



Meeting of the Operations and Oversight Committee

Thursday, July 9, 2020 • 10:00 a.m.
ZOOM Web Meeting

A meeting of the Operations and Oversight Committee is scheduled for Thursday, July 9, 2020 at 10:00 a.m. via ZOOM.

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



Meeting of the Operations and Oversight Committee

Thursday, July 9, 2020 • 10:00 a.m.
ZOOM Web Meeting

AGENDA

1. Approval of the May 2020 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 20-00098, Construction and Installation of Charging Stations
 - b. Contract 120-00094, Information Technology Research and Advisory Services
 - c. Contract 20-00080, Microsoft Dynamics 365 Support Services
 - d. Contract 20-00060, Passenger Shelter Fabrication and Installation (Renewal)
5. Contract 19-00051, Architectural and Engineering Services
 - a. Contract 19-00051, Architectural and Engineering Services, Task Order 7. Under the terms of Task Order 7, the Consultant shall provide consulting services in support of Hampton Roads Transit's (HRT's) lift replacement program. The Consultant shall assist with and coordinate final construction documents with HRT's procurement staff to solicit and procure the construction service. Additionally, the Consultant shall provide Construction Phase services as Owner's designer of record and Owner's project construction coordinator.

This Task Order is funded with Grant Funds.
 - b. Contract 19-00051, Architectural and Engineering Services, Task Order 8. Under the terms of Task Order 8, the Consultant shall provide consulting services for the electric buses currently being

constructed by Proterra, Inc. The Consultant shall provide Construction Phase services as HRT's Owner's project construction coordinator.

This Task Order is funded with Grant Funds.

- c. Contract 19-00051, Architectural and Engineering Services, Task Order 9. Under the terms of Task Order 9, the Consultant shall provide design review for the electric buses, and ongoing associated utility coordination, as requested by HRT.

This Task Order is funded with Grant Funds.

6. Options to be Exercised - September
7. Upcoming Contracts for Approval
8. Operations Update
9. Old and New Business
10. Adjournment

**The next Operations & Oversight Committee Meeting will be held on
Thursday, August 13, 2020**



Meeting of the Operations and Oversight Committee

Thursday, May 14, 2020 • 10:00 a.m.
ZOOM Web Meeting

MEETING MINUTES

Call to order

Commissioner Rowe called the meeting to order at 10:10 AM.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Gray, Hampton
Alt. Commissioner Cipriano, Newport News
Commissioner McClellan, Norfolk
Commissioner Rowe, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Commissioner Mucha, DRPT

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Amy Braziel, Manager of Operations Administration
Danielle Burton, Operations Technician
Daniel Good, Interim Director of Bus Maintenance
Omar Gordon, Interim Director of Rail Maintenance
Wayne Groover, Sr. Manager of Rail Vehicle Maintenance
William Harrell, President and CEO
Larry Kirk, Assistant Director of Finance
Keith LeLache, Manager of Systems Maintenance
Sonya Luther, Director of Procurement
Mike Perez, Operations Project and Contracts Administrator
Jim Price, Chief Transit Operations Officer
Luis Ramos, Sr. Executive Assistant to the CEO
Benjamin Simms, Deputy Chief Transit Operations Officer
Brian Smith, Chief of Staff
Robert Travers, Corporate Attorney
Fevrier Valmond, Deputy Director of Procurement
Kim Wolcott, Chief of Human Resources

Others in attendance:

Alt. Commissioner Inman, Norfolk
Alt. Commissioner Jackson, Portsmouth
Commissioner Kanoyton, Hampton

The May Operations and Oversight meeting package was distributed electronically to committee members and the media in advance of the meeting. The meeting package consisted of:

- Agenda
- Action Items
- Minutes from the Previous Meeting
- Procurement Items for Approval
- Options to be Exercised
- Upcoming Procurements

Approval of the March 2020 Minutes

A motion to approve the March 2020 Meeting Minutes was made by Commissioner Gray and properly seconded by Commissioner Cipriano.

The March 2020 Meeting Minutes were approved by a majority vote; Commissioner Fuller abstained.

Review of the Operations and Oversight Committee Action Items

Dr. Brian Smith gave a presentational update on Cares Act funding, followed by Mr. Ray Amoruso discussing the other funding sources HRT has received thus far.

