



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 23, 2017 • 1:00 p.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, March 23, 2017 at 1:00 p.m. in the 2nd Floor Board Room, at 509 E. 18th 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, March 23, 2017 • 1:00 p.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of Minutes – February 23, 2017
4. President’s Monthly Report - William Harrell
 - A. Board Updates
5. Committee Reports
 - A. Audit & Budget Review Committee — Vice-Chair Woodbury/
Brandon Singleton, Chief Financial Officer
 - February 2017 Financial Report
 - B. Operations & Oversight Committee - Commissioner Moffett/
Dyanne Sampson, Director of Procurement
 - **Contract No: 15 – Financial Management System Software Implementation Service -**

Recommending Commission Approval: Award of a contract to Crowe Horwath, LLP to provide financial management system software implementation services in the estimated amount of \$2,891,360.
 - **Contract No: 16- 73944 – Fuel Products (Ultra Low Sulfur Diesel and Gasoline)**

Recommending Commission Approval: Award of a contract to James River Solutions to provide fuel products in the estimated amount of \$5.7M.

- **Contract No: 16- 73953 – Bus Diagnostic and Repair Services**

Recommending Commission Approval: Award of a contract to Cummins Sales and Service to provide bus diagnostic and repair services in the not-to-exceed amount of \$363,830 over a two-year period

- **Contract No: 16- 74637 – West Corridor Alternative Analysis for Naval Station Norfolk High Capacity Transit Extension**

Recommending Commission Approval: Award of a contract to HDR to evaluate and identify a reasonable alternate to implement high capacity transit on the west side of the City of Norfolk to Naval Station Norfolk in the not-to-exceed amount of \$1,385,664.78.

C. Planning and New Starts Development Committee – Chairman West

D. Paratransit Advisory Subcommittee – Ms. Linda Gurley, Chair

E. 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, April 27, 2017 at 1:00 p.m. in the 2nd Floor Board Room at 509 E. 18th Street, Norfolk, VA 23504



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, February 23, 2017 • 1:00 p.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, VA

Call to order

A quorum was attained and Chairman Wood of Virginia Beach called the meeting to order at 1:04 p.m.

Commissioners in attendance:

Chairman Wood, Virginia Beach
Commissioner Woodbury, Newport News
Commissioner Fuller, Chesapeake
Commissioner West, Chesapeake
Commissioner Hennessee, VDRPT
Commissioner Moffett, Hampton
Commissioner Coleman, Newport News
Commissioner Riddick, Norfolk
Commissioner Parnell, Norfolk
Commissioner Rowe, Portsmouth
Commissioner Patton, Portsmouth
Commissioner Ross-Hammond, Virginia Beach

Hampton Roads Transit Staff in attendance:

Amy Braziel, Executive Assistant
David Burton, General Counsel, Williams Mullen
Alesia Cain, Chief Information Technology Officer
Gene Cavazos, Director of Marketing & Communications
Alisa Crider, Public Relations & Social Media Coordinator
William Harrell, President and CEO
Ron Hodges, Director of Business Development
Sonya Luther, Assistant Director of Procurement
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Director of Rolling Stock
Jim Price, Chief of Transit Operations
Luis R. Ramos, Executive Assistant/Commission Secretary
Dyanne Sampson, Director of Procurement
Brandon Singleton, Chief Financial Officer
Samantha Sink, Transit Development Planner
Mark Stemple, Director of Technical Services

Robert Travers, Corporate Counsel

Others in attendance:

Mark Geduldig-Yatrofsky, Portsmouthcitywatch.org
Ina Kreps, Paratransit Rider
Susan Wilson, City of Portsmouth
Brian Solis, City of Virginia Beach
Jeffery Raliski, City of Norfolk
Steve Froncillo, City of Chesapeake
Jamie Battle, Chair, Transit Rider Advisory Committee
Ms. Mathena, Paratransit Rider

The February 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
- February Meeting Minutes
- February President’s Report Presentation
- February Public Comments and Social Media Analytics
- February President’s Report
- Committee Reports

Public Comment

There were no public comments.

Approval of the January 26, 2017 TDCHR Meeting Minutes

A motion to approve the January 26, 2017 TDCHR Meeting Minutes was made by Commissioner Coleman and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Wood, Woodbury, Fuller, West, Hennessee, Moffett, Coleman, Riddick, Parnell, Rowe, Ross-Hammond, and Patton

Nays: None

Abstain: None

Chairman Wood Welcomed Commissioner John Rowe to the Board.

President’s Monthly Report

Mr. William Harrell, President and CEO, welcomed everyone to the meeting. The President’s Monthly Report is attached to the meeting minutes for reference.

Mr. Harrell stated that he recently attended the APTA CEO workshop and noted that nationwide ridership is trending negatively. Mr. Harrell noted that emerging technologies are having negative

impacts on transportation. Mr. Harrell stated that many agencies, HRT included, are incurring significant costs replacing and/or updating their aging legacy systems. Mr. Harrell stated that gas and vehicle prices are at all-time lows and that seems to be encouraging people to get in their cars as opposed to taking public transportation. Mr. Harrell noted that future funding source are unsure at the federal level and HRT is currently monitoring the same.

Mr. Harrell noted that he and the Senior Executive Team are working on a new vision and mission statement that will focus on being a valued regional partner with the private and public sectors in Hampton Roads. Mr. Harrell stated that he has begun engaging operators and employees to obtain fresh perspectives centered on building community interest and excitement for public transportation. Mr. Harrell noted that a customer service initiative is being created to further enhance the customer experience.

Mr. Harrell stated that HRT has made strategic investments in technology that focuses on increasing agency efficiencies.

Mr. Harrell stated that HRT is identifying new ridership models, specifically in paratransit. Mr. Harrell noted that “first and last mile” options are being explored to bring certain paratransit customers to our fixed route service where they ride for free. Allowing paratransit customers to ride fixed route for free results in a significant savings to the agency when compared to the cost to provide traditional door to door paratransit service. Mr. Harrell noted that the initial data appears to indicate that providing free fixed routes rides has slowed the rate of increase for traditional paratransit service.

Mr. Harrell stated that HRT is working to attract and retain talent. Mr. Harrell noted that the agency is currently looking to fill the Chief Safety and Security position. Mr. Harrell also noted that the agency has lost several operations staff members due to recruitment from other agencies.

Mr. Harrell reiterated the importance of the Connect Hampton Roads campaign as a vehicle to increase ridership and obtain dedicated funding. Mr. Harrell stated that a regional work group and other stakeholders are being organized to support this effort.

Mr. Harrell also proposed Board engagement requesting that Board members consider creating a Legislative Committee or Subcommittee to support Connect Hampton Roads and related activities.

At Mr. Harrell’s request, Mr. Brian Smith provided a legislative update. He noted the conference report on the budget was passed, and the General Assembly was expected to convene for final adoption the next evening. Mr. Smith reported on the following legislative items: HB 1931 (Carr) / SB 1172 (Dance). This legislation passed and allows public transit agencies to hire fare enforcement personnel. Mr. Smith noted HRT currently has fare enforcement officers as allowed by local ordinance, and this bill simply gives HRT more direct administrative discretion. SB 1456 (Wagner) passed the Senate but did not succeed in the House. This legislation would have established a floor on the gas price used to calculate regional fuel taxes. HRT was part of a coalition of interests supporting this legislation in order to keep tens of millions in much needed transportation funding from being left off the table. Without the price floor, financing transportation projects using regional transportation funds is also more costly. Finally, Mr. Smith noted HB2126 (LeMunyon). This legislation passed. It enables Virginia to be party to a new Washington Metrorail Safety Commission, which will result in new safety oversight for WMATA rail. Mr. Smith noted the Commission received copy of earlier correspondence that FTA has withheld federal transit formula funds from Virginia, Washington, and Maryland. This includes \$505,883 from HRT. FTA is requiring a new State Safety

Oversight Program for WMATA Rail, and once that is approved, Mr. Smith reported that FTA has indicated this 5% withholding will be released. Mr. Smith reported it is expected this could take up to 9 months or more.

Mr. Smith also reported that legislative outreach this session included engaging and informing General Assembly members about the upcoming funding reduction to the state transit capital program. He noted this pending drop in state funding is a critical topic that has been discussed with the Commission and there is ongoing work being done by the Transit Capital Project Revenue Advisory Board to address the issue. Mr. Smith noted that, as the Revenue Advisory Board is doing its work and recommendations for new transit funding will be made in a report due by August 1, 2017, there is need to include regional transit funding in the mix of potential solutions in order to meet longstanding funding challenges in Hampton Roads specifically.

Mr. Harrell reiterated that the federal government has at least a \$5,000,000 interest in the Norfolk Southern Right of Way. The funds were obtained for the City of Virginia Beach by HRT. HRT, the City of Virginia Beach and the FTA are scheduled to begin a dialogue as to the fate of those funds, including possible reimbursement, in light of the City's decision not to move forward with the light rail extension.

Mr. Harrell mentioned the new bus service connections to Lackey Clinic. HRT partnered with Williamsburg Area Transit Authority which identified a grant to make the service possible.

It was stated that the new Transit Development Plan (TDP) kickoff is coming up to resolve budget issues.

Mr. Harrell recognized the delivery of the new ferry and stated that HRT is working with the City of Norfolk and Portsmouth to unveil the new ferry. Mr. Harrell noted that the ferry is a great opportunity for HRT and believes it can spur additional ridership. Mr. Harrell stated that HRT is also exploring good bus connections for the ferry service.

Chairman Wood mentioned dedicated funding and creating an ad hoc committee to take on the dedicated funding issue. Chairman Wood asked if there was any opposition to the formation of the ad-hoc committee. Vice Chair Woodbury stated that in regards to the true up process, there were times when the cities got money back. There was subsequent discussion regarding the amount of FY16 True up balances. Vice Chair Woodbury stated that HRT needs compelling reasons for dedicated funding and noted that dedicated funding needs to be spelled out with proof of the need given.

COMMITTEE REPORTS

Audit and Budget

Mr. Brandon Singleton, Chief Financial Officer, presented the January Financial Report as enclosed in the package.

