



Meeting of the Operations and Oversight Committee

Thursday, June 10, 2021 • 10:00 a.m.
ZOOM Web Meeting

A meeting of the Operations and Oversight Committee is scheduled for Thursday, June 10, 2021 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, June 10, 2021 • 10:00 a.m.
Zoom Meeting

AGENDA

1. Approval of the May 2021 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 21-00139, Vehicle Miles Reduced Tracker
 - b. Contract 20-00104, Human Resource Management System Software Consultant Services
 - c. Contract 21-00126, Heating, Ventilation, Air Conditioning, Refrigeration, and Plumbing Maintenance Services (Renewal)
 - d. Contract 21-00137, Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts Services (Renewal)
 - e. Contract 19-00055, Modification No. 1, TRAFFIX General Communications and Marketing Consultant Services
 - f. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)
5. Options to be Exercised August 2021
6. Upcoming Commission Approvals
7. Operations Update
8. Old and New Business
9. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, July 8, 2021 at 509 E. 18th Street, Norfolk.



Meeting of the Operations and Oversight Committee

Thursday, May 13, 2021 • 10:00 a.m.
ZOOM Web Meeting

MEETING MINUTES

Call to Order

Commissioner Hamel called the meeting to order at 10:00AM.

Commissioners in attendance:

Commissioner Fuller, Chesapeake
Commissioner Glover, Portsmouth
Commissioner Hamel, Chesapeake
Alt. Commissioner Inman, Norfolk
Alt. Commissioner Jackson, Portsmouth
Commissioner Kanoyton, Hampton
Commissioner Mucha, DRPT
Commissioner Ross-Hammond, Virginia Beach
Commissioner Woodbury, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Amy Braziel, Manager of Operations Administration
Alexander Brink, Interim Manager of Bus Transportation
Danielle Burton, Operations Support Technician
Debbie Ball, Director of Finance
Gene Cavazos, Director of Marketing and Communications
Rodney Davis, Director of Customer Relations
Jennifer Dove, Grants and Civil Rights Coordinator
Sheri Dixon, Director of Treasury
Steven Florian, Fare Technology Operations Administrator
William Harrell, President and CEO
Danielle Hill, Human Resources Compliance Manager
Tom Holden, Media Relations Specialist
Larry Kirk, Assistant Director of Finance
Sonya Luther, Director of Procurement
Maryann Martin, Operations Data Analyst
Tracy Moore, Director of Training
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering and Facilities Officer
Mike Perez, Operations Project and Contract Administrator
Theresa Petrowicz, Contract Specialist
John Powell, Telecommunications Specialist
Jim Price, Chief Transit Operations Officer

Michael Price, Chief Information Officer/Chief Technology Officer
Luis Ramos, Sr. Executive Administrator
Dawn Sciortino, Chief Safety Officer
Brian Smith, Chief of Staff
Benjamin Simms, Deputy Chief Transit Operations Officer
Fevrier Valmond, Assistant Director of Procurement
Nikki Walker, Auditor I
James Wall, Director of Maintenance
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Alt. Commissioner Cipriano, Newport News
Andrew Ennis, VADRPT
Cole Fisher, City of Virginia Beach
Constantinos Velissarios, City of Newport News
James Burke

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 April 2021 Meeting Minutes

A motion to approve the April 2021 Meeting Minutes was made by Commissioner Fuller and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Inman, Kanoyton, Mucha, Ross-Hammond, and Woodbury

Nays: None

Abstain: None

Review of the Operations and Oversight Committee Action Items

Actions items were reviewed with the Committee.

Mr. Jim Price presented information on HRT's bus fleet.

Internal Audit

Ms. Shanti Mullen gave an update on the concurrent audit for Light Rail Operations.

Procurement Recommendations to the Committee

Contract 20-00120, Hampton Transit Center Site Reconstruction

Ms. Luther presented Contract 20-00120, Hampton Transit Center Site Reconstruction for recommendation of approval.

