



## Meeting of the Operations and Oversight Committee

Thursday, April 13, 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, April 13, 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\\_VsjtGglCTHSdOj\\_3N1eySq](https://hrtransit-org.zoom.us/webinar/register/WN_VsjtGglCTHSdOj_3N1eySq)

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



# Meeting of the Operations and Oversight Committee

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

## AGENDA

1. Approval of the March 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 22-00169, Chesapeake High-Capacity Transit Corridor Study
  - b. Contract 23-00222, General Planning Consultant Services (Renewal)
  - c. Contract 20-00080, Modification No. 4 Microsoft Dynamics 365 Support Services
  - d. Contract 22-00176, Passenger Information System
  - e. Contract 23-00230, Provision of Fifteen (15) 40' Buses
  - f. Contract 23-00231, Provision of Five (5) 29' Buses
  - g. Contract 23-00232, Provision of Seventeen (17) 35' Buses
  - h. Contract 23-00233, Provision of Fourteen (14) 40' Suburban Buses
  - i. Contract 22-00172R, Provision of Magnetic Fare Media (Renewal)
  - j. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)
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 90. This Task Order is for repair of door lock motor. This Task Order is for \$175.00 and is funded with operating funds.
6. Options to be Exercised May and June 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, May 11, 2023, in Hampton, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday, March 9, 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.

There was no quorum obtained. This meeting is for information only. The vote to approve the minutes and the two contracts presented will take place in the TDCHR meeting on March 23, 2023, at 3400 Victoria Blvd, Hampton, VA.

### **Commissioners in attendance:**

Chairwoman Ross-Hammond, Virginia Beach (Zoom)  
Chairman Glover, Portsmouth  
Vice Chair Woodbury, Newport News  
Commissioner Mucha, VDRPT (Zoom)  
Commissioner Kirk Houston,

### **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)  
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  
William Harrell, President, and CEO  
Lanae Hawkins, Contract Analyst II (Zoom)  
Autumn Jenkins, Operations Support Technician  
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)  
Jason Petruska, Sr. Contract Specialist (Zoom)  
Michael Perez, Operations Project & Contract Administrator  
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 (Zoom)  
Robert Travers, Corporate Counsel  
Fevrier Valmond, Asst. Director of Procurement (Zoom)  
Kim Wolcott, Chief Human Resources Officer

**Others in attendance:**

Alt. Commissioner Jackson, Portsmouth  
Alt. Commissioner Megan Gribble, Virginia Beach (Zoom)

The January 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 January 23, 2023, Meeting Minutes**

There was no quorum and meeting minutes were not approved. Meeting minutes will be brought forward at the April 2023 meeting for approval.

Vice Chair Woodbury joined the meeting at 10:07am.

## **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.

## **Procurement Items for Approval**

### **Contract 22-00215, Interactive Voice Response System (Renewal)**

Ms. Sonya Luther presented Contract 22-00215, Interactive Voice Response System (Renewal) to the Committee for approval.

Mr. Kamlesh Chowdhary presented information on the Interactive Voice Response System.

There was no quorum. Contract 22-00215, Interactive Voice Response System (Renewal) will be voted on at the March TDCHR meeting.

### **Contract 22-00218, Origin and Destination Study**

Ms. Sonya Luther presented Contract 22-00218, Origin and Destination Study to the Committee for approval.

Mr. Ray Amoruso presented 2023 Origin and Destination Study.

There was no quorum. Contract 22-00218, Origin and Destination Study will be voted on at the March TDCHR meeting.

## **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 stated that HRT is preparing for the Virginia Beach Trolley Base which opens for service May 14. Bus operators are currently in training and are being evaluated by HRT staff.

Mr. Simms gave an update on a recent Transportation Safety Institute (TSI) training hosted by HRT. Mr. Simms stated that 25 people attended this training course to include several bus operations staff and safety personnel. The objective of the training was to provide participants with the knowledge and skills needed to successfully obtain and analyze records, facts, conditions and circumstances of bus collision investigations.

Lastly, Mr. Simms shared that it is Maintenance Appreciation Week, to honor those that keep our fleet rolling daily. HRT will be showing our appreciation throughout the week by providing lunch/dinner for maintenance personnel.

A ribbon cutting ceremony was held regarding the new bus lifts.

## **Old and New Business**

There was no old or new business discussed.

## **Commissioner Comments**

Mayor Glover welcomed Mrs. April Garrett to the team and thanked her for her help.