Operations and Oversight Committee

Ms. Dyanne Sampson presented the following items for approval:

- **Contract No: 16-73941 Hydraulic Vehicle Lift and Boom Inspection and Repair Services**

Recommending Commission Approval: Award of a contract to Hydraulic Service Company, Inc. to provide hydraulic vehicle lift and boom inspection and repair services in the not-to-exceed amount of \$245,378 over a four (4) year period.

- **Contract No: 16-17-72028 Technology Staffing Services**

Recommending Commission Approval: Award of a contract to 22nd Century Technologies, Inc., HyperGen, Inc., and TEKsystems, Inc. to provide technology staffing services to HRT. The cumulative amount of all Task Orders issued under this Contract will not exceed \$233,297.

Vice Chair Woodbury asked why HRT is recruiting outside of the region. Ms. Kimberly Ackerman stated that there are four positions open at this time and that there is no local talent seeking those positions. Ms. Ackerman stated that HRT is using the RFP to pull national candidates. Ms. Ackerman also noted that HRT is having a difficult time capturing PeopleSoft qualified applicants.

There was some discussion regarding the lack of a DBE Goal. Ms. Sampson provided an update on DBE requirements and how they are determined.

- **Contract No: 16-73951 Vicinity Wayfinding Map Services**

Recommending Commission Approval: Award of a contract to Johnson, Mirmiran and Thompson, Inc. to provide vicinity wayfinding map services in the not-to-exceed amount of \$116,576.88 over a five (5) year period.

A motion was made by the Operations and Oversight Committee and was properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

Ayes: Commissioners Wood, Woodbury, Fuller, West, Hennessee, Moffett, Coleman, Riddick, Parnell, Rowe, Patton, Ross-Hammond

Nays: None

Abstain: None

Planning and New Starts Development Committee

Commissioner West stated that there was no meeting held this month.

Paratransit Advisory Sub-Committee (PAC)

Ms. Mary Mathena stated that paratransit drivers and supervisors recently attended sensitivity training to provide those employees with additional skills to improve their interactions with the disabled community.

Commissioner Woodbury asked if the Committee had all the positions filled, and requested an updated roster and consumer report be sent to the Board.

Transit Ridership Advisory Committee (TRAC)

Jamie Battle provided an update regarding the TRAC as enclosed in the meeting minutes.

Old and New Business

Commissioner West noted that he attended a Juvenile Corrections workshop in Chesapeake. Commissioner West stated that one area that was of a concern was transportation for families to the detention centers. Commissioner West stated that he encouraged Juvenile Corrections Center staff to contact HRT for assistance if needed.

Commissioner Riddick informed the Commission that he had drafted and sent a letter to Aubrey Layne, Virginia Secretary of Transportation, regarding transportation to the naval base. Commissioner Riddick mentioned the possibility of wrapping buses like The Tide vehicles and running express service to the Naval Station. Commissioner Riddick stated that it will reduce traffic, improve the environment, and could potentially make money. A copy of Commissioner Riddick's letter was provided to all Commissioner at their seating place. The subsequent discussion concerning the large amount of true up balances for the cities.

Commissioner Parnell asked if the Citizens Group Organized of the Peninsula regarding a possible ferry running from Norfolk to Hampton was answered.

ACTION ITEM: HRT staff to research the potential of a ferry from Norfolk to Hampton and report the information to the Board.

Vice Chair Woodbury stated that in Richmond there was an advertisement at a bus shelter stating how much was being saved by riding this bus. Vice Chair Woodbury requested that HRT look into a similar ad and possibly use it on our buses.

ACTION ITEM: HRT staff will bring back a communications plan regarding informational ads that can be put out at HRT properties.

Adjournment

The meeting adjourned at 2:58 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

James L. Wood
Chairman

ATTEST:

Luis R. Ramos, Commission Secretary
February 23, 2017



TDCHR Board Meeting

February 23, 2017

gohrt.com

Strategic View

The Future of Transit

- **Nationwide ridership trends**
- **Ride hailing companies**
- **Emerging technologies & aging legacy systems**
- **Automated vehicles and artificial intelligence technology**
- **Gas prices**
- **Car prices are lower**
- **Future funding unsure**
- **Safety challenges**

Strategic View

Opportunities

- **Being more intentional (new vision & mission)**
- **Improving customer service and delivery**
- **Strategic investments in technology**
- **Driving efficiencies**
- **Identifying new ridership models (i.e., para-transit, first mile/last mile, etc.)**
- **Attracting and retaining talent**
- **Defining Connect Hampton Roads ® to unlock dedicated funding (Regional Work Group and other stakeholders will be organized)**

Strategic View

Board Engagement Proposal

- **Consider creating Ad Hoc Legislative Committee to underpin Connect Hampton Roads & legislative strategy.**

Board Update

- **Legislative Update**
- **New bus service connections to Lackey Clinic**
- **New Transit Development Plan (TDP) kickoff**
- **Annual Transit Service Plans (TSPs) – meetings with each jurisdiction**

Board Update

- **Delivery of new ferry**



Definition

CAF: Customer Assistance Form. The CAF # is the reference #. Patrons may contact Customer Service to obtain information regarding the comment. All customer suggestions, comments, commendations and complaints are entered a database called the Customer Assistance System, (CAS). CAS generates the CAF #.

Public Comments Summary

Submission Date: 2/7/2017

CAF # 44660

Name: Ronald Engemann

City: Norfolk

Contact preference: Email

Comment: I would like to see the #1 Granby run to Pembroke on Sundays from the Haygood area.

Reply: ***Thank you for your public comment. My name is Felicia Harris. I am the Director of Customer Relations. Your public comment will be included in the March commission package. Your concern has been entered into our database. Through this process, the Planning Department will be made aware of your request and it will be reviewed. I would like to advise that service is paid for by each of our member cities. Therefore, additional funding would be required to fund this change and the funding would come from the city's budget. This service change and additional funding, would need to be approved by the service city before we can make such a change. I strongly encourage our bus riders to speak with their City Councils and ask for more dollars to be appropriated to public transportation. Another way you can impact change is by becoming a member of our Transit Riders Advisory Committee. This is a sub-committee of the TDCHR. Please review the attached link for additional information. <http://gohrt.com/about/governing-board/trac/> . If you have any other questions, concerns, or suggestions, please feel free to contact me directly at 757-222-6069.***

Summary: Additional service request.

Submission Date: 2/14/2017
CAF # 44669
Name: Michael Nolan
City:

Contact preference: Email

Comment: Vehicular Traffic on the Hampton Roads infrastructure highway system and city street systems has steadily gotten worse since I moved here in 2000. What is the future of the light rail system to meet transit infrastructure growing needs and to avert infrastructure gridlock for Norfolk, Chesapeake, Suffolk, Portsmouth, Virginia Beach, Newport News and Hampton? Please respond by email.

Reply: ***Good day Mr. Nolan. Thank you for your public comment. My name is Felicia Harris. I am the Director of Customer Relations. Hampton Roads Transit is committed to a transportation structure that is viable, consistent and addresses the growing needs of the Hampton Roads region. Please keep in mind that our services are paid by each of the cities we serve. Meaning, each city pays for their portion of the service within their respective city. This model is not ideal to support transit infrastructure growth, including a more consistent and congruent public transportation system.***

However, there are a few ways we can support transportation growth. Hampton Roads citizens are encouraged to attend their city council budget meetings and advocate for increased funding for public transportation. I would also like to encourage you to visit www.connecthamptonroads.com . This is an effort to build momentum to improve mobility options throughout the Hampton Roads region. This effort would include other options like pedestrian accessibility, American Disabilities Act compliance, more frequent and consistent public transportation, and bicycle access just to name a few.

Please consider coming to our next Transit Riders Advisory Committee meeting and maybe even consider joining. TRAC is a subcommittee of The Transportation District Commission of Hampton Roads (TDCHR), which is our governing body. We are in need of public transportation advocates such as yourself. Please visit this link for more information. <http://gohrt.com/about/governing-board/trac/> . I would be more than happy to meet with you in person to discuss further. Please feel free to contact me directly with any other questions or concerns you may have. My contact number is 757-222-6069. You may also reach me via email. Again, thank you for your time and consideration.

Summary: Citizen asking about the future of Light Rail system to meet transit growth within Hampton Roads.






Facebook Pages Report for **Hampton Roads Transit**

Feb 01, 2017 - Feb 28, 2017

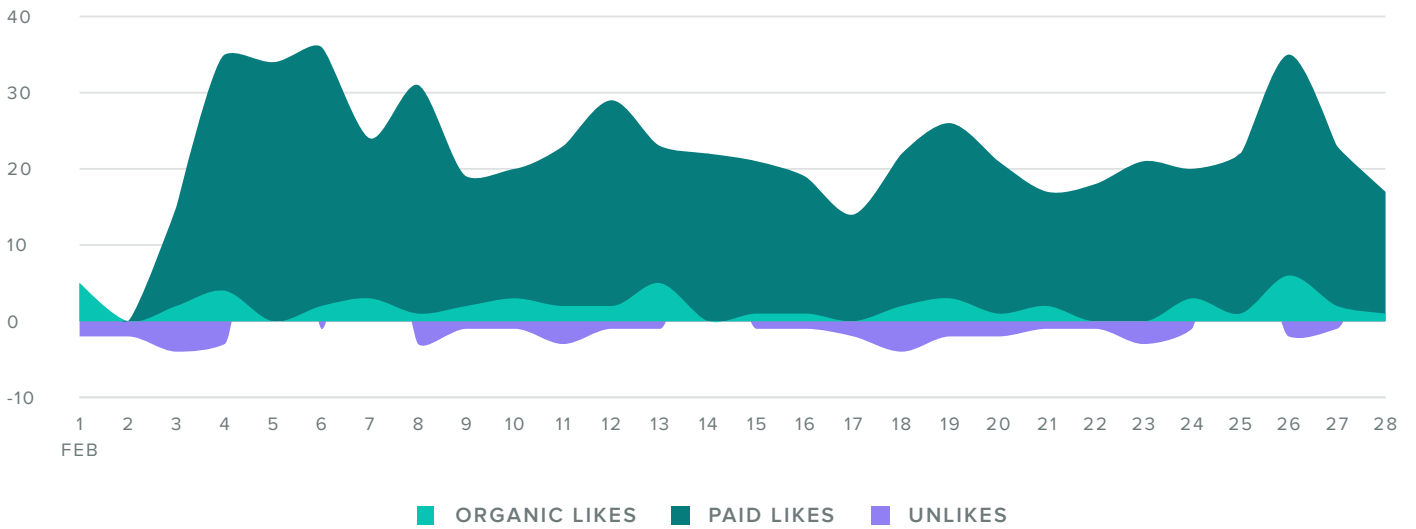
The Facebook Report gives you insight on all social activity across your Facebook accounts using a blend of Facebook Insights and proprietary metrics of our own.