A motion to approve Contract 20-00120, Hampton Transit Center Site Reconstruction was made by Commissioner Kanoyton and properly seconded by Commissioner Glover.

This contract will look into expanding parking for non-revenue vehicles. Ms. Sybil Pappas will bring back a picture of the expansion.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Inman, Kanoyton, Mucha, Ross-Hammond, Woodbury, and Glover

Nays: None

Abstain: None

Contract 20-00116, Mobile Data Wireless Services

Ms. Luther presented Contract 20-00116, Mobile Data Wireless Services for recommendation of approval.

A motion to approve Contract 20-00116, Mobile Data Wireless Services was made by Commissioner Ross-Hammond and properly seconded by Commissioner Glover.

The purpose of this contract is for wireless service to riders as well as operational needs.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Inman, Kanoyton, Mucha, Ross-Hammond, Woodbury, and Glover

Nays: None

Abstain: None

Contract 20-00081, Technology Staffing Services

Ms. Luther presented Contract 20-00081, Technology Staffing Services for recommendation of approval.

A motion to approve 20-00081, Technology Staffing Services was made by Commissioner Kanoyton and properly seconded by Commissioner Glover.

For this contract, there will be competition as each work request is put out. There is no retainer.

A roll call vote resulted as follows:

Ayes: Commissioners Hamel, Fuller, Inman, Kanoyton, Mucha, Ross-Hammond, Woodbury, and Glover

Nays: None

Abstain: None

Contract 20-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support

Ms. Luther presented Contract 20-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support for recommendation of approval.

A motion to approve Contract 20-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support was made by Commissioner Woodbury and properly seconded by Commissioner Glover.

Commissioner Woodbury requested discussions be held prior to the motion.

Mr. Steve Florian gave a presentation to the Committee on Genfare and the fareboxes.

There was a discussion of the different forms of payment. There was a question of the different kinds of grants funds.

Commissioner Woodbury withdrew her motion. HRT will come back next month with a rework.

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 an update on diesel fuel; HRT has a 25-day supply. A 4,000-gallon delivery of gasoline is being received today. It is not anticipated that the shortage will last long.

Old and New Business

Commissioner Woodbury requested a follow-up to the incident at Patrick Henry mall where riders had no service to get home; HRT staff is working a solution.

Adjournment

Commissioner Hamel adjourned the meeting at 11:35AM.



HAMPTON ROADS TRANSIT
MAY/JUNE 2021
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
4/8/2021	HRT staff to provide a report on the cost of accidents and how the number of HRT's accidents compares to other agencies.	Safety/Risk	6/10/2021	
4/8/2021	Staff to provide an updated report on hiring challenges and a post-COVID plan for staffing.	Human Resources	6/10/2021	

Contract No:	21-00139	Title:	Vehicle Miles Reduced Tracker System (Renewal)	Base Year Price: Four Option Years' Price:	\$25,312 \$105,516
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Acquisition Description: Enter into a sole source renewal contract with CelWell Services, LLC (CelWell) to provide Vehicle Miles Reduced (VMR) Tracker software and support services.

Background: Hampton Roads Transit (HRT) utilizes the VMR Tracker system to support its TRAFFIX program. The VMR Tracker system was developed by CelWell exclusively for Transportation Demand Management (TDM), Metropolitan Planning Organizations (MPO), Transit Organizations, and Outreach Teams. CelWell maintains all copyright privileges and is the exclusive distributor for the product. The system facilitates management of the TRAFFIX outreach programs, as well as collection of information and data on employers and their commuter programs. The system also supports the required monthly Online Grant Administration (OLGA) reporting requirements (daily, weekly, monthly, and annually) for the TRAFFIX program. Under this agreement the Contractor shall provide training to HRT staff in the use and maintenance of the VMR Tracker System.

