



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 25, 2021 • 1:00 p.m. via Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, March 25, 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, March 25, 2021 • 1:00 p.m. Via Zoom

1. Call to Order & Roll Call
2. Public Comments
3. Approval of February 25, 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
 - February 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: 16 – 72041 Modification No. 6 – Custodial Services**
Recommending Commission Approval: Award of a contract modification to increase the Custodial Services contract by \$260,000, to a not-to-exceed amount of \$2,264,688.70.

- **Contract No: 20 – 00112 HRT' s Lobby – Customer Service Entrance**

Recommending Commission Approval: Award of a contract to award of a contract to Conrad Brothers of VA, Inc. for the installation of an office enclosure for the customer service area in the first-floor lobby of HRT's Southside Administrative facility in the not-to-exceed amount of \$126,334.

- 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
 - Resolution 01 – 2021 Approving the Transit Strategic Plan Annual Update
(FY2022-2031)
 - 7. Comments by Commission Members
 - 8. Closed Session (as necessary)
 - 9. Adjournment

**The next meeting will be held on Thursday, April 22, 2021 at
1:00 p.m., location to be determined.**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, February 25, 2021 • 1:00 p.m. via Zoom Meeting

Call to Order.

A quorum was attained, and Chairman Gray called the meeting to order at 1:03 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 Hamel, Chesapeake
Commissioner Pittard, VDRPT
Commissioner Kanoyton, Hampton
Commissioner Woodbury, Newport News
Commissioner Bullock, Newport News
Alt Commissioner Jackson, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Alt Commissioner Shea, 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 Cavazos, Director of Marketing & Communications
Rodney Davis, Director of Customer Relations
Juanita Davis, Budget Analysis III
Joe Dillard, Organizational Advancement Officer
Sheri Dixon, Director of Treasury
Jennifer Dove, Grants and Civil Rights Coordinator
Bobby Edwards, Sr. Manager Bus Transportation
Angela Glass, Director of Budget
Erin Glenn, Director of ETS
Brenda Green, Executive Administrative Assistant

William Harrell, President and CEO
Danielle Hill, HR Compliance Manager
Ron Hodges, Director of Business Development
Tom Holden, Media Relations Specialist
Ashley Johnson, Capital Improvement Analyst III
Keith Johnson, Paratransit Services Contract Administrator
Shane Kelly, Security Specialist.
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
John Powell, Telecommunications Specialist
Michele Trader, Records Management Administrator
John Powell, Telecommunications Specialist
Jim Price, Chief of Transit Operations
Michael Price, Chief Information Officer/CTO
Luis Ramos, Sr. Executive Administrator/Commission Secretary
Ty Reynolds, Human Resources Manager
Amanda Sawyer-Malone, President ATU – Local 1177
Dawn Sciortino, Chief Safety Officer
Benjamin Simms, Deputy Chief of Transit Operations
Brian Smith, Deputy Chief Executive Officer
Sam Sink, Director of Transit Development
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
Adrienne Bowers, WTKR
Judith Brown, League of Women's Voters
Lora Byala, Foursquares ITP
Rob Case, HRTPO
Alt. Commissioner Cipriano, Newport News
Alt Commissioner Brian DeProffio, Hampton
Joshua Diamond, Foursquares ITP
Cole Fisher, Virginia Beach
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, VDRPT
Mark Geduldig-Yatrofsky, ATLANTISUR.US
Elyssa Gensib, WSP
Angela Hopkins, Newport News
Alt. Commissioner Amy Inman, Norfolk
Alt. Commissioner Carl Jackson, Portsmouth
Denise Johnson, Chair, Transit Riders Advisory Committee

Ron Jordan, Advantus Strategies

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

The Agenda was revised to allow the closed session to be first due to other obligations that several Commissioners had to attend.

Public Comments

There were no public comments.

Approval of January 28, 2021 Meeting Minutes

A motion to approve January 28, 2021 TDCHR Meeting was made by Commissioner Ross-Hammond and properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Jackson, Ross-Hammond, and Shea

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell called on Ms. Kim Wolcott to provide an update on staffing and the COVID-19 pandemic. Ms. Wolcott stated that the vaccine is being distributed to employees. The statistics for staff re: COVID virus was shared.

There was discussion regarding vaccinations for staff.

There was discussion regarding the mask mandate and the implementation of same.

Mr. Harrell provided an update on ongoing outreach and communications to include:

- 757 Express Executive Corner-guest Jim Spore, President/CEO, ReInvent Hampton Roads (Feb.3)
- Hampton City Council presentation (Feb. 10)

- Virginia Beach City Council presentation (Feb. 16)
- Diversity, Equity, and Inclusion webinar-hosted by Hampton Roads Chamber of Commerce (Feb. 17).

Mr. Harrell provided an update on the calendar of upcoming key items as included in the meeting package.

Staff presented the Key Performance Indicators (KPI's) as enclosed in these minutes.

Staff access to vaccinations and coordination with health departments was discussed. Challenges with getting vaccinations in Hampton were shared and Commissioner Kanoyton offered to take the issues on and will communicate back to HRT.

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 January FY2021 Budget Report. Mr. Burns called on Ms. Angela Glass to present the FY2022 Preliminary Operating Budget as included in the meeting package.

There was some discussion regarding the adoption of the needed resolution regarding the budget. The target date is between mid-April to the beginning of May.

MFAC

Alternate Commissioner and MFAC Chairwoman, Amy Inman stated that the MFAC met earlier in the week and reviewed the January budget and preliminary FY22 budget.

There was a resolution discussion and there are no current concerns regarding language from the committee. The committee received an update on the 10-Year Strategic Plan, Capital and State of Good Repair.

Operations and Oversight Committee

Commissioner Hamel stated that the Operations and Oversight Committee met on Thursday, February 11th via Zoom. Ms. Mullen provided an update on the Paratransit Audit that she is conducting and will present the findings at the March meeting. The committee did go into a closed session to discuss general legal advice matters. In addition to the 2 contracts that Ms. Luther is about to present, there were 3 task orders presented, for informational purposes only, that are related to HRT's Architectural and Engineering Services contract. The task orders are for the Regional Transit System bus stop amenities, a new Southside bus operation facility, and the Net Center replacement project. Mr. Hamel stated that the next Operations and Oversight Committee meeting would be held on March 11th.

Commissioner Hamel called on Ms. Sonya Luther to present the contracts for approval.

Contract No: 21-00127, Procurement of Regional Transit Service Buses was recommended for Commission approval to award of a contract to Gillig to procure five (5) heavy duty 40' low floor suburban diesel buses and nineteen (19) heavy duty 40' low floor buses in the total amount of \$12,779,080.

Contract No: 20-00099, Third Party Administrator for HRT's Drug and Alcohol Program was recommending for Commission approval to award of a contract to Taylor Made Diagnostics, Inc. to provide third party administration for HRT's Drug and Alcohol Program in the not to exceed amount of \$510,241 over the five-year period.

The Operations and Oversight Committee made the motion to approve the contracts as presented and the motion was properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Jackson, Ross-Hammond, and Shea

Nays: None.

Abstain: None.

Planning and New Starts Committee

Commissioner Ross-Hammond stated that the committee did not meet this month and no report was given. The next Planning and New Starts meeting will be March 25th at 11:00 AM.

