



## Meeting of the Operations and Oversight Committee

Thursday, July 14, 2022 • 10:00 a.m.

Hybrid Meeting- 3400 Victoria Blvd, Hampton and Zoom

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, July 14, 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\\_HiY1VN71QGWvsiqgqFd02A](https://hrtransit.org.zoom.us/webinar/register/WN_HiY1VN71QGWvsiqgqFd02A)

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



# Meeting of the Operations and Oversight Committee

Thursday, July 14, 2022 • 10:00 a.m.  
Hybrid 3400 Victoria Blvd., Hampton VA and  
Virtual ZOOM Meeting

## AGENDA

1. Approval of the June 2022 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Procurement Recommendations to the Committee-Sonya Luther
  - a. Contract 20-00178 Modification, Heavy Equipment Moving and Relocation Services
  - b. Contract 22-00192 Information Technology Research and Advisory Services (Renewal)
  - c. Contract 19-00061 Modification, Newport News Transit Center Site Reconstruction
4. Task Orders **(for informational purposes only)**.
  - a. Task Order 48. This Task Order is for Coin Validator CC Talk NRI; Lithium Batteries; Batteries. This Task Order is for \$1,811.30 and is funded with operating funds.

Task Order 49. This Task Order is for O-Rings (Large Bill Validator); TRiM Sensor Cleaning Cards; Roll Pin 1/8x1 (Farebox); S/A, IR Port Board; Validator, Bill w/CC Talk; S/A Module, Controller PCB; Spring, Compression; S/A Cable, Magnetic Swipe Card Reader; S/A Coin Bypass Switch. This Task Order is for \$3,047.73 and is funded with operating funds.

Task Order 50. This Task Order is for S/A Cashboxes, S.S. Tall, Dual/WCBID. This Task Order is for \$3,733.50 and is funded with grant funds.

Task Order 51. This Task Order is for O-Rings; Lock Cylinder (Receiver Handle); Keys (Receiver Handle); W-2 Cable Assemblies. This Task Order is for \$882.62 and is funded with operating funds.

5. Options to be Exercised August 2022- Sonya Luther
6. Upcoming Commission Approvals- Sonya Luther
7. Operations Update- Amy Braziel
8. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday, August 11, 2022, in Norfolk, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday, June 9, 2022 • 10:00 a.m.  
509 E. 18<sup>th</sup> Street, Norfolk, VA  
and Virtual Zoom Meeting

## MEETING MINUTES

### Call to Order

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

### **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Gray, Hampton (Zoom)  
Commissioner Kanoyton, Hampton  
Commissioner Cipriano, Newport News  
Commissioner Woodbury, Newport News  
Commissioner Glover, Portsmouth  
Commissioner Jackson, Portsmouth (Zoom)  
Commissioner Mucha, VADRPT (Zoom)  
Commissioner Ross-Hammond, Virginia Beach

### **Hampton Roads Transit Staff in attendance:**

Ray Amoruso, Chief Planning & Development Officer (Zoom)  
Michele Goode-Bacon, Contract Administrator (Zoom)  
Debbie Ball, Director of Finance (Zoom)  
Marcella Barnes, Sr. Executive Assistant  
Keisha Branch, Director of the Office of Program and Project Excellence (Zoom)  
Amy Braziel, Director of Contracted Services and Operational Analytics (Zoom)  
Alexander Brink, Sr Manager of Bus Transportation (Zoom)  
Conner Burns, Chief Financial Officer  
William Collins, Facilities Maintenance Manager (Zoom)  
Rodney Davis, Director of Customer Relations  
Sheri Dixon, Director of Treasury (Zoom)  
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)  
Steven Florian, Fare Technology Operations Administrator (Zoom)  
William Harrell, President, and CEO  
Shane Kelly, Manager Security & Emergency Preparedness (Zoom)  
Sonya Luther, Director of Procurement  
Steve Magaro, Emergency Management Specialist (Zoom)  
Alexis Majied, Chief Communications and External Affairs  
Maryann Martin, Operations Analyst (Zoom)  
Tracy Moore, Director of Transportation (Zoom)  
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)  
Michael Perez, Operations Project & Contract Administrator (Zoom)  
John Powell, Telecommunications Specialist

