



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

Thursday, December 12, 2024, at 1:00 p.m.  
509 E. 18<sup>th</sup> Street, Norfolk, VA – In Person - Zoom

---

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, December 12, 2024, 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, December 12, 2024, 509 E. 18<sup>th</sup> Street, Norfolk,  
VA at 1:00 p.m. in Person – Zoom

### AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of November 14, 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

- FY 2022 Audit – recommend motion to accept the Financial Audit
- October 2024 Financial Report

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

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

- **Contract No. 24 – 00316 – Architectural and Engineering Services  
(Renewal)**

**Commission Consideration:** Award of a renewal contract to STV Group, Inc. to provide architectural and engineering services. The cumulative amount of all Task Orders issued under this contract will not exceed \$13,400,000.00 over the five-year period.

- **Contract No. 23 –00248 – Database Administration Managed Services (Renewal)**

**Commission Consideration:** Award of a renewal contract to B2B Acquisitions, Inc., d.b.a. Solvaria to provide database administration managed services to HRT in the not-to exceed amount of \$532,654.04 over five (5) years.

- **Contract No. 24 – 00327 – Purchase of Four (4) 40' Suburban Buses**

**Commission Consideration:** Award of a contract to Gillig, LLC to procure four (4) 40' suburban buses, in the total amount of \$2,811,928.00.

- **Contract No. 24 – 00325 – Purchase of One (1) Suburban 40' Bus**

**Commission Consideration:** Award of a contract to Gillig, LLC to procure one (1) 40' suburban bus, in the total amount of \$702,982.00.

- **Contract No. 24 – 00310 – Transit Amenity Services (Renewal)**

**Commission Consideration:** Award of a renewal contract to DBS, Inc. to provide transit amenity services in the not-to exceed amount of \$8,599,434.00 for three (3) years.

- **Contract No. 24 – 00289 – Wi-Fi/and Networking System Services**

**Commission Consideration:** Award of contracts to ePlus Technology, Inc. and The GBS Group to provide Wi-Fi and networking system services. The cumulative amount of all Task Orders issued under this contract will not exceed \$5,000,000.00 over the five-year period.

- 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 – Ms. Alicia Griffin, Chair/Barry Bland,  
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

- **RESOLUTION 02 – 2024** - A Resolution of the Transportation District Commission of Hampton Roads adopting the updated Hampton Roads Transit (HRT) Capital Improvement Plan (CIP) for fiscal years 2025 through 2034 – recommend motion for approval.
- **Resolution 03 – 2024** – A Resolution of the Transit Strategic Plan Annual Update (FY2026-2035) – recommend motion for approval.
- Hampton Roads Transit Agency Safety Plan (ASP) - recommend motion for approval.

6. Comments by Commission Members

7. Closed Session

8. Adjournment

**The next meeting will be held on Thursday, January 23, 2025, at 1:00 p.m.  
at 3400 Victoria Boulevard, Hampton, VA**



# Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, November 14, 2024, • 1:00 p.m. 3400 Victoria Boulevard, VA, and Hybrid (Zoom) Meeting

## Call to Order.

A quorum was attained, Chairwoman Woodbury called the meeting to order at 1:00 p.m.

## **Commissioners in attendance:**

Past-Chair Woodbury, Newport News  
Commissioner Ross-Hammond, Virginia Beach  
Alt. Commissioner DeProfio, Hampton  
Commissioner Johnson, Chesapeake  
Commissioner Houston, Norfolk, (Zoom)  
Commissioner Goodwin, Portsmouth  
Alt. Commissioner Trogdon, VDRPT  
Commissioner Diggs, Senate of Virginia Representative (Zoom)

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

Ray Amoruso, Chief Planning and Development  
Tammara Askew, Administrative Support Technician (Zoom)  
Monique Battle, Ops Project and Contract Administrator (Zoom)  
Thomas Becher, Communications Manager (Zoom)  
Blue Bell, Budget Analyst (Zoom)  
Barry Bland, Paratransit Services Contract Administrator  
Malika Blume, Director of Internal Audit (Zoom)  
Claudette Boneparte, Human Resource Analyst (Zoom)  
Keisha Branch, Director of Capital Programs  
Amy Braziel, Director of Contracted Services and Operational Analytics  
David Burton, William Mullens, General Counsel  
Donna Brumbaugh, Director of Finance (Zoom)  
Conner Burns, Chief Financial Officer  
Sherri Dawson, Director of Transit Development  
Rodney Davis, Director of Customer Relations  
Sheri Dixon, Director of Revenue Services (Zoom)  
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)  
Katie Fenimore, Marketing Communications Strategist (Zoom)  
April Garrett, Sr. Executive Assistant  
Angela Glass, Director of Budget & Financial Analysis  
Wayne Groover, Director of Rail Maintenance (Zoom)  
William Harrell, President and CEO  
Keianna Harris, Special Projects Assistant (Zoom)  
Danielle Hill, Director of Human Resources  
Toni Hunter, Staff Auditor

Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)  
Pete Katranides, Employee Engagement Retention Specialist (Zoom)  
Shane Kelly, Sr. Manager Security & Emergency Preparedness  
Justin Kahler, Grants Program Analyst (Zoom)  
Sonya Luther, Director of Procurement  
Alexis Majjed, Chief Communications & External Affairs Officer  
Patrick McGowan, Manager of Rail Transportation, (Zoom)  
Tracy Moore, Director of Transportation (Zoom)  
John Nason, Director of Bus Maintenance  
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)  
Noelle Pinkard, Organizational Advancement Officer (Zoom)  
Luis R. Ramos, Senior Executive Administrator/Commission Secretary  
Alex Ridley, Northside Maintenance Shop Steward  
Shleaker Rodgers, Staff Auditor (Zoom)  
Dawn Sciortino, Chief Safety Officer  
Liliana Scott, HR Training Development Specialist (Zoom)  
Ben Simms, Chief Transit Operations Officer  
Brian Smith, Deputy CEO  
Paula Studebaker, HR Executive Assistant  
Matthew Stumpf, 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  
Keishia Williams, Operations Support Technician  
Kim Wolcott, Chief Human Resources Officer  
Robert Travers, HRT Corporate Counsel  
Teri Winfield-Wiley, Payroll Technician

