Meeting of the Operations and Oversight Committee

Thursday, November 6, 2025, • 10:00 a.m.
3400 Victoria Boulevard. Hampton, VA and Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, November 6, 2025, at 10:00 a.m. in the Hampton Boardroom.

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

https://hrtransit-org.zoom.us/j/88550947905

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

Meeting of the Operations and Oversight Committee

Thursday, November 6, 2025, • 10:00 a.m.
Hybrid 3400 Victoria Boulevard, Hampton, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the October 2025 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. 25-00374, Bus Repower Services.

    b. Contract No. 25-00368, Bus Stop Improvements – Orcutt Avenue and 81st Street Transfer.

    c. Contract No. 24-00309, Data Archive Software and Extraction Services for PeopleSoft Financials.

    d. Contract No. 25-00359, Employee Benefits Consulting and Brokerage Services (Renewal)

    e. Contract No. 25-00357R, Provision of Seven (7) Non-Revenue Vehicles

5. Task Orders **(for informational purposes only)**.

    a. Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support:

i. Task Order 205. This Task Order is for Transceiver repair; Controller module repair. This Task order is for $400.00 and is funded with operating funds.

6. Options to be Exercised January 2026 – 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, December 4, 2025, in Norfolk, VA and virtually via ZOOM.

Meeting of the Operations and Oversight Committee

Thursday October 9, 2025, • 10:00 a.m.
509 E 18th Street Norfolk, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

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

Commissioners in attendance:

Commissioner Woodbury, Newport News
Commissioner Steve Johnson, Chesapeake
Commissioner Daughtery, DRPT (Zoom)
Commissioner M. Johson, Norfolk

Hampton Roads Transit Staff in attendance:

Tammara Askew, Sr. Data Analyst (Zoom)
Malika Blume, Director of Internal Audit (Zoom)
Monquie Battle, Ops Project & Contract Administrator (Zoom)
Barry Bland, Paratransit Services
Amy Braziel, Director of Contracted Services and Operational Analytics
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
William Collins, Facilities Maintenance Manager
Rodney Davis, Director of Customer Relations
Scott Demharter, Director of Facilities (Zoom)
Glenda Dixon, Sr. Director ERP System & Service (Zoom)
Gavin Dorsey, Budget Analyst (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget and Financial Analysis (Zoom)
Misty Gordon, Risk Manager (Zoom)
Brenda Green, Accounting Supervisor
Wayne Groover, Director of Light Rail Maintenance and Facilities
William Harrell, President and CEO
Toni Hunter, Staff Auditor (Zoom)
Shane Kelly, Sr. Manager Security & Emerg Preparedness
Karen Kitsis, Sr. Director of Planning and Development
Sonya Luther, Director of Procurement

Alexis Majied, Chief Communications Officer
Lawrence Mason, Emergency Manager, Safety
Tracy Moore, Director of Transportation
Sibyl Pappas, Chief Engineering & Facilities Officer
Noelle Pinkard, Organizational Advancement Officer
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Luis Ramos, Executive Assistant to the President & CEO
Shleaker Rodgers, Staff Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer
Liliana Scott, HR Training Development Specialist (Zoom)
Kevin Shaw, Director of Bus Maintenance
Benjamin Simms, Chief Transit Operations Officer
Monique Strickland, Talent Acquisition Manager
Paula Studebaker, HR Executive Assistant (Zoom)
Matthew Stumpf, Budget Analyst (Zoom)
Jawuan Taylor, Facilities & Rail Maintenance Admin
Robert Travers, Corporate Counsel
Fevrier Valmond, Assistant Director of Procurement
Keishia Williams, Operations Support Technician (Zoom)
Kim Wolcott, Chief Human Resources Officer

Others in attendance:

Alt. Commissioner Cipriano, Newport News
Megan Gribble, Portsmouth (Zoom)
Andrew Ennis, DRPT (Zoom)

The September 2025 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 September 2025, Meeting Minutes

A motion to approve September 2025, Operations and Oversight Committee meeting minutes were made by Commissioner Woodbury and properly seconded by Commissioner Johnson. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Woodbury, Daughtery, and M. Johnson.

Nays: None

Abstain: None

Audit Update

Ms. Malika Blume gave an audit update via zoom.

Review of the Operations and Oversight Committee Action Items

1. There was a request from September 11 O&O for the committee to be provided the "Estimated amount of Revenue'' for the current fiscal year advertising for Contract No. 25-00345, Signage Production Services (Renewal).
    - Alonzo Crittenden came forward and answered questions regarding this action item.

Procurement Items for Approval

Contract No. To Be Determined, High Speed Circuit Breaker (HSCB) and Associated Wiring Repair:

Ms. Luther presented Contract No. To Be Determined, High Speed Circuit Breaker (HSCB) and Associated Wiring Repair, as a recommendation that the Commission approve the award of a sole source purchase order to Siemens Mobility, Inc., to provide High Speed Circuit Breaker and associated wiring repair services in the not-to-exceed amount of $181,311.00.

A motion to approve both Contract No. To Be Determined, High Speed Circuit Breaker (HSCB) and Associated Wiring Repair, was made by commissioner Woodbury and properly seconded by commissioner Johnson and a roll call vote as follows:

Mr. Wayne Groover gave a presentation.

There was discussion on what we can do to prevent this in the future.

There was discussion have other units been inspected.

Ayes: Commissioner’s Glover, Johnson, Woodbury, Daughtery, and M. Johnson.
Nays: None
Abstain: None

Contract No. 25-00363, Microtransit Service.

Ms. Luther presented Contract No. 25-00363, Microtransit Service, as a recommendation that the Commission approve the award of a contract to River North, LLC to provide microtransit service in the not-to-exceed amount of $8,863,178.00. Mr. Wayne Groover came forward to answer questions.

A motion to approve Contract No. 25-00363, Microtransit Service, was made by commissioner M. Johnson and properly seconded by commissioner Johnson and a roll call vote as follows:

Ms. Amy Braziel gave a presentation.

There was discussion on if it has always been a third party running Mircrotransit Service.

There was discussion on the zones.

Ayes: Commissioner’s Glover, Johnson, Woodbury, Daughtery, and M. Johnson.
Nays: None
Abstain: None

Contract No. 22-00170, Modification No. 4, Pre-Employment Background Screening Services.

