



Meeting of the Transportation District Commission of Hampton Roads

Thursday, August 24, 2023, at 1:00 p.m.
509 E. 18th Street, Norfolk, VA – In Person - Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, August 24, 2023, at 1:00 p.m., at 509 E. 18th Street, Norfolk, VA.

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

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



Meeting of the Transportation District Commission of Hampton Roads

Thursday, August 24, 2023, at 509 E 18th Street, Norfolk, VA
at 1:00 p.m. in Person – Zoom

AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of July 27, 2023, Meeting Minutes
3. President's Monthly Report - William Harrell

A. Board Updates

4. Committee Reports

A. Audit & Budget Review Committee - Commissioner Gray/
Conner Burns, Chief Financial Officer

- July 2023 Financial Report

B. Management/Financial Advisory Committee – Commissioner Eisenberger/
Conner Burns, Chief Financial Officer

C. Operations & Oversight Committee - Commissioner Glover/
Sonya Luther, Director of Procurement

The below contracts were approved at the Operations & Oversight Committee on
Monday, May 22, 2023:

- **Contract No. 23-00238 Armored Transportation Services (Renewal)**

Commission Consideration: Award of a contract to Loomis Armored US, LLC
for armored transportation services in the not-to-exceed amount of \$337,086.00
over a four-year period.

- **Contract No. 23-00229 Elizabeth River Ferry Service (Renewal)**

Commission Consideration: Award of a contract to Norfolk By Boat to provide Elizabeth River Ferry services in the amount of \$11,526,516.00 for five (5) years.

- **Contract No. 23-00228 General Printing Services (Renewal)**

Commission Consideration: Award of a contract to Liskey and Sons Printing, Inc. to provide general printing services. The cumulative amount of all Task Orders issued under this contract will not exceed \$630,000.00 over the five-year period.

- **Contract No. 23-00247 Information Technology Research and Advisory Services (Renewal)**

Commission Consideration: Award of a sole source contract to Gartner, Inc. to provide information technology research and advisory services in the not-to-exceed amount of \$297,711.00 for a one (1) year period.

- **Contract No. 22-00220 Provision of Trolley Buses**

Commission Consideration: Award of a contract to Double K, Inc. dba Hometown Manufacturing, Inc. to provide trolley buses for HRT in the not to exceed amount of \$1,112,562.00.

- **Contract No. 23-00225 TransitMaster Computer Aided Dispatch/Automatic Vehicle Location System Upgrade**

Commission Consideration: Award of a contract to Vontas, to upgrade approximately eighty-two (82) buses with the latest version of onboard TransitMaster CAD/AVL system components in the not-to-exceed amount of \$1,370,681.00.

- D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer
- E. External/Legislative Advisory Committee - Commissioner Bullock/
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 Troy Bowser/
Keith Johnson, Paratransit Services Contract Administrator

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

5. Old and New Business
6. Comments by Commission Members
7. Closed Session
8. Adjournment

**The next meeting will be held on Thursday, September 28, 2023, at 1:00 p.m.
at 3400 Victoria Boulevard, Hampton, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, July 27, 2023, • 1:00 p.m. 3400 Victoria Boulevard, VA, and Hybrid (Zoom) Meeting

Call to Order.

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

Commissioners in attendance:

Chairwoman Woodbury, Newport News
Past Chair Ross-Hammond, Virginia Beach
Alt Commissioner Stevenson, Norfolk
Alt Commissioner Eisenberger, Chesapeake
Commissioner Johnson, Chesapeake
Commissioner Daugherty, VDRPT (ZOOM)
Commissioner Gray, Hampton
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Commissioner Glover, Portsmouth

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Tammara Askew, Administrative Support Technician
Monique Battle, Associate Project Manager (Zoom)
Keisha Branch, Director of the Office of Program & Project Excellence
Amy Braziel, Director of Contracted Services and Operational Analytics
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
David Burton, General Counsel, Williams Mullen
Sherri Dawson, Director of Transit Development (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Vanity Faulkner, Budget Analyst, (Zoom)
Angela Glass, Director of Budget & Financial Analysis (Zoom)
Wayne Groover, Director of Rail Maintenance
Shelia Gulledge, Manager Technology PMO
Heather Harmon, Sr. Staff Accountant
William Harrell, President and CEO
Danielle Hill, Director of Human Resources
Robert Lee, RTS Program Manager (Zoom)
Sonya Luther, Director of Procurement
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Tracey Johnson, Security Specialist, (Zoom)

Shane Kelly, Manager Security & Emergency Preparedness, (Zoom)
Patrick McGowan, Manager of Rail Transportation (Zoom)
Alexis Majied, Chief Communications & External Affairs Officer
Tracy Moore, Director of Transportation (Zoom)
John Nason, Director of Bus Maintenance (Zoom)
Sophia Owen-Allen, Staff Auditor (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer
Michael Perez, Operations Project & Contract Administrator (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Chad Pritchett, Senior Budget Analyst (Zoom)
Luis Ramos, Sr. Executive Administrator/Commission Secretary
Shleaker Rodgers, Quality Assurance Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Brian Smith, Deputy CEO
Adrian Tate, Finance Manager (Zoom)
Alex Touzov, Director of Technology Services (Zoom)
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Jessica White, Contract Administrator
Kim Wolcott, Chief Human Resources Officer
Kristine Woodbury, Contract Specialist

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

Alt Commissioners Lisa Cipriano, City of Newport News
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT (Zoom)
Ernest Docs, Virginia Beach, Citizen
Denise Johnson, Chair, Transit Riders Advisory Committee
Ina Kreps, Portsmouth, Citizen
Shelia McAllister, City of Newport News
Hank Morrison, City of Virginia Beach
Uros Jovanovic, City of Virginia Beach
Rebecca Spurrier, City of Hampton
Brian Swets, City of Portsmouth (Zoom)
Janice Taylor, League of Women Voters (Zoom)
Alt. Commissioner Velissarios, City of Newport News
Mr. E. V. Ragasa, Newport News, Citizen

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

Mr. Ragasa commented on his travels in other regions and encouraged everyone to ride the system.

A motion to close public comments was made by Commissioner Bullock and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Woodbury, Ross-Hammond, Stevenson, Gray, Johnson, Eisenberger, Daugherty, White, Bullock, Houston, and Glover

Nays: None

Abstain: None

Approval of June 27, 2023, Meeting Minutes

A motion to approve the June 27, 2023, minutes was made by Commissioner Houston and properly seconded by Commissioner Ross-Hammond. A roll call vote resulted as follows:

Ayes: Woodbury, Ross-Hammond, Stevenson, Gray, Johnson, Eisenberger, Daugherty, White, Bullock, Houston, and Glover

Nays: None

Abstain: None

President's Monthly Report

Mr. Harrell mentioned that we appreciate Mr. Ragusa's feedback concerning our regional system, and encouragement to use public transportation and that we need more advocates for public transportation.

Mr. Harrell reviewed the Federal Transit Administration executive summary of the recent Triennial Review.

Mr. Harrell called upon Past Chair Ross-Hammond who was presented with a ceremonial gavel. Mr. Harrell and Chair Woodbury expressed appreciation for her leadership and dedicated service to the community and to the Commission.

Audit & Budget Review Committee

Chairwoman Woodbury called on Commissioner Gray to present the report of the Audit and Budget Review Committee. Mr. Conner Burns presented the preliminary financial report for June 2023.

