versus out-of-service and the acquisition of new vehicles. Additionally, while HRT provided an estimated number of positive COVID cases which would require special cleaning, the actual number is not something that HRT could have accurately predicted. Due to these estimations, additional funds are required to pay the Contractor for its final closing invoices.

Contract Approach: The modification amount of \$29,794.35 is to supplement the remaining balance of the contract in order to cover the 4.35% estimation variance and to pay the Contractor for completed work performed.

Cost/Funding: This contract will be funded with CRSSA Funds.

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a modification to increase the Electrostatic Disinfection Services for COVID-19 contract by \$29,794.35, to a not-to-exceed amount of \$715,226.76.

Exercise of Options - June 2022						
Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
18-76537R	Industrial Vending and Inventory Management Services	To provide industrial vending and inventory management services at various HRT maintenance facilities.	\$ 530,800.00	1 base yr. w/4 1-yr. options	Third	\$ 110,160.00
18-76539	Oracle Enterprise Database Annual Support	To provide the continuation of annual support of HRT's Oracle database software enterprise licenses.	\$ 1,091,643.02	1 base yr. w/4 1-yr. options	Fourth	\$ 224,682.10
18-76543	SPEAR 4i Software Support Renewal	To provide technical support for HRT's existing SPEAR 4i Enterprise Asset Management Software.	\$ 442,707.51	1 base yr. w/4 1-yr. options	Fourth	\$ 92,082.46
20-00080	Microsoft Dynamics 365 Support Services	To provide support services for HRT's Microsoft Dynamics 365 financial software.	\$ 1,120,000.00	1 base yr. w/2 1-yr. options	Second	\$ 373,333.33
20-00081 (A, B, C and D)	Technology Staffing Services	Four (4) Contractors to provide HRT's Technology Department with recruiting services to fulfill full-time, temporary to permanent, and/or temporary or consultant positions on a Task Order basis.	\$ 750,000.00 (Total for all 4 contracts)	1 base yr. w/2 1-yr. options	First	\$ 250,000.00 (Total for all 4 contracts)

UPCOMING CONTRACTS FOR APPROVAL		
<u>Title</u>	<u>Description</u>	<u>Renewal Contract Expiration Date</u>
Agency Sign Fabrication and Maintenance	To provide sign maintenance and fabrication for signs required by HRT on an as needed basis.	New
Agency Sign Installation and Maintenance	To provide bus stop and other sign installation and maintenance of signs required by HRT on an as needed basis.	New
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
Fleet Vehicle Body, Paint, and Graphics Repair Services	To furnish routine and emergency body repair services for HRT's Fleet vehicles on a task order basis. The existing contract was allowed to expire in order to revamp the Scope of Work.	4/22/2022
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 Fare Collection Services	To provide, implement, and support a mobile first, next generation fare collection system.	1/1/2023

Naval Station Norfolk Base 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
TransitMaster Software and Hardware Maintenance Services	To provide maintenance and support services for HRT's TransitMaster Advanced Communications System.	6/30/2022