



Meeting of the Transportation District Commission of Hampton Roads

Thursday, September 24, 2020 • 1:00 p.m. Via Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, September 24, 2020 at 1:00 p.m. Via Zoom

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Board members, staff, and the general public, the TDCHR meeting will be held electronically 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, September 24, 2020 • 1:00 p.m. Via Zoom

1. Call to Order & Roll Call
2. Public Comments
3. Approval of August 27, 2020, Meeting Minutes
4. President's Monthly Report - William Harrell
 - A. Board Updates
5. Committee Reports
 - A. Audit & Budget Review Committee - Commissioner Gray/
Conner Burns, Chief Financial Officer
 - August 2020 Financial Report
 - B. Management/Financial Advisory Committee – Commissioner Inman/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Hamel
Sonya Luther, Director of Procurement
 - **Contract No: 20-00071 Light Rail Electrical Work**

Recommending Commission Approval: Award of a contract to Blackwater Electrical Company, Inc. to provide Light Rail Electrical Work. The cumulative amount of all Task Orders issued under this Contract will not exceed \$810,000 over five (5) years.

- **Contract No: 20 – 00076 On Site Vehicle Inspection Services (Renewal)**

Recommending Commission Approval: Award of a contract to Transit Resource Center to provide on-site vehicle inspection services in the not-to-exceed amount of \$174,854 for a total of five (5) years.

Contract No: 20 –00047 Oracle Database Administration Managed Services and initiated Issue Support.

Recommending Commission Approval: Award of a contract to Navisite to provide Oracle Database Administration Managed Services and Initiated Issue Support in the not-to exceed amount of \$211,960 for three (3) years

- **Contract No: 20 – 00093 Supervisory Control and Data Acquisition System Hardware and Software**

Recommending Commission Approval: Award of a sole source Contract to B&C Transit Inc. to provide Supervisory Control and Data Acquisition Hardware and Software support services in the not-to-exceed amount of \$678,592.96 over five (5) years.

- 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
- 6. Old and New Business
- 7. Comments by Commission Members
- 8. Closed Session (as necessary)
- 9. Adjournment

**The next meeting will be held on Thursday, October 22, 2020 at
1:00 p.m. location to be determined.**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Special Electronic Meeting - Thursday, August 27, 2020 • 1:00 p.m.

Call to order

A quorum was attained, and Chairman Gray called the meeting to order at 1:00 a.m. Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Board members, staff, and the general public, the TDCHR meeting will be held electronically via zoom.

Commissioners in attendance via ZOOM/Phone:

Chairman Gray, Hampton
Vice-Chair McClellan, Norfolk
Commissioner Fuller, Chesapeake
Commissioner Hamel, Chesapeake
Commissioner Pittard, VDRPT
Commissioner Kanoyton, Hampton
Commissioner Woodbury, Newport News
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Commissioner Rowe, Portsmouth
Commissioner Rouse, Virginia Beach
Commissioner Ross-Hammond, Virginia Beach

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Debbie Ball, Director of Finance
Keisha Branch, Director of the Office of Program and Project Excellence
Amy Braziel, Manager of Operations Administration
Conner Burns, Chief Financial Officer
Danielle Burton, Operations Support Technician
David Burton, General Counsel, Williams Mullen
Gene Cavasos, Director of Marketing & Communications
Joe Dillard, Organizational Advancement Officer
Rodney Davis, Director of Customer Relations
Sherri Dixon, Director of Revenue
Jennifer Dove, Grants and Civil Rights Coordinator
Angela Glass, Director of Budget
Erin Glen, Director of ETS
Brenda Green, Executive Administrative Assistant
William Harrell, President and CEO
Ron Hodges, Director of Business Development
Keith Johnson, Paratransit Services Contract Administrator

Larry Kirk, Deputy Director of Finance
Sonya Luther, Director of Procurement
Shanti Mullen, Internal Auditor
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Contract and Project Administrator
Jim Price, Chief of Transit Operations
Michael Price, Chief Information Officer/CTO
John Powell, Telecommunications Specialist
Luis Ramos, Sr. Executive Administrator/Commission Secretary
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Deputy Chief of Operations
Sam Sink, Director of Transit Development
Brian Smith, Chief of Staff
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement
Nikki Walker, Auditor 1
Kim Wolcott, Chief of Human Resources

Others in attendance via phone:

Paul Atkinson, Chair of Paratransit Advisory Committee
Steve Bond, City of Hampton
Rob Case, HRTPO
Alt. Commissioner Cipriano, Newport News
Alt. Commissioner Jennifer Debruhl, VDRPT
Alt Commissioner Brian DeProfio, Hampton
Andrew Ennis, DRPT
Cole Fisher, City of Virginia Beach
Alt. Commissioner Amy Inman
Brian Hawkins
Alt. Commissioner Jackson, Portsmouth
Alt. Commissioner Pettis Patton, Portsmouth
Alt. Commissioner Scott, Newport News
Mark Shea, City of Virginia Beach
Alt. Commission Earl Sorey, Chesapeake
Andy Stein, City of
Justin Stewart, City of Newport News
Judith Swystun, President of Hampton Road Transportation, Inc.
Janice Taylor, League of Women Voters
Mark Geduldig-Yatrofsky, Portsmouth Citizen
Alt Commissioner Velissarios, Newport News
Linda Wheeler, Common Courtesy Hampton Roads
Jerri Wilson, City of Newport News

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

- Agenda
- Meeting Minutes

- President's Report Presentation
- Social Media Analytics
- Financial Reports
- Committee Reports

NOTE: Prior to the Commission Meeting David Burton, General Counsel, sworn in Commissioner Bullock (Newport News) and Commissioner Houston (Norfolk) both Gubernatorial Appointees via Zoom a meeting.

Public Comments

There were no public comments.

