



Meeting of the Operations and Oversight Committee

Thursday, March 13, 2025, • 10:00 a.m.
3400 Victoria Blvd. Hampton, VA and Virtual via ZOOM

A meeting of the Operations and Oversight Committee is scheduled for Thursday, March 13, 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/webinar/register/WN_u9fHZh_YTo20s9qggmC10g

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



Meeting of the Operations and Oversight Committee

Thursday, March 13, 2025, • 10:00 a.m.
Hybrid 3400 Victoria Blvd. Hampton, VA and
Virtual ZOOM Meeting

AGENDA

1. Approval of the February 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. 25-00333, Hydraulic Equipment Maintenance, Inspection, and Repair Services. (Renewal).
 - b. Contract No. 25-00335, Provision of Facilities Materials and Supplies (Renewal).
 - c. Contract No. 25-00330, Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts (Renewal).
 - d. Contract No. 25-0034, Purchase of Eight (8) 29' Low Floor Diesel Buses.
 - e. Contract No. 23-00256, Technology Staffing Services (Renewal).
 - f. Contract No. 25-00342, Trolley Bus Replacement.
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 175. This Task Order is for Card reader, Bezel-8 programmed. This Task order is for \$2,064.84 and is funded with operating funds.
 - ii. Task Order 176. This Task Order is for Repair: Bill mechanism. This Task order is for \$3,000.00 and is funded with operating funds.
 - iii. Task Order 177. This Task Order is for S/A PCB, Transceiver; Laser door board (TVM). This Task order is for \$2,987.69 and is funded with operating funds.
 - iv. Task Order 178. This Task Order is for Cable, Piezo sensor; Harn., Coin cup/IR port/Coin val. This Task order is for \$223.42 and is funded with operating funds.
6. Options to be Exercised May 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, April 10, 2025, in NORFOLK, VA and virtually via ZOOM.



Meeting of the Operations and Oversight Committee

Thursday February 13, 2025, • 10:00 a.m.
509 E 18th Street Norfolk, VA, and Zoom Meeting

MEETING MINUTES

Call to Order

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

Commissioners in attendance:

Chairman Glover, Portsmouth
Commissioner Johnson, Chesapeake
Commissioner Woodbury, Newport News
Commissioner Sparks, DRPT (Zoom)
Commissioner Cipriano, Newport News

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning & Development Officer (Zoom)
Tammara Askew, Data Analyst II (Zoom)
Malika Blume, Director of Internal Audit
Monquie Battle, Ops Project & Contract Administrator
Amy Braziel, Director of Contracted Services and Operational Analytics
Keisha Branch, Director of Capital Programs (Zoom)
Donna Brumbaugh, Director of Finance
Conner Burns, Chief Financial Officer
William Collins, Facilities Maintenance Manager (Zoom)
Sherri Dawson, Director of Transit Development
Rodney Davis, Director of Customer Relations
Scott Demharter, Director of Facilities
Jennifer Dove, Civil Rights/Grants Prog Manager (Zoom)
Chera Edwards, Associate Project Manager
La'Toya Elliott, Buyer II
April Garrett, Sr. Executive Assistant
Wayne Groover, Director of Light Rail Maintenance and Facilities
William Harrell, President and CEO
Keianna Harris, Special Project Assistant (Zoom)
Toni Hunter, Staff Auditor
Shane Kelly, Sr. Mgr Security & Emerg Preparedness
Sonya Luther, Director of Procurement
Alexis Majied, Chief Communications Officer
Maryann Martin, Data Analyst II (Zoom)

Tracy Moore, Director of Transportation
Stephanie Napier, Facilities Asset Manager
John Nason, Director of Bus Maintenance
Sibyl Pappas, Chief Engineering & Facilities Officer
John Powell, Telecommunications Specialist (Zoom)
Michael Price, Chief Information Officer/CTO (Zoom)
Luis Ramos, Executive Assistant to the President & CEO
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
Alex 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 Daughtery, DRPT (Zoom)

The February 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 the January 9, 2025, Meeting Minutes

A motion to approve the January 9, 2025, Operations and Oversight Committee meeting minutes was made by Commissioner Cipriano and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Woodbury, Sparks and Woodbury.

