



Meeting of the Operations and Oversight Committee

Thursday, March 12, 2020 • 10:00 a.m.
2nd Floor Boardroom, 3400 Victoria Blvd., Hampton, VA

A meeting of the Operations and Oversight Committee is scheduled for Thursday, March 12, 2020 at 10:00 a.m. in the 2nd Floor Boardroom, 3400 Victoria Blvd., Hampton, VA

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



Meeting of the Operations and Oversight Committee

Thursday, March 12, 2020 • 10:00 a.m.
2nd Floor Boardroom, 509 E. 18th Street, Norfolk, VA

AGENDA

1. Approval of the February 2020 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 19-00059, General Planning Consultant
 - b. Contract 20-00068, Seven (7) 35' Low Floor Diesel Buses
 - c. Contract 20-00067, Thirteen (13) 40' Low Floor Diesel Buses
 - d. Contract 20-00069, Thirty (30) 29' Low Floor Diesel Buses
5. Contract 19-00051, Architectural and Engineering Services,
 - a. Task Order 2, the Consultant shall provide services in support of developing the Norfolk Tide Facility Service Road Storm Water Pond Topographic Survey and Preliminary Stabilization Plan. The preliminary plan will demonstrate a preliminary mitigation solution. This Task Order is funded with Operating Funds.
 - b. Task Order 3, the Consultant shall provide services in support of developing planning level site plans to address Americans with Disabilities accessible stops within HRT's service area. This Task Order is funded with Grant Funds.
6. Options to be Exercised June 2020
7. Upcoming Commission Approvals
8. Operations Update
9. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on
Thursday, April 9, 2020**



Meeting of the Operations and Oversight Committee

Thursday, February 13, 2020 • 10:00 a.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

MEETING MINUTES

Call to order

Commissioner Rowe called the meeting to order at 10:00 a.m.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Gray, Hampton
Commissioner Kanoyton, Hampton (via phone)
Commissioner Woodbury, Newport News
Commissioner Parnell, Norfolk
Commissioner Rowe, Portsmouth
Commissioner Mucha, DRPT

Hampton Roads Transit Staff in attendance:

Misty Allen, Manager of Risk
Ray Amoruso, Chief planning and Development Officer
Amy Braziel, Manager of Operations Administration
Danielle Burton, Operations Technician
Jennifer Dove, DBE & Grants Coordinator
Daniel Good, Interim Director of Bus Maintenance
Craig Hambrook, Security Specialist
Fred Hamilton, Security Systems Specialist
William Harrell, President and CEO
Rick Justice, Manager of Security
Keith Johnson, Paratransit Contract Administrator
Shane Kelly, Security Specialist
Larry Kirk, Assistant Director of Finance
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst II
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Jim Price, Chief Transit Operations Officer
Luis Ramos, Sr. Executive Assistant to the CEO
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Deputy Chief Transit Operations Officer
Brian Smith, Chief of Staff
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement
Nikki Walker, Auditor I

Others in attendance:

Monica Ceragioli, Via
Alt. Commissioner Cipriano, Newport News
Andrew Ennis, DRPT
Kate Welsh, Via

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 2020 Minutes

A motion to approve the January 2020 Meeting Minutes was made by Commissioner Fuller and properly seconded by Commissioner Parnell.

The January 2020 Meeting Minutes were approved by unanimous vote.

Review of the Operations and Oversight Committee Action Items

- Staff will provide a presentation regarding how additional marketing and potential fee structure changes for special events can help promote transit ridership.

This presentation was given during the Operations and Oversight Committee meeting and is included in these minutes for reference.

- Staff to define and explore elements needed to implement a security team.

This presentation was given during the Operations and Oversight Committee meeting and is included in these minutes for reference.

Audit Update

Ms. Shanti Mullen presented the 2020 Audit Schedule as included in these minutes.

Mr. Harrell supported the recommendation of the Internal Auditor and provided additional details regarding the new financial system/invoice audit.

A motion to adopt the 2020 Audit Schedule, as presented, was made by Commissioner Rowe and properly seconded by Commissioner Fuller.

The 2020 Audit Schedule was adopted by unanimous vote.

There was some discussion regarding follow-up and updates on completed audits.

ACTION ITEM: Ms. Mullen to create a spreadsheet on what has been completed and email to the committee. This was subsequently emailed to the committee. No additional action needed.

