



Meeting of the Transportation District Commission of Hampton Roads

Thursday, August 22, 2024, at 1:00 p.m.
509 E. 18th Street, Norfolk, VA – In Person - Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, August 22, 2024, at 1:00 p.m. at 509 E. 18th Street, Norfolk, VA.

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

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



Meeting of the Transportation District Commission of Hampton Roads

Thursday, August 22, 2024, 509 E. 18th Street, Norfolk, VA at
1:00 p.m. in Person – Zoom

AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of July 25, 2024, Meeting Minutes
3. President's Monthly Report - William Harrell

A. Board Updates

4. Committee Reports

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

- July 2024 Financial Report

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

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

- **Contract No. 24-00302 – Bus Diagnostic and Report Services (Renewal)**

Commission Consideration: Award of contract to award of a sole source contract to Cummins Sales and Service to provide bus diagnostic and repair services in the not-to-exceed amount of \$1,414,075.75 for five (5) years.

- **Contract No. 24-00280 Equipment Rental Service**

Commission Consideration: Award of contract to United Rentals, Inc. to provide rental equipment services in the not-to-exceed amount of \$325,000.00 over a four (4) year period.

- **Contract No. 24-00287 Forklift and Manlift Preventative Maintenance and Repair Service**

Commission Consideration: Award of a contract to United Rentals, Inc. to provide forklift and manlift preventative maintenance and repair services in the not-to-exceed amount of \$280,115.00 over five (5) years.

- **Contract No. 24-00304R Microsoft Software Assurance (Renewal)**

Commission Consideration: Award of contract to Crayon Software Experts, LLC to provide Microsoft Software licenses renewal, maintenance, and support in the not-to-exceed amount of \$2,566,140.46 over a three-year period.

- **Contract No. 24-00293 Transit Mobile Data Wireless Services (Renewal)**

Commission Consideration: Award of contract to T-Mobile USA, Inc. to provide transit mobile data wireless services to HRT in the not-to exceed amount of \$570,076.00 over five (5) years.

- D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer
 - E. External/Legislative Advisory Committee - Commissioner 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 – Keith Johnson, Paratransit Services
Contract Administrator
 - H. Transit Ridership Advisory Sub-Committee – Ms. Denise Johnson, Chair/
Rodney Davis, Director of Customer Relations
5. Old and New Business
 6. Comments by Commission Members
 7. Closed Session
 8. Adjournment

**The next meeting will be held on Thursday, September 26, 2024, at 1:00 p.m.
at 3400 Victoria Boulevard, Hampton, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, July 25, 2024, • 1:00 p.m. 3400 Victoria Boulevard, Hampton, VA, and Hybrid (Zoom) Meeting

Call to Order.

A quorum was attained, Chairman Carey called the meeting to order at 1:06 p.m.

Commissioners in attendance:

Chairman Carey, Chesapeake
Vice-Chair Glover, Portsmouth
Past-Chairwoman Woodbury, Newport News
Commissioner Ross-Hammond, Virginia Beach
Commissioner McClellan, Norfolk
Commissioner Goodwin, Portsmouth
Commissioner Johnson, Chesapeake
Commissioner Sparks, VDRPT
Commissioner Gray, Hampton
Commissioner White, Hampton
Commissioner Bullock, Newport News
Alt. Commissioner Carter, Portsmouth

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Tammara Askew, Administrative Support Technician (Zoom)
Thomas Becher, Communications Manager (Zoom)
Malika Blume, Director of Internal Audit
Bonaparte, Claudette, Human Resource Analyst
Keisha Branch, Director of Capital Programs
Amy Braziel, Director of Contracted Services and Operational Analytics
Daniel Burton, Asst. Manager of Bus Transportation
David Burton, William Mullens, General Counsel
Dawson, Sherri, Director of Transit Development
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Linda Carroll, Bus Transportation Supervisor (Zoom)
Dudley Clarke, Contract Budget Analyst (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Steven Florian, Fare Technology Service Manager (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Brenda Green, Accounting Supervisor (Zoom)

Wayne Groover, Director of Rail Maintenance (Zoom)
William Harrell, President and CEO
Keianna Harris, Special Projects Assistant
Danielle Hill, Director of Human Resources
Toni Hunter, Staff Auditor
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Keith Johnson, Paratransit Service Contract Administrator
Shane Kelly, Sr. Manager Security & Emergency Preparedness
Robert Lee, RTS Program Manager
Alexis Majied, Chief Communications & External Affairs Officer
Lawrence Mason, Emergency Management Specialist (Zoom)
Tracy Moore, Director of Transportation (Zoom)
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)
Noelle Pinkard, Organizational Advancement Officer (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO (Zoom)
Chad Pritchett, Senior Budget Analyst
Luis R. Ramos, Senior Executive Administrator/Commission Secretary
Shleaker Rodgers, Staff Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Lilian Scott, HR Training Development Specialist
Brian Smith, Deputy CEO
Paula Studebaker, HR Executive Assistant
Stumpf, Matthew, Budget Analyst
Adrian Tate, Assistant Director of Finance (Zoom)
Alex Touzov, Senior Director of Tech Services
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Jessica White, Contract Administrator
Kim Wolcott, Chief Human Resources Officer
Robert Travers, HRT Corporate Counsel

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

Keywanna Bishop, Citizen
Alt. Commissioner Cipriano, City of Newport News
Alt. Commissioner Daugherty, VDRPT
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Denise Johnson, Chair, Transit Riders Advisory Committee
Ina Kreps, Portsmouth, Citizen
McAllister, Sheila, City of Newport News
Martin, Cydney, WSP
Martin, Michelle WSP
Taiub Mohammad, City of Hampton
Shifflet, Scott, WSP
Janice Taylor, League of Women Voters (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
- Financial Reports
- Committee Reports

Public Comments

There were no public comments.

Prior to the commencement of the TDCHR Meeting, Chairman Carey presented Past-Chair Woodbury with a plaque honoring her service and commitment to the TDCHR Commission. Past-Chair Woodbury thanked the Commission and HRT Staff.

Approval of June 27, 2024, Meeting Minutes

A motion to approve the June 27, 2024, minutes was made by Commissioner Bullock and properly seconded by Past-Chair Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Carey, Woodbury, Ross-Hammond, Gray, Johnson, McClellan, Sparks, Carter, White, Bullock, and Goodwin.

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell congratulated Dr. Woodbury for her legacy and devoted service, including being the longest serving member of the Commission.

In the interest of time Mr. Harrell did not present the President's report but encouraged everyone to review the report as included in the board package.

Audit & Budget Review Committee

Chairman Carey called on Commissioner Gray for the Audit and Budget Committee report.

