



Meeting of the Transportation District Commission of Hampton Roads

Thursday, May 28, 2020 • 1:00 p.m. Zoom Meeting

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, May 28, 2020 at 1:00 p.m. via Zoom.

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



Meeting of the Transportation District Commission of Hampton Roads

Thursday, May 28, 2020 • 1:00 p.m. Zoom Meeting

1. Call to Order & Roll Call
2. Approval of April 9, 2020, Telephonic Meeting Minutes
3. President's Monthly Report - William Harrell
 - A. Board Updates
4. Committee Reports
 - A. Audit & Budget Review Committee - Commissioner Gray/
Conner Burns, Chief Financial Officer
 - April 2020 Financial Report
 - Recommendation to approve FY 21 Operating Budget
 - B. Management/Financial Advisory Committee – Commissioner Cipriano/
Conner Burns, Chief Financial Officer
 - Recommendation to approve:
A RESOLUTION TO AMEND THE COST ALLOCATION AGREEMENT BETWEEN THE CITIES OF CHESAPEAKE, HAMPTON, NEWPORT NEWS, NORFOLK, PORTSMOUTH, VIRGINIA BEACH AND THE TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS.
 - C. Operations & Oversight Committee - Commissioner Rowe/
Sonya Luther, Director of Procurement

- **Purchase Order No: PO0002502 – Automatic Electronic Air Sanitizers**

Recommending Commission Approval: Award of a Purchase Order to Climate Comfort Technologies to provide automatic electronic air sanitizers to HRT in the total amount of \$336,600.

- **Contract No: 19-00050R Elizabeth River Ferry III Welding Repair Services**

Recommending Commission Approval: Award of a contract to Fairlead Boatworks, Inc. to provide welding repair services for the Elizabeth River Ferry III in the not-to-exceed amount of \$130,255.43.

- **Purchase Order No: PO0001208 – Emergency Laptop Purchase**

Recommending Commission Approval: Award of a Purchase Order to CDW-g to provide seventy-five (75) laptops to HRT in the not-to-exceed amount of \$108,705.

- **Contract No: 19-0059 – General Planning Consultant**

Recommending Commission Approval: award of a contract to Foursquare Integrated Transportation Planning, to provide general planning services. The cumulative amount of all TOs issued under this contract will not exceed \$1,600,000 over the three-year period.

- **Contract No: 20 – 00070 – Hybrid Bus Allison Transmission Diagnostic and Repair Services**

Recommending Commission Approval: Award of a sole source contract to Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services in the amount of \$319,860 for three (3) years.

- **Contract No: 20 – 00064 – Light Rail Track Work**

Recommending Commission Approval: Award of a contract to H & B Railroad Company, Inc. to perform track work associated with the Norfolk Light Rail Transit. The cumulative amount of all Task Orders issued under this Contract will not exceed \$300,000.

- **Contract No: 20 – 00085 – Light Rail Vehicle Brake Caliper Overhaul**

Recommending Commission Approval: Award of a contract to to Knorr Brake Company to provide brake caliper overhaul services for the State of Good Repair maintenance of HRT's LRVs in the total amount of \$128,000.

- **Contract No: 19-00054R – Passenger Amenities Pressure Washing and Condition Assessment Services**

Recommending Commission Approval: Award of a contract to to ETI Environmental, Inc. to perform passenger amenities pressure washing and condition assessment services in the amount of \$127,137 over a three-year period.

- **Contract No: 20-00068 Seven (7) 35' Low Floor Diesel Buses**

Recommending Commission Approval: Award of a contract to Gillig to procure seven (7) heavy duty 35' low floor diesel buses in the total amount of \$3,533,579.

- **Contract No: 19-00057 – System Safety Support Services**

Recommending Commission Approval: Award of a contract to to ADS System Safety Consulting, LLC to provide technical safety support services. The cumulative amount of all TOs issued under this contract will not exceed \$450,000 over the three-year period.

- **Contract No: 20-00067 – Thirteen (13) 40' Low Floor Diesel Buses**

Recommending Commission Approval: Award of a contract to Gillig to procure thirteen (13) heavy duty 40' low floor diesel buses in the total amount of \$6,698,406.

- **Contract No: 20-00069 – Thirty (30) 29' Low Floor Diesel Buses**

- **Recommending Commission Approval:** Award of a contract to Gillig to procure thirty (30) heavy duty 29' low floor diesel buses in the total amount of \$14,727,570

- **Contract No: 20-00063 – Vehicle Wash Equipment Maintenance, Inspections and Repair Services**

Recommending Commission Approval: Award of a contract to to Dubois Chemicals, Inc. to perform vehicle wash equipment maintenance, inspections and repair services in the amount of \$132,643.50 over a five-year period.

- **COVID Recovery Plan, Keeping HRT Operational. *Recommending Commission Approval.***
- 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/
Michael Price, 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

- ***Written Report included in package***

5. Old and New Business

- a. Second 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).

- b. Transit Strategic Plan

6. Comments by Commission Members
7. Closed Session (as necessary)
8. Adjournment

**The next meeting will be held on Thursday, June 25, 2020 at 1:00 p.m.
location to be determined.**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Special Telephonic Meeting - Thursday, April 9, 2020 • 1:00 p.m.

Call to order

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

Commissioners in attendance via Phone:

Commissioner Hunter, Portsmouth
Commissioner Gray, Hampton
Commissioner Fuller, Chesapeake
Commissioner Hamel, Chesapeake
Commissioner Pittard, VDRPT
Commissioner Kanoyton, Hampton
Commissioner Woodbury, Newport News
Alt. Commissioner Cipriano, Newport News
Commissioner McClellan, Norfolk
Commissioner Parnell, Norfolk
Commissioner Rowe, Portsmouth
Commissioner Rouse, 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
Brian Smith, PhD, Chief of Staff
Angela Glass,
William Harrell, President and CEO
Tom Holden, Media Relations Specialist
Keith Johnson, Paratransit Services Contract Administrator
Sibyl Pappas, Chief Engineering & Facilities Officer
Jim Price, Chief of Bus Operations
Michael Price, Chief Technology & Information 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 via phone:

Brian DeProfio, City of Hampton
Alt. Commissioner Inman, Norfolk
Alt. Commissioner Jackson, Portsmouth

The TDCHR meeting package was distributed electronically to all Commissioners in advance of the meeting. The meeting package consisted of:

- Agenda
- Summary of supporting information for Agenda

Public Comments

There were no public comments due TDCHR Meeting being held telephonically for emergency purposes.

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Comments were made by Chairman Hunter and CEO William Harrell prior to the meeting starting.

Mr. Robert Travers stated that only items related to the COVID-19 and the related Essential Service Plan can be discussed on the call.

Mr. Harrell called on key staff members to provided updates on agency activities related to the COVID-19. The reports by staff included the following:

- Ridership updates: Essential Service Plan
- Service Adjustments
- Future Meetings

Staff recommended to the Commission to approve the fare change effective Friday, April 10, 2020, and continuing until Wednesday, June 10, 2020, unless modified or rescinded by subsequent Motion, the Transportation District Commission of Hampton Roads, in response to the coronavirus pandemic emergency and guidance from the state, will cease charging passenger fares for its current fixed route and complementary paratransit services and that the Transportation District Commission of Hampton Roads will utilize available COVID-19 emergency state and federal funds to satisfy each Participating City's FY20 budgeted ridership for the duration of this free fare period

Commissioner Rouse made a motion to adopt the fare change effective Friday, April 10, 2020, and continuing until Wednesday, June 10, 2020, unless modified or rescinded by subsequent Motion, the Transportation District Commission of Hampton Roads, in response to the coronavirus pandemic emergency and guidance from the state, will cease charging passenger fares for its current fixed route and complementary paratransit services and that the Transportation District Commission of Hampton Roads will utilize available COVID-19 emergency state and federal funds to satisfy each

Participating City's FY20 budgeted ridership for the duration of this free fare period. The motion was properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Gray, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Cipriano, McClellan, Parnell, Rowe, Rouse, and Reel.

Nays: None

Abstain: None

Approval of the March 26, 2020 telephonic TDCHR Meeting Minutes

A motion to approve the March 26, 2020, telephonic meeting minutes was made by Commissioner Woodbury and properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Hunter, Gray, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Cipriano, McClellan, Rowe, and Reel.

Nays: None

Abstain: Commissioners Parnell and Rouse

Old and New Business

None

Comments by Commissioners

Chesapeake-

Commissioner Hamel thanked the board and HRT staff, appreciates the updates and the frequent communication.

Commissioner Fuller asked what size buses the agency is using during the limited service.

Hampton-

Commissioner Gray asked what steps were being taken by staff to protect the operators.

Newport News-

Commissioner Woodbury stated that her concern is with riders just riding for free and not for essential trips, how will agency prevent and monitor.

Commissioner Cipriano asked how HRT contracts are moving forward. Mr. Travers stated that HRT has the ability stated in its procurement manual to authorize the President and CEO to approve those contracts in these emergency conditions. Per the policy such contracts are also to be brought forward to be affirmed by the Commission once normal business resumes.

Commissioner Woodbury asked if a list of those contact would be provided to the Operation & Oversight Committee. Mr. Harrell stated that a list of any approved contracts during this emergency period would be provided to the entire Commission.

Norfolk-

Commissioner McClellan asked what the plan was with shelters and transfer stations, will there be signage to the public and what action plans is staff doing for the bus operators.

Ms. Pappas stated that HRT is providing enhanced cleaning and disinfecting in all facilities during the day and wiping down frequently touched surfaces, including ticket vending machines. In addition, we're doing electrostatic cleaning in every occupied facility, all transit centers, and transit vehicles. HRT has ordered 25,000 masks and face shields for operators and mechanics. Signage to encourage social distancing is also being posted. Enhanced security support in facilities will be utilized to help and encourage social distancing. Mr. Price stated that drivers are being provided additional cleaning supplies and gloves. In support of social distancing, Operations has tied off the front seats near the front of buses closest to operators and passengers are boarding the bus via the rear door. Mr. Price noted that if a crowding situation occurs, additional buses are being put in service.

Commissioner Parnell asked about the new federal funding that has been awarded and the financial forecast for the agency. Mr. Harrell stated that staff will have a comprehensive strategic approach to the utilization of these funds during the COVID crisis, which is expected to have both near-term and longer-term operating and financial impacts.

Portsmouth-

Commissioner Hunter thanked staff for their updates and diligence.

Alt. Commission Jackson asked if the Health Department was aware that HRT is considering having free ridership and noted this could increase passenger loads and create a difficulty with social distancing.

Mr. Harrell stated HRT has implemented appropriate policies in alignment with state guidance and which transit properties across the country are also doing.

Virginia Beach-

Commissioner Rouse thanked HRT staff for all their hard work.

Alternate Commissioner Reel thank HRT staff and is working with Ray and Planning staff with coordinate of the trolley services.

DRPT-

Commissioner Pittard had no comments.

Adjournment

The meeting adjourned at 2:07 pm.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

ATTEST:

Brad Hunter
Chair

Luis Ramos
Commission Secretary
April 9, 2020



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting

February 27, 2020

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Board Updates

- TRAFFIX FY 2019 Annual Report
- FY21 Budget Proposal
- Legislative (General Assembly)
- Staffing Update – Michael Price,
Chief Information Officer/CTO
- Paratransit Services – Daniel Ramot, CEO, VIA



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting

February 27, 2020

gohrt.com



GOHRT.COM - April 2019

OVERVIEW

Sessions	131,503
Users	204,535
Pageviews	322,887

DEVICE USAGE:

mobile	83.41%
desktop	14.57%
tablet	2.02%

TRAFFIC SOURCE PER SESSION

Organic Search	75.80%
Direct	17.48%
Referral	4.81%
Email	0.49%
(Other)	0.73%
Social	0.69%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	12.34%
/routes/norfolk/index.html	5.18%
/route/20/index.html	4.67%
/routes/virginia-beach/index.html	3.54%
/routes/index.html	2.72%
/routes/newport-news/index.html	2.72%
/route/1/index.html	2.69%
/route/3/index.html	2.26%
/fares/index.html	2.16%
/route/15/index.html	1.97%

GOHRT.COM - April 2020

OVERVIEW

Sessions	47,567
Users	74,897
Pageviews	124,649

DEVICE USAGE:

mobile	84.38%
desktop	14.40%
tablet	1.22%

TRAFFIC SOURCE PER SESSION

Organic Search	72.90%
Direct	22.87%
Referral	3.24%
Email	0.21%
(Other)	0.61%
Social	0.11%
Display	0.06%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	12.88%
/routes/norfolk/index.html	7.57%
/route/20/index.html	4.62%
/routes/newport-news/index.html	3.91%
/route/1/index.html	2.89%
/routes/virginia-beach/index.html	2.88%
/routes/index.html	2.76%
/route/3/index.html	2.48%
/alert/important-service-change-bus-routes-changing..	2.36%
/route/15/index.html	2.31%

SOUNDING FOR SUPPORT

Our transit employees are on the front lines of the global pandemic.

Every morning before the sun rises, they take up positions behind the wheels of buses, at customer service counters, in the cabins of light rail trains, and in the mechanics' shops on the north and south sides. You can find them piloting ferries and shepherding paratransit customers to their appointments.

Their mission is the same: to deliver an essential service to a community struggling with the scourge of COVID-19.

These are the heroes of regional transportation, and I want to take a moment to salute them. They are the essential glue of our transit community and without them our work would have no meaning.

I also want to remind everyone that on Thursday we joined hands with transit workers nationwide in a show of support for public transit workers. You may have seen the social media campaign #HeroesMovingHeroes. That effort celebrating their work expanded to #SoundTheHorn, a public moment when everyone thanked transit workers by sounding their horns at 3 p.m. The idea was a two, one-second horn blast to let workers know we appreciate them.

The first #SoundTheHorn event on April 17 was incredibly successful with nearly 150 public transit systems participating. Yesterday, we did it again, sounding loud and proud! This continuing effort is spearheaded by the Metropolitan Transportation Authority (MTA), together with NJ TRANSIT, Port Authority of New York and New Jersey, Amtrak, NYC Ferry, and other regional bus systems.

If you missed the event. No big deal. Next time you see an operator, say thanks. A cheerful hello will be appreciated.

Finally, you may be wondering now that Virginia is beginning to restart its economy when we plan to resume service in full. That decision has not been made and we will take guidance from the governor's office on that effort. But we can expect the need for a board pick to precede that process which we expect will take about three weeks.

Transit provides an essential service to our communities..

