



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

Thursday, April 27, 2023, at 1:00 p.m.  
509 E. 18<sup>th</sup> Street, Norfolk, VA – In Person

---

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, April 27, 2023, at 1:00 p.m., at 509 E. 18<sup>th</sup> 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, April 27, 2023, at 509 E. 18<sup>th</sup> Street, Norfolk, VA at 1:00  
p.m. in Person – Zoom

### AGENDA

1. Call to Order & Roll Call
2. Public Comments
3. Approval of March 23, 2023, 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
    - March 2023 Financial Reports
  - B. Management/Financial Advisory Committee – Commissioner Eisenberger/  
Conner Burns, Chief Financial Officer
  - C. Operations & Oversight Committee - Commissioner Glover/  
Sonya Luther, Director of Procurement
    - **Contract No.22-00169 – Chesapeake High-Capacity Corridor Study**  
  
**Commission Consideration:** Award of a contract to STV Group, Inc. to conduct a Chesapeake high-capacity transit corridor study in the not-to-exceed amount of \$1,623,680.00.
    - **Contract No. 23-00222 – General Planning Consultant Service (Renewal)**  
  
**Commission Consideration:** Award of a contract to Foursquare Integrated Transportation Planning, Inc. to provide general planning consulting services. The

cumulative amount of all Task Orders issued under this contract will not exceed \$1,900,000.00 over the three-year period.

- **Contract No. 20-00080 Modification No.4 – Microsoft Dynamics 365 Support Services**

**Commission Consideration:** Award of a modification to increase the Microsoft Dynamics 365 Support Services contract by an additional \$619,250.00, to a not-to-exceed amount of \$2,019,250.00.

- **Contract No. 22-00176 – Passenger Information System**

**Commission Consideration:** Award of a contract to ETA Transit Systems to provide a passenger information system in the not-to-exceed amount of \$385,685.00 over five (5) years.

- **Contract No. 23-0023 – Provision of Fifteen (15) 40' Buses**

**Commission Consideration:** Award of a contract to Gillig to procure fifteen (15) heavy duty 40' low floor diesel buses in the total amount of \$9,660,870.00.

- **Contract No. 23-00231 – Provision of Five (5) 29' Buses**

**Commission Consideration:** Award of a contract to Gillig to procure five (5) heavy duty 29' low floor diesel buses in the total amount of \$3,106,995.00.

- **Contract No. 23-00233 – Provision of Fourteen (14) 40' Suburban Buses**

**Commission Consideration:** Award of a contract to Gillig to procure fourteen (14) heavy duty 40' suburban low floor diesel buses in the total amount of \$9,613,030.00.

- **Contract No. 22-00172R – Provision of Magnetic Fare Media (Renewal)**

**Commission Consideration:** Award of a contract to EDM Technology, Inc. to provide magnetic fare media in the not-to-exceed amount of \$614,660.00 over a three-year period.

- **Contract No. 23-00232 – Provision of Seventeen (17) 35’ Buses**

**Commission Consideration:** Award of a contract to Gillig to procure seventeen (17) heavy duty 35’ low floor diesel buses in the total amount of \$10,835,834.00.

- **Contract No. 21-00128 – Ticket Vending Machines/Odyssey Farebox System, Repair, Parts, Software/Hardware, and Maintenance Support (Renewal)**

**Commission Consideration:** Award of a modification to exercise Option Year 1 of the Genfare Ticket Vending Machine (TVM)/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance support Contract.

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

6. Old and New Business

7. Comments by Commission Members

8. Closed Session (as necessary)

9. Adjournment

**The next meeting will be held on Thursday, May 25, 2023, at 1:00 p.m.  
at 3400 Victoria Boulevard, Hampton, VA**



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

Thursday, March 23, 2023 • 1:00 p.m. 3400 Victoria Boulevard, Hampton, VA, and Hybrid (Zoom) Meeting

### **Call to Order.**

A quorum was attained, and Chairwoman Ross-Hammond called the meeting to order at 1:00 p.m.

### **Commissioners in attendance:**

Chairwoman Ross-Hammond, Virginia Beach  
Vice Chair Woodbury, Newport News  
Commissioner Stevenson, Norfolk  
Alt. Commissioner Sherman, VDRPT (Zoom)  
Commissioner Gray, Hampton  
Commissioner Johnson, Chesapeake  
Commissioner Carey, Chesapeake  
Commissioner White, Hampton  
Commissioner Bullock, Newport News (Zoom)  
Commissioner Houston, Norfolk  
Commissioner Glover, Portsmouth

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

Ray Amoruso, Chief Planning and Development  
Keisha Branch, Director of the Office of Program & Project Excellence (Zoom)  
Amy Braziel, Director of Contracted Services and Operational Analytics  
Alexander Brink, Sr. Manager of Bus Transportation  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Danielle Burton, Assistance Manager of Bus Transportation (Zoom)  
David Burton, General Counsel, Williams Mullen  
Gene Cavazos, Director of Marketing & Communication  
Rodney Davis, Director of Customer Relations  
Sheri Dixon, Director of Revenue Services (Zoom)  
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)  
April Edwards, Senior Executive Assistant (Zoom)  
Vanity Faulkner, Budget Analyst, (Zoom)  
Angela Glass, Director of Budget & Financial Analysis (Zoom)  
Jonathan Greene, Sr., Manager of Bus Transportation  
Wayne Groover, Interim Director Rail Maintenance  
Shelia Gulledge, Manager Technology PMO  
William Harrell, President and CEO  
Danielle Hill, Director of Human Resources  
Robert Lee, RTS Program Manager  
Sonya Luther, Director of Procurement (Zoom)

Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)  
Tracey Johnson, Security Specialist, (Zoom)  
Shane Kelly, Manager Security & Emergency Preparedness, (Zoom)  
Kristy Lockhart, Management Analyst (Zoom)  
Patrick McGowan, Manager of Rail Transportation (Zoom)  
Steve Magaro, Emergency Management Specialist  
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)  
Noelle Pinkard, Organizational Advancement Officer (Zoom)  
John Powell, Telecommunications Specialist  
Michael Price, Chief Information Officer/CTO (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)  
Kim Wolcott, Chief of Human Resources Officer

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

Alt. Cipriano, City of Newport News  
Alt. Commissioner DeProfio, City of Hampton (Zoom)  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT (Zoom)  
Mark Geduldig Yatrofsky, Portsmouth Citizen  
Alt. Commissioner Gribble, Virginia Beach  
Angela Hopkins, City of Newport News  
Denise Johnson, Chair, Transit Riders Advisory Committee  
Shelia McAllister, City of Newport News (Zoom)  
Hank Morrison, City of Virginia Beach (Zoom)  
Vic Nicholls, Mail Fence  
Rebecca Spurrier, Management Analyst, City of Hampton  
Janice Taylor, League of Women Voters (Zoom)  
Alt. Commissioner Velissarios, City of Newport News (Zoom)

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**

Mark Geduldig Yatrofsky, Portsmouth Citizen is hoping for a policy change for bus routes having intersecting routes. Mr. Geduldig Yatrofsky suggested that until Hampton Roads Transit (HRT) goes back to a 30-minute service there will be some leeway for those who can't make those connections at various transfer stations.

Kirk Davis, an operator for HRT, stated that at the last Commission meeting he made two public statements and only one was addressed. Mr. Davis was advised that staff will follow up with his second concern once staff completes the necessary investigative steps.

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

Ayes: Ross-Hammond, Woodbury, Stevenson, Gray, Johnson, Carey, Sherman, White, Bullock, Houston, and Glover

Nays: None

Abstain: None

### **Approval of February 23, 2022, Meeting Minutes**

A motion to approve the February 23, 2023, minutes was made by Commissioner Bullock and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Ross-Hammond, Woodbury, Stevenson, Gray, Carey, Sherman, White, Bullock, Houston, and Glover

Nays: None

Abstain: Johnson

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

Mr. Harrell welcomed everyone to the meeting. Mr. Harrell invited Delegate Simonds to the podium and presented her with a plaque for her dedicated service to the Transportation District Commission of Hampton Roads. Delegate Simonds addressed the Commission and expressed her appreciation and ongoing strong support for public transportation.

Mr. Harrell mentioned that there was ribbon cutting ceremony at this Hampton facility for new bus lifts, Chairwoman, Ross Hammond, Vice Chair, Woodbury and Audit and Budget Chair Jimmy Gray attended the ceremony.

Mr. Harrell stated that Hampton Roads Transit (HRT) hosted a well-attended resource fair at the Newport News Transit Center.

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

Chairwoman Ross-Hammond called on Mr. Conner Burns, Chief Financial Officer to present the financial report.

Mr. Conner Burns presented the preliminary financial report for January 2023. Mr. Burns then called on Ms. Angela Glass to present the Preliminary Draft FY 2024 Operating Budget. Ms Glass presented the Preliminary Draft FY 2024 Operating Budget to the Commission.

Mr. Burns called on Ms. Keisha Branch for a brief update on Grants/Projects and Ms. Branch provided the same to the Commission.

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

Commissioner Gribble stated that the committee met on Monday, March 20, 2023. Ms. Gribble stated that during the meeting Mr. Burns presented the full preliminary financial report.

Ms. Gribble thanked Mr. Harrell and staff for providing the ridership numbers from the fare free days. Ms. Gribble mentioned that MFAC and MarCom are working on how to improve ways to promote future fare free days throughout the community.

### **Operations and Oversight Committee**

Commissioner Glover stated that the Operations and Oversight Committee met on March 9, 2023. Although contracts were discussed, a quorum was not present and do not come before the Commission as a committee recommendation. Therefore, the contracts being presented require a motion to approve and a second to proceed. Commissioner Glover called on Ms. Sonya Luther to present the contracts for consideration.

Ms. Luther presented **Contract No. 22-00215 Interactive Voice Response System (Renewal)** and recommended an award of contract to DiRAD Technologies, Inc. to provide hardware, software, warranty, and maintenance support of HRT's Interactive Voice Response system in the not-to-exceed amount of \$1,107,012.00 for five (5) years.

Ms. Luther presented **Contract No. 22-00218 Origin and Destination Study** and recommended an award of contract to ETC Institute to provide HRT's origin-destination study services in the not-to-exceed amount of \$524,272.77.

A motion to approve **Contract No. 22-00215 Interactive Voice Response System (Renewal) and Contract No. 22-00218 Origin and Destination Study** was made by Commissioner Gray, which was properly seconded by Commissioner Bullock. A roll call vote resulted as follows:



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

Nays: None

Abstain: Sherman

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

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

### **External Legislative Affairs Committee**

Commissioner Bullock provided a federal legislative update to the Commission. Ms. Pinkard provided a General Assembly update to the Commission.

The next ELAC committee meeting will take place on Wednesday, April 9, 2023, in Hampton.

### **Smart Cities and Innovation Committee**

Mr. Price, Chief Information Office/CTO), stated that the committee meet on March 9, 2023. The Committee was briefed by Ms Tiffany Diubinsky, from DRPT. Ms. Dubinsky provided the committee with updates on various prototype projects they completed, as well as some grants that they have coming up in the near future.

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

Chairman Bower stated that his report will be presented by Vice-Chair Alicia Griffin. Ms. Griffin read the Paratransit Advisory subcommittee report to the Board.

### **Transit Ridership Advisory Sub-Committee (TRAC)**

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

### **Old and New Business**

None.

### **Closed Session**

There was no closed Session.

### **Commissioner Comments:**

None

**Adjournment**

With no further business to conduct, the meeting adjourned at 2:33 p.m.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

---

**Amelia Ross-Hammond  
Chair**

**ATTEST:**

---

**Luis Ramos  
Commission Secretary  
March 23, 2023**



# President's Report

## March 2023



### State-of-the-Art Bus Lifts Unveiled

It was a celebration months in the making. March ushered in a new era of technology at HRT's Hampton facility. State of the art bus lifts were officially unveiled during a ribbon cutting ceremony on Friday, March 3. The lift replacement project took about a year to complete and will have a positive impact for decades to come. These lifts are in use every day by some of the most important people we have, doing some of our most essential work. Dill Architects designed and managed construction, while Alan Tye and Associates took care of the installation. The \$2.3 million project was paid for through 5307 Grant funds. It was completed on time and on budget.



### HRT Hosts First Resource Fair

As an extension of our mission to provide Hampton Roads with transportation solutions that are reliable, safe, efficient, and sustainable, we held our first-ever Community Resource Fair this month at the Newport News Transit Center. Vendors included Hampton-Newport News Community Service Board, Newport News Human Services, VersAbility Disability Services, American Red Cross, and Foodbank of the Virginia Peninsula. TRAFFIX and Hampton Roads Transit hosted tables as well, sharing information about services with our customers and even some of our operators. More than 60 people attended the event, and many had supportive comments about the initiative and vendors present. We will host another Community Resource Fair at the Downtown Norfolk Transit Center in the beginning of April.



### MarCom Creates "My HRT" Recruitment Campaign

Marketing and Communications continues to work alongside Human Resources to aggressively recruit bus operators. To that end, the team created the "My HRT" campaign, featuring several of our current employees talking about their careers at Hampton Roads Transit. The team filmed video for the spots at our Norfolk location. That video has already been turned into social media reels and ads, shared with partners in the community and can now be seen high above the roadways on both the Southside and Peninsula.



### Transit Operator Assault Bill Passes the Virginia Legislature

Our operators are on the frontlines everyday providing a vital service to our community. Their safety is of utmost importance. According to the Transportation Security Administration, the Covid era saw a near 300% increase in assaults on transit workers across the nation. The pandemic also demonstrated the essential nature of transit professionals who maintained vital services carrying customers to work, school and other appointments. Many states already had laws on the books to better protect transit operators from assaults. Now the Commonwealth is among them. During the 2023 session of the Virginia General Assembly legislation introduced by Del. Delores McQuinn (Richmond) passed both the House of Delegates and the Senate. Assault and battery on a transit operator is now categorized as a class 1 misdemeanor. Anyone convicted is banned from entering or riding the bus for at least six months.



# President's Report

## March 2023



### CEO Roundtable

We're in the middle of a series of CEO Roundtables. We've already held one on the Northside and another on the Southside, with a third one planned for later this month at our Norfolk Tide Facility. Dozens of operators and mechanics showed up to hear about the agency's latest initiatives, including the new Southside facility, electrification, and what's next for the 757 Express. Staff also had the chance to ask questions on a broad range of topics, putting senior staff to the test on issues such as training and scheduling. The goal of these CEO Roundtables is to help bridge the gap in communications between administrative staff and employees, along with establishing unity of purpose in serving our customers.



### Disadvantaged Business Enterprise

Hampton Roads Transit is committed to doing business with small and minority owned businesses in the region. A representative from HRT's Department of Capital Programs was asked to take part in the Meet the Primes Transportation Event hosted by the City of Hampton's Economic Development Department. Jennifer Dove, Civil Rights and Grants Program Manager joined a panel of experts to discuss best practices when it comes to securing contracts with agencies like HRT. More than 60 small and minority business owners attended. They learned how to utilize SWaM and DBE certifications to secure state and federally funded contracts.



### HRT Celebrates Transit Worker Appreciation Month

March is Transit Worker Appreciation Month. During the week of March 6th, our Rewards and Recognition Committee organized a week of activities to honor HRT's maintenance staff. Members of the Committee along with senior executives delivered certificates of appreciation and small tokens of gratitude to all maintenance staff at Norfolk, Hampton and the Norfolk Tide Facility. These visits were spread out over multiple shifts so that all mechanics, cleaners and money room attendants could be included. While the Committee provided breakfast and dinner, members of the senior executive team provided words of thanks and encouragement.