Commissioner Gray mentioned that the committee received an update from the external auditors who are conducting FY2021 and FY2022 audits. The FY2021 is near completion and expected to be finished by September and preliminary work on FY2022 is underway. Commissioner Gray commented on internal software implementation of the Microsoft 365 contributing to delays in the auditing process. It was noted that HRT is expecting to be issued a clean opinion on the FY2021 Audit.

Management and Financial Advisory Committee (MFAC)

Commissioner Eisenberger stated that the committee met on Monday, July 24, 2023. Mr. Eisenberger mentioned that Mr. Burns updated the committee on the June financials. Mr. Eisenberger stated that Ms. Keisha Branch provided a quarterly grants update. Mr. Eisenberger commented on fare free ridership numbers from the Juneteenth Holiday.

Operations and Oversight Committee

The Operations and Oversight Committee met on Thursday, July 13, 2023, in Hampton.

Ms. Luther presented **Contract No. 23-00243 Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal)** to award of a sole source contract to Western Branch Diesel to provide hybrid bus and Allison transmission diagnostic and repair services in the amount of \$672,943.39 for five (5) years.

A recommendation was made by the Operations and Oversight Committee to approve **Contract No. 23-00243 Hybrid Bus and Allison Transmission Diagnostic and Repair Services (Renewal)** and was properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Woodbury, Ross-Hammond, Stevenson, Gray, Johnson, Eisenberger, Daugherty, White, Bullock, Houston, and Glover

Nays: None

Abstain: None

Commissioner Glover stated that the next Operations and Oversight Committee meeting will be on August 10, 2023, in Norfolk.

Planning and New Starts Committee.

Commissioner Ross-Hammond stated that the Planning and New Starts did not meet this month.

External Legislative Affairs Committee

Commissioner Bullock stated that the External Legislative Affairs Committee met on July 19, 2023.

Mr. Bullock stated that the committee was briefed on the status of the federal appropriations process. House and Senate appropriators have both finalized their funding bills for consideration in their respective chambers, however, there are significant funding level differences that have to be worked out.

Mr. Bullock mentioned that Congressman Bobby Scott, Mayor Phillip D. Jones (Newport News), State Senator Mamie Locke, Delegate Marcia Price, and Councilman John R. Eley, III (Newport News), joined HRT staff for a tour of the Newport News Transit Center and ride along the Route 112 in Newport News. The Route 112 was the first route of the new Regional Transit Service “757 Express” where passengers have 15-minute service during peak travel times.

Mr. Bullock also mentioned that HRT celebrated the Elizabeth River Ferry’s 40th anniversary on July 14, 2023. Portsmouth’s Mayor Shannon Glover, and Elizabeth River Crossings CEO Anna Bonet, along with Norfolk by Boat’s David Jordan and many other distinguished guests were in attendance.

The next ELAC meeting will be held on Wednesday September 20, 2023, in Hampton.

Smart Cities and Innovation Committee

Michael Price state that the Smart Cities and Innovation Committee met earlier in the month.

Mr. Price stated that the committee received an update from Mr. Ray Amoruso on Autonomous Vehicles, and there was also an update on the mobile fare collection system.

Paratransit Advisory Sub-Committee (PAC)

Chairwomen Woodbury called on Troy Bowser for the PAC report. Ms. Braziel provided the report on Mr. Bowser’s behalf.

Transit Ridership Advisory Sub-Committee (TRAC)

TRAC Chair Johnson stated that the TRAC met this month and reviewed her report with the Commission.

Old and New Business

No Old and New Business to conduct.

Closed Session

There was no closed Session.

Commissioner Comments:

Mr. David Burton provided an update on Mr. Harrell’s annual evaluation input and reminded the Commission to complete the evaluation as soon as possible. It was noted that the annual meeting of the Transit Management Company will take place immediately following this Commission meeting.

Adjournment

With no further business to conduct, the meeting adjourned at 2:20 p.m.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Patricia Woodbury
Chair

ATTEST:

Luis Ramos
Commission Secretary
July 27, 2023



HAMPTON ROADS
TRANSIT

TDCHR Board Meeting July 27, 2023

gohrt.com

President's Report

- Special Presentation



President's Report

- FTA – Fiscal Year 2023 Triennial Review – Final Report



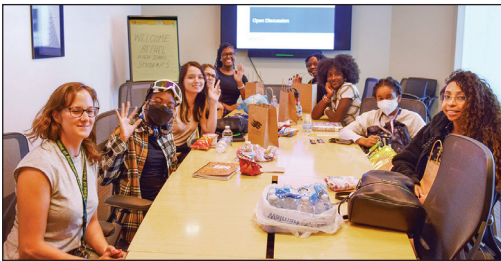
President's Report

July 2023



Elizabeth River Ferry Celebrates 40th Anniversary

The Elizabeth River Ferry turned 40 on July 14, 2023! Dozens of people gathered at the North Landing ferry dock in Portsmouth for the celebration. Guest speakers included The Mayor of Portsmouth, Shannon Glover, Elizabeth River Crossings CEO, Anna Bonet, and Norfolk by Boat owner, David Jordan. Over the last 40 years, the ferry has moved more than 16.5 million riders back and forth across the Elizabeth River.



Bethel High School Students Visit HRT

Our Marketing and Communications team hosted a group of students from Hampton City School's Summer Business Institute. The students attend Bethel High School's Media Arts and Design Academy and its Law and Public Safety Academy. They heard a presentation on the recent success of HRT's Operation Lifesaver campaign. The students had a chance to ask questions and were engaged throughout.



Ride The Tide to the Tides Partnership

HRT and the Norfolk Tides have teamed up to let fans ride the Tide for free. All Norfolk Tides fan need to do is show their game ticket for a free ride on the light rail to and from Harbor Park. The free service is available for all remaining home games that include fireworks. That gives families about five more chances to take in a baseball game and try transit for free.



HRT Awarded \$25M for Southside Facility

The Federal Transit Administration (FTA) has awarded Hampton Roads Transit a \$25 million grant as part of its Grants for Buses and Bus Facilities program. The money will be used to help pay for the new Southside Bus Operating Facility to accommodate zero-emission buses while assisting with maintenance of our current fleet. HRT is one of only 130 award recipients nationwide and four in the Commonwealth.



Hampton Hosts Transit Security System Training Class

HRT hosted a Transit System Security class for the Transportation Safety Institute. Agencies from all over the country attended the weeklong event in Hampton during the last week of June. This course is part of the curriculum for the Light Rail and Bus Transit Safety and Security. In all, 27 people earned a certificate of completion, including seven HRT staff members.



Operations Brings Back Mobile Heart to Heart Events

In July, Operations continued its Mobile Heart to Heart program. Management set up at transfer areas on the North and Southside with snacks, drinks, and HRT swag. Operators had a chance to talk with staff they otherwise might not get to while driving their routes. Management recognizes how important it is for operators to be able to give suggestions, ask questions and talk with supervisors about what they see on the road.



President's Report

August 2023



Student Freedom Pass Marketing

We're just days away from the start of a new school year and HRT's Marketing & Communications team is doing its part to set students up for success. Starting in August, you can expect to see ads promoting the Student Freedom Pass on radio, YouTube, Hulu and Spotify. Flyers and posters will be hung in transit centers and in area schools, and postcards will be mailed within the 23504 zip code to start. The Marcom team is also using gohrt.com, its monthly enewsletter and social media channels to push information to the public. In addition, Public Outreach is hosting a one-stop-shop event in our 18th Street lobby on Thursday, August 24. From 5:00 p.m. to 7:00 p.m., parents or guardians will be able to bring their children, fill out a short application, and be issued a Student Freedom Pass on site.



