



## Meeting of the Operations and Oversight Committee

Thursday, May 11, 2023, • 10:00 a.m.  
3400 Victoria Blvd. Hampton, VA 23661 and  
Virtual via ZOOM

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, May 11, 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\\_C1Hyhm90RImW0fradbKw\\_g](https://hrtransit.org.zoom.us/webinar/register/WN_C1Hyhm90RImW0fradbKw_g)

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



# Meeting of the Operations and Oversight Committee

Thursday, May 11, 2023, • 10:00 a.m.  
Hybrid 3400 Victoria Blvd. Hampton, VA and  
Virtual ZOOM Meeting

## AGENDA

1. Approval of the April 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 22-00213, Private Security Services
  - b. Contract 23-00224, Automatic Passenger Counting System
  - c. Contract 22-00207, National Transit Database Reporting Software
  - d. Contract 22-00204, Oil and Fuel Analysis Services
  - e. Contract 23-00237, Provision of Eighteen (18) Non-Revenue Vehicles
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 9. This Task Order is for Coil Validator Repair. This Task Order is for \$175.00 and is funded with operating funds.
    - ii. Task Order 92. This Task Order is for 14” Timing Belts; Printer Optical Sensors; Synchronous Belt 175T. This Task order is for \$768.10 and is funded with operating funds.

6. Options to be Exercised July 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, June 8, 2023, in Norfolk, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday, April 13, 2023, • 10:00 a.m.  
509 E 18<sup>th</sup> Street Norfolk, VA, and Zoom Meeting

## MEETING MINUTES

### Call to Order

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

### **Commissioners in attendance:**

Chairwoman Ross-Hammond, Virginia Beach  
Chairman Glover, Portsmouth  
Vice Chair Woodbury, Newport News  
Commissioner Bullock, Newport News  
Commissioner Johnson, Chesapeake  
Commissioner Kirk Houston, Norfolk

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

Ray Amoruso, Chief Planning and Development Officer  
Tammara Askew, Administrative Support Tech (Zoom)  
Malika Blume, Director of Internal Audit  
Danielle Hill, Director of Human Resources  
Kamlesh Chowdhary, Director of ITS Services  
Rodney Davis, Director of Customer Relations  
Robert Lee, RTS Program Manager (Zoom)  
Van Lawson, Security Specialist Transit Operations  
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)  
Keisha Branch, Director of Capital Programs (Zoom)  
Amy Braziel, Director of Contracted Services and Operational Analytics (Zoom)  
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  
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)  
Kristine Woodbury, Contract Specialist  
April Edwards, Sr. Executive Assistant  
Angela Glass, Director of Budget and Financial Analysis (Zoom)  
Misty Gordon, Risk Manager (Zoom)  
Wayne Groover, Director of Light Rail Maintenance and Facilities (Zoom)  
William Harrell, President, and CEO  
Lanae Hawkins, Contract Analyst II (Zoom)

Autumn Jenkins, Operations Support Technician  
Kristy Lockhart, Management Analyst  
Sonya Luther, Director of Procurement  
Alexis Majied, Chief Communications and External Affairs (Zoom)  
Maryann Martin, Operations Analyst (Zoom)  
Tracy Moore, Director of Transportation (Zoom)  
John Nason, Director of Bus Maintenance (Zoom)  
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  
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  
Robert Travers, Corporate Counsel  
Fevrier Valmond, Asst. Director of Procurement  
Kim Wolcott, Chief Human Resources Officer

**Others in attendance:**

Alt. Commissioner Avery Daughtery DRPT

The April 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 March 2023 Meeting Minutes**

A motion to approve the March 9, 2023, Operations and Oversight Committee meeting minutes was made by Commissioner Bullock and was properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners: Glover, Bullock, and Woodbury.

Nays: None

Abstain: Johnson

Commissioner Ross-Hammond entered the room at 10:10am  
Commissioner Houston entered the room at 10:10 am

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

There were no action items to discuss.

### **Internal Audit Update**

Mrs. Malika Blume gave the update on the Audit Schedule as enclosed in the meeting package.

A motion to approve the Audit Report/Schedule was made by Commissioner Bullock and was properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

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

Nays: None

Abstain: Houston

### **Procurement Items for Approval**

#### **Contract 22-00169, Chesapeake High-Capacity Transit Corridor Study**

Ms. Sonya Luther presented Contract 22-00169, Chesapeake High-Capacity Transit Corridor Study, as a recommendation that the Commission approve the award of a contract to STV Group, Inc. to conduct a Chesapeake high-capacity transit corridor study in the not-to-exceed amount of \$1,623,680.00.

A motion to approve Contract 22-00169, Chesapeake High-Capacity Transit Corridor Study was made by Commissioner Ross-Hammond and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

#### **Contract 23-00222, General Planning Consultant Services (Renewal)**

Ms. Sonya Luther presented Contract 23-00222, General Planning Consultant Services (Renewal), as a recommendation that the Commission approve the award of a contract to Foursquare Integrated Transportation Planning, Inc. to provide general planning

consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$1,900,000.00 over the three-year period.

A motion to approve Contract 23-00222, General Planning Consultant Services (Renewal), was made by Commissioner Houston and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

### **Contract 20-00080, Modification No. 4 Microsoft Dynamics 365 Support Services**

Ms. Sonya Luther presented Contract 20-00080, Modification No. 4 Microsoft Dynamics 365 Support Services, as a recommendation that the Commission approve the award of a modification to increase the Microsoft Dynamics 365 Support Services contract by an additional \$619,250.00, to a not-to-exceed amount of \$2,019,250.00.

A presentation was given by Ms. Glenda Dixon and is enclosed in these meeting minutes for reference.

A motion to approve Contract 20-00080, Modification No. 4 Microsoft Dynamics 365 support Services was made by Commissioner Bullock and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

### **Contract 22-00176, Passenger Information System**

Ms. Sonya Luther presented Contract 22-00176, Passenger Information System as a recommendation that the Commission approve the award of a contract to ETA Transit Systems to provide a passenger information system in the not-to-exceed amount of \$385,685.00 over five (5) years.

A presentation was given by Alex Touzov and is enclosed in these meeting minutes for reference.

A motion to approve Contract 22-00176, Passenger Information System was made by Commissioner Houston and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

**Contract 23-00230, Provision of Fifteen (15) 40' Busses**

Ms. Sonya Luther presented Contract 23-00230, Provision of Fifteen (15) 40' Buses as a recommendation that the Commission approve the award of a contract to Gillig to procure fifteen (15) heavy duty 40' low floor diesel buses in the total amount of \$9,660,870.00.