Commissioner Gray mentioned the regular scheduled Audit and Budget meeting was postponed. He noted there was no new information from the auditors on the current audit being worked on, and the next Audit and Budget meeting is scheduled for September 23, 2024. Commissioner Gray

called on Mr. Burns for a June financial update. Mr. Burns briefed the Commission on the June monthly financial report.

Management and Financial Advisory Committee (MFAC)

Chairman Carey called on Alt. Commissioner DeProfio to present the MFAC report. Mr. DeProfio mentioned that the June financials were presented to the committee, along with an update on HRT staffing. The committee reviewed and discussed the Federal and State active grants report that was presented to the Commission last month. Mr. DeProfio stated that HRT staff is going through a process where they were reconciling the Federal/State Grant accounts, and they expect to bring an update in September to MFAC and then to the full Commission.

There was some conversation about HRT using the Covid-related relief funds to help support the operating budget over the last few years which may create a fiscal cliff in the future when these funds are fully used. Mr. DeProfio also mentioned that staff has engaged consultants to do a System Optimization Plan as well as a Regional Transit Sustainability Study and at the next MFAC meeting we expect to get an update on from Dr. Brian Smith, Deputy CEO. MFAC was also updated on the financial audit. The audit continues to be on track in terms of the schedule provided to the Commission.

It was noted that the next MFAC meeting will be on August 19, 2024, in Norfolk.

Operations and Oversight Committee

Vice-Chair Glover called on Ms. Sonya Luther to present contracts for the Commission's consideration of approval.

Ms. Luther presented **Contract No. 24-000281 – Heating Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services (Renewal)** recommended that **Commission** approve contract to Warwick Mechanical Group for HVAC/R and plumbing maintenance services in the not-to-exceed amount of \$811,330.00, over a five-year period.

Past Chair Woodbury motioned to approve **Contract No. 24-000281 – Heating Ventilation, Air Conditioning, Refrigeration and Plumbing Maintenance Services (Renewal)** and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Carey, Glover, Woodbury, Ross-Hammond, Gray, Johnson, McClellan, Sparks, White, Bullock, and Goodwin.

Nays: None

Abstain: None

The next meeting of the O&O Committee will be on August 8, 2024, in Norfolk.

Planning and New Starts Committee.

Chairman Carey called on Commissioner Ross-Hammond for an update. Commissioner Ross-Hammond stated that the committee did not meet in the month of July.

External Legislative Affairs Committee (ELAC)

Chairman Carey next called on Commissioner Bullock who briefed the Commission on the following:

Federal Legislative Update:

Congress continues work on the Fiscal Year 2025 Transportation, Housing & Urban Development (THUD) Appropriations bill. The version of the legislation reported by the House appropriations committee includes \$850,000 for HRT to purchase additional paratransit vehicles.

The full House is expected to vote on the bill July 30th or 31st.

The Senate has reached agreement on overall spending levels, but the schedule for individual appropriations bills is uncertain.

State Legislative Update:

As noted in the MFAC committee report, HRT has initiated a funding sustainability study and an interim report is expected prior to the 2025 General Assembly Session and a full report later next year.

Local Advocacy City Council Presentations:

Commissioners are encouraged to work with their respective city representatives to schedule future presentations. Presentations have been made to Virginia Beach and Chesapeake councils and Newport News scheduled in August.

Marketing & Communications Update

VB Wave: HRT celebrated 40 years of the VB Wave Trolley Service on July 23rd from 10-noon at the 17th St festival Park at the Oceanfront. The event was well attended with music provided by Bob FM. Mayor Bobby Dyer and Commissioner Amelia Ross-Hammond joined Mr. Harrell in providing remarks.

Pride Fest: Marketing & Communication Team members participated again this year in the annual Pride Fest in Town Point Park. It is one of the most well attended events in Hampton Roads. The event is used as an opportunity for recruitment and to answer questions about HRT services.

Ferry Performance: In collaboration with Downtown Norfolk Council (DNC), HRT hosted local saxophonist Kenneth Jefferson to perform on the ferry the afternoon of July 9th. The musical performance was offered as a way to encourage participants to ride the ferry between the High Street Festival and Norfolk RnB Block Party. DNC also purchased one day passes and handed them out to attendees to encourage additional ridership.

Norfolk Tides Partnership: HRT was recently recognized by the Virginia Transit Association for several marketing efforts including the successful partnership of HRT and the Norfolk Tides, encouraging game attendees to use the Park and Ride lots and Ride the Tide to Harbor Park. HRT staff presented a certificate of recognition to Norfolk Tides General Manager, Joe Gregory, acknowledging this achievement.

The next ELAC meeting is scheduled for September 18, 2024.

Smart Cities and Innovation Committee

Commissioner McClellan stated that the Smart Cities and Innovation Committee did not meet in the month July.

Paratransit Advisory Sub-Committee (PAC)

Mr. Bowser shared with the Commission that this will be his last meeting as Chair of the Paratransit Committee. Mr. Bowser thanked Past-Chair Woodbury for her leadership during his tenure as Chair of the Paratransit Committee.

Mr. Grant Holsinger, Regional Vice President for Eastern Coach Company, gave the commission an update on the paratransit service transition from the previous contractor to Eastern Coach Company.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson provided a brief report to the Commission, and noted the next TRAC meeting is on September 4, 2024, in Hampton.

Old and New Business

None

Comments from Commissioners

Commissioner Goodwin asked for discussion of emergency evacuation plans, particularly in light of being Hurricane season. Mr. Harrell noted existing plans and that HRT has historically worked with the cities as it relates primarily to the recovery stage in that the majority of transit riders use the service to and from work. He noted that this topic will be added to the next Commission work session.

Adjournment

With no further business to conduct, the meeting was adjourned at 2:16 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

**Don Carey
Chair**

ATTEST:

**Luis Ramos
Commission Secretary
July 25, 2024**



Naval Base TRAFFIX Office Gets Makeover

HRT and TRAFFIX held a ribbon cutting to show off its newly renovated office at Naval Station Norfolk. Capt. Janet Days, Commander Officer of Naval Station Norfolk was a guest speaker, with Commissioners Andrea McClellan and Tony Goodwin also in attendance. The office is a vital resource for HRT, providing better access to service members, their families, veterans, and government contractors. The celebration included a ride-along on the Base Express.



CEO Roundtables

The Senior Executive Team hosted a series of CEO Roundtables, meeting with staff in Hampton and Norfolk over three days this month. Staff received a briefing on an employee survey conducted in January and then had an opportunity to ask questions. The conversation was productive, and topics included compensation, mandatory overtime, and training. More than a dozen operators and mechanics signed up to participate in an upcoming focus group to address areas of concern. The next CEO Roundtables will be scheduled sometime this fall.