Sincerely,



William E. Harrell

President and CEO

Hampton Roads Transit



HAMPTON ROADS
TRANSIT

Draft Financial Statement

APRIL 2020
FISCAL YEAR 2020
FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

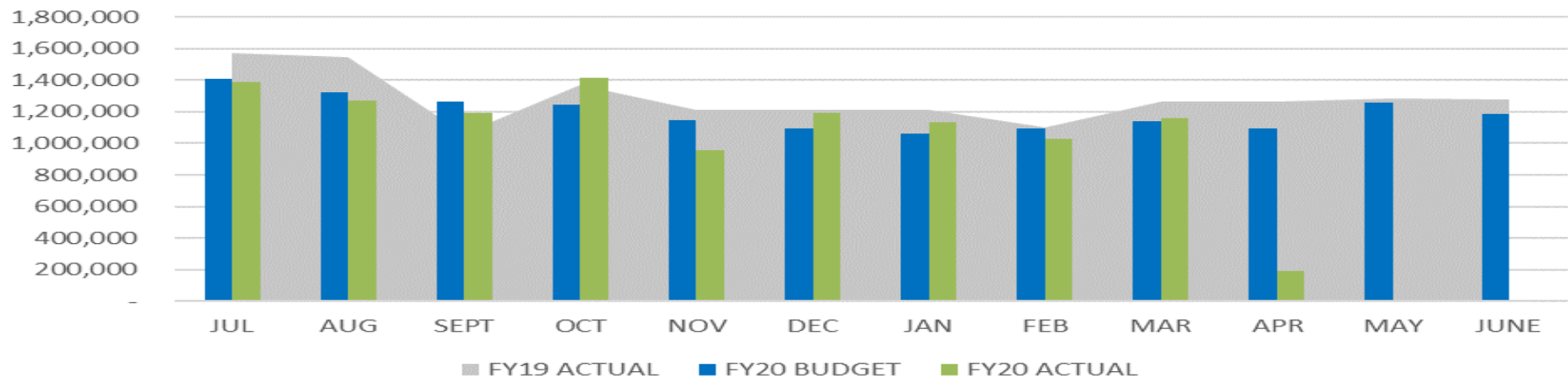
April 2020

FISCAL YEAR 2020 Dollars in Thousands	Annual		Month to Date			Year to Date				
	Budget	Budget	Actual	Variance		Budget	Actual	Variance		
Operating Revenue										
Passenger Revenue	\$ 14,312.0	\$ 1,097.4	\$ 192.1	\$ (905.3)	(82.5) %	\$ 11,868.2	\$ 10,737.5	\$ (1,130.6)	(9.5) %	
Advertising Revenue	1,075.0	89.6	152.3	62.8	70.1 %	895.8	888.7	(7.1)	(0.8) %	
Other Transportation Revenue	2,088.6	174.0	192.0	17.9	10.3 %	1,740.5	1,916.8	176.4	10.1 %	
Non-Transportation Revenue	60.0	5.0	34.1	29.1	581.3 %	50.0	226.5	176.5	353.0 %	
Total Operating Revenue	17,535.5	1,366.0	570.5	(795.6)	(58.2) %	14,554.5	13,769.6	(784.9)	(5.4) %	
Non-Operating Revenue										
Federal Funding ⁽¹⁾	18,316.9	1,577.7	1,448.5	(129.2)	(8.2) %	15,354.8	13,509.7	(1,845.1)	(12.0) %	
State Funding ⁽²⁾	19,969.8	1,664.2	2,856.2	1,192.0	71.6 %	16,641.5	17,793.2	1,151.6	6.9 %	
Local Funding ⁽³⁾	44,696.1	3,724.7	3,724.7	-	- %	37,246.8	37,246.8	(0.0)	(0.0) %	
Total Non-Operating Revenue	82,982.8	6,966.5	8,029.3	1,062.8	15.3 %	69,243.1	68,549.6	(693.5)	(1.0) %	
TOTAL REVENUE	\$ 100,518.4	\$ 8,332.5	\$ 8,599.8	\$ 267.2		\$ 83,797.6	\$ 82,319.2	\$ (1,478.4)		
TOTAL EXPENSE	\$ 100,518.4	\$ 8,332.5	\$ 8,572.2	\$ (239.7)		\$ 83,797.6	\$ 80,809.1	\$ 2,988.5		
SURPLUS (DEFICIT)			27.6				1,510.1			
Personnel Services	\$ 63,599.9	\$ 5,038.2	\$ 5,270.8	\$ (232.6)	(4.6) %	\$ 53,008.5	\$ 52,253.5	\$ 755.0	1.4 %	
Contract Services	9,725.5	1,205.5	1,474.1	(268.7)	(22.3) %	8,153.0	6,934.1	1,218.9	14.9 %	
Materials & Supplies	5,054.5	356.0	396.9	(40.9)	(11.5) %	4,212.6	4,319.9	(107.4)	(2.5) %	
Gas & Diesel	4,680.5	347.6	287.6	60.0	17.2 %	3,870.4	3,892.8	(22.4)	(0.6) %	
Contractor's Fuel Usage	807.3	67.3	51.7	15.5	23.1 %	672.7	841.9	(169.2)	(25.2) %	
Utilities	1,162.8	28.2	114.5	(86.4)	(306.5) %	954.9	938.2	16.8	1.8 %	
Casualties & Liabilities	4,024.0	335.3	304.1	31.2	9.3 %	3,353.3	3,372.7	(19.4)	(0.6) %	
Purchased Transportation	9,457.9	765.8	506.4	259.4	33.9 %	7,818.4	6,784.3	1,034.1	13.2 %	
Other Miscellaneous Expenses	2,006.0	188.7	166.0	22.7	12.1 %	1,753.8	1,471.6	282.2	16.1 %	

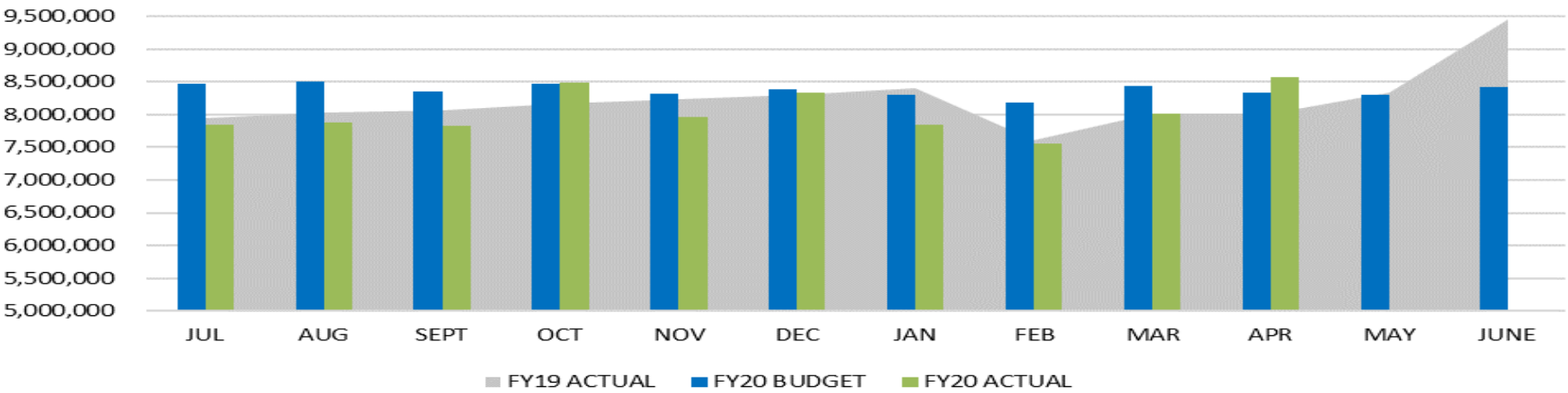
1. Federal Funding: Federal fixed guideway & PM funding variance to budget \$(1.3M).
 2. State Funding: includes COVID relief of \$1.2M.
 3. Local Funding: reflective of all localities receivables as current. Have not received 4th quarter payment from the City of Norfolk.

OPERATING FINANCIAL STATEMENTS April 2020

Farebox Revenue



Total Expenses



Draft Financial Statement

LOCALITY CROSSWALK

April 2020

	YEAR TO DATE - APRIL 30, 2020				
	YTD Budget	Locality	Non-Locality	Consolidated	Variance + / (-)
REVENUE					
Passenger Revenue	\$ 11,868.2	\$ 10,085.7	\$ 651.8	\$ 10,737.5	\$ (1,130.7)
Advertising Revenue	\$ 895.8	\$ 838.9	\$ 49.8	\$ 888.7	\$ (7.1)
Other Transportation Revenue	\$ 1,740.5	\$ -	\$ 1,916.8	\$ 1,916.8	\$ 176.3
Non-Transportation Revenue	\$ 50.0	\$ 67.2	\$ 159.3	\$ 226.5	\$ 176.5
Federal Funding (PM 5307 & 5337)	\$ 14,062.8	\$ 11,237.3	\$ 1,525.5	\$ 12,762.8	\$ (1,300.0)
Project Salary Reimbursement	\$ 1,292.0	\$ 705.0	\$ 41.9	\$ 746.9	\$ (545.1)
State Funding	\$ 16,641.5	\$ 16,699.7	\$ 1,093.5	\$ 17,793.2	\$ 1,151.7
Local Funding	\$ 37,246.8	\$ 37,246.8	\$ -	\$ 37,246.8	\$ -
TOTAL REVENUE:	\$ 83,797.6	\$ 76,880.6	\$ 5,438.6	\$ 82,319.2	\$ (1,478.4)
EXPENSE					
Personnel Services	\$ 53,008.5	\$ 49,124.0	\$ 3,129.5	\$ 52,253.5	\$ 755.0
Services	\$ 8,153.0	\$ 6,518.8	\$ 415.3	\$ 6,934.1	\$ 1,218.9
Materials & Supplies	\$ 8,755.7	\$ 8,512.4	\$ 542.3	\$ 9,054.7	\$ (299.0)
Utilities	\$ 954.9	\$ 882.0	\$ 56.2	\$ 938.2	\$ 16.7
Casualties & Liabilities	\$ 3,353.3	\$ 3,170.7	\$ 202.0	\$ 3,372.7	\$ (19.4)
Purchased Transportation	\$ 7,818.4	\$ 6,378.0	\$ 406.3	\$ 6,784.3	\$ 1,034.1
Other Miscellaneous Expenses	\$ 1,753.8	\$ 1,383.6	\$ 88.0	\$ 1,471.6	\$ 282.2
TOTAL EXPENSES:	\$ 83,797.6	\$ 75,969.5	\$ 4,839.6	\$ 80,809.1	\$ 2,988.5
BUDGET STATUS TO DATE:	\$ -	\$ 911.1	\$ 599.0	\$ 1,510.1	\$ 1,510.1

LOCALITY CROSSWALK

Projection FY2020

	PROJECTED FISCAL YEAR END 2020				
	Annual Budget	Locality	Non-Locality	Consolidated	Variance + / (-)
REVENUE					
Passenger Revenue	\$ 14,312.0	\$ 10,631.3	\$ 688.4	\$ 11,319.7	\$ (2,992.3)
Advertising Revenue	\$ 1,075.0	\$ 1,015.9	\$ 59.1	\$ 1,075.0	\$ -
Other Transportation Revenue	\$ 2,088.6	\$ -	\$ 2,295.8	\$ 2,295.8	\$ 207.2
Non-Transportation Revenue	\$ 60.0	\$ 80.7	\$ 191.1	\$ 271.8	\$ 211.8
Federal Funding (PM 5307 & 5337) ¹	\$ 16,766.5	\$ 15,201.5	\$ 2,065.0	\$ 17,266.5	\$ 500.0
Project Salary Reimbursement	\$ 1,550.4	\$ 705.8	\$ 41.1	\$ 746.9	\$ (803.5)
State Funding ¹	\$ 19,969.8	\$ 21,128.3	\$ 1,192.8	\$ 22,321.1	\$ 2,351.3
Local Funding	\$ 44,696.1	\$ 44,696.1	\$ -	\$ 44,696.1	\$ -
TOTAL REVENUE:	\$ 100,518.4	\$ 93,459.6	\$ 6,533.3	\$ 99,992.9	\$ (525.5)
EXPENSE					
Personnel Services ²	\$ 63,599.9	\$ 58,969.6	\$ 3,693.1	\$ 62,662.7	\$ 937.2
Services	\$ 9,726.9	\$ 8,963.5	\$ 561.4	\$ 9,524.9	\$ 202.0
Materials & Supplies	\$ 10,542.3	\$ 10,101.9	\$ 632.6	\$ 10,734.5	\$ (192.2)
Utilities	\$ 1,162.8	\$ 1,078.5	\$ 67.5	\$ 1,146.0	\$ 16.8
Casualties & Liabilities	\$ 4,024.0	\$ 3,805.1	\$ 238.3	\$ 4,043.4	\$ (19.4)
Purchased Transportation	\$ 9,457.9	\$ 7,752.1	\$ 485.5	\$ 8,237.6	\$ 1,220.3
Other Miscellaneous Expenses	\$ 2,004.6	\$ 1,721.1	\$ 107.8	\$ 1,828.9	\$ 175.7
TOTAL EXPENSE:	\$ 100,518.4	\$ 92,391.8	\$ 5,786.2	\$ 98,178.0	\$ 2,340.4
TOTAL PROJECTED SURPLUS/(DEFICIT):	\$ -	\$ 1,067.8	\$ 747.1	\$ 1,814.9	\$ 1,814.9

1. Federal & State Funding includes COVID relief
 2. Personnel Services: Initial hazard pay for front line workers anticipated to be \$5M. Estimates are not included in the projected expense.

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Total Local			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 44,696.1	\$ 37,246.8	\$ 37,246.8	\$ -
Plus: Local Farebox	\$ 13,431.7	\$ 11,138.2	\$ 10,085.7	\$ (1,052.5)
Locality Share - Sub-Total	\$ 58,127.8	\$ 48,385.0	\$ 47,332.5	\$ (1,052.5)
Plus: Federal Aid	\$ 14,948.4	\$ 12,541.4	\$ 11,237.3	\$ (1,304.1)
State Aid	\$ 18,777.0	\$ 15,647.4	\$ 16,699.7	\$ 1,052.3
Total Revenue Contribution	\$ 91,853.2	\$ 76,573.8	\$ 75,269.5	\$ (1,304.3)
Operating Expenses	\$ 91,853.2	\$ 76,573.8	\$ 74,358.4	\$ (2,215.4)

Budget Status to Date: \$ 911.1

KPI's

Farebox Recovery:	14.5%	13.6%
Farebox % of Budgeted Expense:		13.2%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Total Local		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 44,696.1	\$ 44,696.1	\$ -
Plus: Local Farebox	\$ 13,431.7	\$ 10,631.3	\$ (2,800.4)
Locality Share - Sub-Total	\$ 58,127.8	\$ 55,327.4	\$ (2,800.4)
Plus: Federal Aid	\$ 14,948.4	\$ 15,201.5	\$ 253.1
State Aid	\$ 18,777.0	\$ 21,128.3	\$ 2,351.3
Total Revenue Contribution	\$ 91,853.2	\$ 91,657.2	\$ (196.0)
Operating Expenses	\$ 91,853.2	\$ 90,589.4	\$ (1,263.8)
Projected Budget Status:	\$ 1,067.8		

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Chesapeake			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 2,691.4	\$ 2,242.9	\$ 2,242.9	\$ -
Plus: Local Farebox	\$ 723.5	\$ 600.0	\$ 516.0	\$ (84.0)
Locality Share - Sub-Total	\$ 3,414.9	\$ 2,842.9	\$ 2,758.9	\$ (84.0)
Plus: Federal Aid	\$ 913.5	\$ 766.0	\$ 739.7	\$ (26.3)
State Aid	\$ 1,079.8	\$ 899.7	\$ 969.9	\$ 70.2
Total Revenue Contribution	\$ 5,408.2	\$ 4,508.6	\$ 4,468.5	\$ (40.1)
Operating Expenses	\$ 5,408.2	\$ 4,508.6	\$ 4,451.6	\$ (57.0)
Budget Status to Date:	\$ 16.9			

KPI's		
Farebox Recovery:	13.3%	11.6%
Farebox % of Budgeted Expense:		11.4%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Chesapeake		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 2,691.4	\$ 2,691.4	\$ -
Plus: Local Farebox	\$ 723.5	\$ 546.0	\$ (177.5)
Locality Share - Sub-Total	\$ 3,414.9	\$ 3,237.4	\$ (177.5)
Plus: Federal Aid	\$ 913.5	\$ 1,021.9	\$ 108.4
State Aid	\$ 1,079.8	\$ 1,301.5	\$ 221.7
Total Revenue Contribution	\$ 5,408.2	\$ 5,560.8	\$ 152.6
Operating Expenses	\$ 5,408.2	\$ 5,558.6	\$ 150.4
Projected Budget Status:	\$ 2.2		

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Newport News			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 7,373.8	\$ 6,144.8	\$ 6,144.8	\$ -
Plus: Local Farebox	\$ 2,244.9	\$ 1,861.6	\$ 1,821.0	\$ (40.6)
Locality Share - Sub-Total	\$ 9,618.7	\$ 8,006.4	\$ 7,965.8	\$ (40.6)
Plus: Federal Aid	\$ 2,709.0	\$ 2,271.6	\$ 2,168.9	\$ (102.7)
State Aid	\$ 3,168.2	\$ 2,640.2	\$ 2,867.0	\$ 226.8
Total Revenue Contribution	\$ 15,495.9	\$ 12,918.2	\$ 13,001.7	\$ 83.5
Operating Expenses	\$ 15,495.9	\$ 12,918.2	\$ 12,864.3	\$ (53.9)

Budget Status to Date: \$ 137.4

KPI's		
Farebox Recovery:	14.4%	14.2%
Farebox % of Budgeted Expense:		14.1%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Newport News		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 7,373.8	\$ 7,373.8	\$ -
Plus: Local Farebox	\$ 2,244.9	\$ 1,914.1	\$ (330.8)
Locality Share - Sub-Total	\$ 9,618.7	\$ 9,287.9	\$ (330.8)
Plus: Federal Aid	\$ 2,709.0	\$ 2,997.6	\$ 288.6
State Aid	\$ 3,168.2	\$ 3,665.8	\$ 497.6
Total Revenue Contribution	\$ 15,495.9	\$ 15,951.3	\$ 455.4
Operating Expenses	\$ 15,495.9	\$ 15,933.7	\$ 437.8
Projected Budget Status:	\$ 17.6		