External/Legislative Advisory Committee

Commissioner Kanoyton stated that the committee met earlier in the month. It was noted that Senate Bill 1126 (Spruill) will result in again adding one state elected official from Virginia Senate and one state elected official from the Virginia House of Delegates to the Transportation District Commission of Hampton Roads. This bill passed both chambers and awaits the Governor's signature. It was also noted that HRT staff has a meeting next Thursday with Senator Warner's staff to discuss federal funding and will also be working with offices of Senator Kaine and Congressman Scott. ELAC also discussed Commissioners joining in the lobbying efforts at the federal level soon.

It was noted that recent online 757 Express Executive Corner events were successful in hosting conversations with Bryan Stephens, President and CEO of the Hampton Roads Chamber of Commerce, and another event with guest Jim Spore of ReInvent Hampton Roads. Mr. Harrell will host Dr. Marcia Conston, President of Tidewater Community College, for the March live show, and future 757 Express series involving Board members are also being planned, starting in April.

Smart Cities and Innovation Committee

Commissioner McClellan stated the Committee will be meeting in March and will have quarterly meetings going forward.

Paratransit Advisory Sub-Committee

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

Transit Ridership Advisory Sub-Committee

Ms. Denise Johnson's stated that there is no report at this time.

Old and New Business

It was stated that the recommendation to adjust prices for the GoPass365 Program would be deferred for future consideration of the Commission given the current economic conditions.

Closed Session

Commissioner Fuller moved to convene into closed session to discuss legal matters in accordance with paragraph 1 of Section 2.2-3711 subsection (A) of the Code of Virginia. The motion was properly seconded by Commissioner Woodbury. A roll call resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Jackson, Ross-Hammond, and Shea

Nays: None

Abstain: None.

Mr. David Burton read a motion to return from closed session and that, to the best of each members knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act law were discussed in the closed meeting to which this certification resolution applies, and

(ii) only such public business matters as were identified in the motion convening the closed session meeting were heard, discussed, or considered in the closed meeting just concluded.

The motion was moved by Commissioner Woodbury and properly seconded by Commissioner McClellan. A roll call vote resulted as follows:

Ayes: Commissioners Gray, McClellan, Hunter, Fuller, Hamel, Pittard, Kanoyton, Woodbury, Jackson, Ross-Hammond, and Shea

Nays: None.

Abstain: None.

Comments from Commissioners:

There were no comments from Commissioners.

Adjournment

With no further business to conduct, the meeting adjourned at 2:55 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

ATTEST:

Jimmy Gray
Chair

Luis Ramos
Commission Secretary
March 25, 2021



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting January 28, 2020

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President's Report

- COVID-19 Update
- **Agency-level KPI Performance Summary** (Quarterly Reporting Schedule: January, April, July, October)

The screenshot shows the Hampton Roads Transit (HRT) Accountability Center website. The header includes a search bar, navigation links for Customer Service, Paratransit, and a 'This Week @ HRT' section. The main navigation bar lists Passengers, Agency, Business, and Employees. The hero image features a blue HRT bus with the number 3033 and bicycles parked on its rear rack, with a modern glass building in the background. The title 'Accountability Center' is overlaid on the image. Below the hero image, a brief description states: 'Hampton Roads Transit's Accountability Center provides our riders, the public, and our stakeholders with monthly data and information on the service quality and service levels of our transit agency and transit services.'

The main content area is divided into four sections:

- Performance Reporting**
 - Ridership
 - Financial
 - Customer Service
 - Service Quality
 - Safety
 - Paratransit
 - Daily Paratransit Metrics
- Annual Reports**

This section provides current and historical reports that highlight HRT's financial performance.
- Peer Comparison**
 - HRT's Performance to Similar U.S. Transit Agencies
 - Performance Diagnostic Presentation – February 2019
 - Performance Review – December 2018
- Customer Research**
 - Origin and Destination Study
 - 2019 Regional Survey
 - 2016 Short Survey
 - 2014 Regional Survey
- Report Archive**
 - Light Rail Before-And-After Study (2015)

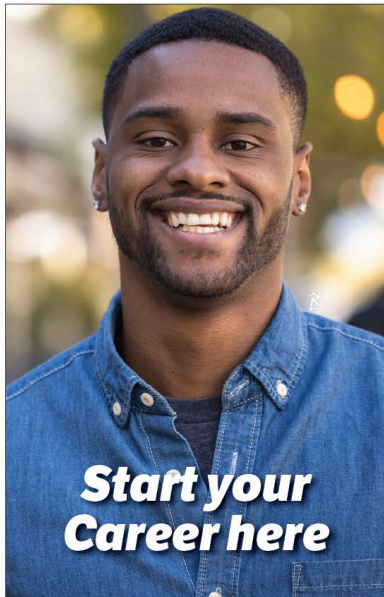
President's Report

- Ongoing outreach and communications
 - Hampton Roads Caucus Meeting (Jan. 11)
 - TRAFFIX with Telework!Va webinar (Jan. 19) hosted by Hampton Roads Chamber of Commerce
 - Affordable Housing and Public Transit (Jan. 29) virtual event hosted by Virginia Peninsula Chamber of Commerce
 - Recruitment campaign

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Calendar / Key Items

Date	Item	Task
02/14/2021	Local TSPs	Deadline for Localities to make final service changes to FY2022 Transportation Service Plans
02/17/2021	Budget	Deadline for Localities to provide questions on FY2022 Preliminary Budget to be addressed at MFAC Workshop on February 22
02/22/2021	Budget	Workshop: Review FY2022 Preliminary Budget & TSPs with Audit & Budget/MFAC
02/22/2021	Transit Strategic Plan	Workshop: Review Draft Annual Update to Transit Strategic Plan with MFAC
02/25/2021	Transit Strategic Plan	Workshop: Review Draft Annual Update to Transit Strategic Plan with Commission
02/25/2021	Budget	Review FY2022 Preliminary Budget & Local TSPs with Commission
03/25/2021	Transit Strategic Plan	Adopt Final Annual Update to Transit Strategic Plan @ Commission
05/01/2021	Budget/Local TSPs	Distribute FY2022 Final Budget & TSPs to MFAC
05/24/2021	Budget	Review FY2022 Final Budget & TSPs with MFAC/Audit & Budget
05/27/2021	Budget	Adopt FY2022 Final Budget & TSPs @ Commission



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LINK

MONTHLY

FEBRUARY 2021



Sign up for the COVID 19 Vaccine

COVID-19 vaccinations are underway for employees of HRT.

As of February 25th, approximately 60 employees had received their 1st vaccination dose. Everyone who completed HRT's sign up sheet has been pre-registered with the Commonwealth to receive a vaccination. That number is expected to grow as more vaccine becomes available.

Employees should closely monitor their email daily for a notice from the Virginia Department of Health to complete their registration. Employees who did not complete a sign up sheet with HRT and want the vaccine, can still pre-register for a vaccination by going to <https://vaccinate.virginia.gov/>.

The vaccine does not give you COVID-19. It exposes the body to material that prompts an immune response. The immune system then builds antibodies that can fight the virus. Producing immunity can take a couple of weeks. People who have been vaccinated should continue to wear a mask, stay at least six feet apart, avoid crowds,

and frequently wash their hands.

Vaccines are key to preventing diseases. Getting vaccinated will help protect you from getting COVID-19 or will help make the illness less severe. The more people who are vaccinated, the more protection there will be for everyone in the community.