Trolley 40th Anniversary Celebration

Next month, HRT will celebrate the 40th anniversary of the VB Wave Trolley service at the Virginia Beach Oceanfront. Trolley service began in the resort city in the summer of 1984, and quickly became a staple for residents and tourists alike. Mark your calendar for Tuesday, July 23, and join us as we reflect on this major milestone. Keep an eye on your inbox for more details and an official invitation.



HRT Honored at Annual VTA Conference

The agency received recognition during the Virginia Transit Association's annual conference in May. Hampton Roads Transit was awarded the Outstanding Community Program award for multiple programs including Transit Equity Day, Student Freedom Pass, and its partnership with the Norfolk Tides. Together, the programs introduced public transit to new communities and helped build post-pandemic ridership.



Travel Training with Virginia Department for the Blind and Vision Impaired

This month, HRT hosted a group of nine people from the Virginia Department for the Blind and Vision Impaired. Public Outreach and Norfolk Tide Facility staff took them on a tour and train ride to Harbor Park. Participants learned about the accessibility features offered on light rail, including reading station signs, and finding the emergency buttons.

Employee Travel Training

Join our Public Outreach Team on bus, light rail, and ferry on **Wednesday, July 10, 2024**

Employee Travel Training and Ride-a-Mile

The better our employees are at navigating the system the better customer service they can provide to riders. HRT employees will have an opportunity to experience travel training for themselves and check next quarter's Ride-a-Mile off their to-do list. The Public Outreach team is hosting employee travel training on Wednesday, July 10. The team will depart 18th Street at 10:00 a.m. and return around noon.



Working Together to Rethink Local Bus Routes

HRT is conducting a System Optimization Plan (SOP) to refine our network of local bus routes and adapt to changing market conditions.

This initiative will likely recommend modifications to 35 local bus routes that can better support the core network of 13 regional backbone routes – changes needed to account for the current shortage of bus operators, a shift in travel behaviors since the COVID-19 pandemic, which has resulted in increased remote work and the rise in operating costs.

As you can imagine, it's a massive undertaking.

HRT staff in Planning, Operations, Customer Relations, and Marketing & Strategic Communications, along with operators, union leaders and representatives in the six cities we serve, have been working together for months now on the first phase of the plan.

Their task is to provide input on the plan's goals, gain understanding of how each local bus route performs compared to other local bus routes and discuss potential remedies in future service recommendations. The SOP will continue through next Winter, when – with the help of our expert staff – we will turn our attention to getting external input on service recommendations.

This project cannot be successful without the active engagement of our employees, customers and the local governing bodies of HRT's member cities.

We are committed to communicating more about this vital project in the months ahead, and I salute everyone involved in the process.

On another note, please join me in thanking our payroll team in Finance as organizations across the country celebrate National Payroll Week, September 2-6, to recognize the achievements of employees and honor payroll professionals who ensure timely and accurate payments every time.

I hope you have a wonderful remainder of the summer, and thank you for all you do to ensure our success.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Harrell", with a large, sweeping flourish at the end.

William E. Harrell
President and CEO
Hampton Roads Transit



Community Celebrates 40 Years of the VB Wave Trolley

Hampton Roads Transit on July 23 hosted an Oceanfront party to celebrate the 40th anniversary of the VB Wave Trolley. Virginia Beach Mayor Bobby Dyer and Councilwoman Amelia Ross-Hammond spoke at the event while invited guests and members of the public celebrated with refreshments, giveaways and tours of this transportation icon. With its distinctive blue-and-tan look and open-air back seating, the 28-passenger VB Wave Trolley covers 97 stops on three seasonal routes. Trolley service continues through the end of September for Neptune Festival Boardwalk Weekend. The VB Wave has carried about 5.5 million passengers over the past 16 summers. From May through July of this year, we've seen a significant increase in VB Wave ridership – the highest since just before the onset of COVID-19 – thanks in part to increased advertising and public outreach.



Student Freedom Pass Gives Teens Transit for School Year

HRT held Student Freedom Pass events in August to help teens get around to start the new school year. At Hampton High School, students enjoyed refreshments and music while getting their passes printed on the spot. Our Public Outreach team signed up 164 students for passes at this one event alone. A similar event was held at HRT's Norfolk office. HRT's Student Freedom Pass provides riders ages 13-17 in Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach with unlimited rides on HRT bus, ferry and light rail service. Best of all, there's no cost to the passholder. HRT can even provide training to show students how to navigate the network. During FY23, 1,495 students across the region signed up for passes – up 218 from a year earlier.



Enhancements to Improve Operator Support and Safety

HRT continues to invest in solutions to support our operators. We are working to implement turn-by-turn navigation to give bus operators additional information along their route. The technology mirrors that of any smartphone navigation app with step-by-step instructions. But, instead of navigating the shortest or fastest route, it uses predefined HRT routes to guide operators to each designated stop. The large display indicates whether a bus is running on schedule and when a bus goes off route. The turn-by-turn navigation can be used with or without voice assistance. HRT aims to implement this transformative technology systemwide by October. Also, this fall we plan to begin the design phase of a project to retrofit 135 buses with new tempered-glass barriers to protect operators while on the road. The installations are expected to be completed by April 2025. The project is being funded by a \$1.4 million TRIP Grant.



New Mobile Security Towers Deployed

HRT has acquired two mobile security towers to detect and deter unwanted activity while bringing peace of mind to customers and operators. These solar-powered towers – with cameras, strobe and floodlights and speakers – serve as both a surveillance and monitoring tool. These telescoping units enable HRT to deploy our security capabilities to areas without permanent assets and their presence alone is expected to be a behavior modifier. Funding through Capital Improvement Plan grants provide for two rented units for five years. They will be deployed at the Newtown Road light rail station and the transfer point at 81st Street and Orcutt in Hampton.



757 Express Routes Continue Ridership Growth

Three 757 Express bus routes serving the Southside and Peninsula – Routes 112, 114 and 20 – continue to show ridership growth following an increase of 15-minute, peak-period service frequencies. Route 112, which runs from Lee Hall to Newport News Shipbuilding in Newport News via Jefferson Avenue, notched an increase of 64 percent between November 2022 and July 2024. Route 114, serving Mercury Boulevard and Downtown Hampton, was up 55 percent between June 2023 and July 2024. Route 20, connecting downtown Norfolk with the Virginia Beach Oceanfront via Virginia Beach Boulevard, saw ridership increase 39 percent between December 2023 and July 2024.