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Hampton			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 4,657.6	\$ 3,881.3	\$ 3,881.3	\$ -
Plus: Local Farebox	\$ 1,255.4	\$ 1,041.0	\$ 1,004.6	\$ (36.4)
Locality Share - Sub-Total	\$ 5,913.0	\$ 4,922.3	\$ 4,885.9	\$ (36.4)
Plus: Federal Aid	\$ 1,628.0	\$ 1,364.9	\$ 1,350.4	\$ (14.5)
State Aid	\$ 1,918.6	\$ 1,598.8	\$ 1,771.5	\$ 172.7
Total Revenue Contribution	\$ 9,459.6	\$ 7,886.0	\$ 8,007.8	\$ 121.8
Operating Expenses	\$ 9,459.6	\$ 7,886.0	\$ 8,006.3	\$ 120.3

Budget Status to Date: **\$ 1.5**

KPI's

Farebox Recovery:	13.2%	12.5%
Farebox % of Budgeted Expense:		12.7%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Hampton		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 4,657.6	\$ 4,657.6	\$ -
Plus: Local Farebox	\$ 1,255.4	\$ 1,056.7	\$ (198.7)
Locality Share - Sub-Total	\$ 5,913.0	\$ 5,714.3	\$ (198.7)
Plus: Federal Aid	\$ 1,628.0	\$ 1,800.3	\$ 172.3
State Aid	\$ 1,918.6	\$ 2,204.2	\$ 285.6
Total Revenue Contribution	\$ 9,459.6	\$ 9,718.8	\$ 259.2
Operating Expenses	\$ 9,459.6	\$ 9,652.8	\$ 193.2
Projected Budget Status:	\$ 66.0		



Draft Financial Statement

HAMPTON ROADS TRANSIT

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Norfolk			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 19,386.5	\$ 16,155.4	\$ 16,155.4	\$ -
Plus: Local Farebox	\$ 6,343.1	\$ 5,260.0	\$ 4,636.1	\$ (623.9)
Locality Share - Sub-Total	\$ 25,729.6	\$ 21,415.4	\$ 20,791.5	\$ (623.9)
Plus: Federal Aid	\$ 5,768.9	\$ 4,846.1	\$ 4,010.1	\$ (836.0)
State Aid	\$ 8,173.2	\$ 6,811.0	\$ 7,071.6	\$ 260.6
Total Revenue Contribution	\$ 39,671.7	\$ 33,072.5	\$ 31,873.2	\$ (1,199.3)
Operating Expenses	\$ 39,671.7	\$ 33,072.5	\$ 31,509.2	\$ (1,563.3)

Budget Status to Date: \$ 364.0

KPI's

Farebox Recovery:	15.9%	14.7%
Farebox % of Budgeted Expense:		14.0%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Norfolk		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 19,386.5	\$ 19,386.5	\$ -
Plus: Local Farebox	\$ 6,343.1	\$ 4,899.4	\$ (1,443.7)
Locality Share - Sub-Total	\$ 25,729.6	\$ 24,285.9	\$ (1,443.7)
Plus: Federal Aid	\$ 5,768.9	\$ 5,447.6	\$ (321.3)
State Aid	\$ 8,173.2	\$ 8,896.1	\$ 722.9
Total Revenue Contribution	\$ 39,671.7	\$ 38,629.6	\$ (1,042.1)
Operating Expenses	\$ 39,671.7	\$ 38,410.2	\$ (1,261.5)

Projected Budget Status: \$ 219.4



Draft Financial Statement

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Portsmouth			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 2,837.3	\$ 2,364.4	\$ 2,364.4	\$ -
Plus: Local Farebox	\$ 850.4	\$ 705.2	\$ 629.6	\$ (75.6)
Locality Share - Sub-Total	\$ 3,687.7	\$ 3,069.6	\$ 2,994.0	\$ (75.6)
Plus: Federal Aid	\$ 1,204.6	\$ 1,009.3	\$ 859.6	\$ (149.7)
State Aid	\$ 1,227.0	\$ 1,022.5	\$ 1,252.1	\$ 229.6
Total Revenue Contribution	\$ 6,119.3	\$ 5,101.4	\$ 5,105.7	\$ 4.3

Operating Expenses	\$ 6,119.3	\$ 5,101.4	\$ 5,103.6	\$ 2.2
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Budget Status to Date:	\$ 2.1			
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KPI's		
Farebox Recovery:	13.8%	12.3%
Farebox % of Budgeted Expense:		12.3%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Portsmouth		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 2,837.3	\$ 2,837.3	\$ -
Plus: Local Farebox	\$ 850.4	\$ 665.0	\$ (185.4)
Locality Share - Sub-Total	\$ 3,687.7	\$ 3,502.3	\$ (185.4)
Plus: Federal Aid	\$ 1,204.6	\$ 1,176.3	\$ (28.3)
State Aid	\$ 1,227.0	\$ 1,684.0	\$ 457.0
Total Revenue Contribution	\$ 6,119.3	\$ 6,362.6	\$ 243.3

Operating Expenses	\$ 6,119.3	\$ 6,342.9	\$ 223.6
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Projected Budget Status:	\$ 19.7		
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Draft Financial Statement

LOCALITY RECONCILIATION

April 2020

FISCAL YEAR 2020 (Dollars in Thousands)	Virginia Beach			
	Annual Budget	YTD APRIL 2020		
		Budget	Actual	Variance
Locality Operating Share	\$ 7,749.5	\$ 6,458.0	\$ 6,458.0	\$ -
Plus: Local Farebox	\$ 2,014.4	\$ 1,670.4	\$ 1,478.4	\$ (192.0)
Locality Share - Sub-Total	\$ 9,763.9	\$ 8,128.4	\$ 7,936.4	\$ (192.0)
Plus: Federal Aid	\$ 2,724.4	\$ 2,283.5	\$ 2,108.6	\$ (174.9)
State Aid	\$ 3,210.2	\$ 2,675.2	\$ 2,767.6	\$ 92.4
Total Revenue Contribution	\$ 15,698.5	\$ 13,087.1	\$ 12,812.6	\$ (274.5)
Operating Expenses	\$ 15,698.5	\$ 13,087.1	\$ 12,423.4	\$ (663.7)

Budget Status to Date: **\$ 389.2**

KPI's	
Farebox Recovery:	12.8% 11.9%
Farebox % of Budgeted Expense:	11.3%

PROJECTED FISCAL YEAR 2020 (Dollars in Thousands)	Virginia Beach		
	PROJECTED FY2020		
	Budget	Actual	Variance
Locality Operating Share	\$ 7,749.5	\$ 7,749.5	\$ -
Plus: Local Farebox	\$ 2,014.4	\$ 1,550.1	\$ (464.3)
Locality Share - Sub-Total	\$ 9,763.9	\$ 9,299.6	\$ (464.3)
Plus: Federal Aid	\$ 2,724.4	\$ 2,757.8	\$ 33.4
State Aid	\$ 3,210.2	\$ 3,376.7	\$ 166.5
Total Revenue Contribution	\$ 15,698.5	\$ 15,434.1	\$ (264.4)
Operating Expenses	\$ 15,698.5	\$ 14,691.2	\$ (1,007.3)

Projected Budget Status: **\$ 742.9**



HAMPTON ROADS
TRANSIT

**FY2021
OPERATING BUDGET
MAY 28, 2020**

gohrt.com

FY2021 OPERATING BUDGET SUMMARY

	FY2020 ADOPTED BUDGET	FY2021 REVISED PRELIMINARY BUDGET	\$ VARIANCE
REVENUE			
1 Farebox Revenue	\$ 14,311,956	\$ 13,693,665	\$ (618,291)
ERC Revenue	\$ 2,088,592	\$ 2,293,044	\$ 204,452
Auxiliary Revenue (Advertising)	\$ 875,000	\$ 875,000	\$ -
Auxiliary Revenue (Production Fees)	\$ 200,000	\$ 200,000	\$ -
Other Non-Transportation Revenue	\$ 60,000	\$ 60,000	\$ -
5307 Used for ADA Operating Cost	\$ 1,928,780	\$ 1,924,435	\$ (4,345)
5307 Used for Bus PM	\$ 12,698,434	\$ 13,667,492	\$ 969,058
5307 Used for Capital Cost of Contract	\$ 820,828	\$ 1,251,646	\$ 430,818
5337 Used for Fixed Guideway PM	\$ 1,318,475	\$ 1,414,804	\$ 96,329
TDM	\$ 611,529	\$ 574,172	\$ (37,357)
UPWP	\$ 225,000	\$ 225,000	\$ -
Grant Reimbursement	\$ 713,845	\$ 706,174	\$ (7,671)
State Assistance	\$ 19,869,838	\$ 19,869,838	\$ -
State Assistance - Hot Lanes	\$ 100,000	\$ 100,000	\$ -
3 Local Credit-Special Programming	\$ -	\$ 3,163,967	\$ 3,163,967
2 Local Operating Share	\$ 44,696,103	\$ 41,532,136	\$ (3,163,967)
TOTAL REVENUE:	\$ 100,518,380	\$ 101,551,373	\$ 1,032,993
EXPENSE			
Personnel Services	\$ 63,883,209	\$ 65,683,855	\$ 1,800,646
Services	\$ 9,443,502	\$ 10,307,730	\$ 864,228
Materials & Supplies	\$ 10,576,458	\$ 10,189,026	\$ (387,432)
Utilities	\$ 1,249,406	\$ 1,297,485	\$ 48,079
Casualties & Liabilities	\$ 4,023,967	\$ 3,661,895	\$ (362,072)
Purchased Transportation	\$ 9,836,772	\$ 8,873,707	\$ (963,065)
Other Miscellaneous Expenses	\$ 1,505,066	\$ 1,537,675	\$ 32,609
4 TOTAL EXPENSE:	\$ 100,518,380	\$ 101,551,373	\$ 1,032,993

1. **Farebox Revenue**
 - ✓ Farebox estimates are pre-COVID19
 - ✓ Locality contributions will not be impacted by farebox shortfalls in FY2021
 - ✓ State & Federal COVID monies will cover related expenses
2. **Local Operating Share**
 - ✓ Anticipated local billing in FY2021
3. **Local Credit-Special Programming**
 - ✓ Local surpluses from FY2020 will be appropriated from fund balance to reduce local contribution payments in FY2021
4. **Total Expense**
 - ✓ Increased \$1.03M as compared to FY2020

FY2021 NET LOCAL CONTRIBUTION

	FY2020 ADOPTED BUDGET	FY2021 REVISED PRELIMINARY BUDGET	\$ VARIANCE
LOCAL OPERATING SHARE			
Chesapeake	\$ 2,691,408	\$ 1,847,958	\$ (843,450)
Hampton	\$ 4,657,638	\$ 4,465,993	\$ (191,645)
Newport News	\$ 7,373,777	\$ 7,177,130	\$ (196,647)
Norfolk	\$ 19,386,398	\$ 19,130,244	\$ (256,154)
Portsmouth	\$ 2,837,300	\$ 2,705,993	\$ (131,307)
VA Beach	\$ 7,749,582	\$ 6,204,818	\$ (1,544,764)
TOTAL LOCAL OPERATING SHARE:	\$ 44,696,103	\$ 41,532,136	\$ (3,163,967)

ADVANCED CAPITAL CONTRIBUTION (ACC)			
Chesapeake	\$ 130,455	\$ 133,825	\$ 3,370
Hampton	\$ 230,185	\$ 232,438	\$ 2,253
Newport News	\$ 373,585	\$ 371,149	\$ (2,436)
Norfolk	\$ 747,301	\$ 737,800	\$ (9,501)
Portsmouth	\$ 133,426	\$ 131,862	\$ (1,564)
VA Beach	\$ 385,048	\$ 392,926	\$ 7,878
TOTAL ACC:	\$ 2,000,000	\$ 2,000,000	\$ -

LOCAL OPERATING SHARE + ACC			
Chesapeake	\$ 2,821,863	\$ 1,981,783	\$ (840,080)
Hampton	\$ 4,887,823	\$ 4,698,431	\$ (189,392)
Newport News	\$ 7,747,362	\$ 7,548,279	\$ (199,083)
Norfolk	\$ 20,133,699	\$ 19,868,044	\$ (265,655)
Portsmouth	\$ 2,970,726	\$ 2,837,855	\$ (132,871)
VA Beach	\$ 8,134,630	\$ 6,597,744	\$ (1,536,886)
TOTAL LOCAL OPERATING SHARE + ACC:	\$ 46,696,103	\$ 43,532,136	\$ (3,163,967)

A RESOLUTION TO AMEND THE COST ALLOCATION AGREEMENT BETWEEN THE CITIES OF CHESAPEAKE, HAMPTON, NEWPORT NEWS, NORFOLK, PORTSMOUTH, VIRGINIA BEACH AND THE TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

WHEREAS, the Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach (collectively, the “Participating Cities”) and the Transportation District Commission of Hampton Roads (“HRT”) are parties to the Cost Allocation Agreement, effectively dated October 1, 1999 (“Allocation Agreement”).

WHEREAS, the Allocation Agreement, among its other provisions, defines how state and federal funding received by HRT is allocated to the Participating Cities for the capital and operating costs associated with acquiring, consolidating, rehabilitating, operating and expanding public transportation facilities and services for the Hampton Roads region.

WHEREAS, the Allocation Agreement currently requires HRT to distribute its eligible federal and state funding to each Participating Cities on a *pro rata* basis based on the annual cost to provide transit services and the level requested by each Participating City.

WHEREAS, the Hampton Roads Regional Transit Program and Fund (“Fund”) was established pursuant to Virginia Code § 33.2-2600.1 for the purpose of helping to provide a modern, safe, and efficient core network of transit services across the Hampton Roads region. The Fund provides financial support for the development, maintenance, improvement, and operation of a core and connected regional network of transit routes and related infrastructure, rolling stock, and support facilities, to include the operation of a regional system of interjurisdictional, high-frequency bus service.

WHEREAS, the Fund is funded, in part, by real estate recordation taxes pursuant to Virginia Code § 58.1-816 (“Recordation Tax”).

WHEREAS, prior to the establishment of the Fund, the City of _____ received a portion of the Recordation Tax from the Commonwealth of Virginia.

WHEREAS, the loss of revenue from the reallocation of the Recordation Tax has created an ongoing financial burden on the City of _____.

WHEREAS, HRT may help all Participating Cities mitigate this adverse financial impact by strategically allocating its eligible state and federal funding.

WHEREAS, the current Allocation Agreement does not permit HRT to strategically allocate its state and federal funding amongst the Participating Cities.

WHEREAS, the Allocation Agreement may be amended, via a resolution from each Participating City, to permit HRT to strategically allocate its eligible state and federal funding.

WHEREAS, the City of _____ desires to modify and amend the Allocation Agreement so that HRT may help mitigate adverse financial impacts to it and the other Participating Cities from the date of this Resolution until June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED FROM THE DATE OF THIS RESOLUTION UNTIL JUNE 30, 2021:

1. Beginning July 1, 2020 and continuing until June 30, 2021 (“Hold Harmless Period”), which corresponds with HRT’s fiscal year 2021, HRT is authorized to strategically allocate its available and eligible federal and state funding, to the City of _____ in such a manner as to first offset the loss of recordation tax revenue to the City of _____ as a result of Virginia Code § 58.1-816. During the Hold Harmless Period, the City of _____ will support HRT as the transportation district in the Hampton Roads region to receive moneys from the Fund. The Fund shall, in accordance with all applicable statutes, be administered by the Hampton Roads Transportation Accountability Commission (“HRTAC”) for the purpose of the development, maintenance, and improvement of a core regional network of transit routes and related infrastructure, rolling stock, and support facilities with high frequency bus service in the Hampton Roads region.
2. During the Hold Harmless Period, the City agrees to modify the Allocation Agreement. Article IX, *Allocation of Revenues*, sections (D) and (E) shall be deleted and replaced as follows:

Article IX. Allocation of Revenues

[* * *]

D. Federal funds received to reimburse net eligible operating expenses will be strategically allocated to each Participating City. Eligible federal funds, in combination with eligible state funds, will be allocated on an annual basis, in such combinations and amounts to be determined by the Commission. Subject to the requirements of Article X, and in the event eligible federal funds are available, such funds will be allocated to the Participating Cities to offset any deficiencies between the estimated Local Share in each Participating City TSP and the actual Local Share determined by the Commission at the end of each of the fiscal year.