Facebook Activity Overview

 <p>121,235 Impressions</p>	 <p>727 Post Engagements</p>	 <p>108 Link Clicks</p>
---	--	---

Audience Growth

LIKES BREAKDOWN, BY DAY



AUDIENCE GROWTH METRICS	TOTALS
Total Fans	10,053
Paid Likes	558
Organic Likes	54
Unlikes	43
Net Likes	569

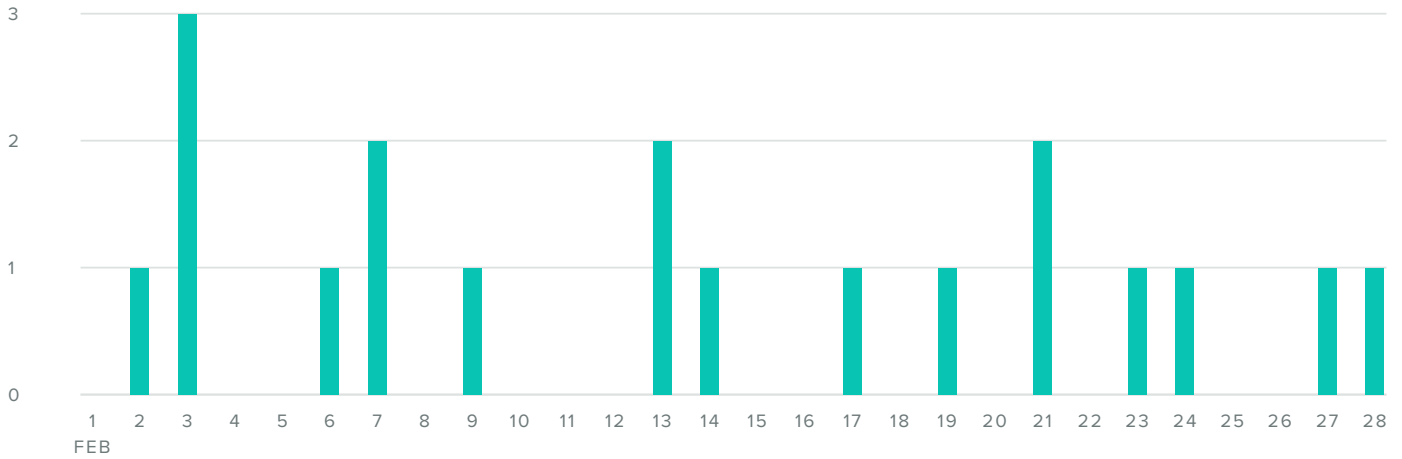
Total fans increased by

▲ 6.1%

since previous month

Publishing Behavior

POSTS, BY DAY










■ POSTS SENT

PUBLISHING METRICS	TOTALS
Photos	12
Videos	-
Posts	7
Total Posts	19

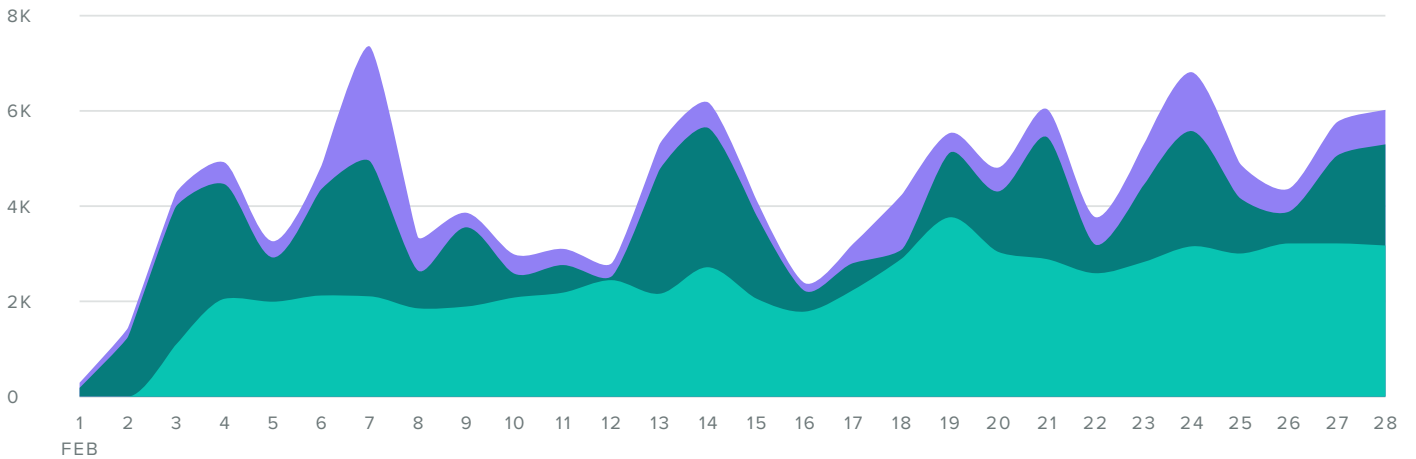
The number of posts you sent increased by — since previous month

Top Posts, by Engagement

Post	Reactions	Comments	Engagement ▼	Reach
<p>Hampton Roads Transit</p> <p>HRT employees wore their favorite sports jersey to work Friday, February 3rd. Do you see your favorite team? If not, let's hear who it is! Post a comment below. Have a fun and safe Super Bowl Sunday!</p>   <p>(Post) February 03, 2017 5:14 pm</p>	21	–	37.9%	116
<p>Hampton Roads Transit</p> <p>Do you take advantage of our third party apps to find and ride HRT buses? #GoHRT</p>   <p>(Post) February 21, 2017 1:06 pm</p>	20	–	7.6%	540
<p>Hampton Roads Transit</p> <p>HRT employees wore their favorite sports jersey to work Friday, February 3rd. Do you see your favorite team? If not, let's hear who it is! Post a comment below. Have a fun and safe Super Bowl Sunday!</p>   <p>(Post) February 03, 2017 5:14 pm</p>	32	5	7.4%	1,730
<p>Hampton Roads Transit</p> <p>We're happy to announce the 2017 Student Freedom Pass program has returned! Click below to fill out the online application. After application is completed online, bring a proof of age to the Downtown Norfolk Transit Center or the Hampton Transit Center to obtain a photo fare card. Please note this pass will only be issued to youth between the ages of 13 and 17. Children 12 and under can ride free with a fare-paying adult.</p>  <p>Student Freedom Pass - Hampton Roads Transit - Bus, trolley, light rail, and ferry transportation, routes, schedules, rates and contacts.</p> <p>(Post) February 28, 2017 8:30 am</p>	30	–	5.8%	1,016

Page Impressions

PAGE IMPRESSIONS, BY DAY



■ PAID ■ ORGANIC ■ VIRAL

IMPRESSIONS METRICS	TOTALS
Organic Impressions	40,443
Viral Impressions	16,229
Paid Impressions	64,563
Total Impressions	121,235
Users Reached	95,127