It's woman's history month, Mayor Glover recognized all the women in the room.

## **Adjournment**

Commissioner Glover adjourned the meeting at 11:03 AM.



HAMPTON ROADS TRANSIT  
FEBRUARY/MARCH 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			





# HAMPTON ROADS TRANSIT

## Internal Audit Calendar Year 2023 Audit Schedule

### Required Audits

Audits required based upon industry and regulatory bodies.

Audit	Department	Scope	Anticipated Schedule	Anticipated Completion*
PTASP	Maintenance	PTASP Implementation Processes	March 2023	May 2023
PTASP	Safety	PTASP Implementation Processes	September 2023	November 2023

### Scheduled Audits

Board- Approved audits selected based upon company objectives.

Audit	Department	Scope	Anticipated Schedule	Anticipated Completion*
Procurement Cycle	Procurement/Finance	Are procurement processes in compliance with federal statutes, regulations, and state oversight guidance?	December 2022	March 2023
Customer Service	Planning and Development	What practices and internal controls are used to mitigate customer complaints? Are the methods used in compliance with regulation and best practices?	June 2023	August 2023
Training (Bus)	Operations Bus Training Department	Are bus training records effectively and efficiently recorded, documented, and housed to ensure compliance with oversight agency requirements and HRT's EXE-101 rev. 8?	December 2023	March 2024

### Attestation Engagements

Reviews initiated by the Board, Current Events, or Senior Management.

Engagement	Department	Scope	Anticipated Schedule	Anticipated Completion*
TBD	TBD	TBD	TBD	TBD

### Quality Assurance

Follow-up and Internal Audit Administrative Tasks.

Engagement	Department	Scope	Anticipated Schedule	Anticipated Completion*
Department Documentation	Organization- Wide	Annual document review of all department policies, and standard operating procedures.	March 2023	June 2023
Administrative Review	Internal Audit	Review of audits and other engagement documents for clarity and compliance.	January 2023	December 2023

**Note: The audit plan is a working document and may change at any point due to HRT's needs.**



HAMPTON ROADS  
TRANSIT

# Internal Audit Department Report

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

# Procurement Audit

- 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



<b>Contract No.:</b> 22-00169	<b>Title:</b> Chesapeake High-Capacity Transit Corridor Study	<b>Contract Amount:</b> \$1,623,680.00
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**Acquisition Description:** Enter into a contract with a qualified Consultant to conduct a Chesapeake high-capacity transit corridor study.

**Background:** Hampton Roads Transit (HRT) is seeking a consultant to develop and screen potential high-capacity transit corridors and technology options that connect the Greenbrier Town Center area of Chesapeake to the wider region. Under the terms of this agreement, the Consultant shall produce a summary report that outlines the study progress and identifies up to two (2) high-capacity transit alignment options and their appropriate technology that can be carried forward into subsequent phases for further analysis and environmental review under federal National Environmental Policy Act (NEPA) guidelines.

**Contract Approach:** A Request for Proposals was issued on January 3, 2023. Three (3) proposals were received on February 2, 2023, from the following firms:

- Kimley-Horn and Associates, Inc. (Kimley-Horn)
- STV Inc. dba STV Group, Inc. (STV)
- WSP USA, Inc.

Upon initial review and evaluation of the technical proposals, two (2) firms (Kimley-Horn and STV) 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 STV was the most technically qualified to provide the services described in the Scope of Work based on clarifications provided during their presentation. Therefore, STV was further invited for discussion and negotiations 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, a Best and Final Offer (BAFO) was requested.

As a result of the negotiations, STV reduced its total price by \$576,743.00, or approximately 7.6%. Based on the results of the negotiations, a price analysis performed, and the fact that pricing was obtained in a competitive environment STV's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that STV is technically and financially capable of performing the work.

STV is located in Virginia Beach, VA and has provided similar services to the Fairfax County Department of Transportation in Fairfax, VA and the Montgomery County Department of

<b>Contract No.:</b> 22-00169	<b>Title:</b> Chesapeake High-Capacity Transit Corridor Study	<b>Contract Amount:</b> \$1,623,680.00
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Transportation in Montgomery County, MD. STV has also provided similar services to HRT satisfactorily.

The Contract period of performance is eighteen (18) months.

A 9% DBE goal was assigned to this solicitation and STV has committed to achieving 21% DBE participation.

