



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

Thursday, April 25, 2019 • 1:00 p.m.

2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, April 25, 2019 at 1:00 p.m. at 509 E. 18<sup>th</sup> Street, Norfolk, VA.

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

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



## Meeting of the Transportation District Commission of Hampton Roads

Thursday, April 25, 2019 • 1:00 p.m.  
2nd Floor Board Room • 50 E. 18<sup>th</sup> Street, Norfolk, VA.

1. Call to Order & Roll Call
2. Public Comments
3. Approval of March 28, 2019 Meeting Minutes
4. President's Monthly Report - William Harrell
  - A. Board Updates
5. Committee Reports
  - A. Audit & Budget Review Committee - Commissioner Hunter/  
Conner Burns, Chief Financial Officer
    - March 2019 Financial Reports
  - B. Management/Financial Advisory Committee – Brian DeProfio/  
Conner Burns, Chief Financial Officer
  - C. Operations & Oversight Committee - Commissioner Parnell/  
Sonya Luther, Director of Procurement
    - **Contract No: 18-78386 – Pre-Employment Background Screening Services (Renewal)**

**Recommending Commission Approval:** Award of a contract to Inquiries Screening to provide pre-employment background screening services, in the not-to-exceed amount of \$194,700.00 for three (3) years.

- **Contract No: 18-79494 – Paratransit Eligibility Evaluation and Processing Services (Renewal)**

**Recommending Commission Approval:** Award of a contract to ADARide.com, LLC to provide the evaluation and processing services of Paratransit applications in the not-to-exceed amount of \$1,172,641.00

- **Contract No: 19-00004 – Oracle Peoplesoft Annual Support Services (Renewal)**

**Recommending Commission Approval:** Award of a contract to Mythics, Inc. to provide Oracle PeopleSoft Annual Software Support Services in the not to exceed amount of \$1,293,113.84 for five (5) years. After 3 base years, O&O Committee recommended Board approval prior to exercising option years

- **Purchase Order No: 80600 Light Rail Vehicle Articulation Joints**

**Recommending Commission Approval:** Award of a Purchase Order to Siemens Industries, Inc. to provide articulation joints for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$166,977.00

- D. Planning/New Starts Development Committee – Commissioner Ross-Hammond
  - E. External/Legislative Advisory Committee - Commissioner Kanoyton
  - F. Smart Cities & Innovation Committee – Commissioner McClellan/  
Alesia Cain, Chief Information/Technology Officer
  - G. Paratransit Advisory Subcommittee - Ms. Janice Taylor, Chair
  - H. Transit Ridership Advisory Sub-Committee – Ms. Doris Johnson, Chair
6. Old and New Business
    - TRAFFIX Presentation
  7. Comments by Commission Members
  8. Closed Session (as necessary)
  9. Adjournment

**The next meeting will be held on Thursday, May 23, 2019 at 1:00 p.m. in the 3400 Victoria Boulevard, Hampton, VA.**



# Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, March 28, 2019 • 1:00 p.m.  
2nd Floor Board Room • 3400 Victoria Blvd., Hampton, VA

## **Call to order**

A quorum was attained, and Chairman Fuller called the meeting to order at 1:04 p.m.

## **Commissioners in attendance:**

Commissioner Fuller, Chesapeake  
Commissioner Hunter, Portsmouth  
Commissioner Woodbury, Newport News  
Alt. Commissioner Sorey, Chesapeake  
Commissioner Pittard, VDRPT  
Alt. Commissioner DeProfio, Hampton  
Alt. Commissioner Cipriano, Newport News  
Alt. Commissioner Inman, Norfolk  
Commissioner Parnell, Norfolk  
Alt. Commissioner Jackson, Portsmouth  
Commissioner Ross-Hammond, Virginia Beach  
Alt. Commissioner Reel, Virginia Beach

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

Kim Ackerman, Chief Human Resource Officer  
Ray Amoruso, Chief Planning and Development Officer  
Debbie Ball, Assistant Director of Finance  
Keisha Branch, Capital Programs & Grant Administration Officer  
Amy Braziel, Sr. Executive Assistant  
Conner Burns, Chief Financial Officer  
David Burton, General Counsel, Williams Mullen  
Alesia Cain, Chief Technology Officer  
Gene Cavazos, Director of Marketing & Communications  
Angela Glass, Director of Budget & Financial Analysis  
William Harrell, President and CEO  
Tom Holden, Media Relations Specialist  
Keith Johnson, Manager of Paratransit  
Shanti Mullen, Auditor I  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Jim Price, Chief Transit Operations Officer  
Luis Ramos, Sr. Executive Assistant/Commission Secretary  
Benjamin Simms, Director of Transportation

Brian Smith, Chief of Staff  
Mark Stemple, Director of Maintenance  
Robert Travers, Corporate Counsel

**Others in attendance:**

Wynter Bender, Chief Deputy City Manager, Norfolk  
Andrew Innis, DRPT  
Denise Johnson, TRAC  
Ina Kreps, Paratransit Customer  
Dave Ress, The Daily Press  
Janice Taylor, PAC  
Constantinos Velissarios, City of Newport News

The 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
- Meeting Minutes
- President’s Report Presentation
- Social Media Analytics
- Committee Reports

**Public Comments**

There were no public comments.

**Approval of the February 2019 TDCHR Meeting Minutes**

A motion to approve the February 2019 meeting minutes was made by Commissioner Woodbury and properly seconded by Commissioner Parnell. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Hunter, Woodbury, Sorey, Pittard, DeProfio, Cipriano, Parnell, Inman, Jackson, Ross-Hammond, and Reel.

Nays: None

Abstain: None

**President’s Monthly Report**

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell provided an update on the Safety & Security Department to include open positions and reassignments.

Mr. Harrell stated that the new Chief of Safety will be joining HRT’s staff in mid-May.

Mr. Gene Cavasos stated that the American Public Transportation Association (APTA) has a new initiative called "Get on Board Day" which is April 25<sup>th</sup>. Mr. Cavasos stated that each Commissioner has received 2 tickets to ride public transportation and encouraged Commissioners to ride the bus.

Mr. Harrell gave an update on mobile ticketing stating that the upcoming event *Something in the Water Festival* will launch HRTs mobile ticketing campaign. Mr. Harrell stated that there is a Virginia Beach trolley outside with mobile ticketing for Commissioners to see. It was stated that HRTs web page has festival updates and instructions on how to navigate the event.

Dr. Smith invited commissioners to attend a Transportation Innovation Forum being hosted by HRT on May 28 in Portsmouth. Information was at commissioner seats regarding the event. Dr. Smith introduced Mr. Roy Kientz with WSP who provided an update on the Transit Transformation Project as included in these minutes.

There were discussions regarding flex zones and the potential increase in cost for Paratransit services.

There were also discussions regarding whether or not there was a divide between the northside and southside and how the scenarios could affect the Cost Allocation Agreement.

There was a discussion regarding next steps.

It was stated that the Virginia Transit Association (VTA) Annual Meeting is being held in Portsmouth on May 29-30. It was requested that anyone interested in attending should let Luis Ramos know so the RSVPs can be provided to the event organizer.

It was stated that an automated vehicle consortium will be held on April 28<sup>th</sup> at the VTA meeting. Information was at each Commissioner's seat regarding the consortium.

## **COMMITTEE REPORTS**

### **Audit and Budget Review Committee**

Audit and Budget Committee did not meet this month.

Mr. Conner Burns presented the February 2019 Financial Reports as included in the meeting package.

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

Commissioner DeProfio stated that much of the information provided in financial report was discussed at the MFAC meeting. Mr. DeProfio thanked staff for their efforts.

There was some discussion regarding the status of the unbudgeted state funding received by HRT in FY19. It was stated that issue with referenced funding has been resolved and a portion credited among the member cities.

Commissioner Amy Inman thanked staff for all the efforts that were put forth in streamlining the budget.

### **Operations and Oversight Committee**

In the absence of Ms. Sonya Luther, Mr. Robert Travers presented the following contracts for approval:

#### **Purchase Order No: 80553, Light Rail Auxiliary Overhaul**

Purchase Order 80553, Light Rail Auxiliary Overhaul was recommended for Commission approval to KB-PowerTech Corporation USA to perform auxiliary power supply overhauls for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$334,776.

A motion to approve Purchase Order 80553, Light Rail Auxiliary Overhaul Contract was made by the Operations and Oversight Committee and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Hunter, Woodbury, Sorey, DeProfio, Cipriano, Parnell, Inman, Jackson, Ross-Hammond, and Reel.

Nays: None

Abstain: Commissioner Pittard abstained and was not present during the vote.

