



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

Thursday, October 28, 2021, at 3400 Victoria Blvd., Hampton, VA at  
1:00 p.m. via Hybrid Zoom

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, October 28, 2021, at 1:00 p.m. at 3400 Victoria Boulevard, Hampton, VA.

The meeting is open to the public and in accordance with the Board's operating procedures and in compliance with the Virginia Freedom of Information Act, there will be an opportunity for public comment at the beginning of the meeting.

Anyone who wishes to listen to the meeting can do so via Zoom:  
[https://hrtransit-org.zoom.us/webinar/register/WN\\_3-YDvyhwTn2\\_G2g62koybQ](https://hrtransit-org.zoom.us/webinar/register/WN_3-YDvyhwTn2_G2g62koybQ)

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



## Meeting of the Transportation District Commission of Hampton Roads

Thursday, October 28, 2021, • 1:00 p.m. at  
3400 Victoria Blvd., Hampton, VA – Hybrid

### AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of September 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 Office
    - September 2021 - FY 2022 Financial Report
  - B. Management/Financial Advisory Committee – Commissioner Jackson/  
Conner Burns, Chief Financial Officer
  - C. Operations & Oversight Committee - Commissioner Hamel/  
Sonya Luther, Director of Procurement
    - **Contract No: 21-00134 – Auditing Service (Renewal)**

**Recommending Commission Approval:** Award of a contract to Brown, Edwards, & Company, LLP to provide auditing services to HRT in the not-to-exceed amount of \$346,300 over a five-year period.

- **Contract No: 21-00133 Bus Simulator System**

**Recommending Commission Approval:** Award of a contract to FAAC, Inc. to provide two (2) turnkey Bus Simulator Systems for HRT in the not-to-exceed amount of \$249,070.00.

- **Contract No: 21-00148 Crane and Hoist Inspection and Repair Service (Renewal)**

**Recommending Commission Approval:** Award of a contract to Homestead Materials Handling Company to perform crane and hoist inspections and repair services for HRT in the not-to-exceed amount of \$114,975.00 over a three (3) year term.

- **Contract No: 21-00159 Microsoft Enterprise Agreement Software License (Renewal)**

**Recommending Commission Approval:** Award of a renewal Contract to SHI Corporation to provide Microsoft Enterprise Agreement Software License Renewal in the not-to-exceed amount of \$2,370,258.24 over three (3) years.

- **Contract No: 21-00129 Northside Vehicle Lift Replacement Project**

**Recommending Commission Approval:** Award of a contract to Stertil-Koni, Inc. to furnish and install eleven (11) ECO60-13 60,000 capacity vehicle lifts to replace existing vehicle lifts at HRT's Northside Operations and Maintenance facility, in the total amount of \$2,319,283.20.

- **Contract No: 21-00146 State Legislative and Public Relations Services (Renewal)**

**Recommending Commission Approval:** Award of a contract to Hunton Andrews Kurth, LLP to provide state legislative and public relations services in the not-to-exceed amount of \$450,000 over five (5) years.

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

E. External/Legislative Advisory Committee - Commissioner Kanoyton/

Gene Cavasos, Director of Marketing and Communications

F. Smart Cities & Innovation Committee – Commissioner McClellan/  
Michael Price, Chief Information/Technology Officer

G. Paratransit Advisory Subcommittee – Chair Brian Trickler/  
Keith Johnson, Paratransit Services Contract  
Administrator

H. Transit Ridership Advisory Sub-Committee – Ms. Denise Johnson, Chair  
Rodney Davis, Director of Customer Relations

6. Old and New Business

- 2022 Legislative and Public Policy Priorities – Motion to Approve
- Public Transportation Agency Safety Plan (PTASP) – Motion to Approve

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

**The next meeting will be held on Thursday November 10, 2021, at  
1:00 p.m., 509 E. 18<sup>th</sup> Street, Norfolk, VA.**



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

Thursday September 23, 2021, • 1:00 p.m. Norfolk, VA, and Hybrid Zoom Meeting

### **Call to Order.**

A quorum was attained, and Chairwoman McClellan called the meeting to order at 1:03 p.m.

### **Commissioners in attendance:**

Chairwoman McClellan, Norfolk  
Past Chairman Gray, Hampton  
Commissioner Hunter, Portsmouth  
Commissioner Hamel, Chesapeake  
Commissioner Fuller, Chesapeake  
Alt. Commissioner DeBruhl, DRPT  
Commissioner Kanoyton, Hampton  
Commissioner Woodbury, Newport News  
Commissioner Bullock, Newport News  
Commissioner Glover, Portsmouth  
Alt. Commissioner Cipriano, Newport News  
Alt. Commissioner Jackson, Portsmouth  
Commissioner Ross-Hammond, Virginia Beach  
Alt. Commissioner Shea, Virginia Beach  
Commissioner Spruill, Senate Representative  
Commissioner Simonds, House Representative

### **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 via Zoom  
Amy Braziel, Manager of Operations Administration via Zoom  
Conner Burns, Chief Financial Officer  
Danielle Burton, Operations Support Technician via Zoom  
David Burton, General Counsel  
Gene Cavasos, Director of Marketing & Communications  
Juanita Davis, Budget Analysis III via Zoom  
Rodney Davis, Director of Customer Relations via Zoom  
Scott Demharter, Director of Facilities  
Sheri Dixon, Director of Revenue Services  
Jennifer Dove, Civil Rights and Grants 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 via Zoom  
Keith Johnson, Paratransit Services Contract Administrator via Zoom  
Shane Kelly, Security Specialist  
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 via Zoom  
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 via Zoom  
Dawn Sciortino, Chief Safety Officer via Zoom  
Brian Smith, PhD, 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/Zoom:**

Paul Atkinson, Vice Chair of Paratransit Advisory Committee, In Person  
Benjamin Camras, City of Chesapeake  
Brian DeProfio, City of Hampton  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT  
Mark Geduldig-Yatrofsky, City of Portsmouth  
Megan Gribble, City of Virginia Beach  
Angela Hopkins, Newport News  
Amy Inman, City of Norfolk, In Person  
Demetrius Johnson  
Denise Johnson, Chair, Transit Riders Advisory Committee, In Person  
Sheila McAllister, City of Newport News  
Sharon Moore, Ebsleaders  
Greg Raab, Ebsleaders  
Sharon Scott, City of Newport News  
Janice Taylor, League of Women Voters  
Brian Tricker, Chair of Paratransit Advisory Committee  
Constantinos Velissarios, City of Newport News  
David Westcott, City of Chesapeake  
Jerri Wilson, City of Newport News  
Ken Wright, Simonds for Delegate

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.

A special presentation was done to acknowledge HRT Operator Kelvin White for his heroic actions taken to save a young child who was wandering in the street.

### **Approval of August 26, 2021, Meeting Minutes**

A motion to approve the amended August 26, 2021 minutes, was made by Commissioner Woodbury and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

Nays: None

Abstain: None

### **President's Monthly Report**

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell reviewed the updated Commission Goals with the Board which included:

- Initiate the first grouping of high-frequency routes on the Peninsula of the core regional backbone as approved in the Transit Strategic Plan on March 25, 2021, by the Transportation District Commission of Hampton Roads, contingent upon hiring targets.
- Ensure the strategic integration of technology and enhanced customer amenities including new shelters, benches, trash receptacles, and solar lighting in the regional transit program implementation.
- Develop a comprehensive and integrated public communications plan including internal and external stakeholders to socialize and market the Strategic Plan and forthcoming transit investments to support the economic recovery of the Hampton Roads Region.
- Optimize resources to improve HRT's financial footing and fiscal sustainability to include proactive leveraging of available funds to deliver projects and services.

- Develop and initiate strategies to increase transit ridership.
- Work strategically with HRT's component city governments to evaluate the feasibility and potential development of a viable funding strategy for the possible expansion of light rail to uptown Sentara and Military Circle redevelopment areas; advance Bus Rapid Transit on the Peninsula; explore additional fixed-guideway opportunities in Chesapeake and connecting to Naval Station Norfolk; proactively respond to flooding issues within HRT's footprint; and complete fiscal analysis and master planning for potential future electrification of HRT bus operations based on benchmarking and best management practices.

It was noted that future budgets, including the current FY22 Budget include raises for union employees that were endorsed by the Commission. HRT is prioritizing the recruitment of new talent while retaining its current workforce. With regards to non-union employees, Mr. Harrell noted that these employees received a one-time bonus of \$2,000. HRT will assess its budget status in December to determine whether there are adequate funds for salary adjustments for non-union employees in FY 22.. As HRT creates its FY 23 Operating Budget, and all subsequent operating budgets, it will program annual salary increases for administrative employees to ensure adequate funds for salary adjustments are available in the future.

Mr. Harrell also briefed the Board on Competitive Grants Programs participation including:

- State TRIP (Transit Ridership Incentive Program) applications
- Federal RAISE Grant application
- Federal Buses and Bus Facilities Program

Mr. Harrell called on Mr. Gene Cavazos to provide information on HRT's marketing efforts for recruitment.

There was a request for more diversity in the ads produced by HRT to include female workers.

Ms. Kimberly Wolcott provided a staffing update.

There was discussion regarding hiring, bonuses, and requirements to drive for HRT.

Mr. Ray Amoruso provided an update on the Naval Station Norfolk Transit Corridor Project and Community Outreach.

Mr. Michael Price provided an update on Mobile Ticketing.

### **Audit & Budget Review Committee**

Commissioner Gray stated that the Audit and Budget Review Committee did not meet but called on Mr. Conner Burns to present the financial report.

Mr. Burns presented the financial report as enclosed in the meeting package.

There was discussion regarding the definition and calculations of farebox recovery.



There was discussion regarding the presentation of the annual audit. It was stated that audit findings are planned to be presented at the October Commission meeting.

## **MFAC**

Alt. Commissioner Carl Jackson stated that the MFAC met on September 23, 2021.

Alt. Commissioner Jackson stated that the financial report was presented to the committee and there was a discussion regarding funding and expenditures, including RTS, CARES Act, and 5307 funds.

Alt. Commissioner Jackson stated that the cities are also reviewing a draft resolution regarding extending HRT's Strategic Allocation authority.

## **Operations and Oversight Committee**

Commissioner Hamel stated that the Operations and Oversight Committee met on September 9<sup>th</sup> and was Chaired by Commissioner Woodbury.

Commissioner Hamel called on Ms. Sonya Luther to present Contract 21-00149, Dispensing Equipment Inspection, Maintenance, and Emergency Services.

Ms. Luther presented Contract 21-00149.

A motion to approve Contract 21-00149, Dispensing Equipment Inspection, Maintenance, and Emergency Services was made by the Operations and Oversight Committee and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

Nays: None

Abstain: None

There were several Task Orders updates that were provided to the Committee for informational purposes only.

- Contract 19-00051, Architectural and Engineering Services, Task Order 15. Under the terms of Task Order 15, the Consultant shall provide on-call engineering support to HRT's Engineering and Facilities Maintenance department as directed by the Project Manager.
- Contract 19-00051, Architectural and Engineering Services, Task Order 16. Under the terms of Task Order 16, the Consultant shall provide on-call engineering and architectural support for HRT's Rolling Stock Replacement as directed by the Project Manager.

- Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 1. This Task Order is for TVM slides, drawer, right.
- Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 2. This Task Order is for TVM slides, drawer, left.
- Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 3. This Task Order is for southside farebox parts-plate and trim connect.
- Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 4. This Task Order is for southside farebox parts-screw, pan head sems, and wiring harness, and trim docking extension.
- Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 5. This Task Order is for parts-cable, cover holds, O-rings, and synchronous belts.
- Contract 21-00128, Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support, Task Order 6. This Task Order is an upgrade for TVM Software.

There was a request by the Committee to provide associated costs for all Task Orders so that information will be provided going forward.

The next Operations and Oversight Committee meeting will be held on October 14th at 10:00 AM in Hampton.

### **External/Legislative Advisory Committee**

Commissioner Kanoyton stated that the Student Freedom Pass was discussed and that to date, over 16,000 have been distributed.

It was stated that hiring and marketing efforts were also discussed.

The 2022 Legislative Priorities were included in the meeting package and were reviewed by Mr. Harrell.

The next meeting is scheduled for October 20, 2021.

### **Smart City and Innovation Committee**

Commissioner McClellan stated that the committee met on September 9, 2021.

The committee discussed mobile fare, updating signalization and real time technology.

### **Paratransit Advisory Sub-Committee**

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

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

Commissioner Ross-Hammond stated that there was not meeting this month and no report was given.

It was mentioned that the committee will be meeting in October.

### **Transit Ridership Advisory Sub-Committee**

Ms. Denise Johnson gave her report to the board, and it is enclosed in these minutes for reference.

### **Old and New Business**

David Burton, General Counsel reviewed the changes to the TDCHR Remote Participation Policy with the Commission. Commissioner Ross-Hammond motioned for approval, and it was properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

Nays: None

Abstain: None

Chair McClellan stated that the Commission stipend is \$50.00 dollars, and it has been that amount since 1999. HRT financial staff has confirmed that increasing the meeting stipend to \$75.00 is sustainable. Commissioner Woodbury motioned that the TDCHR meeting stipend be increased from \$50.00 to \$75.00. The motion was properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

Nays: None

Abstain: None

It was requested that the TRAC committee assist in getting information out regarding Free Fare days.

There was discussion regarding long range transit plans and clarity on why Virginia Beach chose not to extend light rail to their city.

## **Closed Session**

Commissioner Hamel moved that the Board convene into closed session related to matters requiring the protection of the privacy of individuals in personal matters not related to public business, as authorized by paragraph 4 of Virginia Code Section 2.2-3711(A). The motion was properly seconded by Commissioner Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, DeBruhl, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

Nays: None

Abstain: None

Commissioner Hamel made a motion of certification that the Commissioners of the Transportation District Commission of Hampton Roads hereby certifies that, to the best of each member's 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 made by Commissioner Hamel and properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

.

Nays: None

Abstain: None

Commissioner Fuller motioned that a one-time performance evaluation bonus be given to the President & CEO. The motioned was properly seconded by Commissioner Spruill. A roll call vote resulted as follows:

Ayes: Commissioners McClellan, Gray, Hunter, Fuller, Hamel, Kanoyton, Woodbury, Bullock, Glover, Ross-Hammond, Shea, Spruill, and Simonds.

Nays: None

Abstain: None

**Comments from Commissioners:**

None

**Adjournment**

With no further business to conduct, the meeting adjourned at 3:23 p.m.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

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**Andria McClellan**  
Chair

**ATTEST:**

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**Luis Ramos**  
Commission Secretary  
October 28, 2021



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting September 23, 2021

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

# President's Report

- Special Presentation

# FY 22/23 Commission Goals

- Initiate the first grouping of high-frequency routes on the Peninsula of the core regional backbone as approved in the Transit Strategic Plan on March 25, 2021, by the Transportation District Commission of Hampton Roads, contingent upon hiring targets.
- Ensure the strategic integration of technology and enhanced customer amenities including new shelters, benches, trash receptacles, and solar lighting in the regional transit program implementation.
- Develop a comprehensive and integrated public communications plan including internal and external stakeholders to socialize and market the Strategic Plan and forthcoming transit investments to support the economic recovery of the Hampton Roads Region.



