



## **Meeting of the Transportation District Commission of Hampton Roads**

Thursday, February 22, 2018 • 1:00 p.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, February 22, 2018 at 1:00 p.m., 2nd Floor Board Room, 509 E. 18<sup>th</sup> Street, Norfolk, VA.

The meeting is open to the public and in accordance with the Board's operating procedures and in compliance with the Virginia Freedom of Information Act, there will be an opportunity for public comment at the beginning of the meeting.

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



## Meeting of the Transportation District Commission of Hampton Roads

Thursday, February 22, 2018 • 1:00 p.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA.

1. Call to Order & Roll Call
2. Public Comments
3. Approval of Minutes – January 25, 2018
4. President’s Monthly Report - William Harrell
  - A. Board Updates
5. Committee Reports
  - A. Audit & Budget Review Committee – Keith Parnell/  
Sylvia Shanahan, Director of Finance
    - January 2018 Financial Report
    - Preliminary FY 2019 Operating Budget
  - B. Operations & Oversight Committee - Commissioner Fuller/  
Sonya Luther, Interim Director of Procurement
    - **Contract No: 17- 74638 – Electronic Fare Payment System –  
Mobile Ticketing System Pilot Program**

**Recommending Commission Approval:** Award of a contract to moovel North America to implement an Electronic Fare Payment System based upon the initial roll-out of a Mobile Ticketing System in the estimated amount of \$248,510.33 to cover a 1-year pilot plus one additional year of operation and including the option to pilot account-based fare collection capabilities of the system.
    - **Contract No: 17- 76509 - Waste Collection & Disposal Services**

**Recommending Commission Approval:** Award of a contract a renewal contract to Selective Recycling Waste Services. For waste collection and

disposal services in the not-to-exceed amount of \$140,322 over a five-year period.

- C. Planning and New Starts Development Committee – Commissioner Wood
  - D. External/Legislative Advisory Committee – Commissioner Kanoyton
  - E. Management/Financial Advisory Committee – Steve Jenkins/  
Sylvia Shanahan, Director of Finance
  - F. Paratransit Advisory Subcommittee – Ms. Janice Taylor, Chair
  - G. Transit Ridership Advisory Sub-Committee (TRAC) – Mr. Jamie Battle
6. Old and New Business
  7. Comments by Commission Members
  8. Closed Session (as necessary)
  9. Adjournment

**The next meeting will be held on Thursday, March 22, 2018 at 1:00 p.m. in the 2nd Floor Board Room at 3400 Victoria Boulevard, Hampton, VA.**



# Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, January 25, 2018 • 1:00 p.m.  
2nd Floor Board Room • 3400 Victoria Blvd, Hampton, VA

## **Call to order**

A quorum was attained, and Chairwoman Woodbury of Newport News called the meeting to order at 1:00 p.m.

## **Commissioners in attendance:**

Commissioner Woodbury, Newport News  
Vice-Chairman Fuller, Chesapeake  
Alt. Commissioner Sorey, Chesapeake  
Commissioner Hennessee, VDRPT  
Commissioner Moffett, Hampton  
Commissioner Kanoyton, Hampton  
Commissioner Cipriano, Newport News  
Commissioner McClellan, Norfolk  
Commissioner Parnell, Norfolk  
Commissioner Hunter, Portsmouth  
Commissioner Rowe, Portsmouth  
Alt. Commissioner Reel, Virginia Beach  
Alt. Commissioner Solis, Virginia Beach  
Alt. Commissioner DeProfio, Hampton

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

Amy Braziel, Sr. Executive Assistant  
David Burton, General Counsel, Williams Mullen  
Margaret Denoncourt, Internal Auditor  
Angela Glass, Director of Budget & Financial Analysis  
William Harrell, President and CEO  
Ron Hodges, Director of Business Development  
Jamie Jackson, Director of Transit Development  
Keith Johnson, Manager of Paratransit  
Sonya Luther, Interim, Director of Procurement  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Jim Price, Chief Transit Operations Officer  
Luis R. Ramos, Sr. Executive Assistant/Commission Secretary  
Sylvia Shanahan, Interim Chief Financial Officer  
Benjamin Simms, Director of Transportation (Bus & Rail)

Brian Smith, Assistant to the President for Organizational Advancement  
Mark Stemple, Director of Technical Services  
Brittany Sumpter, DBE & Grants Coordinator  
Robert Travers, Corporate Counsel

**Others in attendance:**

Ina Kreps, Paratransit Client  
Steve Lambert, HRPTO  
Jeff Raliski, City of Norfolk  
Jerri Wilson, City of Newport News  
Mark Geduldig-Yatrofsky, Portsmouthcitywatch.org

The December 2017 TDCHR meeting package was distributed electronically to all Commissioners, the media, and the public in advance of the meeting. The meeting package consisted of:

- Agenda
- November Meeting Minutes
- December President’s Report Presentation
- December Public Comments and Social Media Analytics
- January President’s Report
- Committee Reports

**Public Comment**

There were not public comments.

A motion to close the Public Comment section of the meeting was made by Commissioner Solis and properly seconded by Commissioner Moffett. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Sorey, Hennessee, Moffett, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Hunter, Solis, and Reel.

Nays: None

Abstain: None

**Approval of the December 2017 TDCHR Meeting Minutes**

Vice-Chair Fuller motioned to amend and approve the December meeting minutes as printed, adding the city of Chesapeake, and Vice-Chair title to his name. The motion was properly seconded by Commissioner Moffett. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Sorey, Hennessee, Moffett, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Hunter, Solis, and Reel.

Nays: None

Abstain: None

## **President's Monthly Report**

Mr. William Harrell, President and CEO, welcomed everyone to the meeting.

Mr. Harrell provided an update on the 2018 legislative agenda.

