



Meeting of the Transportation District Commission of Hampton Roads

Thursday, June 24, 2021 • 1:00 p.m. via Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, June 24, 2021, at 1:00 p.m. via Zoom Meeting.

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, June 24, 2021 • 1:00 p.m. Via Zoom

1. Call to Order & Roll Call
2. Public Comments
3. Approval of May 27 22, 2021 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
 - May 2021 - FY 2021 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 – 00104 System Software Consultant Services**

Recommending Commission Approval: Award of a contract to Plante & Moran, PLLC to provide Human Resource Management System Software Consultant Services to HRT in the not-to-exceed amount of \$198,575 over a one-year period.

- **Contract No: 21 – 00126 Heating, Ventilation, Air Conditioning, Refrigeration, and Plumbing Maintenance Services (Renewal)**

Recommending Commission Approval: Award of a contract to Warwick Mechanical Group for HVAC/R and plumbing maintenance services in the not-to-exceed amount of \$627,583 over a five-year period.

- **Contract No: 21 – 00137 Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts Services (Renewal)**

Recommending Commission Approval: Award of a renewal contract to Virginia Shoe Clinic, LLC for the provision of safety shoes, high visibility jackets, and high visibility t-shirts to HRT employees in the not-to-exceed amount of \$174,375 over a five-year period.

- **Contract No: 19 – 00055 Modification No. 1 TRAFFIX General Communications and Marketing Consultant Services**

Recommending Commission Approval: Award of a modification to increase the TRAFFIX General Communication and Marketing Consulting contract by \$900,000 to a not-to-exceed amount of \$1,800,000.

- **Contract No: 21 – 00139 Vehicle Miles Reduced Tracker System (Renewal)**

Recommending Commission Approval: Award of a sole source contract to CelWell Services, LLC to provide VMR Tracker software and support services in the not-to-exceed amount of \$130,828 over five (5) years.

- **Contract No. 21-00128 Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)**

Management is requesting additional discussion and consideration:

Award of a sole source Contract to Genfare to provide Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software and Hardware, and Maintenance Support. The cumulative amount of all Task Orders issued under this Contract will not exceed \$5,975,500.00 over the six-year period.

D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer

E. External/Legislative Advisory Committee - Commissioner Kanoyton/
Joe Dillard, Organizational Advancement Officer

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

- FY2022 Election of Officers - Nomination Committee Report

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

**The next meeting will be held on Thursday July 22, 2021 at
1:00 p.m., at 509 E. 18th Street, Norfolk, VA.**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, May 27, 2021 • 1:00 p.m. via Zoom Meeting

Call to Order.

A quorum was attained, and Chairman Gray called the meeting to order at 1:01 p.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
Past Chair Hunter, Portsmouth
Commissioner Fuller, Chesapeake
Commissioner Sorey, Chesapeake
Alt. Commissioner DeBruhl, VDRPT
Commissioner Kanoyton, Hampton
Commissioner Woodbury, Newport News
Alt. Commissioner Cipriano, Newport News
Commissioner Bullock, Newport News
Alt Commissioner Jackson, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Commissioner Rouse, Virginia Beach

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Debbie Ball, Director of Finance
Keisha Branch, Director of the Office of Program & 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 Cavazos, Director of Marketing & Communications
Juanita Davis, Budget Analysis III
Scott Demharter, Director of Facilities
Joe Dillard, Organizational Advancement Officer
Sheri Dixon, Director of Revenue Services
Jennifer Dove, Grants and Civil Rights Coordinator
Angela Glass, Director of Budget & Financial Analysis
William Harrell, President and CEO
Danielle Hill, HR Compliance Manager

Tom Holden, Media Relations Specialist
Ashley Johnson, Capital Improvement Analyst III
Keith Johnson, Paratransit Services Contract Administrator
Larry Kirk, Assistant Director of Finance
Sonya Luther, Director of Procurement
Tracy Moore, Director of Training
Shanti Mullen, Manager of Internal Audit
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Contract and Project Administrator
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Jim Price, Chief Transit Operations Officer
Luis Ramos, Sr. Executive Administrator/Commission Secretary
Ty Reynolds, Human Resources Manager
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Deputy Chief of Transit Operations
Brian Smith, Deputy Chief Executive Officer
Michele Trader, Records Management Administrator
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement
Nikki Walker, Auditor I
James Wall, Director of Maintenance
Kim Wolcott, Chief of Human Resources

Others in attendance via phone:

Paul Atkinson, Chair of Paratransit Advisory Committee
Alt Commissioner Brian DeProfio, Hampton
Troy Eisenberger, City of Chesapeake
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, VDRPT
Mark Geduldig-Yatrofsky, ATLANTISUR.US
Angela Hopkins, Newport News
Alt. Commissioner Amy Inman, Norfolk
Denise Johnson, Chair, Transit Riders Advisory Committee
Ron Jordan, Advantus Strategies
Shelia McAllister, City of Newport News
Craig Mytelka, Williams Mullen
Alt. Commissioner Sharon Scott, Newport News
Alt Commissioner Mark Shea, Virginia Beach
Janice Taylor, League of Women Voters
Alt. Commissioner Constantinos Velissarios, 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

Public Comments

There were no public comments.

Approval of April 22, 2021, Meeting Minutes

A motion to approve April 22, 2021, TDCHR Meeting was made by Commissioner Bullock and properly seconded by Vice-Chair McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Sorey, DeBruhl, Kanoyton, Bullock, Cipriano, Jackson, and Rouse.

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell shared HRT's vision of becoming a progressive mobility agency that promotes prosperity across Hampton Roads through collaboration and teamwork.

Mr. Harrell called on Ms. Kim Wolcott to provide a staff update as it relates to COVID-19.

Dr. Brian Smith provided an update on the Vaccination Access Transportation Program which included free transit passes and free-of-charge paratransit trips to and from vaccination appointments and will end June 30th.

Mr. Harrell stated that HRT has been awarded the 2021 Coastal Virginia Community Award by the American Red Cross.

Mr. Harrell stated that HRT held a ribbon cutting at the Harbor Park Ferry Dock and shared a number of improvements that have been made to the docks.

Mr. Harrell reported on the status of the Service Reliability Plan that started on May 9th and provided an update on the application for Regional Transit Funds and Memorandum of Understanding with HRTAC.

