



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 24, 2022, at 3400 Victoria Boulevard, Hampton, VA
23661 – In Person

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, March 24, 2022, at 1:00 p.m. at 3400 Victoria Boulevard, Hampton, VA – In Person

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.

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



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 24, 2022, • 1:00 p.m.
3400 Victoria Boulevard, Hampton, VA 23661

AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of February 24, 2022, 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 2022 Financial Reports
 - B. Management/Financial Advisory Committee – Commissioner Jackson/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Fuller/
Sonya Luther, Director of Procurement
 - **Contract No: 21-00167 Hydraulic Equipment Maintenance,
Inspection, and Repair Services (Renewal)**

Recommending Commission Approval: Award of a contract to Hydraulic Service Company, Inc. to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for hydraulic vehicle lifts, brake testing equipment, and related systems in the not-to-exceed amount of \$738,987 over a five-year period.

- **. Purchase Order No.: PO 0007100 Rugged Laptops and Components Purchase**

Recommending Commission Approval: Award of a contract to Dell Technology to furnish rugged laptops and associated component for HRT in the total amount of \$153,678.54.

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

**The next meeting will be held on Thursday, April 28, 2022, 509 E. 18th
Street, Norfolk, VA 23504**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Wednesday February 24, 2022, • 1:00 p.m. Norfolk, VA, and Hybrid (Zoom) Meeting

Call to Order.

A quorum was attained, and Chair McClellan called the meeting to order at 1:02 p.m.

Commissioners in attendance:

Chairwoman McClellan, Norfolk
Alt Commissioner Shea, Virginia Beach
Commissioner Gray, Hampton
Commissioner Hunter, Portsmouth
Commissioner Fuller, Chesapeake (Zoom)
Commissioner Carey, Chesapeake (Zoom)
Alt. Commissioner Mucha, DRPT (Zoom)
Commissioner Kanoyton, Hampton
Commissioner Woodbury, Newport News
Alt. Commissioner Cipriano, Newport News
Commissioner Bullock, Newport News (Zoom)
Commissioner Glover, Portsmouth
Alt Commissioner Jackson, Portsmouth

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Debbie Ball, Director of Finance
Michele Bacon-Goode, Contract Administrator (Zoom)
Keisha Branch, Director of the Office of Program & Project Excellence
Amy Braziel, Director of Contracted Services and Operational Analytics (Zoom)
Conner Burns, Chief Financial Officer
David Burton, General Counsel, Williams Mullen
Gene Cavasos, Director of Marketing & Communications
Christina Condon, Grants Program Analyst (Zoom)
Juanita Davis, Budget Analysis III (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights and Grants Coordinator (Zoom)
Angela Glass, Director of Budget & Financial Analysis
William Harrell, President and CEO
Tom Holden, Media Relations Specialist (Zoom)
Ashley Johnson, Capital Improvement Analyst III (Zoom)
Keith Johnson, Paratransit Services Contract Administrator (Zoom)
Shane Kelly, Manager Security & Emergency Preparedness
Sonya Luther, Director of Procurement

Shanti Mullen, Manager of Internal Audit (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer
Noelle Pinkard, Organizational Advancement Officer (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Luis Ramos, Sr. Executive Administrator/Commission Secretary
Shleaker Rodgers, Quality Assurance Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer
Don Shea, Warranty Administrator (Zoom)
Ben Simms, Director of Transportation (Bus & Rail)
Brian Smith, Deputy CEO
Adrian Tate, Finance Manager (Zoom)
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Nikki Walker, Auditor I (Zoom)
James Wall, Director of Maintenance (Zoom)
Kim Wolcott, Chief of Human Resources

Others in attendance via phone/(Zoom):

Paul Atkinson, Vice Chair of Paratransit Advisory Committee
Jessica Brown, Cubi.com
Rob Case, HRTPO
Alt. Commissioner Brian DeProfio, City of Hampton
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Angela Hopkins, City of Newport News
Alt. Commissioner Amy Inman, City of Norfolk
Demetrius Johnson, Citizen
Clara Massaquoi, Citizen
Sheila McAllister, City of Newport News
Janice Taylor, League of Women Voters
Brian Tricker, Chair of Paratransit Advisory Committee
Alt. Commissioner Constantinos Velissarios, City of Newport News
Diane Wishart, City of Norfolk

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

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

Public Comments

There were no public Comments.

Approval of January 27, 2022, Meeting Minutes

A motion to approve the January 27, 2022, amended minutes was made by Commissioner Fuller and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Gray, Hunter, Fuller, Mucha, Kanoyton, Bullock, Cipriano, Jackson, and Shea

Nays: None

Abstain: Commissioner Carey

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell provided an update on Regional Transit Advisory Panel (RTAP) activities to include the sponsored Hampton Roads Regional Transit Advocacy Day on February 2nd, a presentation to the Transportation Planning Organization (TPO) on February 17th, and an upcoming presentation to the Commission by Robert Crum and other RTAP members who will present at the Commission meeting on March 24th.

Ms. Kim Wolcott provided an update on COVID-19 stating that the number of positive cases for February 2022 was five (5) which was significantly lower than the one hundred and two (102) positive cases reported in January 2022. Currently seventy-seven percent (77%) of HRT's staff is fully vaccinated.

Ms. Wolcott also provided an update on staffing numbers stating that HRT is currently 94 operators below the current need. Ms. Wolcott stated that recruiting efforts are ongoing.

Mr. Harrell shared that two former regional transit advocates recently passed away; Mr. Curtis Milteer, who began serving on the Commission in July of 2002 and Mr. William Moffett who began service in July of 2010.

Mr. Harrell stated that he was asked, and honored, to be the keynote speaker at the 2022 Tidewater Community College Dr. Martin Luther King, Jr. Virtual Awards and Recognition Program on February 25, 2022.

Chairwoman McClellan commented that discussion should be had to consider bringing the City of Suffolk back to the Commission.

Audit & Budget Review Committee

The Audit and Budget Review Committee met prior to the board meeting.

Mr. Conner Burns presented the January 2022 Financial Report as enclosed in the meeting package.

Mr. Burns called on Ms. Angela Glass, Director of Budget and Financial Analysis, to present the preliminary budget.

There was discussion regarding “other miscellaneous expenses” and items that are included in that line item.

There was discussion regarding fuel prices and how that may affect upcoming budgets.

Management and Financial Advisory Committee (MFAC)

MFAC Chair, Carl Jackson stated that the committee met earlier in the week. Mr. Jackson stated that the budget and finance reports were presented to the committee.

Mr. Jackson stated that a Capital Improvement Project (CIP) update was provided. Mr. Jackson stated that a review of the language of the proposed Strategic Allocation Agreement resolution language had also been completed and unanimously endorsed by the full committee.