Norfolk, HRT Partner to Move Fans for Sold-out Ballgames

Building on our successful partnership with the City of Norfolk to provide free Tide light rail service to baseball games, HRT increased rail and ferry offerings to help crowds get to Harbor Park for three sold-out games featuring the Savannah Bananas, a popular exhibition baseball team. Courtesy of the City of Norfolk, free rides on the Tide were available starting four hours before each game on August 16, 17 and 18, as well as two hours after each game. Meanwhile, special expanded ferry service, also compliments of the City of Norfolk, operated between North Landing in Portsmouth and Harbor Park.



Retired Bus Becomes Teaching Tool at ODU

Old Dominion University has found a unique use for a retired HRT bus. At the Wallach Center for Restorative Therapies, part of a bus is being used to teach and train future therapists. The retired bus was cut up and, after fluids removed, further renovated to become an in-classroom tool to help patients regain mobility on a platform mimicking a bus, complete with stairs and seats. Many adult patients with neurologic conditions, orthopedic injuries, and prosthetic limbs have gained confidence and achieved higher levels of independence by learning how to safely get on and off the bus in a therapeutic setting before they navigate steps in the community. The tool also helps children with speech delays. After gaining knowledge in classroom settings, students have had opportunities to experience and appreciate how drivers and passengers with limited spinal mobility need to modify the ways they get in and out of seats and up and down steps.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

JULY 2024
FISCAL YEAR 2025
FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

July 2024

FISCAL YEAR 2025 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 8,823.3	\$ 754.2	\$ 757.6	\$ 3.4	0.4 %	\$ 754.2	\$ 757.6	\$ 3.4	0.4 %
Passenger Revenue - RTS	881.3	73.4	74.9	1.4	2.0 %	73.4	74.9	1.4	2.0 %
Advertising Revenue	800.0	66.7	93.3	26.6	39.9 %	66.7	93.3	26.6	39.9 %
Other Transportation Revenue	2,975.3	247.9	228.7	(19.2)	(7.8) %	247.9	228.7	(19.2)	(7.8) %
Non-Transportation Revenue	60.0	5.0	27.4	22.4	448.4 %	5.0	27.4	22.4	448.4 %
Total Operating Revenue	13,539.8	1,147.2	1,181.9	34.6	3.0 %	1,147.2	1,181.9	34.6	3.0 %
Non-Operating Revenue									
Federal Funding (5307/5337)	46,120.7	4,092.9	3,344.8	(748.1)	(18.3) %	4,092.9	3,344.8	(748.1)	(18.3) %
HRRTF Funding	10,517.6	876.5	685.7	(190.8)	(21.8) %	876.5	685.7	(190.8)	(21.8) %
State Funding	24,937.8	2,078.1	2,078.1	0.0	0.0 %	2,078.1	2,078.1	0.0	0.0 %
Local Funding	50,258.9	4,188.2	4,188.2	0.0	0.0 %	4,188.2	4,188.2	0.0	0.0 %
Total Non-Operating Revenue	131,834.9	11,235.8	10,296.9	(938.9)	(8.4) %	11,235.8	10,296.9	(938.9)	(8.4) %
TOTAL REVENUE	\$ 145,374.7	\$ 12,383.0	\$ 11,478.8	\$ (904.2)		\$ 12,383.0	\$ 11,478.8	\$ (904.2)	
Personnel Services	\$ 87,026.2	\$ 7,507.0	\$ 7,366.0	\$ 140.9	1.9 %	\$ 7,507.0	\$ 7,366.0	\$ 140.9	1.9 %
Contract Services	15,815.1	1,310.4	649.7	660.7	50.4 %	1,310.4	649.7	660.7	50.4 %
Materials & Supplies	6,462.5	538.6	387.8	150.8	28.0 %	538.6	387.8	150.8	28.0 %
Gas & Diesel	6,119.0	531.0	595.1	(64.1)	(12.1) %	531.0	595.1	(64.1)	(12.1) %
Contractor's Fuel Usage	1,282.5	106.9	72.2	34.7	32.5 %	106.9	72.2	34.7	32.5 %
Utilities	1,544.6	128.7	119.7	9.0	7.0 %	128.7	119.7	9.0	7.0 %
Casualties & Liabilities	6,279.2	523.3	295.6	227.7	43.5 %	523.3	295.6	227.7	43.5 %
Purchased Transportation	18,775.1	1,564.6	1,692.5	(127.9)	(8.2) %	1,564.6	1,692.5	(127.9)	(8.2) %
Other Miscellaneous Expenses	2,070.6	172.6	137.1	35.5	20.6 %	172.6	137.1	35.5	20.6 %
TOTAL EXPENSE	\$ 145,374.7	\$ 12,383.0	\$ 11,315.8	\$ 1,067.2		\$ 12,383.0	\$ 11,315.8	\$ 1,067.2	
SURPLUS (DEFICIT)			\$ 163.0				\$ 163.0		