A Federal funding update was also given and it was stated that HRT is maintaining the strategy approved by the Commission to ensure ongoing viability of operations including the offset of reduced farebox revenue and being in position to support economic and ridership recovery and growth.

Audit & Budget Review/Management and Financial Advisory Committee Combined

Commissioner Gray stated that the committee met this past Monday and called on Mr. Conner Burns to present the Draft May FY2021 Budget Report.

Mr. Burns presented the Draft May 2021 Budget Report as included in the meeting package. Mr. Burns called on Angel Glass, Director of Budget & Financial Analysis, to review the draft FY2022 Operating Budget.

There was some discussion regarding Capital dollars that will be used.

Upon completion of the draft FY2022 Operating Budget as presented, Mr. Burns stated that it is being presented to the Board for adoption and the Audit/Budget Review Committee and MFAC previously voted to recommend it for adoption. Chairman Gray entertained a proper second for adoption by Alt. Commissioner Jackson. A roll call resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Sorey, DeBruhl, Kanoyton, Woodbury, Bullock, Jackson, and Rouse.

Nays: None

Abstain: None

There was some discussion regarding additional federal funding that will be available as a result of the American Rescue Plan.

MFAC

Alternate Commissioner, Amy Inman stated that the MFAC met earlier in the week. Commissioner Inman stated that the budget was reviewed with the committee agreed with the same as presented.

Commissioner Inman stated that HRT will receive an additional \$53m in stimulus money and the committee will be keeping an eye on that.

Commissioner Inman stated that there was also discussion regarding bus shelters and amenities policy and regional funding.

Regional funding will be discussed at the next meeting to which Mr. Kevin Page (HRTAC) would be invited.

Operations and Oversight Committee

Commissioner Fuller stated that the Operations and Oversight Committee met on Thursday, May 13th via Zoom.

Commissioner Fuller called on Mr. Robert Travers to present the below contracts for approval.

Contract No: 21-00120 – Hampton Transit Center Site Reconstruction, is being presented as a motion to approve by the Operations and Oversight Committee to award of a contract to Pembroke Construction Company, Inc. to perform Hampton Transit Center Site reconstruction in the not to exceed amount of \$1,718,196.31. Properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Sorey, DeBruhl, Kanoyton, Woodbury, Bullock, Jackson, and Ross-Hammond, and Rouse.

Nays: None

Abstain: Hunter

Contract No: 20-00116 – Mobile Data Wireless Services, is being presented as a motion to approve by the Operations and Oversight Committee to award of a contract to T-Mobile USA, Inc. to provide Mobile Data Wireless Services to HRT in the not-to exceed amount of \$360,167.04 for three (3) years. Properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Sorey, DeBruhl, Kanoyton, Woodbury, Bullock, Jackson, and Ross-Hammond, and Rouse.

Nays: None

Abstain: None

Contract No: 20-00081 Technology Staffing Services, is being presented as a motion to approve by the Operations and Oversight Committee to award of a contract to Ampcus, Inc., Computer Enterprises, Inc., Infojini, Inc., and Lumen Solutions, Inc. to provide technology staffing services to HRT. The cumulative amount of all TOs issued under these Contracts will not exceed \$750,000. Properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Fuller, Sorey, DeBruhl, Kanoyton, Woodbury, Bullock, Jackson, and Ross-Hammond, and Rouse.

Nays: None

Abstain: Hunter

Mr. Harrell mentioned that the recent Operations & Oversight committee had significant discussion about the transit centers that were being upgraded, which includes the Hampton Transit Center site along with the Newport News Transit Center site, and it was noted at that time that closer coordination with MFAC members was needed to move the projects along.

Mr. Harrell stated since that meeting he has met with Alt. Commissioner Cipriano and Ms. McCallister of Newport News regarding some of the complex issues around getting work completed at NNTC and HRT looks forward to ongoing coordination in moving the Newport News project along.

The next Operations and Oversight meeting will be held on Thursday, June 10th at 10:00 AM via Zoom.

Planning and New Starts Committee

Commissioner Ross-Hammond stated that there was no committee meeting in April and the next committee meeting will be in person on Thursday, July 22, 2021.

Smart Cities and Innovation Committee

Commissioner McClellan stated the Committee did not meet in April and no report was given. Next meeting will be June 11, 2021, via zoom.

Paratransit Advisory Sub-Committee

Mr. Paul Atkinson read his report to the Commission which is attached to the minutes for reference.

External/Legislative Advisory Committee

Commissioner Kanoyton reported on the ELAC meeting and requested that Mr. Ron Jordan give brief update on dedicated funding revenues at the next meeting. The committee also discussed working with Commissioners and staff to schedule meetings with legislators after the primaries.

There was some discussion regarding gubernatorial appointees to the Board and the expectation the appointees will be active and engaged.

Transit Ridership Advisory Sub-Committee

Ms. Denise Johnson read her report which will be attached to these meeting minutes for reference.

Old and New Business

There was no old or new business discussed.

Closed Session

There was no closed session.

Comments from Commissioners:

There were no comments from Commissioners.

Adjournment

With no further business to conduct, the meeting adjourned at 2:26 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

ATTEST:

Jimmy Gray
Chair

Luis Ramos
Commission Secretary
May 27, 2021



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting May 27, 2021

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President's Report

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

- COVID - 19 Update
- Vaccination Access Transportation Program
- HRT has been awarded a 2021 Coastal Virginia Community Hero Award by the American Red Cross

President's Report

- New Ferry dock ribbon-cutting



President's Report

- Service Reliability Plan update (May 9th Implementation)
- Application (May 20) for Regional Transit Funds and MOU update (HRTAC)
- Federal funding update (CARES / CRRSAA / American Rescue Plan)
 - Proceeding with approved strategy of maintaining viable operations during economic and ridership recovery/growth



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting May 27, 2021

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NEW STAFF COMMITTEES

An organization needs tools to reflect on its progress and shortcomings. Without them, measuring success – and setting goals – can be elusive.

To that end, I have called for the creation of three new staff committees with missions to better help us proceed toward a more inclusive and welcoming place to work. I am excited about this because I think it will make an already great place to work that much better.

The committees have various functions that will focus on ways all of us can assist with recruitment and retention of employees and facilitate ways that HRT can increase morale and decrease turnover.