Operations and Oversight Committee

Commissioner Fuller stated that the Operations and Oversight Committee met on February 12, 2022.

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

A motion was made by the Operations and Oversight Committee to approve Contract No: 21-00153, Fuel Products (Ultra Low Sulfur Diesel and Gasoline) (Renewal) and to award of a contract to James River Solutions to provide fuel products in the estimated amount of \$10.1M annually, which was properly seconded by Commissioner Jackson. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Gray, Hunter, Fuller, Carey, Mucha, Kanoyton, Woodbury, Bullock, Jackson, and Shea

Nays: None

Abstain: None

A motion was made by the Operations and Oversight Committee to approve Contract No: 21-00155, Federal Legislative Services (Renewal) was recommended for Commission approval and to award of a contract to Squire Patton Boggs, LLP to provide federal legislative services in the not-to-exceed amount of \$234,000 over three (3) years, which was properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Gray, Hunter, Fuller, Carey, Mucha, Kanoyton, Woodbury, Bullock, Jackson, and Shea

Nays: None

Abstain: None

A motion was made by the Operations and Oversight Committee to approve Contract No. 21-00154, Structured Cabling (Renewal) and award a contract to Bazon-Cox and Associates, Inc. to provide structured cabling services. The cumulative amount of all Task Orders issued under this contract will not exceed \$250,000 over the four-year period, which was properly seconded Commissioner Jackson. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Gray, Hunter, Fuller, Carey, Mucha, Kanoyton, Woodbury, Bullock, Jackson, and Shea

Nays: None

Abstain: None

The next Operations and Oversight Committee will be held Thursday, March 10, 2022.

Planning and New Starts Committee

Commissioner Ross-Hammond stated the Committee did not meet in the month of March.

External/Legislative Advisory Committee

Commissioner Kanoyton stated that the committee met on February 16th.

Commissioner Kanoyton stated that Ms. Noelle Pinkard provided an update on the federal transportation appropriations bill and the final omnibus bill.

The “Crossover” day in the General Assembly was discussed as well as the defeat of HB978. The grocery tax was also discussed at the meeting. The committee also discussed how they can assist further in legislative efforts.

An update regarding the recruitment campaign was given to the committee.

A successful Transit Equity Day was discussed as well as an upcoming Diversity Procurement Fair.

Smart City and Innovation Committee

Chair McClellan stated that the committee did not meet in the month of February.

Paratransit Advisory Sub-Committee (PAC)

Mr. Brian Tricker mentioned that the committee met on February 9, 2022. Mr. Tricker stated that Ms. Janice Taylor provided a breakdown of her efforts with the General Assembly as it relates to transportation and for people with disabilities.

Mr. Trickler stated that there was a general feeling of positivity and that some important changes have taken place within paratransit. The committee, HRT, and Via were looking forward to further progress on those changes.

Mr. Trickler stated that there is some upcoming training in which PAC members will participate.

Transit Ridership Advisory Sub-Committee

There was no TRAC meeting, and no report was given.

Old and New Business

David Burton, Legal Counsel read Resolution 01-2022, to Amend the Cost Allocation Agreement between the Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Virginia Beach, and the Transportation District Commission of Hampton Roads.

Mr. Burton stated that this comes as a Recommendation for Approval from MFAC. Commissioner Jackson properly seconded the motion. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Gray, Hunter, Fuller, Carey, Mucha, Kanoyton, Woodbury, Bullock, Jackson, and Shea

Nays: None

Abstain: None

Closed Session:

There was no closed session.

Adjournment

With no further business to conduct, the meeting adjourned at 2:14 p.m.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Andria McClellan
Chair

ATTEST:

Luis Ramos
Commission Secretary
February 24, 2022



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting February 24, 2022

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President's Report

- Regional Transit Advisory Panel (RTAP)
 - Sponsored Hampton Roads Regional Transit Advocacy Day – 2/3/22
 - Made presentation to Transportation Planning Organization (TPO) 2/17/22
 - Robert Crum & RTAP members will present at the March 2022 Commission Meeting – 3/24/22

President's Report

- COVID-19 and Staffing Update
 - The number of new positive cases for February as of today is 5. This is significantly less than the 102 positive cases reported for January.
 - The percentage of HRT employees that are fully vaccinated is 77%

President's Report

Bus Operator current staffing report:

<i>Full-Service Board: 482</i>	# Active	# Needed (based on active)
FT Operators	388	94
FT Operator Trainees	37	
PT Retirees	8	
Total Needed (after training)	57	

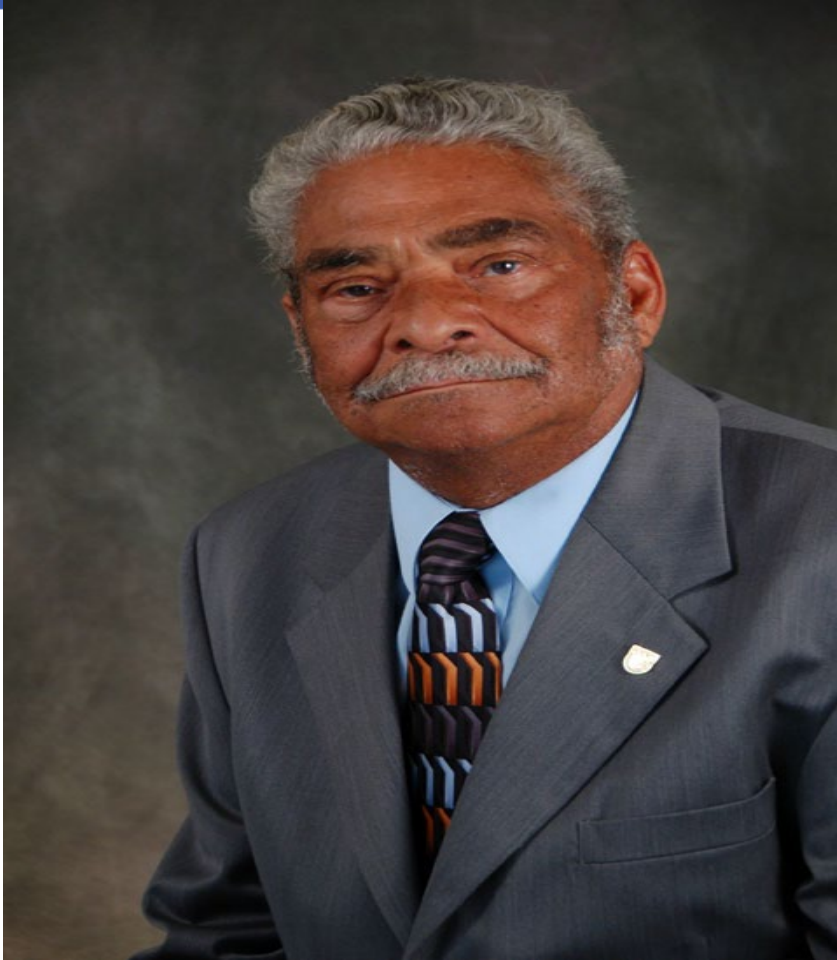
President's Report

In Memoriam:

- Curtis Milteer
- William Moffett



Curtis Milteer



Appointed to serve on the
Tidewater Transportation District
Commission on July 17, 2002, while
Serving on the Suffolk City Council.