# FY 22/23 Commission Goals

- Optimize resources to improve HRT's financial footing and fiscal sustainability to include proactive leveraging of available funds to deliver projects and services.
- Develop and initiate strategies to increase transit ridership.
- Working strategically with HRT's component city governments, to evaluate the feasibility and potential development of a viable funding strategy, for the possible expansion of light rail to uptown Sentara and Military Circle redevelopment areas, advance Bus Rapid Transit on the Peninsula, explore additional fixed-guideway opportunities in Chesapeake and connecting the Naval Station Norfolk, proactively respond to flooding issues within HRT's footprint, and complete fiscal analysis and master planning for potential future electrification of HRT bus operations based on benchmarking and best management practices.

# President's Report

- Competitive Grants Programs participation
  - State TRIP (Transit Ridership Incentive Program) applications
  - Federal RAISE Grant application
  - Federal Buses and Bus Facilities Program

# President's Report

## HAMPTON ROADS TRANSIT DISCRETIONARY GRANT APPLICATIONS\*

\*From 1/1/2021 to present

Date of Application	Grant Name	Grantor	Reason for Request	Amount Requested	Funding Request Outcome
April 12, 2021	Low or No Emission Bus Program	Federal Transit Administration	New Southside Bus Facility - Electrification components of new facility	\$14.55M	Not Funded
July 12, 2021	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	U.S. Department of Transportation	New Southside Bus Facility - Provide a new facility to service, maintain, and store new buses needed to expand service for the Regional Transit System (RTS) and meet HRT's vision of transitioning to Zero Emission Bus technologies with a goal moving towards 50% fleet electrification levels.	\$17.1M	Funding Decision will be made by 11/22/21
September 17, 2021	Transit Ridership Incentive Program (TRIP) Grant--Zero Fare and Low Income Project	Virginia Department of Rail & Public Transportation (DRPT)	To increase the availability of Student Freedom Passes to eligible students	\$432,151 for three years	Late 2021
September 17, 2021	Transit Ridership Incentive Program (TRIP) Grant--Regional Connectivity Project	Virginia Department of Rail & Public Transportation (DRPT)	To operate an internal circulator on the Naval Station Norfolk military base	\$2.388M for three years	Late 2021

# President's Report

## Notice of Funding Opportunities

Upcoming Grant Opportunities	Grantor	Eligible Requests	Amount Available	Application Due Date
Bus & Bus Facilities	Federal Transit Administration	Bus purchases and/or rehabilitation, construct or lease bus related facilities	\$409.59 million nationally (FY21)	11/19/21
American Rescue Plan (Additional Assistance Funding)	Federal Transit Administration	Covid related additional assistance for costs related to operations, personnel, cleaning, and sanitization combating the spread of pathogens on transit systems, and debt service payments incurred to maintain operations and avoid layoffs and furloughs.	\$2.2 billion nationally (FY21)	11/08/21
Route Planning Restoration Program	Federal Transit Administration	Support planning designed to increase ridership and reduce travel times, while maintaining or expanding the total level of vehicle revenue miles of service provided in the planning period; or make service adjustments to increase the quality or frequency of service provided to low-income riders and disadvantaged neighborhoods or communities.	\$25 million nationally (FY21)	11/15/21

# President's Report



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# President's Report



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- POSITIONS IN NORFOLK AND HAMPTON



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- POSITIONS IN NORFOLK AND HAMPTON




HAMPTON ROADS TRANSIT

# Media Kit for Recruiting

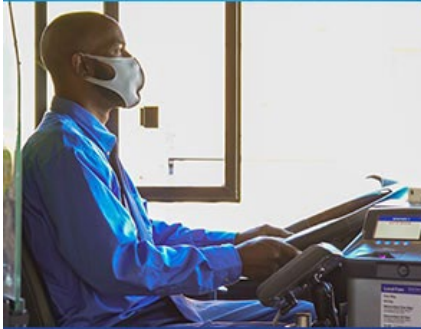
**\$4,000**  
SERVICE BONUS  
FOR NEW HIRES




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People of  
Hampton  
Roads.*

**Join Our Fleet**  
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# President's Report

- Naval Station Norfolk Transit Corridor Project – Community Outreach
- Mobile Ticketing update

<https://www.youtube.com/watch?v=R6PypdIMqZc>



# Mobile Fare System

## Phase 1 – Update

1<sup>st</sup> QTR 2021

### SOW for RFP

- Needs assessment/Develop functional requirements

3<sup>rd</sup> /4<sup>th</sup> QTR  
2021

### Procurement

- Posting RFP, Pre-proposal meetings, vendor questions, proposal reviews

4<sup>th</sup> /1<sup>st</sup> QTR  
2021/2022

### RFP Award

- Vendor selection, Contract Negotiation

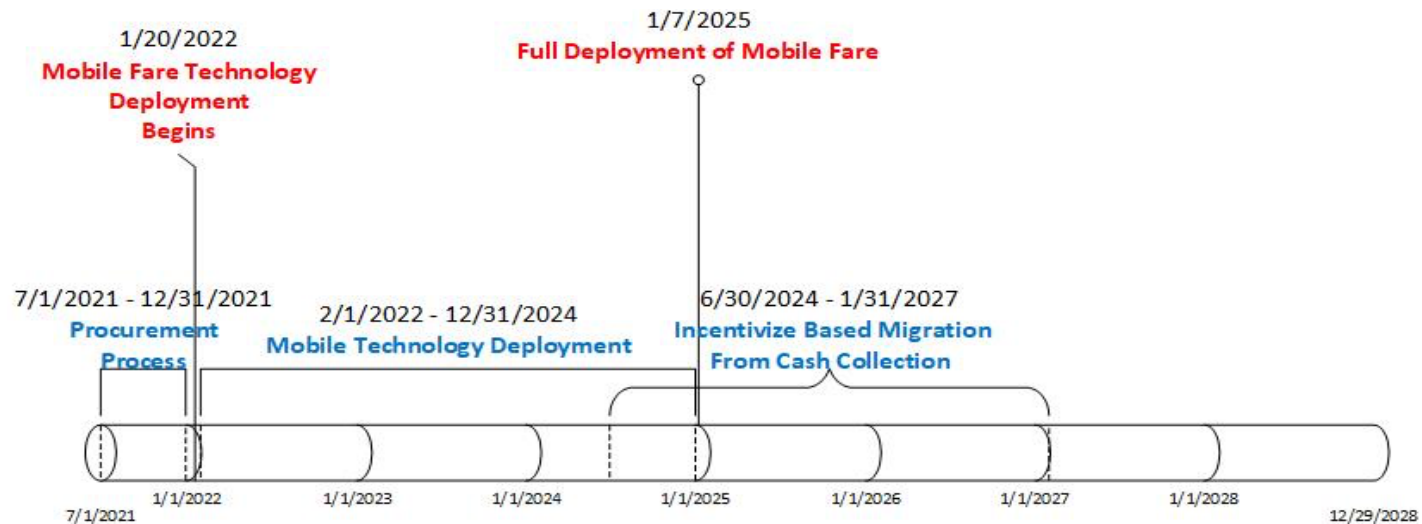
1<sup>st</sup> QTR 2022

### Implementation Phase Begins



# Mobile Fare System

- Mobile Ticketing
- Mobile Wallet
- Account-Based System
- Contactless Payment
- Fare Capping
- Electronic Validation





HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting September 23, 2021

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# President's Report

## October 2021

### COMMITMENT TO IMPROVE PARATRANSIT SERVICES

We take pride in our paratransit services because we know they are critically important to a large and vulnerable community of transit customers. Every weekday, our contracted operators complete about 1,000 trips, delivering people to grocery stores, doctor's offices, and dialysis clinics to name but a few.

Each trip is essential. Every customer is valued.

When Virginia Organizing raised concerns recently about the quality of that service, we took notice and immediately sat down to discuss their concerns and what might be within our powers to correct. As might be expected, some issues extended beyond our ability to change while others presented some opportunities to fine tune a system that many of us already regard as running better than ever.

Some concerns relate directly to a shortage of personnel, an issue which we are widely known to be working on daily in every area of Operations, while other worries, such as sensitivity training for operators, have suffered under the pandemic restrictions limiting in-person interactions.

In its 10-point call to action, Virginia Organizing called out, for example, problems with the functionality of Google maps, specifically the feature that allows customers to manually move electronic pins on the map to plot their trip destinations.

Moving the pin to the wrong location – it's easy with a smart phone and their tiny screen maps - can lead a driver to miss a stop by a block or more. HRT does not control this movable pin feature, of course, and because there is the possibility of error here we are reemphasizing with our agents the need for precise location descriptions from customers when scheduling trips.

Another matter related to access to military bases. Driving onto these national assets has been an issue for as long as public transit has existed in Hampton Roads. There are still occasional access denials of previously authorized staff which base security officers rarely explain. The bottom line is that transit is not a priority mission for base security personnel though we continue to work positively with base leadership.

Virginia Organizing also called for a dedicated phone line for drivers so that they can speak with the same agents that clients use. The concern is they want drivers to coordinate with the agents more closely when there is a problem. But our experience shows that when drivers, agents, and clients call into the same number it often causes delays in response times – the one thing that Virginia Organizing and HRT do not want.

The group also is seeking faster access to a local dispatcher, arguing that the current 24-to-48-hour window for access to a dispatcher is too long. While the system is designed to have one number serve all needs, the call center agents do have a direct line to the local depot staff. But this is an area where we agree that improvements can be made and we're working with VIA to address the matter.

Related to question of customer and driver interaction, Virginia Organizing also would like a more precise time frame for the pick-up window, the term we use for when a driver is scheduled to arrive, such as between 5 and 5:30 p.m. Today, a client's pick-up time is shown to the driver as an estimated time of arrival, but that limited information can create a confusing conversation about when the client's scheduled window begins and when driver will actually arrive. Via is working on a software update so the driver will also see the previously confirmed pickup window.

In every case, we will continue to connect Hampton Roads with transportation solutions that are safe, reliable, efficient, and sustainable.

Sincerely,

**William E. Harrell**  
President and CEO  
Hampton Roads Transit



HAMPTON ROADS  
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# TDCHR Board Meeting October 28, 2021

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# President's Report

- Election Day – Tuesday 11/2
- COVID-19 and Staffing Update
- KPI Summary Report
- VTA Annual Conference
- Paratransit Service



# Paratransit

**Stranded Rider Protocols:** Via and HRT have worked together to ensure that proper protocols are put in place and followed to ensure customers do not get stranded. Situations where the call center is not able to find a driver through the normal methods and needs to contact dispatch to make a special arrangement

- Require a phone call with "positive confirmation" from the depot dispatch team
- Retraining of staff.

**Drivers Calling Riders Before Booking Windows:** Under existing policies, drivers should not pressure riders to accept earlier pick-ups.

- Message will be sent to all drivers to remind them of the protocol of not calling riders before the start of the window
- Added extra emphasis on this protocol to training materials for new drivers and refresher training for existing drivers.
- Suggest changing the SMS that riders receive upon their van's arrival to emphasize the fact that the driver will wait 5 minutes into the pick-up window in case of an early driver arrival.

**Rider App Feedback:** Riders using the mobile app currently have multiple options to input an address. They can either type in the destination address or set a pin in the map. Via is exploring the removal of the pin option with its technical team.

**Customer Service Process:** HRT and Via have a goal of consolidating and coordinating the VIA and HRT customer service processes so that HRT has visibility into customer complaints that come into the Via call center. A standardized process is being created that gives access to HRT to customer feedback that is collected through Via.

# Commission Calendar

- Board Meetings (Norfolk)

## **Wednesday, November 10 –**

- CIP/TSP Work Session at 11am
- Regular Meeting at 1pm

## **Thursday, December 9 –**

- Regular Meeting at 1pm (scheduled vote on CIP/TSP adoption)

- One-on-One meetings with Commissioners –  
**week of November 1-5**



# Capital Improvement Plan (CIP) Preview

- 10-year plan for capital improvements, updated annually
- Needs are scored and prioritized
- Financially constrained program is created based on capital revenue projections
- Guiding Principles:
  - Fund the highest rated projects
  - Maximize federal and state funding
  - Meet regulatory and eligibility requirements
- 61 Projects evaluated for FY23-32 – \$382M program.

## What's a Capital Project:

Investment in expansion, rehabilitation, or replacement of agency assets.

# Transit Strategic Plan (TSP) Preview

- 10-year plan for transit services across HRT service area
- A “living document” updated annually and Major Update every 5 years
- Includes the Hampton Roads Regional Transit Program



# Web Site Analytics

Gohrt.com • September 2020 & September 2021

## GOHRT.COM - September 2020

### OVERVIEW

Sessions	89,008
Users	123,045
Pageviews	204,458

### DEVICE USAGE:

mobile	82.88%
desktop	16.05%
tablet	1.07%

### TRAFFIC SOURCE PER SESSION

Organic Search	73.10%
Direct	23.79%
Referral	2.89%
Email	0.03%
(Other)	0.13%
Social	0.05%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.915%
/routes/norfolk/index.html	6.976%
/route/20/index.html	5.709%
/routes/virginia-beach/index.html	3.527%
/routes/newport-news/index.html	3.358%
/route/1/index.html	3.311%
/route/3/index.html	2.776%
/route/15/index.html	2.674%
/routes/index.html	2.580%
/route/21/index.html	2.128%

## GOHRT.COM - September 2021

### OVERVIEW

Sessions	96,854
Users	140,188
Pageviews	228,339

### DEVICE USAGE:

mobile	85.33%
desktop	13.68%
tablet	0.99%

### TRAFFIC SOURCE PER SESSION

Organic Search	74.49%
Direct	21.97%
Referral	3.10%
Email	0.00%
(Other)	0.40%
Social	0.04%

### PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.741%
/routes/norfolk/index.html	6.368%
/route/20/index.html	4.720%
/routes/virginia-beach/index.html	4.035%
/routes/newport-news/index.html	3.021%
/route/1/index.html	2.915%
/routes/light-rail/index.html	2.696%
/route/3/index.html	2.487%
/routes/index.html	2.322%
/route/15/index.html	2.255%