Procurement Recommendations to the Committee

Ms. Sonya Luther formally presented the following contracts for approval:

Contract 19-00061, Newport News Transit Center Exterior Site Reconstruction

A motion to approve Contract 19-00061, Newport News Center Exterior Site Reconstruction was made by Commissioner Woodbury and properly seconded by Commissioner Parnell.

There was discussion regarding internal renovations at Newport News Center. Ms. Sibyl Pappas provided additional details on the project stating that the funding for the project included exterior work only.

There was a request for a rendering, and it was stated that the site plan has not been approved by city and is not available at this time.

Contract 19-00061, Newport News Center Exterior Site Reconstruction was approved by a unanimous vote.

Task order for Contract 19-00051, Architectural and Engineering Services, Task Order 1 Under the terms of Task Order 1, was read by Mr. Harrell.

Options to be exercised.

Options were reviewed with the Committee.

Upcoming Procurements

Upcoming Procurements were reviewed with the Committee.

Operations Update

Mr. Gene Cavasos presented the Event Marketing plan to the Committee as included in these minutes.

Information was shared regarding city sponsored events and it was stated that it is time to start planning for next year's events.

Mr. Ben Simms and HRT's security staff presented the Special Conservators of the Peace Plan (SCOP) as enclosed in these minutes.

Mr. Jim Price stated that the SCOP plan is not budget neutral but does assist HRT with identifying weaknesses and a plan to remedy the same.

Mr. Harrell stated that the SCOP plan is a preliminary presentation and was not up for budget review and action at this time.

There was discussion regarding the proactive activities that HRT already engages in to preserve the safety and security of its staff and assets.

Weaknesses were discussed as well as the use of the 911 emergency system versus the non-emergency police system.

There was discussion regarding the work that is currently distributed to HRT's Extra Duty Officers (EDO) and the hours they are in service.

There was additional discussion regarding an internal SCOP program and the process and job description of potential SCOPs.

Ms. Kim Wolcott gave an update on the Drive Now Program stating that Hampton will be starting a program on March 23. Ms. Wolcott stated that Portsmouth and Newport News are also planning to start programs in the very near future.

There was discussion regarding Virginia Organizing and their attendance at Peninsula council meetings and have been sharing challenges of the riding public as it relates to missed trips.

HRT operator vacancies were discussed.

ACTION ITEM: Staff to provide Commissioner Gray with a missed trip report for Hampton division.

Mr. Price stated that Hampton is currently not in a mandatory overtime situation.

Mr. Price offered to provide Virginia Organizing with a tour of HRT facilities and share some of the challenge's HRT faces.

ACTION ITEM: Staff to organize an HRT facility tour with Virginia Organizing.

Mr. Price provided information on the current Paratransit vendor transition stating that improvements to include procedural changes need to be made for the service to be successful. Mr. Price stated that technology issues have been a major challenge.

Mr. Simms introduced Via staff to the Committee.

HRT will develop lessons learned for future paratransit RFPs based on the current transition.

Commissioner Parnell shared a written statement regarding the paratransit challenges. The statement is attached to these minutes for reference.

ACTION ITEM: Management was instructed to make the paratransit service contract a priority and ensure there has been no breach of contract.

New and Old Business

There was discussion regarding the current legislation.

Commissioner Rowe reported on the two bills, House Bill 1726 and Senate Bill 1038, currently under consideration in the General Assembly that support dedicated regional funding for public transportation.

Dr. Brian Smith provided additional information noting other bills, House Bill 1414 and Senate Bill 890, that are transportation omnibus bills being carried on behalf of the Administration. If passed, these bills would also have positive impacts on transit funding.

Additionally, Mr. Smith provided an overview of all the work involved in advancing dedicated funding for a robust regional network as developed via the Transformation Transit initiative.

It was noted the regular session of the General Assembly is scheduled to adjourn March 7th.

Commissioner Rowe shared the importance of sharing goals and objectives with our legislature representatives.

Mr. Harrell stated that the time is now for all Member Cities to show their support for public transit as one region.

ACTION ITEM: Commissioner Woodbury requested sample resolutions. After the meeting, Mr. Harrell emailed the Board suggesting that staff work with member cities Mayors due to the speed of the General Assembly's deliberations.

Adjournment

The meeting was adjourned at 11:42 a.m.