A motion to approve Contract 23-00230, Provision of Fifteen (15) 40' Buses was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

**Contract 23-00231, Provision of Five (5) 29' Busses**

Ms. Sonya Luther presented Contract 23-00231, Provision of Five (5) 29' Buses as a recommendation that the Commission approve the award of a contract to Gillig to procure five (5) heavy duty 29' low floor diesel buses in the total amount of \$3,106,995.00.

A motion to approve Contract 23-00231, Provision of Five (5) 29' Buses was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

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

Nays: None

Abstain: None



### **Contract 23-00232, Provision of Seventeen (17) 35' Busses**

Ms. Sonya Luther presented Contract 23-00232, Provision of Seventeen (17) 35' Buses as a recommendation that the Commission approve the award of a contract to Gillig to procure seventeen (17) heavy duty 35' low floor diesel buses in the total amount of \$10,835,834.00.

A motion to approve Contract 23-00232, Provision of Seventeen (17) 35' Buses was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

### **Contract 23-00233, Provision of Fourteen (14) 40' Suburban Busses**

Ms. Sonya Luther presented Contract 23-00233, Provision of Fourteen (14) 40' Suburban Buses as a recommendation that the Commission approve the award of a contract to Gillig to procure fourteen (14) heavy duty 40' suburban low floor diesel buses in the total amount of \$9,613,030.00.

A presentation was given by Mr. Mike Perez regarding (4) contracts listed: Contracts: 23-00230, 23-00231, 23-00232, and 23-00233 and is enclosed in these meeting minutes for reference.

A motion to approve Contract 23-00233, Provision of Fourteen (14) 40' Suburban Buses was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston, Woodbury.

Nays: None

Abstain: None

### **Contract 22-00172R, Provision of Magnetic Fare Media (Renewal)**

Ms. Sonya Luther presented Contract 22-00172R, Magnetic Fare Media (Renewal) as a recommendation that the Commission approve the award of a contract to EDM Technology, Inc. to provide magnetic fare media in the not-to-exceed amount of \$614,660.00 over a three-year period.

A presentation was given by Sheri Dixon and is enclosed in these meeting minutes for reference.

A motion to approve Contract 22-00172R, Magnetic Fare Media (Renewal) was made by Commissioner Houston and properly seconded by Commissioner Ross Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston, Woodbury.

Nays: None

Abstain: None

**Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal).**

Ms. Sonya Luther presented Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal) as a recommendation that the Commission approve the award of a modification to exercise Option Year 1 of the Genfare Ticket Vending Machine (TVM)/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance support Contract.

A presentation was given by Steve Florian and is enclosed in these meeting minutes for reference.

A motion to approve Contract 21-00128, Ticket Vending Machine/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal) was made by Commissioner Bullock and properly seconded by Commissioner Houston. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Bullock, Johnson, Ross-Hamond, Houston, 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 April and May 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 HRT's security department to include additional staffing. Mr. Simms asked Mr. Shane Kelly to conduct staff introductions to the committee.

Commissioner Woodbury asked if one of the TSO's (Transit Security Officer) would share with the commission what they do daily with HRT. Mr. Antonio Torain gave an update with daily tasks.

## **Old and New Business**

There was no old or new business discussed.

## **Commissioner Comments**

Commissioner Ross-Hammond Requested that in the future O&O meetings that there be a door greeter. She and another commissioner were not able to get into the building in a timely manner due to not having a badge.

Mayor Glover invited the commission to the event held at the Rivers Casino.

Mr. William Harrell welcomed our newly appointed Alt. Commissioner from DRPT Mr. Avery Daughtery.

## **Adjournment**

Commissioner Glover adjourned the meeting at 12:20 PM.

\*Attached as part of the meeting minutes



HAMPTON ROADS  

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TRANSIT

# Internal Audit Department Report April 27, 2023 – TDCHR Meeting

[gohrt.com](http://gohrt.com)

# Procurement Audit

\*Attached as part of the meeting minutes

- Policies and Procedures
- Sole Sources
- Conflict of Interest
- Standards of Conduct
- Contract Review



# Procurement Audit cont.

(Areas of Opportunity)

## Conflict of Interest

- Conflict of Interest forms were not signed prior to Contract award.

## Checklists Review

- Solicitation and Contract File Checklists were being utilized, however the Checklists did not show when a document was not applicable which is indicated by utilizing the “NA” on the Checklist.

## Notary Review

- Ensure Notary Forms are properly completed and signed.

# Triennial Audit

## VDRPT

- March 28-30, 2023
- Currently in our field work phase

# Thank you!

## Questions





# DYNAMICS 365 FINANCE & OPERATION



**20-00080, Modification  
Microsoft Dynamics 365 Support Services  
Operations & Oversight 04/27/2023**

# Agenda

- Objectives
- Overview
- History
- Support Services
- Closing

# Objectives

- Modification to extend current Microsoft Dynamics 365 (D365) Support Services contract to ensure there's no gap in the support HRT receives for the D365 Platform.
- HRT is reassessing the previous SOW to include reaching out to vendor services such as Gartner in preparation to re-release the solicitation for a Support Services/Managed Service provider in the 2<sup>nd</sup> quarter 2023.
- Responses from solicitation in fourth quarter of last year for the Support Services/Managed Services were not acceptable.

# Overview

## **Microsoft Dynamics 365 Finance and Operations**

- Top Tier Financial Management System in the Market
- Highly complex and Highly configurable platform
- Multiple of modules which are interpedently connected
- Supports Operational agility

# Overview (cont.)



## Complete Business Solution

### Finance



Budget &  
Forecast



Project  
Accounting



Invoicing &  
Billing



Fixed  
Assets



Accounts  
Receivable



General  
Ledger



Accounts  
Payable



Cash & bank  
Management



Credit &  
Collections



Expense

### Operations



Distribution



Cost  
Management



Inventory  
Management



Master  
Planning



Procurement  
& Sourcing



Product  
Info Mgmt



Production  
Control



Transportation  
Management



Manufacturing



Warehouse  
Management



The Power of Microsoft Cloud

# History

## Microsoft Dynamics 365 Finance and Operations

- Implemented in 4<sup>th</sup> quarter 2019
- Cloud SaaS solution managed by Microsoft
- Crowe was selected as HRT's implementation partner for Microsoft Dynamics 365 Finance and Operations. Crowe has been working with HRT since 2017.
- Crowe partnered with HRT to implement the following modules and to provide day to day support of its Financial and Inventory Operations.