#### **Contract No: 18-78370, Lawn and Landscaping Service (Renewal)**

Contract 18-78370, Lawn and Landscaping Service was recommended for Commissioner approval to award a contract to P & D Lawn Care, LLC to provide lawn and landscaping services, as well as, support for severe weather events, in the not-to-exceed amount of \$728,592.75 for three (3) years.

A motion to approve Contract 18-78370, Lawn and Landscaping Service was made by the Operations and Oversight Committee and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Woodbury, Sorey, Pittard, DeProfio, Cipriano, Parnell, Inman, Jackson, Ross-Hammond, and Reel.

Nays: None

Abstain: Commissioner Hunter abstained and was not present during the vote.



Commissioner Parnell provided additional information regarding Contract 18-78370, Lawn and Landscaping Service; specifically, the bidding process.

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

The Planning and New Starts Development Committee met prior to the TDCHR Meeting.

Commissioner Ross-Hammond stated that the committee had a robust meeting and included updates regarding the Peninsula Bus Rapid Transit Categorical Exclusion and the Naval Station Norfolk DEIS projects.

### **External Legislative Advisory Committee (ELAC)**

Mr. Joe Dillard stated that ELAC met on March 27, 2019.

Mr. Dillard stated that a trip to Washington D.C. is being planned to visit legislators in lieu of the May meeting.

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

Ms. Janice Taylor stated that the PAC meeting was held on April 10, 2019 in Hampton.

Ms. Taylor stated that updates were given to the committee regarding the Transformation Transit Project which has very insightful.

Ms. Taylor stated that the Portsmouth representative suggested a ferry from Portsmouth to Newport News.

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

Ms. Johnson stated that there was not a meeting of TRAC but one will be held next month.

### **Old and New Business**

There was no old or new business discussed.

Past Chair Woodbury left the meeting at 2:10 p.m.

### **Comments by Commissioners**

Commissioner Parnell made a motion that the External and Legislative Affairs Committee and Smart Cities & Innovation Committee be formally established by the Commission. Commissioner Jackson properly seconded. A roll call vote resulted as follows:

Ayes: Commissioners Fuller, Sorey, Pittard, DeProfio, Cipriano, Parnell, Inman, Jackson, Ross-Hammond, and Reel.

Nays: None

Abstain: None

It was requested that the Smart Cities & Innovation Committee to give an update/report at the Commission meetings.

Commissioner Reed recognized Ms. Alesia Cain for her work on organizing HRT to assist with the Something in the Water Festival.

**Adjournment**

The meeting adjourned at 2:13 p.m.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

**ATTEST:**

\_\_\_\_\_  
**Douglas Fuller**  
**Chair**

\_\_\_\_\_  
**Luis R. Ramos,**  
**Commission Secretary**  
**April 25, 2019**



# TDCHR Board Meeting

## March 28, 2019

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

# Board Update

- ***Safety & Security Update:***
- **Robert “Skip” Travers is the interim Chief Safety Officer.**
- **Security Staff have been reassigned to Operations and is being restructured.**
- **Dawn Sciortino has accepted the CSO position. She is scheduled to start May 13, 2019. Ms. Sciortino has extensive private and public sector experience including rail. She is currently employed as the Safety Manager with the Port Authority of New York and New Jersey.**

# Board Update

- **The Safety Manager position is currently vacant. HRT intends to post it over the next 2-3 weeks and allow the new CSO to participate in this process.**
- **Three new safety/security positions have been added to the FY 20 budget:**
  - a. **Emergency Management Coordinator**
  - b. **Security Coordinator**
  - c. **Safety Training Coordinator**

# Board Update

- **The American Public Transportation Association (APTA) is spearheading a new initiative, Get on Board day.**
- **April 25<sup>th</sup> – this is a national advocacy day that is all about increasing support for public transportation.**
- **Transit Transformation Project – Review of 3 cost-neutral Scenarios – WSP, Roy Kienitz**



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting

## March 28, 2019

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



## INNOVATION AND FORWARD MOVEMENT

We have a lot in store next month at Hampton Roads Transit.

The spring board changes will happen May 19.

Hampton Roads Transit strives to improve its transit service with every board change to make routes more efficient for its operators and customers.

These route changes come in response to research from our planning department and operator and customer feedback. Our City partners also weigh in and suggest improvements based on community feedback.

One exciting change coming May 19 is to the Route 23. It will provide service to the new IKEA located at 1500 IKEA Way in Norfolk. Service will operate every 30/60-minutes Monday through Saturday from approximately 9:30 a.m. to 10:30 p.m., and Sunday every 60-minutes from 10:00 a.m. to 9:00 p.m.

The Route 23 also connects to the light at EVMC Fort Norfolk and Military Highway station for those commuting via train.

IKEA is certainly a wonderful addition to Hampton Roads. As our community continues to grow and offer new establishments, it's important we provide viable transportation options.

I want to say a special thank you to our operations and planning team for making this connection possible.

At the end of next month, Hampton Roads Transit, the Hampton Roads Chamber, and INIT are hosting the Transportation Innovation Forum on May 28, ahead of the Virginia Transit Association Conference which is being hosted at the Renaissance Portsmouth-Norfolk Waterfront Hotel. The event is called "Preparing for the Future: Autonomous Vehicles and the Transformation of the Mobility Marketplace". We're thrilled to have AECOM as our presenting sponsor and RK&K, Kimley Horn and TRAFFIX as our Community Partners.

Billions of dollars are being invested to shape the future of mobility. National experts, to include Valerie Sathe Brugeman, Center for Automotive Research of Ann Arbor, will discuss the auto industry's vision and leading-edge innovations that promise to transform the transportation marketplace in coming years. There will be a special focus on emergent autonomous vehicle and electrification technologies and new projects in the public transit sector getting underway in Virginia in 2019.





# President's Report

## April 2019

This event is inspired by HRT's recent commitment to AECOM's automated bus deployment program where 7-9 transit agencies will procure jointly 75-100 automated, full-size, and full-speed buses. The goal is to deploy the technology by 2021-2022 in multiple applications and in a variety of environments so we can share lessons learned for future technology planning.

I encourage you all to attend the May 28th event and recruit several other city officials and citizens to join us for this exciting, innovative discussion.

Lastly, April 25 is APTA's Inaugural "Get on Board Day". This day was created so the public transportation industry could come together, with a unified voice, to showcase how public transit benefits people and communities. Please "Get on board" and document your transit trip on social media.

As always, thank you for your support and passion to advance public mobility!

Sincerely,

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

William Harrell  
President and CEO  
Hampton Roads Transit



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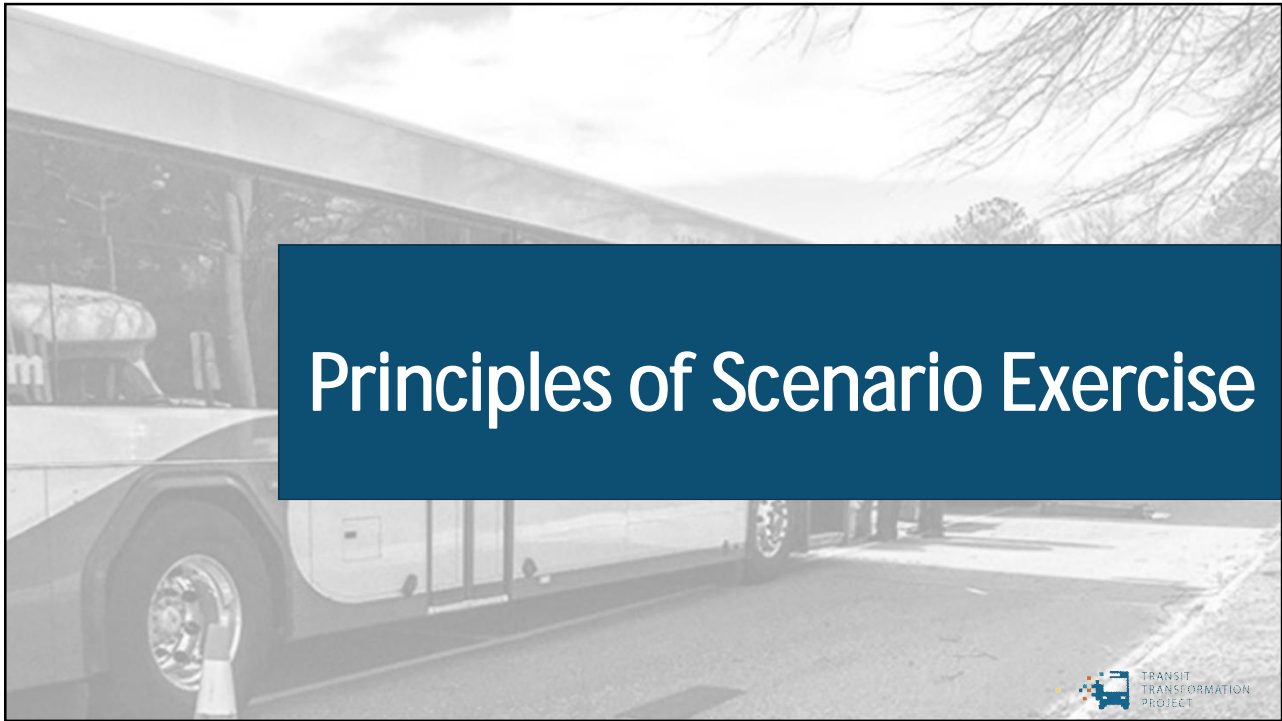
# Transit Transformation Project

