



## Meeting of the Operations and Oversight Committee

Thursday, December 5, 2024, • 10:00 a.m.  
509 E. 19<sup>th</sup> Street Norfolk, VA and Virtual via ZOOM

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A meeting of the Operations and Oversight Committee is scheduled for Thursday, December 5, 2024, at 10:00 a.m. in the Norfolk Boardroom.

Those who wish to join the meeting via ZOOM may do so by following the link at:

<https://hrtransit-org.zoom.us/j/87510152275?pwd=Xyw5BF4SrVzDBqmih84HMQ6bZ9uapn.1>

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



## Meeting of the Operations and Oversight Committee

Thursday, December 5, 2024, • 10:00 a.m.  
Hybrid 509 E. 19<sup>th</sup> Street. Norfolk, VA and  
Virtual ZOOM Meeting

### AGENDA

1. Approval of the November 2024 Operations and Oversight Committee Meeting Minutes
2. Review Action Items
3. Audit Update – Malika Blume
4. Procurement Recommendations to the Committee-Sonya Luther
  - a. Contract No. 24-00316, Architectural and Engineering Services (Renewal).
  - b. Contract No. 24-00248, Database Administration Managed Services (Renewal).
  - c. Contract No. 24-00327, Purchase of Four (4) 40' Suburban Buses.
  - d. Contract No. 24-00325, Purchase of One (1) 40' Bus.
  - e. Contract No. 24-00310, Transit Amenity Services (Renewal).
  - f. Contract No. 24-00289, Wi-Fi/ and Networking System Services.
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 161. This Task Order is for Cashbox (Farebox) catch; Mounting bracket - bypass; Display module, Insync LED; Harn., coin cup/IR port/coin val.; Shaft no. 5; 140MXL, .25" wide, N/F, timing belt. This Task order is for \$9,972.43 and is funded with operating funds.
- ii. Task Order 162. This Task Order is for Repair of GFI Door Lock Motor. This Task order is for \$360.00 and is funded with operating funds.
- iii. Task Order 163. This Task Order is for Repair of GFI OCU, 30 Button. This Task order is for \$180.00 and is funded with operating funds.

6. Options to be Exercised January 2025 - 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, January 13, 2025, in HAMPTON, VA and virtually via ZOOM.**



# Meeting of the Operations and Oversight Committee

Thursday December 5, 2024, • 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 10:01 AM.

### **Commissioners in attendance:**

Chairman Glover, Portsmouth  
Commissioner Bullock, Newport News  
Commissioner Johnson, Chesapeake  
Commissioner Woodbury, Newport News  
Commissioner Sparks, DRPT (Zoom)  
Commissioner Houston, Norfolk  
Commissioner Ross-Hammond, Virginia Beach

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

Ray Amoruso, Chief Planning & Development Officer  
Tammara Askew, Data Analyst II (Zoom)  
Malika Blume, Director of Internal Audit  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Conner Burns, Chief Financial Officer  
Danielle Burton, Asst Manager of Bus Transportation (Zoom)  
William Collins, Facilities Maintenance Manager  
Rodney Davis, Director of Customer Relations  
Jennifer Dove, Civil Rights/Grants Prog Manager (Zoom)  
Chera Edwards, Associate Project Manager (Zoom)  
April Garrett, Sr. Executive Assistant  
Wayne Groover, Director of Light Rail Maintenance and Facilities  
William Harrell, President and CEO  
Toni Hunter, Staff Auditor (Zoom)  
Ashley Johnson, Assistant Director of Budget and Financial (Zoom)  
Anothony Kramer, Assistant Security Manager  
Sonya Luther, Director of Procurement  
Maryann Martin, Data Analyst II (Zoom)  
Alexis Majied, Chief Communications Officer  
Tracy Moore, Director of Transportation (Zoom)  
John Nason, Director of Bus Maintenance (Zoom)  
Sibyl Pappas, Chief Engineering & Facilities Officer  
John Powell, Telecommunications Specialist

Michael Price, Chief Information Officer/CTO  
Luis Ramos, Executive Assistant to the President & CEO  
Shleaker Rogers, Staff Auditor (Zoom)  
Dawn Sciortino, Chief Safety Officer  
Benjamin Simms, Chief Transit Operations Officer  
Brian Smith, Deputy Chief Executive Officer  
Matthew Stumpf, Budget Analyst (Zoom)  
Robert Travers, Corporate Counsel (Zoom)  
Alexandre Touzov, Sr. Director of Technology Services  
Fevrier Valmond, Asst Director of Procurement  
Jessica White, Contract Administrator (Zoom)  
Keishia Williams, Operations Support Technician  
Kim Wolcott, Chief Human Resources Officer

**Others in attendance:**

Alt. Commissioner Cipriano, Newport News  
Alt. Commissioner Avery Daugherty, (Zoom)

The November 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 October 10, 2024, Meeting Minutes**

A motion to approve the October 10, 2024, Operations and Oversight Committee meeting minutes was made by Commissioner Bullock, and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

## **Audit Update**

There was no Audit update provided at this meeting.

