



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 22, 2018 • 1:00 p.m.

2nd Floor Board Room • 3400 Victoria Boulevard, VA

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, March 22, 2018 at 1:00 p.m., 2nd Floor Board Room, 3400 Victoria Boulevard, Hampton, 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 22, 2018 • 1:00 p.m.

2nd Floor Board Room • 3400 Victoria Boulevard, Hampton, VA.

1. Call to Order & Roll Call
2. Public Comments
3. Approval of Minutes – February 22, 2018
4. President's Monthly Report - William Harrell
 - A. Board Updates
5. Committee Reports
 - A. Audit & Budget Review Committee – Keith Parnell/
Conner Burns, Chief Financial Officer
 - February 2018 Financial Report
 - B. Operations & Oversight Committee - Commissioner Fuller/
Sonya Luther, Interim Director of Procurement
 - **Contract No: 17- 76513 – Smart/Scale Design Services**
Recommending Commission Approval: Award of a contract to A. Morton Thomas and Associates, Inc. to provide an engineering design and plans for reconstruction and expansion of two (2) existing HRT bus transit centers and park-and-ride facilities in the not-to-exceed amount of \$585,733.
 - **Contract No: 17- 76507 – Transit Asset Management Plan**
Recommending Commission Approval: Award of a contract to CH2M Hill, Inc. to assist in the development of a Transit Asset Management Plan in the not-to-exceed amount of \$200,339.90.
 - C. Planning and New Starts Development Committee – Commissioner Wood

- D. External/Legislative Advisory Committee – Commissioner Kanoyton
 - E. Management/Financial Advisory Committee – Steve Jenkins/
Conner Burns, Chief Financial Officer
 - 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, April 26, 2018 at 1:00 p.m. in the 2nd Floor Board Room at 509 E. 18th Street, Norfolk, VA.



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, February 22, 2018 • 1:00 p.m.
2nd Floor Board Room • 509 E. 18th Street, Norfolk, 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
Past Chairman Wood, Virginia Beach
Commissioner Pittard, VDRPT
Alt. Commissioner DeProfio, Hampton
Commissioner Kanoyton, Hampton
Commissioner Coleman, Newport News
Commissioner McClellan, Norfolk
Commissioner Parnell, Norfolk
Alt. Commissioner Raliski, Norfolk
Commissioner Hunter, Portsmouth
Alt. Commissioner Patton, Portsmouth
Commissioner Ross-Hammond, Virginia Beach

Hampton Roads Transit Staff in attendance:

Debbie Ball, Assistant Director of Finance
Amy Braziel, Sr. Executive Assistant
Conner Burns, Chief Financial Officer
David Burton, General Counsel, Williams Mullen
Alisa Crider, Public Relations & Social Media Coordinator
Rodney Davis, Director of Customer Relations
Margaret Denoncourt, Internal Auditor
Angela Glass, Director of Budget & Financial Analysis
William Harrell, President and CEO
Ron Hodges, Director of Business Development
Debbie Jarrell, Manager, Customer Service
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, Director of Finance
Benjamin Simms, Director of Transportation
Brian Smith, Assistant to the President for Organizational Advancement
Mark Stemple, Director of Maintenance
Brittany Sumpter, DBE & Grants Coordinator
Robert Travers, Corporate Counsel

Others in attendance:

B. A. Andrews, Citizen, Virginia Beach
Jamie Battle, TRAC Chair
Ina Kreps, Paratransit Client
Steve Lambert, HRPTO
Jeff Raliski, City of Norfolk
Janice Taylor, Chair, Paratransit Advisory Committee
Jerri Wilson, City of Newport News
Mark Geduldig-Yatrofsky, Portsmouthcitywatch.org

The February 2018 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
- January Meeting Minutes
- January President's Report Presentation
- February Social Media Analytics
- February President's Report
- Committee Reports

Public Comment

Mr. B.A. Andrews who is a former Seasonal Bus Operator, gave his opinion regarding free rides for youth and his dissatisfaction with the free ride program. Mr. Andrews provided documentation to the Board regarding Virginia Beach transit services.

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

Ayes: Commissioners Woodbury, Fuller, Wood, Pittard, DeProfio, Coleman, Kanoyton, Parnell, Raliski, Patton, Hunter and Ross-Hammond

Nays: None

Abstain: None

Dr. Woodbury provided some insight regarding Parliamentary Procedures and abstaining from votes.

Approval of the January 2018 TDCHR Meeting Minutes

A motioned to amend and approve the January meeting minutes was made by Commissioner Fuller and properly seconded by Commissioner Parnell. It was moved that the minutes be amended to change the word “not” to “no” as used in the Public Comment Section. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Kanoyton, DeProfio, Parnell, Raliski, Patton, and Hunter.

Nays: None

Abstain: Wood, Pittard, Coleman and Ross-Hammond

President’s Monthly Report

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

Mr. William Harrell recognized Ms. Debbie Jarrell and her retirement from Hampton Roads Transit after 29 years of service.