TDCHR Board Presentation  
March 28, 2019

## Agenda

- Review of Scenario Principles
- Presentation of High-Level Scenarios
- Discussion of High-Level Scenarios
- Presentation of Public Engagement Strategy and Timeline
- Next Steps

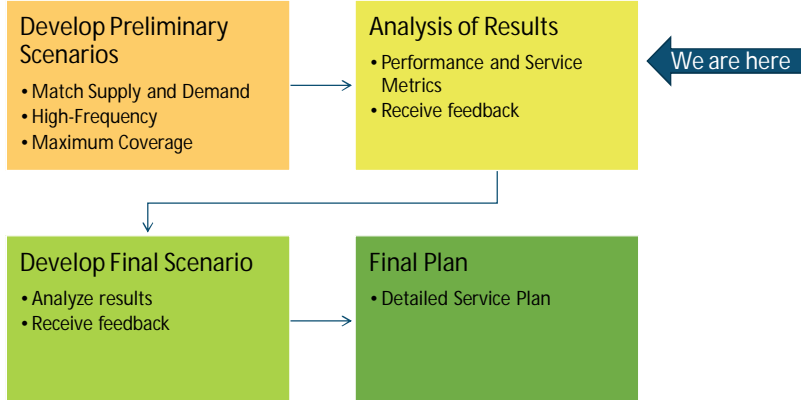




## Basing Scenarios on Project Goals

1. Present a truly regional, cross-boundary analysis of service needs
2. Be open to hard conversations
3. Think outside the box
4. Describe and promote the value of transit
5. Present clear and new options of service models
6. Develop a final cost-neutral plan
7. Develop additional options
8. Communicate broadly, spread enthusiasm, and engage

## Overall Scenario Process



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## Scenario Parameters

- Designed without consideration of jurisdictional boundaries.
- Cost neutrality across scenarios.
- Analysis was grounded in location of origins/destinations and needs of users
- Level of detail sufficient to see overall performance vs. current service
- Does not delineate every bus stop or every turn
- Service standards were applied for new services:
  - Standard frequency and span, based upon established guidelines
  - Stop spacing
- Initial scenarios are conceptual only and are not devised to comprise a recommendation at this stage of the study process. Specific alignments and service parameters will be developed following public and stakeholder outreach.

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## Scenario Evaluation Metrics

- Each scenario will be evaluated (baseline/no build) in terms of:
  - Ridership
  - Access to transit
  - Travel time
- For each measure, the outcomes will be compared to the existing system

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## Final (Preferred) Scenario

- The final outcome of this project may be a hybrid of two or more scenarios
- Two final outcomes will be developed:
  1. Cost Neutral
  2. Cost Neutral Plus:
    - Add capital enhancements to improve speed and enhance passenger experience
    - Identify what can be locally funded vs. HRT-funded

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## Initial Scenarios

-  Scenario 1: Better Match of Supply and Demand
-  Scenario 2: High-Frequency
-  Scenario 3: Maximum Coverage

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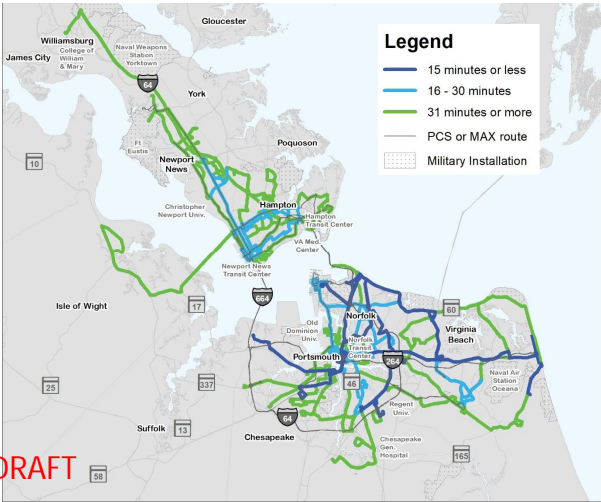
## Scenario Analysis

- The maps for each scenario break the routes out by level of service and type of service:
  - Fixed-route
    - 15-minutes or less frequency.
    - 16 to 30-minute frequency.
    - 31-minutes or more frequency.
  - On-demand flex zones
  - PCS and MAX routes
- In the following accessibility analyses, buffers were applied to each route to capture the Service area, population and employment.
  - Routes with frequencies of 15-minute or better got a ½ mile buffer.
  - All other fixed-route service had a ¼ mile buffer.
  - On-demand zone boundaries were used as the capture area.

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## Existing Service



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- This service was planned at the jurisdictional level to meet the needs of individual funders.
  - Fixed-routes: 56
  - On-demand flex zones: 0

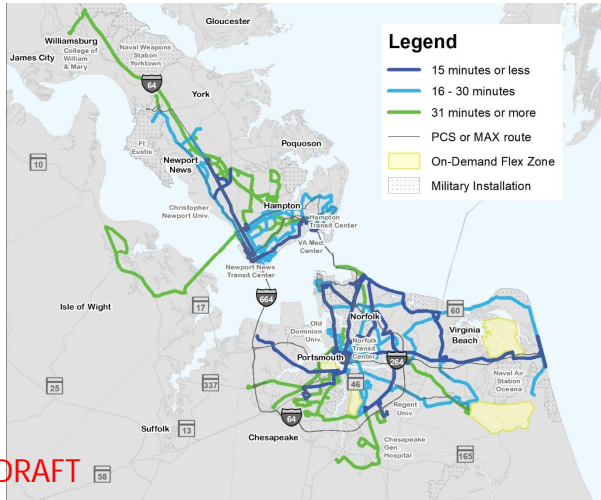
	Access to 15-min service	Access to >15-min service	Total
Service Area	82 mi <sup>2</sup>	125 mi <sup>2</sup>	207 mi <sup>2</sup>
Number of Routes	6	50	56
Population	320,000	405,000	725,000
Employment	189,000	210,000	399,000

*Note: The above accessibility analysis excludes PCS and MAX routes.*





## Scenario 1: Better Match of Supply & Demand



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- This scenario incorporates strategic improvements to existing service to better align with demand.

- Fixed-routes: 48
- On-demand flex zones: 4

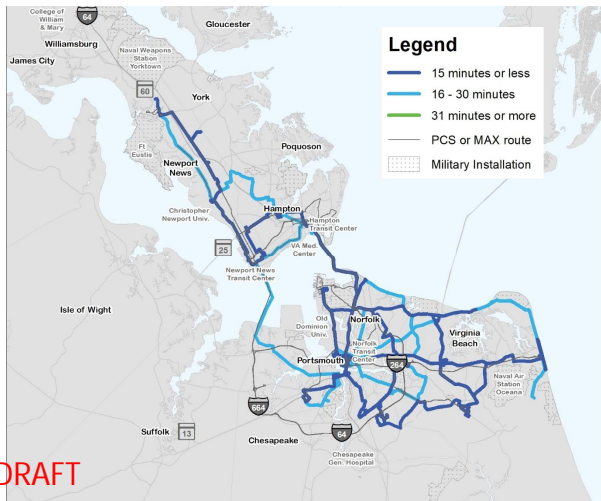
	Access to 15-min service	Access to >15-min service	On-demand service	Total	Change from Existing
Service Area	111 mi <sup>2</sup>	102 mi <sup>2</sup>	20 mi <sup>2</sup>	233 mi <sup>2</sup>	+26 mi <sup>2</sup> (+13%)
Number of Routes	11	37	4	52	-4
Population	441,000	303,000	57,000	801,000	+76,000 (+10%)
Employment	293,000	115,000	19,000	427,000	+28,000 (+7%)

Note: The above accessibility analysis excludes PCS and MAX routes.

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## Scenario 2: High-Frequency



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- This scenario consolidates existing service into high-frequency corridors.