On March 13, volunteers with our HERO Committee handed out bags of freshly popped popcorn to bus operators in Hampton and snow cones to bus operators in Norfolk. Then on March 16 and 17, staff really stepped up to deliver lunch to operators on the road, volunteering to go to transit centers and bus stops on the north and southsides to meet them during lunchtime.



# President's Report

## April 2023



### **“On The Move” Makes Social Media Debut**

We now have another resource for reaching customers and stakeholders. “On The Move” made its social media debut. This public affairs style show replaces “Executive Corner.” The Marketing and Communications team gave it a makeover, complete with a new set and fresh graphics. Our inaugural guest was Donna Phaneuf, Chair of the Norfolk Innovation Corridor. The show will be taped monthly and shared across our various social media channels. Future guests already scheduled include Ted Baroody with Norfolk Festevents and Ginger Blount-Moore with the City of Newport News Social Services.



### **What's Next For Light Rail Expansion Project Proposal?**

In March HRT and our joint venture consultant team led by Michael Baker International and STV Inc. hosted a series of open houses and pop-up events on the Naval Station Norfolk Transit Corridor Project. More than 150 people attended to learn more about the proposal to extend light rail. Sherri Dawson, Director of Transit Development, along with senior executives and members of the community outreach team all took part. HRT is expected to complete its environmental assessment of the project by the end of the year.



### **FREE Fares and Other Earth Day Activities**

Earth Day 2023 is set to be a big success, with two days of activities. On Friday, April 21, HRT is celebrating the day by offering FREE fares to all customers on bus, light rail, ferry, and paratransit. There will also be community clean-up events, which are happening the same day, at various bus stop locations across Hampton Roads. Then on Saturday, April 22, members of Community Outreach will represent HRT at events in Virginia Beach and Newport News.



### **Public Outreach Holds Second Resource Fair**

HRT's Community Outreach held a Resource Fair at the Downtown Norfolk Transit Center on April 5. HRT customers got the opportunity to speak with representatives from Norfolk Community Services Board, Norfolk Human Services, YWCA South Hampton Roads, the Norfolk Family Justice Center, and Verizon Forward's Affordable Connectivity Program. Staff from HRT's TRAFFIX commuter program and the Public Outreach team also hosted tables at the event. More than 150 people attended.





# President's Report

## April 2023



### Gearing Up For The Summer Trolley Season

We're just weeks away from kicking off a busy summer season at the Oceanfront and that means the start of the VB Wave. All 14 trollies have undergone an extensive restoration. This is the first full restoration since they were acquired in 2015. A two-member crew started working on restoring all the wood trimming in February and will have them all looking as good as new. Staffing of the Trolley Base is already underway. The VB Wave Trolley begins service at the Oceanfront on May 14th.



### HRT Rises to FTA Climate Initiative

HRT added its name to the list of agencies in compliance with the Federal Transit Administration's Sustainable Transit for a Healthy Planet Climate Challenge. Chief Engineering and Facilities Officer, Sibyl Pappas submitted HRT's Zero-Emission Bus Transition Plan to the FTA in March. It provides a detailed look at HRT's transition plan to convert our current diesel bus fleet to fully electric by 2040.



### Talking-up Transit During National Reading Month

March was National Reading Month and to support this initiative, staff and commission volunteers took time to read transit themed books to elementary school students in each of the six jurisdictions HRT serves. Approximately 400 students learned about different modes of transit while enjoying stories like Don't Let the Pigeon Ride the Bus and How will We get to the Beach. Special thanks to Commissioner August Bullock and Traffix Oversight Committee Chair Carl Jackson for participating in this initiative.



### HRT Recognizes Records Management Team

April is National Records and Information Management Month. HRT is fortunate to have a top-notch records management team. We would like to recognize Michele Trader, Melanie Needam, and Rudy Nanez for the important work they do. As Deputy CEO Brian Smith put it, their work is often "behind the scenes" but nonetheless essential to HRT's survival.



### Community Conversation

I was invited to participate in a community roundtable with Sen. Mark Warner and Rep. Bobby Scott and local officials to discuss federal infrastructure investment into the City of Norfolk. Recently, Sen. Warner announced the City of Norfolk will receive \$1.6M from the U.S. Department of Transportation's Reconnecting Communities grant program. I was able to share the importance of transportation connections for enhanced employment opportunities, better health care, and improved community connections.



# Performance Summary

Quarterly Reporting Schedule: January, April, July, October

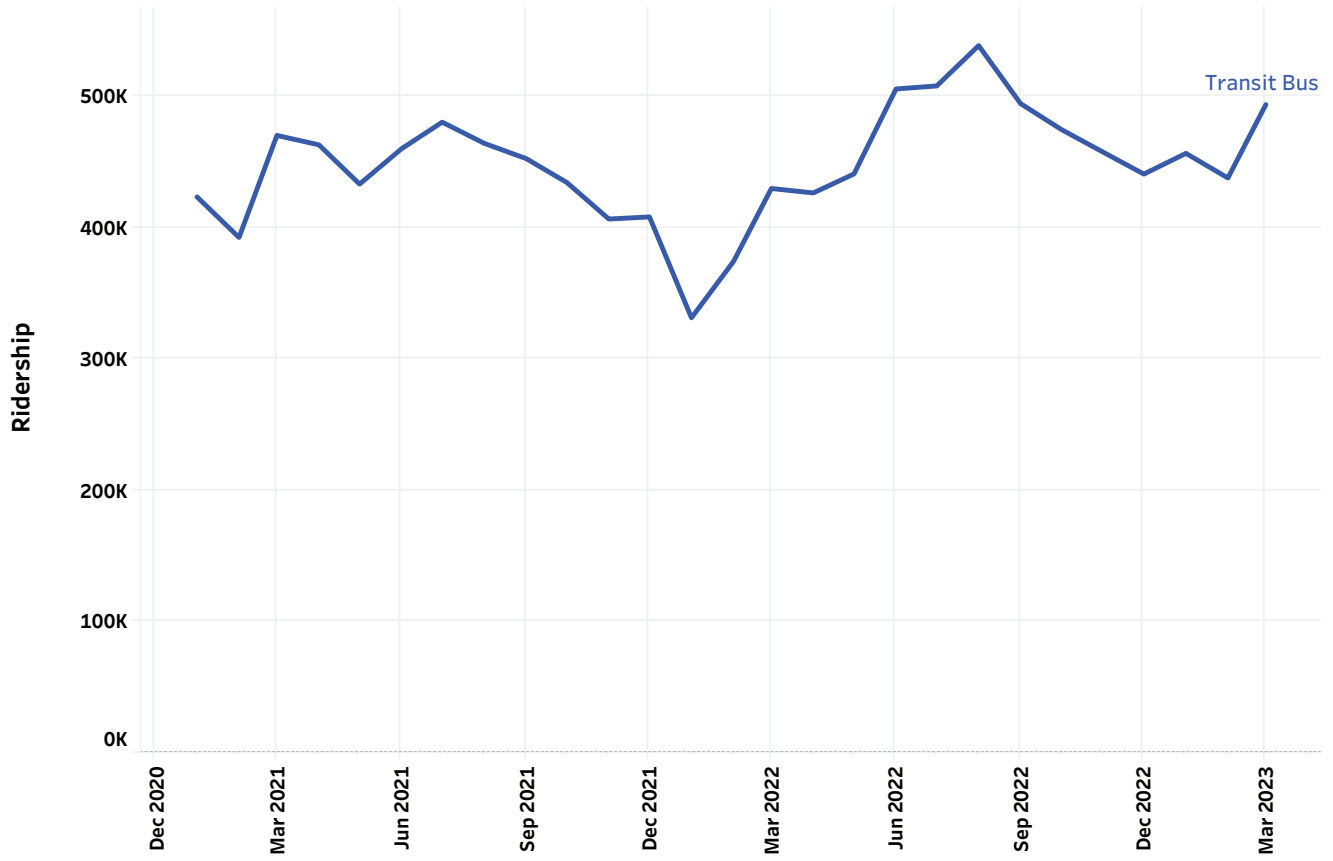
## RIDERSHIP – ALL MODES

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

		Total	Ferry	Light Rail	Paratransit	Transit Bus
2023	March	579,457	12,236	41,247	32,633	493,341
	February	531,943	9,275	56,891	28,284	437,493
	January	545,754	8,441	51,592	29,478	456,243
2022	December	518,093	8,741	40,725	28,178	440,449
	November	564,831	14,557	64,273	28,920	457,081
	October	583,349	15,122	64,537	29,287	474,403
	September	617,056	21,691	71,462	29,868	494,035
	August	669,326	28,502	72,292	30,352	538,180
	July	629,374	30,954	63,764	27,168	507,488
	June	642,146	37,592	70,467	28,850	505,237
	May	558,535	24,278	64,282	29,381	440,594
	April	540,611	18,607	67,101	28,787	426,116
	March	530,665	11,866	58,886	30,429	429,484
	February	456,624	7,568	49,977	25,159	373,920
	January	400,282	4,989	42,384	21,784	331,125
2021	December	497,141	9,479	54,016	25,774	407,872
	November	496,161	9,587	54,580	25,734	406,260
	October	539,642	16,273	62,887	26,436	434,046
	September	560,991	21,019	61,788	25,965	452,219
	August	568,045	22,023	56,728	25,442	463,852
	July	593,689	30,928	58,375	24,430	479,956
	June	558,424	22,480	51,570	24,616	459,758
	May	524,800	20,650	47,226	24,095	432,829
	April	549,003	15,519	46,888	23,905	462,691
	March	551,402	11,441	46,767	23,319	469,875
	February	456,245	4,840	39,991	19,164	392,250
	January	487,997	5,470	39,857	19,590	423,080

### RIDERSHIP – BUS

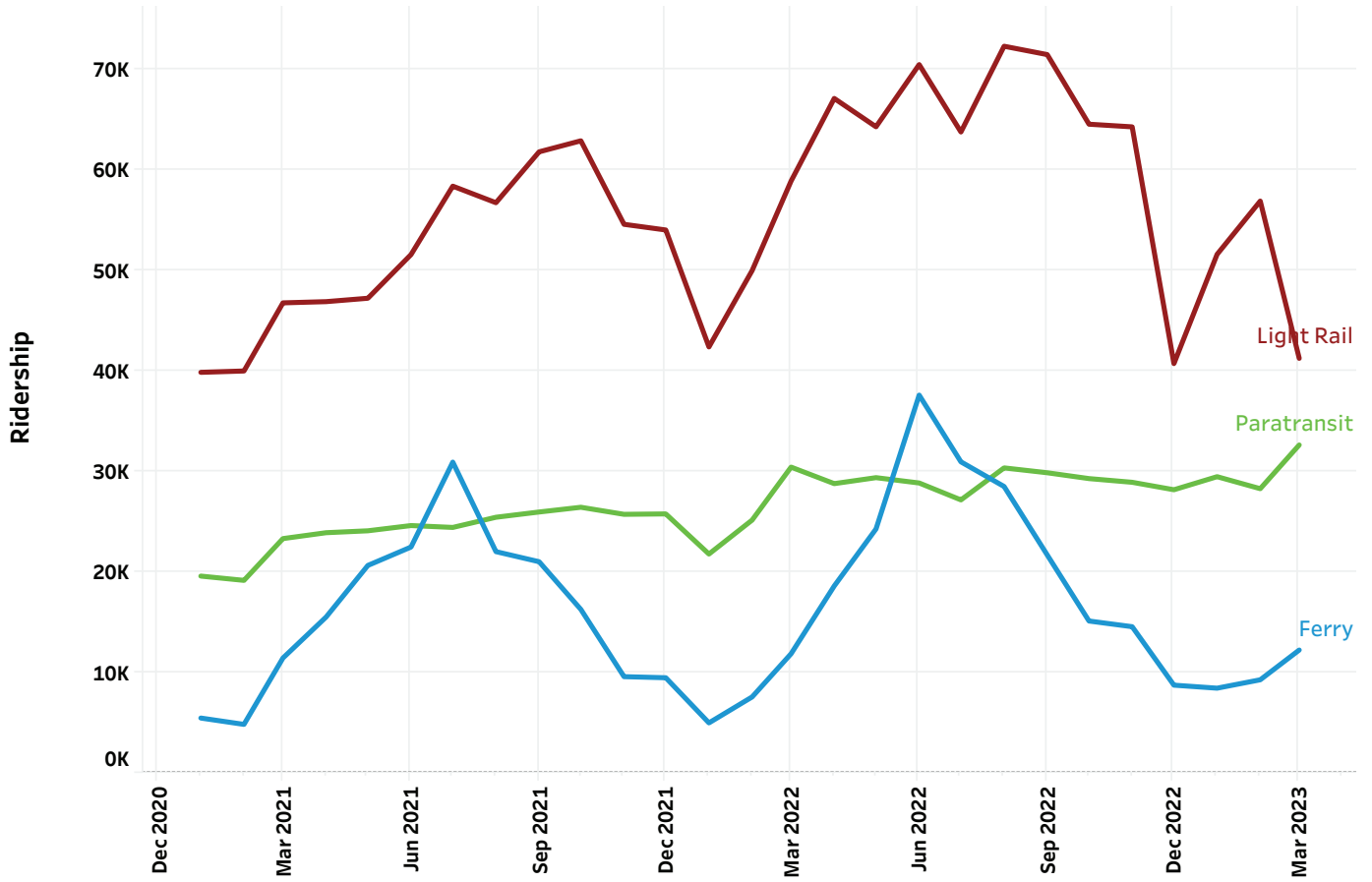
\*Data reflects the impacts of the COVID-19 pandemic on Hampton Roads Transit.





