



## Meeting of the Operations and Oversight Committee

Thursday, August 11, 2022 • 10:00 a.m.  
509 East 18th Street, Bldg. 4, Norfolk, VA and Zoom

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, August 11, 2022, 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\\_Gv5abQmGTtSBb8t3OJ1X9A](https://hrtransit-org.zoom.us/webinar/register/WN_Gv5abQmGTtSBb8t3OJ1X9A)

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



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## Meeting of the Operations and Oversight Committee

Thursday, August 11, 2022 • 10:00 a.m.  
509 East 18th Street, Bldg. 4, Norfolk, VA and Zoom

### AGENDA

1. Approval of the July 2022 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Procurement Recommendations to the Committee-Sonya Luther

4. Task Orders **(for informational purposes only)**.

Task Order 52. This Task Order is for Repair of Controller Boards. This Task Order is for \$1,427.67 and is funded with operating funds.

Task Order 53. This Task Order is for Worm Gear – 30 Teeth, Nylon; Labels, Cover (Farebox); O-Rings. This Task Order is for \$1,196.59 and is funded with operating funds.

Task Order 54. This Task Order is for Laser Door Board (TVM). This Task Order is for \$2,660.80 and is funded with operating funds.

Task Order 55. This Task Order is Coin Validators. This Task Order is for \$1,488 and is funded with operating funds.

5. Options to be Exercised September 2022- Sonya Luther
6. Upcoming Commission Approvals- Sonya Luther
7. Internal Audit Update- Malika Blume
8. Operations Update- Benjamin Simms
9. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday,  
September 8, 2022, in Norfolk, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday, July 14, 2022 • 10:00 a.m.  
3400 Victoria Blvd. Hampton, VA, and Zoom Meeting

## MEETING MINUTES

### Call to Order

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

### **Commissioners in attendance:**

Commissioner Glover, Portsmouth  
Commissioner Kanoyton, Hampton  
Commissioner Cipriano, Newport News  
Commissioner Woodbury, Newport News  
Commissioner Jackson, Portsmouth (Zoom)  
Commissioner Mucha, VADRPT (Zoom)  
Commissioner Ross-Hammond, Virginia Beach

### **Hampton Roads Transit Staff in attendance:**

Debbie Ball, Director of Finance (Zoom)  
Marcella Barnes, Sr. Executive Assistant  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Danielle Burton, Assistant Manager of Bus Transportation  
William Collins, Facilities Maintenance Manager  
Sheri Dixon, Director of Treasury (Zoom)  
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)  
Angela Glass, Director of Budget and Financial Analysis (Zoom)  
William Harrell, President, and CEO  
Shane Kelly, Manager Security & Emergency Preparedness  
Don Lint, Construction Projects Coordinator (Zoom)  
Sonya Luther, Director of Procurement  
Alexis Majied, Chief Communications and External Affairs (Zoom)  
Maryann Martin, Operations Analyst (Zoom)  
Tracy Moore, Director of Transportation (Zoom)  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Michael Perez, Operations Project & Contract Administrator (Zoom)  
John Powell, Telecommunications Specialist  
Michael Price, Chief Information Officer/Technology Officer  
Luis Ramos, Sr. Executive Administrator  
Dawn Sciortino, Chief Safety Officer (Zoom)  
Benjamin Simms, IV, Chief Operating Officer  
Brian Smith, Deputy Chief Executive Officer (Zoom)

Adrian Tate, Assistant Director of Finance (Zoom)  
Robert Travers, Corporate Counsel (Zoom)  
Kim Wolcott, Chief Human Resources Officer (Zoom)

**Others in attendance:**

Andrew Ennis, ADRPT (Zoom)

The July 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 June 9, 2022 Meeting Minutes**

A motion to approve the June 9, 2022, Operations and Oversight Committee meeting minutes was made by Commissioner Kanoyton and was properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, and Woodbury.

Nays: None

Abstain: None

**Review of the Operations and Oversight Committee Action Items**

There was one action item discussed, HRT was requested to determine if the two qualified contractors for the previously approved lawn and landscaping services contract are related entities. Mr. Harrell shared that Ms. Sonya Luther had investigated the matter and, to the best of her knowledge, determined that the two contractors were not related.

**Procurement Items for Approval**

**Contract 22-00178 Modification, Heavy Equipment Moving and Relocation Services**

Ms. Sonya Luther presented Contract 22-00178 Modification, Heavy Equipment Moving and Relocation Services. Staff recommends that the Commission approve a modification of the Contract to increase the contract value by \$88,311, to a not-to-exceed amount of \$141,351.

Ms. Sibyl Pappas gave a brief update on the scope of the contract. There was some discussion regarding the cost of the project and potential rent concessions being explored with the landlord.

**ACTION ITEM: Staff to provide updates regarding the status of potential rent concessions.**

A motion to approve the modification of Contract 22-00178, Heavy Equipment Moving and Relocation Services was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, and Woodbury.

Nays: None

Abstain: None

**Contract 22-00192, Information Technology Research and Advisory Services (Renewal)**

Ms. Sonya Luther presented Contract 22-00192, Information Technology Research and Advisory Services (Renewal), as a recommendation 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 \$281,705 for a one (1) year period.

Mr. Michael Price gave brief presentation regarding the scope of the contract as it relates to agency needs.

A motion to renew Contract 22-00192, Information Technology Research and Advisory Services was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, and Woodbury

Nays: None

Abstain: None

**Contract 19-00061 Modification, Newport News Transit Center Site Reconstruction**

Ms. Sonya Luther presented Contract 19-00061 Modification, Newport News Transit Center Site Reconstruction, as a recommendation that the Commission approve a modification to increase the Newport News Transit Center Site Reconstruction contract value by \$250,000.00, to a not-to-exceed amount of \$2,308,014.80.

Ms. Sibyl Pappas gave a brief overview on the scope of the contract.

. There was discussion regarding funding sources and how HRT intends to allocate the same towards the costs of construction and labor.

**ACTION ITEM: Staff to provide a breakdown on how the project was funded for Phase One and how staff intends to allocate funding for Phase.**

A motion to approve the modification to Contract 19-00061, Newport News Transit Center Site Reconstruction was made by Commissioner Ross-Hammond and seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, Ross- Hammond and Woodbury.

Nays: None

Abstain: None

### **Task Orders**

Task Orders were enclosed in the agenda. There were no questions or comments regarding same.

### **Options to be Exercised**

Options to be exercised were reviewed with the Committee.

### **Upcoming Procurements**

Upcoming procurements were reviewed with the Committee.

### **Operations Update**

Ms. Amy Braziel provided an updated regarding the micro transit pilot. Ms. Braziel noted that the pilot was only a temporary program and limited in scope. Ms. Braziel reported that as of July 10, 2022, 688 ride accounts had been created.

Ms. Braziel reported that over the past four (4) days, micro transit had provided ninety-seven (97) rides with the vast majority of rides occurring in Newport News, Virginia.

Ms. Braziel reported that HRT will have weekly meetings with VIA throughout the project and monthly progress meetings with the respective staffs of Newport News and Virginia Beach. During the six (6)month pilot period, HRT will monitor rides and collect data to see if this is a viable new service that HRT could consider implementing on a more permanent basis in the future.

### **Old and New Business**



There was no old or new business discussed.

### **Adjournment**

Commissioner Glover adjourned the meeting at 10:32 AM.



HAMPTON ROADS TRANSIT  
July-August 2022  
OPERATIONS AND OVERSIGHT COMMITTEE  
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
7/14/2022	Staff to provide updates regarding the status of potential rent concessions.	Sibyl Pappas	8/11/2022	
7/14/2022	Staff to provide a breakdown on how the project was funded for Phase One and how staff intends to allocate funding for Phase.	Sibyl Pappas	8/11/2022	

**Operations & Oversight Committee**

Action Item: NNTC Funding Breakdown

NNTC Funding History						
Federal Contract	State Contract	Funding Source	Total \$	Fed \$	State \$	Local ACC \$
N/A	50027-01	State SmartScale FY19	290,826		290,826	
N/A	50027-02	State SmartScale FY20	1,750,000		1,750,000	
1456-2022-3	73122-47	Federal 5307 and State and Local ACC Match	528,123	147,874	359,124	21,125
<b>NNTC Total</b>			<b>\$ 2,568,949</b>	<b>\$ 147,874</b>	<b>\$ 2,399,950</b>	<b>\$ 21,125</b>

Note: FY24 in the FY23-32 CIP projects \$1,147,000 for Newport News Transit Center Interior Renovations, to be funded by Federal 5307 (\$321,000), State (\$780,000), and Local ACC (\$46,000)

August 2022

<b>Contract No.:</b> 21-00157	<b>Title:</b> Bus Tire Lease and Maintenance Services (Renewal)	<b>Contract Amount:</b> Base Year: \$ 658,211.69 Three Option Years: <u>\$2,071,842.34</u> <b>Total: \$2,730,054.03</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide bus tire lease and maintenance services

**Background:** Hampton Roads Transit (HRT) is required to maintain the tires on its fleet of over 300 buses utilizing five (5) different tire sizes. Each vehicle is equipped with six (6) tires that require various services including mounting, balancing, inspecting, repairing, regrooving, and recapping. Under the terms of this agreement, the Contractor is required to staff the tire shops at the Northside and Southside Bus Operation and Maintenance facilities to provide ongoing tire services on HRT's bus fleet. The Contractor shall also document daily inspections and provide monthly reports to HRT regarding all services provided.

**Contract Approach:** A Request for Proposals was issued on February 4, 2022. Two (2) proposals were received on March 25, 2022, from the following firms:

- Bridgestone Americas Tire Operations, LLC (Bridgestone)
- The Goodyear Tire & Rubber Company (Goodyear)

Upon review and evaluation of the technical proposals, both firms were deemed qualified to meet the Scope of Work requirements and were subsequently invited to provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on reducing tire/mile rates proposed, escalation rates for the option years, and exceptions to the terms and conditions. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an analysis of the BAFOs received, HRT Staff determined that Bridgestone's proposal provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, a price analysis conducted, and the fact that pricing was obtained in a competitive environment, Bridgestone's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Goodyear is both technically and financially capable to perform the work.