William Moffett



Appointed to the
Transportation District Commission
of Hampton Roads on July 14, 2010
While serving on the Hampton City
Council.

2022 TCC Dr. Martin Luther King Jr. Virtual Award Recognition Program

Friday, February 25, 2022

Tidewater Community College honors the legacy of Dr. Martin Luther King Jr. during Black History Month with distinguished service awards. I have been asked to be the keynote speaker

EARTH DAY 2022

Hampton Roads Transit will mark this annual event with a simple message: any action, however big or small, can positively affect our environment. From picking up litter, to adopting bus stops and taking transit, all help preserve and protect our environment that make a difference in Hampton Roads.

First up, No Fare Day.

All HRT modes will offer no fare service on Earth Day as an appreciation to our loyal customers and as an incentive to those who may have considered transit but were reluctant to board. Free fares allow anyone to explore their city without a personal vehicle and it rewards our customers who are the lifeblood of regional transit.

We have worked hard over the years to keep the transit experience pleasant with an emphasis on regular cleaning of buses, trains, stops and shelters. But as everyone knows, it's hard to get the upper hand with this persistent problem especially with bus stops. Now we're embarking on an even more aggressive initiative that promises cleaner stops and a faster response when they're dirty.

HRT's total cleaning approach with our new contractor will service all HRT amenity stops with an expanded internal crew for on-call cleaning and support at both HRT amenity and non-amenity bus stops.

HRT also is launching the "Am I Clean" initiative. This campaign—much anticipated internally—will feature special signs with scannable QR codes that give customers the ability to report real-time issues at bus stops for faster response times, greater quality control over HRT's contracted cleaning services, and more informed data collection system for making maintenance decisions and other critical improvements.

If there is a shelter, look for a sticker on the glass. If there is a can, look for a metal sign affixed to it.

To use it, customers should point a smart phone camera at the code. The camera will highlight the code. Tap the highlighted image and they're automatically linked to the program which identifies the stop as needing attention.

We have long encouraged civic-minded citizens and businesses to consider helping us keep stops clean with our "Adopt A Stop" campaign. There are 85 active volunteers in this program, with over 2,500 stops still available for adoption. We'd like to grow it.

We are launching an Adopt-A-Stop Recruitment challenge during April for employees, and even board members.

Every adopted stop saves HRT approximately \$2,000 per year in contracted cleaning services – so if we meet or exceed our Earth Day 2022 goal of recruiting at least 120 new adopted stops in April, that will yield an additional cost savings to HRT of at least \$240,000.

And with this, I challenge each of you, my respected commissioners, to do your part and adopt a stop no later than April 30, 2022.

Finally, we are asking HRT employees to join the Employee Regional Cleanup Effort by volunteering to help clean up at HRT facility properties and designated high-volume bus stops in each host city during the two weeks leading up to Earth Day.

These tasks may seem simple. They may seem minor. But taken together – cleaning stops, taking transit, adopting stops, or telling our cleaning crews to step it up – will help us achieve the kind of results that we long for during Earth Day.

Sincerely,



William E. Harrell
President and CEO
Hampton Roads Transit

GOHRT.COM - February 2021

OVERVIEW

Sessions	82,512
Users	109,371
Pageviews	192,315

DEVICE USAGE:

mobile	83.92%
desktop	14.90%
tablet	1.18%

TRAFFIC SOURCE PER SESSION

Organic Search	77.61%
Direct	19.36%
Referral	2.54%
Email	0.01%
(Other)	0.37%
Social	0.11%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	10.443%
/routes/norfolk/index.html	5.864%
/route/20/index.html	5.098%
/routes/newport-news/index.html	4.953%
/route/1/index.html	3.220%
/routes/virginia-beach/index.html	3.098%
/route/112/index.html	2.483%
/route/3/index.html	2.334%
/routes/index.html	2.205%
/route/15/index.html	2.200%

GOHRT.COM - February 2022

OVERVIEW

Sessions	78,752
Users	106,632
Pageviews	171,121

DEVICE USAGE:

mobile	83.81%
desktop	15.08%
tablet	1.11%

TRAFFIC SOURCE PER SESSION

Organic Search	72.98%
Direct	21.00%
Referral	3.25%
Email	0.02%
(Other)	2.70%
Social	0.05%

PAGEVIEWS BY PAGE (TOP 10)

/index.html	11.980%
/route/20/index.html	5.825%
/routes/norfolk/index.html	5.632%
/route/1/index.html	3.233%
/routes/virginia-beach/index.html	3.149%
/routes/newport-news/index.html	3.027%
/route/3/index.html	2.856%
/routes/light-rail/index.html	2.845%
/route/15/index.html	2.790%
/routes/index.html	2.259%



HAMPTON ROADS
TRANSIT

Draft Financial Statement

FEBRUARY 2022 FISCAL YEAR 2022 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