What happens when someone gets the COVID-19 vaccine?

- The vaccination will be given by a healthcare professional. There are currently a few vaccines that have been approved. You will be told by the professional at your appointment which vaccine you will receive.
- The vaccination is given in the arm. For most people, the shot is painless. Some mild pain, redness, or soreness at the injection site may occur, but it does not last long.

Continued on inside →

HRT Welcomes a New Director of Maintenance

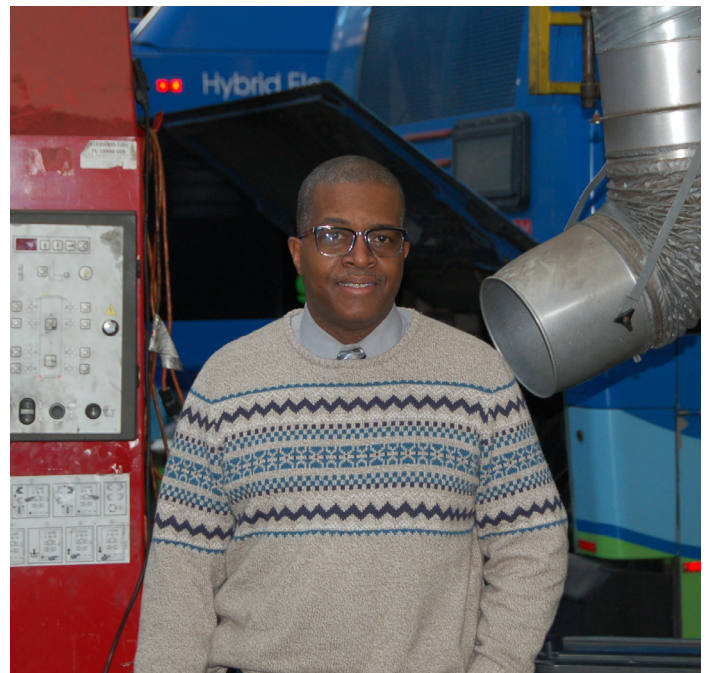
James Wall is the new director of maintenance.

With 35 years' experience in support of the transit industry, Wall joined HRT in February after previously working for HNTB on a contract maintenance team assigned to the Charlotte Area Transit System (CATS) Blue Line Extension project. That project extended the CATS Light Rail system from Downtown Charlotte North to the UNC Charlotte campus.

In that capacity he contributed to the successful implementation of all systems and components relating to traction power, train control communications, and vehicle systems for the new line which opened to revenue service last year.

He also worked as a task and scope writer for HNTB, an infrastructure firm, supporting the Washington Metropolitan Transit Authority on various capital projects developing indefinite delivery/indefinite quantity task orders for various capital projects.

Continued on inside →



Sign up for the COVID 19 Vaccine

Continued from Cover

- Most short-term side effects are mild and will go away in a couple of days.
- Side effects are a sign that your body's immune system is working to build up protection against COVID-19.

If you develop mild side effects while your body is building up protection and you're worried about them, call a healthcare provider. To let CDC know about any side effects, sign up for a free, secure smartphone tool at <https://vsafe.cdc.gov/>.

For more information regarding the COVID-19 vaccine please go to <https://www.vdh.virginia.gov/covid-19-vaccine/>.



Operator Compliments, February 2021

David Morris, 1/05/21

The driver did a good job enforcing the mask rules and emphasized that while at Chesapeake Square masks should cover the nose, too. He also encouraged riders to put down both ADA seats for social distancing.

Anna Rawls, 1/07/21

I just wanted to call and say that every time I ride with this young lady she is always so pleasant. Excellent customer service!

LaShawn Godfrey, 1/09/21

I boarded at Virginia Beach Boulevard and Witchduck Road and rode to the DNTC in Norfolk. The bus operator was sharply professional, dealing well with a few unruly passengers.

Amece Scott, 1/12/21

A male customer was waiting for the 961 at Monticello and 18th for the 12:30 p.m. outbound trip. But the driver passed him by without picking him up. The operator on the Route 1, bus 5016 and behind the 961, saw the interaction and stopped to pick the customer up. Then he called into dispatch to flag down the operator of the 961 at the next stop so that the man could get to work in Newport News. The driver of bus 5016 went above and beyond for this customer and should be recognized.

Annette Davis-Ortiz, 1/14/21

I was riding the 112 bus 2048 from Patrick Henry to NET Center. There was a call made by a belligerent passenger at around 4:55 p.m. regarding the driver. The passenger complained that the driver was rude and unprofessional. This was not true. Here is what happened.

The driver stopped to pick up a man in a wheelchair. As the wheelchaired passenger was moving up the ramp, the driver walked to the handicapped seating area, worked a couple straps for the wheelchair, and turned toward the boarding passenger. The passenger had one bill in his hand. He was trying to feed the bill into the machine. It rejected the money three times. Then, as the

driver was motioning him to come back, the angry female passenger, shouted, "You could at least help him. You're just lazy." The driver looked at the passenger and said, "We're not allowed to handle money." She secured the wheelchair. The wheelchair passenger handed her his money. Your driver never said a word. Then, the female passenger, speaking loudly said the driver is going to make another passenger miss their bus on purpose. It was constant harassment against the driver. Then the passenger said she was going to call customer service, which she did from the bus -- and again, speaking loudly so the few of us on the bus could hear. Your driver did nothing wrong. She was not disrespectful. If it were me, I would have thrown her off the bus. But your driver appeared calm throughout the ordeal.

Edward Lee, 1/18/21

The driver was awesome. We had a 'discussion' about another driver when I boarded but he was very respectful and friendly. I am thankful he was nice about everything. He was not argumentative about it. Most drivers are rude and disrespectful, and he was not.

Clyde Tillman, 1/19/21

The driver was very professional and answered all my questions.

Kim Clarke, 1/25/21

The driver of this bus was very polite. It is unusual because most drivers are not friendly, so I thought she deserved a compliment.

Tenisha Cooper, 1/25/21

Tenisha Cooper; driving the route 20, picked me up on Laskin Road from the church where I pick up my food from the pantry. It is a lot, and she is always so kind and always makes sure I am comfortable. Sometimes she will ask other customers to let me have the front seat because I cannot bend one of my legs. She always has a wonderful smile. I just wanted to let you know.

Crystal Johnson, 02/01/21

Kudos to this driver! She was very patient and helped me.

HRT Welcomes a New Director of Maintenance

Continued from Cover

Wall's motivation to work for HRT was, as with many employees, a mixture of the personal and professional.

"I missed working directly in transportation and being in charge of a team and making decisions," he said.

A native of Baltimore, Wall and his wife also wanted to be closer to her family – but not too close – and Norfolk fit that part of the equation.

Wall started at the Maryland Transit in 1983 as an hourly communications tech for bus and rail and left as Director of Information Technology in 2003. During that time, he served several years at every level of management in rail maintenance between those bookends.

"The job opening here was just incredible timing," he said. The two of them have grown children and are building a home in Fredericksburg.

Incredibly, his commute is two hours each way.

Prior to work for HNTB, Wall worked for All(N)1 Security Services as director of technology with a range of responsibilities in support of contract administration, customer relations and business development. He also helped develop performance standards and contract resolution for internal staff issues.

Wall has also worked for Parsons Brinkerhoff and AECOM providing consulting services to transit clients and contract management.

