



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

Thursday, June 23, 2022, at 509 E. 18<sup>th</sup> Street, Norfolk, VA – In Person

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A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, June 23, 2022, at 509 E. 18<sup>th</sup> Street, Norfolk, 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, June 23, 2022, at 509 E. 18<sup>th</sup> Street, Norfolk, VA  
at 1:00 p.m.

### AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of May 26, 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
    - May 2022 Financial Reports
    - Revised COVID Relief Fund Spending Plan
    - June 2022 Quarterly Grants/Projects Update
  - 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: 22-00183 Hampton Roads Transit Sign  
Fabrication and Maintenance**

**Recommending Commission Approval:** Award of a contract to Action Graphics & Signs, Inc. to provide sign fabrication and maintenance services to HRT. The

cumulative amount of all Task Orders issued under this Contract will not exceed \$1,040,668.25 over four (4) years.

- **Contract No: 22-00174 Lawn and Landscaping Services (Renewal)**

**Recommending Commission Approval:** Award of a contract to P & D Lawn Care, LLC to provide lawn and landscaping services in the not-to-exceed amount of \$971,447.36 for the four-year period.

- **Contract No: 21-00158 Mobile Fare Collection System**

**Recommending Commission Approval:** Award of a contract to Bytemark, Inc. to provide, implement, host, and support a mobile first, next generation fare collection service in the not-to-exceed amount of \$7,406,758.00.

- **Contract No: 21-00139 Modification No. 1 – Vehicle Miles Reduced Tracker System**

**Recommending Commission Approval:** Award of a modification to increase the Vehicle Miles Reduced Tracker System contract by \$97,071.60, to a not-to-exceed amount of \$227,899.60

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

E. External/Legislative Advisory Committee - Commissioner Kanoyton/  
Alexis Majied, Chief Communications and External Affairs Officer

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

- FY2023 Election of Officers - Nomination Committee Report
7. Comments by Commission Members
  8. Closed Session (as necessary)
  9. Adjournment

**The next meeting will be held on Thursday, July 28, 2022, 3400 Victoria Boulevard, Hampton, VA – In Person**



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

Thursday, May 26, 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 1:03 p.m.

### **Commissioners in attendance:**

Chair McClellan, Norfolk  
Vice Chair Rouse, Virginia Beach  
Past Chair Gray, Hampton  
Commissioner Hunter, Portsmouth  
Commissioner Fuller, Chesapeake  
Commissioner Carey, Chesapeake (Zoom)  
\*Alt. Commissioner Sherman, VDRPT  
Commissioner Kanoyton, Hampton  
Commissioner Woodbury, Newport News (Zoom)  
Commissioner Bullock, Newport News  
Commissioner Houston, Norfolk  
Alt. Commissioner Jackson, Portsmouth  
Commissioner Ross-Hammond, Virginia Beach  
Alt. Commissioner Shea, Virginia Beach  
Commissioner Simonds, House Representative

\*Prior to the commencement of the TDCHR meeting, Mr. Neil Sherman, Alt. Commissioner from VDRPT, was sworn in by Robert Travers, Corporate Counsel.

### **Hampton Roads Transit Staff in attendance:**

Ray Amoruso, Chief Planning and Development (Zoom)  
Debbie Ball, Director of Finance (Zoom)  
Michele Bacon-Goode, Contract Administrator (Zoom)  
Keisha Branch, Director of the Office of Program & Project Excellence (Zoom)  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Conner Burns, Chief Financial Officer (Zoom)  
Craig Mytelka, Acting 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  
Brenda Green, Executive Administrative Assistant

Omar Gordon, Manager of Operational Facility Wayside  
William Harrell, President and CEO  
Tom Holden, Media Relations Specialist (Zoom)  
Keith Johnson, Paratransit Services Contract Administrator (Zoom)  
Shane Kelly, Manager of Emergency Preparedness  
Robert Lee, RTS Program Manager  
Sonya Luther, Director of Procurement  
Steven Magaro, Emergency Management Specialist  
Tracy Moore, Director of Transportation  
Sibyl Pappas, Chief Engineering & Facilities Officer  
Noelle Pinkard, Organizational Advancement Officer (Zoom)  
John Powell, Telecommunications Specialist  
Theresa Petrowicz, Contract Specialist  
Michael Perez, Operations Project & Contract Administrator  
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, Chief Transit Operations Officer  
Brian Smith, Deputy CEO  
Adrian Tate, Finance Manager (Zoom)  
Alex Touzov, Director of Technology Services  
Robert Travers, Corporate Counsel  
Fevrier Valmond, Deputy Director of Procurement (Zoom)  
James Wall, Director of Light Rail Maintenance (Zoom)  
Kim Wolcott, Chief of Human Resources

**Others in attendance via phone/(Zoom)/In-Person:**

Troy Eisenberger, City of Chesapeake  
Alt. Commissioner Brian DeProfio, City of Hampton, In-Person  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT  
Angela Hopkins, City of Newport News  
Demetrius Johnson, Citizen  
Denise Johnson, Chair, Transit Rider Advisory Committee  
Snyder Kyle, VIA  
Clara Massaquoi, Citizen  
Josef Olynyk, Vontas  
Janice Taylor, League of Women Voters  
Rebecca Spurrier, Management Analyst, City of Hampton, In-Person  
Alt. Commissioner Constantinos Velissarios, City of Newport News  
Jerri Wilson, City of Newport News

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

- Agenda
- Meeting Minutes

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

Chairwoman McClellan welcomed Alt. Commissioner Sherman to the board who is representing Virginia Department of Rail and Public Transportation.

### **Public Comments**

There were no public Comments.

### **Approval of April 28, 2022, Meeting Minutes**

A motion to approve the April 28, 2022, minutes was made by Vice-Chair Rouse and properly seconded by Commissioner Kanoyton. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Rouse, Gray, Hunter, Fuller, Carey, Sherman, Woodbury, Bullock, Jackson, Ross-Hammond, and Simonds.

Nays: None

Abstain: None

**NOTE:** Commissioner Houston arrived at 1:10 p.m.

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

Mr. William Harrell welcomed everyone to the meeting.

Mr. Harrell presented an overview of HRT's Covid Relief Fund Spending Plan as requested by the Commission during the May 2022 meeting.

Mr. Harrell called on Angela Glass to brief the Board on the Spending Plan. Ms. Glass gave a detailed update as to how HRT plans to use federal COVID related funding, followed by some discussion as to how this is reflected in the monthly report. Mr. Harrell agreed to update the report based on the input received.

**Action Item: Update of COVID Relief Spending Plan should be emailed to the Commission.**

Mr. Harrell called on Sibyl Pappas to give updates on Electrification planning as HRT prepares for updates to the Capital Improvement Plan. Ms. Pappas gave a presentation that showed the existing Parks Avenue facility and explained how the planned replacement facility will benefit HRT by saving over 62,000 miles in deadhead miles per year and providing capacity to add vehicles to the fleet to provide the RTS service. There was discussion regarding what will happen to the old Parks Ave. facility once the new facility is built.

Mr. Harrell reported that normal service spans had resumed on Peninsula Routes and the seasonal VB Wave Trolley service also began as of May 15, 2022.. Mr. Harrell mentioned potential changes to implementing Norfolk service plans dependent on achieving hiring thresholds. The Commission will continue to be updated on the hiring progress and any resulting changes to service.

Mr. Harrell stated that the agency is continuing to focus on customer amenities, technology improvements and cleanliness.

Mr. Harrell called on Gene Cavazos to address questions regarding how this information is being publicized. Mr. Cavazos stated that HRT has been posting on social media as well as doing public outreach for direct person-to-person outreach and informing the businesses along the routes. Mr. Cavazos shared that the 757 Express will be a full marketing campaign.

Mr. Harrell called on Noelle Pinkard to update the Commission on the recent briefing provided by HRT to federal, state and local legislative staff on May 18, 2022. Ms. Pinkard stated that main purpose was to inform stakeholders of the program and funding structure of the 757 Express.

### **Closed Session:**

Vice Chair Rouse made a motion to convene into closed session for the discussion or consideration of the investment of public funds where competition or bargaining is involved, and the provision of legal advice as provided by paragraphs 6 and 8 of Virginia Code Section 2.2-3711 subpart (A) and properly seconded by Commissioner Simonds. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Rouse, Gray, Hunter, Fuller, Carey, Sherman, Kanoyton, Woodbury, Bullock, Houston, Jackson, Ross-Hammond, and Simonds.

