



## Meeting of the Operations and Oversight Committee

Thursday, June 13, 2024, • 10:00 a.m.

509 E 18<sup>th</sup> Street, Norfolk, VA and Virtual via ZOOM

---

A meeting of the Operations and Oversight Committee is scheduled for Thursday, June 13, 2024, at 10:00 a.m. in the Norfolk Boardroom. 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\\_IqerXwaXRCSV7mBeIXNcgg](https://hrtransit-org.zoom.us/webinar/register/WN_IqerXwaXRCSV7mBeIXNcgg)

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



## Meeting of the Operations and Oversight Committee

Thursday, June 13, 2024, • 10:00 a.m.  
Hybrid 509 E 18<sup>th</sup> Street, Norfolk, VA and  
Virtual ZOOM Meeting

### AGENDA

1. Approval of the May 2024 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update-Malika Blume
  - a. Audit Plan Revision for Approval
4. Procurement Recommendations to the Committee-Sonya Luther
  - a. Contract No. 24-00278, Bus Operator Barrier Installation and Modification Services.
  - b. Contract No. 24-00272R, Microtransit Pilot Program.
  - c. Contract No. 24-00273, Paratransit Eligibility Evaluation and Processing Services (Renewal).
  - d. Contract No. 24-00288, Provision of Facility Furniture.
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 144. This Task Order is for FastFare Controller Board Repair. This Task Order is for \$180.00 and is funded with operating funds.

6. Options to be Exercised August 2024-Sonya Luther

7. Upcoming Commission Approvals-Sonya Luther

8. Operations Update-Benjamin Simms, IV

9. Origin and Destination Study Results- Ray Amoruso

10. Old and New Business

11. Adjournment

**The next Operations & Oversight Committee Meeting will be held on Thursday,  
July 11, 2024, in Hampton, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday May 9, 2024, • 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 9:59 AM.

### **Commissioners in attendance:**

Commissioner Johnson, Chesapeake  
Commissioner, Cipriano, Newport News  
Commissioner Houston, Norfolk (Zoom)  
Chairman Glover, Portsmouth

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

Ray Amoruso, Chief Planning and Development Officer  
Tammara Askew, Administrative Support Tech (Zoom)  
Monique Battle, Associate Project Manager (Zoom)  
Malika Blume, Director of Internal Audit  
Keisha Branch, Director of Capital Programs  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Danielle Burton, Assistant Manager of Bus Transportation (Zoom)  
Dudley Clarke, Contract Budget Analyst (Zoom)  
William Collins, Facilities Maintenance Manager  
Rodney Davis, Director of Customer Relations  
Sherri Dawson, Director of Transit Development  
Glenda Dixon, Director of ERP Services  
Sheri Dixon, Director of Revenue Services (Zoom)  
Jennifer Dove, Grants and Civil Rights Coordinator (Zoom)  
Jerry Dunkley, Sr. Manager of Ops Training (Zoom)  
Steven Florian, Fare Technology Service Manager  
April Garrett, Sr. Executive Assistant  
Angela Glass, Director of Budget and Financial Analysis (Zoom)  
Wayne Groover, Director of Light Rail Maintenance and Facilities (Zoom)  
William E. Harrell, President, and CEO  
Toni Hunter, Staff Auditor (Zoom)  
Keith Johnson, Paratransit Service Contract Admin.  
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)  
Shane Kelly, Sr. Manager Security & Emergency Preparedness

Sonya Luther, Director of Procurement  
Alexis Majied, Chief Communications Officer  
Steven Magaro, Emergency Preparedness Manager  
Maryann Martin, Data Analyst II (Zoom)  
Tracy Moore, Director of Transportation (Zoom)  
John Nason, Director of Bus Maintenance  
Sibyl Papas, Chief Engineering & Facilities Officer  
Michael Price, Chief Information Officer/CTO  
Chad Pritchett, Sr. Budget Analyst (Zoom)  
Luis Ramos, Executive Assistant to the President & CEO  
Shleaker Rodgers, Staff Auditor (Zoom)  
Dawn Sciortino, Director of Safety (Zoom)  
Benjamin Simms, IV, Chief Transit Operations Officer  
Brian Smith, Deputy Chief Executive Officer  
Monique Strickland, Talent Acquisition Manager (Zoom)  
Robert Travers, Corporate Counsel  
Alex Touzov, Sr. Director of Tech Services (Zoom)  
Fevrier Valmond, Asst Director of Procurement  
Jessica White, Contract Administrator (Zoom)  
Kim Wolcott, Chief Human Resources Officer