Wall served in the Marine Corps from 1979 to 1983 as an aviation radio repair technician, a skill he still uses. He holds an FCC General Radio Telephone License.

He is a fan of live music, especially contemporary jazz, and looks forward to the Hampton Jazz Festival. He is a Baltimore Ravens fan and a devotee of Formula 1 racing. His office is in building one at the 18th Street Campus. ■

Planning for 757 Express Continues

The slow march to building up the equipment needed for the 757 Express continued this month when HRT's governing board approved spending \$12.7 million on buses needed for the regional express service.

The committee agreed to buy 19 buses for the express service and five to supplement the existing Metro Area Express fleet which will be rebranded to the 757 Express service when the first phase begins in the fall of 2022.

HRT's purchase options include amenities that are familiar to operators: heavy duty protective barriers, upgraded passenger windows with bonded frames, side turn signal guards, Trapeze TransitMaster Automatic Vehicle Locator (AVL) system, Twin Vision amber LED destination and rear run signs, Genfare FastFare fareboxes, farebox guards, Apollo video surveillance systems, bike racks, electrically assisted power steering and a number of other additional upgrades.

The buses are on order.

In addition to buying buses, planning continues for the new Virginia Beach bus division which will be needed when the 757 Express service is fully in place, currently projected for the fall of 2024. The division is needed in part because HRT will need substantially more space to park the buses for the regional express service since parking at Hampton and Norfolk will be maxed out by then.

Kickoff meetings will begin in March when the Engineering and Facilities Department will host meetings to learn what specific needs should be met by the new facility – everything from garage space for the revenue fleet to administrative space.



The project is projected to cost about \$47 million, a price that will include land, environmental review, design, and construction. But because there is currently no actual design in hand – and no land either – the price could change as solid information is developed and analyzed.

The facility will be based in Virginia Beach and should host a bus fleet about the size of Hampton's – somewhere between 90 and 100 vehicles. About half of them are expected to be all electric, so the facility will need an appropriately sized electrical system.

The facility will replace the long-outdated Parks Avenue facility also known as the trolley base. Its deficiencies are well documented to include bays that are too short to fit a bus inside the building, ceilings that are too low to lift a bus, and a bus wash bay that is truly a relic.

Sibyl Pappas, Chief Engineering and Facilities Officer, hopes to see designs for the new facility reach a 30 percent level by February 2022 and that construction to finish by Oct. 2024. ■



757 Recovery and Resilience Action Framework

The recovery of our regional economy from the effects of the pandemic is critical for Hampton Roads Transit to regain its footing in the coming years.

It took the United States and Virginia more than 70 months to recover all the jobs lost during the Great Recession. For Hampton Roads, it took over 100 months to add back jobs lost, and the economic shock of COVID-19 has been greater.

And many of those jobs were held by transit customers.

Knowing the challenges we face is one reason why I have been working with the 757 Recovery and Resilience Action Framework.

Think of the framework as a game plan created by and for the Hampton Roads business community to build a better, more resilient economy for our region. The idea is to help accelerate our economic recovery from the pandemic in a way that provides greater economic opportunities for all residents while building a more resilient economy that will be better prepared to weather future shocks.

Most business leaders believe our region's recovery will take at least another year to recover, maybe longer if history is any guide, but we need to accelerate that recovery time as quickly as possible.

The planned 757 Express is a component of that recovery. The region's recovery from COVID is driven in large measure by the on-going vaccination campaign unfolding across the region. When the rate of infection slows to the point where our economic life begins to rebound, then the 757 Express will be in place to deliver people to jobs all over the region – and at greater frequencies than is customary today.

Why is the region moving forward with the Recovery and Resilience framework?

Simply put, there is no one else on whom we can count. So far, the federal response has not significantly lessened the economic shock of the pandemic, and we cannot expect the federal government to come to our rescue. Similarly, our state and local governments are all having to do more with less and are appropriately consumed with pandemic-specific issues.

We must prepare now for a new post-COVID-19 economy. The pandemic has transformed industry after industry. We must now reimagine what recovery will look like. This is a time to question assumptions and old ways of doing things.

We must build a more equitable economy where everyone thrives. The post-COVID-19 economy must provide economic empowerment for everyone. Our projects, initiatives and future priorities must be guided by equitable economic development. This new perspective requires time to incorporate into all programming.

We need to build our economic resilience to prepare for coming future shocks. Our recovery needs to be orchestrated in a way that prepares Hampton Roads for future economic shocks – the next pandemic, flooding, sea level rise and military sequestration. This new perspective requires time, too.

We cannot afford to fall behind. ■



Financials as of February 25, 2021

Savings \$6,510.94

Checking \$13,557.21

Contacts:

Danielle Burton - ext. 6343

Tara Puckett - ext. 6305

Marie Arnt - ext. 6291

Tiffany McClain - ext. 6072



HAMPTON ROADS TRANSIT

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

OUR MISSION – To connect Hampton Roads with Transportation solutions that are reliable, safe, efficient, and sustainable.

OUR CORE VALUES – Customer Service, Safety, Workforce Success, Fiscal Responsibility.

STEADY PROGRESS AGAINST COVID DESPITE LOSSES

It goes without saying that the pandemic has been a difficult challenge for us.

Hit hard on ridership and daily work habits, the virus' most ominous consequence also has claimed the lives of two employees, Andrew L. Holmes, Sr., a talented North Side supervisor, and Kevin Heard, a South Side bus operator.

Holmes was a remarkable man who came to HRT with an unexpected gift for comedy. His co-workers recounted many stories of his comical impersonations of Rodney Dangerfield and other comic notables and of a cheerful demeanor that brightened many days when work was difficult.

Mr. Heard was also a wonderful guy, who in his youth at St. Augustine College, was recruited by the Cincinnati Reds and the Baltimore Orioles. As the years rolled on, he never lost his love for the game and played on numerous softball leagues.

I pass these stories along because while the pandemic has been rough, we are also making important progress in protecting our people from harm. On March 11, the Hampton Department of Health hosted a major vaccination clinic where 90 of our operators sat down for their first shot in the arm.

The clinic could not have been possible without the dedicated help of Commissioner Gaylene Kanoyton, who also serves on the communications and messaging group of the Virginia Vaccine Advisory Workgroup. I also want to thank Hampton Vice Mayor and HRT Chairman Jimmy Gray who came to the vaccination clinic to lend his support. Thank you both for your help.

As of March 18, we have had 188 employees vaccinated, placing them in an ever-growing group of workers who have taken steps to protect themselves and their loved ones. I encourage everyone who reads this letter to register for their shot if they have not done so already.

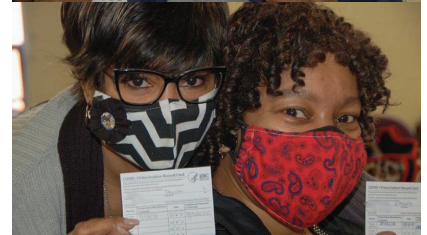
Visit vaccinate.virginia.gov to get started.

I thought I would share some pictures of operators and mechanics on vaccination day. You can't see it, but I bet they're smiling behind those masks.

