



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

Thursday, February 27, 2020 • 1:00 p.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, February 27, 2020 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, February 27, 2020 • 1:00 p.m.  
2nd Floor Board Room • 509 E. 18<sup>th</sup> Street, Norfolk, VA.

1. Call to Order & Roll Call
2. Public Comments
3. Approval of January 23, 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
    - January 2020 Financial Report
    - Preliminary Audit Results – FY19
    - FY21 Draft Operating Budget Presentation

**(Reports will be emailed separately)**
  - 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: 19-00061 Newport News Transit Center Exterior Site Reconstruction**

**Recommending Commission Approval:** Award of a contract to Allen Myers VA, Inc. for the demolition and reconstruction of exterior parking,

and bus drive aisles at the Newport News Transit Center, in the not-to-exceed amount of \$1,647,777.00

- 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
  - a. First Reading of Revision to TDCR by-laws for **ARTICLE II, MEETINGS**,  
  
**Section 2. Alternate Commissioners** (This is in response to the direction from the Commonwealth regarding the inability of the Governor to appoint alternate Commissioners and the inability of city alternates to serve when the Governor appointee is absent)
- 7. Comments by Commission Members
- 8. Closed Session (as necessary)
- 9. Adjournment

**The next meeting will be held on Thursday, March 26, 2020 at 1:00 p.m. at 3400 Victoria Boulevard, Hampton, VA.**



# Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, January 23, 2020 • 1:00 p.m.  
3400 Victoria Blvd., Hampton, VA

## **Call to order**

A quorum was attained, and Chairman Hunter called the meeting to order at 1:00 p.m.

## **Commissioners in attendance:**

Commissioner Hunter, Portsmouth  
Commissioner Gray, Hampton  
Commissioner Fuller, Chesapeake  
Commissioner Hamel, Chesapeake  
Commissioner Mucha, VDRPT  
Commissioner Kanoyton, Hampton  
Commissioner Woodbury, Newport News  
Commissioner Coleman, Newport News  
Commissioner Parnell, Norfolk  
Alt. Commissioner Inman, Norfolk  
Alt. Commissioner Jackson, 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 Cavazos, Director of Marketing & Communications  
Jennifer Dove, DBE and Grants Coordinator  
Brian Smith, Chief of Staff  
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  
Robert Travers, Corporate Counsel  
Kim Wolcott, Chief of Human Resources

**Others in attendance:**

Paul Atkinson, Chair, Paratransit Advisory Committee  
Rob Case, HRTPO  
Lisa Cipriano, City of Newport News  
Brian, DeProfio, City of Hampton  
Mark Geduldig-Yatrofsky, ATLANTISUR.US  
Angela Hopkins, City of Newport News  
Denise Johnson, Chair, TRAC  
Ina Kreps, Paratransit User  
Sheila McAllister, City of Newport News  
Constantino 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 December 2019 TDCHR Meeting Minutes**

A motion was made to amend the meeting minutes to indicate that a Closed Session was held at the previous meeting.

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

Ayes: Commissioners Hunter, Gray, Fuller, Hamel, Mucha, Kanoyton, Woodbury, Coleman, 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 stated that the VTA Legislative Day will be Monday, January 27, 2020 with a reception starting at 5:30 PM.

Mr. Harrell informed the Board that the FY 21 DRAFT Budget will be presented at the February meeting. Mr. Harrell stated that HRT is waiting on responses from cities concerning Transportation Service Plans which are necessary to finalize the budget.

A paratransit update was given by Mr. Jim Price to include information on the new contractor, VIA, who is coming online February 1<sup>st</sup> for paratransit services.

Mr. Ben Simms shared some of the outreach efforts being conducted for the paratransit transition as well as training that is underway for a February 1<sup>st</sup> launch.

There was discussion regarding VIA's driver staffing. It was stated that VIA is looking to staff 250 drivers.

An update was given on HRT's staffing efforts. It was stated that the mandatory overtime for Northside operations has been suspended.