**Others in attendance:**

Brian Swets, Portsmouth (Zoom)  
Constantinos Velissarios, (Zoom)

The April 2024 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
- Audit Update
- Procurement Items for Approval
- Options to be Exercised.
- Upcoming Procurements

**Approval of the April 11, 2024, Meeting Minutes**

A motion to approve the April 11, 2024, Operations and Oversight Committee meeting minutes was made by Commissioner Houston, and properly seconded by Commissioner Cipriano. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

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

There were two action items: Due to the number of contracts and the nature of maintaining a quorum these action items were deferred to June's Operations and Oversight meeting.

Please note: the agenda was modified, allowing Procurements for Approval to be moved up. Contract 24-00295 was moved to the first procurement item for approval.

### **Procurement Items for Approval**

#### **Contract 24-00295, Regional Transit Sustainability Study.**

Ms. Sonya Luther presented Contract 24-00295, Regional Transit Sustainability Study, as a recommendation that the Commission approve the award of a contract to WSP USA, Inc. for development of a regional transit sustainability study, in the total amount of \$307,253.76.

Ms. Brian Smith gave a presentation.

There was discussion on the length of the contract and if this will run through General Assembly.

There was discussion regarding revenue inputs and expenditure changes.

A motion to approve Contract 24-00295, Regional Transit Sustainability Study, was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

#### **Contract 2400276, Fence and Railing Maintenance and Repair Services.**

Ms. Sonya Luther presented Contract 2400276, Fence and Railing Maintenance and Repair Services, as a recommendation that the Commission approve the award of a contract to Hurricane Fence Co. to provide fence and railing maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$986,500.00 over the three-year period.

Mr. Wayne Groover was available to answer any questions.

A motion to approve Contract 2400276, Fence and Railing Maintenance and Repair Services, was made by Commissioner Houston and properly seconded by Commissioner Cipriano. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

**Contract 24-00277, Gate Operator Maintenance and Repair Services.**

Ms. Sonya Luther presented Contract 24-00277, Gate Operator Maintenance and Repair Services, as a recommendation that the Commission approve the award of a contract to Hurricane Fence Co. to provide gate operator maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$311,676.00 over the three-year period.

Mr. Wayne Groover was available to answer questions.

A motion to approve Contract 24-00277, Gate Operator Maintenance and Repair Services, was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

**Contract 23-00266, General Financial Consulting Services (Renewal).**

Ms. Sonya Luther presented Contract 23-00266, General Financial Consulting Services (Renewal), as a recommendation that the Commission approve the award of a contract to WSP USA, Inc. to provide general financial consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$890,000.00 over the four-year period.

Ms. Angela Glass was available to answer questions.

There was discussion to see if procurement can add the bidding offer charts on every contract that is presented to the committee.

A motion to approve Contract 23-00266, General Financial Consulting Services (Renewal), was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

**Contract 23-00249, Managed Print Services (Renewal).**

Ms. Sonya Luther presented Contract 23-00249, Managed Print Services (Renewal), as a recommendation that the Commission approve the award of a contract to Omni Business Solutions to provide managed print services in the not-to-exceed amount of \$373,132.40 for five (5) years.

Mr. Alex Touzov was available to answer questions.

There was discussion regarding the total of the Contract amount.

There was discussion regarding the equipment.

A motion to approve Contract 23-00249, Managed Print Services (Renewal), was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

**Contract 24-00296, Mobile Telescoping Surveillance Towers.**

Ms. Sonya Luther presented Contract 24-00296, Mobile Telescoping Surveillance Towers, as a recommendation that the Commission approve the award of a contract to LiveView Technologies, Inc. to provide two (2) mobile telescoping surveillance towers in the total amount of \$304,000.00.