Nays: None

Abstain: None

Audit Update

Malika Blume gave the update.

The audit schedule was also presented to the commission and will be voted on in March's O&O committee meeting.

Review of the Operations and Oversight Committee Action Items

There were no Action items.

Procurement Items for Approval

Contract No. 24-00326, Fare Technology Assessment, Phase 6- Unified Fare Study.

Ms. Sonya Luther presented Contract No. 24-00326, Fare Technology Assessment, Phase 6- Unified Fare Study, as a recommendation that the Commission approve the award of a contract to Arcadis Group to conduct a unified fare study in the not-to-exceed amount of \$249,806.00.

Mr. Steve Florian was available for questions.

There was a discussion regarding the share of the funding and rollout and if the fares will be the same.

A motion to approve presented Contract No. 24-00326, Fare Technology Assessment, Phase 6-Unified Fare Study, was made by Commissioner Cipriano and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Johnson, Woodbury, Sparks, and Cipriano.

Nays: None

Abstain: None

Contract No. 24-00319, Towing and Flat Tire Replacement Services (Renewal).

Ms. Sonya Luther presented Contract No. 24-00319, Towing and Flat Tire Replacement Services (Renewal) as a recommendation that the Commission approve the award of a contract to Affordable Towing and Recovery of Hampton Roads, LLC to provide towing and flat tire replacement services in the not-to-exceed amount of \$402,250.00 over a five-year period.

Mr. John Nason was available to answer questions.

There was a discussion regarding if this will be a task order contract and if they are currently under contract with HRT.

A motion to approve presented Contract No. 24-00319, Towing and Flat Tire Replacement Services (Renewal) was made by Commissioner Woodbury and properly seconded by Commissioner Cipriano. A roll call vote resulted as follows:

Ayes: Commissioners Glover, Jonson, Woodbury, and Cipriano.

Nays: None

Abstain: 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 April 2025 were reviewed by the Committee.

Upcoming Procurements

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

Operations Update

Mr. Benjamin Simms gave the operations update in which he spoke about the bus barrier project, which adds another layer of protection to the operators. It is expected to have all installations done by the summertime.

2 new trolleys will be added to the fleet and are scheduled to go into service this May.

Lastly, he also shared that the security team conducted a "System Blitz" whose objective is to provide force protection, detect and deter unwanted activity, patrol the system, and to check in with staff and patrons as they move around the system.

Old and New Business

There was no new/old business to discuss.

Commissioner Comments

Commissioner Glover thanked all HRT for participating in “Transit Day” in General Assembly.

Thank you for acknowledging “Black History” on Transit Equity Day in which all modes of transportation were free, recognizing Rosa Parks.

He also reminded the commission that Monday is “Presidents Day”.

And lastly, he reminded the commission the importance to not forget “National Love Day”.

**The next meeting will be held on Thursday, March 13, 2025, at 10:00 am in the HRT HAMPTON Boardroom.

Adjournment

Commissioner Glover adjourned the meeting at 10:34 AM.

Submitted by April Garrett, Sr. Executive Assistant



HAMPTON ROADS
TRANSIT

Internal Audit Department Report

gohrt.com

Rail Operations Training Audit

(Audit Scope)

Examine HRT's Rail Transit Training department to determine if it is in compliance with the Public Transportation Agency Plan.

- Reviewed Policies and Procedures
- Reviewed HRT's ASP and implementation processes
Reviewed FTA's oversight regulations and best practices
- Reviewed the VDRPT's oversight regulations and safety review checklist for HRT's ASP
- Reviewed internal controls and other supporting documents of audited departments.