Mr. Harrell welcomed the new Customer Service Director, Mr. Rodney Davis as well as the new Chief Finance Officer, Mr. Conner Burns.

Mr. Burns gave a brief history of his background to the Board.

Mr. Harrell called on Ms. Kimberly Ackerman to give a brief presentation regarding how administrative employees are classified within HRT. A handout with additional information was given to the Board.

There was discussion regarding grant funded positions.

There was discussion regarding staffing levels as it relates to ridership. It was stated that staffing levels are based on service and not on ridership.

There was discussion regarding the number of budgeted compared to actual employees and Mr. Harrell indicated that an updated document would be shared.

Ms. Ackerman mentioned recruitment efforts as well as the demographics of current employees.

ACTION ITEM: HRT staff to provide the Commission with an updated report including budgeted staffing levels.

Commissioner McClellan arrived at the meeting at 1:23 PM.

COMMITTEE REPORTS

Audit and Budget Committee

Commissioner Parnell, Chair of Audit and Budget Committee, thanked Ms. Sylvia Shanahan for her work as interim CFO.

Ms. Shanahan shared the Preliminary Fiscal Year (FY) 2019 Operating Budget with the Board.

Mr. Harrell noted some anticipated efficiencies that are expected to decrease overall expenses in FY18 by three percent (3%).

Mr. Harrell noted negative ridership results are being experienced by transit agencies nationwide. Mr. Harrell offered to bring forth data from other agencies that is made available by the American Public Transportation Association (APTA) and the ABBG.

There was discussion regarding first and last mile initiatives.

Ms. Shanahan presented the January Financial Reports as enclosed in the meeting package.

There was some discussion regarding revenue and ridership data.

There was a request to see ridership data for each city.

ACTION ITEM: HRT staff to provide the Commission with ridership reports, comparable to those already being provided to MFAC, showing ridership at the route level.

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 contracts for approval:

Contract No: 17- 74638 – Electronic Fare Payment System – Mobile Ticketing System Pilot Program was recommended for approval 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 was recommended to 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.

The Board expressed its pleasure with the implementation of a mobile ticketing program.

There was some discussion regarding the ticketing program and the effect it may have on revenue as well as staffing requirements if the system is implemented Agency wide.

It was stated that the mobile ticketing pilot program will be implemented on the Virginia Beach seasonal routes and additional discussions and funding will be necessary should the Agency chose to implement the program throughout the Agency.

There was some discussion regarding marketing the program and being mindful of the audience as the pilot program will be focused on the tourist community and if the program grows to include the rest of the agency the focus will need to shift to the daily riders.

A motion to approve Contracts No: 17- 74638, Electronic Fare Payment System–Mobile Ticketing System Pilot Program and Contract No: 17- 76509, Waste Collection & Disposal Services, was made by Commissioner Fuller on behalf of the Operations and Oversight Committee and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Fuller, Wood, Pittard, Kanoyton, DeProffio, Coleman, Parnell, McClellan, Patton, Hunter and Ross-Hammond

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 (ELAC)

Commissioner Kanoyton asked Mr. Joe Dillard to provide updates from the ELAC.

Mr. Dillard stated that there is an effort to put together a committee of stakeholders and business leaders to advocate for dedicated funding.

Mr. Brian Smith gave an update on the current budgets being presented in Richmond.

An update was given on Transit Capital Funding.

There was some discussion regarding the initiative to add State representatives to the Transportation District Commission of Hampton Roads (TDCHR) Board and how it will affect the same.

Management Finance Committee (MFAC)

Ms. Shanahan stated that the monthly MFAC meeting was held on Tuesday, February 20th and provided a summary of the same.

Paratransit Advisory Sub-Committee (PAC)

Ms. Janice Taylor stated that PAC did not meet this month and that the next PAC meeting will be held on April 11th.

Transit Ridership Advisory Committee (TRAC)

Jamie Battle stated that TRAC did not meet this past month and provided some insight regarding a pilot program in Florida related to mobile ticketing.

Old and New Business

There was no old or new business discussed.

Comments from Commissioners:

Commissioner Kanoyton requested an update on Union negotiations. Mr. Robert Travers stated that the Agency and Union will participate in non-binding mediation at the end of March.

Commissioner Pittard provided information related to funding requests made to the General Assembly.

There was discussion regarding possible taxes that can be utilized, federal funding, and the need to identify other funding opportunities that may be available to include possible military funding for transportation.

Mr. Harrell mentioned Thelma Drake and her new position with the Federal Transportation Authority.

Commissioner Pittard addressed funding for WMATA and how it relates to HRT.

CLOSED SESSION:

There was no Closed Session.

Adjournment

The meeting adjourned at 2:21 p.m.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Patricia P. Woodbury
Chairwoman

ATTEST:

Luis R. Ramos,
Commission Secretary
March 22, 2018



TDCHR Board Meeting

February 22, 2018

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President's Report

- **Customer Service**
- **Finance Transition**
- **HRT Employee Breakdown**



TDCHR Board Meeting

February 22, 2018

gohrt.com



President's Report

March 2018

NORFOLK WESTSIDE TRANSIT PROJECT AND PENINSULA CORRIDOR UPDATES

As part of his 2018 State of the City address, Norfolk Mayor Kenneth C. Alexander encouraged attendees to “Reimagine Norfolk” while affirming that the city’s future includes an extension of high-capacity transit to Naval Station Norfolk.