Mr. Shane Kelly was available to answer questions.

There was discussion regarding information sharing with local law enforcement.

A motion to approve Contract 24-00296, Mobile Telescoping Surveillance Towers, was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.



Nays: None

Abstain: None

**Contract 24-00269, Provision of Bulk Fluids.**

Ms. Sonya Luther presented Contract 24-00269, Provision of Bulk Fluids, as a recommendation that the Commission approve the award of a contract to PetroChoice, LLC for the provision of bulk fluids in the not-to-exceed amount of \$3,125,810.00 over a five-year period.

Mr. Don Shea was available to answer questions.

A motion to approve Contract 24-00269, Provision of Bulk Fluids, was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

**Contract 24-00270, Provision of Office Supplies (Renewal).**

Ms. Sonya Luther presented Contract 24-00270, Provision of Office Supplies (Renewal), as a recommendation that the Commission approve the award of a contract to Guernsey, Inc. to provide office supplies in the not-to-exceed amount of \$169,400.00 over five (5) years.

Ms. Amy Braziel was available to answer questions.

A motion to approve Contract 24-00270, Provision of Office Supplies (Renewal), was made by Commissioner Houston and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Houston, and Cipriano.

Nays: None

Abstain: None

**Please note: In the interest of several commissioners having to leave for other meetings, it was agreed upon to move the remaining agenda items to June's Operations and Oversight meeting.**

### **Task Orders**

To be reviewed at June 2024 Operations and Oversight Meeting.

### **Options to be Exercised.**

To be reviewed at June 2024 Operations and Oversight Meeting.

### **Upcoming Procurements**

To be reviewed at June 2024 Operations and Oversight Meeting.

### **Operations Update**

To be reviewed at June 2024 Operations and Oversight Meeting.

### **Old and New Business**

Commissioner Cipriano Requested an update on microtransit.

**ACTION ITEM: Staff to present an update on the Microtransit Pilot.**

### **Commissioner Comments**

Commissioner Glover wished all the mom's Happy Mother's Day.

### **Adjournment**

Commissioner Glover adjourned the meeting at 10:48 PM.

**Next Operations and Oversight Committee meeting will be held in the NORFOLK boardroom on June 13, 2024, at 10am.**



HAMPTON ROADS  
TRANSIT

# Regional Transit Sustainability Study

**Contract #24-00295**

Operations & Oversight Committee

May 9, 2024

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

# Overview

- Expert consultant support to complete research, analyses, and develop a comprehensive report addressing long-term, sustainable, dedicated capital and operating funding for multi-modal transportation needs across the region.
- Period of Performance (22 months)
- Executive Summary and Interim Report (by mid-point)
- Final Report (prior to 2026 General Assembly Session)