Rail Operations Training Audit cont.

(Areas of Opportunity)

Training (FNC)

- Annual Refresher and Track Access Training were not completed timely in accordance with HRT's Rail Transportation Training Plan.

Training (FCR)

- Line Instructor qualifications and requirements were not included in the Rail Transportation Training Plan.
- Rail Transportation Training Plan does not include the 60-day grace period beyond the training expiration date as outline in the Flag Person Duties OPS-LRTP 103.03 rev.8.

Triennial Audit

Virginia Department of Rail and Public Transportation

- Security and Norfolk Police Department - March 24-26, 2025

Operations and Oversight Committee Approval

HRT's Internal Audit Department request the approval of the following:

- HRT's Internal Audit Calendar Year 2025 Audit Schedule
- HRT's Internal Audit Charter

Thank you!

Questions





HAMPTON ROADS TRANSIT
 FEBRUARY 2025/MARCH 2025
 OPERATIONS AND OVERSIGHT COMMITTEE
 ACTION ITEMS

Date	Action Item	Responsible Party	Due Date	Completed Date & Method
02/2025	Detailed report of barrier installations.	Operations	March O&O	March 03/13/2025
02/2025	Add Microtransit update to the monthly operation report.	Operations	Monthly	Monthly
02/2025	Add the evergreen initiative update with the quarterly Microtransit update.	Operations	Quarterly	Quarterly

Contract No.: 25-00333	Title: Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount: Base Year: \$188,724.00 Four Option Years: <u>\$775,894.00</u> Total: \$964,618.00
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Acquisition Description: Enter into a renewal Contract with a qualified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for Hampton Roads Transit’s (HRT’s) hydraulic vehicle lifts, brake testing equipment, and related systems.

Background: HRT requires the services of an Occupational Safety and Health Administration (OSHA) certified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for its hydraulic vehicle lifts, brake testing equipment, and related systems at various HRT locations. Under the terms of this agreement, the Contractor will provide properly trained and experienced hydraulic and electric lift maintenance technicians to perform all services, including the annual and semiannual inspections of all hydraulic lifts, brake testing machines, and air compressors. Additionally, during the first year of the Contract, the Contractor will provide operator training for the vehicle lifts.

Contract Approach: An Invitation for Bids (IFB) was issued on January 29, 2025. One (1) bid was received on February 25, 2025, from Hydraulic Service Company, Inc. A post-bid survey of vendors solicited concluded that most did not possess experience performing the type of work required, or on the specified equipment. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

After an evaluation of the bid received, HRT staff determined that Hydraulic Service Company was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

Based on a price analysis performed utilizing the independent cost estimate and historical rates, Hydraulic Service Company’s bid is deemed fair and reasonable. Additionally, the average year over year increase is approximately 2.5%. A contractor responsibility review performed confirmed that Hydraulic Service Company is technically and financially capable to perform the work.

Hydraulic Service Company is located in Portsmouth, VA and has provided similar services to Verizon throughout Virginia and Maryland; NAS Oceana in Virginia Beach, VA; and the cities of Portsmouth, Chesapeake, Virginia Beach, Suffolk, and Norfolk. Hydraulic Service Company has also performed similar services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.

Contract No.: 25-00333	Title: Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount:	
		Base Year:	\$188,724.00
		Four Option Years:	<u>\$775,894.00</u>
		Total:	\$964,618.00

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

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a Contract to Hydraulic Service Company, Inc. to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for hydraulic vehicle lifts, brake testing equipment, and related systems in the not-to-exceed amount of \$964,618.00 over a five-year period.

Solicitation Results

Hydraulic Service Company, Inc.					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$188,724.00	\$186,997.00	\$191,456.00	\$196,198.00	\$201,243.00	\$964,618.00

Note: This amount includes a \$110,000.00 annual allowance for any miscellaneous services and unscheduled or emergency repairs that HRT may request during the Contract term but are not currently specified in the Scope of Work.