Sincerely,



William E. Harrell
President and CEO
Hampton Roads Transit





HAMPTON ROADS
TRANSIT

Draft Financial Statement

FEBRUARY 2021 FISCAL YEAR 2021 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

February 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	\$ 612.4	\$ (528.8)	(46.3) %	\$ 9,129.1	\$ 5,433.2	\$ (3,695.9)	(40.5) %
Advertising Revenue	1,075.0	89.6	59.3	(30.2)	(33.8) %	716.7	611.6	(105.0)	(14.7) %
Other Transportation Revenue	2,331.0	194.2	193.1	(1.1)	(0.6) %	1,554.0	1,543.7	(10.3)	(0.7) %
Non-Transportation Revenue	60.0	5.0	98.8	93.8	1,875.3 %	40.0	218.5	178.5	446.2 %
Total Operating Revenue	17,159.6	1,430.0	963.6	(466.4)	(32.6) %	11,439.8	7,807.0	(3,632.7)	(31.8) %
Non-Operating Revenue									
Federal Funding (5307/5337)	19,725.8	1,643.8	258.2	(1,385.6)	(84.3) %	13,150.5	258.2	(12,892.3)	(98.0) %
Federal Funding -CARES Act			835.9	835.9			12,740.1	12,740.1	
State Funding	19,969.8	3,724.7	3,724.7	-	- %	29,797.4	29,797.4	-	- %
Local Funding	44,696.1	1,664.2	1,827.7	163.6	9.8 %	13,313.2	13,587.7	274.4	2.1 %
Total Non-Operating Revenue	84,391.7	7,032.6	6,646.5	(386.2)	(5.5) %	56,261.2	56,383.4	122.3	0.2 %
TOTAL REVENUE	\$ 101,551.4	\$ 8,462.6	\$ 7,610.1	\$ (852.5)		\$ 67,700.9	\$ 64,190.5	\$ (3,510.5)	
Personnel Services	\$ 65,430.9	\$ 5,472.2	\$ 4,972.3	\$ 499.8	9.1 %	\$ 43,501.7	\$ 42,232.5	\$ 1,269.3	2.9 %
Contract Services	10,504.6	878.0	612.5	265.5	30.2 %	7,214.3	5,913.3	1,301.0	18.0 %
Materials & Supplies	5,062.0	405.2	443.7	(38.5)	(9.5) %	3,340.1	3,745.6	(405.5)	(12.1) %
Gas & Diesel	4,350.8	362.6	368.5	(5.9)	(1.6) %	2,900.6	2,838.1	62.5	2.2 %
Contractor's Fuel Usage	748.0	62.3	68.1	(5.8)	(9.3) %	498.7	424.6	74.0	14.8 %
Utilities	1,297.5	108.1	60.0	48.2	44.5 %	865.0	718.2	146.8	17.0 %
Casualties & Liabilities	3,661.9	305.2	341.9	(36.8)	(12.0) %	2,441.3	2,842.3	(401.0)	(16.4) %
Purchased Transportation	8,873.7	739.5	573.3	166.1	22.5 %	5,820.2	4,558.5	1,261.7	21.7 %
Other Miscellaneous Expenses	1,622.1	129.6	79.1	50.5	39.0 %	1,119.1	808.7	310.4	27.7 %
TOTAL EXPENSE	\$ 101,551.4	\$ 8,462.6	\$ 7,519.4	\$ 943.2		\$ 67,700.9	\$ 64,081.7	\$ 3,619.2	
SURPLUS (DEFICIT)			\$ 90.6				\$ 108.7		



HAMPTON ROADS TRANSIT

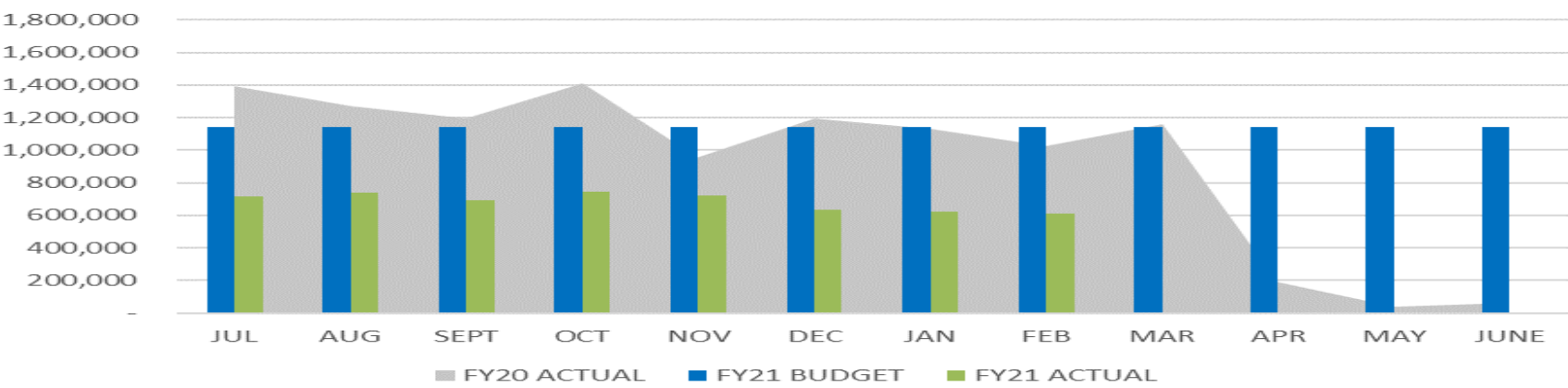
Draft Financial Statement

Non-Operating COVID Revenue and Expenses Feb 2021

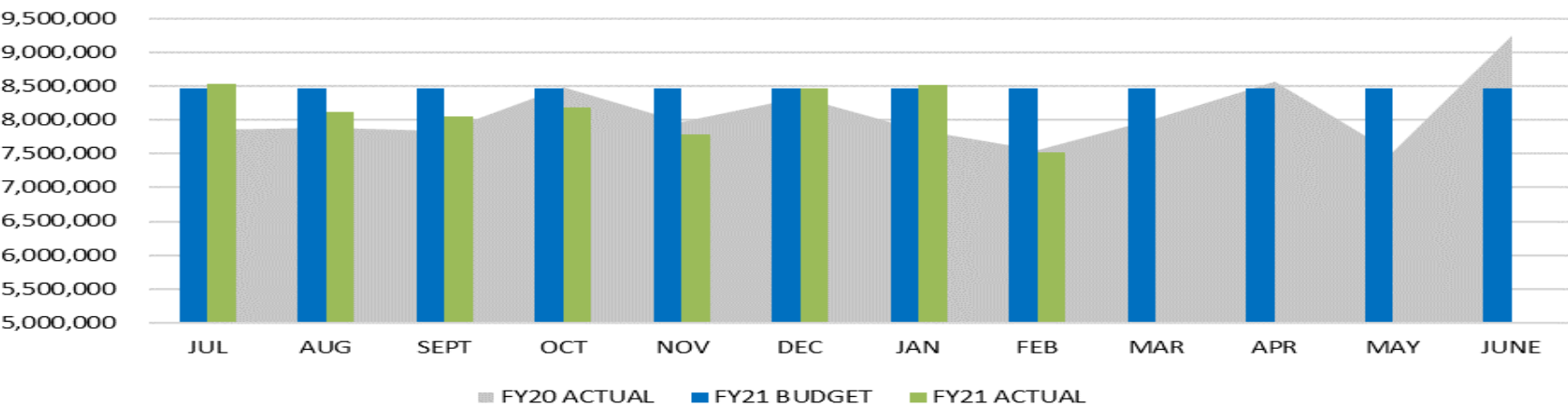
Dollars in Thousands

	Month to Date	Year to Date
Federal Funding - CARES Act	\$ 556.0	\$ 4,423.1
Total Non-Operating Revenue	\$ 556.0	\$ 4,423.1
Personnel Services	\$ 341.7	\$ 3,209.4
Contract Services	162.5	704.4
Materials & Supplies	-	419.1
Other Miscellaneous Expenses	51.8	90.3
Total Non-Operating Expense	\$ 556.0	\$ 4,423.1
SURPLUS (DEFICIT)	\$ -	\$ -

