



Meeting of the Operations and Oversight Committee

Thursday, June 8, 2023, • 10:00 a.m.
509 E. 18th Street Norfolk, VA 23504 and
Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, June 8, 2023, 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/j/85792180441>

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



Meeting of the Operations and Oversight Committee

Thursday, June 8, 2023, • 10:00 a.m.
Hybrid 509 E. 18th Street Norfolk, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the May 2023 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update-Malika Blume
4. Procurement Recommendations to the Committee-Sonya Luther
 - a. Contract 23-00235, Light Rail Track (Renewal)
 - b. Contract 23-00241, Oracle Enterprise Database Annual Report (Renewal)
 - c. Contract 23-00226, Waste Collection and Disposal Services (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:
 - i. Task Order 93. This Task Order is for Synchronous Belt 175T; Cable OCU, Etx. Gnd. 4'. This Task Order is for \$1,614.33 and is funded with operating funds.
 - ii. Task Order 94. This Task Order is for Door Lock Motor Repair. This Task order is for \$175.00 and is funded with operating funds.
 - iii. Task Order 95. This Task Order is for Farebox label covers; 20 Teeth spur gear; Nylon receiver door washer; Swipe reader keeper; Tab locking washer; Handle assembly and is funded with operating funds.

6. Options to be Exercised August 2023-Sonya Luther
7. Upcoming Commission Approvals-Sonya Luther
8. Operations Update-Benjamin Simms, IV
9. Old and New Business
10. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, July 13, 2023, in Hampton, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Monday May 22, 2023, • 11:30 a.m.
3400 Victoria Blvd. Hampton, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

Commissioner Glover called the meeting to order at 11:45 AM.

Commissioners in attendance:

Chairman Glover, Portsmouth
Commissioner Bullock, Newport News
Commissioner Johnson, Chesapeake
Commissioner Woodbury, Newport News
Commissioner Kirk Houston, Norfolk
Commissioner Ross-Hammond, Virginia Beach

Hampton Roads Transit Staff in attendance:

Sophia Owen-Allen, Staff Auditor (Zoom)
Ray Amoruso, Chief Planning and Development Officer
Monique Battle, Associate Project Manager (Zoom)
Malika Blume, Director of Internal Audit (Zoom)
Keisha Branch, Director of Capital Programs (Zoom)
Amy Braziel, Director of Contracted Services and Operational Analytics
Donna Brumbaugh, Director of Finance
Conner Burns, Chief Financial Officer
Kamlesh Chowdhary, Director of ITS Services
Sheri Dixon, Director of Treasury (Zoom)
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)
Vanity Faulkner, Budget Analyst (Zoom)
Steven Florian, Fare Technology Service Manager (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget and Financial Analysis (Zoom)
Wayne Groover, Director of Light Rail Maintenance and Facilities
Shelia Gullede, Director, Technology PMO
William Harrell, President, and CEO
Autumn Jenkins, Operations Support Technician
Shane Kelly, Manger Security & Emergency Preparedness
Van Lawson, Security Specialist Transit Operations
Robert Lee, RTS Program Manager (Zoom)
Kristy Lockhart, Management Analyst
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst (Zoom)

Tracy Moore, Director of Transportation (Zoom)
John Nason, Director of Bus Maintenance (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)
Michael Perez, Operations Project & Contract Administrator
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/Technology Officer
Luis Ramos, Sr. Executive Administrator
Dawn Sciortino, Director of Safety
Benjamin Simms, IV, Chief Operating Officer
Brian Smith, Deputy Chief Executive Officer
Alex Touzov, Director of Technology Services
Robert Travers, Corporate Counsel
Kim Wolcott, Chief Human Resources Officer
Fevrier Valmond, Asst. Director of Procurement

Others in attendance:

Alt. Commissioner Lisa Cipriano, DRPT
Alt. Commissioner Avery Daughtrey, DRPT
Andrew Ennis, DRPT (Zoom)

The May 2023 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 April 13, 2023, Meeting Minutes

A motion to approve the April 13, 2023, Operations and Oversight Committee meeting minutes was made by Commissioner Bullock and was properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, Johnson, Ross-Hammond, Houston, and Woodbury.

Nays: None

Abstain:

Review of the Operations and Oversight Committee Action Items

There were no action items to discuss.

Internal Audit Update

There was no internal audit update to report at this month's meeting.

Procurement Items for Approval

Contract 23-00224, Automatic Passenger Counting System

Ms. Sonya Luther presented Contract 23-00224, Automatic Passenger Counting (APC) System, as a recommendation that the Committee approve the award of a contract to Urban Transportation Associates, Inc. to provide an automatic passenger counting software package and services in the not-to-exceed amount of \$470,086.00 for five (5) years.

Mr. Kamlesh Chowdhary gave a presentation regarding the details of the APC system. The presentation is enclosed in these meeting minutes for reference.

There was discussion regarding the current system versus the proposed system as well as the pricing difference from initial quote provided.

There was discussion regarding the tracking capabilities of the system and decisions that can be made utilizing the data.

A motion to approve Contract 23-00224, Automatic Passenger Counting System was made by Commissioner Bullock and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hammond, Houston and Woodbury.

Nays: None

Abstain: None

Contract 22-00212, Facilities General Electrical Services (Renewal)

Ms. Sonya Luther presented Contract 22-00212, Facilities General Electrical Services (Renewal), as a recommendation that the Committee approve the award of a contract to Blackwater Electric Company, Inc. to provide general electrical services associated with HRT's Facilities. The cumulative amount of all Task Orders issued under this contract will not exceed \$900,000.00 over the three-year term.

A motion to approve Contract 22-0012, Facilities General Electrical Services (Renewal), was made by Commissioner Bullock and properly seconded by Commissioner Woodbury.

Mr. Wayne Groover gave a presentation regarding the details of the services being provided under the proposed contract. The presentation is enclosed in these meeting minutes for reference.

There was discussion regarding the anticipated annual spend under the contract.

A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston and Woodbury.

Nays: None

Abstain: None

Contract 22-00207, National Transit Database Reporting Software

Ms. Sonya Luther presented Contract 22-00207, National Transit Database Reporting Software, as a recommendation that the Committee approve the award of a contract to TransTrack Solutions Group to implement and support a Cloud-based software solution for National Transit Database (NTD) reporting in the not-to-exceed amount of \$1,031,206.00.

Ms. Shelia Gulledge gave a presentation regarding the scope of work under the proposed contract. The presentation is enclosed in these meeting minutes for reference.

There was discussion regarding the component units of the proposed system and the integration of services. There was concern regarding hierarchy of HRT's various systems and the data produced which was addressed by Ms. Gulledge.

Mr. Michael Price stated that there will only be one source of truth from HRT's financial and human resource systems.

There was discussion regarding HRT's current process for data collection.