1. Line of Credit balance as of August 14, 2024, is \$13,267,803.33.

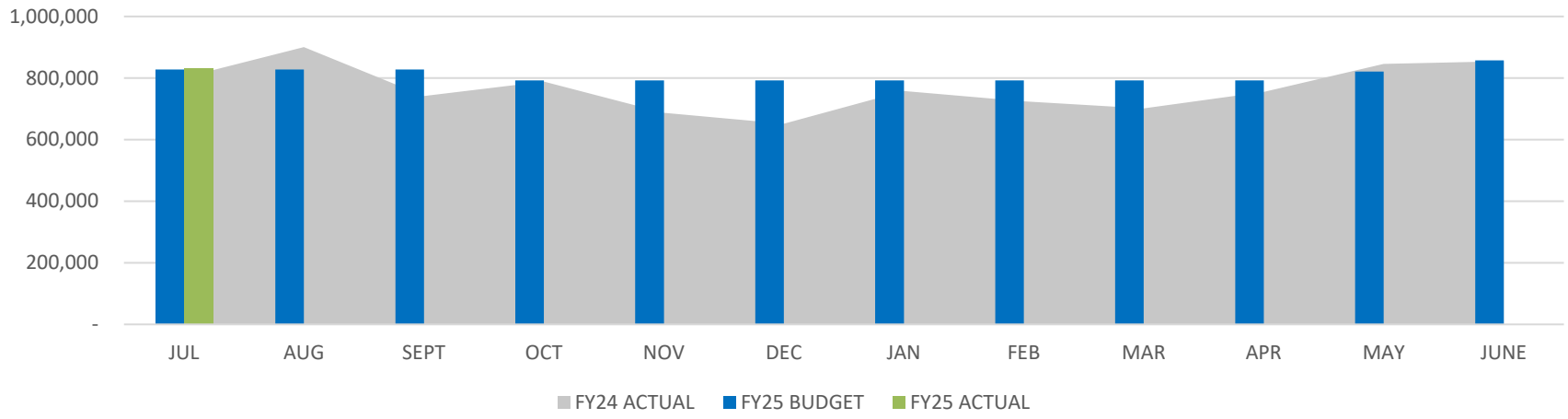
OPERATING FINANCIAL STATEMENTS

July 2024

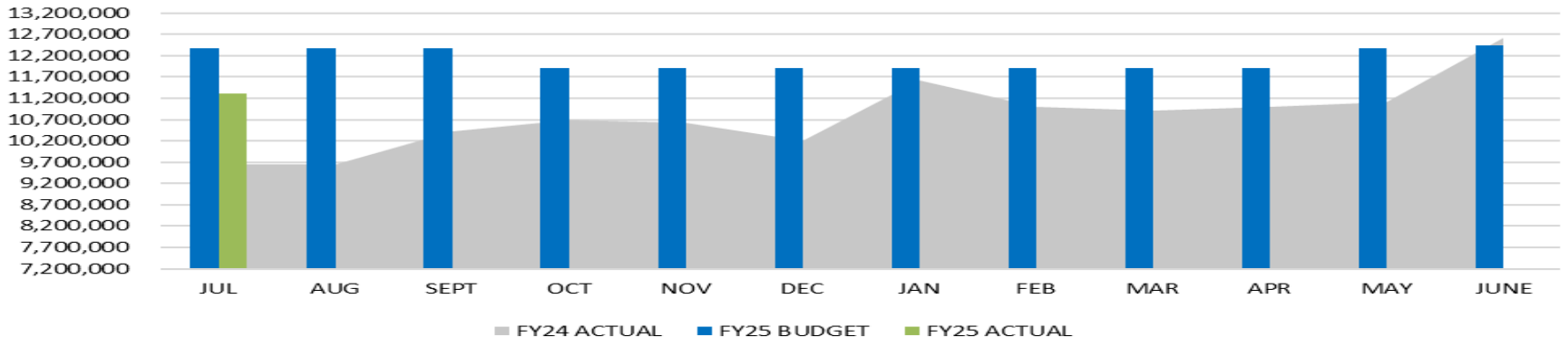
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2025 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 881.3	\$ 73.4	\$ 74.9	\$ 1.4	2.0 %	\$ 73.4	\$ 74.9	\$ 1.4	2.0 %
RTS Service	10,517.6	876.5	685.7	(190.8)	(21.8) %	876.5	685.7	(190.8)	(21.8) %
TOTAL REVENUE	\$ 11,398.9	\$ 949.9	\$ 760.6	\$ (189.3)		\$ 949.9	\$ 760.6	\$ (189.3)	
Personnel Services	\$ 8,402.3	\$ 700.2	\$ 611.4	\$ 88.8	12.7 %	\$ 700.2	\$ 611.4	\$ 88.8	12.7 %
Contract Services	1,187.4	99.0	48.4	50.5	51.1 %	99.0	48.4	50.5	51.1 %
Materials & Supplies	1,725.2	143.8	84.2	59.5	41.4 %	143.8	84.2	59.5	41.4 %
Utilities	81.6	6.8	5.0	1.8	26.7 %	6.8	5.0	1.8	26.7 %
Casualties & Liabilities	2.4	0.2	11.6	(11.4)	(5,642.1) %	0.2	11.6	(11.4)	(5,642.1) %
TOTAL EXPENSE	\$ 11,398.9	\$ 949.9	\$ 760.6	\$ 189.3		\$ 949.9	\$ 760.6	\$ 189.3	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

July 2024

YEAR-TO-DATE					
FISCAL YEAR 2025 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 827.7	\$ 742.3	\$ 90.3	\$ 832.6	\$ 4.9
Advertising Revenue	\$ 66.7	\$ 84.4	\$ 8.9	\$ 93.3	\$ 26.6
Other Transportation Revenue	\$ 247.9	\$ -	\$ 228.7	\$ 228.7	\$ (19.2)
Non-Transportation Revenue	\$ 5.0	\$ 10.2	\$ 17.2	\$ 27.4	\$ 22.4
Federal Funding (PM 5307/5337)	\$ 4,092.9	\$ 3,344.8	\$ -	\$ 3,344.8	\$ (748.1)
HRRTF Funding ¹	\$ 876.5	\$ -	\$ 685.7	\$ 685.7	\$ (190.8)
State Funding	\$ 2,078.1	\$ 2,078.1	\$ -	\$ 2,078.1	\$ -
Local Funding	\$ 4,188.2	\$ 4,188.2	\$ -	\$ 4,188.2	\$ -
TOTAL REVENUE:	\$ 12,383.0	\$ 10,448.0	\$ 1,030.8	\$ 11,478.8	\$ (904.2)
EXPENSE					
Personnel Services	\$ 7,507.0	\$ 6,737.7	\$ 628.3	\$ 7,366.0	\$ 141.0
Services	\$ 1,310.4	\$ 594.3	\$ 55.4	\$ 649.7	\$ 660.7
Materials & Supplies	\$ 1,176.4	\$ 965.1	\$ 90.1	\$ 1,055.2	\$ 121.2
Utilities	\$ 128.7	\$ 109.5	\$ 10.2	\$ 119.7	\$ 9.0
Casualties & Liabilities	\$ 523.3	\$ 270.4	\$ 25.2	\$ 295.6	\$ 227.7
Purchased Transportation	\$ 1,564.6	\$ 1,548.1	\$ 144.4	\$ 1,692.5	\$ (127.9)
Other Miscellaneous Expenses	\$ 172.6	\$ 125.5	\$ 11.6	\$ 137.1	\$ 35.5
TOTAL EXPENSE:	\$ 12,383.0	\$ 10,350.6	\$ 965.2	\$ 11,315.8	\$ 1,067.2
BUDGET STATUS TO DATE²:	\$ -	\$ 97.4	\$ 65.6	\$ 163.0	\$ 163.0

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

Draft Financial Statement

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 50,259.0	\$ 4,188.2	\$ 4,188.2	\$ -
Plus: Local Farebox	\$ 8,650.6	\$ 721.0	\$ 742.3	\$ 21.3
Locality Share - Sub-Total:	\$ 58,909.6	\$ 4,909.2	\$ 4,930.5	\$ 21.3
Plus: Federal Aid	\$ 46,120.7	\$ 4,092.9	\$ 3,344.8	\$ (748.1)
State Aid	\$ 24,937.9	\$ 2,078.1	\$ 2,078.1	\$ -
Total Revenue Contribution:	\$ 129,968.2	\$ 11,080.2	\$ 10,353.4	\$ (726.8)
Operating Expenses:	\$ 129,968.1	\$ 11,080.2	\$ 10,256.0	\$ (824.2)
Locality Budget Status to Date¹:				\$ 97.4