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

Jordan Chapman, VDRPT  
Alt. Commissioner Cipriano, City of Newport News  
Alt. Commissioner Daugherty, VDRPT  
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT  
Angela Hopkins, City of Newport News  
Denise Johnson, Chair, Transit Riders Advisory Committee  
Ina Kreps, Portsmouth, Citizen  
Sheila McAllister, City of Newport News (Zoom)  
Alt. Commissioner Sparks, VDRPT  
Janice Taylor, League of Women Voters (Zoom)  
Constantinos 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

- Financial Reports
- Committee Reports

### **Public Comments**

Mr. Alex Ridley, Northside Maintenance Shop Steward, made comments concerning the maintenance department. Mr. Ridley stated that Management and the Union continue to discuss training on new equipment, standard preventative maintenance programs, and clarifying standards for mechanic classifications and job assignments.

A motion to close public comments was made by Commissioner Ross-Hammond and properly seconded by Commissioner DeProfio. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, DeProfio, Johnson, Goodwin, Trogdon, and Houston.

Nays: None

Abstain: None

### **Approval of October 24, 2024, Meeting Minutes**

A motion to approve the October 2024 minutes was made by Commissioner Ross-Hammond and properly seconded by Commissioner Jonson. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, DeProfio, Johnson, Goodwin, Trogdon, and Houston

Nays: None

Abstain: None

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

Mr. Harrell welcomed everyone to the meeting. Each Commissioner received a review of the comments made by Mr. Moses Washington, Union mechanic, at the October 2024 meeting of the full Commission. Mr. Harrell stated that an internal team is following up, as appropriate, on Mr. Washington's comments.

Mr. Harrell noted that he convened multiple CEO roundtables with operators and mechanics. As a result of these meetings, a tool committee was established in October 2024 and promptly made several recommendations on additional tools and equipment to assist mechanics. Additionally, weekly safety meetings are held with operators and mechanics to enhance training and safety programs already in place. Concerns about qualified employees being passed up were investigated and found to be unsubstantiated. Comments regarding the appropriate allocation of funding were investigated and similarly determined to be unfounded.

Mr. Harrell reviewed the following items from his President's Report:

The **Virginia Beach Wave Trolley** celebrated its 40th summer at the Oceanfront. Annual ridership has increased significantly, with 277,000 riders between May 12th and the Neptune Festival in late September, up from 174,000 in 2023. HRT will be providing feedback to Virginia Beach on proposed Atlantic Avenue adjustments that might impact ridership.

**Operation Hurricane Relief**, led by Angela Gregory, included dozens of employee volunteers. Over 2,500 pounds of supplies were collected, in collaboration with Operation Blessing. HRT will continue to monitor future needs and events.

Additionally, all buses, trolleys, light rail, and ferry services now offer complimentary Wi-Fi, thanks to the efforts of Mr. Price and the Technology team. This includes 88 buses, 14 trolleys, 9 light rail trains, and 2 ferries.

Mr. Harrell called upon Ms. Alexis Majied, Chief Communication Officer, to brief the Commission on the multiple awards that the Marketing and Communications department recently received. Ms. Majied stated the department recently won six Pinnacle Awards from the Hampton Roads Chapter of the Public Relations Society of America. These awards recognize the best public relations programs and tactics in the region.

HRT also received an Excellence Award for the VB Wave 40th Anniversary campaign, the Student Freedom Pass campaign, the Vanurary campaign, the Rideshare the Love campaign, and our Transit Equity Day and Juneteenth events. Finally, HRT also won Merit Awards for a blog post on solving the ridership gap and for its Earth Day and Bike Month events. Ms. Majied stated that these recognitions are a testament to the team's hard work and dedication.

Mr. Harrell called upon Ms. Amy Jordan, Director of Business Development, for a brief update on "rebranding" of the Traffix program to GoCommute. This program promotes vanpooling, carpooling, and active transportation to reduce solo driving.

The rebranding to GoCommute aims to resonate better with the community and align with the mission to reduce traffic congestion and greenhouse gases. The new brand emphasizes commuter solutions and includes a fresh marketing campaign with billboards and vehicle wraps.

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

Chairwoman Woodbury called upon Mr. Conner Burns, for the Audit & Budget Review Committee report.

Mr. Burns stated that the Budget and Audit Committee did not meet in the month of November. There were no financials to review due to the timing of the meeting.

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

Chairwoman Woodbury called for the MFAC report. Alt Commissioner DeProfio stated that the main topic was an update on the upcoming Capital Improvement Plan (CIP) for fiscal years 2026-2035. Staff provided an update and requested questions or comments, which they will address at the next meeting.



Alt. Commissioner DeProfio mentioned that they also received an update on Free Fare Day on Election Day, noting positive results of approximately 33,000 riders participating. Additionally, MFAC briefly discussed reviewing and commenting on Local Transportation Service Plan (TSP) letters and the System Optimization Plan draft information that has been shared with the cities.

### **Operations and Oversight Committee**

Chairwoman Woodbury called for the O&O Committee report. Ms. Sonya Luther to present contracts for the Commission's consideration of approval.

There were four contracts presented and approved by the O&O Committee and brought to the Commission as a motion for approval:

**Contract No. 24 - 00299 – Client Technology Support Service** – Recommended that Commission approve award of contracts to 22nd Century Technologies, Inc., Computer Aid, Inc., Lakarya, LLC and Networking Technologies + Support, Inc. to provide client technology support services. The cumulative amount of all Task Orders issued under this contract will not exceed \$1,645,000.00 over the five-year period.

**Contract No. 24 – 00298 – Infrastructure Support Services** – Recommended that Commission approve award of contracts to Data Storage Science, LLC and ePlus Technology, Inc. to provide infrastructure support services. The cumulative amount of all Task Orders issued under this contract will not exceed \$3,568,000.00 over the five-year period.