A motion to approve Contract 22-00207, National Transit Database Reporting Software was made by Commissioner Ross-Hammond and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston and Woodbury.

Nays: None

Abstain: None

Contract 22-00204, Oil and Fuel Analysis Services

Ms. Sonya Luther presented Contract 22-00204, Oil and Fuel Analysis Services as a recommendation that the Committee approve the award of a contract to Tribologik Corporation to provide oil and fuel analysis services in the not-to-exceed amount of \$137,108.00 for five (5) years.

There was discussion regarding the contract need.

A motion to approve Contract 22-00204, Oil and Fuel Analysis Services was made by Commissioner Bullock and properly seconded by Commissioner Houston. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston and Woodbury.

Nays: None

Abstain: None

Contract 22-00213, Private Security Services

Ms. Sonya Luther presented Contract 22-00213, Private Security Services as a recommendation that the Committee approve the award of a contract to Sentry Force Security, LLC to provide private security services in the not-to-exceed amount of \$10,224,348.04.

Mr. Shane Kelly gave a presentation regarding the scope of work for the proposed contract. The presentation is enclosed in these meeting minutes for reference.

There was discussion regarding the increase of cost over option years.

There was discussion regarding what is included under HRT's security umbrella as a whole.

There was discussion regarding whether HRT's private security is armed, what percentage is armed v. unarmed and the rate difference between the two.

There was discussion regarding the pricing of bids received.

There was a request to determine how much of this contract can be covered with RTS funds as opposed to operating funds.

ACTION ITEM: Staff to identify how much of the private security contract can be covered under RTS funding.

A motion to approve Contract 22-00213, Private Security Services was made by Commissioner Bullock and properly seconded by Commissioner Houston. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston and Woodbury.

Nays: None

Abstain: None

Contract 23-00237, Provision of Eighteen (18) Non-Revenue Vehicles

Ms. Sonya Luther presented Contract 23-00237, Provision of Eighteen (18) Non-Revenue Vehicles as a recommendation that the Committee approve the award of a contract to CMA's Williamsburg Ford for the provision of eighteen (18) non-revenue vehicles in the amount of \$872,234.00.

Mr. Michael Perez gave a presentation regarding the scope of the non-revenue vehicle fleet. The presentation is included in the meeting minutes for reference.

There was discussion regarding the auction of the replaced vehicles and the purchase of additional vehicles.

There was discussion regarding the sole bid on the contract and how widely requests are solicited/advertised.

A motion to approve Contract 23-00237, Provision of Eighteen (18) Non-Revenue Vehicles was made by Commissioner Bullock and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston and Woodbury.

Nays: None

Abstain: None

Task Orders

Task Orders were included on the agenda for review. There were no questions or comments regarding same.

Options to be Exercised

Options to be Exercised enclosed in the meeting package for July 2023 were reviewed by the Committee.

Upcoming Procurements

Upcoming procurements enclosed in the meeting package were reviewed with the Committee.

Operations Update

Mr. Benjamin Simms, IV stated that the operations rail division supported Transit Advocacy Day that was held May 4th, 2023. HRT had over 60 leaders across Hampton Roads join in support of the need for public transportation, economic viability, and quality of life of Hampton roads.

Mr. Simms stated that bus operations supported the Outdoor Enthusiast Event held in the City of Newport News in April. Approximately 130 riders took advantage of the shuttle provided by HRT.

Lastly, Mr. Simms stated that HRT's Virginia Beach Trolley season kicked off Sunday, May 4, 2023.

Old and New Business

There was no old or new business discussed.

Commissioner Comments

Commissioner Glover thanked HRT for their help and assistance with Transit Advocacy Day.

Adjournment

Commissioner Glover adjourned the meeting at 12:51 PM.



HAMPTON ROADS

TRANSIT

Operations and Oversight Committee

Automatic Passenger Counting System - May 2023

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Automatic Passenger Counting (APC) System

- APC System collects ridership data using sensors mounted near the doors on vehicles.
- Sensors detect number of passengers entering and existing at transit stops.
- Ridership data collection at route, direction, and stop level.
- Provides analytics on ridership, service productivity and performance, AVL and farebox data, and sensor diagnostics.
- Ridership reporting is a requirement of FTA and affects funding.
- APC System will provide ridership data for NTD/FTA reporting.
- System is hardware agnostic and works with variety of sensors from different vendors.

Automatic Passenger Counting (APC) System

- Bus fleet TransitMaster APC data interface specifically supported for vendor.
- Highly experienced vendor with over 100 implementations.
- Turnkey solution for ridership data reporting - from data collection to reporting, including ridership data certification by a qualified statistician.
- Fully hosted and managed system in high availability environment.



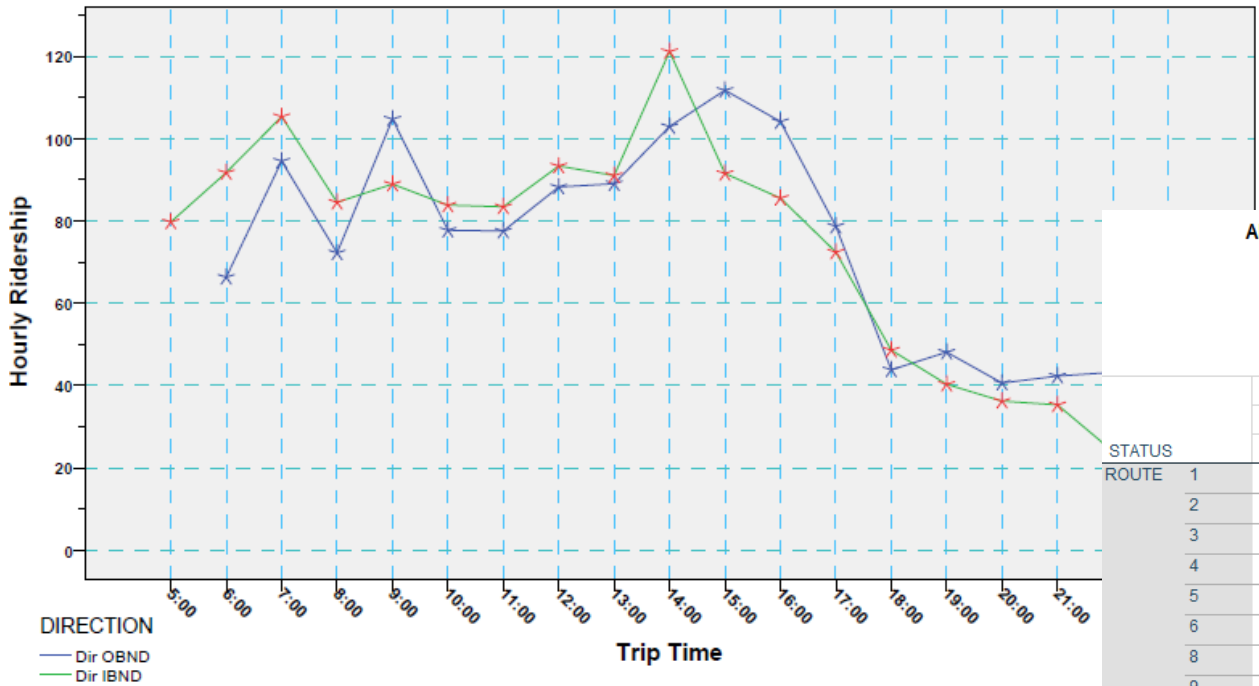
Automatic Passenger Counting (APC) System