Mr. Burns also gave a presentation of the utilization of COVID-19 funding.

Commissioner McClellan asked how much funding HRT had applied for to date, to which Mr. Burns replied that in the application, HRT is requesting \$13.3 million in federal money and \$2.8 million from the State. Mr. Harrell stated there will be a true up to the cities due to the federal funding.

There was a discussion of what current operational expenses COVID-19 funding was applied to that would have otherwise been covered by the localities.

Mr. Amoruso stated that there is a current service order that is putting Virginia Beach service on hold, but the current target is June 28th to resume normal service. This is contingent upon the availability of operators able to return to work and the governor's stay at home order being lifted.

Commissioner Rowe asked for the committee to approve the plan. A motion to approve was made by Commissioner Fuller and properly seconded by Commissioner Gray.

The plan was approved by a majority vote. Commissioner McClellan abstained.

Audit Update

Ms. Shanti Mullen reported that the next audit will be with accounting, regarding invoice processing and procedures.

Ms. Mullen noted to the committee she has joined a chapter of a board of internal auditors.

Procurement Recommendations to the Committee

Purchase Order: PO0001501, Automatic Electronic Air Sanitizers

Ms. Sonya Luther presented Purchase Order PO0001501, Automatic Electronic Air Sanitizers for recommendation of approval.

A motion to approve Purchase Order PO0001501, Automatic Electronic Air Sanitizers was made by Commissioner Ross-Hammond and properly seconded by Commissioner Kanoyton.

There was a discussion of whether COVID-19 funding could be used in lieu of grants; HRT staff noted that will be done.

Purchase Order PO0001501, Automatic Electronic Air Sanitizers was approved by unanimous vote.

Contract 19-00050R, Elizabeth River Ferry III Welding Repair Services

Ms. Luther presented Contract 19-00050R, Elizabeth River Ferry III Welding Repair Services for recommendation of approval.

A motion to approve Contract 19-00050R, Elizabeth River Ferry III Welding Repair Services was made by Commissioner Cipriano and properly seconded by Commissioner Ross-Hammond.

Contract 19-00050R, Elizabeth River Ferry III Welding Repair Services was approved by unanimous vote.

Purchase Order PO0001208, Emergency Laptop Purchase

Ms. Sonya Luther presented Purchase Order PO000120, Emergency Laptop Purchase for recommendation of approval.

A motion to approve Purchase Order PO000120, Emergency Laptop Purchase was made by Commissioner Fuller and properly seconded by Commissioner Gray.

Purchase Order PO000120, Emergency Laptop Purchase was approved by unanimous vote.

Contract 20-00070, Hybrid Bus and Allison Transmission Diagnostics and Repair Services

Ms. Sonya Luther presented Contract 20-00070, Hybrid Bus and Allison Transmission Diagnostics and Repair Services for recommendation of approval.

A motion to approve Contract 20-00070, Hybrid Bus and Allison Transmission Diagnostics and Repair Services was made by Commissioner Kanoyton and properly seconded by Commissioner Ross-Hammond.

Contract 20-00070, Hybrid Bus and Allison Transmission Diagnostics and Repair Services was approved by unanimous vote.

Contract 20-00064, Light Rail Track Work

Ms. Luther presented Contract 20-00064, Light Rail Track Work for recommendation of approval.

A motion to approve Contract 20-00064, Light Rail Track Work was made by Commissioner and properly seconded by Commissioner

Contract 20-00064, Light Rail Track Work was approved by unanimous vote.

Purchase Order PO0001555, Light Rail Vehicle Brake Caliper Overhaul

Ms. Luther presented Purchase Order PO0001555, Light Rail Vehicle Brake Caliper Overhaul for recommendation of approval.

A motion to approve Purchase Order PO0001555, Light Rail Vehicle Brake Caliper Overhaul was made by Commissioner Cipriano and properly seconded by Commissioner Ross-Hammond.

Purchase Order PO0001555, Light Rail Vehicle Brake Caliper Overhaul was approved by unanimous vote.

Contract 19-00054R, Passenger Amenities Pressure Washing and Condition Assessment Services

Ms. Luther presented Contract 19-00054R, Passenger Amenities Pressure Washing and Condition Assessment Services for recommendation of approval.

A motion to approve Contract 19-00054R, Passenger Amenities Pressure Washing and Condition Assessment Services was made by Commissioner Fuller and properly seconded by Commissioner Gray.