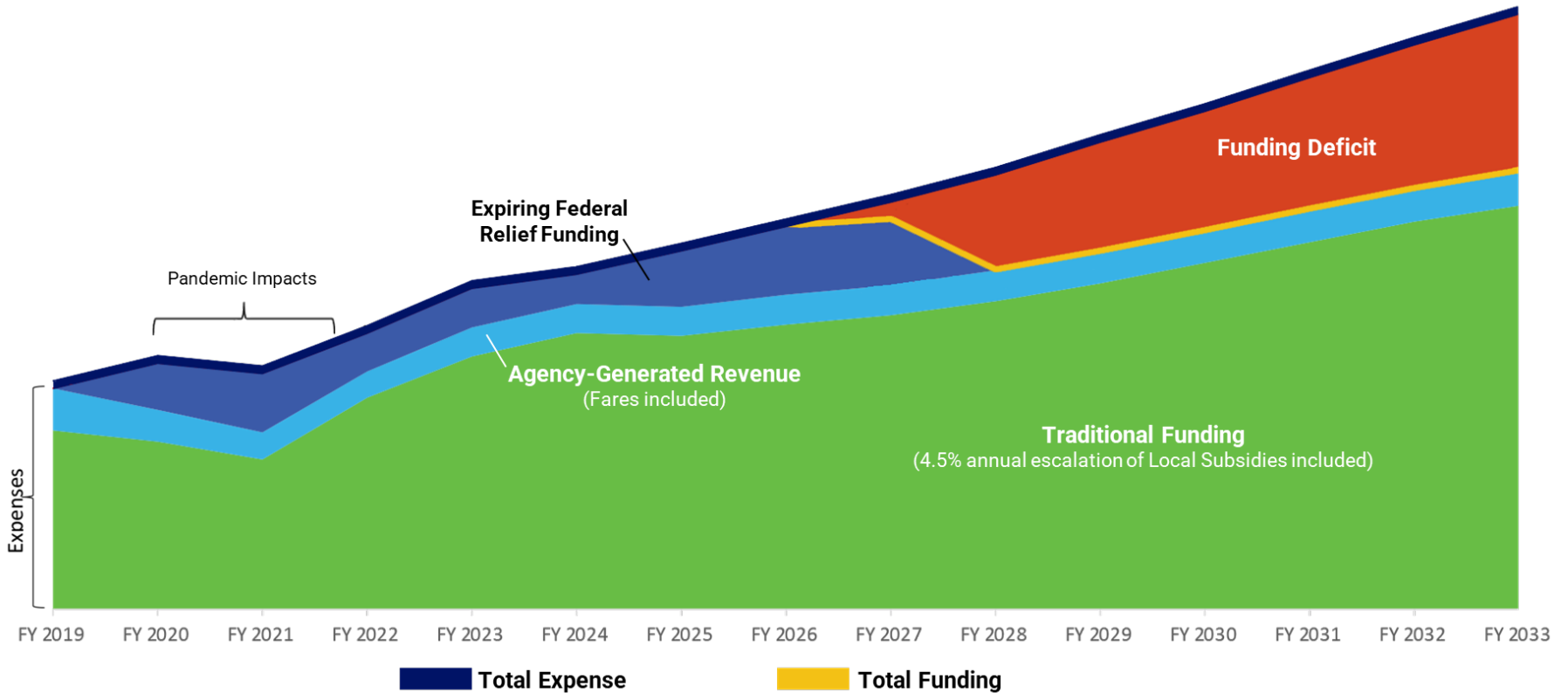
# Background (Regional Support)

- Hampton Roads Transportation Planning Organization
- Hampton Roads Military and Federal Facilities Alliance
- Hampton Roads Chamber of Commerce
- COMTO Hampton Roads
- Eggleston Services
- Greater Norfolk Corporation
- Urban League of Hampton Roads
- NAACP of Hampton Roads
- Norfolk Innovation Corridor
- Visit Norfolk
- Virginia Peninsula Realtors Association
- Virginia Peninsula Chamber of Commerce
- Hampton Roads Workforce Council
- WTS Hampton Roads
- Williamsburg Area Transit Authority

# Sample Considerations / Inputs

- Major TSP Update (System Optimization Plan)
- Capital Improvement Plan
- Pending exhaustion of temporary federal funding
- Inflation, ridership and fares
- Use of federal funds for Operations and Maintenance
- State and federal policy constraints/opportunities
- Operating Budget revenues sources
- Rainy day funding
- Cost saving strategies
- Benchmarking of service and cost efficiencies with peer agencies

# Projected Funding Gap (O&M)\*



\*Forecasting linked to FY25 TSP and CIP cycle

# Project work

- Guided by underlying acknowledgement that long-term viability of public transportation in Hampton Roads requires sufficient, sustainable, and predictable funding.
- Recognition of evolving transportation needs and that success of public transportation is vital to the region's prosperity and quality of life.
- Objective and data-driven.
- Engaging and compelling use of information to raise awareness of the importance of public transportation from a regional perspective.
- Reasonableness and clarity of financial and strategic policy considerations and related recommendations presented for policy makers.