DAY OF WEEK	ROUTE	SAMPLE RIDERS	SAMPLE REVENUE HOURS	SAMPLES REVENUE MILES	SAMPLE PASSENGER MILES	SAMPLE TRIP LENGTH	TRIPS SMPLD	TRIPS OPRTD	EXPNSN FACTOR	EXPND RIDERS	EXPND PSNGR MILES
115		213	13.83	278	830	3.89	36	36	1.0000	213	830
117		141	4.80	53	117	.83	20	28	1.4000	198	164
118		375	28.04	337	1,032	2.75	32	32	1.0000	375	1,032
120		136	7.08	114	256	1.88	24	28	1.1667	159	298
121		53	3.24	145	1,621	30.49	4	4	1.0000	53	1,621
403		13	.86	15	80	6.03	1	1	1.0000	13	80
405		12	1.58	29	67	5.74	2	2	1.0000	12	67
414		70	5.59	100	634	9.08	5	5	1.0000	70	634
415		22	.70	13	218	9.78	1	1	1.0000	22	218
430		51									

APC STOP SUMMARY - DAILY TOTALS							
Weekday							
ALL ROUTES							
May 2022 Schedule							

UNIQUE STOP NO	LOCATION	LATITUDE	LONGITUDE	ON	OFF	TOTAL	RANK
2000	NEWPORT NEWS TRANSFER CENTER	36.983697	-76.435081	1002	931	1934	1
454	DNTC	36.850651	-76.283708	930	747	1677	2
2047	HAMPTON TRANSIT CENTER	37.028734	-76.348280	553	443	997	3
5818	PATRICK HENRY MALL	37.110195	-76.494507	458	462	920	4
3041	ORCUTT & 81ST	37.022738	-76.434605	335	277	612	5
3004	LINCOLN & FRANKLIN	37.029162	-76.347847	262	335	596	6
354	EVELYN BUTTS & AVENUE J	36.913925	-76.243518	323	245	568	7

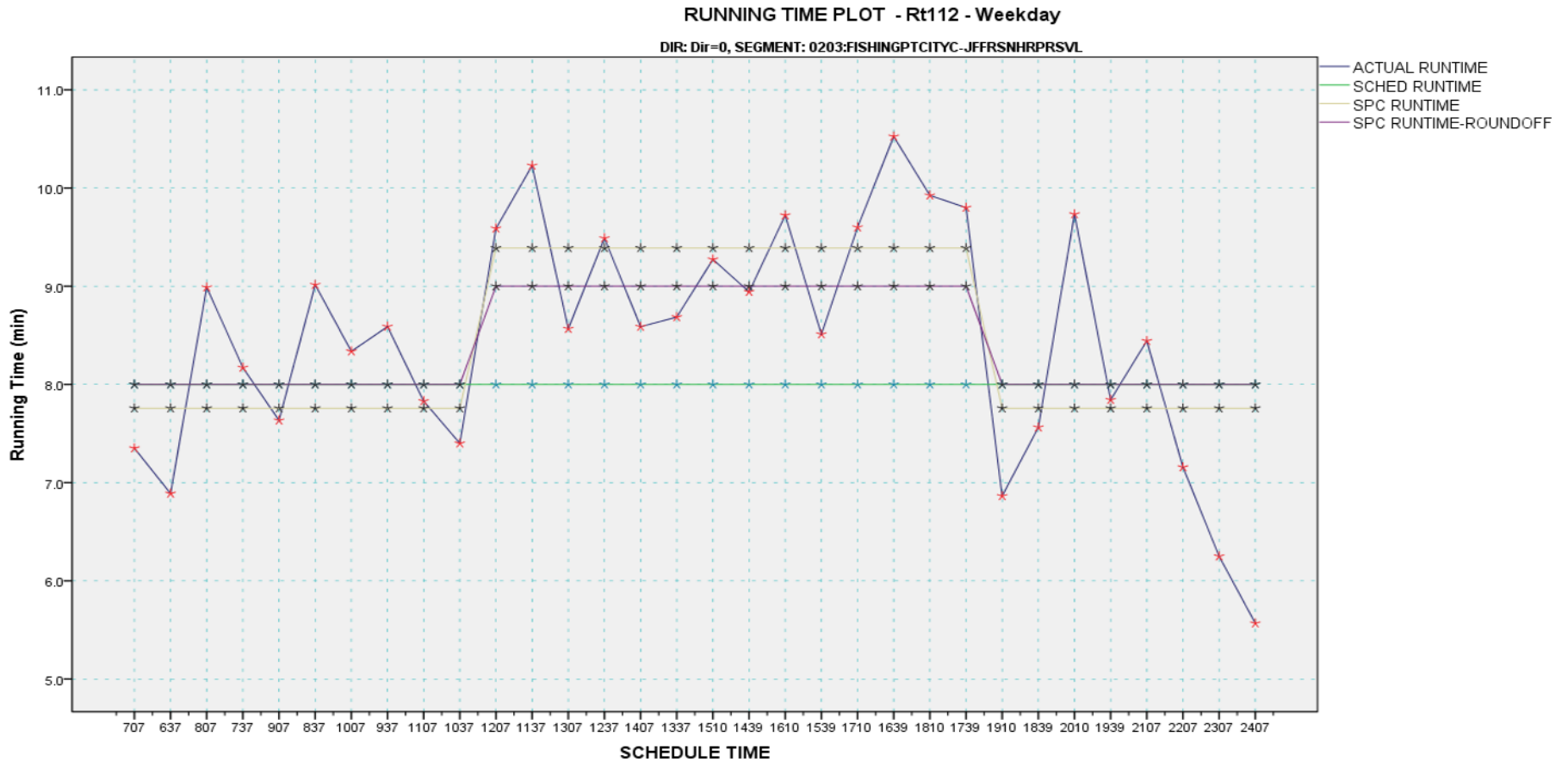
Automatic Passenger Counting (APC) System



APC SAMPLING STATUS SUMMARY TABLE
WEEKDAY
May 2022 Schedule
(Definition: 1 Observation[s] = Sampled)