**A motion to approve Contract No. 24 - 00299 – Client Technology Support Service and Contract No. 24 – 00298 – Infrastructure Support Services** was made by the Operations and Oversight Committee and properly seconded by Commissioner Ross-Hammond. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, DeProfio, Johnson, Goodwin, Trogdon, Bullock, and Houston,

Nays: None

Abstain: None

**Contract No. 24 – 00286 – Commercial Banking Services (Renewal)** Recommended that Commission approve award of contracts to TowneBank to provide commercial banking services in the not-to-exceed amount of \$180,340.45 over five (5) years. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Glover, Ross-Hammond, DeProfio, Goodwin, Trogdon, Bullock, and Houston

Nays: None

Abstain: Johnson

**Contract No. 24 – 00315 – State Legislative and Advocacy Services (Renewal)** Recommended that Commission approve award of contracts to Access Point Public Affairs, LLC to provide state legislative and advocacy services in the not-to-exceed amount of \$477,822.22.

A motion to approve **Contract No. 24 – 00315 – State Legislative and Advocacy Services (Renewal)** was made by the Operations and Oversight Committee and properly seconded by Commissioner Ross-Hammond. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Ross-Hammond, DeProfio, Johnson, Goodwin, Bullock, and Houston,

Nays: None

Abstain: Trogdon

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

Chairman Woodbury called on Commissioner Ross-Hammond for an update. Commissioner Ross-Hammond stated that the committee did not meet in the month of November. The next Planning and New Starts Committee meeting will be January 23, 2025.

### **External Legislative Affairs Committee (ELAC)**

Chairman Woodbury called for the ELAC report. Ms. Noelle Pinkard provided a State and Federal update, which included the following items:

#### **Federal Legislative Update:**

Current government funding for the fiscal year 2025 expires on December 20th. Lawmakers are increasingly pessimistic about passage of individual funding bills before the end of 2024, including FY25 Transportation Housing and Urban Development (THUD) appropriations. Congressionally Directed Spending will not be included in the anticipated year-end Continuing Resolution but may remain in spending bills considered in an omnibus package. Congress will begin to consider a surface transportation reauthorization bill prior to 2026, with hearings likely beginning in 2025.

#### **State Legislative Update:**

It was noted that the Northern Virginia Growing Needs of Public Transit Joint Subcommittee met on November 12th to review and consider regional funding sources for transit, and the Virginia Transit Association's Board will meet on November 22nd to adopt its legislative agenda. An update on both meetings will be provided at the December ELAC meeting.

Ms. Pinkard also noted the positive ridership participation during the fare free services provided on Election Day.

The next ELAC meeting is scheduled for December 4th in the Norfolk Boardroom.

**Smart Cities and Innovation Committee**

The Smart Cities and Innovation Committee did not meet in the month of November.

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

Mr. Bland, Director of Paratransit, stated that that the Paratransit Advisory Committee did not meet in the month of November.

**Transit Riders Advisory Sub-Committee (TRAC)**

Ms. Denise Johnson provided her report to the Commission. The next Transit Riders Advisory Sub-Committee meeting will be held on January 8, 2025, in Hampton.

**Old and New Business**

None

**Comments from Commissioners**

None

**Adjournment**

With no further business to conduct, the meeting was adjourned at 1:55 p.m.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

\_\_\_\_\_  
**Patricia Woodbury**  
**(in the absence of Chairman Don Carey)**

**ATTEST:**

\_\_\_\_\_  
**Luis Ramos**  
**Commission Secretary**  
**November 14, 2024**



## VB Wave Trolley Ridership Makes a Splash

The VB Wave Trolley celebrated its 40th summer at the Oceanfront with a significant jump in ridership. Between May 12 and the Neptune Festival in late September, a total of 277,724 people rode on the three trolley routes as part of the summertime service operated by Hampton Roads Transit, up from 174,212 riders in 2023. That's a 56 percent increase. Route 35 increased by 178 percent as daily service doubled from hourly to every 30 minutes. Route 30 increased by 45 percent and Route 31 by 67 percent.



## Operation Hurricane Relief a Big Success

Even in the off-season, HRT continued to make good use of our trolleys during Operation Hurricane Relief. Dozens of employees volunteered and, with the help of our community, stuffed two VB Wave Trolleys – one on the Peninsula and another on the Southside - with 2,500 pounds in supplies for Operation Blessing. This initiative came together quickly following back-to-back hurricanes that swept across the South. I offer a sincere “thank you” to our staff for their dedication to pulling off this task. This was a great opportunity to partner with a local organization and show “HRT Cares.”



## Wi-Fi Installation Complete

Mission Accomplished! When passengers board an HRT bus, trolley, light rail, or ferry, they can now use complimentary Wi-Fi. Wi-Fi has been installed on 88 buses, 14 trolleys, nine light rail trains, and two ferries. This was a massive undertaking. Technology Services began the installation process in January 2023, and it was completed in July 2024. All new buses are delivered Wi-Fi ready. This is the latest example of how we use technology to enhance passenger amenities and bring in new riders.



## Light Rail Emergency Drill

The Department of Emergency Management conducted its annual emergency drill on the Tide light rail system. It was held on Sunday, Nov. 3, and was meant to simulate real-world events, including a disabled train with passengers needing to be evacuated. HRT partnered with the Norfolk Fire Department and Office of Emergency Management on this exercise. Following the drill, feedback was gathered from participants, which will help the department generate an after-action report and make improvements where necessary.



## Reaching The Next Generation of Transit Workers

Public Outreach participated in the annual World of Work Career Expo in Chesapeake on Oct. 22 and 23. The Hampton Roads Workforce Council, Hampton Roads Chamber, Tidewater Community College, Chesapeake Economic Development, and Chesapeake Public Schools and Chesapeake Public Library hosted the two-day event. Thousands of students were given hands-on experience in on-demand, high-earning career paths in Hampton Roads. This year, HRT offered a virtual glimpse into the daily life of a bus operator and information on other transit-related career opportunities.