HAMPTON ROADS TRANSIT  
 MAY 2024/JUNE 2024  
 OPERATIONS AND OVERSIGHT COMMITTEE  
 ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
April 11, 2024	It was requested to receive the percentages and amounts of Contract 19-00051, Modification No. 4, Architectural and Engineering Services: that is assigned to RTS, Emergency Situations, Maintenance, and Design for the Southside Facility in writing and sent out to the commission for review.	Engineering	Deferred to June's O&O Meeting	Completed via email/handout May 9, 2024
April 11, 2024	Staff to provide a cost breakdown (hours/cost per) for Contract 24-00274, Information Technology Research and Advisory Services (Renewal)	Technology	ASAP	June 13 <sup>th</sup> O&O meeting.
May 9. 2024	It was requested to receive and update on microtransit.	Operations	ASAP	Pending; Procurement planned for June 13 <sup>th</sup> .

<p><b>Contract No.:</b> 24-00278</p>	<p><b>Title:</b> Bus Operator Barrier Installation and Modification Services</p>	<p><b>Contract Amount:</b> \$964,624.37 Nine (9) Months</p>
--	--	---

**Acquisition Description:** Enter into a contract with a qualified Contractor to provide bus operator barrier installation and modification services on up to 135 buses.

**Background:** Hampton Roads Transit (HRT) has a requirement to install and modify bus operator barriers on 135 existing buses to mitigate the risk of assault on bus operators and comply with related requirements of 49 CFR Part 673. Under the terms of this agreement, the Contractor will provide all labor, materials, and equipment necessary for planning, engineering, and designing the installation of Arowguard MV308 extended glass barriers (or an approved equal) on 106 buses and retrofit existing Arowguard MV308 operator barriers with OEM extended glass on twenty-nine (29) buses. Additionally, the Contractor will implement a quality assurance program that ensures that all products and services delivered meet or exceed industry standards, including, but not limited to, materials acquisition, staff training, risk management, in process and final inspection, and the like.

**Contract Approach:** A Request for Proposals (RFP) was issued on February 6, 2024. Three (3) proposals were received on March 12, 2024, from the following firms:

- Complete Coach Works (CCW)
- Midwest Bus Corporation
- NFI Parts

In response to the RFP, proposers were required to provide pricing for the fabrication, installation, and retrofits of the bus operator barriers as specified in the Price Schedule.

After review and evaluation of the technical proposals, all three (3) firms were invited to provide technical clarification on their approach to providing the services described in the Scope of Work. At the conclusion of the technical presentations, CCW was rated best to meet the Scope of Work requirements based on the firm's overall approach and experience. As a result, CCW was invited for further discussion and negotiation for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the total proposed price. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Following review and analysis of the BAFO received, HRT staff determined that CCW provided the best value based on a combination of technical capability and price. As a result of the negotiations, CCW's total price decreased by \$13,696.49, or approximately 1.4%. CCW's pricing is deemed fair and reasonable based on the price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that CCW is technically and financially capable to perform the work.

<b>Contract No.:</b> 24-00278	<b>Title:</b> Bus Operator Barrier Installation and Modification Services	<b>Contract Amount:</b> \$964,624.37 Nine (9) Months
----------------------------------	---	--

CCW is located in Riverside, CA and has performed similar work for the Gillig Corporation in Portland, OR; Antelope Valley Transit Authority in Lancaster, CA; and Sunline Transit in Thousand Palms, CA.

The Contract period of performance is nine (9) months.

No DBE Goal was assigned for this solicitation.

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

**Project Manager:** Monique Battle, Operations Project and Contract Administrator.

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Complete Coach Works to provide bus operator barrier installation and modification services in the not-to-exceed amount of \$964,624.37.

### Solicitation Results

<b>Proposer</b>	<b>Original Pricing</b>	<b>Best and Final Offer Pricing</b>
NFI Parts	\$925,171.24	N/A
Midwest Bus Corporation	\$974,836.79	N/A
<b>Complete Coach Works</b>	<b>\$978,320.86</b>	<b>\$964,624.37</b>

<b>Contract No.:</b> 24-00272R	<b>Title:</b> Microtransit Pilot Program	<b>Contract Amount:</b> \$2,445,828.48
-----------------------------------	---	---

**Acquisition Description:** Enter into a contract with a qualified Contractor to provide Microtransit service through a service operating model of Transportation as a Service (TaaS).