# Performance Summary

Quarterly Reporting Schedule: January, April, July, October

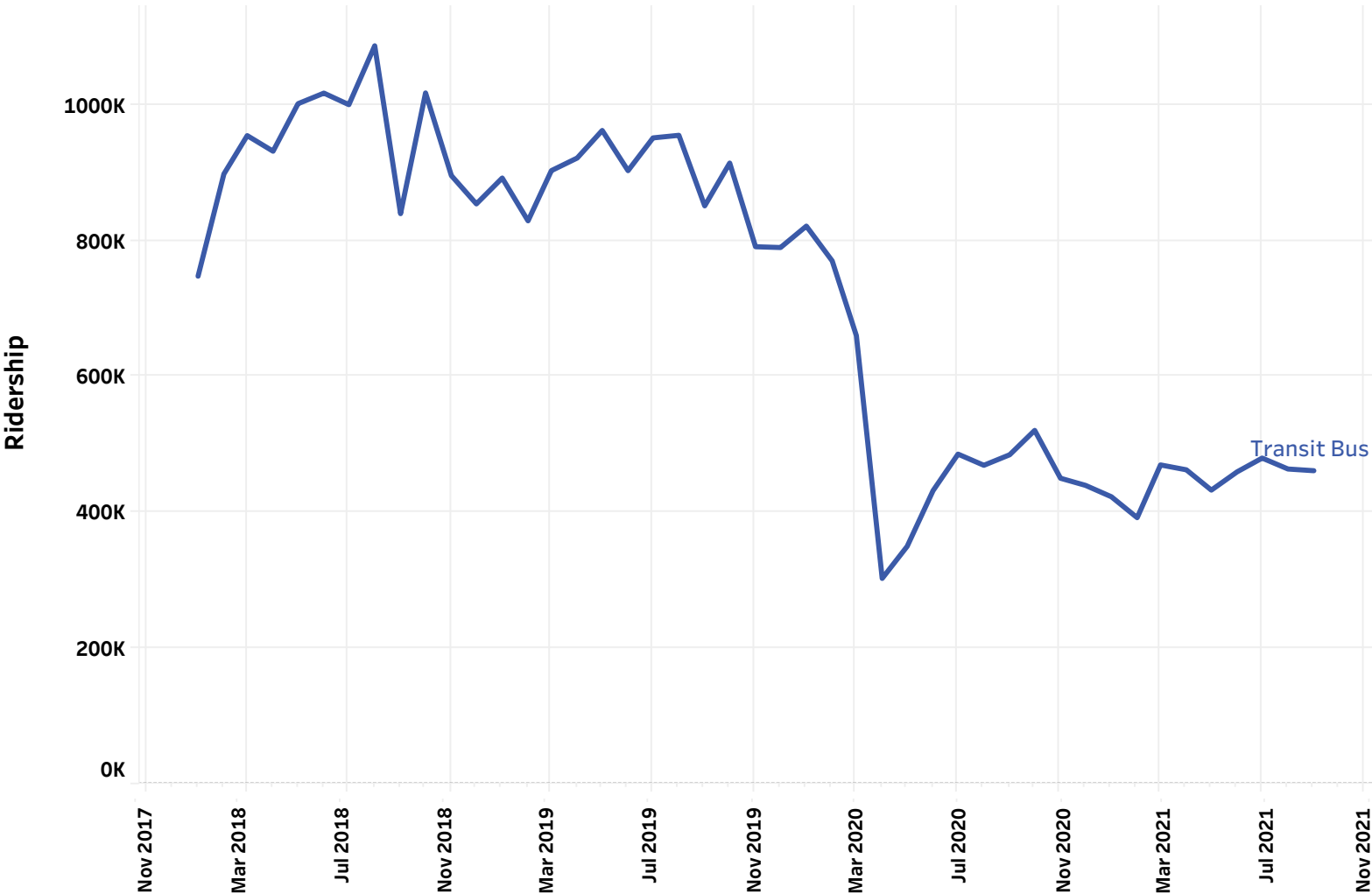
## RIDERSHIP – ALL MODES

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.

		Total	Ferry	Light Rail	Paratransit	Transit Bus
2021	September	570,141	21,019	61,788	25,965	461,369
	August	568,045	22,023	56,728	25,442	463,852
	July	593,689	30,928	58,375	24,430	479,956
	June	558,424	22,480	51,570	24,616	459,758
	May	524,800	20,650	47,226	24,095	432,829
	April	549,003	15,519	46,888	23,905	462,691
	March	551,402	11,441	46,767	23,319	469,875
	February	456,245	4,840	39,991	19,164	392,250
	January	487,997	5,470	39,857	19,590	423,080
2020	December	505,421	6,111	38,431	21,081	439,798
	November	524,625	9,127	44,684	20,538	450,276
	October	605,009	11,916	49,220	23,179	520,694
	September	570,255	14,342	49,735	21,327	484,851
	August	549,047	14,838	44,384	20,483	469,342
	July	569,121	15,084	46,506	21,750	485,781
	June	510,384	14,055	42,159	22,206	431,964
	May	405,716	8,331	29,464	17,778	350,143
	April	346,757	3,579	25,617	14,667	302,894
	March	772,868	8,688	79,342	24,747	660,091
	February	906,490	9,672	96,596	30,190	770,032
	January	970,867	12,320	104,168	33,184	821,195
2019	December	930,297	13,003	96,592	30,989	789,713
	November	938,263	14,201	101,651	31,546	790,865
	October	1,093,122	21,049	123,047	35,051	913,975
	September	1,020,779	25,409	113,730	30,648	850,992
	August	1,143,078	35,786	119,334	33,161	954,797
	July	1,137,540	42,245	112,302	31,986	951,007
	June	1,091,424	46,332	112,132	30,164	902,796
	May	1,143,728	33,208	114,917	33,652	961,951
	April	1,097,987	22,960	121,162	32,474	921,391
	March	1,065,254	16,882	112,539	32,992	902,841
	February	973,193	10,257	104,346	29,603	828,987
	January	1,062,569	31,296	107,385	31,926	891,962

RIDERSHIP – BUS

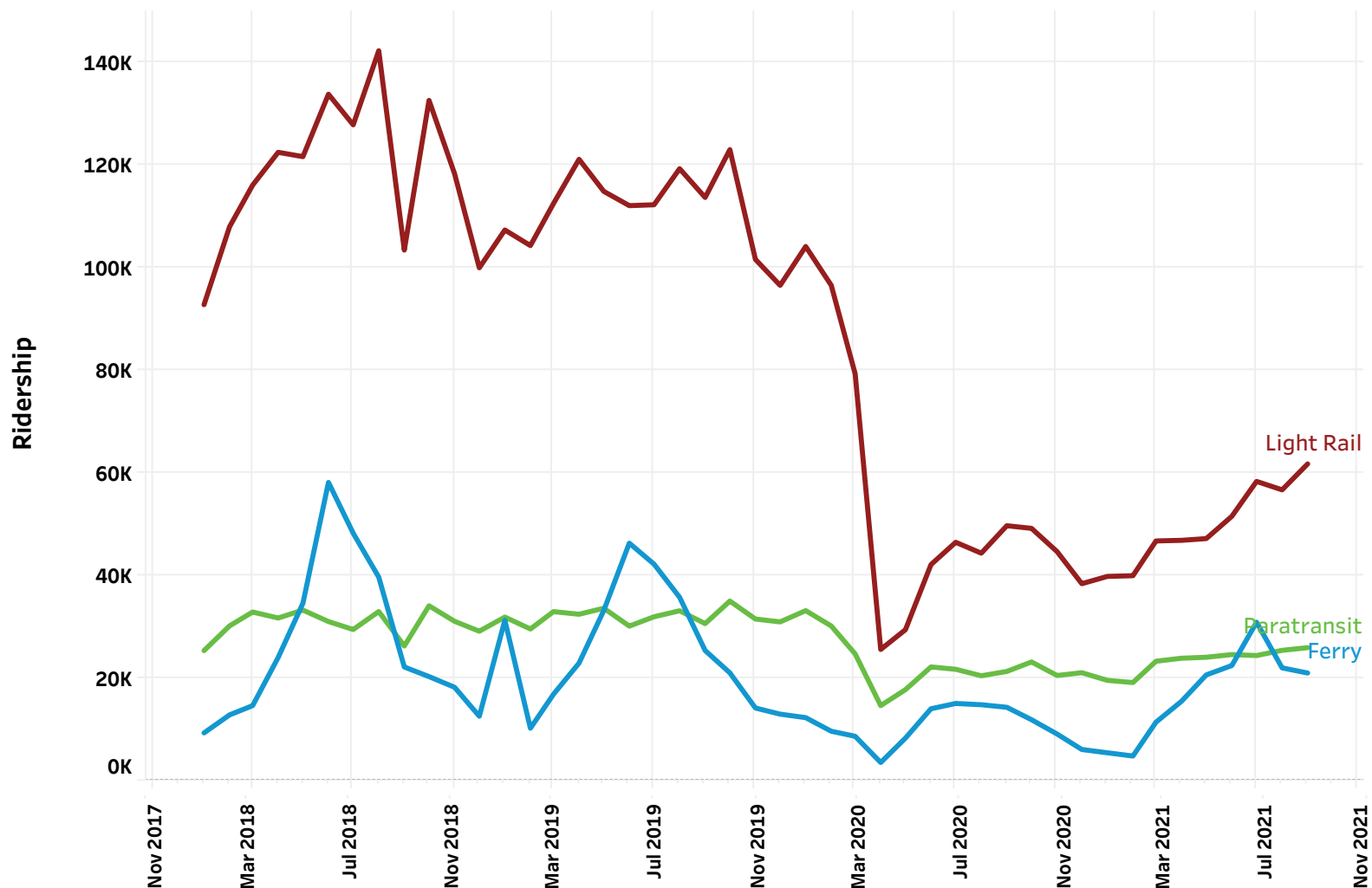
\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.





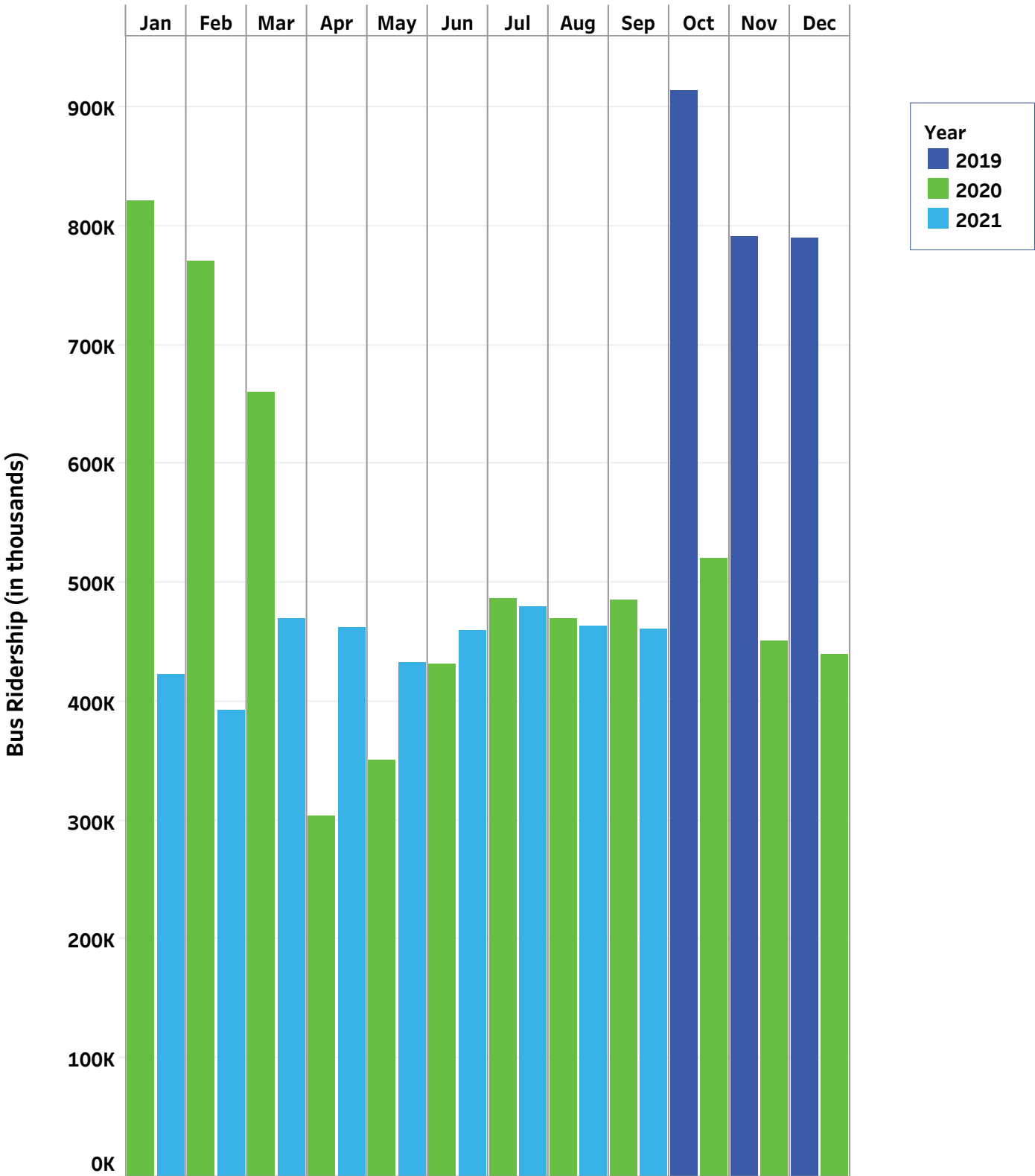
RIDERSHIP – LIGHT RAIL, FERRY, PARATRANSIT

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.



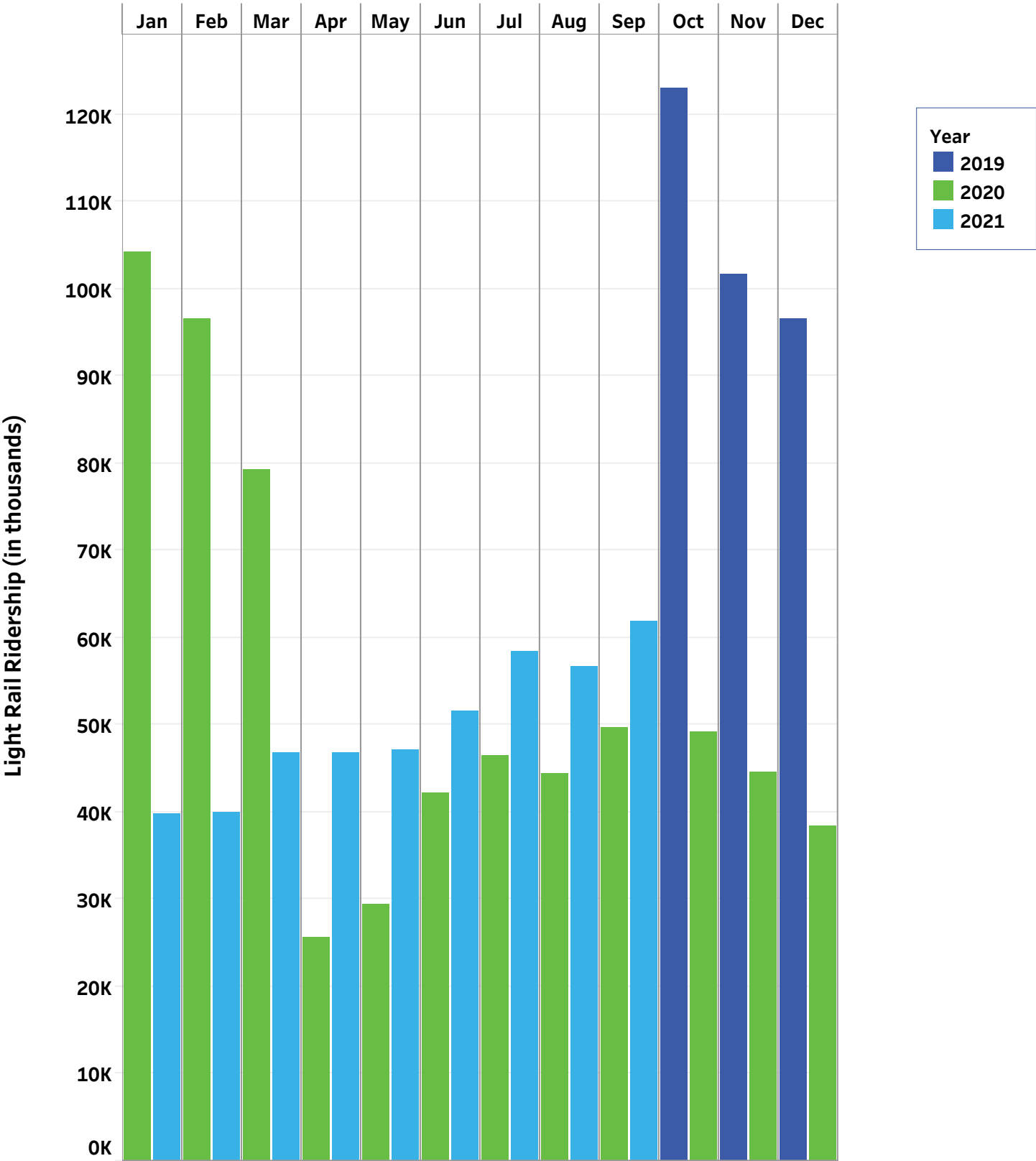
**BUS RIDERSHIP COMPARISON**  
LAST 2 FULL YEARS

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.