Mr. Harrell also gave updates on:

- VTA's Legislative Day
- Issues related to possible changes to Board Governance
- Statewide Capital Cliff
- Pursuing opportunities for dedicated funding
- Inclement weather and changes to the snow plan in the coming year.
- January's Virginia Transit Association Meeting

Mr. Harrell thanked Newport News City Manager Cindy Rohlf, who was not in attendance, for coordinating a meeting related to transit issues. He noted a recent meeting with the city managers from HRT member jurisdictions. Mr. Harrell noted that HRT is pursuing a state grant to assist in an evaluation of regional transit planning and service, funding models, and governance structure.

## **COMMITTEE REPORTS**

### **Audit and Budget Committee**

Commissioner Parnell, Chair of Audit and Budget Committee, called on Ms. Shanahan to present the November/December Financial Reports.

There was some discussion regarding the Operating Financial Statement slide.

There was some discussion regarding projections and the true-up as it relates to the budget. There was also discussion regarding ridership and its effect on the budget. It was mentioned that MFAC should discuss the true-up process.

There was conversation regarding local and capital funding.

There was some discussion regarding light rail and ferry ridership and how Waterside and The Main have had a positive impact on ridership on these modes.

Commissioner Parnell noted these are examples for positive stories regarding rail and ferry ridership to share with the public.

**ACTION ITEM:** HRT Communications Department to develop a plan to share positive stories with the public.

There was some discussion regarding the current financial projections and potential cyclical expenditures that could cause a projected surplus to erode by the end of the fiscal year. Staff responded that unforeseen cost drivers always arise during the course of the year. Staff provided the example of the snow days in January that will include an unforeseen decrease in farebox and increase in operational costs. HRT provided examples currently employed to control expenses.

There was some discussion regarding the audit and the audit process. Ms. Shanahan noted that the Audit and Budget Committee recommended a motion to accept the 2017 Financial Audit, and it was properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Sorey, Hennessee, Moffett, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Hunter, Solis, and Reel.

Nays: None

Abstain: None

### **Operations and Oversight Committee**

Commissioner Fuller, Chair of the Operations and Oversight Committee, called on Ms. Sonya Luther, Interim Director of Procurement, to give a report.

Ms. Luther presented the following contract for approval:

Contract No: 17- 75499 – Wide Area Network, internet and Telephone Services was recommended for approval; awarding of a contract to Cox Virginia Telecom, LLC to provide wide area network connectivity, internet access and telephone services in the not-to-exceed amount of \$998,610 for a period of five (5) years.

After some discussion, a motion to approve Contract No: 17- 75499 – Wide Area Network, internet and Telephone Services was made by Commissioner Fuller and properly seconded by Commissioner Parnell. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Sorey, Hennessee, Moffett, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Hunter, Solis, and Reel.

Nays: None

Abstain: None

### **Planning and New Starts Development Committee**

The Planning and New Starts Committee did not have a meeting this month and no report was given.

### **External Legislative Advisory Committee**

Commissioner Kanoyton called on Mr. Joe Dillard who provided a brief update on bills currently being considered by the General Assembly.

Mr. Dillard gave an update regarding activities including the transit advocacy day on January 22. Mr. Dillard thanked several members of the board as well as community members who are assisting in meetings and discussions with lawmakers.

Mr. Brian Smith highlighted House Bill B1319 and Senate Bill 856, noting there is still a lot of discussion in Richmond on these bills that could have significant impacts on levels of transit funding as well as how state operating and capital assistance programs are administered.

Ms. Kanoyton asked to be kept updated on bills in both the House and Senate as the session moves forward.

### **Management Finance Committee (MFAC)**

Ms. Shanahan stated that MFAC meeting was held on Tuesday, January 23, 2018. Ms. Shanahan gave a brief update. The next MFAC meeting will be held in February 19, 2018 in Norfolk.

### **Paratransit Advisory Sub-Committee (PAC)**

Ms. Janice Taylor gave an update on the PAC. The next PAC meeting will be held in February 14, 2018.

### **Transit Ridership Advisory Committee (TRAC)**

No report was given.

### **Old and New Business**

Vice-Chair Fuller motioned to approve Resolution No. 01-2018 - TDCHR Adopting HRT TDP FY2019-2025 and Commissioner Rowe seconded the motion. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Sorey, DeProfio, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Hunter, Solis, and Reel.

Nays: None

Abstain: Hennessee

Mr. David Burton, Legal Counsel, read Resolution No. 02 – 2018 – Title VI Equity Analysis for Proposed Major Service Changes in January 2018. Mr. Ray Amoruso and Ms. Jamie Jackson presented the board with a presentation on the Title VI Analyses Service Changes – May 20, 2018.

Vice-Chair Fuller motioned to approve Resolutions No 08-2017 Adopting Update to the HRT Capital Improvement Plan (CIP) for FY 2018-FY 2024 and Resolution No. 02 – 2018 – Title VI Equity Analysis for Proposed Major Service Changes in January 2018. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Sorey, DeProfio, Kanoyton, Cipriano, McClellan, Parnell, Rowe, Hunter, Solis, and Reel.



Nays: None

Abstain: None

**Comments from Commissioners:**

Commissioner Hennessee stated that Ms. Chery Openshaw will be leaving VDRPT and has accepted a position with the Elizabeth River Crossings.

Commissioner Parnell read a letter to the Board addressing the recently removed art from the 2<sup>nd</sup> floor hallway, on 509 E. 18<sup>th</sup> Street, Norfolk. Mr. Parnell's statement is attached to these minutes. William Harrell updated the commission on this matter.

**CLOSED SESSION:**

None

**Adjournment**

The meeting adjourned at 2:58 p.m.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

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**Patricia P. Woodbury  
Chairman**

**ATTEST:**

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**Luis R. Ramos,  
Commission Secretary  
February 22, 2018**

## Luis Ramos

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**From:** Keith Parnell  
**Sent:** Tuesday, January 30, 2018 10:29 AM  
**To:** Luis Ramos  
**Cc:** dfuller@preconmarine.com; ppwunicorn@cox.net  
**Subject:** Commissioner Comments from 1/25/2018 Board Meeting

Luis: For the minutes/official record, below are my comments on the Transit Art Gallery closing during last week's Board meeting.