Ms. Luther presented Contract No. 22-00170, Modification No. 4, Pre-Employment Background Screening Services as a recommendation that the Commission approve the award of a modification to increase the not-to-exceed amount of the Pre-Employment Background Screening Services Contract by $35,000.00, from $171,871.50 to $206,871.50.

A motion to approve Contract No. 22-00170, Modification No. 4, Pre-Employment Background Screening Services, was made by commissioner S. Johnson and properly seconded by commissioner M. Johnson and a roll call vote as follows:

Ms. Monique Strickland came forward to answer questions.

There was discussion on the price increase.

Ayes: Commissioner’s Glover, Johnson, Woodbury, Daughtery, and M. Johnson.
Nays: None
Abstain: None

Contract No. 21-00134, Modification No. 5, Auditing Services.

Ms. Luther presented Contract No. 21-00134, Modification No. 5, Auditing Services, as a recommendation that the Commission approve the award of modification to increase the not-to-exceed amount of the Auditing Services Contract by $125,000.00, from $432,875.00 to $557,875.00.

A motion to approve Contract No. 21-00134, Modification No. 5, Auditing Services, was made by commissioner Woodbury and properly seconded by commissioner M. Johnson and a roll call vote as follows:

Mr. Connor Burns was available to answer questions.

There was discussion on the contract amount of the Audit last year and this year.

Ayes: Commissioner's Glover, Johnson, Woodbury, Daughtery and M. Johnson.
Nays: None
Abstain: None

Task Orders

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

Options to be Exercised.

Options to be Exercised enclosed in the meeting package for December 2025 were reviewed by the Committee.

Upcoming Procurements

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

Operations Update

Mr. Simms recognized Transit Security Officer (TSO) Anderson for administering life saving strategies to one of HRT's patrons on September 29th where he administered a dose of Narcan to counteract a potential overdose of opioids. Anderson's observant recognition of the signs of drug toxicity more than likely saved the individual's life. Mr. Simms thanked TSO Anderson for his actions and dedication to his work and the life of our patrons.

Mr. Simms also recognized Ms. Amy Braziel, HRT's Director of Contracted Services and Operational Analytics. This past week, Amy and I attended the American Benchmarking Group Annual Meeting in Spokane, Washington. This is a group of approximately 27 bus agencies across the US in which Amy has been HRT's liaison since joining and was nominated it's Vice President and next year she will serve as the ABBG President.

Mr. Simms gave a presentation updating the commission on the 5-week pilot program aimed at eliminating mandatory overtime for our operators. It is concluded that the pilot is being extended through December 31st and will continue to be evaluated in hopes of a positive impact on both morale and service.

Lastly, Mr. Simms gave an update on microtransit ridership.

Old and New Business

There was no old and new business to discuss.

Commissioner Comments

There were no comments given.

**The next meeting will be held on Thursday, November 6, 2025, at 10:00 am in the HRT HAMPTON Boardroom.

Adjournment

Commissioner Glover adjourned the meeting at 11:07 AM.

Submitted by April Garrett, Sr. Executive Assistant

-Attached as part of the meeting minutes.

HAMPTON ROADS TRANSIT

Internal Audit Department Report

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Accounts Payable Audit
(Audit Scope and Methodology)

Examined if invoice processes and procedures are managed effectively and efficiently, and are the processes in accordance with best practices, federal, state, local and HRT's guidelines.

- Researched Accounts Payable best practices.
- Interviewed appropriate personnel to discuss policies and procedures related to invoicing processes.
- Obtained and reviewed pertinent laws, regulations, policies, and procedures related to invoicing processes.
- Obtained a list of all vendors.
- Obtained the approver list to identify any potential of segregation of duties issues.
- Analyzed the aging report to identify any past due invoices.
- Analyzed the aging report for potential duplicate vendors.

Accounts Payable Audit
(Audit Scope and Methodology)

- Obtained and analyzed the reconciliation report for invoices against the trial balance.
- Conducted a walkthrough of the accounts payable processes.
- Examined any irregularities/inconsistencies, if applicable.
- Performed other tests, as deemed necessary.
- Make recommendations, as appropriate, to ensure the integrity of data, promote accountability, and mitigate Fraud.

Accounts Payable Audit
(Areas of Opportunity)

Policies and Procedure

- Policies and procedures are not reviewed and documented in accordance with EXE-101 revision 10.

Invoices

- Invoices are not paid timely in accordance with The Code of Virginia and HRT policies and procedures.

Triennial Audit

Virginia Department of Rail and Public Transportation

- Mult-Department Audit – December 2-4, 2025
  - Finance, Marketing and Communications, Internal Audit, Records Management, Planning and Development, Engineering and Facilities, Information Technology, Human Resources

Thank you!

Questions

HAMPTON ROADS TRANSIT

LRV-408 Electrical Component and Associated Wiring Repairs

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LRV-408 Electrical Damage Repairs

- LRV-408 experienced an electrical short that resulted in extensive damage.
- Siemens responded with a technical team to assess the damages and determine next steps. This was done at no cost to HRT.
- Siemens returned and spent five days removing failed parts and inspecting wiring. The procurement before you is the result of that work.

LRV-408 Electrical Damage Repairs

The following images depict the nature of the damages requiring repairs throughout the LRV.

Main input fuse blown with the fuse indicator sitting on top of the High Speed Circuit Breaker.

-Attached as part of the meeting minutes.