Bridgestone is headquartered in Nashville, TN and has provided similar services for Dalla Area Rapid Transit in Dallas, TX; King County Transit in Seattle, WA; and Metro St. Louis in St. Louis, MO.

<b>Contract No.:</b> 21-00157	<b>Title:</b> Bus Tire Lease and Maintenance Services (Renewal)	<b>Contract Amount:</b> Base Year: \$ 658,211.69 Three Option Years: <u>\$2,071,842.34</u> <b>Total: \$2,730,054.03</b>
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The contract will be awarded for a base period of one (1) year, with three (3) additional one-year options.

No DBE goal was assigned for this solicitation.

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

**Project Manager:** John Nason, Director of Bus Maintenance

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Bridgestone Americas Tire Operations, LLC to provide bus tire lease and maintenance services in the not-to-exceed amount of \$2,730,054.03 for four (4) years.

### SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
<b>Bridgestone Americas Tire Operations, LLC</b>	<b>\$2,742,478.72</b>	<b>\$2,730,054.03</b>
The Goodyear Tire & Rubber Company	\$3,890,101.82	\$3,890,101.82

### BRIDGESTONE AMERICAS TIRE OPERATIONS, LLC'S PROPOSAL SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Total Bid Price
\$658,211.69	\$677,427.92	\$697,207.21	\$697,207.21	\$2,730,054.03

<b>Contract No.:</b> 22-00199	<b>Title:</b> Fare Technology Assessment, Phase 5 – Mobile Fare Collection System Implementation Support	<b>Contract Amount:</b> \$289,872.00
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**Acquisition Description:** Enter into a sole source contract with IBI Group (IBI) to provide Mobile Fare Collection System implementation support.

**Background:** Hampton Roads Transit (HRT) has contracted with Bytemark, Inc. for its mobile fare collection system and requires the services of a consultant to support the deployment through project management, design and documentation review, testing, final acceptance, and operations support. IBI Group possesses intimate knowledge of HRT’s fare collection and the mobile fare project background, vision, and requirements for its implementation. This critical knowledge has been gained through work completed on previous fare assessment phases beginning in 2016, and through subsequent efforts supporting mobile fare workshops, requirements development, and serving as advisors through the procurement process. Under the terms of this agreement, IBI Group will provide the following:

- Support to HRT through all project management activities, providing additional expertise and support to HRT’s internal fare technology and project resources.
- Critical design and documentation review support and facilitate a requirements compliance matrix review workshop with the aim of creating final detailed requirements which would then be used for all subsequent project tracking.
- Testing and acceptance support as implementation proceeds and be onsite to witness the execution of formal test and document the results.
- Serve the critical role of independent verification and validation throughout implementation to ensure that all solutions and systems meet HRT and its customer’s needs and are well engineered and perform as expected.
- Training support as implementation nears completion, to include oversight ensuring that training is satisfactorily carried out and training material is adequate.
- Monitor the system once operational ensuring accurate data and reconciliation and provide oversight and review of the implementation of Key Performance Indicator (KPI) reporting.
- Identify issues to ensure Bytemark resolves issues in accordance with the service level agreement.
- On-going operations support through development of concept of operations and standard operating procedures to help support identifying user groups, roles and responsibilities, system constraints, and operational and maintenance procedures to ensure continued success of the mobile fare collection system after implementation support is completed.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is 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. IBI Group

<b>Contract No.:</b> 22-00199	<b>Title:</b> Fare Technology Assessment, Phase 5 – Mobile Fare Collection System Implementation Support	<b>Contract Amount:</b> \$289,872.00
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are industry experts with a team to support analysis, testing, documentation review and provide critical details on similar deployments. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on July 29, 2022, and IBI provided a responsive offer on August 4, 2022. The offer included fully loaded hourly rates for an estimated number of hours over the two (2) year contract term.

Based on the result of a price analysis performed using historical data and the Independent Cost Estimate, the proposed pricing is deemed fair and reasonable.

IBI is headquartered in Alexandria, VA and has provided these services for the Northern Virginia Transportation Commission in Arlington, VA; Blacksburg Transit in Blacksburg, VA; and, Regional Transportation District in Denver, CO. IBI has also provided similar services to HRT satisfactorily.

The Contract period of performance is two (2) years.

**Cost/Funding:** This contract will be funded with Federal 5307, state, and ACC grant funds.

**Project Manager:** Steven Florian, Fare Technology Operations Administrator

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to IBI Group to provide mobile fare collection system implementation support in the not-to-exceed amount of \$289,872.00.

<b>Contract No.:</b> 21-00164	<b>Title:</b> Fire Suppression Systems Inspections, Testing, Maintenance, and Repair Services	<b>Contract Amount:</b> Base Year: \$ 98,135.00 Four Option Years: <u>\$321,338.60</u> <b>Total:</b> <b>\$419,473.10</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide inspections, testing, maintenance, and repair services for Hampton Roads Transit's (HRT's) fire suppression system.

**Background:** HRT owns or occupies multiple facilities in various locations in its service area in which fire suppression systems are installed. In order to maintain a state of good repair and under the terms of this agreement, the Contractor shall provide scheduled inspections, testing, maintenance, and repair services for HRT's backflow prevention systems, standpipes and fire hoses, automatic fire pumps, fire sprinkler systems, fire detection and alarm systems, emergency lighting, special hazard fire suppression systems, and portable fire extinguishers. Additionally, the Contractor will provide on-call emergency response within two (2) hours of a request as well as portable fire extinguisher sales to replace units that are no longer serviceable, or to supplement existing units where needed.

**Contract Approach:** An Invitation for Bids was issued on April 19, 2022. Two (2) bids were received on July 26, 2022, from the following firms:

- Hiller Systems
- Johnson Controls Fire Protection, LP (Johnson Controls)

In response to the IFB, bidders were required to provide pricing for scheduled inspections, testing, and maintenance for each location listed in the Price Schedule. After an evaluation of the bids received, HRT staff determined that Johnson Controls was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform); and therefore, eligible for award.

Johnson Controls' bid price, which includes a \$50,000 annual allowance for emergencies, on-call services, and new fire extinguisher purchases 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 Hiller Systems is technically and financially capable to perform the work.

Johnson Controls is headquartered in Boca Raton, FL, with a local office in Norfolk, VA and provides similar services for the Portsmouth Naval Medical Center; Virginia Beach Public Schools; and the City of Hampton.

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



<b>Contract No.:</b> 21-00164	<b>Title:</b> Fire Suppression Systems Inspections, Testing, Maintenance, and Repair Services	<b>Contract Amount:</b> Base Year: \$ 98,135.00 Four Option Years: <u>\$321,338.60</u> <b>Total: \$419,473.10</b>
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No DBE goal was established for this solicitation.

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

**Project Manager:** William Collins, Facilities Maintenance Manager

**Contracting Officer:** Jason Petruska, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Johnson Controls Fire Protection, LP to provide fire suppression systems inspections, testing, maintenance, and repair services in the not-to-exceed amount of \$419,473.10 for the five-year period.

### SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
Johnson Controls Fire Protection, LP	<b>\$419,473.10</b>
Hiller Systems	\$653,971.00

### JOHNSON CONTROLS FIRE PROTECTION'S BID SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$98,135.00	\$78,222.75	\$79,569.00	\$81,028.85	\$82,518.00	\$419,473.10

<b>Contract No.:</b> 22-00179R	<b>Title:</b> Hampton Roads Transit Sign Installation	<b>Contract Amount:</b> Base Year: \$ 457,875.00 Three Option Years: <u>\$1,664,875.00</u> <b>Total:</b> <b>\$2,122,750.00</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide sign installation and maintenance services on a Task Order (TO) basis.

**Background:** Hampton Roads Transit (HRT) requires a qualified Contractor to install, replace, and remove its service signs throughout the Hampton Roads service region. The maintenance of bus stop signs, and installation, relocation, and replacement of signs in a timely manner, is a high priority to HRT. The types of signs vary from lollipop, flag style, combination flags, route blades, information panels and other miscellaneous types as required. Under the terms of this Agreement, the Contractor shall provide all labor, materials, equipment, and transportation necessary for the installation of agency signs.

**Contract Approach:** An Invitation for Bids (IFB) was issued on July 8, 2022. Four (4) bids were received on July 21, 2022, from the following firms:

- American Road Markings
- Eure, Inc. (Eure)
- QC General Construction, LLC
- The Graphics Shop, LLC

In response to the IFB, Bidders were required to provide unit prices to install, modify, relocate, and remove bus stop signs, at estimated quantities, as described in the Scope of Work, and as indicated in the Price Schedule.

After an evaluation of the bids received, the lowest bidder, Eure, was deemed non-responsive and ineligible for award due to failure to submit all of the required documents indicated in the IFB. Therefore, American Road Markings was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform) and is therefore eligible for award.

American Road Markings' total bid price includes an annual allowance for miscellaneous sign installation not indicated in the Price Schedule and to support annual light rail track access training. Based on the price analysis performed utilizing historical data, and the fact that pricing was obtained in a competitive environment, American Road Markings' bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that American Road Markings is both technically and financially capable to perform the services.

<b>Contract No.:</b> 22-00179R	<b>Title:</b> Hampton Roads Transit Sign Installation	<b>Contract Amount:</b> Base Year: \$ 457,875.00 Three Option Years: <u>\$1,664,875.00</u> <b>Total: \$2,122,750.00</b>
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American Road Markings is located in Norfolk, VA and provides similar services to Curtis Contracting in West Point, VA and Virginia Paving in Norfolk, VA. American Road Markings also currently performs similar services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.

**Cost/Funding:** This Contract will be funded with operating, Regional HRRTF, and grant funds, depending upon the work being requested.

**Project Manager:** Don Lint, Construction Projects Coordinator

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to American Road Markings to provide sign installation services to HRT. The cumulative amount of all Task Orders issued under this Contract will not exceed \$2,122,750 over four (4) years.