Keith Parnell  
Norfolk Commissioner, Transportation District Commission of Hampton Roads

Hampton Roads Transit  
[gohrt.com](http://gohrt.com) | [tw:gohrt\\_com](https://twitter.com/gohrt_com) | [fb:hrtfan](https://www.facebook.com/hrtfan) | [li:hampton-roads-transit](https://www.linkedin.com/company/hampton-roads-transit)

*"I am not ashamed"* -[Romans 1:16](#)

*"Once a problem is properly defined, it is usually 90% solved."* -JP

## *TDCHR Board Commissioner Comments on Transit Art Gallery*

*I would like to make a few comments on the recent situation with our HRT Transit Art Gallery. First, and foremost, it saddens me that we have gotten to the point of closing the Transit Art Gallery at our Norfolk HQ building.*

*I thoroughly understand the reasons why the art gallery was closed, and I support the decisions Mr. Harrell and his advisory staff have made up until the decision to close the Transit Art Gallery.*

*As most people in the area know, I am a huge proponent and supporter of the arts, in particular, the arts in Hampton Roads and Norfolk. I feel the encouragement of creative thinking and the arts scene in our community is very important to the well-rounded growth and education of our children. In our case at HRT, these are our future consumers and employees. So, to us, we have a vested interest in that partnership with our community*

*With the Transit Art Gallery's presence, HRT was showing leadership in the Hampton Roads corporate world with its support of the creative community. After all, this is our community. This is our community where we work every day and where our children grow up.*

*I encourage Mr. Harrell and his team to reconsider the opening of the Transit Art Gallery in Norfolk. I encourage rethinking criteria for the art installations, and more important the process by which we communicate with the City of Norfolk's arts department and the artists they contract to show in our Transit Art Gallery. Perhaps the right solution is in the process and not in the closure of the art gallery.*



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting

## January 25, 2018

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

# President's Report

- **2018 Legislative Push**
  - ❖ **VTA Legislative Day**
  - ❖ **Board Governance**
  - ❖ **Statewide Capital Cliff**
  - ❖ **Pursing opportunities for dedicated funding**

# Legislative Update



# President's Report

- **Inclement Weather Operations**
- **January CAO Meeting**
  - ❖ **Will pursue State Demonstration Grant (50/50 Match)**



# TDCHR Board Meeting

## January 25, 2018

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

### LEGISLATIVE UPDATE

The work continues in Richmond as the General Assembly aims to wrap up by March 10. We're actively engaged with lawmakers on issues affecting public transportation.

While not all needs will be addressed, this could still be a pivotal year for transit policy and future funding opportunities. All of this will unfold through ongoing deliberations on companion bills in each chamber – House Bill 1539 (Hugo) and Senate Bill 856 (Saslaw).

By February 13, the point when all approved bills crossed over from one chamber to the other, each of these bills contained provisions that would have sweeping impacts on how public transportation is funded.

Regrettably, it appears lawmakers may opt to delay any new statewide funding to offset a pending 44 percent decline in transit capital as a result of expiring bond proceeds. As I've previously highlighted, a major concern across Virginia is the need to continue such funding because it has been a core part of the statewide program that supports essential projects like replacing buses. An advisory board commissioned by the General Assembly last year identified the need for \$130 million annually in new transit capital funding just to keep pace with current service plans. For now, however, it's likely the state's limited debt capacity will be used to meet pressing needs in other areas, and it will be imperative to find other avenues to fund transit needs.

One item to help with this which HRT has recommended is to expand the discretion and authority of localities to diversify the mix of funding options to meet transportation needs. A specific example of this would be to allow the existing commercial and industrial taxing authority to be usable for maintaining state of good repair and operations of existing transportation, as opposed to only expansion projects. This could help ease some of the current burdens on local general funds, should cities choose to implement such a funding source.

Separately, we are also advocating that The Tide light rail should have some form of dedicated funding to maintain state of good repair, in an effort to be proactive.

It is notable that HB1539 proposes about \$105 million annually from existing revenue sources to be shifted to WMATA (the Washington Metropolitan Area Transit Authority that operates Metro), while SB856 proposes about \$154 million in new annual funding for WMATA. Both bills call for WMATA governance reforms and, importantly, both bills also suggest restructuring how statewide operating and capital assistance is provided. A major change in both bills would be to designate as much as 53.5 percent of all deposits in the Commonwealth Mass Transit Fund to directly benefit WMATA. Both HB1539 and SB856 illustrate how serious lawmakers are taking Metro.





# President's Report

## February 2018

At a much smaller scale, but also very important, The Tide light rail system also requires sustainable, long-term funding to meet core state of good repair needs. On average, after local and federal funding is applied, this need amounts to about \$7.1 million annually over the current 30-year horizon.

Obviously, the challenges before us are significant. For its part, HRT will continue to seek out opportunities to innovate and streamline to support the region with efficient and effective mobility solutions. We will also continue to advocate among local, state and federal policymakers to embrace new public policy and funding so we may effectively connect Hampton Roads with quality transit services that support the regional economy and quality of life.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Harrell", with a large, sweeping flourish extending to the right.