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

**Project Manager:** Sherri Dawson, Director of Transit Development

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

**Recommendation:** It is respectfully recommended 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.

### SOLICITATION SUMMARY

<b>Offeror</b>	<b>Original Offer</b>	<b>Best and Final Offer</b>
Kimley-Horn and Associates, Inc.	\$1,270,639.00	N/A
WSP USA, Inc.	\$1,481,020.00	N/A
<b>STV Group, Inc.</b>	<b>\$1,757,482.00</b>	<b>\$1,623,680.00</b>



<b>Contract No.:</b> 23-00222	<b>Title:</b> General Planning Consultant Services (Renewal)	<b>Contract Amount:</b> \$1,900,000.00 2 Yrs. w/1 1-yr. Option
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**Acquisition Description:** Enter into a renewal contract with a qualified Consulting firm to provide General Planning Consulting services on a Task Order basis.

**Background:** HRT requires the services of a consulting firm to assist in a variety of transit related planning services including, but not limited to, development of the ten-year Capital Improvement Plan; annual updates to the state required ten-year Transit Strategic Plan; MicroTransit and Demand Responsive Services planning and analysis support; service evaluation support; HRT Bus network redesign analysis; National Transit Database (NTD) compliance; public outreach services; financial planning; Title VI support; route scheduling support utilizing HASTUS software; fare evaluation and fare policy analysis; environmental analysis; long range plan development support; FTA Capital Investment Grant planning; ferry planning support; State of Good Repair and asset management analyses; and ridership and operational forecasting activities. Under the terms of this agreement, the Contractor will provide the required services on a Task Order basis.

**Contract Approach:** A Request for Proposals was issued on January 25, 2023. Two (2) proposals were received on February 24, 2023, from the following firms:

- Foursquare Integrated Transportation Planning, Inc. (Foursquare)
- Michael Baker International, Inc. (Michael Baker)

Upon review and evaluation of the technical proposals, both firms were deemed technically qualified to meet the Scope of Work (SOW) requirements; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide hourly rates for various labor categories for the services described in the SOW, to be utilized when establishing pricing for proposed Task Orders.

At the conclusion of the technical evaluations, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the 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 Foursquare provided the best value based on a combination of technical capability and price. As a result of the negotiations, Foursquare reduced their annual escalation from 6% to 4%.

<b>Contract No.:</b> 23-00222	<b>Title:</b> General Planning Consultant Services (Renewal)	<b>Contract Amount:</b> \$1,900,000.00 2 Yrs. w/1 1-yr. Option
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Based on a price analysis performed, and the fact that the labor rates were obtained in a competitive environment, Foursquare's rates are deemed fair and reasonable. A contractor responsibility review performed confirmed that Foursquare is technically and financially capable of performing the services.

Foursquare, is located in Rockville, MD and has provided similar services for the Washington Metropolitan Area Transit Authority in Washington, DC; the Jacksonville Transportation Authority in Jacksonville, FL; and the Maryland Transit Administration in Baltimore, MD. Foursquare currently provides these services for HRT satisfactorily.

The period of performance for this contract is two (2) base years, with one (1) additional one-year option.

Foursquare is a certified Disadvantaged Business Enterprise (DBE) firm.

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

**Project Manager:** Ray Amoruso, Chief Planning and Development Officer

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

**Recommendation:** It is respectfully recommended 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.

<p><b>Contract No:</b> 20-00080, Modification No. 4</p>	<p><b>Title:</b> Microsoft Dynamics 365 Support Services</p>	<p><b>Modification Amount</b> \$619,250.00</p>
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**Acquisition Description:** Award a contract modification to increase the Microsoft Dynamics 365 (D365) Support Services contract value by an additional \$619,250.00.

**Background:** In July 2020, the Commission approved the award of a Contract to Crowe LLP (Crowe) in the not-to-exceed amount of \$1,120,000.00 to provide support and maintenance services for Hampton Roads Transit’s (HRT’s) Microsoft D365 financial software. The Contract was awarded through a Sole Source Procurement due to the specific requirements of the solicitation. The Scope of Work requires the Contractor to provide critical support including reports, integrations, training, and new activities associated with the system.

A Modification was issued in December 2022 in the amount of \$280,000.00, which increased the contract value to \$1,400,000.00, in order to continue to provide support for HRT’s Microsoft D365 Finance and Operations application, including critical projects such as FY22 year-end-close.