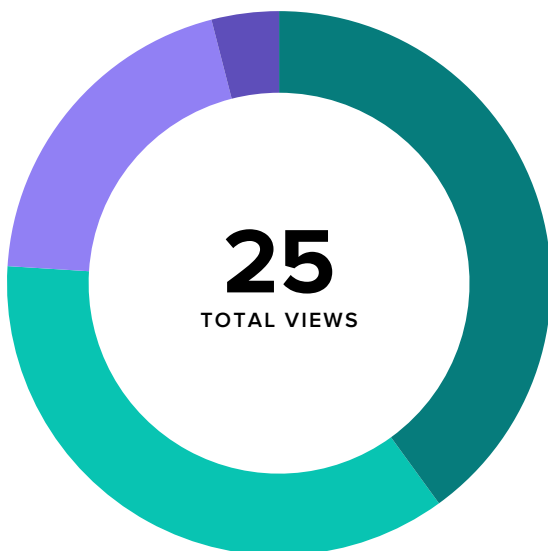
Total Impressions increased by

▲ 83.2%

since previous month

Video Performance

VIEW METRICS



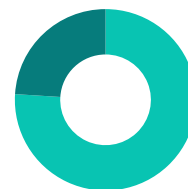
9
ORGANIC FULL

10
ORGANIC PARTIAL

5
PAID FULL

1
PAID PARTIAL

VIEWING BREAKDOWN



76%
ORGANIC VIEWS

24%
PAID VIEWS

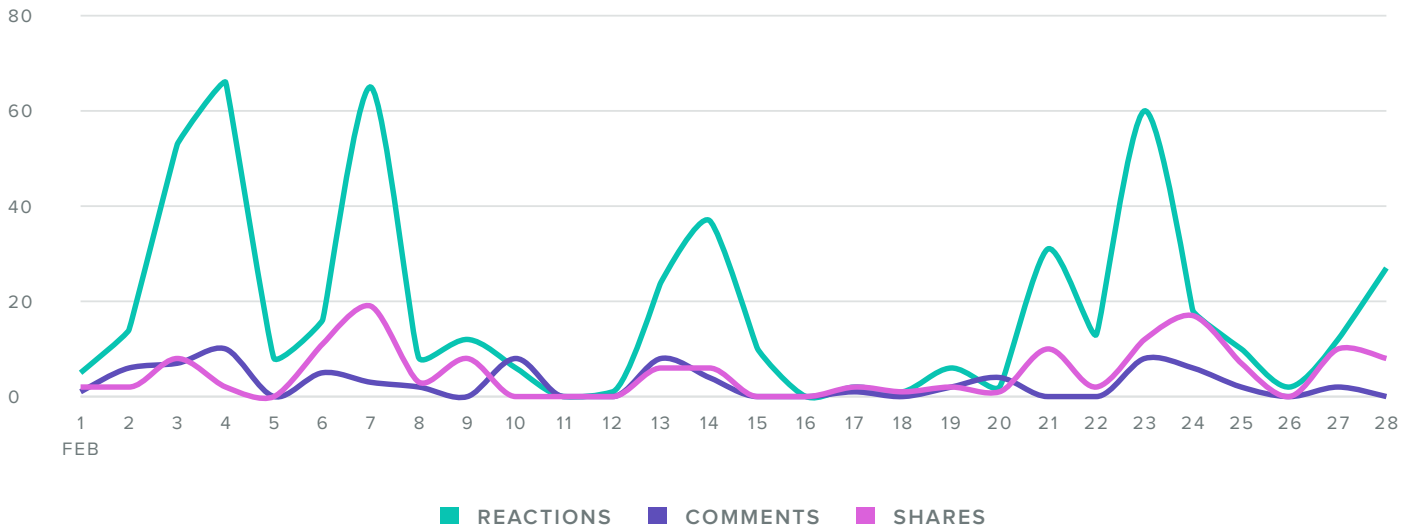


52%
CLICK PLAYS

48%
AUTO PLAYS

Audience Engagement

AUDIENCE ENGAGEMENT, BY DAY



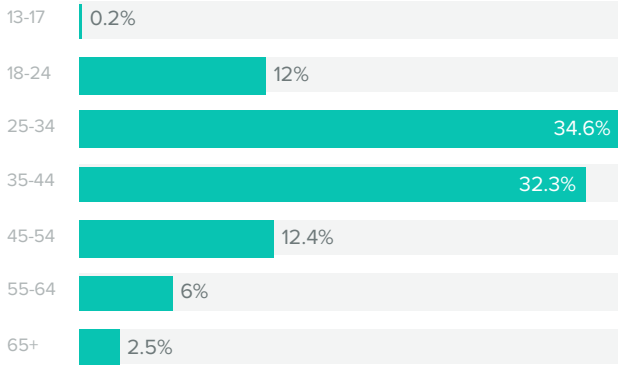
ACTION METRICS	TOTALS
Reactions	509
Comments	79
Shares	139
Total Engagements	727

Total Engagements decreased by **48.7%** since previous month

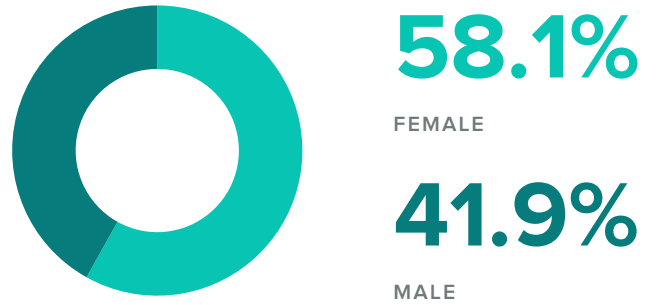
Demographics

- PAGE FANS**
- PEOPLE REACHED
- PEOPLE ENGAGED

BY AGE



BY GENDER



Women between the ages of **25-34** appear to be the leading force among your fans.


TOP COUNTRIES

United States	9,826
Philippines	17
Japan	13
Turkey	11
Canada	11

TOP CITIES

Norfolk, VA	2,477
Virginia Beach, VA	2,249
Chesapeake, VA	961
Hampton, VA	729
Portsmouth, VA	655

Facebook Stats by Page

Facebook Page	Total Fans	Fan Increase	Posts Sent	Impressions	Impressions per Post	Engagements	Engagements per Post	Link Clicks
 Hampton Roads Transit	10,053	6.07%	19	121,235	6,381	727	38.3	108



Twitter Profiles Report

for **gohrt_com**

Feb 01, 2017 - Feb 28, 2017

The Twitter Profiles Report gives you insight on all social activity across your Twitter accounts using a blend of Twitter's metrics and proprietary metrics of our own.

Twitter Activity Overview

 <p>24,200 Organic Impressions</p>	 <p>393 Total Engagements</p>	 <p>32 Link Clicks</p>
--	---	--

Audience Growth

AUDIENCE GROWTH, BY DAY



FOLLOWER METRICS	TOTALS
Total Followers	5,681
New Follower alerts	56
Actual Followers gained	27
People that you followed	—

Total followers increased by

▲ 0.5%

since previous month

Posts & Conversations

MESSAGES PER DAY



SENT/RECEIVED METRICS	TOTALS
Tweets sent	23
Direct Messages sent	-
Total Sent	23
Mentions received	70
Direct Messages received	-
Total Received	70

The number of messages you sent decreased by

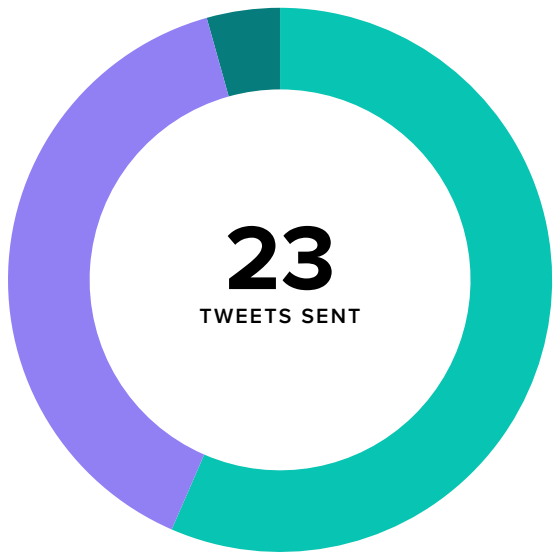
▼ **68.5%**
since previous month

The number of messages you received decreased by

▼ **56.5%**
since previous month

Your Content & Engagement Habits

SENT MESSAGE CONTENT



13
PLAIN TEXT

1
PAGE LINKS

9
PHOTO LINKS

YOUR TWEETING BEHAVIOR



42%
CONVERSATION

58%
UPDATES

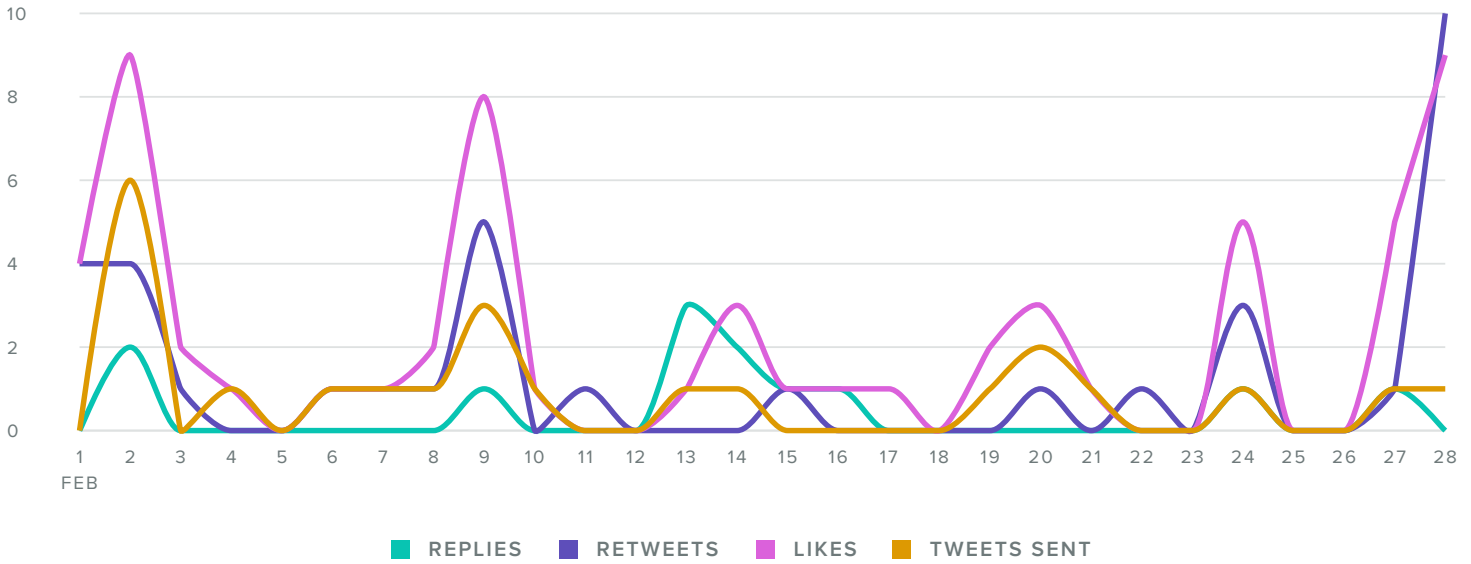


33%
NEW CONTACTS

67%
EXISTING CONTACTS

Audience Engagement

ENGAGEMENT COUNT








ENGAGEMENT METRICS	TOTALS
Replies	12
Retweets	35
Retweets with Comments	1
Likes	61
Engagements per Follower	0.1
Impressions per Follower	4.3
Engagements per Tweet	17.1
Impressions per Tweet	1,052.2
Engagements per Impression	1.6%