Farebox Revenue



Total Expenses



LOCALITY CROSSWALK

February 2021

YEAR-TO-DATE					
FISCAL YEAR 2021 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 9,129.1	\$ 5,106.2	\$ 327.0	\$ 5,433.2	\$ (3,695.9)
Advertising Revenue	\$ 1,554.0	\$ 568.7	\$ 128.7	\$ 697.4	\$ (856.6)
Other Transportation Revenue	\$ 716.6	\$ -	\$ 1,543.7	\$ 1,543.7	\$ 827.1
Non-Transportation Revenue	\$ 40.0	\$ 63.9	\$ 68.8	\$ 132.7	\$ 92.7
Federal Funding (5307/5337)	\$ 12,147.0	\$ 258.2	\$ -	\$ 258.2	\$ (11,888.8)
Federal Funding-CARES Act	\$ -	\$ 11,182.9	\$ 1,557.2	\$ 12,740.1	\$ 12,740.1
Project Salary Reimbursement	\$ 1,003.6	\$ -	\$ -	\$ -	\$ (1,003.6)
State Funding	\$ 13,313.2	\$ 12,908.3	\$ 679.4	\$ 13,587.7	\$ 274.5
Local Funding ¹	\$ 29,797.4	\$ 29,797.4	\$ -	\$ 29,797.4	\$ -
TOTAL REVENUE:	\$ 67,700.9	\$ 59,885.6	\$ 4,304.8	\$ 64,190.4	\$ (3,510.5)
EXPENSE					
Personnel Services	\$ 43,501.7	\$ 39,467.1	\$ 2,765.4	\$ 42,232.5	\$ 1,269.2
Services	\$ 7,214.3	\$ 5,526.1	\$ 387.2	\$ 5,913.3	\$ 1,301.0
Materials & Supplies	\$ 6,739.3	\$ 6,549.4	\$ 458.9	\$ 7,008.3	\$ (269.0)
Utilities	\$ 865.0	\$ 671.1	\$ 47.0	\$ 718.1	\$ 146.9
Casualties & Liabilities	\$ 2,441.3	\$ 2,656.2	\$ 186.1	\$ 2,842.3	\$ (401.0)
Purchased Transportation	\$ 5,820.2	\$ 4,260.0	\$ 298.5	\$ 4,558.5	\$ 1,261.7
Other Miscellaneous Expenses	\$ 1,119.1	\$ 755.7	\$ 53.0	\$ 808.7	\$ 310.4
TOTAL EXPENSES:	\$ 67,700.9	\$ 59,885.6	\$ 4,196.1	\$ 64,081.7	\$ 3,619.2
BUDGET STATUS TO DATE²:	\$ -	\$ -	\$ 108.7	\$ 108.7	\$ 108.7

1. Local Funding includes carry forward recordation offset of \$2.1M

2. Report Excludes COVID19 revenue & expense



HAMPTON ROADS TRANSIT

Draft Financial Statement

LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 41,532.0	\$ 27,688.0	\$ 27,688.0	\$ -
Locality Operating Share-Recordation Offset	\$ 3,164.1	\$ 2,109.4	\$ 2,109.4	\$ -
Plus: Local Farebox	\$ 12,777.5	\$ 8,518.3	\$ 5,106.2	\$ (3,412.1)
Locality Share - Sub-Total:	\$ 57,473.6	\$ 38,315.7	\$ 34,903.6	\$ (3,412.1)
Plus: Federal Aid ¹	\$ 16,413.4	\$ 10,942.3	\$ 11,441.1	\$ 498.8
State Aid	\$ 18,677.6	\$ 12,451.7	\$ 12,908.3	\$ 456.6
Total Revenue Contribution:	\$ 92,564.6	\$ 61,709.7	\$ 59,253.0	\$ (2,456.7)
Operating Expenses:	\$ 92,564.6	\$ 61,709.7	\$ 59,253.0	\$ (2,456.7)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	13.8%	8.6%
Farebox % of Budgeted Expense:		8.3%

1. Actuals reflect Federal CARES Act Funding

LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 1,845.8	\$ 1,230.5	\$ 1,230.5	\$ -
Locality Operating Share-Recordation Offset	\$ 840.1	\$ 560.1	\$ 560.1	\$ -
Plus: Local Farebox	\$ 656.4	\$ 437.6	\$ 257.2	\$ (180.4)
Locality Share - Sub-Total:	\$ 3,342.3	\$ 2,228.2	\$ 2,047.8	\$ (180.4)
Plus: Federal Aid ¹	\$ 1,188.6	\$ 792.4	\$ 713.0	\$ (79.4)
State Aid	\$ 1,116.0	\$ 744.0	\$ 747.6	\$ 3.6
Total Revenue Contribution:	\$ 5,646.9	\$ 3,764.6	\$ 3,508.4	\$ (256.2)
Operating Expenses:	\$ 5,646.9	\$ 3,764.6	\$ 3,508.4	\$ (256.2)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	11.6%	7.3%
Farebox % of Budgeted Expense:		6.8%

1. Actuals reflect Federal CARES Act Funding

LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,462.2	\$ 2,974.8	\$ 2,974.8	\$ -
Locality Operating Share-Recordation Offset	\$ 189.4	\$ 126.3	\$ 126.3	\$ -
Plus: Local Farebox	\$ 1,257.4	\$ 838.3	\$ 505.7	\$ (332.6)
Locality Share - Sub-Total:	\$ 5,909.0	\$ 3,939.4	\$ 3,606.8	\$ (332.6)
Plus: Federal Aid ¹	\$ 1,881.5	\$ 1,254.3	\$ 1,222.9	\$ (31.4)
State Aid	\$ 1,952.3	\$ 1,301.5	\$ 1,332.6	\$ 31.1
Total Revenue Contribution:	\$ 9,742.8	\$ 6,495.2	\$ 6,162.3	\$ (332.9)
Operating Expenses:	\$ 9,742.8	\$ 6,495.2	\$ 6,162.3	\$ (332.9)
Locality Budget Status to Date:	\$ -			
KPI				
Farebox Recovery:	12.9%		8.2%	
Farebox % of Budgeted Expense:			7.8%	

1. Actuals reflect Federal CARES Act Funding



LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,171.1	\$ 4,780.8	\$ 4,780.8	\$ -
Locality Operating Share-Recordation Offset	\$ 199.1	\$ 132.7	\$ 132.7	\$ -
Plus: Local Farebox	\$ 2,213.9	\$ 1,475.9	\$ 954.1	\$ (521.8)
Locality Share - Sub-Total:	\$ 9,584.1	\$ 6,389.4	\$ 5,867.6	\$ (521.8)
Plus: Federal Aid ¹	\$ 3,080.3	\$ 2,053.6	\$ 2,255.6	\$ 202.0
State Aid	\$ 3,202.7	\$ 2,135.1	\$ 2,264.2	\$ 129.1
Total Revenue Contribution:	\$ 15,867.1	\$ 10,578.1	\$ 10,387.4	\$ (190.7)
Operating Expenses:	\$ 15,867.1	\$ 10,578.1	\$ 10,387.4	\$ (190.7)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	14.0%	9.2%
Farebox % of Budgeted Expense:		9.0%