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. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on May 18, 2021 and CelWell provided a responsive proposal on May 21, 2021, in the total amount of \$130,828 for a period of five (5) years. In an effort to obtain more favorable pricing, a decision was made to conduct negotiations with CelWell. Negotiations focused on reducing the monthly price for the various support services. At the end of negotiations, a Best and Final Offer was requested.

CelWell did not offer any concession as a result of the negotiations, and a price analysis performed utilizing historical data revealed an average increase of approximately 1.9% over the expiring contract pricing. Based on the results of the price analysis performed, CelWell's proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that CelWell is both technically and financially capable to provide the services.

CelWell is headquartered in Milton, GA and has provided similar services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.

Contract No:	21-00139	Title:	Vehicle Miles Reduced Tracker System (Renewal)	Base Year Price: Four Option Years' Price:	\$25,312 \$105,516
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Cost/Funding: This contract will be funded with TRAFFIX grant funds.

Project Manager: Emily Cass, TRAFFIX Program Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to CelWell Services, LLC to provide VMR Tracker software and support services in the not-to-exceed amount of \$130,828 over five (5) years.

Contract No:	20-00104	Title:	Human Resource Management System Software Consultant Services	Price:	\$198,575
				Term:	1 year

Acquisition Description: Enter into a contract with a qualified Consultant with requisite experience and service offerings to assess HRT's current Human Resource Management System's (HRMS) business processes and systems; and, to prepare a comprehensive needs assessment and action plan.

Background: HRT has a requirement to identify an innovative and effective solution for meeting its current and future HRMS information software system needs. It is critical that the new HRMS software system be flexible enough to adapt to new informational needs and workflow processes.

HRT is seeking an HRMS software Consultant with experience in HRMS software system selection to assess its current HRMS business processes and systems; and prepare a comprehensive needs assessment and action plan. The Consultant shall also assist HRT staff in preparing a comprehensive Scope of Work for inclusion in a Request for Proposals document to procure an HRMS software system solution, provide technical advice during the evaluation process, and to assist in contract negotiations with select Contractors.

Contract Approach: A Request for Proposals (RFP) was issued on October 30, 2020. Eleven (11) proposals were received on January 22, 2021 from the following firms:

- Berry, Dunn, McNeil & Parker, LLC (BerryDunn)
- D-Engine, LLC
- Guidehouse, Inc. (Guidehouse)
- HRchitect, Inc.
- iLynx, Inc. (iLynx)
- Marathon Consulting, LLC (Marathon)
- Plante & Moran, PLLC (Plante Moran)
- Talent Acquisition Concepts, LLC
- The Business and Technology Resource Group
- The LDM Group, LLC
- Ultimate Innovations USA, Corp.

Upon review and evaluation of the technical proposals, five (5) firms were rated best to meet the Scope of Work (SOW) requirements. The five (5) firms, BerryDunn, Guidehouse, iLynx, Marathon, and Plante Moran were invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of Technical Presentations, BerryDunn, Guidehouse, and Plante Moran were deemed most qualified to meet the SOW requirements and were invited for further discussions and negotiations. In response to the RFP, proposers were required to provide an estimated number of

Contract No:	20-00104	Title:	Human Resource Management System Software Consultant Services	Price:	\$198,575
				Term:	1 year

hours to complete the six (6) required tasks outlined in the SOW, as well as fully loaded hourly rates for the required tasks. Negotiations were held to establish a consensus on the estimated hours required for each task for each proposer and to achieve the most competitive pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After a review and analysis of the BAFOs received, HRT staff determined that Plante Moran provided the best value to HRT based on a combination of technical capability and price. Plante Moran's proposed rates were deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that they are technically and financially capable to provide the services.

Plante Moran is headquartered in Southfield, MI and has provided similar services to Valley Metro in Phoenix, AZ; Central Ohio Transit Authority in Columbus, OH; and the City of St Louis in St. Louis, MO. Plante Moran has also provided similar services to HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

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

Project Manager: Glenda Dixon, Director of ERP Services

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Plante & Moran, PLLC to provide Human Resource Management System Software Consultant Services to HRT in the not-to-exceed amount of \$198,575 over a one-year period.

