



Meeting of the Operations and Oversight Committee

Thursday, October 14, 2021 • 10:00 a.m.
3400 Victoria Blvd., Hampton, VA

A meeting of the Operations and Oversight Committee is scheduled for Thursday, October 14, 2021, at 10:00 a.m. Please note that currently, the in-person meetings are for commissioners and senior HRT staff only. All others can join the meeting via ZOOM by following the link at: https://hrtransit.org.zoom.us/webinar/register/WN_I_dvKH-JTxS70EGFUagpjw

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



Meeting of the Operations and Oversight Committee

Thursday, October 14, 2021 • 10:00 a.m.
3400 Victoria Blvd., Hampton, VA

AGENDA

1. Approval of the September 2021 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update
4. Procurement Recommendations to the Committee:
 - a. Contract 21-00134, Auditing Services (Renewal)
 - b. Contract 21-00133, Bus Simulator System
 - c. Contract 21-00148, Crane and Hoist Inspection and Repair Service (Renewal)
 - d. Contract 21-00159, Microsoft Enterprise Agreement Software License (Renewal)
 - e. Contract 21-00129, Northside Vehicle Lift Replacement Project
 - f. Contract 21-00146, State Legislative and Public Relations Services (Renewal)
5. Task Orders **(for informational purposes only)**.
 - a. Contract 19-00051, Architectural and Engineering Services, under the terms of Task Order 17, the Consultant shall prepare a Fleet Electrification Plan to allow HRT to map the process for the eventual conversion of the Agency's current diesel bus fleet to a 100% electrified fleet. This Task Order is \$300,000 and is funded with RTS Funds.
 - b. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 7. This Task Order is for a Universal Sensor Board. This Task Order is for \$693.96 and is funded with Operating Funds.
 - c. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance

Support, Task Order 8 This Task Order is for “C” Retaining Ring, “O” Ring, and a Laser Door Board. This Task Order is for \$2,572.60 and is funded with Operating Funds.

- d. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 9. This Task Order is for a Bypass Spring. This Task Order is for \$27.60 and is funded with Operating Funds.

- 6. Options to be Exercised November 2021
- 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, November 4, 2021, at 509 E. 18th Street, Norfolk.



Meeting of the Operations and Oversight Committee

Thursday, September 9, 2021 • 10:00 a.m.
2nd Floor Board Room • 3400 Victoria Blvd. Hampton, VA
ZOOM Web Meeting

MEETING MINUTES

Call to Order

Commissioner Woodbury called the meeting to order at 10:02 AM.

Commissioners in attendance:

Commissioner Fuller, Chesapeake (Via Zoom)
Commissioner Kanoyton, Hampton
Alt. Commissioner Inman, Norfolk
Commissioner Glover, Portsmouth
Alt. Commissioner Jackson, Portsmouth
Commissioner Ross-Hammond, Virginia Beach (Via Zoom)
Alt. Commissioner Cipriano, Newport News
Commissioner Woodbury, Newport News
Commissioner Mucha, VADRPT (Via Zoom)

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief of Planning and Development, (Via Zoom)
Nakia Ayisumo, Administrative Coordinator (Via Zoom)
Michelle Goode-Bacon, Contracts Administrator (Via Zoom)
Debbie Ball, Director of Finance (Via Zoom)
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer (Via Zoom)
Danielle Burton, Operations Support Technician (Via Zoom)
Rodney Davis, Director of Customer Service (Via Zoom)
Sherri Dixon, Director of Treasury **(Via Zoom)**
Steven Florian, Fare Technology Operations Administrator
Angela Glass, Director of Budget **(Via Zoom)**
Omar Gordon, Manager of Light Rail Track (Via Zoom)
William Harrell, President and CEO
Larry Kirk, Deputy Director of Finance **(Via Zoom)**
Sonya Luther, Director of Procurement
Maryann Martin, Operations Analyst **(Via Zoom)**
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering and Facilities Officer (Via Zoom)
John Powell, Telecommunications Specialist
Jim Price, Chief Transit Operations Officer **(Via Zoom)**
Luis Ramos, Sr. Executive Administrator
Brian Smith, PhD, Deputy CEO **(Via Zoom)**

