



## Meeting of the Operations and Oversight Committee

Thursday, August 10, 2023, • 10:00 a.m.  
509 E. 18<sup>th</sup> St. Norfolk, VA and Virtual via ZOOM

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, August 10, 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\\_4EHEcDdqQtitePEqrc3ZaA](https://hrtransit.org.zoom.us/webinar/register/WN_4EHEcDdqQtitePEqrc3ZaA)

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



# Meeting of the Operations and Oversight Committee

Thursday, August 10, 2023, • 10:00 a.m.  
Hybrid 509 E. 18<sup>th</sup> St. Norfolk, VA and  
Virtual ZOOM Meeting

## AGENDA

1. Approval of the July 2023 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 No. 23-00238, Armored Transportation Services (Renewal).
  - b. Contract No. 23-00229, Elizabeth River Ferry Service (Renewal).
  - c. Contract No. 23-00228, General Printing Services (Renewal).
  - d. Contract No. 23-00247, Information Technology Research and Advisory Services (Renewal).
  - e. Contract No. 22-00220, Provision of Trolley Buses
  - f. Contract No. 23-00225, TransitMaster Computer Aided Dispatch/Automatic Vehicle Location System Upgrade.
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 97. This Task Order is for FastFare Pedestal Belts. This Task Order is for \$1,236.00 and is funded with operating funds.

- ii. Task Order 98. This Task Order is for Banknote Validator and Card Reader. This Task Order is for \$2,625.00 and is funded with operating funds.
  - iii. Task Order 99. This Task Order is for Data Probe. This Task Order is for \$5,614.80 and is funded with operating funds.
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- 6. Options to be Exercised October 2023-Sonya Luther
  - 7. Upcoming Commission Approvals-Sonya Luther
  - 8. Operations Update-Benjamin Simms, IV
  - 9. Old and New Business
  - 10. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday, September 14, 2023, in Hampton, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday July 13, 2023, • 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:**

Chairman Glover, Portsmouth  
Commissioner Johnson, Chesapeake  
Alt. Commissioner Avery Daughtery DRPT  
Commissioner Woodbury, Newport News  
Commissioner Bullock, Newport News

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

Ray Amoruso, Chief Planning and Development Officer  
Monique Battle, Associate Project Manager (Zoom)  
Malika Blume, Director of Internal Audit (Zoom)  
Keisha Branch, Director of Capital Programs (Zoom)  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Kamlesh Chowdhary, Director of ITS Services  
Rodney Davis, Director of Customer Relations  
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)  
April Garrett, Sr. Executive Assistant (Zoom)  
Omar Gordan (Zoom)  
Johnathan Greene (Zoom)  
Wayne Groover, Director of Light Rail Maintenance and Facilities  
Shelia Gullede, Director, Technology PMO  
William Harrell, President, and CEO  
Autumn Jenkins, Operations Support Technician  
Shane Kelly, Manager Security & Emergency Preparedness  
Kristy Lockhart, Management Analyst (Zoom)  
Sonya Luther, Director of Procurement  
Maryann Martin, Operations Analyst (Zoom)  
Tracy Moore, Director of Transportation  
John Nason, Director of Bus Maintenance (Zoom)  
Sophia Owen-Allen (Zoom)  
Michael Perez, Operations Project & Contract Administrator (Zoom)  
John Powell, Telecommunications Specialist

Luis Ramos, Sr. Executive Administrator  
Sheleaker Rodgers (Zoom)  
Dawn Sciortino, Director of Safety (Zoom)  
Benjamin Simms, IV, Chief Operating Officer  
Brian Smith, Deputy Chief Executive Officer  
Alex Touzov, Director of Technology Services  
Robert Travers, Corporate Counsel  
Jessica White (Zoom)  
Kim Wolcott, Chief Human Resources Officer  
Kristine Woodbury (Zoom)

**Others in attendance:**

Alt. Commissioner Brian Swets, Portsmouth  
Alt. Commissioner Constantinos Velissarios, Newport News

The June 2023 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 8, 2023, Meeting Minutes**

A motion to approve the June 8, 2023, Operations and Oversight Committee meeting minutes was made by Commissioner Bullock, and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, Johnson, and Woodbury.

Nays: None

Abstain:

**\*\*Commissioner Ross-Hamond entered the room at 10.03am.\*\***

**\*\*Commissioner Avery Daughtery entered the room at 10:05am.\*\***

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

There was no Action Items to review.

## **Internal Audit Update**

There was no internal audit update.