February 2022

FISCAL YEAR 2022 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 8,442.0	\$ 703.5	\$ 601.2	\$ (102.3)	(14.5) %	\$ 5,628.0	\$ 5,426.6	\$ (201.4)	(3.6) %
Advertising Revenue	1,075.0	89.6	(213.3)	(302.9)	(338.1) %	716.7	738.4	21.7	3.0 %
Other Transportation Revenue	2,335.0	194.6	203.5	9.0	4.6 %	1,556.6	1,617.8	61.1	3.9 %
Non-Transportation Revenue	60.0	5.0	4.2	(0.8)	(16.8) %	40.0	43.1	3.1	7.8 %
Total Operating Revenue	11,912.0	992.7	595.6	(397.1)	(40.0) %	7,941.3	7,825.9	(115.4)	(1.5) %
Non-Operating Revenue									
Federal Funding (5307/5337)	22,053.7	1,837.8	1,838.8	1.0	0.1 %	14,702.5	14,764.5	62.0	0.4 %
HRRTF Funding	5,730.1	477.5	272.3	(205.3)	(43.0) %	3,820.1	2,314.0	(1,506.0)	(39.4) %
State Funding	21,438.3	1,786.5	1,778.2	(8.3)	(0.5) %	14,292.2	14,225.6	(66.7)	(0.5) %
Local Funding	44,696.1	3,724.7	3,724.7	-	- %	29,797.4	29,797.4	-	- %
Total Non-Operating Revenue	93,918.3	7,826.5	7,613.9	(212.6)	(2.7) %	62,612.2	61,101.5	(1,510.7)	(2.4) %
TOTAL REVENUE	\$ 105,830.2	\$ 8,819.2	\$ 8,209.5	\$ (609.7)		\$ 70,553.5	\$ 68,927.3	\$ (1,626.1)	
Personnel Services	\$ 67,593.3	\$ 5,490.3	\$ 5,358.0	\$ 132.3	2.4 %	\$ 45,179.9	\$ 44,004.1	\$ 1,175.8	2.6 %
Contract Services	13,532.4	1,305.8	449.3	856.5	65.6 %	8,769.2	6,821.6	1,947.6	22.2 %
Materials & Supplies	5,425.9	450.5	404.7	45.8	10.2 %	3,621.4	3,118.0	503.4	13.9 %
Gas & Diesel	3,984.7	332.1	318.2	13.9	4.2 %	2,656.4	2,788.1	(131.7)	(5.0) %
Contractor's Fuel Usage	597.3	49.8	39.2	10.6	21.3 %	398.2	339.6	58.6	14.7 %
Utilities	1,098.8	72.1	93.8	(21.8)	(30.2) %	810.5	743.7	66.8	8.2 %
Casualties & Liabilities	3,794.4	312.4	346.8	(34.4)	(11.0) %	2,528.2	2,796.2	(268.0)	(10.6) %
Purchased Transportation	8,205.7	667.1	606.3	60.8	9.1 %	5,537.1	4,244.6	1,292.5	23.3 %
Other Miscellaneous Expenses	1,597.8	139.2	(9.0)	148.2	106.5 %	1,052.6	861.1	191.5	18.2 %
TOTAL EXPENSE	\$ 105,830.2	\$ 8,819.2	\$ 7,607.3	\$ 1,211.9		\$ 70,553.5	\$ 65,717.0	\$ 4,836.4	
SURPLUS (DEFICIT)			\$ 602.2				\$ 3,210.3		

Line of Credit balance as of February 28, 2022, is \$2,937,495.92 or 17% of available funding

CARES Act balance available through February 28, 2022, expenses: \$ 0

CRSSA balance available through February 28, 2022, expenses: \$7,770,694

OPERATING FINANCIAL STATEMENTS

February 2022

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	
Operating Revenue									
Passenger Revenue	\$ 611.1	\$ 50.9	\$ 34.4	\$ (16.5)	(32.4) %	\$ 407.4	\$ 257.4	\$ (150.0)	(36.8) %
RTS Program	5,730.1	477.5	272.3	(205.3)	(43.0) %	3,820.1	2,314.0	(1,506.0)	(39.4) %
TOTAL REVENUE	\$ 6,341.3	\$ 528.4	\$ 306.8	\$ (221.7)		\$ 4,227.5	\$ 2,571.4	\$ (1,656.0)	
Personnel Services	\$ 4,811.0	\$ 400.9	\$ 242.6	\$ 158.4	39.5 %	\$ 3,207.3	\$ 1,968.6	\$ 1,238.7	38.6 %
Contract Services	644.0	53.7	11.9	41.8	77.8 %	429.4	235.1	194.3	45.3 %
Materials & Supplies	699.4	58.3	41.6	16.7	28.7 %	466.3	275.3	190.8	40.9 %
Utilities	48.7	4.1	1.7	2.4	58.5 %	32.5	16.4	16.1	49.5 %
Casualties & Liabilities	138.2	11.5	9.1	2.4	20.8 %	92.1	75.9	16.2	17.6 %
TOTAL EXPENSE	\$ 6,341.3	\$ 528.4	\$ 306.8	\$ 221.7		\$ 4,227.5	\$ 2,571.4	\$ 1,656.0	
SURPLUS (DEFICIT)			\$ -				\$ -		