Benjamin Simms, Deputy Chief Transit Operations Officer **(Via Zoom)**
Nikki Walker, Auditor (Via Zoom)
Kim Wolcott, Chief Human Resource Officer (Via Zoom)

Others in attendance:

Andrew Ennis, VADRPT **(Via Zoom)**
Mark Shae, City of Virginia Beach **(Via Zoom)**

The September 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 July 2021 Meeting Minutes

An amendment was made to the July 2021 Operations and Oversight Committee meeting minutes to include Commissioner Lisa Cipriano as attending. A motion to approve the minutes as amended was made by Commissioner Kanoyton and properly seconded by Commissioner Inman. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Glover, Inman, and Kanoyton

Nays: None

Abstain: None

Review of the Operations and Oversight Committee Action Items

There were no actions items to be reviewed with the Committee.

Internal Audit

Ms. Shanti Mullen concluded the payroll audit and informed the Committee of the recent audits findings.

Procurement Recommendations to the Committee

Contract 21-00149, Dispensing Equipment Inspection, Maintenance and Emergency Services (Renewal)

Ms. Luther presented Contract 21-00149, Dispensing Equipment Inspection, Maintenance and Emergency Services (Renewal) for recommendation of approval.

A motion to approve Contract 21-00149, Dispensing Equipment Inspection, Maintenance and Emergency Services (Renewal) was made by Commissioner Kanoyton and properly seconded by Commissioner Inman.

It was agreed upon that future procurement recommendations brought before the Committee that are funded by grants would detail their specific source.

A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Glover, Inman, and Kanoyton

Nays: None

Abstain: None

Task Orders

Task Order were reviewed with the Committee for informational purposes only.

The task orders presented totaled approximately \$8,000. In the future, the total cost of task orders being presented will be listed.

Options to be Exercised

Options to be exercised were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee. There was some discussion of the upcoming Chesapeake Corridor Study and the Microtransit Pilot Program.

Operations Update

There was no Operations update provided.

Old and New Business

Mr. William Harrell informed the Committee of HRT's current vaccination policy. Ms. Kim Wolcott gave an update on COVID-19 testing availability offered to employees.

Adjournment

Commissioner Woodbury adjourned the meeting at 10:58 AM.



HAMPTON ROADS TRANSIT
SEPTEMBER/OCTOBER 2021
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
	No Action Items			

Contract No:	21-00134	Title:	Auditing Services (Renewal)	Base Year Price: Four Option Years' Price:	\$65,200 \$281,100
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Acquisition Description: Enter into a renewal contract with a qualified independent certified public accounting firm to provide auditing services.

Background: Hampton Roads Transit (HRT) requires an independent public accounting firm to perform Financial Audits and Compliance Review of its National Transit Database (NTD) reports. Under the terms of this agreement, the firm shall: (i) perform audits in accordance with auditing standards generally accepted in the United States; (ii) express an opinion as to the fair presentation of the consolidated financial statements in accordance with generally accepted accounting principles; (iii) report on compliance for each major federal program and on internal control over compliance; (iv) provide a draft and final report of the audit; and (v) review HRT's NTD reports for compliance with federal requirements.

Contract Approach: A Request for Proposals was issued on March 23, 2021. Five (5) proposals were received on May 13, 2021 from the following firms:

- Brown, Edwards, and Company, LLP (Brown Edwards)
- Cherry Bekaert, LLP (Cherry Bekaert)
- Clifton Larson Allen, LLP
- PBMares, LLP (PB Mares)
- Plante & Moran, PLLC (Plante & Moran)

Upon review and evaluation of the technical proposals, four (4) firms were rated best to meet the Scope of Work (SOW) requirements. The four (4) firms, Brown Edwards, Cherry Bekaert, PB Mares, and Plante & Moran were invited to discuss their proposals and provide technical clarifications in regard to their approach to the SOW.