Approval of July 2020 Meeting Minutes

A motion to approve the July 2020 meeting minutes was made by Commissioner Rowe and properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Bullock, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell and Mr. Ray Amoruso provided updates regarding service and ridership which included ridership comparisons and service recovery efforts by APTA partners.

Audit & Budget Review/Management and Financial Advisory Committee Combined

Mr. Conner Burns gave the financial report as enclosed in the meeting package.

Operations and Oversight Committee

Commissioner Hamel stated that the Operations and Oversight Meeting was held on Thursday, August 13, 2020 via Zoom. Ms. Sonya Luther was called on to present contract recommendations to the Board.

Contract No: 18-76541 Modification #4 Elizabeth River Ferry Docks Enhanced Amenities Design was recommended for Commission approval for a modification to increase the Elizabeth River Ferry Docks Enhanced Amenities Design Contract by \$50,909, to a not-to-exceed amount of \$200,193.20

Contract No: 20 – 00077 Vanpool Assistance Program (Renewal) was recommended for Commission for approval of a contract to Enterprise Leasing Co. of Norfolk/Richmond, LLC d/b/a Commute with Enterprise to provide vanpool services for commuter vanpool programs. The total amount of the vanpool subsidy to be provided is \$330,000 over five (5) years.

A motion was made by Operations and Oversight Committee and properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Bullock, Houston, Rowe, Rouse and Ross-Hammond

Nays: None

Abstain: None

Planning and New Starts Committee

Commissioner Ross-Hammond, Chair, stated that the committee did not meet in August, Commissioner Hammond, their next meeting is September 24, 2020 at 12:30 p.m. via Zoom.

External/Legislative Advisory Committee

Commissioner Kanoyton stated that the Committee met prior to the Commission meeting, Ms. Kanoyton called on Mr. Joe Dillard for a brief update.

Mr. Dillard stated that he attended the Virginia General Assembly Special Session and that the legislature is still currently working on Bills that may be beneficial to transportation. Mr. Dillard then called on Mr. Ron Jordan to provide additional details on the proposed Bills.

Mr. Dillard and Mr. Jordan mentioned a possible State Legislative Agenda concept that would be in full draft format at the September ELAC meeting.

Smart Cities and Innovation Committee

Commissioner McClellan stated that the committee has been in hiatus for the summer, their next meeting is September 10, 2020 at noon via Zoom.

Commissioner McClellan stated that the committee will remain focused on mobile ticketing and micro transit initiatives.

Paratransit Advisory Sub-Committee

Mr. Atkinson's read his report to the Commission. Mr. Atkinson's report will be attached to the minutes.

Transit Ridership Advisory Sub-Committee

Due to audio issues, Ms. Jackson was unable to connect. Ms. Jackson's report will be attached to the minutes.

Old and New Business

Ms. Sam Sink introduced Resolution 04-2020, Support for SMART Scale Transportation Funding Application.

Mr. Burton read Resolution 04-2020. A motion to adopt Resolution 04-2020 Support for SMART Scale Transportation Funding Application was made by Commissioner Rowe and properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Hamel, Kanoyton, Woodbury, Bullock, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: Pittard

Comments from Commissioners:

Commissioner Fuller recognized Alternate Commissioner Earl Sorey and his recent promotion to Director of Public Works for the City of Chesapeake.

Closed Session:

Commissioner Rowe motioned to go into closed meeting pursuant to Virginia Code Section 2.2-3712 (A) to discuss: The performance of specific public officers, appointees or employees of the Commission, as per paragraph (1) and consultation with legal counsel regarding specific legal matters requiring the provision of legal advice, as per paragraph (7). Commissioner Ross-Hammond seconded the motion.

A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Bullock, Houston, Rowe, Rouse, and Ross-Hammond.

Nays: None

Abstain: None

NOTE: There was a request for alternates of the cities of Newport News, Norfolk, Portsmouth, and Hampton, to stay for the closed session.

The Closed Session concluded at 3:40 p.m. Commissioner Rowe motioned that the Board reconvene and attested that only certain personnel matters involving the assignment, appointment, promotion, performance, or salaries, of specific public officers, appointees, or employees of HRT as

provided by paragraph 1 of Virginia Code Section 2.2-3711(A). Commissioner Woodbury seconded the motion.

A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Bullock, Houston, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

NOTE: Chairman Gray stated that Commissioner Houston left during Closed Session portion due to prior commitment.

Mr. Harrell was given an excellent review and Chairman Gray stated that due to the ongoing pandemic, pay adjustments would be discussed by January 2021.

A motion to accept the FY20 annual review for Mr. Harrell with a pending pay increase was made by Commissioner Rowe and properly seconded by Commissioner Woodbury.

A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Bullock, Rowe, Rouse, and Ross-Hammond

Nays: None

Abstain: None

Adjournment

With no further business to conduct the meeting adjourned at 3:43 p.m.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Jimmy Gray
Chair

ATTEST:

Luis Ramos
Commission Secretary
August 27, 2020



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting

August 27, 2020

gohrt.com

President's Report – Board Updates

- Virtual Town Hall
- 9th Anniversary of The Tide
- Soft-launch for Real Time
- Preparing for Electric Bus Launch
- Hampton Roads Regional Transit Program





HAMPTON ROADS
TRANSIT

TDCHR Board Meeting

August 27, 2020

gohrt.com



CELEBRATING HISTORIC ACHIEVEMENTS FOR HAMPTON ROADS TRANSIT!

The celebration on Friday, September 18, 2020, was something advocated and planned since the inception of Hampton Roads Transit over 20 years ago!