Recognition and Reward Committee holds Back-to-School Supply Drive

Students heading back to class means parents will be loading up on school supplies. That can translate into big bucks, especially if you have more than one child in school. That's why the Recognition and Reward Committee decided to hold a "Back to School Backpack & Supplies Drive." HRT employees answered the call and the donations poured in. The Committee collected dozens of backpacks, stuffed them with supplies, and raffled them off to any employee who wanted one.



Urban League of Hampton Roads BTS Block Party

In addition to supporting our own staff through a school supply and backpack donation drive, Hampton Roads Transit also supported the Urban League of Hampton Roads backpack giveaway. The League held a block party in Norfolk on August 5 where they gave away 600 backpacks full of supplies to students in the community. HRT donated 700 pencils, crayon packets, activity books and information on the Student Freedom Pass program.



Operation Lifesaver Update

Our Operation Lifesaver campaign is rolling along this month. The campaign is designed to increase safety and awareness about light rail in and around Downtown Norfolk. This month, our Operation Lifesaver Street Team visited businesses and residences in Fort Norfolk and spent time talking to passengers at Monticello Station while handing out rail safety information. They also put down dozens of sidewalk stickers along the light rail line reminding riders and pedestrians to "See Tracks? Think Train!"



President's Report

August 2023



Congressman Bobby Scott Rides 757 Express

Congressman Bobby Scott visited the Newport News Transit Center and rode the 757 Express along Route 112 from Downtown Newport News to Patrick Henry Mall. Congressman Scott was joined by Newport News Mayor Phillip Jones, Newport News City Councilman John R. Eley III, state Senator Mamie Locke, state Delegate Marcia Price, along with Hampton Roads Transit officials and other dignitaries. Representative Scott called the visit “productive” and said he is “pleased to see our community benefitting from HRT’s efforts and these continued investments in public transit.”



Students With ECSU Program Ride the Tide

Thirty middle and high school students from the National Summer Transportation Institute at Elizabeth City State University toured the Norfolk Tide Facility in late July. As part of their tour, they rode the light rail from MacArthur Station to NSU Station. The program is designed to introduce students to STEM careers in transportation. During their visit they got a peek inside the Operation Control Center, watched our maintenance technicians hard at work, and learned how the rail system is maintained and controlled.



Public Outreach Hosts Customer Appreciation Days

Public Outreach hosted three Customer Appreciation Day events to celebrate our riders. The team set up at Hampton Transit Center, Newport News Transit Center, and Downtown Norfolk Transit Center to hand out donuts, sandwiches, fruit, water, and other snacks. More than 150 people stopped by the Outreach tables to ask questions and grab some HRT promotional items. Public Outreach looks forward to engaging with customers throughout the service area.



STUDENT FREEDOM PASS PLAYS PIVOTAL ROLE IN EDUCATION

We know the important role public transportation plays in getting people to and from work. The most recent data shows most of our riders use it for that reason. As schools get ready to reopen their doors, it's also important to note the role public transit plays in getting students to and from school.

As a result of the pandemic, our local school districts have experienced a shortage of school bus drivers. According to the National Center for Education Statistics, fewer students are taking the school bus and are relying more on public transportation.

Hampton Roads Transit's Student Freedom Pass is making a real difference in the lives of young people in the region. The program began in August 2016. The Student Freedom Pass allows students ages 13 to 17 to ride all modes of transit for free. HRT started the program to give teens an opportunity to get to school, jobs, and after school programs, increase youth ridership and help create the next generation of transit users.

The year the program launched, youth ridership was under 77,000. Last year, youth ridership reached nearly 214,000.

Wes Price, Graduation Coach at Maury High School in Norfolk tells me that having a Student Freedom Pass has allowed many of his students to have jobs and participate in after school programs. Price said having HRT's Community Outreach team come to the school to issue SFPs has had a big impact.

Each year HRT distributes hundreds of Student Freedom Passes throughout high schools in the region. Last year, Community Outreach visited high schools throughout the region and distributed 1,277 passes.

Seven years ago, this free program was seen as an investment in the future of transit, as well as in the future of Hampton Roads. That investment is paying off. Just as improving public transportation access can help a person get or keep a job, it can also improve a student's educational outcome. An educated workforce is essential to the economic growth of the region.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read "W. Harrell".

William E. Harrell

President and CEO

Hampton Roads Transit



HAMPTON ROADS
TRANSIT

Draft Financial Statement

JULY 2023 FISCAL YEAR 2024 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

July 2023

FISCAL YEAR 2024	Annual		Month to Date				Year to Date									
	Budget		Budget	Actual	Variance		Budget	Actual	Variance							
	Dollars in Thousands															
Operating Revenue																
Passenger Revenue	\$	9,081.3	\$	757.7	\$	801.7	\$	44.0	5.8 %	\$	757.7	\$	801.7	\$	44.0	5.8 %
Advertising Revenue		800.0		66.7		52.3		(14.4)	(21.5) %		66.7		52.3		(14.4)	(21.5) %
Other Transportation Revenue		2,698.8		224.9		222.1		(2.8)	(1.3) %		224.9		222.1		(2.8)	(1.3) %
Non-Transportation Revenue		60.0		5.0		17.4		12.4	247.6 %		5.0		17.4		12.4	247.6 %
Total Operating Revenue		12,640.1		1,054.2		1,093.4		39.2	3.7 %		1,054.2		1,093.4		39.2	3.7 %
Non-Operating Revenue																
Federal Funding (5307/5337)		38,858.9		3,470.5		1,992.8		(1,477.6)	(42.6) %		3,470.5		1,992.8		(1,477.6)	(42.6) %
HRRTF Funding		10,044.1		674.1		522.2		(151.9)	(22.5) %		674.1		522.2		(151.9)	(22.5) %
State Funding		26,837.1		2,236.4		2,236.4		0.0	0.0 %		2,236.4		2,236.4		0.0	0.0 %
Local Funding		47,766.4		3,980.5		3,980.5		0.0	0.0 %		3,980.5		3,980.5		0.0	0.0 %
Total Non-Operating Revenue		123,506.5		10,361.5		8,732.0		(1,629.6)	(15.7) %		10,361.5		8,732.0		(1,629.6)	(15.7) %
TOTAL REVENUE	\$	136,146.6	\$	11,415.7	\$	9,825.4	\$	(1,590.3)		\$	11,415.7	\$	9,825.4	\$	(1,590.3)	
Personnel Services	\$	81,930.1	\$	6,896.0	\$	6,881.9	\$	14.1	0.2 %	\$	6,896.0	\$	6,881.9	\$	14.1	0.2 %
Contract Services		15,822.9		1,318.6		196.9		1,121.6	85.1 %		1,318.6		196.9		1,121.6	85.1 %
Materials & Supplies		6,309.6		525.8		418.0		107.8	20.5 %		525.8		418.0		107.8	20.5 %
Gas & Diesel		6,918.2		578.4		495.4		83.1	14.4 %		578.4		495.4		83.1	14.4 %
Contractor's Fuel Usage		1,240.7		103.4		78.8		24.6	23.8 %		103.4		78.8		24.6	23.8 %
Utilities		1,345.0		112.1		85.7		26.4	23.5 %		112.1		85.7		26.4	23.5 %
Casualties & Liabilities		5,708.5		475.7		350.4		125.4	26.4 %		475.7		350.4		125.4	26.4 %
Purchased Transportation		15,207.1		1,267.3		982.6		284.7	22.5 %		1,267.3		982.6		284.7	22.5 %
Other Miscellaneous Expenses		1,664.4		138.4		155.7		(17.2)	(12.4) %		138.4		155.7		(17.2)	(12.4) %
TOTAL EXPENSE	\$	136,146.6	\$	11,415.7	\$	9,645.4	\$	1,770.3		\$	11,415.7	\$	9,645.4	\$	1,770.3	
SURPLUS (DEFICIT)					\$	180.0						\$	180.0			

