



Meeting of the Operations and Oversight Committee

Thursday, January 12, 2023 • 10:00 a.m.
3400 Victoria Blvd, Hampton, VA and
Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, January 12, 2023, 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_dVUJifl6QdCd_mctrZdFGQ

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



Meeting of the Operations and Oversight Committee

Thursday, January 12, 2023 • 10:00 a.m.
Hybrid 3400 Victoria Blvd., Hampton, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the November 2022 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update-Malika Blume
4. Procurement Recommendations to the Committee-Sonya Luther
 - a. Contract 21-00160- Credit Card Merchant Processing Services (Renewal).
 - b. Contract 22-00210- Facilities General Contractor Services.
 - c. Purchase Order PO0009917- Forklift Replacement.
 - d. Contract 22-00208- Provision of Sixty-Two (62) Non-Revenue Vehicles.
 - e. Contract 22-00200R- Provision of Three (3) Regional Transit System (RTS) Facility Trucks.
 - f. Contract 22-00221- Provision of Twenty (20) Paratransit Vans.
5. Task Orders **(for informational purposes only)**.
 - a. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support:
 - i. Task Order 62. This Task Order is Module, Controller PCB; Process Trim Bezel – Inner. This Task Order is for \$1375.09 and is funded with operating funds.
 - ii. Task Order 69. This Task Order is to fix/repair the following: Door Lock Motor Repair; OCU 30 Button Repair; Module,

Controller Repair; Magtek Swipe Reader Repair; PCB, Trim Conveyor Board Repair. This Task Order is for \$1400.00 and is funded with Operating funds.

- iii. Task Order 70. This Task Order is Cable, OCU, Etx Gnd, 4ft; Lables Cover (Farebox); Magtek Swipe Reader (Farebox); Mounting Bracket – Bypass. This Task Order is for \$2,417.88 and is funded with operating funds.
- iv. Task Order 71. This Task Order is Shaft No. 1; Shaft No. 7; Antistatic Roller; Belt; Optical Encoder; O Ring; Shaft No. 9; Battery; Push-On Circular Ring; 4B Shaft. This Task Order is for \$5,907.43 and is funded with operating funds.
- v. Task Order 72. This Task Order is Take Up Gears; Cashbox Catches; Drive Rack Shafts; Compression Springs; Pivot Doorstops; Spring Plates; Lower Shafts; Cam Locks; Extension Springs; Timer Slides; Trim Bracket Braces; Gear Racks; Worm Gear - Drive, Metal; W-2 Cable Assemblies; Trim Cable Assemblies; Odyssey Red Jumpers; Teflon Flanged Bearings; Coin Cup Lamp Insulators; Red Filters. This Task Order is for \$3,234.73 and is funded with operating funds.
- vi. Task Order 73. This Task order is Worm Gear - Rework; Spacer Bracket; Recessed Bumper; Trim Brace Nut Plate; Washer Clamp (Cassette); Bearing Plate; Guide, Anti Bill Jam; Torsion Spring; Pulley Shaft; Spacer; Roll Pin for Miter Gear; Extension Spring; Plain Teflon Bearing; BT Upper Pulley; Flanged Bearing; Idler Shaft; Spring Actuator. This Task Order is for \$2,121.55 and is funded with operating funds.
- vii. Task Order 74. This Task Order is Vault ID Reader Filters; Swipe Reader Keepers; Bearing Keepers; Keyhole Pins; Drive Pins; Gear 22 T; Cassette Latch Assemblies; Motor Control Ribbon Cables; Bill Xport Locks; Transport Guides; Vault Plug, Buttons; Teflon Flanged Bearing; Worm Gear-Rework; Cam, Lock-Top Covers; 8B Shafts; Deflectors; Conveyor Ribbon Cables; Spur Gears. This Task Order is for \$4,174.94 and is funded with operating funds.
- viii. Task Order 75. This Task Order is Card Reader Repairs. This Task Order is \$1,400.00 and is funded with operating funds.
- ix. Task Order 76. This Task Order is DC UPS Controller; Universal Sensor Boards (TVM); Cable Clamps; Key Plug Blocks; Brake Pins; Slide Blocks; Door Lock Gear; Door Interlock Gear; Key

Housing Slide Block; Compression Springs; Handle Assemblies; Nylon Washer - Receiver Door; O Rings; Tab Locking Washers. This Task Order is \$5,068.18 and is funded with operating funds.