We are finally setting in place a reliable and sustainable mix of funding to implement public transportation that communities across the region have long demanded. This means HRT will move forward, starting on the Peninsula in 2022, with launching a core network of bus routes that better connect the region with consistent and reliable transit service, especially during the busiest hours of the day when most people are commuting between work and home. There will be new buses, new customer amenities, and better technologies, like mobile ticketing, making transit more convenient, efficient and effective. In the process, we'll help build a stronger, more equitable, and sustainable economic recovery for our cities and the region.

The ceremonial bill signing of Senate Bill 1038 (Senator Lucas) and House Bill 1726 (Delegate Askew) was indeed a momentous occasion. Governor Ralph S. Northam and his team, including Secretary of Natural Resources, Matthew Strickler and Director of the Virginia Department of Rail and Public Transportation, Jennifer Mitchell, were joined by HRT employees, Commissioners, mayors and lawmakers, business leaders, and community leaders from across Hampton Roads. Video of the event remains accessible at www.facebook.com/hrtfan.

Not only did we celebrate the signing of transformational legislation, Friday's festivities also included a ribbon-cutting for Virginia's first all-electric, zero-emission buses! HRT is thrilled to be launching Virginia's first project of this kind. Manufactured by Proterra in Greenville, South Carolina, these six buses will be assigned to the Route 20, operating along Virginia Beach Boulevard between the Downtown Norfolk Transit Center and the Virginia Beach Oceanfront.

As President and CEO of HRT, I'm so proud of all the successes we've achieved together thus far. Celebrating these historic achievements with you is especially rewarding as they also align squarely with our Vision – to be a progressive mobility agency that promotes prosperity across Hampton Roads through collaboration and teamwork, and our Mission – to connect Hampton Roads with transportation solutions that are reliable, safe, efficient, and sustainable. Great job!

Sincerely,



William E. Harrell
President and CEO
Hampton Roads Transit



Web Site Analytics

Gohrt.com • August 2019 & August 2020

GOHRT.COM - August 2019

OVERVIEW

Sessions	173,275
Users	252,791
Pageviews	430,806

DEVICE USAGE:

mobile	86.51%
desktop	11.39%
tablet	2.09%

TRAFFIC SOURCE PER SESSION

Organic Search	76.28%
Direct	17.90%
Referral	3.51%
Email	0.66%
(Other)	1.48%
Social	0.16%
Display	0.02%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	10.608%
/routes/norfolk/index.html	5.968%
/route/20/index.html	4.432%
/routes/newport-news/index.html	4.205%
/routes/index.html	3.521%
/routes/virginia-beach/index.html	3.510%
/route/1/index.html	2.862%
/route/3/index.html	2.480%
/route/15/index.html	2.224%
/routes/light-rail/index.html	2.212%

GOHRT.COM - August 2020

OVERVIEW

Sessions	92,214
Users	130,534
Pageviews	217,293

DEVICE USAGE:

mobile	82.45%
desktop	16.42%
tablet	1.13%

TRAFFIC SOURCE PER SESSION

Organic Search	73.31%
Direct	23.47%
Referral	2.72%
Email	0.09%
(Other)	0.28%
Social	0.13%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.461%
/routes/norfolk/index.html	6.812%
/route/20/index.html	5.301%
/routes/newport-news/index.html	3.718%
/routes/virginia-beach/index.html	3.478%
/route/1/index.html	3.360%
/route/3/index.html	2.636%
/routes/index.html	2.449%
/route/15/index.html	2.412%
/route/21/index.html	2.112%



HAMPTON ROADS
TRANSIT

Draft Financial Statement

AUGUST 2020 FISCAL YEAR 2021 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

August 2020

FISCAL YEAR 2021

Dollars in Thousands

	Annual		Month to Date			Year to Date			
	Budget		Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 13,693.7	\$ 1,141.1	\$ 693.6	\$ (447.6)	(39.2) %	\$ 2,282.3	\$ 1,407.8	\$ (874.5)	(38.3) %
Advertising Revenue	1,075.0	89.6	33.3	(56.3)	(62.8) %	179.2	64.8	(114.3)	(63.8) %
Other Transportation Revenue	2,331.0	194.2	193.1	(1.1)	(0.6) %	388.5	385.1	(3.4)	(0.9) %
Non-Transportation Revenue	60.0	5.0	17.8	12.8	255.7 %	10.0	29.8	19.8	197.9 %
Total Operating Revenue	17,159.6	1,430.0	937.8	(492.2)	(34.4) %	2,859.9	1,887.5	(972.5)	(34.0) %
Non-Operating Revenue									
Federal Funding (5307/5337)	19,725.8	1,643.8	-	(1,643.8)	(100.0) %	3,287.6	-	(3,287.6)	(100.0) %
Federal Funding -CARES Act			1,773.7	1,773.7			2,933.8	2,933.8	
State Funding	19,969.8	1,664.2	1,655.4	(8.8)	(0.5) %	3,328.3	3,310.7	(17.6)	(0.5) %
Local Funding	44,696.1	3,724.7	3,724.7	-	- %	7,449.4	7,449.4	-	- %
Total Non-Operating Revenue	84,391.7	7,032.6	7,153.7	121.1	1.7 %	14,065.3	13,693.9	(371.4)	(2.6) %
TOTAL REVENUE	\$ 101,551.4	\$ 8,462.6	\$ 8,091.5	\$ (371.1)		\$ 16,925.2	\$ 15,581.4	\$ (1,343.8)	
Personnel Services	\$ 65,430.9	\$ 5,430.7	\$ 5,193.3	\$ 237.3	4.4 %	\$ 10,694.3	\$ 10,203.8	\$ 490.5	4.6 %
Contract Services	10,504.6	815.8	750.9	65.0	8.0 %	1,914.8	1,102.8	812.0	42.4 %
Materials & Supplies	5,062.0	428.0	453.7	(25.8)	(6.0) %	820.1	1,138.5	(318.4)	(38.8) %
Gas & Diesel	4,350.8	362.6	370.4	(7.8)	(2.2) %	725.1	772.5	(47.3)	(6.5) %
Contractor's Fuel Usage	748.0	62.3	55.8	6.5	10.4 %	124.7	120.3	4.4	3.5 %
Utilities	1,297.5	108.1	101.7	6.4	5.9 %	216.2	172.9	43.4	20.1 %
Casualties & Liabilities	3,661.9	305.2	421.0	(115.9)	(38.0) %	610.3	670.2	(59.9)	(9.8) %
Purchased Transportation	8,873.7	739.5	634.1	105.4	14.3 %	1,479.0	1,154.1	324.9	22.0 %
Other Miscellaneous Expenses	1,622.1	200.5	133.0	67.5	33.7 %	340.7	231.6	109.1	32.0 %
TOTAL EXPENSE	\$ 101,551.4	\$ 8,452.6	\$ 8,114.0	\$ 338.6		\$ 16,925.2	\$ 15,566.7	\$ 1,358.5	
SURPLUS (DEFICIT)			\$ (22.5)				\$ 14.7		