There was a request to let Virginia Organizing know of our recent improvements in staffing. There was discussion regarding the DriveNow Program. It was stated that Norfolk had a new session start recently. It was also stated that Hampton is on board for a March start date and Newport News is working to start the program as well.

Mr. Harrell thanked Commissioners and staff for support during the loss of his mother.

## **COMMITTEE REPORTS**

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

Commissioner Gray stated that the Audit and Budget Committee met prior to the Commission meeting. Commissioner Gray stated that the Operating Budget and December Financial Reports were reviewed and discussed.

Mr. Conner Burns presented the December Financial Report as enclosed in the meeting package.

Commissioner Gray stated that the next meeting will be on February 24<sup>th</sup> and will be a joint meeting with MFAC.

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

Alt. Commissioner Cipriano stated that MFAC met the previous week and held two meetings this month; one to review the Operating Budget and another regular meeting.

Ms. Cipriano stated that MFAC reviewed the Financial Report to include the year-end projections.

Ms. Cipriano stated that the Committee also looked at free fare day calculations which will be sent out to the Committee. Additional free fare day options were discussed to include an Earth Day proposal.

Ms. Cipriano stated that KPI alternatives were shared with MFAC.

MFAC is looking forward to the new budget being brought forward.

### **Operations and Oversight Committee**

Commissioner Gray stated that the Operations and Oversight Meeting was held on Thursday, January 9, 2019, in Hampton.

Commissioner Hunter was recused from both contracts prior to being presented.

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

Contract No: 19-00051, Architectural and Engineering Services was recommended for Commission approval to 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) was recommended for Commission approval to 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.

A motion was made by Operations and Oversight Committee and properly seconded by Commissioner Ross-Hammond.

There was some discussion regarding Contract No: 19-00051, Architectural and Engineering Services. Commissioner Fuller shared his thoughts on the contract and the association of the contract with the Capital Improvement Plan (CIP).

There was a lengthy discussion regarding details of the Contract for approval to include current approved projects that will require the use of this contract. Ms. Sibyl Pappas provided general knowledge regarding this task order-based contract and that its use will be for projects that are funded such as the design work for Parks Avenue facility.

Alternate Commissioner Inman requested a cost allocation related to a new facility in Virginia Beach. Ms. Pappas provided details on the Virginia Beach Parks Avenue facility.

Commissioner Woodbury shared her confidence in HRT staff and requested HRT staff to bring a list of tasks as they are issued under this contact back to the Board.

There was discussion regarding the previous contract to include the solicitation process and cost.

There was discussion regarding the time sensitive nature of the contract.

A motion to vote on the contracts separately was made by Commissioner Woodbury and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Gray, Fuller, Hamel, Mucha, Kanoyton, Woodbury, Coleman, Parnell, Inman, Jackson, Ross-Hammond and Reel

Nays: None

Abstain: None

A motion to approve Contract No: 19-00051, Architectural and Engineering Services was made by the Operations and Oversight Committee and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Gray, Fuller, Hamel, Mucha, Kanoyton, Woodbury, Coleman, Jackson, Ross-Hammond and Reel

Nays: Commissioners Parnell and Inman

Abstain: Commissioner Hunter

**NOTE:** Chairman Hunter recused himself from this vote.

A motion to approve Contract No: 19-00041, Passenger Amenities Cleaning Services (Renewal) was made by the Operations and Oversight Committee and properly seconded by Commissioner Coleman. A roll call vote resulted as follows:

Ayes: Commissioners Gray, Fuller, Hamel, Mucha, Kanoyton, Woodbury, Coleman, Parnell, Inman, Jackson, Ross-Hammond and Reel

Nays: None

Abstain: Commissioner Hunter

**NOTE:** Chairman Hunter recused himself from this vote.

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

Commissioner Ross-Hammond stated that the next Planning and New Starts Committee meeting will be next month prior to board meeting, at 12 noon.

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

It was stated that the ELAC met yesterday and Mr. Joe Dillard shared positive news from the General Assembly to include a House and Senate bills that will provide funding for public transportation.