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

There were no Action items to review.

## **Procurement Items for Approval**

### **Contract No. 24-00299, Client Technology Support Services.**

Ms. Sonya Luther presented Contract No. 24-00299, Client Technology Support Services, as a recommendation that the Commission approve the award of contracts to 22nd Century Technologies, Inc., Computer Aid, Inc., Lakarya, LLC, and Networking Technologies + Support, Inc. to provide client technology support services. The cumulative amount of all Task Orders issued under this contract will not exceed \$1,645,000.00 over the five-year period.

Mr. Alex Touzov gave a presentation as enclosed in these meeting minutes.

There was discussion regarding the expertise required by the vendor under this contract.

A motion to approve Contract No. 24-00299, Client Technology Support Services, was made by Commissioner Woodbury and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

### **Contract No. 24-00286, Commercial Banking Services (Renewal).**

Ms. Sonya Luther presented Contract No. 24-00286, Commercial Banking Services (Renewal), as a recommendation that the Commission approve the award of a contract to Towne Bank to provide commercial banking services in the not-to-exceed amount of \$180,340.45 over five (5) years.

Mr. Conner Burns answered questions related to the Commercial Banking Service (Renewal) contract.

There was a discussion about the cost per year and if the value of the contract will increase every year.

There was a discussion about the earning credit rate.

A motion to approve Contract No. 24-00286, Commercial Banking Services (Renewal), was made by Commissioner Bullock and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

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

Nays: None

Abstain: Commissioner Johnson

**Contract No. 24-00298, Infrastructure Support Services.**

Ms. Sonya Luther presented Contract No. 24-00298, Infrastructure Support Services, as a recommendation that the Commission approve the award of contracts to Data Storage Science, LLC and ePlus Technology, Inc. to provide infrastructure support services. The cumulative amount of all Task Orders issued under this contract will not exceed \$3,568,000.00 over the five-year period.

Mr. Alex Touzov gave a presentation as enclosed in these meeting minutes.

A motion to approve Contract No. 24-00298, Infrastructure Support Services, was made by Commissioner Ross-Hammond and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

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

Nays: None

Abstain: None

**Contract No. 24-00315, State Legislative and Advocacy Services (Renewal).**

Ms. Sonya Luther presented Contract No. 24-00315, State Legislative and Advocacy Services (Renewal), as a recommendation that the Commission approve the award contract to Access Point Public Affairs, LLC to provide state legislative and advocacy services in the not-to-exceed amount of \$477,822.22.

Ms. Noelle Pinkard gave a presentation on the State Legislative and Advocacy Services (Renewal) contract.

There was discussion concerning the bidding process.

A motion to Contract No. 24-00315, State Legislative and Advocacy Services (Renewal), 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-Hammond, Houston and Woodbury.

Nays: None

Abstain: Commissioner Sparks

### **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 December 2024 were reviewed by the Committee.

### **Upcoming Procurements**

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

### **Operations Update**

Mr. Benjamin Simms shared with the committee that there are a couple of upcoming events to kick off the holiday season. The first is the Grand Illumination Parade that will take place on November 23rd in Downtown Norfolk. The second is the Holly Dazzle Parade that will be held in Newport News on December 9th.

Mr. Simms also shared information regarding the mobile telescoping cameras that HRT acquired. Mr. Simms stated that HRT leased two mobile camera units that provide unique detection and deterrence capabilities providing powerful security capabilities in areas of higher demand, HRT staff and customers can see in near-real time the value of these unique security tools. One unit alone was responsible for dropping community complaints about a problematic bus shelter from 220 to 0 (zero).

Mr. Simms acknowledged a great accomplishment by our operators. During the month of October, there were NO non-preventable accidents.

Lastly, Mr. Simms wished everyone a Happy Thanksgiving

### **Old and New Business**

Commissioner Ross-Hammond congratulated Mayor Glover for his Election win.



## **Commissioner Comments**

Commissioner Glover thanked Ms. Pappas and the HRT team for the work that is being conducted in Portsmouth at the High Street Fairy landing. Mr. Glover also thanked HRT for the free rides on Election Day and Veterans for their service, acknowledging November 11, Veterans Day. Mr. Glover thanked everyone for their support and wished everyone a safe and enjoyable Thanksgiving with their loved ones.

Please note that due to the holidays during the months of December, the Operations and Oversight committee will be meeting the first week of the month.