- x. Task Order 77. This Task Order is Bill Mechanism Repair. This Task Order is \$7,200.00 and is funded with operating funds.
 - xi. Task Order 78. This Task Order is OCU Housing; OCU Processors; Laser Door Boards (TVM); 12V AC/DC Power Supply; TVM Door Board Upgrades; Computers - TVM3. This Task Order is \$15,883.62 and is funded with operating funds.
 - xii. Task Order 79. This Task Order is Insulator, Fast Fare Cover; Harn., Door Lock, Connect Chassis; Corner Trim, Fast Fare-Pedstl; Cashbox Guide; Door Actuator; Parallel Key; Body & One Way Clutch Assembly; Clip Ring for Timer Slide; 3 Amp Micro Fuse; Pulley, 15T; Print Head Bracket; Insulator, Cover; Pulley Drive, 16T; Solenoid Tubular; 1A Fuse. This Task Order is \$4,515.44 and is funded with operating funds.
 - xiii. Task Order 80. This Task Order is Exit Guide Assembly; Motor Board PC Control; Guide, Shroud Female; Stripper Blade (Cassette); Door, Pivot-Clear Poly; Air Cylinder; Key, Parallel; Shim Washer; Cover, Farebox; Converter for Trim Harness. This Task Order is \$4,525.88 and is funded with operating funds.
 - xiv. Task Order 81. This Task Order is Crank Cam (EL); Guide, Shroud Male; W8 Pedestal Assembly; Plate, Stud; Coin Insert Cup Lamp PCB; Bracket, Main-Upper; Hinge, Cover. This Task Order is \$1,812.22 and is funded with operating funds.
6. Options to be Exercised February and March 2023-Sonya Luther
 7. Upcoming Commission Approvals-Sonya Luther
 8. Operations Update-Benjamin Simms, IV
 9. Old and New Business
 9. Adjournment

The next Operations & Oversight Committee Meeting will be held on Thursday, February 9, 2023, in Norfolk, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday, November 3, 2022, • 10:00 a.m.
3400 Victoria Blvd, Hampton, VA and Zoom Meeting

MEETING MINUTES

Call to Order

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

Commissioners in attendance:

Commissioner Woodbury, Newport News
Commissioner Houston, Norfolk
Commissioner Ross-Hammond, Virginia Beach
Commissioner Mucha, VDRPT (Zoom)
Commissioner Bullock, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Tammara Askew, Administrative Support Tech (Zoom)
Keisha Branch, Director of Capital Programs (Zoom)
Amy Braziel, Director of Contracted Services and Operational Analytics
April Edwards, Operations Support Technician
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Danielle Burton, Assistant Manager of Bus Transportation (Zoom)
William Collins, Facilities Maintenance Manager
Glenda Dixon, Director of ERP Services
Sheri Dixon, Director of Treasury (Zoom)
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)
Angela Glass, Director of Budget and Financial Analysis (Zoom)
Misty Gordon, Risk Manager (Zoom)
William Harrell, President, and CEO
Lanae Hawkins, Contract Analyst II (Zoom)
Don Lint, Construction Projects Coordinator (Zoom)
Kristy Lockhart, Management Analyst (Zoom)
Sonya Luther, Director of Procurement
Alexis Majied, Chief Communications and External Affairs
Maryann Martin, Operations Analyst (Zoom)
Tracy Moore, Director of Transportation (Zoom)
John Nason, Director of Bus Maintenance (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer
Jason Petruska, Sr. Contract Specialist (Zoom)
Michael Perez, Operations Project & Contract Administrator (Zoom)
John Powell, Telecommunications Specialist

Michael Price, Chief Information Officer/Technology Officer
Luis Ramos, Sr. Executive Administrator
Sherry Scott, Manager of Bus Transportation (Zoom)
Dawn Sciortino, Director of Safety
Benjamin Simms, IV, Chief Operating Officer
Brian Smith, Deputy Chief Executive Officer
Adrian Tate, Assistant Director of Finance (Zoom)
Alex Touzov, Director of Technology Services (Zoom)
Robert Travers, Corporate Counsel (Zoom)
Fevrier Valmond, Asst. Director of Procurement (Zoom)
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Commissioner Cipriano, Newport News

The November 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 October 2022, Meeting Minutes

A motion to approve the October 13, 2022, Operations and Oversight Committee meeting minutes was made by Commissioner Ross-Hammond and was properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Houston, Ross-Hammond, Mucha, and Bullock.