It was stated that the Hampton Roads Caucus will meet on the January 30<sup>th</sup>, with Regional Transit as a main agenda item and Mr. Harrell and several mayors planning to address lawmakers.



Commissioner Woodbury stated that the Virginia Municipal League will have its lobby day on February 6<sup>th</sup> which is another opportunity to advocate.

Mr. Harrell discussed the groundwork that was laid over the past year through HRT's strategic planning initiative and strong support for having a reliable regional network. He emphasized the unique opportunity with the current General Assembly to address the need for dedicated funding which has never been in place in Hampton Roads. Mr. Harrell stated the importance of getting support from all of the cities to be engaged and support these efforts and shared the value of a high frequency network for the entire service area.

Alternate Commissioner Inman stated that there is a need for bus rapid transit but requested additional information on what is in the bill. Handouts of information were distributed to the Board.

Alternate Commissioner Inman stated that Norfolk is supportive.

### **Smart Cities & Innovation Committee**

Commissioner Woodbury stated there was a meeting last Friday and that projects were reviewed.

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

Mr. Paul Atkinson stated that the PAC has been focused on making preparations for the transfer to VIA services. Mr. Atkinson stated that there were several public meetings held and an introduction to VIA was made.

Mr. Atkinson commended VIA on their work thus far and recognized Keith Johnson for his work on the transition.

Mr. Atkinson stressed the needs of the paratransit community.

Commissioner Parnell stated that the biggest discussion was same day service wanted by riders, which will be discussed later this year.

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

Ms. Denise Johnson stated that the committee met January 8<sup>th</sup>.

Ms. Johnson stated that Ms. Jamie Jackson gave a Naval Station Norfolk Project update to the committee.

Ms. Johnson stated that the Downtown Norfolk Transfer Center (DNTC) windows need cleaning. Ms. Johnson stated that various other concerns were brought forth as well by the TRAC representatives, which have been shared with appropriate staff and cities.

The next TRAC meeting will be held in Norfolk on March 4<sup>th</sup>.

**Old and New Business**

None

**Comments by Commissioners**

Alt. Commissioner Reel shared a commendation for Ron Hodges and the TRAFFIX team in support, which included access to the van to meet some unique commuting needs for Virginia Beach workers affected by the tragedy earlier in the year. Staff was thoughtful and their support is greatly appreciated.

**Adjournment**

The meeting adjourned at 2:27 pm.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

**ATTEST:**

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**Brad Hunter**  
**Chair**

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**Luis Ramos**  
**Commission Secretary**  
**February 27, 2019**



# TDCHR Board Meeting

## January 23, 2020

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

# Board Updates

- VTA Legislative Day – Monday, January 27
  - “Transportation Choices” Legislative Reception, 5:30-7:30pm, Main Street Station
  - “The TDCHR supports the collaborative development of a viable new regional funding model to support priority regional public transit projects.”
- Draft FY21 Budget – February Board meeting



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting

January 23, 2020

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



## TRANSIT TRANSFORMATION PROJECT

Lena is a six-year veteran of housekeeping work at Oceanfront hotels. She depends on HRT to travel from her home in Portsmouth to her job, making three transfers and sometimes taking up to three hours each way.

Wayne, a shipyard worker, commutes 35 miles to work every day. He drives five miles to a park-and-ride, then catches a MAX bus that lets him off right next to his workplace.

Diane is a nurse manager who works mostly in downtown Norfolk. "If I could ride transit every day, I would," she says. "I save money on gas. And traffic is getting worse all the time. It's kind of nice when I can ride the light rail because I have to walk to the station, so I get some exercise in."

These are just a few real-life examples of our neighbors – among thousands every day across Hampton Roads – riding HRT. Our goal is to provide them with the very best possible service, day in and day out. We're constantly working to improve and achieve HRT's mission "to connect Hampton Roads with transportation solutions that are reliable, safe, efficient and sustainable."