Commissioner Cipriano asked a question regarding the spread of the pricing; the incumbent was the most cost-efficient bidder.

Contract 19-00054R, Passenger Amenities Pressure Washing and Condition Assessment Services was approved by unanimous vote.

Contract 19-00057, System Safety Support Services

Ms. Luther presented Contract 19-00057, System Safety Support Services for recommendation of approval.

A motion to approve Contract 19-00057, System Safety Support Services was made by Commissioner Kanoyton and properly seconded by Commissioner Fuller.

Contract 19-00057, System Safety Support Services was approved by a majority vote; Commissioner Mucha abstained due to a conflict of interest.

Contract 20-00063, Vehicle Wash Equipment Maintenance, Inspections and Repair Services

Ms. Luther presented Contract 20-00063, Vehicle Wash Equipment Maintenance, Inspections and Repair Services for recommendation of approval.

A motion to approve Contract 20-00063, Vehicle Wash Equipment Maintenance, Inspections and Repair Services was made by Commissioner Ross-Hammond and properly seconded by Commissioner Cipriano.

Contract 20-00063, Vehicle Wash Equipment Maintenance, Inspections and Repair Services was approved by unanimous vote.

Contract 19-00051, Architectural and Engineering Services

Mr. William Harrell presented Task Order 4, 5 and 6 to the Committee.

Commissioner Fuller asked if Cares Act funds will be used for these task orders; Mr. Harrell stated they will be applied to Task Order 6.

Options to be exercised.

Options to be exercised were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

Operations Update

Mr. Jim Price gave a presentational update of Operations during the COVID-19 pandemic.

Commissioner Kanoyton asked if air filters that will be purchased will be installed in the garages as well, and if there is enough PPE for the operators. Mr. Price stated there are enough supplies, and the air filters are permanent installations on the buses. Ms. Sybil Papas further stated that due to the garage facility doors constantly opening, it is not practical to install there.

Commissioner Cipriano asked how HRT is handling second wave contamination; HRT staff is constantly in evolving and in discussions of what measures to take according to the federal government and CDC.

Commissioner Gray asked if operators would receive hazardous pay and if other agencies are doing it. Mr. Harrell stated that a report is pending of what other agencies are currently doing and that HRT has already instituted additional leave time and is giving operators the opportunity to cash any unused leave out at the end of the year. Ms. Kim Wolcott added HRT is monitoring the Heroes Act, which includes hazardous pay for essential employees.

Commissioner Kanoyton asked for a timeline regarding these discussions, to which Mr. Harrell replied the Union President Amanda Malone will be submitting the report within the next few weeks so a decision regarding hazardous pay is forthcoming.

Transit Strategic Plan Update

Mr. Harrell gave a presentational update on the Transit Strategic Plan. Mr. Ray Amoruso then gave a recap of the regional progress as included in the meeting package.

Public Transportation Agency Safety Plan

Ms. Dawn Sciortino gave an update on the Public Transportation Agency Safety Plan (PTASP) as included in the meeting package.

Old and New Business

There was a discussion regarding the changes made to the financial resolution regarding mitigating the localities' financial hardships. HRT has decided to strategically reallocate their FY20 traditional state and local funding into true ups to the upcoming year.

Chairman Rowe asked the Committee to endorse the resolution in the general format that was presented by HRT.

A motion to approve was made by Commissioner Ross-Hammond and properly seconded by Commissioner Fuller.

There was a discussion regarding changes being made to the language before adoption.

The motion failed to pass due to a tie vote; Commissioners Gray, Kanoyton and Cipriano voted no and Commissioner Mucha abstained.

Adjournment

The meeting was adjourned at 12:53 p.m.



HAMPTON ROADS TRANSIT
MAY-JULY 2020
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
3/12/2020	Concerning free trips at VIA's expense if there is a missed trip due to VIA's mistake, HRT staff will work with VIA to determine advantages and disadvantages of doing this for the duration of the contract.	Operations	6/11/2020	
3/12/2020	Staff will come back with an estimate of how many riders are affected by missed trips.	Planning	6/11/2020	

Contract No.:	20-00098	Title:	Construction and Installation of Charging Stations	Total Price:	\$1,266,594
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Acquisition Description: Enter into a sole source contract with Proterra, Inc. (Proterra) for the construction and installation of chargers and remote dispensers (“Charging Stations”) to support electric buses.