**William E. Harrell**


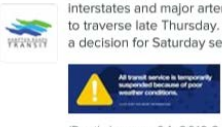
President and CEO

Hampton Roads Transit

### HRT's Facebook @hrtfan

- December 1 - December 31, 2018
- Total fans: 12,3555
- Total posts: 12
- Impressions: 41,007
- Engagements: 752
- Clicks: 367
- People engaged: 58% female, 42% male
- Women between 25-34 most active users
  
- January 1 - January 31, 2018
- Total fans: 12,513
- Total posts: 8
- Impressions: 149,408
- Engagements: 2,437
- Clicks: 209
- People engaged: 58% female, 42% male
- Women between 25-34 most active users


### Facebook Top Posts, by Reactions

Post	Reactions	Comments	Engagement	Reach
<p><b>Hampton Roads Transit</b></p> <p>Hampton Roads Transit will resume normal service on Tuesday, Jan. 9. Service for bus, light rail and ferry customers will begin at their regular hours. While paratransit service will resume, customers are asked for continued patience as neighborhood roads remain difficult to access. All customers should be patient and expect some delays because of continued icy conditions on many secondary streets and roads. Thank you and be safe!</p> <p>#gohrt #safetyfirst #snowstorm2018 🚗 🚚</p>  <p>(Post) January 08, 2018 3:50 pm</p>	83	27	6.9%	4,053
<p><b>Hampton Roads Transit</b></p> <p>HRT will continue to suspend all services on Friday, Jan. 5. Transit customers often use neighborhood and secondary streets to reach bus stops and train stations. With round-the-clock efforts by city and state work crews focused on interstates and major arterial roadways, these smaller roads remained difficult to traverse late Thursday. HRT will continue to monitor the situation and make a decision for Saturday service on Friday afternoon.</p>  <p>(Post) January 04, 2018 3:29 pm</p>	80	52	6.0%	13,964

### HRT's Twitter @gohrt\_com

- December 1 - December 31, 2018
- Total followers: 6,045
- Tweets sent: 18
- Retweets: 12
- Mentions received: 58
- Impressions: 15,253
- Engagements: 227
- Clicks: 35
- People engaged: 55% male, 45%female
- Men between 35-44 most active users
  
- January 1 - January 31, 2018
- Total followers: 6,121
- Tweets sent: 41
- Retweets: 108
- Mentions received: 94
- Impressions: 97,603
- Engagements: 1,396
- Clicks: 195
- People engaged: 55% male, 45%female
- Men between 35-44 most active users

### Twitter Top Posts, by Responses

Tweet	Reach	Responses	Clicks	Retweets
<p><b>gohrt_com</b></p> <p>Weather Update: Service will be slow along most routes due to icy conditions and customers should allow themselves additional time. Be safe! #gohrt</p> <p><a href="https://t.co/Wx3KY05EJo">https://t.co/Wx3KY05EJo</a></p>  <p>(Tweet) January 18, 2018 7:24 am</p>	260,294	16	-	16



HAMPTON ROADS  
TRANSIT

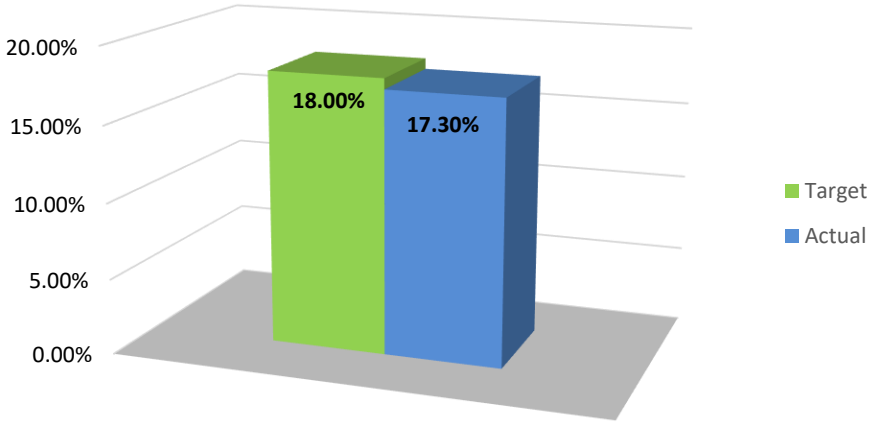
JANUARY 2018  
FISCAL YEAR 2018  
FINANCIAL REPORT