Contract No.: 25-00335	Title: Provision of Facilities Materials and Supplies (Renewal)	Contract Amount: \$453,960.00 1 yr. w/2 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to supply and deliver materials and supplies for Hampton Roads Transit’s (HRT’s) Facilities Department on an as needed basis.

Background: HRT requires the services of a qualified and reliable Contractor to supply and deliver materials and supplies to HRT’s Facilities Department on an as needed basis. Under the terms of this agreement, the Contractor will provide all labor, materials, transportation, equipment, shipping, and facilities necessary to supply and deliver items ordered to various HRT locations. The Contractor will deliver all stock items, within seventy-two (72) hours of order placement, and specialty orders will have a pre-negotiated delivery date. Additionally, the Contractor will offer a discount percentage against their standard published catalog pricing for the period of the Contract.

Contract Approach: An Invitation for Bids (IFB) was issued on January 29, 2025. Two (2) bids were received on February 26, 2025, from the following firms:

- Global Equipment Company, Inc.
- Sid Tool Company, Inc. dba MSC Industrial Supply Company (MSC)

In response to the IFB, bidders were required to provide a discount rate to be applied on all HRT orders for the duration of the Contact. Following an evaluation of the bids received, HRT staff determined that MSC was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award.

MSC’s bid 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 MSC is technically and financially capable to perform the work.

MSC is located in Davidson, NC and provides similar services to the City of Houston, TX; the City of Detroit, MI; and the Chicago Transit Authority. MSC currently provides these services to HRT satisfactorily.

No DBE goal was established for this solicitation.

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

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

Project Manager: William Collins, Facilities Maintenance Manager

Contract No.: 25-00335	Title: Provision of Facilities Materials and Supplies (Renewal)	Contract Amount: \$453,960.00 1 yr. w/2 1-yr. options
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Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Sid Tool Company, Inc. dba MSC Industrial Supply Company to provide facilities materials and supplies in the not-to-exceed amount of \$453,960.00 over a three-year period.

Solicitation Results

Bidder	Base Year Discount	Option Year 1 Discount	Option Year 2 Discount
Sid Tool Company, Inc. dba MS Industrial Supply Company	5% - 35%*	5% - 35%*	5% - 35%*
Global Equipment Company, Inc.	10%	10%	10%

*Different discounts per product lines as opposed to a flat rate discount on everything purchased.

Contract No.: 24-00330	Title: Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts (Renewal)	Contract Amount: \$139,500.00 1 yr. w/3 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to furnish, fit, and distribute safety shoes, high visibility jackets, and high visibility t-shirts to Hampton Roads Transit (HRT) employees.

Background: HRT currently has a requirement to provide new safety shoes, high visibility jackets, and high visibility short sleeve t-shirts for approximately 155 bus and light rail employees, on an as needed basis. Each eligible employee is provided an annual voucher allowance in the amount of \$225.00 to purchase the aforementioned items. Additionally, HRT operates a receipt program which allows eligible employees to purchase the required items from a supplier of their choosing and submit the receipt to HRT for reimbursement. Under the terms of this agreement, the Contractor will visit HRT’s facilities to physically measure individual personnel and to deliver ordered items in accordance with a predetermined schedule. The Contractor will also maintain updated records of each employee’s orders to ensure that HRT is not charged for amounts in excess of employees’ annual voucher allowances; and provide an option that allows employees to place orders electronically online.

Contract Approach: An Invitation for Bids (IFB) was issued on January 16, 2025. One (1) bid was received on February 18, 2025, from Virginia Shoe Clinic, LLC (VSC). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a bid due to not being able to provide all required items and/or not being able to physically service the required HRT locations. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Bidders were required to provide unit prices for a list of the various items apparel items required by HRT. After an evaluation of the bid received, HRT staff determined that VSC was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

VSC’s unit prices are deemed fair and reasonable based on a price analysis performed utilizing historical data and the independent cost estimate. A contractor responsibility review confirmed that VSC is technically and financially capable of performing the work.