This is why I remind fellow citizens that even if you choose not to use transit, chances are you rely on someone who does.

This past year, regional leaders and stakeholders convened as part of the Transit Transformation Project and they cast a fresh multi-modal vision for the region's future: Cities across Hampton Roads effectively connected with a core regional bus system and mix of mobility options that enhance access to jobs, economic growth, and quality of life.

Backed by data and input from thousands of current and would-be HRT customers, they also challenged all of us – transit providers, regional agencies and local governments, state and federal government partners, and private and non-profit sector partners – to take action in four broad areas: 1, Implement regional standards to achieve a more effective bus network. 2, Leverage technology and service innovations. 3, Expand regional collaboration and partnerships. 4, Explore new business models.

We're truly at an exciting moment in the history of public transportation in Hampton Roads. Compared to peer regions, it's been a history of under-investment (about 22 percent less spending on public transportation overall). It's been a history with no dedicated regional transit funding, with local governments shouldering 45 percent of annual costs using limited general funds. It's been a history, largely due to these funding constraints, in which services for commuters like Lena, Wayne and Diane, have not been as consistent and reliable as they need to be when traveling between cities.

We're hoping to start changing all of this for the better. HRT will have a new 10-year strategic plan in place by June. And for the first time in the agency's 20-year history, the Virginia General Assembly is actively deciding on legislation that would result in new regional transit funding. If successful, Senate Bill 1038 (Senator Lucas) and House Bill 1726 (Delegate Askew) will open new opportunities to significantly improve transit across the six-city HRT service area.



# President's Report

## February 2020

At this time, there are ongoing deliberations about the provisions of a final bill. We entirely agree with the spirit and purposes currently reflected in both SB1038 and HB1726, namely, "The General Assembly declares it to be in the public interest that developing and continuing operations of reliable regional public transportation is important for a balanced and effective multimodal transportation system in the Hampton Roads region and is essential to the region's economic growth, vitality, and competitiveness. The General Assembly further declares that a special transportation program, to be known as the Hampton Roads Regional Transit Program (the Program), should provide for the costs of developing, maintaining, and improving a core regional network of transit routes and related infrastructure, rolling stock, and support facilities that have the greatest positive impacts on economic development potential, employment opportunities, mobility, environmental sustainability, and quality of life. The goal of the Program is to provide a modern, safe, and efficient core network of transit services across the Hampton Roads region."

The regular session of the 2020 General Assembly is scheduled to adjourn March 7. "We ultimately expect a new Regional Transit Fund to be established with funding flowing through the Hampton Roads Transportation Accountability Commission and all moneys in this special fund to be specifically designated for the purposes delineated in SB1038 and HB1726. Stay tuned! The best days for transit in Hampton Roads are still before us.

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



## GOHRT.COM - January 2019

### OVERVIEW

Sessions	90,110
Users	152,299
Pageviews	230,904

### DEVICE USAGE:

mobile	77.69%
desktop	19.69%
tablet	2.63%

### TRAFFIC SOURCE PER SESSION

Organic Search	75.53%
Direct	19.22%
Referral	4.00%
Email	0.42%
(Other)	0.67%
Social	0.16%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	15.92%
/routes/norfolk/index.html	3.05%
/route/20/index.html	2.88%
/fares/index.html	2.82%
/route/norfolk/index.html	2.70%
/route/newport-news/index.html	2.37%
/route/index.html	1.85%
/route/virginia-beach/index.html	1.80%
/route/1/index.html	1.69%
/paratransit/index.html	1.66%

## GOHRT.COM - January 2020

### OVERVIEW

Sessions	141,581
Users	194,056
Pageviews	324,332

### DEVICE USAGE:

mobile	85.04%
desktop	13.62%
tablet	1.34%

### TRAFFIC SOURCE PER SESSION

Organic Search	77.16%
Direct	19.26%
Referral	2.59%
Email	0.24%
(Other)	0.68%
Social	0.06%
Display	0.02%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	10.691%
/routes/norfolk/index.html	6.781%
/route/20/index.html	5.365%
/route/1/index.html	3.500%
/routes/newport-news/index.html	3.228%
/route/3/index.html	3.175%
/routes/virginia-beach/index.html	3.045%
/routes/index.html	2.823%
/route/15/index.html	2.696%
/routes/light-rail/index.html	2.138%