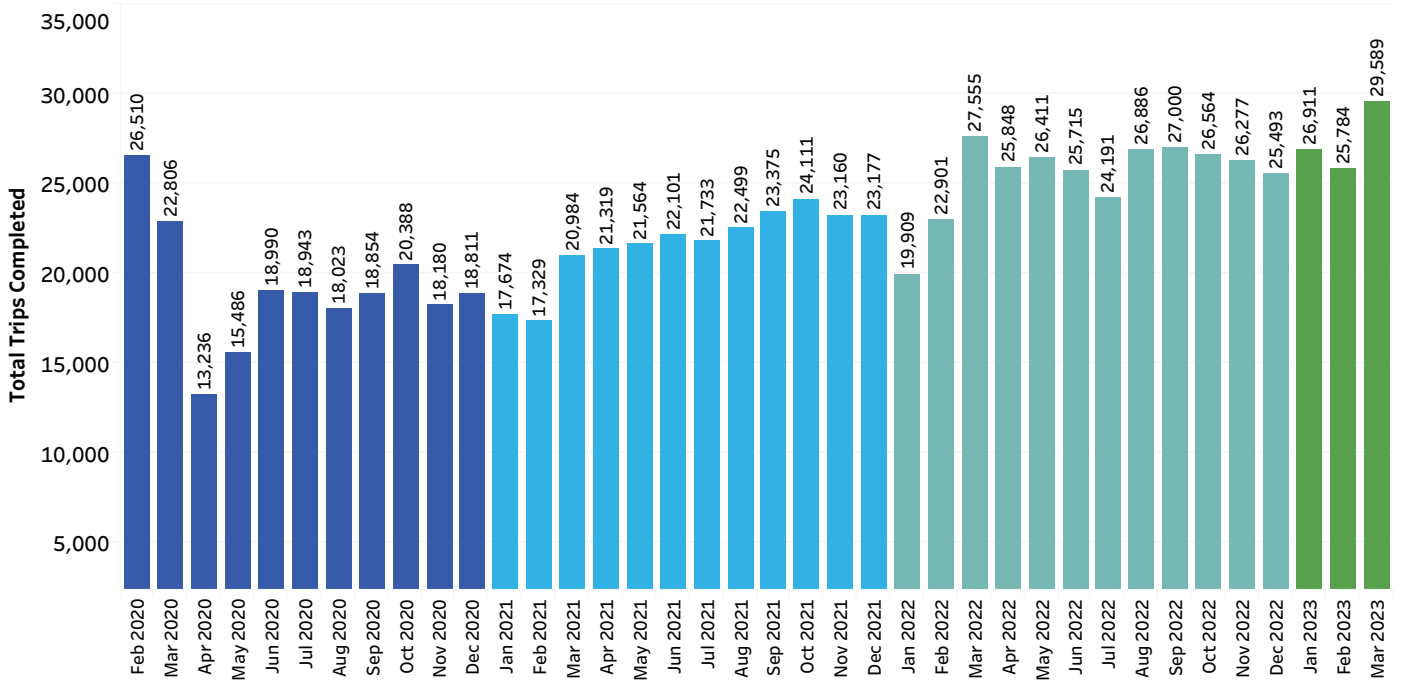
### RIDERSHIP – LIGHT RAIL, FERRY, PARATRANSIT

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



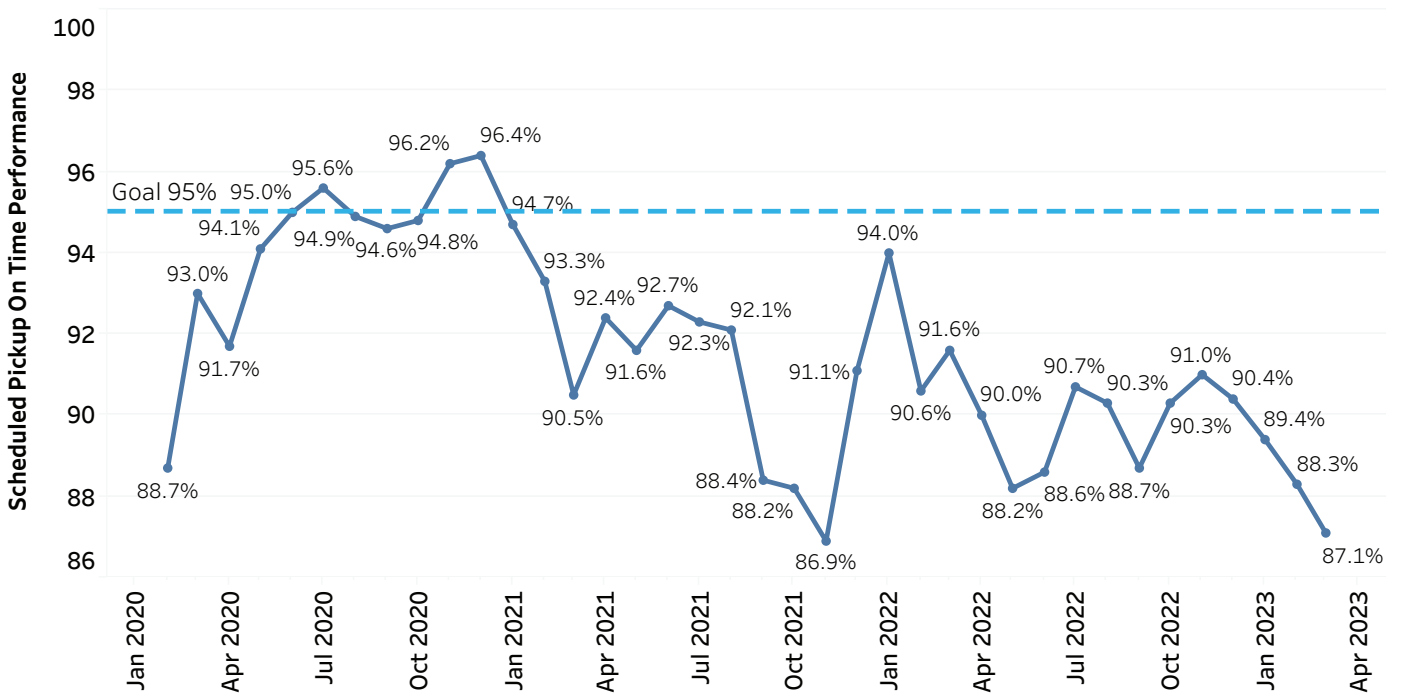
### PARATRANSIT TOTAL TRIPS

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



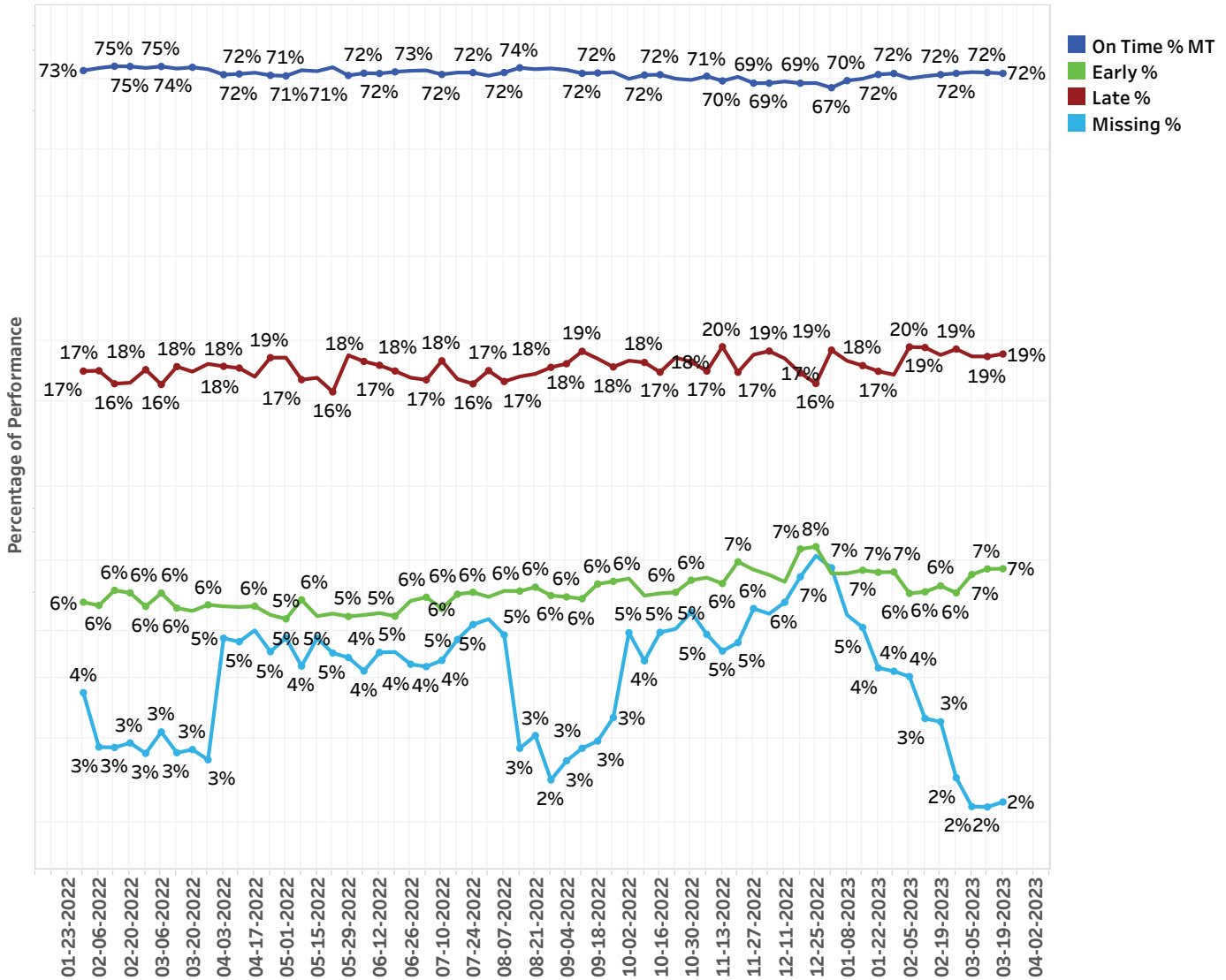
### PARATRANSIT PICK-UP ON TIME PERFORMANCE

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



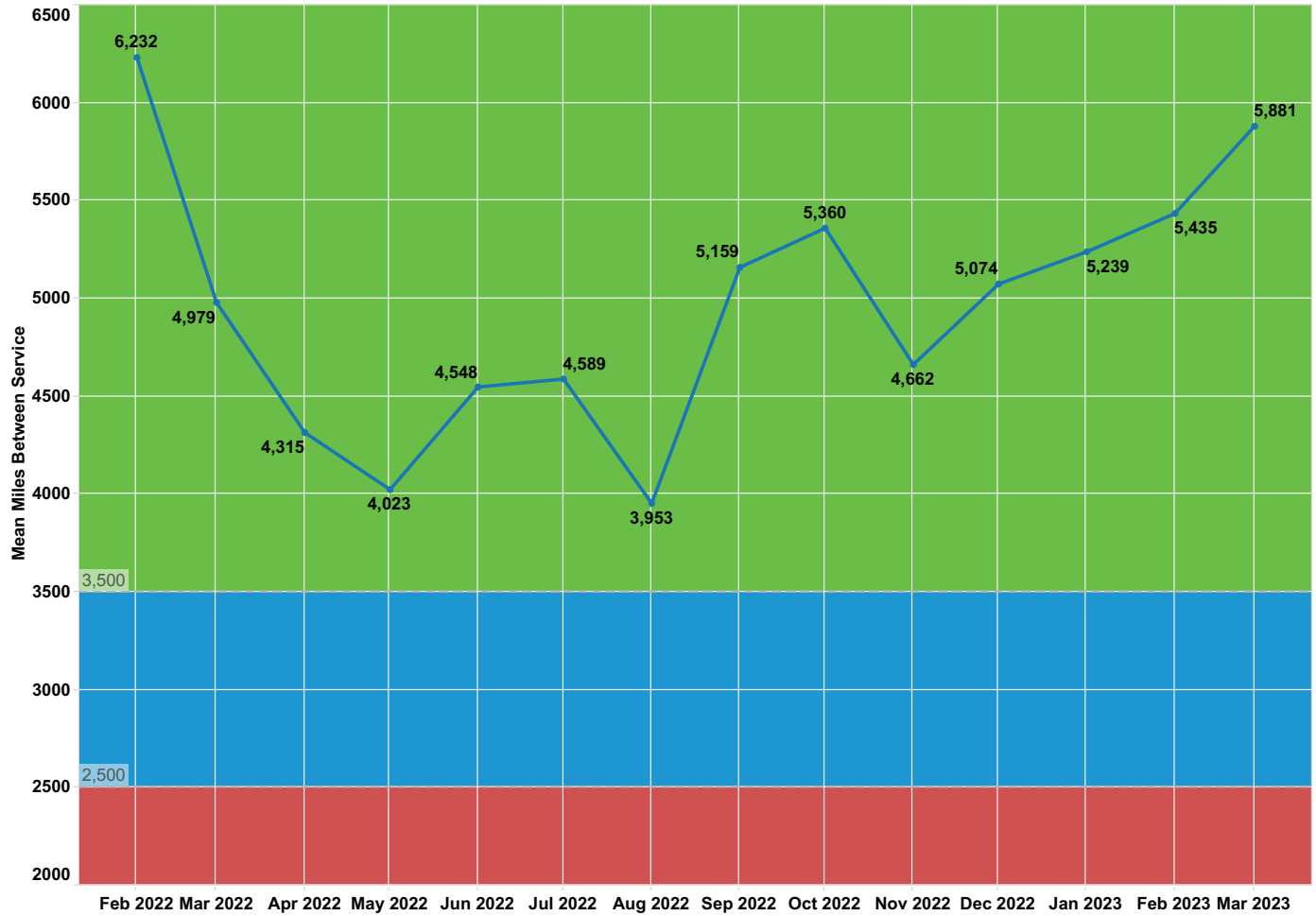
### BUS ON-TIME PERFORMANCE

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



### MEAN DISTANCE BETWEEN SERVICE INTERRUPTIONS

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

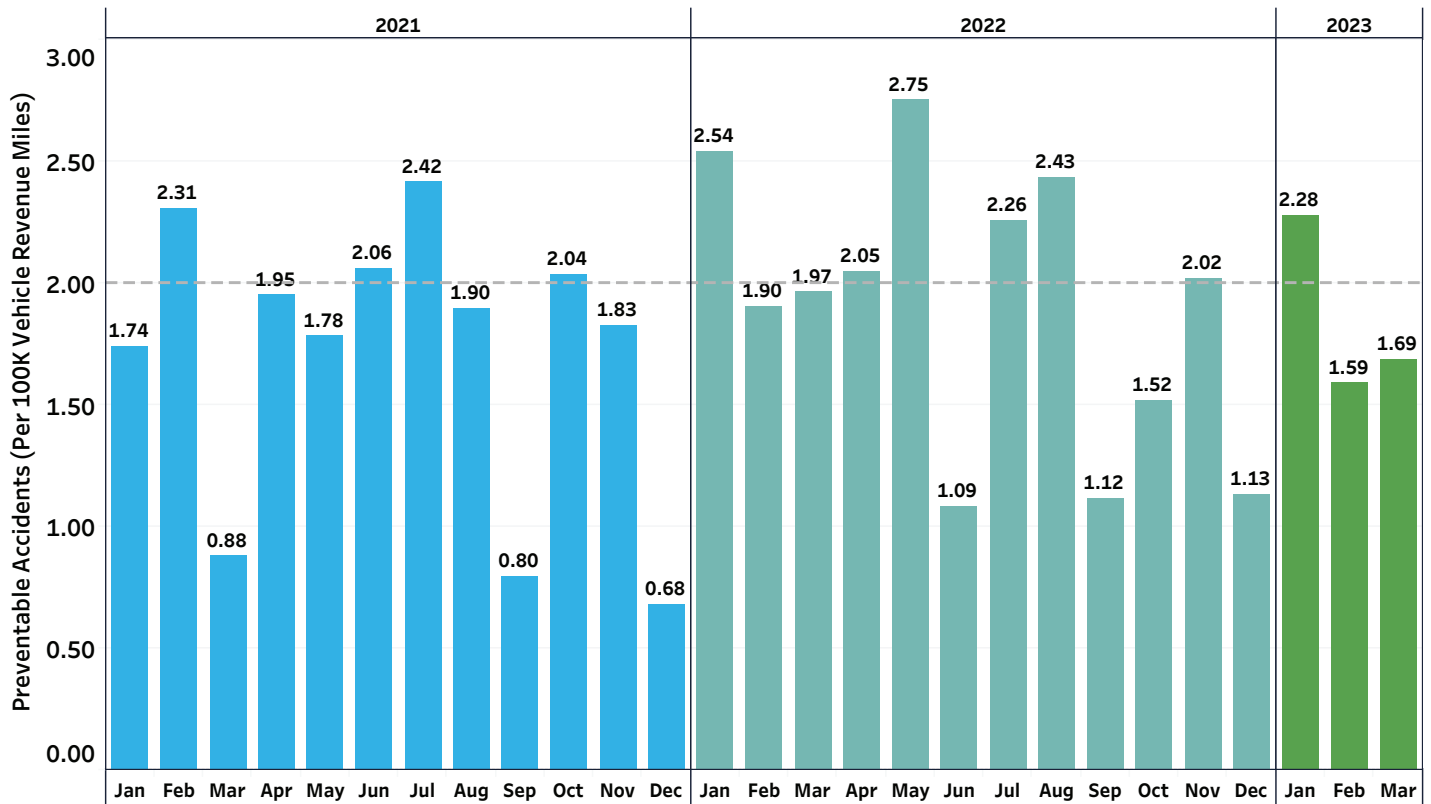


- < 2,500 Miles Between Service Interruptions: Not Optimal
- > 2,500 and < 3,500 Miles Between Service Interruptions: Less Than Optimal
- > 3,500 Miles Between Service Interruptions: Optimal