### HRT Microsoft Dynamics F&O Implemented Modules (9 in 1)

Accounts Payable	Cash and Bank Management	Inventory Management
Accounts Receivable	Fixed Assets	Procurement and Sourcing
Budgeting	General Ledger	Project Mgmt and Accounting (includes Grants)

# Support Services

**Crowe has currently been providing support through out the following for HRT**



Implementation

Post Go-Live  
Support

Day to Day  
Operation Support

# Support Services (cont.)

Extended support is required to assist HRT in our day-to-day operations to manage the D365 platform (nine systems in one)

- Financial, procurement, inventory operations, etc.
- To provide high levels of service and availability for all users.
- To include providing for continued extension of the system and its use to achieve cost savings of the overall cost to operate and manage.
- Experts with knowledge and skills with all modules (systems within D365) are required to provide this level of support to operate D365 effectively.
- This specialized expertise is needed at any given time to support HRT.



# Support Services (cont.)

## Some Support Services Provided:

- Incident Resolution and Management (Day to Day Operational Support)
- Application Support and Configuration – To include Consulting and advisory services regarding improvements to systems and business processes.
- Application Upgrades and Updates
  - Microsoft Support Methodology mandates 2-3 Upgrades Annually
  - New mandate 4<sup>th</sup> quarter 2022 also mandates monthly updates
- Report Design and Development
- Ongoing Growth – Functional and Technical systems delivered enhancement services
- Proactively monitor system to identify potential areas of risk

# Conclusion

- Experts with knowledge and skills with all modules within D365 are required to provide level of support needed by HRT to operate D365 effectively.
- To provide we need to ensure there's no gap in the support HRT receives for the D365 Platform with an extension of the current Microsoft Dynamics 365 (D365) Support Services contract.



\*Attached as part of the meeting minutes

# Thank you

# Passenger Information System

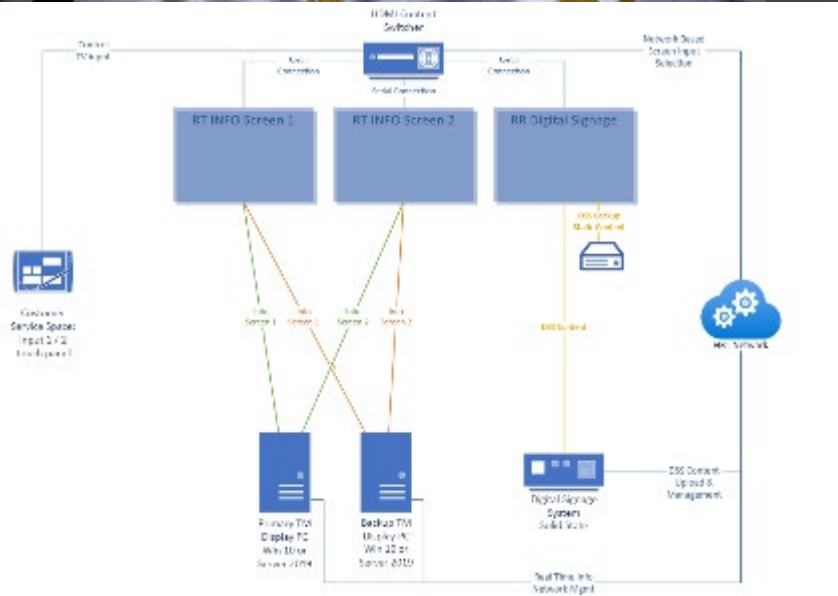
## April 27, 2023 – TDCHR Meeting

\*Attached as part of the meeting minutes





# Passenger Information System



# Passenger Information System

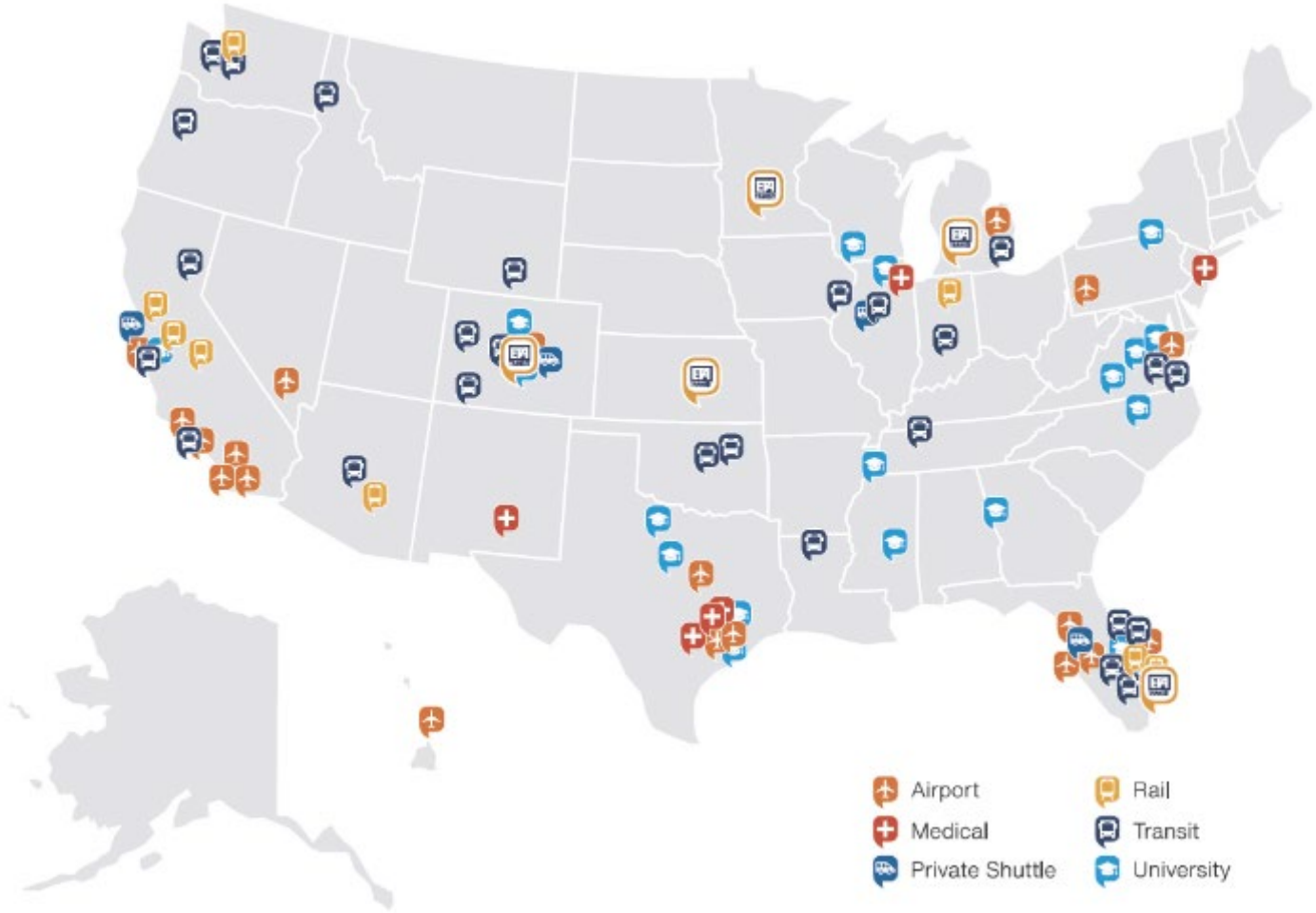




# Passenger Information System



# Passenger Information System





# Passenger Information System



## Technology partners



# Passenger Information System



# Bus Procurement For Operations and Oversight

April 13, 2023

# Vehicle Apportionment

\*Attached as part of the meeting minutes

	Victoria	18th St
29ft		5
35ft	10	7
40ft Expansion IOEP	6	
40ft	1	8
40ft MAX	7	7
	24	27