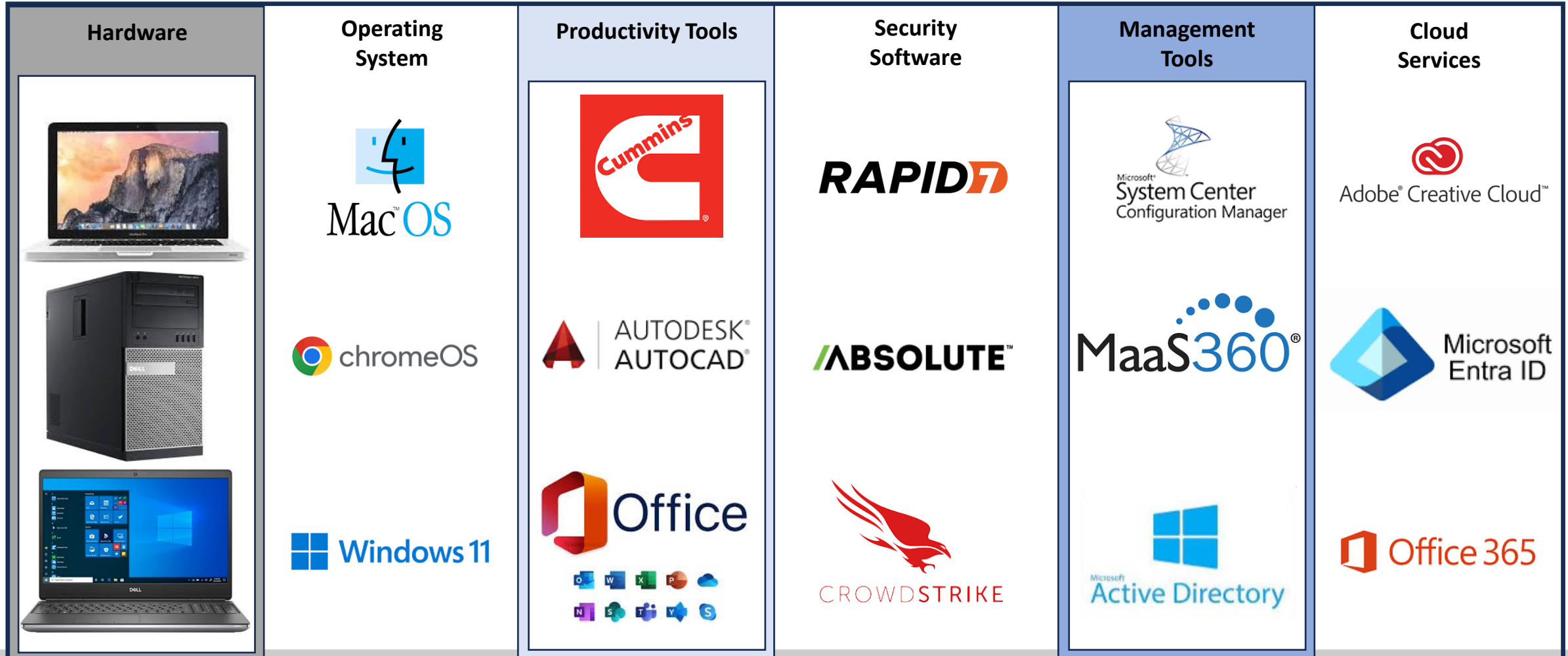
\*\*The next meeting will be held on Thursday, December 5, 2024, at 10:00 am in the HRT NORFOLK Boardroom.

## **Adjournment**

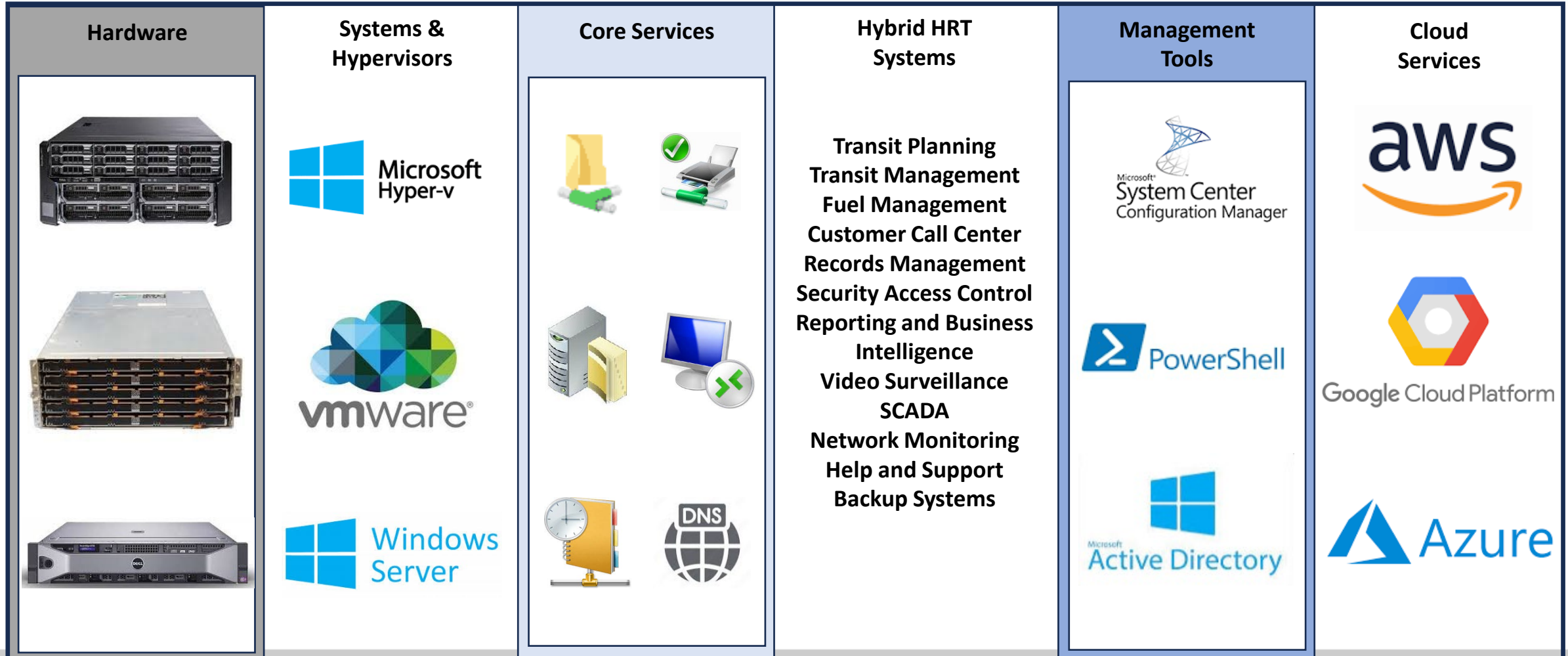
Commissioner Glover adjourned the meeting at 10:39 AM.