HAMPTON ROADS TRANSIT

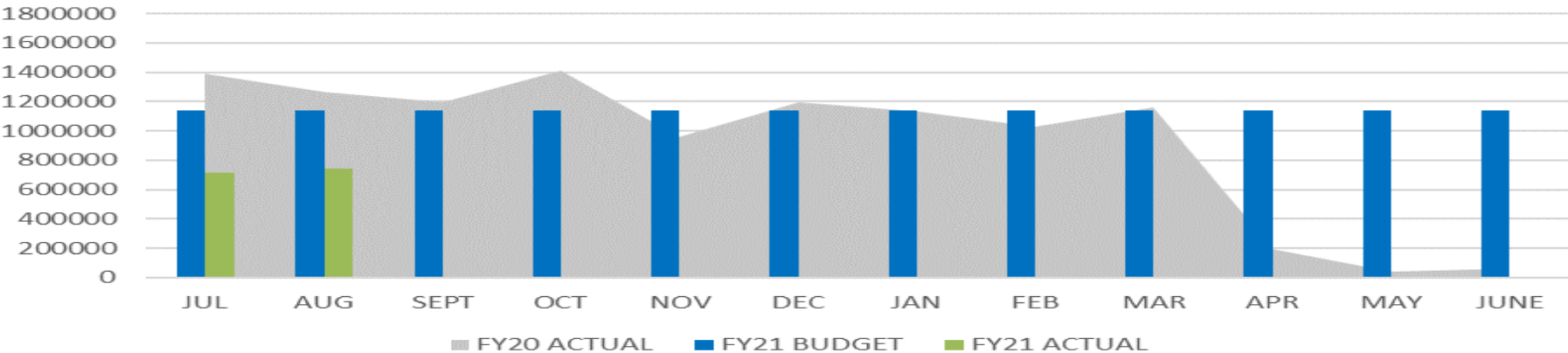
Draft Financial Statement

Non-Operating COVID Revenue and Expenses August 2020

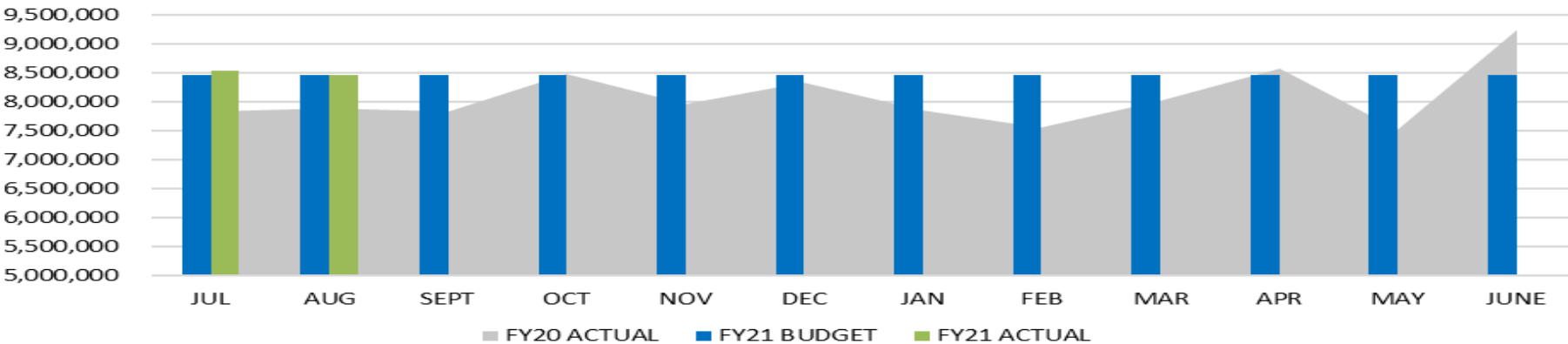
	Month to Date	Year to Date
Federal Funding - CARES Act	\$ 404.0	\$ 1,485.5
Total Non-Operating Revenue	\$ 404.0	\$ 1,485.5
Personnel Services	\$ 367.1	\$ 965.4
Contract Services	30.9	105.5
Materials & Supplies	5.1	412.3
Other Miscellaneous Expenses	0.9	2.3
Total Non-Operating Expense	\$ 404.0	\$ 1,485.5
SURPLUS (DEFICIT)	\$ -	\$ -