# Funding

\*Attached as part of the meeting minutes

	Total	Federal	State	Local
RSTP 80/20/0	\$ 11,507,201	\$ 7,698,507	\$ 1,924,627	\$ -
CMAQ 80/20/0	\$ 10,826,454	\$ 8,661,163	\$ 2,165,291	\$ -
IOEP 0/100/0	\$ 3,806,224	\$ -	\$ 3,806,224	\$ -
5339 28/68/4	\$ 7,076,850	\$ 1,981,518	\$ 4,812,258	\$ 283,074
<b>TOTAL</b>	<b>\$ 33,216,729</b>	<b>\$ 18,341,188</b>	<b>\$ 12,708,400</b>	<b>\$ 283,074</b>

- No local funding (<1% of total) paired with RSTP, CMAQ or IOEP funding

# Cost Drivers (Options)

\*Attached as part of the meeting minutes

## COST DRIVER OPTIONS OVER \$2,000

ELECTRIC STEERING ASSIST	REDUCE OPERATOR INJURY		\$2,494.00
HVAC SYSTEM	RELIABILITY / PASSENGER COMFORT	TEA14 ELECTRIC UNIT W/ BRUSHLESS MOTORS / R407C	\$14,495.00
TK AIR PURIFICATION SYSTEM	PASSENGER SAFETY		\$4,785.00
REAR SEAT RISER FORWARD FACING SEATS IN UPPER DECK	PASSENGER COMFORT		\$2,645.00
FULL COMPOSITE FLOOR	DURABILITY		\$2,200.00
EXTERIOR PAINT	HRT COLOR SCHEME	4-COLORS w/ CLEARCOAT	\$8,250.00
DASH MTD MULTI FUNCTION DISPLAY (MFD)	OPERATIONS TECHNOLOGY UPGRADE	REQUIRED W/ CUSTOMER REQUIRED CAMERA INTEGRATIONS	\$3,861.00
EXTENDED WARRANTIES	COST AVOIDANCE		\$6,892.00
DRIVER BARRIER	OPERATOR SECURITY		\$6,683.00
ADDITIONAL SEATING IN ADA AREA	PASSENGER COMFORT		\$15,763.00
VIDEO SURVEILANCE SYSTEM	TECHNOLOGY UPGRADE	INCLUDES WIFI CAPABILITY	\$19,044.00
VONTAS TRANSIT MASTER	TECHNOLOGY UPGRADE		\$28,938.00
FAREBOX	TECHNOLOGY UPGRADE	WITH CASHLESS FARE VALIDATOR	\$26,750.00
LUGGAGE LOFT (MAX ONLY)	PASSENGER AMMENITIES	WITH READING LIGHTS	\$36,047.00

# Historical Unit Cost

\*Attached as part of the meeting minutes

Type	Delivery Year					
	2019	2020	2021	2022	2023	2024 Projected
29	\$ 466,097	\$ 479,353	\$ 492,606	\$ 513,503	\$ 621,399	\$ 708,394.86
35	\$ 484,197	\$ 508,161	\$ 533,863	\$ 597,647	\$ 637,402	\$ 726,638.28
40	\$ 488,490	\$ 515,504	\$ 530,190	\$ 603,899	\$ 644,058	\$ 734,226.12
MAX	\$ 474,900	\$ 501,979	\$ 551,552	\$ 611,634	\$ 686,645	\$ 782,775.30
	<b>3.68</b>	<b>4.77%</b>	<b>5.15%</b>	<b>10.36%</b>	<b>11.30%</b>	<b>14.00%</b>
	<b>Annual Increase</b>					

# QUESTIONS?





HAMPTON ROADS  
TRANSIT

Provision of Magnetic Fare Media  
Contract No.: 22-00172R  
April 27, 2023 - TDCHR Meeting

# EDM Technology, Inc. Proposal

Base Year 1	Base Year 2	Option Year 1	Total Bid Price
\$188,500.00	\$188,500.00	\$237,660.00	\$614,660.00

- Prior contract negotiated in November 2018
- Increase in cost due to the following:
  - ≈ 60% cost increase in materials
  - ≈ 25-50% cost increase in packaging
  - ≈ 50-60% cost increase in labor
  - ≈ 75-150% cost increase in transportation
  - \$3000 minimum order value