HAMPTON ROADS TRANSIT

Draft Financial Statement

Non-Operating COVID Revenue and Expenses

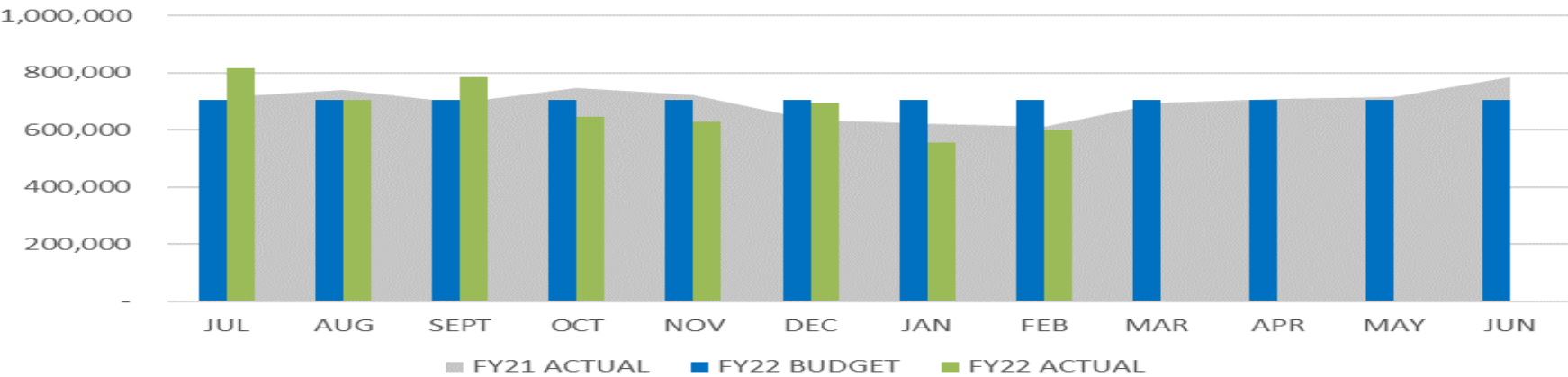
Feb 2022

Dollars in Thousands

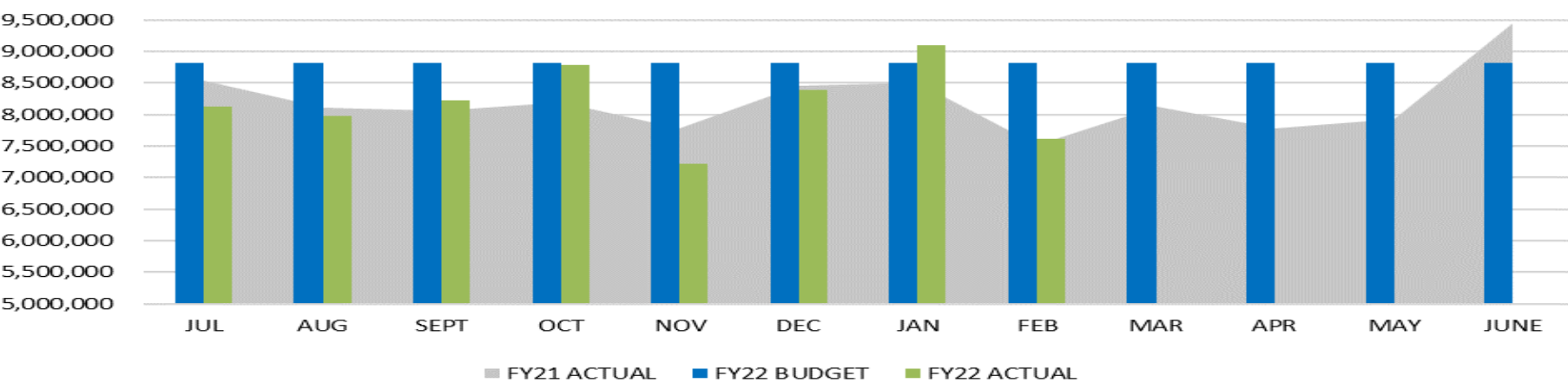
	Month to Date	Year to Date
Federal Funding (5307/5337)	\$ 189.0	\$ 1,593.1
Total Non-Operating Revenue	\$ 189.0	\$ 1,593.1

Personnel Services	\$ 33.4	\$ 456.1
Contract Services	149.4	922.7
Materials & Supplies	0.0	21.7
Other Miscellaneous Expenses	6.3	192.5
Total Non-Operating Expense	\$ 189.0	\$ 1,593.1
SURPLUS (DEFICIT)	\$ -	\$ -

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

February 2022

YEAR-TO-DATE					
FISCAL YEAR 2022 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 5,628.0	\$ 5,069.8	\$ 356.8	\$ 5,426.6	\$ (201.4)
Advertising Revenue	\$ 716.7	\$ 693.9	\$ 44.5	\$ 738.4	\$ 21.7
Other Transportation Revenue	\$ 1,556.6	\$ -	\$ 1,617.8	\$ 1,617.8	\$ 61.2
Non-Transportation Revenue	\$ 40.0	\$ 23.8	\$ 19.3	\$ 43.1	\$ 3.1
Federal Funding (PM 5307/5337)	\$ 14,702.5	\$ 14,764.5	\$ -	\$ 14,764.5	\$ 62.0
HRRTF ¹	\$ 3,820.1	\$ -	\$ 2,314.0	\$ 2,314.0	\$ (1,506.1)
State Funding	\$ 14,292.2	\$ 14,225.5	\$ -	\$ 14,225.5	\$ (66.7)
Local Funding	\$ 29,797.4	\$ 29,797.4	\$ -	\$ 29,797.4	\$ -
TOTAL REVENUE:	\$ 70,553.5	\$ 64,574.9	\$ 4,352.4	\$ 68,927.3	\$ (1,626.2)
EXPENSE					
Personnel Services	\$ 45,179.9	\$ 41,137.9	\$ 2,866.2	\$ 44,004.1	\$ 1,175.8
Services	\$ 8,769.2	\$ 6,377.2	\$ 444.4	\$ 6,821.6	\$ 1,947.6
Materials & Supplies	\$ 6,676.0	\$ 5,838.7	\$ 406.9	\$ 6,245.6	\$ 430.4
Utilities	\$ 810.5	\$ 695.3	\$ 48.5	\$ 743.8	\$ 66.7
Casualties & Liabilities	\$ 2,528.2	\$ 2,614.1	\$ 182.1	\$ 2,796.2	\$ (268.0)
Purchased Transportation	\$ 5,537.1	\$ 3,968.1	\$ 276.5	\$ 4,244.6	\$ 1,292.5
Other Miscellaneous Expenses	\$ 1,052.6	\$ 805.1	\$ 56.0	\$ 861.1	\$ 191.5
TOTAL EXPENSE:	\$ 70,553.5	\$ 61,436.4	\$ 4,280.6	\$ 65,717.0	\$ 4,836.5
BUDGET STATUS TO DATE²:	\$ -	\$ 3,138.5	\$ 71.8	\$ 3,210.3	\$ 3,210.3

1. Hampton Roads Regional Transit Funding for MAX, PCS and 15-minute increment.

2. Includes estimated year-to-date Locality Service Reliability Plan credit.

Draft Financial Statement

FISCAL YEAR 2022 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 44,696.1	\$ 29,797.4	\$ 29,797.4	\$ -
Plus: Local Farebox	\$ 7,676.7	\$ 5,117.9	\$ 5,069.8	\$ (48.1)
Locality Share - Sub-Total:	\$ 52,372.8	\$ 34,915.3	\$ 34,867.2	\$ (48.1)
Plus: Federal Aid	\$ 22,053.7	\$ 14,702.2	\$ 14,764.5	\$ 62.3
State Aid	\$ 21,438.3	\$ 14,292.3	\$ 14,225.5	\$ (66.8)
Total Revenue Contribution:	\$ 95,864.8	\$ 63,909.8	\$ 63,857.2	\$ (52.6)
Operating Expenses:	\$ 95,864.8	\$ 63,909.8	\$ 60,718.7	\$ (3,191.1)
Locality Budget Status to Date ¹ :	\$ 3,138.5			

KPI

Farebox Recovery:	8.0%	8.3%
Farebox % of Budgeted Expense:		7.9%

Strategic Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 44,696.1	\$ 29,797.4	\$ 29,797.4	\$ -
Plus: Local Farebox	\$ 7,676.7	\$ 5,117.9	\$ 5,069.8	\$ (48.1)
Locality Share - Sub-Total:	\$ 52,372.8	\$ 34,915.3	\$ 34,867.2	\$ (48.1)
Plus: Federal Aid	\$ 22,053.7	\$ 14,702.2	\$ 11,577.9	\$ (3,124.3)
State Aid	\$ 21,438.3	\$ 14,292.3	\$ 14,225.5	\$ (66.8)
Total Revenue Contribution:	\$ 95,864.8	\$ 63,909.8	\$ 60,670.6	\$ (3,239.2)
Operating Expenses:	\$ 95,864.8	\$ 63,909.8	\$ 60,718.7	\$ (3,191.1)
Locality Budget Status to Date:	\$ (48.1)			
Strategic Allocation-Farebox:	\$ -			
Strategic Allocation-Service Credit:	\$ 3,186.6			
Net Locality Budget Status to Date:	\$ 3,138.5			

Traditional Allocation

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

Note: Traditional allocation calculation is a representation of where localities would land year-to-date without the ability to strategically allocate federal & state funds.