The number of engagements decreased by **62.1%** since previous month

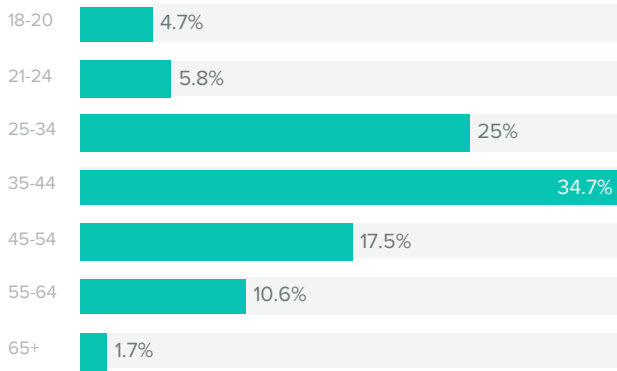
The number of impressions per Tweet decreased by **0.8%** since previous month

Top Tweets, by Responses

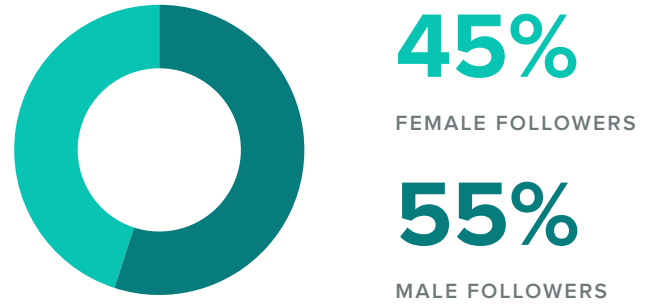
Tweet	Reach	Responses ▼	Clicks	Retweets
 <p>gohrt_com #DidYouKnow Traveling by public transportation is 10 times safer per mile than traveling by automobile. #TransitTuesday (Tweet) by Alisa C. February 28, 2017 11:30 am</p>	21,421	7	–	7
 <p>gohrt_com @NorfolkTides are currently seeking fun & outgoing people to work at Harbor Park for the 2017 season. We can provide your ride on #TheTide! https://t.co/WILsnZa5FO (Tweet) by Alisa C. February 08, 2017 4:07 pm</p>	36,776	6	–	5
 <p>gohrt_com "Where public transportation goes, community grows" #APTMarketing17 (Tweet) February 27, 2017 9:59 am</p>	11,501	5	–	4
 <p>gohrt_com Support the @NorfolkAdmirals and ride #TheTide to @sevenvenues Scope on Sunday. You could also win tickets and swag! https://t.co/S2PBssmqFI https://t.co/y5VBfvliik (Tweet) by Alisa C. February 24, 2017 2:07 pm</p>	22,148	3	19	3
 <p>gohrt_com @sevenvenues Winter Jam is just 3 weeks away! The Scope's just across the street from DNTC. \$10 tickets at door. https://t.co/uV2mgmibEo https://t.co/drclMSY7IU (Tweet) February 02, 2017 10:44 am</p>	6,061	3	1	3

Audience Demographics

FOLLOWERS BY AGE




FOLLOWERS BY GENDER



Men between ages of **35-44** appear to be the leading force among your recent followers.

Twitter Stats by Profile

Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Impressions	Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
 @gohrt_com	5,681	0.5%	23	24,200	4.26	393	0.07	35	32



A BLUEPRINT FOR THE FUTURE

Hampton Roads Transit has begun work on a ten-year Transit Development Plan (TDP), that identifies and prioritizes improvements to bus service. Particularly, we are looking at what existing routes should be changed, removed or added to improve our system. We are seeking feedback from existing and potential riders that will be meaningfully applied to the TDP planning process. Customers are encouraged to visit gohrt.com/tdp and take our focus group survey. Some may be contacted to join one of our focus groups which will be held the weeks of April 23rd and 30th, 2017. Please encourage your community to participate. This long-term plan will help us identify where we need to modify and enhance services so we can provide the best possible service to the public.

We are optimistic that the first step of exploring the expansion of The Tide will begin next month. This Alternatives Analysis of the western corridor of Norfolk is anticipated to take approximately 12 months. At the end, we hope to have an alignment to take forward and evaluate alongside the eastern alignment in a Draft Environmental Impact Statement (DEIS). Through the efforts of this study and the Peninsula Corridor Study, we are taking concrete steps to Connect Hampton Roads.

In February, our Origin and Destination Study concluded. This large scale, statistically significant survey helps HRT gather updated travel behavior data from transit users in the regional service area to gain a better understanding of today's transit riders. It's important to know who our riders are and how they are using our system. It supports transit planning and operations activities based on observed ridership patterns, allows for updated Environmental Justice and Title VI reporting, and improves transit forecasts by updating the Virginia Department of Transportation's (VDOT) regional travel demand model.

The surveyors interviewed randomly selected customers on every route and mode, using tablet-based technology. The confidence interval is 95%, margin of error $\pm 5\%$, meaning that the data is statistically significant and can be expanded for our entire system. We look forward to analyzing the data further and presenting the full report to include city specific information at the April 27, 2017 TDCHR Meeting.



President's Report

March 2017

Finally, there will be a Work Session at 11:00 a.m. on Thursday, March 23, 2017 to provide a comprehensive overview of the FY16 Year-end financial results. In short, HRT is making structural, personnel, and process changes, as well as implementing additional cost containment strategies across the organization to gain efficiencies. At the Work Session, a detailed analysis will be provided of the True up balances and how the cost are attributed to each component government. A plan will be presented in terms of revamping the monthly financial review to incorporate the impacts on component governments. Moreover, staff will provide the current FY17 budget to actual performance report. Cost cutting strategies to mitigate year-end shortages will also be presented. A task force of municipal partners is working on questions related to the FY16 True up, which HRT will subsequently address. We welcome this review and input, as we are committed to working collaboratively with all partners to strengthen the organization's overall financial processes in the short, mid, and long term.

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



HAMPTON ROADS
TRANSIT

FEBRUARY FY 2017 FINANCIAL REPORT

gohrt.com

KEY PERFORMANCE INDICATOR (KPI's) OVERVIEW

Average Fare Per Rider	Farebox revenue realized on a per trip basis, calculated by dividing farebox revenue by ridership.	$\$10,026,533 / 9,435,249 = \1.06
Average Fare Per GoPass365 Rider	Per trip GoPass365 revenue calculated by dividing GoPass365 revenue by GoPass365 ridership.	$\$602,832 / 565,154 = \1.07
Average Cost Per Rider	The cost to provide transit service on a per rider basis, computed by dividing operating expenses by total ridership.	$\$61,630,322 / 9,435,249 = \6.53
Local Investment Per Rider	Locality funds provided for transit service on a per rider basis, computed by dividing local subsidy by total ridership.	$\$23,164,536 / 9,435,249 = \2.46
Farebox Recovery Ratio	The portion of operating expenses that are offset by fares paid by the rider, computed by dividing the fare revenue by total operating expenses.	$\$10,026,533 / \$61,630,322 = 16\%$

REVENUE & RIDERSHIP KPI's

FEBRUARY FY17

KPI	FISCAL YEAR-TO-DATE RESULTS		
	Target	Actual	Variance
Average Fare per Rider	\$1.00	\$1.06	\$0.06
Average Fare per GoPass365 Rider	\$1.00	\$1.07	\$0.07
Average Cost per Rider	\$6.14	\$6.53	(\$0.39)
Local Investment per Rider	\$2.64	\$2.46	\$0.18
Farebox Recovery Ratio	20%	16%	-4%

Average fare per rider is better than budget by 6.3%, and average fare per GoPass365 rider is better than budget by 6.7%.

Local investment per rider is under budget by 7.0%, and average cost per rider exceeds projections by 6.4%.

The cost recovery ratio is total farebox revenue divided by operating expense and is currently under target by 3.7%.

OPERATING FINANCIAL STATEMENTS

FEBRUARY FY17

Monthly					FISCAL YEAR 2017 Dollars in Thousands	Year to Date				
Current Year						Current Year				
Budget	Actual	Variance				Budget	Actual	Variance		
\$ 1,446.2	\$ 1,203.7	\$ (242.5)	-16.8%	Passenger Revenue	\$ 12,494.7	\$ 10,457.8	\$ (2,037.0)	-16.3%		
110.4	52.9	(57.5)	-52.1%	Advertising Revenue	883.3	497.7	(385.6)	-43.7%		
182.7	179.1	(3.6)	-2.0%	Other Transportation Revenue	1,450.8	1,432.9	(17.9)	-1.2%		
5.0	7.1	2.1	41.0%	Other Non-Transportation Revenue	40.0	69.0	29.0	72.5%		
\$ 1,744.3	\$ 1,442.8	\$ (301.5)	-17.3%	TOTAL REVENUE	\$ 14,868.9	\$ 12,457.4	\$ (2,411.5)	-16.2%		
\$ 4,838.2	\$ 4,906.1	\$ (67.9)	-1.4%	Personnel Services	\$ 41,326.9	\$ 42,621.3	\$ (1,294.4)	-3.1%		
850.4	815.9	34.6	4.1%	Services	6,479.5	5,562.9	916.6	14.1%		
903.6	822.6	81.0	9.0%	Materials & Supplies	7,425.5	7,323.0	102.5	1.4%		
202.8	118.5	84.3	41.6%	Utilities	936.9	860.4	76.5	8.2%		
414.6	350.1	64.5	15.6%	Casualties & Liabilities	3,317.7	2,834.5	483.3	14.6%		
704.3	608.7	95.6	13.6%	Purchased Transportation	5,634.4	5,526.6	107.8	1.9%		
112.6	151.8	(39.3)	-34.9%	Other Miscellaneous Expenses	1,856.4	1,866.3	(9.9)	-0.5%		
\$ 8,026.5	\$ 7,773.7	\$ 252.8	3.1%	TOTAL EXPENSE	\$ 66,977.3	\$ 66,594.9	\$ 382.4	0.6%		
\$ 6,282.2	\$ 6,330.9	\$ (48.7)	-0.8%	SUBSIDY	\$ 52,108.4	\$ 54,137.5	\$ (2,029.0)	-3.9%		

- For the month of February, operating revenues and expenses vary with projections by 17.3% and 3.1%, respectively.
- Fiscal year-to-date operating revenues fall below expectations by 16.2%; however, operating expenses are under budget by 0.6%.
- Staff is developing cost saving strategies to lessen any potential unfavorable balance at year-end.