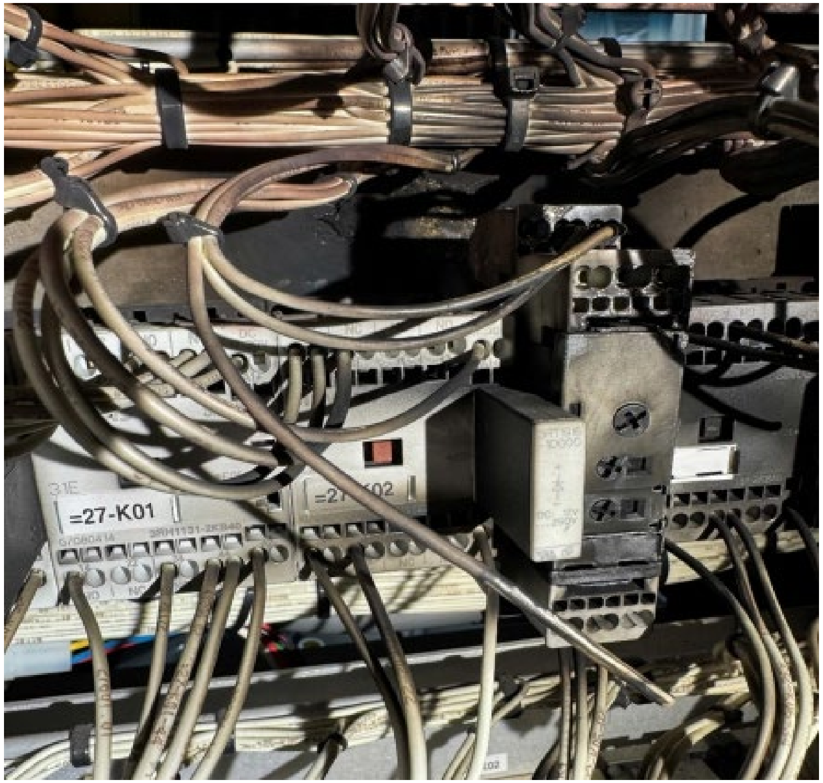
LRV-408 Electrical Damage Repairs

Main input fuse and back side of knife switch w/limit switches.

Damage to back side of shop power knife switch.

LRV-408 Electrical Damage Repairs

Damaged 32-K02 relay and wiring.



Damaged 32-K05 and 32-K06 relays and wiring.

LRV-408 Electrical Damage Repairs

Damaged KLIP station, relays and wiring.

Note: The vehicle contains a special purpose microprocessor referred to as the Siemens Traction Automation System (SIBAS) Intelligent Terminal for Peripheral Interfacing (KLIP) and compact I/O's (or input and output stations).

Summary

- LRV-408 has been extensively damaged.
- This sole source procurement is necessary for the repair of the LRV. Siemens is the original equipment manufacturer and has the experience, expertise and proprietary access to technical information necessary to accomplish the repairs.
- The cost projection is $181,311.00
- This purchase is funded by operating funds.
- We respectfully request your approval of this procurement.

HAMPTON ROADS TRANSIT

Questions

Microtransit Service

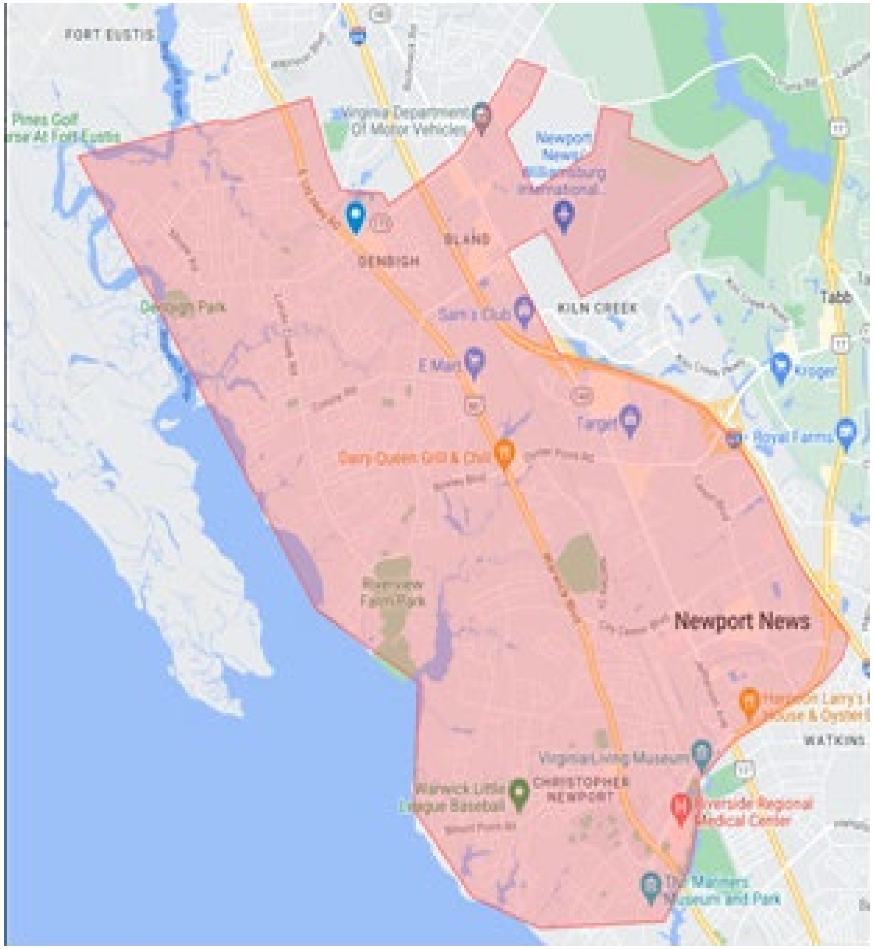
- HRT was awarded a third State Grant under the Transit Ridership Incentive Program (TRIP) for Microtransit service in the HRT service area.

- The Project will plan, deploy, and evaluate performance for on-demand microtransit services in 1 current HRT Microtransit Zone (continuation of service) and 2 new zones.