At the conclusion of discussions, one (1) firm, Brown Edwards, was deemed most qualified to meet the SOW requirements based on the firms' strong technical qualifications and information presented during the presentations regarding their overall proposed project approach. Brown Edwards was therefore invited for further discussions and negotiations. Negotiations focused on reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO received, HRT staff determined that Brown Edwards provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, Brown Edwards reduced their total proposed price by \$22,600 or approximately 6%. Brown Edwards' BAFO pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained

Contract No:	21-00134	Title:	Auditing Services (Renewal)	Base Year Price: Four Option Years' Price:	\$65,200 \$281,100
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in a competitive environment. A contractor responsibility review confirmed that they are technically and financially capable to provide the services.

Brown Edwards is located in Newport News, VA and has provided similar services to Greater Richmond Transit Company in Richmond, VA; Williamsburg Area Transit Authority in Williamsburg, VA; Greater Lynchburg Transit Company in Lynchburg, VA; and Greater Roanoke Transit Company (Valley Metro) in Roanoke, VA.

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.

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

Project Manager: Larry Kirk, Assistant Director of Finance

Contracting Officer Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Brown, Edwards, & Company, LLP to provide auditing services to HRT in the not-to-exceed amount of \$346,300 over a five-year period.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
PBMares, LLP	\$282,500	N/A
Clifton Larson Allen, LLP	\$342,500	N/A
Brown, Edwards, and Company, LLP	\$368,900	\$346,300
Plante & Moran, PLLC	\$385,600	N/A
Cherry Bekaert, LLP	\$483,125	N/A

BROWN, EDWARDS, AND COMPANY, LLP'S BAFO PRICING SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$65,200	\$67,200	\$69,200	\$71,300	\$73,400	\$346,300

Contract No:	21-00133	Title:	Bus Simulator System	Price: Term:	\$ 249,070.00 1 yr.
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Acquisition Description: Enter into a contract with a qualified Contractor to provide two (2) turnkey Bus Simulator systems for bus operators training.

Background: Hampton Roads Transit (HRT) requires a bus simulator solution that provides the tools necessary to train bus operators on safe and effective driving. Under the terms of this agreement, the Contractor shall provide two (2) turnkey Bus Simulator Systems; delivery, installation, and maintenance of the systems, and warranty for two (2) years. The Contractor shall also provide train the trainer instruction to HRT staff on the operation and maintenance of the system.

Contract Approach: A Request for Proposals (RFP) was issued on May 26, 2021. Three (3) proposals were received on June 29, 2021 from the following firms:

- Doron Precision Systems (Doron)
- FAAC, Inc. (FAAC)
- Simulation Technology, LLC (Sim-Tech)

After review and evaluation of the technical proposals, all three (3) firms were invited to discuss their proposal and provide technical clarifications on their approach to the SOW.

In response to the RFP, Proposers were required to describe their approach to, and provide pricing for, the Project as described in the RFP.

At the conclusion of technical presentations, Doron and FAAC were invited for further discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed pricing for the bus simulator systems. 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 FAAC provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, FAAC reduced their original proposed total price by \$4,930.00, or approximately 2%.

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

FAAC is located in Ann Arbor, MI and has provided similar services to Massachusetts Bay Transportation Authority located in Charlestown, MA; Santa Clara Valley Transportation

Contract No:	21-00133	Title:	Bus Simulator System	Price: Term:	\$ 249,070.00 1 yr.
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Authority located in, San Jose, CA; and South Coast Mountain British Columbia Transportation Authority located in Vancouver, British Columbia, Canada.

This Contract will be awarded for a period of one (1) year.

No DBE goal was assigned for this solicitation.

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

Project Manager: Tracy Moore, Director of Training

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve award of a contract for to FAAC, Inc. to provide two (2) turnkey Bus Simulator Systems for HRT in the not-to-exceed amount of \$249,070.00.

SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER
Doron Precision Systems	\$251,726.00	\$246,726.00
FAAC, Inc.	\$254,000.00	\$249,070.00
Simulation Technology, LLC	\$236,000.00	N/A

Contract No:	21-00148	Title:	Crane and Hoist Inspection and Repair Service (Renewal)	Price:	\$114,975.00
				Term:	3 Years

Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled crane, hoist, boom lift, and runway inspections and repairs.

