



Meeting of the Transportation District Commission of Hampton Roads

Thursday, January 23, 2020 • 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, January 23, 2020 at 1:00 p.m. at 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, January 23, 2019 • 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 December 12, 2019 Meeting Minutes
4. President's Monthly Report - William Harrell
 - A. Board Updates
5. Committee Reports
 - A. Audit & Budget Review Committee - Commissioner Gray/
Conner Burns, Chief Financial Officer
 - November 2019 Financial Report
 - December 2019 Financial Report
(Both reports will be sent out separately from this agenda package)
 - B. Management/Financial Advisory Committee – Commissioner Cipriano/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Rowe/
Sonya Luther, Director of Procurement
 - **Contract No: 19-00051 – Architectural and Engineering Services**

Recommending Commission Approval: Award of a contract to STV Group, Inc. to provide architectural and engineering services, on a Task Order basis, in the not-to-exceed amount of \$7,000,000.
 - **Contract No: 19-00041 – Passenger Amenities Cleaning Services (Renewal)**

Recommending Commission Approval: Award of a contract to ETI Environmental, Inc. for passenger amenity cleaning services in the not-to-exceed amount of \$597,626.58 over a three-year period.

- D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer
- E. External/Legislative Advisory Committee - Commissioner Kanoyton/
Joe Dillard, Government Relations Liaison
- F. Smart Cities & Innovation Committee – Commissioner McClellan/
Erin Glenn, Interim Chief Information/Technology Officer
- G. Paratransit Advisory Subcommittee – Chair Paul Atkinson Jr./Keith
Johnson, Manager of Paratransit
- H. Transit Ridership Advisory Sub-Committee – Ms. Denise Johnson, Chair
Rodney Davis, Director of Customer Relations
- 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, February 27, 2020 at 1:00 p.m. at 509 E. 18th Street, Norfolk, VA.



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, December 12, 2019 • 3:00 p.m.
509 E. 18th Street, Norfolk, VA

Call to order

A quorum was attained, and Chairman Hunter called the meeting to order at 3:31 pm.

Commissioners in attendance:

Commissioner Hunter, Portsmouth
Commissioner Fuller, Chesapeake
Commissioner Hamel, Chesapeake
Commissioner Mucha, VDRPT
Commissioner Kanoyton
Alt. Commissioner DeProfio, Hampton
Commissioner Woodbury, Newport News
Alt. Commissioner Cipriano, Newport News
Alt Commissioner Velissarios, Newport News
Commissioner McClellan, Norfolk
Commissioner Parnell, Norfolk
Alt. Commissioner Inman
Commissioner Rowe, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Alt. Commissioner Reel, Virginia Beach

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Debbie Ball, Director of Finance
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer
David Burton, General Counsel, Williams Mullen
Gene Cavasos, Director of Marketing & Communications
Jennifer Dove, DBE and Grants Coordinator
Angela Glass, Director of Budget & Financial Analysis
Erin Glen, Interim Chief CIO/CTO
William Harrell, President and CEO
Tom Holden, Media Relations Specialist
Keith Johnson, Paratransit Services Contract Administrator
Larry Kirk, Assistant Director of Finance
Shanti Mullen, Internal Auditor I
Sibyl Pappas, Chief Engineering & Facilities Officer
Luis Ramos, Sr. Executive Assistant/Commission Secretary
Benjamin Simms, Director of Transportation & Security
Adrian Tate, Staff Accountant
Robert Travers, Corporate Counsel

Others in attendance:

Frank Azzalina, HRTI
Ina Kreps, Paratransit User
Mark Geduldig-Yatrofsky, ATLANTISUR.US
Monique Johnson, Citizen
Denise Johnson, TRAC, Chair
Linda Wheeler, Common Courtesy
Judith Brown, League of Women Voters

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.

Commissioner Ross Hammond arrived at 3:33 pm.

Approval of the December 2019 TDCHR Meeting Minutes

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

Ayes: Commissioners Hunter, Fuller, Hamel, Mucha, Kanoyton, DeProfio, Velissarios, Inman, Rowe, Ross-Hammond and Reel.