STATUS ROUTE	TRIP SAMPLING STATUS					
	NON SAMPLED		SAMPLED		Total	
	Count	Row N %	Count	Row N %	Count	Row N %
1	15	22.1%	53	77.9%	68	100.0%
2	23	57.5%	17	42.5%	40	100.0%
3	42	64.6%	23	35.4%	65	100.0%
4	33	100.0%	0	0.0%	33	100.0%
5	14	60.9%	9	39.1%	23	100.0%
6	25	62.5%	15	37.5%	40	100.0%
8	21	55.3%	17	44.7%	38	100.0%
9	29	76.3%	9	23.7%	38	100.0%
11	0	0.0%	25	100.0%	25	100.0%
12	31	100.0%	0	0.0%	31	100.0%
13	11	28.9%	27	71.1%	38	100.0%
14	19	70.4%	8	29.6%	27	100.0%
15	38	57.6%	28	42.4%	66	100.0%
18	32	100.0%	0	0.0%	32	100.0%
20	25	38.5%	40	61.5%	65	100.0%

Automatic Passenger Counting (APC) System



Automatic Passenger Counting (APC) System

Vehicle: 2105 (data)

Miles: 2508
 Days: 14.6
 Start: 04:45:31 080822
 End: 18:30:13 082222
 Avg TS Interval: 41
 Last Lat Long: 37.012779 -76.364777
 Pullout: Garage 0.0 mi
 Records: 13904 Total 2175 Open 2170 Close 9523 TS 30 Ini

Exception: Passenger Count Delta 43.0

On	Off	D	Date	Bus	Miles	Hours	Ini	lon	lof	2on	2of	Gap	Rec	Clo	_DBNN	Day	Div	Division	POGarage	Mile	Mile	Delta
109	105	1	080422	2106	141.4	18.0	3	109	66	0	39	0	908	161	2205	7	1	HRT	Garage	0.0	0.0	3.7%
233	230	1	080522	2106	230.9	19.2	2	233	137	0	93	0	1448	292	2205	8	1	HRT	Garage	0.0	0.0	1.3%
1	1	2	080622	2106	0.4	0.3	1	1	1	0	0	0	14	3	2205	2	1	HRT	Garage	0.0	0.1	---
1	1	3	080722	2106	0.2	1.2	2	1	1	0	0	0	9	1	2205	3	1	HRT	Garage	0.1	0.1	---
1	1	1	081022	2106	0.1	1.1	2	1	1	0	0	0	17	6	2205	6	1	HRT	Garage	0.1	0.1	---
89	90	1	081122	2106	105.5	16.0	4	89	51	0	39	0	691	116	2205	7	1	HRT	Garage	0.1	0.0	1.1%
44	48	1	081222	2106	33.8	11.1	3	44	34	0	14	0	216	41	2205	8	1	HRT	Garage	0.0	0.1	---
2	1	1	081622	2106	1.7	0.8	2	2	1	0	0	0	13	2	2205	5	1	HRT	Garage	0.1	1.0	---
20	22	1	081722	2106	49.8	15.1	1	20	15	0	7	0	258	26	2205	6	1	HRT	Garage	0.4	0.0	---
260	258	1	081822	2106	325.9	19.5	3	259	145	1	113	0	1848	356	2205	7	1	HRT	Garage	0.0	0.0	0.8%
158	158	1	081922	2106	193.0	16.1	1	158	96	0	62	0	1255	241	2205	8	1	HRT	Garage	0.0	0.0	0.0%
183	188	2	082022	2106	225.9	19.5	2	183	115	0	73	0	1414	243	2205	2	1	HRT	Garage	0.0	0.0	2.7%
0	0	3	082122	2106	0.1	0.2	1	0	0	0	0	0	5	1	2205	3	1	HRT	Garage	0.0	0.0	---
188	182	1	082222	2106	190.4	15.8	3	188	116	0	66	0	1214	244	2205	4	1	HRT	Garage	0.0	0.0	3.2%

On: 1289 Off: 1285 Diff: 4 Delt: 0.3% 1288 779 1 506 Avg: 1.8%

QC104: 0.0

Pass per Mile: 0.9



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TRANSIT

Thank you!

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TRANSIT

Contract No.: 22-00212

**Facilities General Electrical Services
(Renewal)**

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Contract No.: 22-00212

Requesting a renewal contract for general electrical services in the amount of \$900,000 over three years.

Contract No.: 22-00212	Title: Facilities General Electrical Services (Renewal)	Contract Amount: \$900,000.00 1 yr. w/2 1-yr. options.
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Contract No.: 22-00212

This contract will service a variety of activity.

Facilities Maintenance

Electrical and lighting repairs, installations, and so on.



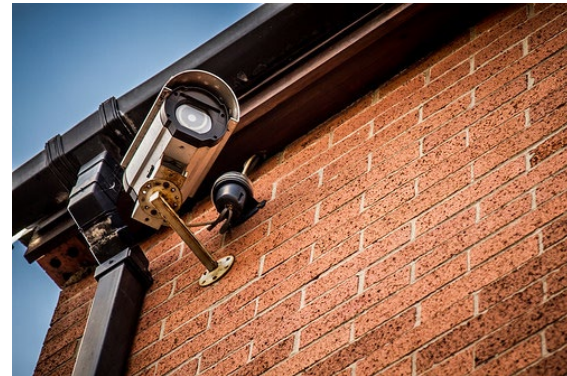
Contract No.: 22-00212

This contract will service a variety of activity.

Technology Projects

Fair collection, networking, video surveillance, etc.

Seventeen active projects in this contract period.



Contract No.: 22-00212

The general electrical services contract will be used to service the needs of multiple divisions and departments within HRT and will be “Task Order” based, using grant and operating funds.

Questions?



*Enclosed as part of the meeting minutes. *Enclosed as part of the meeting minutes.

National Transit Database (NTD) Reporting System

Operations & Oversight Committee – May 11, 2023

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National Transit Database (NTD)

1. NTD performance data is used to annually apportion over \$5 billion of FTA funds nationally to transit agencies
 - NTD reporting is linked to major source of Agency funding
2. Regulatory compliance reporting
3. Primary source of information and statistics on transit systems across the United States
 - Records the financial, ridership, operating, safety and asset condition of transit systems

NTD Data Reporting Categories

Agency Information

Agency Information
Agency Funding Sources
Transit Employees
Transit Services Provided & Consumed
Expenses
Resources
Data Dictionary/Questionable Items

Business Information

Vehicle Inventory
Maintenance Facility Inventories
Safety & Security Event Reports
Assets
Fares/Funding
Monthly Ridership
Service Data

Data Management System (DMS)

NTD Reporting is part of HRT Data Management System

Why is DMS *critical* for NTD?