Background: Hampton Roads Transit (HRT) is required to adhere to Occupational Safety and Health Administration (OSHA) regulations as they apply to cranes, hoists, and boom lifts in service at its facilities. Under the terms of this agreement, the Contractor shall provide experienced crane and hoist maintenance technicians to perform scheduled and unscheduled inspections, repairs, and preventative maintenance for cranes, hoists, and booms utilized at various HRT facilities in accordance with OSHA requirements.

Contract Approach: A Request for Quote (RFQ) was issued on July 14, 2021. Five (5) quotes were received on August 31, 2021 from the following firms:

- Chester Hoist and Crane, Inc.
- CraneTech Solutions
- General Inspections & Consultant Services, Inc.
- Homestead Materials Handling Company (Homestead Materials)
- Portrail Crane Service, Inc.

In response to the RFQ, Offerors were required to provide pricing for the annual inspection of crane, hoist and lift equipment, and various labor categories as listed in the Price Schedule. Additionally, an annual allowance of \$30,000 was included for any unscheduled repairs required during the term of the contract.

After review and evaluation of the quotes received, Homestead Materials was deemed the lowest priced offeror. Homestead Materials' quoted pricing is deemed fair and reasonable base on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed Homestead Materials is technically and financially capable to perform the work.

Homestead Materials is located in Chesapeake, VA, has performed similar work for Earthcore, Inc. in Chesapeake, VA; Pierce Aluminum in Chesapeake, VA; Dynamic Towing & Equipment in Norfolk, VA; and Kelvin International in Newport News, VA.

The period of performance for this contract is three (3) years.

No DBE goal is assigned for this solicitation.

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

Contract No:	21-00148	Title:	Crane and Hoist Inspection and Repair Service (Renewal)	Price: Term:	\$114,975.00 3 Years
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Project Manager: Omar Gordon, Manager of Operational Facilities and Wayside

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Homestead Materials Handling Company to perform crane and hoist inspections and repair services for HRT in the not-to-exceed amount of \$114,975.00 over a three (3) year term.

SOLICITATION RESULT

BIDDER	TOTAL QUOTE PRICE
Homestead Materials Handling Company	\$114,975.00
General Inspections & Consultant Services, Inc.	\$126,075.00
CraneTech Solutions	\$128,553.00
PortRail Crane Service, LLC	\$133,290.00
Chester Hoist & Crane	\$148,179.50

HOMESTEAD MATERIAL HANDLING COMPANY PRICING SUMMARY

Year 1	Year 2	Year 3	Total
\$38,325.00	\$38,325.00	\$38,325.00	\$114,975.00

Contract No:	21-00159	Title:	Microsoft Enterprise Agreement Software License (Renewal)	Base Year Price: Two (2) Option Years Price:	\$790,086.08 \$1,580,172,16
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Acquisition Description: Enter into a sole source renewal contract with SHI International Corporation (SHI) to provide Microsoft Enterprise Software licenses, software, and support.

Background: Hampton Roads Transit’s (HRT’s) computer systems are based on the industry standard Microsoft Windows platform. HRT utilizes Microsoft software for all its desktops, laptops, and servers. HRT also utilizes Microsoft Cloud to host its communication and collaboration software and Financials ERP software. Microsoft Cloud services play a crucial role in HRT’s Cloud Access management, Cyber Security, and Disaster Recovery and Business Continuity plans. Under the terms of this agreement, SHI shall renew HRT’s Enterprise Agreement directly with Microsoft for software to include Desktop Operating Systems, Office Productivity Suite, Windows Server, SQL Server Database, and various client access licenses, Dynamics 365 services, as well as cloud services. The agreement shall also cover the procurement of necessary software licenses and provide for all software updates and technical support.

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. SHI is the sole provider authorized by Microsoft to provide governmental pricing for Microsoft licenses and cloud services. 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 Request for Proposal (RFP) was issued on September 21, 2021 and SHI provided a responsive proposal on September 24, 2021, in the total amount of \$2,370,258.24, including a total allowance of \$450,000 (\$150,000 annually) to cover anticipated Azure Infrastructure as a Service (IaaS) charges during the period of the Contract. The pricing also includes unit prices for various Microsoft products and licenses currently utilized by HRT as listed in the Price Schedule.