In anticipation of the Contract expiration on June 15, 2023, a Scope of Work is being developed to review and redefine its requirements prior to re-solicitation. HRT intends to re-solicit for these services in the second quarter of 2023. In the meantime, an increase to the current Contract amount is required to accommodate the on-going required support for Microsoft D365.

This Modification will extend the Contract for up to twelve (12) months and provide the requisite additional funding.

**Contract Approach:** The estimated amount of \$619,250.00 is based on current average monthly costs incurred for Microsoft D365 Finance and Operations application support services.

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

**Project Managers:** Glenda Dixon, Director of ERP Services

**Contracting Officer:** Jessica White, Contract Administrator

**Recommendation:** It is respectfully recommended 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.

<b>Contract No:</b> 22-00176	<b>Title:</b> Passenger Information System	<b>Contract amount:</b>	
		Three Base Years:	\$ 291,040.00
		Two Option Years:	\$ <u>94,645.00</u>
		<b>Total:</b>	<b>\$ 385,685.00</b>

**Acquisition Description:** Enter into a contract with a qualified Contractor to implement, support, and maintain a Passenger Information Back-Office System at Hampton Roads Transit’s (HRT’s) transit centers.

**Background:** HRT requires a Contractor to implement a passenger information back-office system at four (4) transit centers served by its fixed-route bus service. The System will consist of a cloud-based secure central management system and a collection of media player devices. As HRT adds passenger amenities, additional locations may become eligible for system deployment throughout the duration of the Contract. The Contractor will also provide a test system for user training and system monitoring at HRT’s Norfolk operational facility. Under the terms of this agreement, the Contractor will provide a turnkey cloud-based Software-as-a-Service (SaaS) system, with the ability to deliver reliable and accurate transit passenger information on a 24x7 basis, to be displayed on already installed large form factor industrial grade digital signage displays. The Contractor will host the secure, fully functional, cloud-based platform which supports all aspects of the system.

**Contract Approach:** A Request for Proposals (RFP) was issued on May 20, 2022. One (1) proposal was received on July 26, 2022, from ETA Transit Systems (ETA). A post solicitation survey conducted concluded that most firms solicited were unable to meet the Scope of Work requirements due to stringent performance, support, and cyber security requirements. 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 various components of the system, including the media management controller devices, software licenses, and monthly rates for hosting the system.

After evaluation of the proposal received, ETA 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 ETA was technically qualified to meet the requirements.

HRT staff decided to enter into negotiations with ETA for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested. The BAFO request included an increase in the required quantity of media management controller devices from twelve (12) to fifteen (15).

<b>Contract No:</b> 22-00176	<b>Title:</b> Passenger Information System	<b>Contract amount:</b>	
		Three Base Years:	\$ 291,040.00
		Two Option Years:	\$ <u>94,645.00</u>
		<b>Total:</b>	<b>\$ 385,685.00</b>

ETA did not offer any price concessions in their BAFO; however, ETA certified that the BAFO pricing was in line with pricing offered to other transit agencies. Based on a price analysis conducted utilizing the Independent Cost Estimate, and ETA’s certification that the pricing is similar to prices offered to other transit agencies, ETA’s pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that ETA is technically and financially capable of performing the services.

ETA Transit Systems is located in Boca Raton, FL and provides similar services to Ace Commuter Rail in Stockton, CA; South Florida Regional Transit Authority in Pompano Beach, FL; and Amtrak, in Washington, DC.

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

No DBE goal was established for this solicitation.

**Cost/Funding:** This Contract will be funded by HRRTF funds.

**Project Manager:** Alex Touzov, Director of Technology Services

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

**Recommendation:** It is respectfully recommended 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.

**Solicitation Results**

<b>Proposer</b>	<b>Original Proposed Price</b>	<b>BAFO Price</b>
ETA Transit Systems	\$304,000.00	\$385,685.00

**ETA Transit Systems’ Pricing Summary**

<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Base Year 3</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Total Price</b>
\$232,500.00	\$27,500.00	\$31,040.00	\$46,970.00	\$47,675.00	\$385,685.00

<b>Contract No.:</b> 23-00230	<b>Title:</b> Provision of Fifteen (15) 40' Buses	<b>Total Amount:</b> \$9,660,870.00
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**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure fifteen (15) 40' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase fifteen (15) 40' heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$470,996.21 for a standard 40' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$644,058.00 for the 40' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

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

**Cost/Funding:** This Contract will be funded with federal CMAQ, RSTP grants, IOEP grants, state, and ACC funds.

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

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

<b>Contract No.:</b> 23-00230	<b>Title:</b> Provision of Fifteen (15) 40' Buses	<b>Total Amount:</b> \$9,660,870.00
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**Recommendation:** It is respectfully recommended 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.