Nays: None

Abstain: Commissioner Cipriano

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell introduced Sheriff Joe Baron of Norfolk who shared his appreciation for HRT and its support of Senior FEST in which over 800 senior citizens attended.

Mr. Gene Cavasos stated that HRT received the Public Relations Society of America 2019 Pinnacle Award for Marketing.

Mr. Harrell stated that HRT has been working with various committees on the Strategic Plan and is making significant progress. Mr. Harrell shared the Guiding Principles of which HRT is looking for approval of the principles by local City Managers and Commissioners.

Commissioner Rowe motioned for approval of the Guiding Principles for the Strategic Plan. Properly second by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Fuller, Hamel, Mucha, Kanoyton, DeProfio, Cipriano, Velissarios, Inman, Parnell, Rowe, Ross-Hammond and Reel.

Nays: None

Abstain: None

A report from a regional advisory panel supporting HRTs efforts was placed at the Commissioners' seats.

COMMITTEE REPORTS

Audit and Budget Review Committee

Alt. Commissioner DeProfio stated that the Audit and Budget Committee did not meet this month.

Mr. Conner Burns presented the October financials as enclosed in the meeting package.

It was stated that the Fiscal Year 2021 Draft Operating Budget and TSP's were shared with the MFAC as promised.

There was a discussion regarding federal capital dollars that are being used and the miscellaneous line in the budget which was going up by 17%.

There was additional discussion on HRT's reliance on federal capital funding and the inability to reduce the funding unless service cuts are made. Mr. Harrell provided insight on ACC funding so HRT will not have a significant impact on city budgets. Mr. Harrell shared the need for a regional backbone stating that the region should invest more in transit to free up the cities' general funds.

There was a question regarding the definition of purchase transportation which is HRT's paratransit and ferry boat services. The hourly rate for paratransit and ferry service were discussed.

Technology needs and costs were discussed.

The CIP was discussed to include the funding and resources available for technology.

Management Finance Advisory Committee (MFAC)

Alt. Commissioner Cipriano stated that MFAC met and discussed microtransit possibilities and how microtransit could have a relationship with HRT to address underserved areas.

Ms. Cipriano stated that the financial statements were discussed as well as how to balance Capital Contributions and how it relates to the Capital Budget.

Ms. Cipriano stated that a list of questions has been developed regarding what is behind HRT's budget numbers in an effort to reach the best possible FY2021 budget for both HRT and the cities. She noted that the next MFAC meeting will be focused on the budget.

Ms. Cipriano stated that MFAC is looking for ways that the cities can assist with increasing ridership.

Operations and Oversight Committee

Commissioner Rowe stated that the Operations and Oversight Meeting was held last Thursday, December 5, 2019 in Norfolk.

Ms. Sonya Luther was called on to present the recommendations to the Board.

Contract No: 19-00038 Hydraulic and Electric Vehicle Lift and Boom Inspection and Repair Service (Renewal) was recommended for Commission approval to award of a Contract to Hydraulic Service Company, Inc. to perform scheduled hydraulic and electric vehicle lift and boom inspections; and, unscheduled boom repairs in the not-to-exceed amount of \$138,320 over a four-year period.

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

Ayes: Commissioners Fuller, Hamel, Mucha, Kanoyton, DeProfio, Cipriano, Velissarios, Inman, Parnell, Rowe, Ross-Hammond and Reel.

Nays: None

Abstain: Chairman Hunter

NOTE: Chairman Hunter recused himself from this vote.

Contract No: 19-00058 Design Engineering of Hampton Roads Transit's Charging Station Infrastructure was recommended for Commission approval to award of a sole source contract to Proterra, Inc. provide design engineering of seven (7) 125 kW chargers at Hampton Roads Transit's (HRT's) Southside facility in the not-to-exceed amount of \$66,918.

Contract No: 19-00014 Provision of Office Supplies was recommended for Commission approval to award of a contract to Guernsey, Inc. to provide office supplies to HRT's various locations, in the not-to-exceed amount of \$140,000 over four (4) years.