VSC is located in Tappahannock, VA and provides similar services for SeaWorld Parks & Entertainment, Inc. in Williamsburg, VA and the County of Essex in Tappahannock, VA. VSC has also provided these services for HRT satisfactorily.

The Contract period of performance is one (1) base year, with three (3) additional one-year options.

Contract No.: 24-00330	Title: Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts (Renewal)	Contract Amount: \$139,500.00 1 yr. w/3 1-yr. options
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No DBE Goal was assigned for this solicitation.

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

Project Manager: John Nason, Director of Bus Maintenance

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Virginia Shoe Clinic, LLC for the provision of safety shoes, high visibility jackets, and high visibility t-shirts to HRT employees in the not-to-exceed amount of \$139,500.00 over a four-year period.

Contract No.: 25-00344	Title: Purchase of Eight (8) 29' Low Floor Diesel Buses	Contract Amount: \$5,614,944.00
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Acquisition Description: Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CTR010076 to procure eight (8) 29' low floor diesel 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 eight (8) 29' low floor diesel buses for use in HRT's operations. 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 \$491,871.00 for one (1) 29' Diesel Low Floor 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 \$701,868.00. HRT's options include a video surveillance system, Vontas OnRoute Technology system, training, parts, 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 of \$701,898.00 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 federal 5339 and 5307 and state grant and ACC funds.

Project Manager: Monique Battle, Operations Project and Contract Administrator

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC. to procure eight (8) 29' low floor diesel buses, in the total amount of \$5,614,944.00.

<p>Contract No.: 23-00256</p>	<p>Title: Technology Staffing Services (Renewal)</p>	<p>Contract Amount: \$4,000,000.00 1 yr. w/4 1-yr. options</p>
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Acquisition Description: Enter into a renewal contract with six (6) Contractors to provide Hampton Roads Transit’s (HRT’s) Technology Department with recruiting services to fulfill fulltime positions, temporary to permanent positions, and/or temporary or consultant positions, on a Task Order basis.

Background: As technology advances and HRT strives to move forward with systems to align with these advances, HRT’s Technology Department has been challenged in the last couple of years to fill various Technology positions needed to support this advancement. These positions are either highly specialized (such as Microsoft Dynamics 365 Finance and Operations positions) or are positions in high demand (such as Business Intelligence Developers). These, and other types of Technology positions, have proven to be difficult to fill through normal recruiting processes.

HRT’s Technology Department is comprised of in-house technical, functional, and business process staff and requires the services of a qualified Contractor to provide recruitment services for hard-to-fill Information Technology (IT) positions. The ideal Contractors are required to have the ability to access a robust network of technology candidates; a successful track record of recruiting hard-to-fill IT positions; and an understanding of the IT services and Hampton Roads’ regional job market.

Under the terms of this agreement, the Contractors will provide recruiting services to assist with the fulfillment of full-time positions, on a contingency basis. These services include providing an in-depth screening and evaluation process of candidates on multiple levels prior to presentation to HRT. Additionally, the Contractor will provide temporary/consultant assistance to supplement and support HRT’s existing staff with special projects in areas such as design and development, infrastructure services, and functional subject matter support.

Contract Approach: A Request for Proposals (RFP) was issued on October 12, 2023. Twenty-five (25) proposals were received on May 9, 2024, from the following firms:

- American Unit, Inc.
- Ampcus, Inc. (Ampcus)
- Apex Systems (Apex)
- Ascending, Inc.
- DataSoft Technologies, Inc.
- Diskriter, Inc.
- Eithacies, Inc.
- Elegant Enterprise-Wide Solutions, Inc.
- InfoJini, Inc.
- InstantService, LLC
- IntellectFaces, Inc.
- Lancesoft, Inc. (Lancesoft)
- Marathon Consulting
- Metanoia Solutions, Inc.
- Metropol Tech Consulting, Inc.
- My3Tech, Inc.