Nays: None

Abstain: None

The Chair entertained 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 Vice Chair Rouse and properly seconded by Commissioner Fuller. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Rouse, Gray, Hunter, Fuller, Carey, Sherman, Kanoyton, Woodbury, Bullock, Houston, Jackson, Ross-Hammond, and Simonds.



Nays: None

Abstain: None

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

Commissioner Gray stated that the Audit and Budget Committee met on Monday May 23, 2022.

Commissioner Gray stated that the committee reviewed the financial reports from April 2022 and the budget for Fiscal Year 2023 which the committee voted to recommend adoption by the Commission.

Mr. Conner Burns presented preliminary financial report ending April 2022 as enclosed in the meeting package.

Mr. Burns called on Mr. Ray Amoruso to explain details related to the Service Reliability Credit.

There was discussion regarding Line of Credit and items that are included in that line item.

Commissioner Gray called on Ms. Angela Glass, Director of Budget & Financial Analysis to present the Fiscal Year 2023 Operating Budget. Ms. Glass presented the FY2023 budget.

Mr. Burns requested that the Commission adopt the Fiscal Year 2023 Operating Budget and stated that this comes as a recommendation for adoption from Audit and Budget Review Committee, as well as the MFAC Committee, requiring a second. Commissioner Fuller properly seconded. A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Rouse, Gray, Hunter, Fuller, Carey, Kanoyton, Woodbury, Bullock, Houston, Jackson, Ross-Hammond, and Simonds.

Nays: None

Abstain: Sherman

### **Management and Financial Advisory Committee (MFAC)**

Commissioner Jackson stated that the committee met on Monday, May 23, 2022. Mr. Jackson announced that all localities have successfully adopted resolutions giving HRT the authority to strategically allocate federal funding for another year.

Mr. Jackson shared that the committee established a subcommittee which will help to create a reserve fund for HRT and plan to schedule a Capital Improvement Project (CIP) workshop in July.

### **Operations and Oversight Committee**

The Operations and Oversight Committee met on April 12, 2022.

Chairwomen McClellan called on Ms. Sonya Luther to present the contracts for approval.

Ms. Luther presented **Contract No: 20-00108 Modification No. 2 – Electrostatic Disinfection Services for COVID 19** to increase services for COVID-19, contract by \$29,794.35, to a not-to-exceed amount of \$715,226.

Ms. Luther stated that this comes as a motion from the Operations and Oversight Committee to approve award of a modification to increase **Contract No: 20-00108 Modification No. 2 Electrostatic Disinfection Service**. Properly seconded by Commissioner Bullock.

A roll call vote resulted as follows:

Ayes: Commissioner McClellan, Rouse, Gray, Hunter, Fuller, Carey, Sherman, Kanoyton, Woodbury, Bullock, Houston, Jackson, Ross-Hammond, and Simonds.

Nays: None

Abstain: None

The next Operations and Oversight Committee will be held Thursday June 9, 2022.

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

Commissioner Ross-Hammond stated the Committee did not meet in May.

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

Commissioner Kanoyton stated that the committee met on May 18, 2022.

Ms. Kanoyton stated that Noelle Pinkard provided information on the state budget that is still under review and should be taken up when the Virginia General Assembly convenes again in June. Ms. Kanoyton also stated that Noelle is working with the Congressional Delegation on the FFY2023 appropriations process.

Ms. Noelle Pinkard updated the Commission on the meetings of the Senate Finance and Appropriations Committee in Richmond and the Administration's proposed gas tax holiday. It was noted that Mr. Harrell testified before the Senate Finance and Appropriations Committee. Related to federal appropriations, a request was submitted for \$2.4 million to assist with the purchasing of paratransit vehicles.

Ms. Kanoyton mentioned that Mr. Gene Cavasos gave a report that HRT receiving an Unsung Heroes Award from Virginia Transit Association. Ms. Kanoyton also shared that there will be a small and minority business procurement fair on June 29, 2022, at Military Circle mall in Norfolk.

The next External and Legislative Advisory Committee will be held on June 15, 2022.

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

Chair McClellan stated the Smart City and Innovation Committee met May 12, 2022 and received a report about Electrification that President Harrell had presented during his President's Report.

Ms. McClellan called on Mr. Michael Price to give a presentation to the Board that gave an overview of technology services that will be used across all mode of transportation. There was discussion of this information being included in future HRT marketing packages.

### **Paratransit Advisory Sub-Committee (PAC)**

Mr. Keith Johnson stated no report for the month of May.

The next Paratransit Advisory sub-committee meeting is June 8, 2022.

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

Ms. Denise Johnson stated that met on May 4, 2022 and gave a report that is attached to these minutes.

The next Transit Ridership Advisory sub-committee meeting will be held July 6, 2022, in the Norfolk Boardroom at 6:00 p.m.

### **Adjournment**

With no further business to conduct, the meeting adjourned at 2:30 p.m.

## **TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS**

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**Andria McClellan**  
**Chair**

**ATTEST:**

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**Luis Ramos**  
**Commission Secretary**  
**May 26, 2022**



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting May 26, 2022

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

# Revised COVID Relief Fund Spending Plan

(Thousands of Dollars)

FY	20	21	22	23	24	25	26	27	28	Total
CARES	20,627	26,062	12,583	2,460						61,732
CRRSAA				6,651	3,010					9,661
ARPA					16,112	24,548	13,258			53,918
ARPA Supplemental							16,709	35,531	499	52,738
Total	20,627	26,062	12,583	9,111	19,122	24,548	29,967	35,531	499	178,049

- COVID Relief Funds exclusively used for operating

# President's Report

- May 15, 2022, Service Update
  - ❖ Resume normal service span on Peninsula Routes.
  - ❖ New Virginia Beach WAVE Trolley Service initiated.
- October 2022 & January 2023 Service Updates will be based on meeting hiring targets.
- Focus on customer amenities, technology including mobile fare system, & enhancing cleanliness.

# President's Report

- Legislative Staff Briefing:





# President's Report





# President's Report

- Update on electrification planning of transit fleet.