Microtransit Service Zone A

Newport News Zone

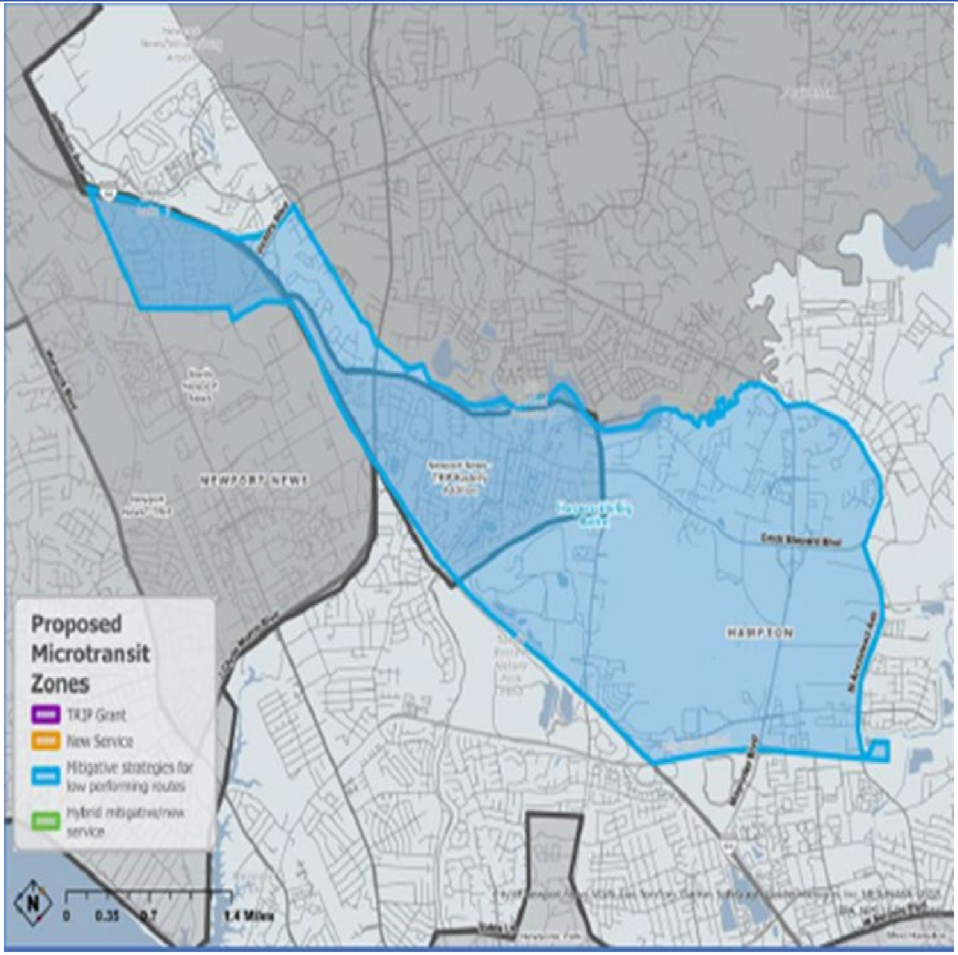
- ~20 square miles
- Connections to 5 bus routes.



Microtransit Service Zone B

Hampton Zone

- ~9 square miles
- Connections to 2 bus routes.

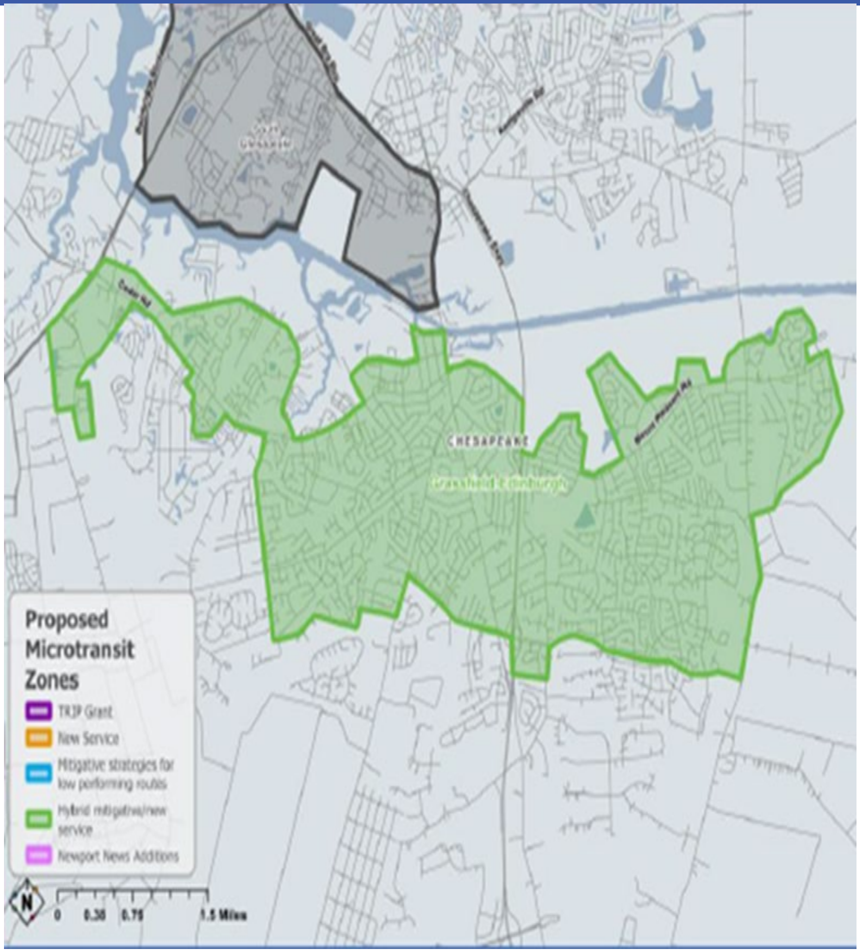


Microtransit Service Zone C

Chesapeake Zone

- ~11 square miles
- Connections to 2 bus routes.

*zone is approximately 11 sq. miles and is subject to change based on conversations with the City of Chesapeake



Microtransit Service

- Contract duration 3-Years:
  - Year 1:
    - All 3 zones are currently funded
  - Year 2:
    - Newport News Currently funded
    - Hampton and Chesapeake Zones-subject to funding availability
  - Year 3:
    - Newport News Currently funded
    - Hampton and Chesapeake Zones-subject to funding availability

HAMPTON ROADS TRANSIT

Operations and Oversight Operations Update October 9, 2025

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Staff Recognition

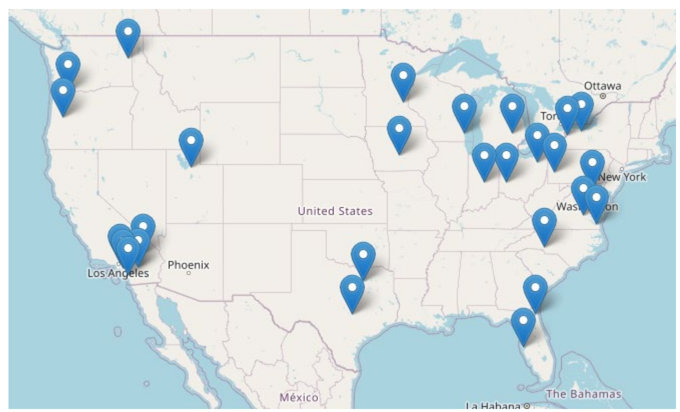
TSO Anderson

HRT HERO!