Contract No.: 23-00256	Title: Technology Staffing Services (Renewal)	Contract Amount: \$4,000,000.00 1 yr. w/4 1-yr. options
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- eMazzanti Technologies
- FAAZ Consulting, LLC
- FedTec, LLC (FedTec)
- Hays US Corporation (Hays)
- HonorVet Technologies
- Omega Solutions, Inc.
- Synkriom, Inc. (Synkriom)
- UISAT, LLC
- Uniplus Consultants, Inc.

In response to the RFP, proposers were required to provide rates for various job titles specified in the Price Schedule. The rates will be utilized by the successful Contractors to establish pricing for temporary staffing services, temporary to permanent hire, and direct hire services.

Upon review and evaluation of the technical proposals, six (6) firms were rated best to meet the Scope of Work requirements. The six (6) firms, Ampcus, Inc., Apex Systems, FedTec, Hays, Lancesoft, and Synkriom, were invited to discussions and negotiations in an attempt to achieve the most competitive pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After a review and analysis of the BAFOs received, a decision was made to award to all (6) firms, in order for HRT to have the ability to obtain the most skilled resources at the most favorable pricing. Their proposed rates were 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 confirmed that the six (6) firms are technically and financially capable to provide the services.

Ampcus is headquartered in Chantilly, VA and has provided similar services to Verizon in Ashburn, VA and throughout the United States; the Universal Service Administrative Company in Washington, DC; and AARP in Washington, DC. Ampcus has also provided similar services for HRT satisfactorily.

Apex Systems is headquartered in Virginia Beach, VA and has provided similar services to the City of Suffolk; City of Houston, TX; and the Texas Education Agency in Austin, TX.

FedTec is headquartered in Reston, VA and has provided similar services to Candor Solution LLC in McLean, VA; Skytech Consulting Services in Townson, MD; and New Generation LLC in McLean, VA.

Hays is headquartered in Tampa, FL and has provided similar services to Union Pacific Railroad in Omaha, NE; Citizens Bank in Providence, RI; and the Payment Systems for Credit Unions in St. Petersburg, FL.

Contract No.: 23-00256	Title: Technology Staffing Services (Renewal)	Contract Amount: \$4,000,000.00 1 yr. w/4 1-yr. options
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Lancesoft is headquartered in Herndon, VA and has provided similar services to Vastek, Inc. in San Diego, CA; ECQR Inc. in San Diego, CA; and BCVS Group in San Diego, CA.

Synkriom is headquartered in Piscataway, NJ and has provided similar services to ACII Group in Farmington, MI; Sanofi in Barrington, NJ; and Tech Mahindra in Farmington, MI.

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 by operating, grant, and HRRTF funds, dependent upon the Task Order being requested.

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

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of contracts to Ampcus, Inc., Apex Systems, FedTec, LLC, Hays US Corporation, Lancesoft, Inc., and Synkriom, Inc. to provide technology staffing services to HRT. The cumulative amount of all Task Orders issued under these Contracts will not exceed \$4,000,000.00 over the five-year period.

Contract No: 25-00342	Title: Trolley Bus Replacement	Contract Amount: \$11,602,948.00
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Acquisition Description: Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CT010076 to procure fourteen (14) 29' Trolley 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 fourteen (14) 29' trolley buses to replace HRT's existing aging trolley buses. 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 \$491,871.00 for one (1) 29' 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 \$828,782.00. HRT's options include the trolley body style package, trolley oak wood seat package, driver protection barrier, video surveillance system, Tap Card Payment system, Vontas OnRoute Technology system, disc brakes, upgraded HVAC system, electric rear door, 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 federal 5339 and 5307 and state grant and ACC funds.