OPERATING FINANCIALS (cont.)

FEBRUARY FY17

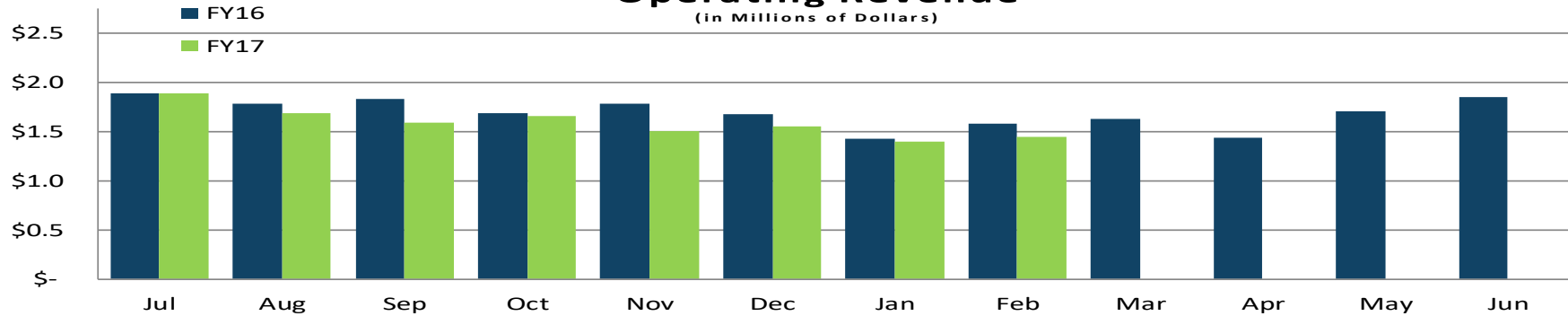
MONTHLY RESULTS			
Feb-FY17		Variance FY17	
Budget	Actual	\$	%
\$ 1,744.3	\$ 1,442.8	\$ (301.5)	-17.3%
\$ 8,026.5	\$ 7,773.7	\$ 252.8	3.1%
\$ 6,282.2	\$ 6,330.9	\$ (48.7)	-0.8%
20%	16%		

FISCAL YEAR 2017
Dollars in Thousands

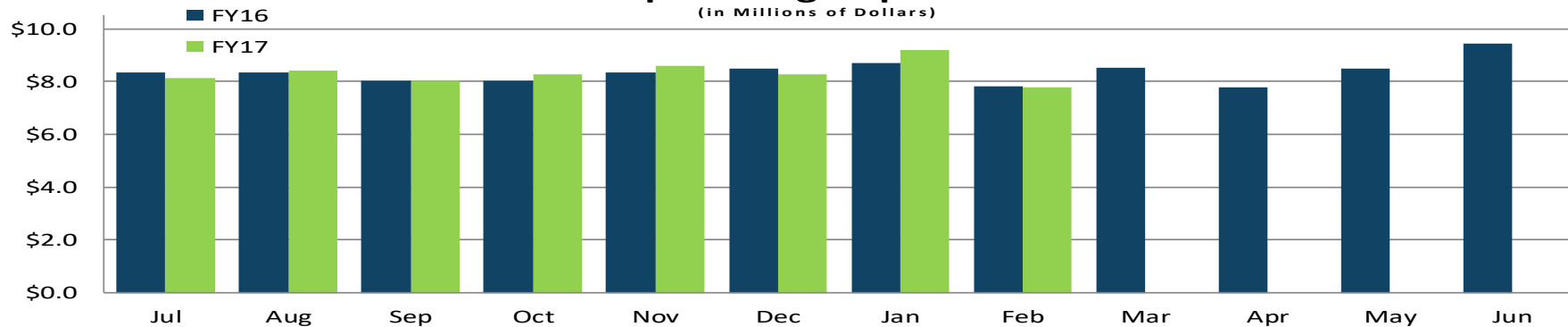
REVENUE
EXPENSE
SUBSIDY
FAREBOX RECOVERY

YEAR-TO-DATE RESULTS			
FY17		Variance FY17	
Budget	Actual	\$	%
\$ 14,868.9	\$ 12,457.4	\$ (2,411.5)	-16.2%
\$ 66,977.3	\$ 66,594.9	\$ 382.4	0.6%
\$ 52,108.4	\$ 54,137.5	\$ (2,029.0)	-3.9%
20%	16%		

Operating Revenue
(in Millions of Dollars)



Operating Expenses
(in Millions of Dollars)



RIDERSHIP STATS

FEBRUARY FY17

MONTHLY RESULTS				YEAR TO DATE RESULTS		
February FY17				FY17		
Target	Actual	Variance	MODE	Target	Actual	Variance
1,180,100	997,452	(182,648)	BUS TRANSIT	9,440,796	8,422,783	(1,018,013)
118,502	99,610	(18,892)	LRT	948,015	868,760	(79,255)
23,959	11,643	(12,316)	FERRY	191,673	145,969	(45,704)
27,443	28,854	1,411	PARATRANSIT	219,545	238,022	18,477
1,350,004	1,137,559	(212,445)	SYSTEM TOTAL	10,800,030	9,675,534	(1,124,496)

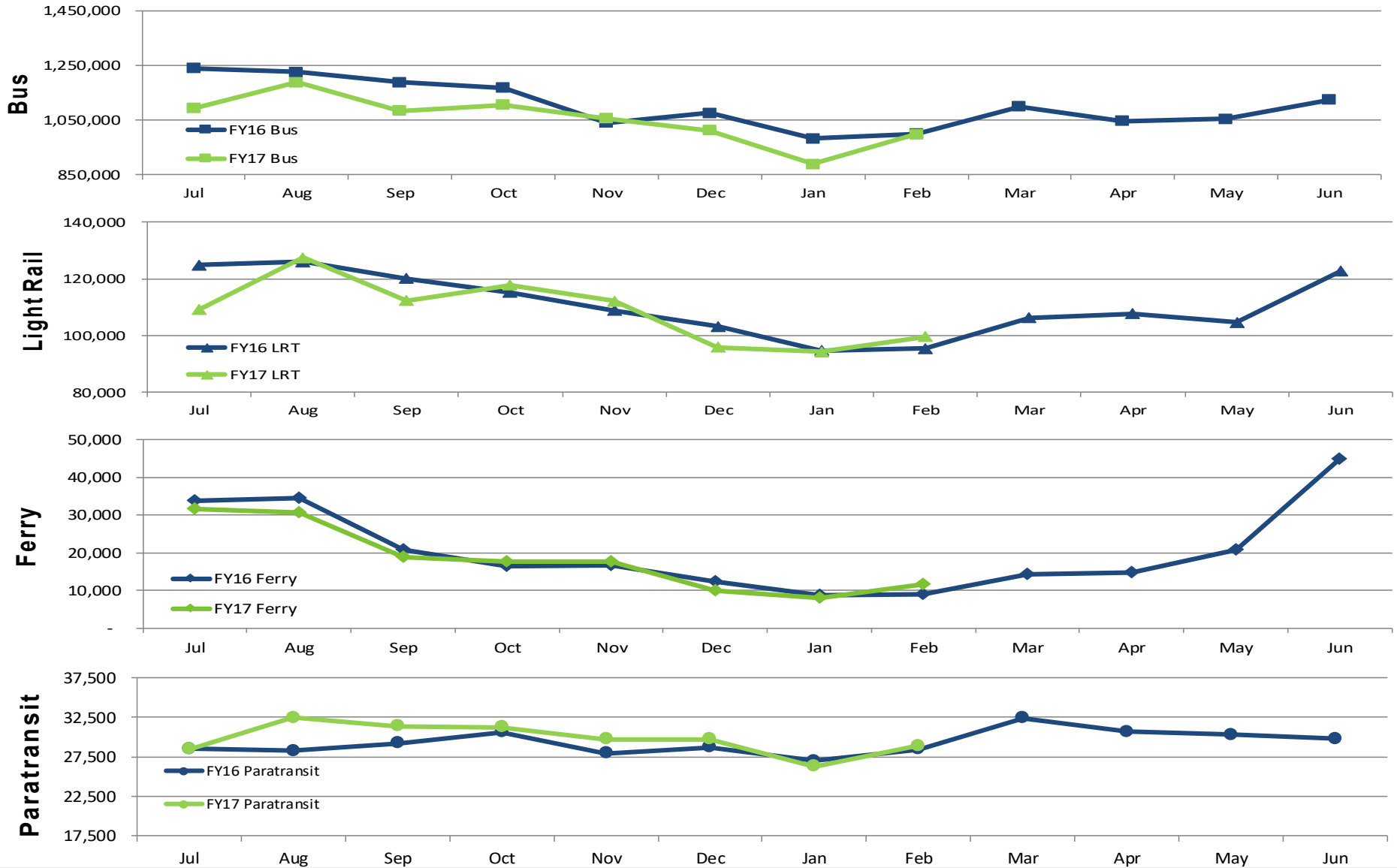
For the month of February, ridership came in 18.7% under target. February ridership this year is 11.6% lower, overall, than last year but 7.8% higher for paratransit.

MONTHLY RESULTS				YEAR TO DATE RESULTS		
Feb-FY16	Feb-FY17		MODE	FY16	FY17	
Actual	Actual	Variance	MODE	Actual	Actual	Variance
1,000,016	997,452	(2,564)	BUS TRANSIT	8,918,428	8,422,783	(495,645)
95,454	99,610	4,156	LRT	888,879	868,760	(20,119)
9,073	11,643	2,570	FERRY	152,204	145,969	(6,235)
28,433	28,854	421	PARATRANSIT	228,588	238,022	9,434
1,132,976	1,137,559	4,583	SYSTEM TOTAL	10,188,099	9,675,534	(512,565)

Year to date ridership is 0.4% above target. Ridership this time last year was 5.3% higher, overall.