Respectfully submitted by:

Amy Braziel

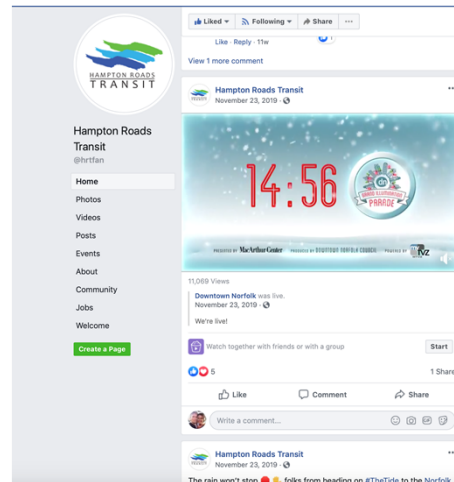
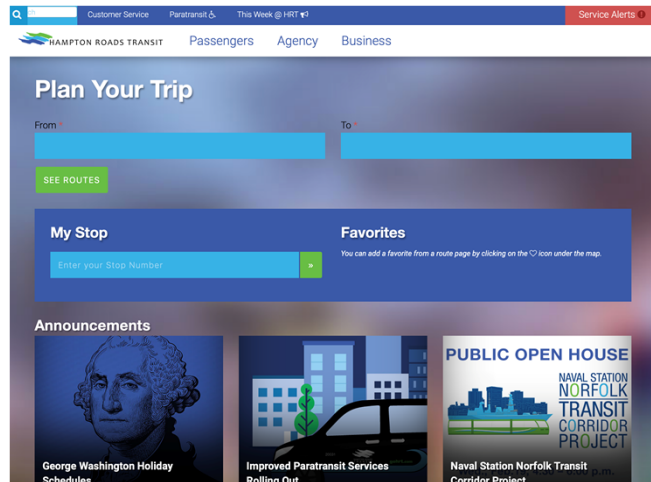
Manager of Operations Administration