## **Procurement Items for Approval**

### **Contract 23-00243, Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal)**

Ms. Sonya Luther presented Contract 23-00243, Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal), as a recommendation that the Commission approve the award of a sole source contract to Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services in the amount of \$672,943.39 for five (5) years.

A presentation was given by Mr. John Nason and is enclosed in these meeting minutes for reference.

There was discussion regarding the ratio and rates of repairs. There was discussion regarding what HRT repairs and what would be covered under the contract.

A motion to approve Contract 23-00243, Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal) was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, Johnson, Ross-Hammond, and Woodbury.

Nays: None

Abstain: None

## **Task Orders**

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

## **Options to be Exercised**

Options to be Exercised enclosed in the meeting package for September 2023 were reviewed by the Committee.

## **Upcoming Procurements**

Upcoming procurements enclosed in the meeting package were reviewed with the Committee.

## **Operations Update**

Mr. Ben Simms provided an update on the current Operations Lifesaver Campaign that brings awareness to safety around railroad tracks. See tracks, think train. The campaign will run through the end of September.

Mr. Simms also stated that HRT operations would be providing support for Harborfest in Norfolk. It was also stated that the Department of Homeland Security would be assisting with security during the event with its Visible Intermodal Prevention and Response (VIPR) team.

## **Old and New Business**

There was no old or new business discussed.

## **Commissioner Comments**

Commissioner Glover stated that the annual Seawall Festival would also be taking place in the City of Portsmouth the same weekend as Harborfest and invited attendees to visit the city and support the festival.

## **Adjournment**

Commissioner Glover adjourned the meeting at 10:34 AM.

# Allison Hybrid Bus & Allison Transmission Diagnostic & Repair Service

- Allows us to expedite warranty repairs.
- Provides technical assistance.
- Handles repairs that we do not normally perform.





HAMPTON ROADS TRANSIT  
JULY/AUGUST 2023  
OPERATIONS AND OVERSIGHT COMMITTEE  
ACTION ITEMS

<b>Date</b>	<b>Action Item</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Completed Date &amp; Method</b>

<b>Contract Number:</b> 23-00238	<b>Title:</b> Armored Transportation Services (Renewal)	<b>Contract Amount:</b> Base Years: \$248,430.00 Option Year: \$ 88,656.00 <b>Total: \$337,086.00</b>
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**Acquisition Description:** Enter into a contract with a qualified contractor to provide armored transportation services.

**Background:** Hampton Roads Transit (HRT) is seeking consolidated armored transportation services for the pickup and delivery of money and other financial instruments between all HRT facilities on the Southside and Peninsula (Northside). Under the terms of this agreement, the Contractor is required to pick up and transport bagged coins, bills, and checks from various HRT facilities for delivery to HRT’s Money Room at 509 East 18<sup>th</sup> Street, Norfolk. HRT personnel at the Money Room will count, re-bag, and prepare each delivery for deposit. The Contractor will then pick up the bags and deposit its contents into HRT’s bank account at TowneBank in Chesapeake or other authorized TowneBank Cash Processing Center.

**Contract Approach:** A Request for Proposals was issued on May 9, 2023. One (1) proposal was received on June 23, 2023, from Loomis Armored US, LLC (Loomis). A post-solicitation survey of vendors solicited did not return any reasoning for their non-participation. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In order to obtain more favorable pricing, a decision was made to conduct negotiations with Loomis. Negotiations focused on clarifying exceptions to the contractual terms and conditions and reducing the unit and total pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested. Although Loomis offered no concessions as a result of the negotiations, based on a price analysis performed utilizing historical data, and the fact that the services have been unsuccessfully solicited twice in the past two (2) years, Loomis’ BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Loomis is technically and financially capable to perform the work.

Loomis, located in Chesapeake, VA, has provided similar armored transportation services to Bayport Credit Union in Chesapeake, VA; American National Bank in Danville, VA; and First Citizens Bank in Raleigh, NC.

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

A DBE goal was not assigned for this solicitation.

<b>Contract Number:</b> 23-00238	<b>Title:</b> Armored Transportation Services (Renewal)	<b>Contract Amount:</b>	
		Base Years:	\$248,430.00
		Option Year:	\$ 88,656.00
		<b>Total:</b>	<b>\$337,086.00</b>

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

**Project Manager:** Sheri Dixon, Director of Revenue Services

**Contracting Officer:** Kristine Woodbury, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Loomis Armored US, LLC for armored transportation services in the not-to-exceed amount of \$337,086.00 over a four-year period.