E. State funds received to reimburse net eligible operating expenses will be strategically allocated to each Participating City. Eligible state funds, in combination with eligible federal funds, will be allocated on an annual basis, in such combinations and amounts to be determined by the Commission. Subject to the requirements of Article X, and in the event eligible state funds are available, such funds will be allocated to the Participating Cities to offset any deficiencies between the estimated Local Share in each Participating City TSP and the actual Local Share determined by the Commission at the end of the fiscal year.

3. During the Hold Harmless Period, the City agrees to modify Article X, *Calculation of Local Share of Operating Costs*, of the Cost Allocation Agreement and add section (C) as follows:

Article X. Calculation of Local Share of Operating Costs

[* * *]

C. The fiscal year of the Commission shall begin on July 1 and conclude on June 30. On or before June 30, 2020, the Commission shall allocate available and eligible federal and state funding to each Participating City in such a manner as to

first offset the loss of recordation tax revenue to a Participating City as a result of Virginia Code § 58.1-816. The offset amount for each Participating City will be equal to the amounts stated in the table attached to this Agreement as Exhibit 1 (“Recordation Offset”). The Recordation Offset for each Participating City shall be retained in full by the Commission and applied in its entirety to the budgeted total local share of Local Funds for that Participating City, as stated in the Participating City TSP for FY2021.

In the event the actual total local share of Local Funds is less than the budgeted total local share of Local Funds for a Participating City, after the application of the Recordation Offset, in FY2021 (“Surplus”), then such Surplus shall be refunded in full by the Commission to that Participating City on or before August 1, 2022.

In the event the actual total local share of Local Funds, exceeds the budgeted total local share of Local Funds for a Participating City, after the application of the Recordation Offset, in FY2021 (“Deficit”), then such Deficit shall be paid in full by the Participating City to the Commission on or before August 1, 2022.

As long as a Participating City receives a Recordation Offset from the Commission, such Participating City shall support the Commission as the transportation district in the Hampton Roads region to receive moneys from the Hampton Roads Regional Transit Program and Fund (Fund) established pursuant to Virginia Code § 33.2-2600, as may be amended from time to time.

4. On July 1, 2021, all amendments to the Allocation Agreement contemplated by this Resolution shall automatically terminate, be deleted from the Allocation Agreement and of no further effect without the need of further action by any party to the Allocation Agreement. The provisions of the Allocation Agreement which by their terms call for performance subsequent to their termination shall survive such termination, whether or not such provisions expressly state that they shall so survive.

Adopted by the Council for the City of _____, this ____ day of _____, 2020.

EXHIBIT 1

LOCALITY	\$ RECORDATION OFFSET
Chesapeake	\$ 840,080.00
Hampton	\$ 189,392.00
Newport News	\$ 199,083.00
Norfolk	\$ 265,655.00
Portsmouth	\$ 132,871.00
Virginia Beach	\$ 1,536,886.00

Purchase Order No.:	PO0001501	Title:	Automatic Electronic Air Sanitizers	Price:	\$336,600
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Acquisition Description: Award a Purchase Order (PO) for a vendor to provide 187 automated electronic air sanitizers for installation on Hampton Roads Transit’s (HRT’s) bus fleet.

Background: HRT has been following federal and state guidelines due to the COVID-19 pandemic and has implemented a number of measures in its efforts to ensure the safety of employees, contractors, and customers. HRT is seeking to further strengthen measures currently in place by installing automatic electronic air sanitizers on HRT’s bus fleet. The electronic air sanitizers are designed and tested to kill airborne and surface bacteria, viruses, mold and odors. Installation of the automatic electronic air sanitizers will be performed by HRT’s Operations staff.

Contract Approach: A Request for Quote (RFQ) was issued on April 23, 2020. Three (3) quotes were received on April 24, 2020 from the following firms:

- Climate Comfort Technologies (CCT)
- NFI Parts
- Gillig

After an evaluation of the quotes received, HRT staff determined that CCT provided the lowest responsive quote. Based on a price analysis performed, and the fact that pricing was obtained in a competitive environment, CCT’s quote is deemed fair and reasonable.

A contractor responsibility review performed confirmed that CCT is technically and financially capable to provide the requested items. CCT is also the Original Equipment Manufacturer of the electronic air sanitizer.

CCT is located in Commerce City, CO and has provided similar materials and accessories to HRT satisfactorily.

Cost/Funding: This Purchase Order will be funded by grant (COVID-19) funds.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve award of a Purchase Order to Climate Comfort Technologies to provide automatic electronic air sanitizers to HRT in the total amount of \$336,600.

Purchase Order No.:	PO0001501	Title:	Automatic Electronic Air Sanitizers	Price:	\$336,600
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SOLICITATION RESULTS

Offeror	Total Quoted Price
Climate Comfort Technologies	\$336,600.00
NFI Parts	\$406,264.98
Gillig	\$436,332.71

Contract No:	19-00050R	Title:	Elizabeth River Ferry III Welding Repair Services	Price: Term:	\$130,255.43 Thirty (30) Days
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Acquisition Description: Enter into a contract with a qualified Contractor to provide welding repair services for the Elizabeth River Ferry III.

Background: HRT requires a United States Coast Guard certified welder and reliable Contractor to perform high quality welding repairs to the Elizabeth River Ferry III. Under the terms of this agreement, the Contractor is required to provide all equipment, materials and labor to perform welding repairs to the vessel that conform to the highest standards of workmanship for the marine industry. The Contractor shall also be responsible for the proper disposal of all work-related waste and byproducts and warrant its work for two (2) years.

Contract Approach: A Request for Quote was issued February 5, 2020. One (1) quote was received on March 5, 2020 from Fairlead Boatworks, Inc. (Fairlead). Upon review and evaluation of the quote, staff determined that Fairlead was able to meet the requirements of the Scope of Work (SOW) based on technical capability and price; and, is therefore eligible for award. A post-solicitation survey of vendors solicited concluded that most were not capable of providing the services requested in the SOW as it was outside the breadth of their normal services, were unable to complete the work during the specified timeframe, and/or were unable to meet the required insurance requirements. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Fairlead's quoted price, in the amount of \$130,255.43 is deemed fair and reasonable based on a price analysis performed utilizing historical data.

Comments & Special Circumstances: Emergency award of the Contract was necessary in order for HRT's ferry fleet to be fully operational without any delays or interference to planned city events and the upcoming revenue generating spring/summer season.

Section 12.7 of the HRT Procurement Policy and Procedures Manual permits the President and CEO to authorize the award of contracts exceeding the threshold for Commission approval in cases when emergency action is required to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of the Commission. On March 20, 2020 the President and CEO authorized the provision of welding repair services for the Elizabeth River Ferry III under this emergency authorization to avoid a disruption of transit and revenue generating services. Section 12.7 requires the Commission to confirm the emergency award at its next scheduled meeting.

Fairlead is located in Newport News, VA, has provided similar services to Blaha Towing Company in Suffolk, VA; Huntington Ingalls Industries in Newport News, VA; and, Mid-Atlantic Regional

Contract No:	19-00050R	Title:	Elizabeth River Ferry III Welding Repair Services	Price: Term:	\$130,255.43 Thirty (30) Days
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Maintenance Center in Norfolk, VA. Fairlead has also provided similar services to HRT satisfactorily.

The period of performance for this Contract is thirty (30) days.

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with Operation funds.

Project Manager: Keith LeLache, Manager of Systems Maintenance

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission confirm the award of a contract to Fairlead Boatworks, Inc. to provide welding repair services for the Elizabeth River Ferry III in the not-to-exceed amount of \$130,255.43.

Purchase Order No:	PO0001208	Title:	Emergency Laptop Purchase	Price:	\$108,705
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Acquisition Description: Award a sole source Purchase Order to CDW-g to purchase seventy-five (75) laptops in support of Hampton Roads Transit’s (HRT’s) staff teleworking during the current pandemic emergency.

Background: HRT has a requirement to purchase laptops in order for HRT staff to work remotely due to the current pandemic of the Coronavirus. Under the terms of this agreement, the Contractor shall provide seventy-five (75) HP laptops and next business day hardware support for five (5) years.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive emergency procurements when only one source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one (1) source. CDW-g has provided a number of laptops and other services to HRT in the past and has the fastest shipping time.

A Request for Quote was issued March 25, 2020 and CDW-g provided a responsive quote on March 25, 2020 in the amount of \$108,705. The price schedule required the Contractor to provide pricing for a variation of laptop configurations and the extended support.

Based on a price analysis performed utilizing historical pricing, CDW-g’s proposed price is deemed fair and reasonable. A contractor responsibility review confirmed that CDW-g is both technically and financially capable to perform the work.

Comments & Special Circumstances: Emergency award of the Purchase Order was necessary in order for HRT’s staff to work remotely, in accordance with the Governor of Virginia’s Executive Order 53, to mitigate the impacts of the Coronavirus. Additionally, this will reduce the unnecessary person-to-person contact to decrease the risk of transmission and community spread through HRT’s employees.

Section 12.7 of the HRT Procurement Policy and Procedures Manual permits the President and CEO to authorize the award of contracts exceeding the threshold for Commission approval in cases when emergency action is required to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of the Commission. On March 26, 2020, the President and CEO authorized the purchase of seventy-five (75) laptops under this emergency authorization in accordance with the Commonwealth of Virginia’s current State of Emergency. Section 12.7 requires the Commission to confirm the emergency award at its next scheduled meeting.

Purchase Order No:	PO0001208	Title:	Emergency Laptop Purchase	Price:	\$108,705
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CDW-g is headquartered in Vernon Hills, IL and has provided previous products to HRT satisfactorily.

No DBE goal was assigned for this solicitation.

Cost/Funding: This Contract will be funded with grant (COVID-19) funds.

Project Manager: Michael Price, Chief Information Officer/Chief Technology Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission confirm the award of a Purchase Order to CDW-g to provide seventy-five (75) laptops to HRT in the not-to-exceed amount of \$108,705.

Contract No:	19-00059	Title:	General Planning Consultant	Price: Term:	\$1,600,000 2 Yrs. w/1 - 1 yr. Option
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Acquisition Description: Enter into a renewal contract with a qualified Consulting firm to provide General Planning services on a Task Order (TO) basis.

Background: HRT requires the services of a consulting firm to assist in a variety of transit related planning services including, but not limited to, development of the Six-Year Capital Improvement Plan; annual updates to State required ten-year Transit Strategic Plan; Bus Automatic Passenger Counter validation; Title VI support; grant applications and grant writing assistance; Project Management assistance; MicroTransit planning support; NTD compliance; ADA planning services; public outreach services; financial planning; environmental analysis; long range plan development support; ridership and operational forecasting activities; establishment/monitoring of service standards; general route planning and route scheduling; and, comprehensive operational analysis. Under the terms of this agreement, the Contractor will provide general planning services on a TO basis.

Contract Approach: A Request for Proposals (RFP) was issued on December 17, 2019. Two (2) proposals were received on January 31, 2020 from the following firms:

- Foursquare Integrated Transportation Planning (Foursquare)
- HNTB Corporation

Upon review and evaluation of the technical proposals, Foursquare was deemed the most technically qualified to meet the requirements of the SOW; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide hourly rates for a number of various labor categories for the services described in the Scope of Work (SOW), to be utilized when establishing pricing for proposed TOs.

At the conclusion of the technical evaluations, negotiations were held with Foursquare for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, reducing proposed pricing, and clarifying SOW items. 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 Foursquare provided the best value based on a combination of technical capability and price. As a result of the negotiations, Foursquare reduced their annual escalation from 3% to 2.4%.

Based on a price analysis performed, and the fact that the labor rates were obtained in a competitive environment, Foursquare's rates are deemed fair and reasonable. A contractor responsibility

Contract No:	19-00059	Title:	General Planning Consultant	Price: Term:	\$1,600,000 2 Yrs. w/1 - 1 yr. Option
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review performed confirmed that Foursquare is technically and financially capable to perform the work.

Foursquare, located in Rockville, MD has provided similar services for the Maryland Transit Administration in Baltimore, MD; the Jacksonville Transportation Authority in Jacksonville, FL; and, the Washington Metropolitan Area Transit Authority in Washington, DC. Foursquare has also provided similar services for HRT satisfactorily.

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

An 11% DBE goal was established for this solicitation and HRT has confirmed that Foursquare is a DBE certified firm. Therefore, the DBE goal has been achieved by Foursquare and HRT achieved race neutral participation for everything above the goal.

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

Project Manager: Ray Amoruso, Chief Planning and Development Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Foursquare Integrated Transportation Planning, to provide general planning services. The cumulative amount of all TOs issued under this contract will not exceed \$1,600,000 over the three-year period.

Contract No:	20-00070	Title:	Hybrid Bus and Allison Transmission Diagnostic and Repair Services	Base Year Price:	\$105,005
				Option Pricing:	\$214,855 w/2 1-yr. options

Acquisition Description: Enter into a sole source renewal contract with Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services on a Task Order (TO) basis.

Background: Hampton Roads Transit (HRT) has a requirement for maintaining a fleet of twenty-two (22) hybrid buses, manufactured by Gillig and twenty-three (23) buses from various manufacturers having Allison transmissions. Some of the work to be performed is outside the capacity and/or capability of in-house maintenance staff and not covered by existing warranties. As a result, HRT seeks to award a contract for routine and emergency repair services of the hybrid bus and Allison transmission fleet. Under the terms of the agreement, Western Branch Diesel is required to provide timely and professional execution of services, including all equipment, parts, and labor. All services and repairs are to be performed at the Contractor's place of business; therefore, the Contractor must have the appropriate facility, tools/equipment, license, and resources to perform the work.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one (1) source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Western Branch Diesel is the only Allison certified dealer and repair center within the region that can perform diagnostic and maintenance on the hybrid buses, which are equipped with Allison components. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one (1) source.

A solicitation was issued on March 6, 2020 and Western Branch Diesel provided a responsive proposal on March 18, 2020. The proposal included unit prices for hourly diagnostic and repair labor as well as transportation (towing) rates over the three-year contract term.

Based on a price analysis performed utilizing the proposed pricing, the independent cost estimate and historical pricing data, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Western Branch Diesel is both technically and financially capable to provide the services described in the Scope of Work.

Western Branch Diesel is located in Portsmouth, VA and has provided similar services to HRT satisfactorily.

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

Contract No:	20-00070	Title:	Hybrid Bus and Allison Transmission Diagnostic and Repair Services	Base Year Price:	\$105,005
				Option Pricing:	\$214,855 w/2 1-yr. options

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

Project Manager: Daniel Good, Interim Director of Maintenance - Bus

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services in the amount of \$319,860 for three (3) years.

Western Branch Diesel's Proposal Summary				
Item	Base Year	Option Year 1	Option Year 2	Summary
Labor & Transport	\$40,005	\$40,620	\$41,235	\$121,860
Material Costs Allowance	\$65,000	\$66,000	\$67,000	\$198,000
Total Price:	\$105,005	\$106,620	\$108,235	\$319,860

Contract No:	20-00064	Title:	Light Rail Track Work	Total Price: Term:	\$300,000 3 yrs. w/2 1-yr. Options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform inspection, maintenance, repair and construction of track work associated with the Norfolk Light Rail Transit (LRT) system on a Task Order (TO) basis.

Background: Hampton Roads Transit (HRT) has a requirement for on-call services to perform inspections, maintenance, repairs and construction of work related to its Light Rail tracks. This work is outside the capacity and capability of HRT's Rail Operations and Maintenance personnel. Under the terms of this agreement, the Contractor shall perform remedial work and operational enhancements to the original LRT system construction; inspection and repair of damage or deterioration caused by severe weather or other external factors; emergency repairs from isolated events that interrupt LRT revenue service; and, routine inspection and maintenance of the LRT system infrastructure, as deemed necessary by HRT's Rail Operations and Maintenance personnel.

Contract Approach: An Invitation for Bids (IFB) was issued on March 20, 2020. Two (2) bids were received on April 23, 2020 from the following firms:

- H & B Railroad Company (H&B)
- RailWorks Track Services (RailWorks)

In response to the IFB, bidders were required to provide hourly rates for various labor categories and services described in the Scope of Work to be utilized when establishing pricing for proposed TOs.

After evaluation of the bids received, HRT staff determined that the lowest bidder, H&B was responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award. H&B's average hourly labor rate was \$48.33 less than RailWorks's hourly rate. Additionally, H&B provided a yearly escalation rate of 2% while RailWorks provided a 5% yearly escalation rate.