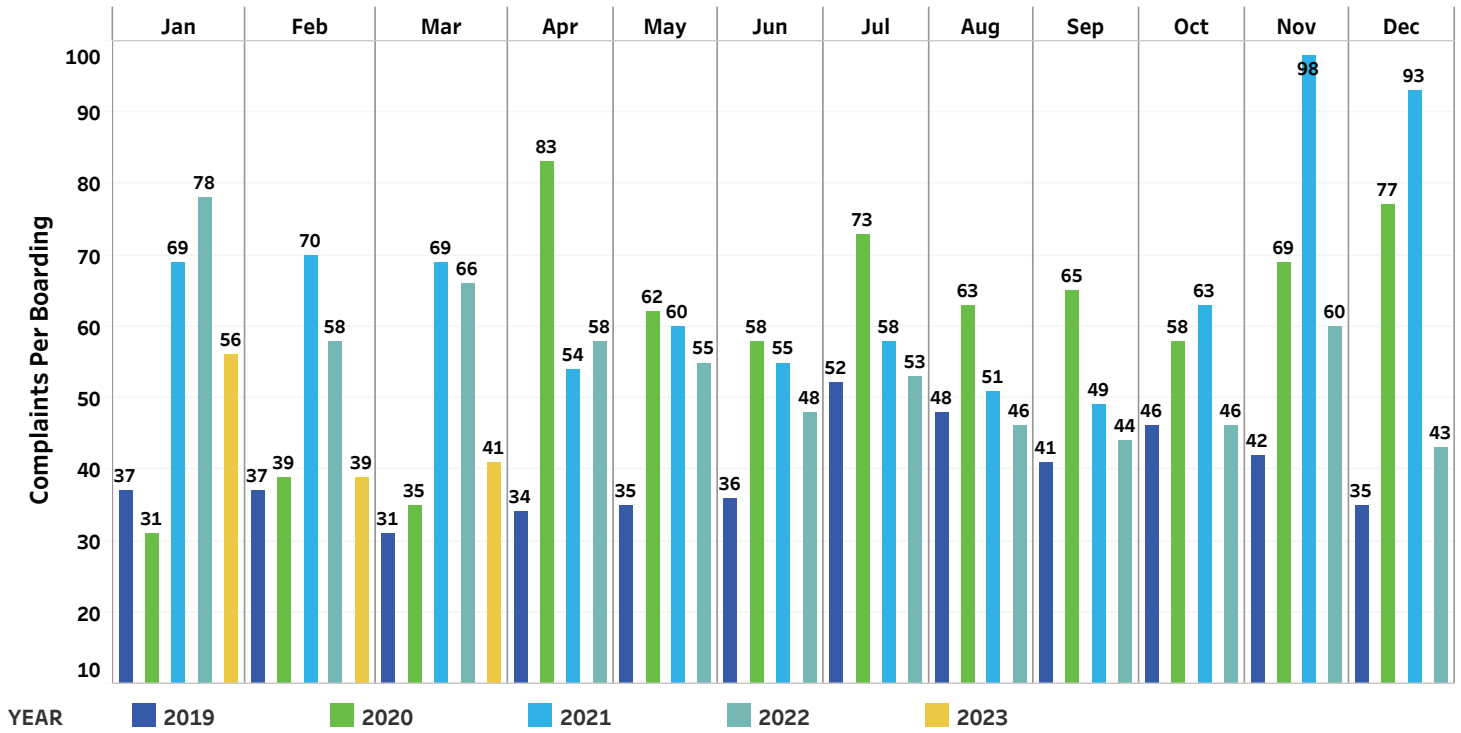


### BUS PREVENTABLE ACCIDENTS – LAST 2 FULL YEARS

\*Note: target line represents 2 preventable accidents per 100k vehicle revenue miles.



COMPLAINTS PER 100K BOARDINGS







HAMPTON ROADS  
TRANSIT

**Draft Financial Statement**

MARCH 2023  
FISCAL YEAR 2023  
FINANCIAL REPORT

**gohrt.com**



# OPERATING FINANCIAL STATEMENTS

## March 2023

	FISCAL YEAR 2023		Month to Date			Year to Date		
	Annual Budget	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenue								
Passenger Revenue	\$ 8,694.8	\$ 724.6	\$ 751.6	\$ 27.0	\$ 6,521.1	\$ 6,352.1	\$ (168.9)	(2.6) %
Advertising Revenue	800.0	66.7	3.6	(63.1)	600.0	562.1	(37.9)	(6.3) %
Other Transportation Revenue	2,158.9	179.9	222.1	42.2	1,619.2	1,980.0	360.8	22.3 %
Non-Transportation Revenue	60.0	5.0	23.8	18.8	45.0	246.4	201.4	447.6 %
<b>Total Operating Revenue</b>	<b>11,713.7</b>	<b>976.1</b>	<b>1,001.0</b>	<b>24.8</b>	<b>8,785.2</b>	<b>9,140.7</b>	<b>355.5</b>	<b>4.0 %</b>
Non-Operating Revenue								
Federal Funding (5307/5337)	26,694.0	2,224.5	2,584.6	360.1	20,020.5	19,650.7	(369.7)	(1.8) %
HRRTF Funding	10,319.0	859.9	483.4	(376.5)	7,739.2	3,737.7	(4,001.6)	(51.7) %
State Funding	31,464.9	2,622.1	2,622.1	0.0	23,598.7	23,598.7	0.0	0.0 %
Local Funding	45,396.5	3,783.0	3,783.0	(0.0)	34,047.4	34,047.4	0.0	0.0 %
<b>Total Non-Operating Revenue</b>	<b>113,874.4</b>	<b>9,489.5</b>	<b>9,473.1</b>	<b>(16.4)</b>	<b>85,405.8</b>	<b>81,034.5</b>	<b>(4,371.3)</b>	<b>(5.1) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 125,588.1</b>	<b>\$ 10,465.7</b>	<b>\$ 10,474.1</b>	<b>\$ 8.4</b>	<b>\$ 94,191.0</b>	<b>\$ 90,175.2</b>	<b>\$ (4,015.8)</b>	
Personnel Services	\$ 76,908.5	\$ 6,261.1	\$ 6,290.4	\$ (29.4)	\$ 58,127.9	\$ 54,539.0	\$ 3,588.9	6.2 %
Contract Services	12,351.2	1,040.6	885.6	155.1	9,279.5	7,431.4	1,848.2	19.9 %
Materials & Supplies	5,909.0	513.9	803.9	(290.1)	4,475.4	4,560.4	(85.0)	(1.9) %
Gas & Diesel	8,519.3	855.5	376.4	479.0	5,952.8	5,309.4	643.5	10.8 %
Contractor's Fuel Usage	1,765.0	156.8	79.0	77.8	1,294.8	515.5	779.3	60.2 %
Utilities	1,308.9	109.1	140.7	(31.6)	981.6	1,030.8	(49.2)	(5.0) %
Casualties & Liabilities	4,014.0	309.3	362.6	(53.2)	2,992.8	3,244.1	(251.3)	(8.4) %
Purchased Transportation	13,385.3	1,115.4	1,072.2	43.2	10,039.0	9,098.5	940.4	9.4 %
Other Miscellaneous Expenses	1,426.8	104.0	122.9	(18.9)	1,047.2	870.0	177.3	16.9 %
<b>TOTAL EXPENSE</b>	<b>\$ 125,588.1</b>	<b>\$ 10,465.7</b>	<b>\$ 10,133.7</b>	<b>\$ 331.9</b>	<b>\$ 94,191.0</b>	<b>\$ 86,599.0</b>	<b>\$ 7,592.0</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ 340.4</b>			<b>\$ 3,576.2</b>		

1. Line of Credit balance as of April 20, 2023, is \$3,166,657.52
2. Non-Operating COVID Revenue and Expenses YTD - \$97,651



HAMPTON ROADS TRANSIT

**Draft Financial Statement**

# OPERATING FINANCIAL STATEMENTS

## March 2023

### 757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2023	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance	Budget	Actual	Variance		
<b>Operating Revenue</b>									
Passenger Revenue	\$ 879.4	\$ 73.3	\$ 65.8	\$ (7.5)	(10.2) %	\$ 659.5	\$ 463.7	\$ (195.8)	(29.7) %
RTS Program	10,319.0	859.9	483.4	(376.5)	(43.8) %	7,739.2	3,737.7	(4,001.6)	(51.7) %
<b>TOTAL REVENUE</b>	<b>\$ 11,198.3</b>	<b>\$ 933.2</b>	<b>\$ 549.2</b>	<b>\$ (384.0)</b>		<b>\$ 8,398.7</b>	<b>\$ 4,201.4</b>	<b>\$ (4,197.4)</b>	
Personnel Services	\$ 7,997.5	\$ 666.5	\$ 402.1	\$ 264.3	39.7 %	\$ 5,998.1	\$ 3,112.1	\$ 2,886.0	48.1 %
Contract Services	966.9	80.6	44.7	35.9	44.5 %	725.2	332.1	393.1	54.2 %
Materials & Supplies	1,934.3	161.2	83.7	77.5	48.1 %	1,450.7	620.0	830.7	57.3 %
Utilities	74.3	6.2	5.1	1.1	17.5 %	55.7	29.6	26.1	46.9 %
Casualties & Liabilities	225.4	18.8	13.5	5.3	28.1 %	169.1	107.6	61.4	36.3 %
<b>TOTAL EXPENSE</b>	<b>\$ 11,198.3</b>	<b>\$ 933.2</b>	<b>\$ 549.2</b>	<b>\$ 384.0</b>		<b>\$ 8,398.7</b>	<b>\$ 4,201.4</b>	<b>\$ 4,197.4</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ -</b>				<b>\$ -</b>		