Contract No: 19-00055 TRAFFIX General Communications and Marketing Consultant Services was recommended for Commission approval to award of a contract to Siddall Communications, Inc. to provide HRT's TRAFFIX Department with general communications and marketing consultant services in the not-to-exceed amount of \$900,000.

A motion to approve contracts: 19-00058 Design Engineering of Hampton Roads Transit's Charging Station Infrastructure, and Contract No: 19-00014 Provision of Office Supplies Contract No: 19-00055 TRAFFIX General Communications and Marketing Consultant Services, was made by Operations and Oversight Committee and properly seconded by Commissioner Parnell. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Fuller Hamel, Mucha, Kanoyton, DeProfio, Cipriano, Velissarios, Inman, Parnell, Rowe, Ross-Hammond and Reel.

Nays: None

Abstain: None

Commissioners Woodbury and McClellan arrived at 3:43 PM replacing Alternate Commissioners Velissarios and Inman.

Planning and New Starts Development Committee

Commissioner Ross-Hammond advised that the Committee had not met but she will present to the Commission in February.

External Legislative Advisory Committee (ELAC)

The ELAC Committee did not meet, and no report was given. Mr. Joe Dillard met with legislators and a report will be given at the next meeting.

Smart Cities & Innovation Committee

The Smart Cities and Innovation Committee met this week. During the meeting, the committee set priorities for HRT. Real time customer information, mobile payments, microtransit are listed as some of the top priorities in addition to trip planning and integration of real time with transit networking companies (TNCs).

Paratransit Advisory Sub-Committee (PAC)

Mr. Paul Atkinson stated the committee met yesterday.

Mr. Atkinson stated that an introduction meeting with VIA, the PAC and HRT staff was had and was an overall good experience.

Mr. Atkinson stated that the committee discussed service quality and there was an opportunity to ask questions of VIA regarding upcoming services.

Transit Ridership Advisory Committee (TRAC)

Ms. Denise Johnson stated that TRAC did not meet and no report was given.

Old and New Business

An overview of the Rail State Safety Oversight by the Virginia Department of Rail and Public Transportation (DRPT) was presented by Andrew Ennis, Program Manager.

Commissioner Woodbury left the meeting at 4:59 pm.

Resolution 03 - 2019 Resolution of the Transportation District Commission of Hampton Roads adopting the update to the HRT Capital Improvement Plan (CIP) for FY 2021-FY 2026 was read by Mr. David Burton.

A motion to approve the resolution was made by Commissioner Rowe and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Fuller Hamel, Mucha, Kanoyton, DeProfio, Woodbury, Cipriano, McClellan, Parnell, Rowe, Ross-Hammond and Reel.

Nays: None

Abstain: None

Comments by Commissioners

There were no comments made by Commissioners.

Adjournment

The meeting adjourned at 5:13 pm.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

ATTEST:

Brad Hunter
Chair

Luis Ramos
Commission Secretary
December 12, 2019



HAMPTON ROADS
TRANSIT

TDCHR Meeting December 12, 2019

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Sheriff Joe Baron

- 3rd Annual Senior FEST – A Senior Support Services Seminar



Public Relations Society of America Award 2019 Pinnacle Award



Transit Strategic Plan – Guiding Principles

- Follow Standards to achieve a more effective bus network
- Prioritize high-frequency service on a regional backbone system.
- Balance resources between peak hour and all-day
- Prioritize connections across jurisdictions
- Maximize transit coverage throughout the region
- Leverage a data-driven approach and factoring of funding and operational constraints to prioritize and phase implementation



TDCHR Meeting December 12, 2019

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GENERAL ASSEMBLY'S CRITICAL ROLE IN PUBLIC TRANSPORTATION

Public transportation in Hampton Roads and across Virginia generates significant social and economic benefits.

Did you know that for every \$1 invested in public transportation in Virginia, almost \$3 in economic activity is generated in return? An estimated \$607 million in tax revenues are part of transit's annual statewide economic impact. Transit-dependent riders earn \$1.5 billion in employment income help save 23.5 million hours of travel time on Virginia highways.