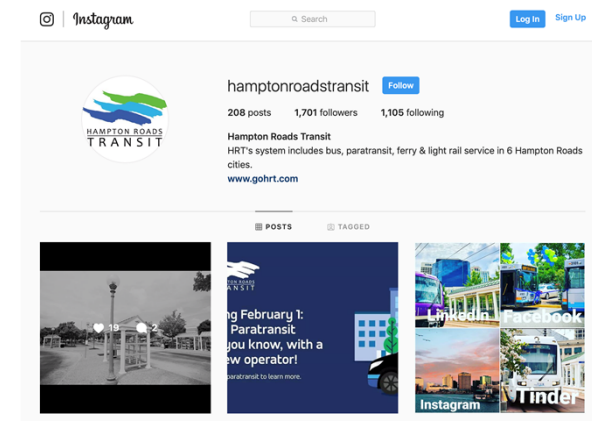
Event Marketing

gohrt.com

Social Media



- Web site
- Facebook
- Instagram
- Twitter
- Press release



Outreach

- Marketing Outreach attending events
- Customer relations



HAMPTON ROADS TRANSIT

Challenges

- Low cost event parking
- Free parking
- No transit to event
- Operating hours



Opportunities

\$5 Event Pass



- 2 Adults + Children
- Convent
- Free parking





Thank you

gohrt.com

Special Conservator of the Peace

Prepared by the HRT Security Department





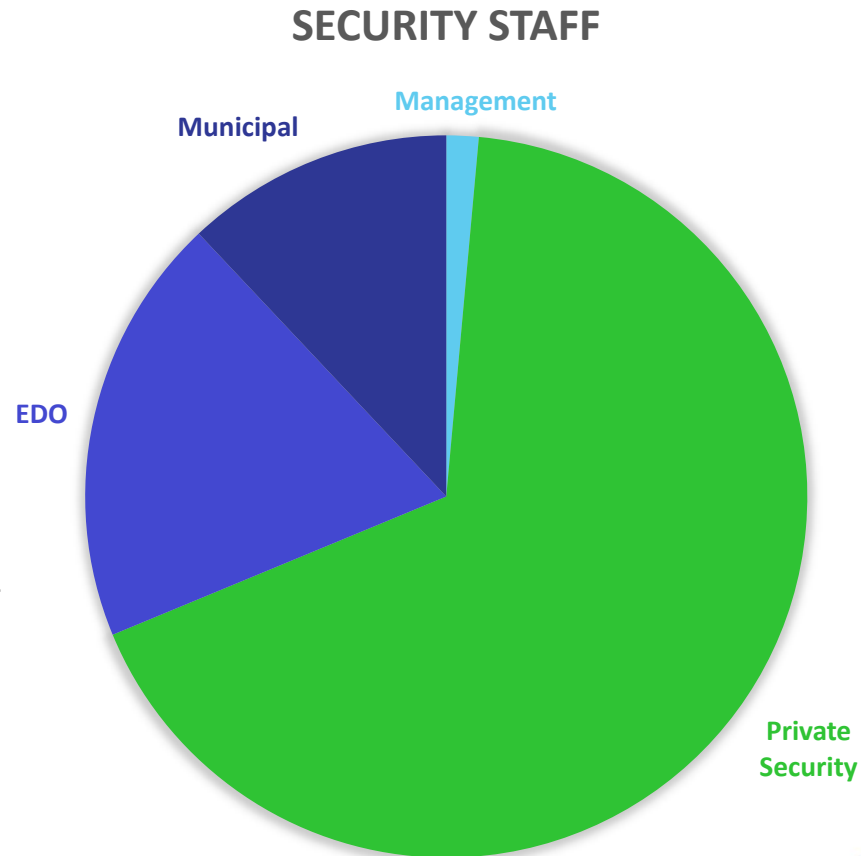
History of HRT Special Police Program

- ▶ Following 9/11, the FTA recommended that Transit Agencies form dedicated Transit Police or Security Departments
- ▶ With the FTA recommendation in mind, TDCHR approved the formation of a Security Department, which was followed by the implementation of Certified Special Police Officer(s) in 2003
 - ▶ HRT Special Conservators were armed and uniformed, with Law Enforcement powers to arrest, cite, etc.

HRT Security Today...



Currently comprised of the following:

- Four Security Management Staff
- Extra Duty Police (EDO): Scheduled for approximately 225 hours/week (32hrs/day)
- Private Security: Scheduled for over 1,000 hours every week (nearly 150hrs/day)
- Municipal Police (911) as necessary



Critical Gaps Limit Operational Capabilities...

Law Enforcement

- ▶ Limited by jurisdiction 
- ▶ Often unable to fill shift schedule
-  ▶ Work when they can, not when we want...
- ▶ Wait-time for services
- ▶ Communication delays
- ▶ Cities operate differently, with different priorities

Private Security

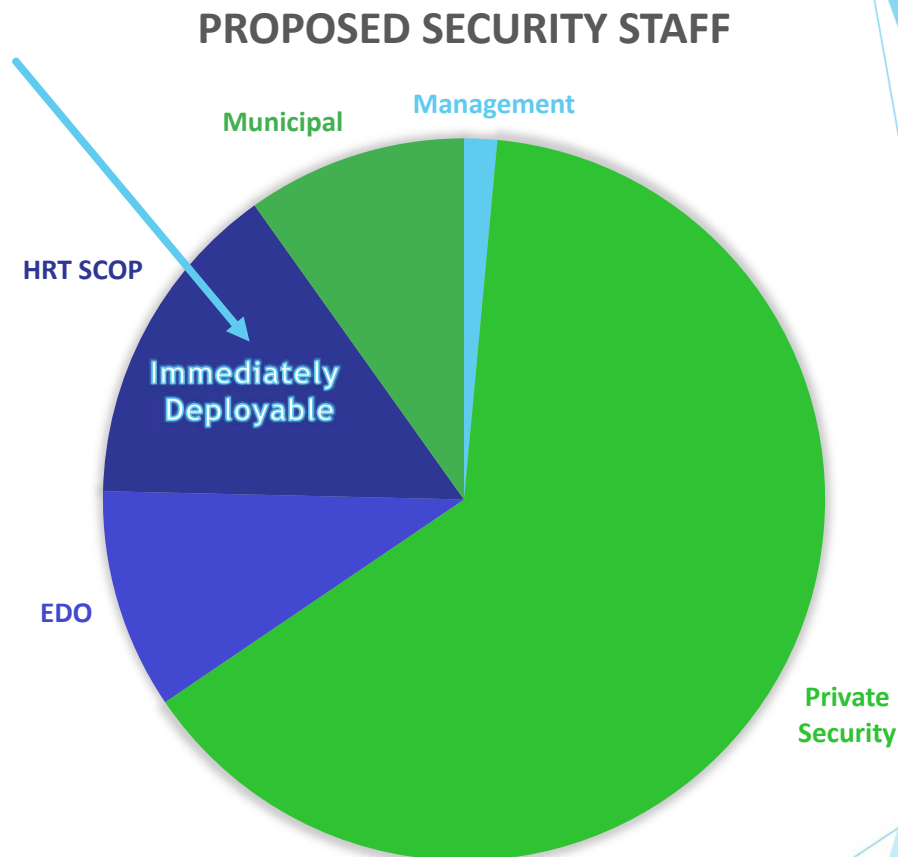
- ▶ Very basic deterrence function
- ▶ Not mobile or response capable
- ▶ Varying levels of training or experience
- ▶ Several posts are unarmed guards
- ▶ Limited to “observe & report”



A Stop-Gap Solution...