LIGHT RAIL RIDERSHIP COMPARISON  
LAST 2 FULL YEARS

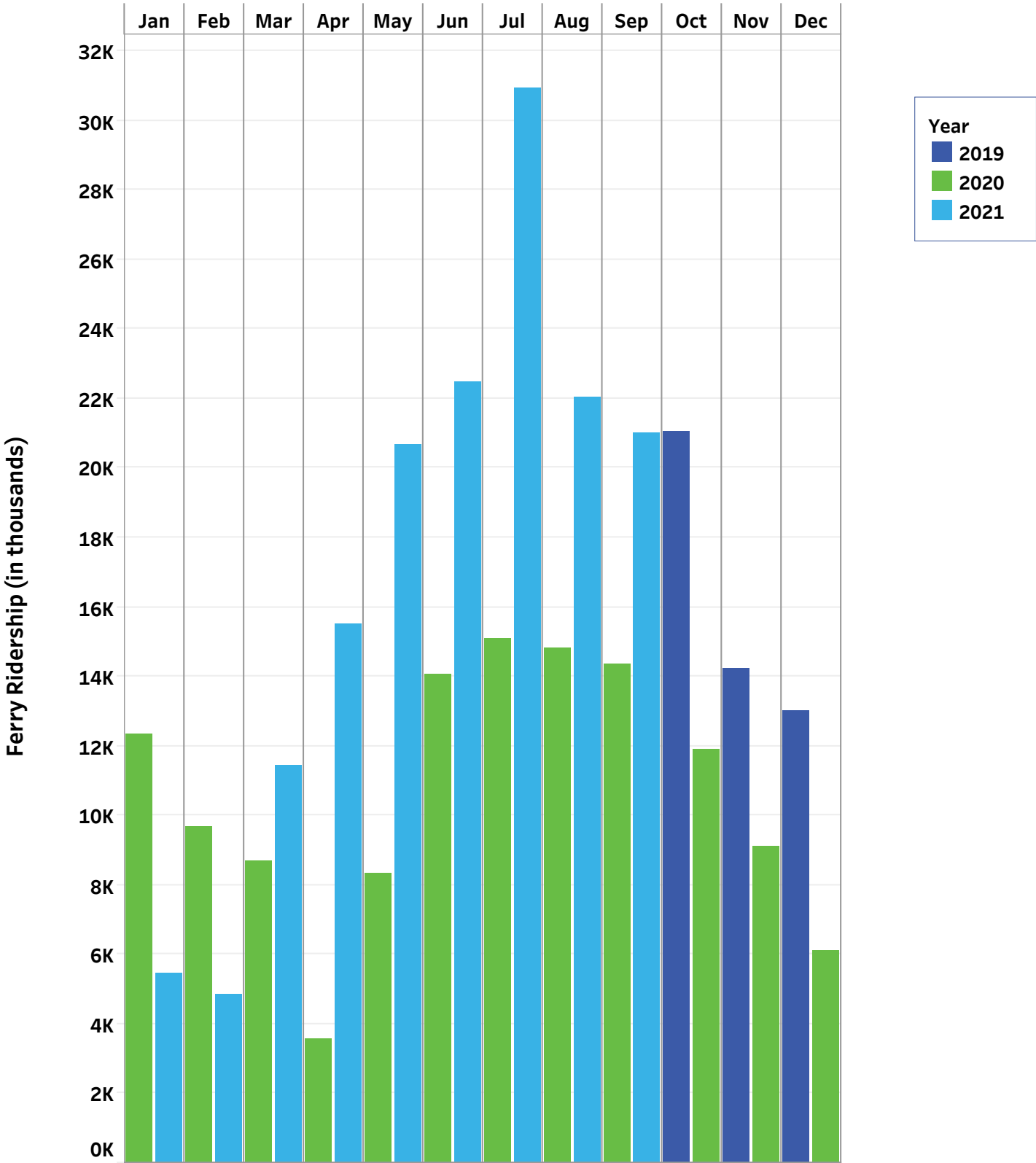
\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.





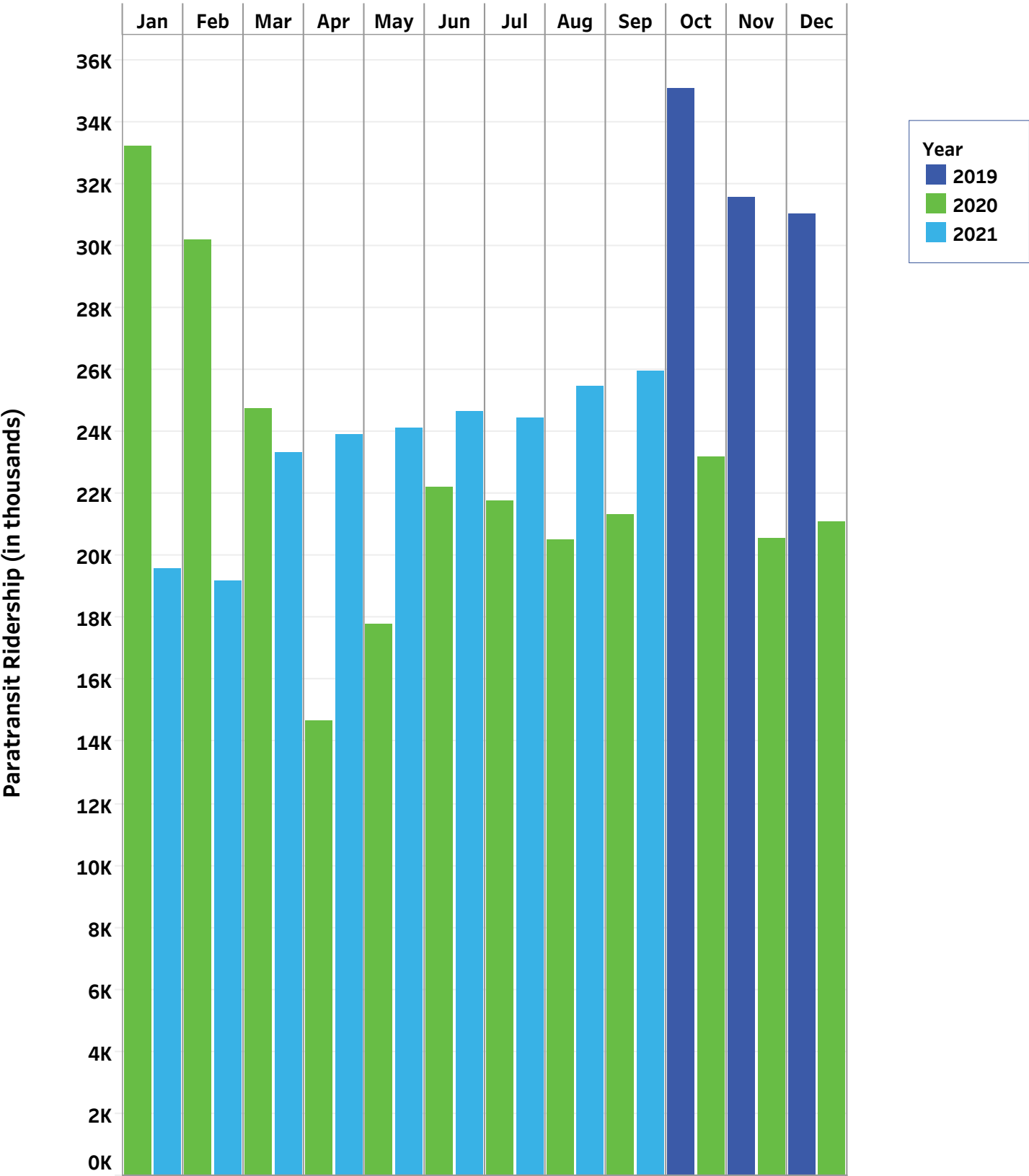
FERRY RIDERSHIP COMPARISON  
LAST 2 FULL YEARS

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.



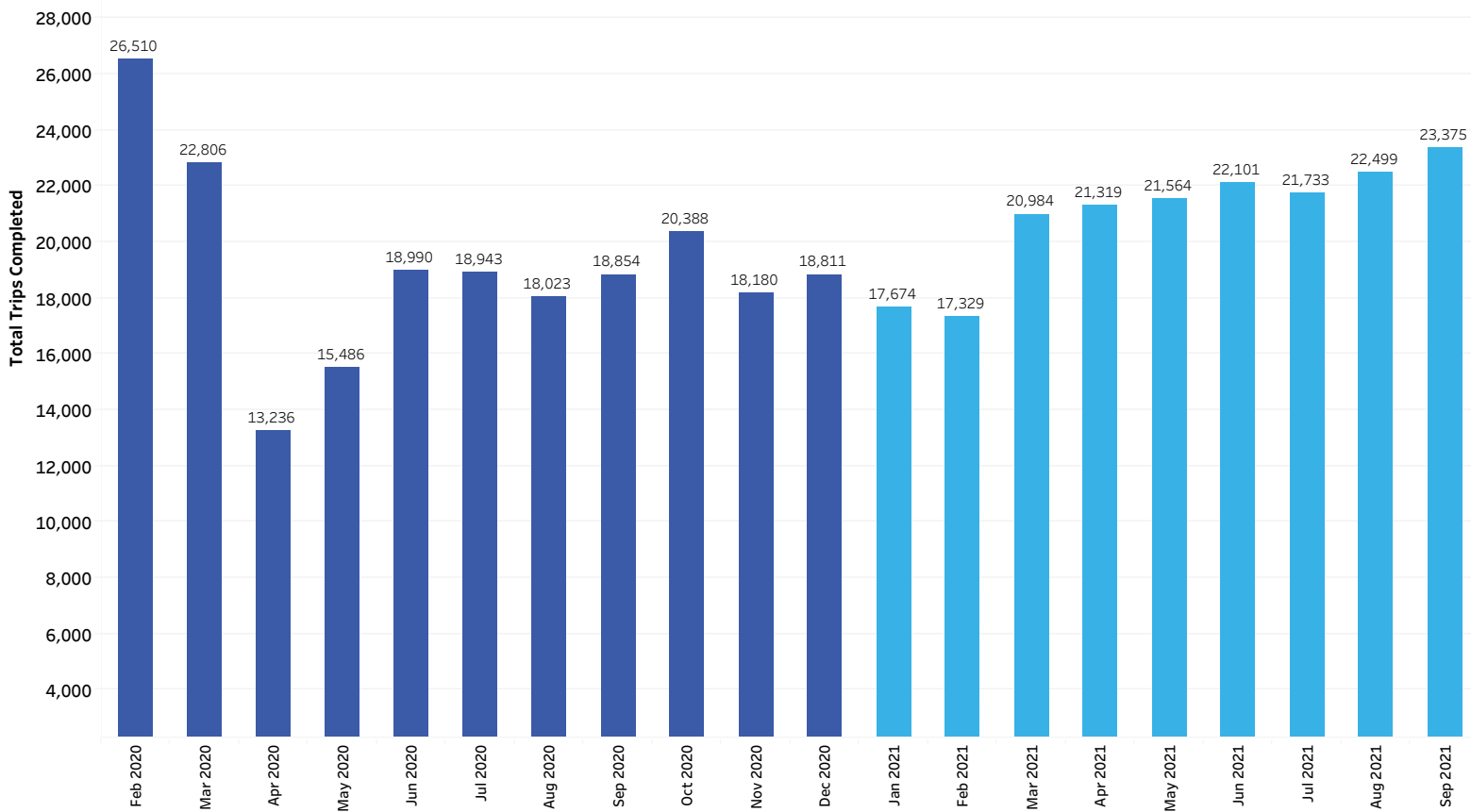
PARATRANSIT RIDERSHIP COMPARISON  
LAST 2 FULL YEARS

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.



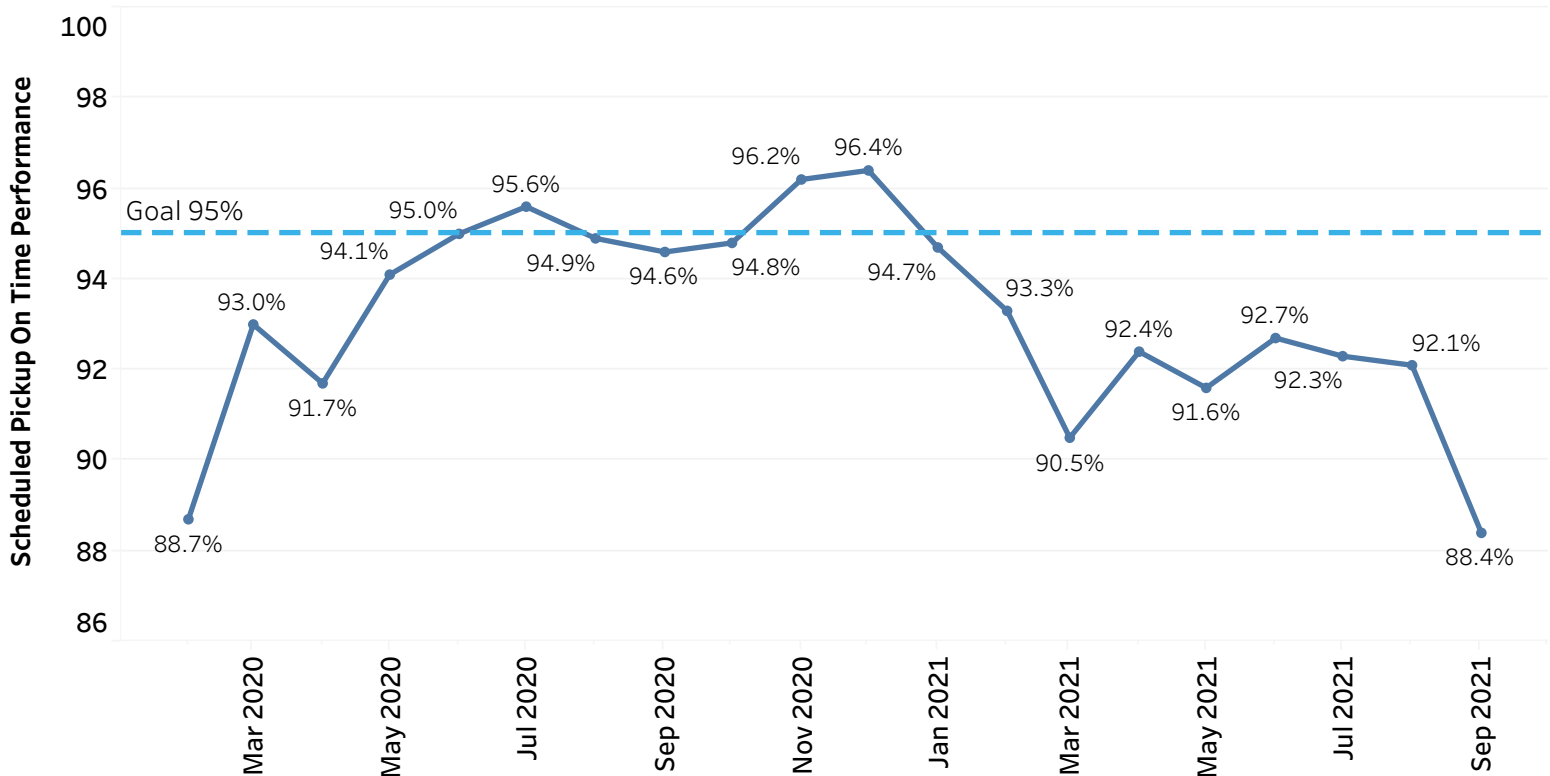
## PARATRANSIT TOTAL TRIPS

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.