1. Line of Credit balance as of August 17, 2023, is \$3,262,485.02

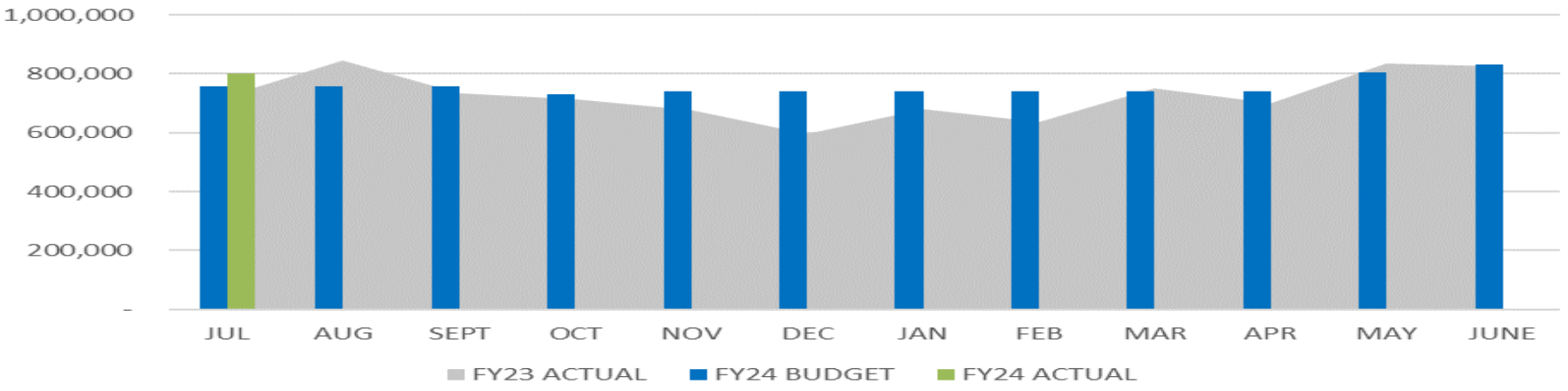
OPERATING FINANCIAL STATEMENTS

July 2023

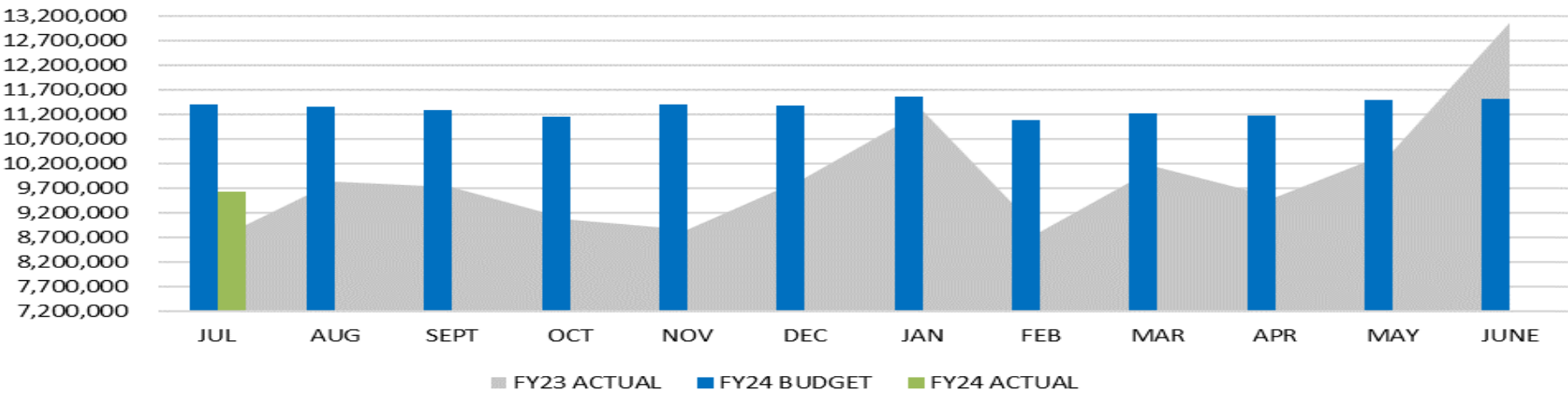
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 936.9	\$ 62.9	\$ 45.0	\$ (17.8)	(28.4) %	\$ 62.9	\$ 45.0	\$ (17.8)	(28.4) %
RTS Program	10,044.1	674.1	522.2	(151.9)	(22.5) %	674.1	522.2	(151.9)	(22.5) %
TOTAL REVENUE	\$ 10,981.0	\$ 737.0	\$ 567.2	\$ (169.8)		\$ 737.0	\$ 567.2	\$ (169.8)	
Personnel Services	\$ 7,916.8	\$ 531.3	\$ 471.7	\$ 59.6	11.2 %	\$ 531.3	\$ 471.7	\$ 59.6	11.2 %
Contract Services	1,225.0	82.2	10.8	71.4	86.9 %	82.2	10.8	71.4	86.9 %
Materials & Supplies	1,426.1	95.7	68.9	26.8	28.0 %	95.7	68.9	26.8	28.0 %
Utilities	67.0	4.5	2.3	2.2	48.9 %	4.5	2.3	2.2	48.9 %
Casualties & Liabilities	346.1	23.2	13.5	9.8	42.0 %	23.2	13.5	9.8	42.0 %
TOTAL EXPENSE	\$ 10,981.0	\$ 737.0	\$ 567.2	\$ 169.8		\$ 737.0	\$ 567.2	\$ 169.8	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