These are just some of the findings of a study released by the Virginia Department of Rail and Public Transportation. They demonstrate, in no uncertain terms, the importance of transit in the Commonwealth.

Strengthening these impressive metrics is but one reason why it remains as critical as ever to continue investing in this important public asset. Transit agencies have identified about \$932 million in capital projects over the next five years, including ongoing bus fleet replacements, building operating and maintenance facilities, investing in new technology and safety enhancements.

Comparing these statewide transit capital needs to projected funding, however, reveals a state shortfall of about \$208 million dollars over the next five years. This means Virginia needs about \$42 million per year in new transit capital funding to make up the difference. This is in addition to ongoing support for operating funds that help make transit service possible at 41 agencies, HRT included.

Time is of the essence to address these issues. Additionally, there is the longstanding need for dedicated funding to support better regional transit in Hampton Roads.

I encourage everyone to get involved in the legislative process in Richmond this year.

The 2020 General Assembly has convened. Its regular session is scheduled to run January 8th through March 7th. Legislators are considering a broad range of items, including the Commonwealth's biennial budget and transportation programs.

The Northam Administration's main transportation bill is House Bill 1414 (HB1414), introduced by Speaker of the House Eileen Filler-Corn (D- Fairfax) and its companion, Senate Bill 890, carried by Senate Majority Leader Dick Saslaw (D- Fairfax).

HB1414/SB890 propose significant changes. If passed, transit could receive an estimated \$125 million in additional funding by 2024. A new incentive program for regional routes, funded at about \$25 million annually, could support improved regional connectivity in major urban areas. The gas tax would change 4 cents per year (increasing 12 cents over the next three years), DMV registration fees would be reduced, and vehicle inspection fees would be eliminated. HB1414/SB890 would also create a new Passenger Rail Authority, to expand and enhance commuter rail services.

Meanwhile, lawmakers from Northern Virginia are also pursuing new transit funding for their region, and the Richmond region is advocating for House Bill 1541 (McQuinn, D-Richmond) to create a new regional transportation authority. The "Central Virginia Transportation Authority" will have authority to administer transportation funding generated through a new regional 0.7 percent sales and use tax and a 2.1 percent wholesale gas tax. This is similar to the Hampton Roads Transportation Accountability Commission, however, 15 percent of new funding in Richmond will be allocated to transit.



President's Report

January 2020

It's critically important for Hampton Roads to not be left out of mix as new transportation legislation makes its way through the General Assembly and to the Governor's desk.

New dedicated transit funding is a strategic imperative for Hampton Roads. This could help alleviate some of the burden on local governments, which are currently shouldering 45 percent of annual operating costs using general funds. It could also help make up for the 22 percent less in transit funding in our region compared to peers – a \$19-dollar per capita gap. Through the Transit Transformation Project, we've heard loud and clear that investing in a better core regional bus service is a top regional priority.

Our mission at HRT is to connect Hampton Roads with transportation solutions that are reliable, safe, efficient and sustainable.

To achieve this, it's important that Virginia has balanced and equitable levels of investments across different modes of transportation and across different parts of the Commonwealth. We also need to ensure parity among Northern Virginia, Richmond and Hampton Roads in how transportation programs are defined and funded.

Working together, we can make an impact to see things fixed during the 2020 General Assembly session and ensure Hampton Roads has the resources needed to sustain and improve transit services in the years ahead.

Sincerely,

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

William E. Harrell

President and CEO

Hampton Roads Transit

FACEBOOK STATS

November 1 – November 30, 2019

HRT's Facebook @hrtfan
 Total fans: 12,888
 Total posts: 21
 Impressions: 21,658
 Engagements: 1,865
 Clicks: 142
 People engaged: 53% female, 47% male
 Women between 35-44 most active users

December 1 – December 31, 2019

HRT's Facebook @hrtfan
 Total fans: 12,881
 Total posts: 9
 Impressions: 4,393
 Engagements: 237
 Clicks: 178
 People engaged: 59% female, 41% male
 Women between 35-44 most active users

FACEBOOK TOP POSTS

By Lifetime Engagements







Hampton Road...
Tue 12/24/2019 5:00 am
PST

Happy Holidays from Hampton Roads Transit! We look forward to serving you in 2020!