As any chief executive, I want employees actively engaged in their jobs, and I want them to have opportunities that will improve their attitudes toward their work. I think it is important for all of us to feel a part of our common work environment.

Our Recruitment and Retention Committee will facilitate open communication within the agency. It will propose, plan, and coordinate new initiatives to recruit and retain HRT's workforce. Attracting and keeping top quality workers is the goal of every industry. Given the anticipated needs of the planned 757 Express and the current demand for qualified workers, an examination of our workplace culture is critical to meeting the moment.

I think that will be important to bringing in good, talented, and dedicated people and keeping them.

The second, the Diversity Committee, will help establish a supportive and welcoming workplace environment for employees of all backgrounds and demographic characteristics. Again, I think it will fit nicely with the retention and recruitment group.

I want there to be opportunity for all.

Finally, we are standing up a Recognition and Reward Committee to facilitate open communication regarding ways we recognize and reward employees. The goal is to increase employee morale and decrease turnover.

Its goals are to recognize and promote behaviors that support individuals, groups, and departments, assist in creating a culture of mutual respect, reward, and recognition for employees at all levels.

I expect the committees to make recommendations and once they do, we will know what our next steps will be. These are exciting times at HRT. Change is taking place almost daily.

Thank you for your hard work and dedication. Our best days lie ahead.

Sincerely,



William E. Harrell

President and CEO

Hampton Roads Transit



Web Site Analytics

Gohrt.com • May 2020 & May 2021

GOHRT.COM - May 2020

OVERVIEW

Sessions	83,983
Users	125,245
Pageviews	198,576

DEVICE USAGE:

mobile	83.63%
desktop	15.33%
tablet	1.04%

TRAFFIC SOURCE PER SESSION

Organic Search	74.11%
Direct	21.97%
Referral	2.66%
Email	0.25%
(Other)	0.74%
Social	0.05%
Display	0.22%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.697%
/routes/norfolk/index.html	7.452%
/route/20/index.html	5.676%
/routes/newport-news/index.html	3.904%
/routes/virginia-beach/index.html	3.213%
/routes/index.html	2.921%
/route/1/index.html	2.905%
/route/3/index.html	2.557%
/route/21/index.html	2.444%
/route/15/index.html	2.157%

GOHRT.COM - May 2021

OVERVIEW

Sessions	114,483
Users	166,878
Pageviews	289,989

DEVICE USAGE:

mobile	86.36%
desktop	12.51%
tablet	1.13%

TRAFFIC SOURCE PER SESSION

Organic Search	75.69%
Direct	20.04%
Referral	2.73%
Email	0.02%
(Other)	1.45%
Social	0.07%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	10.674%
/routes/norfolk/index.html	6.372%
/route/20/index.html	4.791%
/routes/newport-news/index.html	4.605%
/routes/virginia-beach/index.html	3.517%
/route/1/index.html	2.890%
/routes/index.html	2.473%
/route/3/index.html	2.454%
/routes/hampton/index.html	2.257%
/routes/light-rail/index.html	2.108%



HAMPTON ROADS
TRANSIT

Draft Financial Statement

MAY 2021 FISCAL YEAR 2021 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

May 2021

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	\$ 713.7	\$ (427.4)	(37.5) %	\$ 12,552.5	\$ 7,550.5	\$ (5,002.0)	(39.8) %
Advertising Revenue	1,075.0	89.6	134.5	44.9	50.2 %	985.4	998.3	12.8	1.3 %
Other Transportation Revenue	2,331.0	194.2	193.1	(1.1)	(0.6) %	2,136.7	2,123.0	(13.7)	(0.6) %
Non-Transportation Revenue	60.0	5.0	18.3	13.3	266.1 %	55.0	263.1	208.1	378.3 %
Total Operating Revenue	17,159.6	1,430.0	1,059.6	(370.3)	(25.9) %	15,729.7	10,934.9	(4,794.8)	(30.5) %
Non-Operating Revenue									
Federal Funding (5307/5337)	19,725.8	1,643.8	-	(1,643.8)	(100.0) %	18,082.0	258.2	(17,823.8)	(98.6) %
Federal Funding -CARES Act			1,343.8	1,343.8			16,801.2	16,801.2	
State Funding	19,969.8	1,664.2	1,827.7	163.6	9.8 %	18,305.7	19,070.8	765.1	4.2 %
Local Funding	44,696.1	3,724.7	3,724.7	-	- %	40,971.4	40,971.4	-	- %
Total Non-Operating Revenue	84,391.7	7,032.6	6,896.2	(136.5)	(1.9) %	77,359.1	77,101.7	(257.4)	(0.3) %
TOTAL REVENUE	\$ 101,551.4	\$ 8,462.6	\$ 7,955.8	\$ (506.8)		\$ 93,088.8	\$ 88,036.5	\$ (5,052.2)	
Personnel Services	\$ 65,430.9	\$ 5,405.7	\$ 5,138.5	\$ 267.1	4.9 %	\$ 59,684.7	\$ 57,914.4	\$ 1,770.3	3.0 %
Contract Services	10,504.6	856.9	697.0	159.9	18.7 %	9,969.4	7,903.0	2,066.3	20.7 %
Materials & Supplies	5,062.0	424.4	597.4	(173.1)	(40.8) %	4,584.4	5,463.0	(878.6)	(19.2) %
Gas & Diesel	4,350.8	362.6	302.6	59.9	16.5 %	3,988.3	3,834.3	154.0	3.9 %
Contractor's Fuel Usage	748.0	62.3	48.3	14.0	22.4 %	685.7	585.4	100.3	14.6 %
Utilities	1,297.5	108.1	87.3	20.8	19.3 %	1,189.4	1,011.6	177.8	14.9 %
Casualties & Liabilities	3,661.9	305.2	320.7	(15.6)	(5.1) %	3,356.7	3,826.0	(469.2)	(14.0) %
Purchased Transportation	8,873.7	739.5	616.5	123.0	16.6 %	8,038.6	6,251.5	1,787.1	22.2 %
Other Miscellaneous Expenses	1,622.1	198.1	126.7	71.4	36.0 %	1,591.7	1,122.4	469.3	29.5 %
TOTAL EXPENSE	\$ 101,551.4	\$ 8,462.6	\$ 7,935.1	\$ 527.5		\$ 93,088.8	\$ 87,911.5	\$ 5,177.3	
SURPLUS (DEFICIT)			\$ 20.6				\$ 125.1		