H&B's proposed rates were deemed fair and reasonable based on a price analysis performed using historical data and the fact that pricing was obtained in a competitive environment.

H&B is located in Portsmouth, VA and has performed similar services for Newport News Shipbuilding in Newport News, VA; Virginia Port Authority in Norfolk, VA; and, Busch Gardens in Williamsburg, VA. H&B also currently 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.

Contract No:	20-00064	Title:	Light Rail Track Work	Total Price:	\$300,000
				Term:	3 yrs. w/2 1-yr. Options

No DBE goal was established for this solicitation.

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

Project Manager: Omar Gordon, Interim Director of Rail Maintenance

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to H & B Railroad Company, Inc. to perform track work associated with the Norfolk Light Rail Transit. The cumulative amount of all Task Orders issued under this Contract will not exceed \$300,000.

Purchase Order No.:	PO0001555	Title:	Light Rail Vehicle Brake Caliper Overhaul	Price:	\$128,000.
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Acquisition Description: Award a sole source Purchase Order (PO) for Knorr Brake Company to provide technical expertise, tooling, and labor for overhauling the Power Truck (PT) brake calipers on Hampton Roads Transit's (HRT's) Light Rail Vehicles (LRV).

Background: HRT currently owns and operates nine (9) LRVs. Each LRV has two (2) PTs with four (4) calipers on each, for a total of eighty (80) calipers, including two (2) spare PTs. The braking system on each LRV is equipped with brake calipers, which incorporate a hydraulic release circuit that allows the manual release of the brakes when there is no power on the car. The calipers utilize a single force cartridge to engage the spring applied braking pressure to the discs. The force cartridge includes all critical hydraulic components, including automatic slack adjuster and piston retraction mechanism. The existing brake calipers have reached their recommended useful life and require overhaul to maintain a State of Good Repair of HRT's LRVs. HRT has acquired the required overhaul kits for the calipers but does not have the inhouse technical capacity and capability to perform the overhaul work. This PO will provide the Original Equipment Manufacturer (OEM) technical expertise required to perform the caliper overhaul.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one (1) source is practicably available, and the award is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a quote from only one (1) source.

A Request for Quote (RFQ) was issued on April 6, 2020 and Knorr Brake Company provided a responsive quote in the total amount of \$128,000. Knorr is also the OEM of the calipers.

Knorr has confirmed that the prices offered to HRT are in line with prices charged to other customers. A contractor responsibility review performed confirmed that Knorr is technically and financially capable to provide the requested items.

Knorr is located in Westminster, MD and has provided parts and similar services 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, Assistant Director of Procurement

Purchase Order No.:	PO0001555	Title:	Light Rail Vehicle Brake Caliper Overhaul	Price:	\$128,000.
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Recommendation: It is respectfully recommended that the Commission approve the award of a Purchase Order to Knorr Brake Company to provide brake caliper overhaul services for the State of Good Repair maintenance of HRT's Light Rail Vehicles in the total amount of \$128,000.

Contract No:	19-00054R	Title:	Passenger Amenities Pressure Washing and Condition Assessment Services	Base Year's Price:	\$42,379
				Two Option Years' Price:	\$84,758

Acquisition Description: Enter into a contract with a qualified Contractor to provide pressure washing and condition assessment services at its passenger amenities located at bus facilities 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 transit centers, bus transfer stations, 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 pressure washing and condition assessment staff, supervision, and other items necessary to perform the required services.

Contract Approach: A Request for quote (RFQ) was issued on March 24, 2020. Ten (10) quotes were received on April 23, 2020 from the following firms:

- 757 Janitorial Special Cleaning Services Incorporated
- Above and Beyond Cleaning Services, LLC
- Curtis Wilson Powermovement General Contractors, LLC
- Detailing Dynamix Plus, LLC
- ETI Environmental, Inc. (ETI)
- Freeman's Pressure Washing and Lawn, LLC
- Grime Reaper Professional Services
- HD Enterprises
- Jay's Mobile Detailing and Pressure Washing
- Vaughan Enterprise Corporation

In response to the RFQ, Offerors were required to provide pricing for pressure washing passenger amenities at various HRT Southside and Northside locations throughout Hampton Roads. Offerors had the option to quote on all locations (Northside and Southside) or single or various combinations of locations at the Northside and/or Southside, as specified in the Scope of Work.

After an evaluation of the quotes received, HRT staff determined that ETI provided the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) quote, and is therefore eligible for award.

ETI's total quoted price of \$127,137 included pricing for all location on the Northside and Southside. Based on a price analysis performed, and the fact that pricing was obtained in a competitive environment, ETI's quote is deemed fair and reasonable.

Contract No:	19-00054R	Title:	Passenger Amenities Pressure Washing and Condition Assessment Services	Base Year's Price:	\$42,379
				Two Option Years' Price:	\$84,758

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 has also performed these services for 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; however, HRT has confirmed that ETI is a DBE certified firm.

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

Project Manager: Scott Demharter, Director of Facilities, Engineering and 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. to perform passenger amenities pressure washing and condition assessment services in the amount of \$127,137 over a three-year period.

Contract No:	19-00054R	Title:	Passenger Amenities Pressure Washing and Condition Assessment Services	Base Year's Price:	\$42,379
				Two Option Years' Price:	\$84,758

SOLICITATION RESULTS

OFFEROR	TOTAL OFFER PRICE
ETI Environmental, Inc.	\$127,137.00
757 Janitorial Special Cleaning Services Incorporated (Southside Only)	\$128,892.00
HD Enterprises	\$395,199.00
Jay's Mobile Detailing and Pressure Washing	\$444,390.00
Freeman's Pressure Washing and Lawn, LLC	\$488,400.00
Curtis Wilson Powermovement General Contractors, LLC	\$546,660.00
Above and Beyond Cleaning Services, LLC	\$611,800.00
Detailing Dynamix Plus, LLC	\$768,300.00
Grime Reaper Professional Services	\$902,270.16
Vaughan Enterprise Corporation	\$1,184,925.00

ETI Environmental, Inc.'s Quote Summary			
Base Year	Option Year 1	Option Year 2	Total
\$42,379	\$42,379	\$42,379	\$127,137

Contract No:	20-00068	Title:	Seven (7) 35' Low Floor Diesel Buses	Price:	\$3,533,579
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure seven (7) 35' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase seven (7) 35' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$398,917 for a standard 35' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$504,797. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, Quantum Passenger activated wheelchair restraint, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$504,797 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

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

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	20-00068	Title:	Seven (7) 35' Low Floor Diesel Buses	Price:	\$3,533,579
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure seven (7) heavy duty 35' low floor diesel buses in the total amount of \$3,533,579.

Contract No:	19-00057	Title:	System Safety Support Services	Price:	\$450,000
				Term:	1 Yr. w/2 1-Yr. Options

Acquisition Description: Enter into a contract with a qualified Contractor to provide technical safety expertise, engineering, and assistance on a Task Order (TO) basis.

Background: Under the MAP-21/FAST Act Safety Related Rulemaking, operators of public transportation systems that receive Federal financial assistance are required to develop and implement Public Transportation Agency Safety Plans based on the Safety Management System approach. Under the rule for State Safety Oversight Agencies 49 CFR Part 674, the Federal Transit Administration (FTA) has also strengthened the oversight of Rail Transit Agencies (RTA) which will require HRT to meet additional oversight directives from the Virginia Department of Rail and Public Transportation (DRPT).

As a result, Hampton Roads Transit (HRT) requires the services of a consulting firm to provide technical safety expertise and assistance and safety engineering services. These contracted services will make it possible for HRT to ensure regulatory compliance by providing materials, services, and guidance which meet the latest regulatory requirements in a timely manner; assess risks and exposures; enable more efficient utilization of current Safety staff; and, receive current and relevant plans and programs to fill gaps in areas where no plans or programs exist.

Contract Approach: A Request for Proposals (RFP) was issued on November 27, 2019. Four (4) proposals were received on January 16, 2020 from the following firms:

- ADS System Safety Consulting, LLC (ADS)
- STV, Inc. dba STV Group, Inc. (STV)
- TRC Engineers, Inc.
- Transit Safety and Security Solutions, Inc.

Upon review and evaluation of the proposals received, HRT staff determined that STV and ADS were technically qualified to meet the Scope of Work (SOW) requirements. The firms were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of discussions, HRT staff determined that ADS rated best to meet the requirements of the SOW based on information provided in regard to their overall project approach and experience. As a result, discussions and negotiations were conducted with ADS on March 19, 2020. Discussions and negotiations focused on clarifying assumptions made in establishing pricing and reducing labor rates proposed. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Contract No:	19-00057	Title:	System Safety Support Services	Price:	\$450,000
				Term:	1 Yr. w/2 1-Yr. Options

In response to the RFP, Proposers were required to provide a technical proposal and a Price Proposal that includes labor rates for the services described in the SOW. The proposed labor rates will be utilized when establishing pricing for TOs.

As a result of the BAFO, ADS's average hourly labor rate decreased by approximately 10.7%, which is \$3.22 less than STV's hourly rate, and is therefore deemed fair and reasonable. Due to price concessions made in the BAFO, HRT staff determined that ADS provided the best value to HRT. ADS's labor rates are deemed fair and reasonable based on a price analysis performed using historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that ADS is technically and financially capable to perform the work.

ADS is located in Baltimore, MD and has provided similar services to the Maryland Transit Administration in Baltimore, MD; Tri-County Metropolitan Transportation District of Oregon in Portland, OR; and the Washington Metropolitan Area Transit Authority in Washington, DC. ADS has also provided similar services to HRT satisfactorily.

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

No DBE goal was assigned for the overall solicitation. HRT's DBE Manager will review the scope of each proposed TO to identify opportunities for DBE participation and establish a task-based goal accordingly.

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

Project Manager: Dawn Sciortino, Chief Safety Officer

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to ADS System Safety Consulting, LLC to provide technical safety support services. The cumulative amount of all TOs issued under this contract will not exceed \$450,000 over the three-year period.

Contract No:	20-00067	Title:	Thirteen (13) 40' Low Floor Diesel Buses	Price:	\$6,698,406
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure thirteen (13) 40' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase thirteen (13) 40' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$403,382 for a standard 40' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$515,262. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, Quantum Passenger activated wheelchair restraint, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$515,262 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

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

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	20-00067	Title:	Thirteen (13) 40' Low Floor Diesel Buses	Price:	\$6,698,406
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure thirteen (13) heavy duty 40' low floor diesel buses in the total amount of \$6,698,406.

Contract No:	20-00069	Title:	Thirty (30) 29' Low Floor Diesel Buses	Price:	\$14,727,570
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Acquisition Description: Join on an existing Commonwealth of Virginia, Department of Rail and Public Transportation (DRPT) Contract No. 194-75548 MA2274 to procure thirty (30) 29' Low Floor Diesel Buses (State Contract).

Background: Using the competitive procurement process, in June 2017, the Commonwealth of Virginia awarded Contract No. E194-75548 MA2274 to Gillig to purchase a number of different style buses during a base term of one (1) year with four (4) additional one-year options. Under the terms of the Contract, as a DRPT funds recipient, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig contract to purchase thirty (30) 29' heavy duty low floor buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration. DRPT, however, included the mandated federal terms in the State Contract thus allowing HRT to order buses pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$392,618 for a standard 29' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$490,919. HRT's options include passenger information stations, driver's seat shoulder belt, heavy duty driver's protective barrier, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, Q-POD wheelchair restraint, electrically assisted power steering and a number of other additional upgrades.

Based on a price analysis conducted by DRPT at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price of \$490,919 is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly and motor vehicle safety standards have been received and verified.

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

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

Contract No:	20-00069	Title:	Thirty (30) 29' Low Floor Diesel Buses	Price:	\$14,727,570
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure thirty (30) heavy duty 29' low floor diesel buses in the total amount of \$14,727,570.

Contract No:	20-00063	Title:	Vehicle Wash Equipment Maintenance, Inspections and Repair Services	Base Three Years' Price:	\$79,208.80
				Two Option Years' Price:	\$53,434.70

Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled preventative maintenance inspections and repairs of bus and light rail vehicle wash equipment located various Hampton Roads Transit (HRT) facilities.

Background: HRT has a requirement to provide safe, reliable, and clean equipment for public transportation. In order to meet this requirement, HRT owns and operates vehicle wash equipment at three (3) major locations that require routine inspections, maintenance, and repair. Under the terms of this agreement, the Contractor shall provide soap, activator and other necessary materials for use in the vehicle wash equipment; be readily available for unscheduled and emergency repairs; and, provide knowledgeable, properly trained and experienced vehicle wash maintenance technicians to perform the required inspection, maintenance and repair services.

Contract Approach: A Request for quote (RFQ) was issued on March 16, 2020. Two (2) quotes were received on April 8, 2020 from the following firms:

- Dubois Chemicals, Inc. (Dubois)
- EST Companies, LLC

In response to the RFQ, Offerors were required to provide pricing for scheduled preventative maintenance and inspections and hourly rates for unscheduled repairs, as well as pricing for soap and activators for use in the vehicle wash equipment.

After an evaluation of the quotes received, HRT staff determined that Dubois was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) Offeror, and, therefore eligible for award.

Dubois's total quoted price of \$132,643.50 includes \$45,000 (\$9,000/yr.) for unscheduled repairs that HRT may request during the Contract term. Based on a price analysis performed using historical data, and the fact that pricing was obtained in a competitive environment, Dubois's quote is deemed fair and reasonable.

Dubois is located in Cincinnati, OH and has performed similar services for the City of North Charleston in Charleston, SC; Old Dominion Freight Lines in Thomasville, NC; and, Jacksonville Transit Authority in Jacksonville, FL. Dubois also currently 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.

Contract No:	20-00063	Title:	Vehicle Wash Equipment Maintenance, Inspections and Repair Services	Base Three Years' Price:	\$79,208.80
				Two Option Years' Price:	\$53,434.70

No DBE goal was established for this solicitation.

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

Project Manager: Omar Gordon, Interim Director of Rail Maintenance

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Dubois Chemicals, Inc. to perform vehicle wash equipment maintenance, inspections, and repair services in the amount of \$132,643.50 over a five-year period.