Farebox Revenue



Total Expenses



LOCALITY CROSSWALK

August 2020

FISCAL YEAR 2021 (Dollars in Thousands)	YEAR-TO-DATE				
	BUDGET	LOCALITY	NON-LOCALITY	CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 2,282.3	\$ 1,309.6	\$ 98.2	\$ 1,407.8	\$ (874.5)
Advertising Revenue	\$ 388.5	\$ 60.2	\$ 4.6	\$ 64.8	\$ (323.7)
Other Transportation Revenue	\$ 179.1	\$ -	\$ 385.1	\$ 385.1	\$ 206.0
Non-Transportation Revenue	\$ 10.0	\$ 8.9	\$ 20.9	\$ 29.8	\$ 19.8
Federal Funding (5307/5337)	\$ 3,036.7	\$ -	\$ -	\$ -	\$ (3,036.7)
Federal Funding-CARES Act	\$ -	\$ 2,598.9	\$ 334.9	\$ 2,933.8	\$ 2,933.8
Project Salary Reimbursement	\$ 250.9	\$ -	\$ -	\$ -	\$ (250.9)
State Funding	\$ 3,328.3	\$ 3,112.1	\$ 198.6	\$ 3,310.7	\$ (17.6)
Local Funding ¹	\$ 7,449.4	\$ 7,449.4	\$ -	\$ 7,449.4	\$ -
TOTAL REVENUE:	\$ 16,925.2	\$ 14,539.1	\$ 1,042.3	\$ 15,581.4	\$ (1,343.8)
EXPENSE					
Personnel Services	\$ 10,694.3	\$ 9,530.3	\$ 673.6	\$ 10,203.9	\$ 490.4
Services	\$ 1,914.8	\$ 1,030.0	\$ 72.8	\$ 1,102.8	\$ 812.0
Materials & Supplies	\$ 1,669.9	\$ 1,897.3	\$ 134.1	\$ 2,031.4	\$ (361.5)
Utilities	\$ 216.2	\$ 161.4	\$ 11.4	\$ 172.8	\$ 43.4
Casualties & Liabilities	\$ 610.3	\$ 625.9	\$ 44.2	\$ 670.1	\$ (59.8)
Purchased Transportation	\$ 1,479.0	\$ 1,077.9	\$ 76.2	\$ 1,154.1	\$ 324.9
Other Miscellaneous Expenses	\$ 340.7	\$ 216.3	\$ 15.3	\$ 231.6	\$ 109.1
TOTAL EXPENSES:	\$ 16,925.2	\$ 14,539.1	\$ 1,027.6	\$ 15,566.7	\$ 1,358.5
BUDGET STATUS TO DATE²:	\$ -	\$ -	\$ 14.7	\$ 14.7	\$ 14.7

1. Local Funding includes carry forward recordation offset of \$527.5K

2. Report Excludes COVID19 revenue & expense



HAMPTON ROADS TRANSIT

Draft Financial Statement

FISCAL YEAR 2021 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$41,532.0	\$ 6,922.0	\$ 6,922.0	\$ -
Locality Operating Share-Recordation Offset	\$ 3,164.1	\$ 527.5	\$ 527.5	\$ -
Plus: Local Farebox	\$12,777.5	\$ 2,129.7	\$ 1,309.5	\$ (820.2)
Locality Share - Sub-Total	\$57,473.6	\$ 9,579.2	\$ 8,759.0	\$ (820.2)
Plus: Federal Aid ¹	\$16,413.4	\$ 2,735.3	\$ 2,598.9	\$ (136.4)
State Aid	\$18,677.6	\$ 3,113.0	\$ 3,112.1	\$ (0.9)
Total Revenue Contribution	\$92,564.6	\$15,427.5	\$14,470.0	\$ (957.5)
Operating Expenses	\$92,564.6	\$15,427.5	\$14,470.0	\$ (957.5)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	13.8%		9.0%	
Farebox % of Budgeted Expense:			8.5%	

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 1,845.8	\$ 307.6	\$ 307.6	\$ -
Locality Operating Share-Recordation Offset	\$ 840.1	\$ 140.0	\$ 140.0	\$ -
Plus: Local Farebox	\$ 656.4	\$ 109.4	\$ 61.4	\$ (48.0)
Locality Share - Sub-Total	\$ 3,342.3	\$ 557.0	\$ 509.0	\$ (48.0)
Plus: Federal Aid ¹	\$ 1,188.6	\$ 198.2	\$ 167.6	\$ (30.6)
State Aid	\$ 1,116.0	\$ 186.0	\$ 180.0	\$ (6.0)
Total Revenue Contribution	\$ 5,646.9	\$ 941.2	\$ 856.6	\$ (84.6)
Operating Expenses	\$ 5,646.9	\$ 941.2	\$ 856.6	\$ (84.6)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	11.6%		7.2%	
Farebox % of Budgeted Expense:			6.5%	

1. Actuals reflect Federal CARES Act Funding

FISCAL YEAR 2021 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,462.2	\$ 743.7	\$ 743.7	\$ -
Locality Operating Share-Recordation Offset	\$ 189.4	\$ 31.6	\$ 31.6	\$ -
Plus: Local Farebox	\$ 1,257.4	\$ 209.6	\$ 131.0	\$ (78.6)
Locality Share - Sub-Total	\$ 5,909.0	\$ 984.9	\$ 906.3	\$ (78.6)
Plus: Federal Aid ¹	\$ 1,881.5	\$ 313.5	\$ 289.6	\$ (23.9)
State Aid	\$ 1,952.3	\$ 325.4	\$ 324.6	\$ (0.8)
Total Revenue Contribution	\$ 9,742.8	\$ 1,623.8	\$ 1,520.5	\$ (103.3)
Operating Expenses	\$ 9,742.8	\$ 1,623.8	\$ 1,520.5	\$ (103.3)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	12.9%		8.6%	
Farebox % of Budgeted Expense:			8.1%	