HAMPTON ROADS TRANSIT

Draft Financial Statement

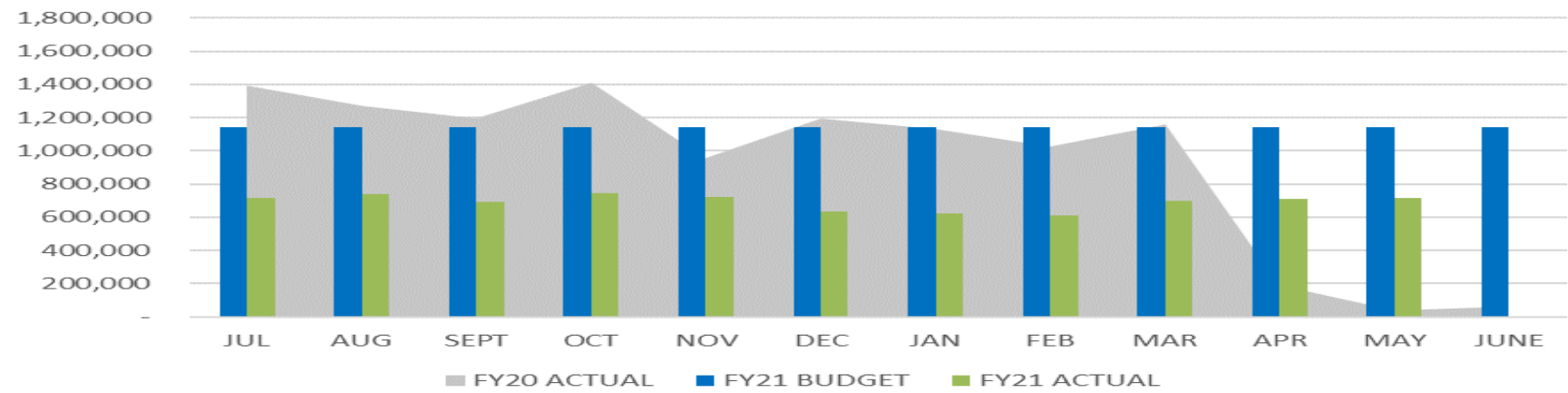
Non-Operating COVID Revenue and Expenses

May 2021

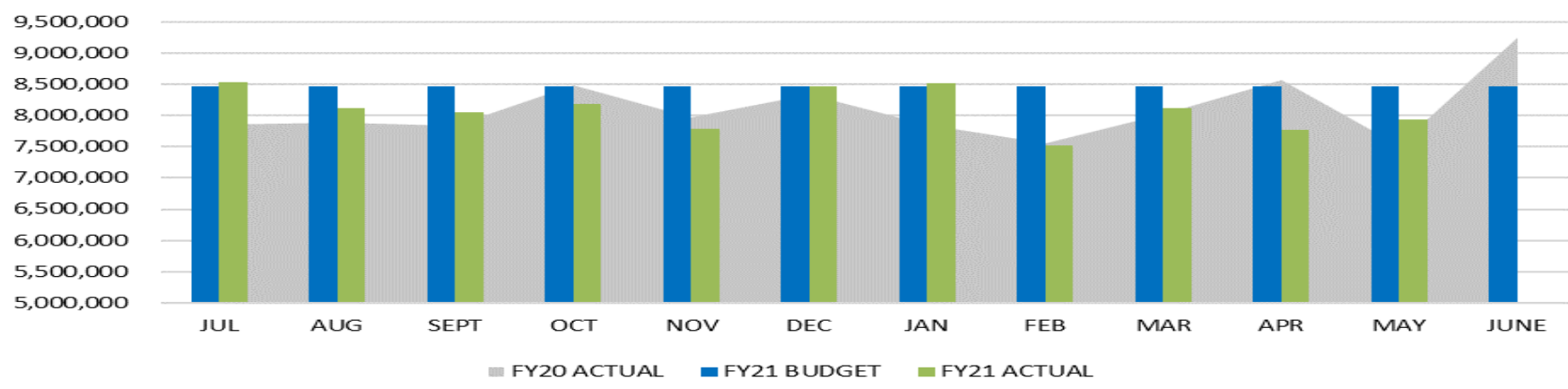
Dollars in Thousands

	Month to Date	Year to Date
Federal Funding - CARES Act	\$ 380.9	\$ 6,029.3
Total Non-Operating Revenue	\$ 380.9	\$ 6,029.3
Personnel Services	\$ 327.3	\$ 4,202.6
Contract Services	53.6	1,222.2
Materials & Supplies	-	448.4
Other Miscellaneous Expenses	-	156.2
Total Non-Operating Expense	\$ 380.9	\$ 6,029.3
SURPLUS (DEFICIT)	\$ 0.0	\$ 0.0

Farebox Revenue



Total Expenses



LOCALITY CROSSWALK

May 2021

FISCAL YEAR 2021 (Dollars in Thousands)	YEAR-TO-DATE				
	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 12,552.6	\$ 7,084.4	\$ 466.1	\$ 7,550.5	\$ (5,002.1)
Advertising Revenue	\$ 985.4	\$ 927.1	\$ 71.2	\$ 998.3	\$ 12.9
Other Transportation Revenue	\$ 2,136.7	\$ -	\$ 2,123.1	\$ 2,123.1	\$ (13.6)
Non-Transportation Revenue	\$ 55.0	\$ 101.5	\$ 161.6	\$ 263.1	\$ 208.1
Federal Funding (5307/5337)	\$ 16,702.1	\$ 258.2	\$ -	\$ 258.2	\$ (16,443.9)
Federal Funding-CARES Act	\$ -	\$ 14,742.3	\$ 2,058.9	\$ 16,801.2	\$ 16,801.2
Project Salary Reimbursement	\$ 1,379.9	\$ -	\$ -	\$ -	\$ (1,379.9)
State Funding	\$ 18,305.7	\$ 18,117.3	\$ 953.5	\$ 19,070.8	\$ 765.1
Local Funding ¹	\$ 40,971.4	\$ 40,971.4	\$ -	\$ 40,971.4	\$ -
TOTAL REVENUE:	\$ 93,088.8	\$ 82,202.2	\$ 5,834.4	\$ 88,036.6	\$ (5,052.2)
EXPENSE					
Personnel Services	\$ 59,684.7	\$ 54,153.2	\$ 3,761.2	\$ 57,914.4	\$ 1,770.3
Services	\$ 9,969.4	\$ 7,389.8	\$ 513.2	\$ 7,903.0	\$ 2,066.4
Materials & Supplies	\$ 9,258.3	\$ 9,240.8	\$ 641.8	\$ 9,882.6	\$ (624.3)
Utilities	\$ 1,189.4	\$ 945.9	\$ 65.7	\$ 1,011.6	\$ 177.8
Casualties & Liabilities	\$ 3,356.7	\$ 3,577.5	\$ 248.5	\$ 3,826.0	\$ (469.3)
Purchased Transportation	\$ 8,038.6	\$ 5,845.5	\$ 406.0	\$ 6,251.5	\$ 1,787.1
Other Miscellaneous Expenses	\$ 1,591.7	\$ 1,049.5	\$ 72.9	\$ 1,122.4	\$ 469.3
TOTAL EXPENSES:	\$ 93,088.8	\$ 82,202.2	\$ 5,709.3	\$ 87,911.5	\$ 5,177.3
BUDGET STATUS TO DATE²:	\$ -	\$ -	\$ 125.1	\$ 125.1	\$ 125.1