LOCALITY RECONCILIATION

February 2022

FISCAL YEAR 2022 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL	YEAR-TO-DATE		
	BUDGET	BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,684.3	\$ 1,789.5	\$ 1,789.5	\$ -
Plus: Local Farebox	\$ 415.9	\$ 277.3	\$ 253.8	\$ (23.5)
Locality Share - Sub-Total:	\$ 3,100.2	\$ 2,066.8	\$ 2,043.3	\$ (23.5)
Plus: Federal Aid	\$ 1,552.6	\$ 1,035.0	\$ 1,293.7	\$ 258.7
State Aid	\$ 1,304.2	\$ 869.5	\$ 905.2	\$ 35.7
Total Revenue Contribution:	\$ 5,957.0	\$ 3,971.3	\$ 4,242.2	\$ 270.9
Operating Expenses:	\$ 5,957.0	\$ 3,971.3	\$ 3,934.8	\$ (36.5)
Locality Budget Status to Date ¹ :	\$ 307.4			

KPI		
Farebox Recovery:	7.0%	6.5%
Farebox % of Budgeted Expense:		6.4%

Traditional Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL	YEAR-TO-DATE		
	BUDGET	BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,684.3	\$ 1,789.5	\$ 1,789.5	\$ -
Plus: Local Farebox	\$ 415.9	\$ 277.3	\$ 253.8	\$ (23.5)
Locality Share - Sub-Total:	\$ 3,100.2	\$ 2,066.8	\$ 2,043.3	\$ (23.5)
Plus: Federal Aid	\$ 1,552.6	\$ 1,035.0	\$ 962.8	\$ (72.2)
State Aid	\$ 1,304.2	\$ 869.5	\$ 905.2	\$ 35.7
Total Revenue Contribution:	\$ 5,957.0	\$ 3,971.3	\$ 3,911.3	\$ (60.0)
Operating Expenses:	\$ 5,957.0	\$ 3,971.3	\$ 3,934.8	\$ (36.5)
Locality Budget Status to Date:	\$ (23.5)			
Strategic Allocation-Farebox:	\$ 23.5			
Strategic Allocation-Service Credit:	\$ 307.4			
Net Locality Budget Status to Date:	\$ 307.4			

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

LOCALITY RECONCILIATION

February 2022

FISCAL YEAR 2022 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,648.3	\$ 3,098.9	\$ 3,098.9	\$ -
Plus: Local Farebox	\$ 814.9	\$ 543.3	\$ 462.8	\$ (80.5)
Locality Share - Sub-Total:	\$ 5,463.2	\$ 3,642.2	\$ 3,561.7	\$ (80.5)
Plus: Federal Aid	\$ 2,512.4	\$ 1,674.9	\$ 1,513.8	\$ (161.1)
State Aid	\$ 2,276.7	\$ 1,517.8	\$ 1,423.2	\$ (94.6)
Total Revenue Contribution:	\$ 10,252.3	\$ 6,834.9	\$ 6,498.7	\$ (336.2)
Operating Expenses:	\$ 10,252.3	\$ 6,834.9	\$ 6,120.8	\$ (714.1)
Locality Budget Status to Date ¹ :				\$ 377.9

Strategic Allocation

KPI			
Farebox Recovery:	7.9%	7.6%	
Farebox % of Budgeted Expense:		6.8%	

Traditional Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,648.3	\$ 3,098.9	\$ 3,098.9	\$ -
Plus: Local Farebox	\$ 814.9	\$ 543.3	\$ 462.8	\$ (80.5)
Locality Share - Sub-Total:	\$ 5,463.2	\$ 3,642.2	\$ 3,561.7	\$ (80.5)
Plus: Federal Aid	\$ 2,512.4	\$ 1,674.9	\$ 1,055.4	\$ (619.5)
State Aid	\$ 2,276.7	\$ 1,517.8	\$ 1,423.2	\$ (94.6)
Total Revenue Contribution:	\$ 10,252.3	\$ 6,834.9	\$ 6,040.3	\$ (794.6)
Operating Expenses:	\$ 10,252.3	\$ 6,834.9	\$ 6,120.8	\$ (714.1)
Locality Budget Status to Date:				\$ (80.5)
Strategic Allocation-Farebox:				\$ 80.5
Strategic Allocation-Service Credit:				\$ 377.9
Net Locality Budget Status to Date:				\$ 377.9

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

LOCALITY RECONCILIATION

February 2022

FISCAL YEAR 2022 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,374.4	\$ 4,916.3	\$ 4,916.3	\$ -
Plus: Local Farebox	\$ 1,468.5	\$ 979.0	\$ 783.2	\$ (195.8)
Locality Share - Sub-Total:	\$ 8,842.9	\$ 5,895.3	\$ 5,699.5	\$ (195.8)
Plus: Federal Aid	\$ 3,790.0	\$ 2,526.6	\$ 2,149.6	\$ (377.0)
State Aid	\$ 3,639.9	\$ 2,426.6	\$ 2,238.6	\$ (188.0)
Total Revenue Contribution:	\$ 16,272.8	\$ 10,848.5	\$ 10,087.7	\$ (760.8)
Operating Expenses:	\$ 16,272.8	\$ 10,848.5	\$ 9,561.5	\$ (1,287.0)
Locality Budget Status to Date ¹ :	\$ 526.2			

Strategic Allocation

KPI		
Farebox Recovery:	9.0%	8.2%
Farebox % of Budgeted Expense:		7.2%

Traditional Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,374.4	\$ 4,916.3	\$ 4,916.3	\$ -
Plus: Local Farebox	\$ 1,468.5	\$ 979.0	\$ 783.2	\$ (195.8)
Locality Share - Sub-Total:	\$ 8,842.9	\$ 5,895.3	\$ 5,699.5	\$ (195.8)
Plus: Federal Aid	\$ 3,790.0	\$ 2,526.6	\$ 1,427.6	\$ (1,099.0)
State Aid	\$ 3,639.9	\$ 2,426.6	\$ 2,238.6	\$ (188.0)
Total Revenue Contribution:	\$ 16,272.8	\$ 10,848.5	\$ 9,365.7	\$ (1,482.8)
Operating Expenses:	\$ 16,272.8	\$ 10,848.5	\$ 9,561.5	\$ (1,287.0)
Locality Budget Status to Date:	\$ (195.8)			
Strategic Allocation-Farebox:				\$ 195.8
Strategic Allocation-Service Credit:				\$ 526.2
Net Locality Budget Status to Date:	\$ 526.2			