The Norfolk Westside Transit Study and the future environmental review of high-capacity transit to the Navy base will ensure exactly that - a future reimagined for residents and visitors to Hampton Roads.

In accepting this challenge, Hampton Roads Transit will share in April the results of the Norfolk Westside Transit Study. In it we explored options to the Navy base on the west side of Norfolk that included three modes of service (bus rapid transit, street car and light rail), the projected ridership, major construction considerations, and the projected capital and operating costs.

As you may recall, the initial evaluation framework identified 14 potential routes in the west side study area. Then, through a tiered screening process, they were narrowed to two: an alignment known as Alternative 7 - Monticello/Hampton - and Alternative 12 - Church/Granby.

Alternative 7 would connect with The Tide at Monticello Avenue and Charlotte Street, just north of the Monticello light rail station. Continuing north along Monticello, the alignment would then split to a one-way couplet, with the northbound/westbound vehicles traveling on 27th Street and the southbound/eastbound vehicles on 26th Street. It would then turn north onto Hampton Boulevard, pass Old Dominion University, and cross the Lafayette River ending at Naval Station Norfolk near Gates 1 and 2.

Alternative 12, Church/Granby would begin at the intersection of The Tide with St. Pauls Boulevard and Plume Street, west of the Civic Plaza Tide light rail station. It would proceed north on St. Pauls Boulevard, east to Fenchurch Street, and then north on Church and Granby streets, past Wards Corner, until it reaches W. Bay Avenue. The alignment would split to a one-way couplet at W. Bay Avenue for south/eastbound vehicles and W. Ocean Avenue for north/westbound vehicles. The alignments would rejoin and follow W. Bay Avenue to the end of line at Naval Station Norfolk, Gate 4.

The Tier 2 process, using Alternatives 7 and 12, evaluated baseline conceptual engineering and street configurations and focused on the need to enhance mobility and access to the Navy Base. Key items evaluated included the effects on existing and projected traffic, ridership forecasting, environmental considerations, projected flooding and resiliency concerns, while also ensuring that the alternatives are consistent with the city’s long-range plans.

Critical to the process is to help Norfolk make a fiscally responsible transit investment, with a focus on projected capital, operating and maintenance costs, and to ensure that the alternative selected can effectively compete for federal funds.

Through analysis and evaluation, we found challenges and complexities that will impact either alignment. They were found in the need to build structures over the Norfolk Southern Railroad and under Dominion Energy transmission lines, a complex phased-construction to minimize impacts on major city streets, ensure continued access to the base, new bridges over the Lafayette River because the existing ones will not support light rail, and right-of-way constraints anticipated to affect major intersections.



President's Report

March 2018

Flooding and resiliency present significant long-term challenges. Segments of the proposed alignments would be permanently inundated by three feet of water in 2070, and six feet by 2100. Therefore, as we conclude the evaluation of the west side alternatives, we will have to consider if a no-build solution is the best recommendation to make.

As we finalize the Norfolk Westside Transit Study, we are also beginning the next phase of project development, which will be the environmental review process (DEIS) for the east side of Norfolk.

The DEIS work is scheduled to begin in Fall 2018 and, as required by the Federal Transit Administration, it will further evaluate high-capacity transit on Norfolk's east side, including alternatives along Military Highway, E. Little Creek Road and Terminal Boulevard. The east side study will include areas where Norfolk has included light rail as a key component in its vision for the areas in the Military Circle/Military Highway Urban Development Area and near JANAF Shopping Center.

Reimagining our region can extend beyond Norfolk. The Peninsula Corridor Study concluded in the winter of 2018. Hampton and Newport News approved resolutions in support of HRT moving forward into the environmental review process for Alternative 3, which would run along Jefferson Avenue, and Alternative 6, along Mercury Boulevard, or a potential combination of both.

In the Summer of 2018 staff will begin this process to include a visioning component so that city residents can imagine and physically see a future of bus rapid transit along the Peninsula. As we work to meet the federal requirements for eventual funding of a high-capacity corridor on the Peninsula, we will also continue to demonstrate how BRT will help promote Peninsula growth and create a more desirable place for residents to live, work and play.

As one of the only transit agencies of our size with bus, ferry and light rail, HRT has staged itself to be an integral regional partner in reimagining Hampton Roads for all.