SOLICITATION RESULTS

OFFEROR	TOTAL OFFERED PRICE
Dubois Chemicals, Inc.	\$132,643.50
EST Companies, LLC	\$306,274.80

Summary of Dubois Chemicals, Inc.					
Base Year 1	Base Year 1	Base Year 1	Option Year 1	Option Year 2	Total
\$26,313.10	\$26,313.10	\$26,582.60	\$26,582.60	\$26,582.10	\$132,643.50



HAMPTON ROADS
TRANSIT

COVID-19 Recovery Plan
Keeping HRT Operational
Operations & Oversight Committee
May 14, 2020

gohrt.com

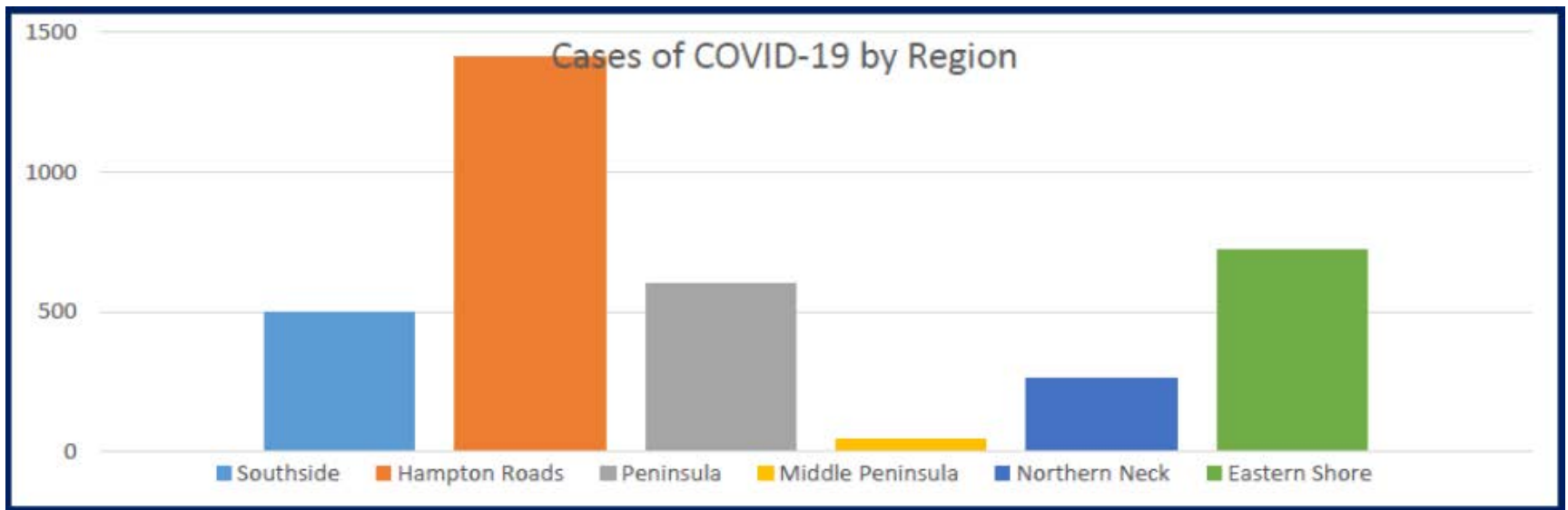
HRT's Approach to Utilizing COVID Emergency Funding

HRT will deploy a multi-year, strategic approach in 3 phases:

- 1. Immediate Response**
- 2. Initial Recovery**
- 3. Ongoing Recovery**

Situation Report: An Ongoing Public Health Crisis

- 25,800 confirmed cases statewide
- Weekly case trend **+27.4%**
- Region 5 total cases = 3,534 (+62) incl. 119 (+1) deaths



Source: VDEM Region 5, Situation Report #48, 05/13/20

Situation Report: An Ongoing Public Health Crisis

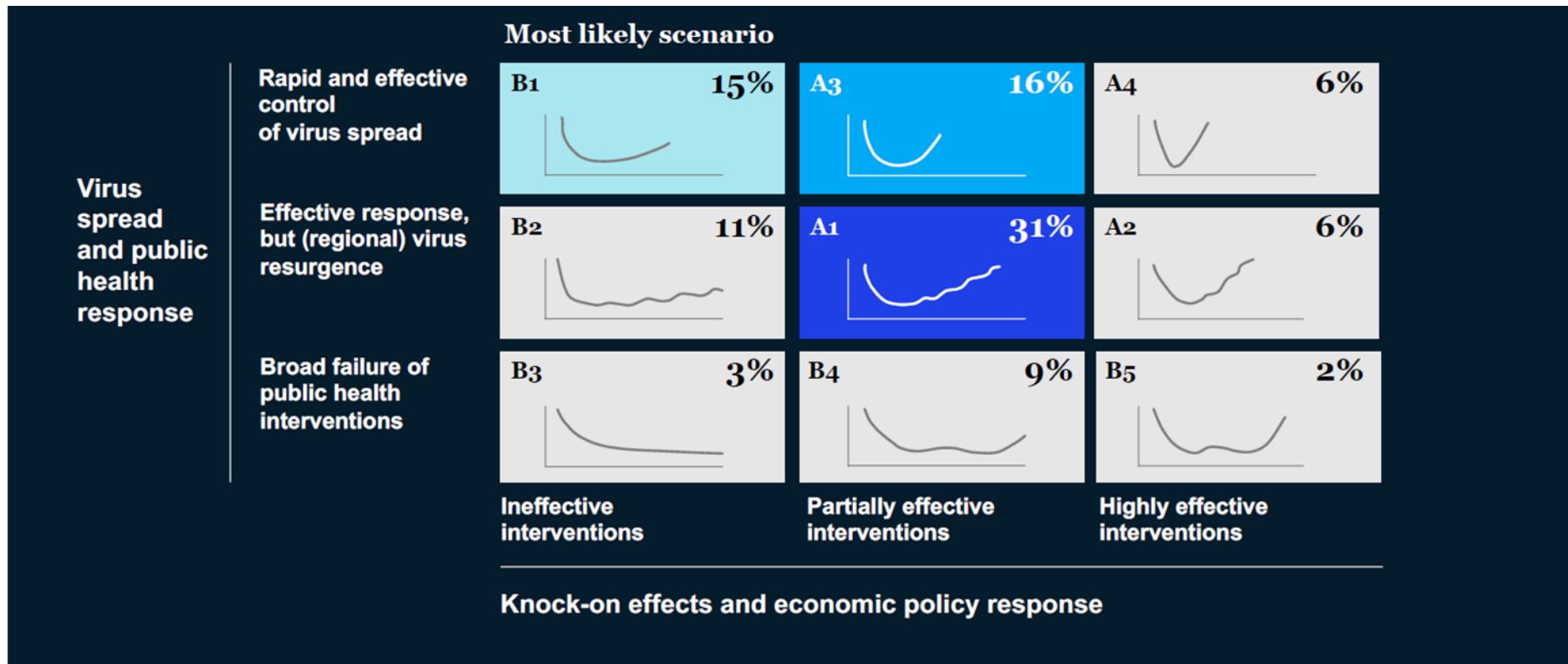
Cases in HRT cities:

City	Cases	Deaths
Chesapeake	354	9
Hampton	148	3
Newport News	171	10
Norfolk	327	5
Portsmouth	213	9
Virginia Beach	519	18

Source: VDEM Region 5, Situation Report #48, 05/13/20

Outlook: Expect long-term impacts and recovery

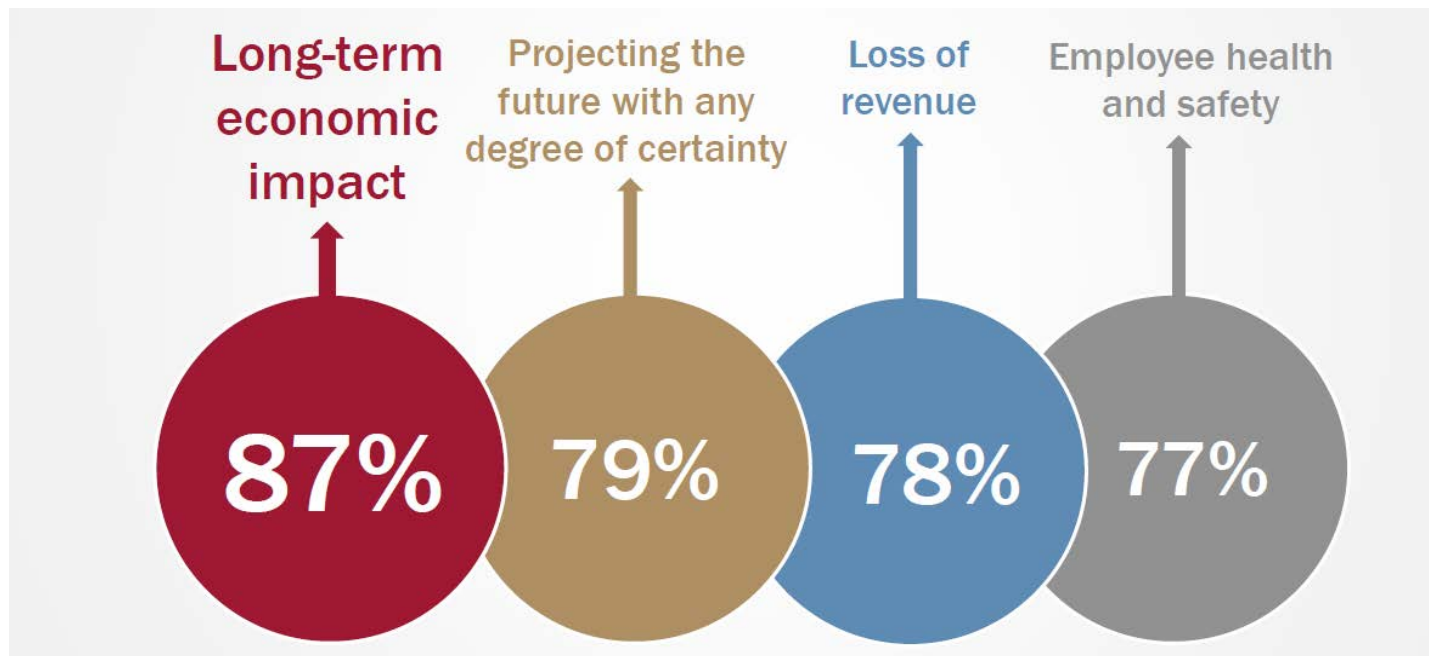
Most of executives surveyed by McKinsey expect “**slow long-term growth**”



Source: “In the tunnel: Executive expectations about the shape of the coronavirus crisis.” McKinsey & Company survey of global executives (N = 2,079), April 2-10, 2020.

Outlook: Expect long-term impacts and recovery

“Long-term economic impact” (87%) and **“Projecting the future with any degree of certainty”** (79%) are top 2 concerns reported by Hampton Roads business leaders.



Source: “757 COVID-19 Business Leaders Survey Report – Wave 2”, May 5, 2020, Southeastern Institute of Research, commissioned by Hampton Roads Alliance, HRCC, VPCC, Relinvent Hampton Roads, HR Workforce Council, Greater Peninsula Workforce Council, ODU, Raymond Mason School of Business, William & Mary.

Outlook: Phased and Deliberate Action

Forward Virginia Blueprint anticipates a deliberate and cautious approach in which easing limitations and returning to pre-COVID behaviors is to be linked to “no evidence of rebound for a sustained period of time.”

Effects TBD from ongoing direct and indirect impacts:

- Slow and staggered re-opening of businesses
- Lower gas prices
- Increased teleworking
- Employment impacts
- Reduced transit ridership

Outlook: Incident Objectives of Virginia's Emergency Support Team

1. **TESTING:** Develop community testing and point prevalence surveillance strategies in accordance with the Governor's priorities.
2. **CONTACT TRACING:** Develop a contact strategy to keep the rate of spread within the capability of existing healthcare capacity.
3. **MEDICAL SURGE:** Continue to support and refine hospital system medical surge plans and planning and logistics requirements for alternate care facilities.
4. **EQUITY AND ETHICAL CONSIDERATIONS:** Ensure all operations are actively centered on and consider impacts to the most under resourced individuals and communities. Integrate, prioritize, measure, and validate equitable and ethical practices for all response and recovery decisions, actions, and resource allocation.
5. **SUPPLY CHAIN MANAGEMENT:** Maintain and adapt strategies to ensure supplies of goods and materials can meet an evolving demand environment.
6. **FEDERAL AID AND RECOVERY PROGRAMS:** Begin working with local governments and other eligible applicants for federal aid.
7. **SUSTAINMENT:** Prepare to maintain operations for the remainder of the year and respond to any secondary outbreaks and other emergencies.

Types and Eligibility of COVID Funding



Types of Funding Sources

FFY2020 CARES
Act Funding
\$61,731,853

5337 - \$9,093,246

5307 \$52,628,607

FY2020 State
Emergency
Funding
\$2,351,308

FFY 2020 CARES Act Eligibility (1 of 2)

Beginning January 20, 2020, all activities normally eligible under the Urbanized Area (49 USC 5307) and Rural Area (49 USC 5311) formula programs are eligible for CARES Act funding, including:

- ✓ Planning
- ✓ Capital (preventive maintenance, rolling stock, equipment, etc.)
- ✓ Operating

Operating expenses for all recipients, including large urbanized areas, are eligible beginning January 20, 2020

- ✓ Includes paying administrative leave of operations personnel due to reductions in service or quarantine
- ✓ There is no limit on the amount of funds that may be used for operating expense
- ✓ There is no limit on the amount of funds that may be used for paratransit service

FFY 2020 CARES Act Eligibility (2 of 2)

1. Expressed goal of keeping transit systems operational
2. Funding provided at 100% federal share, with no local match required
3. All COVID-19 related operating and capital costs are eligible
4. Operating expenses incurred beginning on 1/20/2020 are eligible
5. Operating expenses to maintain transit services and administrative leave due to reduced operations during an emergency are eligible
6. Funds are available until expended
 - ✓ No lapse date
 - ✓ Recipients are encouraged to use funds judiciously

Utilization of COVID Funding



HRT's Approach to Utilizing COVID Emergency Funding

HRT will deploy a multi-year, strategic approach in 3 phases:

- 1. Immediate Response**
- 2. Initial Recovery**
- 3. Ongoing Recovery**

Immediate Response

Immediate Response (FY20) - \$15.7M

HRT is offsetting the locality farebox losses anticipated to be \$2.8M with state emergency funds

Net Expense Model:

FY20 COVID related expenses beginning January 20th through June 30th.

- ✓ \$13.3M in net operating expense includes \$1M COVID expense
- ✓ \$2.8M in estimated lost farebox revenue
- ✓ Recovery of reduced farebox, lost revenues by covering operational expenses that would otherwise have been covered by the localities

Recovery Period and Ongoing Recovery

Initial Recovery (FY21 & FY22) - \$32.5M

Recovery of reduced farebox and other lost revenues by covering net operational expenses

Scaling service to meet customer and partner needs

Full 12 months of COVID expenses

Ongoing Recovery (FY23) – \$15.1M

Maintain viable and sustainable transit service

Recovery of lost revenues calculated through net operational expense model

TRAC Report April, 2020

HRT's Transit Riders Advisory Committee (TRAC) met on March 4, 2020, in Norfolk.

Antoinette White, Manager of Service Development, gave a presentation on the Naval Station Norfolk Transit Corridor Project. Ms. Johnson, 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, TRAC Vice Chair, commented that the DNTC windows needed to be cleaned. Mr. Davis, Director of Customer Relations, informed her that her complaint would be passed on to Facilities & Engineering. Ms. Brown also reported on her successful meeting with Carl Jackson, Portsmouth Manager of Transportation Planning pertaining to 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, Director, Transit Development, explained that this would have to be determined later. Mr. Neely also asked about the policy pertaining to use of the seats reserved for the handicapped on the bus. Mr. Davis explained that operators cannot force a passenger to give up their seat for a wheelchair passenger and Mr. Alex Brink, Asst. Manager of Bus Transportation, echoed Mr. Davis's remarks. 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 are overloaded during rush hours. Mr. Davis said he would pass her concern on to Operations. Ms. Sandra Williams, Norfolk representative, expressed her desire to compliment a Route 15 operator.

During the public comment period, Mr. Angelo Jones asked three questions:

(1) How does a caller get a live Customer Service Representative as opposed to the Interactive Voice Response System (IVR)? Mr. Davis explained the steps for connecting with a live agent.

(2) Are all bus operators given customer service training? Mr. Davis explained that he currently provides Customer Service training to all new operators. He deferred to Mr. Brink for a response on senior operator refresher training. Mr. Brink explained that HRT was unable to provide refresher training during the recent critical operator shortage period, but refresher training was planned for the near future.

(3) Can all of the bus stops be programmed into the Advanced Communication System (ACS) so passengers are alerted when they are about to approach a bus stop? Mr. Davis said he would research the answer to this question and get back with Mr. Jones.

The next TRAC meeting will be held in Norfolk on May 6, 2020.

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.



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting
May 28, 2020
Transit Strategic Plan

gohrt.com

Note from the Commission Secretary

The Secretary will email each HRT Commissioner an electronic link to directly download the complete draft TSP.

The Transit Strategic Plan (FY2021-2030) draft is a comprehensive document and a very large electronic file. A complete printed copy will be provided to each HRT Commissioner once the TSP is adopted.

The complete draft TSP will also be posted online at <https://gohrt.com/agency/planning-development/> for public access.

An abridged version of the enclosed information will be presented to the Commission as part of the May 28 meeting agenda.

DRAFT

Transit Strategic Plan

FY 2021-2030



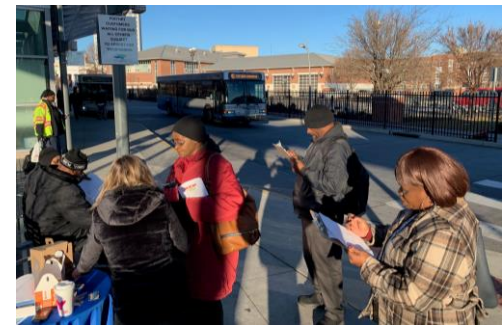
HAMPTON ROADS
TRANSIT

Overview

- Mandated by General Assembly.
- 10-year planning horizon.
- A “living document” updated annually and Major Update every 5 years.