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

### Average Cost per Rider



### Farebox Recovery Ratio

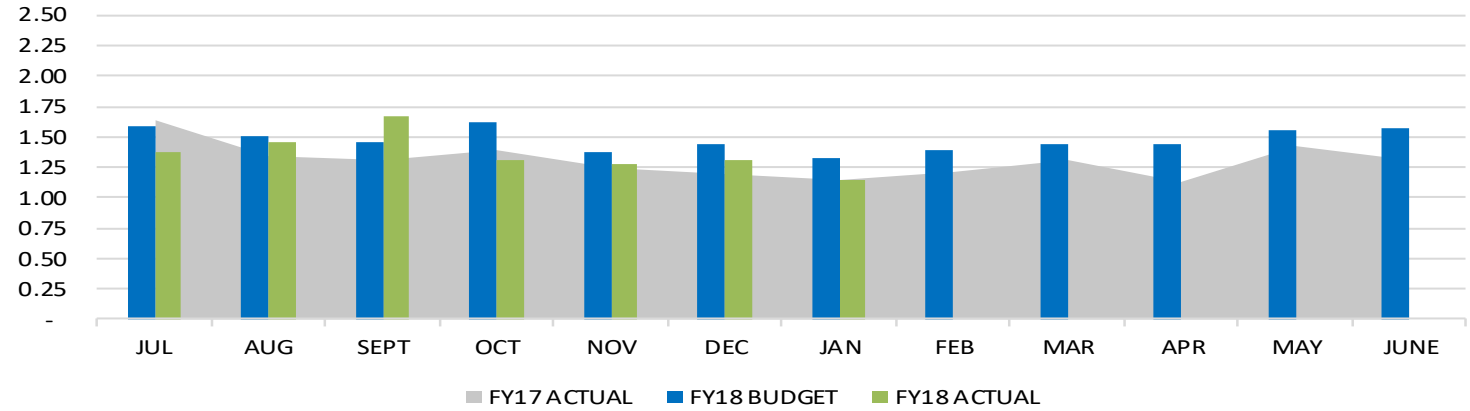


# OPERATING FINANCIAL STATEMENTS

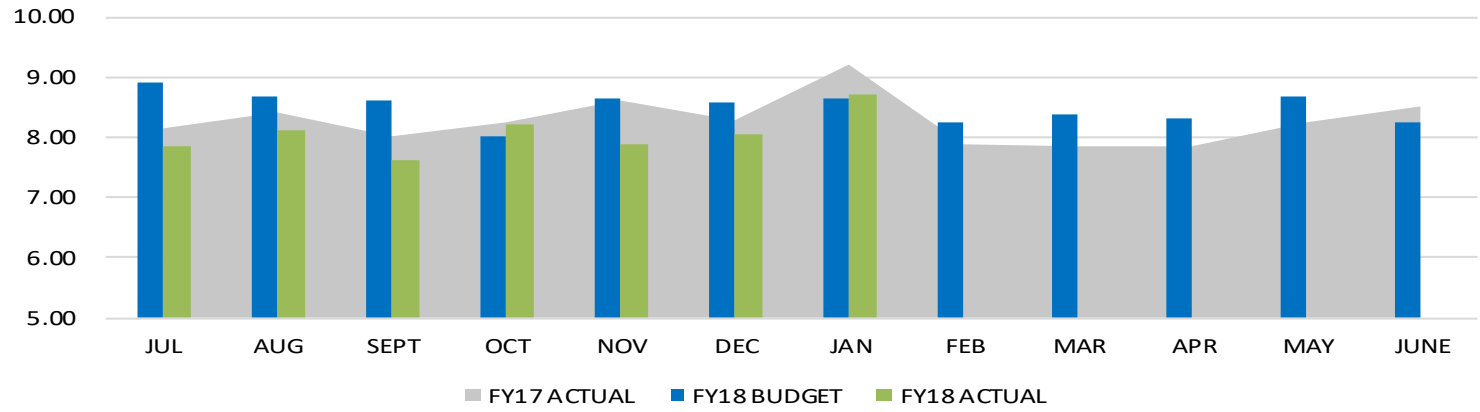
## JANUARY 2018

Monthly				FISCAL YEAR 2018		Year to Date		
Budget	Actual	Variance		Dollars in Thousands		Annual Budget	YTD Actual	
				<b>Operating Revenue</b>				
\$ 1,318.6	\$ 1,141.6	\$ (177.0)	-13.4%	Passenger Revenue	\$ 17,686.1	\$ 9,302.8	52.6%	
110.4	33.3	(77.1)	-69.9%	Advertising Revenue	1,325.0	549.1	41.4%	
186.3	183.6	(2.7)	-1.5%	Other Transportation Revenue	2,236.1	1,297.9	58.0%	
5.0	7.2	2.2	43.2%	Non-Transportation Revenue	60.0	216.1	360.2%	
				<b>Non-Operating Revenue</b>				
1,662.6	1,646.6	(15.9)	-1.0%	Federal Funding	16,347.0	10,219.1	62.5%	
1,669.7	1,625.5	(44.2)	-2.6%	State Funding	20,036.2	11,378.3	56.8%	
3,688.1	\$ 3,688.1	0.0	0.0%	Local Funding	44,256.6	25,816.4	58.3%	
<b>\$ 8,640.7</b>	<b>\$ 8,325.8</b>			<b>TOTAL REVENUE</b>	<b>\$ 101,947.0</b>	<b>\$ 58,779.7</b>		
\$ 5,568.9	\$ 5,387.8	\$ 181.1	3.3%	Personnel Services	\$ 64,087.8	\$ 36,864.4	57.5%	
728.0	1,148.3	(420.3)	-57.7%	Contract Services	9,096.4	4,622.4	50.8%	
943.0	792.6	150.4	16.0%	Materials & Supplies	11,830.9	5,960.1	50.4%	
107.1	92.9	14.2	13.2%	Utilities	1,195.3	709.3	59.3%	
374.6	348.4	26.2	7.0%	Casualties & Liabilities	4,709.0	2,429.0	51.6%	
725.5	670.5	55.1	7.6%	Purchased Transportation	8,706.4	4,887.2	56.1%	
193.6	267.0	(73.4)	-37.9%	Other Miscellaneous Expenses	2,321.3	948.7	40.9%	
<b>\$ 8,640.7</b>	<b>\$ 8,707.5</b>			<b>TOTAL EXPENSE</b>	<b>\$ 101,947.0</b>	<b>\$ 56,421.1</b>		
	<b>(381.7)</b>			<b>OPERATING PROFIT (LOSS)</b>		<b>2,358.6</b>		