# Existing Parks Avenue Facility



# State of the Art Facility

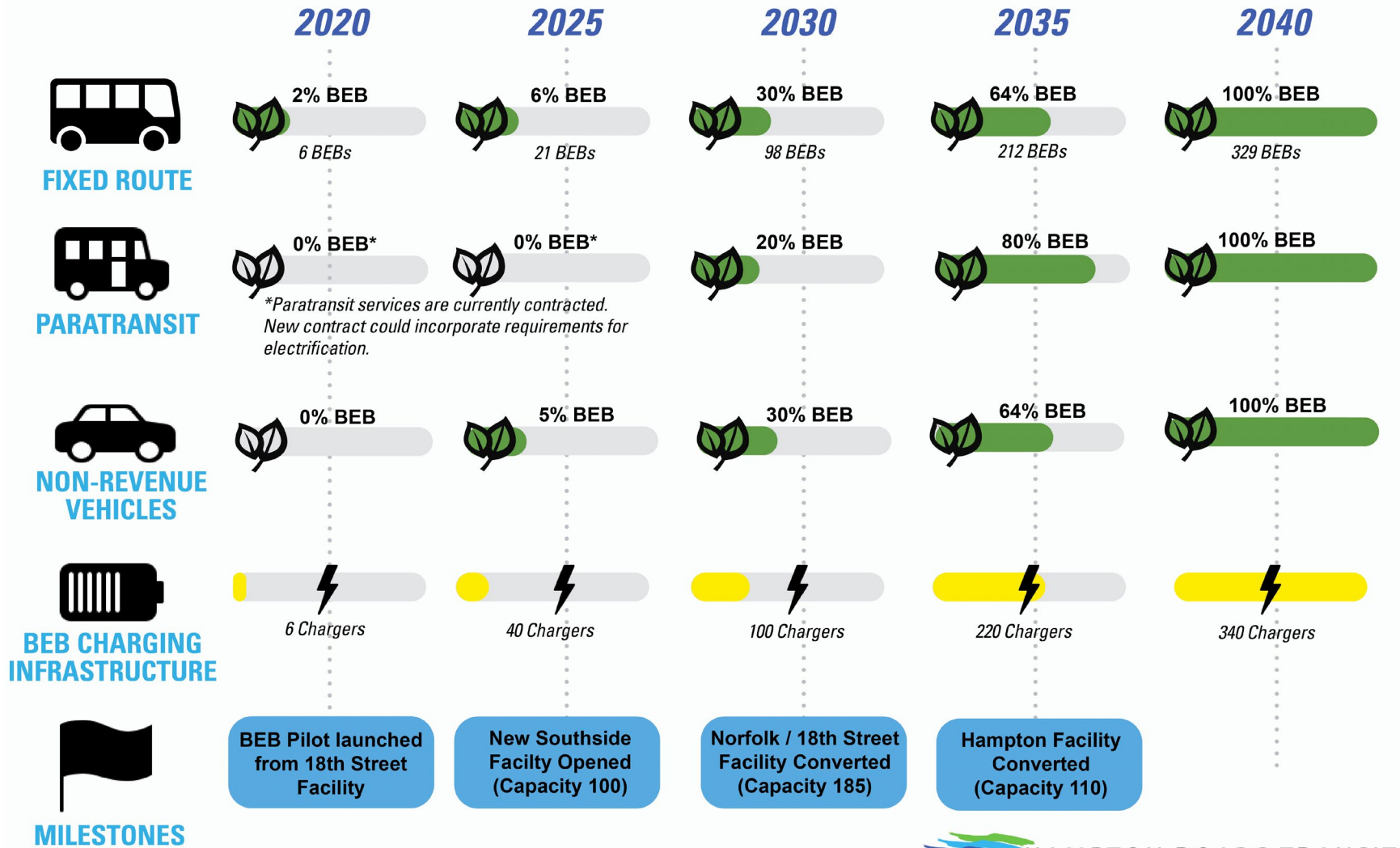




# HRT -- First in Virginia!



# HRT BEB TRANSITION ROADMAP



## LEVELING THE PLAYING FIELD WITH INFORMATION

The Disadvantaged Business Enterprise (DBE) program is designed to address discrimination and the continuing effects of past discrimination in federally assisted transportation markets nationwide.

The primary goal is to provide small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

While participation can be proscribed in some procurement contracts, many of these business owners are simply unaware these programs exist. This is why HRT is hosting a small business and minority procurement fair on June 29 at Military Circle Mall, to help educate businesses that federally supported projects are within reach.

I think this is a critically important event. Many larger and well-staffed companies have the resources to learn about disadvantaged enterprise programs and many actively participate in them to improve their chances in the procurement process. Smaller firms can get left behind which is why we're hosting the fair.

Since the pandemic, we have all seen several instances of businesses having to adjust their hours of operation, close their doors a few days of the week, or some unfortunately have had to close altogether. While this has had great impact on the business community, the impact on small and disadvantaged businesses has been even more devastating.

HRT recognizes that although the DBE program has been set up to level the playing field in contract competition, there is more we can do to assist these businesses.

In addition to ensuring DBE goals are assigned to eligible contracts as regulated by the Federal Transit Administration, HRT also ensures that DBE applicants are aware of all contracting opportunities available, even those that do not require DBE participation. This will make them aware that they can also bid on contracts as the prime contractor.

At this fair, we hope to provide information for DBEs opportunities to learn and understand what is required of them to submit viable and complete packages in response to HRT procurement opportunities.

They'll learn that there are benefits to obtaining a DBE certification that will allow them access to more funding opportunities.

It is my hope that as the economy improves, so does the outlook for all businesses including those that are deemed small and minority. We remain committed to our vision of a progressive mobility agency that promotes prosperity across Hampton Roads through collaboration and teamwork.

Sincerely,



**William E. Harrell**

President and CEO

Hampton Roads Transit



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting June 23, 2022

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

# President's Report – Special Events



Weekend Ridership:

<b>Bus</b>	40,276
<b>Ferry</b>	12,955
<b>Light Rail</b>	9,105





# President's Report – Special Events



**JUNETEENTH**  
2022  
NEWPORT NEWS



 HAMPTON ROADS TRANSIT

**L.E.A.D.**  
**PROGRAM**

# President's Report

## **Board Strategic Work Session – Thursday, July 28**

11:30am – 1:00pm (lunch provided)

**Location: Hampton** (3400 Victoria Blvd)

- Agency Priorities
- Current Conditions and Long-term Strategy
- Capital Improvement Plan and Transit Strategic Plan



HAMPTON ROADS  
TRANSIT

# TDCHR Board Meeting June 23, 2022

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HAMPTON ROADS  
TRANSIT

**Draft Financial Statement**

# MAY 2022 FISCAL YEAR 2022 FINANCIAL REPORT

**gohrt.com**

# OPERATING FINANCIAL STATEMENTS

May 2022

## 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	\$ 8,442.0	\$ 703.5	\$ 704.1	\$ 0.6	0.1 %	\$ 7,738.5	\$ 7,410.6	\$ (327.9)	(4.2) %
Advertising Revenue	1,075.0	89.6	189.7	100.1	111.7 %	985.4	1,169.6	184.1	18.7 %
Other Transportation Revenue	2,335.0	194.6	203.5	9.0	4.6 %	2,140.4	2,228.4	88.0	4.1 %
Non-Transportation Revenue	60.0	5.0	4.1	(0.9)	(18.2) %	55.0	74.3	19.3	35.1 %
<b>Total Operating Revenue</b>	<b>11,912.0</b>	<b>992.7</b>	<b>1,101.5</b>	<b>108.8</b>	<b>11.0 %</b>	<b>10,919.3</b>	<b>10,882.9</b>	<b>(36.4)</b>	<b>(0.3) %</b>
<b>Non-Operating Revenue</b>									
Federal Funding (5307/5337)	22,053.7	1,837.8	(2,127.9)	(3,965.7)	(215.8) %	20,215.9	12,190.7	(8,025.2)	(39.7) %
HRRTF Funding	5,730.1	477.5	280.8	(196.7)	(41.2) %	5,252.6	3,181.7	(2,070.9)	(39.4) %
State Funding	21,438.3	1,786.5	5,930.7	4,144.2	232.0 %	19,651.8	27,865.2	8,213.4	41.8 %
Local Funding	44,696.1	3,724.7	3,724.7	-	- %	40,971.4	40,971.4	-	- %
<b>Total Non-Operating Revenue</b>	<b>93,918.3</b>	<b>7,826.5</b>	<b>7,808.3</b>	<b>(18.2)</b>	<b>(0.2) %</b>	<b>86,091.7</b>	<b>84,208.9</b>	<b>(1,882.8)</b>	<b>(2.2) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 105,830.2</b>	<b>\$ 8,819.2</b>	<b>\$ 8,909.8</b>	<b>\$ 90.6</b>		<b>\$ 97,011.0</b>	<b>\$ 95,091.8</b>	<b>\$ (1,919.2)</b>	
Personnel Services	\$ 67,463.2	\$ 5,510.0	\$ 5,820.5	\$ (310.5)	(5.6) %	\$ 61,898.2	\$ 61,039.8	\$ 858.4	1.4 %
Contract Services	13,795.0	1,301.8	819.9	482.0	37.0 %	12,480.8	9,222.1	3,258.7	26.1 %
Materials & Supplies	5,455.2	452.7	444.8	7.9	1.7 %	5,010.0	4,342.7	667.3	13.3 %
Gas & Diesel	3,984.7	332.1	313.8	18.3	5.5 %	3,652.6	3,726.2	(73.6)	(2.0) %
Contractor's Fuel Usage	597.3	49.8	44.5	5.2	10.5 %	547.5	472.4	75.1	13.7 %
Utilities	1,098.8	72.1	121.9	(49.8)	(69.1) %	1,026.7	1,030.3	(3.6)	(0.3) %
Casualties & Liabilities	3,794.4	316.5	335.5	(19.0)	(6.0) %	3,477.8	3,815.1	(337.3)	(9.7) %
Purchased Transportation	7,955.7	617.1	586.1	31.1	5.0 %	7,388.5	6,062.1	1,326.4	18.0 %
Other Miscellaneous Expenses	1,686.1	167.0	98.1	68.9	41.2 %	1,528.7	1,173.5	355.2	23.2 %
<b>TOTAL EXPENSE</b>	<b>\$ 105,830.2</b>	<b>\$ 8,819.2</b>	<b>\$ 8,585.1</b>	<b>\$ 234.1</b>		<b>\$ 97,011.0</b>	<b>\$ 90,884.3</b>	<b>\$ 6,126.8</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ 324.7</b>				<b>\$ 4,207.5</b>		