Contract No:	20-00104	Title:	Human Resource Management System Software Consultant Services	Price: Term:	\$198,575 1 year
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SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
The LDM Group, LLC	\$84,648	N/A
HRchitect, Inc.	\$112,000	N/A
Talent Acquisition Concepts, LLC	\$132,000	N/A
Marathon Consulting, LLC	\$156,735	N/A
The Business and Technology Resource Group	\$158,400	N/A
D-Engine, LLC	\$164,000	N/A
Berry, Dunn, McNeil & Parker, LLC	\$167,459	\$141,759
Plante & Moran, PLLC	\$238,525	\$198,575
Guidehouse, Inc.	\$349,264	\$299,238
iLynx, Inc.	\$835,300	N/A
Ultimate Innovations USA Corp.	\$1,218,448	N/A

Contract No:	21-00126	Title:	Heating, Ventilation, Air Conditioning, Refrigeration, and Plumbing Maintenance Services (Renewal)	Base Year Price:	\$125,328
				Total Option Price:	\$502,255 w/4-1 yr. options

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide Preventative Maintenance (PM) and repair services for Hampton Roads Transit's (HRT's) heating, ventilation, air conditioning/refrigeration (HVAC/R), and plumbing equipment.

Background: HRT owns or occupies twenty-eight (28) facilities located throughout the region and recognizes that an adequate HVAC/R and plumbing operation, maintained in a state of good repair, is essential to the equipment safety and comfort of its patrons and employees alike. Under the terms of this agreement, the successful Contractor shall provide PM and repair services for HRT's HVAC/R and plumbing equipment. The Contractor shall also provide repair work outside of the PM program on an on-call basis.

Contract Approach: An Invitation for Bids was issued on April 14, 2021. Three (3) bids were received on May 18, 2021 from the following firms:

- Colonial Webb Contractors Company
- JRC Mechanical, LLC
- Warwick Mechanical Group (Warwick)

After an evaluation of the bids received, HRT staff determined that Warwick was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award.

Warwick's bid price, in the amount of \$627,583, which includes a \$100,000 per year allowance for emergencies and unplanned maintenance, 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 Warwick is technically and financially capable to perform the work.

Warwick is located in Newport News, VA and provides similar services for Hampton Roads Sanitation District; NATO Supreme Allied Command in Norfolk, VA; and Hampton City Public Schools. Warwick also currently provides these services for HRT satisfactorily.

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

A DBE goal of 3% was established for this solicitation and Warwick has committed to 3% DBE participations.

Cost/Funding: This Contract will be funded with Operating Funds.

Contract No:	21-00126	Title:	Heating, Ventilation, Air Conditioning, Refrigeration, and Plumbing Maintenance Services (Renewal)	Base Year Price:	\$125,328
				Total Option Price:	\$502,255 w/4-1 yr. options

Project Manager: Scott Demharter, Director of Facilities

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Warwick Mechanical Group for HVAC/R and plumbing maintenance services in the not-to-exceed amount of \$627,583 over a five-year period.

SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
Warwick Mechanical Group	\$627,583.00
Colonial Webb Contractors Company	\$838,811.43
JRM Mechanical, LLC	\$1,266,032.80

WARWICK'S BID SUMMARY						
Item	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
Scheduled Preventative Maintenance	\$25,328	\$25,382	\$25,382	\$25,392	\$26,099	\$127,583
Allowance for Emergencies and Unplanned Maintenance	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
TOTAL BID PRICE						\$627,583

Contract No:	21-00137	Title:	Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts Services (Renewal)	Base Year Price: Total Option Price:	\$34,875 \$139,500 w/4-1 yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide safety shoes, high visibility jackets and high visibility t-shirts to Hampton Roads Transit (HRT) employees.