July 2023

YEAR-TO-DATE					
FISCAL YEAR 2024 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 757.7	\$ 741.4	\$ 60.3	\$ 801.7	\$ 44.0
Advertising Revenue	\$ 66.6	\$ 48.0	\$ 4.3	\$ 52.3	\$ (14.3)
Other Transportation Revenue	\$ 224.9	\$ -	\$ 222.1	\$ 222.1	\$ (2.8)
Non-Transportation Revenue	\$ 5.0	\$ 2.0	\$ 15.4	\$ 17.4	\$ 12.4
Federal Funding (PM 5307/5337)	\$ 3,470.5	\$ 1,992.8	\$ -	\$ 1,992.8	\$ (1,477.7)
HRRTF Funding ¹	\$ 674.1	\$ -	\$ 522.2	\$ 522.2	\$ (151.9)
State Funding	\$ 2,236.4	\$ 2,236.4	\$ -	\$ 2,236.4	\$ -
Local Funding	\$ 3,980.5	\$ 3,980.5	\$ -	\$ 3,980.5	\$ -
TOTAL REVENUE:	\$ 11,415.7	\$ 9,001.1	\$ 824.3	\$ 9,825.4	\$ (1,590.3)
EXPENSE					
Personnel Services	\$ 6,896.0	\$ 6,346.4	\$ 535.5	\$ 6,881.9	\$ 14.1
Services	\$ 1,318.6	\$ 181.6	\$ 15.3	\$ 196.9	\$ 1,121.7
Materials & Supplies	\$ 1,207.6	\$ 915.1	\$ 77.1	\$ 992.2	\$ 215.4
Utilities	\$ 112.1	\$ 79.0	\$ 6.7	\$ 85.7	\$ 26.4
Casualties & Liabilities	\$ 475.7	\$ 323.1	\$ 27.3	\$ 350.4	\$ 125.3
Purchased Transportation	\$ 1,267.3	\$ 906.0	\$ 76.6	\$ 982.6	\$ 284.7
Other Miscellaneous Expenses	\$ 138.4	\$ 143.5	\$ 12.2	\$ 155.7	\$ (17.3)
TOTAL EXPENSE:	\$ 11,415.7	\$ 8,894.7	\$ 750.7	\$ 9,645.4	\$ 1,770.3
BUDGET STATUS TO DATE²:	\$ -	\$ 106.4	\$ 73.6	\$ 180.0	\$ 180.0

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.
2. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 47,766.3	\$ 3,980.5	\$ 3,980.5	\$ -
Plus: Local Farebox	\$ 7,977.4	\$ 664.9	\$ 741.4	\$ 76.5
Locality Share - Sub-Total:	\$ 55,743.7	\$ 4,645.4	\$ 4,721.9	\$ 76.5
Plus: Federal Aid	\$ 38,859.0	\$ 3,238.3	\$ 1,992.8	\$ (1,245.5)
State Aid	\$ 26,837.0	\$ 2,236.4	\$ 2,236.4	\$ -
Total Revenue Contribution:	\$ 121,439.7	\$ 10,120.1	\$ 8,951.1	\$ (1,169.0)
Operating Expenses:	\$ 121,439.7	\$ 10,120.1	\$ 8,844.7	\$ (1,275.4)
Locality Budget Status to Date ¹ :				\$ 106.4

KPI

Farebox Recovery:	6.6%	8.4%
Farebox % of Budgeted Expense:		7.3%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,866.8	\$ 238.9	\$ 238.9	\$ -
Plus: Local Farebox	\$ 426.8	\$ 35.6	\$ 35.1	\$ (0.5)
Locality Share - Sub-Total:	\$ 3,293.6	\$ 274.5	\$ 274.0	\$ (0.5)
Plus: Federal Aid	\$ 2,904.1	\$ 242.0	\$ 139.2	\$ (102.8)
State Aid	\$ 1,719.8	\$ 143.3	\$ 135.2	\$ (8.1)
Total Revenue Contribution:	\$ 7,917.5	\$ 659.8	\$ 548.4	\$ (111.4)
Operating Expenses:	\$ 7,917.5	\$ 659.8	\$ 548.4	\$ (111.4)
Locality Budget Status to Date ¹ :				\$ -

KPI

Farebox Recovery:	5.4%	6.4%
Farebox % of Budgeted Expense:		5.3%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,971.8	\$ 414.3	\$ 414.3	\$ -
Plus: Local Farebox	\$ 723.5	\$ 60.3	\$ 69.2	\$ 8.9
Locality Share - Sub-Total:	\$ 5,695.3	\$ 474.6	\$ 483.5	\$ 8.9
Plus: Federal Aid	\$ 4,615.8	\$ 384.7	\$ 292.5	\$ (92.2)
State Aid	\$ 2,903.2	\$ 241.9	\$ 257.3	\$ 15.4
Total Revenue Contribution:	\$ 13,214.3	\$ 1,101.2	\$ 1,033.3	\$ (67.9)
Operating Expenses:	\$ 13,214.3	\$ 1,101.2	\$ 1,024.4	\$ (76.8)
Locality Budget Status to Date ¹ :				\$ 8.9

KPI

Farebox Recovery:	5.5%	6.8%
Farebox % of Budgeted Expense:		6.3%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,886.7	\$ 657.2	\$ 657.2	\$ -
Plus: Local Farebox	\$ 1,193.6	\$ 99.5	\$ 114.8	\$ 15.3
Locality Share - Sub-Total:	\$ 9,080.3	\$ 756.7	\$ 772.0	\$ 15.3
Plus: Federal Aid	\$ 6,886.0	\$ 573.8	\$ 459.0	\$ (114.8)
State Aid	\$ 4,530.1	\$ 377.5	\$ 412.2	\$ 34.7
Total Revenue Contribution:	\$ 20,496.4	\$ 1,708.0	\$ 1,643.2	\$ (64.8)
Operating Expenses:	\$ 20,496.4	\$ 1,708.0	\$ 1,627.9	\$ (80.1)
Locality Budget Status to Date ¹ :				\$ 15.3

KPI

Farebox Recovery:	5.8%	7.1%
Farebox % of Budgeted Expense:		6.7%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 20,722.5	\$ 1,726.9	\$ 1,726.9	\$ -
Plus: Local Farebox	\$ 3,787.8	\$ 315.7	\$ 322.8	\$ 7.1
Locality Share - Sub-Total:	\$ 24,510.3	\$ 2,042.6	\$ 2,049.7	\$ 7.1
Plus: Federal Aid	\$ 14,901.0	\$ 1,241.8	\$ 450.0	\$ (791.8)
State Aid	\$ 11,275.0	\$ 939.6	\$ 844.3	\$ (95.3)
Total Revenue Contribution:	\$ 50,686.3	\$ 4,224.0	\$ 3,344.0	\$ (880.0)
Operating Expenses:	\$ 50,686.3	\$ 4,224.0	\$ 3,311.4	\$ (912.6)
Locality Budget Status to Date ¹ :				\$ 32.6

KPI

Farebox Recovery:	7.5%	9.7%
Farebox % of Budgeted Expense:		7.6%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,027.4	\$ 252.3	\$ 252.3	\$ -
Plus: Local Farebox	\$ 527.8	\$ 44.0	\$ 51.8	\$ 7.8
Locality Share - Sub-Total:	\$ 3,555.2	\$ 296.3	\$ 304.1	\$ 7.8
Plus: Federal Aid	\$ 2,873.1	\$ 239.4	\$ 117.5	\$ (121.9)
State Aid	\$ 1,786.2	\$ 148.9	\$ 135.3	\$ (13.6)
Total Revenue Contribution:	\$ 8,214.5	\$ 684.6	\$ 556.9	\$ (127.7)
Operating Expenses:	\$ 8,214.5	\$ 684.6	\$ 549.1	\$ (135.5)
Locality Budget Status to Date ¹ :				\$ 7.8

KPI

Farebox Recovery:	6.4%	9.4%
Farebox % of Budgeted Expense:		7.6%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