Nays: None

Abstain: None

Review of the Operations and Oversight Committee Action Items

There were no action items to discuss.

Internal Audit Update

There was no Internal Audit update provided.

Procurement Items for Approval

Contract 22-00181, Information Technology Risk Assessment

Ms. Sonya Luther presented Contract 22-00181, Information Technology Risk Assessment, as a recommendation that the Commission approve the award of a contract to Janus Software, Inc. to provide information technology risk assessment services in the not-to-exceed amount of \$189,982.50.

Mr. Michael Price gave a brief presentation on Contract 22-00181 to include a background, drivers, key objectives and outcomes and a timeline.

A motion to approve Contract 22-00181 Information Technology Risk Assessment was made by Commissioner Bullock and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Houston, Ross-Hammond, Mucha, and Bullock.

Nays: None

Abstain: None

Contract 22-00171, PeopleSoft Human Capital Management Managed Services (Renewal)

Ms. Sonya Luther presented Contract 22-00171, PeopleSoft Human Capital Management Managed Services (Renewal) as a recommendation that the Commission approve the award of a contract to CherryRoad Technologies, Inc. to provide PeopleSoft Human Capital Management Managed Services in the not-to-exceed amount of \$842,500.00 over the four (4) year period.

Ms. Glenda Dixon gave a presentation on Contract 22-00171 which included an overview of the project and timeline.

A motion to approve Contract 22-00171, PeopleSoft Human Capital Management Managed Services (Renewal) was made by Commissioner Ross-Hammond and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Houston, Ross-Hammond, Mucha, and Bullock.

Nays: None

Abstain: None

Task Orders

Task Orders were included on the agenda. There were no questions or comments regarding same.

Options to be Exercised

Options to be exercised for January 2023 were reviewed with the Committee.

Upcoming Procurements

Upcoming procurements were reviewed with the Committee.

Operations Update

Mr. Benjamin Simms provided an update regarding the upcoming Grand Illumination Parade and HRT's role in providing additional service before and after the event.

Mr. Simms also provided an update on the upcoming Base Express service. A ribbon cutting will be held on Friday, December 2, 2022.

Old and New Business

Commissioner Bullock shared his positive experience when attending the Governor's Transportation Conference.

Adjournment

Commissioner Woodbury adjourned the meeting at 10:39 AM.



HAMPTON ROADS TRANSIT
DECEMBER 2022- JANUARY 2023
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
	NONE			

Contract No.: 21-00160	Title: Credit Card Merchant Processing Services (Renewal)	Contract Amount: Two Base Years: \$ 60,984.72 Three Option Years: \$ 91,477.08 Total: \$152,461.80
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide credit card merchant processing services for Hampton Roads Transit’s (HRT’s) Point of Service (POS) terminals.

Background: HRT requires a firm to provide credit card merchant processing equipment and services, including POS terminals and eCommerce services and support. Under the terms of this agreement, the Contractor shall accept debit and credit card payments from all major vendors (Visa, MasterCard, American Express, and Discover); and provide web access to HRT to view and monitor real-time transactions and account management.

Contract Approach: A Request for Proposals was issued on March 14, 2022. Two (2) proposals were received on May 6, 2022, from the following firms:

- AllPaid, Inc. dba GovPayNet (AllPaid)
- TowneBank

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.

At the conclusion of discussions, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing their proposed pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested. The BAFOs included a more accurate estimated transaction volume to ensure a like comparison. The estimated transaction volume provided in the initial Request for Proposal was based on outdated information.

After an analysis of the BAFOs received, HRT Staff determined that AllPaid 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, AllPaid’s BAFO was deemed fair and reasonable.

Special Circumstances: Although AllPaid’s BAFO pricing was deemed fair and reasonable, following notification of HRT’s intention to award the contract to the firm, AllPaid withdrew their offer. AllPaid indicated that it is currently in the process of converting from a legacy platform to an Amazon Web Services (AWS) platform and the firm’s new executive leadership determined that the proposed price will not cover the cost of the conversion.

Contract No.: 22-00210	Title: Facilities General Contractor Services	Contract Amount: \$1,500,000.00 1 yr. w/2-1 yr. options
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Acquisition Description: Enter into a contract with two (2) qualified Contractors to provide general contractor services for Hampton Roads Transit's (HRT's) Facilities Department on a Task Order basis.