## Farebox Revenue (in millions)



## Total Expenses (in millions)



# LOCAL FUNDING

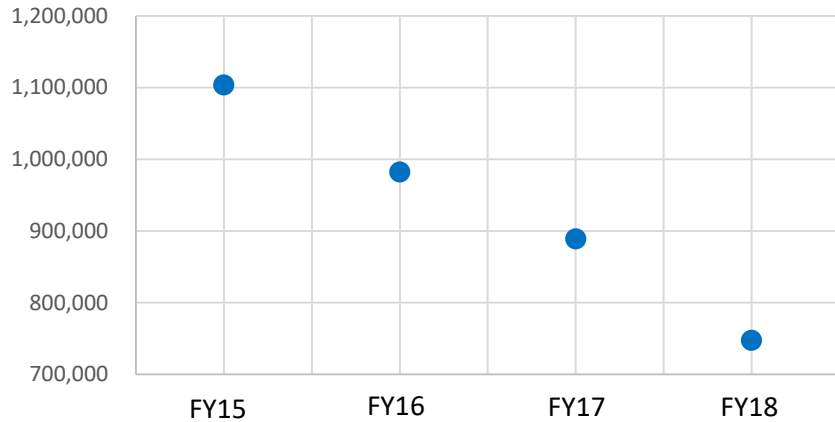
# JANUARY 2018

FISCAL YEAR 2018 (Dollars in Thousands)	Annual Budget	Projected Actual	Variance*
<b>Local Funding</b>			
Chesapeake	\$ 2,547.6	\$ 2,586.0	\$ (38.4)
Newport News	7,280.2	7,443.7	(163.5)
Hampton	4,531.0	4,691.8	(160.8)
Norfolk	19,552.2	19,421.5	130.7
Portsmouth	2,977.4	2,947.0	30.4
Virginia Beach	7,368.2	7,161.8	206.4
<b>TOTAL LOCAL FUNDING</b>	<b>\$ 44,256.6</b>	<b>\$ 44,251.8</b>	<b>\$ 4.8</b>
<b>STATE FUNDING</b>	<b>\$ 20,036.2</b>	<b>\$ 19,466.7</b>	<b>\$ (569.5)</b>
<b>FEDERAL FUNDING**</b>	<b>\$ 15,071.0</b>	<b>\$ 15,071.0</b>	<b>\$ -</b>

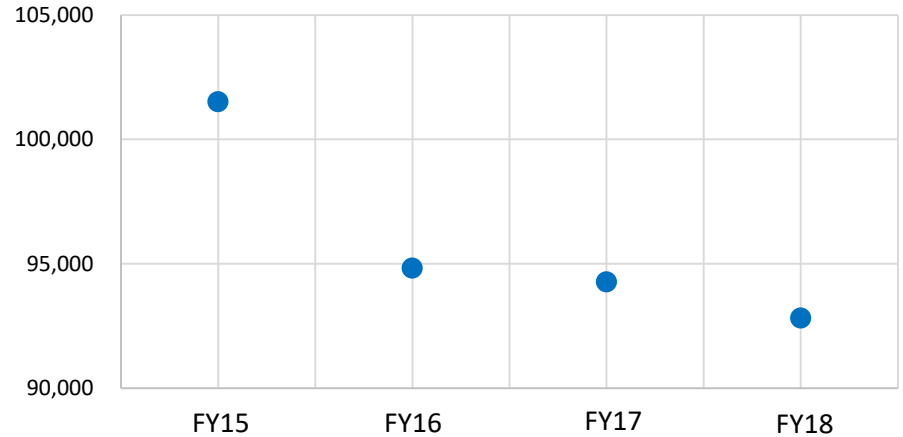
\* Due to City / (Due from City)

\*\* Federal 5307, 5309, 5337 funds

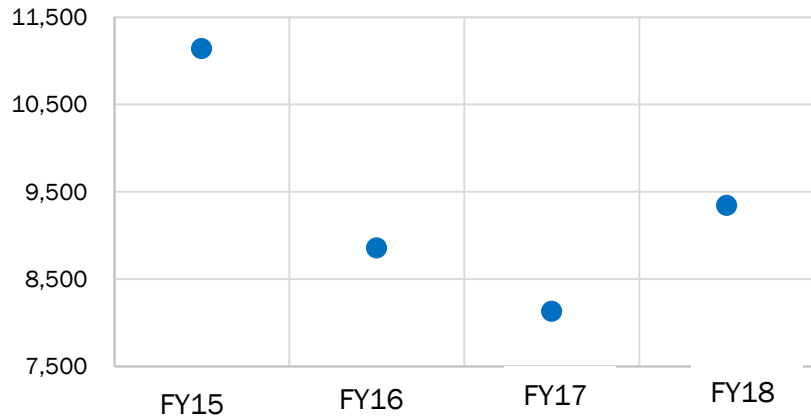
## BUS



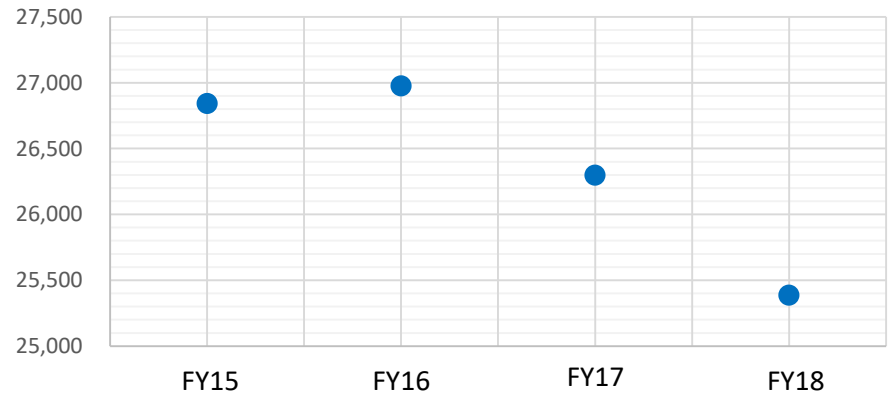
## LIGHT RAIL



## FERRY



## PARATRANSIT





# PROCUREMENTS BETWEEN \$50K-\$100K JANUARY 2018

Jan-18								
<u>Contract Number</u>	<u>Contract Description</u>	<u>Cost Center</u>	<u>Funding Source</u>	<u>Method of Procurement</u>	<u>Award Amount</u>	<u>Award Date</u>	<u>Awarded Vendor</u>	<u>Performance Period</u>
PO 77730	Sophos Endpoint Protection Platform	Technology	Grant	RFQ	\$ 69,280.00	1/22/2018	Networking Technologies & Support, Inc.	3 years