Total Engagements	83
Reactions	50
Comments	1
Shares	11
Message Clicks	21







Hampton Road...
Thu 12/5/2019 11:14 am
PST

We are currently experiencing technical difficulties with our tracking and route display




Total Engagements	83
Reactions	11
Comments	10
Shares	3
Message Clicks	59





Hampton Road...
Mon 12/23/2019 1:43 pm
PST

<https://gohrt.com/alert/newport-news-shipyard-holiday-closure/>



Total Engagements	63
Reactions	5
Comments	1
Shares	2
Message Clicks	55

TWITTER STATS









November 1 - November 30, 2019

HRT's Twitter @gohrt_com
 Total followers: 6,955
 Tweets sent: 166
 Retweets: 150
 Mentions received: 139
 Impressions: 98,600
 Engagements: 1,100
 Clicks: 38
 People engaged: 55% male, 45% female
 Men between 35-44 most active users

December 1 – December 31, 2019

HRT's Twitter @gohrt_com
 Total followers: 6,990
 Tweets sent: 119
 Retweets: 129
 Mentions received: 128
 Impressions: 87,400
 Engagements: 612
 Clicks: 19
 People engaged: 55% male, 45% female
 Men between 35-44 most active users

TWITTER TOP POSTS

Tweet	Potential Reach	Responses ▼	Clicks	Retweets
  <p>Mon 12/23/2019 12:27 pm GMT Route 57 will see delays due to an incident on South Military Highway Northbound, just before the Gilmerton Bridge. @ChesapeakeRoads @MadisonG_WAVY @TedNoah @13BethanyReese</p> <p>Tweet</p>	16k	5	0	5
  <p>Wed 12/4/2019 1:46 pm GMT Route 13 will detour due to a Water Main break at Berkley Ave and Campostella. Street is blocked on Berkley Ave. For more information, visit: https://t.co/Oitbdlszvl @13BethanyReese @TedNoah @MadisonG_WAVY @ChesapeakeRoads https://t.co/egz4ll4Got</p> <p>Tweet</p>	16.2k	5	0	5
  <p>Mon 12/2/2019 2:03 pm GMT Chesapeake will be having their annual Rotary Club Christmas Parade Sat, Dec 7. The Route 14 will not be able to service Cedar Road from Battlefield Boulevard to Albemarle Drive 4:00pm - 9:00pm. For more info, visit: https://t.co/iXBBuN8MEY @ChesapeakeRoads @AboutChesapeake https://t.co/JqLcmEf1VI</p> <p>Tweet</p>	20.5k	5	0	5
  <p>Fri 12/27/2019 8:47 pm GMT Stops at PARKS & 20TH Street for the Route 960 are temporarily blocked due to an incident by the Convention Center. Passengers should utilize the stops at 19th and Arctic until further notice</p>	86.5k	4	0	4



Web Site Analytics

Gohrt.com • December 2018 & December 2019

GOHRT.COM - December 2018

OVERVIEW

Sessions	56,418
Users	93,060
Pageviews	131,200

DEVICE USAGE:

mobile	72.86%
desktop	23.97%
tablet	3.18%

TRAFFIC SOURCE PER SESSION

Organic Search	70.75%
Direct	22.91%
Referral	4.77%
Email	0.25%
(Other)	1.05%
Social	0.27%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	19.26%
/route/norfolk/index.html	8.26%
/route/index.html	7.80%
/route/newport-news/index.html	4.88%
/fares/index.html	4.79%
/route/virginia-beach/index.html	4.38%
/route/holiday-schedules/index.html	3.51%
/services/the-tide/index.html	2.85%
/services/paratransit/index.html	2.77%
/route/hampton/index.html	2.48%