## 2024 in Review: Celebrating Progress and Looking Ahead

As 2024 comes to a close, I wanted to take a few moments to reflect on the many successes we shared this year and to offer my sincere thanks to everyone at Hampton Roads Transit. It takes ingenuity, dedication, and teamwork to continually achieve this level of progress. And that's exactly what we're doing.

We started the year by celebrating the arrival of two long-awaited ferries with multiple upgrades to improve safety and the overall customer experience. Elizabeth River Ferries VI and VII were added to the fleet in February, bolstering support for spring and summer events in Portsmouth and Norfolk.

We marked another important achievement in the spring with the installation of HRT's 500th bus shelter on Atlantic Avenue in Virginia Beach, across the street from the historic Cavalier Hotel and Beach Club. It's an invaluable resource for hotel staff, residents, and tourists.

This summer, we celebrated the 40th anniversary of the Virginia Beach Wave Trolley. And what better way to celebrate than with a significant jump in ridership? More than 277,000 people took advantage of the three available routes, up 56 percent from the previous summer.

Summer also saw the completion of Wi-Fi installation on all HRT buses, trolleys, light rail, and ferries. The installation was a massive undertaking and took about 18 months. This technology will keep customers connected during their commute and help us promote public transit to choice riders.

As the season turned to fall, HRT marked a major milestone: 25 years of connecting the community. Employees past and present are helping us share the story of the historic merger between Tidewater Regional Transit (TRT) and Peninsula Transit (PENTRAN). We will continue highlighting this silver anniversary throughout the year.

Fall also brought the return of a popular HRT service, OnDemand ridesharing, to Virginia Beach and Newport News. More than a thousand trips were booked within the first month. OnDemand bridges the transit gap in areas with limited fixed-route service, helping customers with first and last-mile transportation needs.

November saw the highly anticipated rebranding of HRT's Traffic Demand Management program from TRAFFIX to goCommute. With a focus on commuter solutions, goCommute is poised to help more people find alternatives to driving alone to work.

We have an extensive list of accomplishments in 2024. You can find many more in the HRT FY2024 Annual Report and accompanying video. Be sure to pick up a copy or scan the QR code below to see the video.

While we achieved so much this year, our progress is not slowing down in 2025.



# President's Letter

## December 2024

We look forward to engaging with the public in January to gather feedback on the Connecting Chesapeake Study before briefing Chesapeake city council with our recommendations and asking for their concurrence on next steps in February. We also hope to have the results of the System Optimization Plan (SOP) adopted by the Transportation District Commission of Hampton Roads by next fall. The SOP will help HRT improve efficiency and effectiveness by focusing our resources and assets on the most productive routes.

We're awaiting the arrival of two new trolleys. This will help shore up our summer service at the Oceanfront. We're excited to expand the 757 Express program further with increased frequencies on Route 15 in October 2025.

We also anticipate the launch of GoMobile, an impactful change that will enable customers to pay their fares using a mobile device.

As you can see, we covered a lot of ground in 2024. Making improvements in all our modes of transportation and even adding additional service. The work goes on, and I am thankful to have each of you along for the ride.

Happy Holidays,

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



Scan the code to watch our  
2024 year-end report video.



### TRAFFIX is Now goCommute

Hampton Roads Transit is excited about the rebranding of TRAFFIX to goCommute. The new name, new look, and accompanying website launched on Nov. 8. goCommute gives customers smart time and money-saving commuting solutions. The goal is to reduce the number of cars on the road, create sustainable commuting habits, and help the environment.



### Base Express Turns Two

Cheers to the “Blue” and “Gold”! The Base Express just celebrated its second anniversary. The service officially began at Naval Station Norfolk on Dec. 2, 2022. The Blue and Gold routes have carried more than 90,000 passengers in the first two years. The two routes average nearly 5,000 passengers per month. Base Express provides free public transit to service members, government contractors, and veterans with easy and convenient access to major points of interest seven days a week.



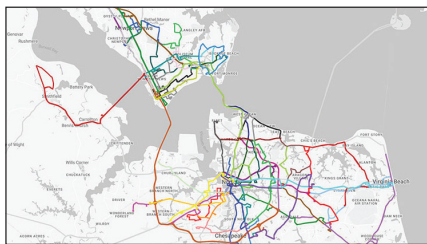
### Bus Operator Mentorship Program Featured in HRT Blog

Last fall, HRT partnered with the Amalgamated Transit Union Local 1177 to launch a bus operator mentorship program. This peer-to-peer initiative allows experienced operators to enhance their leadership skills while providing vital support to new drivers during their first year on the job. The program has been a resounding success, with 82% of participants from its inaugural year remaining with the company. To learn more about the program and hear directly from those involved, visit the On the Move blog.



### Director of Transit Development Delivers Keynote at WTS Annual Reception

The Women’s Transportation Seminar (WTS) Hampton Roads Chapter hosted its 14th Annual Reception on November 7, with Sherri Dawson, HRT’s director of transit development, delivering the keynote address. In her speech, Ms. Dawson shared an insightful and inspiring journey of her career in public transit, captivating an audience of over 100 attendees. Her remarks were met with applause and appreciation. We were proud to have HRT represented so prominently, with Ms. Dawson and other staff members contributing to the success of the event.



### All Systems Go on New System Map

Customers now have a new tool to help navigate the HRT transit system. At the suggestion of Commissioner Andria McClellan, Technology Services created a digital System Map. It features every route and each of our 2,500 bus stops. Currently, only major stops are visible on other map providers such as Google Maps. The new digital System Map is designed to help with trip planning and increase customer confidence while using our system.



### 'Tis The Season for a Holiday Parade

Santa has been making the rounds, spreading holiday cheer throughout Hampton Roads. And so has HRT. Over a dozen staff members participated in the 38th Annual Grand Illumination Parade in Downtown Norfolk on Nov. 23. Operations provided an electric bus decorated in a holiday theme, inviting paraders to “Jingle all the way to a new career at HRT.” The holiday spirit spread to the Oceanfront. On Dec. 7, Virginia Beach City Council members were invited to ride a VB Wave Trolley in the annual Bayport Credit Union Holiday Parade at the Beach.