Submitted by April Edwards, Sr. Executive Assistant

# Client Technology Domain



# Infrastructure Technology Domain





HAMPTON ROADS  
TRANSIT

# **Contract 24-00315: State Legislative and Advocacy Services**

## **Operations and Oversight Committee November 2024**

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

# State Legislative Highlights

- Securing and protecting the Hampton Roads Regional Transit Program and Fund
- Supporting sustainable statewide programs and funding
- Engaging in multi-regional coalition building and advocacy





HAMPTON ROADS TRANSIT  
OCTOBER 2024/NOVEMBER 2024  
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>



HAMPTON ROADS  
TRANSIT

# Internal Audit Department Report

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

# Ferry Operations Investigation

## (Allegation)

Internal Audit received a complaint regarding HRT's Ferry operations to include the Ferry's Training Plan, Security Plan, and Vessel Security Plan

Internal Audit reviewed the following during the investigation, but not limited to:

- Third-Party Standing Operating Procedures
- Third Party Vessel Inspection process
- Third Party Training process
- Third Party Vessel Security Plan
- Observed the Third-Party employees and operation of vessel

Allegations were unfounded.



# Ferry Operations Investigation cont.

## (Areas of Opportunity)

### Areas of Opportunity

- Training is occurring, however Third-Party documenting process is not always completed in its entirety.
- Internal Audit visited the Ferry and observed an employee on their personal telephone during operational hours.
- Internal audit noticed employees did not close the door to the ferry, leaving a gap in the entryway. This creates a safety hazard, as a small child could potentially slip through the opening and fall into the water.

# Triennial Audit

## Virginia Department of Rail and Public Transportation

- October 29-31, 2024
- Fieldwork is complete
- Next step is the draft report for management

# Thank you!

## Questions



<b>Contract No.:</b> 24-00316	<b>Title:</b> Architectural and Engineering Services (Renewal)	<b>Contract Amount:</b> \$13,400,000 3 yrs. w/2-1 yr. options
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**Acquisition Description:** Enter into a contract with a qualified firm to provide architectural and engineering services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) has a requirement for a qualified Architectural and Engineering (A&E) services firm to provide comprehensive, as needed services, to supplement work typically performed by HRT’s Engineering and Facilities Department. HRT anticipates initiating and/or continuing multiple major construction projects that are fundamental to the implementation and expansion of the RTS program during the term of this Contract. Those projects include passenger amenity installation, including shelters and benches in six (6) cities; Evelyn Butts Transfer Facility replacement; Robert Hall Transfer Facility replacement; and the new southside facility design. This Contract is also expected to support light rail during the construction of the Norfolk Casino adjacent to light rail at Harbor Park, as well as routine light rail state of good repair projects. Additionally, during this term the Contract, HRT will analyze for service impacts and prepare appropriate mitigations to existing infrastructure in support of the flood wall and flooding mitigation measures being designed and implemented in Norfolk by the Army Corps of Engineers.

Services provided by the Contractor will include, but are not limited to, consultative and technical guidance; production of individual project scopes, engineering evaluation, engineering and design documents, construction documents, planning documents, specifications, project schedules and cost estimates (including bid, award, and project management), construction administration, permitting and report writing services on an as-needed basis. HRT will issue individual Project Task Orders as the need for services arise.