# PRELIMINARY FY2019 OPERATING BUDGET\*

	FY2018 Amended Budget	FY2019 Preliminary Budget	FY2018 vs. FY2019 % +/-
<b>OPERATING REVENUE</b>			
Passenger Revenue	\$ 17,686,000	\$ 15,160,000	-14.3%
Other Operating Revenue	3,621,000	2,909,000	-19.7%
<b>Total Operating Revenue:</b>	<b>21,307,000</b>	<b>18,069,000</b>	<b>-15.2%</b>
<b>NON-OPERATING REVENUE</b>			
Federal Funding	16,347,000	18,309,000	12.0%
State Funding	20,036,000	19,222,000	-4.1%
Local Funding	44,257,000	43,289,000	-2.2%
<b>Total Non-operating Revenue:</b>	<b>80,640,000</b>	<b>80,820,000</b>	<b>0.2%</b>
<b>TOTAL REVENUE:</b>	<b>\$ 101,947,000</b>	<b>\$ 98,889,000</b>	<b>-3.0%</b>
<b>OPERATING EXPENSE:</b>	<b>\$ 101,947,000</b>	<b>\$ 98,889,000</b>	<b>-3.0%</b>

	FY2018 Amended Budget	FY2019 Preliminary Budget	FY2018 vs. FY2019 % +/-
<b>LOCAL FUNDING</b>			
Chesapeake	\$ 2,548,000	\$ 2,471,000	-3.0%
Hampton	4,531,000	4,434,000	-2.1%
Newport News	7,280,000	7,216,000	-0.9%
Norfolk	19,552,000	19,522,000	-0.2%
Portsmouth	2,978,000	2,786,000	-6.4%
Virginia Beach	7,368,000	6,860,000	-6.9%
<b>TOTAL LOCAL FUNDING:</b>	<b>\$ 44,257,000</b>	<b>\$ 43,289,000</b>	<b>-2.2%</b>

\* Draft numbers are subject to change; final budget is adopted by TDCHR in May, 2018

<b>Contract No:</b>	17-74638	<b>Title:</b>	Electronic Fare Payment System – Mobile Ticketing System Pilot Program	<b>Price:</b> <b>Term:</b>	\$248,510 1 yr. pilot with 5 1-yr. options
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**Acquisition Description:** Enter into a contract with a qualified firm to implement an Electronic Fare Payment System based upon the initial pilot roll-out of a Mobile Ticketing System.

**Background:** A mobile ticketing system is the first element of HRT’s long term Electronic Fare Payment System vision. Through this project, HRT envisions implementing a system that increases convenience for its customers, enhances the image of HRT and reduces inconveniences encountered with the current magnetic stripe farecards. Based on this vision, the customer-driven system shall enable users to purchase mobile tickets via an application on their smartphone, and efficiently validate them on transit vehicles as payment for their ride. The system shall also provide HRT with better data on passengers, trips (route, direction, and jurisdiction) and ticket sales. As part of this project, HRT is also interested in piloting the enhanced fare payment features of these systems in order to evaluate the transition towards a future system-wide electronic fare collection system. The project is intended to initially pilot the system on the Virginia Beach Wave Trolley service as a relatively self-contained service in order to minimize the impact on the operations of the rest of the HRT fleet until the solutions and processes have been fully evaluated.

**Contract Approach:** A Request for Proposals (RFP) was issued on February 13, 2017. Seven (7) proposals were received on April 21, 2017 from the following firms:

- SmartGroup-US, LLC (dba CardTek)
- moovel North America (moovel)
- Passport Parking, Inc. (Passport)
- Conduent Transport Solutions, Inc.
- Bytemark, Inc. (Bytemark)
- Corethree, Ltd.
- Genfare, a division of SPX Corporation

After a detailed review and analysis of the technical proposals received, three (3) firms, Bytemark, moovel, and Passport were rated best to meet the requirements of the Scope of Work (SOW). On August 11, 2017, the firms were invited to provide demonstrations of their proposed software and clarification in regard to their technical qualifications and approach to the SOW. At the conclusion of demonstrations and discussions, and upon review of the price proposals, HRT staff determined that the proposed pricing did not accurately reflect what the cost to HRT would be to implement these services. While the pricing was indicative of the relative cost for each proposal, the firms had made different and incomplete assumptions that impacted pricing and prevented reasonable comparison without further clarification and normalization of the pricing proposals. The initial pricing proposals also included different option pricing scenarios from different firms that did not lend themselves to a clear price evaluation.

On September 12, 2017, in an effort to clarify the pricing proposals, a Request for Interim Proposals was issued to Bytemark, moovel and Passport requesting pricing clarification under various pricing scenarios with constrained scope, usage rates and options to define costs with respect to implementation, purchase and installation of equipment and ongoing operations, maintenance and support. These scenarios constrained system options and allowed for more specific cost estimates from the Contractors. Upon review and extensive evaluation of the interim proposals received, HRT staff invited the three (3) firms for additional discussion and clarification, which were conducted on October 9, 2017. Based upon the responses received, HRT considered the long-term path for the electronic fare system, and the options that would best be needed to be demonstrated as part of this pilot. This allowed for further refinement of the scope of the mobile

<b>Contract No:</b>	17-74638	<b>Title:</b>	Electronic Fare Payment System – Mobile Ticketing System Pilot Program	<b>Price:</b> <b>Term:</b>	\$248,510 1 yr. pilot with 5 1-yr. options
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ticketing system to be implemented for the pilot as HRT staff decided that onboard validation was essential for the pilot in order to lead the way for a future account-based system. At the conclusion of the additional discussion and clarification meetings, HRT staff decided to enter into final negotiations with Passport and moovel for the purpose of a possible award.

Negotiations, conducted on December 12, 2017, focused on the proposed price schedule, to include installation and any potential additional costs; opportunities for revenue generation; and, exceptions taken to HRT’s contractual Terms and Conditions. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

The BAFO requests were based on a specific deployment scenario with an annual ridership projection of 66,000 mobile tickets at an average of \$2.50 per ticket plus several constrained expansion/enhancement options. The pricing received was calculated for the base year and one initial option year to enable a full trolley season to be part of the pilot. The BAFO also sought costs for options covering a validating mobile application for fare inspectors, retail cash payment demonstration and account-based fare collection using the mobile ticketing platform. The BAFO evaluations were therefore based on a common projection of potential ridership and penetration of the mobile ticketing payment option.