1. Actuals reflect Federal CARES Act Funding

LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,118.3	\$ 12,745.5	\$ 12,745.5	\$ -
Locality Operating Share-Recordation Offset	\$ 265.7	\$ 177.1	\$ 177.1	\$ -
Plus: Local Farebox	\$ 5,896.7	\$ 3,931.1	\$ 2,356.4	\$ (1,574.7)
Locality Share - Sub-Total:	\$ 25,280.7	\$ 16,853.7	\$ 15,279.0	\$ (1,574.7)
Plus: Federal Aid ¹	\$ 6,785.9	\$ 4,524.0	\$ 5,142.1	\$ 618.1
State Aid	\$ 8,180.4	\$ 5,453.6	\$ 5,742.8	\$ 289.2
Total Revenue Contribution:	\$ 40,247.0	\$ 26,831.3	\$ 26,163.9	\$ (667.4)
Operating Expenses:	\$ 40,247.0	\$ 26,831.3	\$ 26,163.9	\$ (667.4)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	14.7%	9.0%
Farebox % of Budgeted Expense:		8.8%

1. Actuals reflect Federal CARES Act Funding



Draft Financial Statement

HAMPTON ROADS TRANSIT

LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,703.8	\$ 1,802.5	\$ 1,802.5	\$ -
Locality Operating Share-Recordation Offset	\$ 132.9	\$ 88.6	\$ 88.6	\$ -
Plus: Local Farebox	\$ 781.5	\$ 521.0	\$ 326.5	\$ (194.5)
Locality Share - Sub-Total:	\$ 3,618.2	\$ 2,412.1	\$ 2,217.6	\$ (194.5)
Plus: Federal Aid ¹	\$ 1,359.6	\$ 906.4	\$ 966.8	\$ 60.4
State Aid	\$ 1,230.7	\$ 820.5	\$ 867.3	\$ 46.8
Total Revenue Contribution:	\$ 6,208.5	\$ 4,139.0	\$ 4,051.7	\$ (87.3)
Operating Expenses:	\$ 6,208.5	\$ 4,139.0	\$ 4,051.7	\$ (87.3)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	12.6%	8.1%
Farebox % of Budgeted Expense:		7.9%

1. Actuals reflect Federal CARES Act Funding

LOCALITY RECONCILIATION

February 2021

FISCAL YEAR 2021 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 6,230.8	\$ 4,153.9	\$ 4,153.9	\$ -
Locality Operating Share-Recordation Offset	\$ 1,536.9	\$ 1,024.6	\$ 1,024.6	\$ -
Plus: Local Farebox	\$ 1,971.6	\$ 1,314.4	\$ 706.3	\$ (608.1)
Locality Share - Sub-Total:	\$ 9,739.3	\$ 6,492.9	\$ 5,884.8	\$ (608.1)
Plus: Federal Aid ¹	\$ 2,117.5	\$ 1,411.6	\$ 1,140.7	\$ (270.9)
State Aid	\$ 2,995.5	\$ 1,997.0	\$ 1,953.8	\$ (43.2)
Total Revenue Contribution:	\$ 14,852.3	\$ 9,901.5	\$ 8,979.3	\$ (922.2)
Operating Expenses:	\$ 14,852.3	\$ 9,901.5	\$ 8,979.3	\$ (922.2)
Locality Budget Status to Date:	\$ -			

KPI

Farebox Recovery:	13.3%	7.9%
Farebox % of Budgeted Expense:		7.1%

1. Actuals reflect Federal CARES Act Funding

Contract No:	16-72041, Modification No. 6	Title:	Custodial Services	Price:	\$260,000
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Acquisition Description: Award a contract modification to increase the Custodial Services contract value by \$260,000 for the performance of custodial services while Hampton Roads Transit (HRT) completes the procurement process for a new contract.

Background: In December 2016, the Commission approved the award of a contract to Diversified Building Services (DBS) in the not-to-exceed amount of \$1,616,684.43 to provide custodial services for HRT over a five-year period. The contract was awarded through the competitive Request for Proposals (RFP) process, with a Scope of Work which required custodial services at fifteen (15) facilities.

A Modification in the amount of \$388,004.27, which increased the contract value to \$2,004,688.70, was issued in the third year (2019) of the Contract to accommodate enhanced cleaning services at transit centers required by HRT over the remaining period of the Contract. However, since March 2020, additional cleaning was required by HRT as part of measures implemented due to the COVID-19 pandemic. The unanticipated additional cost charged to the Contract amounted to approximately \$204,000. These ongoing additional costs have exhausted the funds available on the Contract.

In order to ensure uninterrupted custodial services at HRT's facilities, the final option year of the Contract was exercised, but additional funds are required to continue payment for both the standard and ongoing COVID-19 special services. HRT has initiated the procurement process to competitively solicit proposals for a new contract but requires an increase in the amount of the current Contract to accommodate the custodial services until the procurement process is completed and a new contract is awarded. The current Contract will be terminated upon award of the new Contract.

Contract Approach: The estimated amount of \$260,000 is based on monthly cost incurred for custodial services currently required by HRT.

This Modification 6 provides additional funding on the Contract for four (4) months.

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

Project Managers: Scott Demharter, Director of Facilities

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a modification to increase the Custodial Services contract by \$260,000, to a not-to-exceed amount of \$2,264,688.70.

Contract No:	20-00112	Title:	HRT's Lobby – Customer Service Enclosure	Contract Price: Term:	\$126,334 Ninety (90) days
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Acquisition Description: Enter into a contract with a qualified Contractor to perform the installation of an office enclosure for the customer service area in the first-floor lobby of Hampton Roads Transit's (HRT's) Southside Administrative facility.

Background: HRT requires the services of a Class "A" General Contractor to perform the installation of an office enclosure for the customer service area in the first-floor lobby of HRT's Southside Administrative facility located at 509 East 18th Street, Norfolk, VA, 23504. Under the terms of this agreement, the Contractor will construct a new ballistic glass enclosure at the existing reception desk in the lobby of Building 4. Major systems (electrical, HVAC, fire alarm, etc.) will remain operational during construction, and personnel areas will be protected from the construction areas at all times.

Contract Approach: An Invitation for Bids was issued December 2, 2020. Three (3) bids were received on February 3, 2021 from the following firms:

- ACTS Group, Inc.
- Conrad Brothers of VA, Inc. (Conrad Brothers)
- SDC Contracting, Inc.

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

Conrad Brothers' bid price, in the amount of \$126,334 is deemed fair and reasonable based on a price analysis performed utilizing the independent cost estimate, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Conrad Brothers is technically and financially capable to perform the work

Conrad Brothers is located in Chesapeake, VA and has provided similar services for Virginia Beach City Public Schools; Hampton Roads Sanitation District in Virginia Beach; and Norfolk Collegiate School. Conrad Brothers has also performed similar services for HRT satisfactorily.

The period of performance for this Contract is ninety (90) days.