Background: HRT requires the services of a qualified Contractor to perform a variety of general commercial renovation, site work, and repair work (not otherwise contracted by HRT) on a Task Order basis. Work may involve repairs and/or new installations at any of HRT's facilities located throughout Hampton Roads. Under the terms of this agreement, all work performed, and materials provided, shall be in accordance with the current Virginia Uniform Statewide Building Code, and applicable State and Local Construction, Building, and Highway Standards. Additionally, the Contractor is responsible for acquiring any necessary permits and all fees that may be required for this Contract.

Contract Approach: An Invitation for Bids was issued on November 2, 2022. Two (2) bids were received on December 7, 2022, from the following firms:

- Contracting Solutions, Inc. (Contracting Solutions)
- QC General Construction, LLC (QC General Construction)

In response to the IFB, bidders were required to provide labor rates for the services described in the Scope of Work to be utilized when establishing pricing for proposed Task Orders. Following an evaluation of the bids received, HRT staff determined that, while both firms were responsive (in compliance with submittal requirements) and responsible (capable to perform), QC General Construction was deemed the lowest bidder.

In order for HRT to have the ability to retain the most skilled Contractors at the most favorable prices when general contracting services are required, a decision was made to award a Contract to both bidders.

Based on a price analysis performed utilizing historical data, and the fact that the pricing was obtained in a competitive environment, both firms' bids are deemed fair and reasonable. A contractor responsibility review confirmed that both firms are technically and financially capable to perform the work.

Contracting Solutions is located in Chesapeake, VA and provides similar services for Virginia Beach City Public Schools, the City of Virginia Beach, and the City of Norfolk.

QC General Construction is located in Chesapeake, VA and provides similar services for the Jamestown-Yorktown Foundation; Chesapeake Virtual Office Center; and the Mid-Atlantic Regional Maintenance Center at Naval Sea Systems Command in Norfolk, VA.

Contract No.: 22-00210	Title: Facilities General Contractor Services	Contract Amount: \$1,500,000.00 1 yr. w/2-1 yr. options
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The Contract period of performance is one (1) base year, with two (2) additional one-year options.

A DBE Goal was not assigned for the overall solicitation; however, HRT’s DBE Manager will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task-based goal accordingly.

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 contracts to Contracting Solutions, Inc. and QC General Construction, LLC to provide facilities general contractor services. The cumulative amount of all Task Orders issued under the two (2) Contracts will not exceed \$1,500,000.00 over the three-year period.

Purchase Order No.: PO0009917	Title: Forklift Replacement	Contract Amount: \$144,356.00
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Acquisition Description: Award a Purchase Order for a vendor to provide three (3) forklifts for Hampton Roads Transit’s (HRT’s) warehouse facilities.

Background: HRT currently owns and utilizes forklifts to facilitate operations at its three (3) warehouses (Hampton, Norfolk 18th Street, and Norfolk Light Rail). The forklifts have reached the end of their respective useful life and require replacement. This purchase order will provide three (3) new forklifts in order to maintain a state of good repair.

Contract Approach: A Request for Quote (RFQ) was issued on December 14, 2022. Three (3) quotes were received on December 19, 2022, from the following firms:

- EA Heart Industrial Service
- CFE Equipment Corporation
- Alliance Material Handling (Alliance)

After review and evaluation of the quotes received, Alliance was deemed the lowest priced offeror and is therefore eligible for an award.

Based on a price analysis performed utilizing the independent cost estimate, and the fact that the pricing was obtained in a competitive environment, Alliance’s quote is deemed fair and reasonable. A contractor responsibility review performed confirmed that Alliance is technically and financially capable of providing the requested items.

Cost/Funding: This Purchase Order will be funded with Federal 5307, State, and ACC funds.

Project Manager: Tony Mungo, Manager of Rail Materials

Contracting Officer: La’Toya Elliott, Buyer II

Recommendation: It is respectfully recommended that the Commission approve the award of a Purchase Order to Alliance Material Handling to provide three (3) replacement forklifts in the total amount of \$144,356.00.

Purchase Order No.: PO0009917	Title: Forklift Replacement	Contract Amount: \$144,356.00
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Solicitation Results

Offeror	Quote
Alliance Material Handling	\$144,356.00
EA Heart Industrial Service	\$151,964.00
CFE Equipment Corporation	\$171,420.83

Contract No.: 22-00208	Title: Provision of Sixty-Two (62) Non-Revenue Vehicles	Contract Amount: \$3,925,729.00
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Acquisition Description: Enter into a contract with a qualified Contractor to procure sixty-two (62) non-revenue fleet vehicles.