### Proposal Summary

<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Base Year 3</b>	<b>Option Year 1</b>	<b>Summary</b>
\$80,496.00	\$82,818.00	\$85,116.00	\$88,656.00	<b>\$337,086.00</b>

<b>Contract No.:</b> 23-00229	<b>Title:</b> Elizabeth River Ferry Service (Renewal)	<b>Contract Amount:</b>	
		Three Base Years:	\$ 6,421,152.00
		Two Option Years:	<u>\$ 5,105,364.00</u>
		<b>Total:</b>	<b>\$11,526,516.00</b>

**Acquisition Description:** Enter into a contract with a qualified Contractor to provide complete management of Hampton Roads Transit’s (HRT’s) Elizabeth River Ferry services.

**Background:** HRT currently offers daily passenger ferry transportation service from four (4) pedestrian-only docks in Norfolk (Waterside and Harbor Park) and Portsmouth (High Street Landing and North Landing). Under the terms of this agreement, the Contractor is required to provide complete daily employee staffing (captains, deckhands, maintenance, etc.), dispatching, supervision, fare collection, service operation, and transportation services using the vessels and schedules provided by HRT. The services are to be provided in such a manner that passengers may effectively, safely, and efficiently have access to daily ferry services. The Contractor shall take all actions necessary to minimize the cost of such service to HRT and maximize efficient utilization of the vessels. Services provided shall comply with all local, state, and federal regulatory requirements. Additionally, the Contractor is responsible for maintaining insurance and completing minor maintenance services on each of the ferries.

**Contract Approach:** A Request for Proposals (RFP) was issued on April 25, 2023. One (1) proposal was received on June 23, 2023, from Norfolk By Boat, Inc. (NBB). A post-response survey of firms solicited concluded that most firms did not have adequate staffing to provide all of the services required in the Scope of Work. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In order to obtain more favorable pricing, a decision was made to conduct negotiations with NBB. Negotiations focused on technical clarifications and reducing the proposed rates. As a result of the negotiations, NBB reduced its total price by \$231,924.00, or approximately 2%. Based on the results of the negotiations and a price analysis performed utilizing historical data, NBB’s Best and Final Offer is deemed fair and reasonable. A contractor responsibility review performed confirmed that NBB is both technically and financially capable to perform the work.

NBB is located in Portsmouth, VA and has performed Elizabeth River Ferry services to HRT for 40 years satisfactorily.

No DBE goal was established for this solicitation.

The period of performance for this contract is three (3) base year with two (2) additional one-year options.

<b>Contract No.:</b> 23-00229	<b>Title:</b> Elizabeth River Ferry Service (Renewal)	<b>Contract Amount:</b>	
		Three Base Years:	\$ 6,421,152.00
		Two Option Years:	<u>\$ 5,105,364.00</u>
		<b>Total:</b>	<b>\$11,526,516.00</b>

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

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Norfolk By Boat to provide Elizabeth River Ferry services in the amount of \$11,526,516.00 for five (5) years.

### Proposal Summary

Original Pricing	Negotiated Pricing
\$11,758,440.00	\$11,526,516.00

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Summary
\$1,986,000.00	\$2,135,400.00	\$2,299,752.00	\$2,465,304.00	\$2,640,060.00	<b>\$11,526,516.00</b>

<b>Contract No.:</b> 23-00228	<b>Title:</b> General Printing Services (Renewal)	<b>Contract Amount:</b> \$630,000.00
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide general printing services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) requires the services of a printing contractor to assist in the production of printed materials such as folders, catalogs, business cards, folded maps, forms, brochures, flyers, posters, newsletters, postcards, bus route schedules, Virginia Beach Wave Schedules, and other materials used to inform and market to the public, as well as reports, reference books, road call books, etc. utilized by HRT’s Operations and Maintenance Department. Under the terms of this agreement, the Contractor is required to produce ordered materials in-house; and provide all labor, materials, transportation, equipment, and facilities necessary to supply and deliver the various printed items requested.

**Contract Approach:** A Request for Proposals was issued on April 27, 2023. Three (3) proposals were received on June 5, 2023, from the following firms:

- FedEx Office
- Liskey and Sons Printing, Inc. (Liskey)
- Preferred Direct Marketing

Upon review and evaluation of the technical proposals, HRT staff determined that Liskey was best qualified to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide unit prices for various documents listed in the Price Schedule, to be utilized when establishing pricing for proposed Task Orders.