**Background:** Hampton Roads Transit (HRT) is seeking a “turnkey solution” of Microtransit services through a service operating model of TaaS in two (2) distinct zones (Newport News and Virginia Beach), with the potential for a third zone at the Virginia Beach oceanfront, within HRT’s service district. In keeping with its Vision and Mission, HRT continues to explore new and innovative service models to provide reliable, safe, efficient, and sustainable public transportation options to meet a diverse range of commuting needs and contribute effectively to regional economic recovery in the months and years ahead.

HRT’s primary goal is to provide better service for HRT customers, and to assess how well Demand Responsive Service, such as Microtransit, serves the mobility needs of citizens safely, efficiently, and cost-effectively in specific zones. Additionally, HRT seeks to determine the effectiveness and future role of Microtransit in the HRT service area through this Project. Microtransit’s viability requires testing in different use cases to empirically determine how its service characteristics and performance may work as a safe and sustainable new travel option.

Under the terms of this agreement, the Contractor shall provide a plan for service, to include three (3) months to develop a marketing plan; implementation of the Microtransit services for a period of up to twelve (12) months; transit trips based on passenger requests utilizing small- or medium-sized vehicles; a trip reservation system; customer call/complaint center; fare collections; three (3) months to provide project evaluation data and prepare the final report; and any on-going support.

**Contract Approach:** A Request for Proposals was issued on April 9, 2024. Four (4) proposals were received on May 3, 2024, from the following firms:

- Beefree, LLC d.b.a. Freebee
- HBSS Connect Corp.
- River North Transit, LLC (River North)
- WHC NVA, LLC d.b.a. zTrip (zTrip)

Upon an initial review and evaluation of the technical proposals, River North was rated best to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required.

At the conclusion of the technical evaluations, negotiations were held with River North for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing

<b>Contract No.:</b> 24-00272R	<b>Title:</b> Microtransit Pilot Program	<b>Contract Amount:</b> \$2,445,828.48
-----------------------------------	---	---

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, River North reduced its total price by \$9,184.32, or approximately 0.37%. Based on the results of the negotiations, a price analysis performed utilizing historical data, and the fact that the pricing was obtained in a competitive environment, River North's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that River North is both technically and financially capable to perform the services.

River North is located in New York, NY and has provided similar services for Birmingham Jefferson County Transit in Birmingham, AL; Metro St. Louis in St. Louis, MO; and MetroConnect in Miami, FL. River North has also provided similar services to HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

**Cost/Funding:** This contract will be funded with state grant funds, with a match provided by the two (2) municipalities that the zones are in.

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to River North, LLC to provide a microtransit pilot program in the not-to-exceed amount of \$2,445,828.48.

### Solicitation Results

Offeror	Offer	Best and Final Offer
HBSS Connect Corp.	\$1,998,903.00	N/A
<b>River North Transit, LLC</b>	<b>\$2,455,012.80</b>	<b>\$2,445,828.48</b>
Beefree, LLC d.b.a. Freebee	\$2,867,520.01	N/A
WHC NVA, LLC d.b.a. zTrip	\$4,443,694.00	N/A

<b>Contract No:</b> 24-00273	<b>Title:</b> Paratransit Eligibility Evaluation and Processing Services (Renewal)	<b>Contract Amount:</b> Three Base Years: \$ 604,662.00 Two Option Years: \$ 472,377.00 <b>Total: \$1,077,039.00</b>
---------------------------------	---	---

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to perform the processing and evaluation of applications from persons interested in certification to use Hampton Roads Transit’s (HRT’s) Paratransit Services.

**Background:** HRT currently receives approximately 110 to 160 applications for ADA Complementary Paratransit Services each month. All eligibility evaluation and processing duties have been processed by a contractor for the past ten (10) years. Under the terms of this agreement, the Contractor will provide customer service for inquiries and submitting applications, mail services for reminder notices, application packages and notification letters, professional eligibility determinations, data storage, user friendly website for submitting applications and verifications, and transit user profiles.

**Contract Approach:** A Request for Proposals (RFP) was issued on March 8, 2024. Three (3) proposals were received on May 9, 2024, from the following firms:

- ADARide.com (ADARide)
- Information Technologies Curves, Inc.
- IPS Lynx, Inc.