Background: Hampton Roads Transit (HRT) has a requirement to replace its older, less reliable mission critical support vehicles, to include SUVs, cargo vans, pick-up trucks, and heavy-duty trucks. Under the terms of this agreement, the Contractor will provide an assortment of fleet vehicles, including optional dealer upfitting, service preparation, transportation, and delivery.

Contract Approach: An Invitation for Bids was issued on October 3, 2022. One (1) bid was received on November 14, 2022, from Petersburg Motor Company, Inc., dba CMA's Williamsburg Ford (Williamsburg Ford). A post-bid survey of vendors solicited concluded that most were under limited supply constraints, were unable to guarantee pricing for future vehicles, and were unable to provide the large number of vehicles required. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

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

Based on a price analysis performed utilizing the independent cost estimate and the Virginia State Contract, Williamsburg Ford's bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that Williamsburg Ford is technically and financially capable to perform the work.

Williamsburg Ford is located in Williamsburg, VA and provides similar vehicles to Allan Myers in Williamsburg, VA; the University of Virginia in Charlottesville, VA; and the Department of General Services – Office of Fleet Management in Richmond, VA.

The Contractor has provided an estimated delivery schedule, with the final vehicle being delivered in September 2023.

No DBE goal was established for this solicitation.

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

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No.: 22-00208	Title: Provision of Sixty-Two (62) Non-Revenue Vehicles	Contract Amount: \$3,925,729.00
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Petersburg Motor Company, Inc., dba CMA's Williamsburg Ford to provide and deliver sixty-two (62) non-revenue vehicles in the not-to-exceed amount of \$3,925,729.00.

Contract No.: 22-00200R	Title: Provision of Three (3) Regional Transit System (RTS) Facility Trucks	Contract Amount: \$134,463.00
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Acquisition Description: Enter into a contract with a qualified Contractor to procure three (3) Regional Transit System (RTS) facility trucks.

Background: Hampton Roads Transit (HRT) requires three (3) new pick-up trucks for use on RTS. Under the terms of this agreement, the Contractor will provide three (3) new model year Ford F-150 half-ton, regular cab, 4x4 pick-up trucks, including service preparation, transportation, and delivery.

Contract Approach: An Invitation for Bids was issued on November 17, 2022. One (1) bid was received on December 13, 2022, from Petersburg Motor Company, dba CMA's Williamsburg Ford (Williamsburg Ford). A post-bid survey of vendors solicited concluded that most did not possess the required vehicles in stock or the ability to order the required vehicles due to their order banks being closed. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

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

Based on a price analysis performed utilizing the manufacturer's suggested retail price, Williamsburg Ford's bid is deemed fair and reasonable. A contractor responsibility review confirmed that Williamsburg Ford is technically and financially capable to perform the work.

Williamsburg Ford is located in Williamsburg, VA and provides similar vehicles for Allan Myers in Williamsburg, VA; the Peninsula Agency on Aging, in Newport News, VA; the University of Virginia; and the Virginia Department of General Services - Office of Fleet Management in Richmond, VA.

The Contract period of performance is sixteen (16) weeks from Contract award.

No DBE goal was established for this solicitation

Cost/Funding: This Contract will be funded with HRRTF and ACC funds.

Project Manager: Michael Perez; Operations Project and Contract Administrator

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Petersburg Motor Company, dba CMA's Williamsburg Ford to provide and deliver

Contract No.: 22-00200R	Title: Provision of Three (3) Regional Transit System (RTS) Facility Trucks	Contract Amount: \$134,463.00
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three (3) RTS facility trucks in the not-to-exceed amount of \$134,463.00 for the sixteen (16) week period.

Contract No.: 22-00221	Title: Provision of Twenty (20) Paratransit Vans	Contract Amount: \$1,426,032.00
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Acquisition Description: Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. E194-87443 to procure twenty (20) paratransit vans (State Contract) for use on Hampton Roads Transit’s (HRT’s) Paratransit Services contract.