Sincerely,

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

William E. Harrell
President and CEO
Hampton Roads Transit



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OVERVIEW

112,374 Sessions
 50,909 Users
 292,687 PageViews

DEVICE USAGE:

76.73% Mobile
 19.42% Desktop
 3.85% Tablet

PAGEVIEWS BY PAGE (TOP 10)

/ (home)	22.84%
/route/snow-emergency-service/	10.77%
/route/	7.03%
/route/norfolk/	6.29%
/route/newport-news/	3.27%
/customer-alerts/	3.19%
/route/virginia-beach/	3.14%
/fares/	2.65%
/services/the-tide/	2.06%
/contact/customer-service/	1.88%

TRAFFIC SOURCE PER SESSION

Organic Search	66.89%
Direct	18.88%
Referral	11.82%
(Other)	1.01%
Email	1.18%
Social	0.22%

STUDENT FREEDOM PASS

Viewed Main Page	2,219
Viewed Application	1,540
Completed Application	1,270

OTHER

67 RFP Solicitation Information Requests
 10,114 Trip Planner Submissions (Get Directions)

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OVERVIEW

53,763 Sessions
 29,812 Users
 134,209 PageViews

DEVICE USAGE:

70.56% Mobile
 25.77% Desktop
 3.67% Tablet

PAGEVIEWS BY PAGE (TOP 10)

/ (home)	18.22%
/route/norfolk/	8.83%
/route/	8.25%
/fares/	5.09%
/route/virginia-beach/	4.54%
/route/newport-news/	4.36%
/services/the-tide/	3.07%
/services/paratransit/	2.69%
/route/hampton/	2.61%
/hrt-jobs/	2.49%

TRAFFIC SOURCE PER SESSION

Organic Search	67.6%
Direct	21.6%
Referral	10.1%
(Other)	0.31%
Email	0.23%
Social	0.08%

STUDENT FREEDOM PASS

Viewed Main Page	1,154
Viewed Application	637
Completed Application	515

OTHER

127 RFP Solicitation Information Requests
 8,281 Trip Planner Submissions (Get Directions)

FACEBOOK STATS




January 1 – January 31, 2018

HRT's Facebook @hrtfan
 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

February 1 – February 28, 2018

HRT's Facebook @hrtfan
 Total fans: 12,497
 Total posts: 14
 Impressions: 14,537
 Engagements: 219
 Clicks: 47
 People engaged: 58% female, 42% male
 Women between 25-34 most active users

FACEBOOK TOP POSTS

Post	Reactions ▼	Comments	Engagement	Reach
<p>Hampton Roads Transit Are you excited for the Super Bowl this Sunday? HRT staff showed off their team spirit today. Who is your favorite NFL team?</p>  <p>(Post) February 02, 2018 3:45 pm</p>	21	8	10.2%	914
<p>Hampton Roads Transit Thelma D. Drake has been a huge advocate for HRT from working on customer issues, to increasing ridership, to technical issues and being involved in the legislative process. We are thrilled she's been nominated and would happily support her in this role. #DRPT Virginia Drpt #Norfolk City of Norfolk Government</p> <p>Trump to nominate Thelma Drake for Federal Transit administrator</p> <p>(Post) February 14, 2018 11:35 am</p>	18	1	5.6%	612
<p>Hampton Roads Transit Work on Hampton Roads highway projects reaching cruising speed</p> <p>(Post) February 22, 2018 10:07 am</p>	14	–	7.4%	650
<p>Hampton Roads Transit Don't miss our next Career Fair on Tuesday! We're searching for Bus Operators and Mechanics. Learn more: https://www.facebook.com/events/1908332255876074/?active_tab=discussion</p>  <p>(Post) February 17, 2018 9:15 am</p>	12	–	3.1%	687
<p>Hampton Roads Transit Great interview with the Mid-Eastern Athletic Conference Commissioner, Dr. Thomas Dennis. The 2018 men's and women's basketball tournament begins in one week - March 5-10 in Downtown Norfolk at The Scope. Come for the basketball and stay for the entertainment, concerts and events! Save the stress of traffic, parking fees and headache and hop on transit (bus, ferry or light rail) to get to the games! #MEACBBT18 MEAC Hoops</p>  <p>(Post) February 26, 2018 1:54 pm</p>	8	1	3.3%	486

TWITTER STATS






January 1 – January 31, 2018

HRT's Twitter @gohrt_com
 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

February 1 – February 28, 2018

HRT's Twitter @gohrt_com
 Total followers: 6,148
 Tweets sent: 17
 Retweets: 14
 Mentions received: 38
 Impressions: 15,390
 Engagements: 160
 Clicks: 2
 People engaged: 55% male, 45% female
 Men between 35-44 most active users