HAMPTON ROADS  
TRANSIT

**Draft Financial Statement**

OCTOBER 2024  
FISCAL YEAR 2025  
FINANCIAL REPORT

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



# OPERATING FINANCIAL STATEMENTS

## October 2024

FISCAL YEAR 2025 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 8,823.3	\$ 718.5	\$ 745.1	\$ 26.6	3.7 %	\$ 2,981.0	\$ 3,015.7	\$ 34.7	1.2 %
Passenger Revenue - RTS	881.3	73.4	72.6	(0.8)	(1.1) %	293.8	284.8	(9.0)	(3.1) %
Advertising Revenue	800.0	66.7	(11.6)	(78.2)	(117.3) %	266.7	320.0	53.3	20.0 %
Other Transportation Revenue	2,975.3	247.9	235.6	(12.4)	(5.0) %	991.8	935.5	(56.3)	(5.7) %
Non-Transportation Revenue	60.0	5.0	38.4	33.4	668.9 %	20.0	134.6	114.6	573.1 %
<b>Total Operating Revenue</b>	<b>13,539.8</b>	<b>1,111.5</b>	<b>1,080.1</b>	<b>(31.4)</b>	<b>(2.8) %</b>	<b>4,553.2</b>	<b>4,690.6</b>	<b>137.4</b>	<b>3.0 %</b>
<b>Non-Operating Revenue</b>									
Federal Funding (5307/5337)	46,120.7	3,663.0	3,952.8	289.8	7.9 %	15,941.8	14,235.1	(1,706.7)	(10.7) %
HRRTF Funding	10,517.6	876.5	784.5	(92.0)	(10.5) %	3,505.9	2,891.7	(614.1)	(17.5) %
State Funding	24,937.8	2,078.1	2,078.1	0.0	0.0 %	8,312.6	8,312.6	0.0	0.0 %
Local Funding	50,258.9	4,188.2	4,188.2	0.0	0.0 %	16,753.0	16,753.0	0.0	0.0 %
<b>Total Non-Operating Revenue</b>	<b>131,834.9</b>	<b>10,805.9</b>	<b>11,003.7</b>	<b>197.8</b>	<b>1.8 %</b>	<b>44,513.2</b>	<b>42,192.4</b>	<b>(2,320.9)</b>	<b>(5.2) %</b>
<b>TOTAL REVENUE</b>	<b>\$ 145,374.7</b>	<b>\$ 11,917.4</b>	<b>\$ 12,083.8</b>	<b>\$ 166.4</b>		<b>\$ 49,066.4</b>	<b>\$ 46,883.0</b>	<b>\$ (2,183.4)</b>	
<b>TOTAL EXPENSE</b>	<b>\$ 145,374.7</b>	<b>\$ 11,917.4</b>	<b>\$ 11,943.3</b>	<b>\$ (25.9)</b>		<b>\$ 49,066.4</b>	<b>\$ 46,272.7</b>	<b>\$ 2,793.7</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ 140.5</b>				<b>\$ 610.3</b>		

1. Line of Credit balance as of November 14, 2024 is \$10,974,396.01.  
 2. Line of Credit Average Daily balance for October 2024 was \$12,380,328.61.

# OPERATING FINANCIAL STATEMENTS

October 2024

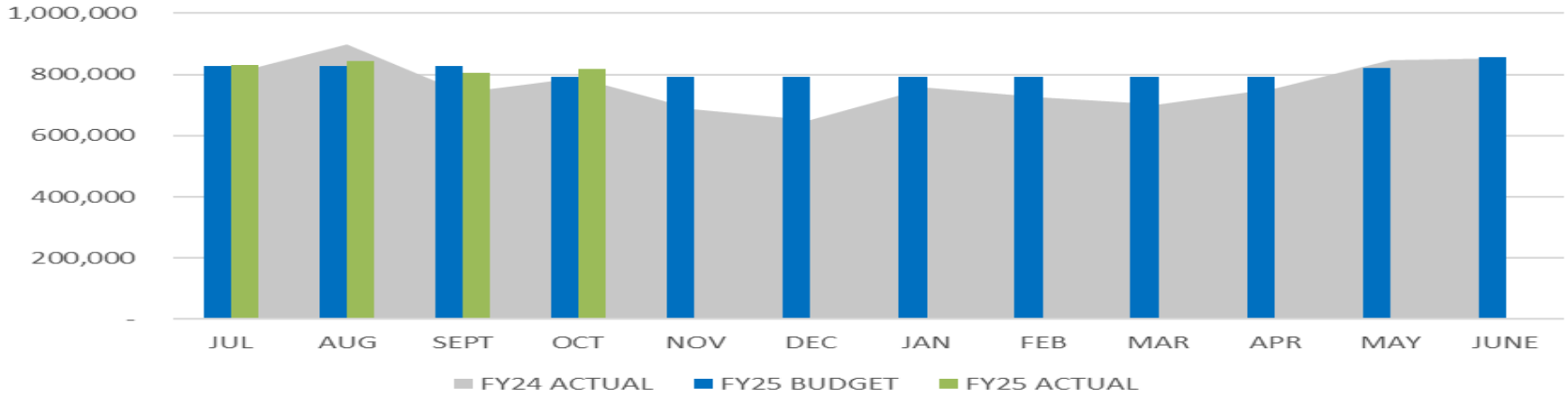
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2025