Line of Credit balance as of May 31, 2022, is \$0

CRRSSA balance available through May 31, 2022, expenses: \$7,770,694

# OPERATING FINANCIAL STATEMENTS

May 2022

MAX, PCS, 15-MINUTE INCREMENT

FISCAL YEAR 2022	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Dollars in Thousands									
<b>Operating Revenue</b>									
Passenger Revenue	\$ 611.1	\$ 50.9	\$ 40.5	\$ (10.5)	(20.5) %	\$ 560.2	\$ 376.0	\$ (184.3)	(32.9) %
RTS Program	5,730.1	477.5	280.8	(196.7)	(41.2) %	5,252.6	3,181.7	(2,070.9)	(39.4) %
<b>TOTAL REVENUE</b>	<b>\$ 6,341.3</b>	<b>\$ 528.4</b>	<b>\$ 321.3</b>	<b>\$ (207.3)</b>		<b>\$ 5,812.8</b>	<b>\$ 3,557.5</b>	<b>\$ (2,255.1)</b>	
Personnel Services	\$ 4,811.0	\$ 400.9	\$ 253.2	\$ 147.7	36.8 %	\$ 4,410.1	\$ 2,742.8	\$ 1,667.2	37.8 %
Contract Services	644.0	53.7	27.7	26.0	48.4 %	590.4	318.9	271.5	46.0 %
Materials & Supplies	699.4	58.3	28.4	29.9	51.2 %	641.1	368.5	272.5	42.5 %
Utilities	48.7	4.1	3.2	0.9	22.2 %	44.6	23.4	21.2	47.6 %
Casualties & Liabilities	138.2	11.5	8.8	2.7	23.7 %	126.7	103.9	22.8	18.0 %
<b>TOTAL EXPENSE</b>	<b>\$ 6,341.3</b>	<b>\$ 528.4</b>	<b>\$ 321.3</b>	<b>\$ 207.3</b>		<b>\$ 5,812.8</b>	<b>\$ 3,557.5</b>	<b>\$ 2,255.1</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ -</b>				<b>\$ -</b>		

# Non-Operating COVID Revenue and Expenses

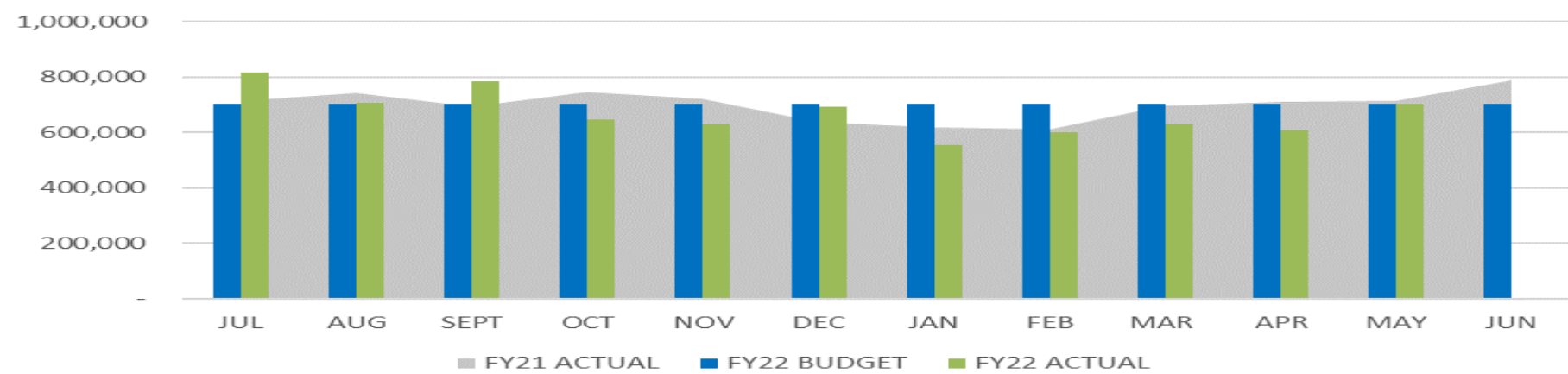
May 2022

Dollars in Thousands

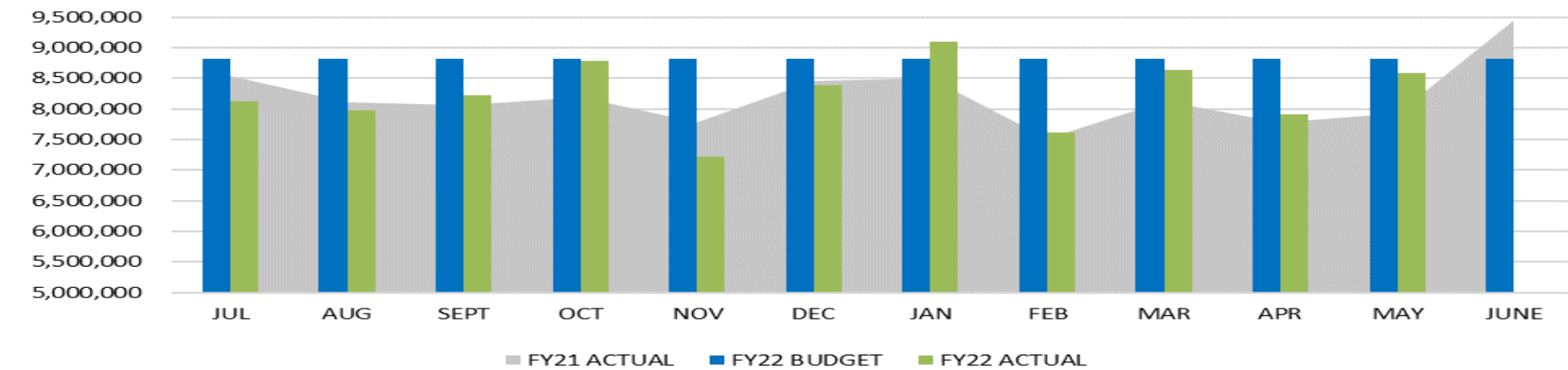
	Month to Date	Year to Date
Federal Funding (5307/5337)	\$ 36.2	\$ 2,071.4
<b>Total Non-Operating Revenue</b>	<b>\$ 36.2</b>	<b>\$ 2,071.4</b>

Personnel Services	\$ 10.0	\$ 467.2
Contract Services	-	1,002.8
Materials & Supplies	0.9	22.6
Other Miscellaneous Expenses	25.3	578.8
<b>Total Non-Operating Expense</b>	<b>\$ 36.2</b>	<b>\$ 2,071.4</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>

Farebox Revenue



Total Expenses





# OPERATING CROSSWALK

May 2022

YEAR-TO-DATE					
FISCAL YEAR 2022 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
<b>REVENUE</b>					
Passenger Revenue	\$ 7,738.5	\$ 6,898.0	\$ 512.6	\$ 7,410.6	\$ (327.9)
Advertising Revenue	\$ 985.4	\$ 1,098.5	\$ 71.0	\$ 1,169.5	\$ 184.1
Other Transportation Revenue	\$ 2,140.4	\$ -	\$ 2,228.4	\$ 2,228.4	\$ 88.0
Non-Transportation Revenue	\$ 55.0	\$ 48.2	\$ 26.1	\$ 74.3	\$ 19.3
Federal Funding (PM 5307/5337)	\$ 20,215.9	\$ 12,190.7	\$ -	\$ 12,190.7	\$ (8,025.2)
HRRTF <sup>1</sup>	\$ 5,252.6	\$ -	\$ 3,181.7	\$ 3,181.7	\$ (2,070.9)
State Funding	\$ 19,651.8	\$ 27,865.2	\$ -	\$ 27,865.2	\$ 8,213.4
Local Funding	\$ 40,971.4	\$ 40,971.4	\$ -	\$ 40,971.4	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 97,011.0</b>	<b>\$ 89,072.0</b>	<b>\$ 6,019.8</b>	<b>\$ 95,091.8</b>	<b>\$ (1,919.2)</b>
<b>EXPENSE</b>					
Personnel Services	\$ 61,898.2	\$ 57,057.9	\$ 3,981.9	\$ 61,039.8	\$ 858.4
Services	\$ 12,480.8	\$ 8,620.5	\$ 601.6	\$ 9,222.1	\$ 3,258.7
Materials & Supplies	\$ 9,210.2	\$ 7,984.1	\$ 557.2	\$ 8,541.3	\$ 668.9
Utilities	\$ 1,026.7	\$ 963.1	\$ 67.2	\$ 1,030.3	\$ (3.6)
Casualties & Liabilities	\$ 3,477.9	\$ 3,566.2	\$ 248.9	\$ 3,815.1	\$ (337.2)
Purchased Transportation	\$ 7,388.5	\$ 5,666.7	\$ 395.5	\$ 6,062.2	\$ 1,326.3
Other Miscellaneous Expenses	\$ 1,528.7	\$ 1,096.9	\$ 76.6	\$ 1,173.5	\$ 355.2
<b>TOTAL EXPENSE:</b>	<b>\$ 97,011.0</b>	<b>\$ 84,955.4</b>	<b>\$ 5,928.9</b>	<b>\$ 90,884.3</b>	<b>\$ 6,126.7</b>
<b>BUDGET STATUS TO DATE<sup>2</sup>:</b>	<b>\$ -</b>	<b>\$ 4,116.6</b>	<b>\$ 90.9</b>	<b>\$ 4,207.5</b>	<b>\$ 4,207.5</b>