Michael Price, Chief Information Officer/Technology Officer  
Luis Ramos, Sr. Executive Administrator  
Shleaker Rogers, Quality Assurance Auditor (Zoom)  
Benjamin Simms, IV, Chief Operating Officer  
Adrian Tate, Assistant Director of Finance (Zoom)  
Alex Touzov, Director of Technology Services (Zoom)  
Robert Travers, Counsel  
Fevrier Valmond, Assistant Director of Procurement (Zoom)  
James Wall, Director of Maintenance (Zoom)  
Kim Wolcott, Chief Human Resources Officer

**Others in attendance:**

Andrew Ennis, ADRPT (Zoom)  
Alex Litchfield, Bytemark (Zoom)  
Ryan Mackem, Innovations in Transportation, Inc. (Zoom)

The June 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 12, 2022, Meeting Minutes**

A motion to approve the May 12, 2022, Operations and Oversight Committee meeting minutes was made by Commissioner Woodbury and was properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

**Review of the Operations and Oversight Committee Action Items**

There were no action items

## **Internal Audit**

Mr. William Harrell gave a brief introduction of the new HRT Manager of Internal Audit, Malika Blume.

Ms. Blume stated that the storeroom audit started on June 8, 2022, and the security audit will start on the first week of July 2022.

## **Procurement Items for Approval**

### **Contract 22-00183, Hampton Roads Transit Sign Fabrication and Maintenance**

Ms. Sonya Luther presented Contract 22-00183, *Hampton Roads Transit Sign Fabrication and Maintenance*, to the Committee as a recommendation to enter a contract with Action Graphics & Signs, Inc., a qualified Contractor, to provide sign fabrication and maintenance services on a Task Order basis.

There was discussion regarding the scope of work and contract value.

A motion to approve Contract 22-00183, *Hampton Roads Transit Sign Fabrication and Maintenance*, was made by Commissioner Woodbury and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

### **Contract 22-00174, Lawn and Landscaping Services (Renewal)**

Ms. Sonya Luther presented Contract 22-00174, *Lawn and Landscaping Services*, as a recommendation to enter into a renewal the contract with P & D Lawn Care, LLC, a qualified Contractor, to provide lawn and landscaping services at various Hampton Roads Transit (HRT) locations.

There was discussion regarding the historical cost of these and similar services.

**ACTION ITEM: Staff to report on whether bidding contractors are related entities.**

A motion to approve Contract 22-00174, *Lawn and Landscaping Services*, was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

**Contract 21-00139 Vehicle Miles Reduced Tracker System (Modification)**

Ms. Sonya Luther presented Contract 21-00139, *Vehicle Miles Reduced Tracker System*, as a recommendation to award a contract modification to CelWell Services, LLC to increase the Vehicle Miles Reduced (VMR) Tracker System contract value by \$97,071.60.

Mr. Ron Hodges discussed the necessity of the modification.

A motion to approve the modification to Contract 21-00139 Vehicle Miles Reduced Tracker System was made by Commissioner Ross-Hammond and seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Kanoyton, Mucha, Glover, and Woodbury.

Nays: None

Abstain: None

**Contract 21-00158 Mobile Fare Collection System**

Ms. Sonya Luther presented Contract 21-00158, *Mobile Fare Collection System*, as a recommendation to enter into a contract with Bytemark, Inc., a qualified firm, to provide, implement, support, and host a mobile first, next generation fare collection system.

Steven Florian gave a brief presentation regarding the scope of work for the contract presented. There was discussion regarding funding and if this service will be available on all modes of HRT transportation.

A motion to approve Contract 21-00158, *Mobile Fare Collection System*, was made by Commissioner Ross-Hammond and seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Kanoyton, Mucha, 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.

## **Operations Update**

Prior to The Operations Update Mr. William Harrell introduced Ms. Alexis Majied as the Chief Communications and External Affairs.