- Better Data = Better Decisions
- Perspective gained through data
- Qualitative & Quantitative analysis
- Best Practices – in Action
- Ability to pivot as TSA/NTD compliance requirements evolve

- 2022 Bipartisan Infrastructure Law
 - Increased Data Collection
 - Expanded NTD Reporting
- Primarily manual processes and spreadsheets create 60+ reports on an annual and monthly basis
- Resource hours to collect, enter, validate, test, package & publish

Business & Technology Strategies



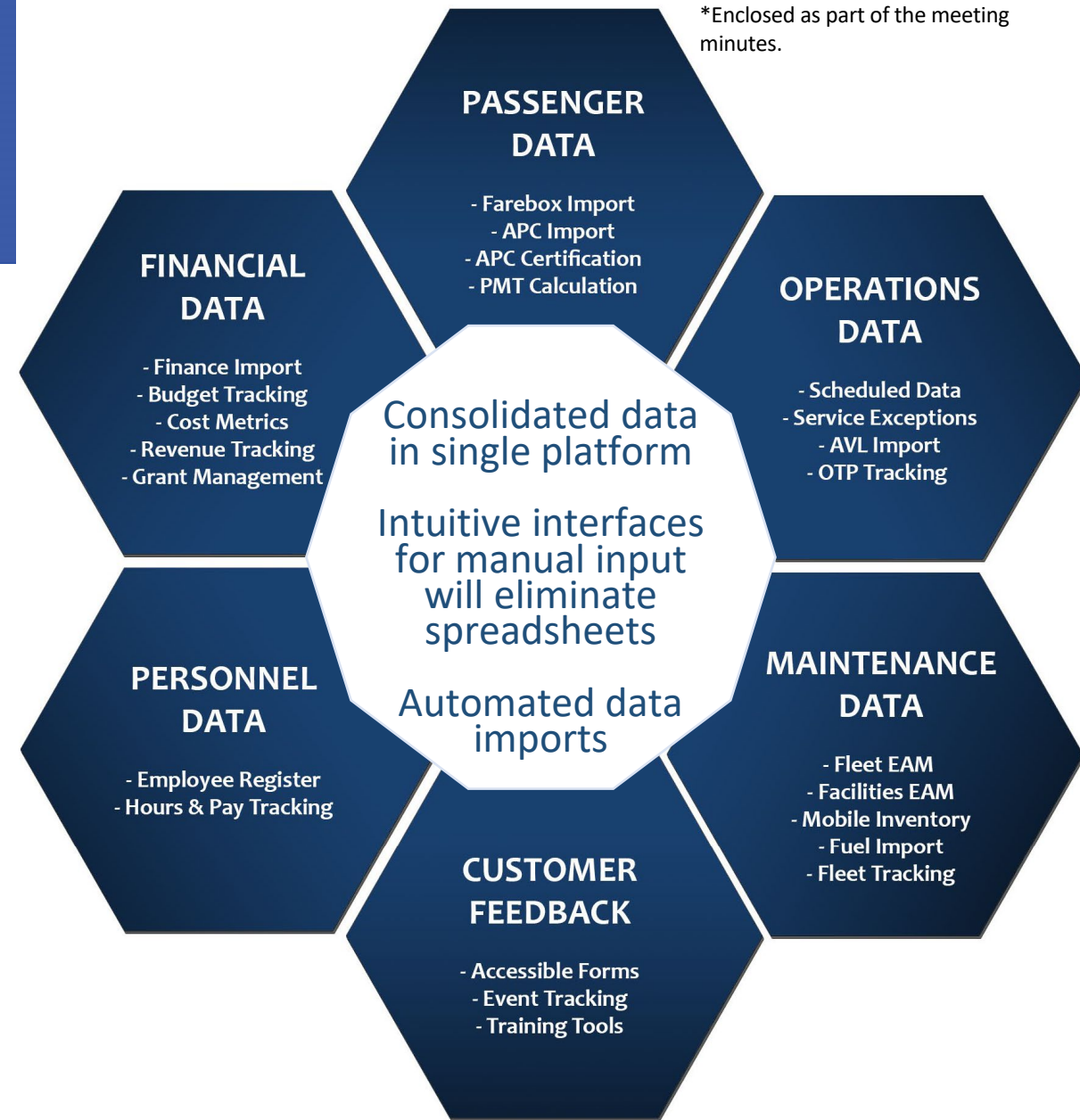
- Optimizations from efficient use of staffing resources, reduction and elimination of complex manual processes, leveraging technology through DMS, optimizing insights/planning through use of data
- Built on a reliable and secure technology foundation
 - Development of common standards and components
 - Implementation of advanced product-centric models for application management and future development
- Modernization strategies align with Agency priorities and industry standard methods and tools

Uniqueness of Vendor

- **Turnkey Solutions** – fully operational meeting all HRT requirements
- Product is NTD compliant with over 350 built-in reports and tracking over 270 KPIs
- No Change Orders needed to meet requirements
- Seamless integration with critical HRT systems
 - APCs
 - Trapeze
 - TransitMaster
 - Hastus Scheduling
 - Bus & Rail
- **Services**
 - Minimize internal learning curve
 - Analyze and produce all necessary reporting to NTD while HRT masters the system

Future State Process Transformation

1. Currently: 8 functional areas use multiple, manual processes to gather, compile, validate and complete each reporting cycle
2. Future: Six major sources of data fully automated seamlessly with core systems
3. One single enterprise source to manage the entire NTD process
4. Seamless updates to meet future compliance requirements

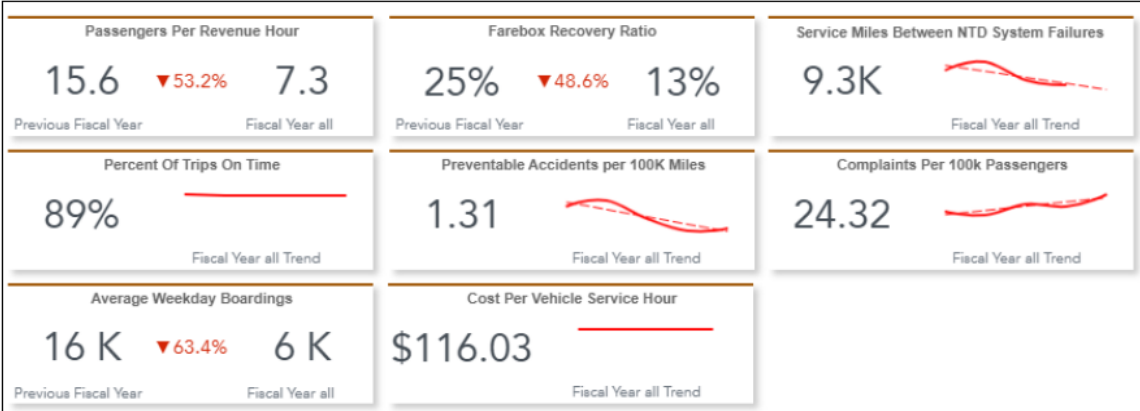


DMS – Facilitating Data-Driven Decisions

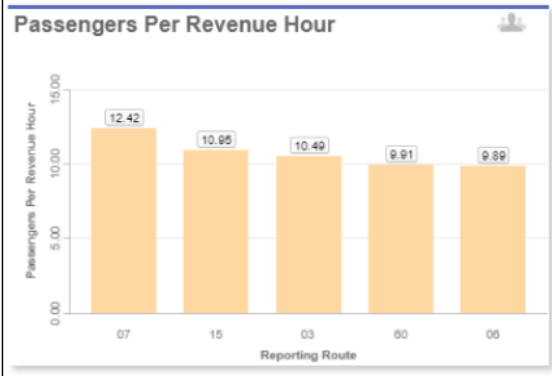
Interactive Dashboard for Route-Level Data