**Contract Approach:** This solicitation was conducted under a qualifications-based selection process for professional services, in accordance with the Federal Brooks Act and the Virginia Public Procurement Act. The Brooks Act is a two-step procurement process in which technical proposals are evaluated and contracts for A&E services are subsequently negotiated on the basis of demonstrated competence and qualification for the type of services requested at a fair and reasonable price. Pursuant to the Brooks Act, unlike other procurements, pricing is not a consideration when ranking proposers. Professional engineering contracts are ranked exclusively on technical capacity. Once the evaluation of technical qualifications are complete, and proposers are ranked based on technical qualifications, HRT enters into negotiations exclusively with the highest ranked proposer.

The Request for Technical Proposals, as Step 1 of the process, was issued on September 13, 2024. Three (3) proposals were received on October 24, 2024, from the following firms:

- Rummel, Klepper & Kahl, LLP (RK&K)

<b>Contract No.:</b> 24-00316	<b>Title:</b> Architectural and Engineering Services (Renewal)	<b>Contract Amount:</b> \$13,400,000 3 yrs. w/2-1 yr. options
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- STV, Inc. dba STV Group, Inc. (STV)
- Tymoff+Moss Architects

Technical proposals were evaluated based on each firm’s experience and qualifications, past performance, and technical approach. Upon review and evaluation of the technical proposals, STV was determined to be the most technically qualified firm; therefore, no presentations or proposal clarifications were required.

Pricing of the best qualified firm was requested, as Step 2 of the process, on November 13, 2024. Pricing is based on hourly labor rates (including burden and overhead) for a number of different labor categories and professional disciplines. An analysis of STV’s audited labor rates was conducted utilizing the Independent Cost Estimate and comparative historical pricing as a basis for evaluation and were subsequently deemed fair and reasonable.

The price of any specific Task Order will be based on the hourly rates, the number of hours proposed by category, and a negotiated fixed fee.

STV has a local office in Virginia Beach, VA and has provided similar services for the Fairfax County Department of Transportation in Richmond, VA; Charlotte Area Transit System in Charlotte, NC; and the Department of Rail and Public Transportation in Richmond, VA. STV currently provides these services to HRT satisfactorily.

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

A DBE goal was not established for the overall Contract. However, HRT will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task-based goal accordingly.

**Cost/Funding:** This contract will be funded by grant and/or operating funds, dependent upon the task being requested.

**Project Manager:** Sibyl Pappas, Chief Engineering and Facilities Officer

**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 provide architectural and engineering services. The cumulative amount of all Task Orders issued under this contract will not exceed \$13,400,000.00 over the five-year period.

<b>Contract No.:</b> 23-00248	<b>Title:</b> Database Administration Managed Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$109,330.00
		Four Option Years:	\$423,324.04
		<b>Total:</b>	<b>\$532,654.04</b>

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide database administration managed services.

**Background:** Hampton Roads Transit (HRT) currently utilizes Oracle, Microsoft, and PostgreSQL databases to meet its data storage needs; and exclusively runs databases on Windows operating systems. Due to the limited capacity within HRT's Technology Department, HRT requires a qualified Contractor to supplement the inhouse Database Administration (DBA) capacity to keep up with current and anticipated demands on the system. The Contractor is required to have extensive experience supporting database instances running on Windows operating systems, including setting up and administering database maintenance and backup plans and using local or central management tools, such as Oracle Enterprise Manager. Under the terms of this agreement, the Contractor will provide 24 x 7 support for all current Production Servers and their associated databases and 8 x 5 support of all Development/Test Servers and their associated databases, including, but not limited to, database uptime monitoring, ongoing database maintenance, database instance cyber security patching, overall database health monitoring and remediation, and daily, weekly, and monthly Database Administration checklists containing best practices for maintenance, protection, and redundancy. Additionally, the Contractor will provide database project support services for activities not covered under the database administration managed services offering.

**Contract Approach:** A Request for Proposals (RFP) was issued on March 20, 2024. Six (6) proposals were received on May 2, 2024, from the following firms:

- Ampcus, Inc.
- Augmentare, Inc.
- B2B Acquisitions, Inc., d.b.a. Solvaria (Solvaria)
- Elegant Enterprise-Wide Solutions, Inc.
- Navisite, LLC
- RENAPS, USA, LLC (RENAPS)

In response to the RFP, Proposers were required to provide monthly rates for the DBA services described in the RFP, and hourly rates for DBA project support services not covered under the database administration managed services offerings. Additionally, Proposers were required to include any onboarding or setup costs during the first year.

Upon review and evaluation of the proposals, two (2) firms, RENAPS and Solvaria were rated best to meet the Scope of Work requirements. The two (2) firms were invited to discuss their proposals and provide technical clarification on their approach to the Scope of Work.