Background: Hampton Roads Transit (HRT), in partnership with Proterra submitted a fiscal year 2018 FTA Low-No emission grant program for six (6) 40' battery electric buses and seven (7) associated charging equipment. The grant application was successful and on September 26, 2019, HRT entered into a “piggyback” agreement with Proterra for the purchase of the buses. HRT issued a contract to Proterra on December 12, 2019 for the design of charging infrastructure.

HRT has made a commitment to the FTA to introduce the buses into service by the summer of 2020. The electric buses will be used exclusively on the Route 20, the busiest bus route in the Commonwealth of Virginia. As a result, the Route 20 will be served entirely by no emission electric buses.

The six (6) electric buses are to be delivered to HRT no later than August 31, 2020. At such time, HRT is required to destroy an equivalent number of diesel buses that previously served the Route 20. Proterra requires a separate charging station installation agreement with HRT so that it can place an order for the necessary charging station equipment.

Contract Approach: Due to the urgent and proprietary nature of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source/Emergency procurements are accomplished through solicitation, negotiation, and acceptance of a proposal from only one source. Proterra buses must utilize Proterra charging stations in order to charge the electric buses.

Proposals were received from Proterra for the construction and installation of the charging stations, as well as the charging stations themselves. Based on the independent cost estimate, Proterra’s proposals are deemed fair and reasonable.

Comments & Special Circumstances: Emergency award of the Contract was necessary due to an unforeseeably accelerated agreement to be executed sooner than anticipated as a result of the emergent situation created by the COVID-19 pandemic. In the event a separate contract for charging stations is not entered into by HRT or is otherwise substantially delayed, HRT is at risk of having a sub-fleet of electric buses that are unusable as they will not be able to be charged. (Temporary mobile charging units are not an option.) Accordingly, HRT risks substantial service disruption if it must continue to provide service with a reduced traditional diesel fleet. Accordingly, an emergency procurement is necessary and appropriate to avoid this risk.

Contract No.:	20-00098	Title:	Construction and Installation of Charging Stations	Total Price:	\$1,266,594
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Section 12.7 of the HRT Procurement Policy and Procedures Manual permits the President and CEO to authorize the award of contracts exceeding the threshold for Commission approval in cases when emergency action is required to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of the Commission. On July 2, 2020, the President and CEO authorized the provision of design and installation of chargers and remote dispensers to support HRT's receipt of six (6) electric buses under this emergency authorization in accordance with the Commonwealth of Virginia's current State of Emergency. Section 12.7 requires the Commission to confirm the emergency award at its next scheduled meeting.

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

Project Manager: Sibyl Pappas, Chief Engineering and Facilities Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission confirm the award of a contract to Proterra, Inc. to provide the construction and installation of chargers and remote dispensers in the not-to-exceed amount of \$1,266,594.

Contract No:	20-00094	Title:	Information Technology Research and Advisory Services	Base Year Price:	\$191,992
				Option Year Price:	\$197,753

Acquisition Description: Enter into a sole source service contract with Gartner, Inc. to provide information technology research and advisory services.

Background: Hampton Roads Transit's (HRT) Information Technology 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 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 includes, 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 practicably 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, information technology (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 25, 2020 and Gartner, Inc. provided a responsive proposal on June 30, 2020 in the amount of \$389,745. The proposal included an annual cost to provide these services over the two-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) base year, with one (1) additional one-year option.

Contract No:	20-00094	Title:	Information Technology Research and Advisory Services	Base Year Price:	\$191,992
				Option Year Price:	\$197,753

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 \$389,745 for two (2) years.

Contract No:	20-00080	Title:	Microsoft Dynamics 365 Support Services	Price:	\$1,120,000
				Term:	1 yr. w/2-1 yr. options

Acquisition Description: Award a sole source Contract to Crowe LLP to provide support services for Hampton Roads Transit’s (HRT’s) Microsoft Dynamics 365 financial software.