Indicator	Past 12 Months	% of Prior Year	Year-To-Date Through September		
			FY20 Actual	FY21 Actual	% Variance
Passengers / Revenue Hour			15.60	7.37	(52.76%)
Operating Costs / Revenue Hour			\$119.62	\$120.30	0.57%
Farebox Recovery Ratio			21.27%	12.16%	(42.83%)
Total Accidents / 100K Service Miles			3.30	2.19	(33.64%)
Percentage of Trips On Time			79.56%	88.67%	11.45%
Total Miles Between Agency Defined Roadcalls			10,154	11,676	14.99%
Complaints / 100K Passengers			13.33	24.65	84.92%
Operating Costs / Passenger			\$7.67	\$16.31	112.65%
Operating Cost / Revenue Mile			\$6.75	\$7.81	15.70%
Operating Costs			\$9,838,516	\$7,346,376	(25.33%)
Passenger Revenue			\$2,092,297	\$893,237	(57.31%)
Passengers			1,282,727	450,351	(64.89%)
Passengers / Revenue Mile			0.88	0.48	(45.45%)
Total Miles Between Total NTD System Failures			10,220	15,689	53.51%

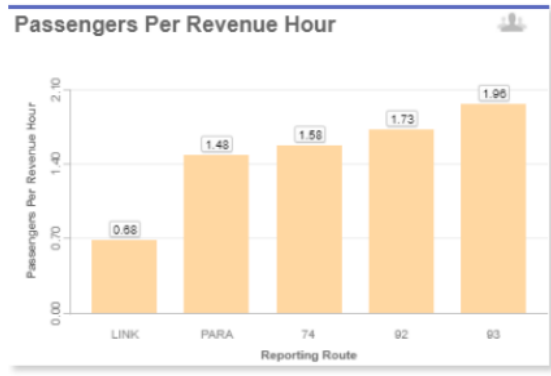
Analytics & Trending Reports



Best Reporting Routes

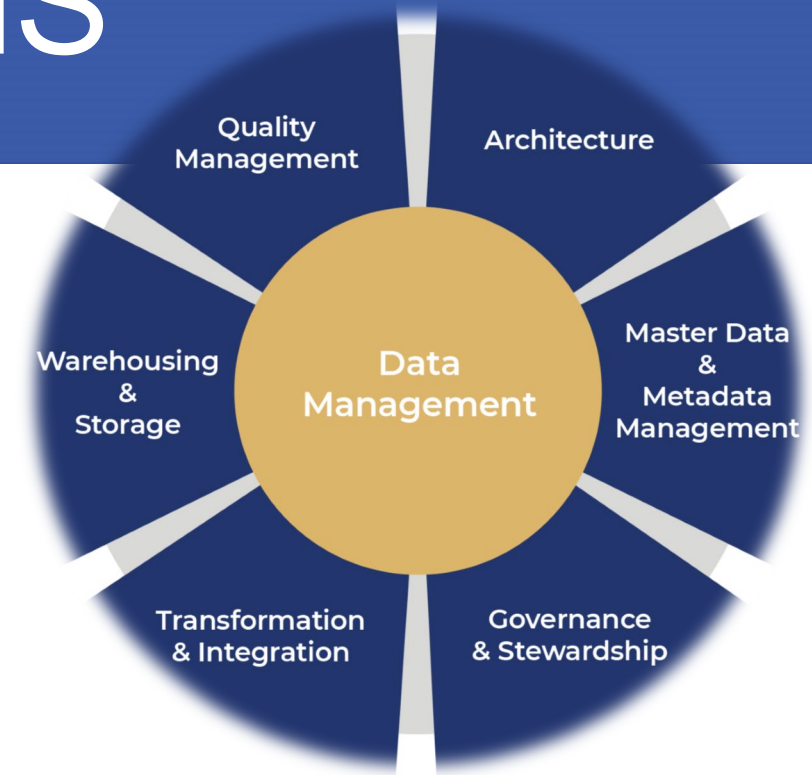


Worst Reporting Routes



Encapsulation of NTD/DMS

- Heightened Data Integrity
 - Quantitative savings on time, process and resources
 - Qualitative improvements in consistency & efficacy
 - Manual processes and redundancy reduced/eliminated
- Integration with HRT's enterprise applications (*e.g., APC, TransitMaster, Hastus, bus & rail, etc.*)
- Managed Services (Base + 1 Option Year)
 - Vendor-validated data and reporting minimizes LOE required for HRT staff to learn new system and productively submit reports
 - Option year services will ensure staff trained and fully cognizant to independently produce NTD reports
 - Single site license – ability to be used across entire Agency





HAMPTON ROADS
TRANSIT

Private Security Services 22-00213

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HRT's Approach to Uniformed Security



Private Security Services



Roles of Private Security

Sites and Systems

Where?

- Brick and Mortar Facilities
 - Administrative and Operational Campuses
 - Transit Centers
- Modal Support
 - TVM Escorts
 - Special Events
 - Seasonal Operations
 - Fare Inspection

Why?

- Deterrence
- Detection
- Protection
- Enforcement
- Surveillance
- Force Projection

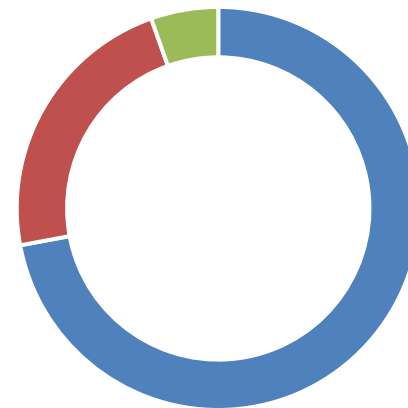
Posts and Patrols

HRT Security & Emergency Preparedness Has Two Customers

- The HRT *Patron*
- The HRT *Employee/Affiliate*

Private Security Officers are the **backbone** of day-to-day site and transit system security services

HRT Officer Footprint



■ Private Security ■ Extra Duty Police ■ Transit Security Officers

Significantly Enhanced Scope

What's The Difference?