Background: Using the competitive procurement process, in December 2020, the Commonwealth of Virginia awarded Contract No. E194-87443 to Sonny Merryman, Inc. (Sonny Merryman) to purchase various ADA passenger vans during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Sonny Merryman contract to purchase twenty (20) paratransit vans for use in HRT’s Paratransit Services contract. It should be noted that HRT is often precluded from “piggybacking” on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). DPS, however, included the mandated federal terms in the State Contract thus allowing HRT to order vehicles pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$66,448.00 for a 2022 Chrysler Voyager. Unit prices for additional features/options were also established at the time of award of the State Contract. Sonny Merryman’s unit price to HRT, including HRT selected options, is \$71,301.60. HRT’s options include an Angel Trax surveillance system and HRT’s transit system paint scheme.

Based on a price analysis conducted by DPS at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Sonny Merryman’s unit price of \$71,301.60 is deemed fair and reasonable.

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

Cost/Funding: This contract will be funded by HRRTF, ACC, and Federal 5307 grant funds.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Sonny Merryman, Inc. to provide twenty (20) paratransit vans, for use on Hampton Roads Transit’s Paratransit Services contract, in the total amount of \$1,426,032.00.

Exercise of Options – February and March 2023

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
19-00032A	Signage Production Services	To provide advertising signage wraps for buses and light rail vehicles, as well as posters for bus, light rail, ferry, outdoor shelters, and platforms, as required.	\$1,946,173.00	1 base yr. w/4 1-yr. options	Third	\$404,190.00
19-00032B	Signage Production Services	To provide advertising signage wraps for buses and light rail vehicles, as well as posters for bus, light rail, ferry, outdoor shelters, and platforms, as required.	\$1,543,918.34	1 base yr. w/4 1-yr. options	Third	\$320,639.31
21-00154	Structured Cabling Services	To provide services and materials necessary to maintain, modernize, and expand its structured cabling infrastructure.	\$250,000.00	1 base yr. w/3 1-yr. options	First	\$62,500
21-00155	Federal Legislative Services	To perform government relations and legislative services activities at the federal level in support of HRT's core mission.	\$234,000.00	1 base yr. w/2 1-yr. options	First	\$78,000.00

UPCOMING CONTRACTS FOR APPROVAL

Title	Description	Renewal Contract Expiration Date
Armored Truck Services	To provide armored truck services. Current contract was extended on a month-to-month basis until award of a new contract.	02/28/2022
Chesapeake High Capacity Transit Corridor Study	To develop and screen potential corridor options that connect major activity centers in the city of Chesapeake.	New
Facilities General Electrical Services	To perform electrical inspections, maintenance, and repair of systems associated with HRT facilities on an as needed basis.	02/28/2023
Fence and Railing Maintenance and Repair Services	To perform a variety of repair and maintenance work of the fencing and gates at various locations within the HRT service area on a Task Order basis.	New
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.	04/22/2022
General Planning Consultant	To provide general planning consulting services on a task order basis.	05/31/2023
Generator Replacement for Hampton Facility	To replace the current 150kW generator at 3400 Victoria Blvd., Hampton.	New
Human Resources Management System Software and Implementation Services	To implement and support a Human Resource Management System.	New
Interactive Voice Response System	To provide hardware, software, warranty, and maintenance support of HRT's DiRAD IVR system, including customizations.	04/25/2023
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
Oil and Fluid Analysis Services	To provide laboratory testing and reporting services for oils, fuels, and antifreeze.	New

Origin-Destination Study	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
Parking Garage Debris Netting	Installation of debris netting at the 18th Street parking garage to catch small debris that may fall from the existing concrete panels at each of the joints/seams.	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
Private Security Services	To provide professional private security services at facilities located throughout the Hampton roads area, as well as on and aboard revenue and non-revenue vehicles and vessels in the transit environment.	06/30/2023
Procurement of 16 Security (Non-Revenue) Vehicles	To provide an expanded fleet of security/police vehicles to provide quality services and protection to HRT's ridership.	New
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.	01/8/2022
Provision of Non-Revenue Fleet Vehicle Parts	To supply and delivery parts for HRT's non-revenue vehicles.	New
National Transit Database Reporting Software	To provide and implement a cloud-based software solution for Transit Data Management.	New
Third Party Administrator for Claims Handling and Risk Control Services	Third party administrator to provide workers' compensation, general liability, automobile liability, and cost recovery subrogation claims handling and risk management services.	03/12/2023
Trolley Bus Procurement	To manufacture and deliver one (1) new low floor vintage replica trolley bus with the option to deliver a second new low floor vintage replica trolley, as required.	New