Mr. Benjamin Simms, IV provided an update on the several major events over the Memorial Day Weekend. HRT participated in the Patriotic, Umoja and Soul Festivals, as well as multiple Tides Baseball games.

Mr. Simms shared that the HRT Security and Emergency Preparedness Department collaborated with Federal Partners at the Department of Homeland Security and the U.S. Coast Guard. Additionally, HRT staffed a Liaison Officer in the Norfolk Emergency Operations Center, where HRT connected directly with major area partners in support of the events.

Lastly, Mr. Simms stated that HRT expects a great turn out for the upcoming Harbor Fest in Norfolk. Mr. Simms shared that the Operations Department would be participating in the Newport News Juneteenth Parade the following week and employees will walk alongside one bus representing HRT. Mr. Simms also shared that the Senior Executive Team visited the department and used the new bus simulator.

## **Old and New Business**

There was no old or new business discussed.

## **Adjournment**

Commissioner Fuller adjourned the meeting at 11:05 AM.





HAMPTON ROADS TRANSIT  
June-July 2022  
OPERATIONS AND OVERSIGHT COMMITTEE  
ACTION ITEMS

<b>Date</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Completed Date &amp; Method</b>
6/9/2022	staff to report on whether qualified contractors are related.	Sonya Luther	7/14/22	

<p><b>Contract No:</b> 22-00178, Modification</p>	<p><b>Title:</b> Heavy Equipment Moving and Relocation Services</p>	<p><b>Modification Amount</b> \$88,311</p>
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**Acquisition Description:** Award a contract modification to increase the Heavy Equipment Moving and Relocation Services contract value by an additional \$88,311.

**Background:** In March 2022, Hampton Roads Transit (HRT) issued a contract to Hampton Roads Moving and Storage (HRMS), in the amount of \$53,040, to provide heavy equipment moving and relocation services to facilitate the relocation of HRT’s light rail warehouse at 3404 Mangrove Avenue, Norfolk (Mangrove) to the new warehouse at 4600 Princess Anne Road, Norfolk (Princess Anne). HRT’s lease at the Mangrove warehouse expired on March 31, 2022.

The contract was awarded through a competitive Request for Quote (RFQ) process, with a Scope of Work which required the Contractor to perform relocation of 13,200 square feet of warehouse space. The Scope of Work also included potential off-site temporary storage for no more than 2,500 square feet of warehouse equipment and materials. This provision was included because a Certificate of Occupancy (CO) had not been received by the landlord to allow use of the new warehouse facility by the time the RFQ was issued. HRT wanted to ensure move out of the Mangrove facility was in accordance with the lease of that facility.

Materials moved included pallet racks and associated palletized stored items; heavy equipment; part storage cabinets; glass windshields and windshield storage boxes; riding lawn mowers, forklifts; flammable storage lockers; and multiple spools of wire (some weighing approximately 10,000 pounds).

HRT was assured that although a CO had not yet been received for the use of the new warehouse, as was expected by March 15, one would be received before March 31. On March 21, 2022, HRT’s Facilities Department began the process of packing up the former Mangrove warehouse to relocate to the new facility. Notice of the Temporary CO was provided to HRT on April 5. Due to the delay of occupancy of the new warehouse, after all other onsite storage options were exhausted, limited items were sent for storage. These items were moved to the new warehouse after the Temporary CO was received and pallet racks were installed.

**Contract Approach:** The modification amount of \$88,311 is required for additional tasks performed by the Contractor and storage costs not contemplated during the original contract award.

**Cost/Funding:** This contract modification will be funded with Operating Funds.

**Project Managers:** William Collins, Facilities Maintenance Manager

**Contracting Officer:** Sonya Luther, Director of Procurement

<b>Contract No:</b> 22-00178, Modification	<b>Title:</b> Heavy Equipment Moving and Relocation Services	<b>Modification Amount</b> \$88,311
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**Recommendation:** It is respectfully recommended that the Commission approve the award of a modification to increase the Heavy Equipment Moving and Relocation Services contract by \$88,311, to a not-to-exceed amount of \$141,351.