At the conclusion of the technical evaluations, negotiations were held with Liskey for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed unit prices. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an analysis of the BAFOs received, HRT staff determined that Liskey provided the best value based on a combination of technical capability and price. Liskey did not offer any concessions as result of the negotiations, however, based on the price analysis conducted and the fact that the pricing was obtained in a competitive environment, Liskey’s pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that Liskey is technically and financially capable of performing the services.

Liskey, is located in Norfolk, VA and has provided similar services for the Williamsburg Area Transit Authority and James City County in Williamsburg, VA; Virginia Beach Public Schools in

<b>Contract No.:</b> 23-00228	<b>Title:</b> General Printing Services (Renewal)	<b>Contract Amount:</b> \$630,000.00
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Virginia Beach, VA; and the Virginia Aquarium and Marine Science Center in Virginia Beach, VA. Liskey also currently provides these services for HRT satisfactorily.

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

A DBE goal was not assigned for this solicitation.

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

**Project Manager:** Alexis Majied, Chief Communications and External Affairs Officer

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Liskey and Sons Printing, Inc. to provide general printing services. The cumulative amount of all Task Orders issued under this contract will not exceed \$630,000.00 over the five-year period.

<b>Contract No:</b> 23-00247	<b>Title:</b> Information Technology Research and Advisory Services (Renewal)	<b>Contract Amount:</b> 1 Year - \$297,711
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**Acquisition Description:** Enter into a sole source renewal service contract with Gartner, Inc. to provide information technology research and advisory services.

**Background:** Hampton Roads Transit’s (HRT’s) Information Technology Department requires the services of a research and advisory firm to provide technical assistance and support to improve performance and reduce risks associated with a multitude of Technology projects. With HRT’s limited technical staffing resources, Gartner has proven to be a definitive and cost-effective method for HRT’s Technology Management to provide both strategic expertise and timely insight into all of the Agency’s key technology initiatives. Under the terms of this agreement, Gartner will provide technical assistance to HRT’s Technology Department to drive HRT’s technology related mission and vision. Research and advisory assistance will include but is not limited to contract/cost optimization services; analysis and research; consulting services; benchmarking; peer networking; access to webinars and seminars; and access to resources in a workgroup environment.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Gartner is the industry standard for providing research, information technology (IT) contract review, IT key metrics data, peer networking, and expertise across a wide range of IT solutions. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on June 27, 2023, and Gartner, Inc. provided a responsive proposal on July 24, 2023, in the amount of \$297,711.00. The proposal included an annual cost to provide the requested services over the one-year contract term.

Based on the results of a price analysis performed utilizing historical data and the current Gartner State and Local Government pricing, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Gartner is both technically and financially capable to provide the services described in the Scope of Work.

Gartner, Inc. is headquartered in Stamford, CT and has provided these services for municipalities throughout the Commonwealth of Virginia and HRT satisfactorily.

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



<b>Contract No:</b> 23-00247	<b>Title:</b> Information Technology Research and Advisory Services (Renewal)	<b>Contract Amount:</b> 1 Year - \$297,711
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**Cost/Funding:** This contract will be funded with operating funds.

**Project Manager:** Michael Price, Chief Technology Officer/Chief Information Officer

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a sole source contract to Gartner, Inc. to provide information technology research and advisory services in the not-to-exceed amount of \$297,711.00 for a one (1) year period.

<b>Contract No:</b> 22-00220	<b>Title:</b> Provision of Trolley Buses	<b>Contract Amount:</b> \$1,112,562.00
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**Acquisition Description:** Enter into a contract with a qualified Contractor to manufacture and deliver trolley buses for Hampton Roads Transit (HRT).

**Background:** HRT has a requirement to purchase up to two (2) new trolley buses to support revenue service for the Virginia Beach Wave and other non-specified events. Under the terms of this agreement, the Contractor will manufacture and deliver new, low floor, vintage, rubber tired replica trolley buses, which match the interior nostalgic look and functionality of HRT’s existing fleet, to the greatest extent possible. Additionally, they will be compatible with an urban transit service environment and HRT’s existing trolley operation and maintenance system.

**Contract Approach:** A Request for Proposals (RFP) was issued on March 30, 2023. One (1) proposal was received on May 5, 2023, from Double K, Inc. dba Hometown Manufacturing, Inc. (Hometown). A post solicitation survey of vendors solicited did not receive any replies. As such, 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 pricing for the manufacture and deliver the trolley based on the specifications provided in the Scope of Work.