Staff Recognition

Amy Braziel
Nominated: Vice President

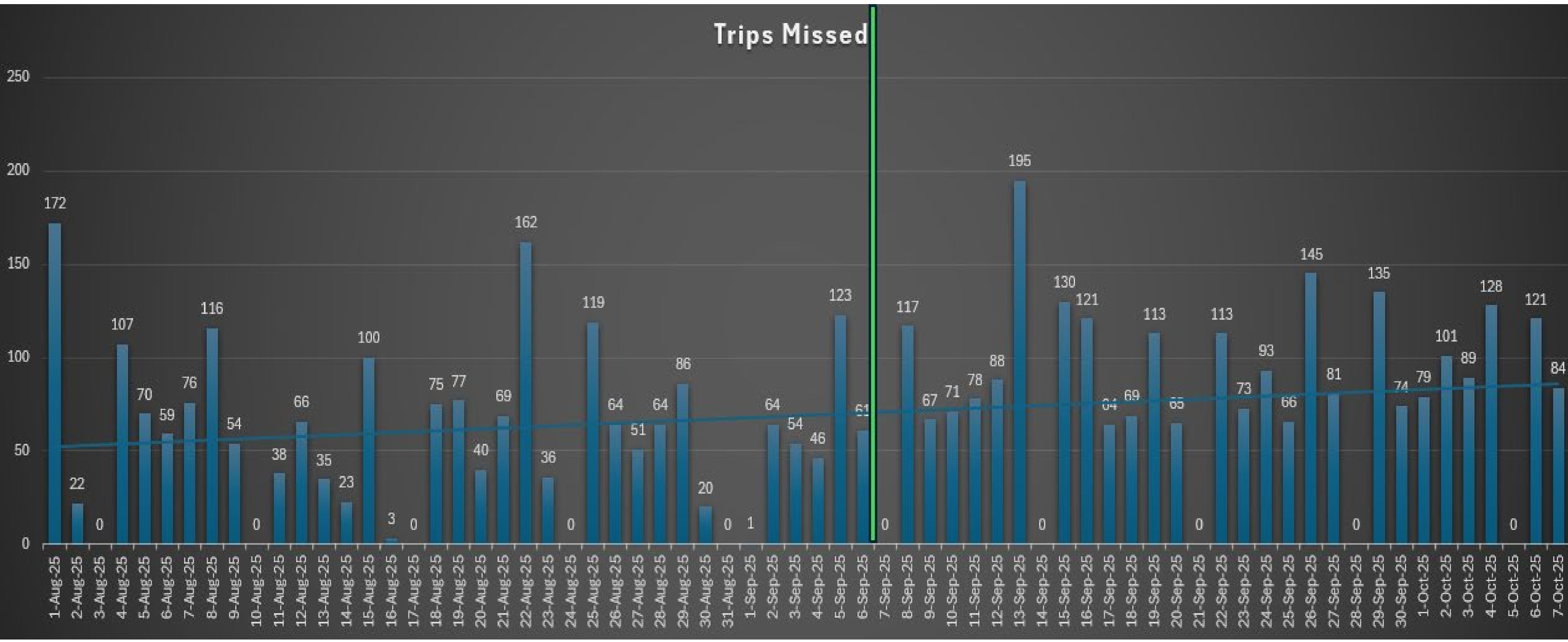
American Bus Benchmarking Group



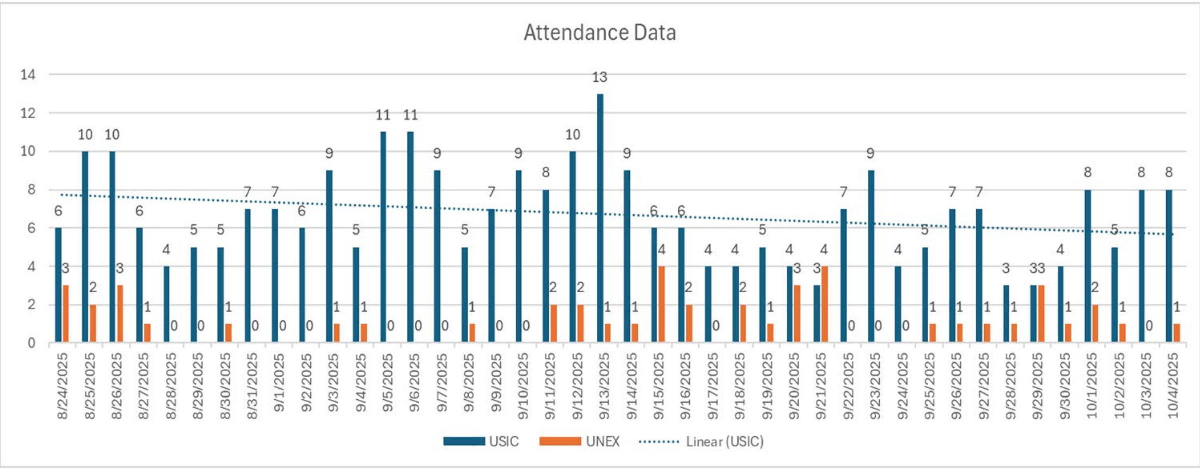
The group consists of twenty-seven medium sized bus agencies located in seventeen states in the US

Mandatory Overtime

Operations has been able to maintain service levels without mandatory overtime.