KPI

Farebox Recovery:	6.5%	7.2%
Farebox % of Budgeted Expense:		6.7%

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

Draft Financial Statement

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,018.0	\$ 251.5	\$ 251.5	\$ -
Plus: Local Farebox	\$ 420.9	\$ 35.1	\$ 36.3	\$ 1.2
Locality Share - Sub-Total:	\$ 3,438.9	\$ 286.6	\$ 287.8	\$ 1.2
Plus: Federal Aid	\$ 3,433.7	\$ 286.1	\$ 209.1	\$ (77.0)
State Aid	\$ 1,592.5	\$ 132.7	\$ 119.9	\$ (12.8)
Total Revenue Contribution:	\$ 8,465.1	\$ 705.4	\$ 616.8	\$ (88.6)
Operating Expenses:	\$ 8,465.1	\$ 705.4	\$ 606.6	\$ (98.8)
Locality Budget Status to Date¹:				\$ 10.2

KPI

Farebox Recovery:	5.0%	6.0%
Farebox % of Budgeted Expense:		5.1%

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

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 5,237.4	\$ 436.4	\$ 436.4	\$ -
Plus: Local Farebox	\$ 743.4	\$ 62.0	\$ 68.9	\$ 6.9
Locality Share - Sub-Total:	\$ 5,980.8	\$ 498.4	\$ 505.3	\$ 6.9
Plus: Federal Aid	\$ 5,267.5	\$ 439.0	\$ 421.6	\$ (17.4)
State Aid	\$ 2,647.6	\$ 220.6	\$ 231.9	\$ 11.3
Total Revenue Contribution:	\$ 13,895.9	\$ 1,158.0	\$ 1,158.8	\$ 0.8
Operating Expenses:	\$ 13,895.9	\$ 1,158.0	\$ 1,151.9	\$ (6.1)
Locality Budget Status to Date¹:				\$ 6.9

KPI

Farebox Recovery:	5.4%	6.0%
Farebox % of Budgeted Expense:		5.9%

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

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,300.7	\$ 691.7	\$ 691.7	\$ -
Plus: Local Farebox	\$ 1,426.3	\$ 118.9	\$ 128.4	\$ 9.5
Locality Share - Sub-Total:	\$ 9,727.0	\$ 810.6	\$ 820.1	\$ 9.5
Plus: Federal Aid	\$ 7,959.9	\$ 663.3	\$ 584.8	\$ (78.5)
State Aid	\$ 4,200.2	\$ 350.0	\$ 354.7	\$ 4.7
Total Revenue Contribution:	\$ 21,887.1	\$ 1,823.9	\$ 1,759.6	\$ (64.3)
Operating Expenses:	\$ 21,887.1	\$ 1,823.9	\$ 1,750.1	\$ (73.8)
Locality Budget Status to Date¹:				\$ 9.5

KPI

Farebox Recovery:	6.5%	7.3%
Farebox % of Budgeted Expense:		7.0%

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

Draft Financial Statement

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 21,795.0	\$ 1,816.3	\$ 1,816.3	\$ -
Plus: Local Farebox	\$ 4,191.4	\$ 349.3	\$ 312.2	\$ (37.1)
Locality Share - Sub-Total:	\$ 25,986.4	\$ 2,165.6	\$ 2,128.5	\$ (37.1)
Plus: Federal Aid	\$ 17,677.5	\$ 1,473.1	\$ 995.7	\$ (477.4)
State Aid	\$ 10,464.1	\$ 872.0	\$ 794.9	\$ (77.1)
Total Revenue Contribution:	\$ 54,128.0	\$ 4,510.7	\$ 3,919.1	\$ (591.6)
Operating Expenses:	\$ 54,127.9	\$ 4,510.7	\$ 3,893.8	\$ (616.9)
Locality Budget Status to Date¹:				\$ 25.3

KPI

Farebox Recovery:	7.7%	8.0%
Farebox % of Budgeted Expense:		6.9%

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

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,182.0	\$ 265.2	\$ 265.2	\$ -
Plus: Local Farebox	\$ 514.1	\$ 42.8	\$ 50.0	\$ 7.2
Locality Share - Sub-Total:	\$ 3,696.1	\$ 308.0	\$ 315.2	\$ 7.2
Plus: Federal Aid	\$ 3,747.3	\$ 312.3	\$ 250.1	\$ (62.2)
State Aid	\$ 1,730.1	\$ 144.2	\$ 138.0	\$ (6.2)
Total Revenue Contribution:	\$ 9,173.5	\$ 764.5	\$ 703.3	\$ (61.2)
Operating Expenses:	\$ 9,173.5	\$ 764.5	\$ 694.5	\$ (70.0)
Locality Budget Status to Date¹:				\$ 8.8

KPI

Farebox Recovery:	5.6%	7.2%
Farebox % of Budgeted Expense:		6.5%

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

LOCALITY RECONCILIATION

July 2024

FISCAL YEAR 2025 (\$ in thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,725.9	\$ 727.1	\$ 727.1	\$ -
Plus: Local Farebox	\$ 1,354.5	\$ 112.9	\$ 146.5	\$ 33.6
Locality Share - Sub-Total:	\$ 10,080.4	\$ 840.0	\$ 873.6	\$ 33.6
Plus: Federal Aid	\$ 8,034.8	\$ 919.1	\$ 883.5	\$ (35.6)
State Aid	\$ 4,303.4	\$ 358.6	\$ 438.7	\$ 80.1
Total Revenue Contribution:	\$ 22,418.6	\$ 2,117.7	\$ 2,195.8	\$ 78.1
Operating Expenses:	\$ 22,418.6	\$ 2,117.7	\$ 2,159.1	\$ 41.4
Locality Budget Status to Date¹:				\$ 36.7

KPI

Farebox Recovery:	5.3%	6.8%
Farebox % of Budgeted Expense:		6.9%

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

Contract No.: 24-00302	Title: Bus Diagnostic and Repair Services (Renewal)	Contract Amount:	
		Base Year:	\$ 244,000.00
		Four Option Years:	<u>\$1,170,075.75</u>
		Total:	\$1,414,075.75

Acquisition Description: Enter into a renewal sole source contract with Cummins Sales and Service (Cummins) to provide bus diagnostic and repair services on a task-order basis for a fleet of 283 buses.