After an analysis of the BAFO received, HRT Staff determined that moovel provided the best overall value to HRT based on a combination of their technical capability, proposed mobile ticketing solution and price. Based on the results of the negotiations and a price analysis conducted, moovel’s BAFO is deemed fair and reasonable. Additionally, the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that moovel is both technically and financially capable to perform the work.

moovel is located in Portland, OR and provided similar services to TriMet in Portland, OR; San Francisco Municipal Transportation Agency in San Francisco, CA; Metro Transit in Minneapolis, MN; and, Virginia Railway Express in Alexandria, VA.

The period of performance for this contract is a one (1) year pilot, with an option to extend the contract for up to five (5) additional one-year options following the expiration of the pilot.

No DBE Goal is assigned for this solicitation.

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

**Project Manager:** Alesia Cain, Chief Information Officer/Chief Technology Officer

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to moovel North America to implement an Electronic Fare Payment System based upon the initial roll-out of a Mobile Ticketing System in the estimated amount of \$248,510 to cover a 1-year pilot plus one additional year of operation and including the option to pilot account-based fare collection capabilities of the system.

<b>Contract No:</b>	17-74638	<b>Title:</b>	Electronic Fare Payment System – Mobile Ticketing System Pilot Program	<b>Price: Term:</b>	\$248,510 1 yr. pilot with 5 1-yr. options
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**SOLICITATION RESULTS**

<b>OFFEROR</b>	<b>INITIAL OFFER</b>	<b>INTERIM OFFER</b>	<b>BEST AND FINAL OFFER</b>
Conduent Transport Solutions, Inc.	N/A <sup>1</sup>	N/A	N/A
Corethree, Ltd.	N/A <sup>1</sup>	N/A	N/A
Genfare, a division of SPX Corporation	N/A <sup>1</sup>	N/A	N/A
SmartGroup-US, LLC (dba CardTek)	N/A <sup>1</sup>	N/A	N/A
<b>moovel North America</b>	<b>N/A</b>	<b>\$285,438<sup>2</sup></b>	<b>\$248,510<sup>3</sup></b>
Passport Parking, Inc.	N/A	\$294,454 <sup>2</sup>	\$265,975 <sup>3</sup>
Bytemark, Inc.	N/A	\$394,098 <sup>2</sup>	N/A

<sup>1</sup> Initial pricing cannot be compared between Contractors due to lack of consistency and clarity of initial pricing and the wide variety of options offered.

<sup>2</sup> Interim offer included deployment on both trolley and ferry.

<sup>3</sup> These costs are for the base pilot system and two (2) years of operation without options and are based on the following assumptions:

- Total number of fare transactions per year = 330,000
- Assumed mobile ticketing transactions per year = 66,000
- Average fare cost to customers per mobile ticketing transaction = \$2.50
- Total number of onboard validators = 14 + 3 spares

<b>moovel North America, Price Summary</b>						
<b>Pilot Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Option Year 5</b>	<b>Total</b>
\$194,055	\$54,455	TBD	TBD	TBD	TBD	\$248,510

<b>Contract No:</b>	<b>17-76509</b>	<b>Title:</b>	<b>Waste Collection and Disposal Services</b>	<b>Price: Term:</b>	<b>\$140,322 2 Yrs. w/3-1 Yr. options</b>
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**Acquisition Description:** Enter into a contract with a qualified contractor to provide waste collection and disposal services.

**Background:** Hampton Roads Transit (HRT) is seeking a qualified Contractor to provide waste collection and disposal services at its various facilities located throughout Hampton Roads. Under the terms of this agreement, the Contractor is required to pickup, transport and properly dispose of all materials placed in appropriate waste collection bins (i.e. dry waste, recycling, bulk waste, and scrap metal) at specified HRT facilities. The successful Contractor shall provide all personnel, supervision, management, transportation, computerized tracking capabilities, tools, equipment (including, but not limited to, dollies and hand trucks) and other supplies necessary to provide solid waste removal and disposal services.

**Contract Approach:** An Invitation for Bids was issued November 21, 2017. Two (2) bids were received on January 24, 2018 from the following firms:

- Selective Recycling Waste Services (SRWS)
- Waste Management

After an evaluation of the bids received, HRT staff determined that SRWS was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder. As part of HRT's due diligence, a post-bid survey of firms solicited concluded that most firms were unable to fully meet the requirements of the Scope of Work. Additionally, the incumbent did not submit a bid due to the fact that the firm's Project Manager was preoccupied with an internal project and therefore missed the submittal deadline.

SRWS's bid price, in the amount of \$140,322 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 SRWS is technically and financially capable to perform the work.

SRWS is located in Chesapeake, VA and provides similar services for The Port of Virginia, Old Dominion University and VDOT.

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

A DBE goal of 10% was established for this solicitation. SRWS is unable to meet the goal; however, the firm submitted a written statement documenting its good faith efforts.

**Cost/Funding:** This Contract will be funded with Operating Funds.  
**Project Manager:** Scott Demharter, Director of Facilities Maintenance  
**Contracting Officer:** Jason Petruska, Contracts Specialist

<b>Contract No:</b>	<b>17-76509</b>	<b>Title:</b>	<b>Waste Collection and Disposal Services</b>	<b>Price: Term:</b>	<b>\$140,322 2 Yrs. w/3-1 Yr. options</b>
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**Recommendation:** It is respectfully recommended that the Commission approve the award of a renewal contract to Selective Recycling Waste Services. for waste collection and disposal services in the not-to-exceed amount of \$140,322 over a five-year period.

### SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
<b>Selective Recycling Waste Services</b>	<b>\$140,322.00</b>
Waste Management	\$177,112.48

Selective Recycling Waste Services, Bid Summary				
Base Years (1&2)	Option Year 1	Option Year 2	Option Year 3	Total
\$56,128 (\$28,064/yr.)	\$28,064	\$28,064	\$28,064	\$140,322