## FACEBOOK STATS


### 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

### January 1 – January 31, 2019

HRT's Facebook @hrtfan  
 Total fans: 12,875  
 Total posts: 15  
 Impressions: 21,442  
 Engagements: 1,988  
 Clicks: 238  
 People engaged: 59% female, 41% male  
 Women between 35-44 most active users


## FACEBOOK TOP POSTS




**f Hampton Road...**  
 Wed 1/29/2020 9:00 am  
 PST

I guess you can say 2020 is going to be electric.

**A Glimpse Into The Fu...**




<b>Total Engagements</b>	<b>505</b>
Reactions	<b>122</b>
Comments	<b>33</b>
Shares	<b>22</b>
Post Link Clicks	<b>122</b>
Other Post Clicks	<b>206</b>




**f Hampton Road...**  
 Wed 1/22/2020 8:00 am  
 PST

Is free transit the future of transit?

**Should Public Transit ...**




<b>Total Engagements</b>	<b>286</b>
Reactions	<b>34</b>
Comments	<b>29</b>
Shares	<b>6</b>
Post Link Clicks	<b>40</b>
Other Post Clicks	<b>177</b>



**f Hampton Road...**  
 Thu 1/23/2020 9:00 am  
 PST

**#TBT** to when PENTRAN buses were on the street. How many of you remember these



<b>Total Engagements</b>	<b>234</b>
Reactions	<b>33</b>
Comments	<b>14</b>
Shares	<b>13</b>
Post Link Clicks	<b>-</b>
Other Post Clicks	<b>0</b>

## TWITTER STATS


### 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

### January 1 – January 31, 2019

HRT's Twitter @gohrt\_com  
 Total followers: 7,375  
 Tweets sent: 71  
 Retweets: 46  
 Mentions received: 19  
 Impressions: 50,571  
 Engagements: 471  
 Clicks: 53  
 People engaged: 55% male, 45% female  
 Men between 35-44 most active users

## TWITTER TOP POSTS







**gohrt\_com**


Thu 1/2/2020 5:00 pm UTC

**#TBT** to when PENTRAN buses were on the street. How many of you remember these



<b>Total Engagements</b>	<b>48</b>
Likes	2
@Replies	1
Retweets	3
Post Link Clicks	1
Other Post Clicks	41
Other Engagements	0






**gohrt\_com**


Wed 1/29/2020 5:00 pm UTC


2020 is off to an electrifying start. Stay tuned for what else is new.

[gohrt.com/2019/11/announcement](https://gohrt.com/2019/11/announcement)



<b>Total Engagements</b>	<b>40</b>
Likes	9
@Replies	1
Retweets	6
Post Link Clicks	24
Other Post Clicks	0
Other Engagements	0






**gohrt\_com**

Mon 1/13/2020 5:00 pm UTC

Can you guess what city this is?



<b>Total Engagements</b>	<b>39</b>
Likes	1
@Replies	4
Retweets	0
Post Link Clicks	2
Other Post Clicks	32
Other Engagements	0

<b>Contract No:</b>	19-00061	<b>Title:</b>	Newport News Transit Center Exterior Site Reconstruction	<b>Total Price:</b>	\$1,647,777
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide demolition and site reconstruction of Hampton Roads Transit's (HRT's) Newport News Transit Center parking and bus drive aisle facilities, located at 150 35<sup>th</sup> Street, Newport News, VA 23607.