Upon review and evaluation of the technical proposals, ADARide was rated best to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required. As a result, ADARide was invited for discussions and negotiations. Negotiations focused on clarifying assumptions made in establishing pricing, reducing the total proposed price, and exceptions taken to the contractual terms and conditions. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an in-depth review and analysis of the BAFO received, HRT staff determined that ADARide provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, ADARide reduced their total pricing by \$8,608.62, or approximately 0.79%. ADARide’s pricing is deemed fair and reasonable based on the price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that ADARide is both technically and financially capable to perform the work.

ADARide is located in Gardena, CA and has performed similar work for the Tulsa Transit Authority in Tulsa, OK; the Greater Richmond Transit Company in Richmond, VA; and the Victor Valley Transit Authority in Hesperia, CA. ADARide currently provides these services for HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

<b>Contract No:</b> 24-00273	<b>Title:</b> Paratransit Eligibility Evaluation and Processing Services (Renewal)	<b>Contract Amount:</b>	
		Three Base Years:	\$ 604,662.00
		Two Option Years:	\$ 472,377.00
		<b>Total:</b>	<b>\$1,077,039.00</b>

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

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to ADARide.com to provide paratransit eligibility evaluation and processing services in the not-to-exceed amount of \$1,077,039.00, over five (5) years.

### Solicitation Result

Proposer	Original Pricing	BAFO Pricing
Information Technologies Curves, Inc.	\$644,884.00	N/A
<b>ADARide.com</b>	<b>\$1,085,647.62</b>	<b>\$1,077,039.00</b>
IPS Lynx, Inc.	\$1,085,860.00	N/A

### ADARide.com's Pricing Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total Price
\$187,738.00	\$202,202.00	\$214,722.00	\$227,853.00	\$244,524.00	\$1,077,039.00

<b>Contract No.:</b> 24-00288	<b>Title:</b> Provision of Facility Furniture	<b>Contract Amount:</b> \$240,000.00 1 yr. w/2 1-yr. Options
----------------------------------	--	--

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide facility furniture on an as needed basis.

**Background:** Hampton Roads Transit (HRT) requires the services of a qualified Contractor to supply, deliver, and assemble a variety of facility furniture products, at its various locations, on an as needed basis. Under the terms of this agreement, the Contractor will provide all labor, materials, transportation, equipment, and facilities necessary to fill HRT’s furniture needs within two (2) weeks of order placement by HRT.

**Contract Approach:** An Invitation for Bids (IFB) was issued on April 12, 2024. Two (2) bids were received on May 14, 2024, from the following firms:

- B.W. Wilson Paper Company, Inc. (B.W. Wilson)
- Total Business Solutions, Inc.

In response to the IFB, Bidders were required to provide a discount rate off their Company’s current published furniture catalog pricing, to be applied on all HRT orders for the duration of the Contract; and unit pricing for the twenty-one (21) most frequently ordered furniture product items specified in the Price Schedule.

After review and evaluation of the bids received, HRT staff determined that B.W. Wilson provided the highest discount rate on current furniture published catalog pricing; and the firm is responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award.

Based on a price analysis performed utilizing historical data, the bids received, and the fact that pricing was obtained in a competitive environment, B.W. Wilson’s bid is deemed fair and reasonable. A contract responsibility review performed confirmed that B.W. Wilson is technically and financially capable to provide the required services.

B.W. Wilson is located in Richmond, VA and has provided similar services for the Department of State in Washington, DC; Richmond Public Schools in Richmond, VA; and the Commonwealth Attorney’s Office in Richmond, VA. B. W. Wilson also currently provides these services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.



<b>Contract No.:</b> 24-00288	<b>Title:</b> Provision of Facility Furniture	<b>Contract Amount:</b> \$240,000.00 1 yr. w/2 1-yr. Options
----------------------------------	--	--

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

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to B.W. Wilson Paper Company to provide facility furniture for HRT in the not-to-exceed amount of \$240,000.00 over three (3) years.