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,171.1	\$ 1,195.2	\$ 1,195.2	\$ -
Locality Operating Share-Recordation Offset	\$ 199.1	\$ 33.2	\$ 33.2	\$ -
Plus: Local Farebox	\$ 2,213.9	\$ 369.0	\$ 254.4	\$ (114.6)
Locality Share - Sub-Total	\$ 9,584.1	\$ 1,597.4	\$ 1,482.8	\$ (114.6)
Plus: Federal Aid ¹	\$ 3,080.3	\$ 513.3	\$ 537.1	\$ 23.8
State Aid	\$ 3,202.7	\$ 533.8	\$ 554.0	\$ 20.2
Total Revenue Contribution	\$15,867.1	\$ 2,644.5	\$ 2,573.9	\$ (70.6)
Operating Expenses	\$15,867.1	\$ 2,644.5	\$ 2,573.9	\$ (70.6)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	14.0%		9.9%	
Farebox % of Budgeted Expense:			9.6%	

1. Actuals reflect Federal CARES Act Funding

FISCAL YEAR 2021 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$19,118.3	\$ 3,186.4	\$ 3,186.4	\$ -
Locality Operating Share-Recordation Offset	\$ 265.7	\$ 44.3	\$ 44.3	\$ -
Plus: Local Farebox	\$ 5,896.7	\$ 982.8	\$ 598.9	\$ (383.9)
Locality Share - Sub-Total	\$25,280.7	\$ 4,213.5	\$ 3,829.6	\$ (383.9)
Plus: Federal Aid ¹	\$ 6,785.9	\$ 1,130.9	\$ 1,146.7	\$ 15.8
State Aid	\$ 8,180.4	\$ 1,363.4	\$ 1,377.3	\$ 13.9
Total Revenue Contribution	\$40,247.0	\$ 6,707.8	\$ 6,353.6	\$ (354.2)
Operating Expenses	\$40,247.0	\$ 6,707.8	\$ 6,353.6	\$ (354.2)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	14.7%		9.4%	
Farebox % of Budgeted Expense:			8.9%	

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,703.8	\$ 450.6	\$ 450.6	\$ -
Locality Operating Share-Recordation Offset	\$ 132.9	\$ 22.2	\$ 22.2	\$ -
Plus: Local Farebox	\$ 781.5	\$ 130.3	\$ 89.7	\$ (40.6)
Locality Share - Sub-Total	\$ 3,618.2	\$ 603.1	\$ 562.5	\$ (40.6)
Plus: Federal Aid ¹	\$ 1,359.6	\$ 226.6	\$ 223.3	\$ (3.3)
State Aid	\$ 1,230.7	\$ 205.1	\$ 210.4	\$ 5.3
Total Revenue Contribution	\$ 6,208.5	\$ 1,034.8	\$ 996.2	\$ (38.6)
Operating Expenses	\$ 6,208.5	\$ 1,034.8	\$ 996.2	\$ (38.6)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	12.6%		9.0%	
Farebox % of Budgeted Expense:			8.7%	

1. Actuals reflect Federal CARES Act Funding



FISCAL YEAR 2021 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 6,230.8	\$ 1,038.5	\$ 1,038.5	\$ -
Locality Operating Share-Recordation Offset	\$ 1,536.9	\$ 256.2	\$ 256.2	\$ -
Plus: Local Farebox	\$ 1,971.6	\$ 328.6	\$ 174.1	\$ (154.5)
Locality Share - Sub-Total	\$ 9,739.3	\$ 1,623.3	\$ 1,468.8	\$ (154.5)
Plus: Federal Aid ¹	\$ 2,117.5	\$ 352.8	\$ 234.6	\$ (118.2)
State Aid	\$ 2,995.5	\$ 499.3	\$ 465.8	\$ (33.5)
Total Revenue Contribution	\$14,852.3	\$ 2,475.4	\$ 2,169.2	\$ (306.2)
Operating Expenses	\$14,852.3	\$ 2,475.4	\$ 2,169.2	\$ (306.2)
Locality Budget Status to Date	\$ -			
KPI				
Farebox Recovery:	13.3%		8.0%	
Farebox % of Budgeted Expense:			7.0%	

1. Actuals reflect Federal CARES Act Funding



Contract No:	20-00071	Title:	Light Rail Electrical Work	Price: Term:	\$810,000 1 yr. w/4 1-yr. options
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Acquisition Description: Enter into a contract with a qualified Contractor to provide electrical inspections, maintenance and repair of systems associated with the Norfolk Light Rail Transit (LRT) system on a Task Order basis.

Background: Hampton Roads Transit (HRT) requires a Certified Electrical Contractor to perform electrical inspections, maintenance and repair of systems associated with the LRT. This work is outside the capacity and/or capability of HRT's Operations and Maintenance personnel. Under the terms of this agreement, the Contractor shall provide all equipment, materials, and labor to perform inspection and repair of damages or deterioration due to severe weather or other external factors; emergency repairs from isolated events that interrupt LRT service; and, routine inspection and maintenance of the LRT system, as deemed necessary by HRT personnel.

Contract Approach: An Invitation for Bid (IFB) was issued July 15, 2020. One (1) bid was received on August 18, 2020, from Blackwater Electrical Company, Inc. (Blackwater). A post-solicitation survey of vendors solicited concluded that most were not capable of providing the services requested in the Scope of Work as it was outside the breadth of their normal services; or were unable to complete the work during the specified timeframe due to their location.

In response to the IFB, Bidders were required to provide hour labor rates for a variety of labor categories. Upon review and evaluation of the bid, HRT staff determined that Blackwater's bid is responsive (in compliance with submittal requirements) and the firm is responsible (capable to perform).

Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into negotiations with Blackwater. Negotiations focused on reducing the proposed annual price escalation percentage over the term of the Contract. As a result of the negotiations, Blackwater reduced its annual price escalation percentage by 3%, from 8% to 5%.

Based on a price analysis performed utilizing the independent cost estimate and historical data, Blackwater's revised pricing is deemed fair and reasonable.