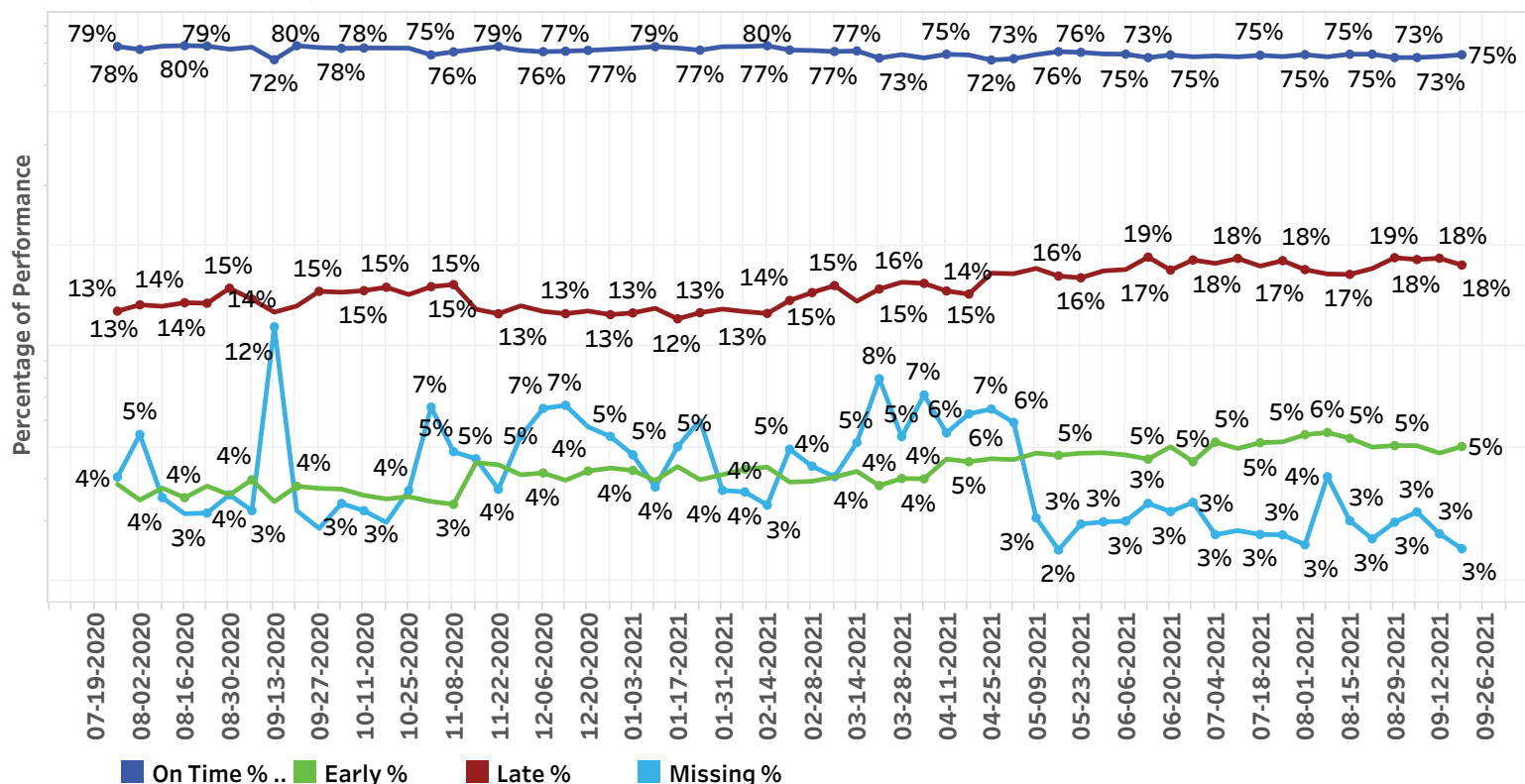
## PARATRANSIT PICK-UP ON TIME PERFORMANCE

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.



## BUS ON-TIME PERFORMANCE

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.

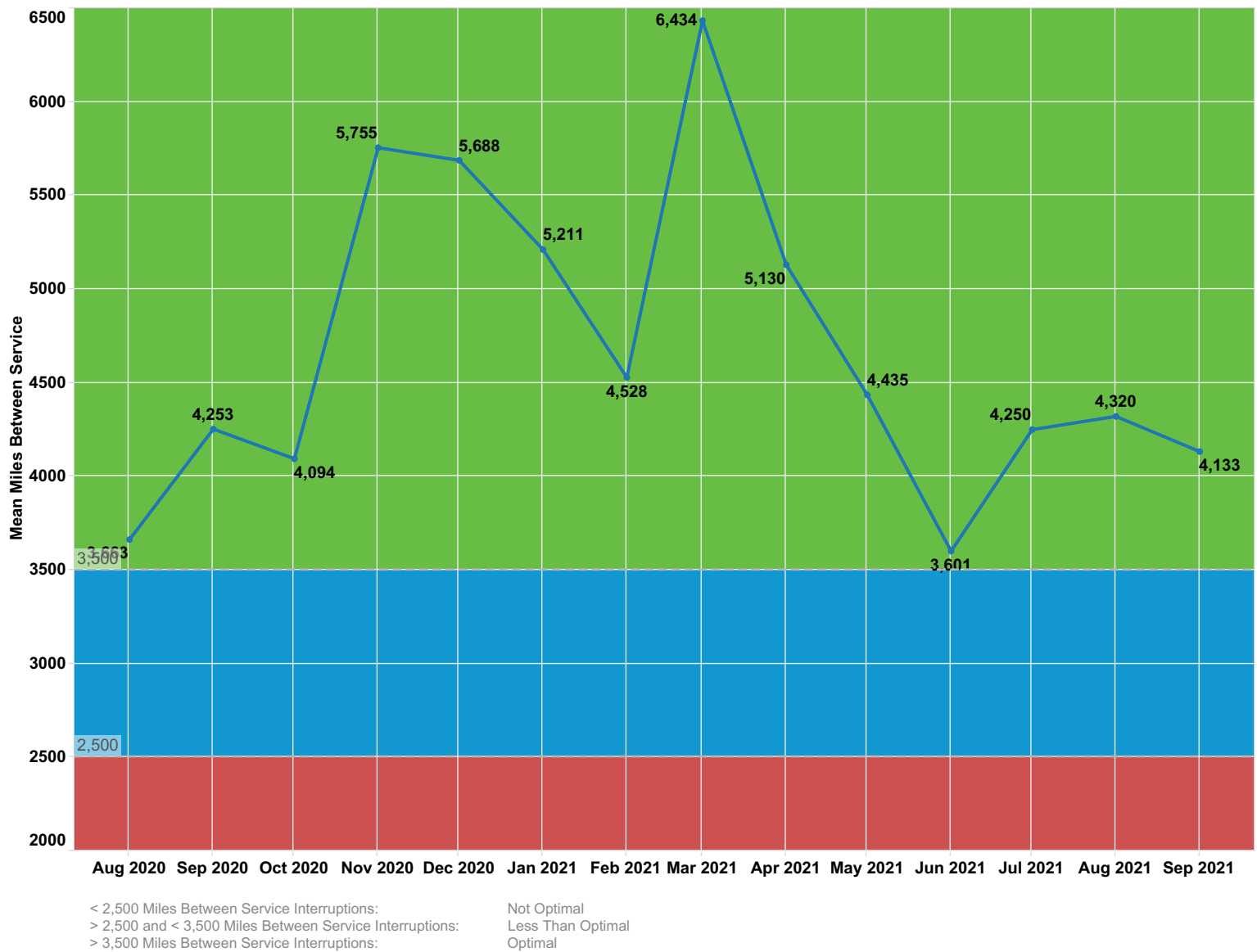


On-Time: Bus departs 0 minute early from a time point, or bus arrives <= 5 minutes late to a time point  
 Early: Bus departs 0 minute early from a time point  
 Late: Bus arrives > 5 minutes late to a time point  
 Missing: System fails to record a time point for any reason (route detour, hardware or software issue, etc)



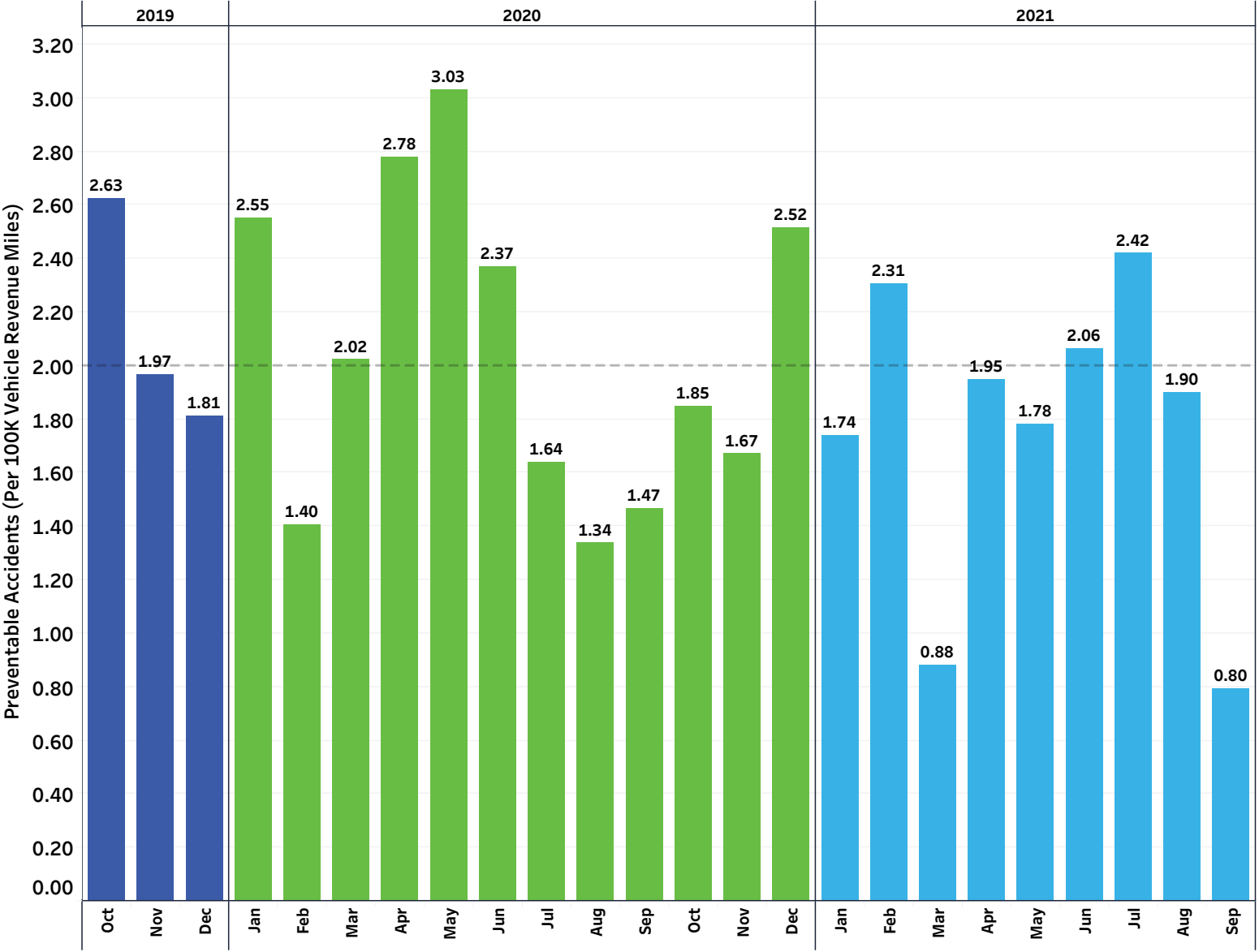
MEAN DISTANCE BETWEEN SERVICE INTERRUPTIONS

\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.