Project Manager: Monique Battle, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No: 25-00342	Title: Trolley Bus Replacement	Contract Amount: \$11,602,948.00
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC to procure fourteen (14) 29' trolley buses, in the total amount of \$11,602,948.00.

Exercise of Options – May 2025

Contract No.	Title	Description	Total Awarded Value	Period of Performance	Option Year to be Exercised	Total Amount of Option Year
21-00162	Mobile Device Services	To provide mobile devices as well as voice and data wireless services.	\$838,441.40	2 yr. w/3 1-yr. options	Second	\$167,688.28
22-00172R	Provision of Magnetic Fare Media	To provide magnetic fare media for HRT's public transportation services.	\$614,660.00	2 yr. w/1 1-yr. option	First	\$237,660.00
22-00173	Revenue Vehicle Video Recording Equipment	Provide video recording equipment for all HRT revenue vehicles.	\$4,800,000.00	2 yr. w/3 1-yr. options	Second	\$960,000.00
22-00204	Oil and Fuel Analysis Services	Provide oil and fuel analysis services to HRT.	\$137,108.00	1 yr. w/4 1-yr. options	Second	\$27,084.00
22-00210B	Facilities General Contractor Services	To provide general contractor services for HRT's Facilities Department on a Task Order basis.	\$1,500,000.00	1 yr. w/2 1-yr. options	Second	\$500,000.00
22-00212	Facilities General Electrical Services	Electrical inspections, maintenance, and repair of systems associated with HRT facilities.	\$900,000.00	1 yr. w/2 1-yr. options	Second	\$300,000.00
23-00222	General Planning Consultant Services	To provide General Planning Consulting services on a Task Order basis.	\$1,900,000.00	2 yr. w/1 1-yr. options	First	\$633,334.00
23-00266	General Financial Consulting Services	To provide General Financial Consulting Services on a Task Order basis.	\$890,000.00	1 yr. w/3 1-yr. options	First	\$222,500.00
24-00269	Provision of Bulk Fluids	To provide and deliver branded automotive lubricants.	\$3,125,810.00	1 yr. w/4 1-yr. options	First	\$620,425.00

24-00276	Fence and Railing Maintenance and Repair Services	To provide fence and railing maintenance and repair services on a Task Order basis.	\$986,500.00	1 yr. w/2 1-yr. options	First	\$328,834.00
24-00277	Gate Operator Maintenance and Repair Services	To provide gate operator maintenance and repair services on a Task Order basis.	\$311,676.00	1 yr. w/2 1-yr. options	First	\$103,892.00

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.	12/15/2025
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
Custodial Services	To provide custodial services to all of HRT's facilities.	7/31/2025
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
Information Technology Research Advisory Services	To provide technical assistance and support with key initiatives to drive HRT's mission and vision related to technology.	6/30/2025
Mechanics Tool Supply	To supply professional quality tools designated for the automotive industry for HRT's mechanics.	12/12/2024
Microsoft Dynamics 365 Finance and Operations Managed Services	To provide managed services for HRT's Microsoft Dynamics 365 Finance and Operations application.	New
On-Site Vehicle Inspection Services	To produce Pre-Award and Post-Delivery Buy America reports compliant with the requirements of 49 CFR parts 661 and 663; and provide on-site vehicle production line inspections, oversight, and quality assurance services.	11/4/2025
Pest Control Management Services	To implement a pest control management program for HRT's building perimeters, roofs, interior spaces, rolling stock, to include vehicles utilized for bus, paratransit, light rail, and ferry revenue service operations.	4/25/2025
Signage Production Services	To provide signage production services.	2/18/2025
Tide Light Rail Bridge Repairs – Smith Creek Bridge	To perform needed repairs to the Tide's Smith Creek Bridge.	New
Trackside Lubrication System	To purchase a trackside lubrication system.	New

Transit Stop Glass Replacement Services	To provide glass replacement services for HRT's various transit stops.	New
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