- Fixed-routes: 22
  - 13 routes with 15-minute peak and midday frequency, 30-minute evening frequency.
  - 9 routes with 30-minute all day frequency.
- On-demand flex zones: 0

	Access to 15-min service	Access to >15-min service	Total	Change from Existing
Service Area	138 mi <sup>2</sup>	35 mi <sup>2</sup>	173 mi <sup>2</sup>	-34 mi <sup>2</sup> (-16%)
Number of Routes	13	9	22	-34
Population	529,000	115,000	644,000	-81,000 (-11%)
Employment	345,000	36,000	381,000	-18,000 (-4%)

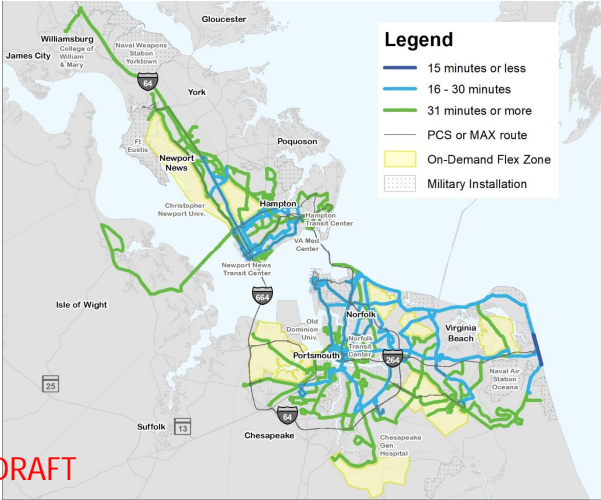
Note: The above accessibility analysis excludes PCS and MAX routes.

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## Scenario 3: Maximum Coverage



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- This scenario expanded service and span coverage across the region.
  - Fixed-routes: 59
    - 9 routes with a 30-minute peak and off-peak frequency.
    - 10 routes with a 30-minute peak and a 60-minute off-peak frequency.
    - 3 new coverage routes
  - On-demand flex zones: 9

	Access to 30-min or more service	On-demand service	Total	Change from Existing
Service Area	208 mi <sup>2</sup>	66 mi <sup>2</sup>	273 mi <sup>2</sup>	+66 mi <sup>2</sup> (+32%)
Number of Routes	59	9	68	+12
Population	745,000	201,000	946,000	+221,000 (+31%)
Employment	398,000	36,000	434,000	+35,000 (+9%)

*Note: The above accessibility analysis excludes PCS and MAX routes.*

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## Comparison Analysis Results

Metric	Existing Service	Change from Existing			Percent Change from Existing
		Scenario 1 Better Match Supply and Demand	Scenario 2 High-Frequency	Scenario 3 Maximum Coverage	
Service Area	207 mi <sup>2</sup>				> 75%
15-min peak fixed-route service	82 mi <sup>2</sup>				51 to 75%
Population Served	725,000				26 to 50%
15-min peak fixed-route service	320,000				6 to 25%
Employment Served	399,000				-5 to 5%
15-min peak fixed-route service	189,000				-6 to -25%
System Ridership	11,626,000				-26 to -50%
15-min peak fixed-route service	3,964,000				-51 to -75%
Transit System Median Travel Time (minutes)	117*				< -75%

Preliminary Results

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NOTE: The green down-facing arrows for travel time demonstrate that the reduction in travel time is a positive outcome.

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\*Source: CityCast Base Model. Includes walking to/from the bus stop



## Scenario Discussion

- Purpose: To frame what goes in the final scenario
  - What's the most important service characteristic (frequency, span, coverage, accessibility) to you?
  - What's the most important metric (ridership, travel time, job access) to you?
  - Do you see anything in the results that generates thoughts on the final scenario?

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## Public and Stakeholder Engagement Strategy

	Phase I	Phase II	Phase III	Phase IV
Phase	Pre-Project Outreach Activities and Project Kickoff	Gathering Initial Input	Alternative Scenarios	Final Plan Development
Timeline	September - November 2018	November 2018 – February 2019	February – May 2019	May - September 2019
Activities	<ul style="list-style-type: none"> <li>• Organize committees</li> <li>• Stakeholder Interviews</li> <li>• Kickoff Forum</li> <li>• Public survey (closed 3/1)</li> </ul>	<ul style="list-style-type: none"> <li>• TWG and RAP meetings (December)</li> <li>• Stakeholder Interviews</li> <li>• Public survey (closed 3/1)</li> <li>• Pop-ups</li> <li>• TDCHR Briefing</li> </ul>	<ul style="list-style-type: none"> <li>• TWG and RAP meetings (March and May)</li> <li>• Small group workshops</li> <li>• Online meeting</li> <li>• Public Meetings</li> <li>• TDCHR Briefing</li> </ul>	<ul style="list-style-type: none"> <li>• TWG and RAP meetings</li> <li>• Online meeting</li> <li>• Public meetings</li> <li>• Pop-ups</li> <li>• TDCHR Briefing</li> </ul>

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# Next Steps



## Next Steps

- Hold small group workshops and public meetings
- Consolidate input on draft scenarios and prepare to develop draft final scenario

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**Thank You!**

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TRANSFORMATION  
PROJECT



## Appendix: Scenario Development

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### City Cast

Travel modeling platform that uses a data-driven microsimulation for forecasting.

The model generates daily activity plans for representative people and routes them along a multimodal transportation network.

The microsimulation considers point-to-point, minute-by-minute travel throughout a region.

Example inputs:

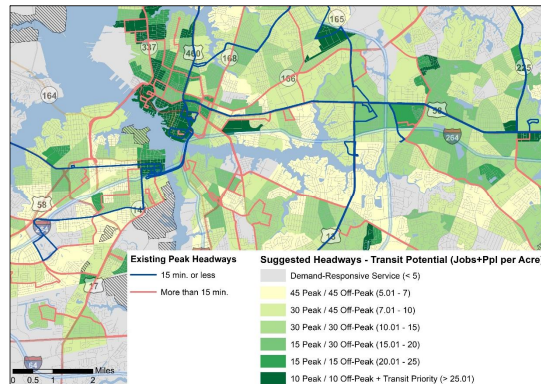
- Households
- Businesses
- Origin-destination flows
- Road network
- Transit network
- Tour patterns (Streetlight when available)





## Scenario 1: Better Match of Supply and Demand

- Evaluated the existing system performance and the potential along each route for service enhancements.
- Assessed and adjusted route frequency based on:
  - Population density
  - Employment density
  - Route productivity
- Some low-performing routes were removed from this scenario and some were replaced with on-demand service zones.



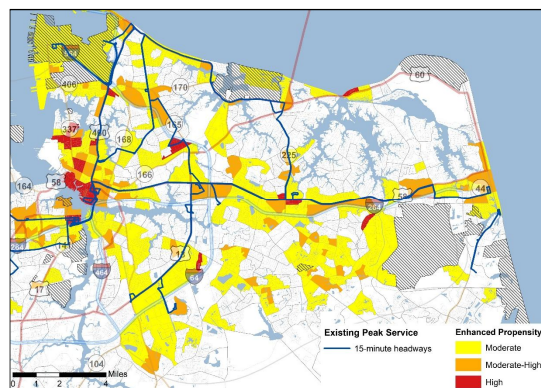
Example of data consulted while constructing this scenario

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## Scenario 2: High-Frequency

- Assumed a blank slate approach across the region, with no consideration of jurisdictional boundaries.
- Identified two types of high-frequency corridors based on proximity to areas with high propensity for mixed-use.
- Stops spaced at quarter-mile intervals.
- Standardized level of service:
  - Span: 6:00 AM-11:00 PM
  - Frequency:
    - Type I: 15-minute headways from 6:00 AM-6:00 PM, 30-minute headways from 6:00 PM-11:00 PM
    - Type II: 30-minute headways all day



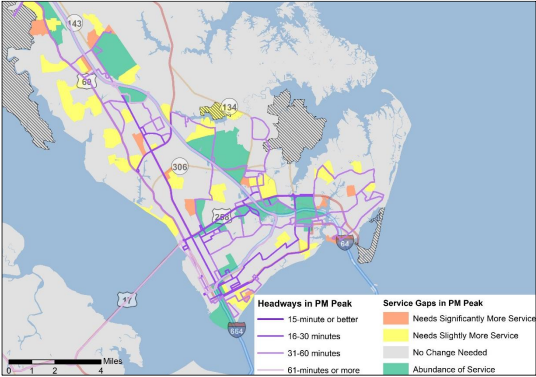
Example of data consulted while constructing this scenario

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## Scenario 3: Maximum Coverage

- Based on existing routes, considered both geographic and span of service coverage.
- Identified areas without service with medium to high transit propensity. Covered them with new fixed-route or on-demand services.
- On-demand zones placed in areas identified as needing service, but with density too low for fixed-route service.
- Standardized level of service:
  - Span: 6:00 AM-11:00 PM
  - Frequency: 15-minute peak service reduced to 30-minute headways. Some 30-minute off-peak service reduced to 60-minute headways.