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

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 44,696.1	\$ 40,971.4	\$ 40,971.4	\$ -
Plus: Local Farebox	\$ 7,676.7	\$ 7,036.9	\$ 6,898.0	\$ (138.9)
Locality Share - Sub-Total:	\$ 52,372.8	\$ 48,008.3	\$ 47,869.4	\$ (138.9)
Plus: Federal Aid	\$ 22,053.7	\$ 20,215.9	\$ 12,190.7	\$ (8,025.2)
State Aid	\$ 21,438.3	\$ 19,651.8	\$ 27,865.2	\$ 8,213.4
Total Revenue Contribution:	\$ 95,864.8	\$ 87,876.0	\$ 87,925.3	\$ 49.3
Operating Expenses:	\$ 95,864.8	\$ 87,876.0	\$ 83,808.7	\$ (4,067.3)
Locality Budget Status to Date <sup>1</sup> :	\$ 4,116.6			

## KPI

Farebox Recovery:	8.0%	8.2%
Farebox % of Budgeted Expense:		7.8%

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,684.3	\$ 2,460.6	\$ 2,460.6	\$ -
Plus: Local Farebox	\$ 415.9	\$ 381.2	\$ 344.4	\$ (36.8)
Locality Share - Sub-Total:	\$ 3,100.2	\$ 2,841.8	\$ 2,805.0	\$ (36.8)
Plus: Federal Aid	\$ 1,552.6	\$ 1,423.3	\$ 1,264.9	\$ (158.4)
State Aid	\$ 1,304.2	\$ 1,195.5	\$ 1,775.4	\$ 579.9
Total Revenue Contribution:	\$ 5,957.0	\$ 5,460.6	\$ 5,845.3	\$ 384.7
Operating Expenses:	\$ 5,957.0	\$ 5,460.6	\$ 5,435.8	\$ (24.8)
Locality Budget Status to Date <sup>1</sup> :	\$ 409.5			

## KPI

Farebox Recovery:	7.0%	6.3%
Farebox % of Budgeted Expense:		6.3%

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,648.3	\$ 4,260.9	\$ 4,260.9	\$ -
Plus: Local Farebox	\$ 814.9	\$ 747.0	\$ 632.5	\$ (114.5)
Locality Share - Sub-Total:	\$ 5,463.2	\$ 5,007.9	\$ 4,893.4	\$ (114.5)
Plus: Federal Aid	\$ 2,512.4	\$ 2,303.0	\$ 1,309.9	\$ (993.1)
State Aid	\$ 2,276.7	\$ 2,087.0	\$ 2,809.4	\$ 722.4
Total Revenue Contribution:	\$ 10,252.3	\$ 9,397.9	\$ 9,012.7	\$ (385.2)
Operating Expenses:	\$ 10,252.3	\$ 9,397.9	\$ 8,511.1	\$ (886.8)
Locality Budget Status to Date <sup>1</sup> :				\$ 501.6

## KPI

Farebox Recovery:	7.9%	7.4%
Farebox % of Budgeted Expense:		6.7%

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,374.4	\$ 6,759.9	\$ 6,759.9	\$ -
Plus: Local Farebox	\$ 1,468.5	\$ 1,346.1	\$ 1,072.2	\$ (273.9)
Locality Share - Sub-Total:	\$ 8,842.9	\$ 8,106.0	\$ 7,832.1	\$ (273.9)
Plus: Federal Aid	\$ 3,790.0	\$ 3,474.1	\$ 1,762.3	\$ (1,711.8)
State Aid	\$ 3,639.9	\$ 3,336.6	\$ 4,429.8	\$ 1,093.2
Total Revenue Contribution:	\$ 16,272.8	\$ 14,916.7	\$ 14,024.2	\$ (892.5)
Operating Expenses:	\$ 16,272.8	\$ 14,916.7	\$ 13,330.6	\$ (1,586.1)
Locality Budget Status to Date <sup>1</sup> :	\$ 693.6			

## KPI

Farebox Recovery:	9.0%	8.0%
Farebox % of Budgeted Expense:		7.2%

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 19,408.4	\$ 17,791.0	\$ 17,791.0	\$ -
Plus: Local Farebox	\$ 3,320.4	\$ 3,043.7	\$ 3,214.2	\$ 170.5
Locality Share - Sub-Total:	\$ 22,728.8	\$ 20,834.7	\$ 21,005.2	\$ 170.5
Plus: Federal Aid	\$ 8,592.8	\$ 7,876.8	\$ 3,731.9	\$ (4,144.9)
State Aid	\$ 9,110.2	\$ 8,351.0	\$ 11,750.7	\$ 3,399.7
Total Revenue Contribution:	\$ 40,431.8	\$ 37,062.5	\$ 36,487.8	\$ (574.7)
Operating Expenses:	\$ 40,431.8	\$ 37,062.5	\$ 35,103.8	\$ (1,958.7)
Locality Budget Status to Date <sup>1</sup> :	\$ 1,384.0			

## KPI

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

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,834.9	\$ 2,598.7	\$ 2,598.7	\$ -
Plus: Local Farebox	\$ 514.3	\$ 471.4	\$ 458.5	\$ (12.9)
Locality Share - Sub-Total:	\$ 3,349.2	\$ 3,070.1	\$ 3,057.2	\$ (12.9)
Plus: Federal Aid	\$ 1,684.1	\$ 1,543.8	\$ 1,241.7	\$ (302.1)
State Aid	\$ 1,415.5	\$ 1,297.5	\$ 1,918.0	\$ 620.5
Total Revenue Contribution:	\$ 6,448.8	\$ 5,911.4	\$ 6,216.9	\$ 305.5
Operating Expenses:	\$ 6,448.8	\$ 5,911.4	\$ 5,860.2	\$ (51.2)
Locality Budget Status to Date <sup>1</sup> :	\$ 356.7			

## KPI

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

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

# LOCALITY RECONCILIATION

May 2022

FISCAL YEAR 2022 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,745.8	\$ 7,100.3	\$ 7,100.3	\$ -
Plus: Local Farebox	\$ 1,142.7	\$ 1,047.5	\$ 1,176.2	\$ 128.7
Locality Share - Sub-Total:	\$ 8,888.5	\$ 8,147.8	\$ 8,276.5	\$ 128.7
Plus: Federal Aid	\$ 3,921.8	\$ 3,594.9	\$ 2,880.0	\$ (714.9)
State Aid	\$ 3,691.8	\$ 3,384.2	\$ 5,181.9	\$ 1,797.7
Total Revenue Contribution:	\$ 16,502.1	\$ 15,126.9	\$ 16,338.4	\$ 1,211.5
Operating Expenses:	\$ 16,502.1	\$ 15,126.9	\$ 15,567.2	\$ 440.3
Locality Budget Status to Date <sup>1</sup> :	\$ 771.2			

## KPI

Farebox Recovery:	6.9%	7.6%
Farebox % of Budgeted Expense:		7.8%

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



# Revised COVID Relief Fund Spending Plan

(Thousands of Dollars)

	Actual		Projected Actual	Budgeted	Planned					
FY	20	21	22	23	24	25	26	27	28	Total
CARES	20,627	26,062	12,583	2,460						61,732
CRRSAA				6,651	3,010					9,661
ARPA					16,112	24,548	13,258			53,918
ARPA Supplemental							16,709	35,531	499	52,739
Total	20,627	26,062	12,583	9,111	19,122	24,548	29,967	35,531	499	178,050

This table reflects the specific Federal Covid operating revenue spending plan for FY 2020 through FY 2028. The table presents the *projected* balance of FY 2022 operating revenue of \$12,583 million dollars. The financial statement for month ending April 2022 presented an *actual* year to date operating draw of \$14,321 million dollars.

As mentioned, the Agency received notice in March of extra State support for FY 2022. State monies expire at the end of the fiscal year; therefore, the Agency will utilize these additional monies to cover Agency expenses before the more flexible federal monies. The Agency has until September 2029 to fully expend the monies listed on this chart.