# EDM 1-Year Price Comparison – Current Contract to New Contract \*Attached as part of the meeting minutes

TICKET	QTY	OLD CONTRACT PRICE	OLD CONTRACT PRICE PER UNIT	NEW CONTRACT QTY	NEW CONTRACT PRICE	NEW CONTRACT PRICE PER UNIT	INCREASE	% INCREASE
Blank Gray Stock	2,000,000	\$ 23,500.00	\$ 0.01175	2,500,000	\$ 60,000.00	\$ 0.02400	\$ 36,500.00	155%
Blank Yellow Stock	50,000	\$ 1,400.00	\$ 0.02800	50,000	\$ 4,500.00	\$ 0.09000	\$ 3,100.00	221%
Blank Green Stock	50,000	\$ 1,400.00	\$ 0.02800	100,000	\$ 6,000.00	\$ 0.06000	\$ 4,600.00	329%
Go1Day	280,000	\$ 17,360.00	\$ 0.06200	350,000	\$ 43,750.00	\$ 0.12500	\$ 26,390.00	152%
Go1Day DF	100,000	\$ 6,200.00	\$ 0.06200	150,000	\$ 21,750.00	\$ 0.14500	\$ 15,550.00	251%
Annual GO365	15,000	\$ 1,500.00	\$ 0.10000	7,000	\$ 8,400.00	\$ 1.20000	\$ 6,900.00	460%
Semester GO265	6,000	\$ 600.00	\$ 0.10000	3,000	\$ 6,000.00	\$ 2.00000	\$ 5,400.00	900%
MAX 1 Day	30,000	\$ 3,000.00	\$ 0.10000	40,000	\$ 10,000.00	\$ 0.25000	\$ 7,000.00	233%
Go1Day VB Wave	1,500	\$ 150.00	\$ 0.10000	20,000	\$ 8,600.00	\$ 0.43000	\$ 8,450.00	5633%
Go1Day DF VB Wave				3,000	\$ 6,000.00	\$ 2.00	\$ 6,000.00	
Go3Day VB Wave				5,000	\$ 7,500.00	\$ 1.50	\$ 7,500.00	
Go3Day DF VB Wave				3,000	\$ 6,000.00	\$ 2.00	\$ 6,000.00	
<b>TOTALS</b>	<b>2,532,500</b>	<b>\$ 55,110.00</b>	<b>\$ 0.02176</b>	<b>3,231,000</b>	<b>\$ 188,500.00</b>	<b>\$ 0.05834</b>	<b>\$ 133,390.00</b>	<b>242%</b>
<b>COMPARISON OF OVERALL AVERAGE PRICE PER UNIT</b>								
	<b>TICKET QTY</b>	<b>TOTAL CONTRACT</b>	<b>AVG PRICE PER UNIT</b>	<b>TICKET QTY</b>	<b>TOTAL CONTRACT</b>	<b>AVG PRICE PER UNIT</b>		
	2,532,500	\$ 55,110.00	\$ 0.022	3,231,000	\$ 188,500.00	\$ 0.058		

# EDM Price Comparison – Base Year to Option Year

TICKET	QUANTITY BASE YEAR 2	PRICE PER UNIT BASE YEAR 2	PRICE NEW CONTRACT BASE YEAR 2	QUANTITY OPTION YEAR 1	PRICE PER UNIT OPTION YEAR 1	PRICE NEW CONTRACT OPTION YEAR 1	INCREASE PERCENTAGE ESTIMATE
Blank Gray Stock	2,500,000	\$0.02400	\$60,000.00	2,500,000	\$0.02800	\$70,000.00	17%
Blank Yellow Stock	50,000	\$0.09000	\$4,500.00	50,000	\$0.10400	\$5,200.00	16%
Blank Green Stock	100,000	\$0.06000	\$6,000.00	100,000	\$0.07000	\$7,000.00	17%
Go1Day (Bundles of 5)	350,000	\$0.12500	\$43,750.00	350,000	\$0.14400	\$50,400.00	15%
Go1Day DF (Bundles of 5)	150,000	\$0.14500	\$21,750.00	150,000	\$0.16700	\$25,050.00	15%
Annual GO365	7,000	\$1.20000	\$8,400.00	7,000	\$1.38000	\$9,660.00	15%
Semester GO365	3,000	\$2.00000	\$6,000.00	3,000	\$2.30000	\$6,900.00	15%
MAX1DAY (Bundles of 5)	40,000	\$0.25000	\$10,000.00	40,000	\$0.29000	\$11,600.00	16%
Go7Day				20,000	\$0.49000	\$9,800.00	
Go30Day				20,000	\$0.49000	\$9,800.00	
Go1Day VB Wave (Shuttle)	20,000	\$0.43000	\$8,600.00	20,000	\$0.49000	\$9,800.00	14%
Go1Day DF VB Wave (Shuttle)	3,000	\$2.00000	\$6,000.00	3,000	\$2.30000	\$6,900.00	15%
Go3Day VB Wave (Shuttle)	5,000	\$1.50000	\$7,500.00	5,000	\$1.73000	\$8,650.00	15%
Go3Day DF VB Wave (Shuttle)	3,000	\$2.00000	\$6,000.00	3,000	\$2.30000	\$6,900.00	15%
<b>TOTALS</b>	<b>3,231,000</b>		<b>\$188,500.00</b>	<b>3,271,000</b>		<b>\$237,660.00</b>	<b>15%</b>



HAMPTON ROADS  
TRANSIT

# Fare Collection System State of Good Repair Operations and Oversight

Contract 21-00128, Exercise Option 1

April 27, 2023

[gohrt.com](http://gohrt.com)

# Agenda:

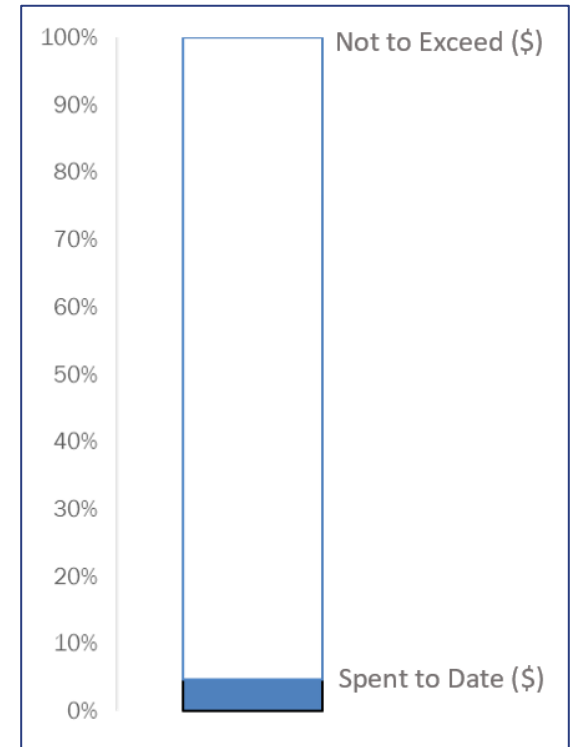
- Review Contract Purpose & Length
- Contract Spend to Date (Task Orders)
- Forecast Future Contract Needs

# Contract Purpose & Length:

- Purpose:
  - To maintain and to support the existing fare collection system (FCS) infrastructure.
    - State of good repair.
    - Dedicated pricing for critical fare equipment.
- Length:
  - Two base years and four, one-year options
    - Base Contract (**expires 6/27/2023**).
  - Task Order based: This does **not** mean we will spend \$1Million each year.

# Contract Spend (Task Orders)

- To Date (since July 2021):
  - 89 Task Orders have been issued.
  - Cost ~\$300,000
- Notes:
  - Orders were primarily minor SGR items (all have been presented to O&O).
  - Day-to-day SGR spend is expected to continue at similar rate.





# Forecast Future Contract Needs

- State of Good Repair:
  - Maintain the existing (Genfare) fare collection system.
    - Fareboxes & Vault Infrastructure: Required for on-board cash collection.
    - Ticket Vending Machines (TVMs): Will be phased out with mobile fare TVMs.
  - Projects/Major Expenses (Forecast)
    - Replace Odyssey Fareboxes (older version sunset by vendor).
    - Vault & Service Lane Infrastructure (Required for SGR and New Facility).