<b>Contract No.:</b> 23-00248	<b>Title:</b> Database Administration Managed Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$109,330.00
		Four Option Years:	\$423,324.04
		<b>Total:</b>	<b>\$532,654.04</b>

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 their proposed pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After a review and analysis of the BAFOs received, HRT staff determined that Solvaria provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, Solvaria's total price decreased by \$424,966.24, or approximately 44.4%. Solvaria's pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Solvaria is both technically and financially capable of performing the services.

Solvaria is based in Henrico, VA and provides similar services to Allianz Global Assistance in Richmond, VA; Apex Systems in Glen Allen, VA; and Old Dominion Electric Co-op in Glen Allen, VA.

The period of performance for this Contract is one (1) base year, plus 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:** Alex Touzov, Senior 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 B2B Acquisitions, Inc., d.b.a. Solvaria to provide database administration managed services to HRT in the not-to exceed amount of \$532,654.04 over five (5) years.

<b>Contract No.:</b> 23-00248	<b>Title:</b> Database Administration Managed Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$109,330.00
		Four Option Years:	\$423,324.04
		<b>Total:</b>	<b>\$532,654.04</b>

### Solicitation Results

<b>Offeror</b>	<b>Original Offer</b>	<b>Best and Final Offer</b>
Augmentare, Inc.	\$635,690.00	N/A
<b>B2B Acquisitions, Inc., d.b.a. Solvaria</b>	<b>\$957,620.28</b>	<b>\$532,654.04</b>
RENAPS, USA, LLC (Renaps)	\$1,298,021.24	\$865,491.20
Navisite, LLC	\$2,129,000.00	N/A
Ampcus, Inc.	\$11,968,161.44	N/A
Elegant Enterprise-Wide Solutions, Inc.	\$13,424,910.20	N/A

### Solvaria's Pricing Summary

<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Total</b>
\$109,330.00	\$102,862.36	\$104,808.72	\$106,803.93	\$108,849.03	<b>\$532,654.04</b>



<b>Contract No.:</b> 24-00327	<b>Title:</b> Purchase of Four (4) 40' Suburban Buses	<b>Contract Amount:</b> \$2,811,928.00
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**Acquisition Description:** Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CTR010076 to procure four (4) 40' Suburban Buses (State Contract).

**Background:** Using the competitive procurement process, in January 2023, the Commonwealth of Virginia awarded Contract No. CTR010076 to Gillig, LLC (Gillig) to purchase various passenger transit buses for a base term of two (2) years with three (3) additional one-year options. Under the terms of the agreement, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig Contract to purchase four (4) 40' suburban buses to expand HRT's Regional Transit System (RTS). It should be noted that HRT is often precluded from entering into an intergovernmental agreement on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). However, DPS included the mandated federal terms in the State Contract, thus allowing HRT to order vehicles pursuant to this agreement.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$502,770.00 for one (1) 40' Gillig 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 \$702,982.00. HRT's options include a Tap Card Payment system, Vontas OnRoute Technology system, and a number of other additional upgrades.

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

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

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

**Project Manager:** Chera Edwards, Associate Project Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC to procure four (4) 40' suburban buses, in the total amount of \$2,811,928.00.

<b>Contract No.:</b> 24-00325	<b>Title:</b> Purchase of One (1) 40' Suburban Bus	<b>Contract Amount:</b> \$702,982.00
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**Acquisition Description:** Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CTR010076 to procure one (1) 40' Suburban Bus (State Contract).

**Background:** Using the competitive procurement process, in January 2023, the Commonwealth of Virginia awarded Contract No. CTR010076 to Gillig, LLC (Gillig) to purchase various passenger transit buses for a base term of two (2) years with three (3) additional one-year options. Under the terms of the agreement, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig Contract to purchase one (1) 40' suburban bus to replace a bus in HRT's fleet that has reached the end of its useful service life. It should be noted that HRT is often precluded from entering into an intergovernmental agreement on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). However, DPS included the mandated federal terms in the State Contract, thus allowing HRT to order vehicles pursuant to this agreement.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$502,770.00 for one (1) 40' Gillig 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 \$702,982.00. HRT's options include a video surveillance system, Vontas OnRoute Technology system, Arowguard bus operator barriers, and a number of other additional upgrades.

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

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

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

**Project Manager:** Chera Edwards, Associate Project Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC to procure one (1) 40' suburban bus, in the total amount of \$702,982.00.

<b>Contract No.:</b> 24-00310	<b>Title:</b> Transit Amenity Services (Renewal)	<b>Contract Amount:</b>	
		One Base Year Price:	\$2,301,826.65
		Two Option Years' Price:	<u>\$6,297,607.35</u>
		<b>Total:</b>	<b>\$8,599,434.00</b>

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to maintain the appearance and cleanliness of bus, light rail, and ferry passenger amenity stops throughout Hampton Roads.