## Quarterly Grants/Projects Update

	Grant Award Amount	Expensed as of 4/30/2022	Encumbered as of 4/30/2022	Balance
<b>Bus Projects</b>				
Bus Mid-Life Repower	\$ 705,000	\$ 515,489	\$ -	\$ 189,511
Bus Purchases	\$ 34,532,359	\$ 11,055,050	\$ 5,401,295	\$ 18,076,014
Bus Simulator	\$ 350,000	\$ -	\$ 255,070	\$ 94,930
Bus Video Surveillance Equipment	\$ 1,781,500	\$ 117,760	\$ 2,608	\$ 1,661,132
Onboard Network Infrastructure SGR	\$ 265,000	\$ -	\$ -	\$ 265,000
RTS Bus Expansion (Group A)	\$ 13,246,000	\$ -	\$ 12,779,080	\$ 466,920
Trolley Bus Purchases	\$ 1,134,733	\$ -	\$ -	\$ 1,134,733
<b>Bus Projects Total</b>	<b>\$ 52,014,592</b>	<b>\$ 11,688,299</b>	<b>\$ 18,438,053</b>	<b>\$ 21,888,240</b>
<b>Cash Capital Projects</b>				
Security Equipment	\$ 43,000	\$ 9,212	\$ 22,917	\$ 10,871
<b>Cash Capital Projects Total</b>	<b>\$ 43,000</b>	<b>\$ 9,212</b>	<b>\$ 22,917</b>	<b>\$ 10,871</b>
<b>Electric Bus Projects</b>				
Electric Bus Charging Station	\$ 700,000	\$ 699,996	\$ -	\$ 4
Electric Bus Infrastructure Construction	\$ 939,948	\$ 607,975	\$ -	\$ 331,973
Electric Bus Infrastructure Design	\$ 200,000	\$ 200,000	\$ -	\$ -
Workforce Development for Electric Buses	\$ 154,840	\$ 87,993	\$ -	\$ 66,847
<b>Electric Bus Projects Total</b>	<b>\$ 1,994,788</b>	<b>\$ 1,595,964</b>	<b>\$ -</b>	<b>\$ 398,824</b>
<b>Extension Study Projects</b>				
Naval Station Norfolk Transit Corridor Study	\$ 5,400,000	\$ 2,108,273	\$ 1,281,617	\$ 2,010,110
Regional Fixed Guideway Studies - Peninsula BRT	\$ 4,656,994	\$ 2,184,667	\$ 307,315	\$ 2,165,012
<b>Extension Study Projects Total</b>	<b>\$ 10,056,994</b>	<b>\$ 4,292,940</b>	<b>\$ 1,588,932</b>	<b>\$ 4,175,122</b>
<b>Facility Projects</b>				
Hampton Renovation Phase II	\$ 4,381,213	\$ 18,743	\$ 2,373,578	\$ 1,988,892
New Southside Facility Design	\$ 4,600,001	\$ 1,752,475	\$ 1,347,525	\$ 1,500,001
New Southside Facility Feasibility Study	\$ 100,000	\$ 100,000	\$ -	\$ -
<b>Facility Projects Total</b>	<b>\$ 9,081,214</b>	<b>\$ 1,871,218</b>	<b>\$ 3,721,103</b>	<b>\$ 3,488,893</b>
<b>Ferry Projects</b>				
IT Infrastructure for Farebox Equipment Ferry	\$ 299,999	\$ 178,416	\$ 66,603	\$ 54,980
Ferry Boats	\$ 6,731,504	\$ 2,941,937	\$ 3,576,793	\$ 212,773
Ferry Dock Amenities	\$ 275,134	\$ -	\$ -	\$ 275,134
Ferry Dock Construction	\$ 3,295,488	\$ 2,837,622	\$ 85,238	\$ 372,628
Ferry Technology Infrastructure	\$ 750,000	\$ 747,868	\$ -	\$ 2,132
Purchase TVMs for Ferry Docks	\$ 483,872	\$ 418,692	\$ 39,312	\$ 25,867
<b>Ferry Projects Total</b>	<b>\$ 11,835,997</b>	<b>\$ 7,124,536</b>	<b>\$ 3,767,946</b>	<b>\$ 943,515</b>
<b>Light Rail Projects</b>				
Light Rail Train Video Surveillance Equipment	\$ 112,803	\$ 15,187	\$ -	\$ 97,616
Rail Cars SGR	\$ 1,469,466.00	\$ 1,301,095.35	\$ 158,048.00	\$ 10,322.65
Rail Infrastructure SGR	\$ 408,614	\$ 111,307	\$ -	\$ 297,307
<b>Light Rail Projects Total</b>	<b>\$ 1,990,883</b>	<b>\$ 1,427,589</b>	<b>\$ 158,048</b>	<b>\$ 405,246</b>
<b>Mobility Projects</b>				

## Quarterly Grants/Projects Update

	Grant Award Amount	Expensed as of 4/30/2022	Encumbered as of 4/30/2022	Balance
Regional Microtransit Demo Project	\$ 1,997,000	\$ 89,000	\$ 1,611,925	\$ 296,075
<b>Mobility Projects Total</b>	<b>\$ 1,997,000</b>	<b>\$ 89,000</b>	<b>\$ 1,611,925</b>	<b>\$ 296,075</b>
Origin and Destination Survey Project				
System-Wide Origin and Destination Survey	\$ 625,000	\$ -	\$ -	\$ 625,000
<b>Origin and Destination Survey Project Total</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 625,000</b>
Passenger Amenities Projects				
Passenger Shelters	\$ 302,200	\$ 218,844	\$ -	\$ 83,356
RTS Amenities	\$ 8,591,000	\$ 2,152,973	\$ 2,689,211	\$ 3,748,816
<b>Passenger Amenities Projects Total</b>	<b>\$ 8,893,200</b>	<b>\$ 2,371,817</b>	<b>\$ 2,689,211</b>	<b>\$ 3,832,172</b>
Shop Equipment Projects				
Shop Tool Equipment	\$ 188,000.00	\$ -	\$ -	\$ 188,000.00
<b>Shop Equipment Projects Total</b>	<b>\$ 188,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,000</b>
Support Vehicle Projects				
Support Vehicles	\$ 130,000	\$ -	\$ -	\$ 130,000
<b>Support Vehicle Projects Total</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,000</b>
Technology Projects				
Enterprise Access Control System Upgrade	\$ 700,000	\$ 19,076	\$ 7,872	\$ 673,052
Enterprise Asset Management (EAM) System	\$ 1,842,352	\$ 127,461	\$ 355,111	\$ 1,359,779
Financial Software System Phase II Assessment & HRMS Phase II Assessment	\$ 469,800.00	\$ 87,849.01	\$ 336,470.00	\$ 45,480.99
Regional Transit System Technology	\$ 598,000	\$ 67,162	\$ 89,911	\$ 440,927
<b>Technology Projects Total</b>	<b>\$ 3,610,152</b>	<b>\$ 301,548</b>	<b>\$ 789,364</b>	<b>\$ 2,519,240</b>
Transfer Center Projects				
HTC Construction	\$ 2,404,346	\$ 610,003	\$ 1,794,343	\$ -
NNTC Construction	\$ 2,568,949	\$ 1,938,871	\$ 630,078	\$ 0
Orcutt Ave Transfer Center Projects	\$ 62,000	\$ 59,400	\$ 2,600	\$ -
<b>Transfer Center Projects Total</b>	<b>\$ 5,035,295</b>	<b>\$ 2,608,274</b>	<b>\$ 2,427,020</b>	<b>\$ 0</b>
<b>Active Projects Total</b>	<b>\$ 107,496,114</b>	<b>\$ 33,380,398</b>	<b>\$ 35,214,520</b>	<b>\$ 38,901,196</b>

<b>Contract No.:</b> 22-00183	<b>Title:</b> Hampton Roads Transit Sign Fabrication and Maintenance	<b>Contract Amount:</b> Two Base Years: \$ 602,824.50 Two Option Years: \$ 437,842.75 <b>Total: \$1,040,668.25</b>
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**Acquisition Description:** Enter into a contract with a qualified Contractor to provide sign fabrication and maintenance services on a Task Order (TO) basis.

**Background:** Hampton Roads Transit (HRT) requires a qualified Contractor to fabricate and maintain its service signs throughout the Hampton Roads service region. The maintenance of existing signs, and replacement of signs in a timely manner, is a high priority to HRT. The types of signs required include, but are not limited to, bus stop signs, single sided signs, Adopt-a-Stop stickers, Am I Clean signs, Vicinity Maps, and Information Panels. Under the terms of this Agreement, the Contractor shall provide all design labor, materials, equipment, and transportation necessary for the fabrication of the required signs.