TWITTER TOP POSTS

Tweet	Potential Reach	Responses	Clicks	Retweets
 <p>gohrt_com #DidYouKnow Every \$1 invested in public transportation generates \$4 in economic returns. #TransitTuesday @APTA_info (Tweet) by Alisa C. February 27, 2018 8:30 am</p>	9,360	3	–	3
 <p>gohrt_com #DidYouKnow A household can save almost 10,000 a year by taking public transportation and living with one less car. #TransitTuesday @APTA_info (Tweet) by Alisa C. February 20, 2018 8:30 am</p>	7,489	2	–	2
 <p>gohrt_com Did you know @DriveERT partners with @gohrt_com to provide 15-minute service during peak hours through the tunnel on bus routes 44 and 45 and 30 min. service to @cityofPortsVA on the ferry? #gohrt #DriveERT https://t.co/sku2rMJsgp (Tweet) by Alisa C. February 16, 2018 4:15 pm</p>	6,405	2	–	1
 <p>gohrt_com The Student Freedom Pass provides youths 13-17 years old with unlimited free rides on HRT's services. Learn more: https://t.co/BsBFIMYOme https://t.co/PEhuTJ2nfX (Tweet) by Alisa C. February 14, 2018 8:30 am</p>	7,408	2	–	2
 <p>gohrt_com More than 100,000 drivers use the Midtown and Downtown tunnels daily. Having an E-Z Pass will save you time and money. You may also hop on bus route 44 or 45 or cruise on over on the #ElizabethRiverFerry – the options are there! #gohrt @DriveERT https://t.co/7O62YNIify (Tweet) by Alisa C. February 08, 2018 4:25 pm</p>	7,062	2	–	1