**Background:** In April 2018, HRT awarded a Contract for the engineering design for reconstruction and expansion of parking and drive surfaces for the Newport News Transit Center (NNTC). The Consultant prepared the design of a full reconstruction of NNTC's exterior infrastructure; and, reconfiguration of the parking and bus facilities necessary for expansion of parking and number of available bus bays. Under the terms of this agreement, the Contractor shall provide all materials, labor and equipment necessary for the demolition and reconstruction of NNTC.

**Contract Approach:** An Invitation for Bids was issued December 20, 2019. Three (3) bids were received on January 30, 2020 from the following firms:

- Allan Myers VA, Inc. (Allan Myers)
- Conrad Brothers of Virginia, Inc.
- M. K. Taylor, Jr. Contractors, Inc.

After an evaluation of the bids received, HRT staff determined that Allen Myers was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and, is therefore eligible for award. A technical review of the bid by HRT also concludes that the low bid does not contain computational errors and is not unbalanced.

Allan Myers's bid price, in the amount of \$1,647,777 is deemed fair and reasonable based on a price analysis performed utilizing the independent cost estimate, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Allan Myers is technically and financially capable to perform the work.

Allan Myers is located in Glen Allen, VA and has provided similar services for the Virginia Port Authority in Portsmouth, VA; Newport News Shipbuilding in Newport News, VA; and, the Virginia Department of Transportation, in Virginia Beach, VA.

The period of performance for this Contract is four (4) months.

No DBE Goal was assigned for this solicitation.

**Cost/Funding:** This Contract will be funded with Grant Funds.

<b>Contract No:</b>	19-00061	<b>Title:</b>	Newport News Transit Center Exterior Site Reconstruction	<b>Total Price:</b>	\$1,647,777
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**Project Manager:** Lee Roy Padgett, HRT Engineer

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Allan Myers VA, Inc. for the demolition and reconstruction of exterior parking and bus drive aisles at the Newport News Transit Center, in the not-to-exceed amount of \$1,647,777.

### SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
<b>Allan Myers VA, Inc.</b>	<b>\$1,647,777.00</b>
Conrad Brothers of Virginia, Inc.	\$1,691,619.00
M. K. Taylor, Jr. Contractors, Inc.	\$2,101,236.79

## **CURRENT PROVISION**

Section 2. Alternate Commissioners. Each component government will appoint alternate members (who may, but need not be, members of its governing body) who will be able to exercise all of the powers and duties of a Commission member when the member either appointed by the component government or by the Governor is absent from Commission meetings. Each component government will inform the Commission of its appointments to and removals from the Commission by delivering to the Commission a certified copy of the Resolution making the appointment or causing the removal. The alternate Commissioners will serve at the pleasure of the appointing Member Cities. The Chairperson of the Commonwealth Transportation Board may appoint an alternate member who will have the authority to exercise all of the powers and duties of the Chairperson of the Commonwealth Transportation Board when neither the Chairperson of the Commonwealth Transportation Board nor his or her designee is in attendance at a meeting of the Commission. Alternative members will serve at the pleasure of their appointing bodies.

## **PROPOSED EDITS**

Section 2. Alternate Commissioners. Each component government will appoint alternate members (who may, but need not be, members of its governing body) who will be able to exercise all of the powers and duties of a Commission member when the member appointed by the component government ~~is absent~~cannot attend all or a portion of a ~~from~~Commission meetings. Governor appointed Commission members will not have alternate members. A component government alternate member may not serve ~~in the stead of~~for a Governor appointed Commission member when the Governor appointed Commission member cannot attend all or a portion of a ~~is absent from~~Commission meetings. Each component government will inform the Commission of its appointments to and removals from the Commission by delivering to the Commission a certified copy of the Resolution making the appointment or causing the removal. The alternate Commissioners will serve at the pleasure of the appointing Member Cities. The Chairperson of the Commonwealth Transportation Board may appoint an alternate member who will have the authority to exercise all of the powers and duties of the Chairperson of the Commonwealth Transportation Board when neither the Chairperson of the Commonwealth Transportation Board nor his or her designee is in attendance at a meeting of the Commission. Alternative members will serve at the pleasure of their appointing bodies.