Background: In May 2017, the Commission approved the award of a contract to Crowe Horwath LLP (now known as Crowe LLP or “Crowe”) for implementation of Microsoft Dynamics Financials and Operations software as HRT’s new financials software system. HRT implemented the new Financials Software system, Microsoft Dynamics 365 for Finance and Operations on October 1, 2019. Phase 1 consisted of implementing Core Financial modules. Phase 2 consists of implementing Fixed Assets, Interfaces and completing the remainder of original contract tasks. Phase 3 consists of interfaces to support implementation of HRT’s new Enterprise Asset Management system.

Under the previous contract, Crowe continued to support HRT with three (3) months of post-implementation support to stabilize the new implementation. The current state of implementation deems additional critical work required to continue to stabilize the implementation with additional support of issues, reports, integrations, training and working with HRT through upcoming critical agency activities with the new system.

Integrated with Microsoft Dynamics 365 Finance and Operations is Crowe’s Transportation Accelerator which provides enhanced functionality for Transportation customers. This enhanced functionality supports HRT with the ability to effectively manage needed Financials and Inventory processes. This is owned by Crowe and Crowe has been working with HRT on noted activities. Crowe has needed intimate insight to base Microsoft Dynamics 365 Finance and Operations software, their Transportation Accelerator and HRT Business objectives and processes to support the aggressive timelines to meet needed target dates.

In order to keep continuity of this critical project to effectively stabilize and support upcoming year end agency activities it is imperative for HRT to retain the services of Crowe resources currently assigned to HRT to complete.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive emergency procurements when only one source is practicably 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. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one (1) source. This Contract may be awarded on a sole source basis as the implementation and support of the Microsoft Dynamics Financials and Operations is unique to HRT’s system. In the event HRT were to switch implementation and maintenance

Contract No:	20-00080	Title:	Microsoft Dynamics 365 Support Services	Price:	\$1,120,000
				Term:	1 yr. w/2-1 yr. options

providers at this point in the project, it is likely to result in substantial duplication costs and substantial delays to the detriment of the Agency.

A Request for Proposal was issued April 15, 2020 and Crowe provided a responsive proposal on April 23, 2020. Negotiations and discussions were held with Crowe on May 5, 2020 for the purpose of a possible award. Negotiations and discussions focused on clarify Scope of Work items, exceptions taken to the terms and conditions, and further clarification to the Price Schedule. As a result of the negotiations, a final offer was received from Crowe on June 10, 2020. The Price Schedule required Crowe to provide hourly labor rates for the various labor categories that may be required for the duration of the Contract.

Based on a price analysis performed utilizing historical pricing, Crowe’s proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Crowe is both technically and financially capable to perform the work.

Comments & Special Circumstances: Emergency award of the Contract was necessary in order for HRT to continue without delay in support due to critical stabilization and year-end tasks. Failure to complete these tasks will have a domino effect on reporting obligations of the agency, such as the external audit, National Transit Database reporting, and cost allocation.

Section 12.7 of the HRT Procurement Policy and Procedures Manual permits the President and CEO to authorize the award of contracts exceeding the threshold for Commission approval in cases when emergency action is required to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of the Commission. On June 17, 2020, the President and CEO authorized the issuance of a Contract under this emergency authorization in accordance with the Commonwealth of Virginia’s current State of Emergency. Section 12.7 requires the Commission to confirm the emergency award at its next scheduled meeting.

Crowe is headquartered in Chicago, IL and has provided previous services to HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

Contract No:	20-00080	Title:	Microsoft Dynamics 365 Support Services	Price:	\$1,120,000
				Term:	1 yr. w/2-1 yr. options

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

Co-Project Managers: Glenda Dixon, Director of ERP Services
Debbie Ball, Director of Finance

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission confirm the award of a Contract to Crowe LLP to continue support and maintenance services for HRT's Microsoft Dynamics 365 financial system in the not-to-exceed amount of \$1,120,000 for three (3) years.

Contract No:	20-00060	Title:	Passenger Shelter Fabrication and Installation (Renewal)	Base Years Price: Total Option Years' Price:	\$985,976 \$2,427,738 w/3-1 yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to fabricate and install passenger shelters on a TO basis.

Background: Hampton Roads Transit (HRT) is seeking a qualified Contractor to fabricate and install passenger shelters on a TO basis for more than seventy (70) inter-connected bus routes covering the six (6) jurisdictions in Hampton Roads. Under the terms of this agreement, the Contractor shall provide labor, materials, equipment, and transportation necessary for the fabrication and installation of new passenger shelters as well as spare parts for existing passenger shelters. The Contractor shall be familiar with transit operations and Americans with Disabilities Act (ADA) requirements. Additionally, the Contractor shall supply a one (1) year warranty on all new passenger shelters.