<b>Contract No.:</b> 23-00231	<b>Title:</b> Provision of Five (5) 29' Buses	<b>Total Amount:</b> \$3,106,995.00
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**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure five (5) 29' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase five (5) 29' heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$459,604.71 for a standard 29' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$621,399.00 for the 29' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

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

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

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

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



<b>Contract No.:</b> 23-00231	<b>Title:</b> Provision of Five (5) 29' Buses	<b>Total Amount:</b> \$3,106,995.00
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**Recommendation:** It is respectfully recommended 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.

<b>Contract No.:</b> 23-00232	<b>Title:</b> Provision of Seventeen (17) 35' Buses	<b>Total Amount:</b> \$10,835,834.00
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**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure seventeen (17) 35' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase seventeen (17) 35' heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$466,271.27 for a standard 35' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$637,402.00 for the 35' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

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

**Cost/Funding:** This Contract will be funded with federal RSTP, CMAQ, and state grant funds.

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

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

<b>Contract No.:</b> 23-00232	<b>Title:</b> Provision of Seventeen (17) 35' Buses	<b>Total Amount:</b> \$10,835,834.00
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**Recommendation:** It is respectfully recommended 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.

<b>Contract No.:</b> 23-00233	<b>Title:</b> Provision of Fourteen (14) 40' Suburban Buses	<b>Total Amount:</b> \$9,613,030.00
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**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure fourteen (14) 40' Suburban Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase fourteen (14) 40' suburban heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$470,996.21 for a standard 40' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$686,645.00 for the 40' suburban bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

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

**Cost/Funding:** This Contract will be funded with federal 5339, CMAQ, RSTP, state, and ACC grant funds.

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

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

<b>Contract No.:</b> 23-00233	<b>Title:</b> Provision of Fourteen (14) 40' Suburban Buses	<b>Total Amount:</b> \$9,613,030.00
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**Recommendation:** It is respectfully recommended 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.

<b>Contract No:</b> 22-00172R	<b>Title:</b> Provision of Magnetic Fare Media (Renewal)	<b>Contract Amount:</b> Two Base Years: \$377,000.00 One Option Year: \$237,660.00 <b>Total: \$614,660.00</b>
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide magnetic fare media for Hampton Roads Transit’s (HRT’s) public transportation services.

**Background:** HRT utilizes various magnetic fare media, which allows riders access to its provided public transportation. Magnetic fare media includes tickets for riding bus, rail, trolley, and ferry. Under the terms of this agreement, the Contractor is required to provide pre-printed and pre-encoded fare media stock according to HRT’s specifications.

**Contract Approach:** An Invitation for Bids (IFB) was issued on September 22, 2022. Although the solicitation was emailed to a number of potential vendors, as well as posted to both HRT’s and eVA’s websites, one (1) bid was received on October 19, 2022, from EDM Technology, Inc. (EDM). Historically, most firms solicited do not possess the capability to provide the requirements, such as the pre-encoding of media stock. Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into price negotiations with EDM.

Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed unit prices for the various fare media stock specified in the Scope of Work. During negotiations, EDM indicated that the increase in the proposed unit prices reflected the significant increases in the price of raw materials. Although, EDM did not offer any pricing concession, the pricing is deemed fair and reasonable based on a price analysis conducted utilizing historical data, the justification from EDM regarding the increases in costs, and certification from EDM that the pricing is similar to prices offered to other transit agencies. A contractor responsibility review performed confirmed that EDM is technically and financially capable of performing the services.

EDM is located in High Point, NC, and has provided similar services to Cubic Transportation System in Tullahoma, TN; and New York City Transit Authority in Brooklyn, NY. EDM also provides these services to HRT satisfactorily.

The period of performance for this contract is two (2) base years with one (1) additional one-year option.

No DBE Goal was assigned for this solicitation.

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

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

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

<b>Contract No:</b> 22-00172R	<b>Title:</b> Provision of Magnetic Fare Media (Renewal)	<b>Contract Amount:</b> Two Base Years:     \$377,000.00 One Option Year:     \$237,660.00 <b>Total:</b> <b>\$614,660.00</b>
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**Recommendation:** It is respectfully recommended 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.