After an initial review and evaluation of the proposal received, Hometown was invited to discuss their proposal and provide technical clarification on their approach to the Scope of Work. At the conclusion of discussions, HRT staff determined that Hometown was technically qualified to meet the requirements.

HRT staff decided to enter into negotiations with Hometown for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, clarifying the required specifications, and reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

As a result of the negotiations, Hometown reduced its total price by \$112,602.00, or approximately 9%. Based on a price analysis performed utilizing the independent cost estimate Hometown’s BAFO pricing was deemed fair and reasonable. A contractor responsibility review confirmed that Hometown is technically and financially capable to perform the work.

Hometown is located in Crandon, WI and has provided similar services Palmetto Breeze Transit in Bluffton, SC; County of York in Yorktown, VA; and City of Miami in Miami, FL. Hometown also provided similar services for HRT satisfactorily.

<b>Contract No:</b> 22-00220	<b>Title:</b> Provision of Trolley Buses	<b>Contract Amount:</b> \$1,112,562.00
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The period of performance for this Contract is one (1) year to manufacture and deliver the first bus with an additional one (1) year option for an additional trolley bus.

No DBE goal was established for this solicitation.

**Cost/Funding:** This Contract will be funded with 5307 federal grant funds and ACC funds.

**Project Manager:** Monique Battle, Associate Project Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Double K, Inc. dba Hometown Manufacturing, Inc. to provide trolley buses for HRT in the not to exceed amount of \$1,112,562.00.

<b>Contract No.:</b> 23-00225	<b>Title:</b> TransitMaster Computer Aided Dispatch/Automatic Vehicle Location System Upgrade	<b>Contract Amount:</b> \$1,370,681.00
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**Acquisition Description:** Enter into a sole source contract with Trapeze Software Group, Inc. (dba Vontas) to upgrade approximately eighty-two (82) buses with the latest version of onboard TransitMaster Computer Aided Dispatch and Automatic Vehicle Locator (CAD/AVL) system components.

**Background:** TransitMaster is a CAD/AVL system, first installed on Hampton Roads Transit's (HRT's) buses in 2006. Newer versions of onboard TransitMaster hardware and Automatic Passenger Counting (APC) sensors have been installed as HRT acquired new buses. TransitMaster provides real time monitoring of bus service and communication (voice and text) between the dispatch center and operators. The system is also used by various departments within HRT for reporting and analysis. Under the terms of this Agreement, the Contractor will provide all labor, equipment, and supplies to upgrade HRT's TransitMaster Integrated Vehicle Logic Unit (IVLU) Computers, Mobile Data Terminals (MDT), and APC sensors on the selected buses.

**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. The TransitMaster CAD/AVL System is proprietary to, and provided exclusively by, Vontas. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on April 18, 2023, and Vontas provided a responsive proposal on May 12, 2023. In order to obtain the most favorable pricing, a decision was made to conduct negotiations with Vontas. Negotiations focused on reducing upgrade costs and providing clarifications to the Scope of Work, including vehicle quantity, and the terms and conditions of the RFP.

As a result of the negotiations, Vontas reduced its total price by \$270,381.21, or approximately 16.5%. Vontas's revised pricing is deemed fair and reasonable based on the results of the negotiations and a price analysis performed utilizing the independent cost estimate. A contractor responsibility review confirmed that Vontas is technically and financially capable to perform the work.

Vontas is located in Cedar Rapids, IA and has been providing similar services to HRT satisfactorily.

The Contract period of performance is seven (7) months.

<b>Contract No.:</b> 23-00225	<b>Title:</b> TransitMaster Computer Aided Dispatch/Automatic Vehicle Location System Upgrade	<b>Contract Amount:</b> \$1,370,681.00
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**Cost/Funding:** This contract will be funded with 5307 federal and state grant and ACC funds.

**Project Manager:** Kamlesh Chowdhary, Director of ITS Services

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Vontas, to upgrade approximately eighty-two (82) buses with the latest version of onboard TransitMaster CAD/AVL system components in the not-to-exceed amount of \$1,370,681.00.