Contract Approach: A Request for Proposals (RFP) was issued on February 13, 2020. Two (2) proposals were received on March 20, 2020 from Duo-Gard Industries, Inc. (Duo-Gard) and Columbia Equipment Company, Inc. (Columbia).

Upon review and evaluation of the technical proposals, Columbia was eliminated due to technical deficiencies including not meeting the 120 mile per hour wind load required for passenger shelters. The remaining firm, Duo-Gard, was deemed technically qualified to meet the requirements of the Scope of Work (SOW) and as such, were invited for discussions and negotiations. Negotiations focused on reducing Duo-Gard's proposed unit prices. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an analysis of the BAFO received, HRT Staff determined that Duo-Gard provided the best value to HRT based on a combination of technical capability and price. Duo-Gard's total pricing decreased by \$131,114, or 3.84%. Based on the results of the negotiations and a price analysis performed utilizing historical data, Duo-Gard's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Duo-Gard is technically and financially capable to perform the work.

Duo-Gard, headquartered in Canton, MI, has provided similar services to Ann Arbor Transit Authority in Ann Arbor, MI; Capital Area Transit Authority in Lansing, MI; and, Central Ohio Transit Authority in Columbus, OH. Duo-Gard also currently provides these services to HRT satisfactorily.

The Contract period of performance is two (2) base years, with three (3) additional one-year options.

Contract No:	20-00060	Title:	Passenger Shelter Fabrication and Installation (Renewal)	Base Years Price: Total Option Years' Price:	\$985,976 \$2,427,738 w/3-1 yr. options
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A DBE goal of 10% was established for this solicitation. Duo-Gard has committed to DBE participation and has been approved by HRT's DBE and Grant's Coordinator.

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

Project Manager: Don Lint, Construction Projects Coordinator

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a renewal contract to Duo-Gard Industries, Inc. to provide passenger shelter fabrication and installation in the not-to-exceed amount of \$3,413,714 over a five-year period.

Duo-Gard Industries, Inc. Summary				
Base Years	Option Year 1	Option Year 2	Option Year 3	Total
\$985,976	\$809,246	\$809,246	\$809,246	\$3,413,714

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
Duo-Gard Industries, Inc.	\$3,544,828.00	\$3,413,714.00
Columbia Equipment Company, Inc.	\$4,889,800.50	N/A

Options to be Exercised - September 2020

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-75518	PeopleSoft Human Capital Management Managed Services	To provide managed services for Hampton Roads Transit's (HRT's) PeopleSoft Human Capital Management (HCM) 9.1 application on an as needed basis.	\$ 660,000.00	1 base yr. w/2-1 yr. options	Second	\$ 220,000.00
17-75523	HASTUS Enterprise Software Annual Maintenance and Support Services	To provide maintenance and support services for HRT's HASTUS Enterprise Software (HASTUS).	\$ 646,879.00	1 base yr. w/4-1 yr. options	Third	\$ 132,523.00

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Bus Exhaust and Emission Services	To reduce exhaust and emission system related service calls while meeting the most recent maintenance requirements established by the Original Equipment Manufacturer (OEM), and compliance with applicable clean air regulations.
Employee Benefits Consulting Services	To provide employee benefits consulting services.
Facilities General Electrical Services	To perform electrical work associated with HRT's various facilities on a Task Order basis.
Ferry Boat Build Project	For the completion of construction, and delivery of, two (2) T-Boat Classification, 149-Passenger ferry boats.
Ferry Repair Services	To perform scheduled and emergency repairs for the ferry boats on a Task Order basis.
General Financial Consulting Services	To provide General Financial Consulting services on a Task Order basis.
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 basis.
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.
SCADA Hardware and Software Support Services	To provide Light Rail's Supervisory Control and Data Acquisition (SCADA) hardware and software support services.
Third Party Administrator for HRT's Drug and Alcohol Program	To implement and administer specific aspects of HRT's Drug and Alcohol Abuse Management Program, as directed by the Drug/Alcohol Program Manager.
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).
Vanpool Assistance Program	To provide vanpool services for commuter vanpool programs.