### Solicitation Results

Bidder	Discount Offered
<b>B.W. Wilson Paper Company, Inc.</b>	<b>63%</b>
Total Business Solutions, Inc.	35%

**Exercise of Options – August 2024**

<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>
21-00139	Vehicle Miles Reduced Tracker System	To provide Vehicle Miles Reduced system services to HRT.	\$130,828.00	1 yr. w/4 1-yr. options	Third	\$62,836.80
22-00174	Lawn and Landscaping	To provide lawn and landscaping services at various HRT locations.	\$971,447.36	1 yr. w/3 1-yr. options	Second	\$242,861.84
22-00179R	Hampton Roads Transit Sign Installation	To provide sign installation and maintenance services on a Task Order (TO) basis.	\$2,122,750.00	1 yr. w/3 1-yr. options	Second	\$603,500.00
23-00228	General Printing Services	To provide general printing services on a Task Order basis.	\$630,000.00	1 yr. w/4 1-yr. options	First	\$126,000.00

**UPCOMING CONTRACTS FOR APPROVAL**

Title	Description	Renewal Contract Expiration Date
Audio/Visual Services	To provide audio and visual support services on a Task Order basis.	12/15/2024
<b>Bus Diagnostic and Repair Services</b>	<b>To furnish routine and bus engine and emission repair services.</b>	<b>8/11/2024</b>
<b>Client Technology Support Services</b>	<b>To provide equipment and services necessary to modernize, expand, and operate HRT's Client Technology systems.</b>	<b>New</b>
Contract and Vendor Software Solution	To provide a commercial off-the-shelf, Software as a Service Contract and Vendor Management Software solution.	New
<b>Crane and Hoist Inspection and Repair Services</b>	<b>To perform scheduled crane, hoist, boom, and runway inspections and equipment condition assessments; and to perform unscheduled repairs and preventative maintenance.</b>	<b>10/31/2024</b>
Database Administration Managed Services	To provide 24x7 support of all current Production Servers and their associated databases; 8x5 support of all Development/Test Servers and their associated databases; and Database Project Support Services for activities not covered under the Database Administration Managed Services offerings.	New
Equipment Rental and Services	To provide rental equipment needed to support all bus, light rail, and trolley operations.	New
Forklift and Manlift Preventative Maintenance and Repair Services	To provide scheduled and unscheduled maintenance and repair of forklifts and manlifts.	6/03/2024
General Environmental Services	To provide general environmental services.	10/31/2024
<b>Human Resources Temporary Staffing Services</b>	<b>To assist in recruiting and placement efforts for the Human Resources department.</b>	<b>New</b>
HVAC and Mechanical Services	To provide preventative maintenance and repair services for HRT's heating, ventilation, and air conditional/refrigeration and plumbing equipment.	07/22/2024
<b>Infrastructure Support Services</b>	<b>To provide equipment and services necessary to modernize, expand, and operate HRT's Infrastructure Systems.</b>	<b>New</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
<b>Microsoft Software Assurance</b>	<b>To provide Microsoft software license renewals.</b>	<b>8/31/2024</b>
<b>Provision of Facilities Materials and Supplies</b>	<b>To supply and deliver facility materials and supplies on an as needed basis.</b>	<b>9/20/2024</b>
Provision of Two (2) Non-Revenue Security Vehicles	To procure two (2) Police Interceptor Utility vehicles to expand the fleet of security support vehicles.	New
Technology Staffing Services	To provide technology staffing services.	06/23/2024
Transit Mobile Data Services	To provide 5G cellular mobile data wireless services to meet connectivity needs for revenue vehicles and remote sites.	9/30/2024
<b>Vanpool Assistance Program</b>	<b>To provide vanpool service to operate HRT's TRAFFIX vanpool program.</b>	<b>9/20/2024</b>
<b>Vehicle Wash Equipment Maintenance, Inspections, and Repair Services</b>	<b>To perform scheduled and unscheduled preventative maintenance inspections, condition assessments, and repairs of the bus and light rail vehicle wash equipment.</b>	<b>5/2/2024</b>
Wi-Fi/Networking	To provide equipment and services necessary to modernize, expand, and operate HRT's Network Systems on a Task Order basis.	New