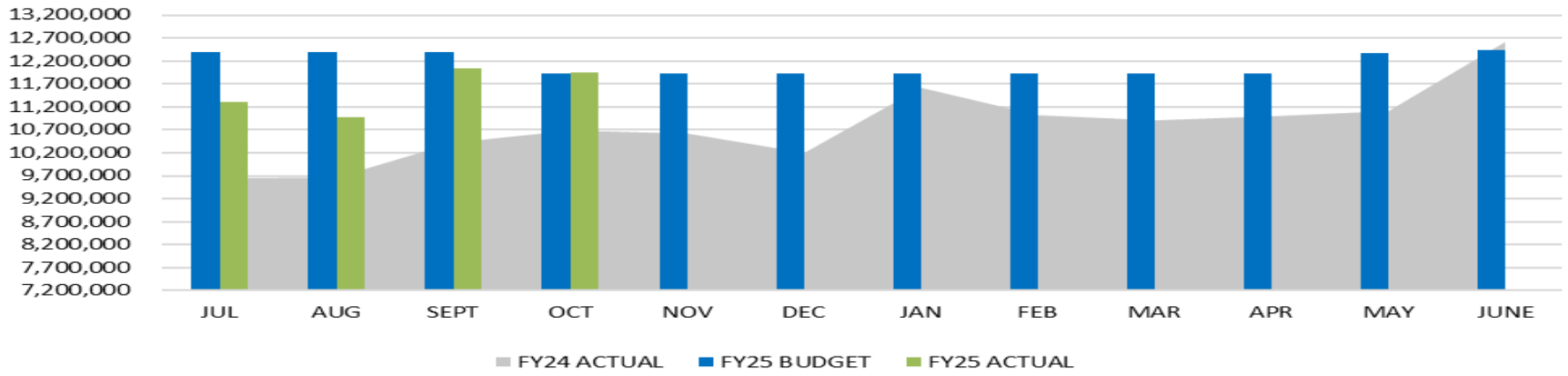
Dollars in Thousands

	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
<b>Operating Revenue</b>									
Passenger Revenue	\$ 881.3	\$ 73.4	\$ 72.6	\$ (0.8)	(1.1) %	\$ 293.8	\$ 284.8	\$ (9.0)	(3.1) %
RTS Service	10,517.6	876.5	784.5	(92.0)	(10.5) %	3,505.9	2,891.7	(614.1)	(17.5) %
<b>TOTAL REVENUE</b>	<b>\$ 11,398.9</b>	<b>\$ 949.9</b>	<b>\$ 857.1</b>	<b>\$ (92.8)</b>		<b>\$ 3,799.6</b>	<b>\$ 3,176.5</b>	<b>\$ (623.1)</b>	
<b>Operating Expenses</b>									
Personnel Services	\$ 8,402.3	\$ 700.2	\$ 640.4	\$ 59.8	8.5 %	\$ 2,800.8	\$ 2,446.2	\$ 354.6	12.7 %
Contract Services	1,187.4	99.0	75.7	23.2	23.5 %	395.8	240.3	155.5	39.3 %
Materials & Supplies	1,352.6	112.7	115.6	(2.9)	(2.6) %	450.9	405.3	45.6	10.1 %
Utilities	81.6	6.8	7.2	(0.5)	(6.7) %	27.2	21.9	5.3	19.6 %
Casualties & Liabilities	375.0	31.3	18.0	13.2	42.3 %	125.0	62.9	62.1	49.7 %
<b>TOTAL EXPENSE</b>	<b>\$ 11,398.9</b>	<b>\$ 949.9</b>	<b>\$ 857.1</b>	<b>\$ 92.8</b>		<b>\$ 3,799.6</b>	<b>\$ 3,176.5</b>	<b>\$ 623.1</b>	
<b>SURPLUS (DEFICIT)</b>			<b>\$ -</b>				<b>\$ -</b>		

## Farebox Revenue



## Total Expenses



# OPERATING CROSSWALK

October 2024

YEAR-TO-DATE					
FISCAL YEAR 2025 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
<b>REVENUE</b>					
Passenger Revenue	\$ 3,274.7	\$ 2,956.8	\$ 343.7	\$ 3,300.5	\$ 25.8
Advertising Revenue	\$ 266.6	\$ 289.2	\$ 30.8	\$ 320.0	\$ 53.4
Other Transportation Revenue	\$ 991.8	\$ -	\$ 935.5	\$ 935.5	\$ (56.3)
Non-Transportation Revenue	\$ 20.0	\$ 37.3	\$ 97.3	\$ 134.6	\$ 114.6
Federal Funding (PM 5307/5337)	\$ 15,941.8	\$ 14,235.1	\$ -	\$ 14,235.1	\$ (1,706.7)
HRRTF Funding <sup>1</sup>	\$ 3,505.9	\$ -	\$ 2,891.7	\$ 2,891.7	\$ (614.2)
State Funding	\$ 8,312.6	\$ 8,312.6	\$ -	\$ 8,312.6	\$ -
Local Funding	\$ 16,753.0	\$ 16,753.0	\$ -	\$ 16,753.0	\$ -
<b>TOTAL REVENUE:</b>	<b>\$ 49,066.4</b>	<b>\$ 42,584.0</b>	<b>\$ 4,299.0</b>	<b>\$ 46,883.0</b>	<b>\$ (2,183.4)</b>
<b>EXPENSE</b>					
Personnel Services	\$ 29,506.2	\$ 26,149.1	\$ 2,480.0	\$ 28,629.1	\$ 877.1
Services	\$ 5,327.8	\$ 3,233.1	\$ 306.6	\$ 3,539.7	\$ 1,788.1
Materials & Supplies	\$ 4,671.3	\$ 4,207.8	\$ 399.0	\$ 4,606.8	\$ 64.5
Utilities	\$ 514.9	\$ 445.3	\$ 42.2	\$ 487.5	\$ 27.4
Casualties & Liabilities	\$ 1,663.1	\$ 1,269.4	\$ 120.4	\$ 1,389.8	\$ 273.3
Purchased Transportation	\$ 6,688.4	\$ 6,357.3	\$ 602.9	\$ 6,960.2	\$ (271.8)
Other Miscellaneous Expenses	\$ 694.7	\$ 602.4	\$ 57.2	\$ 659.6	\$ 35.1
<b>TOTAL EXPENSE:</b>	<b>\$ 49,066.4</b>	<b>\$ 42,264.4</b>	<b>\$ 4,008.3</b>	<b>\$ 46,272.7</b>	<b>\$ 2,793.7</b>
<b>BUDGET STATUS TO DATE<sup>2</sup>:</b>	<b>\$ -</b>	<b>\$ 319.6</b>	<b>\$ 290.7</b>	<b>\$ 610.3</b>	<b>\$ 610.3</b>