*Example of data consulted while constructing this scenario*

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## FACEBOOK STATS

### February 1 – February 28, 2019

HRT's Facebook @hrtfan  
 Total fans: 12,691  
 Total posts: 15  
 Impressions: 22,258  
 Engagements: 575  
 Clicks: 185  
 People engaged: 59% female, 41% male  
 Women between 35-44 most active users

### March 1 – March 28, 2019

HRT's Facebook @hrtfan  
 Total fans: 12,686  
 Total posts: 26  
 Impressions: 28,944  
 Engagements: 590  
 Clicks: 61  
 People engaged: 59% female, 41% male  
 Women between 35-44 most active users

## FACEBOOK TOP POSTS

Post	Reactions ▼	Comments	Engagement	Reach	
<p><b>Hampton Roads Transit</b></p>  <p>(Post) March 4, 2019 9:45 am</p>	58	9	13.9%	1,326	
<p><b>Hampton Roads Transit</b></p>  <p>(Post) March 4, 2019 9:45 am</p>		58	9	13.9%	1,326
<p><b>Hampton Roads Transit</b></p> <p><b>Amtrak Virginia</b> will have a second train that will leave Norfolk at 9am on weekdays and get passengers to Washington D.C. by 1:27pm. This mid-morning departure lines up perfectly with our light rail service which begins at 6am on weekdays. Thanks for offering so many diverse transportation choices <b>City of Norfolk Government! #TryTransit</b></p>  <p>(Post) March 4, 2019 9:45 am</p>		58	9	13.9%	1,326
<p><b>Hampton Roads Transit</b></p> <p><b>#ThrowbackThursday</b> to 2012 when the new Hampton Roads Transit campus opened and replaced the 100-year-old facility. The facility cost \$72 million to build and was funded by a series of federal and state grants. It services nearly 221 buses out of 18th street from its six distinct buildings.</p> <p><b>#18thStreetFacilityHistory</b></p>  <p>(Post) by Alisa C. March 28, 2019 8:30 am</p>		31	1	7.5%	779
<p><b>Hampton Roads Transit</b></p> <p>Hampton Roads Transit is continuing to test its automated passenger counting (APC) system this month. Through the 31st, HRT operators will ask that any passenger who remains on board at the end of the line and who wants to travel back in the other direction to get off the train and then get back on. This simple step allows the APC system to properly count the passengers for the next trip. This only applies to passengers who arrive aboard the train at Newtown or EVMC and want to remain on the train for the return trip. No other passengers will be affected. Thank you for your cooperation!</p>  <p>(Post) March 25, 2019 5:30 am</p>		28	4	6%	1,058



## TWITTER STATS






### February 1 – February 28, 2019

HRT's Twitter @gohrt\_com  
 Total followers: 6,514  
 Tweets sent: 93  
 Retweets: 43  
 Mentions received: 76  
 Impressions: 50,667  
 Engagements: 312  
 Clicks: 70  
 People engaged: 55% male, 45% female  
 Men between 35-44 most active users

### March 1 – March 28, 2019

HRT's Twitter @gohrt\_com  
 Total followers: 6,554  
 Tweets sent: 164  
 Retweets: 65  
 Mentions received: 91  
 Impressions: 79,400  
 Engagements: 799  
 Clicks: 206  
 People engaged: 55% male, 45% female  
 Men between 35-44 most active users

## TWITTER TOP POSTS

Tweet	Potential Reach	Responses ▼	Clicks	Retweets
 <p><b>gohrt_com</b>            Routes 15, 23 , and 967 will see delays due to a major accident at Military and Corporate Blvd (near Military Light Rail Station) @NorfolkVA @CityofVaBeach            (Tweet) March 29, 2019 5:07 am</p>	26,951	4	0	3
 <p><b>gohrt_com</b>            Ride the TIDE, Mar 11-16, to the SCOPE for the @MEACSports Basketball Tournament. For more info, visit: <a href="https://t.co/HySh8ZKnds">https://t.co/HySh8ZKnds</a> @VisitNorfolkVA @sevenvenues @Norfolkstate <a href="https://t.co/sheZsUOCZV">https://t.co/sheZsUOCZV</a>            (Tweet) by Alisa C. March 12, 2019 11:00 am</p>	16,525	4	0	4
 <p><b>gohrt_com</b>            "We cannot change the past, but we can change our attitude toward it. Uproot guilt and plant forgiveness. Tear out arrogance and seed humility. Exchange love for hate, thereby, making the present comfortable and the future promising." – #MayaAngelou #WomensHistoryMonth  <a href="https://t.co/yzlw6vKHMI">https://t.co/yzlw6vKHMI</a>            (Tweet) by Alisa C. March 2, 2019 8:30 am</p>	13,111	4	0	4
 <p><b>gohrt_com</b>            #DidYouKnow One of the best ways to improve air quality is to utilize carpools and public transportation instead of single-passenger cars.            #TransitTuesday @VaTransitAssoc            (Tweet) by Alisa C. March 26, 2019 9:00 am</p>	7,512	3	0	3
 <p><b>gohrt_com</b>            Due to major construction I-64/ High Rise Bridge, the Route 58 will detour for approximately one year. Temporary stops will be added at Libertyville &amp; Mullen and Great Bridge &amp; Mains Creek. For more info, visit:  <a href="https://t.co/8vduR3EaOd">https://t.co/8vduR3EaOd</a> @AboutChesapeake @ChesapeakeRoads  <a href="https://t.co/lhi0vkfRpl">https://t.co/lhi0vkfRpl</a>            (Tweet) March 20, 2019 5:40 am</p>	17,857	3	0	3

## GOHRT.COM - February 2019

### OVERVIEW

Sessions	99,647
Users	153,644
Pageviews	239,799

### DEVICE USAGE:

mobile	82.04%
desktop	15.71%
tablet	2.25%

### TRAFFIC SOURCE PER SESSION

Organic Search	77.99%
Direct	17.02%
Referral	4.41%
Email	0.17%
(Other)	0.24%
Social	0.16%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	43.07%
/fares/index.html	16.78%
/fares/where-to-buy/index.html	14.01%
/route/newport-news/index.html	7.57%
/services/the-tide/index.html	7.08%
/route/norfolk/index.html	5.89%
/route/virginia-beach/index.html	5.40%
/route/index.html	0.10%
/services/paratransit/index.html	0.10%

## STUDENT FREEDOM PASS

/studentfreedompass/index.html, /studentfreedo..	10
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## GOHRT.COM - March 2019

### OVERVIEW

Sessions	18,316
Users	27,947
Pageviews	43,878

### DEVICE USAGE:

mobile	82.58%
desktop	15.20%
tablet	2.22%

### TRAFFIC SOURCE PER SESSION

Organic Search	78.27%
Direct	17.11%
Referral	4.13%
Email	0.13%
(Other)	0.22%
Social	0.14%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	44.09%
/fares/index.html	15.86%
/fares/where-to-buy/index.html	15.32%
/route/newport-news/index.html	8.06%
/services/the-tide/index.html	6.99%
/route/virginia-beach/index.html	5.11%
/route/norfolk/index.html	4.03%
/about/employment/index.html	0.54%