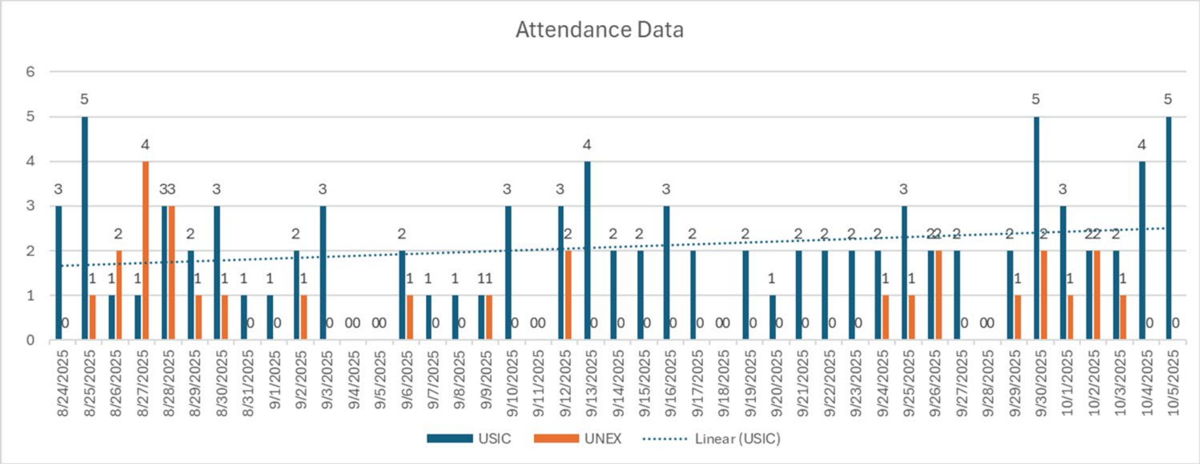


Mandatory Overtime



Southside

Attendance (USIC/UNEX) overall decreased from the 30 days prior to the pilot program



Northside

Mandatory Overtime

- Preventable accidents decreased from the same time period in 2024.
- Operator injuries have decreased since initiating the pilot.
- Ridership held steady during the pilot program
- Operators expressed their pleasure and partnership in making this pilot a success.

Mandatory Overtime

- We currently have 35 trainees, 10 will complete training in the next two weeks
- We have 18 former operators that have applied to return, we moved 11 of them forward.
- Pilot is being extended though December 31st!

-Attached as part of the meeting minutes.

HAMPTON ROADS TRANSIT

For more information visit:
www.gohrt.com

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HAMPTON ROADS TRANSIT
OCTOBER 2025/NOVEMBER 2025
OPERATIONS AND OVERSIGHT COMMITTEE
ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method

Contract No.: 25-00374	Title: Bus Repower Services	Contract Amount: $2,434,810.56

Acquisition Description: Enter into a contract with a qualified firm to perform the midlife repower of thirteen (13) existing Hampton Roads Transit (HRT) buses for restoration to revenue service.

Background: HRT is required to reliably maintain a minimum operating bus fleet. To this end, HRT has an obligation for the performance of midlife propulsion overhaul “repower” of thirteen (13) HRT buses. A bus repower includes the midlife replacement of drive line components including, but not limited to engine, transmission, emission systems, electrical wiring, and upgrade of engine cooling systems, to restore vehicle reliability and fuel efficiency for the remainder of the vehicle’s useful life. Under the terms of this agreement, the Contractor will complete all repowered bus work in like-new condition, incorporate updated safety and convenience features, and restore excellent reliability, fuel efficiency, and driving experience to Original Equipment Manufacturer (OEM) specifications.

Contract Approach: A Request for Proposals was issued on September 4, 2025. Two (2) proposals were received on October 3, 2025, from the following firms:

- Coach Crafters, Inc. (Coach Crafters)
- Cummins, Inc., d.b.a. Cummins Sales and Service (Cummins)

A post-solicitation survey of the other firms solicited revealed that some were not able to provide a competitive proposal or could not comply with the Buy America or OEM parts requirement.

After review and evaluation of the technical proposals received, both firms were invited to discuss their proposal and provide technical clarifications on their approach to the Scope of Work. At the conclusion of discussions, negotiations were held with each firm for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the total proposed pricing. At the conclusion of negotiations, Best and Final Offers were requested.

After review and analysis of the Best and Final Offers received, HRT staff determined that Cummins provided the best value to HRT, based on a combination of technical capability and price. As a result of the negotiation, Cummins’ total proposed price decreased by $22,837.36, or approximately 0.93%. Cummins’ BAFO is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Cummins is technically and financially capable of performing the work.

Cummins is headquartered in Columbus, IN and operates service locations in Richmond and Chesapeake, VA. Cummins has provided similar services for Beaver County Transit Authority, in Aliquippa, PA; Connect Transit Authority, in Bloomingdale, IL; and San Luis Obispo Regional

Transit Authority, in Obispo, CA. Cummins has also provided similar services to HRT satisfactorily.

The period of performance for this contract is twelve (12) months.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with 28% federal 5339 and 68% state grant, and 4% ACC funds.

Project Manager: Monique Battle, Operation Project and Contract Administrator

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Cummins Sales and Service to provide bus repower services in the not-to-exceed amount of $2,434,810.56.

Solicitation Results

OFFEROR	OFFER	BEST AND FINAL OFFER
Cummins, Inc. dba Cummins Sales and Service	**$2,457,647.92**	**$2,434,810.56**
Coach Crafters, Inc	$2,885,350.00	$2,795,000.00

Contract No: 25-00368	Title: Bus Stop Improvements - Orcutt Avenue and 81st Street Transfer	Contract Amount: $543,821.32

Acquisition Description: Enter into a contract with a qualified Contractor to perform improvements to Hampton Roads Transit's (HRT's) existing bus stop and transfer area on Orcutt Avenue at 81st Street in Hampton, VA.

Background: HRT has a requirement to implement improvements to its bus stop and transfer areas. Under the terms of this agreement, the Contractor will perform general improvement work, including, but not limited to, the following:

- Installation of erosion and sediment control measures.
- Removal of existing asphalt pavement, curb and gutter, sidewalk, and driveways.
- Site clearing and removal of existing trees.
- Installation of new concrete pavement, curb, sidewalk and ramp, concrete bus shelter pads, and driveway apron.
- Installation of a closed-circuit television (CCTV) camera system, including three (3) direct-burial aluminum poles, new electrical service, camera equipment, conduit, junction boxes and cabinets, and equipment for power and networking.
- Installation of landscaping.
- Removal and replacement of chain link fence.
- Removal and replacement of bus shelters.
- Removal of existing pavement markings and installation of new pavement markings.

Contract Approach: An Invitation for Bids was issued on September 12, 2025. Two (2) bids were received on October 14, 2025, from the following firms:

- M&F Concrete, Inc.
- M.K. Talor Jr., Contractors, Inc. (M.K. Taylor)

A post-solicitation survey of other firms solicited revealed that most were not able to obtain pricing from subcontractors in time to respond to the IFB, or the required work was not within the scope of their service offerings. As such, there was no indication that a re-solicitation would result in greater participation.