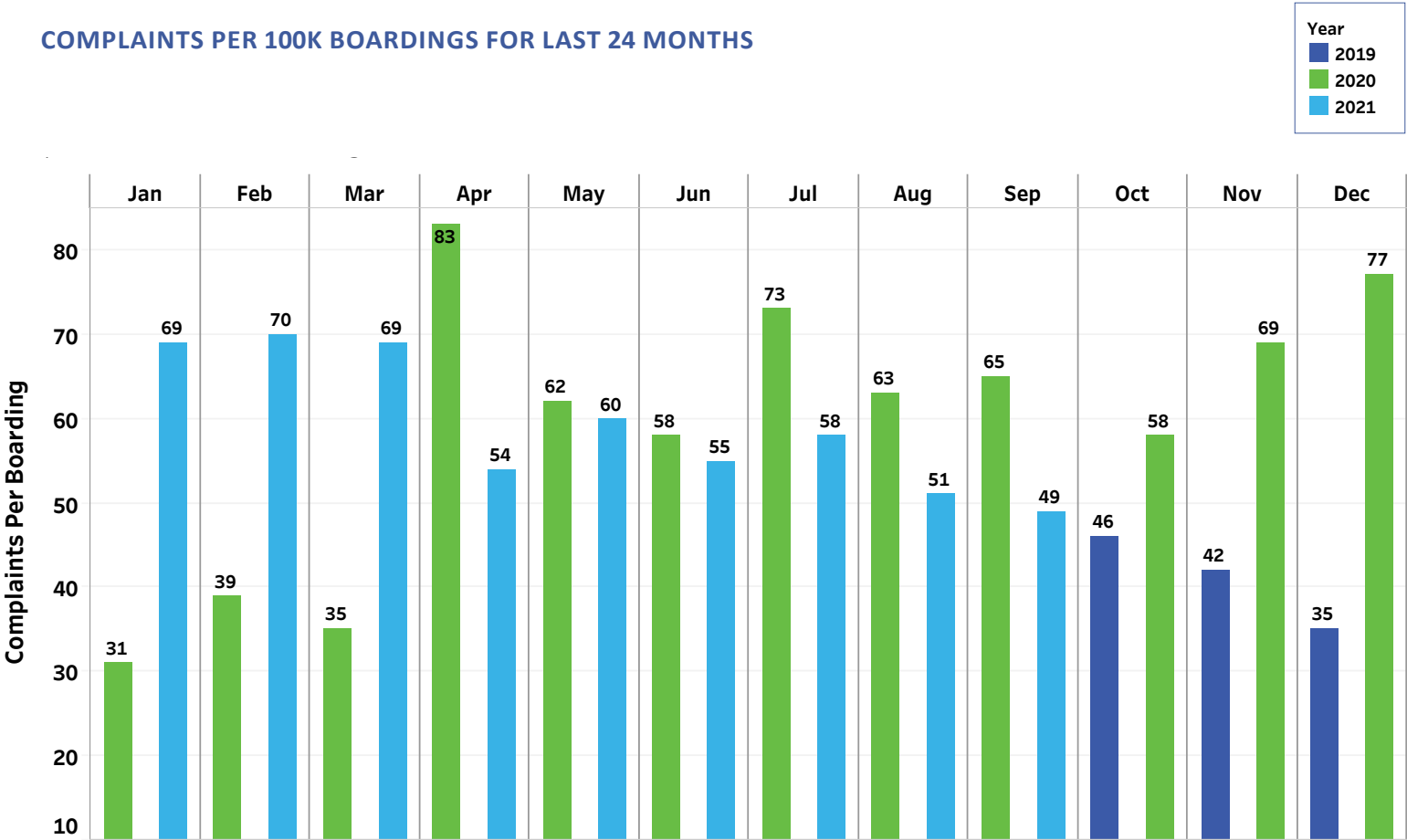




BUS PREVENTABLE ACCIDENTS – LAST 2 FULL YEARS



COMPLAINTS PER 100K BOARDINGS FOR LAST 24 MONTHS





**MASK COMPLIANCE COMPLAINTS (CAFS) AS OF SEPTEMBER 30, 2021**

	January	February	March	April	May	June	July	August	Sept.	CY Total
Mask CAFs	5	15	13	5	3	11	9	9	5	75

**MASK COMPLIANCE INCIDENTS AS OF SEPTEMBER 30, 2021**

	January	February	March	April	May	June	July	August	Sept.	CY Total
Mask Compliance Incidents	3(2)	13(1)	13(5)	10(4)	5(4)	10(3)	11(6)	4(2)	21(6)	90(33)

NOTE: ( ) Police, security or supervisor intervention was required

**TSA REPORTABLE INCIDENTS AS OF SEPTEMBER 30, 2021**

	January	February	March	April	May	June	July	August	Sept.	CY Total
TSA Reportable	0	0	5	4	4	0	1	1	6	21







HAMPTON ROADS  
TRANSIT

**Draft Financial Statement**

# SEPTEMBER 2021 FISCAL YEAR 2022 FINANCIAL REPORT

**gohrt.com**

# OPERATING FINANCIAL STATEMENTS

## September 2021

### FISCAL YEAR 2022

Dollars in Thousands

	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 7,830.9	\$ 652.6	\$ 754.8	\$ 102.2	15.7 %	\$ 1,957.7	\$ 2,206.5	\$ 248.8	12.7 %
Advertising Revenue	1,075.0	89.6	70.8	(18.8)	(20.9) %	268.8	267.8	(0.9)	(0.3) %
Other Transportation Revenue	2,335.0	194.6	203.5	9.0	4.6 %	583.7	600.2	16.4	2.8 %
Non-Transportation Revenue	60.0	5.0	16.0	11.0	220.1 %	15.0	29.4	14.4	95.7 %
<b>Total Operating Revenue</b>	<b>11,300.8</b>	<b>941.7</b>	<b>1,045.2</b>	<b>103.5</b>	<b>11.0 %</b>	<b>2,825.2</b>	<b>3,103.9</b>	<b>278.7</b>	<b>9.9 %</b>
<b>Non-Operating Revenue</b>									
Federal Funding (5307/5337)	22,053.7	1,837.8	1,923.8	86.0	4.7 %	5,513.4	4,718.5	(794.9)	(14.4) %
State Funding	21,438.3	1,786.5	1,778.2	(8.3)	(0.5) %	5,359.6	5,334.6	(25.0)	(0.5) %
Local Funding	44,696.1	3,724.7	3,724.7	-	- %	11,174.0	11,174.0	(0.0)	(0.0) %
<b>Total Non-Operating Revenue</b>	<b>88,188.1</b>	<b>7,349.0</b>	<b>7,426.7</b>	<b>77.6</b>	<b>1.1 %</b>	<b>22,047.0</b>	<b>21,504.2</b>	<b>(542.9)</b>	<b>(2.5) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 99,488.9</b>	<b>\$ 8,290.7</b>	<b>\$ 8,471.8</b>	<b>\$ 181.1</b>		<b>\$ 24,872.2</b>	<b>\$ 24,608.1</b>	<b>\$ (264.2)</b>	
<b>Personnel Services</b>	<b>\$ 63,429.4</b>	<b>\$ 5,232.1</b>	<b>\$ 5,352.3</b>	<b>\$ (120.2)</b>	<b>(2.3) %</b>	<b>\$ 15,811.7</b>	<b>\$ 15,785.5</b>	<b>\$ 26.2</b>	<b>0.2 %</b>
Contract Services	11,401.4	1,003.8	754.9	249.0	24.8 %	2,895.5	2,173.6	721.9	24.9 %
Materials & Supplies	4,855.6	404.6	378.8	25.8	6.4 %	1,213.9	1,142.9	71.0	5.8 %
Gas & Diesel	3,984.7	332.1	357.2	(25.1)	(7.6) %	996.2	1,152.1	(156.0)	(15.7) %
Contractor's Fuel Usage	597.3	49.8	46.7	3.1	6.2 %	149.3	139.2	10.1	6.8 %
Utilities	1,250.1	104.2	86.9	17.3	16.6 %	312.5	259.9	52.6	16.8 %
Casualties & Liabilities	3,660.4	305.0	343.3	(38.3)	(12.5) %	915.1	1,082.4	(167.3)	(18.3) %
Purchased Transportation	8,701.7	725.1	401.1	324.0	44.7 %	2,175.4	1,555.3	620.1	28.5 %
Other Miscellaneous Expenses	1,608.5	134.0	190.4	(56.4)	(42.1) %	402.7	385.8	16.8	4.2 %
<b>TOTAL EXPENSE</b>	<b>\$ 99,488.9</b>	<b>\$ 8,290.7</b>	<b>\$ 7,911.6</b>	<b>\$ 379.2</b>		<b>\$ 24,872.2</b>	<b>\$ 23,676.8</b>	<b>\$ 1,195.4</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ 560.3</b>				<b>\$ 931.3</b>		

Line of Credit balance as of September 30, 2021, is \$3,163,389.30 or 18.6% of available funding

CARES Act balance after September 2021 expenses: \$9,930,089

# RTS FINANCIAL STATEMENTS

September 2021

MAX, PCS, 15-MINUTE INCREMENT

## FISCAL YEAR 2022

Dollars in Thousands

	Annual		Month to Date			Year to Date			
	Budget		Budget	Actual	Variance	Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 611.1	\$ 50.9	\$ 30.9	\$ (20.0)	(39.3) %	\$ 152.8	\$ 98.7	\$ (54.1)	(35.4) %
RTS Program	5,730.1	477.5	286.2	(191.3)	(40.1) %	1,432.5	833.4	(599.1)	(41.8) %
<b>TOTAL REVENUE</b>	<b>\$ 6,341.3</b>	<b>\$ 528.4</b>	<b>\$ 317.1</b>	<b>\$ (211.4)</b>		<b>\$ 1,585.3</b>	<b>\$ 932.1</b>	<b>\$ (653.3)</b>	
<b>Operating Expenses</b>									
Personnel Services	\$ 4,811.0	\$ 400.9	\$ 244.7	\$ 156.2	39.0 %	\$ 1,202.7	\$ 711.0	\$ 491.8	40.9 %
Contract Services	644.0	53.7	26.2	27.5	51.2 %	161.0	75.6	85.4	53.0 %
Materials & Supplies	699.4	58.3	36.6	21.7	37.2 %	174.9	109.8	65.0	37.2 %
Utilities	48.7	4.1	1.7	2.4	58.1 %	12.2	5.5	6.7	54.7 %
Casualties & Liabilities	138.2	11.5	7.9	3.6	31.2 %	34.5	30.2	4.4	12.7 %
<b>TOTAL EXPENSE</b>	<b>\$ 6,341.3</b>	<b>\$ 528.4</b>	<b>\$ 317.1</b>	<b>\$ 211.4</b>		<b>\$ 1,585.3</b>	<b>\$ 932.1</b>	<b>\$ 653.3</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ -</b>				<b>\$ -</b>		



HAMPTON ROADS TRANSIT

**Draft Financial Statement**

# Non-Operating COVID Revenue and Expenses

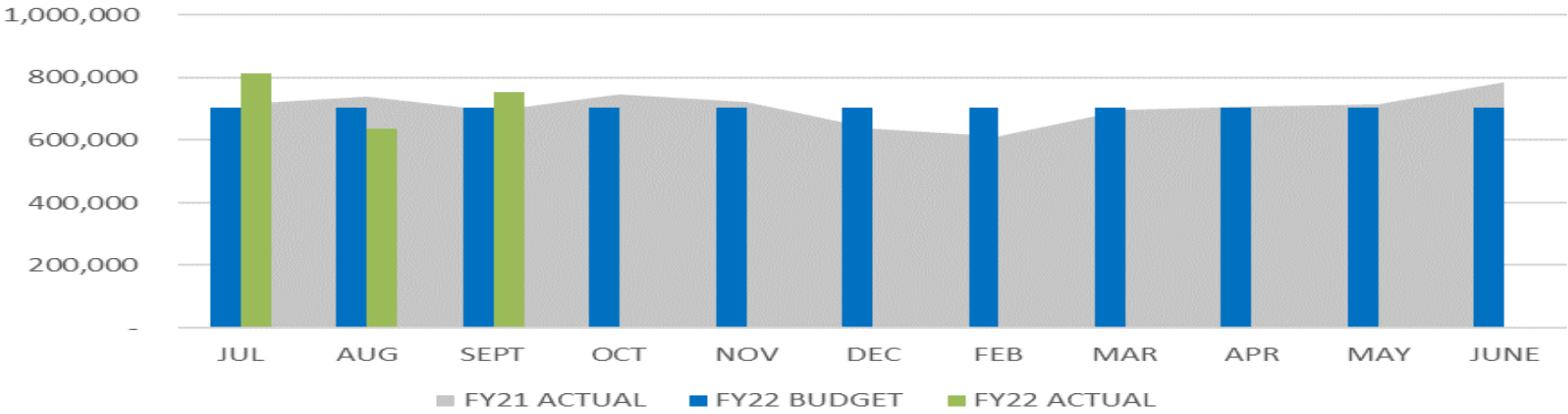
## Sept 2021

Dollars in Thousands

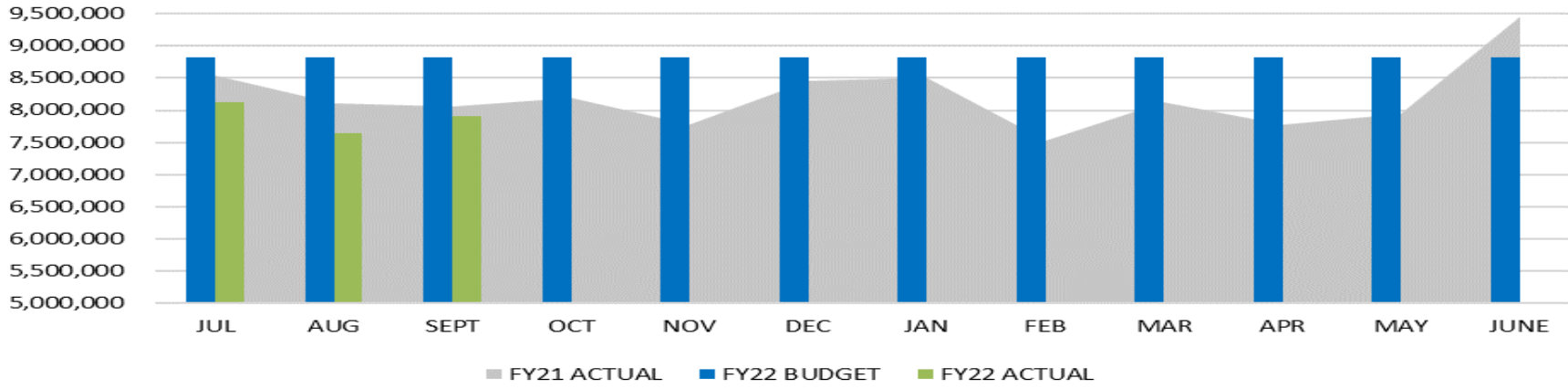
	Month to Date	Year to Date
Federal Funding (5307/5337)	\$ 273.5	\$ 463.2
<b>Total Non-Operating Revenue</b>	<b>\$ 273.5</b>	<b>\$ 463.2</b>

Personnel Services	\$ 115.5	\$ 145.1
Contract Services	157.9	300.5
Materials & Supplies	-	-
Other Miscellaneous Expenses	-	17.6
<b>Total Non-Operating Expense</b>	<b>\$ 273.5</b>	<b>\$ 463.2</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>

Farebox Revenue



Total Expenses



# CONSOLIDATED CROSSWALK

September 2021

YEAR-TO-DATE					
FISCAL YEAR 2022 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 2,110.5	\$ 2,163.5	\$ 141.8	\$ 2,305.3	\$ 194.8
Advertising Revenue	\$ 268.8	\$ 249.1	\$ 15.5	\$ 264.6	\$ (4.2)
Other Transportation Revenue	\$ 583.7	\$ -	\$ 600.2	\$ 600.2	\$ 16.5
Non-Transportation Revenue	\$ 15.0	\$ 24.6	\$ 7.9	\$ 32.5	\$ 17.5
Federal Funding (PM 5307/5337)	\$ 5,513.4	\$ 4,995.6	\$ -	\$ 4,995.6	\$ (517.8)
HRRTF <sup>1</sup>	\$ 1,432.5	\$ -	\$ 833.4	\$ 833.4	\$ (599.1)
State Funding	\$ 5,359.6	\$ 5,334.6	\$ -	\$ 5,334.6	\$ (25.0)
Local Funding	\$ 11,174.0	\$ 11,174.0	\$ -	\$ 11,174.0	\$ -
TOTAL REVENUE:	\$ 26,457.5	\$ 23,941.4	\$ 1,598.8	\$ 25,540.2	\$ (917.3)
EXPENSE					
Personnel Services	\$ 17,014.4	\$ 15,452.6	\$ 1,043.9	\$ 16,496.5	\$ 517.9
Services	\$ 3,056.5	\$ 2,106.9	\$ 142.3	\$ 2,249.2	\$ 807.3
Materials & Supplies	\$ 2,540.2	\$ 2,387.2	\$ 161.3	\$ 2,548.5	\$ (8.3)
Utilities	\$ 324.7	\$ 248.6	\$ 16.8	\$ 265.4	\$ 59.3
Casualties & Liabilities	\$ 949.6	\$ 1,042.3	\$ 70.4	\$ 1,112.7	\$ (163.1)
Purchased Transportation	\$ 2,175.4	\$ 1,456.9	\$ 98.4	\$ 1,555.3	\$ 620.1
Other Miscellaneous Expenses	\$ 396.7	\$ 357.2	\$ 24.1	\$ 381.3	\$ 15.4
TOTAL EXPENSE:	\$ 26,457.5	\$ 23,051.7	\$ 1,557.2	\$ 24,608.9	\$ 1,848.6
BUDGET STATUS TO DATE <sup>2</sup> :	\$ -	\$ 889.7	\$ 41.6	\$ 931.3	\$ 931.3