**Contract Approach:** An Invitation for Bids (IFB) was issued on April 22, 2022. Two (2) bids were received on May 20, 2020, from the following firms:

- Action Graphics & Signs, Inc. (Action Graphics)
- DC Design and Media, Inc.

In response to the IFB, Bidders were required to provide unit prices for the fabrication and maintenance of various types of signs, at estimated quantities, as described in the Scope of Work, and as indicated in the Price Schedule.

Upon evaluation of the bids received, HRT staff determined that the lowest bidder, Action Graphics, was responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award.

Action Graphics' total bid price includes a \$7,000.00 annual allowance for additional signs not indicated in the Price Schedule and to support annual light rail track access training. Based on the price analysis performed utilizing historical data, and the fact that pricing was obtained in a competitive environment, Action Graphics' bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that Action Graphics is both technically and financially capable to perform the services.

Action Graphics is located in Chesapeake, VA and provides similar services to Atlantic Heating and Cooling in Virginia Beach, VA; and TFC Recycling and Silbar Security in Chesapeake, VA. Action Graphics also currently performs these services for HRT satisfactorily.

<b>Contract No.:</b> 22-00183	<b>Title:</b> Hampton Roads Transit Sign Fabrication and Maintenance	<b>Contract Amount:</b> Two Base Years:     \$ 602,824.50 Two Option Years:    \$ 437,842.75 <b>Total:</b> <b>\$1,040,668.25</b>
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The period of performance for this Contract is two (2) base years, with two (2) additional one-year options.

No DBE goal was established for this solicitation.

**Cost/Funding:**       This Contract will be funded with operating, RTS, and grant funds, depending upon the work being requested.

**Project Manager:**   Don Lint, Construction Projects Coordinator

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Action Graphics & Signs, Inc. to provide sign fabrication and maintenance services to HRT. The cumulative amount of all Task Orders issued under this Contract will not exceed \$1,040,668.25 over four (4) years.

#### SOLICITATION RESULTS

<b>Bidder</b>	<b>Bid Price</b>
<b>Action Graphics &amp; Signs, Inc.</b>	<b>\$1,040,668.25</b>
DC Design and Media, Inc.	\$1,400,412.80

#### ACTION GRAPHICS & SIGNS, INC.'S BID SUMMARY

<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Total Bid Price</b>
\$292,672.00	\$310,152.50	\$211,546.25	\$226,297.50	\$1,040,668.25

<b>Contract No.:</b> 22-00174	<b>Title:</b> Lawn and Landscaping Services (Renewal)	<b>Contract Amount:</b> Base Year: \$242,861.84 Three Option Years: <u>\$728,585.52</u> <b>Total: \$971,447.36</b>
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**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide lawn and landscaping services at various Hampton Roads Transit (HRT) locations.

**Background:** HRT currently has several locations, including Light Rail station platforms and rights-of-way, which require a variety of general lawn and landscaping maintenance services. Under the terms of this agreement, services will be provided on an as-needed basis and includes new installation and regular maintenance of lawn areas, shrubberies, flowers, and plants; and fertilization, chemical applications, debris removal, and weed control. Additionally, the Contractor will provide snow removal and snow and/or ice pretreatment at passenger amenities and clean-up of Light Rail and bus patron facilities after storm events, upon request.

**Contract Approach:** An Invitation for Bids was issued on April 13, 2022. Two (2) bids were received on May 19, 2022, from the following firms:

- R & D Lawn and Landscaping (R & D)
- P & D Lawn Care, LLC (P & D)

As part of HRT Staff's evaluation of the bids received, and in order to complete its due diligence, a Qualification Hearing held with the lowest apparent bidder, R&D. The Qualification Hearing focused on the firm's staff and/or resources available to perform the work and to ensure an adequate understanding of the Scope of Work.

At the conclusion of the Qualification Hearing, HRT staff determined that R&D could not provide a sufficient workforce to successfully perform the required services due to the fact that the firm relies heavily on seasonal overseas laborers to supplement its workforce. As such, R & D was deemed ineligible for award; however, the second lowest bidder, P & D, was deemed responsive and responsible, and therefore eligible for award.

P & D's bid price, which includes a \$50,000 annual allowance for emergencies and on-call services, 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 P & D is technically and financially capable to perform the work.

P & D is located in Hampton, VA and provides similar services for Salt Ponds Marina in Hampton, VA; Goodwill of Central and Coastal Virginia; and United Property Associates in Virginia Beach, VA. P & D also currently provides these services for HRT satisfactorily.

The Contract period of performance is one (1) base year, with three (3) additional one-year options.

<b>Contract No.:</b> 22-00174	<b>Title:</b> Lawn and Landscaping Services (Renewal)	<b>Contract Amount:</b> Base Year: \$242,861.84 Three Option Years: <u>\$728,585.52</u> <b>Total: \$971,447.36</b>
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No DBE goal was established for this solicitation.

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

**Project Manager:** William Collins, Facilities Maintenance Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to P & D Lawn Care, LLC to provide lawn and landscaping services in the not-to-exceed amount of \$971,447.36 for the four-year period.

### SOLICITATION RESULTS

FIRM	TOTAL BID PRICE
R & D Lawn and Landscaping	\$966,695.48
<b>P &amp; D Lawn Care, LLC</b>	<b>\$971,447.36</b>

### P & D LAWN AND LANDSCAPING BID SUMMARY

Base Year	Option Year 1	Option Year 2	Option Year 3	Total
\$242,861.84	\$242,861.84	\$242,861.84	\$242,861.84	\$971,447.36

<b>Contract No.:</b> 21-00158	<b>Title:</b> Mobile Fare Collection System	<b>Contract Amount:</b> Implementation: \$4,145,733.00 Two Base Years: \$ 879,468.00 Three Option Years: <u>\$2,381,557.00</u> <b>Total: \$7,406,758.00</b>
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**Acquisition Description:** Enter into a contract with a qualified firm to provide, implement, support, and host a mobile first, next generation fare collection system.

**Background:** Hampton Roads Transit’s (HRT’s) vision is to be “a progressive mobility agency that promotes prosperity across Hampton Roads through collaboration and teamwork.” In support of this vision, HRT’s mission is “to connect Hampton Roads with transportation solutions that are reliable, safe, efficient, and sustainable.” Customers have a wide variety of options to pay for and validate their travel, and these options vary by mode. The primary method of payment has historically been through the use of cash onboard or at the light rail station, or the ferry termini, and through the purchase of single or multi-day passes for use across one (1) or more modes. In order to enable this, HRT has been using Genfare fareboxes and TVMs, supplemented with a homegrown and Excel based system of tracking pass sales through internal channels or partner retailers.

HRT is interested in further improving the options available to customers and reducing challenges with the high amount of cash collected. This project is intended to provide HRT customers with a convenient and widely accessible solution to pay for seamless travel across all HRT services, and in the future, other mobility modes in and around Hampton Roads. The design of the new fare collection system is based on a modular approach which encourages integration and open architecture, and better reflects its service orientation to meet the following objectives:

- Improved customer experience and increased convenience;
- Improved access to fare media for users;
- Improved validation and enforcement of fare media;
- Improved passenger, trip, and ticket sales data; and
- Reduce system costs.

As a part of the effort to renew its fare collection system, in 2018 HRT had initiated a mobile ticketing pilot to assess benefits of a mobile ticketing system for its customers and staff. The pilot was well received and has been extended through 2022. The pilot has provided HRT with several lessons learned and has helped educate the vision for the future. Based on the results from the mobile ticketing pilot, HRT has determined that the best path forward to a customer-friendly system that meets HRT’s goals is to pursue a mobile fare collection system that evolves over time into a complete account-based solution.

Under the terms of this agreement, the Contractor shall provide forward looking and flexible options to accommodate the mobility landscape, and both the existing and changing needs of HRT



<b>Contract No.:</b> 21-00158	<b>Title:</b> Mobile Fare Collection System	<b>Contract Amount:</b> Implementation: \$4,145,733.00 Two Base Years: \$ 879,468.00 Three Option Years: <u>\$2,381,557.00</u> <b>Total: \$7,406,758.00</b>
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customers. Additionally, the Contractor shall provide a solution based on the rapidly evolving fare collection industry and utilize a phased approach to implementing their solution to satisfy HRT's needs and to support the longer-term goal of reducing the level of cash payment onboard or at the station by providing customers with equitable and easy-to-use ways to pay for and validate their travel.