**EDM Technology, Inc.'s Pricing Summary**

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

<b>Contract No:</b> 21-00128	<b>Title:</b> Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)	<b>Exercise Option Year 1</b>
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**Acquisition Description:** Award a contract modification to exercise the first option year for Ticket Vending Machine (TVM)/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance support.

**Background:** In June 2021, the Commission approved the award of a Contract to Genfare in the not-to-exceed amount of \$5,975,500.00 to provide support for Hampton Roads Transit’s (HRT’s) fare collection systems, including TVMs, fareboxes, vaults, hardware, repairs, spare and replacement parts, installations, upgrades, and maintenance support services on a Task Order basis.

The two (2) base years will expire on June 27, 2023. The goods and services provided under this Contract are required as to maintain a state of good repair and to support the existing fare collection system (FCS) infrastructure.

In order to effectively maintain a state of good repair, the Contract price schedule provides dedicated pricing on the most critical, and high failure rate items that allows HRT to plan for expenses and streamlines the process of placing orders and receiving equipment.

The implementation of HRT’s mobile fare collection system (once deployed) will migrate some of the fare collection functionality currently supported by Genfare; however, the need for on-board Genfare fare collection equipment for cash will be an ongoing requirement.

With the transition of major aspects of fare collection previously exclusively under the Genfare Contract such as TVMs, and the reduction of high failure fare media and equipment associated with Genfare, it is anticipated that there will be a reduction on the overall number of task orders and costs.

**Contract Approach:** The exercise of option will extend the Contract through June 26, 2024.

**Cost/Funding:** This Contract will be funded with Operating and Grant (various) funds.

**Project Manager:** Steven Florian, Fare Technology Services Manager

**Contracting Officer:** Jessica White, Contract Administrator

**Recommendation:** It is respectfully recommended 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.



**Exercise of Options – June 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>
20-00063	Vehicle Wash Equipment Maintenance, Inspections and Repair Services	To perform scheduled and unscheduled preventative maintenance, inspections and repairs of HRT's bus and light rail vehicle wash equipment located at various facilities throughout Hampton Roads.	\$132,643.50	3 yrs. w/2 1-yr. options	First	\$26,582.60
18-76537R	Industrial Vending and Inventory Management Services	To provide industrial vending and inventory management services at various HRT maintenance facilities throughout Hampton Roads.	\$530,800.00	1 yr. w/4 1 yr. options	Fourth	\$110,160.00
20-00081A-D	Technology Staffing Services	To provide technology staffing services.	\$750,000.00	1 yr. w/2 1 yr. options	Second	\$250,000.00
21-00128	Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support	Support for HRT's fare collection systems, including TVMs, fareboxes, vaults, hardware, repairs, spare and replacement parts, installations, upgrades, and maintenance support services on a Task Order basis.	\$5,975,500.00	2 yrs. w/4 1 yr. options	First	\$1,195,100.00
20-00064	Light Rail Track Work	To perform inspection, maintenance, repair and construction of track work associated with the Norfolk Light Rail Transit (LRT) system on an as needed basis	\$300,000.00	3 yrs. w/2 1 yr. options	First	\$60,000.00
21-00153	Fuel Products (Ultra Low Sulfur Diesel and Gasoline)	To supply and deliver diesel and gasoline fuel products to specified Hampton Roads Transit (HRT) locations.	\$50,500,000.00	1 yr. w/4 1 yr. options	First	\$10,100,000.00

**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
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
<b>Elizabeth River Ferry Services</b>	<b>To provide the complete management, training, technical maintenance, fare collection, and operating services necessary for the operation of a public passenger ferry service.</b>	<b>07/11/2023</b>
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
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 Automatic Passenger Counting System Upgrade	To upgrade the existing INIT APC system installed on HRT's light rail fleet.	New
<b>Light Rail Track Maintenance</b>	<b>To perform inspection, maintenance, repair, and construction work associated with the Norfolk Light Rail Transit system on an as needed basis.</b>	<b>06/30/2023</b>
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

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
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 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.	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
Waste Collection and Disposal Services	To provide waste collection and disposal services to HRT's various locations.	05/06/2023
<b>WAN, Internet, and Telephone Services</b>	<b>To interconnect HRT's various properties throughout the Hampton Roads region, to provide internet access, and to offer landline telephony services.</b>	<b>09/30/2023</b>