Establish an HRT Transit Police Division, comprised of Special Conservators of the Peace, hiring **new** employees with **Professional Police Experience**

Armed, trained and certified - HRT SCOPs would allow for the development of a **proactive** security mechanism

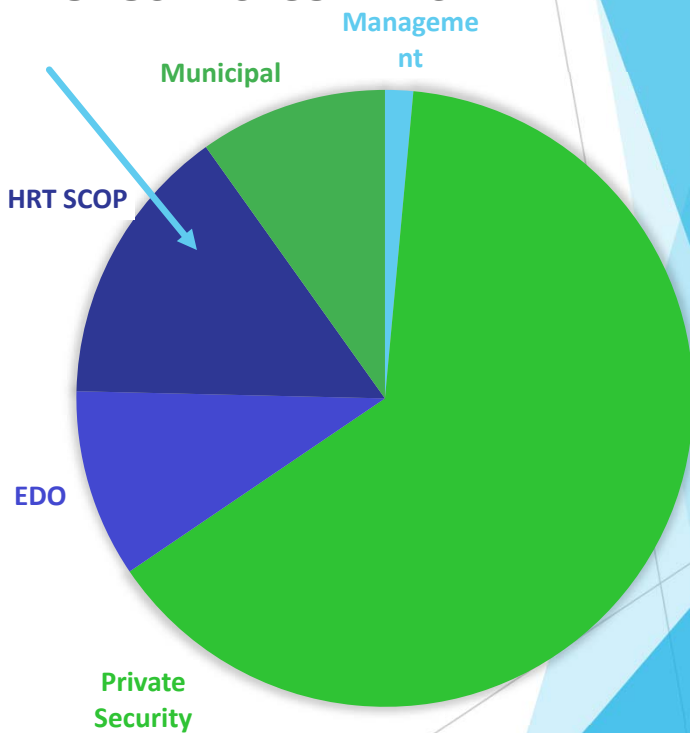




Value Added by Professional HRT Special Conservators

- ▶ Credentialed and Bonded – State Certification a *MUST*
- ▶ Multi-jurisdictional and mobile – Allowed to operate throughout our service area
- ▶ Transit-specific Training – Trained to be **TRANSIT** police
- ▶ Provides more immediate support for Security, Law Enforcement and Emergency needs
- ▶ ***Responsive & Responsible*** course to address critical vulnerabilities observed throughout the enterprise
- ▶ ***Efficient & Effective*** improvements upon existent security infrastructure

PROPOSED SECURITY STAFF



Municipal Police (911) would continue to be called for routine Law Enforcement needs



Extra Duty Police Officers (EDOs) would continue to be scheduled to patrol, detect and deter crime throughout the transit system



HRT SCOPs would be deployed to immediately support HRT's specific needs, as well as to locations based on HRT intelligence and data trending



Private Security would continue to serve as uniformed deterrents and focus on facility security and access control for HRT assets and properties

Funding the Program

- ▶ *Initial* expenses will include...
 - ▶ Hiring three **new** SCOP professional staff = \$226K (salary & benefits)
 - ▶ Capital equipment needs = \$268K (gear, vehicles, support equipment, etc.)
 - ▶ Training/Certification = \$4K Initial Certification, \$2K annual re-certification (state requirement)
- ▶ Nearly \$142K can be offset by converting select EDO and Private Security hours as well as special events or functions to SCOP

Next Steps...



Acquire permission to pursue program development



Work with Human Resources to establish competitive salary options for SCOPs



Coordinate with Risk Management to identify potential changes to HRT Insurance



Identify funding sources for operational and capital expenditures



Codify internal management tools, training programs and logistical requirements

HRT Special Conservators are the most efficient Way to Mitigate Existent Vulnerabilities...