Thank You



Thank You



Thank You





TSP Chapters Overview

CHAPTER 1

**System Overview and
Strategic Vision**

CHAPTER 2

**System Performance and
Operations Analysis**

CHAPTER 3

**Planned Improvements
and Modifications**

CHAPTER 4

Implementation Plan

CHAPTER 5

Financial Plan

CHAPTER 6

**Hampton Roads Regional
Transit Program**



TSP Appendixes Overview

APPENDIX A

**Agency Profile and
System Overview**

APPENDIX B

**Phased System Maps
for Chapter 3 Cost
Constrained Plan**

APPENDIX C

**Estimated Ridership
Methodology and Results**

APPENDIX D

**On-Demand (Microtransit)
Service**



Updated

Vision

A progressive mobility agency that promotes prosperity across Hampton Roads through collaboration and teamwork.

Mission

To connect Hampton Roads with transportation solutions that are reliable, safe, efficient, and sustainable.

Values

Safety Customer Service Workforce Success Fiscal Responsibility

Goals and Objectives

Provide a high-quality service that is easy to use and enhances people's lives.

- Provide reliable and desirable service, amenities, and information.
- Serve people where and when they need to travel.
- Offer a safe and secure transportation service for all customers.
- Achieve and maintain a high rate of customer satisfaction.



Goals and Objectives

Foster regional quality of life and economic vitality.

- Contribute to congestion mitigation and improved mobility.
- Maximize access for residents, employees, and visitors to and between regional activity centers, job centers, and workforce development opportunities.
- Contribute to regional air quality and pollution reduction goals.
- Build community trust as a valuable partner in a thriving region.



Goals and Objectives

Ensure financial stewardship and cost-effective operations.

- Provide cost-efficient transit service that leverages all available resources to offer the best value for the investment.
- Perform asset management that achieves and maintains a state of good repair and sustainability and maximizes investment impacts.
- Effectively align and manage resources and processes to maximize workplace productivity and achieve agency goals.
- Demonstrate safe and sustainable business practices to ensure long-term viability.



Goals and Objectives

Build a culture for innovation and workforce success to ensure HRT remains relevant to the dynamic needs of the region.

- Continue to change and innovate collaboratively with our partners and stakeholders to improve service to customers.
- Support an empowered workforce to strengthen core competencies and generate efficiencies and innovation within Hampton Roads Transit.
- Be an employer of choice within the region and in the industry.
- Inspire and invest in our workforce and develop future leaders.





Regional Community Involvement has shaped the TSP



Small Group Workshops with over 50 organizations represented, including civic groups, chambers of commerce, major employers, military and federal facilities, housing and human services, healthcare, and economic development.



21 “Pop-Up” Events at transit hubs, involving 1,200 current system users.

12 Public Meetings in Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach.



2,731 respondents to **Regional Survey** questions.

Regional Advisory Panel (RAP) of business and civic leaders from private, public, and non-profit sectors.

Regional Community Involvement has shaped the TSP



Top 6 Priorities

-  **More reliable service**
-  **More frequent service during rush hours**
-  **Real-time bus arrival information**
-  **Safety and security**
-  **Mobile ticketing**
-  **More sheltered stops in my city**



Regional Community Involvement has shaped the TSP

Co-Chaired by Peninsula and Southside mayors, the RAP included regional leaders reflecting a broad range of perspectives.

They adopted a vision for ***“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”***. They made recommendations in four Action 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 (including new funding)**

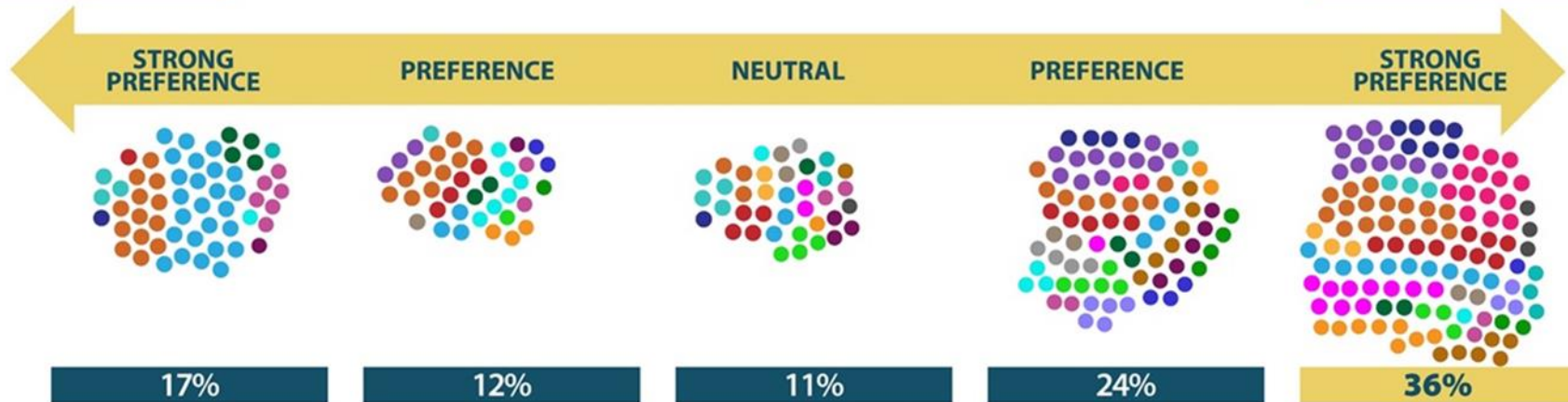


Regional Community Involvement has shaped the TSP

1. WHERE SHOULD BUSES RUN AND WITH WHAT FREQUENCY?

**BUS SERVICE
EVERYWHERE**

**HIGH-FREQUENCY
SERVICE**



**PUBLIC
MEETINGS**

- Portsmouth
May 13th
- Hampton
May 14th
- Virginia Beach
May 15th
- Newport News
May 20th
- Chesapeake
May 21st
- Norfolk
May 23rd
- Portsmouth
June 3rd
- Hampton
June 4th
- Virginia Beach
June 10th
- Newport News
June 5th
- Chesapeake
June 12th
- Norfolk
June 11th

**SMALL GROUP
MEETINGS**

- April 4th
- April 9th
- April 10th
- April 11th
- April 18th
- April 24th (AM)
- April 24th (PM)
- April 26th
- May 7th
- May 8th
- May 14th

Regional Community Involvement has shaped the TSP

2.

WHAT TYPES OF TRIPS SHOULD BE PRIORITIZED (GEOGRAPHICALLY)?



CONNECT WITHIN
JURISDICTIONS

CONNECT ACROSS
JURISDICTIONS

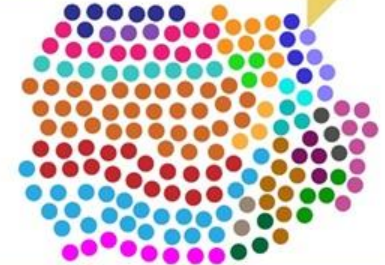
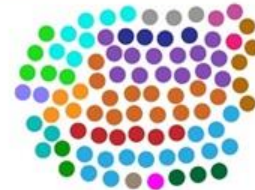
STRONG
PREFERENCE

PREFERENCE

NEUTRAL

PREFERENCE

STRONG
PREFERENCE



7%

5%

9%

27%

52%

PUBLIC
MEETINGS

Portsmouth
May 13th

Hampton
May 14th

Virginia Beach
May 15th

Newport News
May 20th

Chesapeake
May 21st

Norfolk
May 23rd

Portsmouth
June 3rd

Hampton
June 4th

Virginia Beach
June 10th

Newport News
June 5th

Chesapeake
June 12th

Norfolk
June 11th

SMALL GROUP
MEETINGS

April 4th

April 9th

April 10th

April 11th

April 18th

April 24th (AM)

April 24th (PM)

April 26th

May 7th

May 8th

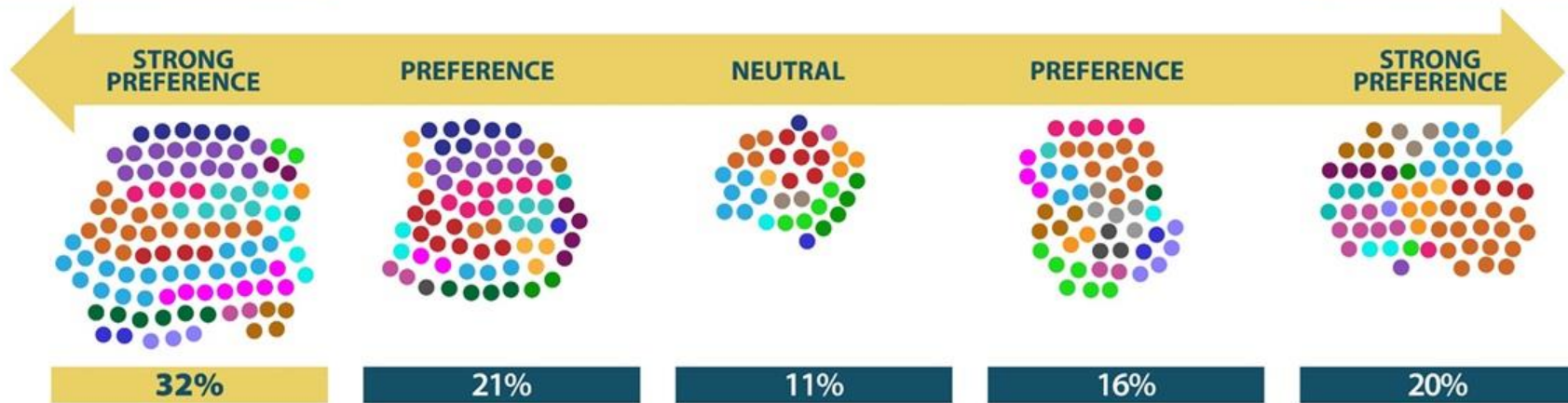
May 14th

Regional Community Involvement has shaped the TSP

3. WHAT TYPES OF TRIPS SHOULD BE PRIORITIZED (TIMEWISE)?

PEAK PERIOD
COMMUTE TRIPS

EQUAL PRIORITY
ACROSS THE DAY



PUBLIC
MEETINGS

- Portsmouth May 13th
- Hampton May 14th
- Virginia Beach May 15th
- Newport News May 20th
- Chesapeake May 21st
- Norfolk May 23rd
- Portsmouth June 3rd
- Hampton June 4th
- Virginia Beach June 10th
- Newport News June 5th
- Chesapeake June 12th
- Norfolk June 11th

SMALL GROUP
MEETINGS

- April 4th
- April 9th
- April 10th
- April 11th
- April 18th
- April 24th (AM)
- April 24th (PM)
- April 26th
- May 7th
- May 8th
- May 14th

Regional Community Involvement has shaped the TSP

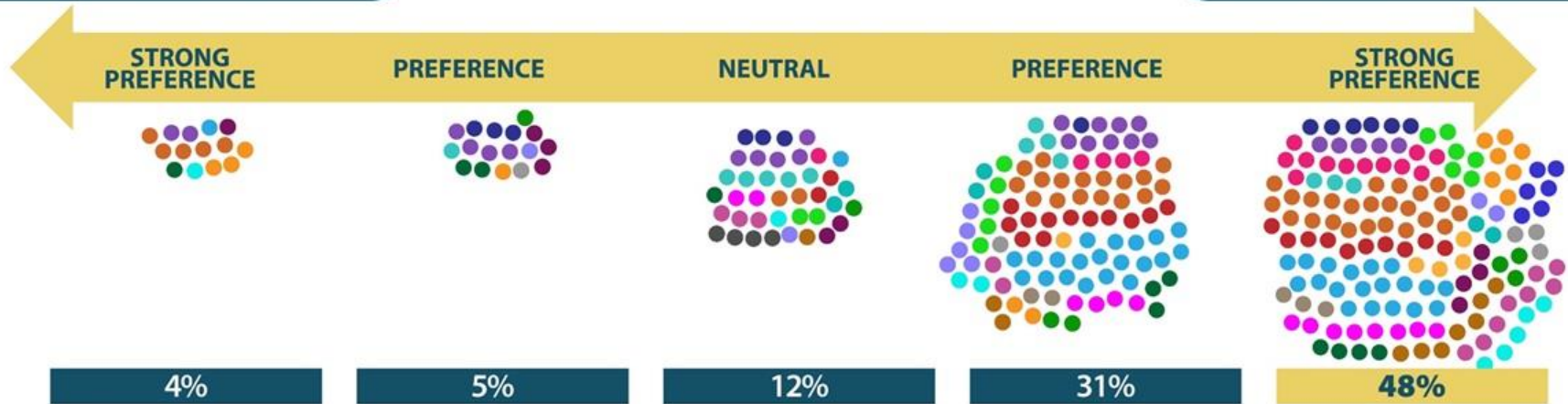
4.

SHOULD BUSES RECEIVE PRIORITY TREATMENT ON ROADWAYS?



NO PREFERENTIAL
TREATMENT FOR BUSES

PREFERENTIAL
TREATMENT FOR BUSES



PUBLIC
MEETINGS

- Portsmouth May 13th
- Hampton May 14th
- Virginia Beach May 15th
- Newport News May 20th
- Chesapeake May 21st
- Norfolk May 23rd
- Portsmouth June 3rd
- Hampton June 4th
- Virginia Beach June 10th
- Newport News June 5th
- Chesapeake June 12th
- Norfolk June 11th

SMALL GROUP
MEETINGS

- April 4th
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- April 24th (AM)
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- May 14th

Regional Community Involvement has shaped the TSP

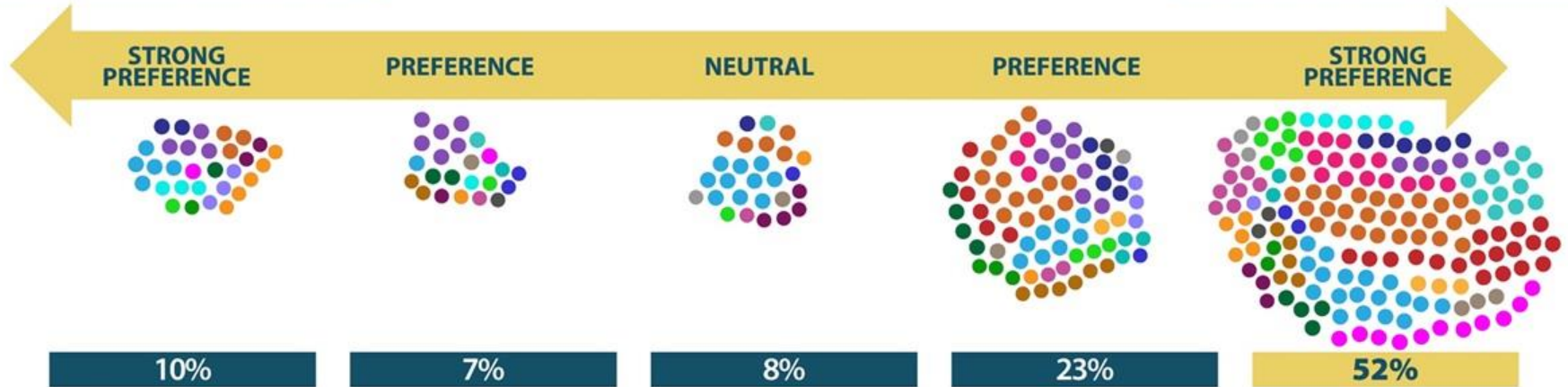
5.

SHOULD REGIONAL BUS SERVICE STANDARDS BE CREATED AND APPLIED?