FISCAL YEAR 2024 (Dollars in Thousands)	VIRGINIA BEACH				
	ANNUAL BUDGET	YEAR-TO-DATE			
		BUDGET	ACTUAL	VARIANCE	
Locality Operating Share	\$ 8,291.1	\$ 690.9	\$ 690.9	\$ -	
Plus: Local Farebox	\$ 1,317.9	\$ 109.8	\$ 147.7	\$ 37.9	
Locality Share - Sub-Total:	\$ 9,609.0	\$ 800.7	\$ 838.6	\$ 37.9	
Plus: Federal Aid	\$ 6,679.0	\$ 556.6	\$ 534.6	\$ (22.0)	
State Aid	\$ 4,622.7	\$ 385.2	\$ 452.1	\$ 66.9	
Total Revenue Contribution:	\$ 20,910.7	\$ 1,742.5	\$ 1,825.3	\$ 82.8	
Operating Expenses:	\$ 20,910.7	\$ 1,742.5	\$ 1,783.5	\$ 41.0	
Locality Budget Status to Date ¹ :					\$ 41.8

KPI

Farebox Recovery:	6.3%	8.3%
Farebox % of Budgeted Expense:		8.5%

1. Includes year-to-date estimated farebox surplus credit and/or service reliability credit, where applicable.

Contract Number: 23-00238	Title: Armored Transportation Services (Renewal)	Contract Amount: Base Years: \$248,430.00 Option Year: \$ 88,656.00 Total: \$337,086.00
-------------------------------------	---	--

Acquisition Description: Enter into a contract with a qualified contractor to provide armored transportation services.

Background: Hampton Roads Transit (HRT) is seeking consolidated armored transportation services for the pickup and delivery of money and other financial instruments between all HRT facilities on the Southside and Peninsula (Northside). Under the terms of this agreement, the Contractor is required to pick up and transport bagged coins, bills, and checks from various HRT facilities for delivery to HRT's Money Room at 509 East 18th Street, Norfolk. HRT personnel at the Money Room will count, re-bag, and prepare each delivery for deposit. The Contractor will then pick up the bags and deposit its contents into HRT's bank account at TowneBank in Chesapeake or other authorized TowneBank Cash Processing Center.

Contract Approach: A Request for Proposals was issued on May 9, 2023. One (1) proposal was received on June 23, 2023, from Loomis Armored US, LLC (Loomis). A post-solicitation survey of vendors solicited did not return any reasoning for their non-participation. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In order to obtain more favorable pricing, a decision was made to conduct negotiations with Loomis. Negotiations focused on clarifying exceptions to the contractual terms and conditions and reducing the unit and total pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested. Although Loomis offered no concessions as a result of the negotiations, based on a price analysis performed utilizing historical data, and the fact that the services have been unsuccessfully solicited twice in the past two (2) years, Loomis' BAFO is deemed fair and reasonable. A contractor responsibility review confirmed that Loomis is technically and financially capable to perform the work.

Loomis, located in Chesapeake, VA, has provided similar armored transportation services to Bayport Credit Union in Chesapeake, VA; American National Bank in Danville, VA; and First Citizens Bank in Raleigh, NC.

The period of performance for this Contract is three (3) base years, with one (1) additional one-year option.

A DBE goal was not assigned for this solicitation.

Contract Number: 23-00238	Title: Armored Transportation Services (Renewal)	Contract Amount: Base Years: \$248,430.00 Option Year: \$ 88,656.00 Total: \$337,086.00
-------------------------------------	---	--

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

Project Manager: Sheri Dixon, Director of Revenue Services

Contracting Officer: Kristine Woodbury, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Loomis Armored US, LLC for armored transportation services in the not-to-exceed amount of \$337,086.00 over a four-year period.

Proposal Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Summary
\$80,496.00	\$82,818.00	\$85,116.00	\$88,656.00	\$337,086.00



HAMPTON ROADS
TRANSIT

Armored Transportation Services Contract Number 23-00238

gohrt.com

Armored Transportation Services

Current Contract - Brinks

- Contract awarded to Dunbar March 2019
 - Term: One (1) base year, with two (2) option years
- Brinks acquired Dunbar July 2019

Solicitations

- Two (2) prior unsuccessful solicitations over two-year period
- Loomis – Only proposal received

Armored Transportation Services

Armored Transportation Services Contract Number: 23-00238				BRINKS (Current)				LOOMIS			
Column1	BASE YEAR 1	OPTION YEAR 1	OPTION YEAR 2	BASE YEAR 1	BASE YEAR 2	BASE YEAR 3	OPTION YEAR 1				
ANNUAL TOTAL	\$39,092	\$39,756	\$40,909	\$80,496	\$82,818	\$85,116	\$88,656				
TOTAL CONTRACT PRICE			\$119,757.60				\$337,086.00				



HAMPTON ROADS
TRANSIT

For more information, please visit
gohrt.com/

gohrt.com

Contract No.: 23-00229	Title: Elizabeth River Ferry Service (Renewal)	Contract Amount: Three Base Years: \$ 6,421,152.00 Two Option Years: \$ 5,105,364.00 Total: \$11,526,516.00
----------------------------------	--	---

Acquisition Description: Enter into a contract with a qualified Contractor to provide complete management of Hampton Roads Transit's (HRT's) Elizabeth River Ferry services.

Background: HRT currently offers daily passenger ferry transportation service from four (4) pedestrian-only docks in Norfolk (Waterside and Harbor Park) and Portsmouth (High Street Landing and North Landing). Under the terms of this agreement, the Contractor is required to provide complete daily employee staffing (captains, deckhands, maintenance, etc.), dispatching, supervision, fare collection, service operation, and transportation services using the vessels and schedules provided by HRT. The services are to be provided in such a manner that passengers may effectively, safely, and efficiently have access to daily ferry services. The Contractor shall take all actions necessary to minimize the cost of such service to HRT and maximize efficient utilization of the vessels. Services provided shall comply with all local, state, and federal regulatory requirements. Additionally, the Contractor is responsible for maintaining insurance and completing minor maintenance services on each of the ferries.

Contract Approach: A Request for Proposals (RFP) was issued on April 25, 2023. One (1) proposal was received on June 23, 2023, from Norfolk By Boat, Inc. (NBB). A post-response survey of firms solicited concluded that most firms did not have adequate staffing to provide all of the services required in the Scope of Work. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In order to obtain more favorable pricing, a decision was made to conduct negotiations with NBB. Negotiations focused on technical clarifications and reducing the proposed rates. As a result of the negotiations, NBB reduced its total price by \$231,924.00, or approximately 2%. Based on the results of the negotiations and a price analysis performed utilizing historical data, NBB's Best and Final Offer is deemed fair and reasonable. A contractor responsibility review performed confirmed that NBB is both technically and financially capable to perform the work.

NBB is located in Portsmouth, VA and has performed Elizabeth River Ferry services to HRT for 40 years satisfactorily.

No DBE goal was established for this solicitation.

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

Contract No.: 23-00229	Title: Elizabeth River Ferry Service (Renewal)	Contract Amount: Three Base Years: \$ 6,421,152.00 Two Option Years: \$ 5,105,364.00 Total: \$11,526,516.00
----------------------------------	--	---

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

Project Manager: Amy Braziel, Director of Contracted Services and Operational Analytics

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Norfolk By Boat to provide Elizabeth River Ferry services in the amount of \$11,526,516.00 for five (5) years.

Proposal Summary

Original Pricing	Negotiated Pricing
\$11,758,440.00	\$11,526,516.00

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Summary
\$1,986,000.00	\$2,135,400.00	\$2,299,752.00	\$2,465,304.00	\$2,640,060.00	\$11,526,516.00

Contract No.: 23-00228	Title: General Printing Services (Renewal)	Contract Amount: \$630,000.00
----------------------------------	--	---

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide general printing services on a Task Order basis.