1. Local Funding includes carry forward recordation offset of \$2.9M

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	\$ 38,071.0	\$ 38,071.0	\$ -
Locality Operating Share-Recordation Offset	\$ 3,164.1	\$ 2,900.4	\$ 2,900.4	\$ -
Plus: Local Farebox	\$ 12,777.5	\$ 11,712.7	\$ 7,084.4	\$ (4,628.3)
Locality Share - Sub-Total:	\$ 57,473.6	\$ 52,684.1	\$ 48,055.8	\$ (4,628.3)
Plus: Federal Aid ¹	\$ 16,413.4	\$ 15,045.6	\$ 15,000.5	\$ (45.1)
State Aid	\$ 18,677.6	\$ 17,121.1	\$ 18,117.3	\$ 996.2
Total Revenue Contribution:	\$ 92,564.6	\$ 84,850.8	\$ 81,173.6	\$ (3,677.2)
Operating Expenses:	\$ 92,564.6	\$ 84,850.8	\$ 81,173.6	\$ (3,677.2)
Locality Budget Status to Date:	\$ -			
KPI				
Farebox Recovery:	13.8%		8.7%	
Farebox % of Budgeted Expense:			8.3%	

1. Actuals reflect Federal CARES Act Funding

LOCALITY RECONCILIATION

May 2021

FISCAL YEAR 2021 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 1,845.8	\$ 1,691.9	\$ 1,691.9	\$ -
Locality Operating Share-Recordation Offset	\$ 840.1	\$ 770.1	\$ 770.1	\$ -
Plus: Local Farebox	\$ 656.4	\$ 601.7	\$ 359.3	\$ (242.4)
Locality Share - Sub-Total:	\$ 3,342.3	\$ 3,063.7	\$ 2,821.3	\$ (242.4)
Plus: Federal Aid ¹	\$ 1,188.6	\$ 1,089.6	\$ 958.0	\$ (131.6)
State Aid	\$ 1,116.0	\$ 1,023.0	\$ 1,057.3	\$ 34.3
Total Revenue Contribution:	\$ 5,646.9	\$ 5,176.3	\$ 4,836.6	\$ (339.7)
Operating Expenses:	\$ 5,646.9	\$ 5,176.3	\$ 4,836.6	\$ (339.7)
Locality Budget Status to Date:	\$ -			
KPI				
Farebox Recovery:	11.6%		7.4%	
Farebox % of Budgeted Expense:			6.9%	

1. Actuals reflect Federal CARES Act Funding
2. No credit for Service Reliability Plan

FISCAL YEAR 2021 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,462.2	\$ 4,090.4	\$ 4,090.4	\$ -
Locality Operating Share-Recordation Offset	\$ 189.4	\$ 173.6	\$ 173.6	\$ -
Plus: Local Farebox	\$ 1,257.4	\$ 1,152.6	\$ 686.2	\$ (466.4)
Locality Share - Sub-Total:	\$ 5,909.0	\$ 5,416.6	\$ 4,950.2	\$ (466.4)
Plus: Federal Aid ¹	\$ 1,881.5	\$ 1,724.7	\$ 1,541.6	\$ (183.1)
State Aid	\$ 1,952.3	\$ 1,789.6	\$ 1,848.2	\$ 58.6
Total Revenue Contribution:	\$ 9,742.8	\$ 8,930.9	\$ 8,340.0	\$ (590.9)
Operating Expenses:	\$ 9,742.8	\$ 8,930.9	\$ 8,340.0	\$ (590.9)
Locality Budget Status to Date:	\$ -			

KPI			
Farebox Recovery:	12.9%	8.2%	
Farebox % of Budgeted Expense:		7.7%	

1. Actuals reflect Federal CARES Act Funding
2. Service Reliability Credit of \$157,991 will be displayed on the draft June financial presentation.

FISCAL YEAR 2021 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,171.1	\$ 6,573.5	\$ 6,573.5	\$ -
Locality Operating Share-Recordation Offset	\$ 199.1	\$ 182.5	\$ 182.5	\$ -
Plus: Local Farebox	\$ 2,213.9	\$ 2,029.4	\$ 1,293.2	\$ (736.2)
Locality Share - Sub-Total:	\$ 9,584.1	\$ 8,785.4	\$ 8,049.2	\$ (736.2)
Plus: Federal Aid ¹	\$ 3,080.3	\$ 2,823.6	\$ 2,808.9	\$ (14.7)
State Aid	\$ 3,202.7	\$ 2,935.8	\$ 3,121.3	\$ 185.5
Total Revenue Contribution:	\$ 15,867.1	\$ 14,544.8	\$ 13,979.4	\$ (565.4)
Operating Expenses:	\$ 15,867.1	\$ 14,544.8	\$ 13,979.4	\$ (565.4)
Locality Budget Status to Date:	\$ -			
KPI				
Farebox Recovery:	14.0%		9.3%	
Farebox % of Budgeted Expense:			8.9%	

1. Actuals reflect Federal CARES Act Funding
2. Service Reliability Credit of \$332,297 will be displayed on the draft June financial presentation.