## STUDENT FREEDOM PASS



HAMPTON ROADS  
TRANSIT

# MARCH 2019 FISCAL YEAR 2019 FINANCIAL REPORT

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

# OPERATING FINANCIAL STATEMENTS

## MARCH 2019

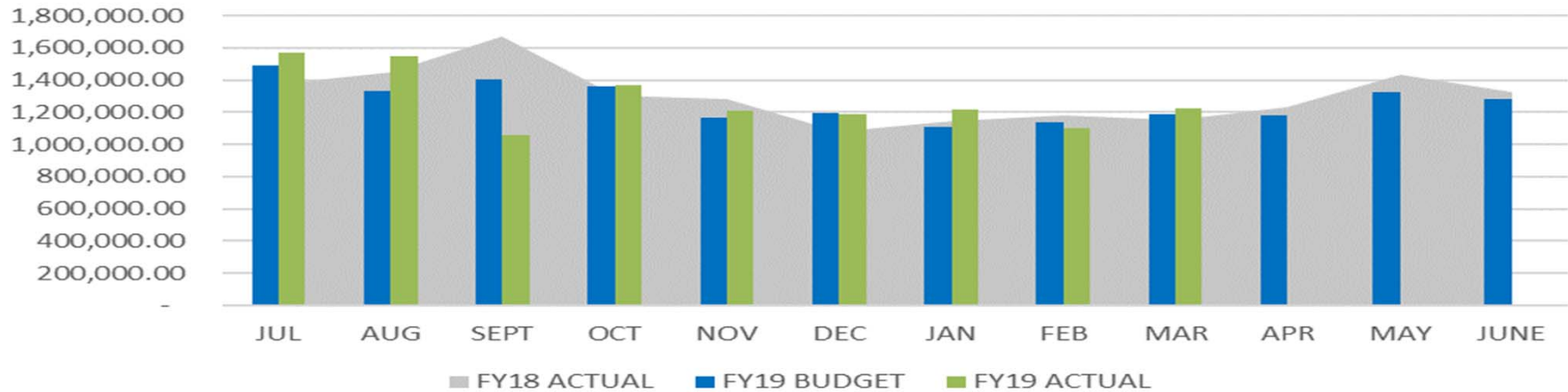
FISCAL YEAR 2019 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 15,160.4	\$ 1,185.3	\$ 1,225.5	\$ 40.2	3.4 %	\$ 11,375.5	\$ 11,484.2	\$ 108.8	1.0 %
Advertising Revenue	800.0	66.7	252.1	185.4	278.1 %	600.0	811.1	211.1	35.2 %
Other Transportation Revenue	2,046.7	170.6	188.9	18.4	10.8 %	1,535.0	1,695.1	160.1	10.4 %
Non-Transportation Revenue	60.0	5.0	31.2	26.2	523.7 %	45.0	216.9	171.9	382.0 %
<b>Total Operating Revenue</b>	<b>18,067.1</b>	<b>1,427.6</b>	<b>1,697.7</b>	<b>270.1</b>	<b>18.9 %</b>	<b>13,555.5</b>	<b>14,207.3</b>	<b>651.8</b>	<b>4.8 %</b>
<b>Non-Operating Revenue</b>									
Federal Funding <sup>(1)</sup>	18,024.7	1,538.5	1,303.7	(234.8)	(15.3) %	13,575.2	12,561.7	(1,013.5)	(7.5) %
State Funding	19,507.9	1,625.7	1,671.9	46.2	2.8 %	14,630.9	15,046.8	415.9	2.8 %
Local Funding	43,288.9	3,607.4	3,607.4	(0.0)	(0.0) %	32,466.7	32,189.4	(277.3)	(0.9) %
<b>Total Non-Operating Revenue</b>	<b>80,821.5</b>	<b>6,771.6</b>	<b>6,583.0</b>	<b>(188.6)</b>	<b>(2.8) %</b>	<b>60,672.8</b>	<b>59,797.9</b>	<b>(874.9)</b>	<b>(1.4) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 98,888.6</b>	<b>\$ 8,199.2</b>	<b>\$ 8,280.7</b>	<b>\$ 81.5</b>		<b>\$ 74,228.3</b>	<b>\$ 74,005.2</b>	<b>\$ (223.1)</b>	
<b>Personnel Services</b>	<b>\$ 64,176.2</b>	<b>\$ 5,362.8</b>	<b>\$ 4,856.0</b>	<b>\$ 506.8</b>	<b>9.4 %</b>	<b>\$ 48,154.6</b>	<b>\$ 46,553.7</b>	<b>\$ 1,601.0</b>	<b>3.3 %</b>
Contract Services	8,404.1	683.5	500.6	182.9	26.8 %	6,298.6	5,529.8	768.9	12.2 %
Materials & Supplies <sup>(2)</sup>	10,673.6	822.9	934.4	(111.6)	(13.6) %	7,911.8	8,609.8	(698.1)	(8.8) %
Utilities	1,205.3	105.8	86.3	19.5	18.4 %	898.8	889.3	9.4	1.1 %
Casualties & Liabilities	4,190.8	339.8	342.0	(2.1)	(0.6) %	3,140.6	3,141.4	(0.8)	(0.0) %
Purchased Transportation	8,444.1	737.0	554.4	182.6	24.8 %	6,473.1	5,929.0	544.1	8.4 %
Other Miscellaneous Expenses	1,794.4	147.3	183.9	(36.6)	(24.8) %	1,350.8	1,289.9	60.8	4.5 %
<b>TOTAL EXPENSE</b>	<b>\$ 98,888.6</b>	<b>\$ 8,199.2</b>	<b>\$ 7,457.6</b>	<b>\$ 741.6</b>		<b>\$ 74,228.3</b>	<b>\$ 71,943.0</b>	<b>\$ 2,285.2</b>	
<b>SURPLUS (DEFICIT)</b>			<b>823.1</b>				<b>2,062.2</b>		

1. March 2019 federal 5307 funding reduced by \$150,000 and 5337 funding by \$110,000. Year to date 5337 funding reduced by \$330,000. Project management grant reimbursements reduced by \$533,487 YTD
2. Fuel March Budget \$425,790, Actual 478,123; YTD Budget \$4,098,806, Actual \$4,631,722

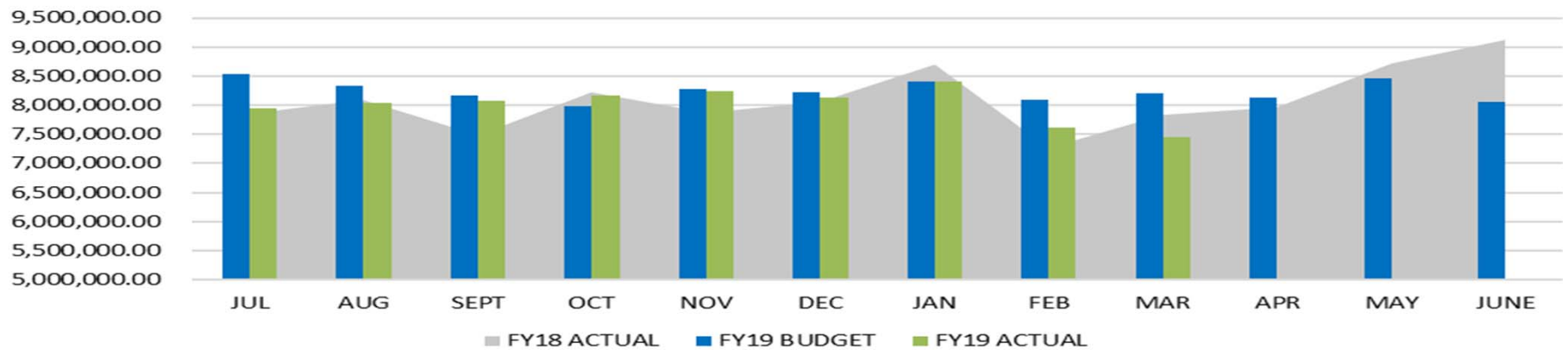
# OPERATING FINANCIAL STATEMENTS

## MARCH 2019

### Farebox Revenue



### Total Expenses



# LOCALITY CROSSWALK

## MARCH 2019

	AS OF MARCH 31, 2019		
	Locality	Non-Locality	Consolidated
<b>REVENUE</b>			
Passenger Revenue	\$ 10,784,433	\$ 699,792	\$ 11,484,225
Advertising Revenue	\$ 765,378	\$ 45,702	\$ 811,080
Other Transportation Revenue	\$ -	\$ 1,695,083	\$ 1,695,083
Non-Transportation Revenue	\$ 72,792	\$ 144,108	\$ 216,900
Federal Funding (PM 5307 & 5337)	\$ 10,156,781	\$ 1,206,343	\$ 11,363,124
Project Management-Grant Reimbursement	\$ 1,131,053	\$ 67,537	\$ 1,198,590
State Funding	\$ 14,022,615	\$ 1,024,162	\$ 15,046,777
Local Funding	\$ 32,189,422	\$ -	\$ 32,189,422
<b>TOTAL REVENUE:</b>	<b>\$ 69,122,474</b>	<b>\$ 4,882,727</b>	<b>\$ 74,005,201</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 67,602,788</b>	<b>\$ 4,340,227</b>	<b>\$ 71,943,015</b>
<b>BUDGET STATUS TO DATE:</b>	<b>\$ 1,519,686</b>	<b>\$ 542,500</b>	<b>\$ 2,062,186</b>