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

October 2024

FISCAL YEAR 2025 (\$ in thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 50,259.0	\$ 16,753.0	\$ 16,753.0	\$ -
Plus: Local Farebox	\$ 8,650.6	\$ 2,883.6	\$ 2,956.8	\$ 73.2
Locality Share - Sub-Total:	\$ 58,909.6	\$ 19,636.6	\$ 19,709.8	\$ 73.2
Plus: Federal Aid	\$ 46,120.7	\$ 15,941.8	\$ 14,235.1	\$ (1,706.7)
State Aid	\$ 24,937.9	\$ 8,312.6	\$ 8,312.6	\$ -
Total Revenue Contribution:	\$ 129,968.2	\$ 43,891.0	\$ 42,257.5	\$ (1,633.5)
Operating Expenses:	\$ 129,968.2	\$ 43,891.0	\$ 41,937.9	\$ (1,953.1)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 319.6</b>

**KPI**

Farebox Recovery:	6.6%	7.1%
Farebox % of Budgeted Expense:		6.7%

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

# LOCALITY RECONCILIATION

October 2024

FISCAL YEAR 2025 (\$ in thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,018.0	\$ 1,006.0	\$ 1,006.0	\$ -
Plus: Local Farebox	\$ 420.9	\$ 140.3	\$ 156.1	\$ 15.8
Locality Share - Sub-Total:	\$ 3,438.9	\$ 1,146.3	\$ 1,162.1	\$ 15.8
Plus: Federal Aid	\$ 3,433.7	\$ 1,144.6	\$ 956.6	\$ (188.0)
State Aid	\$ 1,592.5	\$ 530.8	\$ 496.0	\$ (34.8)
Total Revenue Contribution:	\$ 8,465.1	\$ 2,821.7	\$ 2,614.7	\$ (207.0)
Operating Expenses:	\$ 8,465.1	\$ 2,821.7	\$ 2,571.1	\$ (250.6)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 43.6</b>

**KPI**

Farebox Recovery:	5.0%	6.1%
Farebox % of Budgeted Expense:		5.5%

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

# LOCALITY RECONCILIATION

October 2024

FISCAL YEAR 2025 (\$ in thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 5,237.4	\$ 1,745.8	\$ 1,745.8	\$ -
Plus: Local Farebox	\$ 743.4	\$ 247.9	\$ 291.5	\$ 43.6
Locality Share - Sub-Total:	\$ 5,980.8	\$ 1,993.7	\$ 2,037.3	\$ 43.6
Plus: Federal Aid	\$ 5,267.5	\$ 1,755.8	\$ 1,941.8	\$ 186.0
State Aid	\$ 2,647.6	\$ 882.5	\$ 964.8	\$ 82.3
Total Revenue Contribution:	\$ 13,895.9	\$ 4,632.0	\$ 4,943.9	\$ 311.9
Operating Expenses:	\$ 13,895.9	\$ 4,632.0	\$ 4,900.3	\$ 268.3
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 43.6</b>

**KPI**

Farebox Recovery:	5.4%	5.9%
Farebox % of Budgeted Expense:		6.3%

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

# LOCALITY RECONCILIATION

October 2024

FISCAL YEAR 2025 (\$ in thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,300.7	\$ 2,766.9	\$ 2,766.9	\$ -
Plus: Local Farebox	\$ 1,426.3	\$ 475.4	\$ 532.9	\$ 57.5
<b>Locality Share - Sub-Total:</b>	<b>\$ 9,727.0</b>	<b>\$ 3,242.3</b>	<b>\$ 3,299.8</b>	<b>\$ 57.5</b>
Plus: Federal Aid	\$ 7,959.9	\$ 2,653.3	\$ 2,712.1	\$ 58.8
State Aid	\$ 4,200.2	\$ 1,400.1	\$ 1,473.7	\$ 73.6
<b>Total Revenue Contribution:</b>	<b>\$ 21,887.1</b>	<b>\$ 7,295.7</b>	<b>\$ 7,485.6</b>	<b>\$ 189.9</b>
<b>Operating Expenses:</b>	<b>\$ 21,887.1</b>	<b>\$ 7,295.7</b>	<b>\$ 7,428.1</b>	<b>\$ 132.4</b>
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 57.5</b>

**KPI**

Farebox Recovery:	6.5%	7.2%
Farebox % of Budgeted Expense:		7.3%

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



# LOCALITY RECONCILIATION

October 2024

FISCAL YEAR 2025 (\$ in thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 21,795.0	\$ 7,265.0	\$ 7,265.0	\$ -
Plus: Local Farebox	\$ 4,191.4	\$ 1,397.1	\$ 1,276.0	\$ (121.1)
Locality Share - Sub-Total:	\$ 25,986.4	\$ 8,662.1	\$ 8,541.0	\$ (121.1)
Plus: Federal Aid	\$ 17,677.5	\$ 5,892.5	\$ 4,501.5	\$ (1,391.0)
State Aid	\$ 10,464.1	\$ 3,488.0	\$ 3,237.9	\$ (250.1)
Total Revenue Contribution:	\$ 54,128.0	\$ 18,042.6	\$ 16,280.4	\$ (1,762.2)
Operating Expenses:	\$ 54,128.0	\$ 18,042.6	\$ 16,192.1	\$ (1,850.5)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 88.3</b>

**KPI**

Farebox Recovery:	7.7%	7.9%
Farebox % of Budgeted Expense:		7.1%

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

# LOCALITY RECONCILIATION

October 2024

FISCAL YEAR 2025 (\$ in thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,182.0	\$ 1,060.7	\$ 1,060.7	\$ -
Plus: Local Farebox	\$ 514.1	\$ 171.4	\$ 191.7	\$ 20.3
<b>Locality Share - Sub-Total:</b>	<b>\$ 3,696.1</b>	<b>\$ 1,232.1</b>	<b>\$ 1,252.4</b>	<b>\$ 20.3</b>
Plus: Federal Aid	\$ 3,747.3	\$ 1,249.1	\$ 1,115.6	\$ (133.5)
State Aid	\$ 1,730.1	\$ 576.7	\$ 563.5	\$ (13.2)
<b>Total Revenue Contribution:</b>	<b>\$ 9,173.5</b>	<b>\$ 3,057.9</b>	<b>\$ 2,931.5</b>	<b>\$ (126.4)</b>
<b>Operating Expenses:</b>	<b>\$ 9,173.5</b>	<b>\$ 3,057.9</b>	<b>\$ 2,906.7</b>	<b>\$ (151.2)</b>
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 24.8</b>