FISCAL YEAR 2021 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,118.3	\$ 17,525.1	\$ 17,525.1	\$ -
Locality Operating Share-Recordation Offset	\$ 265.7	\$ 243.6	\$ 243.6	\$ -
Plus: Local Farebox	\$ 5,896.7	\$ 5,405.3	\$ 3,287.2	\$ (2,118.1)
Locality Share - Sub-Total:	\$ 25,280.7	\$ 23,174.0	\$ 21,055.9	\$ (2,118.1)
Plus: Federal Aid ¹	\$ 6,785.9	\$ 6,220.4	\$ 6,554.6	\$ 334.2
State Aid	\$ 8,180.4	\$ 7,498.7	\$ 8,005.4	\$ 506.7
Total Revenue Contribution:	\$ 40,247.0	\$ 36,893.1	\$ 35,615.9	\$ (1,277.2)
Operating Expenses:	\$ 40,247.0	\$ 36,893.1	\$ 35,615.9	\$ (1,277.2)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	14.7%	9.2%
Farebox % of Budgeted Expense:		8.9%

1. Actuals reflect Federal CARES Act Funding
2. Service Reliability Credit of \$326,851 will be displayed on the draft June financial presentation.

FISCAL YEAR 2021 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,703.8	\$ 2,478.5	\$ 2,478.5	\$ -
Locality Operating Share-Recordation Offset	\$ 132.9	\$ 121.8	\$ 121.8	\$ -
Plus: Local Farebox	\$ 781.5	\$ 716.4	\$ 465.5	\$ (250.9)
Locality Share - Sub-Total:	\$ 3,618.2	\$ 3,316.7	\$ 3,065.8	\$ (250.9)
Plus: Federal Aid ¹	\$ 1,359.6	\$ 1,246.3	\$ 1,250.0	\$ 3.7
State Aid	\$ 1,230.7	\$ 1,128.1	\$ 1,213.8	\$ 85.7
Total Revenue Contribution:	\$ 6,208.5	\$ 5,691.1	\$ 5,529.6	\$ (161.5)
Operating Expenses:	\$ 6,208.5	\$ 5,691.1	\$ 5,529.6	\$ (161.5)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	12.6%	8.4%
Farebox % of Budgeted Expense:		8.2%

1. Actuals reflect Federal CARES Act Funding
2. Service Reliability Credit of \$24,932 will be displayed on the draft June financial presentation.

FISCAL YEAR 2021 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 6,230.8	\$ 5,711.6	\$ 5,711.6	\$ -
Locality Operating Share-Recordation Offset	\$ 1,536.9	\$ 1,408.8	\$ 1,408.8	\$ -
Plus: Local Farebox	\$ 1,971.6	\$ 1,807.3	\$ 993.0	\$ (814.3)
Locality Share - Sub-Total:	\$ 9,739.3	\$ 8,927.7	\$ 8,113.4	\$ (814.3)
Plus: Federal Aid ¹	\$ 2,117.5	\$ 1,941.0	\$ 1,887.4	\$ (53.6)
State Aid	\$ 2,995.5	\$ 2,745.9	\$ 2,871.3	\$ 125.4
Total Revenue Contribution:	\$ 14,852.3	\$ 13,614.6	\$ 12,872.1	\$ (742.5)
Operating Expenses:	\$ 14,852.3	\$ 13,614.6	\$ 12,872.1	\$ (742.5)
Locality Budget Status to Date:	\$ -			
KPI				
Farebox Recovery:	13.3%		7.7%	
Farebox % of Budgeted Expense:			7.3%	

1. Actuals reflect Federal CARES Act Funding
2. Service Reliability Credit of \$53,934 will be displayed on the draft June financial presentation.

Contract No:	20-00104	Title:	Human Resource Management System Software Consultant Services	Price: Term:	\$198,575 1 year
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Acquisition Description: Enter into a contract with a qualified Consultant to provide Human Resource Management System software Consultant services.

Background: HRT has a requirement to identify an innovative and effective solution for meeting its current and future HRMS information software system needs. It is critical that the new HRMS software system be flexible enough to adapt to new informational needs and workflow processes.

HRT is seeking an HRMS software Consultant with experience in HRMS software system selection to assess its current HRMS business processes and systems; and prepare a comprehensive needs assessment and action plan. The Consultant shall also assist HRT staff in preparing a comprehensive Scope of Work for inclusion in a Request for Proposals document to procure an HRMS software system solution, provide technical advice during the evaluation process, and to assist in contract negotiations with select Contractors.

Contract Approach: A Request for Proposals (RFP) was issued on October 30, 2020. Eleven (11) proposals were received on January 22, 2021 from the following firms:

- Berry, Dunn, McNeil & Parker, LLC (BerryDunn)
- D-Engine, LLC
- Guidehouse, Inc. (Guidehouse)
- HRchitect, Inc.
- iLynx, Inc. (iLynx)
- Marathon Consulting, LLC (Marathon)
- Plante & Moran, PLLC (Plante Moran)
- Talent Acquisition Concepts, LLC
- The Business and Technology Resource Group
- The LDM Group, LLC
- Ultimate Innovations USA, Corp.

Upon review and evaluation of the technical proposals, five (5) firms were rated best to meet the Scope of Work (SOW) requirements. The five (5) firms, BerryDunn, Guidehouse, iLynx, Marathon, and Plante Moran were invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of Technical Presentations, BerryDunn, Guidehouse, and Plante Moran were deemed most qualified to meet the SOW requirements and were invited for further discussions and negotiations. In response to the RFP, proposers were required to provide an estimated number of hours to complete the six (6) required tasks outlined in the SOW, as well as fully loaded hourly rates for the required tasks. Negotiations were held to establish a consensus on the estimated hours

Contract No:	20-00104	Title:	Human Resource Management System Software Consultant Services	Price: Term:	\$198,575 1 year
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required for each task for each proposer and to achieve the most competitive pricing. 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 Plante Moran provided the best value to HRT based on a combination of technical capability and price. Plante Moran's proposed rates were 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 confirmed that they are technically and financially capable to provide the services.

Plante Moran is headquartered in Southfield, MI and has provided similar services to Valley Metro in Phoenix, AZ; Central Ohio Transit Authority in Columbus, OH; and the City of St. Louis in St. Louis, MO. Plante Moran has also provided similar services to HRT satisfactorily.