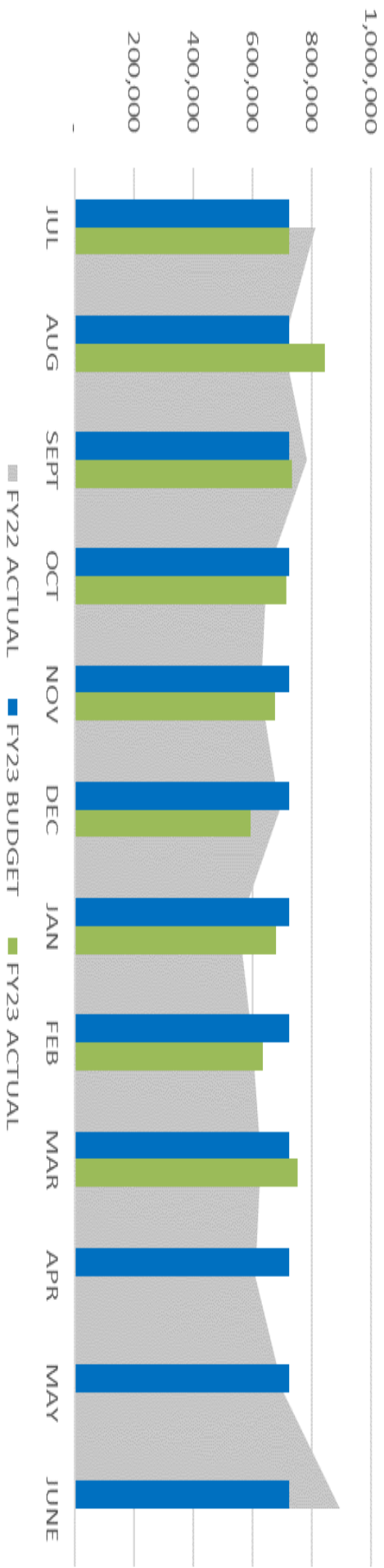
HAMPTON ROADS TRANSIT

**Draft Financial Statement**

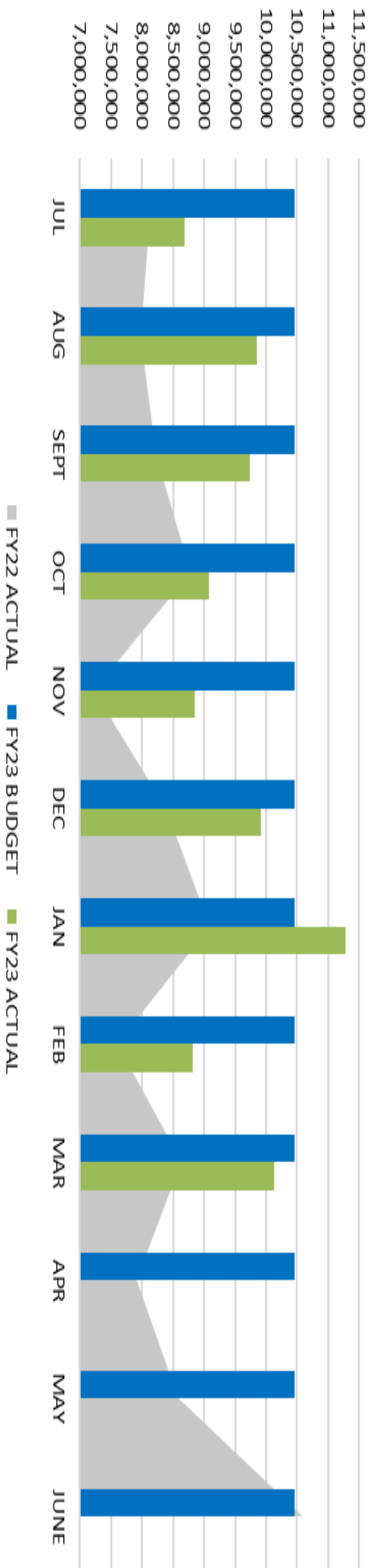
# OPERATING FINANCIAL STATEMENTS

Mar 2023

## Farebox Revenue



## Total Expenses



HAMPTON ROADS TRANSIT

Draft Financial Statement

# OPERATING CROSSWALK

## March 2023

	YEAR-TO-DATE					VARIANCE + / (-)
	FISCAL YEAR 2023 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	
<b>REVENUE</b>						
Passenger Revenue	\$ 6,521.0	\$ 5,776.5	\$ 575.6	\$ 6,352.1	\$ (168.9)	
Advertising Revenue	\$ 600.0	\$ 523.9	\$ 38.3	\$ 562.2	\$ (37.8)	
Other Transportation Revenue	\$ 1,619.2	\$ -	\$ 1,980.0	\$ 1,980.0	\$ 360.8	
Non-Transportation Revenue	\$ 45.0	\$ 106.6	\$ 139.8	\$ 246.4	\$ 201.4	
Federal Funding (PM 5307/5337)	\$ 20,020.5	\$ 19,650.7	\$ -	\$ 19,650.7	\$ (369.8)	
HRRTF Funding <sup>1</sup>	\$ 7,739.2	\$ -	\$ 3,737.7	\$ 3,737.7	\$ (4,001.5)	
State Funding	\$ 23,598.7	\$ 23,598.7	\$ -	\$ 23,598.7	\$ -	
Local Funding	\$ 34,047.4	\$ 34,047.4	\$ -	\$ 34,047.4	\$ -	
<b>TOTAL REVENUE:</b>	<b>\$ 94,191.0</b>	<b>\$ 83,703.8</b>	<b>\$ 6,471.4</b>	<b>\$ 90,175.2</b>	<b>\$ (4,015.8)</b>	
<b>EXPENSE</b>						
Personnel Services	\$ 58,127.9	\$ 50,876.1	\$ 3,662.9	\$ 54,539.0	\$ 3,588.9	
Services	\$ 9,279.5	\$ 6,932.3	\$ 499.1	\$ 7,431.4	\$ 1,848.1	
Materials & Supplies	\$ 11,723.0	\$ 9,687.8	\$ 697.5	\$ 10,385.3	\$ 1,337.7	
Utilities	\$ 981.6	\$ 961.6	\$ 69.2	\$ 1,030.8	\$ (49.2)	
Casualties & Liabilities	\$ 2,992.8	\$ 3,026.2	\$ 217.9	\$ 3,244.1	\$ (251.3)	
Purchased Transportation	\$ 10,039.0	\$ 8,487.5	\$ 611.0	\$ 9,098.5	\$ 940.5	
Other Miscellaneous Expenses	\$ 1,047.2	\$ 811.5	\$ 58.4	\$ 869.9	\$ 177.3	
<b>TOTAL EXPENSE:</b>	<b>\$ 94,191.0</b>	<b>\$ 80,783.0</b>	<b>\$ 5,816.0</b>	<b>\$ 86,599.0</b>	<b>\$ 7,592.0</b>	
<b>BUDGET STATUS TO DATE<sup>2</sup>:</b>	<b>\$ -</b>	<b>\$ 2,920.8</b>	<b>\$ 655.4</b>	<b>\$ 3,576.2</b>	<b>\$ 3,576.2</b>	

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.
2. Includes estimated year-to-date Locality Service Reliability Plan credit.



HAMPTON ROADS TRANSIT

**Draft Financial Statement**

# LOCALITY RECONCILIATION

March 2023

FISCAL YEAR 2023 (Dollars in Thousands)	TOTAL LOCALITY		
	ANNUAL BUDGET	YEAR-TO-DATE BUDGET	ACTUAL VARIANCE
Locality Operating Share	\$ 45,396.5	\$ 34,047.4	\$ 34,047.4 \$ -
Plus: Local Farebox	\$ 7,647.8	\$ 5,735.9	\$ 5,776.5 \$ 40.6
Locality Share - Sub-Total:	\$ 53,044.3	\$ 39,783.3	\$ 39,823.9 \$ 40.6
Plus: Federal Aid	\$ 26,694.1	\$ 20,020.6	\$ 19,650.7 \$ (369.9)
State Aid	\$ 31,464.9	\$ 23,598.7	\$ 23,598.7 \$ -
Total Revenue Contribution:	\$ 111,203.3	\$ 83,402.6	\$ 83,073.3 \$ (329.3)
Operating Expenses:	\$ 111,203.3	\$ 83,402.6	\$ 80,152.5 \$ (3,250.1)
<b>Locality Budget Status to Date<sup>1</sup>:</b>			<b>\$ 2,920.8</b>

## KPI

Farebox Recovery:	6.9%	7.2%
Farebox % of Budgeted Expense:	6.9%	6.9%

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



# LOCALITY RECONCILIATION

## March 2023

	CHESAPEAKE			
	ANNUAL BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE
<b>FISCAL YEAR 2023</b> (Dollars in Thousands)				
Locality Operating Share	\$ 2,723.7	\$ 2,042.7	\$ 2,042.7	\$ -
Plus: Local Farebox	\$ 455.0	\$ 341.3	\$ 313.8	\$ (27.5)
Locality Share - Sub-Total:	\$ 3,178.7	\$ 2,384.0	\$ 2,356.5	\$ (27.5)
Plus: Federal Aid	\$ 2,007.6	\$ 1,505.7	\$ 1,747.8	\$ 242.1
State Aid	\$ 1,993.8	\$ 1,495.4	\$ 1,554.7	\$ 59.3
Total Revenue Contribution:	\$ 7,180.1	\$ 5,385.1	\$ 5,659.0	\$ 273.9
Operating Expenses:	\$ 7,180.1	\$ 5,385.1	\$ 5,377.8	\$ (7.3)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 281.2</b>
<b>KPI</b>				
Farebox Recovery:		6.3%	5.8%	
Farebox % of Budgeted Expense:			5.8%	

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



# LOCALITY RECONCILIATION

## March 2023

	HAMPTON			
	ANNUAL BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE
<b>FISCAL YEAR 2023</b> (Dollars in Thousands)				
Locality Operating Share	\$ 4,722.4	\$ 3,541.8	\$ 3,541.8	\$ -
Plus: Local Farebox	\$ 672.7	\$ 504.5	\$ 569.6	\$ 65.1
Locality Share - Sub-Total:	\$ 5,395.1	\$ 4,046.3	\$ 4,111.4	\$ 65.1
Plus: Federal Aid	\$ 3,265.3	\$ 2,449.0	\$ 2,837.6	\$ 388.6
State Aid	\$ 3,387.3	\$ 2,540.5	\$ 2,713.2	\$ 172.7
Total Revenue Contribution:	\$ 12,047.7	\$ 9,035.8	\$ 9,662.2	\$ 626.4
Operating Expenses:	\$ 12,047.7	\$ 9,035.8	\$ 9,265.2	\$ 229.4
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 397.0</b>
<b>KPI</b>				
Farebox Recovery:		5.6%	6.1%	
Farebox % of Budgeted Expense:			6.3%	

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



# LOCALITY RECONCILIATION

## March 2023

	NEWPORT NEWS		YEAR-TO-DATE		VARIANCE
	ANNUAL BUDGET	BUDGET	ACTUAL		
<b>FISCAL YEAR 2023</b> (Dollars in Thousands)					
Locality Operating Share	\$ 7,492.8	\$ 5,619.6	\$ 5,619.6	\$ -	
Plus: Local Farebox	\$ 1,111.7	\$ 833.8	\$ 957.5	\$ 123.7	
Locality Share - Sub-Total:	\$ 8,604.5	\$ 6,453.4	\$ 6,577.1	\$ 123.7	
Plus: Federal Aid	\$ 4,917.0	\$ 3,687.8	\$ 4,216.9	\$ 529.1	
State Aid	\$ 5,337.1	\$ 4,002.8	\$ 4,259.6	\$ 256.8	
Total Revenue Contribution:	\$ 18,858.6	\$ 14,144.0	\$ 15,053.6	\$ 909.6	
Operating Expenses:	\$ 18,858.6	\$ 14,144.0	\$ 14,454.2	\$ 310.2	
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 599.4</b>	

### KPI

Farebox Recovery:	5.9%	6.6%
Farebox % of Budgeted Expense:		6.8%

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





# LOCALITY RECONCILIATION

## March 2023

FISCAL YEAR 2023 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE
Locality Operating Share	\$ 19,709.4	\$ 14,782.1	\$ 14,782.1	\$ -
Plus: Local Farebox	\$ 3,560.9	\$ 2,670.7	\$ 2,585.5	\$ (85.2)
Locality Share - Sub-Total:	\$ 23,270.3	\$ 17,452.8	\$ 17,367.6	\$ (85.2)
Plus: Federal Aid	\$ 9,763.3	\$ 7,322.5	\$ 5,514.4	\$ (1,808.1)
State Aid	\$ 13,163.5	\$ 9,872.6	\$ 9,267.5	\$ (605.1)
Total Revenue Contribution:	\$ 46,197.1	\$ 34,647.9	\$ 32,149.5	\$ (2,498.4)
Operating Expenses:	\$ 46,197.1	\$ 34,647.9	\$ 31,258.7	\$ (3,389.2)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 890.8</b>

### KPI

Farebox Recovery:	7.7%	8.3%
Farebox % of Budgeted Expense:	7.5%	

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



# LOCALITY RECONCILIATION

## March 2023

FISCAL YEAR 2023 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE
Locality Operating Share	\$ 2,880.2	\$ 2,160.2	\$ 2,160.2	\$ -
Plus: Local Farebox	\$ 559.6	\$ 419.7	\$ 381.4	\$ (38.3)
Locality Share - Sub-Total:	\$ 3,439.8	\$ 2,579.9	\$ 2,541.6	\$ (38.3)
Plus: Federal Aid	\$ 1,942.8	\$ 1,457.1	\$ 1,605.0	\$ 147.9
State Aid	\$ 2,072.7	\$ 1,554.5	\$ 1,588.0	\$ 33.5
Total Revenue Contribution:	\$ 7,455.3	\$ 5,591.5	\$ 5,734.6	\$ 143.1
Operating Expenses:	\$ 7,455.3	\$ 5,591.5	\$ 5,489.6	\$ (101.9)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 245.0</b>

### KPI

Farebox Recovery:	7.5%	6.9%
Farebox % of Budgeted Expense:		6.8%

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



# LOCALITY RECONCILIATION

## March 2023

FISCAL YEAR 2023 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE
Locality Operating Share	\$ 7,868.0	\$ 5,901.0	\$ 5,901.0	\$ -
Plus: Local Farebox	\$ 1,287.9	\$ 965.9	\$ 968.7	\$ 2.8
Locality Share - Sub-Total:	\$ 9,155.9	\$ 6,866.9	\$ 6,869.7	\$ 2.8
Plus: Federal Aid	\$ 4,798.1	\$ 3,598.5	\$ 3,729.0	\$ 130.5
State Aid	\$ 5,510.5	\$ 4,132.9	\$ 4,215.7	\$ 82.8
Total Revenue Contribution:	\$ 19,464.5	\$ 14,598.3	\$ 14,814.4	\$ 216.1
Operating Expenses:	\$ 19,464.5	\$ 14,598.3	\$ 14,307.0	\$ (291.3)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 507.4</b>
<b>KPI</b>				
Farebox Recovery:		6.6%	6.8%	
Farebox % of Budgeted Expense:			6.6%	

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



<b>Contract No.:</b> 22-00169	<b>Title:</b> Chesapeake High-Capacity Transit Corridor Study	<b>Contract Amount:</b> \$1,623,680.00
----------------------------------	--	---

**Acquisition Description:** Enter into a contract with a qualified Consultant to conduct a Chesapeake high-capacity transit corridor study.

**Background:** Hampton Roads Transit (HRT) is seeking a consultant to develop and screen potential high-capacity transit corridors and technology options that connect the Greenbrier Town Center area of Chesapeake to the wider region. Under the terms of this agreement, the Consultant shall produce a summary report that outlines the study progress and identifies up to two (2) high-capacity transit alignment options and their appropriate technology that can be carried forward into subsequent phases for further analysis and environmental review under federal National Environmental Policy Act (NEPA) guidelines.

**Contract Approach:** A Request for Proposals was issued on January 3, 2023. Three (3) proposals were received on February 2, 2023, from the following firms:

- Kimley-Horn and Associates, Inc. (Kimley-Horn)
- STV Inc. dba STV Group, Inc. (STV)
- WSP USA, Inc.

Upon initial review and evaluation of the technical proposals, two (2) firms (Kimley-Horn and STV) were rated best to meet the Scope of Work requirements and, as a result, were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work.

Following the technical presentations and interviews, HRT Staff determined that STV was the most technically qualified to provide the services described in the Scope of Work based on clarifications provided during their presentation. Therefore, STV was further invited for discussion and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing their proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

As a result of the negotiations, STV reduced its total price by \$133,802.00, or approximately 7.6%. Based on the results of the negotiations, a price analysis performed, and the fact that pricing was obtained in a competitive environment STV’s pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that STV is technically and financially capable of performing the work.

STV is located in Virginia Beach, VA and has provided similar services to the Fairfax County Department of Transportation in Fairfax, VA and the Montgomery County Department of

<b>Contract No.:</b> 22-00169	<b>Title:</b> Chesapeake High-Capacity Transit Corridor Study	<b>Contract Amount:</b> \$1,623,680.00
----------------------------------	---	---

Transportation in Montgomery County, MD. STV has also provided similar services to HRT satisfactorily.

The Contract period of performance is eighteen (18) months.

A 9% DBE goal was assigned to this solicitation and STV has committed to achieving 21% DBE participation.

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

**Project Manager:** Sherri Dawson, Director of Transit Development

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to STV Group, Inc. to conduct a Chesapeake high-capacity transit corridor study in the not-to-exceed amount of \$1,623,680.00.