- ▶ Expanding upon the current Law Enforcement and physical security infrastructure is a **requirement** to keep pace with a changing public transportation environment
- ▶ Armed, trained and certified Special Conservators on staff would allow for more immediate deployment and specialized **Transit Law Enforcement** and Emergency Support
- ▶ Building a Special Police Department would link HRT with regional law enforcement operations, intelligence networks and emergency preparedness
- ▶ The safety and security of HRT customers, employees and assets must be paramount. Adding Internal HRT Special Conservators addresses unanswered cries for help



HAMPTON ROADS TRANSIT

Internal Audit Calendar Year 2020 Audit Schedule

Required Audits

Audits required based upon industry and regulatory bodies

Audit	Department	Scope	Anticipated Schedule	Anticipated Completion*
SSPP Sections 14,15,16	Safety and Security	Inspection/ Maintenance: Truck & Structure, Signal, Power, Communications; Training and Certification, Facility/ Shop Equipment, Station Equipment	March 2020	April 2020
SSPP Sections 4,6,10,12	Safety and Security	Plan Review and Modification; Hazard Management; Accident/ Incident Notification, Investigation and Reporting; Internal Safety Audit Process	September 2020	October 2020

Scheduled Audits

Board- Approved audits selected based upon company objectives

Audit	Department	Scope	Anticipated Schedule	Anticipated Completion*
GoPass 365	Planning & Development	Are GoPass 365 management controls adequate to provide reasonable assurance the program is operating efficiently and effectively?	January 2020	March 2020
Accounting	Organizational Wide/ Finance	Are invoicing process and procedures managed efficiently and effectively and are the processes in compliance with best practices and potential regulations?	May 2020	August 2020
Payroll	Organizational Wide/ Finance	Are payroll procedures managed efficiently and effectively?	October 2020	December 2020

Attestation Engagements

Reviews initiated by the Board, Current Events, or Senior Management

Engagement	Department	Scope	Anticipated Schedule	Anticipated Completion*
TBD	TBD	TBD	TBD	TBD

Quality Assurance

Follow- up and Internal Audit Administrative Tasks

Engagement	Department	Scope	Anticipated Schedule	Anticipated Completion*
Department Documentation	Organization- Wide	Annual document review of all department Policy, Procedure, and Standard Operations Procedure	March 2020	July 2020
Administrative Review	Internal Audit	Review of Audits and other engagement documents for clarity and compliance	January 2020	December 2020

Note: The audit plan is a working document and may change at any point due to HRT's needs.



Mr. Chairman,

Thank you for the opportunity to speak to the TDCHR Operations & Oversight Committee and to give some perspective from the non-operational side of the paratransit situation.

First, I'd like to commend Mr. Harrell and his team on their diligence on staying on top of the issues. Thank you to Mr. Price, Mr. Simms, and Mr. Johnson – especially Mr. Johnson and his team whom I'm sure has not slept in the last two weeks.

Since February 1st when River North Transit LLC / Via Transportation Inc (VIA) assumed operations of our paratransit services, I have received in my inbox and have been provided verbally several reports of widespread issues of our customers not being picked up for scheduled appointments, not being able to call into the VIA-monitored customer service center, and being picked up more than an hour after their scheduled time slot. I've seen and heard reports of one of our customers, a dialysis patient, that missed their appointment, a customer that is repeatedly being delivered to an address in a different City, a customer being dropped off at the gate of a military installation and being told by the driver to walk across base to their work location because the driver assigned to the pickup did not have clearance to access the base. Remember that we are talking about our paratransit customers with various disabilities. I listened to many similar stories and reports in yesterday's Paratransit Advisory Committee meeting from individual customers and disability service providers like Eggleston Services and Endependence Center who represent hundreds of our disabled customers. The stories were saddening. We have let them down.

I give you just a few of these stories, and Mr. Harrell's team has many more and can share if you'd like, and I truly believe that our VIA team on the ground takes the issues seriously. But I cannot help but feel that we been sold a product/process/service that was untested. The issues we have encountered over the past few weeks should have been foreseen by our contractor if they've been through this process before. They should have been better prepared to handle them and able to guarantee service to our customers. A simple disclaimer of *we are going to have issues during the changeover* does not satisfy the seriousness of our situation right now and certainly is not acceptable on a contract of this size.

I leave it to the discretion of the Chair and the Committee to determine follow-up action after existing paratransit issues have been resolved and our staff catches their breath – in other words, once our paratransit customers are satisfied with their service. I do recommend the Committee formally audits this situation from a contractual standpoint to ensure that legal obligations have been met by VIA. Since timing finds us in the midst of the situation, a follow-up by this Committee in March would be prudent. Thank you for your time and consideration.