<b>Contract No:</b> 22-00192	<b>Title:</b> Information Technology Research and Advisory Services (Renewal)	<b>Contract Amount:</b> 1 Year - \$281,705
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**Acquisition Description:** Enter into a sole source renewal service contract with Gartner, Inc. to provide information technology (IT) research and advisory services.

**Background:** Hampton Roads Transit’s (HRT’s) IT Department requires the services of a research and advisory firm to provide technical assistance and support to improve performance and reduce risks associated with a multitude of Technology projects. With HRT’s limited technical staffing resources, Gartner has proven to be a definitive and cost-effective method for HRT’s Technology Management to provide both strategic expertise and timely insight into all of the Agency’s key technology initiatives. Under the terms of this agreement, Gartner will provide technical assistance to HRT’s Technology Department to drive HRT’s technology related mission and vision. Research and advisory assistance will include but is not limited to contract/cost optimization services; analysis and research; consulting services; benchmarking; peer networking; access to webinars and seminars; and access to resources in a workgroup environment.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is 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. Gartner is the industry standard for providing research, IT contract review, IT key metrics data, peer networking, and expertise across a wide range of IT solutions. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on June 24, 2022, and Gartner, Inc. provided a responsive proposal on June 30, 2022, in the amount of \$281,705. The proposal included a monthly cost to provide the requested services over the one-year contract term.

Based on the results of a price analysis performed utilizing historical data and the current Gartner State and Local Government pricing, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Gartner is both technically and financially capable to provide the services described in the Scope of Work.

Gartner, Inc. is headquartered in Stamford, CT and has provided these services for municipalities throughout the Commonwealth of Virginia and HRT satisfactorily.

The period of performance for this contract is one (1) year.

<b>Contract No:</b> 22-00192	<b>Title:</b> Information Technology Research and Advisory Services (Renewal)	<b>Contract Amount:</b> 1 Year - \$281,705
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**Cost/Funding:** This contract will be funded with Operating Funds.

**Project Manager:** Michael Price, Chief Technology Officer/Chief Information Officer

**Contracting Officer:** Jason Petruska, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Gartner, Inc. to provide information technology research and advisory services in the not-to-exceed amount of \$281,705 for a one (1) year period.

<p align="center"><b>Contract No:</b> 19-00061, Modification</p>	<p align="center"><b>Title:</b> Newport News Transit Center Site Reconstruction</p>	<p align="center"><b>Modification Amount</b> \$250,000.00</p>
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**Acquisition Description:** Award a contract modification to increase the Newport News Transit Center Site Reconstruction contract value by an additional \$250,000.00.

**Background:** In February 2020, the Commission approved the award of a contract to Allan Myers, VA, Inc. in the amount of \$1,647,777.00 to provide demolition and site reconstruction of Hampton Roads Transit’s (HRT’s) Newport News Transit Center parking and bus drive aisle facilities. The contract was awarded with a Notice-to-Proceed date of April 1, 2020. The contract was awarded through a competitive Invitation for Bids (IFB) process, with a Scope of Work which required that the Contractor provide all materials, labor, and equipment necessary to perform the construction services.

Due to the COVID-19 pandemic beginning in March 2020, there were multiple modifications which postponed the Notice-to-Proceed date to October 1, 2021. As a result of the delays, the cost of materials had increased from the date of award to the date the performance began, which required a modification in the amount of \$393,048.80. A subsequent modification was issued in the amount of \$17,189.00 to remove the requirement for shelter anchor shoe cover replacement and to add the requirement for a gas line conflict pipe crew remobilization/demobilization and to reestablish a work area. These modifications increased the value of the contract to \$2,058,014.80.

**Contract Approach:** The modification amount of \$250,000.00 is required for tasks identified, including concrete pavement color to match the Downtown Norfolk Transit Center and the Liberty Street Transfer Center; concrete joint sealing; installation of dumpster bollards; conversion of a bus shelter to a bicycle shelter; additional pavement repair; and a number of material quantity increases.