### SOLICITATION SUMMARY

<b>Offeror</b>	<b>Original Offer</b>	<b>Best and Final Offer</b>
Kimley-Horn and Associates, Inc.	\$1,270,639.00	N/A
WSP USA, Inc.	\$1,481,020.00	N/A
<b>STV Group, Inc.</b>	<b>\$1,757,482.00</b>	<b>\$1,623,680.00</b>



HAMPTON ROADS  
TRANSIT

# CHESAPEAKE HIGH-CAPACITY TRANSIT CORRIDOR STUDY

OPERATIONS & OVERSIGHT COMMITTEE

April 13, 2023

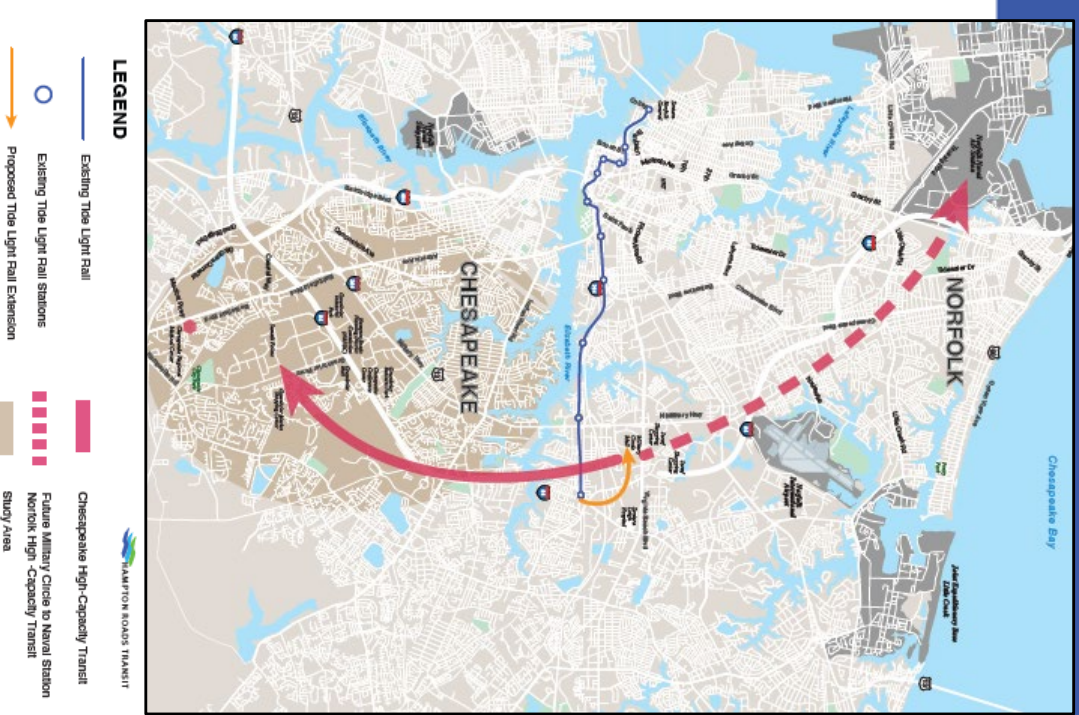
[gohrt.com](http://gohrt.com)

# OVERVIEW

## 18-MONTH PROJECT EFFORT

### PROJECT RESULTS NEED TO IDENTIFY:

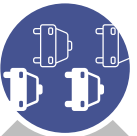
- PURPOSE & NEED FOR HIGH-CAPACITY TRANSIT
- DEFINITION OF ALIGNMENT ALTERNATIVES & TECHNOLOGIES
- SCREENING AND EVALUATION OF ALTERNATIVES
- COST EFFECTIVE ALTERNATIVES THAT CAN EFFECTIVELY COMPETE FOR CAPITAL INVESTMENT GRANT FUNDING



# TASKS / ACTIVITIES



ROBUST PUBLIC ENGAGEMENT PLAN & STRATEGY



TRAFFIC ANALYSES (FORM & FIT)



ORDER OF MAGNITUDE COST ESTIMATES



TRANSIT OPERATIONS PLANS



RIDERSHIP FORECASTS



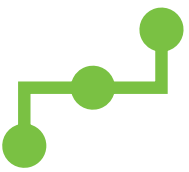
FUTURE LAND USE DEVELOPMENT ANALYSES &  
TRANSIT PROPENSITY ANALYSES



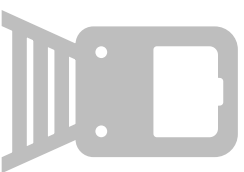


# PURPOSE AND NEED

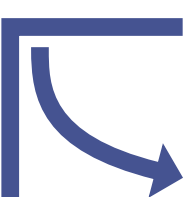
## THE PURPOSE AND NEED WILL FOCUS ON:



IMPROVE CONNECTIONS  
BETWEEN GROWTH  
AREAS IN CHESAPEAKE  
AND NORFOLK



ENHANCE THE VIABILITY OF  
CHESAPEAKE'S ECONOMY  
BY IMPROVING REGIONAL  
TRANSPORTATION



PROVIDE MEANS TO  
FOCUS AND SUPPORT  
FUTURE GROWTH IN  
CHESAPEAKE



REDUCE AUTO-  
DEPENDENCY



MINIMIZE IMPACTS TO  
THE ENVIRONMENT



HAMPTON ROADS TRANSIT

# TENTATIVE SCHEDULE

CONTRACT AWARD

APRIL 27, 2023

NOTICE TO PROCEED ISSUED

MAY 1, 2023

EXPECTED PROJECT CLOSEOUT

JANUARY 31, 2025





HAMPTON ROADS  
TRANSIT

# DISCUSSION / QUESTIONS

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

<b>Contract No.:</b> 23-00222	<b>Title:</b> General Planning Consultant Services (Renewal)	<b>Contract Amount:</b> \$1,900,000.00 2 Yrs. w/1 1-yr. Option
----------------------------------	--	--

**Acquisition Description:** Enter into a renewal contract with a qualified Consulting firm to provide General Planning Consulting services on a Task Order basis.

**Background:** HRT requires the services of a consulting firm to assist in a variety of transit related planning services including, but not limited to, development of the ten-year Capital Improvement Plan; annual updates to the state required ten-year Transit Strategic Plan; MicroTransit and Demand Responsive Services planning and analysis support; service evaluation support; HRT Bus network redesign analysis; National Transit Database (NTD) compliance; public outreach services; financial planning; Title VI support; route scheduling support utilizing HASTUS software; fare evaluation and fare policy analysis; environmental analysis; long range plan development support; FTA Capital Investment Grant planning; ferry planning support; State of Good Repair and asset management analyses; and ridership and operational forecasting activities. Under the terms of this agreement, the Contractor will provide the required services on a Task Order basis.

**Contract Approach:** A Request for Proposals was issued on January 25, 2023. Two (2) proposals were received on February 24, 2023, from the following firms:

- Foursquare Integrated Transportation Planning, Inc. (Foursquare)
- Michael Baker International, Inc. (Michael Baker)

Upon review and evaluation of the technical proposals, both firms were deemed technically qualified to meet the Scope of Work (SOW) requirements; therefore, no presentations or proposal clarifications were required.

In response to the RFP, proposers were required to provide hourly rates for various labor categories for the services described in the SOW, to be utilized when establishing pricing for proposed Task Orders.

At the conclusion of the technical evaluations, negotiations were held with both firms for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an analysis of the BAFOs received, HRT Staff determined that Foursquare provided the best value based on a combination of technical capability and price. As a result of the negotiations, Foursquare reduced their annual escalation from 6% to 4%.

<b>Contract No.:</b> 23-00222	<b>Title:</b> General Planning Consultant Services (Renewal)	<b>Contract Amount:</b> \$1,900,000.00 2 Yrs. w/1 1-yr. Option
----------------------------------	--	--

Based on a price analysis performed, and the fact that the labor rates were obtained in a competitive environment, Foursquare's rates are deemed fair and reasonable. A contractor responsibility review performed confirmed that Foursquare is technically and financially capable to perform the services.

Foursquare, is located in Rockville, MD and has provided similar services for the Washington Metropolitan Area Transit Authority in Washington, DC; the Jacksonville Transportation Authority in Jacksonville, FL; and the Maryland Transit Administration in Baltimore, MD. Foursquare currently provides these services for HRT satisfactorily.

The period of performance for this contract is two (2) base years, with one (1) additional one-year option.

No DBE goal was assigned for this solicitation.

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

**Project Manager:** Ray Amoruso, Chief Planning and Development Officer

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Foursquare Integrated Transportation Planning, Inc. to provide general planning consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$1,900,000.00 over the three-year period.

<b>Contract No:</b>	<b>Title:</b>	<b>Modification Amount</b>
20-00080, Modification No. 4	Microsoft Dynamics 365 Support Services	\$619,250.00

**Acquisition Description:** Award a contract modification to increase the Microsoft Dynamics 365 (D365) Support Services contract value by an additional \$619,250.00.

**Background:** In July 2020, the Commission approved the award of a Contract to Crowe LLP (Crowe) in the not-to-exceed amount of \$1,120,000.00 to provide support and maintenance services for Hampton Roads Transit's (HRT's) Microsoft D365 financial software. The Contract was awarded through a Sole Source Procurement due to the specific requirements of the solicitation. The Scope of Work requires the Contractor to provide critical support including reports, integrations, training, and new activities associated with the system.

A Modification was issued in December 2022 in the amount of \$280,000.00, which increased the contract value to \$1,400,000.00, in order to continue to provide support for HRT's Microsoft D365 Finance and Operations application, including critical projects such as FY22 year-end-close.

In anticipation of the Contract expiration on June 15, 2023, a Scope of Work is being developed to review and redefine its requirements prior to re-solicitation. HRT intends to re-solicit for these services in the second quarter of 2023. In the meantime, an increase to the current Contract amount is required to accommodate the on-going required support for Microsoft D365.

This Modification will extend the Contract for up to twelve (12) months and provide the requisite additional funding.

**Contract Approach:** The estimated amount of \$619,250.00 is based on current average monthly costs incurred for Microsoft D365 Finance and Operations application support services.

**Cost/Funding:** This Modification will be funded with HRRTF grant and operating Funds.

**Project Managers:** Glenda Dixon, Director of ERP Services

**Contracting Officer:** Jessica White, Contract Administrator

**Recommendation:** It is respectfully recommended that the Commission approve the award of a modification to increase the Microsoft Dynamics 365 Support Services contract by an additional \$619,250.00, to a not-to-exceed amount of \$2,019,250.00.

# DYNAMICS 365 FINANCE & OPERATION



**20-00080, Modification**

**Microsoft Dynamics 365 Support Services**

**Operations & Oversight 04/27/2023**

# Agenda

- Objectives
- Overview
- History
- Support Services
- Closing



# Objectives

- Modification to extend current Microsoft Dynamics 365 (D365) Support Services contract to ensure there's no gap in the support HRT receives for the D365 Platform.
- HRT is reassessing the previous SOW to include reaching out to vendor services such as Gartner in preparation to re-release the solicitation for a Support Services/Managed Service provider in the 2<sup>nd</sup> quarter 2023.
- Responses from solicitation in fourth quarter of last year for the Support Services/Managed Services were not acceptable.

# Overview

## **Microsoft Dynamics 365 Finance and Operations**

- Top Tier Financial Management System in the Market
- Highly complex and Highly configurable platform
- Multiple of modules which are interpedently connected
- Supports Operational agility

# Overview (cont.)



## Complete Business Solution

### Finance



Budget & Forecast



Project Accounting



Invoicing & Billing



Fixed Assets



Accounts Receivable



General Ledger



Accounts Payable



Cash & bank Management



Credit & Collections



Expense

### Operations



Distribution



Cost Management



Inventory Management



Master Planning



Procurement & Sourcing



Product Info Mgmt



Production Control



Transportation Management



Manufacturing



Warehouse Management



The Power of Microsoft Cloud

# History

## Microsoft Dynamics 365 Finance and Operations

- Implemented in 4<sup>th</sup> quarter 2019
- Cloud SaaS solution managed by Microsoft
- Crowe was selected as HRT's implementation partner for Microsoft Dynamics 365 Finance and Operations. Crowe has been working with HRT since 2017.
- Crowe partnered with HRT to implement the following modules and to provide day to day support of its Financial and Inventory Operations.

### HRT Microsoft Dynamics F&O Implemented Modules (9 in 1)

Accounts Payable	Cash and Bank Management	Inventory Management
Accounts Receivable	Fixed Assets	Procurement and Sourcing
Budgeting	General Ledger	Project Mgmt and Accounting (includes Grants)

# Support Services

**Crowe has currently been providing support through out the following for HRT**

Implementation

Post Go-Live  
Support

Day to Day  
Operation Support

# Support Services (cont.)

Extended support is required to assist HRT in our day-to-day operations to manage the D365 platform (nine systems in one)

- Financial, procurement, inventory operations, etc.
- To provide high levels of service and availability for all users.
- To include providing for continued extension of the system and its use to achieve cost savings of the overall cost to operate and manage.
- Experts with knowledge and skills with all modules (systems within D365) are required to provide this level of support to operate D365 effectively.
- This specialized expertise is needed at any given time to support HRT.

# Support Services (cont.)

## Some Support Services Provided:

- Incident Resolution and Management (Day to Day Operational Support)
- Application Support and Configuration – To include Consulting and advisory services regarding improvements to systems and business processes.
- Application Upgrades and Updates
  - Microsoft Support Methodology mandates 2-3 Upgrades Annually
  - New mandate 4<sup>th</sup> quarter 2022 also mandates monthly updates
- Report Design and Development
- Ongoing Growth – Functional and Technical systems delivered enhancement services
- Proactively monitor system to identify potential areas of risk

# Conclusion

- Experts with knowledge and skills with all modules within D365 are required to provide level of support needed by HRT to operate D365 effectively.
- To provide we need to ensure there's no gap in the support HRT receives for the D365 Platform with an extension of the current Microsoft Dynamics 365 (D365) Support Services contract.





**Thank you**

<b>Contract No:</b> 22-00176	<b>Title:</b> Passenger Information System	<b>Contract amount:</b>	
		Three Base Years:	\$ 291,040.00
		Two Option Years:	\$ 94,645.00
		<b>Total:</b>	<b>\$ 385,685.00</b>

**Acquisition Description:** Enter into a contract with a qualified Contractor to implement, support, and maintain a Passenger Information Back-Office System at Hampton Roads Transit’s (HRT’s) transit centers.

**Background:** HRT requires a Contractor to implement a passenger information back-office system at four (4) transit centers served by its fixed-route bus service. The System will consist of a cloud-based secure central management system and a collection of media player devices. As HRT adds passenger amenities, additional locations may become eligible for system deployment throughout the duration of the Contract. The Contractor will also provide a test system for user training and system monitoring at HRT’s Norfolk operational facility. Under the terms of this agreement, the Contractor will provide a turnkey cloud-based Software-as-a-Service (SaaS) system, with the ability to deliver reliable and accurate transit passenger information on a 24x7 basis, to be displayed on already installed large form factor industrial grade digital signage displays. The Contractor will host the secure, fully functional, cloud-based platform which supports all aspects of the system.

**Contract Approach:** A Request for Proposals (RFP) was issued on May 20, 2022. One (1) proposal was received on July 26, 2022, from ETA Transit Systems (ETA). A post solicitation survey conducted concluded that most firms solicited were unable to meet the Scope of Work requirements due to stringent performance, support, and cyber security requirements. 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 various components of the system, including the media management controller devices, software licenses, and monthly rates for hosting the system.

After evaluation of the proposal received, ETA 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 ETA was technically qualified to meet the requirements.

HRT staff decided to enter into negotiations with ETA for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed pricing. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested. The BAFO request included an increase in the required quantity of media management controller devices from twelve (12) to fifteen (15).

<b>Contract No:</b> 22-00176	<b>Title:</b> Passenger Information System	<b>Contract amount:</b>	
		Three Base Years:	\$ 291,040.00
		Two Option Years:	\$ 94,645.00
		<b>Total:</b>	<b>\$ 385,685.00</b>

ETA did not offer any price concessions in their BAFO; however, ETA certified that the BAFO pricing was in line with pricing offered to other transit agencies. Based on a price analysis conducted utilizing the Independent Cost Estimate, and ETA’s certification that the pricing is similar to prices offered to other transit agencies, ETA’s pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that ETA is technically and financially capable to perform the services.

ETA Transit Systems is located in Boca Raton, FL and provides similar services to Ace Commuter Rail in Stockton, CA; South Florida Regional Transit Authority in Pompano Beach, FL; and Amtrak, in Washington, DC.

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

No DBE goal was established for this solicitation.

**Cost/Funding:** This Contract will be funded by HRRTF funds.

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

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to ETA Transit Systems to provide a passenger information system in the not-to-exceed amount of \$385,685.00 over five (5) years.