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

M.K. Taylor's pricing is deemed fair and reasonable based on a price analysis conducted and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that M.K. Taylor is technically and financially capable of performing the work.

Contract No: 25-00368	Title: Bus Stop Improvements - Orcutt Avenue and 81st Street Transfer	Contract Amount: $543,821.32

M.K. Taylor is located in Hampton, VA and has provided similar services for S.A Seaman Construction, in Williamsburg, VA; Amentum Technology, Inc in Hampton, VA; and Hampton University in Hampton, VA. M.K. Taylor has also provided similar services to HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with 58% state grant and 42% HRRTF funds.

Project Manager: Daniel Detmer, Engineer/Project Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to M.K. Talor, Jr. Contractors, Inc. to perform improvements to HRT's existing bus stop and transfer area on Orcutt Avenue at 81st Street in Hampton, VA, in the not-to-exceed amount of $543,821.32.

Solicitation Results

Bidder	Total Bid Price
M.K. Taylor, Jr. Contractors, Inc.	**$543,821.32**
M&F Concrete, Inc.	$705,779.57

<table>
<tr><td rowspan="4">Contract No.:
24-00309</td><td rowspan="4">Title:
Data Archive Software and Extraction Services for PeopleSoft Financials</td><td colspan="2">Contract Amount:</td></tr>
<tr><td>Base Year:</td><td>$139,278.00</td></tr>
<tr><td>Four (4) Option Years:</td><td><u>$315,000.00</u></td></tr>
<tr><td>Total:</td><td>$454,278.00</td></tr>
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Acquisition Description: Enter into a contract with a qualified Contractor to provide data archive software and extraction services for PeopleSoft Financials.

Background: Hampton Roads Transit (HRT) has a requirement to archive required data information contained in PeopleSoft Financials prior to the final decommission and retirement of its legacy PeopleSoft Financials software. Under the terms of this agreement, the Contractor will provide a secure commercial off-the-shelf (COTS) Software as a Service (SaaS) data archiving management solution to store HRT's identified PeopleSoft Financials application data and provide full inquiry and reporting capabilities against the archived data in a timely manner. The Contractor will also provide data extraction services for HRT's legacy data from Peoplesoft Financials to the data archiving system. The data archiving solution will be hosted on the Contractor's site and allow designated HRT users access to approved legacy data.

Contract Approach: A Request for Proposals (RFP) was issued on November 6, 2024. Three (3) proposals were received on February 21, 2025, from the following firms:

- CherryRoad Technologies, Inc. (CherryRoad)
- Platform 3 Solutions (Platform 3)
- Precise Analytics LLC

In response to the RFP, proposers were required to provide hourly rates for implementation of the software system, and pricing for on-going monthly support services described in the RFP.

After review and evaluation of the technical proposals, CherryRoad and Platform 3 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, both firms were invited for further discussions and negotiation 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 were requested.

After review and analysis of the Best and Final Offers received, HRT staff determined that Platform 3 provided the best value, based on a combination of technical capability and price. Although Platform 3 did not offer any price concession as result of the negotiation, the firm offered two (2) months of free support, if the award is made prior to December 31, 2025; and confirmed that the offered SaaS licensing has capacity of up to one (1) terabyte of content. Platform 3'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 Platform 3 is technically and financially capable of performing the work.

Contract No.:	Title:	Contract Amount:	
24-00309	Data Archive Software and Extraction Services for PeopleSoft Financials	Base Year:	$139,278.00
		Four (4) Option Years:	$315,000.00
		Total:	**$454,278.00**

Platform 3 is located in Minnetonka, MN, has provided similar services for VF Corporation in Denver, CO; Medtronic in Minneapolis, MN; and Rexel USA in Dallas, TX.

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

No DBE Goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with 28% federal 5307 and 68% state grant and 4% ACC funds.

Project Manager: Glenda Dixon, Senior Director of ERP Systems and Services

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Platform 3 Solutions to provide data archive software and extraction services for PeopleSoft Financials, in the not-to exceed amount of $454,278.00.

Solicitation Results

Proposer	Original Pricing	BAFO Pricing
Precise Analytics LLC	$210,000.00	N/A
Platform 3 Solutions	**$454,278.00**	**$454,278.00**
CherryRoad Technologies, Inc.	$554,250.00	$407,375.00

Platform 3's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
$139,278.00	$73,500.00	$77,000.00	$80,500.00	$84,000.00	$454,278.00

Contract No.: 25-00359	Title: Employee Benefits Consulting and Brokerage Services (Renewal)	Contract Amount:
		Three (3) Base Years: $151,454.00
		Two (2) Option Years: $108,693.00
		Total: $260,147.00

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide employee benefits consulting and broker services.

Background: Hampton Roads Transit (HRT) has a requirement for consulting and brokerage services for marketing, claims services, and advisement related to its employee benefits program, to include group health, group dental, group vision, group life insurance, short-term disability insurance, flexible spending accounts, health savings accounts, legal resources, and an employee assistance program. Under the terms of this agreement, the Contractor will assist HRT with administration, financial analyses, advertisements, and communication with benefit providers and employees, in regard to the program.

Contract Approach: A Request for Proposals (RFP) was issued on July 7, 2025. Two (2) proposals were received on August 29, 2025, from the following firms:

- Alliant Insurance Services, Inc.
- USI Insurance Services, LLC (USI)

In response to the RFP, proposers were required to provide monthly rates for employee benefits consulting and brokerage services described in the Scope of Work.

Upon review and evaluation of the proposals received, HRT staff determined that USI was rated best to meet the Scope of Work requirements based on the firm's technical approach, experience, and qualifications. As a result, no further information or clarifications were necessary.

In order to obtain more favorable pricing, USI was invited for discussions and negotiation for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed monthly rate. At the conclusion of negotiations, a Best and Final Offer was requested.

After a review and analysis of the Best and Final Offer received, HRT staff determined that USI provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, USI offered a total price reduction of $62,752.48, or approximately 19.4%. Based on the results of the negotiations, and the fact that the pricing was obtained in a competitive environment, USI's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that USI is both technically and financially capable of performing the services.

USI is located in Norfolk, VA, and has provided similar services for Portsmouth Public Schools in Portsmouth, VA; New Horizon Regional Education Center in Hampton, VA; and a number of localities in Virgina, including Hampton, Newport News, Portsmouth, Fredericksburg, Manassas, and Suffolk. USI also currently provides these services to HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

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

Project Manager: Kim Wolcott, Chief Human Resources Officer

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to USI Insurance Services, LLC, to provide employee benefits consulting and brokerage services in the not-to exceed amount of $260,147.00.