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

Draft Financial Statement

LOCALITY RECONCILIATION

February 2022

FISCAL YEAR 2022 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,408.4	\$ 12,938.9	\$ 12,938.9	\$ -
Plus: Local Farebox	\$ 3,320.4	\$ 2,213.6	\$ 2,349.0	\$ 135.4
Locality Share - Sub-Total:	\$ 22,728.8	\$ 15,152.5	\$ 15,287.9	\$ 135.4
Plus: Federal Aid	\$ 8,592.8	\$ 5,728.5	\$ 5,167.5	\$ (561.0)
State Aid	\$ 9,110.2	\$ 6,073.5	\$ 5,992.3	\$ (81.2)
Total Revenue Contribution:	\$ 40,431.8	\$ 26,954.5	\$ 26,447.7	\$ (506.8)
Operating Expenses:	\$ 40,431.8	\$ 26,954.5	\$ 25,401.1	\$ (1,553.4)
Locality Budget Status to Date ¹ :	\$ 1,046.6			

KPI			
Farebox Recovery:	8.2%	9.2%	
Farebox % of Budgeted Expense:		8.7%	

Strategic Allocation

Traditional Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,408.4	\$ 12,938.9	\$ 12,938.9	\$ -
Plus: Local Farebox	\$ 3,320.4	\$ 2,213.6	\$ 2,349.0	\$ 135.4
Locality Share - Sub-Total:	\$ 22,728.8	\$ 15,152.5	\$ 15,287.9	\$ 135.4
Plus: Federal Aid	\$ 8,592.8	\$ 5,728.5	\$ 4,256.3	\$ (1,472.2)
State Aid	\$ 9,110.2	\$ 6,073.5	\$ 5,992.3	\$ (81.2)
Total Revenue Contribution:	\$ 40,431.8	\$ 26,954.5	\$ 25,536.5	\$ (1,418.0)
Operating Expenses:	\$ 40,431.8	\$ 26,954.5	\$ 25,401.1	\$ (1,553.4)
Locality Budget Status to Date:	\$ 135.4			
Strategic Allocation-Farebox:	\$ -			
Strategic Allocation-Service Credit:	\$ 911.2			
Net Locality Budget Status to Date:	\$ 1,046.6			

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

LOCALITY RECONCILIATION

February 2022

FISCAL YEAR 2022 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,834.9	\$ 1,889.9	\$ 1,889.9	\$ -
Plus: Local Farebox	\$ 514.3	\$ 342.9	\$ 332.1	\$ (10.8)
Locality Share - Sub-Total:	\$ 3,349.2	\$ 2,232.8	\$ 2,222.0	\$ (10.8)
Plus: Federal Aid	\$ 1,684.1	\$ 1,122.7	\$ 1,307.3	\$ 184.6
State Aid	\$ 1,415.5	\$ 943.7	\$ 976.2	\$ 32.5
Total Revenue Contribution:	\$ 6,448.8	\$ 4,299.2	\$ 4,505.5	\$ 206.3
Operating Expenses:	\$ 6,448.8	\$ 4,299.2	\$ 4,234.3	\$ (64.9)
Locality Budget Status to Date ¹ :	\$ 271.2			

Strategic Allocation

KPI		
Farebox Recovery:	8.0%	7.8%
Farebox % of Budgeted Expense:		7.7%

Traditional Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,834.9	\$ 1,889.9	\$ 1,889.9	\$ -
Plus: Local Farebox	\$ 514.3	\$ 342.9	\$ 332.1	\$ (10.8)
Locality Share - Sub-Total:	\$ 3,349.2	\$ 2,232.8	\$ 2,222.0	\$ (10.8)
Plus: Federal Aid	\$ 1,684.1	\$ 1,122.7	\$ 1,025.3	\$ (97.4)
State Aid	\$ 1,415.5	\$ 943.7	\$ 976.2	\$ 32.5
Total Revenue Contribution:	\$ 6,448.8	\$ 4,299.2	\$ 4,223.5	\$ (75.7)
Operating Expenses:	\$ 6,448.8	\$ 4,299.2	\$ 4,234.3	\$ (64.9)
Locality Budget Status to Date:	\$ (10.8)			
Strategic Allocation-Farebox:	\$ 10.8			
Strategic Allocation-Service Credit:	\$ 271.2			
Net Locality Budget Status to Date:	\$ 271.2			

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

Draft Financial Statement

LOCALITY RECONCILIATION

February 2022

FISCAL YEAR 2022 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,745.8	\$ 5,163.9	\$ 5,163.9	\$ -
Plus: Local Farebox	\$ 1,142.7	\$ 761.8	\$ 888.9	\$ 127.1
Locality Share - Sub-Total:	\$ 8,888.5	\$ 5,925.7	\$ 6,052.8	\$ 127.1
Plus: Federal Aid	\$ 3,921.8	\$ 2,614.5	\$ 3,332.6	\$ 718.1
State Aid	\$ 3,691.8	\$ 2,461.2	\$ 2,690.0	\$ 228.8
Total Revenue Contribution:	\$ 16,502.1	\$ 11,001.4	\$ 12,075.4	\$ 1,074.0
Operating Expenses:	\$ 16,502.1	\$ 11,001.4	\$ 11,466.2	\$ 464.8
Locality Budget Status to Date ¹ :	\$ 609.2			

Strategic Allocation

KPI		
Farebox Recovery:	6.9%	7.8%
Farebox % of Budgeted Expense:		8.1%

Traditional Allocation

FISCAL YEAR 2022 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,745.8	\$ 5,163.9	\$ 5,163.9	\$ -
Plus: Local Farebox	\$ 1,142.7	\$ 761.8	\$ 888.9	\$ 127.1
Locality Share - Sub-Total:	\$ 8,888.5	\$ 5,925.7	\$ 6,052.8	\$ 127.1
Plus: Federal Aid	\$ 3,921.8	\$ 2,614.5	\$ 2,850.5	\$ 236.0
State Aid	\$ 3,691.8	\$ 2,461.2	\$ 2,690.0	\$ 228.8
Total Revenue Contribution:	\$ 16,502.1	\$ 11,001.4	\$ 11,593.3	\$ 591.9
Operating Expenses:	\$ 16,502.1	\$ 11,001.4	\$ 11,466.2	\$ 464.8
Locality Budget Status to Date:	\$ 127.1			
Strategic Allocation-Farebox:	\$ -			
Strategic Allocation-Service Credit:	\$ 482.1			
Net Locality Budget Status to Date:	\$ 609.2			

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

Contract No:	21-00167	Title:	Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Base Year Price: Four Option Year Pricing:	\$204,264 \$534,723
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Acquisition Description: Enter into a renewal Contract with a qualified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for Hampton Roads Transit's (HRT's) hydraulic vehicle lifts, brake testing equipment, and related systems.