### SOLICITATION RESULTS

Bidder	Bid Price
Eure, Inc.	\$2,027,757.50
American Road Markings	\$2,122,750.00
The Graphics Store, LLC	\$2,514,750.00
QC General Construction, LLC	\$3,853,489.75

### AMERICAN ROAD MARKING'S BID SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Total Bid Price
\$457,875	\$457,875	\$603,500	\$603,500	\$2,122,750

<b>Contract No.:</b> 22-00179R	<b>Title:</b> Hampton Roads Transit Sign Installation	<b>Contract Amount:</b>  Base Year: \$ 457,875.00 Three Option Years: <u>\$1,664,875.00</u> <b>Total: \$2,122,750.00</b>
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<b>Contract No.:</b> 22-00186	<b>Title:</b> Naval Station Norfolk Base Circulator	<b>Contract Amount:</b> \$3,765,605.00
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide a turnkey base circulator.

**Background:** Hampton Roads Transit (HRT) is seeking the “turnkey operation” of a circulator service that provides last-mile accessibility for Naval Station Norfolk employees and visitors who wish to arrive on foot, bicycle, scooter, transit, or by parking in the Naval Exchange area outside the gate. This improvement in accessibility via the circulator has the potential to reduce congestion at security gates, which in turn could reduce traffic and congestion on local streets and the region’s highways. This last-mile connection would reduce dependency on automobile travel within the base while also helping to limit parking turnover, which in turn has equity benefits by making NSN jobs more accessible to the region’s residents who lack access to automobiles.

Under the terms of this agreement, the Contractor shall provide a plan for service, to include a marketing plan; implementation of two (2) circulators for a period of three (3) years; all necessary personnel, including drivers, mechanics, and administrative staff; customer call/complaint center; performance metrics; and any on-going support.

**Contract Approach:** A Request for Proposals was issued on May 16, 2022. Three (3) proposals were received on June 29, 2022, from the following firms:

- Blue Duck
- James River Transportation (James River)
- Ride Source, LLC

Upon review and evaluation of the technical proposal, James River Transportation was rated best to meet the Scope of Work requirements and, as a result, were subsequently invited to discuss their proposal and provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, negotiations were held with James River for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, reducing the proposed pricing, and providing clarification regarding the proposed schedule, software, and marketing plan. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

James River’s BAFO included a request to provide pricing for software and hardware that was not previously provided by James River. The software and hardware include three (3) years of TransLoc, which is used for GPS and automatic vehicle locator (AVL) for the tracking of vehicles, a Realtime Passenger Information system via the Internet and mobile app, and in-vehicle tablets.

<b>Contract No.:</b> 22-00186	<b>Title:</b> Naval Station Norfolk Base Circulator	<b>Contract Amount:</b> \$3,765,605.00
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The pricing also includes the cellular service and all training. HRT will have access to the data provided.

After a review and analysis of the BAFO received, HRT staff determined that James River's proposed pricing is deemed fair and reasonable based on a price analysis performed utilizing market data. A contractor responsibility review performed confirmed that James River is technically and financially capable to perform the work.

James River is located in Richmond, VA and has provided similar services to Dominion Energy in Richmond, VA; Norfolk Airport Authority in Norfolk, VA; and Old Dominion University in Norfolk, VA.

The Contract period of performance is three (3) years.

No DBE Goal was assigned for this solicitation.

**Cost/Funding:** This Contract will be funded with state TRIP Program and Regional HRRTF funds.

**Project Manager:** Amy Braziel, Director of Contracted Services and Operational Analytics

**Contracting Officer** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to James River Transportation to provide a Naval Station Norfolk base circulator in the not-to-exceed amount of \$3,765,605.00.

#### SOLICITATION SUMMARY

Offeror	Original Offer	Best and Final Offer
Blue Duck	\$1,620,000.00	N/A
<b>James River Transportation</b>	<b>\$3,727,260.00</b>	<b>\$3,765,605.00</b>
Ride Source, LLC	\$5,114,653.00	N/A

<b>Contract No.:</b> 22-00180	<b>Title:</b> Physical Security System Support Services	<b>Contract Amount:</b> Three Base Years: \$1,041,770.00 Two Option Years: \$ 715,876.00 <b>Total:</b> <b>\$1,757,646.00</b>
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**Acquisition Description:** Enter into a contract with a qualified contractor to provide physical security system support services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) requires the services of a Virginia Department of Criminal Justice (DCJS) licensed private security service contractor in order to maintain, modernize, and expand HRT's physical security systems. Under the terms of this agreement, the Contractor shall provide all labor and material required for bi-annual software and firmware maintenance, access control hardware support, camera hardware support, Genetec software renewals, and physical security system deployment services. Additionally, the Contractor will provide emergency response labor and equipment to all of HRT's facilities.

**Contract Approach:** A Request for Proposal (RFP) was issued on April 19, 2022. One (1) proposal was received on June 21, 2022, from Security 101 Holdings, LLC (Security 101). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a proposal due to not being able to meet the requirements of the Scope of Work, including response times, and not being able to take on additional clients due to work loads. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the RFP, Proposers were required to provide a technical proposal and a Price Proposal that included rates for the services described in the Scope of Work. The Price Schedule included annual allowances for access control hardware support, Genetec Software renewals, and physical security system deployment services.

Upon review and evaluation of the proposal received, HRT staff determined that Security 101 was technically qualified to meet the requirements of the Scope of Work based on information provided in regard to the firm's overall approach and experience, and as such, was invited for discussions and negotiations. Discussions and negotiations focused on reducing proposed labor rates and clarifying any assumption to the Scope of Work. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested. The BAFO included a \$35,556.89 increase in the total allowances in the Price Schedule based on the observed market conditions.

As a result of the negotiation, Security 101's proposed total price decreased by \$2,500.00; however due to the allowance increase, the total price proposed increased by \$30,366.89. Based on the results of the negotiations, and a price analysis performed utilizing the independent cost estimate, Security 101's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Security 101 is technically and financially capable to perform the work.

<b>Contract No.:</b> 22-00180	<b>Title:</b> Physical Security System Support Services	<b>Contract Amount:</b> Three Base Years:   \$1,041,770.00 Two Option Years:   \$ 715,876.00 <b>Total:</b> <b>\$1,757,646.00</b>
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Security 101 is headquartered in West Palm Beach, FL with an office located in Norfolk, VA and provides similar services for the City of Newport News; Sentara Healthcare in Norfolk, VA; and Eastern Virginia Medical School in Norfolk, VA.

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

No DBE goal was established for this solicitation.

**Cost/Funding:**       This Contract will be funded with grant and operating funds, depending upon the work being provided.

**Project Manager:**   Jack Sherman, IT Security Administrator

**Contracting Officer:** Jason Petruska, Senior Contract Specialist

**Recommendation:**   It is respectfully recommended that the Commission approve the award of a contract to Security 101 Holdings, LLC to provide physical security system support services on a Task Order basis in the not-to-exceed amount of \$1,757,646.00 for the five-year period.

## SOLICITATION RESULTS

Firm	Original Offer	Best and Final Offer
Security 101 Holdings, LLC	\$1,724,579.11	\$1,757,646.00

Security 101 Holdings, LLC Pricing Summary					
Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
\$344,100.00	\$346,800.00	\$350,870.00	\$355,120.00	\$360,756.00	\$1,757,646.00



<b>Contract No.:</b> 22-00198	<b>Title:</b> Procurement of Regional Transit Service Buses	<b>Total Amount:</b> \$7,210,500.00
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**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure six (6) 40' Low Floor Diesel Buses and six (6) 35' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the State of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Gillig contract to purchase six (6) 40' heavy duty low floor buses and six (6) 35' heavy duty low floor buses for use in HRT's Regional Transit Service (RTS) operations. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide an option to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in a cooperative procurement contract without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$414,828.00 for a standard 40' bus and \$410,601.00 for a standard 35' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$603,899.00 for the 40' bus and \$597,851.00 for the 35' bus. HRT's options include passenger information stations, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by the State of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$603,899.00 and \$597,851.00 are deemed fair and reasonable.

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

**Cost/Funding:** This Contract will be funded with state and Regional HRRTF funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

**Contracting Officer:** Sonya Luther, Director of Procurement

<b>Contract No.:</b> 22-00198	<b>Title:</b> Procurement of Regional Transit Service Buses	<b>Total Amount:</b> \$7,210,500.00
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**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure six (6) heavy duty 40' low floor diesel buses and six (6) heavy duty 35' low floor buses in the total amount of \$7,210,500.00.

<b>Purchase Order No:</b> PO0008377	<b>Title:</b> Replacement Truck Suspension Legs	<b>Total Price:</b> \$106,536.00
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**Acquisition Description:** Award a Purchase Order to a qualified supplier to provide sixteen (16) replacement truck suspension legs for the Powered and Unpowered Trucks for two (2) Light Rail Vehicles.

**Background:** Hampton Roads Transit (HRT) currently owns and operates nine (9) Light Rail Vehicles. Each Light Rail Vehicle has two (2) Power Trucks with two (2) suspension legs each, and a Center Truck containing four (4) suspension legs. Each suspension leg is designed to support its portion of the Light Rail Vehicle's suspended weight and provides for accurate leveling adjustment for side-to-side weight differences and matching platform heights. Each leg has a gas charged accumulator for spring compression and rebound. Suspension legs provide a higher level of control for the suspension system with the addition of vehicle level control. The total system supports ride quality for the LRV. The original equipment manufacturer recommends replacement every 250,000 miles to maintain a state of good repair and operational reliability.

**RFQ Approach:** A Request for Quote (RFQ) was issued on July 7, 2022. Two (2) quotes were received on July 19, 2022, from the following firms:

- Knorr Brake Company
- Siemens Mobility

After a review and evaluation of the quotes received, Knorr Brake Company (Knorr) was deemed the lowest priced offeror and is therefore eligible for award. Knorr's pricing was 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 performed confirmed that Knorr, headquartered in Westminster, MD, is technically and financially capable to perform the work.

No DBE goal was assigned for this solicitation.