**Cost/Funding:** This contract modification will be funded with State, ACC, and Federal 5307 Funding.

**Project Managers:** Don Lint, Construction Projects Coordinator

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a modification to increase the Newport News Transit Center Site Reconstruction contract by \$250,000.00, to a not-to-exceed amount of \$2,308,014.80.

**Exercise of Options - August 2022**

<b>Contract No.</b>	<b>Title</b>	<b>Description</b>	<b>Total Awarded Value</b>	<b>Period of Performance</b>	<b>Option Year to be Exercised</b>	<b>Total Amount of Option Year</b>
17-75521R	Uniform Rental Services	To provide uniform rental services to HRT's maintenance staff.	\$ 400,215.40	1 base yr. w/4 1-yr. options	Fourth	\$ 80,043.08
18-76529	Property and Casualty Insurance Brokerage Services	To provide property and casualty insurance brokerage services.	\$ 192,500.00	3 base yrs. w/2 1-yr. options	Second	\$ 40,000.00
19-00010	Bus Diagnostic and Repair Services	To provide bus diagnostic and repair services for HRT's fleet of buses on a task order basis.	\$ 942,500.00	1 base yr. w/4 1-yr. options	Third	\$ 190,370.00
21-00139	Vehicle Miles Reduced Tracker System	To provide vehicle miles tracker software and support services.	\$ 130,828.00	1 base yr. w/4 1-yr. options	First	\$ 25,728.00
21-00159	Microsoft Enterprise Agreement Software License	To provide Microsoft Enterprise software licenses, software, and support.	\$ 2,370,258.24	1 base yr. w/2 1-yr. options	First	\$ 790,086.08

**UPCOMING CONTRACTS FOR APPROVAL**

<u>Title</u>	<u>Description</u>
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.
Armored Truck Services	To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract.
Bus Stop and Facilities Maintenance Site Improvements and Repairs	To perform a variety of general commercial site and repair work on a Task Order basis.
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.
Chesapeake Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.
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.
Fire Suppression Systems Inspection and Repair Services	To provide fire suppression systems inspection and repair services for existing systems.
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.
<b>General Painting Services</b>	<b>To provide general painting services for all HRT locations.</b>
<b>Generator Replacement for Hampton Facility</b>	<b>To replace the current 150kW generator at 3400 Victoria Blvd., Hampton.</b>
HASTUS Enterprise Software Support and Maintenance Services	To provide maintenance and support services for HRT's HASTUS Enterprise Software.
Information Technology Risk Assessment	To perform a Cybersecurity Risk Assessment in support of the existing compliance requirements, including FTA FMO compliance requirements.
Light Rail Automatic Passenger Counting System Upgrade	To upgrade the existing INIT APC system installed on HRT's light rail fleet.
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.



Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.
Naval Station Norfolk Base Circulator	To provide internal service on Naval Station Norfolk, similar to a circulator-type of service.
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.
<b>Paratransit Fleet Expansion</b>	<b>Provision of twenty-four (24) Body on Chassis (BOC) paratransit heavy duty vehicles.</b>
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.
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.
Physical Security Systems Support Services	To provide services and materials necessary to maintain, modernize, and expand HRT's physical security systems.
Pre-Employment Background Screening	To provide pre-employment background screening services for all prospective employees.
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.
<b>Safety Support Services</b>	<b>To provide Safety Management System support, technical expertise, and safety engineering support services. Option year was not exercised in order to revise scope of work for new solicitation. Current contract is in a month-to-month status.</b>
TransitMaster Software and Hardware Maintenance Services	To provide maintenance and support services for HRT's TransitMaster Advanced Communications System.

<b>Renewal Contract</b>
<b><u>Expiration Date</u></b>
New
2/28/2022
7/21/2022
9/1/2021
New
12/21/2021
New
4/22/2022
<b>8/24/2022</b>
<b>New</b>
9/22/2022
New
New
New

New
New
New
<b>New</b>
New
2/10/2022
New
4/30/2022
1/8/2022
<b>5/8/2022</b>
6/30/2022