1. Hampton Roads Regional Transit Funding for MAX, PCS and 15-minute increment.  
2. Includes estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2022 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 44,696.3	\$ 11,174.0	\$ 11,174.0	\$ -
Plus: Local Farebox	\$ 7,676.7	\$ 1,919.2	\$ 2,163.5	\$ 244.3
Locality Share - Sub-Total:	\$ 52,373.0	\$ 13,093.2	\$ 13,337.5	\$ 244.3
Plus: Federal Aid	\$ 22,053.7	\$ 5,513.3	\$ 4,995.6	\$ (517.7)
State Aid	\$ 21,438.3	\$ 5,359.8	\$ 5,334.6	\$ (25.2)
Total Revenue Contribution:	\$ 95,865.0	\$ 23,966.3	\$ 23,667.7	\$ (298.6)
Operating Expenses:	\$ 95,865.0	\$ 23,966.3	\$ 22,778.0	\$ (1,188.3)
Locality Budget Status to Date <sup>1</sup> :				\$ 889.7

KPI

Farebox Recovery:	8.0%	9.5%
Farebox % of Budgeted Expense:		9.0%

1. Estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2022 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,684.4	\$ 671.1	\$ 671.1	\$ -
Plus: Local Farebox	\$ 415.9	\$ 104.0	\$ 96.1	\$ (7.9)
Locality Share - Sub-Total:	\$ 3,100.3	\$ 775.1	\$ 767.2	\$ (7.9)
Plus: Federal Aid	\$ 1,552.6	\$ 388.1	\$ 373.2	\$ (14.9)
State Aid	\$ 1,304.2	\$ 326.1	\$ 313.4	\$ (12.7)
Total Revenue Contribution:	\$ 5,957.1	\$ 1,489.3	\$ 1,453.8	\$ (35.5)
Operating Expenses:	\$ 5,957.1	\$ 1,489.3	\$ 1,362.7	\$ (126.6)
Locality Budget Status to Date <sup>1</sup> :				\$ 91.1

KPI

Farebox Recovery:	7.0%	7.1%
Farebox % of Budgeted Expense:		6.5%

1. Estimated year-to-date Locality Service Reliability Plan credit.



FISCAL YEAR 2022 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,648.3	\$ 1,162.1	\$ 1,162.1	\$ -
Plus: Local Farebox	\$ 814.9	\$ 203.7	\$ 179.3	\$ (24.4)
Locality Share - Sub-Total:	\$ 5,463.2	\$ 1,365.8	\$ 1,341.4	\$ (24.4)
Plus: Federal Aid	\$ 2,512.4	\$ 628.1	\$ 451.3	\$ (176.8)
State Aid	\$ 2,276.7	\$ 569.2	\$ 509.8	\$ (59.4)
Total Revenue Contribution:	\$ 10,252.3	\$ 2,563.1	\$ 2,302.5	\$ (260.6)
Operating Expenses:	\$ 10,252.3	\$ 2,563.1	\$ 2,192.9	\$ (370.2)
Locality Budget Status to Date <sup>1</sup> :				\$ 109.6

KPI

Farebox Recovery:	7.9%	8.2%
Farebox % of Budgeted Expense:		7.0%

1. Estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2022 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,374.4	\$ 1,843.6	\$ 1,843.6	\$ -
Plus: Local Farebox	\$ 1,468.5	\$ 367.1	\$ 308.4	\$ (58.7)
Locality Share - Sub-Total:	\$ 8,842.9	\$ 2,210.7	\$ 2,152.0	\$ (58.7)
Plus: Federal Aid	\$ 3,790.0	\$ 947.5	\$ 607.9	\$ (339.6)
State Aid	\$ 3,639.9	\$ 910.0	\$ 799.8	\$ (110.2)
Total Revenue Contribution:	\$ 16,272.8	\$ 4,068.2	\$ 3,559.7	\$ (508.5)
Operating Expenses:	\$ 16,272.8	\$ 4,068.2	\$ 3,418.9	\$ (649.3)
Locality Budget Status to Date <sup>1</sup> :				\$ 140.8

KPI

Farebox Recovery:	9.0%	9.0%
Farebox % of Budgeted Expense:		7.6%

1. Estimated year-to-date Locality Service Reliability Plan credit.



FISCAL YEAR 2022 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,408.5	\$ 4,852.1	\$ 4,852.1	\$ -
Plus: Local Farebox	\$ 3,320.4	\$ 830.1	\$ 988.9	\$ 158.8
Locality Share - Sub-Total:	\$ 22,728.9	\$ 5,682.2	\$ 5,841.0	\$ 158.8
Plus: Federal Aid	\$ 8,592.8	\$ 2,148.2	\$ 1,487.3	\$ (660.9)
State Aid	\$ 9,110.2	\$ 2,277.6	\$ 2,176.9	\$ (100.7)
Total Revenue Contribution:	\$ 40,431.9	\$ 10,108.0	\$ 9,505.2	\$ (602.8)
Operating Expenses:	\$ 40,431.9	\$ 10,108.0	\$ 9,240.3	\$ (867.7)
Locality Budget Status to Date <sup>1</sup> :				\$ 264.9

KPI

Farebox Recovery:	8.2%	10.7%
Farebox % of Budgeted Expense:		9.8%

1. Estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2022 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,834.9	\$ 708.7	\$ 708.7	\$ -
Plus: Local Farebox	\$ 514.3	\$ 128.6	\$ 148.4	\$ 19.8
Locality Share - Sub-Total:	\$ 3,349.2	\$ 837.3	\$ 857.1	\$ 19.8
Plus: Federal Aid	\$ 1,684.1	\$ 421.0	\$ 401.1	\$ (19.9)
State Aid	\$ 1,415.5	\$ 353.9	\$ 353.2	\$ (0.7)
Total Revenue Contribution:	\$ 6,448.8	\$ 1,612.2	\$ 1,611.4	\$ (0.8)
Operating Expenses:	\$ 6,448.8	\$ 1,612.2	\$ 1,531.0	\$ (81.2)
Locality Budget Status to Date <sup>1</sup> :				\$ 80.4

KPI

Farebox Recovery:	8.0%	9.7%
Farebox % of Budgeted Expense:		9.2%

1. Estimated year-to-date Locality Service Reliability Plan credit.

FISCAL YEAR 2022 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,745.8	\$ 1,936.4	\$ 1,936.4	\$ -
Plus: Local Farebox	\$ 1,142.7	\$ 285.7	\$ 442.4	\$ 156.7
Locality Share - Sub-Total:	\$ 8,888.5	\$ 2,222.1	\$ 2,378.8	\$ 156.7
Plus: Federal Aid	\$ 3,921.8	\$ 980.4	\$ 1,674.8	\$ 694.4
State Aid	\$ 3,691.8	\$ 923.0	\$ 1,181.5	\$ 258.5
Total Revenue Contribution:	\$ 16,502.1	\$ 4,125.5	\$ 5,235.1	\$ 1,109.6
Operating Expenses:	\$ 16,502.1	\$ 4,125.5	\$ 5,032.2	\$ 906.7
Locality Budget Status to Date <sup>1</sup> :				\$ 202.9

KPI

Farebox Recovery:	6.9%	8.8%
Farebox % of Budgeted Expense:		10.7%

1. Estimated year-to-date Locality Service Reliability Plan credit.

<b>Contract No:</b>	21-00134	<b>Title:</b>	Auditing Services (Renewal)	<b>Base Year Price: Four Option Years' Price:</b>	\$65,200 \$281,100
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**Acquisition Description:** Enter into a renewal contract with a qualified independent certified public accounting firm to provide auditing services.

**Background:** Hampton Roads Transit (HRT) requires an independent public accounting firm to perform Financial Audits and Compliance Review of its National Transit Database (NTD) reports. Under the terms of this agreement, the firm shall: (i) perform audits in accordance with auditing standards generally accepted in the United States; (ii) express an opinion as to the fair presentation of the consolidated financial statements in accordance with generally accepted accounting principles; (iii) report on compliance for each major federal program and on internal control over compliance; (iv) provide a draft and final report of the audit; and (v) review HRT's NTD reports for compliance with federal requirements.

**Contract Approach:** A Request for Proposals was issued on March 23, 2021. Five (5) proposals were received on May 13, 2021 from the following firms:

- Brown, Edwards, and Company, LLP (Brown Edwards)
- Cherry Bekaert, LLP (Cherry Bekaert)
- Clifton Larson Allen, LLP
- PBMares, LLP (PB Mares)
- Plante & Moran, PLLC (Plante & Moran)

Upon review and evaluation of the technical proposals, four (4) firms were rated best to meet the Scope of Work (SOW) requirements. The four (4) firms, Brown Edwards, Cherry Bekaert, PB Mares, and Plante & Moran were invited to discuss their proposals and provide technical clarifications in regard to their approach to the SOW.

At the conclusion of discussions, one (1) firm, Brown Edwards, was deemed most qualified to meet the SOW requirements based on the firm's strong technical qualifications and information presented during the presentations regarding their overall proposed project approach. Brown Edwards was therefore invited for further discussions and negotiations. Negotiations focused on reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO received, HRT staff determined that Brown Edwards provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, Brown Edwards reduced their total proposed price by \$22,600 or approximately 6%. Brown Edwards' BAFO pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained

<b>Contract No:</b>	21-00134	<b>Title:</b>	Auditing Services (Renewal)	<b>Base Year Price: Four Option Years' Price:</b>	\$65,200 \$281,100
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in a competitive environment. A contractor responsibility review confirmed that they are technically and financially capable to provide the services.

Brown Edwards is located in Newport News, VA and has provided similar services to Greater Richmond Transit Company in Richmond, VA; Williamsburg Area Transit Authority in Williamsburg, VA; Greater Lynchburg Transit Company in Lynchburg, VA; and Greater Roanoke Transit Company (Valley Metro) in Roanoke, VA.

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

No DBE Goal was assigned for this solicitation.

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

**Project Manager:** Larry Kirk, Assistant Director of Finance

**Contracting Officer** Jason Petruska, Senior Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Brown, Edwards, & Company, LLP to provide auditing services to HRT in the not-to-exceed amount of \$346,300 over a five-year period.

### SOLICITATION RESULTS

OFFEROR	OFFER	BEST AND FINAL OFFER
PBMares, LLP	\$282,500	N/A
Clifton Larson Allen, LLP	\$342,500	N/A
<b>Brown, Edwards, and Company, LLP</b>	<b>\$368,900</b>	<b>\$346,300</b>
Plante & Moran, PLLC	\$385,600	N/A
Cherry Bekaert, LLP	\$483,125	N/A

### BROWN, EDWARDS, AND COMPANY, LLP'S BAFO PRICING SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$65,200	\$67,200	\$69,200	\$71,300	\$73,400	<b>\$346,300</b>

<b>Contract No:</b>	21-00133	<b>Title:</b>	Bus Simulator System	<b>Price: Term:</b>	\$ 249,070.00 1 yr.
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide two (2) turnkey Bus Simulator systems for bus operators training.

**Background:** Hampton Roads Transit (HRT) requires a bus simulator solution that provides the tools necessary to train bus operators on safe and effective driving. Under the terms of this agreement, the Contractor shall provide two (2) turnkey Bus Simulator Systems; delivery, installation, and maintenance of the systems, and warranty for two (2) years. The Contractor shall also provide train the trainer instruction to HRT staff on the operation and maintenance of the system.

**Contract Approach:** A Request for Proposals (RFP) was issued on May 26, 2021. Three (3) proposals were received on June 29, 2021 from the following firms:

- Doron Precision Systems (Doron)
- FAAC, Inc. (FAAC)
- Simulation Technology, LLC (Sim-Tech)

After review and evaluation of the technical proposals, all three (3) firms were invited to discuss their proposal and provide technical clarifications on their approach to the SOW.

In response to the RFP, Proposers were required to describe their approach to, and provide pricing for, the Project as described in the RFP.

At the conclusion of technical presentations, Doron and FAAC were invited for further discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed pricing for the bus simulator systems. 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 FAAC provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, FAAC reduced their original proposed total price by \$4,930.00, or approximately 2%.

FAAC's BAFO pricing 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 FAAC is technically and financially capable to provide the services.

FAAC is located in Ann Arbor, MI and has provided similar services to Massachusetts Bay Transportation Authority located in Charlestown, MA; Santa Clara Valley Transportation



<b>Contract No:</b>	21-00133	<b>Title:</b>	Bus Simulator System	<b>Price: Term:</b>	\$ 249,070.00 1 yr.
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Authority located in San Jose, CA; and South Coast Mountain British Columbia Transportation Authority located in Vancouver, British Columbia, Canada.

This Contract will be awarded for a period of one (1) year.

No DBE goal was assigned for this solicitation.

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

**Project Manager:** Tracy Moore, Director of Training

**Contracting Officer:** Theresa Petrowicz, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve award of a contract to FAAC, Inc. to provide two (2) turnkey Bus Simulator Systems for HRT in the not-to-exceed amount of \$249,070.00.

### **SOLICITATION RESULTS**

<b>OFFEROR</b>	<b>ORIGINAL OFFER</b>	<b>BEST AND FINAL OFFER</b>
Simulation Technology, LLC	\$236,000.00	N/A
Doron Precision Systems	\$251,726.00	\$246,726.00
<b>FAAC, Inc.</b>	<b>\$254,000.00</b>	<b>\$249,070.00</b>

<b>Contract No:</b>	21-00148	<b>Title:</b>	Crane and Hoist Inspection and Repair Service (Renewal)	<b>Price: Term:</b>	\$114,975.00 3 Years
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled crane, hoist, boom lift, and runway inspections and repairs.

**Background:** Hampton Roads Transit (HRT) is required to adhere to Occupational Safety and Health Administration (OSHA) regulations as they apply to cranes, hoists, and boom lifts in service at its facilities. Under the terms of this agreement, the Contractor shall provide experienced crane and hoist maintenance technicians to perform scheduled and unscheduled inspections, repairs, and preventative maintenance for cranes, hoists, and booms utilized at various HRT facilities in accordance with OSHA requirements.

**Contract Approach:** A Request for Quote (RFQ) was issued on July 14, 2021. Five (5) quotes were received on August 31, 2021 from the following firms:

- Chester Hoist and Crane, Inc.
- CraneTech Solutions
- General Inspections & Consultant Services, Inc.
- Homestead Materials Handling Company (Homestead Materials)
- Portrail Crane Service, Inc.

In response to the RFQ, Offerors were required to provide pricing for the annual inspection of crane, hoist, and lift equipment, and various labor categories as listed in the Price Schedule. Additionally, an annual allowance of \$30,000 was included for any unscheduled repairs required during the term of the contract.