GOHRT.COM - December 2019

OVERVIEW

Sessions	26,940
Users	37,069
Pageviews	62,441

DEVICE USAGE:

mobile	85.31%
desktop	13.23%
tablet	1.46%

TRAFFIC SOURCE PER SESSION

Organic Search	77.28%
Direct	18.98%
Referral	3.09%
Email	0.33%
(Other)	0.21%
Social	0.07%
Display	0.04%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	10.424%
/routes/norfolk/index.html	6.999%
/route/20/index.html	5.359%
/route/1/index.html	3.357%
/routes/newport-news/index.html	3.273%
/route/3/index.html	3.102%
/routes/virginia-beach/index.html	3.083%
/routes/index.html	2.839%
/route/15/index.html	2.586%
/routes/light-rail/index.html	1.989%

Contract No:	19-00051	Title:	Architectural and Engineering Services	Price:	\$7,000,000
				Term:	3 yrs. w/2 1-yr. options

Acquisition Description: Enter into a contract with a qualified firm to provide architectural and engineering services on a Task Order basis.

Background: Hampton Roads Transit (HRT) has a requirement for a qualified Architectural and Engineering (A&E) services firm to provide comprehensive, as needed services, to supplement work typically performed by HRT's Engineering and Facilities Department. Services include, but are not limited to: consultative and technical guidance; production of individual project scopes, design documents, construction documents, planning documents, specifications, project schedules and cost estimates; as well as, bid and award, project management, construction administration, monitoring and testing, policy and regulation development, training and public outreach support, data analysis, permitting and report writing services on an as-needed basis. HRT will issue individual Project Task Orders as the need for services arise.

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 4, 2019. Eight (8) proposals were received on November 8, 2019 from the following firms:

- A. Morton Thomas and Associates, Inc.
- HDR Engineering, Inc.
- Kimley-Horn and Associates, Inc.
- Retnauer Baynes Associates, LLC
- STV Group, Inc. (STV)
- Tymoff+Moss Architects
- VHB, Inc.
- Wendel Architecture, PC

Technical proposals were evaluated based on each firm's experience and qualifications, past performance, and technical approach. Upon review and evaluation of the technical proposals, STV was determined to be the most technically qualified firm; therefore, no presentations or proposal clarifications were required.

On December 11, 2019, HRT requested STV's Pricing Proposal. Pricing is based on hourly labor rates (including burden and overhead) for a number of different labor categories. In order to

Contract No:	19-00051	Title:	Architectural and Engineering Services	Price:	\$7,000,000
				Term:	3 yrs. w/2 1-yr. options

determine that the fair and reasonableness of STV's initial hourly rates submitted, an analysis was conducted utilizing the Independent Cost Estimate and comparative historical pricing as a basis for evaluation.

After review of the initial pricing, HRT staff requested and re-evaluated STV's finalized pricing. As a result of the request for finalized pricing, STV's average hourly labor rate decreased by approximately 3.3% and is therefore deemed fair and reasonable.

STV has a local office in Virginia Beach, VA and has provided similar services for the Fairfax County Department of Transportation in Richmond, VA and Arlington Rapid Transit in Arlington, VA. STV has also provided similar services to HRT satisfactorily.

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

A DBE goal of 7% was established for this solicitation and STV has committed to achieving 7% DBE participation.

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

Project Manager: Sibyl Pappas, Chief Engineering and Facilities Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to STV Group, Inc. to provide architectural and engineering services, on a Task Order basis, in the not-to-exceed amount of \$7,000,000.

Contract No:	19-00041	Title:	Passenger Amenities Cleaning Services (Renewal)	Base Year Price: Two Option Years' Price:	\$199,208.86 \$398,417.72
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to maintain the appearance and cleanliness of its passenger amenities at bus stops and light rail stations throughout Hampton Roads.

Background: Hampton Roads Transit (HRT) has a requirement for maintaining the appearance and cleanliness of its passenger amenities at bus stops and Light Rail stations throughout Hampton Roads, which include shelters, benches, trash cans, and the immediate right of way area surrounding bus stops and light rail stations. Under the terms of this agreement, the Contractor shall provide all personnel, equipment, tools, materials, means of transportation for passenger amenity cleaning staff, supervision, and other items necessary to perform the cleaning services.