\*Attached as part of the meeting minutes



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Questions?

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HAMPTON ROADS TRANSIT  
MARCH/APRIL 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>
	NONE			

<b>Contract No:</b> 23-00224	<b>Title:</b> Automatic Passenger Counting System	<b>Contract Amount:</b>	
		Base Year	\$373,818.00
		Four Option Years	<u>\$106,268.00</u>
		<b>Total:</b>	<b>\$470,086.00</b>

**Acquisition Description:** Enter into a sole source service contract with Urban Transportation Associates, Inc. (UTA) to provide an automatic passenger counting (APC) system for the Light Rail Vehicle (LRV) fleet.

**Background:** Hampton Roads Transit’s (HRT’s) LRVs currently utilize a standalone INIT APC system which has reached the end of its useful life. Under the terms of this agreement, the Contractor will provide a new APC system that generates ridership, on-time performance, and other analytics. Additionally, it provides the data needed for National Transit Database (NTD) reporting as established by the Federal Transit Administration (FTA). The system will include all necessary onboard hardware to collect ridership and geolocation data from the LRVs; an APC Analytics and Reporting Software system to process and report data collected from the LRV fleet and fixed route bus service fleet.

**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. UTA is the only provider with an APC data interface specifically supported by the TransitMaster CAD/AVL system utilized by HRT. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on March 9, 2023, and UTA provided a responsive proposal on March 15, 2023, in the total amount of \$414,178.00. In an effort to obtain more favorable pricing, discussions and negotiations were held with UTA. Negotiations focused on clarifying HRT’s requirements, clarifying assumptions used in establishing pricing, and reducing the total proposed price. At the conclusion of negotiations, revised pricing was requested.

Based on clarifications provided during the discussion, UTA’s pricing increased by \$55,908.00. This amount represents the cost of removing the existing INIT APC system including sensors and other components from the LRVs and providing the new APC software system in a fully managed and cloud hosted environment, as requested by HRT. Although UTA did not offer any pricing concessions, the firm certified that the proposed pricing is in line with prices charged to other transit agencies for similar services. Based on a price analysis performed utilizing the independent cost estimate, UTA’s revised pricing is deemed fair and reasonable. A contractor responsibility review confirmed that UTA is both technically and financially capable to provide the services described in the Scope of Work.

<b>Contract No:</b> 23-00224	<b>Title:</b> Automatic Passenger Counting System	<b>Contract Amount:</b>	
		Base Year	\$373,818.00
		Four Option Years	<u>\$106,268.00</u>
		<b>Total:</b>	<b>\$470,086.00</b>

UTA is headquartered in Cincinnati, OH, and has provided similar services for Sonoma-Marín Rail Transit, in Petaluma, CA; Sacramento Rail Transit District, in Sacramento, CA; and Utah Transit Authority, in Salt Lake City, UT.

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

**Cost/Funding:** This contract will be funded with federal 5337 and state grant funds.

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Urban Transportation Associates, Inc. to provide an automatic passenger counting software package and services in the not-to-exceed amount of \$470,086.00 for five (5) years.

#### UTA's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Price
\$373,818.00	\$23,480.00	\$23,480.00	\$24,654.00	\$24,654.00	\$470,086.00

<b>Contract No.:</b> 22-00207	<b>Title:</b> National Transit Database Reporting Software	<b>Contract Amount:</b>	
		Implementation:	\$ 256,028.00
		Base Year:	\$ 203,792.00
		Four Option Years:	\$ 571,386.00
		<b>Total:</b>	<b>\$1,031,206.00</b>

**Acquisition Description:** Enter into a contract with a qualified Contractor to improve data integrity, and to automate and replace manual data inputs by implementing and supporting a Cloud-based software solution in compliance with reporting requirements within the National Transit Database (NTD).

**Background:** The NTD is a federal repository for transit agencies that receive funding from the Federal Transit Administration (FTA) and is the primary repository for financial, operating, and asset data. The NTD also archives information on funding sources, vehicle inventories, maintenance facilities, safety event reports, and data related to consumer transit services. The FTA utilizes the NTD data to analyze trends and appropriate funds to transit agencies.

Hampton Roads Transit (HRT), as with other transit agencies across the U.S., is required to report data to the NTD on several key metrics, including, but not limited to, Vehicle Revenue Miles, Vehicle Revenue Hours, Passenger Miles Traveled, Unlinked Passenger Trips, and Operating Expenses (OE). The data is then used by the FTA for trend analysis and to appropriate funds to transit agencies. Under the terms of this agreement, the Contractor will deliver a Cloud-based, end-to-end data management solution that is a comprehensive package compliant with FTA reporting requirements.

**Contract Approach:** A Request for Proposals was issued on November 7, 2022. Three (3) proposals were received on January 6, 2023, from the following firms:

- Inzata Analytics
- MicroStrategy Services Corporation
- TransTrack Solutions Group (TransTrack)

Upon initial review and evaluation of the technical proposals, only one (1) firm (TransTrack) was rated best to meet the Scope of Work requirements and, as a result, was subsequently invited to discuss their proposal and provide technical clarifications on their approach to the Scope of Work.

Following the technical presentation and interview, HRT Staff decided to invite TransTrack for discussion and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, further clarifying services offered, and reducing their proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an analysis of the BAFO received, HRT staff determined that TransTrack provided the best value based on a combination of technical capability and price. As a result of the negotiations,

<b>Contract No.:</b> 22-00207	<b>Title:</b> National Transit Database Reporting Software	<b>Contract Amount:</b>	
		Implementation:	\$ 256,028.00
		Base Year:	\$ 203,792.00
		Four Option Years:	\$ 571,386.00
		<b>Total:</b>	<b>\$1,031,206.00</b>

TransTrack reduced their total proposed price from \$866,313.00 by \$29,061.00, or approximately 3.4%. However, during negotiations, additional services proposed by TransTrack were discussed and the decision was made to include the pricing for those additional services in both the base year and the first option year. The additional services include NTD reporting services and custom data extraction, in the total amount of \$193,954.00. Based on the results of the negotiations, a price analysis performed, and the fact that pricing was obtained in a competitive environment, TransTrack's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that TransTrack is technically and financially capable of performing the work.

TransTrack is located in Cedar Rapids, IA and has provided similar services to the San Diego Metropolitan Transit System in San Diego, CA; the Transit Authority of River City in Louisville, KY; and Broward County in Plantation, FL.

The Contract period of performance is one (1) base year, effective at the conclusion of the initial not-to-exceed twelve (12) month development and implementation phase, with four (4) additional one-year options.