Background: Hampton Roads Transit (HRT) is required to maintain a fleet of 283 buses, manufactured by Gillig, Optima, Nova, and Hometown Trolley. Some of the maintenance/repair work to be performed is outside the capacity and/or capability of HRT's in-house maintenance staff, and not covered by existing warranties. Under the terms of this agreement, the Contractor will provide timely and professional execution of services, including all equipment, parts, and labor; and possess the appropriate facility, tools/equipment, licenses, and resources to perform all services and repairs at the Contractor's place of business.

Contract Approach: The FTA and the Virginia Public Procurement Act regulations allow non-competitive procurements when only one source is practicably available, and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals. The Cummins facility in Hampton Roads is the only local repair facility authorized to perform warranty work on Cummins Engines and to provide warranty on installed Cummins equipment. Due to the specific requirements of this solicitation, and previous solicitation attempts, full and open competition was not a feasible method of Procurement. Sole Source procurements are accomplished through solicitation and acceptance of a proposal from only one source.

A solicitation was issued on June 15, 2024, and Cummins provided a responsive proposal on July 3, 2024. The proposal included hourly rates for diagnostic and repair labor over the five-year contract term. This amount also includes \$663,075.75 for material costs that HRT estimates it may require during the contract term.

Based on a price analysis performed utilizing the independent cost estimate and historical data, Cummins's proposal is deemed fair and reasonable. A contractor responsibility review performed confirmed that Cummins is technically and financially capable of performing the work.

Cummins is located in Chesapeake, VA and has provided these services for the City of Chesapeake; and, Waste Management and Penske Truck Leasing, both located in Chesapeake, VA. Cummins also currently provides these services for HRT satisfactorily.

No DBE goal was established for this solicitation.

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

Contract No.: 24-00302	Title: Bus Diagnostic and Repair Services (Renewal)	Contract Amount:	
		Base Year:	\$ 244,000.00
		Four Option Years:	<u>\$1,170,075.75</u>
		Total:	\$1,414,075.75

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

Project Manager: John Nason, Director of Bus Maintenance

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a sole source contract to Cummins Sales and Service to provide bus diagnostic and repair services in the not-to-exceed amount of \$1,414,075.75 for five (5) years.

Cummins Sales and Service Proposal Summary						
Item	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
Diagnostic Labor, Repair Labor, and Transport	\$124,000.00	\$129,000.00	\$161,000.00	\$166,000.00	\$171,000.00	\$751,000.00
HRT Allowance for Material Cost	\$120,000.00	\$126,000.00	\$132,300.00	\$138,915.00	\$145,860.75	\$663,075.75
TOTAL	\$244,000.00	\$255,000.00	\$293,300.00	\$304,915.00	\$316,860.75	\$1,414,075.75

Contract No.: 24-00280	Title: Equipment Rental Services	Contract Amount: \$325,000.00 2 yrs. w/2 1-yr. Options
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Acquisition Description: Enter into a contract with a qualified Contractor to provide rental equipment to support operation at various Hampton Roads Transit (HRT) locations on an as needed basis.

Background: HRT has a requirement for a reliable company to provide rental equipment needed to support bus, light rail, and trolley operations at various facility locations throughout the Hampton Roads service area. Under the terms of this agreement, the Contractor will provide all tools, labor, supervision, materials, and transportation necessary to provide safe and operable equipment; and be responsible for delivery and pick up, as well as performing maintenance or providing replacements of the rented equipment. The equipment needed may include, but is not limited to, lifts and cranes, bucket trucks, light towers, excavators, and air compressors. Additionally, all equipment provided by the Contractor are required to meet all state and local safety requirements.

Contract Approach: An Invitation for Bids (IFB) was issued on June 7, 2024. One (1) Bid was received on July 2, 2024, from United Rentals, Inc. (United). A post-bid survey of vendors solicited concluded that some were unable to meet HRT’s normal and emergency call-out time requirements and/or overhead costs would not allow them to be competitive. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

In response to the IFB, bidders were required to provide pricing for various types of equipment on a daily, weekly, and monthly rental period, as listed in the Price Schedule.

After review and evaluation of the bid received, HRT staff determined that United was responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award.

Based on a price analysis performed utilizing the independent cost estimate and United’s standard published pricing obtained from the firm’s website, United’s bid is deemed fair and reasonable. The pricing offered to HRT is approximately 7.67% lower than United’s standard published pricing. A contractor responsibility review performed confirmed that United is technically and financially capable of performing the work.

United Rentals is located in Chesapeake, VA and provides similar equipment to Century Concrete SVC in Virginia Beach, VA; Blackwater Electric Company in Chesapeake, VA; and Comfort Systems of Virginia, in Chesapeake, VA.

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

Contract No.: 24-00280	Title: Equipment Rental Services	Contract Amount: \$325,000.00 2 yrs. w/2 1-yr. Options
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No DBE goal was established for this solicitation.

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

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to United Rentals, Inc. to provide rental equipment services in the not-to-exceed amount of \$325,000.00 over a four (4) year period.

Contract No: 24-00287	Title: Forklift and Manlift Preventative Maintenance and Repair Services	Contract Amount: Base Year: \$ 55,665.00 Four Option Years: <u>\$224,450.00</u> Total: \$280,115.00
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Acquisition Description: Enter into a contract with a qualified Contractor to provide forklift and manlift preventative maintenance and repair services.

Background: Hampton Roads Transit (HRT) has a requirement for an Occupational Safety and Health Administration (OSHA) certified Contractor to provide scheduled and unscheduled preventative maintenance and repair services for forklift and manlift equipment owned and operated at its various facilities throughout the Hampton Roads region. Under the terms of this agreement, the Contractor will provide properly trained and experienced technicians to render and perform the services in accordance with OSHA requirements and adhere to the original equipment manufacturer (OEM) recommended maintenance schedule and requirements.

Contract Approach: An Invitation for Bids (IFB) was issued on June 4, 2024. One (1) Bid was received on June 28, 2024, from United Rentals, Inc. (United). The response to a post-bid survey indicated that the required services were out of the vendor’s range of services. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

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

Based on a price analysis performed utilizing the independent cost estimate and United’s certification that the pricing offered to HRT is 5% lower than that offered to other customers, United’s bid is deemed fair and reasonable. A contractor responsibility review performed confirmed that United is technically and financially capable of performing the work.

United Rentals is located in Chesapeake, VA and provides similar services to 203rd Red Horse at Langley Air Force Base in Hampton, VA; James Madison University in Harrisonburg, VA; and PAE Professional Services at Camp Peary in Falls Church, VA.

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

No DBE goal was established for this solicitation.

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

Project Manager: William Collins, Facilities Maintenance Manager

Contract No: 24-00287	Title: Forklift and Manlift Preventative Maintenance and Repair Services	Contract Amount: Base Year: \$ 55,665.00 Four Option Years: <u>\$224,450.00</u> Total: \$280,115.00
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Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to United Rentals, Inc. to provide forklift and manlift preventative maintenance and repair services in the not-to-exceed amount of \$280,115.00 over five (5) years.