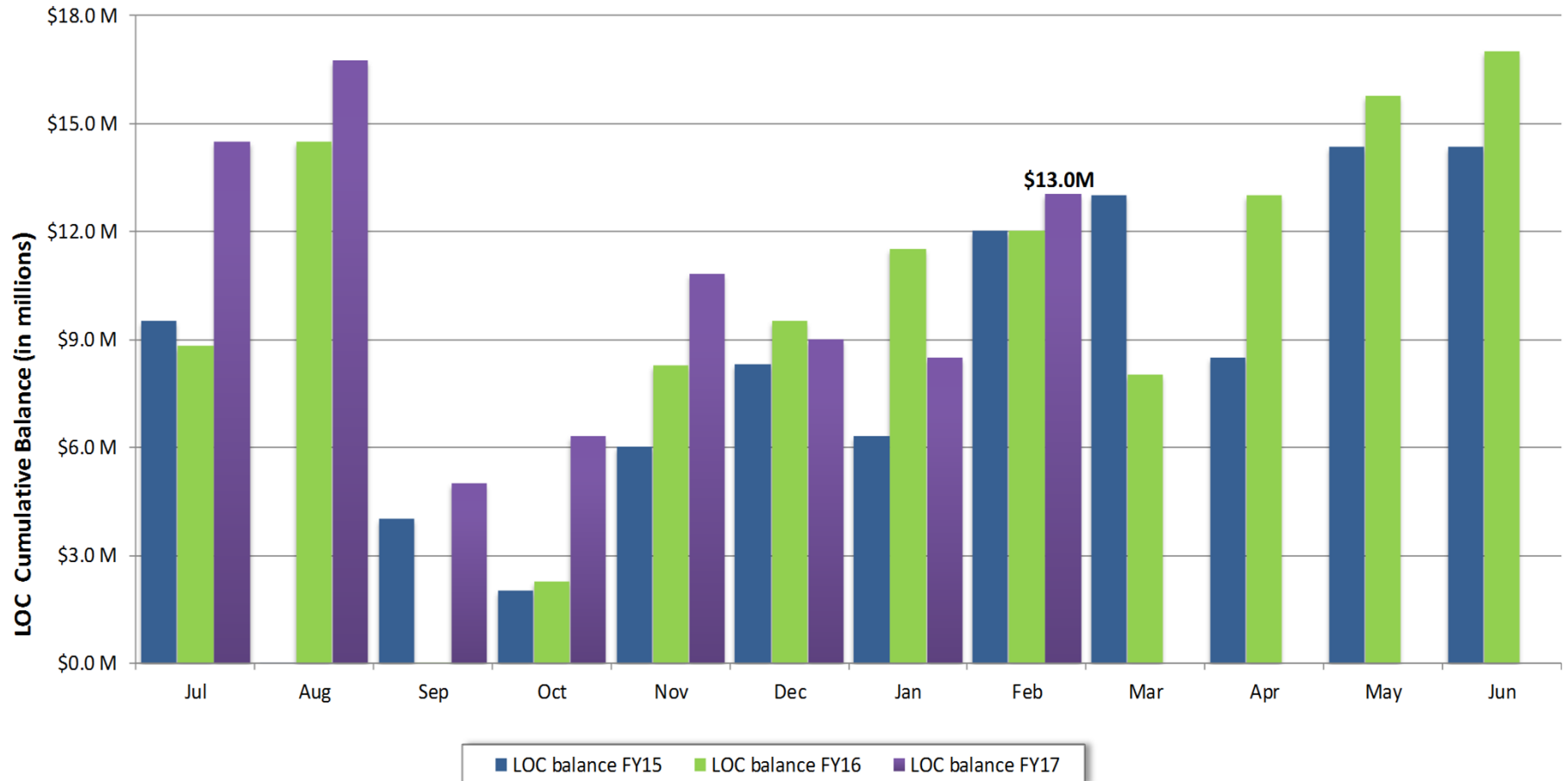
RIDERSHIP GRAPHS

FEBRUARY FY17



LINE OF CREDIT

FEBRUARY FY17



The line of credit balance as of February 28th is \$13M.

PROCUREMENTS BETWEEN \$50K-\$100K FEBRUARY FY17

February 2017

<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 74662	Light Rail Vehicle Power Truck Split Brake Discs	Light Rail	Operating	RFQ	\$94,725.00	2/27/2017	Siemens Transportation Systems, Inc.	28 weeks



HAMPTON ROADS TRANSIT

Contract No:	15-70162	Title:	Financial Management System Software Implementation Services	Price:	\$2,891,360
				Term:	24 months.

Acquisition Description: Enter into a contract with a qualified firm to implement a robust financial management system software.

Background: Hampton Roads Transit (HRT) is looking to replace the core functionality of its current PeopleSoft Financials/SCM 8.42 which was implemented in phases from 2002 to 2003. The financial system is strategic to the agency's ability to perform Federal financial reporting and includes modules such as General Ledger, Accounts Payable and Purchasing. In order to meet HRT's requirements, under the terms of this agreement, the Contractor shall provide a hosted Microsoft Dynamics AX 2012 Financial Management System solution, including software, hardware, project management, and other technology services.

Contract Approach: A Request for Proposals (RFP) was issued on October 26, 2015. Five (5) proposals were received on December 16, 2015 from the following firms:

- AST Corporation (AST)
- CherryRoad Technologies, Inc. (CherryRoad)
- Crowe Horwath LLP (Crowe)
- Kinsey & Kinsey, Inc. (Kinsey)
- Quintel Management Consulting (Quintel)

In response to the RFP, proposers were given the option to propose on-premise or hosted solutions. The solutions proposed are outlined below in the solicitation results. Upon review and evaluation of the technical proposals, four (4) Firms, AST, CherryRoad, Crowe and Quintel were rated best to meet the requirements of the Scope of Work (SOW). The Firms were invited to provide demonstrations of their proposed software; and, clarification in regards to their technical qualifications and approach to the SOW. At the conclusion of demonstrations and discussions, HRT staff decided that the functionality, ease of use and delivery as a hosted infrastructure solution would be most beneficial to HRT. Based on Crowe's strong technical qualifications, proposed software and additional information presented regarding their overall project approach, HRT entered into negotiations with the firm for the purpose of a possible award.

Negotiations focused on streamlining the implementation and payment schedules; finalizing the software modules to be implemented; and, clarifying miscellaneous scope items. At the conclusion of negotiations, a Best and Final Offer (BAFO) were requested.

After an analysis of the BAFO received, HRT Staff determined that Crowe provided the best overall value to HRT based on a combination of their technical capability, proposed software and price. Crowe's final offer in the amount of \$2,891,360 is approximately 18.9% or \$675,529 below their original proposal of \$3,566,889. This amount represents all costs associated with implementing the new software, hardware and one (1) year of maintenance and support.

Based on the results of the negotiations and a price analysis conducted, Crowe's BAFO is deemed fair and reasonable. Additionally, the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Crowe is both technically and financially capable to perform the work.

Crowe is located in Chicago, IL and provided similar services to Georgia State Road and Tollway Authority in Atlanta, GA; Capital Metropolitan Transit Authority in Austin, TX; and, Northeast Illinois Regional Commuter Railroad in Chicago, IL.

Contract No:	15-70162	Title:	Financial Management System Software Implementation Services	Price: Term:	\$2,891,360 24 months.
---------------------	----------	---------------	---	-------------------------	---------------------------

The period of performance for this contract is twenty-four (24) months.

No DBE Goal is assigned for this solicitation.

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

Project Manager: Sylvia Shanahan, Director of Finance

Contracting Officer: Dyanne Sampson, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Crowe Horwath, LLP to provide financial management system software implementation services in the estimated amount of \$2,891,360.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
AST Corporation Software: Oracle ERP Cloud	\$4,483,600	N/A
CherryRoad Technologies, Inc. Software: Oracle ERP Cloud	\$2,506,023	N/A
Crowe Horwath LLP (Hosted) Software: Microsoft Dynamics AX 2012	\$3,566,889	\$2,891,360
Crowe Horwath LLP (On-Premise) Software: Microsoft Dynamics AX 2012	\$3,566,889	N/A
Kinsey & Kinsey, Inc. (Hosted) Software: Infor	\$3,142,067	N/A
Kinsey & Kinsey, Inc. (On-Premise) Software: Infor	\$3,572,497	N/A
Quintel Management Consulting (On-Premise) Software: SAP	\$2,413,329	N/A
*Quintel Management Consulting (Hosted) Software: Systems Application and Products (SAP)		N/A

***A monthly fee of \$63,073 is proposed and a 10-Year contract is assumed.**

Contract No:	16-73944	Title:	Fuel Products (Ultra Low Sulfur Diesel and Gasoline)	Price: Term:	Approximately \$5.7M Annually 1 Yr. w/4 1-Yr. Options
---------------------	-----------------	---------------	---	-------------------------	--

Acquisition Description: Enter into a contract with a qualified Contractor to supply and deliver diesel and gasoline fuel products to specified Hampton Roads Transit (HRT) locations.

Background: HRT requires diesel and gasoline fuel for the operation of its fixed route buses, non-revenue vehicles, trolleys, paratransit vehicles, ferry boats and generators. Under the terms of this agreement, the Contractor shall furnish and deliver fuel products as specified by HRT within twenty-four (24) hours or the next business day from the time an order is placed. Fuel products provided must meet Environmental Protection Agency (EPA) requirements; fuel specifications; and, all State and Federal Regulations governing Ultra Low Sulfur diesel, Regular Unleaded RFG (87 Octane) unleaded gasoline, and blended products. HRT utilizes approximately 2,618,100 gallons of diesel and 688,500 gallons of gasoline annually. These estimated quantities were provided for the convenience of the proposers and represent the most accurate data available.