**Solicitation Results**

<b>Proposer</b>	<b>Original Proposed Price</b>	<b>BAFO Price</b>
ETA Transit Systems	\$304,000.00	\$385,685.00

**ETA Transit Systems’ Pricing Summary**

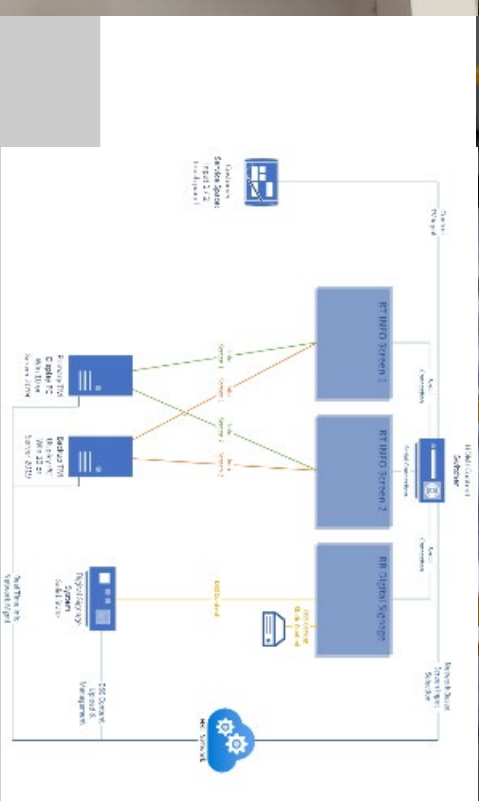
<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Base Year 3</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Total Price</b>
\$232,500.00	\$27,500.00	\$31,040.00	\$46,970.00	\$47,675.00	\$385,685.00

# Passenger Information System April 27, 2023 – TDCHR Meeting

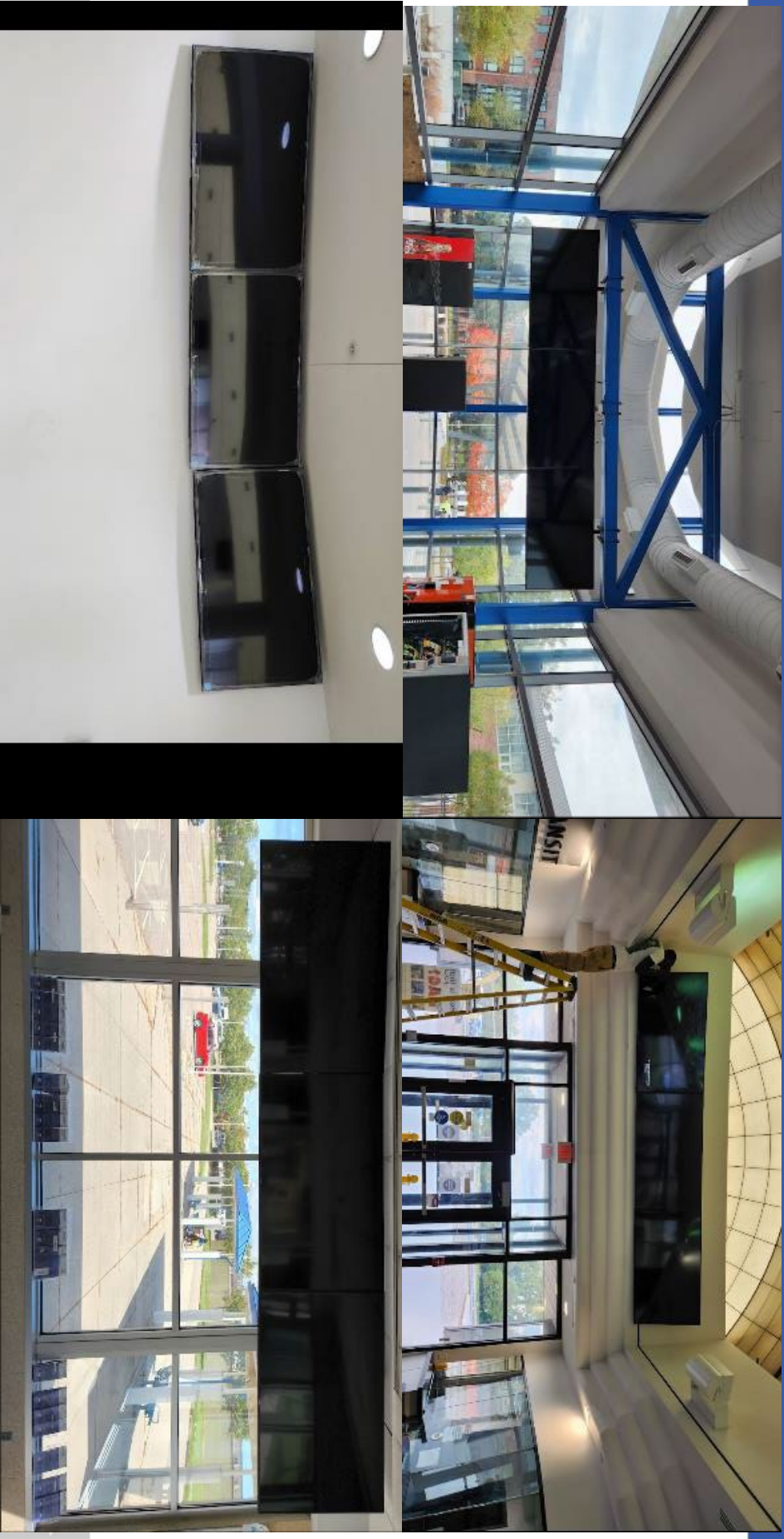


HAMPTON ROADS TRANSIT

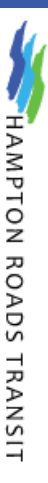
# Passenger Information System



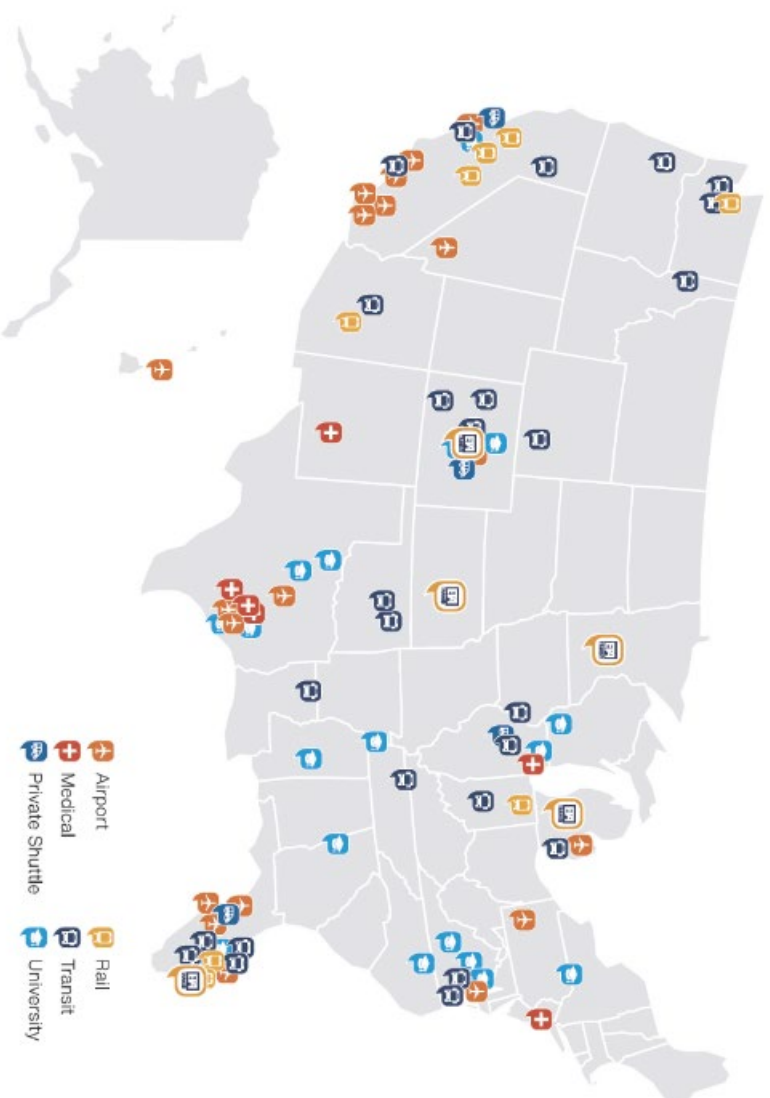
# Passenger Information System



# Passenger Information System



# Passenger Information System



HAMPTON ROADS TRANSIT



# Passenger Information System



Technology partners



HAMPTON ROADS TRANSIT

# Passenger Information System



<b>Contract No.:</b> 23-00230	<b>Title:</b> Provision of Fifteen (15) 40' Buses	<b>Total Amount:</b> \$9,660,870.00
----------------------------------	--	--

**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure fifteen (15) 40' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase fifteen (15) 40' heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$470,996.21 for a standard 40' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$644,058.00 for the 40' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly, and motor vehicle safety standards have been received and verified.

**Cost/Funding:** This Contract will be funded with federal CMAQ, RSTP grants, IOEP grants, state, and ACC funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

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

<b>Contract No.:</b> 23-00230	<b>Title:</b> Provision of Fifteen (15) 40' Buses	<b>Total Amount:</b> \$9,660,870.00
----------------------------------	--	--

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure fifteen (15) heavy duty 40' low floor diesel buses in the total amount of \$9,660,870.00.

# Bus Procurement For Operations and Oversight

April 27, 2023

# Vehicle Apportionment

	Victoria	18th St
29ft		5
35ft	10	7
40ft Expansion IOEP	6	
40ft	1	8
40ft MAX	7	7
	24	27

# Funding

	<b>Total</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
RSTP 80/20/0	\$ 11,507,201	\$ 7,698,507	\$ 1,924,627	\$ -
CMAQ 80/20/0	\$ 10,826,454	\$ 8,661,163	\$ 2,165,291	\$ -
IOEP 0/100/0	\$ 3,806,224	\$ -	\$ 3,806,224	\$ -
5339 28/68/4	\$ 7,076,850	\$ 1,981,518	\$ 4,812,258	\$ 283,074
<b>TOTAL</b>	<b>\$ 33,216,729</b>	<b>\$ 18,341,188</b>	<b>\$ 12,708,400</b>	<b>\$ 283,074</b>

- No local funding (<1% of total) paired with RSTP, CMAQ or IOEP funding

# Cost Drivers (Options)

COST DRIVER OPTIONS OVER \$2,000				
ELECTRIC STEERING ASSIST	REDUCE OPERATOR INJURY			\$2,494.00
HVAC SYSTEM	RELIABILITY / PASSENGER COMFORT	TEA14 ELECTRIC UNIT W/ BRUSHLESS MOTORS / R407C		\$14,495.00
TK AIR PURIFICATION SYSTEM	PASSENGER SAFETY			\$4,785.00
REAR SEAT RISER FORWARD	PASSENGER COMFORT			\$2,645.00
FACING SEATS IN UPPER DECK				
FULL COMPOSITE FLOOR	DURABILITY			\$2,200.00
EXTERIOR PAINT	HRT COLOR SCHEME	4-COLORS w/ CLEARCOAT		\$8,250.00
DASH MTD MULTI FUNCTION DISPLAY (MFD)	OPERATIONS TECHNOLOGY UPGRADE	REQUIRED W/ CUSTOMER REQUIRED CAMERA INTEGRATIONS		\$3,861.00
EXTENDED WARRANTIES	COST AVOIDANCE			\$6,892.00
DRIVER BARRIER	OPERATOR SECURITY			\$6,683.00
ADDITIONAL SEATING IN ADA AREA	PASSENGER COMFORT			\$15,763.00
VIDEO SURVEILLANCE SYSTEM	TECHNOLOGY UPGRADE	INCLUDES WIFI CAPABILITY		\$19,044.00
VONTAS TRANSIT MASTER	TECHNOLOGY UPGRADE			\$28,938.00
FAREBOX	TECHNOLOGY UPGRADE	WITH CASHLESS FARE VALIDATOR		\$26,750.00
LUGGAGE LOFT (MAX ONLY)	PASSENGER AMMNITIES	WITH READING LIGHTS		\$36,047.00



# Historical Unit Cost

Type	Delivery Year					2024 Projected
	2019	2020	2021	2022	2023	
29	\$ 466,097	\$ 479,353	\$ 492,606	\$ 513,503	\$ 621,399	\$ 708,394.86
35	\$ 484,197	\$ 508,161	\$ 533,863	\$ 597,647	\$ 637,402	\$ 726,638.28
40	\$ 488,490	\$ 515,504	\$ 530,190	\$ 603,899	\$ 644,058	\$ 734,226.12
MAX	\$ 474,900	\$ 501,979	\$ 551,552	\$ 611,634	\$ 686,645	\$ 782,775.30
	<b>3.68</b>	<b>4.77%</b>	<b>5.15%</b>	<b>10.36%</b>	<b>11.30%</b>	<b>14.00%</b>
<b>Annual Increase</b>						



# QUESTIONS?

<b>Contract No.:</b> 23-00231	<b>Title:</b> Provision of Five (5) 29' Buses	<b>Total Amount:</b> \$3,106,995.00
----------------------------------	--	--

**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure five (5) 29' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase five (5) 29' heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$459,604.71 for a standard 29' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$621,399.00 for the 29' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly, and motor vehicle safety standards have been received and verified.

**Cost/Funding:** This Contract will be funded with federal CMAQ and state grant funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

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

<b>Contract No.:</b> 23-00231	<b>Title:</b> Provision of Five (5) 29' Buses	<b>Total Amount:</b> \$3,106,995.00
----------------------------------	--	--

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure five (5) heavy duty 29' low floor diesel buses in the total amount of \$3,106,995.00.

<b>Contract No.:</b> 23-00233	<b>Title:</b> Provision of Fourteen (14) 40' Suburban Buses	<b>Total Amount:</b> \$9,613,030.00
----------------------------------	--	--

**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure fourteen (14) 40' Suburban Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase fourteen (14) 40' suburban heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$470,996.21 for a standard 40' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$686,645.00 for the 35' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly, and motor vehicle safety standards have been received and verified.

**Cost/Funding:** This Contract will be funded with federal 5339, CMAQ, RSTP, state, and ACC grant funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

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

<b>Contract No.:</b> 23-00233	<b>Title:</b> Provision of Fourteen (14) 40' Suburban Buses	<b>Total Amount:</b> \$9,613,030.00
----------------------------------	--	--

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure fourteen (14) heavy duty 40' suburban low floor diesel buses in the total amount of \$9,613,030.00.

<b>Contract No:</b> 22-00172R	<b>Title:</b> Provision of Magnetic Fare Media (Renewal)	<b>Contract Amount:</b> Two Base Years:     \$377,000.00 One Option Year:     \$237,660.00 <b>Total:</b> <b>\$614,660.00</b>
----------------------------------	--	---

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide magnetic fare media for Hampton Roads Transit’s (HRT’s) public transportation services.

**Background:** HRT utilizes various magnetic fare media, which allows riders access to its provided public transportation. Magnetic fare media includes tickets for riding bus, rail, trolley, and ferry. Under the terms of this agreement, the Contractor is required to provide pre-printed and pre-encoded fare media stock according to HRT’s specifications.

**Contract Approach:** An Invitation for Bids (IFB) was issued on September 22, 2022. Although the solicitation was emailed to a number of potential vendors, as well as posted to both HRT’s and eVA’s websites, one (1) bid was received on October 19, 2022, from EDM Technology, Inc. (EDM). Historically, most firms solicited do not possess the capability to provide the requirements, such as the pre-encoding of media stock. Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into price negotiations with EDM.

Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed unit prices for the various fare media stock specified in the Scope of Work. During negotiations, EDM indicated that the increase in the proposed unit prices reflected the significant increases in the price of raw materials. Although, EDM did not offer any pricing concession, the pricing is deemed fair and reasonable based on a price analysis conducted utilizing historical data, the justification from EDM regarding the increases in costs, and certification from EDM that the pricing is similar to prices offered to other transit agencies. A contractor responsibility review performed confirmed that EDM is technically and financially capable of performing the services.

EDM is located in High Point, NC, and has provided similar services to Cubic Transportation System in Tullahoma, TN; and New York City Transit Authority in Brooklyn, NY. EDM also provides these services to HRT satisfactorily.

The period of performance for this contract is two (2) base years with one (1) additional one-year option.

No DBE Goal was assigned for this solicitation.

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

**Project Managers:**     Sheri Dixon, Director of Revenue Services

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

<b>Contract No:</b> 22-00172R	<b>Title:</b> Provision of Magnetic Fare Media (Renewal)	<b>Contract Amount:</b> Two Base Years:     \$377,000.00 One Option Year: <u>\$237,660.00</u> <b>Total:</b> <b>\$614,660.00</b>
----------------------------------	--	--

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to EDM Technology, Inc. to provide magnetic fare media in the not-to-exceed amount of \$614,660.00 over a three-year period.

**EDM Technology, Inc.’s Pricing Summary**

Base Year 1	Base Year 2	Option Year 1	Total Price
\$188,500.00	\$188,500.00	\$237,660.00	\$614,660.00





Provision of Magnetic Fare Media  
Contract No.: 22-00172R  
April 27, 2023 - TDCHR Meeting

[gohrt.com](https://www.gohrt.com)

# EDM Technology, Inc. Proposal

Base Year 1	Base Year 2	Option Year 1	Total Bid Price
\$188,500.00	\$188,500.00	\$237,660.00	\$614,660.00

- Prior contract negotiated in November 2018
- Increase in cost due to the following:
  - ≈ 60% cost increase in materials
  - ≈ 25-50% cost increase in packaging
  - ≈ 50-60% cost increase in labor
  - ≈ 75-150% cost increase in transportation
- \$30000 minimum order value



## EDM 1-Year Price Comparison – Current Contract to New Contract

TICKET	QTY	OLD CONTRACT PRICE	OLD CONTRACT PRICE PER UNIT	NEW CONTRACT QTY	NEW CONTRACT PRICE	NEW CONTRACT PRICE PER UNIT	INCREASE	% INCREASE
Blank Gray Stock	2,000,000	\$ 23,500.00	\$ 0.01175	2,500,000	\$ 60,000.00	\$ 0.02400	\$ 36,500.00	155%
Blank Yellow Stock	50,000	\$ 1,400.00	\$ 0.02800	50,000	\$ 4,500.00	\$ 0.09000	\$ 3,100.00	221%
Blank Green Stock	50,000	\$ 1,400.00	\$ 0.02800	100,000	\$ 6,000.00	\$ 0.06000	\$ 4,600.00	329%
Go1Day	280,000	\$ 17,360.00	\$ 0.06200	350,000	\$ 43,750.00	\$ 0.12500	\$ 26,390.00	152%
Go1Day DF	100,000	\$ 6,200.00	\$ 0.06200	150,000	\$ 21,750.00	\$ 0.14500	\$ 15,550.00	251%
Annual GO365	15,000	\$ 1,500.00	\$ 0.10000	7,000	\$ 8,400.00	\$ 1.20000	\$ 6,900.00	460%
Semester GO265	6,000	\$ 600.00	\$ 0.10000	3,000	\$ 6,000.00	\$ 2.00000	\$ 5,400.00	900%
MAX 1 Day	30,000	\$ 3,000.00	\$ 0.10000	40,000	\$ 10,000.00	\$ 0.25000	\$ 7,000.00	233%
Go1Day VB Wave	1,500	\$ 150.00	\$ 0.10000	20,000	\$ 8,600.00	\$ 0.43000	\$ 8,450.00	5633%
Go1Day DF VB Wave				3,000	\$ 6,000.00	\$ 2.00	\$ 6,000.00	
Go3Day VB Wave				5,000	\$ 7,500.00	\$ 1.50	\$ 7,500.00	
Go3Day DF VB Wave				3,000	\$ 6,000.00	\$ 2.00	\$ 6,000.00	
<b>TOTALS</b>	<b>2,532,500</b>	<b>\$ 55,110.00</b>	<b>\$ 0.02176</b>	<b>3,231,000</b>	<b>\$ 188,500.00</b>	<b>\$ 0.05834</b>	<b>\$ 133,390.00</b>	<b>242%</b>
<b>COMPARISON OF OVERALL AVERAGE PRICE PER UNIT</b>								
	<b>TICKET QTY</b>	<b>TOTAL CONTRACT</b>	<b>AVG PRICE PER UNIT</b>	<b>TICKET QTY</b>	<b>TOTAL CONTRACT</b>	<b>AVG PRICE PER UNIT</b>		
	2,532,500	\$ 55,110.00	\$ 0.022	3,231,000	\$ 188,500.00	\$ 0.058		

## EDM Price Comparison – Base Year to Option Year

TICKET	QUANTITY		PRICE PER UNIT		PRICE		INCREASE PERCENTAGE ESTIMATE	
	BASE YEAR 2	NEW CONTRACT BASE YEAR 2	BASE YEAR 2	NEW CONTRACT BASE YEAR 2	OPTION YEAR 1	NEW CONTRACT OPTION YEAR 1		
Blank Gray Stock	2,500,000		\$0.02400	\$60,000.00	2,500,000	\$0.02800	\$70,000.00	17%
Blank Yellow Stock	50,000		\$0.09000	\$4,500.00	50,000	\$0.10400	\$5,200.00	16%
Blank Green Stock	100,000		\$0.06000	\$6,000.00	100,000	\$0.07000	\$7,000.00	17%
Go1Day (Bundles of 5)	350,000		\$0.12500	\$43,750.00	350,000	\$0.14400	\$50,400.00	15%
Go1Day DF (Bundles of 5)	150,000		\$0.14500	\$21,750.00	150,000	\$0.16700	\$25,050.00	15%
Annual GO365	7,000		\$1.20000	\$8,400.00	7,000	\$1.38000	\$9,660.00	15%
Semester GO365	3,000		\$2.00000	\$6,000.00	3,000	\$2.30000	\$6,900.00	15%
MAX1DAY (Bundles of 5)	40,000		\$0.25000	\$10,000.00	40,000	\$0.29000	\$11,600.00	16%
Go7Day					20,000	\$0.49000	\$9,800.00	
Go30Day					20,000	\$0.49000	\$9,800.00	
Go1Day VB Wave (Shuttle)	20,000		\$0.43000	\$8,600.00	20,000	\$0.49000	\$9,800.00	14%
Go1Day DF VB Wave (Shuttle)	3,000		\$2.00000	\$6,000.00	3,000	\$2.30000	\$6,900.00	15%
Go3Day VB Wave (Shuttle)	5,000		\$1.50000	\$7,500.00	5,000	\$1.73000	\$8,650.00	15%
Go3Day DF VB Wave (Shuttle)	3,000		\$2.00000	\$6,000.00	3,000	\$2.30000	\$6,900.00	15%
<b>TOTALS</b>	<b>3,231,000</b>			<b>\$188,500.00</b>	<b>3,271,000</b>		<b>\$237,660.00</b>	<b>15%</b>

<b>Contract No.:</b> 23-00232	<b>Title:</b> Provision of Seventeen (17) 35' Buses	<b>Total Amount:</b> \$10,835,834.00
----------------------------------	--	---

**Acquisition Description:** Enter into a cooperative procurement contract on an existing Washington State Transit Bus Cooperative Contract (No. 06719-01) to procure seventeen (17) 35' Low Floor Diesel Buses (State Contract).

**Background:** Using the competitive procurement process, in April 2021, the state of Washington awarded Contract No. 06719-01 to Gillig to purchase a number of different style buses during a base term of two (2) years with three (3) additional one-year options. Under the terms of the Contract, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is authorized as a participant in the Contract. This procurement is to utilize the Washington State contract to purchase seventeen (17) 35' heavy duty low floor buses from Gillig. It should be noted that a cooperative procurement contract is a contract between a state and one (1) or more vendors under which the vendors agree to provide the ability to purchase rolling stock and related equipment to multiple participants. The Fixing America's Surface Transportation (FAST) Act allows agencies to participate in cooperative procurement contracts without regard to whether the agency is located in the same state as the parties to the contract.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$466,271.27 for a standard 35' bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$637,402.00 for the 35' bus. HRT's options include electric steering assist, upgraded HVAC system, rear door controls with electronic touch bars, full composite floor, dash multi-function display, exterior graphics, air purification system, driver protection barrier, Trapeze TransitMaster Automatic Vehicle Locator (AVL), Genfare FastFare fareboxes, Luminator video surveillance systems, bike racks, and a number of other additional upgrades.

Based on a price analysis conducted by the state of Washington at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

All Federal Transit Administration required pre-award audits and certifications confirming Buy America, final assembly, and motor vehicle safety standards have been received and verified.

**Cost/Funding:** This Contract will be funded with federal RSTP, CMAQ, and state grant funds.

**Project Manager:** Michael Perez, Operations Project and Contract Administrator

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

<b>Contract No.:</b> 23-00232	<b>Title:</b> Provision of Seventeen (17) 35' Buses	<b>Total Amount:</b> \$10,835,834.00
----------------------------------	--	---

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig to procure seventeen (17) heavy duty 35' low floor diesel buses in the total amount of \$10,835,834.00.

<b>Contract No:</b> 21-00128	<b>Title:</b> Ticket Vending Machines/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance Support (Renewal)	<b>Exercise Option Year 1</b>
---------------------------------	--	-------------------------------

**Acquisition Description:** Award a contract modification to exercise the first option year for Ticket Vending Machine (TVM)/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance support.

**Background:** In June 2021, the Commission approved the award of a Contract to Genfare in the not-to-exceed amount of \$5,975,500.00 to provide support for Hampton Roads Transit’s (HRT’s) fare collection systems, including TVMs, fareboxes, vaults, hardware, repairs, spare and replacement parts, installations, upgrades, and maintenance support services on a Task Order basis.

The two (2) base years will expire on June 27, 2023. The goods and services provided under this Contract are required as to maintain a state of good repair and to support the existing fare collection system (FCS) infrastructure.

In order to effectively maintain a state of good repair, the Contract price schedule provides dedicated pricing on the most critical, and high failure rate items that allows HRT to plan for expenses and streamlines the process of placing orders and receiving equipment.

The implementation of HRT’s mobile fare collection system (once deployed) will migrate some of the fare collection functionality currently supported by Genfare; however, the need for on-board Genfare fare collection equipment for cash will be an on ongoing requirement.

With the transition of major aspects of fare collection previously exclusively under the Genfare Contract such as TVMs, and the reduction of high failure fare media and equipment associated with Genfare, it is anticipated that there will be a reduction on the overall number of task orders and costs.

**Contract Approach:** The exercise of option will extend the Contract through June 26, 2024.

**Cost/Funding:** This Contract will be funded with Operating and Grant (various) funds.

**Project Manager:** Steven Florian, Fare Technology Services Manager

**Contracting Officer:** Jessica White, Contract Administrator

**Recommendation:** It is respectfully recommended that the Commission approve the award of a modification to exercise Option Year 1 of the Genfare Ticket Vending Machine (TVM)/Odyssey Farebox Systems, Repair Parts, Software/Hardware, and Maintenance support Contract.



HAMPTON ROADS  
TRANSIT

# Fare Collection System State of Good Repair Operations and Oversight

Contract 21-00128, Exercise Option 1

April 27, 2023

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



# Agenda:

- Review Contract Purpose & Length
- Contract Spend to Date (Task Orders)
- Forecast Future Contract Needs



# Contract Purpose & Length:

- Purpose:
  - To maintain and to support the existing fare collection system (FCS) infrastructure.
    - State of good repair.
    - Dedicated pricing for critical fare equipment.
- Length:
  - Two base years and four, one-year options
    - Base Contract (**expires 6/27/2023**).
  - Task Order based: This does **not** mean we will spend \$1 Million each year.



# Contract Spend (Task Orders)

- To Date (since July 2021):
  - 89 Task Orders have been issued.
  - Cost ~\$300,000
- Notes:
  - Orders were primarily minor SGR items (all have been presented to O&O).
  - Day-to-day SGR spend is expected to continue at similar rate.



# Forecast Future Contract Needs

- **State of Good Repair:**
  - Maintain the existing (Genfare) fare collection system.
    - Fareboxes & Vault Infrastructure: Required for on-board cash collection.
    - Ticket Vending Machines (TVMs): Will be phased out with mobile fare TVMs.
- **Projects/Major Expenses (Forecast)**
  - Replace Odyssey Fareboxes (older version sunset by vendor).
  - Vault & Service Lane Infrastructure (Required for SGR and New Facility).





HAMPTON ROADS  
TRANSIT



# Questions?

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



HAMPTON ROADS  
TRANSIT

# Internal Audit Department Report

## April 27, 2023 – TDCHR Meeting

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

# Procurement Audit

- Policies and Procedures
- Sole Sources
- Conflict of Interest
- Standards of Conduct
- Contract Review



HAMPTON ROADS TRANSIT

# Procurement Audit cont.

(Areas of Opportunity)

## Conflict of Interest

- Conflict of Interest forms were not signed prior to Contract award.

## Checklists Review

- Solicitation and Contract File Checklists were being utilized, however the Checklists did not show when a document was not applicable which is indicated by utilizing the “NA” on the Checklist.

## Notary Review

- Ensure Notary Forms are properly completed and signed.





# Triennial Audit

## VDRPT

- March 28-30, 2023
- Currently in our field work phase



HAMPTON ROADS TRANSIT

# Thank you!

## Questions



HAMPTON ROADS TRANSIT

## **TRAC Board Report March 2023**

HRT's Transit Riders Advisory Committee (TRAC) met on March 1, 2023, in Norfolk at 6 P.M. TRAC members in attendance were Chairperson Denise Johnson, Robert Neely, Melissa Osborne, Ben Grau, Kenneth Moore and Heather Cutrone. HRT staff in attendance were Rodney Davis, Henry Ryto, Linda Carroll, Sherry Dawson, Kevin Brown, and Jonathan Greene.

Sherry Dawson, Director of Transit Development, briefed TRAC on the public meetings pertaining to the proposed light rail extension.

The January minutes were approved as submitted. The motion was by Robert Neely, seconded by Kenneth Moore.

During his Director's Remarks, Rodney Davis reviewed customer compliments pertaining to TRAC as well as CAFs filed by TRAC members. Mr. Davis provided a report on the number of shelters requested by TRAC. Afterwards, he went on to discuss several upcoming key dates.

In her Chair's remarks, Denise Johnson thanked HRT staff for their support and expressed her gratitude to the committee.

### **During the Roundtable:**

- Mr. Moore informed the committee about a bus operator who went above the call to help a wheelchair customer.

- Ms. Cutrone asked for clarification about the rule pertaining to passenger round trips. Ms. Carroll explained the rule.

- Mr. Kevin Brown, Manager of Bus Training, asked Ms. Johnson how the TRAC chooses the routes they ride. Ms. Johnson informed him that most committee members ride every day, but to let her know if there were specific routes that the Operations Department wanted members of the committee to ride.

**The meeting was adjourned at 6:42pm. The next meeting will be May 3, 2023, in Hampton.**