Background: HRT currently has a requirement to provide new safety shoes, high visibility jackets, and high visibility short sleeve t-shirts for approximately 155 bus and light rail employees, on an as needed basis. Each eligible employee is provided an annual voucher allowance in the amount of \$225.00 to purchase the aforementioned items. Under the terms of this agreement, the Contractor shall visit HRT's facilities to physically measure individual personnel and to deliver ordered items in accordance with a predetermined schedule. The Contractor shall also maintain updated records of each employee's orders to ensure that HRT is not charged for amounts in excess of employees' annual voucher allowances; and provide an option that allows employees to place orders electronically online.

Contract Approach: An Invitation for Bids was issued on April 20, 2021. One (1) bid was received on May 25, 2021 from Virginia Shoe Clinic, LLC (VSC). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a bid due to not being able to provide all required items and/or not being able to physically service the required HRT locations. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Bidders were required to provide unit prices for a list of various safety shoes, high visibility jackets, and high visibility t-shirts. After an evaluation of the bids received, HRT staff determined that VSC was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

VSC's unit prices are deemed fair and reasonable based on a price analysis performed utilizing historical data and the independent cost estimate. A contractor responsibility review confirmed that VSC is technically and financially capable to perform the work.

VSC is located in Tappahannock, VA and provides similar services for SeaWorld Parks and Entertainment in Williamsburg, VA, and the County of Essex. VSC also currently provides these services for HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

Contract No:	21-00137	Title:	Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts Services (Renewal)	Base Year Price:	\$34,875
				Total Option Price:	\$139,500 w/4-1 yr. options

Cost/Funding: This Contract will be funded with Operating Funds.

Project Manager: Donald Shea, Warranty Administrator

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a renewal contract to Virginia Shoe Clinic, LLC for the provision of safety shoes, high visibility jackets, and high visibility t-shirts to HRT employees in the not-to-exceed amount of \$174,375 over a five-year period.

Contract No:	19-00055, Modification No. 1	Title:	TRAFFIX General Communications and Marketing Consultant Services	Price: Term:	\$900,000 2 years
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Acquisition Description: Award a contract modification to increase the TRAFFIX General Communications and Marketing Consultant Services contract value by \$900,000 to provide the services for an additional two (2) years.

Background: On June 25, 2018, the Commonwealth of Virginia awarded Contract No. 505-18-CC0013 (State Contract) to Siddall Communications, Inc. (Siddall) to provide general communications and marketing consultant services during a period of three (3) years. In January 2020, the Commission approved the use of the existing State Contract to provide Hampton Roads Transit's (HRT's) TRAFFIX Department (TRAFFIX) with general communications and marketing consultant services in the not-to-exceed amount of \$900,000 over eighteen (18) months.

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. HRT utilizes the Siddall contract to assist TRAFFIX with marketing and advertising planning; media buys; and concept development and production.

This Modification 1 will provide additional funding on the Contract for an additional two (2) years in order to continue to tell the TRAFFIX story in the Hampton Roads area, increase commuter participation in the TRAFFIX program, and build employer partnerships by creating and implementing transit demand management plans.

Contract Approach: The original State Contract was competitively procured with a number of hourly labor rates for various positions, including, but not limited to Art Director, Production Director, Media Planner/Buyer and Creative Director. The estimated Modification 1 amount of \$900,000 is based on current cost incurred by TRAFFIX for the services.

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

Project Manager: Emily Cass, TRAFFIX Program Manager

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a modification to increase the TRAFFIX General Communication and Marketing Consulting contract by \$900,000 to a not-to-exceed amount of \$1,800,000.

Contract No:	21-00128	Title:	Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)	Price Term:	\$5,975,500 2 yr. w/4 1-yr. Options
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Acquisition Description: Enter into a sole source contract renewal with Genfare, a Division of SPX Corporation (Genfare) to provide support for Hampton Roads Transit’s (HRT’s) fare collection systems, including ticket vending machines (TVMs), fareboxes, vaults, hardware, repairs, spare and replacement parts, installations, upgrades, and maintenance support services on a Task Order (TO) basis.