A DBE goal of 7% was established for this solicitation. Conrad Brothers provided acceptable documentation to demonstrate a good faith effort to fulfill the goal.

Contract No:	20-00112	Title:	HRT's Lobby – Customer Service Enclosure	Contract Price: Term:	\$126,334 Ninety (90) days
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Cost/Funding: This Contract will be funded with operating funds, but will be reimbursed with CARES Act funds.

Project Manager: Sibyl Pappas, Chief Engineering and Facilities Officer

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Conrad Brothers of VA, Inc. for the installation of an office enclosure for the customer service area in the first-floor lobby of HRT's Southside Administrative facility in the not-to-exceed amount of \$126,334.

SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
Conrad Brothers of VA, Inc.	\$126,334
SDC Contracting, Inc.	\$139,793
ACTS Group, Inc.	\$151,765

TRAC Report

March 2021

HRT's Transit Riders Advisory Committee (TRAC) held a meeting on Wednesday, March 10, 2021, at 6pm, in the board room at 18th Street in Norfolk. TRAC representatives in attendance were Chair and Virginia Beach representative Ms. Denise Johnson, Mr. Robert Neely, Newport News representative, Ms. Tondalaya Thomas, Newport News representative, Ms. Melissa Osborne, Hampton representative, Ms. Alyson Swett, Norfolk representative, and Mr. Wilbert Bell, Norfolk representative. The January 2021 minutes were approved as submitted.

Mr. Rodney Davis, Director, Customer Relations, discussed the CDC order and provided an update on the medical exemption card program. He said that out of the six cities only six customers had applied for a mask exemption and that to date, only two had been approved. He said the Norfolk Redesign proposal was on hold pending the gathering of additional information from citizens. Mr. Davis said HRT was hopeful the Net Center would be relocated to Orcutt & 18th sometime in April. He said construction on the Hampton Transit Center ring road was expected to be executed in June, and that the Virginia Beach Trolley Season would begin on May 23.

Mr. Davis asked committee members to offer their opinion on feasibility of various future fare payment options currently under consideration. Each of the committee members voiced the opinion that HRT should continue to provide customers a cash payment option in addition to other options such as mobile ticketing, smart cards or tap technology. During his Director's Remarks, Mr. Davis said 160 bus shelters would be retrofitted with solar lighting beginning in March, and that four cities had completed the requirements to receive a total of 50 brand new bus shelters with solar lighting in May. Mr. Davis said Operations and HR had worked collaboratively on hosting a Transit Operator Appreciation Day on March 18. During the Chair's Remarks, Ms. Johnson thanked the committee members for their assistance with the distribution of mask requirement notices.

During the roundtable, Mr. Neely said he had observed that most people were wearing their masks while onboard buses. Ms. Alyson Swett said she hoped bus operators felt appreciated. She also asked if all operators had been vaccinated. Mr. Bobby Edwards, Senior Manager of Bus Transportation, said HRT has arranged for vaccinations for its employees and that vaccinations are ongoing. Ms. Thomas said she had observed a security officer and a bus operator inside the NNTC without their mask. Ms. Thomas also said the sidewalk in front of the shelter at Riverside Medical Center (the Boulevard Park Transfer Center) was uneven and that it was a safety hazard. She also said there were no cigarette butt cans at that location. Mr. Davis said he would pass her concern on to Facilities for a determination on which organization had the authority and responsibility for the sidewalk's repair.

The next TRAC meeting will be on May 5, 2021, in the board room in Hampton at 6pm.

TDCHR PAC Full Board Report

February 25, 2021

Virtual Meeting

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

Our last Paratransit Advisory Committee meeting was held virtually on February 10th.

At our meeting we had a robust discussion in regards to service quality and there has been additional correspondence on the topic subsequently. PAC members mentioned policy issues, pick-up windows, and changes to subscriptions. Additional feedback from the ridership pertained to base access and on-time performance. I was also particularly pleased to hear about a driver going above and beyond to reunite a passenger with a misplaced mobility device. The committee also offered suggestions regarding improvements for driver manifests to better identify locations. HRT and Via were able to conduct investigations and provide helpful explanations both at the meeting and in the ensuing correspondence.

Via provided a great presentation on the year in review since assuming the paratransit contract, the results of recent ridership surveys, and they detailed some improvements to the rider app. We also discussed covid-19 safety protocol, specifically, mask requirements and exemptions.

Our next PAC meeting is scheduled for Wednesday, April 14th 2021 at 1PM.

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



RESOLUTION 01– 2021

APPROVING THE TRANSIT STRATEGIC PLAN ANNUAL UPDATE (FY2022-2031)

Whereas, the Commonwealth of Virginia requires Hampton Roads Transit, and other agencies operating in urbanized areas across Virginia, to develop a Transit Strategic Plan (or TSP) to ensure public transportation is planned and implemented in ways that meet the mobility needs of its communities; and

Whereas, the TSP replaces the previously required Transit Development Plan and its main goal is to create a strategic blueprint outlining desired changes that will improve the provision of transit services throughout the HRT service area; and

Whereas, thousands of customers, stakeholders, employees, and local partners from across the region were involved in the planning process to examine needs and identify improvements for more efficient and effective public transportation to be included in the TSP; and

Whereas, the TSP is firmly grounded in guiding principles endorsed by the Transportation District Commission of Hampton Roads, which include: 1) implementing new regional standards to achieve a more effective bus network; 2) prioritizing high-frequency services on a regional backbone system; 3) balancing resources between peak hour and all-day services; 4) prioritizing connections across jurisdictions; 5) providing sufficient transit coverage throughout the region; and 6) leveraging a data-driven approach and factoring of funding and operational constraints to prioritize and phase implementation of service changes over a 10-year planning horizon, as required by state guidelines; and

Whereas, the Virginia General Assembly has expressly emphasized the importance of having effective multimodal transportation, which is essential for Hampton Roads' economic growth, vitality, and competitiveness and, to this end, it is also required that HRT's Transit Strategic Plan document the Hampton Roads Regional Transit Program in order to achieve the development and operation of a core regional network of transit routes and related infrastructure, rolling stock, and support facilities, with the goal of achieving a modern, safe, and efficient core network of transit services across the Hampton Roads region; and

Whereas, HRT's current TSP was adopted by unanimous approval of HRT's governing board on June 25, 2020, and it is required by state regulation that the TSP undergo a minor update each year and a major update every five years;

Now therefore be it resolved, that the Transportation District Commission of Hampton Roads hereby approves the annual update of the Transit Strategic Plan, covering FY2022 through FY2031, and authorizes the President and CEO: to engage with the Hampton Roads Transportation Accountability Commission for the utilization of regional transit funding to implement the Hampton Roads Regional Transit Program of the TSP; to continue HRT's coordinated work with the Hampton Roads Transportation Planning Organization, Suffolk Transit, and Williamsburg Area Transit Authority on regional planning processes; and, as prescribed in guidelines issued by the Virginia Department of Rail and Public Transportation and approved by the Commonwealth Transportation Board, to transmit copy of this adopting resolution along with the submittal of the complete Transit Strategic Plan annual update to the Virginia Department of Rail and Public Transportation.

APPROVED and ADOPTED by the Transportation District Commission of Hampton Roads at its meeting on the 25th day of March 2021.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

Hon. Jimmy Gray

Chair

Luis R. Ramos

Commission Secretary

March 25, 2021