**Cost/Funding:** This purchase will be funded with Federal 5337, state, and ACC grant funds.

**Project Manager:** Wayne Groover, Senior Manager of Materials and Rail Vehicle Maintenance

**Buyer:** La'Toya Elliott, Buyer II

**Recommendation:** It is respectfully recommended that the Commission approve the award of a Purchase Order to Knorr Brake Company to provide sixteen (16) replacement truck suspension legs in the not-to-exceed amount of \$106,536.00.

<b>Purchase Order No:</b> PO0008377	<b>Title:</b> Replacement Truck Suspension Legs	<b>Total Price:</b> \$106,536.00
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**SOLICITATION RESULTS**

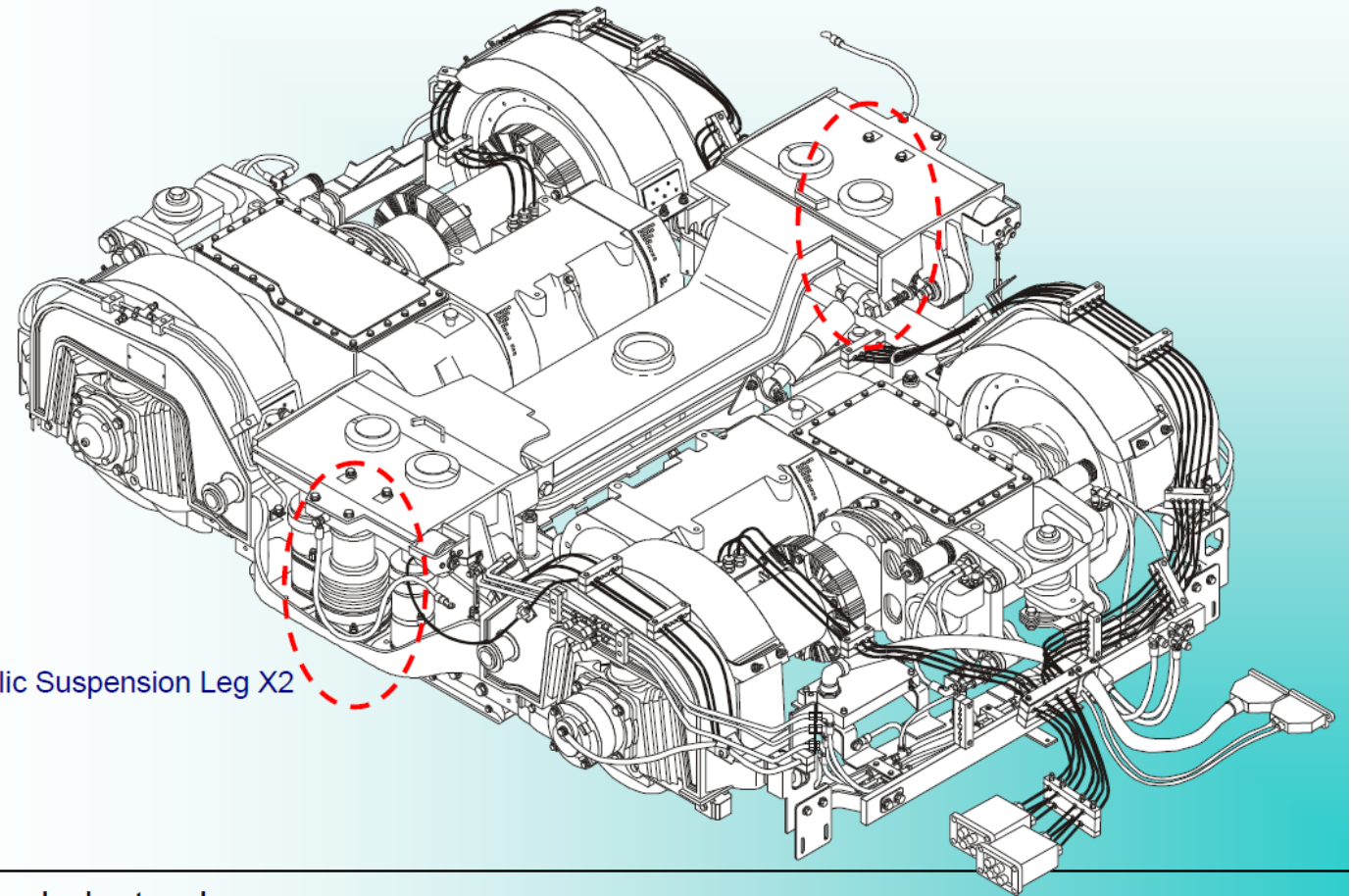
<b>OFFEROR</b>	<b>QUOTE</b>
<b>Knorr Brake Company</b>	<b>\$106,536.00</b>
Siemens Mobility	\$129.936.00

Replacement Truck Suspension Legs

Purchase Order PO0008377

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Power Trucks  
have two  
Suspension  
Legs.

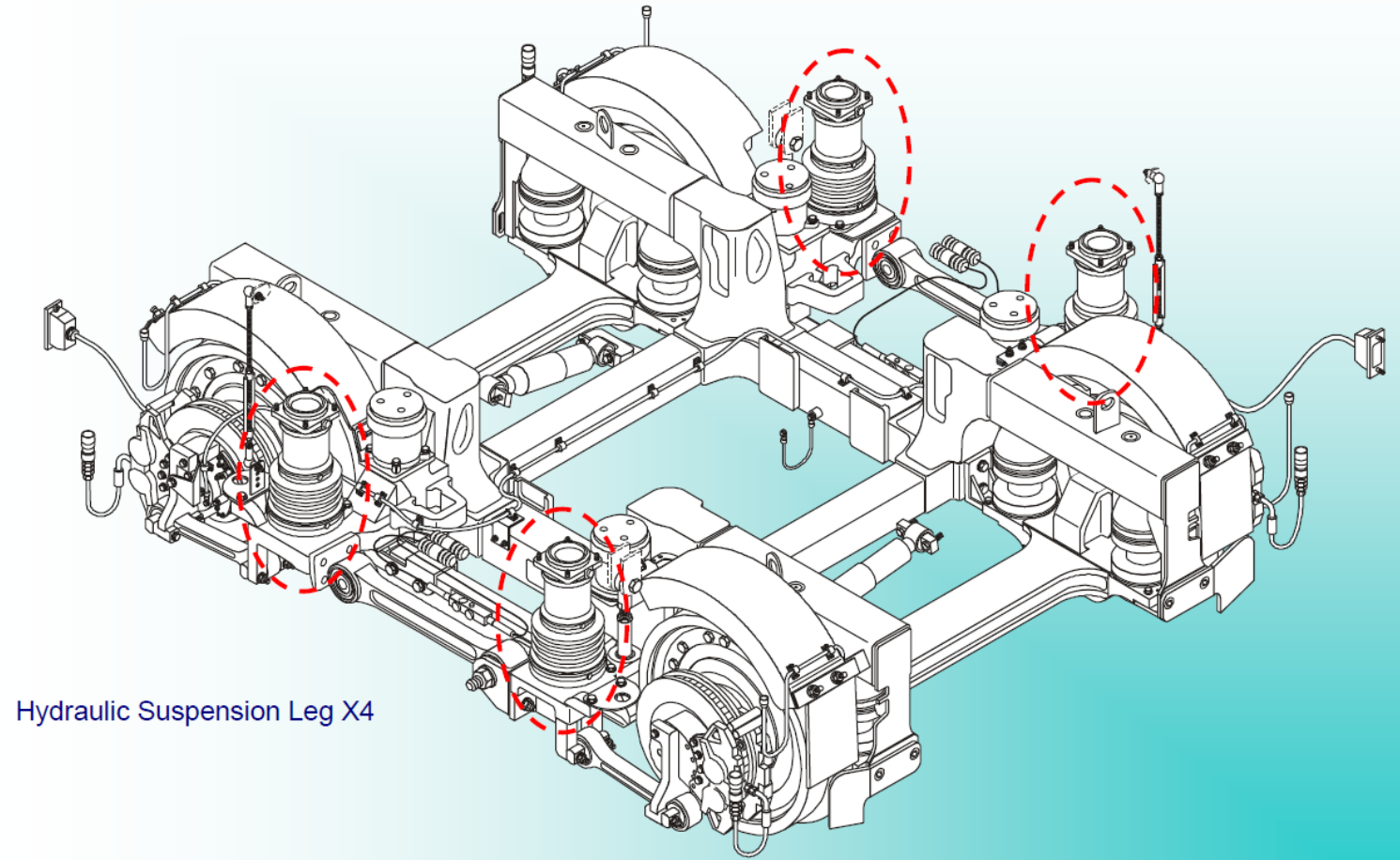


Hydraulic Suspension Leg X2

Center  
Trucks have  
four  
Suspension  
Legs.