**Contract Approach:** A Request for Proposals (RFP) was issued on October 11, 2021. Twelve (12) proposals were received on January 5, 2022, from the following firms:

- Americaneagle.com
- Bytemark, Inc. (Bytemark)
- Cubic Transportation Systems, Inc. (Cubic)
- Enghouse Transportation
- Flowbird Transport Intelligence
- Genfare
- INIT Innovations in Transportation, Inc. (INIT)
- Kontron America, Inc.
- Kuba, Inc.
- Masabi, LLC (Masabi)
- moovel North America
- Token Transit, Inc.

After an extensive and detailed review and analysis of the technical proposals received, four (4) firms, Bytemark, Cubic, INIT, and Masabi were rated best to meet the requirements of the Scope of Work. The four (4) firms were invited to participate in technical presentations, demonstrations, and interviews that focused on the specific requirements of HRT. At the conclusion of discussions, and upon review of the price proposals, HRT staff determined that the proposed pricing of the four (4) firms required further clarification. While the pricing was indicative of the relative cost for each proposal, the firms had made different and incomplete assumptions that impacted pricing and prevented reasonable comparison without further clarification and normalization of the pricing proposals. In an effort to clarify the pricing proposals, pricing clarification was requested from each firm.

Upon review of the revised pricing proposals received, HRT staff decided to enter into negotiations with Bytemark, Cubic, and INIT for the purpose of a possible award. Negotiations focused on the proposed functionality delivery, the roadmap and delivery process, the timeline for individual

<b>Contract No.:</b> 21-00158	<b>Title:</b> Mobile Fare Collection System	<b>Contract Amount:</b> Implementation: \$4,145,733.00 Two Base Years: \$ 879,468.00 Three Option Years: <u>\$2,381,557.00</u> <b>Total: \$7,406,758.00</b>
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system elements, and the proposed price schedule, to include any potential additional costs; addressing major cost drivers to achieve cost reductions; and hardware and spare parts pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

Following an analysis of the BAFOs received, HRT staff determined that Bytemark provided the best overall value to HRT based on a combination of being the highest technically scoring firm, their technical capabilities, proposed mobile ticketing solution, and price. Based on the results of the negotiations, a price analysis conducted, and the fact that pricing was obtained in a competitive environment, Bytemark's BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Bytemark is both technically and financially capable to perform the work.

Bytemark is located in New York, NY and has provided similar services to Capital Metro Transportation Authority in Austin, TX; Delaware Transit Corporation in Wilmington, DE; and King County Metro in Seattle, WA.

The period of performance for this contract is two (2) base years, effective at the conclusion of the initial not-to-exceed twelve (12) month development and implementation phase. There is an option to extend the contract, including all licensing, maintenance, hosting, and support services for up to an additional three (3) one-year options.

No DBE Goal is assigned for this solicitation.

**Cost/Funding:** This contract will be funded with state, ACC, and federal 5307 and 5337 HIMB grant funds and operating funds.

**Project Manager:** Steven Florian, Fare Technology Operations Administrator

**Contracting Officer:** Sonya Luther, Director of Procurement

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Bytemark, Inc. to provide, implement, host, and support a mobile first, next generation fare collection service in the not-to-exceed amount of \$7,406,758.00.

<b>Contract No.:</b> 21-00158	<b>Title:</b> Mobile Fare Collection System	<b>Contract Amount:</b>	
		Implementation:	\$4,145,733.00
		Two Base Years:	\$ 879,468.00
		Three Option Years:	<u>\$2,381,557.00</u>
		<b>Total:</b>	<b>\$7,406,758.00</b>

### SOLICITATION RESULTS

OFFEROR	INITIAL OFFER	UPDATED OFFER	BEST AND FINAL OFFER
Flowbird Transport Intelligence	\$3,367,535.30	N/A	N/A
INIT Innovations in Transportation, Inc.	\$4,799,484.00	\$6,989,725.00	\$7,415,556.00
moovel North America	\$5,319,085.00	N/A	N/A
Kuba, Inc.	\$5,723,845.00	N/A	N/A
Enghouse Transportation	\$5,911,012.71	N/A	N/A
Token Transit, Inc.	\$6,013,000.00	N/A	N/A
Kontron America, Inc.	\$6,663,898.00	N/A	N/A
Cubic Transportation Systems, Inc.	\$6,794,570.48	\$7,246,528.23	\$6,980,207.30
Masabi, LLC	\$7,094,001.00	\$7,060,805.00	N/A
Genfare	\$8,428,908.25	N/A	N/A
<b>Bytemark, Inc.</b>	<b>\$9,206,369.00</b>	<b>\$9,206,369.00</b>	<b>\$7,406,758.00</b>
Americaneagle.com	\$12,367,494.55	N/A	N/A

Bytemark, Inc's Price Summary						
Implementation	Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3	Total
\$4,145,733	\$332,403	\$547,065	\$676,536	\$785,393	\$919,628	\$7,406,758

<b>Contract No:</b> 21-00139, Modification No.1	<b>Title:</b> Vehicle Miles Reduced Tracker System	<b>Modification Amount</b> \$97,071.60
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**Acquisition Description:** Award a contract modification to increase the Vehicle Miles Reduced (VMR) Tracker System contract value by an additional \$97,071.60.

**Background:** In June 2021, the Commission approved the award of a contract to CelWell Services, LLC (CelWell) in the not-to-exceed amount of \$130,828.00 to provide VMR Tracker software and support services for HRT over a five-year period. The contract was awarded through a sole source Request for Proposal (RFP) process, with a Scope of Work which required the software and support for HRT's TRAFFIX program.

In order to more effectively support the TRAFFIX program, this Modification is for the addition of Marketing Automation and Park-n-Ride features which were not originally incorporated. The Marketing Automation includes a Marketing Cloud Engagement tool that provides automated emails to employers and commuters, and monitors outreach engagements. The Park-n-Ride feature will allow the TRAFFIX program staff to track and monitor park and ride and rideshare parking use in the TRAFFIX service area. Additionally, the Park-n-Ride feature will assist HRT with parking pass management.

**Contract Approach:** The modification amount of \$97,071.60 is to provide the implementation of the additional software features and ongoing maintenance and support for the remaining four (4) option years of the contract.

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

**Project Managers:** Emily Cass, TRAFFIX Program Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a modification to increase the Vehicle Miles Reduced Tracker System contract by \$97,071.60, to a not-to-exceed amount of \$227,899.60.

## **TRAC Report**

### **May 2022**

HRT's Transit Riders Advisory Committee (TRAC) met on May 4, 2022, in the board room in Hampton. Chair Denise Johnson convened the meeting at 6pm. TRAC members in attendance were Denise Johnson, Robert Neely, Heather Cutrone, Melissa Osborne, and Alyson Swett.

HRT staff present were Jennifer Dove, Linda Carroll, Danielle Burton, Rodney Davis, and Henry Ryto. General public attendee was Kenneth Moore.

The March minutes were approved. The motion was made by Melissa Osborne and seconded by Alyson Swett.

Ms. Jennifer Dove, Grants and Civil Rights Coordinator, provided a presentation on HRT's Disadvantaged Business Enterprise Goal. She said, HRT's Triennial DBE goal for FY2023 to 2025 is due to the FTA on 8/1/2022, and that she is in the process of determining the goal. She said she will present the goal to TRAC and solicit its feedback during the July TRAC meeting. Ms. Dove said that the TRAC's feedback along with feedback from other agencies will be recorded and submitted to the FTA along with the goal.

Mr. Rodney Davis, Director of Customer Relations, presented the results of HRT's Transit Center Survey to the TRAC. Mr. Davis said that based on survey feedback, customers were very satisfied with the day-to-day cleaning of the Newport News Transit Center and the Hampton Transit Center. However, they were critical of the interior and exterior cleanliness of the Downtown Norfolk Transit Center. Customers complimented the customer service representatives at each of the transit centers and they were generally pleased with the amenities at each of the transit centers. Customers expressed a strong interest in electronic fare payment. Some customers indicated their concern about the elimination of Routes 4, 5, 9, 11, and 23 in accordance with the Norfolk Redesign.

Mr. Davis informed Chair Denise Johnson that during its May retreat, the Senior Executive Team, in response to customer concerns, determined it would allocate additional dollars to establish full-time all-day cleaning of the DNTC interior and exterior as well as additional cleaning on the weekends at all transit centers.

During his Director's Remarks, Mr. Davis briefed TRAC on construction progress at NNTC and said construction at the HTC would begin on May 23.

Chair's Remarks: Chairperson Denise Johnson thanked the HRT staff and TRAC for their work.

During the Roundtable, Ms. Dove stated other transit agencies in Virginia's Region 3 look at the TRAC as a model and desire to replicate it.

The meeting adjourned at 7 P.M. The next TRAC meeting will be on July 6, 2022, in the board room in Norfolk at 6pm.