Background: HRT requires the services of an Occupational Safety and Health Administration (OSHA) certified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for its hydraulic vehicle lifts, brake testing equipment, and related systems at various HRT locations. Under the terms of this agreement, the Contractor shall provide properly trained and experienced hydraulic and electric lift maintenance technicians to perform all services, including the annual and semiannual inspections of all hydraulic lifts, brake testing machines, and air compressors. Additionally, during the first year of the Contract, the Contractor shall provide operator training for the vehicle lifts, replacement of brake machine rollers in the Northside and Southside garages, and a lift cylinder repair in one of the bays located in the Southside garage.

Contract Approach: An Invitation for Bids was issued on January 26, 2022. One (1) bid was received on February 23, 2022, from Hydraulic Service Company, Inc. in the total amount of \$738,987. This amount includes a \$60,000 annual allowance for any miscellaneous services and unscheduled or emergency repairs that HRT may request during the Contract term but are not currently specified in the Scope of Work. A post-bid survey of vendors solicited concluded that most did not possess experience performing the type of work required, or on the specified equipment. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

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

Based on a price analysis performed utilizing the independent cost estimate, Hydraulic Service Company's bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that Hydraulic Service Company is technically and financially capable to perform the work.

Hydraulic Service Company is located in Portsmouth, VA and has provided similar services to WM Jordan in Newport News, VA; and Verizon throughout Virginia, West Virginia, and Maryland. Hydraulic Service Company has also performed similar services for HRT satisfactorily.

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

Contract No:	21-00167	Title:	Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Base Year Price: Four Option Year Pricing:	\$204,264 \$534,723
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No DBE Goal was assigned for this solicitation.

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

Co-Project Managers: Omar Gordon, Manager of Operational Facilities and Wayside
Randy Robinson, Operational Facilities Technician

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a Contract to Hydraulic Service Company, Inc. to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for hydraulic vehicle lifts, brake testing equipment, and related systems in the not-to-exceed amount of \$738,987 over a five-year period.

SOLICITATION RESULTS

Hydraulic Service Company, Inc.					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$204,264	\$128,370	\$131,799	\$135,391	\$139,163	\$738,987

Purchase Order No.:	PO0007100	Title:	Rugged Laptops and Components Purchase	Price:	\$153,678.54
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Acquisition Description: Award a Purchase Order (PO) for a vendor to provide fifty-eight (58) rugged laptops and associated components.

Background: Hampton Roads Transit (HRT) has a requirement for portable rugged technology devices to support its new Enterprise Asset Management (EAM) system. HRT's EAM system is a cloud-based system which introduces new ways of work order interaction and management. In the new approach, the EAM system will be utilized by both frontline employees responsible for bus, light rail, and facilities maintenance and their supervisors. All staff members are required to directly interact with the system by collecting data, providing work order status updates, documenting issue resolutions, and verifying work completion. In order to support this new workflow approach, additional portable rugged devices are required for distribution to users across HRT facilities. Additionally, these devices will allow HRT employees to directly connect to revenue vehicles and systems out in the field, access troubleshooting documentation remotely, and leverage deployed software to resolve issues on the spot. Under the terms of this Purchase Order, the Contractor will provide fifty-eight (58) rugged laptops and associated components, including docking stations and docking station handle mounting kits.

Contract Approach: A Request for Quote (RFQ) was issued on February 15, 2022. One (1) quote was received on February 25, 2022, from Dell Technology (Dell). Other prospective suppliers solicited indicated that they were unable to provide a competitive quote for the required items.

In response to the RFQ, Offerors were required to provide pricing for rugged laptops and associated components specified in the RFQ.

After review and evaluation of the quote received, HRT staff determined that Dell's pricing is deemed fair and reasonable based on a price analysis performed. A contractor responsibility review performed confirmed that Dell is technically and financially capable to perform the work.

Dell has been a global leader in providing technology solutions since 1984; and has provided similar products to HRT satisfactorily.

Cost/Funding: This Purchase Order will be funded with 5307 Grant Funds.

Project Manager: Alex Touzov, Director of Technology Services

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a Purchase Order to Dell Technology to furnish rugged laptops and associated component for HRT in the total amount of \$153,678.54.

TRAC Report

March 2022

HRT's Transit Riders Advisory Committee (TRAC) met on March 9, 2022, in the southside board room in Norfolk. Chair Denise Johnson convened the meeting at 6pm. TRAC members in attendance were Denise Johnson, Alyson Swett, Robert Neely, Heather Cutrone, Melissa Osborne, and Alyson Swett.

HRT staff present were Antoinette White, Alex Brink, Noelle Pinkard, Linda Carroll, Rodney Davis, and Henry Ryto. General public attendees were Darlene Woodward and Kenneth Moore.

The November minutes were approved. The motion was made by Heather Cutrone and seconded by Melissa Osborne.

The January minutes were approved. The motion was by Alyson Swett and seconded by Robert Neeley.

Noelle Pinkard, Organization Advancement Officer, provided a legislative update.

Antoinette White briefed the committee on the May 15 service board. Routes 6, 13, 14, 58, 960, and 112 will undergo minor schedule adjustments to enhance on-time performance. Route 972 will go from one trip on weekdays to two trips. Most importantly, regular span of service will be restored to the northside. The seasonal Route 30 will begin operating on May 15.

Ms. White said the Virginia Beach Resort area Microtransit Pilot Project is a one-year pilot program proposed to begin prior to Memorial Day 2022, within the boundary of the resort area. Virginia Beach is contracting with Freebee for five electric cars operating 12 hours a day.

Rodney Davis gave his Director's Remarks:

1. He provided a recap on HRT's response to this Winter's snow events.
2. The light rail will provide extended service as necessary in support of the MEAC Tournament.
3. March 18 is Operator Appreciation Day.
4. Customers will not be charged a fare on Earth Day, April 22.
5. Memorial Day weekend events are expected to substantially impact the light rail and ferry. The staff is planning accordingly.

Chairperson Denise Johnson thanked TRAC members and HRT staff for their support.

The meeting adjourned at 6:34 P.M. The next TRAC meeting will be on May 9, 2022, in the board room in Hampton at 6pm.