**SIEMENS**

## Center Truck Configuration

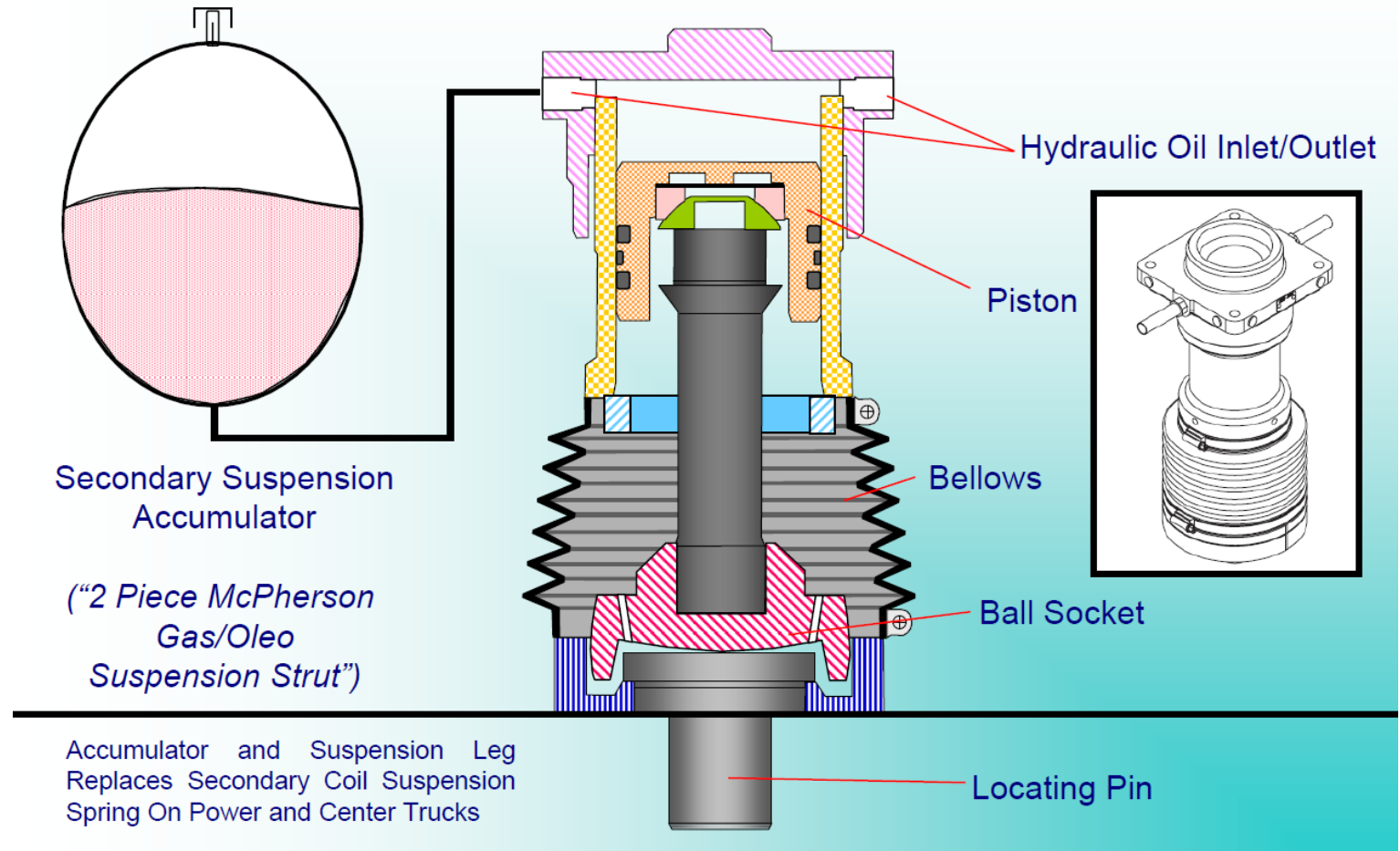


Hydraulic Suspension Leg X4



The hydraulic fluid lifts the top to correct height for platforms and travel.

## SIEMENS SECONDARY SUSPENSION SYSTEM





Questions?



Exercise of Options - September 2022						
Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
19-00006R	Medical Surveillance Program Management Services	To provide medical surveillance Program Management services to HRT.	\$ 511,025.00	3 base yrs. w/2 1-yr. options	First	\$ 105,075.00
20-00071	Light Rail Electrical Work	To provide electrical inspections, maintenance, and repair of systems associated with the Norfolk Light Rail Transit system on a task order basis.	\$ 810,000.00	1 base yr. w/4 1-yr. options	Second	\$ 162,000.00
20-00047	Oracle Database Administration Managed Services and Initiated Issue Support	To provide managed services for HRT's Oracle Database Administration services.	\$ 211,960.00	1 base yr. w/2 1-yr. options	Second	\$ 70,320.00
21-00137	Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts	To provide safety shoes and high visibility jackets and t-shirts to HRT's bus and light rail employees.	\$ 174,375.00	1 base yr. w/4 1-yr. options	First	\$ 34,875.00

UPCOMING CONTRACTS FOR APPROVAL	
<u>Title</u>	<u>Description</u>
Armored Truck Services	To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract.
Bus Stop and Facilities Maintenance Site Improvements and Repairs	To perform a variety of general commercial site and repair work on a Task Order basis.
Chesapeake Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.
Credit Card Processing Services	To provide secure credit card merchant processing services. The current contract was extended on a month-to-month basis to allow for a new procurement. Current contract was extended on a month-to-month basis until award of a new contract.
Fleet Vehicle Body, Paint, and Graphics Repair Services	To furnish routine and emergency body repair services for HRT's Fleet vehicles on a task order basis. The existing contract was allowed to expire in order to revamp the Scope of Work.
General Painting Services	To provide general painting services for all HRT locations.
Generator Replacement for Hampton Facility	To replace the current 150kW generator at 3400 Victoria Blvd., Hampton.
HASTUS Enterprise Software Support and Maintenance Services	To provide maintenance and support services for HRT's HASTUS Enterprise Software.
Information Technology Risk Assessment	To perform a Cybersecurity Risk Assessment in support of the existing compliance requirements, including FTA FMO compliance requirements.
Light Rail Automatic Passenger Counting System Upgrade	To upgrade the existing INIT APC system installed on HRT's light rail fleet.
Light Rail Vehicle Midlife Overhaul	To provide the complete turnkey provision of Light Rail Vehicle midlife overhauls for a fleet of nine Siemens S70 LRVs.
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.
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.
Paratransit Fleet Expansion	Provision of twenty-four (24) Body on Chassis (BOC) paratransit heavy duty vehicles.

Passenger Information System	To implement passenger information systems at select locations throughout the service area, to present transit specific information to customers, including real-time route schedule and service related information.
PeopleSoft Human Capital Management Managed Services	To provide management services for HRT's PeopleSoft HCM 9.1 application. Current contract was extended on a month-to-month basis until award of a new contract.
Pre-Employment Background Screening	To provide pre-employment background screening services for all prospective employees.
Provision of Magnetic Fare Media	To provide magnetic fare media for bus, rail, trolley and ferry. Current contract was extended on a month-to-month basis until award of a new contract.
Safety Support Services	To provide Safety Management System support, technical expertise, and safety engineering support services. Option year was not exercised in order to revise scope of work for new solicitation. Current contract is in a month-to-month status.
TransitMaster Software and Hardware Maintenance Services	To provide maintenance and support services for HRT's TransitMaster Advanced Communications System.

<b><u>Renewal Contract</u></b> <b><u>Expiration Date</u></b>
2/28/2022
7/21/2022
New
12/21/2021
4/22/2022
8/24/2022
New
9/22/2022
New
New
New
New
New
New

New
2/10/2022
4/30/2022
1/8/2022
5/8/2022
6/30/2022



## Meeting of the Operations and Oversight Committee

Thursday, August 11, 2022 • 10:00 a.m.  
509 East 18th Street, Bldg. 4, Norfolk, VA and Zoom

### AGENDA

1. Approval of the July 2022 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Procurement Recommendations to the Committee-Sonya Luther

4. Task Orders **(for informational purposes only)**.

Task Order 52. This Task Order is for Repair of Controller Boards. This Task Order is for \$1,427.67 and is funded with operating funds.

Task Order 53. This Task Order is for Worn Gear – 30 Teeth, Nylon; Labels, Cover (Farebox); O-Rings. This Task Order is for \$1,196.59 and is funded with operating funds.

Task Order 54. This Task Order is for Laser Door Board (TVM). This Task Order is for \$2,660.80 and is funded with operating funds.

Task Order 55. This Task Order is Coin Validators. This Task Order is for \$1,488 and is funded with operating funds.

5. Options to be Exercised September 2022- Sonya Luther
6. Upcoming Commission Approvals- Sonya Luther
7. Internal Audit Update- Malika Blume
8. Operations Update- Benjamin Simms
9. Old and New Business
9. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday,  
September 8, 2022, in Hampton, VA and virtually via ZOOM.**





# Meeting of the Operations and Oversight Committee

Thursday, July 14, 2022 • 10:00 a.m.  
3400 Victoria Blvd. Hampton, VA, and Zoom Meeting

## MEETING MINUTES

### Call to Order

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

### **Commissioners in attendance:**

Commissioner Glover, Portsmouth  
Commissioner Kanoyton, Hampton  
Commissioner Cipriano, Newport News  
Commissioner Woodbury, Newport News  
Commissioner Jackson, Portsmouth (Zoom)  
Commissioner Mucha, VADRPT (Zoom)  
Commissioner Ross-Hammond, Virginia Beach

### **Hampton Roads Transit Staff in attendance:**

Debbie Ball, Director of Finance (Zoom)  
Marcella Barnes, Sr. Executive Assistant  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Danielle Burton, Assistant Manager of Bus Transportation  
William Collins, Facilities Maintenance Manager  
Sheri Dixon, Director of Treasury (Zoom)  
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)  
Angela Glass, Director of Budget and Financial Analysis (Zoom)  
William Harrell, President, and CEO  
Shane Kelly, Manager Security & Emergency Preparedness  
Don Lint, Construction Projects Coordinator (Zoom)  
Sonya Luther, Director of Procurement  
Alexis Majied, Chief Communications and External Affairs (Zoom)  
Maryann Martin, Operations Analyst (Zoom)  
Tracy Moore, Director of Transportation (Zoom)  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Michael Perez, Operations Project & Contract Administrator (Zoom)  
John Powell, Telecommunications Specialist  
Michael Price, Chief Information Officer/Technology Officer  
Luis Ramos, Sr. Executive Administrator  
Dawn Sciortino, Chief Safety Officer (Zoom)  
Benjamin Simms, IV, Chief Operating Officer  
Brian Smith, Deputy Chief Executive Officer (Zoom)

Adrian Tate, Assistant Director of Finance (Zoom)  
Robert Travers, Corporate Counsel (Zoom)  
Kim Wolcott, Chief Human Resources Officer (Zoom)

**Others in attendance:**

Andrew Ennis, ADRPT (Zoom)

The July 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 June 9, 2022 Meeting Minutes**

A motion to approve the June 9, 2022, Operations and Oversight Committee meeting minutes was made by Commissioner Kanoyton and was properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, and Woodbury.

Nays: None

Abstain: None

**Review of the Operations and Oversight Committee Action Items**

There was one action item discussed, HRT was requested to determine if the two qualified contractors for the previously approved lawn and landscaping services contract are related entities. Mr. Harrell shared that Ms. Sonya Luther had investigated the matter and, to the best of her knowledge, determined that the two contractors were not related.