Background: Hampton Roads Transit (HRT) requires the services of a printing contractor to assist in the production of printed materials such as folders, catalogs, business cards, folded maps, forms, brochures, flyers, posters, newsletters, postcards, bus route schedules, Virginia Beach Wave Schedules, and other materials used to inform and market to the public, as well as reports, reference books, road call books, etc. utilized by HRT's Operations and Maintenance Department. Under the terms of this agreement, the Contractor is required to produce ordered materials in-house; and provide all labor, materials, transportation, equipment, and facilities necessary to supply and deliver the various printed items requested.

Contract Approach: A Request for Proposals was issued on April 27, 2023. Three (3) proposals were received on June 5, 2023, from the following firms:

- FedEx Office
- Liskey and Sons Printing, Inc. (Liskey)
- Preferred Direct Marketing

Upon review and evaluation of the technical proposals, HRT staff determined that Liskey was best qualified to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide unit prices for various documents listed in the Price Schedule, to be utilized when establishing pricing for proposed Task Orders.

At the conclusion of the technical evaluations, negotiations were held with Liskey for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed unit prices. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an analysis of the BAFOs received, HRT staff determined that Liskey provided the best value based on a combination of technical capability and price. Liskey did not offer any concessions as result of the negotiations, however, based on the price analysis conducted and the fact that the pricing was obtained in a competitive environment, Liskey's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that Liskey is technically and financially capable of performing the services.

Liskey, is located in Norfolk, VA and has provided similar services for the Williamsburg Area Transit Authority and James City County in Williamsburg, VA; Virginia Beach Public Schools in

Contract No.: 23-00228	Title: General Printing Services (Renewal)	Contract Amount: \$630,000.00
----------------------------------	--	---

Virginia Beach, VA; and the Virginia Aquarium and Marine Science Center in Virginia Beach, VA. Liskey also currently provides these services for HRT satisfactorily.

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

A DBE goal was not assigned for this solicitation.

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

Project Manager: Alexis Majied, Chief Communications and External Affairs Officer

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Liskey and Sons Printing, Inc. to provide general printing services. The cumulative amount of all Task Orders issued under this contract will not exceed \$630,000.00 over the five-year period.

Contract No: 23-00247	Title: Information Technology Research and Advisory Services (Renewal)	Contract Amount: 1 Year - \$297,711
---------------------------------	---	---

Acquisition Description: Enter into a sole source renewal service contract with Gartner, Inc. to provide information technology research and advisory services.

Background: Hampton Roads Transit's (HRT's) Information Technology Department requires the services of a research and advisory firm to provide technical assistance and support to improve performance and reduce risks associated with a multitude of Technology projects. With HRT's limited technical staffing resources, Gartner has proven to be a definitive and cost-effective method for HRT's Technology Management to provide both strategic expertise and timely insight into all of the Agency's key technology initiatives. Under the terms of this agreement, Gartner will provide technical assistance to HRT's Technology Department to drive HRT's technology related mission and vision. Research and advisory assistance will include but is not limited to contract/cost optimization services; analysis and research; consulting services; benchmarking; peer networking; access to webinars and seminars; and access to resources in a workgroup environment.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Gartner is the industry standard for providing research, information technology (IT) contract review, IT key metrics data, peer networking, and expertise across a wide range of IT solutions. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on June 27, 2023, and Gartner, Inc. provided a responsive proposal on July 24, 2023, in the amount of \$297,711.00. The proposal included an annual cost to provide the requested services over the one-year contract term.

Based on the results of a price analysis performed utilizing historical data and the current Gartner State and Local Government pricing, the proposed pricing is deemed fair and reasonable. A contractor responsibility review confirmed that Gartner is both technically and financially capable to provide the services described in the Scope of Work.

Gartner, Inc. is headquartered in Stamford, CT and has provided these services for municipalities throughout the Commonwealth of Virginia and HRT satisfactorily.

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

Contract No: 23-00247	Title: Information Technology Research and Advisory Services (Renewal)	Contract Amount: 1 Year - \$297,711
---------------------------------	---	---

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

Project Manager: Michael Price, Chief Technology Officer/Chief Information Officer

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to Gartner, Inc. to provide information technology research and advisory services in the not-to-exceed amount of \$297,711.00 for a one (1) year period.



HAMPTON ROADS
TRANSIT

Operations and Oversight Committee

Information Technology Research & Advisory Services

Technology Department - August 2023

gohrt.com

Information Technology Research & Advisory Services

Some Key Services:

- Expert Technical Research Capabilities
- Expert Technical Advisors
- Supports All Areas of Technology
- Outstanding Training and Mentoring
- Proven Track Record:
 - Gartner has provided these services to several municipalities within VA.



HAMPTON ROADS
TRANSIT

Thank you!

gohrt.com

Contract No: 22-00220	Title: Provision of Trolley Buses	Contract Amount: \$1,112,562.00
---------------------------------	---	---

Acquisition Description: Enter into a contract with a qualified Contractor to manufacture and deliver trolley buses for Hampton Roads Transit (HRT).

Background: HRT has a requirement to purchase up to two (2) new trolley buses to support revenue service for the Virginia Beach Wave and other non-specified events. Under the terms of this agreement, the Contractor will manufacture and deliver new, low floor, vintage, rubber tired replica trolley buses, which match the interior nostalgic look and functionality of HRT's existing fleet, to the greatest extent possible. Additionally, they will be compatible with an urban transit service environment and HRT's existing trolley operation and maintenance system.

Contract Approach: A Request for Proposals (RFP) was issued on March 30, 2023. One (1) proposal was received on May 5, 2023, from Double K, Inc. dba Hometown Manufacturing, Inc. (Hometown). A post solicitation survey of vendors solicited did not receive any replies. As such, there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the RFP, proposers were required to provide pricing for the manufacture and deliver the trolley based on the specifications provided in the Scope of Work.

After an initial review and evaluation of the proposal received, Hometown was invited to discuss their proposal and provide technical clarification on their approach to the Scope of Work. At the conclusion of discussions, HRT staff determined that Hometown was technically qualified to meet the requirements.

HRT staff decided to enter into negotiations with Hometown for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing, clarifying the required specifications, and reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

As a result of the negotiations, Hometown reduced its total price by \$112,602.00, or approximately 9%. Based on a price analysis performed utilizing the independent cost estimate Hometown's BAFO pricing was deemed fair and reasonable. A contractor responsibility review confirmed that Hometown is technically and financially capable to perform the work.

Hometown is located in Crandon, WI and has provided similar services Palmetto Breeze Transit in Bluffton, SC; County of York in Yorktown, VA; and City of Miami in Miami, FL. Hometown also provided similar services for HRT satisfactorily.

Contract No: 22-00220	Title: Provision of Trolley Buses	Contract Amount: \$1,112,562.00
---------------------------------	---	---

The period of performance for this Contract is one (1) year to manufacture and deliver the first bus with an additional one (1) year option for an additional trolley bus.

No DBE goal was established for this solicitation.

Cost/Funding: This Contract will be funded with 5307 federal grant funds and ACC funds.