Background: All TVMs and Fareboxes currently owned and utilized by HRT are manufactured by Genfare, which holds the proprietary rights to the equipment and software involved. Under the terms of this agreement, Genfare shall provide fareboxes, TVMs, vaults and probe solutions, hardware and firmware support, and hardware installation, maintenance, and support for current and future systems.

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. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on March 10, 2021 and Genfare provided a responsive proposal on March 25, 2021 which included unit pricing for equipment and services specified in the Price Schedule. In order to obtain more favorable pricing, a decision was made to conduct negotiations with Genfare. Negotiations focused on reducing the proposed unit prices. Upon completion of negotiations, a Best and Final Offer was requested.

As a result of the negotiations, Genfare offered an overall average item price reduction of approximately 5%. Based on the results of the negotiations and a price analysis performed utilizing the independent cost estimate and historical data, Genfare’s pricing is deemed fair and reasonable. Additionally, Genfare certified that the unit prices offered are in line with pricing offered to other customers with similar requirements. A contractor responsibility review confirmed that Genfare is both technically and financially capable to provide the services described in the Scope of Work.

Genfare is located in Elk Grove Village, IL and is providing these services for HRT satisfactorily.

The period of performance for this Contract is two (2) base years with four (4) additional one (1) year options.

No DBE goal is assigned for this solicitation.

Contract No:	21-00128	Title:	Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)	Price Term:	\$5,975,500 2 yr. w/4 1-yr. Options
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Cost/Funding: This Contract will be funded with Operating and Grant (type of grant will vary) funds.

Project Manager: Steven Florian, Fare Technology Operations Administrator

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source Contract to Genfare to provide Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software and Hardware, and Maintenance Support. The cumulative amount of all Task Orders issued under this Contract will not exceed \$5,975,500.00 over the six-year period.

Options to be Exercised - August 2021

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-75521R	Uniform Rental Services	To provide uniform rental services for HRT's maintenance staff located at various facilities throughout Hampton Roads.	\$ 400,215.40	1 base yr. w/4-1 yr. options	Third	\$ 80,043.08
18-76529	Property and Casualty Insurance Brokerage Services	To provide property and casualty insurance brokerage services.	\$ 192,500.00	3 base yrs. w/2-1 yr. options	First	\$ 40,000.00
19-00010	Bus Diagnostic and Repair Services	To provide bus diagnostic and repair services on a task order basis for a fleet of 283 buses.	\$ 942,500.00	1 base yr. w/4-1 yr. options	Second	\$ 188,500.00

UPCOMING CONTRACTS FOR APPROVAL

Title	Description
Auditing Services	To provide auditing services to HRT.
Bus Simulator Systems	To supply, install, and maintain two (2) bus simulator systems.
Custodial Services	To provide custodial services at all of HRT's various facilities.
Fluid Analysis Test Equipment	To provide a turnkey delivery, installation, and commissioning of an all-in-one fluid analysis system that combines automation and artificial intelligence in making rapid on-site fluid analysis.
Hampton Roads Transit Vehicle Lift Replacement (Hampton)	To provide a phased removal of existing vehicle lifts and partial demolition of the existing lift pits, including all plumbing and electrical work required and the phased construction of new shallow pits to accommodate the installation of new vehicle lifts including all plumbing and electrical work required.
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.
Origin-Destination Study Services	To provide a system-wide origin-destination study of travel patterns, transit use, and other aspects of transportation information to HRT.
Parts Washer Service and Solvent Maintenance	To provide parts washer service and solvent maintenance to HRT.
State Legislative and Public Relations Services	To provide state legislative and public relations services.
Transit Operator Uniforms	To furnish transit operator uniforms.