**Procurement Items for Approval**

**Contract 22-00178 Modification, Heavy Equipment Moving and Relocation Services**

Ms. Sonya Luther presented Contract 22-00178 Modification, Heavy Equipment Moving and Relocation Services. Staff recommends that the Commission approve a modification of the Contract to increase the contract value by \$88,311, to a not-to-exceed amount of \$141,351.

Ms. Sibyl Pappas gave a brief update on the scope of the contract. There was some discussion regarding the cost of the project and potential rent concessions being explored with the property owner.

**ACTION ITEM: Staff to provide updates regarding the status of potential rent concessions.**

A motion to approve the modification of Contract 22-00178, Heavy Equipment Moving and Relocation Services was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, and Woodbury.

Nays: None

Abstain: None

#### **Contract 22-00192, Information Technology Research and Advisory Services (Renewal)**

Ms. Sonya Luther presented Contract 22-00192, Information Technology Research and Advisory Services (Renewal), as a recommendation 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 \$281,705 for a one (1) year period.

Mr. Michael Price gave brief presentation regarding the scope of the contract as it relates to agency needs.

A motion to renew Contract 22-00192, Information Technology Research and Advisory Services was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, and Woodbury

Nays: None

Abstain: None

#### **Contract 19-00061 Modification, Newport News Transit Center Site Reconstruction**

Ms. Sonya Luther presented Contract 19-00061 Modification, Newport News Transit Center Site Reconstruction, as a recommendation that the Commission approve a modification to increase the Newport News Transit Center Site Reconstruction contract value by \$250,000.00, to a not-to-exceed amount of \$2,308,014.80.

Ms. Sibyl Pappas gave a brief overview on the scope of the contract.

. There was discussion regarding funding sources and how HRT intends to allocate the same towards the costs of construction and labor.

**ACTION ITEM: Staff to provide a breakdown on how the project was funded for Phase One and how staff intends to allocate funding for Phase.**

A motion to approve the modification to Contract 19-00061, Newport News Transit Center Site Reconstruction was made by Commissioner Ross-Hammond and seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Kanoyton, Mucha, Ross- Hammond and Woodbury.

Nays: None

Abstain: None

### **Task Orders**

Task Orders were enclosed in the agenda. There were no questions or comments regarding same.

### **Options to be Exercised**

Options to be exercised were reviewed with the Committee.

### **Upcoming Procurements**

Upcoming procurements were reviewed with the Committee.

### **Operations Update**

Ms. Amy Braziel provided an updated regarding the micro transit pilot. Ms. Braziel noted that the pilot was only a temporary program and limited in scope. Ms. Braziel reported that as of July 10, 2022, 688 ride accounts had been created.

Ms. Braziel reported that over the past four (4) days, micro transit had provided ninety-seven (97) rides with the vast majority of rides occurring in Newport News, Virginia.

Ms. Braziel reported that HRT will have weekly meetings with VIA throughout the project and monthly progress meetings with the respective staffs of Newport News and Virginia Beach. During the six (6)month pilot period, HRT will monitor rides and collect data to see if this is a viable new service that HRT could consider implementing on a more permanent basis in the future.

### **Old and New Business**

There was no old or new business discussed.

**Adjournment**

Commissioner Glover adjourned the meeting at 10:32 AM.



HAMPTON ROADS TRANSIT  
July-August 2022  
OPERATIONS AND OVERSIGHT COMMITTEE  
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
7/14/2022	Staff to provide updates regarding the status of potential rent concessions.	Sibyl Pappas	8/11/2022	
7/14/2022	Staff to provide a breakdown on how the project was funded for Phase One and how staff intends to allocate funding for Phase.	Sibyl Pappas	8/11/2022	

**Operations & Oversight Committee**

Action Item: NNTC Funding Breakdown

NNTC Funding History						
Federal Contract	State Contract	Funding Source	Total \$	Fed \$	State \$	Local ACC \$
N/A	50027-01	State SmartScale FY19	290,826		290,826	
N/A	50027-02	State SmartScale FY20	1,750,000		1,750,000	
1456-2022-3	73122-47	Federal 5307 and State and Local ACC Match	528,123	147,874	359,124	21,125
<b>NNTC Total</b>			<b>\$ 2,568,949</b>	<b>\$ 147,874</b>	<b>\$ 2,399,950</b>	<b>\$ 21,125</b>

Note: FY24 in the FY23-32 CIP projects \$1,147,000 for Newport News Transit Center Interior Renovations, to be funded by Federal 5307 (\$321,000), State (\$780,000), and Local ACC (\$46,000)

August 2022

<b>Contract No.:</b> 21-00157	<b>Title:</b> Bus Tire Lease and Maintenance Services (Renewal)	<b>Contract Amount:</b> Base Year: \$ 658,211.69 Three Option Years: <u>\$2,071,842.34</u> <b>Total: \$2,730,054.03</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide bus tire lease and maintenance services.

**Background:** Hampton Roads Transit (HRT) is required to maintain the tires on its fleet of over 300 buses utilizing five (5) different tire sizes. Each vehicle is equipped with six (6) tires that require various services including mounting, balancing, inspecting, repairing, regrooving, and recapping. Under the terms of this agreement, the Contractor is required to staff the tire shops at the Northside and Southside Bus Operation and Maintenance facilities to provide ongoing tire services on HRT's bus fleet. The Contractor shall also document daily inspections and provide monthly reports to HRT regarding all services provided.

**Contract Approach:** A Request for Proposals was issued on February 4, 2022. Two (2) proposals were received on March 25, 2022, from the following firms:

- Bridgestone Americas Tire Operations, LLC (Bridgestone)
- The Goodyear Tire & Rubber Company (Goodyear)

Upon review and evaluation of the technical proposals, both firms were deemed qualified to meet the Scope of Work requirements and were subsequently invited to provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on reducing tire/mile rates proposed, escalation rates for the option years, and exceptions to the terms and conditions. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an analysis of the BAFOs received, HRT Staff determined that Bridgestone's proposal provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, a price analysis conducted, and the fact that pricing was obtained in a competitive environment, Bridgestone's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Goodyear is both technically and financially capable to perform the work.

Bridgestone is headquartered in Nashville, TN and has provided similar services for Dalla Area Rapid Transit in Dallas, TX; King County Transit in Seattle, WA; and Metro St. Louis in St. Louis, MO.



<b>Contract No.:</b> 21-00157	<b>Title:</b> Bus Tire Lease and Maintenance Services (Renewal)	<b>Contract Amount:</b> Base Year: \$ 658,211.69 Three Option Years: <u>\$2,071,842.34</u> <b>Total: \$2,730,054.03</b>
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The contract will be awarded for a base period of one (1) year, with three (3) additional one-year options.

No DBE goal was assigned for this solicitation.

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

**Project Manager:** John Nason, Director of Bus Maintenance

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Bridgestone Americas Tire Operations, LLC to provide bus tire lease and maintenance services in the not-to-exceed amount of \$2,730,054.03 for four (4) years.

## SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
Bridgestone Americas Tire Operations, LLC	\$2,742,478.72	\$2,730,054.03
The Goodyear Tire & Rubber Company	\$3,890,101.82	\$3,890,101.82

## BRIDGESTONE AMERICAS TIRE OPERATIONS, LLC'S PROPOSAL SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Total Bid Price
\$658,211.69	\$677,427.92	\$697,207.21	\$697,207.21	\$2,730,054.03

<b>Contract No.:</b> 22-00199	<b>Title:</b> Fare Technology Assessment, Phase 5 – Mobile Fare Collection System Implementation Support	<b>Contract Amount:</b> \$289,872.00
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**Acquisition Description:** Enter into a sole source contract with IBI Group (IBI) to provide Mobile Fare Collection System implementation support.

**Background:** Hampton Roads Transit (HRT) has contracted with Bytemark, Inc. for its mobile fare collection system and requires the services of a consultant to support the deployment through project management, design and documentation review, testing, final acceptance, and operations support. IBI Group possesses intimate knowledge of HRT’s fare collection and the mobile fare project background, vision, and requirements for its implementation. This critical knowledge has been gained through work completed on previous fare assessment phases beginning in 2016, and through subsequent efforts supporting mobile fare workshops, requirements development, and serving as advisors through the procurement process. Under the terms of this agreement, IBI Group will provide the following:

- Support to HRT through all project management activities, providing additional expertise and support to HRT’s internal fare technology and project resources.
- Critical design and documentation review support and facilitate a requirements compliance matrix review workshop with the aim of creating final detailed requirements which would then be used for all subsequent project tracking.
- Testing and acceptance support as implementation proceeds and be onsite to witness the execution of formal test and document the results.
- Serve the critical role of independent verification and validation throughout implementation to ensure that all solutions and systems meet HRT and its customer’s needs and are well engineered and perform as expected.
- Training support as implementation nears completion, to include oversight ensuring that training is satisfactorily carried out and training material is adequate.
- Monitor the system once operational ensuring accurate data and reconciliation and provide oversight and review of the implementation of Key Performance Indicator (KPI) reporting.
- Identify issues to ensure Bytemark resolves issues in accordance with the service level agreement.
- On-going operations support through development of concept of operations and standard operating procedures to help support identifying user groups, roles and responsibilities, system constraints, and operational and maintenance procedures to ensure continued success of the mobile fare collection system after implementation support is completed.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is 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. IBI Group

<b>Contract No.:</b> 22-00199	<b>Title:</b> Fare Technology Assessment, Phase 5 – Mobile Fare Collection System Implementation Support	<b>Contract Amount:</b> \$289,872.00
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are industry experts with a team to support analysis, testing, documentation review, and provide critical details on similar deployments. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on July 29, 2022, and IBI provided a responsive offer on August 4, 2022. The offer included fully loaded hourly rates for an estimated number of hours over the two (2) year contract term.

Based on the result of a price analysis performed using historical data and the Independent Cost Estimate, the proposed pricing is deemed fair and reasonable.