Project Manager: Monique Battle, Associate Project Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Double K, Inc. dba Hometown Manufacturing, Inc. to provide trolley buses for HRT in the not to exceed amount of \$1,112,562.00.

Contract No.: 23-00225	Title: TransitMaster Computer Aided Dispatch/Automatic Vehicle Location System Upgrade	Contract Amount: \$1,370,681.00
----------------------------------	---	---

Acquisition Description: Enter into a sole source contract with Trapeze Software Group, Inc. (dba Vontas) to upgrade approximately eighty-two (82) buses with the latest version of onboard TransitMaster Computer Aided Dispatch and Automatic Vehicle Locator (CAD/AVL) system components.

Background: TransitMaster is a CAD/AVL system, first installed on Hampton Roads Transit's (HRT's) buses in 2006. Newer versions of onboard TransitMaster hardware and Automatic Passenger Counting (APC) sensors have been installed as HRT acquired new buses. TransitMaster provides real time monitoring of bus service and communication (voice and text) between the dispatch center and operators. The system is also used by various departments within HRT for reporting and analysis. Under the terms of this Agreement, the Contractor will provide all labor, equipment, and supplies to upgrade HRT's TransitMaster Integrated Vehicle Logic Unit (IVLU) Computers, Mobile Data Terminals (MDT), and APC sensors on the selected buses.

Contract Approach: FTA and Virginia Public Procurement Act guidelines allow non-competitive procurements when only one source is available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. The TransitMaster CAD/AVL System is proprietary to, and provided exclusively by, Vontas. Due to the specific requirements of this solicitation, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on April 18, 2023, and Vontas provided a responsive proposal on May 12, 2023. In order to obtain the most favorable pricing, a decision was made to conduct negotiations with Vontas. Negotiations focused on reducing upgrade costs and providing clarifications to the Scope of Work, including vehicle quantity, and the terms and conditions of the RFP.

As a result of the negotiations, Vontas reduced its total price by \$270,381.21, or approximately 16.5%. Vontas's revised pricing is deemed fair and reasonable based on the results of the negotiations and a price analysis performed utilizing the independent cost estimate. A contractor responsibility review confirmed that Vontas is technically and financially capable to perform the work.

Vontas is located in Cedar Rapids, IA and has been providing similar services to HRT satisfactorily.

The Contract period of performance is seven (7) months.

Contract No.: 23-00225	Title: TransitMaster Computer Aided Dispatch/Automatic Vehicle Location System Upgrade	Contract Amount: \$1,370,681.00
----------------------------------	---	---

Cost/Funding: This contract will be funded with 5307 federal and state grant and ACC funds.

Project Manager: Kamlesh Chowdhary, Director of ITS Services

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Vontas, to upgrade approximately eighty-two (82) buses with the latest version of onboard TransitMaster CAD/AVL system components in the not-to-exceed amount of \$1,370,681.00.

SUMMARY OF VONTAS' PROPOSED PRICING*

Original Pricing	Negotiated Pricing
\$1,641,062.21	\$1,370,681.00



HAMPTON ROADS
TRANSIT

Operations and Oversight Committee

TransitMaster Onboard CAD/AVL System upgrade

Technology Department - August 2023

gohrt.com

TransitMaster CAD/AVL Purpose

TransitMaster CAD/AVL (Computer Aided Dispatch / Automatic Vehicle Location) system provides:

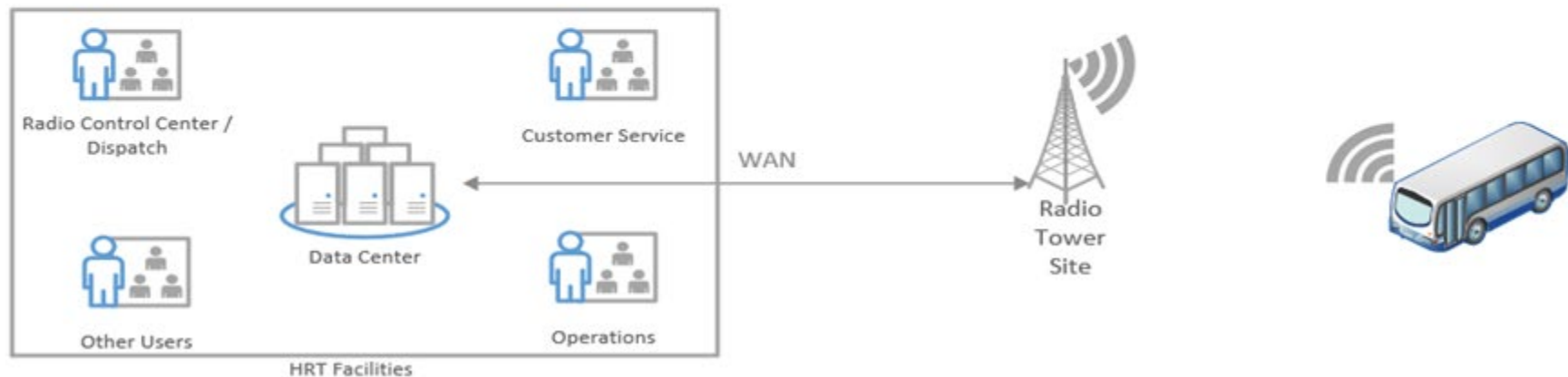
- Dispatching and management of bus service with situational awareness of vehicles
- Voice and text communication between Dispatch Center and Vehicle Operators
- Event driven incident management
- Onboard Single Sign-On to the farebox and Destination Sign
- Schedule adherence and route adherence information to Operators
- Automated destination sign message at the start of new trips
- Automated PA system including next stop announcements
- Automatic passenger counting
- Real time monitoring of schedule adherence and location of buses
- Real time transit feed updates using GTFS-RT

Onboard CAD/AVL System upgrade

TransitMaster CAD/AVL (Computer Aided Dispatch/Automatic Vehicle Location) onboard system:

- Three different versions of equipment and user interface on the vehicles.
- Older hardware platforms do not support newer Operating System & Communication modes.
- Configuration management and maintenance becomes difficult.
- Replacing hardware on buses that have more than two years of useful life.
- New computer hardware, mobile data terminal, cable harnesses, antennas, APC sensors.
- New GPS, wireless, audio and serial interfaces; supports wider voltage range.
- Majority of buses on same hardware/software platform with mobile enriched user interface.
- Supports multimode communications for improved coverage and location update frequency.
- New hardware is modular for easier upgrades and repairs.
- Same user interface on majority of buses - improved user experience for Operators.

TransitMaster CAD/AVL



Vehicle Logic Unit



Internal PA Sign

Other onboard integrations:
Farebox, Destination Sign,
Covert mic, Odometer, APC,
Discretes, PA, CAN & J1708



MDT (Driver Control Head)

TransitMaster Support & Maintenance

MDT (Mobile Data Terminal):

Driver interface to the onboard system and communications (majority of the buses will have the Touch Screen Data Terminal)



TransitMaster Support & Maintenance

VLU (Vehicle Logic Unit):

Onboard computer tracks location, schedule adherence, provides and collects data to/from other onboards systems (integrations with other systems like farebox, destination sign, APC, radio, odometer, PA, discrettes, cellular router)



TransitMaster Support & Maintenance

VLU (Vehicle Logic Unit):

Integrations with other systems (destination sign, APC, Fare collection system, internal and external PA system)





HAMPTON ROADS
TRANSIT

Thank you!

gohrt.com