United Rentals, Inc.'s Price Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$55,665.00	\$55,835.00	\$56,018.00	\$56,201.00	\$56,396.00	\$280,115.00

Contract No: 24-00304R	Title: Microsoft Software Assurance (Renewal)	Contract Amount: Three Years: \$2,566,140.46
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Acquisition Description: Enter into a renewal contract with a qualified contractor to provide Microsoft Software licenses renewals.

Background: Hampton Roads Transit's (HRT's) computer systems are based on the industry standard Microsoft Windows platform. HRT utilizes Microsoft software for all its desktops, laptops, and servers. HRT also utilizes Microsoft Cloud to host its communication and collaboration software and Financials ERP software. Microsoft Cloud services play a crucial role in HRT's Cloud Access management, Cyber Security, and Disaster Recovery and Business Continuity plans. Under the terms of this agreement, the Contractor will act as a reseller of Microsoft products and services utilized by HRT and manage HRT's Microsoft Software Assurance Agreement (MSAA), including reselling additional licenses for existing products and services, reselling new products and services as requested by HRT, providing all Microsoft software updates and technical support, and performing monthly Azure Infrastructure as a Service billing to HRT in accordance with Microsoft's reported consumption rate.

Contract Approach: An Invitation for Bids (IFB) was issued June 26, 2024. Five (5) bids were received on July 12, 2024, from the following firms:

- SHI International Corp
- Crayon Software Experts, LLC (Crayon)
- Zones, LLC
- CDW Government, LLC
- Bani Software, Inc.

In response to the IFB, bidders were required to provide pricing for various Microsoft products and licenses currently utilized by HRT, as listed in the Price Schedule.

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

Crayon's bid price is deemed fair and reasonable based on a price analysis performed utilizing the independent cost estimate, historical data, and the fact that pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Crayon is technically and financially capable of performing the work.

Crayon is located in Dallas, TX and provides similar services for Pittsburg Regional Transit in Pittsburg, PA; Miami-Dade County IT Department in Miami, FL; and the California Department of Technology in Sacramento, CA.

Contract No: 24-00304R	Title: Microsoft Software Assurance (Renewal)	Contract Amount: Three Years: \$2,566,140.46
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The period of performance for this Contract is three (3) years.

No DBE goal was assigned for this solicitation.

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

Project Manager: Alex Touzov, Senior 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 Crayon Software Experts, LLC to provide Microsoft Software licenses renewal, maintenance, and support in the not-to-exceed amount of \$2,566,140.46 over a three-year period.

Solicitation Results

Bidder	Total Bid Price
SHI International Corp	No Pricing provided in the Bid.
Crayon Software Experts, LLC	\$2,566,140.46
Zones, LLC	\$2,576,986.44
CDW Government, LLC	\$2,603,369.22
Bani Software, Inc.	\$2,775,185.13

Crayon Software Experts, LLC's Bid Summary

Year 1	Year 2	Year 3	Total
\$845,042.10	\$860,549.18	\$860,549.18	\$2,566,140.46

Contract No.: 24-00293	Title: Transit Mobile Data Wireless Services (Renewal)	Contract Amount:	
		Base Year:	\$106,780.00
		Four Option Years:	\$463,296.00
		Total:	<u>\$570,076.00</u>

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide mobile data wireless services to meet HRT’s connectivity needs for revenue vehicles and remote sites.

Background: Hampton Roads Transit (HRT) currently requires mobile wireless service on all of its Light Rail vehicles, ferries, and approximately 300 revenue buses. Under the terms of this agreement, the Contractor will provide the following:

- All services based on 5G technology and corresponding service plans.
- Deploy unlimited data services across HRT’s entire fleet of revenue vehicles, without any limitations or restriction on a monthly or annual basis.
- Public routable static IPv4 address for each service line to be used with the deployed devices.
- Wireless Priority Service (WPS) to HRT service line in recognition of HRT’s “critical infrastructure” designation as a transit agency.
- Backup connectivity links at remote sites to allow HRT to respond to Business Continuity and Disaster Recovery events and land line outages.

Contract Approach: A Request for Proposals (RFP) was issued on May 10, 2024. Three (3) proposals were received on May 3, 2024, from the following firms:

- AT&T Mobility, LLC
- Cello Partnership d/b/a Verizon Wireless
- T-Mobile USA, Inc. (T-Mobile)

In response to the RFP, Proposers were required to describe their approach to, and monthly rates for, providing the services described in the RFP.

Upon review and evaluation of the proposals, T-Mobile was rated best to meet the Scope of Work requirements based on the firm’s technical approach, experience, and qualifications described in their proposal; therefore, no technical presentations or clarifications were necessary.

At the conclusion of the technical evaluations, negotiations were held with T-Mobile 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, T-Mobile offered a Retention Credit of \$29.75 per line, which equates to a total of \$9,044.00 or 7.8%, for the first year of the Contract.

Contract No.: 24-00293	Title: Transit Mobile Data Wireless Services (Renewal)	Contract Amount:	
		Base Year:	\$106,780.00
		Four Option Years:	\$463,296.00
		Total:	<u>\$570,076.00</u>

After a review and analysis of the BAFO received, HRT staff determined that T-Mobile provided the best value to HRT based on a combination of technical capability and price. T-Mobile's pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that T-Mobile is both technically and financially capable of performing the services.

T-Mobile is located in Bellevue, WA and provides similar services to Virginia Beach City Public Schools; Washington Metro Area Transit Authority in Washington, DC; and Metropolitan Atlanta Rapid Transit Authority in Atlanta, GA. T-Mobile also currently provides similar services for HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

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

Project Manager: Alex Touzov, Senior 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 T-Mobile USA, Inc. to provide transit mobile data wireless services to HRT in the not-to exceed amount of \$570,076.00 over five (5) years.

Solicitation Results

Offeror	Original Offer	Best and Final Offer
T-Mobile USA, Inc.	\$579,120.00	\$570,076.00
Cello Partnership d/b/a Verizon Wireless	\$668,982.40	N/A
AT&T	\$770,457.60	N/A

Contract No.: 24-00293	Title: Transit Mobile Data Wireless Services (Renewal)	Contract Amount: Base Year: \$106,780.00 Four Option Years: <u>\$463,296.00</u> Total: <u>\$570,076.00</u>
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T-Mobile USA, Inc.'s Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$106,780.00	\$115,824.00	\$115,824.00	\$115,824.00	\$115,824.00	\$570,076.00