The period of performance for this contract is one (1) year.

No DBE Goal was assigned for this solicitation.

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

Project Manager: Glenda Dixon, Director of ERP Services

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Plante & Moran, PLLC to provide Human Resource Management System Software Consultant Services to HRT in the not-to-exceed amount of \$198,575 over a one-year period.

Contract No:	20-00104	Title:	Human Resource Management System Software Consultant Services	Price: Term:	\$198,575 1 year
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SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
The LDM Group, LLC	\$84,648	N/A
HRchitect, Inc.	\$112,000	N/A
Talent Acquisition Concepts, LLC	\$132,000	N/A
Marathon Consulting, LLC	\$156,735	N/A
The Business and Technology Resource Group	\$158,400	N/A
D-Engine, LLC	\$164,000	N/A
Berry, Dunn, McNeil & Parker, LLC	\$167,459	\$141,759
Plante & Moran, PLLC	\$238,525	\$198,575
Guidehouse, Inc.	\$349,264	\$299,238
iLynx, Inc.	\$835,300	N/A
Ultimate Innovations USA Corp.	\$1,218,448	N/A

Contract No:	21-00126	Title:	Heating, Ventilation, Air Conditioning, Refrigeration, and Plumbing Maintenance Services (Renewal)	Base Year Price: Total Option Price:	\$125,328 \$502,255 w/4-1 yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide Preventative Maintenance (PM) and repair services for Hampton Roads Transit's (HRT's) heating, ventilation, air conditioning, refrigeration (HVAC/R), and plumbing equipment.

Background: HRT owns or occupies twenty-eight (28) facilities located throughout the region and recognizes that an adequate HVAC/R and plumbing operation, maintained in a state of good repair, is essential to the equipment safety and comfort of its patrons and employees alike. Under the terms of this agreement, the successful Contractor shall provide PM and repair services for HRT's HVAC/R and plumbing equipment. The Contractor shall also provide repair work outside of the PM program on an on-call basis.

Contract Approach: An Invitation for Bids was issued on April 14, 2021. Three (3) bids were received on May 18, 2021 from the following firms:

- Colonial Webb Contractors Company
- JRC Mechanical, LLC
- Warwick Mechanical Group (Warwick)

After an evaluation of the bids received, HRT staff determined that Warwick was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award.

Warwick's bid price, in the amount of \$627,583, which includes a \$100,000 per year allowance for emergencies and unplanned maintenance, is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Warwick is technically and financially capable to perform the work.

Warwick is located in Newport News, VA and provides similar services for Hampton Roads Sanitation District; NATO Supreme Allied Command in Norfolk, VA; and Hampton City Public Schools. Warwick also currently provides these services for HRT satisfactorily.

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

A DBE goal of 3% was established for this solicitation and Warwick has committed to 3% DBE participation.

Contract No:	21-00137	Title:	Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts Services (Renewal)	Base Year Price: Total Option Price:	\$34,875 \$139,500 w/4-1 yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide new safety shoes, high visibility jackets and high visibility t-shirts to Hampton Roads Transit (HRT) employees.

Background: HRT currently has a requirement to provide new safety shoes, high visibility jackets, and high visibility short sleeve t-shirts for approximately 155 bus and light rail employees, on an as needed basis. Each eligible employee is provided an annual voucher allowance in the amount of \$225.00 to purchase the aforementioned items. Under the terms of this agreement, the Contractor shall visit HRT's facilities to physically measure individual personnel and to deliver ordered items in accordance with a predetermined schedule. The Contractor shall also maintain updated records of each employee's orders to ensure that HRT is not charged for amounts in excess of employees' annual voucher allowances; and provide an option that allows employees to place orders electronically online.

Contract Approach: An Invitation for Bids was issued on April 20, 2021. One (1) bid was received on May 25, 2021 from Virginia Shoe Clinic, LLC (VSC). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a bid due to not being able to provide all required items and/or not being able to physically service the required HRT locations. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Bidders were required to provide unit prices for a list of various safety shoes, high visibility jackets, and high visibility t-shirts. After an evaluation of the bids received, HRT staff determined that VSC was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

VSC's unit prices are deemed fair and reasonable based on a price analysis performed utilizing historical data and the independent cost estimate. A contractor responsibility review confirmed that VSC is technically and financially capable to perform the work.

VSC is located in Tappahannock, VA and provides similar services for SeaWorld Parks and Entertainment in Williamsburg, VA, and the County of Essex. VSC also currently provides 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.

Contract No:	21-00137	Title:	Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts Services (Renewal)	Base Year Price: Total Option Price:	\$34,875 \$139,500 w/4-1 yr. options
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Cost/Funding: This Contract will be funded with Operating Funds.

Project Manager: Donald Shea, Warranty Administrator

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a renewal contract to Virginia Shoe Clinic, LLC for the provision of safety shoes, high visibility jackets, and high visibility t-shirts to HRT employees in the not-to-exceed amount of \$174,375 over a five-year period.

Contract No:	19-00055, Modification No. 1	Title:	TRAFFIX General Communications and Marketing Consultant Services	Price: Term:	\$900,000 2 years
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Acquisition Description: Award a contract modification to increase the TRAFFIX General Communications and Marketing Consultant Services contract value by \$900,000 to provide the services for an additional two (2) years.

Background: On June 25, 2018, the Commonwealth of Virginia awarded Contract No. 505-18-CC0013 (State Contract) to Siddall Communications, Inc. (Siddall) to provide general communications and marketing consultant services during a period of three (3) years. In January 2020, the Commission approved the use of the existing State Contract to provide Hampton Roads Transit's (HRT's) TRAFFIX Department (TRAFFIX) with general communications and marketing consultant services in the not-to-exceed amount of \$900,000 over eighteen (18) months.

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. HRT utilizes the Siddall contract to assist TRAFFIX with marketing and advertising planning; media buys; and concept development and production.

This Modification 1 will provide additional funding on the Contract for an additional two (2) years in order to continue to tell the TRAFFIX story in the Hampton Roads area, increase commuter participation in the TRAFFIX program, and build employer partnerships by creating and implementing transit demand management plans.

Contract Approach: The original State Contract was competitively procured with a number of hourly labor rates for various positions, including, but not limited to Art Director, Production Director, Media Planner/Buyer and Creative Director. The estimated Modification 1 amount of \$900,000 is based on current costs incurred by TRAFFIX for the services.