Solicitation Summary

Proposer	Original Pricing	BAFO Pricing
Alliant Insurance Services, Inc.	$274,999.80	N/A
USI Insurance Services, LLC	**$322,899.48**	**$260,147.00**

USI Insurance Services, LLC's Pricing Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
$49,000.00	$50,470.00	$51,984.00	$53,544.00	$55,149.00	**$260,147.00**

Contract No:	Title:	Contract Amount:
25-00357R	Provision of Seven (7) Non-Revenue Vehicles	$394,784.70

Acquisition Description: Enter into a contract with a qualified contractor to provide seven (7) non-revenue vehicles.

Background: Hampton Roads Transit (HRT) has a requirement for seven (7) non-revenue vehicles to replace older, less dependable mission critical support vehicles. Under the terms of this agreement, the Contractor will provide various trucks and SUVs, including optional dealer upfitting, service preparation, transportation, and delivery.

Contract Approach: An Invitation for Bids was issued on September 19, 2025. Four (4) bids were received on October 10, 2025, from the following firms:

- Apple Ford, Inc. (Apple Ford)
- CMA Williamsburg Ford/Petersburg Motor Co. (Williamsburg Ford)
- Hall of Elizabeth City, LLC (Hall of Elizabeth City)
- Southern Auto Group (Southern Auto)

In response to the IFB, bidders were required to provide pricing for the seven (7) vehicles specified in the Price Schedule.

After review and evaluation of the bids received, CMA Williamsburg, Hall of Elizabeth City, and Southern Auto were deemed non-responsive and ineligible for award due to the firms not providing pricing for all of the required vehicles. The three (3) firms indicated that they were not able to provide one (1) of the required SUVs. Apple Ford provided pricing for all seven (7) vehicles and, when contacted, confirmed that they will be able to provide all the vehicles required. Therefore, HRT staff determined that Apple Ford was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award.

Since Apple Ford was the only responsive bidder, a decision was made to enter into price negotiations with the firm, in an effort to obtain the most favorable pricing. Negotiations focused on reducing the total price. As a result of the negotiations, Apple Ford reduced its total bid price by $14,354.00, or approximately 3.5%, and the revised pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Apple Ford is technically and financially capable of providing the required vehicles.

Apple Ford is located in Columbia, MD and has provided similar services for Fairfax County in Fairfax, VA; the Prince Willaim County Public Schools in Bristow, VA; and the Housing Authority of Baltimore City, in Baltimore, MD.

The period of performance for this Contract is four (4) months.

Contract No: 25-00357R	**Title:** Provision of Seven (7) Non-Revenue Vehicles	**Contract Amount:** $394,784.70

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with 27% federal 5307 and 65% state grant and 8% ACC funds.

Project Manager: Monique Battle, Operation Project and Contract Administrator

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Apple Ford, Inc., to provide seven (7) non-revenue vehicles, in the not-to-exceed amount of $394,784.70.

Solicitation Results

Bidder	Total Bid Price	Revised Pricing
Hall of Elizabeth City, LLC*	$358,501.00	N/A
Southern Auto Group*	$367,316.50	N/A
CMA Williamsburg Ford/Petersburg Motor Co.*	$379,085.00	N/A
Apple Ford, Inc.	**$409,138.70**	**$394,784.70**

**Did not provide pricing for all of the required vehicles.*

Exercise of Options – January 2026						
Contract No.	**Title**	**Description**	**Total Current Value**	**Period of Performance**	**Option Year to be Exercised**	**Total Amount of Option Year**
22-00207	National Transit Database Reporting Software	To provide a cloud-based software solution in compliance with reporting requirements within the NTD.	$1,048,206.00	1 yr. w/4 1-yr. options	First	$207,795.00
23-00238	Wide Area Network, Internet, and Telephone Services	To interconnect HRT's various properties and provide internet access and telephone services.	$1,022,876.80	1 yr. w/4 1-yr. option	First	$203,361.36
23-00240	Uniform Rental Services	To provide uniform rental services for HRT's maintenance staff at various facilities.	$854,482.20	1 yr. w/4 1-yr. options	Second	$170,864.76
23-00248	Database Administration Managed Services	To provide database administration managed services.	$532,654.04	1 yr. w/4 1-yr. option	First	$102,862.36
24-00306 A&B	Human Resources Temporary Staffing Services	To provide HRT's Human Resources Department with temporary staffing services.	$660,000.00	1 yr. w/2 1-yr. options	First	$220,000.00
24-00310	Transit Amenity Services	To maintain the appearance and cleanliness of bus, light rail, and ferry passenger amenity stops throughout Hampton Roads.	$8,599,434.00	1 yr. w/2 1-yr. options	First	$2,853,524.15

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
Background Screening Software Service	To procure pre-employment background screening services, as well as services to configure, integrate, test, deploy, and support a Workday HCM validated background screening connector that will integrate with Workday HCM.	New
Bus Stop Improvements – Orcutt Avenue and 81st Street Transfer	To improve HRT's existing bus stop and transfer area on Orcutt Avenue at 81st Street in Hampton.	New
Contract and Vendor Software Solution	To provide a commercial off-the-shelf, Software as a Service Contract and Vendor Management Software solution.	New
Employee Benefits Consulting Services	To provide consulting and brokerage services for marketing, claims services, and advisement related to its employee benefits program, to include group health, group dental, group vision, long-term disability insurance, group life insurance, short-term disability insurance, flexible spending accounts, health savings accounts, legal resources and employee assistance program.	11/30/2025
Light Rail Transit Electrical Work	To perform electrical inspections, maintenance, and repair of system associated with the Light Rail system on an as needed basis.	1/30/2026
Light Rail Vehicle Midlife Overhaul	To provide the complete, turnkey Light Rail Vehicle midlife overhauls for all nine (9) LRVs.	New
Oracle PeopleSoft Annual Support Services	**To provide renewal of HRT's Oracle PeopleSoft annual software support services.**	**12/31/2025**
Structured Cabling Services	To provide services and materials necessary to maintain, modernize, and expand HRT's structured cabling.	2/23/2026