**Background:** Hampton Roads Transit (HRT) has a requirement for maintaining the general appearance and overall cleanliness of its transit stops located throughout Hampton Roads. Under the terms of this agreement, the Contractor will provide all personnel, equipment, tools, materials, and means of transportation for staff, supervision, and other items necessary to perform passenger amenity cleaning, pressure washing, winter storm preparation/cleanup, and other special services.

**Contract Approach:** A Request for Proposals (RFP) was issued on July 23, 2024. Nine (9) proposals were received on September 17, 2024, from the following firms:

- A&B Cleaning Service, Inc.
- Bridge Colony LLC
- DBS, Inc. (DBS)
- ETI Environmental, Inc. (ETI)
- Jeanette's Cleaning Service
- Kept Companies, Inc. (Kept Companies)
- Reliable Custodial & Janitorial Services, Inc.
- Supreme Commercial Cleaning Service
- Triple S Facility Services LLC

In response to the RFP, Proposers were required to provide unit prices for cleaning and trash collection at all HRT bus stops, light rail stations, and ferry stops, as well as pressure washing, winter storm services, and special cleaning services, as listed in the Price Schedule. HRT is installing additional passenger amenities throughout our service district. Those anticipated amenities are planned to be cleaned under this contract as they come online. Therefore, the Price Schedule included an annual escalation to the potential number of 200 amenity stops to allow for cleaning these additional amenities, as they are installed. The Price Schedule also includes annual allowances of \$50,000.00 for pressure washing, \$50,000.00 for winter storm services, and \$30,000.00 for special cleaning services, if needed.

Upon review and evaluation of the technical proposals, three (3) firms (DBS, ETI, and Kept Companies) appeared technically qualified to meet the Scope of Work requirements. Therefore, these firms were invited to discuss their proposals to provide clarification on their approach to providing these services. However, prior to discussions, Kept Companies withdrew their proposal, stating that they did not feel they could offer the level of service that HRT needs at this time.

<b>Contract No.:</b> 24-00310	<b>Title:</b> Transit Amenity Services (Renewal)	<b>Contract Amount:</b>	
		One Base Year Price:	\$2,301,826.65
		Two Option Years' Price:	<u>\$6,297,607.35</u>
		<b>Total:</b>	<b>\$8,599,434.00</b>

At the conclusion of discussions, it was determined by staff that one (1) firm (DBS), rated the most technically capable of providing the services. DBS was invited for further discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed unit prices. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO received, HRT staff determined that DBS provided the best overall value to HRT based on a combination of technical capability and price. As a result of the negotiations, DBS reduced their total proposed price by \$779,194.70, or approximately 8.31%.

DBS's BAFO pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that DBS is both technically and financially capable to perform the services.

DBS is located in Chesapeake, VA and has provided similar services for Dollar Tree Corporate Headquarters in Chesapeake, VA; Interstate Corporate Center in Norfolk, VA; and Virginia Eye Center in multiple locations around Hampton Roads, VA. DBS also currently provides these services to 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 assigned for this solicitation.

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

**Project Manager:** Stephanie Napier, Facilities Asset Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a renewal contract to DBS, Inc. to provide transit amenity services in the not-to exceed amount of \$8,599,434.00 for three (3) years.

<b>Contract No.:</b> 24-00310	<b>Title:</b> Transit Amenity Services (Renewal)	<b>Contract Amount:</b>	
		One Base Year Price:	\$2,301,826.65
		Two Option Years' Price:	<u>\$6,297,607.35</u>
		<b>Total:</b>	<b>\$8,599,434.00</b>

**Solicitation Results**

<b>OFFEROR</b>	<b>ORIGINAL OFFER</b>	<b>BEST AND FINAL OFFER</b>
Supreme Commercial Cleaning Service	\$4,466,137.00	N/A
Reliable Custodial & Janitorial Services, Inc.	\$5,779,590.00	N/A
Bridge Colony LLC	\$6,338,682.40	N/A
Triple S Facility Services LLC	\$7,251,941.60	N/A
Jeanette's Cleaning Service *	\$7,328,620.00	N/A
ETI Environmental, Inc.	\$7,961,384.80	N/A
Kept Companies, Inc.**	\$8,194,430.00	N/A
A&B Cleaning Service, Inc.	\$8,334,743.30	N/A
<b>DBS, Inc.</b>	<b>\$9,378,628.70</b>	<b>\$8,599,434.00</b>

*\*Deemed non-responsive due to lack of required business and technical proposals.*

*\*\*Withdrawn proposal.*

**DBS, Inc.'s Pricing Summary**

<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Total</b>
\$2,301,826.65	\$2,853,524.15	\$3,444,083.20	<b>\$8,599,434.00</b>

*Includes 200 potential future amenity stops to be purchased on an annual basis.*

<b>Contract No.:</b> 24-00289	<b>Title:</b> Wi-Fi/ and Networking System Services	<b>Contract Amount:</b> \$5,000,000.00 1 yr. w/4 1-yr. options
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**Acquisition Description:** Enter into a contract with qualified Contractors to provide Wi-Fi and networking system services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) has a requirement to provide equipment and services necessary to modernize, expand, and operate its Wi-Fi and Network System Services. The ability to maintain multiple Contractors to perform these services provides HRT with the flexibility to obtain services in a reasonable amount of time and gives Contractors the flexibility of focusing on their areas of core competency. Under the terms of this agreement, the Contractors will provide complete lifecycle services related to the planning, designing, deployment, ongoing operations, maintenance, and upgrade of the various networking technologies used, or planned to be implemented, at HRT.