Blackwater is located in Chesapeake, VA and has provided similar services to Portsmouth Redevelopment Housing Authority in Portsmouth, VA; the City of Norfolk; Merck Pharmaceuticals in Wilson, NC; and, Elizabeth River Crossings in Portsmouth, VA. Blackwater also currently provides similar services to HRT satisfactorily.

The period of performance for this Contract is one (1) base year with four (4) additional one-year options.

Contract No:	20-00071	Title:	Light Rail Electrical Work	Price: Term:	\$810,000 1 yr. w/4 1-yr. options
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No DBE goal is assigned for the overall solicitation. HRT's DBE Officer will review the scope of each proposed Task Order to identify opportunities for DBE participation and establish a task-based goal accordingly.

Cost/Funding: This Contract will be funded with Grant and Operating funds, dependent upon the nature of the Task Order.

Project Manager: Keith LeLache, Manager of Systems Maintenance

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Blackwater Electrical Company, Inc. to provide Light Rail Electrical Work. The cumulative amount of all Task Orders issued under this Contract will not exceed \$810,000 over five (5) years.

Contract No:	20-00076	Title:	On-Site Vehicle Inspection Services (Renewal)	Base Years Price: Total Option Price:	\$45,726 \$129,128 w/4-1 yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide on-site vehicle inspections and quality assurance services on a Task Order basis.

Background: In accordance with Federal Transit Administration (FTA) regulations, Hampton Roads Transit (HRT) is required to provide on-site vehicle inspection and quality assurance services to ensure that new transit vehicles meet all functional tests and Buy America requirements. Under the terms of this agreement, the Contractor shall provide qualified inspector(s) to perform pre-production or start of production activities; production line inspections; and, reporting and communication concerning HRT's transit vehicle orders. The Contractor shall also produce Pre-Award and Post-Delivery Buy America reports compliant with the requirements of 49 CFR Parts 661 and 663.

Contract Approach: A Request for Proposals (RFP) was issued on April 15, 2020. Two (2) proposals were received on May 20, 2020 from the following firms:

- First Transit, Inc. (First Transit)
- Transit Resource Center (TRC)

Upon review and evaluation of the technical proposals, both firms were equally rated to meet the Scope of Work requirements and were invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work.

At the conclusion of technical presentations, both firms were invited for further discussions and negotiations. Negotiations focused on clarifying assumptions made in establishing pricing and determining possible unforeseen expenses as they applied to Other Direct Costs in the Price Schedule. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After a review and analysis of the BAFOs received, HRT staff determined that TRC provided the best value to HRT based on a combination of technical capability and price. TRC's total pricing increased by \$34,846, or approximately 25%, due to the revision of assumptions made in establishing pricing, based on clarification provided by HRT in regard to the Scope of Work requirements, including the location of inspections, travel expenses in accordance with the U.S. General Services Administration for the inspector(s), and allowances for possible unforeseen delays caused by the manufacturing process that could result in future Contract value increase. As a result of a price analysis conducted and the fact that pricing was obtained in a competitive environment, TRC's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that TRC is technically and financially capable to perform the work.

TRC is headquartered in Winter Springs, FL and has provided similar services to the Illinois Department of Transportation; Potomac and Rappahannock Transportation Commission in

Contract No:	20-00076	Title:	On-Site Vehicle Inspection Services (Renewal)	Base Years Price: Total Option Price:	\$45,726 \$129,128 w/4-1 yr. options
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Woodbridge, VA; and, Access Services in El Monte, CA. TRC has also provided these services for HRT satisfactorily.

The Contract period of performance is one (1) base year, with four (4) additional one-year options.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with both State and Federal Grant funds, based on the type of Grant utilized to procure buses.

Project Manager: Michael Perez, Operations Project and Contract Administrator

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Transit Resource Center to provide on-site vehicle inspection services in the not-to-exceed amount of \$174,854 for a total of five (5) years.

SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
Transit Resource Center	\$140,008	\$174,854
First Transit, Inc.	\$572,270	\$500,710

Contract No:	20-00047	Title:	Oracle Database Administration Managed Services and Initiated Issue Support	Base Year Price: Two Option Years' Price:	\$71,320 \$140,640
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Acquisition Description: Enter into a contract with a qualified Contractor to provide managed services for its Oracle Database Administration services.

Background: Hampton Roads Transit (HRT), currently runs its Database servers on an Oracle platform. The Oracle environment is comprised of eight (8) Database Servers, twenty-three (23) Oracle Databases, fourteen (14) Oracle Homes and twenty-three (23) Instances. The Oracle Database Administration (DBA) Managed Services includes database uptime, mission critical database maintenance, and overall database health, as well as daily, weekly, and monthly DBA checklists containing best practices for maintenance and redundancy. Due to the limited capacity within the Technology Department, HRT requires a qualified Contractor to supplement the inhouse Database Administration capacity to keep up with current and anticipated demands on the system. Under the terms of this agreement, the Contractor shall provide 24/7 support for all current Oracle Production Servers and their associated databases. Additionally, the Contractor shall provide support for HRT initiated DBA issues aimed at troubleshooting, repairing or upgrading the system as required by HRT.

Contract Approach: A Request for Proposals (RFP) was issued on February 14, 2020. Six (6) proposals were received on April 29, 2020 from the following firms:

- ERP Analysts, Inc. (ERPA)
- Guardian Eagle
- Infolob Solutions
- Mythics, Inc. (Mythics)
- Navisite
- Zovaya Corporation

Upon initial review of the proposals, three (3) firms, ERPA, Mythics and Navisite were rated best to meet the Scope of Work requirements. The firms were invited for discussions to provide clarification on various aspects of their technical proposal. At the conclusion of discussions, Navisite was deemed best qualified to meet the requirements of the Scope of Work, based on their technical approach, experience and qualifications.