HAMPTON ROADS
TRANSIT

FEBRUARY 2018
FISCAL YEAR 2018
FINANCIAL REPORT

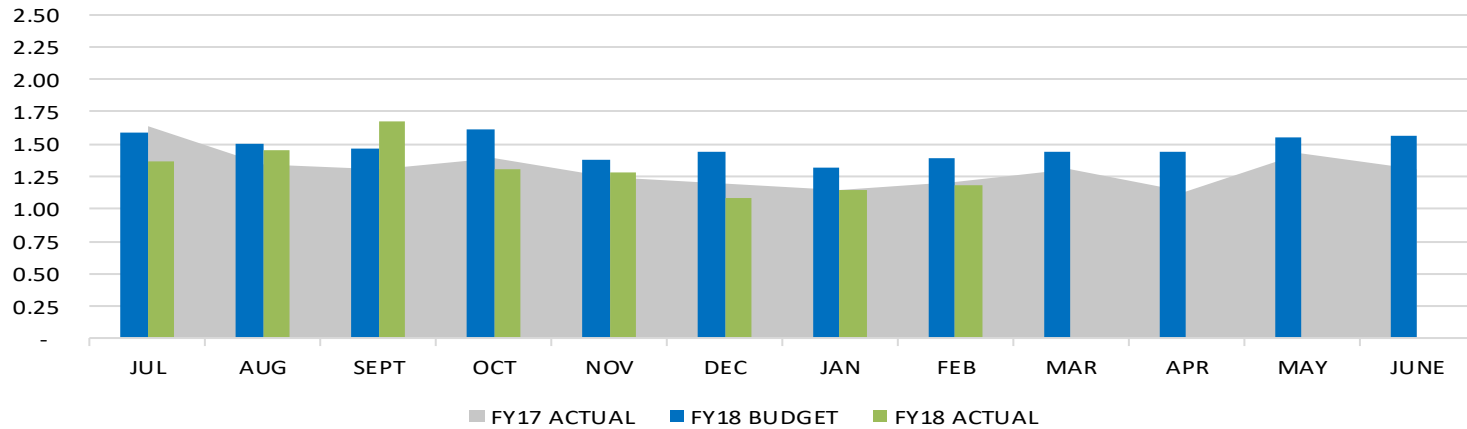
gohrt.com

OPERATING FINANCIAL STATEMENTS

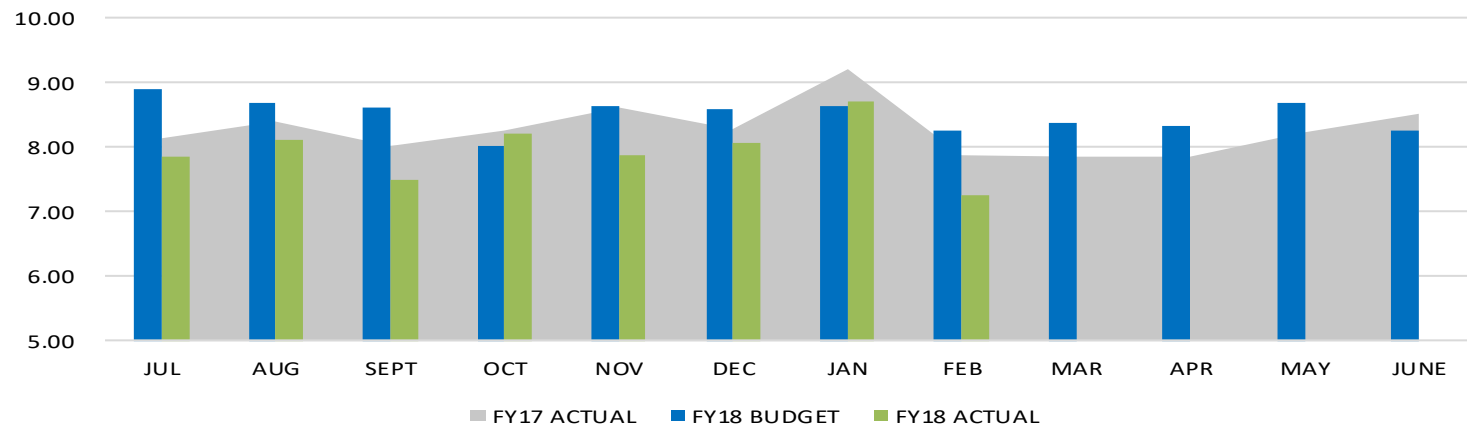
FEBRUARY 2018

Monthly			FISCAL YEAR 2018		Year to Date				
Budget	Actual	Variance	Dollars in Thousands		YTD Budget	YTD Actual	Variance		
Operating Revenue									
\$ 1,387.5	\$ 1,181.6	\$ (205.9)	-14.8%	Passenger Revenue	\$ 11,682.5	\$ 10,484.5	\$ (1,198.0)	-10.3%	
110.4	21.9	(88.5)	-80.1%	Advertising Revenue	883.3	571.1	(312.3)	-35.4%	
186.3	183.6	(2.7)	-1.5%	Other Transportation Revenue	1,490.7	1,481.6	(9.2)	-0.6%	
5.0	7.5	2.5	50.7%	Non-Transportation Revenue	40.0	223.7	183.7	459.1%	
Non-Operating Revenue									
1,209.8	1,232.8	22.9	1.9%	Federal Funding	11,354.0	11,451.9	97.9	0.9%	
1,669.7	1,625.5	(44.2)	-2.6%	State Funding	13,357.4	13,003.7	(353.7)	-2.6%	
3,688.1	\$ 3,688.1	0.0	0.0%	Local Funding	29,504.4	29,504.4	0.0	0.0%	
\$ 8,256.9	\$ 7,941.0			TOTAL REVENUE	\$ 68,312.4	\$ 66,720.7			
\$ 5,196.0	\$ 4,813.7	\$ 382.3	7.4%	Personnel Services	\$ 43,473.3	\$ 41,678.2	\$ 1,795.1	4.1%	
722.4	366.2	356.2	49.3%	Contract Services	5,962.6	4,988.6	974.0	16.3%	
941.8	861.6	80.3	8.5%	Materials & Supplies	7,879.4	6,705.0	1,174.4	14.9%	
103.3	111.8	(8.5)	-8.3%	Utilities	782.9	821.1	(38.2)	-4.9%	
374.6	347.9	26.6	7.1%	Casualties & Liabilities	2,861.5	2,777.0	84.6	3.0%	
725.5	617.8	107.7	14.8%	Purchased Transportation	5,804.3	5,505.0	299.2	5.2%	
193.2	153.0	40.2	20.8%	Other Miscellaneous Expenses	1,548.3	1,101.7	446.7	28.8%	
\$ 8,256.9	\$ 7,272.0			TOTAL EXPENSE	\$ 68,312.4	\$ 63,576.6			
	669.0			OPERATING SURPLUS (DEFICIT)		3,144.2			

Farebox Revenue (in millions)



Total Expenses (in millions)