The Security Posture must keep pace with trends, system growth and assessed needs.

The new scope of work for the updated private security services contract has several cardinal differences:

- 20,000 **more** hours of coverage system-wide
- **New** posts for new HRT sites
- **New** *mobile Quality Assurance Officers*
- **New** armament requirements
- **Expansion** of patrol footprint for administrative sites and transit centers



HAMPTON ROADS
TRANSIT

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Non-Revenue Vehicle Procurement For Operations and Oversight

May 11, 2023

Non-Revenue Contracts

Contract Number	Quantity	Contract Total	Award date
Contract 23-00200R	3	\$ 134,463	2/28/2023
Contract 23-00208	62	\$ 3,925,729	3/23/2023
Contract 23-00237	18	\$ 872,234	TBD
	83 ¹	\$ 4,932,426	

¹ 23 RTS expansion Units, 60 Replacement Units

Fleet Statistics

- 94 Non-Revenue and Special purpose vehicles in inventory.
- Average Fleet Age **12.94** years.
- Average Fleet Mileage **107,797** miles.
- Federal Transit Administration (FTA) minimum age requirements, **4** years or **100,000** miles.
- Number of replacement vehicles purchased since April 2019 - **3**

Funding

Contract 23-00237							
Description	Quantity	Extended Amount	Funding Source	Federal	State	Local	Other
Ford Explorer XLT 2 Ops	10	\$ 478,970.00	5307	28%	68%	4%	
				\$ 134,111.60	\$ 325,699.60	\$ 19,158.80	
Ford Explorer XLT 2 Security	6	\$ 257,052.00	HRRTF				100%
				\$ -	\$ -	\$ -	\$ 257,052.00
Ford Transit CC Revenue	2	\$ 136,212.00	5307	28%	68%	4%	
				\$ 38,139.36	\$ 92,624.16	\$ 5,448.48	
Total	18	\$ 872,234.00		\$ 172,250.96	\$ 418,323.76	\$ 24,607.28	\$ 257,052.00
Percentage of total				19.7%	48.0%	2.8%	29.5%

- No local funding paired with HRRTF funding. Local funding accounts for only 2.8% of the total contract value.

QUESTIONS?



HAMPTON ROADS TRANSIT
MAY/JUNE 2023
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
5/22/2023	Staff to identify how much of the private security contract can be covered under RTS funding.	Finance	6/7/2023	

Contract No: 23-00235	Title: Light Rail Track (Renewal)	\$6,900,000.00 1 yr. w/3 1-yr. Options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform inspection, maintenance, repair, and construction of track work associated with the Norfolk Light Rail Transit (LRT) system on a Task Order basis.

Background: Hampton Roads Transit (HRT) has a requirement for on-call services to perform work to maintain its Light Rail tracks. The work to be performed is outside the capacity and capability of Rail Operations and Maintenance personnel. Under the terms of this agreement, the Contractor shall perform remedial work and operational enhancements to the original LRT system construction; inspection and repair of damage or deterioration caused by severe weather or other external factors; emergency repairs from isolated events that interrupt LRT revenue service; and, routine inspection and maintenance of the LRT system infrastructure, as deemed necessary by Rail Operations and Maintenance personnel.

Contract Approach: An Invitation for Bids (IFB) was issued on April 21, 2023. One (1) bid was received on May 23, 2023, from H & B Railroad Company (H&B). A post solicitation survey of other firms solicited revealed that most other firms did not possess the capability to provide the required services or were not able to meet the Scope of Work requirements due to their current work schedule. As a result, there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the IFB, bidders were required to provide hourly rates for various labor categories and services described in the Scope of Work to be utilized when establishing pricing for proposed TOs.

After evaluation of the bid received, HRT staff determined that H&B was responsive (in compliance with submittal requirements) and responsible (capable to perform), therefore eligible for award. H&B's proposed rates were deemed fair and reasonable based on a price analysis performed using historical data. A contractor responsibility review confirmed that H&B is technically and financially capable to perform the work.

H&B is located in Portsmouth, VA and has performed similar services for the Virginia Port Authority in Norfolk, VA; Global Terminal in Jersey City, NY; and Seaworld Busch Gardens in Williamsburg, VA. H&B also currently performs these services for HRT satisfactorily.

The period of performance for this Contract is one (1) base year with three (3) additional one-year options.

No DBE goal was established for this solicitation.

Contract No: 23-00235	Title: Light Rail Track (Renewal)	\$6,900,000.00 1 yr. w/3 1-yr. Options
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Cost/Funding: This Contract will be funded by operating and grant funds, depending on the work being performed.

Project Manager: Omar Gordon, Manager, Maintenance of Way

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to H & B Railroad Company, Inc. to perform track work associated with the Norfolk Light Rail Transit. The cumulative amount of all Task Orders issued under this Contract will not exceed \$6,900,000.00 over the four-year period.

Contract No: 23-00241	Title: Oracle Enterprise Database Annual Support (Renewal)	Contract Amount:	
		Base Year:	\$ 254,025.44
		Four Option Years:	<u>\$1,224,793.78</u>
		Total:	\$1,478,819.22

Acquisition Description: Enter into a renewal contract with a qualified contractor to provide the continuation of annual support of Hampton Roads Transit’s (HRT’s) Oracle enterprise database software licenses.

Background: HRT requires annual support of its Oracle database software enterprise licenses, including upgrades, patches, maintenance, and support required for the production systems in the enterprise. Annual maintenance and support of the base Oracle Enterprise software is required to ensure the agency has legal database software licensing to allow for the necessary ability to upgrade and maintain existing database software. If the software licensing and support is not renewed, HRT will be unable to legally utilize the software to support necessary agency functions. Under the terms of this agreement, the Contractor will provide support for production enterprise application databases including Spear Enterprise Asset Management system, HASTUS scheduling and dispatch, PeopleSoft Human Capital Management, TimeLink time and attendance management, and the GFI network manager and system control center.

Contract Approach: An Invitation for Bids was issued May 10, 2023. One (1) bid was received on May 24, 2023, from Mythics, LLC (Mythics). A post solicitation survey of other firms solicited revealed that there are a limited number of Oracle authorized partners. As a result, 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 Mythics was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

Mythics’ bid price is deemed fair and reasonable based on a price analysis performed utilizing historical data, and Mythics’ certification that the pricing is based on Oracle’s pricing structure and are in line with prices charged to other customers. A contractor responsibility review confirmed that Mythics is technically and financially capable to perform the work.

Mythics is located in Virginia Beach, VA and provides similar services for the Virginia Department of Accounts, the Virginia Department of Education, and the Virginia Department of Alcoholic Beverage Control, all located in Richmond, Virginia. Mythics also currently performs these services for HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

Contract No: 23-00241	Title: Oracle Enterprise Database Annual Support (Renewal)	Contract Amount:	
		Base Year:	\$ 254,025.44
		Four Option Years:	<u>\$1,224,793.78</u>
		Total:	\$1,478,819.22

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

Project Manager: Alex Touzov, Senior 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 contract to Mythics, LLC to provide Oracle Enterprise Database annual support in the not-to-exceed amount of \$1,478,819.22 over a five-year period.