**Contract Approach:** A Request for Proposals was issued on May 31, 2024. Five (5) proposals were received on June 28, 2024, from the following firms:

- Access Agility, LLC
- ePlus Technology, Inc. (ePlus)
- Nxt Level Communications, LLC
- SteriPro Services
- The GBS Group (GBS)

Upon review and evaluation of the technical proposals, ePlus and GBS were rated best to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide fully loaded hourly rates for a variety of labor categories to be utilized on Task Orders.

The firms were both invited for discussions and negotiations which focused on reducing the proposed hourly rates and achieving the most competitive pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

As a result of the negotiations, ePlus and GBS reduced their hourly rates by an average of approximately 2.74% and 7.97%, respectively.

In order for HRT to have the ability to obtain the most skilled and experienced resources at the most favorable price when services are required, a decision was made to award to both firms. Their proposed rates are 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

<b>Contract No.:</b> 24-00289	<b>Title:</b> Wi-Fi/ and Networking System Services	<b>Contract Amount:</b> \$5,000,000.00 1 yr. w/4 1-yr. options
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performed confirmed that the firms are technically and financially capable of performing the services.

ePlus is located in Glen Allen, VA and provides similar services to the City of Portsmouth; Suffolk Public Schools; and the City of Hampton.

GBS is located in Virginia Beach, VA and provides similar services to UTA Transit Authority in Salt Lake City, UT; VIA Rail in Montreal, Quebec; and the United States Navy Regional Maintenance Center in Norfolk, VA.

No DBE goal was established for this solicitation.

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

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

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of contracts to ePlus Technology, Inc. and The GBS Group to provide Wi-Fi and networking system services. The cumulative amount of all Task Orders issued under this contract will not exceed \$5,000,000.00 over the five-year period.

### Solicitation Results

Offeror	Original Avg. Hourly Rate	BAFO Avg. Hourly Rate
ePlus Technology, Inc.	\$263.43	\$256.21
The GBS Group	\$105.47	\$97.06

**Exercise of Options – February 2025**

<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>
21-00154	Structured Cabling Services	To provide structured cabling services on a Task Order basis.	\$250,000.00	1 yr. w/3 1-yr. options	Third	\$62,500.00
21-00160	Credit Card Merchant Processing Services	To provide credit card merchant processing services for HRT's Point of Service terminals	\$152,461.80	2 yrs. w/3 1-yr. options	First	\$30,492.36
23-00224	Automatic Passenger Counting System	To provide automatic passenger counting for the Light Rail Vehicle fleet.	\$480,086.00	1 yr. w/4 1-yr. options	First	\$203,361.36



**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.	12/15/2025
Audit Management System	To provide a cloud-based, fully integrated software solution to deliver strategic value and increase efficiencies through a streamlined internal audit process.	New
Contract and Vendor Software Solution	To provide a commercial off-the-shelf, Software as a Service Contract and Vendor Management Software solution.	New
Data Archive Software and Extraction Services for PeopleSoft Financials	To provide a secure commercial off-the-shelf software as a service data archiving management solution for HRT's PeopleSoft Financials application.	New
<b>Heavy Duty Bus Batteries</b>	<b>To provide heavy duty bus batteries.</b>	<b>11/1/2024</b>
Human Resources Temporary Staffing Services	To assist in recruiting and placement efforts for the Human Resources department.	New
<b>Mechanics Tool Supply</b>	<b>To supply professional quality tools designated for the automotive industry for HRT's mechanics.</b>	<b>12/12/2024</b>
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	New
Provision of Facilities Materials and Supplies	To supply and deliver facility materials and supplies on an as needed basis.	09/20/2024
<b>Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts</b>	<b>To furnish, fit, and distribute new safety shoes, high visibility jackets, and high visibility short sleeve t-shirts for HRT bus and light rail employees.</b>	<b>9/30/2024</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
Signage Production Services	To provide signage production services.	2/18/2025
Technology Staffing Services	To provide technology staffing services.	06/23/2024
Tide Light Rail Bridge Repairs – Smith Creek Bridge	To perform needed repairs to the Tide's Smith Creek Bridge.	New

Towing and Flat Tire Replacement Services	To provide towing and flat tire replacement services for HRT.	10/29/2024
<b>Trackside Lubrication System</b>	<b>To purchase a trackside lubrication system.</b>	<b>New</b>
Transit Stop Glass Replacement Services	To provide glass replacement services for HRT's various transit stops.	New