Contract Approach: A Request for Proposals (RFP) was issued on October 24, 2016. Four (4) proposals were received on December 13, 2016 from the following firms:

- PAPCO, Inc. (PAPCO)
- James River Solutions (James River)
- Mansfield Oil Company (Mansfield)
- Petroleum Traders Corporation (PTC)

In response to the RFP, Proposers were required to provide a fixed market differential adjustment for each fuel product, which includes freight and all applicable fees. The total price of the fuel to be provided is equivalent to the Oil Price Information Service (OPIS) 9:00 a.m. gross price for each fuel product, unbranded rack average (Spot Mean) at Norfolk, Virginia, plus the fixed differential per gallon. HRT also has the ability to fix or “lock-in” prices for future fuel deliveries in 42,000 gallon increments. The price of the gallons delivered under these fixed price agreements is equivalent to the New York Mercantile Exchange (NYMEX) price for the delivery month at the time of the price fix plus a fixed differential per gallon to be mutually agreed upon by HRT and the Contractor.

Upon review and evaluation of the technical proposals, two (2) firms were rated best to meet the Scope of Work (SOW) requirements. The two firms, PAPCO and James River, were invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work (SOW). At the conclusion of discussions, Best and Final Offers (BAFOs) were requested from both firms.

After an analysis of the BAFOs received, HRT Staff determined that James River’s proposal provided the best value to HRT based on a combination of technical capability and price. The lowest weighted average differential is used as the basis for determining the lowest proposed price as demonstrated in the Solicitation Results below. James River’s BAFO is deemed fair and reasonable based on a price analysis conducted and the fact that pricing was obtained in a competitive environment. A contractor responsibility review confirmed that James River is both technically and financially capable to perform the work.

James River is located in Ashland, VA and has provided similar work for the City of Suffolk, the Greater Richmond Transit Company and the Greater Roanoke Transit Company.

Contract No:	16-73944	Title:	Fuel Products (Ultra Low Sulfur Diesel and Gasoline)	Price: Term:	Approximately \$5.7M Annually 1 Yr. w/4 1-Yr. Options
---------------------	-----------------	---------------	---	-------------------------	--

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

No DBE goal was established for this solicitation.

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

Project Manager: Pierre Marcellus, Manager of Materials

Contracting Officer: Sonya Luther, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to James River Solutions to provide fuel products in the estimated amount of \$5.7M annually to be billed at market rate plus the differentials below:

Product	Fixed OPIS Floating Market Differential	Fixed NYMEX RBOB Floating Market Differential	Fixed NYMEX Ultra Low Sulfur Diesel (ULSD) Market Differential
Fungible Ultra Low Sulfur Diesel Fuel, Grade 62	\$0.0092	N/A	\$0.0635
Reformulated Regular Gasoline Blendstock (RBOB)	-\$0.0050	\$0.0310	N/A

SOLICITATION RESULTS

Offeror	Fixed OPIS Floating Market Differential		Fixed NYMEX RBOB Floating Market Differential (Gasoline)	Fixed NYMEX ULSD Market Differential (Diesel)	Average Differential (For price scoring purposes only)
	Diesel	Gasoline			
James River Solutions	\$0.0092	-\$0.0050	\$0.0310	\$0.0635	\$0.0247
Petroleum Traders Corporation	\$0.0167	-\$0.0023	\$0.0082	\$0.0962	\$0.0297
PAPCO, Inc.	\$0.0135	-\$0.0035	\$0.0698	\$0.0795	\$0.0398
Mansfield Oil Company	\$0.0178	-\$0.0022	\$0.1203	\$0.0988	\$0.0587

Contract No:	16-73953	Title:	Bus Diagnostic and Repair Services	Price: Term:	\$363,830 1 Yr. w/1 1-yr Option
---------------------	-----------------	---------------	---	-------------------------	--

Acquisition Description: Enter into a contract with a qualified Contractor to provide bus diagnostics and repair services on a task-order basis for a fleet of 315 buses.

Background: Hampton Roads Transit (HRT) is required to maintain a fleet of 315 buses manufactured by Gillig, Optima, Nova and Hometown Trolley (Freightliner). Some of the maintenance/repair work to be performed are outside the capacity and/or capability of HRT's in-house maintenance staff, and are not covered by existing warranties. Under the terms of this agreement, the successful Contractor shall provide routine and emergency bus engine and emission repair services for HRT's bus fleet. All repair services must be performed at the Contractor's place of business; therefore, the Contractor must have the appropriate facility, tools/equipment, license and resources to perform the work.

Contract Approach: A Request for Proposal was issued on November 22, 2016. One (1) proposal was received on January 24, 2017 from Cummins Sales and Service (Cummins) in the amount of \$363,83. This amount includes a material allowance of \$235,000, established by HRT for the base year and option year (\$115,000 and \$120,000 respectively). A post-survey conducted and subsequent research concluded that Cummins is the only service center in the Hampton Roads area authorized to perform Cummins warranty work. After review and evaluation of the proposal, HRT staff determined that the proposal was responsive.

Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into price negotiations with Cummins. Negotiations focused on reducing the proposed labor rate and escalation for the option year. Cummins did not offer any concessions as a result of the negotiations; however, it was concluded that Cummins still provided the best value to HRT based on a combination of technical capability and price.

Cummins' proposed rates are deemed fair and reasonable based on a price analysis performed using the independent cost estimate and contractual rates offered similar entities. A contractor responsibility review confirmed that Cummins is technically and financially capable to perform the work.

Cummins, located in Chesapeake, VA, has provided similar services for City of Chesapeake; Waste Management of Chesapeake; and, Penske Truck Leasing of Chesapeake. Cummins has also provided performed similar services for HRT satisfactorily.

The period of performance for this contract is one (1) base year with one (1) additional option year.

No DBE Goal is assigned for this solicitation.

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

Project Managers: Michael Smith, General Superintendent of Maintenance

Contracting Officer: Fevrier Valmond, Contracts Manager

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Cummins Sales and Service to provide bus diagnostic and repair services in the not-to-exceed amount of \$363,830 over a two-year period.

Contract No:	16-74637	Title:	West Corridor Alternatives Analysis for Naval Station Norfolk High Capacity Transit Extension	Price:	\$1,385,664.78
				Term:	12 Mos.

Acquisition Description: Enter into a contract with a qualified firm to evaluate and identify a reasonable alternative to implement high capacity transit on the west side of the City of Norfolk to Naval Station Norfolk.

Background: The City of Norfolk, the Hampton Roads Region, and the Commonwealth of Virginia have identified a need for high capacity transit mobility and connectivity from The Tide light rail system to Naval Station Norfolk. Hampton Roads Transit (HRT) and the City of Norfolk completed the Naval Station Norfolk Transit Extension Study in May 2015, a feasibility study of extending fixed guideway transit to Naval Station Norfolk (NSN).

This West Corridor Alternatives Analysis will utilize a two-tier screening process to determine feasible corridor options for the fixed guideway. The goal of the tiered screening process is to logically reduce the number of potential alignment options to a set that can be evaluated in more detail. The Consultant shall provide a final report that outlines the screening process, analysis and then identify the fixed guideway option for the west side of Norfolk that can be carried forward as the Build Alternative into the future Draft Environmental Impact Study (DEIS).

Contract Approach: A Request for Proposals was issued on December 29, 2016. Four (4) proposals were received on February 3, 2017 from the following firms:

- Kimley-Horn and Associates, Inc. (Kimley-Horn)
- HDR Engineering, Inc. (HDR)
- Michael Baker International, Inc. (Michael Baker)
- AECOM Technical Services, Inc. (AECOM)

Upon review and evaluation of the technical proposals, two (2) firms were rated best to meet the Scope of Work (SOW) requirements. The two firms, HDR and Michael Baker, were invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work (SOW).

At the conclusion of discussions, negotiations were held with HDR and Michael Baker for the purpose of a possible award. The decision was based on the both firms' strong technical qualifications and information presented during the presentations regarding their overall project approach. Negotiations focused on reducing proposed labor rates, reallocating task hours and streamlining the proposed project teams. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an analysis of the BAFOs received, HRT Staff determined that HDR's proposal provided the best value to HRT based on a combination of technical capability and price. Based on the results of the negotiations, a price analysis conducted and the fact that pricing was obtained in a competitive environment, HDR's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that HDR is both technically and financially capable to perform the work.

HDR, headquartered in Omaha, NE has an established local office in Virginia Beach. The firm has provided similar services for Nashville Metropolitan Transit Authority in Nashville, TN; Metropolitan Transit Authority of Harris County in Houston, TX; and, Virginia Department of Rail and Transportation in Richmond, VA. HDR has also provided services for HRT satisfactorily.

Contract No:	16-74637	Title:	West Corridor Alternatives Analysis for Naval Station Norfolk High Capacity Transit Extension	Price: Term:	\$1,385,664.78 12 Mos.
---------------------	-----------------	---------------	--	-------------------------	-----------------------------------

The Contract period of performance is twelve (12) months.

A DBE goal of 5% was established for this solicitation and HDR has committed to 12% DBE participation.

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

Project Manager: Jamie Jackson, Director of Transit Development

Contracting Officer: Sonya Luther, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to HDR to evaluate and identify a reasonable alternate to implement high capacity transit on the west side of the City of Norfolk to Naval Station Norfolk in the not-to-exceed amount of \$1,385,664.78.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
AECOM Technical Services, Inc.	\$1,476,151.69	N/A
Michael Baker International, Inc.	\$1,701,590.00	\$1,499,502.00
Kimley-Horn and Associates, Inc.	\$1,701,964.76	N/A
HDR Engineering, Inc.	\$1,730,349.72	\$1,385,664.78

TRAC Chair Report March 2017

TRAC met Wednesday March 8, 2017. Vice Chair Joe Belec facilitated the meeting. Four Square presented an Outreach Plan to TRAC and requested our assistance for ideas in regards to service suggestions, as it relates to the Transportation Development Plan. TRAC members were appreciative to be asked to be a part of this undertaking, and look forward to the July and September presentations which will include data and feedback.

Dr. Judith Brown presented to the group as well. She conducted a quick focus group asking for quotes on the importance of public transportation in Hampton Roads. Dr. Brown provided a lot of great examples of why public transportation is important, and encouraged everyone to complete their quote during the meeting. Dr. Brown also encouraged TRAC members to reach out to fellow riders for additional quotes on transit. The quotes will assist with the Connect Hampton Roads initiative.

The next TRAC meeting is scheduled for May 3rd in Norfolk.