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

Project Manager: Emily Cass, TRAFFIX Program Manager

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a modification to increase the TRAFFIX General Communication and Marketing Consulting contract by \$900,000 to a not-to-exceed amount of \$1,800,000.

Contract No:	21-00128	Title:	Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)	Price Term:	\$5,975,500 2 yr. w/4 1-yr. Options
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Acquisition Description: Enter into a sole source contract renewal with Genfare, a Division of SPX Corporation (Genfare) to provide support for Hampton Roads Transit's (HRT's) fare collection systems, including ticket vending machines (TVMs), fareboxes, vaults, hardware, repairs, spare and replacement parts, installations, upgrades, and maintenance support services on a Task Order (TO) basis.

Background: All TVMs and Fareboxes currently owned and utilized by HRT are manufactured by Genfare, which holds the proprietary rights to the equipment and software involved. Under the terms of this agreement, Genfare shall provide fareboxes, TVMs, vaults and probe solutions, hardware and firmware support, and hardware installation, maintenance, and support for current and future systems.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive 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 source.

A solicitation was issued on March 10, 2021 and Genfare provided a responsive proposal on March 25, 2021 which included unit pricing for equipment and services specified in the Price Schedule. In order to obtain more favorable pricing, a decision was made to conduct negotiations with Genfare. Negotiations focused on reducing the proposed unit prices. Upon completion of negotiations, a Best and Final Offer was requested.

As a result of the negotiations, Genfare offered an overall average item price reduction of approximately 5%. Based on the results of the negotiations and a price analysis performed utilizing the independent cost estimate and historical data, Genfare's pricing is deemed fair and reasonable. Additionally, Genfare certified that the unit prices offered are in line with pricing offered to other customers with similar requirements. A contractor responsibility review confirmed that Genfare is both technically and financially capable to provide the services described in the Scope of Work.

Genfare is located in Elk Grove Village, IL and is providing these services for HRT satisfactorily.

The period of performance for this Contract is two (2) base years with four (4) additional one (1) year options.

No DBE goal is assigned for this solicitation.

Contract No:	21-00128	Title:	Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)	Price Term:	\$5,975,500 2 yr. w/4 1-yr. Options
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Cost/Funding: This Contract will be funded with Operating and Grant (type of grant will vary) funds.

Project Manager: Steven Florian, Fare Technology Operations Administrator

Contracting Officer: Theresa Petrowicz, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source Contract to Genfare to provide Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software and Hardware, and Maintenance Support. The cumulative amount of all Task Orders issued under this Contract will not exceed \$5,975,500.00 over the six-year period.

Contract No:	21-00139	Title:	Vehicle Miles Reduced Tracker System (Renewal)	Base Year Price: Four Option Years' Price:	\$25,312 \$105,516
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Acquisition Description: Enter into a sole source renewal contract with CelWell Services, LLC (CelWell) to provide Vehicle Miles Reduced (VMR) Tracker software and support services.

Background: Hampton Roads Transit (HRT) utilizes the VMR Tracker system to support its TRAFFIX program. The VMR Tracker system was developed by CelWell exclusively for Transportation Demand Management (TDM), Metropolitan Planning Organizations (MPO), Transit Organizations, and Outreach Teams. CelWell maintains all copyright privileges and is the exclusive distributor for the product. The system facilitates management of the TRAFFIX outreach programs, as well as collection of information and data on employers and their commuter programs. The system also supports the required monthly Online Grant Administration (OLGA) reporting requirements (daily, weekly, monthly, and annually) for the TRAFFIX program. Under this agreement the Contractor shall provide training to HRT staff in the use and maintenance of the VMR Tracker System.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive 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 source.

A solicitation was issued on May 18, 2021 and CelWell provided a responsive proposal on May 21, 2021, in the total amount of \$130,828 for a period of five (5) years. In an effort to obtain more favorable pricing, a decision was made to conduct negotiations with CelWell. Negotiations focused on reducing the monthly price for the various support services. At the end of negotiations, a Best and Final Offer was requested.

CelWell did not offer any concession as a result of the negotiations, and a price analysis performed utilizing historical data revealed an average increase of approximately 1.9% over the expiring contract pricing. Based on the results of the price analysis performed, CelWell's proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that CelWell is both technically and financially capable to provide the services.

CelWell is headquartered in Milton, GA and has provided similar services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.

Contract No:	21-00139	Title:	Vehicle Miles Reduced Tracker System (Renewal)	Base Year Price: Four Option Years' Price:	\$25,312 \$105,516
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Cost/Funding: This contract will be funded with TRAFFIX grant funds.

Project Manager: Emily Cass, TRAFFIX Program Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to CelWell Services, LLC to provide VMR Tracker software and support services in the not-to-exceed amount of \$130,828 over five (5) years.

TDCHR PAC Full Board Report

May 27, 2021

Virtual Meeting

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

Since my last report I have heard from the ridership regarding several service quality issues, including, on-time performance, vehicle signage, excessive phone hold times, and unexpected changes to pick-up window times.

As pandemic restrictions ease and cities reopen, paratransit demand increases. Vehicle passenger capacities have been increased to accommodate more riders and cabs or TNCs have been contracted to provide trips but there have been service issues related to driver shortages. At our next meeting, the Paratransit Advisory Committee is looking forward to an update on the hiring effort already underway.

It was brought to my attention that about six months ago I inadvertently omitted mention of the "Free Ride to the Polls" campaign which was a joint effort between our outreach subcommittee, Chaired by Janice Taylor, and the League of Women Voters - South Hampton Roads Chapter. I would like to thank HRT, fellow PAC members, and all other partners who make these important programs possible for the betterment of our community.

Lastly, I would once again like to commend HRT for providing rides to vaccination clinics. From the inception of the program on April 12th through the end of that month, Paratransit provided 191 trips for vaccines, an average of 10 per day. In the month of May, as of the start of this week, paratransit provided 129 trips under the program, an average of 5.6 trips per day. This effort is an important resource for those with transportation barriers as well as an important component to overcoming the pandemic-related challenges we collectively face. Thank you all for this service to our community.

Our next Paratransit Advisory Committee meeting, at which elections will be held, is scheduled for Wednesday, June 9th 2021.

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