SHI’s pricing is based on current discount prices provided under the Commonwealth of Virginia’s Virginia Information Technologies Agency (VITA) Contract No. VA-131017 with SHI, and as such, is deemed fair and reasonable.

SHI is located in Reston, VA and has provided these services for municipalities throughout the Commonwealth of Virginia and HRT satisfactorily. SHI has also been providing these services to HRT satisfactorily.

The period of performance for this Contract is one (1) base year, plus two (2) additional one-year options.

Contract No:	21-00159	Title:	Microsoft Enterprise Agreement Software License (Renewal)	Base Year Price: Two (2) Option Years Price:	\$790,086.08 \$1,580,172,16
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Cost/Funding: This Contract will be funded with operating funds.

Project Manager: Alex Touzov, Director of Technology Services

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that a renewal Contract be awarded to SHI Corporation to provide Microsoft Enterprise Agreement Software License Renewal in the not-to-exceed amount of \$2,370,258.24 over three (3) years.

SHI'S PRICING SUMMARY

Base Year	Option Year 1	Option Year 2	Total
\$790,086.08	\$790,086.08	\$790,086.08	\$2,370,258.24

Contract No:	21-00129	Title:	Northside Vehicle Lift Replacement Project	Price:	\$2,319,283.20
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Acquisition Description: Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. E194-77248 MA05316 (State Contract) to procure and install eleven (11) ECO60-13 vehicle lifts.

Background: Using the competitive procurement process, in February 2017, the State of Washington awarded Master Contract No. 05316 (MA 05316) to Stertil-Koni USA, Inc. (Stertil-Koni) to purchase various vehicle lifts and garage associated equipment. In May 2017, via a participating addendum to MA05316, the Commonwealth of Virginia, through the Department of General Services, Division of Purchases and Supply (DPS) awarded Contract No. E194-79495 MA05316 (State Contract) to Stertil-Koni to purchase similar equipment. Under the terms of the Contract, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize Stertil-Koni to purchase and install eleven (11) ECO60-13 60,000 lbs. capacity vehicle lifts to replace the existing lifts at HRT's Northside Operations and Maintenance facility located at 3400 Victoria Boulevard, Hampton, to include all plumbing, electrical, and other associated work required.

Contract Approach: The original State Contract was competitively procured with base unit pricing established for various lifts and garage associated equipment, including, but not limited to the ECO60-13 60,000 lbs. capacity lift. The total pricing of \$2,319,283.20 includes a 33.5% discount off the MSRP, plus installation and other associated costs of \$962,172.20. Based on the price analysis conducted by State of Washington at the time of award, and by DPS at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Stertil-Koni's pricing is deemed fair and reasonable.

Cost/Funding: This Contract will be funded with 5307 grant funds.

Project Manager: Sibyl Pappas, Chief Engineering and Facilities Officer

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that a contract be awarded to Stertil-Koni, Inc. to furnish and install eleven (11) ECO60-13 60,000 capacity vehicle lifts to replace existing vehicle lifts at HRT's Northside Operations and Maintenance facility, in the total amount of \$2,319,283.20.

Contract No:	21-00146	Title:	State Legislative and Public Relations Services (Renewal)	Two Base Years' Price: Three Option Years' Price	\$180,000 \$270,000
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Acquisition Description: Enter into a renewal contract with a qualified Consulting firm to provide state legislative and public relations services.

Background: Hampton Roads Transit (HRT) achieves public policy goals and objectives, such as increased and reliable funding for maintaining and expanding multimodal transit service levels and funding of state of good repair capital and ongoing operating costs, by contracting for state legislative and public relations services. The services are utilized to build and maintain positive, collaborative relationships with elected officials, administrative officials, and others who impact public policy and support for HRT. Under the terms of this agreement, the Consultant shall work with members and staff of the Virginia General Assembly, the Governor's Administration, and other elected and appointed officials and key stakeholders to support legislative and public policy priorities of the Transportation District Commission of Hampton Roads. The work shall include, but not be limited to, providing consultation and representation on a day-to-day "as needed" basis and supporting efforts to make improvements to public policy necessary for Hampton Roads to achieve strategic improvements to transit infrastructure and services, such as HRT's 757 Express program.