No DBE goal was assigned for this solicitation.

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

**Project Manager:** Shelia Gullledge, Director, Technology Project Management Office

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to TransTrack Solutions Group to implement and support a Cloud-based software solution for National Transit Database (NTD) reporting in the not-to-exceed amount of \$1,031,206.00.

<b>Contract No.:</b> 22-00207	<b>Title:</b> National Transit Database Reporting Software	<b>Contract Amount:</b>	
		Implementation:	\$ 256,028.00
		Base Year:	\$ 203,792.00
		Four Option Years:	\$ 571,386.00
		<b>Total:</b>	<b>\$1,031,206.00</b>

### Solicitation Summary

Offeror	Original Offer	Best and Final Offer
Inzata Analytics	\$414,000.00	N/A
<b>TransTrack Solutions Group</b>	<b>\$866,313.00</b>	<b>\$1,031,206.00</b>
MicroStrategy Services Corporation	\$1,272,063.54	N/A

### TransTrack Solutions Group's Pricing Summary

Implementation	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Pricing
\$256,028.00	\$203,792.00	\$205,795.00	\$115,969.00	\$121,767.00	\$127,855.00	\$1,031,206.00



<b>Contract No.:</b> 22-00204	<b>Title:</b> Oil and Fuel Analysis Services	<b>Contract Amount:</b>	
		Base Year:	\$ 27,084.00
		Four Option Years:	<u>\$ 110,024.00</u>
		<b>Total:</b>	<b>\$ 137,108.00</b>

**Acquisition Description:** Enter into a contract with a qualified Contractor to provide oil and fuel analysis services.

**Background:** Hampton Roads Transit (HRT) has a requirement to test oil and other fluids purchased to determine the quality of products used in its vehicles. Early detection of inferior products is critical to maintaining HRT's revenue and non-revenue vehicles efficiently and safely. Under the terms of this agreement, the Contractor is required to analyze oil, fuel, and coolant samples. Samples of products to be used in engines, gear boxes, transmissions, and other operating systems will be taken by maintenance personnel and sent to the Contractor for testing and analysis.

**Contract Approach:** An Invitation for Bids (IFB) was issued on March 14, 2023. Two (2) bids were received on April 13, 2023, from the following firms:

- Eurofins TestOil, Inc.
- Tribologik Corporation (Tribologik)

In response to the IFB, bidders were required to provide unit prices for performing tests on various oils, fuels, and coolant described in the Scope of Work.

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

A price analysis performed utilizing historical data, and the fact that the pricing was obtained in a competitive environment, determined that Tribologik's bid pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that Tribologik is both technically and financially capable to perform the services.

Tribologik is located in Hammond, IN, and has provided similar services for New York City Transit, in New York, NY; St. Paul Metro Transit, in St. Paul, MN; and the U.S. Navy in Norfolk, VA.

The contract will be awarded for a base period of one (1) year, with four (4) additional one-year options.

No DBE goal was assigned for this solicitation.

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

<b>Contract No.:</b> 22-00204	<b>Title:</b> Oil and Fuel Analysis Services	<b>Contract Amount:</b>	
		Base Year:	\$ 27,084.00
		Four Option Years:	\$ 110,024.00
		<b>Total:</b>	<b>\$ 137,108.00</b>

**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 Tribologik Corporation to provide oil and fuel analysis services in the not-to-exceed amount of \$137,108.00 for five (5) years.

### Solicitation Results

Offeror	Offer
Tribologik Corporation	\$137,108.00
Eurofins TestOil, Inc	\$286,620.00

### Tribologik Corporation's Bid Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Bid Price
\$27,084.00	\$27,084.00	\$27,084.00	\$27,084.00	\$28,772.00	\$137,108.00

<b>Contract No.:</b> 22-00213	<b>Title:</b> Private Security Services	<b>Contract Amount:</b>	
		Base Year:	\$ 1,925,768.54
		Four Option Years:	<u>\$ 8,298,579.50</u>
		<b>Total:</b>	<b>\$10,224,348.04</b>

**Acquisition Description:** Enter into a contract with a qualified Contractor to provide professional private security services.

**Background:** Hampton Roads Transit (HRT) requires professional private security services at facilities located throughout Hampton Roads, as well as on and aboard revenue and non-revenue vehicles and vessels in its transit environment. Private security services include, but are not limited to, routine foot patrol and surveillance, responding to incident service calls, providing reports of incidents and other statistical information, deterring criminal or otherwise disruptive activities, enforcing compliance needs, and performing other duties as directed by HRT’s Project Manager. Under the terms of this agreement, the Contractor will furnish the corporate and on-site management, technical support, and trained and certified security personnel (as applicable), and any equipment, tools, materials, or supplies necessary to provide private security services; and have an established presence in Hampton Roads or the surrounding area.

**Contract Approach:** A Request for Proposals was issued on January 6, 2023. Ten (10) proposals were received on February 16, 2023, from the following firms:

- Allied Universal Security Services (Allied)
- America Guard Services, Inc.
- B3 Security Group
- Inter-Con Security Systems, Inc. (Inter-Con)
- Linxx Global Solutions, LLC (Linxx)
- New Age Protection, Inc.
- Securemedy, Inc.
- Sentry Force Security, LLC (Sentry Force)
- Top Guard, Inc.
- Valentis Security Services, Inc.

Upon initial review and evaluation of the technical proposals, four (4) firms (Allied, Inter-Con, Linxx, and Sentry Force) were rated best to meet the Scope of Work requirements and, as a result, were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work.

Following the technical presentations and interviews, HRT Staff determined that Allied and Sentry Force were the most technically qualified to provide the services based on clarifications provided during their presentation. Therefore, both firms were invited for discussion and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in

<b>Contract No.:</b> 22-00213	<b>Title:</b> Private Security Services	<b>Contract Amount:</b>	
		Base Year:	\$ 1,925,768.54
		Four Option Years:	<u>\$ 8,298,579.50</u>
		<b>Total:</b>	<b>\$10,224,348.04</b>

establishing pricing, further clarifying services offered, and reducing their proposed pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an analysis of the BAFOs received, HRT staff determined that Sentry Force provided the best value based on a combination of technical capability and price. Although Sentry Force offered no concessions, their pricing is deemed fair and reasonable based on a price analysis performed and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Sentry Force is technically and financially capable of performing the work.

Sentry Force is located in Fairfax, VA and has provided similar services to the Virginia Department of Transportation, the Norfolk Redevelopment and Housing Authority, and the Inova Hospital System in Fairfax, VA.

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

No DBE goal was assigned for this solicitation.