IBI is headquartered in Alexandria, VA and has provided these services for the Northern Virginia Transportation Commission in Arlington, VA; Blacksburg Transit in Blacksburg, VA; and Regional Transportation District in Denver, CO. IBI has also provided similar services to HRT satisfactorily.

The Contract period of performance is two (2) years.

**Cost/Funding:** This contract will be funded with Federal 5307, state, and ACC grant funds.

**Project Manager:** Steven Florian, Fare Technology Operations Administrator

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to IBI Group to provide mobile fare collection system implementation support in the not-to-exceed amount of \$289,872.00.

<b>Contract No.:</b> 21-00164	<b>Title:</b> Fire Suppression Systems Inspections, Testing, Maintenance, and Repair Services	<b>Contract Amount:</b> Base Year: \$ 98,135.00 Four Option Years: <u>\$321,338.60</u> <b>Total:</b> <b>\$419,473.10</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide inspections, testing, maintenance, and repair services for Hampton Roads Transit's (HRT's) fire suppression system.

**Background:** HRT owns or occupies multiple facilities in various locations in its service area in which fire suppression systems are installed. In order to maintain a state of good repair and under the terms of this agreement, the Contractor shall provide scheduled inspections, testing, maintenance, and repair services for HRT's backflow prevention systems, standpipes and fire hoses, automatic fire pumps, fire sprinkler systems, fire detection and alarm systems, emergency lighting, special hazard fire suppression systems, and portable fire extinguishers. Additionally, the Contractor will provide on-call emergency response within two (2) hours of a request as well as portable fire extinguisher sales to replace units that are no longer serviceable, or to supplement existing units where needed.

**Contract Approach:** An Invitation for Bids was issued on April 19, 2022. Two (2) bids were received on July 26, 2022, from the following firms:

- Hiller Systems
- Johnson Controls Fire Protection, LP (Johnson Controls)

In response to the IFB, bidders were required to provide pricing for scheduled inspections, testing, and maintenance for each location listed in the Price Schedule. After an evaluation of the bids received, HRT staff determined that Johnson Controls was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and therefore, eligible for award.

Johnson Controls' bid price, which includes a \$50,000.00 annual allowance for emergencies, on-call services, and new fire extinguisher purchases 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 Hiller Systems is technically and financially capable to perform the work.

Johnson Controls is headquartered in Boca Raton, FL, with a local office in Norfolk, VA and provides similar services for the Portsmouth Naval Medical Center; Virginia Beach Public Schools; and the City of Hampton.

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

<b>Contract No.:</b> 21-00164	<b>Title:</b> Fire Suppression Systems Inspections, Testing, Maintenance, and Repair Services	<b>Contract Amount:</b> Base Year: \$ 98,135.00 Four Option Years: <u>\$321,338.60</u> <b>Total: \$419,473.10</b>
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No DBE goal was established for this solicitation.

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

**Project Manager:** William Collins, Facilities Maintenance Manager

**Contracting Officer:** Jason Petruska, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Johnson Controls Fire Protection, LP to provide fire suppression systems inspections, testing, maintenance, and repair services in the not-to-exceed amount of \$419,473.10 for the five-year period.

### SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
Johnson Controls Fire Protection, LP	<b>\$419,473.10</b>
Hiller Systems	\$653,971.00

### JOHNSON CONTROLS FIRE PROTECTION'S BID SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$98,135.00	\$78,222.75	\$79,569.00	\$81,028.85	\$82,518.00	\$419,473.10

<b>Contract No.:</b> 22-00179R	<b>Title:</b> Hampton Roads Transit Sign Installation	<b>Contract Amount:</b> Base Year: \$ 457,875.00 Three Option Years: <u>\$1,664,875.00</u> <b>Total:</b> <b>\$2,122,750.00</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide sign installation and maintenance services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) requires a qualified Contractor to install, replace, and remove its service signs throughout the Hampton Roads service region. The maintenance of bus stop signs, and installation, relocation, and replacement of signs in a timely manner, is a high priority to HRT. The types of signs vary from lollipop, flag style, combination flags, route blades, information panels, and other miscellaneous types as required. Under the terms of this Agreement, the Contractor shall provide all labor, materials, equipment, and transportation necessary for the installation of agency signs.

**Contract Approach:** An Invitation for Bids (IFB) was issued on July 8, 2022. Four (4) bids were received on July 21, 2022, from the following firms:

- American Road Markings
- Eure, Inc. (Eure)
- QC General Construction, LLC
- The Graphics Shop, LLC

In response to the IFB, bidders were required to provide unit prices to install, modify, relocate, and remove bus stop signs, at estimated quantities, as described in the Scope of Work, and as indicated in the Price Schedule.

After an evaluation of the bids received, the lowest bidder, Eure, was deemed non-responsive and ineligible for award due to failure to submit all of the required documents indicated in the IFB. Therefore, American Road Markings was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform) and is therefore eligible for award.

American Road Markings' total bid price includes an annual allowance for miscellaneous sign installation not indicated in the Price Schedule and to support annual light rail track access training. Based on the price analysis performed utilizing historical data, and the fact that pricing was obtained in a competitive environment, American Road Markings' bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that American Road Markings is both technically and financially capable to perform the services.

<b>Contract No.:</b> 22-00179R	<b>Title:</b> Hampton Roads Transit Sign Installation	<b>Contract Amount:</b> Base Year: \$ 457,875.00 Three Option Years: <u>\$1,664,875.00</u> <b>Total: \$2,122,750.00</b>
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American Road Markings is located in Norfolk, VA and provides similar services to Curtis Contracting in West Point, VA and Virginia Paving in Norfolk, VA. American Road Markings also currently performs similar services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.

**Cost/Funding:** This Contract will be funded with operating, Regional HRRTF, and grant funds, depending upon the work being requested.

**Project Manager:** Don Lint, Construction Projects Coordinator

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to American Road Markings to provide sign installation services to HRT. The cumulative amount of all Task Orders issued under this Contract will not exceed \$2,122,750.00 over four (4) years.

### SOLICITATION RESULTS

Bidder	Bid Price
Eure, Inc.	\$2,027,757.50
American Road Markings	\$2,122,750.00
The Graphics Store, LLC	\$2,514,750.00
QC General Construction, LLC	\$3,853,489.75

### AMERICAN ROAD MARKING'S BID SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Total Bid Price
\$457,875.00	\$457,875.00	\$603,500.00	\$603,500.00	\$2,122,750.00

<b>Contract No.:</b> 22-00186	<b>Title:</b> Naval Station Norfolk Base Circulator	<b>Contract Amount:</b> \$3,765,605.00
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide a turnkey base circulator.

**Background:** Hampton Roads Transit (HRT) is seeking the “turnkey operation” of a circulator service that provides last-mile accessibility for Naval Station Norfolk employees and visitors who wish to arrive on foot, bicycle, scooter, transit, or by parking in the Naval Exchange area outside the gate. This improvement in accessibility via the circulator has the potential to reduce congestion at security gates, which in turn could reduce traffic and congestion on local streets and the region’s highways. This last-mile connection would reduce dependency on automobile travel within the base while also helping to limit parking turnover, which in turn has equity benefits by making NSN jobs more accessible to the region’s residents who lack access to automobiles.

Under the terms of this agreement, the Contractor shall provide a plan for service, to include a marketing plan; implementation of two (2) circulators for a period of three (3) years; all necessary personnel, including drivers, mechanics, and administrative staff; customer call/complaint center; performance metrics; and any on-going support.

**Contract Approach:** A Request for Proposals was issued on May 16, 2022. Three (3) proposals were received on June 29, 2022, from the following firms:

- Blue Duck
- James River Transportation (James River)
- Ride Source, LLC

Upon review and evaluation of the technical proposal, James River Transportation was rated best to meet the Scope of Work requirements and, as a result, were subsequently invited to discuss their proposal and provide technical clarifications on their approach to the Scope of Work.

At the conclusion of discussions, negotiations were held with James River for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, reducing the proposed pricing, and providing clarification regarding the proposed schedule, software, and marketing plan. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

James River’s BAFO included a request to provide pricing for software and hardware that was not previously provided by James River. The software and hardware include three (3) years of TransLoc, which is used for GPS and automatic vehicle locator (AVL) for the tracking of vehicles, a Realtime Passenger Information system via the Internet and mobile app, and in-vehicle tablets.



<b>Contract No.:</b> 22-00186	<b>Title:</b> Naval Station Norfolk Base Circulator	<b>Contract Amount:</b> \$3,765,605.00
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The pricing also includes the cellular service and all training. HRT will have access to the data provided.

After a review and analysis of the BAFO received, HRT staff determined that James River's proposed pricing is deemed fair and reasonable based on a price analysis performed utilizing market data. A contractor responsibility review performed confirmed that James River is technically and financially capable to perform the work.

James River is located in Richmond, VA and has provided similar services to Dominion Energy in Richmond, VA; Norfolk Airport Authority in Norfolk, VA; and Old Dominion University in Norfolk, VA.

The Contract period of performance is three (3) years.

No DBE Goal was assigned for this solicitation.

**Cost/Funding:** This Contract will be funded with state TRiP Program and Regional HRRTF funds.

**Project Manager:** Amy Braziel, Director of Contracted Services and Operational Analytics

**Contracting Officer** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to James River Transportation to provide a Naval Station Norfolk base circulator in the not-to-exceed amount of \$3,765,605.00.

#### SOLICITATION SUMMARY

Offeror	Original Offer	Best and Final Offer
Blue Duck	\$1,620,000.00	N/A
<b>James River Transportation</b>	<b>\$3,727,260.00</b>	<b>\$3,765,605.00</b>
Ride Source, LLC	\$5,114,653.00	N/A

<b>Contract No.:</b> 22-00180	<b>Title:</b> Physical Security System Support Services	<b>Contract Amount:</b> Three Base Years: \$1,041,770.00 Two Option Years: \$ 715,876.00 <b>Total:</b> <b>\$1,757,646.00</b>
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**Acquisition Description:** Enter into a contract with a qualified contractor to provide physical security system support services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) requires the services of a Virginia Department of Criminal Justice (DCJS) licensed private security service contractor in order to maintain, modernize, and expand HRT's physical security systems. Under the terms of this agreement, the Contractor shall provide all labor and material required for bi-annual software and firmware maintenance, access control hardware support, camera hardware support, Genetec software renewals, and physical security system deployment services. Additionally, the Contractor will provide emergency response labor and equipment to all of HRT's facilities.