# LOCALITY FY2019 YEAR END PROJECTION

	FY2019 Budget	FY2019 Projections	Variance + / (-)
<b>REVENUE</b>			
Passenger Revenue	\$ 15,160,429	\$ 15,159,369	\$ (1,060)
Advertising Revenue	\$ 800,000	\$ 1,052,542	\$ 252,542
Other Transportation Revenue	\$ 60,000	\$ 102,852	\$ 42,852
Non-Transportation Revenue	\$ 2,046,668	\$ 2,037,666	\$ (9,002)
Federal Funding (PM 5307 & 5337) <sup>(1)</sup>	\$ 15,715,320	\$ 15,125,320	\$ (590,000)
Project Management-Grant Reimbursement	\$ 2,309,429	\$ 1,643,881	\$ (665,548)
State Funding	\$ 19,507,857	\$ 20,062,368	\$ 554,511
Local Funding	\$ 43,288,906	\$ 43,011,650	\$ (277,256)
<b>TOTAL REVENUE</b>	<b>\$ 98,888,609</b>	<b>\$ 98,195,648</b>	<b>\$ (692,961)</b>
<b>EXPENSE</b>			
Personnel Services	\$ 64,176,244	\$ 63,152,484	\$ 1,023,760
Services	\$ 8,404,129	\$ 7,817,559	\$ 586,570
Materials & Supplies <sup>(2)</sup>	\$ 10,673,604	\$ 11,388,549	\$ (714,945)
Utilities	\$ 1,205,285	\$ 1,195,840	\$ 9,445
Casualties & Liabilities	\$ 4,190,819	\$ 4,191,650	\$ (831)
Purchased Transportation <sup>(3)</sup>	\$ 8,444,136	\$ 7,900,070	\$ 544,066
Other Miscellaneous Expenses	\$ 1,794,392	\$ 1,985,008	\$ (190,616)
<b>TOTAL EXPENSE</b>	<b>\$ 98,888,609</b>	<b>\$ 97,631,160</b>	<b>\$ 1,257,449</b>
<b>LOCALITY SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ 564,488</b>	<b>\$ 564,488</b>

1. Federal Funding: federal fixed guideway funding variance to budget \$(440,000); federal PM variance to budget \$(150,000)
2. Materials & Supplies: fuel budget overage \$(701,000)
3. Purchased Transportation: Paratransit positive budget variance \$635,000; Ferry budget overage \$(91,000)

# LOCALITY RECONCILIATION

## MARCH 2019

FISCAL YEAR 2019 (Dollars in Thousands)	Total Local			
	Annual Budget	YTD MARCH 2019		
		Budget	Actual	Variance
Locality Operating Share	\$ 43,288.9	\$ 32,466.7	\$ 32,189.4	\$ (277.3)
Plus: Local Farebox	\$ 14,546.1	\$ 10,914.7	\$ 10,784.4	\$ (130.3)
Locality Share - Sub-Total	\$ 57,835.0	\$ 43,381.4	\$ 42,973.8	\$ (407.6)
Plus: Federal Aid	\$ 13,975.7	\$ 10,532.5	\$ 10,156.9	\$ (375.6)
State Aid	\$ 18,142.3	\$ 13,606.8	\$ 14,022.6	\$ 415.8
Total Revenue Contribution	\$ 89,953.0	\$ 67,520.7	\$ 67,153.3	\$ (367.4)
Operating Expenses	\$ 89,953.0	\$ 67,520.7	\$ 65,633.6	\$ (1,887.1)
<b>Budget Status to Date:</b>	<b>\$ 1,519.7</b>			

KPI's				PROJECTED FISCAL YEAR 2019 (Dollars in Thousands)	Total Local		
					PROJECTED FY19		
					Budget	Actual	Variance
Farebox Recovery	16.2%	16.2%	16.4%				
Farebox as a % of Locality Share - Sub-Total	25.2%	25.2%	25.1%				
Farebox as a % of Locality Operating Share	33.6%	33.6%	33.5%				
Locality Operating Share				\$ 43,288.9	\$ 43,011.6	\$	(277.3)
Plus: Local Farebox				\$ 14,546.1	\$ 14,505.4	\$	(40.7)
Locality Share - Sub-Total				\$ 57,835.0	\$ 57,517.0	\$	(318.0)
Plus: Federal Aid				\$ 13,975.7	\$ 13,437.4	\$	(538.3)
State Aid				\$ 18,142.3	\$ 18,696.8	\$	554.5
Total Revenue Contribution				\$ 89,953.0	\$ 89,651.2	\$	(301.8)
Operating Expenses				\$ 89,953.0	\$ 89,086.7	\$	(866.3)
<b>Year End Projection:</b>					<b>\$ 564.5</b>		



# PROCUREMENTS BETWEEN \$50K-\$100K    MARCH 2019



<b>Contract No:</b>	18-78386	<b>Title:</b>	Pre-Employment Background Screening Services (Renewal)	<b>Base Year Price:</b>	\$64,900.00
				<b>Two Option Years' Price:</b>	\$129,800.00

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide pre-employment background screening services for all hires.

**Background:** Hampton Roads Transit (HRT) currently employs over 950 individuals in various positions throughout the agency. HRT's Human Resources Department, through the recruitment process, is required to ensure that all selected candidates successfully pass HRT's background screening process while remaining compliant with federal, state and local regulations. Background screenings are conducted on all prospective employees for full-time, part-time, temporary, intern and seasonal positions, as well as on all employees who are promoted or hired in another position within the agency. Under the terms of this agreement, the Contractor shall provide reliable, thorough, timely and quality background screening services in support of HRT's recruiting and staffing efforts.

**Contract Approach:** A Request for Proposals (RFP) was issued on October 22, 2018. Fifteen (15) proposals were received on December 14, 2018 from the following firms:

- AAA Credit Screening Services
- Applicant Insight
- Asurint
- Azura Investigations
- Castle Branch, Inc.
- Employers Choice Screening (ECS)
- FS Solutions
- Global Investigative Services
- Hire Right
- Inquiries Screening (Inquiries)
- Proforma Screening Solutions
- Securecheck360, LLC
- Shield Screening
- Sterling Infosystems
- Western Reporting, Inc.

After a thorough review of all the technical proposals received by the evaluation panel, ECS, Inquiries and Shield Screening were invited to discuss their proposal and provide technical clarification on their qualifications and approach to the Scope of Work. The remaining twelve (12) firms were eliminated based on significant deficiencies in their technical proposals and lack of demonstrated experience with providing accurate, quality services.

<b>Contract No:</b>	18-78386	<b>Title:</b>	Pre-Employment Background Screening Services (Renewal)	<b>Base Year Price:</b>	\$64,900.00
				<b>Two Option Years' Price:</b>	\$129,800.00

At the conclusion of discussions, HRT's Evaluation Panel determined that Inquiries was the only firm technically qualified to provide the required services with accuracy and maintain federal, state and local compliance. Inquiries was therefore invited for further discussion and negotiations. Negotiations focused on clarifying assumptions made in establishing pricing and reducing their proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

As a result of negotiations, HRT achieved a cost reduction of \$25,560 or 11.6%. Inquiries' BAFO reflected an average decrease in unit prices of approximately 2.6% below the unit prices in the current contract. The total BAFO pricing, in the amount of \$194,700, for an estimated quantity of 650 background screenings, is approximately 8.6% or \$15,540 higher than the current total contract price of \$179,160 for an estimated quantity of 600 screenings.

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

Inquiries, located in Easton, MD has provided similar services for the Port Authority of New York and New Jersey in Marlton, NJ; New Jersey Transit in Newark, NJ; and, the Metropolitan Government of Nashville and Davidson County in Nashville, TN. Inquires also provides these services to HRT satisfactorily.

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

No DBE goal was established for this solicitation.

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

**Project Manager:** Romika Williams, Human Resources Manager

**Contracting Officer:** Fevrier Valmond, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Inquiries Screening to provide pre-employment background screening services, in the not-to-exceed amount of \$194,700 for three (3) years.

<b>Contract No:</b>	18-78386	<b>Title:</b>	Pre-Employment Background Screening Services (Renewal)	<b>Base Year Price:</b>	\$64,900.00
				<b>Two Option Years' Price:</b>	\$129,800.00

<b>Inquiries Screening Pricing Summary</b>			
<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Total</b>
\$64,900	\$64,900	\$64,900	<b>\$194,700</b>

<b><u>OFFEROR</u></b>	<b><u>OFFER</u></b>	<b><u>BEST AND FINAL OFFER</u></b>
AAA Credit Screening Services	\$64,233.60	N/A
Asurint	\$110,172.50	N/A
Applicant Insight	\$124,920.00	N/A
Azura Investigations	\$129,450.00	N/A
Shield Screening	\$129,870.00	N/A
Castle Branch, Inc.	\$144,084.00	N/A
Employers Choice Screening	\$156,150.00	N/A
FS Solutions	\$157,129.00	N/A
Sterling Infosystems	\$159,090.00	N/A
Western Reporting, Inc.	\$164,287.50	N/A
Proforma Screening Services	\$179,764.50	N/A
Securecheck360, LLC	\$184,350.00	N/A
Global Investigative Services	\$188,427.50	N/A
Hire Right	\$193,180.50	N/A
<b>Inquires Screening</b>	<b>\$220,260.00</b>	<b>\$194,700.00</b>

<b>Contract No:</b>	18-79494	<b>Title:</b>	Paratransit Eligibility Evaluation and Processing Services (Renewal)	<b>Three (3) Base Year's Price:</b> <b>Two (2) Option Year's Price:</b>	\$640,379 \$532,262
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to perform the processing and evaluation of applications from persons interested in certification to use Hampton Roads Transit's (HRT) Paratransit Services.