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

**Project Manager:** Shane Kelly, Manager of Security and Emergency Preparedness

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Sentry Force Security, LLC to provide private security services in the not-to-exceed amount of \$10,224,348.04.

<b>Contract No.:</b> 22-00213	<b>Title:</b> Private Security Services	<b>Contract Amount:</b>	
		Base Year:	\$ 1,925,768.54
		Four Option Years:	<u>\$ 8,298,579.50</u>
		<b>Total:</b>	<b>\$10,224,348.04</b>

### Solicitation Summary

Offeror	Original Offer	Best and Final Offer
Valentis Security Services, Inc.	\$8,489,130.12	N/A
Securemedy, Inc.	\$9,027,446.14	N/A
Top Guard, Inc.	\$9,973,986.92	N/A
<b>Sentry Force Security, LLC</b>	<b>\$10,224,348.04</b>	<b>\$10,224,348.04</b>
New Age Protection, Inc.	\$10,964,606.74	N/A
America Guard Services, Inc.	\$11,081,576.72	N/A
Linxx Global Solutions, LLC	\$11,462,013.93	N/A
B3 Security Group	\$11,521,072.00	N/A
Allied Universal Security Services	\$11,765,249.34	\$11,653,416.38
Inter-Con Security Systems, Inc.	\$12,035,019.04	N/A

### Sentry Force Security, LLC's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Pricing
\$1,925,768.54	\$1,945,371.36	\$1,964,974.18	\$1,984,577.00	\$2,403,656.96	\$10,224,348.04

<b>Contract No.:</b> 23-00237	<b>Title:</b> Provision of Eighteen (18) Non-Revenue Vehicles	<b>Contract Amount:</b> \$872,234.00 Thirty-six (36) weeks
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**Acquisition Description:** Enter into a sole source contract with CMA’s Williamsburg Ford (Williamsburg Ford) to provide eighteen (18) non-revenue vehicles.

**Background:** Hampton Roads Transit (HRT) has a requirement for eighteen (18) non-revenue vehicles to replace older, less dependable mission critical support vehicles. Under the terms of this agreement, the Contractor will provide six (6) security support SUVs, ten (10) operations support SUVs, and two (2) treasury operation cargo vans, including optional dealer upfitting, service preparation, transportation, and delivery.

**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. After two (2) previous solicitations of known sources, competition was deemed inadequate. Additionally, an evaluation of the specifications determined that they are not unduly restrictive of competition; and re-solicitation through open competition would result in unacceptable delays in fulfilling HRT’s need for the specified vehicles. HRT currently has an active contract with Williamsburg Ford for the provision of an assortment of non-revenue fleet vehicles. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on April 4, 2023, and Williamsburg Ford provided a responsive proposal on April 11, 2023, in the total amount of \$776,838.00, excluding the cost of optional upfits requested. In order to obtain more complete and favorable pricing, a decision was made to enter into discussions and negotiations with Williamsburg Ford. Negotiations focused on clarifying assumptions made in establishing pricing and obtaining the best price possible. Upon conclusion of the negotiations, revised pricing was requested.

During the discussions, HRT provided additional information regarding the optional upfit required. As a result of the clarifications provided, Williamsburg Ford’s total price increased by \$95,396.00. The increase in price represents the cost of the optional upfits omitted from the original pricing. Based on the results of a price analysis conducted, Williamsburg Ford’s pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Williamsburg Ford’s is technically and financially capable to perform the work.

Williamsburg Ford is located in Williamsburg, VA and has provided 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 provided an estimated delivery, with the final vehicle being delivered in thirty-six (36) weeks.

<b>Contract No.:</b> 23-00237	<b>Title:</b> Provision of Eighteen (18) Non-Revenue Vehicles	<b>Contract Amount:</b> \$872,234.00 Thirty-six (36) weeks
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**Cost/Funding:** This contract will be funded with 5307, HRRTF, state, and ACC funds.

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to CMA's Williamsburg Ford for the provision of eighteen (18) non-revenue vehicles in the amount of \$872,234.00.

**Exercise of Options – July 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>
19-00015	Mechanics' Tool Supply Services	Enter into a contract with a qualified Contractor to provide tool supply services for approximately seventy (70) mechanics on an as needed basis.	\$140,000.00	1 yr. w/4 1-yr. option	Fourth	\$69,716.70
20-00060	Passenger Shelter Fabrication and Installation	Enter into a renewal contract with a qualified Contractor to fabricate and install passenger shelters on a task order basis.	\$3,413,714.00	2 yr. w/ 3 1-yr. options	Second	\$809,246.00
21-00122	Custodial Services	To provide custodial and janitorial services for HRT at all of their facilities.	\$3,110,032.40	1 yr. w/4 1-yr. options	Second	\$605,154.00
21-00126	Heating, Ventilation, Air Conditioning, Refrigeration, and Plumbing Maintenance Services	To provide heating, ventilation, air conditioning, refrigeration, and plumbing maintenance services.	\$627,583.00	1 yr. w/4 1-yr. options	Second	\$125,382.00



**UPCOMING CONTRACTS FOR APPROVAL**

Title	Description	Renewal Contract Expiration Date
Armored Transportation 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
<b>Bottled Gas Services</b>	<b>To provide various sizes and types of compressed bottled gases and other related items.</b>	<b>05/28/2023</b>
Bus Onboard CAD/AVL System Upgrade	To replace old onboard CAD/AVL system with the latest generation equipment to improve user experience for operators, utilize new functionality, and maintain state of good repair.	New
Elizabeth River Ferry Services	To provide the complete management, training, technical maintenance, fare collection, and operating services necessary for the operation of a public passenger ferry service.	07/11/2023
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
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
<b>Hybrid Bus and Allison Transmission Diagnostic and Repair Services</b>	<b>To provide diagnostics and repair services in order to maintain the fleet of hybrid buses, manufactured by Gillig and having Allison products.</b>	<b>05/27/2023</b>
Light Rail Track Maintenance	To perform inspection, maintenance, repair, and construction work associated with the Norfolk Light Rail Transit system on an as needed basis.	06/30/2023
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
<b>Oracle Enterprise Database Support</b>	<b>To provide the annual renewal processing of HRT's Oracle database software enterprise licenses.</b>	<b>06/27/2023</b>

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 Non-Revenue Fleet Vehicle Parts	To supply and delivery parts for HRT's non-revenue vehicles.	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.	07/12/2023
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
<b>Uniform Rental Services</b>	<b>To provide uniform rental services, cleaning supplies, and OSHA required first aid items for bus and rail maintenance staff.</b>	<b>08/28/2023</b>
Waste Collection and Disposal Services	To provide waste collection and disposal services to HRT's various locations.	05/06/2023
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