Contract Approach: An Invitation for Bids (IFB) was issued on November 5, 2019. Five (5) bids were received on December 10, 2019 from the following firms:

- Above and Beyond Cleaning Services (Above and Beyond)
- Aspen Cleaning Services, Inc. (Aspen)
- ETI Environmental, Inc (ETI)
- Crystal Clean Services, LLC (Crystal)
- LL Mobile Detailing LLC (LL Mobile)

In response to the IFB, bidders were required to provide pricing for cleaning passenger amenities at various HRT Southside and Northside locations throughout Hampton Roads. Bidders had the option to bid on Southside only, Northside only; or both Southside and Northside locations.

After an evaluation of the bids received, HRT staff determined that the apparent lowest bidder, Above and Beyond, was nonresponsive (not in compliance with submittal requirements) as the firm did not provide all of the required signed forms with their bid. As a result, the second lowest bidder, ETI, was deemed the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder and is therefore eligible for award.

ETI's total bid price of \$597,626.58 includes \$54,000 (\$18,000/yr.) for unscheduled one-time special services not currently reflected in the Scope of Work that HRT may request during the Contract term. Based on a price analysis performed utilizing historical data, and the fact that pricing was obtained in a competitive environment, ETI's bid is deemed fair and reasonable.

ETI is located in Virginia Beach, VA and has performed similar services for the University of Virginia in Charlottesville, VA; and the College of William and Mary in Williamsburg, VA. ETI also currently performs these services for HRT satisfactorily.

Contract No:	19-00041	Title:	Passenger Amenities Cleaning Services (Renewal)	Base Year Price: Two Option Years' Price:	\$199,208.86 \$398,417.72
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The period of performance for this Contract is one (1) base year with two (2) additional one-year options.

A 1% DBE goal was established for this solicitation and HRT has confirmed that ETI is a DBE certified firm. Therefore, the DBE goal has been achieved by ETI and HRT achieved race neutral participation for everything above the goal.

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

Project Manager: Scott Demharter, Director of Facilities Maintenance

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to ETI Environmental, Inc. for passenger amenity cleaning services in the not-to-exceed amount of \$597,626.58 over a three-year period.

SOLICITATION RESULTS

FIRM	SOUTHSIDE	NORTHSIDE	TOTAL BID PRICE
Above and Beyond Cleaning Services	\$401,401.91	No Bid	\$401,401.91
Aspen Cleaning Services, Inc.	\$471,394.66	No Bid	\$471,394.66
ETI Environmental, Inc.	\$457,582.80	\$140,043.78	\$597,626.58
Crystal Clean Services LLC	\$524,925.44	\$458,776.28	\$983,701.72
LL's Mobile Detail, LLC	\$611,449.24	\$409,502.22	\$1,020,951.46

ETI Environmental, Inc.'s Bid Summary			
Base Year	Option Year 1	Option Year 2	Total
\$199,209.86	\$199,209.86	\$199,209.86	\$597,626.58

TRAC Report January, 2020

HRT's Transit Riders Advisory Committee (TRAC) met on January 8, 2020, in Hampton.

Jamie Jackson, Director of Transit Development, gave a presentation on the Naval Station Norfolk Transit Corridor Project. The TRAC Chair reported on her attendance to meetings of the Virginia Beach and Chesapeake City Councils as well as WHRO's Town Hall on transportation. During the Roundtable, Kisha Brown, Portsmouth representative, commented that the DNTC windows needed to be cleaned and this was passed on to Facilities & Engineering. Ms. Brown also reported on her successful meeting with Carl Jackson, Portsmouth Manager of Transportation Planning about the installation of a bus shelter at the Cradock Library. Robert Neely, Newport News representative, asked how the work shifts at Naval Station Norfolk would interface with high-capacity transit. Jamie Jackson explained that this would have to be determined at a later time. Tondalaya Thomas, Newport News representative, complimented two bus operators and submitted a complaint about one operator. Melissa Osborne, Hampton representative, expressed her concern that the Route 115 buses was overloaded during rush hours and her concern was passed to Operations for consideration.

The next TRAC meeting will be held in Norfolk on March 4, 2020.