Mythics, Inc. Bid Summary					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$254,025.44	\$271,807.22	\$293,551.80	\$317,035.94	\$342,398.82	\$1,478,819.22

Contract No: 23-00226	Title: Waste Collection and Disposal Services (Renewal)	Contract Amount:	
		Base Year	\$ 55,152.00
		Four Option Years	<u>\$237,657.68</u>
		Total:	\$292,809.68

Acquisition Description: Enter into a renewal contract with a qualified contractor to provide waste collection and disposal services.

Background: Hampton Roads Transit (HRT) requires a qualified Contractor to provide waste collection and disposal services at its various facilities located throughout Hampton Roads. Under the terms of this agreement, the Contractor is required to pick up, transport, and properly dispose of all materials placed in appropriate waste collection bins (i.e., dry waste, recycling, bulk waste, and scrap metal) at specified HRT facilities. The Contractor shall provide all personnel, supervision, management, transportation, computerized tracking capabilities, tools, equipment (including, but not limited to, dollies and hand trucks), and other supplies necessary to provide the required services.

Contract Approach: An Invitation for Bids was issued April 13, 2023. Four (4) bids were received on May 12, 2023, from the following firms:

- Hakuna Services, Inc. (Hakuna Services)
- Meeks Disposal, LLC
- TFC Recycling (TFC)
- Waste Management of VA, Inc.

After review and evaluation of the bids received, the apparent lowest bidder, Hakuna Services, was deemed non-responsive due to deficiencies in the firm's bid. The firm did not submit the required documentation for its subcontractors and its failure to provide the services as described in the Scope of Work. Therefore, HRT staff determined that TFC Recycling was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder and therefore eligible for award.

TFC's bid price is deemed fair and reasonable based on a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that TFC is technically and financially capable to perform the work.

TFC is located in Chesapeake, VA and provides similar services for the City of Norfolk, in Norfolk, VA; the College of William and Mary, in Williamsburg, VA; and Chesapeake Public Schools, in Chesapeake, VA. TFC has also provided similar services to HRT satisfactorily.

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

No DBE goal was established for this solicitation.

Contract No: 23-00226	Title: Waste Collection and Disposal Services (Renewal)	Contract Amount:	
		Base Year	\$ 55,152.00
		Four Option Years	<u>\$237,657.68</u>
		Total:	\$292,809.68

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

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Kristine Woodbury, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to TFC Recycling to provide waste collection and disposal services in the not-to-exceed amount of \$292,809.68 over a five-year period.

Solicitation Results

Firm	Total Bid Price
Hakuna Services, Inc.	\$236,796.00
TFC Recycling	\$292,809.68
Waste Management of VA, Inc.	\$374,540.68
Meeks Disposal, LLC	\$579,460.00

TFC Recycling's Price Summary					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$55,152.00	\$56,808.64	\$58,509.32	\$60,265.12	\$62,074.60	\$292,809.68

Exercise of Options – August 2023

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
19-00010	Bus Diagnostic and Repair Services	To provide bus diagnostic and repair services on a task-order basis.	\$942,500.00	1 yr. w/4 1-yr. option	Fourth	\$192,240.00
21-00139	Vehicle Miles Reduced Tracker System	To provide Vehicle Miles Reduced system services to HRT.	\$130,828.00	1 yr. w/ 4 1-yr. options	Second	\$26,160.00
21-00159	Microsoft Enterprise Agreement Software License Renewal	To provide Microsoft Enterprise Agreement Licenses renewals for HRT.	\$2,370,258.24	1 yr. w/2 1-yr. options	Second	\$790,086.08
22-00174	Lawn and Landscaping Services	To provide lawn and landscaping services at various HRT locations.	\$971,447.36	1 yr. w/3 1-yr. options	First	\$242,861.84
22-00179R	Hampton Roads Transit Sign Installation	To provide sign installation and maintenance services on a task order basis.	\$2,122,750.00	1 yr. w/3 1-yr. options	First	\$457,875.00

UPCOMING CONTRACTS FOR APPROVAL

Title	Description	Renewal Contract Expiration Date
Armored Transportation Services	To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract.	02/28/2022
Bottled Gas Services	To provide various sizes and types of compressed bottled gases and other related items.	05/28/2023
Bus Onboard CAD/AVL System Upgrade	To replace old onboard CAD/AVL system with the latest generation equipment to improve user experience for operators, utilize new functionality, and maintain state of good repair.	New
Bus Shelter Passenger Amenities Fabrication and Installation	To fabricate and install passenger shelters.	07/29/2023
Elizabeth River Ferry Services	To provide the complete management, training, technical maintenance, fare collection, and operating services necessary for the operation of a public passenger ferry service.	07/11/2023
Fence and Railing Maintenance and Repair Services	To perform a variety of repair and maintenance work of the fencing and gates at various locations within the HRT service area on a Task Order basis.	New
Generator Replacement for Hampton Facility	To replace the current 150kW generator at 3400 Victoria Blvd., Hampton.	New
Human Resources Management System Software and Implementation Services	To implement and support a Human Resource Management System.	New
Hybrid Bus and Allison Transmission Diagnostic and Repair Services	To provide diagnostics and repair services in order to maintain the fleet of hybrid buses, manufactured by Gillig and having Allison products.	05/27/2023
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
Mechanic's Tool Supply Services	To provide tool supply services for HRT's mechanics on an as needed basis.	07/11/2023
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	New

Parking Garage Debris Netting	Installation of debris netting at the 18 th Street parking garage to catch small debris that may fall from the existing concrete panels at each of the joints/seams.	New
Provision of Heavy Duty Bus Batteries	To provide heavy duty bus and trolley batteries and battery maintenance training.	07/25/2023
Provision of Non-Revenue Fleet Vehicle Parts	To supply and delivery parts for HRT's non-revenue vehicles.	New
Third Party Administrator for Claims Handling and Risk Control Services	Third party administrator to provide workers' compensation, general liability, automobile liability, and cost recovery subrogation claims handling and risk management services.	07/12/2023
Trolley Bus Procurement	To manufacture and deliver one (1) new low floor vintage replica trolley bus with the option to deliver a second new low floor vintage replica trolley, as required.	New
Uniform Rental Services	To provide uniform rental services, cleaning supplies, and OSHA required first aid items for bus and rail maintenance staff.	08/28/2023
WAN, Internet, and Telephone Services	To interconnect HRT's various properties throughout the Hampton Roads region, to provide internet access, and to offer landline telephony services.	09/30/2023