Contract Approach: A Request for Proposal (RFP) was issued on June 10, 2021. Three (3) proposals were received on July 15, 2021 from the following firms:

- Advantus Strategies, LLC (Advantus)
- Hunton Andrews Kurth. LLP (HAK)
- Two Capitols Consulting, LLC (Two Capitols)

Upon review and evaluation of the technical proposals, all three (3) firms were deemed technically qualified to meet the Scope of Work (SOW) requirements. Therefore, the firms were invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

Upon receipt of HRT's invitation for interview, Two Capitols withdrew its proposal, indicating that it did not have the capacity or capability to provide public relations services as required in the Scope of Work. After discussions concluded with the two (2) remaining firms, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and the distribution of services. At the conclusion of negotiations, Best and Final Offers (BAFO) were requested.

Upon review and evaluation of the BAFOs received, HRT staff determined that HAK provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, HAK offered a total price reduction of \$30,000, or approximately 6.25%. Based on the result of the negotiations, and the fact that pricing was obtained in a competitive environment,

Options to be Exercised - November 2021						
Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
17-76498	Third Party Administration for Claims Administration and Risk Control Services	To provide workers' compensation, general liability, automobile liability, and cost recovery claims handling and risk management services.	\$ 1,216,635.00	3 base yrs. w/2-1 yr. options	Second	\$ 252,100.00
17-76500	Bus Stop Sign Installation and Maintenance Services	To provide bus stop sign installation and maintenance services on an as needed basis.	\$ 235,042.00	2 base yrs. w/3-1 yr. options	Third	\$ 50,173.00
18-78382R	Healthcare Reporting Services	To provide a full-service solution to support compliance with healthcare annual reporting.	\$ 157,100.00	1 base yr. w/4-1 yr. options	Second	\$ 30,420.00
19-00023	Provision of Bulk Fluids	To provide and deliver branded automotive and industrial lubricants to HRT locations.	\$ 1,180,138.60	1 base yr. w/4-1 yr. options	Second	\$ 232,634.72
19-00030	Fence and Railing Maintenance and Repair Services	To perform a variety of repair and maintenance work of the fencing systems and gates at various locations within the HRT service area.	\$ 695,500.00	2 base yrs. w/1-1 yr. options	First	\$ 223,700.00
20-00076	On-Site Vehicle Inspection Services	To provide on-site vehicle inspections and quality assurance services.	\$ 174,854.00	1 base yr. w/4-1 yr. options	First	\$ 34,970.80

UPCOMING CONTRACTS FOR APPROVAL		
Title	Description	Renewal Contract Expiration Date
Armored Truck Services	To provide armored truck services	2/28/2022
Audio/Visual Services	To provide audio/visual support services at various HRT facilities to receive services, equipment, and materials necessary to operate, maintain, modernize, and expand the Agency's audio/visual presentation and communication systems.	New
Bus, Light Rail, and Ferry Passenger Amenity Stops Cleaning and Trash Removal Services	To maintain the appearance and cleanliness of Bus, Light Rail, and Ferry passenger amenity stops throughout Hampton Roads.	1/31/2022
Bus Tire Lease and Maintenance Services	To provide bus tire lease and maintenance services. Current contract is in a month-to-month extension until award of new contract.	9/1/2021
Chesapeake Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.	New
Federal Legislative Services	To perform government relations and legislative services activities at the federal level in support of HRT's core mission in Hampton Roads.	New
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.	New
Fuel Products (Ultra Low Sulfur Diesel and Gasoline)	To supply and deliver diesel and gasoline fuel products	7/15/2022
Information Technology Technical Services	To provide technical services to HRT's Technology Department, to include a number of functional areas.	New
Microtransit Pilot Program	To implement a pilot microtransit service for HRT.	New
Mobile Fare Collection Services	To provide, implement, and support a mobile first, next generation fare collection system.	1/1/2022
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.	New
Transit Operator Uniforms	To furnish transit operator uniforms. Current contract is in month-to-month extension awaiting award of new contract.	6/27/2021