LOCAL FUNDING

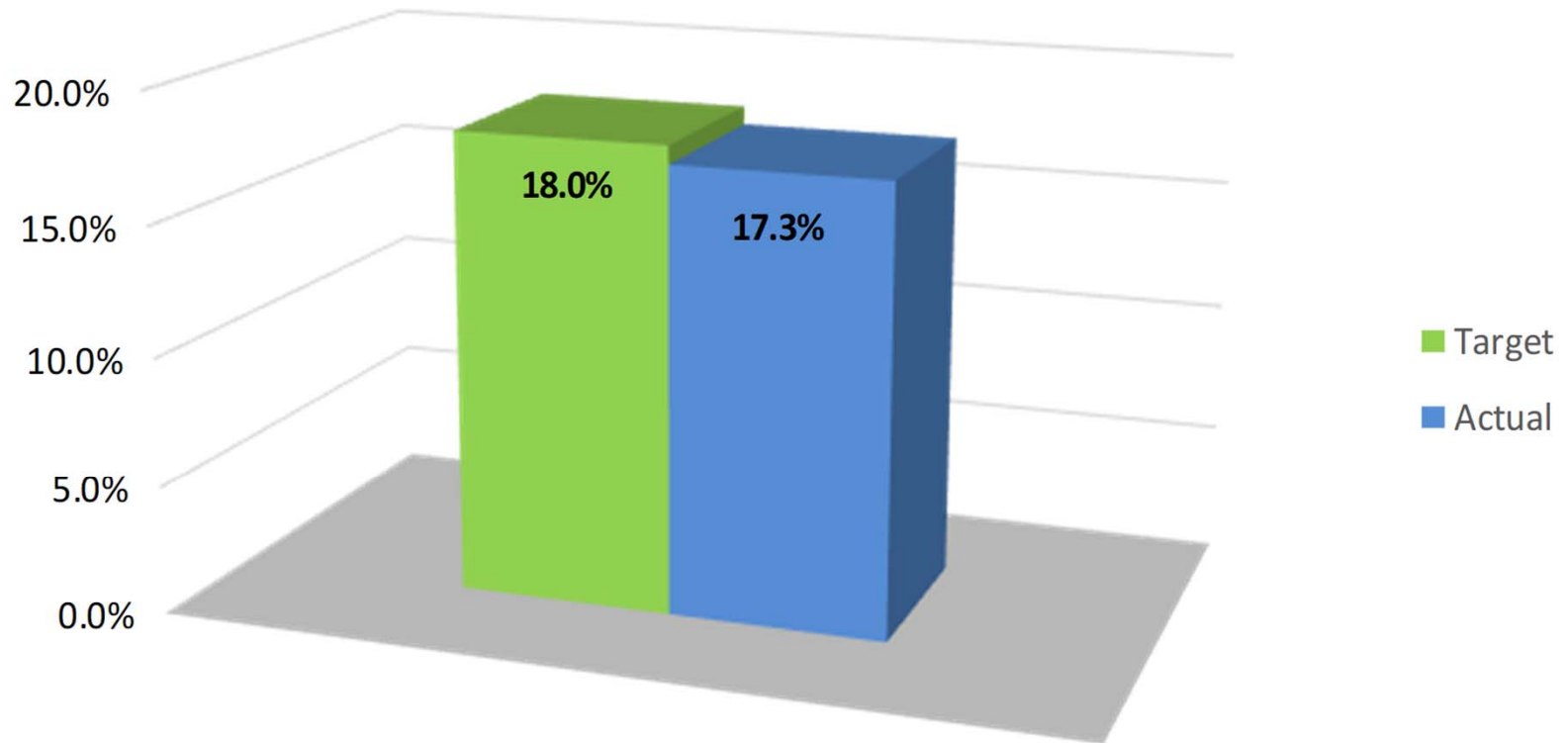
FEBRUARY 2018

FISCAL YEAR 2018 (Dollars in Thousands)	Annual Budget	Projected Actual	Variance*
Local Funding			
Chesapeake	\$ 2,547.6	\$ 2,591.1	\$ (43.5)
Newport News	7,280.2	7,422.9	(142.7)
Hampton	4,531.0	4,688.7	(157.7)
Norfolk	19,552.2	19,327.0	225.2
Portsmouth	2,977.4	2,943.1	34.3
Virginia Beach	7,368.2	7,203.6	164.6
TOTAL LOCAL FUNDING	\$ 44,256.6	\$ 44,176.4	\$ 80.2
STATE FUNDING	\$ 20,036.2	\$ 19,466.7	\$ (569.5)
FEDERAL FUNDING**	\$ 15,071.0	\$ 15,071.0	\$ -

* Due to City / (Due from City)

** Federal 5307, 5337

Farebox Recovery Ratio



PROCUREMENTS BETWEEN \$50K-\$100K FEBRUARY 2018

No procurement activity for February 2018



Contract No:	17-76513	Title:	Smart/Scale Design Services	Price:	\$585,733
				Term:	24 Mos.

Acquisition Description: Enter into a contract with a qualified firm to prepare an engineering design and plans for reconstruction and expansion of two (2) existing HRT bus transit centers and park-and-ride facilities [Hampton Transit Center (HTC) and Newport News Transit Center (NNTC)].

Background: This Project addresses specific work scope issues related to the design of a Park-and-Ride reconstruction project at HRT's bus facilities at HTC and NNTC. Under the terms of this agreement, the Consultant shall prepare the design of a full reconstruction of both HTC's and NNTC's exterior infrastructure. Reconfiguration of the parking and bus facilities will be necessary for expansion of parking and number of available bus bays.

Contract Approach: This solicitation was conducted under a qualifications-based selection process for professional services, in accordance with the Federal Brooks Act and the Virginia Public Procurement Act. The Brooks Act is a two-step procurement process in which technical proposals are evaluated and contracts for Architectural/Engineering services are subsequently negotiated on the basis of demonstrated competence and qualification for the type of services requested at a fair and reasonable price.

A Request for Technical Proposals was issued on October 27, 2017. Four (4) proposals were received on December 12, 2017 from the following firms:

- A. Morton Thomas and Associates, Inc. (AMT)
- Kimley-Horn and Associates, Inc.
- Vanasse Hagen Brustlin, Inc. (VHB)
- Volkert, Inc.

Technical proposals were evaluated based on each firm's project approach and strategy; organization and key proposed personnel; specialized experience on similar projects; and, past performance. Upon review and evaluation of the technical proposals, AMT was determined to be the most technically qualified firm; therefore, no presentations or proposal clarifications were required.

On January 9, 2018, HRT requested AMT's Pricing Proposal. Pricing is generally based on hourly labor rates (including burden and overhead), direct costs and the number of labor hours required to complete the engineering design and plan. In order to determine the fair and reasonableness of AMT's initial price submitted, in the amount of \$601,726, an analysis was conducted utilizing the Independent Cost Estimate as a basis for comparison.

Negotiations held with AMT on February 6, 2018, focused on clarifying assumptions made in establishing pricing and, accordingly, reducing the number of hours allocated to various tasks in the Price Schedule. At the conclusion of negotiations, revised pricing was requested and re-evaluated. AMT's revised pricing in the amount of \$585,733 is deemed fair and reasonable based on the results of the negotiations. The pricing includes a base contract value of \$511,212 and two (2) options for Design Services During Construction, totaling \$74,521.