JURISDICTION-LEVEL BUS
SERVICE STANDARDS

REGIONAL BUS
SERVICE STANDARDS



PUBLIC
MEETINGS

- Portsmouth
May 13th
- Hampton
May 14th
- Virginia Beach
May 15th
- Newport News
May 20th
- Chesapeake
May 21st
- Norfolk
May 23rd
- Portsmouth
June 3rd
- Hampton
June 4th
- Virginia Beach
June 10th
- Newport News
June 5th
- Chesapeake
June 12th
- Norfolk
June 11th

SMALL GROUP
MEETINGS

- April 4th
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- April 10th
- April 11th
- April 18th
- April 24th (AM)
- April 24th (PM)
- April 26th
- May 7th
- May 8th
- May 14th



Regional Community Involvement has shaped the TSP

Commission endorsed TSP Guiding Principles (Dec '19)

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

New Regional Classifications and Service Standards



Regional Backbone Routes

15 minute service routes



Local Priority Routes

30 minute service routes



Coverage Routes

60 minute service routes



Limited or Express Routes



On-Demand Service



Service Times will start and end the same



Span of Service



Frequency of Service

CHAPTER 3

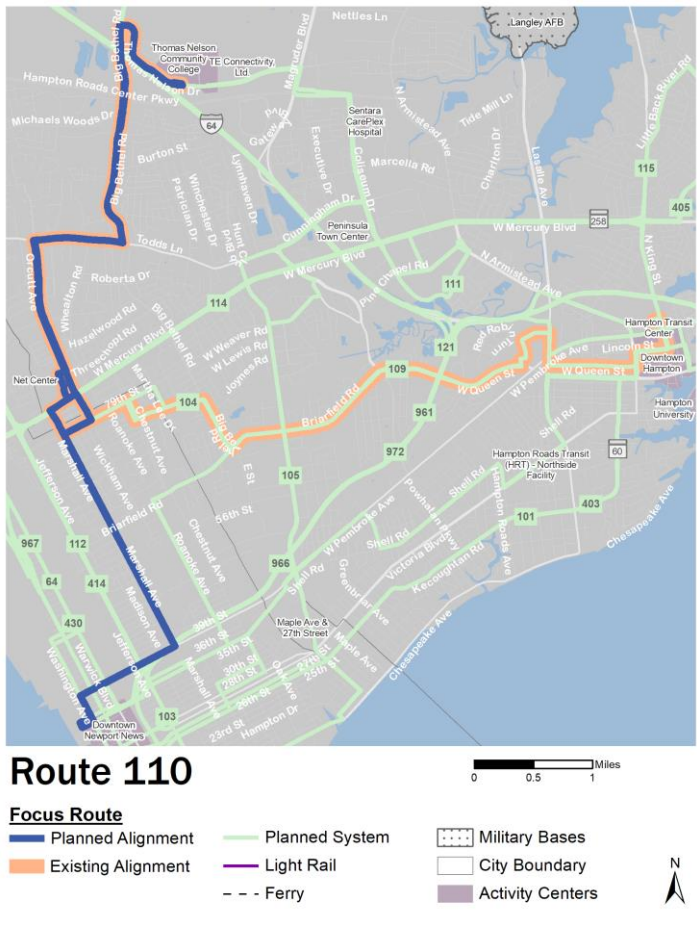
Planned Improvements and Modifications



Chapter 3 Overview

- Contains phased improvements and modifications to existing services over 10-year horizon.
- Financially constrained to existing funding sources and service priorities identified through extensive discussions with City leaders and staff.
- Does not factor in new regional transit funding per Senate Bill 1038 / House Bill 1726 and related service upgrades.

Sample of Chapter 3 Content



Service Changes

- Route 110 will provide a new direct connection between Thomas Nelson Community College, Net Center, and Newport News Transit Center. It will operate on Marshall Avenue, replacing existing Marshall Avenue service provided by Routes 104 and 105.
- The existing Route 110 alignment from Net Center to Hampton Transit Center will be covered by the realigned Route 109.
- Weekday service will be offered between 5:00 AM and 11:00 PM, which offers one earlier hour of service when compared to the current route. Saturday service will be offered hourly between 7:00 AM and 11:00 PM. Sunday service will be increased to match Saturday service, which will provide an additional hour of service in the morning and three hours of additional service in the evening when compared to the current Route 110.

Justification

- Route 110 performs around or below average on the six Key Performance Indicators (KPI). The alignment changes to Route 110 were developed in concert with service changes to Route 104 and Route 105 in an effort to improve route directness and on-time performance, and to create routes that are simpler to understand.

CHAPTER 4

Implementation Plan



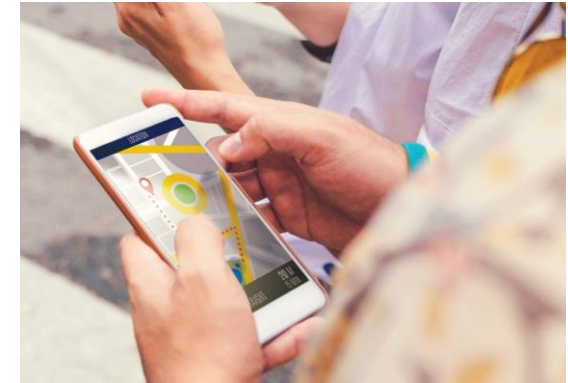
Chapter 4 Overview

- Lists steps required to carry out the operations and services described in Chapter 3.
- Guided by HRT's Transit Asset Management Plan (TAM Plan).
- Capital needs linked to constrained Six-Year Capital Improvement Plan (adopted Dec '19).



Sample of Chapter 4 Content

- Scheduled fleet replacement
- Operations and Maintenance, Passenger facilities
- Technology and ITS investments



CHAPTER 5

Financial Plan



Chapter 5 Overview

- Identifies projected service costs and financial resources associated with Chapter 3.
- Is not a budget. Shows a financial snapshot that will change year-by-year based on current information. Chapter 5 is a blueprint of TDCHR's direction toward increased frequent service, associated costs, and information on key factors.
- Does not include assumptions about new regional funding.
- New funding sources and the COVID-19 situation will be addressed in Chapters 5 and 6 of the first annual *TSP update* and the next *CIP update* (November 2020).

Operating Outlook

(YOE\$ Millions)

Sources of Funds	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Fare Revenues	13.7	14.0	14.2	14.5	14.6	15.0	15.2	15.4	15.6	15.8
Federal Funds (PM, ADA, CCC)	19.7	19.4	19.3	19.0	18.7	18.5	18.4	18.2	18.0	18.3
State Funds	19.9	19.9	19.9	19.9	19.9	20.1	20.3	20.5	20.7	20.9
<i>HRT Performance Based Allocation (%)</i>	21.2%	21.0%	20.8%	20.5%	20.3%	20.3%	20.3%	20.3%	20.3%	20.3%
Non-Operating Revenues	5.1	5.1	5.2	5.2	5.2	5.2	5.3	5.3	5.4	5.4
Local Funds	43.2	43.3	44.3	45.4	46.6	47.7	48.9	50.2	51.4	52.7
Total Operating Sources of Funds	101.6	101.6	102.8	103.9	105.0	106.6	108.0	109.5	111.0	113.1

Uses of Funds	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Bus Operating Expenses	74.0	79.1	82.6	88.8	93.9	98.5	102.8	106.8	111.0	115.8
LRT Operating Expenses	10.7	11.1	11.4	11.6	11.9	12.1	12.4	12.7	13.0	13.3
Paratransit Operating Expenses	15.2	15.8	16.4	17.0	17.7	18.4	19.1	19.8	20.6	21.4
Ferry Operating Expenses	1.7	1.7	1.7	1.8	1.8	1.8	1.9	1.9	1.9	2.0
Total Operating Uses of Funds	101.6	107.7	112.1	119.2	125.2	130.9	136.2	141.3	146.5	152.5

Additional Funding/Cost Savings to Be Identified	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Additional Funding/Cost Savings to Be Identified	-	6.1	9.3	15.3	20.3	24.3	28.2	31.7	35.5	39.3

- Federal funds used for operations slated to decline gradually.
- Local funds assumed to grow at 2.5% starting FY23.

Capital Outlook

(YOE\$ Millions)

New Capital Projects	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Sources of Funds										
Federal Formula Funds	7.0	5.4	4.8	5.2	6.5	7.3	10.5	11.3	11.4	10.7
State Funds	13.1	20.1	10.9	23.7	24.9	18.2	10.0	10.7	10.8	10.1
Other Funds (Discretionary, RSTP, CMAQ)	14.4	12.5	5.7	8.5	10.1	0.3	-	-	-	-
ACC Funds	1.2	2.4	1.3	2.7	3.4	1.1	0.9	0.9	0.9	0.9
Total New Capital Projects Sources of Funds	35.6	40.5	22.7	40.2	44.8	26.8	21.3	22.8	23.1	21.7
Uses of Funds										
New Capital Projects	35.6	42.5	24.7	42.2	46.8	27.0	41.5	42.8	44.1	45.4
Total New Capital Projects Uses of Funds	35.6	42.5	24.7	42.2	46.8	27.0	41.5	42.8	44.1	45.4
Advance Capital Contribution Funding	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
ACC Funding Surplus CUMULATIVE	5.9	5.5	5.7	4.9	3.5	4.4	5.6	6.7	7.8	8.9

- Financial plan assumes capital spending beyond CIP horizon to be in line with previous years.
- Plan does not assume discretionary funds beyond CIP horizon, which will be updated gradually.

CHAPTER 6

Hampton Roads Regional Transit Program



Chapter 6 Overview

Documents the Hampton Roads Regional Transit Program pursuant to law:

§ 33.2-2600.1. *Hampton Roads Regional Transit Program and Fund.*

A. *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 Program shall be incorporated into strategic plans developed pursuant to § 33.2-286 and adopted by the governing board of each transit entity and shall form the basis for the regional transit planning process coordinated by the federally designated Metropolitan Planning Organization*

Chapter 6 Overview

- Mandated *“goal of the Program is to provide a modern, safe, and efficient core network of transit services”*
- 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.”*

Chapter 6 Overview

The following are Program eligible based on purposes and requirements outlined in law:

- ✓ **Capital** and **Operating** costs (from planning through ongoing O&M)
- ✓ **State of Good Repair** and **Expansion projects**
- ✓ Two (2) classifications of HRT bus routes: **Regional Backbone** and **Limited/Express**

Regional Backbone

The core of the Program is the Regional Backbone. This includes thirteen (13) routes that will feature high-frequency, inter-jurisdictional connections that are standardized across jurisdictional boundaries.

These routes feature the highest overall levels of fixed-route bus service HRT will offer. They traverse major commuting corridors that connect the highest densities of people and jobs in the region. They also feature more directness (a ratio of 1.6 or better) than other route types (benefits of direct routes include that they are simple to understand and are more efficient, saving travel time and operating costs compared to circuitous routes).

Regional Backbone

Route #	Route Name
1	Granby Street
2	Hampton Blvd
3	Chesapeake Blvd
8	Tidewater Drive
15	Military Highway
20	Virginia Beach Blvd
21	Little Creek Road
36	Independence Blvd/Holland Road
45	Portsmouth Blvd
47	High Street/Churchland
101	Kecoughtan Road
112	Jefferson Avenue
114	Mercury Blvd

REGIONAL BACKBONE IMPACTS (15-MIN WEEKDAY PEAK SERVICE)		
	CURRENT HRT SYSTEM	CHANGE FROM CURRENT 13-ROUTE REGIONAL BACKBONE
NO. OF ROUTES WITH 15-MIN WEEKDAY PEAK SERVICE	6	13
POPULATION SERVED	181,000	487,000 169% increase
JOBS SERVED	137,500	312,500 127% increase
AREA IN WALKING DISTANCE	41 sq. miles	115 sq miles 180% increase

Limited/Express

Regional “Metro Area Express” (MAX) routes and Peninsula Commuter Service (PCS) routes also fit the Program.

Buses on these routes make a limited number of stops and, compared to other fixed-route bus service, commuters have shorter travel times to get to and from key destinations, like major employers. Most buses on these routes traverse the region. There is a total of 12 current routes in the Limited/Express classification.

Limited/Express

MAX Routes

Route #	Route Name
919	Silverleaf to Naval Station Norfolk
922	Greenbriar to Naval Station Norfolk
960	Downtown Norfolk to VB Oceanfront
961	Downtown Norfolk to NNTC
966	Silverleaf to NNTC/NNSY
967	LRT/Greenbriar/NNSY
972	TCC VB to NNSY
970 (new)	Evelyn Butts to HTC

Peninsula Commuter Routes

Route #	Route Name
403	Buckroe shopping ctr, to NNTC/NNSY
405	Buckroe to NNTC/NNSY
414	Jefferson/Oakland to NNSY/NNTC
415	Denbigh to NNSY/NNTC
430	Denbigh Fringe to NNSY/NNTC

Phasing

Influenced by many factors including:

- Demonstrated fit of Program investments to the key factors and requirements outlined in legislation;
- Schedule of availability and amounts of Hampton Roads Regional Transit Fund moneys and other requisite funding;
- Implementation feasibility based on procurement schedules, staffing, and other operational action plans for successful marketing and roll-out of service improvements.

Groupings and Supporting Improvements

- Routes are grouped in “natural buckets” that are co-dependent on one another.
- Three groupings of routes:
 - Group A – Routes 101, 112, 114, PCR’s and MAX
 - Group B – Routes 1, 15, 20, 36, 45, and 47
 - Group C – Routes 2, 3, 8, 21
- Early implementation of technology investments such as real time, mobile fare payment, passenger information displays.
- Early implementation of Facility Improvements and Passenger Amenities
 - Shelters, benches, new passenger terminals at Robert Hall and Evelyn Butts, new bus division(s) in VB and the Peninsula to accommodate larger fleet

Capital Investment Planning

HRT will use a framework that adapts the project typology utilized by DRPT and the Commonwealth of Virginia’s MERIT (*Making Efficient and Responsible Investments in Transit*) program (which is the statewide transit capital program) to delineate capital investments for the Program.

Table 6-15: Capital Projects Typology

Primary	Secondary
A. Facilities	<ul style="list-style-type: none"> i. Planning, engineering, and design ii. Real property acquisition iii. Construction iv. Maintenance
B. Passenger Amenities	<ul style="list-style-type: none"> i. Bus shelters (expansion) ii. Bus shelters (maintenance/parts or replacement) iii. Benches (expansion) iv. Benches (maintenance/parts or replacement) v. Trash receptacles (new) vi. Trash receptacles (maintenance/parts or replacement) vii. Signage (static or electronic) viii. Other
C. Technology Equipment	<ul style="list-style-type: none"> i. Customer assistance and support systems ii. Ridership information systems iii. Fare systems iv. IT infrastructure v. CAD / AVL systems vi. Safety video systems vii. Other
D. Vehicle	<ul style="list-style-type: none"> i. Bus purchase (expansion) ii. Bus purchase (replacement) iii. Vehicle graphics package iv. Engine replacement v. Operations support vehicle (expansion) vi. Operations support vehicle (replacement) vii. Other
E. Maintenance Equipment / Parts	<ul style="list-style-type: none"> i. Fueling station ii. Maintenance inspection iii. Replacement Bus Batteries iv. Vehicle mid-life overhaul v. Other

Preliminary Capital Investment Planning

Implementation Horizon for Regional Backbone Network - Capital

		YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10
A. Facilities											
	Procure Bus Stop Signage	█									
	Facility Needs Assessments (18 months)	█	█								
	Facility Design/Environmental (18 months)			█	█						
	Facility Site Acquisition(s)			█	█						
	Facilities Construction (VB and Peninsula Divisions)				█	█	█	█			
	Safety Assessments and Certifications		█	█	█	█	█				
B. Passenger Amenities											
	Passenger Amenities Procurement (shelters, lighting, benches)	█	█								
C. Technology Equipment											
	Technology Procurement (mobile fare payment, real-time technology, information displays)	█									
D. Vehicles											
	Group A Bus Procurement	█	█								
	Group B Bus Procurement		█	█							
	Group C Bus Procurement		█	█	█						

Operations and Maintenance

Workforce Development (e.g., hiring and training Operators)											
	Group A		█								
	Group B			█							
	Group C				█	█					
Service Branding & Marketing Plan											
	Group A	█	█								
	Group B		█	█							
	Group C			█	█						
Execute Core Project Activities (e.g., install new shelters, passenger information displays, signage)											
	Group A		█	█							
	Group B			█	█						
	Group C			█	█						
Service Implementation and Ongoing O&M											
	Group A										→
	Group B										→
	Group C										→

Planning & Program Integration and Coordination

HRT will work directly with the Hampton Roads Transportation Accountability Commission (HRTAC) to solidify short-term (FY21-FY23), mid-term (FY24-27) and long-term (FY28-FY30) plans – which shall be updated on an annual basis – to effectively leverage Hampton Roads Regional Transit Fund resources to implement the Program. HRT expects this to result in consistent and reliable dedicated regional funding for the Program.

In support of coordinated regional planning – in particular as it relates to collaboration and interfacing between services of HRT, Suffolk Transit, and Williamsburg Area Transit Authority (WATA) – HRT will directly collaborate with other transit systems and the Hampton Roads Transportation Planning Organization (HRTPO) as it coordinates a regional transit planning process as required in Virginia code section § 33.2-286 D.

Next Steps

- HRT Board vote on TSP adoption June 28, 2020.
- Validate schedule and availability for regional funding through HRTAC.
- Establish Memorandum of Understanding (MOU) between HRT and HRTAC to implement the Hampton Roads Regional Transit Program using regional funds.
- Process applications to draw down on regional funding.