**SUMMARY OF VONTAS' PROPOSED PRICING\***

<b>Original Pricing</b>	<b>Negotiated Pricing</b>
\$1,641,062.21	\$1,370,681.00

**Exercise of Options – October 2023**

<b>Contract No.</b>	<b>Title</b>	<b>Description</b>	<b>Total Awarded Value</b>	<b>Period of Performance</b>	<b>Option Year to be Exercised</b>	<b>Total Amount of Option Year</b>
19-00018	Towing and Flat Tire Replacement Services	To provide towing and flat tire replacement services.	\$358,950.00	1 yr. w/4 1-yr. options	Fourth	\$71,790.00
19-00035	General Environmental Services	To provide general environmental services to HRT.	\$651,066.00	1 yr. w/4 1-yr. options	Fourth	\$132,517.00
20-00093	Supervisory Control and Data Acquisition Hardware and Software	To support the Supervisory Control and Data Acquisition (SCADA) hardware and software system.	\$678,592.96	1 yr. w/4 1-yr. options	Third	\$137,848.00
21-00146	State Legislative and Public Relations Services	To provide state legislative and public relations services.	\$450,000.00	2 yrs. w/3 1-yr. options	First	\$90,000.00
21-00149	Dispensing Equipment Inspection, Maintenance, and Emergency Services	To provide annual inspections of HRT Underground Storage Tanks (USTs), Above Ground Storage Tanks (ASTs), Fuel Dispensing Equipment, and Lubrication Dispensing Equipment, as well as annual refresher training and routine preventative maintenance program (PMP) on Veeder Root and Fleetwatch equipment, which monitor all tanks located at HRT facility locations.	\$513,057.78	1 yr. w/4 1-yr. options	Second	\$89,470.56
21-00164	Fire Suppression Systems Inspections, Testing, Maintenance, and Repair Services	To provide fire suppression systems inspections, testing, maintenance, and repair services.	\$419,473.60	1 yr. w/4 1-yr. options	First	\$78,222.75
22-00170	Pre-Employment Background Screening Services	To provide background screening services for all prospective employees for full-time, part-time, temporary, intern and seasonal positions, as well as for all employees who are promoted or hired in another position within HRT.	\$137,497.50	1 yr. w/2 1-yr. options	First	\$45,832.50

22-00190	Bus Stop and Facilities Maintenance, Site Improvements, and Repairs	To perform a variety of bus stop and facilities maintenance, site improvements, and repair work on a Task Order basis.	\$5,472,787.00	1 yr. w/2 1-yr. options	First	\$1,822,520.00
22-00191	Safety Support Services	To provide Safety Management System (SMS) support, technical expertise, and safety support services on a Task Order basis.	\$495,000.00	1 yr. w/2 1-yr. options	First	\$165,000.00
22-00197	Portable Toilet Rentals	To provide portable toilet rentals for various locations throughout HRT's service area.	\$138,120.00	1 yr. w/4 1-yr. options	First	\$27,020.00

**UPCOMING CONTRACTS FOR APPROVAL**

<b>Title</b>	<b>Description</b>	<b>Renewal Contract Expiration Date</b>
Applicant Tracking Solution and Learning Management System	To provide an Applicant Tracking Solution and Learning Management System to assist the Human Resources department to track applicants and manage training records of employees.	12/29/2023
Bottled Gas Services	To provide various sizes and types of compressed bottled gases and other related items.	05/28/2023
Bus Shelter Passenger Amenities Fabrication and Installation	To fabricate and install passenger shelters.	07/29/2023
Database Administration Managed Services	To provide 24x7 support of all current Production Servers and their associated databases; 8x5 support of all Development/Test Servers and their associated databases; and Database Project Support Services for activities not covered under the Database Administration Managed Services offerings.	New
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
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
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
Managed Print Services	To supply and maintain printers and high-performance Multi-Function Devices (MFDs) with all-inclusive consumables and device maintenance agreement based on a monthly print volume.	New
Mechanic's Tool Supply Services	To provide tool supply services for HRT's mechanics on an as needed basis.	07/11/2023
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	New



Parking Garage Debris Netting	Installation of debris netting at the 18 <sup>th</sup> Street parking garage to catch small debris that may fall from the existing concrete panels at each of the joints/seams.	New
Provision of Heavy Duty Bus Batteries	To provide heavy duty bus and trolley batteries and battery maintenance training.	07/25/2023
<b>Provision of Six (6) Non-Revenue Vehicles</b>	<b>To procure five (5) seven (7)-passenger vans and one (1) small cargo van to replace older, less dependable mission critical Operations support vehicles.</b>	<b>New</b>
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.	07/12/2023
Uniform Rental Services	To provide uniform rental services, cleaning supplies, and OSHA required first aid items for bus and rail maintenance staff.	08/28/2023
WAN, Internet, and Telephone Services	To interconnect HRT's various properties throughout the Hampton Roads region, to provide internet access, and to offer landline telephony services.	09/30/2023