Contract No:	17-76513	Title:	Smart/Scale Design Services	Price:	\$585,733
				Term:	24 Mos.

AMT is located in the City of Suffolk and has provided similar work for the City of Newport News; the Town of Ashland in Ashland, VA; and, Fosdick & Hilmer, Inc. in Norfolk, VA.

The Contract period of performance is twenty-four (24) months.

A DBE goal of 4% was established for this solicitation and AMT has committed to 10% DBE participation.

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

Project Manager: Lee Roy Padgett, HRT Engineer

Contracting Officer: Sonya Luther, Interim Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to A. Morton Thomas and Associates, Inc. to provide an engineering design and plans for reconstruction and expansion of two (2) existing HRT bus transit centers and park-and-ride facilities in the not-to-exceed amount of \$585,733.

Contract No:	17-76507	Title:	Transit Asset Management Plan	Price:	\$200,339.90
				Term:	6 months

Acquisition Description: Enter into a contract with a qualified Consultant to assist in the development of a Transit Asset Management Plan (TAMP).

Background: The Federal Transit Administration (FTA) has enacted legislation called Moving Ahead for Progress in the 21st Century (MAP-21). One of the main elements of this new legislation is the concept of State of Good Repair (SGR). The legislation requires public transportation agencies receiving federal assistance or grant money to develop an asset management plan. This plan needs to touch on several elements and must address an agency's inventory and condition assessment.

As part of Hampton Roads Transit's (HRT) continuing effort to monitor the condition of its transit assets and optimize the use of limited capital funding to address the most critical SGR project system-wide, HRT requires the development of a TAMP. Utilizing the procedures and tools implemented through the TAMP, HRT will improve its stewardship over its physical assets, reduce maintenance costs, make better informed capital investment decision, and enhance the level of service the agency provides to its customers.

Under the terms of this agreement, the Consultant shall assess the asset management needs of HRT and assist in the development and implementation of a TAMP in accordance with the FTA's SGR requirements and October 2018 deadline.

Contract Approach: A Request for Proposals (RFP) was issued on October 27, 2017. Three (3) proposals were received on January 12, 2018 from the following firms:

- Calyptus Consulting Group, Inc.
- CH2M Hill, Inc. (CH2M Hill)
- eVision Partners, Inc. (eVision)

Upon review of the technical proposals, two (2) firms, CH2M Hill and eVision, were deemed technically qualified to meet the requirements of the Scope of Work (SOW). Discussions were held with both firms to provide technical clarifications in regard to their proposal and negotiate for the purpose of a possible award. At the conclusion of discussions and negotiations, Best and Final Offers (BAFOs) were requested from both firms.

CH2M Hill's BAFO submitted in the amount of \$200,339.90 is \$15,118.96, or approximately 7% less than their original cost proposal of \$215,458.86. As a result, HRT staff determined that CH2M Hill provided the best value to HRT based on a combination of technical capability and price. Based on the result of the negotiations and the fact that the pricing was obtained in a competitive environment, CH2M Hill's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that CH2M Hill is both technically and financially capable to perform the work.

Contract No:	17-76507	Title:	Transit Asset Management Plan	Price:	\$200,339.90
				Term:	6 months

CH2M Hill, located in Baltimore, MD has provided similar services for the Southern California Regional Rail Authority in Los Angeles, CA; TriMet in Portland, OR; Washington Metropolitan Area Transit Authority in Washington, DC; and, Santa Clara Valley Transportation Authority in Santa Clara, CA. CH2M Hill has also performed similar services for HRT satisfactorily.

The period of performance for this contract is six (6) months.

No DBE goal was established for this solicitation.

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

Project Manager: Scott Demharter, Director of Facilities Maintenance

Contracting Officer: Sonya Luther, Interim Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to CH2M Hill, Inc. to assist in the development of a Transit Asset Management Plan in the not-to-exceed amount of \$200,339.90.

SOLICITATION RESULTS

<u>OFFEROR</u>	<u>ORIGINAL OFFER</u>	<u>BEST AND FINAL OFFER</u>
CH2M Hill, Inc.	\$215,458.86	\$200,339.90
Calyptus Consulting Group, Inc.	\$274,620.00	N/A
eVision Partners, Inc.	\$367,271.00	\$326,150.50

TRAC Report

March, 2018

Hampton Roads Transit's Transit Riders Advisory Committee (TRAC) met on March 7, in Hampton. TRAC members were briefed by the Director of Information Technology on Mobile Ticketing (and the pending pilot program), and by the Manager of Service Development on changes slated for the May service board. The Government Relations Liaison provided a legislative update on actions by the General Assembly and emphasized the need for TRAC members to communicate their views on customer interests and transit transportation resource allocation.

The next TRAC meeting will be on May 2, in Norfolk. At that meeting, members will elect officers for Fiscal Year 2019.