**Contract Approach:** A Request for Proposal (RFP) was issued on April 19, 2022. One (1) proposal was received on June 21, 2022, from Security 101 Holdings, LLC (Security 101). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a proposal due to not being able to meet the requirements of the Scope of Work, including response times, and not being able to take on additional clients due to work loads. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the RFP, Proposers were required to provide a technical proposal and a Price Proposal that included rates for the services described in the Scope of Work. The Price Schedule included annual allowances for access control hardware support, Genetec Software renewals, and physical security system deployment services.

Upon review and evaluation of the proposal received, HRT staff determined that Security 101 was technically qualified to meet the requirements of the Scope of Work based on information provided in regard to the firm's overall approach and experience, and as such, was invited for discussions and negotiations. Discussions and negotiations focused on reducing proposed labor rates and clarifying any assumptions to the Scope of Work. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested. The BAFO included a \$35,556.89 increase in the total allowances in the Price Schedule based on the observed market conditions.

As a result of the negotiation, Security 101's proposed total price decreased by \$2,500.00; however due to the allowance increase, the total price proposed increased by \$30,366.89. Based on the results of the negotiations, and a price analysis performed utilizing the independent cost estimate, Security 101's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Security 101 is technically and financially capable to perform the work.

<b>Contract No.:</b> 22-00180	<b>Title:</b> Physical Security System Support Services	<b>Contract Amount:</b> Three Base Years:     \$1,041,770.00 Two Option Years:    \$ 715,876.00 <b>Total:</b> <b>\$1,757,646.00</b>
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Security 101 is headquartered in West Palm Beach, FL with an office located in Norfolk, VA and provides similar services for the City of Newport News; Sentara Healthcare in Norfolk, VA; and Eastern Virginia Medical School in Norfolk, VA.

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

No DBE goal was established for this solicitation.

**Cost/Funding:**            This Contract will be funded with grant and operating funds, depending upon the work being provided.

**Project Manager:**     Jack Sherman, IT Security Administrator

**Contracting Officer:** Jason Petruska, Senior Contract Specialist

**Recommendation:**    It is respectfully recommended that the Commission approve the award of a contract to Security 101 Holdings, LLC to provide physical security system support services on a Task Order basis in the not-to-exceed amount of \$1,757,646.00 for the five-year period.

## SOLICITATION RESULTS

Firm	Original Offer	Best and Final Offer
Security 101 Holdings, LLC	\$1,724,579.11	\$1,757,646.00

Security 101 Holdings, LLC Pricing Summary					
Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
\$344,100.00	\$346,800.00	\$350,870.00	\$355,120.00	\$360,756.00	\$1,757,646.00

<b>Contract No.:</b> 22-00198	<b>Title:</b> Procurement of Regional Transit Service Buses	<b>Total Amount:</b> \$7,210,500.00
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**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure six (6) 40' Low Floor Diesel Buses and six (6) 35' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the State of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Gillig contract to purchase six (6) 40' heavy duty low floor buses and six (6) 35' heavy duty low floor buses for use in HRT's Regional Transit Service (RTS) operations. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$414,828.00 for a standard 40' bus and \$410,601.00 for a standard 35' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$603,899.00 for the 40' bus and \$597,851.00 for the 35' bus. HRT's options include passenger information stations, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by the State of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$603,899.00 and \$597,851.00 are deemed fair and reasonable.

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

**Cost/Funding:** This Contract will be funded with state and Regional HRRTF funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

**Contracting Officer:** Sonya Luther, Director of Procurement

<b>Contract No.:</b> 22-00198	<b>Title:</b> Procurement of Regional Transit Service Buses	<b>Total Amount:</b> \$7,210,500.00
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**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure six (6) heavy duty 40' low floor diesel buses and six (6) heavy duty 35' low floor buses in the total amount of \$7,210,500.00.

<b>Purchase Order No:</b> PO0008377	<b>Title:</b> Replacement Truck Suspension Legs	<b>Total Price:</b> \$106,536.00
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**Acquisition Description:** Award a Purchase Order to a qualified supplier to provide sixteen (16) replacement truck suspension legs for the Powered and Unpowered Trucks for two (2) Light Rail Vehicles.

**Background:** Hampton Roads Transit (HRT) currently owns and operates nine (9) Light Rail Vehicles. Each Light Rail Vehicle has two (2) Power Trucks with two (2) suspension legs each, and a Center Truck containing four (4) suspension legs. Each suspension leg is designed to support its portion of the Light Rail Vehicle's suspended weight and provides for accurate leveling adjustment for side-to-side weight differences and matching platform heights. Each leg has a gas charged accumulator for spring compression and rebound. Suspension legs provide a higher level of control for the suspension system with the addition of vehicle level control. The total system supports ride quality for the LRV. The original equipment manufacturer recommends replacement every 250,000 miles to maintain a state of good repair and operational reliability.

**RFQ Approach:** A Request for Quote (RFQ) was issued on July 7, 2022. Two (2) quotes were received on July 19, 2022, from the following firms:

- Knorr Brake Company
- Siemens Mobility

After a review and evaluation of the quotes received, Knorr Brake Company (Knorr) was deemed the lowest priced offeror and is therefore eligible for award. Knorr's pricing was 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 performed confirmed that Knorr, headquartered in Westminster, MD, is technically and financially capable to perform the work.

No DBE goal was assigned for this solicitation.

**Cost/Funding:** This purchase will be funded with Federal 5337, state, and ACC grant funds.

**Project Manager:** Wayne Groover, Senior Manager of Materials and Rail Vehicle Maintenance

**Contracting Officer:** La'Toya Elliott, Buyer II

**Recommendation:** It is respectfully recommended that the Commission approve the award of a Purchase Order to Knorr Brake Company to provide sixteen (16) replacement truck suspension legs in the not-to-exceed amount of \$106,536.00.

<b>Purchase Order No:</b> PO0008377	<b>Title:</b> Replacement Truck Suspension Legs	<b>Total Price:</b> \$106,536.00
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**SOLICITATION RESULTS**

<b>OFFEROR</b>	<b>QUOTE</b>
<b>Knorr Brake Company</b>	<b>\$106,536.00</b>
Siemens Mobility	\$129,936.00

Exercise of Options - September 2022						
Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
19-00006R	Medical Surveillance Program Management Services	To provide medical surveillance Program Management services to HRT.	\$ 511,025.00	3 base yrs. w/2 1-yr. options	First	\$ 105,075.00
20-00071	Light Rail Electrical Work	To provide electrical inspections, maintenance, and repair of systems associated with the Norfolk Light Rail Transit system on a task order basis.	\$ 810,000.00	1 base yr. w/4 1-yr. options	Second	\$ 162,000.00
20-00047	Oracle Database Administration Managed Services and Initiated Issue Support	To provide managed services for HRT's Oracle Database Administration services.	\$ 211,960.00	1 base yr. w/2 1-yr. options	Second	\$ 70,320.00
21-00137	Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts	To provide safety shoes and high visibility jackets and t-shirts to HRT's bus and light rail employees.	\$ 174,375.00	1 base yr. w/4 1-yr. options	First	\$ 34,875.00



UPCOMING CONTRACTS FOR APPROVAL		
<u>Title</u>	<u>Description</u>	<u>Renewal Contract Expiration Date</u>
Armored Truck Services	To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract.	2/28/2022
Bus Stop and Facilities Maintenance Site Improvements and Repairs	To perform a variety of general commercial site and repair work on a Task Order basis.	7/21/2022
Chesapeake Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.	New
Credit Card Processing Services	To provide secure credit card merchant processing services. The current contract was extended on a month-to-month basis to allow for a new procurement. Current contract was extended on a month-to-month basis until award of a new contract.	12/21/2021
Fleet Vehicle Body, Paint, and Graphics Repair Services	To furnish routine and emergency body repair services for HRT's Fleet vehicles on a task order basis. The existing contract was allowed to expire in order to revamp the Scope of Work.	4/22/2022
General Painting Services	To provide general painting services for all HRT locations.	8/24/2022
Generator Replacement for Hampton Facility	To replace the current 150kW generator at 3400 Victoria Blvd., Hampton.	New
HASTUS Enterprise Software Support and Maintenance Services	To provide maintenance and support services for HRT's HASTUS Enterprise Software.	9/22/2022
Information Technology Risk Assessment	To perform a Cybersecurity Risk Assessment in support of the existing compliance requirements, including FTA FMO compliance requirements.	New
Light Rail Automatic Passenger Counting System Upgrade	To upgrade the existing INIT APC system installed on HRT's light rail fleet.	New
Light Rail Vehicle Midlife Overhaul	To provide the complete turnkey provision of Light Rail Vehicle midlife overhauls for a fleet of nine Siemens S70 LRVs.	New
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	New
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
Paratransit Fleet Expansion	Provision of twenty-four (24) Body on Chassis (BOC) paratransit heavy duty vehicles.	New
Passenger Information System	To implement passenger information systems at select locations throughout the service area, to present transit specific information to customers, including real-time route schedule and service related information.	New

PeopleSoft Human Capital Management Managed Services	To provide management services for HRT's PeopleSoft HCM 9.1 application. Current contract was extended on a month-to-month basis until award of a new contract.	2/10/2022
Pre-Employment Background Screening	To provide pre-employment background screening services for all prospective employees.	4/30/2022
Provision of Magnetic Fare Media	To provide magnetic fare media for bus, rail, trolley and ferry. Current contract was extended on a month-to-month basis until award of a new contract.	1/8/2022
Safety Support Services	To provide Safety Management System support, technical expertise, and safety engineering support services. Option year was not exercised in order to revise scope of work for new solicitation. Current contract is in a month-to-month status.	5/8/2022
TransitMaster Software and Hardware Maintenance Services	To provide maintenance and support services for HRT's TransitMaster Advanced Communications System.	6/30/2022