In response to the RFP, Proposers were required to provide monthly rates for the DBA services described in the RFP and hourly rates for HRT initiated DBA related issue support.

Navisite was invited for further discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed monthly rate. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Contract No:	20-00047	Title:	Oracle Database Administration Managed Services and Initiated Issue Support	Base Year Price: Two Option Years' Price:	\$71,320 \$140,640
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As a result of the negotiations, HRT achieved an average reduction of approximately 5% on the originally proposed monthly rates. The total proposed price decreased by \$10,540, from \$222,500 to \$211,960.

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

Navisite, located in Andover, MA has provided similar services for ACN, Inc. in Concord, NC; Development Alternatives, Inc. in Bethesda, MD; and, MSG Sports & Entertainment, LLC in New York, NY.

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

No DBE goal was established for this solicitation.

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

Project Manager: Erin Glenn, Director of Enterprise Technology Solutions

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Navisite to provide Oracle Database Administration Managed Services and Initiated Issue Support in the not-to exceed amount of \$211,960 for three (3) years.

Contract No:	20-00047	Title:	Oracle Database Administration Managed Services and Initiated Issue Support	Base Year Price:	\$71,320
				Two Option Years' Price:	\$140,640

SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER
Navisite	\$222,500.00	\$211,960.00
Zovaya Corporation	\$410,719.85	N/A
Guardian Eagle	\$537,388.00	N/A
Mythics, Inc.	\$615,144.32	N/A
ERP Analysts, Inc.	\$752,000.00	N/A
Infolob Solutions	No Pricing*	N/A

*Price Schedule submitted was incomplete.

Navisite's Summary			
Base Year 1	Option Year 1	Option Year 2	Total
\$71,320.00	\$70,320.00	\$70,320.00	\$211,960.00

Contract No:	20-00093	Title:	Supervisory Control and Data Acquisition System Hardware and Software	Base Year Price: Four Option Years' Price:	\$132,000.00 \$546,592.96
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Acquisition Description: Enter into a sole source contract with B&C Transit, Inc. to support the Supervisory Control and Data Acquisition (SCADA) Hardware and Software system for Hampton Roads Transit's (HRT's) Tide Light Rail Transit (LRT).

Background: The Tide LRT utilizes a SCADA system to provide the Operation Control Center (OCC) with situational awareness and supervisory control functions on a 24/7 basis by controlling power distribution along the alignment, providing train identification and location on the track, supporting signal operations, train crossings operations, track switch operations, and rail yard operations. The Tide SCADA system is custom built on the Nucleus Operations Control Center Software developed by B&C Transit, Inc. (B&C). The SCADA information is gathered along the alignment and is directed for processing within the Central Computer System deployed at the Norfolk Tide Facility for display, monitoring, control, and historical logging. Under the terms of this agreement, the Contractor shall perform annual site visits for visual inspections and system diagnostics; remote support for hardware and software problems; and onsite dispatching for remedial support of hardware maintenance issues, as required by HRT.

Contract Approach: Federal Transit Administration (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. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one (1) source. B&C is the only Contractor that has access to the source code and desired in-depth knowledge of HRT's SCADA system.

A solicitation was issued on July 29, 2020 and B&C provided a responsive proposal on August 10, 2020 in the amount of \$701,096.30. In order to obtain more favorable pricing, a decision was made to conduct negotiations with B&C. Negotiations focused on reducing the proposed annual price for remote hardware and software support. Upon completion of negotiations, a Best and Final Offer (BAFO) was requested.

As a result of the negotiations, B&C offered a total price reduction of \$22,503.34 or 3.2%. Based on the results of a price analysis performed utilizing the independent cost estimate and B&C's pricing offered to other customers with similar requirements, B&C's BAFO pricing is deemed fair and reasonable. A contractor responsibility review confirmed that B&C is both technically and financially capable to provide the services described in the Scope of Work.

B&C is located in Oakland, CA and has provided similar services to HRT satisfactorily.

Contract No:	20-00093	Title:	Supervisory Control and Data Acquisition System Hardware and Software	Base Year Price:	\$132,000.00
				Four Option Years' Price:	\$546,592.96

The period of performance for this Contract is one (1) base year with four (4) additional one-year options.

No DBE goal is assigned for this solicitation.

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

Project Manager: Alex Touzov, Director of Technology Services

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source Contract to B&C Transit Inc. to provide Supervisory Control and Data Acquisition Hardware and Software support services in the not-to-exceed amount of \$678,592.96 over five (5) years.

ATTACHMENT 1

SOLICITATION RESULT

Original Proposed Price	Best and Final Offer
\$701,096.30	\$678,592.96

B & C TRANSIT, INC.'S SUMMARY					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$132,000.00	\$132,000.00	\$135,400.00	\$137,848.00	\$141,344.96	\$678,592.96

TDCHR PAC Full Board Report

August 27, 2020

Virtual Meeting

Good afternoon Mr. Chairman, Commissioners, and other attendees,

The Paratransit Advisory Committee has been on hiatus since our February meeting. Our next meeting is scheduled for October 14th, pandemic restrictions permitting, at the Norfolk office.

This month the Paratransit Advisory Committee has been notified of issues experienced by the ridership with aspects of the service including scheduling, automated notifications, and cancellations.

Since my last report, the PAC has worked with Via to conduct virtual meetings to introduce their rider app. The first of such meetings took place on August 11th. Another occurred at 1PM today, and more are planned. The PAC also worked with Via to conduct etiquette training with The Endependence Center, a local disability advocacy agency, on 08/20. This is the third etiquette training for Via staff and more are planned.

This concludes my report. If there are any questions, I would be happy to answer them. Thank you.

Submitted by: Paul Atkinson, Jr. –Paratransit Advisory Chair