**Background:** HRT currently receives approximately 250 to 300 applications for ADA Complementary Paratransit services each month. In 2014 it was determined that outsourcing the eligibility evaluation and processing duties would increase efficiency and reduce HRT's overall costs. Under the terms of this agreement, the Contractor shall provide customer service for inquiries and submitting applications, mail services for reminder notices, application packages and notification letters, professional eligibility determinations, data storage, user friendly website for submitting applications and verifications, and transit user profiles.

**Contract Approach:** A Request for Proposals (RFP) was issued on December 5, 2018. Three (3) proposals were received on January 17, 2019 from the following firms:

- ADARide.com, LLC (ADARide)
- Medical Transportation Management, Inc.
- C.A.R.E. Evaluators, Inc.

Upon review and evaluation of the proposals received, it was determined that ADARide was best rated to meet the Scope of Work (SOW) requirements. As a result, ADARide was invited for discussions and negotiations. Negotiations focused on clarifying SOW items, the auto-recertification processing, and exceptions taken to the contractual terms and conditions. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an in-depth review and analysis of the BAFO received, HRT staff determined that ADARide provided the best value to HRT based on a combination of technical capability and price. ADARide's pricing is deemed fair and reasonable based on the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that ADARide is both technically and financially capable to perform the work.

ADARide is located in Los Angeles, CA and provides similar services to the Greater Richmond Transit Company in Richmond, VA; the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) in Lexington, KY; and, Metropolitan Tulsa Transit in Tulsa, OK. ADARide also performs these services for HRT satisfactorily.

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

<b>Contract No:</b>	18-79494	<b>Title:</b>	Paratransit Eligibility Evaluation and Processing Services (Renewal)	<b>Three (3) Base Year's Price:</b>	\$640,379
				<b>Two (2) Option Year's Price:</b>	\$532,262

No DBE goal was established for this solicitation.

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

**Project Manager:** Keith Johnson, Paratransit Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to ADARide.com, LLC to provide the evaluation and processing services of Paratransit applications in the not-to-exceed amount of \$1,172,641.

<b>ADARide, LLC's Summary*</b>	
Base Year 1	\$193,941
Base Year 2	\$212,933
Base Year 3	\$233,505
Option Year 1	\$254,120
Option Year 2	\$278,142
<b>Total Price</b>	<b>\$1,172,641</b>

\*The estimated number of applications to be processed increases each year.

### SOLICITATION RESULTS

<b>OFFEROR</b>	<b>ORIGINAL OFFER</b>	<b>BEST AND FINAL OFFER</b>
<b>ADARide.com, LLC</b>	<b>\$1,228,054</b>	<b>\$1,172,641</b>
Medical Transportation Management, Inc.	\$1,408,739	N/A
C.A.R.E. Evaluators, Inc.	\$1,624,552	N/A

<b>Contract No:</b>	19-00004	<b>Title:</b>	Oracle PeopleSoft Annual Support Services Renewal	<b>Base Three Years' Price:</b> <b>Two Option Years' Price:</b>	\$745,262.91 \$547,850.93
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**Acquisition Description:** Enter into a contract for the renewal of annual software support of Oracle's PeopleSoft Applications.

**Background:** Hampton Roads Transit's (HRT's) current application environment consists of Oracle PeopleSoft Financials/SCM 8.4 and PeopleSoft Human Capital Management (HCM) 9.1 systems. PeopleSoft Financials is strategic to the agency's ability to perform Federal financial reporting and includes modules such as General Ledger, Accounts Payable and Purchasing. PeopleSoft HCM is vital to maintaining Human Resource-based information throughout the agency and includes modules such as Benefits Administration, Time & Labor and Payroll.

**Contract Approach:** An Invitation for Bid (IFB) was issued on February 20, 2019. One (1) bid was received on March 26, 2019 from Mythics, Inc. (Mythics) in the amount of \$1,293,113.84. This amount includes annual software support services for Oracle PeopleSoft Financials and Oracle PeopleSoft HCM modules currently utilized by HRT. Upon review and evaluation, Mythics' bid was deemed responsive (in compliance with submittal requirements) and responsible (capable to perform). A post solicitation survey of firms solicited concluded that most could not meet the requirements of the Scope of Work or were unable to provide competitive pricing. As a result of both the post solicitation survey and previous procurements for these services, there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation. Additionally, Mythics is the value-added reseller in the state of Virginia.

In order to obtain more favorable pricing, a decision was made to enter into price negotiations with Mythics. Negotiations focused on reducing the proposed annual price per application. Mythics did not offer any concessions as a result of the negotiation; however, it was concluded that Mythics still provided the best value to HRT based on responsiveness, capability and price. Mythics proposed pricing for the first year of the contract reflected an approximate 3.3% decrease from the final year of the current contract pricing. Based on a price analysis performed utilizing the independent cost estimate and historical data, Mythics' proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Mythics is technically and financially capable to perform the work.

Mythics is located in Virginia Beach, VA and provides these services for the New York City Health and Hospitality Corporation in New York, NY; and, Denver Water in Denver, CO. Mythics also provides these services to HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

<b>Contract No:</b>	19-00004	<b>Title:</b>	Oracle PeopleSoft Annual Support Services Renewal	<b>Base Three Years' Price:</b> <b>Two Option Years' Price:</b>	\$745,262.91 \$547,850.93
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**Cost/Funding:** This contract will be funded with operating funds.

**Project Manager:** Glenda Dixon, Director ERP Services

**Contracting Officer:** Fevrier Valmond, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Mythics, Inc. to provide Oracle PeopleSoft Annual Software Support Services in the not to exceed amount of \$1,293,113.84 for five (5) years. *After 3 base years, O&O Committee recommended Board approval prior to exercising option years*

### **SOLICITATION RESULTS**

<b>OFFEROR</b>	<b>BASE YEAR 1</b>	<b>BASE YEAR 2</b>	<b>BASE YEAR 3</b>	<b>OPTION YEAR 1</b>	<b>OPTION YEAR 2</b>	<b>TOTAL</b>
Mythics, Inc.	\$238,743.86	\$248,293.65	\$258,225.40	\$268,554.38	\$279,296.55	<b>\$1,293,113.84</b>



<b>Purchase Order No.:</b>	80600	<b>Title:</b>	Light Rail Vehicle Articulation Joints	<b>Price:</b>	\$166,977
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**Acquisition Description:** Award a Purchase Order (PO) for a vendor to provide articulation joints for the State of Good Repair maintenance of Hampton Roads Transit's (HRT's) Light Rail Vehicles (LRVs).

**Background:** HRT currently owns and operates nine (9) LRVs. Each LRV Truck is equipped with upper and lower articulation joints that facilitate the smooth operation of the LRV. The articulation joints are comprised of hinged brackets and adjustable connecting rods for the top of the LRVs; and bearings and damper rods at the bottom. These items combined are the articulation assemblies and allow for the radius turns and slight pitch-and-roll movements that occur during operation of the LRVs. The LRV's have all surpassed 300,000 miles; and the articulation assemblies have reached the end of their service life and require replacement to maintain the LRV's state of good repair. This PO will provide for the replacement of the upper and lower articulation joints of the LRVs.

**Contract Approach:** A Request for Quote (RFQ) was issued on December 21, 2018. One (1) quote was received on February 8, 2019 from Siemens Industry, Inc. (Siemens).

After review and evaluation of the quote received, HRT staff determined that Siemens was responsive (in compliance with submittal requirements) and responsible (capable to perform) and is therefore eligible for award. Additionally, Siemens is the Original Equipment Manufacturer (OEM) of the LRVs and the only known source.

Based on a price analysis performed, Siemens' quote is deemed fair and reasonable. A contractor responsibility review performed confirmed that Siemens is technically and financially capable to provide the requested items.

Siemens is headquartered in Munich, Germany and has been a provider for rail and transit authorities for over one hundred and seventy-one (171) years. Siemens also provides numerous parts to HRT satisfactorily.

**Cost/Funding:** This Purchase Order will be funded by grant funds.

**Project Manager:** Wayne Groover, Senior Manager of Rail Vehicle Maintenance

**Contracting Officer:** Fevrier Valmond, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve award of a Purchase Order to Siemens Industries, Inc. to provide articulation joints for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$166,977.