Keith Parnell, Commissioner
Transportation District Commission of Hampton Roads



HAMPTON ROADS TRANSIT
FEBRUARY/MARCH 2020
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
2/13/2020	Staff to create a spreadsheet on audits that have been completed and email to the committee.	Internal Audit	3/12/2020	2/14/2020-Ms. Mullen sent the requested spreadsheet via email to the Board
2/13/2020	Staff to provide Commissioner Gray with a missed trip report for Hampton division.	Operations	3/12/2020	
2/13/2020	Staff to organize an HRT facility tour with Virginia Organizing.	Customer Service and Operations	3/12/2020	
2/13/2020	Management was instructed to make the paratransit service contract a priority and ensure there has been no breach of contract.	Executive and Operations	3/12/2020	
2/13/2020	Commissioner Woodbury requested sample resolutions in support of pending legislation for consideration by each Member Cities' council.	Executive	3/12/2020	2/13/2020-Mr. Harrell addressed this via email to the Board proposing an alternate letter from mayors instead of a resolution.

Contract No:	19-00059	Title:	General Planning Consultant	Price: Term:	\$1,600,000 2 Yrs. w/1 - 1 yr. Option
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Acquisition Description: Enter into a renewal contract with a qualified Consulting firm to provide General Planning services on a Task Order (TO) basis.

Background: HRT requires the services of a consulting firm to assist in a variety of transit related planning services including, but not limited to, development of the Six-Year Capital Improvement Plan; annual updates to State required ten-year Transit Strategic Plan; Bus Automatic Passenger Counter validation; Title VI support; grant applications and grant writing assistance; Project Management assistance; MicroTransit planning support; NTD compliance; ADA planning services; public outreach services; financial planning; environmental analysis; long range plan development support; ridership and operational forecasting activities; establishment/monitoring of service standards; general route planning and route scheduling; and, comprehensive operational analysis. Under the terms of this agreement, the Contractor will provide general planning services on a Task Order basis.

Contract Approach: A Request for Proposals (RFP) was issued on December 17, 2019. Two (2) proposals were received on January 31, 2020 from the following firms:

- Foursquare Integrated Transportation Planning (Foursquare)
- HNTB Corporation

Upon review and evaluation of the technical proposals, Foursquare was deemed the most technically qualified to meet the requirements of the SOW; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide hourly rates for a number of various labor categories for the services described in the Scope of Work (SOW), to be utilized when establishing pricing for proposed TOs.

At the conclusion of the technical evaluations, negotiations were held with Foursquare for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, reducing proposed pricing, and clarifying SOW items. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an in-depth review and analysis of the BAFOs received, HRT staff determined that Foursquare provided the best value based on a combination of technical capability and price. As a result of the negotiations, Foursquare reduced their annual escalation from 3% to 2.4%.

Based on a price analysis performed, and the fact that the labor rates were obtained in a competitive environment, Foursquare's rates are deemed fair and reasonable. A contractor responsibility

Contract No:	19-00059	Title:	General Planning Consultant	Price: Term:	\$1,600,000 2 Yrs. w/1 - 1 yr. Option
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review performed confirmed that Foursquare is technically and financially capable to perform the work.

Foursquare, located in Rockville, MD has provided similar services for the Maryland Transit Administration in Baltimore, MD; the Jacksonville Transportation Authority in Jacksonville, FL; and, the Washington Metropolitan Area Transit Authority in Washington, DC. Foursquare has also provided similar services for HRT satisfactorily.

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

An 11% DBE goal was established for this solicitation and HRT has confirmed that Foursquare is a DBE certified firm. Therefore, the DBE goal has been achieved by Foursquare and HRT achieved race neutral participation for everything above the goal.

Cost/Funding: This contract will be funded by both operating and grant funds.

Project Manager: Ray Amoruso, Chief Planning and Development Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Foursquare Integrated Transportation Planning, to provide general planning services. The cumulative amount of all TOs issued under this contract will not exceed \$1,600,000 over the three-year period.

Contract No:	20-00068	Title:	Seven (7) 35' Low Floor Diesel Buses	Price:	\$3,533,579
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure seven (7) 35' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase seven (7) 35' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$398,917 for a standard 35' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$504,797. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, Quantum Passenger activated wheel chair restraint, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$504,797 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

Cost/Funding: This contract will be funded by Grant funds.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	20-00068	Title:	Seven (7) 35' Low Floor Diesel Buses	Price:	\$3,533,579
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure seven (7) heavy duty 35' low floor diesel buses in the total amount of \$3,533,579.