After review and evaluation of the quotes received, Homestead Materials was deemed the lowest priced offeror. Homestead Materials' quoted pricing 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 performed confirmed Homestead Materials is technically and financially capable to perform the work.

Homestead Materials is located in Chesapeake, VA and has performed similar work for Earthcore, Inc. in Chesapeake, VA; Pierce Aluminum in Chesapeake, VA; Dynamic Towing & Equipment in Norfolk, VA; and Kelvin International in Newport News, VA.

The period of performance for this contract is three (3) years.

No DBE goal is assigned for this solicitation.

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

<b>Contract No:</b>	21-00148	<b>Title:</b>	Crane and Hoist Inspection and Repair Service (Renewal)	<b>Price: Term:</b>	\$114,975.00 3 Years
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**Project Manager:** Omar Gordon, Manager of Operational Facilities and Wayside

**Contracting Officer:** Theresa Petrowicz, Contract Specialist

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Homestead Materials Handling Company to perform crane and hoist inspections and repair services for HRT in the not-to-exceed amount of \$114,975.00 over a three (3) year term.

### SOLICITATION RESULT

BIDDER	TOTAL QUOTE PRICE
<b>Homestead Materials Handling Company</b>	<b>\$114,975.00</b>
General Inspections & Consultant Services, Inc.	\$126,075.00
CraneTech Solutions	\$128,553.00
PortRail Crane Service, LLC	\$133,290.00
Chester Hoist & Crane	\$148,179.50

### HOMESTEAD MATERIAL HANDLING COMPANY PRICING SUMMARY

Year 1	Year 2	Year 3	Total
\$38,325.00	\$38,325.00	\$38,325.00	<b>\$114,975.00</b>

<b>Contract No:</b>	21-00159	<b>Title:</b>	Microsoft Enterprise Agreement Software License (Renewal)	<b>Base Year Price: Two (2) Option Years Price:</b>	\$790,086.08  \$1,580,172,16
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**Acquisition Description:** Enter into a sole source renewal contract with SHI International Corporation (SHI) to provide Microsoft Enterprise Software licenses, software, and support.

**Background:** Hampton Roads Transit's (HRT's) computer systems are based on the industry standard Microsoft Windows platform. HRT utilizes Microsoft software for all its desktops, laptops, and servers. HRT also utilizes Microsoft Cloud to host its communication and collaboration software and Financials ERP software. Microsoft Cloud services play a crucial role in HRT's Cloud Access management, Cyber Security, and Disaster Recovery and Business Continuity plans. Under the terms of this agreement, SHI shall renew HRT's Enterprise Agreement directly with Microsoft for software to include Desktop Operating Systems, Office Productivity Suite, Windows Server, SQL Server Database, various client access licenses, and Dynamics 365 services, as well as cloud services. The agreement shall also cover the procurement of necessary software licenses and provide for all software updates and technical support.

**Contract Approach:** FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one (1) source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. SHI is the sole provider authorized by Microsoft to provide governmental pricing for Microsoft licenses and cloud services. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one (1) source.

A Request for Proposal (RFP) was issued on September 21, 2021 and SHI provided a responsive proposal on September 24, 2021, in the total amount of \$2,370,258.24, including a total allowance of \$450,000 (\$150,000 annually) to cover anticipated Azure Infrastructure as a Service (IaaS) charges during the period of the Contract. The pricing also includes unit prices for various Microsoft products and licenses currently utilized by HRT as listed in the Price Schedule.

SHI's pricing is based on current discount prices provided under the Commonwealth of Virginia's Virginia Information Technologies Agency (VITA) Contract No. VA-131017 with SHI, and as such, is deemed fair and reasonable.

SHI is located in Reston, VA and has provided these services for municipalities throughout the Commonwealth of Virginia and HRT satisfactorily.

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

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

<b>Contract No:</b>	21-00159	<b>Title:</b>	Microsoft Enterprise Agreement Software License (Renewal)	<b>Base Year Price:</b>	\$790,086.08
				<b>Two (2) Option Years Price:</b>	\$1,580,172,16

**Project Manager:** Alex Touzov, Director of Technology Services

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended the Commission approve the award of renewal Contract to SHI Corporation to provide Microsoft Enterprise Agreement Software License Renewal in the not-to-exceed amount of \$2,370,258.24 over three (3) years.

### SHI'S PRICING SUMMARY

Base Year	Option Year 1	Option Year 2	Total
\$790,086.08	\$790,086.08	\$790,086.08	\$2,370,258.24

<b>Contract No:</b>	21-00129	<b>Title:</b>	Northside Vehicle Lift Replacement Project	<b>Price:</b>	\$2,319,283.20
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**Acquisition Description:** Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. E194-77248 MA05316 (State Contract) to procure and install eleven (11) ECO60-13 vehicle lifts.

**Background:** Using the competitive procurement process, in February 2017, the State of Washington awarded Master Contract No. 05316 (MA 05316) to Stertil-Koni USA, Inc. (Stertil-Koni) to purchase various vehicle lifts and garage associated equipment. In May 2017, via a participating addendum to MA05316, the Commonwealth of Virginia, through the Department of General Services, Division of Purchases and Supply (DPS) awarded Contract No. E194-79495 MA05316 (State Contract) to Stertil-Koni to purchase similar equipment. Under the terms of the Contract, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize Stertil-Koni to purchase and install eleven (11) ECO60-13 60,000 lbs. capacity vehicle lifts to replace the existing lifts at HRT's Northside Operations and Maintenance facility located at 3400 Victoria Boulevard, Hampton, to include all plumbing, electrical, and other associated work required.

**Contract Approach:** The original State Contract was competitively procured with base unit pricing established for various lifts and garage associated equipment, including, but not limited to the ECO60-13 60,000 lbs. capacity lift. The total pricing of \$2,319,283.20 includes a 33.5% discount off the MSRP, plus installation and other associated costs of \$962,172.20. Based on a price analysis conducted by the State of Washington at the time of award, and by DPS at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Stertil-Koni's pricing is deemed fair and reasonable.

**Cost/Funding:** This Contract will be funded with 5307 grant funds.

**Project Manager:** Sibyl Pappas, Chief Engineering and Facilities Officer

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Stertil-Koni, Inc. to furnish and install eleven (11) ECO60-13 60,000 capacity vehicle lifts to replace existing vehicle lifts at HRT's Northside Operations and Maintenance facility, in the total amount of \$2,319,283.20.

<b>Contract No:</b>	21-00146	<b>Title:</b>	State Legislative and Public Relations Services (Renewal)	<b>Two Base Years' Price: Three Option Years' Price</b>	\$180,000 \$270,000
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**Acquisition Description:** Enter into a renewal contract with a qualified Consulting firm to provide state legislative and public relations services.

**Background:** Hampton Roads Transit (HRT) achieves public policy goals and objectives, such as increased and reliable funding for maintaining and expanding multimodal transit service levels and funding of state of good repair capital and ongoing operating costs, by contracting for state legislative and public relations services. The services are utilized to build and maintain positive, collaborative relationships with elected officials, administrative officials, and others who impact public policy and support for HRT. Under the terms of this agreement, the Consultant shall work with members and staff of the Virginia General Assembly, the Governor's Administration, and other elected and appointed officials and key stakeholders to support legislative and public policy priorities of the Transportation District Commission of Hampton Roads. The work shall include, but not be limited to, providing consultation and representation on a day-to-day "as needed" basis and supporting efforts to make improvements to public policy necessary for Hampton Roads to achieve strategic improvements to transit infrastructure and services, such as HRT's 757 Express program.

**Contract Approach:** A Request for Proposal (RFP) was issued on June 10, 2021. Three (3) proposals were received on July 15, 2021 from the following firms:

- Advantus Strategies, LLC (Advantus)
- Hunton Andrews Kurth, LLP (HAK)
- Two Capitols Consulting, LLC (Two Capitols)

Upon review and evaluation of the technical proposals, all three (3) firms were deemed technically qualified to meet the Scope of Work (SOW) requirements. Therefore, the firms were invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

Upon receipt of HRT's invitation for interview, Two Capitols withdrew its proposal, indicating that it did not have the capacity or capability to provide public relations services as required in the Scope of Work. After presentations concluded with the two (2) remaining firms, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and the distribution of services. At the conclusion of negotiations, Best and Final Offers (BAFO) were requested.

Upon review and evaluation of the BAFOs received, HRT staff determined that HAK provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, HAK offered a total price reduction of \$30,000, or approximately 6.25%. Based on the result of the negotiations, and the fact that pricing was obtained in a competitive environment,

<b>Contract No:</b>	21-00146	<b>Title:</b>	State Legislative and Public Relations Services (Renewal)	<b>Two Base Years' Price: Three Option Years' Price</b>	\$180,000 \$270,000
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HAK's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that HAK is technically and financially capable to perform the services.

HAK is located in Norfolk, VA, and has provided similar services for the Appalachian Power Company in Richmond, VA; Norfolk Southern Company in Richmond, VA; and the Virginia Transportation Construction Alliance in Richmond, VA.

The period of performance for this contract is two (2) base years, with three (3) additional one-year options.

No DBE goal was established for this solicitation.

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

**Project Manager:** Brian Smith, Deputy CEO

**Contracting Officer:** Fevrier Valmond, Assistant Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Hunton Andrews Kurth, LLP to provide state legislative and public relations services in the not-to-exceed amount of \$450,000 over five (5) years.

### SOLICITATION RESULTS

OFFEROR	ORIGINAL OFFER	BEST AND FINAL OFFER
Hunton Andrews Kurth, LLP	\$480,000	\$450,000
Advantus Strategies, LLC	\$626,000	\$590,016

### HUNTON ANDREWS KURTH'S PRICING SUMMARY

Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3	Total
\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000



## TDCHR PAC Board Report

September 23, 2021

HRT Hampton Office

Good afternoon Madam Chair, Commissioners, and other attendees,

As mentioned in my last report, The Paratransit Advisory Committee met on Wednesday August 11<sup>th</sup>. Our next meeting is scheduled for Wednesday October 13<sup>th</sup>.

Since my last report, I have heard from paratransit users regarding service quality issues including, GPS issues, app functionality, passenger scheduling, excessive hold times, base access, and on-time performance. HRT management has investigated, and continues to investigate, these service quality issues highlighted by the ridership.

I would like to thank the TDCHR, HRT, and other stakeholders who once again facilitated the upcoming complementary fare day on Nov 2<sup>nd</sup>. On a related note, PAC Outreach Subcommittee Chair, Janice Taylor is working with Kyle Snyder from Via regarding rides to the polls on that day.

My second term as chair of the Paratransit Advisory Committee concludes with the commencement of our October meeting. I would like to welcome and introduce the incoming chair, Brian Trickler, who is joining us virtually. I will have the opportunity to serve as vice-chair under Brian's leadership so I look forward to what our talented committee will be able to accomplish during his chairmanship.

It has been a pleasure to attend these board meetings to both relay information from the paratransit ridership as well as learn more about the important work done by the TDCHR for the betterment of our region. In my role at Eggleston, an employer for many individuals with disabilities, I am reminded daily of the importance of a safe, reliable, and accessible public transportation system. Our employees, many of whom have significant disabilities, could not maintain employment without the community's investment in paratransit. I would like to thank you all for your efforts to safeguard, oversee, and improve this vital service. At Eggleston we have a saying- *a job is more than a paycheck*. For many, it is an opportunity to contribute, a source of purpose, and a vehicle for self-actualization. Paratransit service provides more than transportation, it grants independence. Again, thank you for your commitment to excellent public transportation -for all- in Hampton Roads.

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



# HAMPTON ROADS TRANSIT

## **DRAFT** 2022 Legislative and Public Policy Priorities

- The TDCHR supports the Commonwealth providing sufficient funding and flexibility through the Virginia Department of Rail and Public Transportation so transit agencies across Virginia will have resources necessary to ensure safe, resilient, and sustainable service in the face of the COVID-19 public health emergency, including more financial resources to support zero-fare systems to encourage transit ridership and grow ridership back to pre-pandemic levels.
- The TDCHR encourages the Commonwealth to evaluate and update the current “performance-based” approach to allocating statewide operating assistance *by not overutilizing ridership factors when calculating allocations.*  
*(italicized text updated 10/20 per ELAC discussion)*
- The TDCHR urges the Commonwealth to *evaluate and establish dedicated funding, apart from bus funding, to address the unique capital and operating needs of The Tide light rail system in Norfolk and HRT’s ferry service.*  
*(italicized text updated 10/20 per ELAC discussion)*
- The TDCHR encourages the Commonwealth to appropriate funding sufficient to meet statewide transit capital needs.
- The TDCHR supports Congress protecting and expanding the federal Capital Investment Grants (CIG) Program (New Starts / Small Starts). The federal fixed-guideway program is particularly important as Hampton Roads looks to potential extensions of systems that provide a regional benefit such as The Tide light rail system, Bus Rapid Transit on the Peninsula, or similar services.
- The TDCHR supports increased federal funding for the Bus and Bus Facilities program and maintaining a balanced mix of funding between formula-driven and competitive discretionary programs.
- The TDCHR supports the goals of advancing racial equity and support for underserved communities through improving transit access for environmental justice populations and projects that reduce pollution and greenhouse gas emissions.
- The TDCHR supports increased funding for transit innovations and technologies, such as zero emissions buses.

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October 2021



# PTASP Annual Update

# Public Transportation Agency Safety Plan (PTASP)

- On July 19, 2018, the FTA published the Public Transportation Agency Safety Plan Final Rule, 49 CFR part 673, which required public transportation systems that receive federal funds or that operate a rail transit system that is subject to FTA's State Safety Oversight Program to develop a PTASP by July 20, 2020
- HRT's Public Transportation Agency Safety Plan was developed and approved by the HRT Commission and the SSOA (DRPT) and certified with the FTA by July 20, 2020. Each year, the PTASP must be updated, approved and recertified
- The purpose of the PTASP is to improve public transportation safety through the implementation of a Safety Management System, also known as (SMS), a comprehensive approach to managing safety

# SMS is a top-down, data-driven Safety Management System



1. Safety Management Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

# Updates to the 2021 annual revision of the PTASP

1. Scope of transit services
2. Emergency Response Planning section
3. Process for documenting SET meetings on safety related topics to address
4. Organizational chart to include changes in personnel and responsibilities
5. Departmental safety responsibility Matrix to address DRPT and internal audit findings
6. Process for determining mitigations for identified hazards
7. Annual safety performance targets
8. Data reporting requirements shared with FTA, DRPT, Safety Department and the SMSC Committee
9. Contract reviews
10. Paratransit training oversight responsibilities
11. Safety Training section to include new agency Safety Training Plan
12. Appendices were revised to reflect current revisions

# PTASP

## Requirements for annual updates, certification, and approvals

- The PTASP document requires an Annual Review/Update and Certification
- HRT's PTASP annual updates must be approved by the SSOA (DRPT) and HRT must submit an annual certification letter to DRPT each year certifying that the PTASP is in place and HRT is operating in adherence to the Plan
- HRT must submit assurance of certification to the FTA via the TrAMS System
- The PTASP updates must be approved by the HRT CEO/President and the HRT Commission. The document must be signed by the HRT CEO/President and the Commission Chair
- Motion for the commission to vote on and approve the updates to the PTASP at the October 2021 Commission meeting.