Contract No:	20-00067	Title:	Thirteen (13) 40' Low Floor Diesel Buses	Price:	\$6,698,406
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure thirteen (13) 40' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase thirteen (13) 40' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$403,382 for a standard 40' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$515,262. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, Quantum Passenger activated wheel chair restraint, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$515,262 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

Cost/Funding: This contract will be funded by Grant funds.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	20-00067	Title:	Thirteen (13) 40' Low Floor Diesel Buses	Price:	\$6,698,406
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure thirteen (13) heavy duty 40' low floor diesel buses in the total amount of \$6,698,406.

Contract No:	20-00069	Title:	Thirty (30) 29' Low Floor Diesel Buses	Price:	\$14,727,570
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure thirty (30) 29' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase thirty (30) 29' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$392,618 for a standard 29' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$490,919. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, Q-POD wheel chair restraint, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$490,919 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

Cost/Funding: This contract will be funded by Grant funds.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	20-00069	Title:	Thirty (30) 29' Low Floor Diesel Buses	Price:	\$14,727,570
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure thirty (30) heavy duty 29' low floor diesel buses in the total amount of \$14,727,570.

Options to be Exercised - June 2020						
Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
15-70784	Transit Operator/Supervisor Uniforms	To provide transit operator and supervisor uniforms for employees at various HRT locations.	\$ 1,019,525.00	1 yr. w/4 1-yr. options	Fourth	\$ 203,905.00
16-72018	Auditing Services	To provide independent certified public accounting auditing services.	\$ 350,750.00	1 yr. w/4 1-yr. options	Fourth	\$ 73,655.00
16-72051	Facilities Enterprise Asset Management System	To implement and maintain an Enterprise Asset Management system for HRT's Facilities Department.	\$ 1,187,357.71	1 yr. w/4 1-yr. options	First	\$ 88,283.13
16-73946	Heating, Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services	To provide preventative maintenance and repair services for HRT's HVAC/R and plumbing equipment.	\$ 375,602.00	1 yr. w/4 1-yr. options	Third	\$ 75,128.00
17-75520	Trapeze Software and Hardware Maintenance and Support Services	To provide maintenance and support services for HRT's TransitMaster Advanced Communication Systems.	\$ 1,869,988.00	1 yr. w/4 1-yr. options	Third	\$ 391,770.00
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 yr. w/4 1-yr. options	First	\$ 105,160.00
18-76539	Oracle Enterprise Database Annual Support	To provide the continuation of annual support for HRT's Oracle database software enterprise licenses.	\$ 1,091,643.02	1 yr. w/4 1-yr. options	Second	\$ 218,137.97
18-76543	SPEAR 4i Software Support Renewal	To provide technical support for HRT's SPEAR 4i Enterprise Asset Management Software.	\$ 442,707.51	1 yr. w/4 1-yr. options	Second	\$ 88,506.79

UPCOMING CONTRACTS FOR APPROVAL	
Title	Description
Construction of Charging Infrastructure for Electric Buses	To provide the construction of the charging infrastructure for HRT's new electric buses.
Hybrid Bus Diagnostic and Repair Services	To provide bus diagnostic and repair services for HRT's hybrid buses.
Light Rail Electrical Work	To perform electrical work associated with the Norfolk Light Rail Transit (LRT) system and various HRT Facilities on a Task Order (TO) basis.
Light Rail Track Work	To perform track work associated with the Norfolk Light Rail Transit (LRT) system on a Task Order (TO) basis.
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.
On-Site Vehicle Inspection Services	To produce Pre-Award and Post Delivery Buy America reports compliant with the requirements of the Buy America Act.
Oracle Database Administration Managed Services	To provide managed services for HRT's Oracle Database Administration.
Parts Washer Service and Solvent Maintenance	To provide parts washer service and solvent maintenance to HRT.
Passenger Shelter Fabrication and Installation	To provide the fabrication and installation of bus shelters on a Task Order basis.
System Safety Support Services	To provide technical safety expertise and assistance to HRT.
Ticket Vending Machine Credit Card Processing Services	To provide credit card processing services for Hampton Roads Transit (HRT) operated GFI Genfare/SPX Ticket Vending Machines (TVMs).