**KPI**

Farebox Recovery:	5.6%	6.6%
Farebox % of Budgeted Expense:		6.3%

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

# LOCALITY RECONCILIATION

October 2024

FISCAL YEAR 2025 (\$ in thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,725.9	\$ 2,908.6	\$ 2,908.6	\$ -
Plus: Local Farebox	\$ 1,354.5	\$ 451.5	\$ 508.6	\$ 57.1
Locality Share - Sub-Total:	\$ 10,080.4	\$ 3,360.1	\$ 3,417.2	\$ 57.1
Plus: Federal Aid	\$ 8,034.8	\$ 3,246.5	\$ 3,007.5	\$ (239.0)
State Aid	\$ 4,303.4	\$ 1,434.5	\$ 1,576.7	\$ 142.2
Total Revenue Contribution:	\$ 22,418.6	\$ 8,041.1	\$ 8,001.4	\$ (39.7)
Operating Expenses:	\$ 22,418.6	\$ 8,041.1	\$ 7,939.6	\$ (101.5)
<b>Locality Budget Status to Date<sup>1</sup>:</b>				<b>\$ 61.8</b>

**KPI**

Farebox Recovery:	5.6%	6.4%
Farebox % of Budgeted Expense:		6.3%

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

**Draft Financial Statement**

<b>Contract No.:</b> 24-00316	<b>Title:</b> Architectural and Engineering Services (Renewal)	<b>Contract Amount:</b> \$13,400,000 3 yrs. w/2-1 yr. options
----------------------------------	--	---

**Acquisition Description:** Enter into a contract with a qualified firm to provide architectural and engineering services on a Task Order basis.

**Background:** Hampton Roads Transit (HRT) has a requirement for a qualified Architectural and Engineering (A&E) services firm to provide comprehensive, as needed services, to supplement work typically performed by HRT’s Engineering and Facilities Department. HRT anticipates initiating and/or continuing multiple major construction projects that are fundamental to the implementation and expansion of the RTS program during the term of this Contract. Those projects include passenger amenity installation, including shelters and benches in 6 cities; Evelyn Butts Transfer Facility replacement; Robert Hall Transfer Facility replacement; and the new southside facility design. This Contract is also expected to support light rail during the construction of the Norfolk Casino adjacent to light rail at Harbor Park, as well as routine light rail state of good repair projects. Additionally, during this term the Contract, HRT will analyze for service impacts and prepare appropriate mitigations to existing infrastructure in support of the flood wall and flooding mitigation measures being designed and implemented in Norfolk by the Army Corps of Engineers.

Services provided by the Contractor will include, but are not limited to, consultative and technical guidance; production of individual project scopes, engineering evaluation, engineering and design documents, construction documents, planning documents, specifications, project schedules and cost estimates (including bid, award, and project management), construction administration, permitting and report writing services on an as-needed basis. HRT will issue individual Project Task Orders as the need for services arise.

**Contract Approach:** This solicitation was conducted under a qualifications-based selection process for professional services, in accordance with the Federal Brooks Act and the Virginia Public Procurement Act. The Brooks Act is a two-step procurement process in which technical proposals are evaluated and contracts for A&E services are subsequently negotiated on the basis of demonstrated competence and qualification for the type of services requested at a fair and reasonable price. Pursuant to the Brooks Act, unlike other procurements, pricing is not a consideration when ranking proposers. Professional engineering contracts are ranked exclusively on technical capacity. Once the evaluation of technical qualifications are complete, and proposers are ranked based on technical qualifications, HRT enters into negotiations exclusively with the highest ranked proposer.

The Request for Technical Proposals, as Step 1 of the process, was issued on September 13, 2024. Three (3) proposals were received on October 24, 2024, from the following firms:

- Rummel, Klepper & Kahl, LLP (RK&K)
- STV, Inc. dba STV Group, Inc. (STV)

<b>Contract No.:</b> 24-00316	<b>Title:</b> Architectural and Engineering Services (Renewal)	<b>Contract Amount:</b> \$13,400,000 3 yrs. w/2-1 yr. options
----------------------------------	--	---

- Tymoff+Moss Architects

Technical proposals were evaluated based on each firm's experience and qualifications, past performance, and technical approach. Upon review and evaluation of the technical proposals, STV was determined to be the most technically qualified firm; therefore, no presentations or proposal clarifications were required.

Pricing of the best qualified firm was requested, as Step 2 of the process, on November 13, 2024. Pricing is based on hourly labor rates (including burden and overhead) for a number of different labor categories and professional disciplines. An analysis of STV's audited labor rates was conducted utilizing the Independent Cost Estimate and comparative historical pricing as a basis for evaluation and were subsequently deemed fair and reasonable.

The price of any specific Task Order will be based on the hourly rates, the number of hours proposed by category, and a negotiated fixed fee.

STV has a local office in Virginia Beach, VA and has provided similar services for the Fairfax County Department of Transportation in Richmond, VA, Charlotte Area Transit System in Charlotte, NC; and the Department of Rail and Public Transportation in Richmond, VA. STV currently provides these services to HRT satisfactorily.

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

A DBE goal was not established for the overall Contract. However, HRT will review the scope of each proposed Task order to identify opportunities for DBE participation and establish a task-based goal accordingly.

**Cost/Funding:** This contract will be funded by grant and/or operating funds, dependent upon the task being requested.

**Project Manager:** Sibyl Pappas, Chief Engineering and Facilities Officer

**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 provide architectural and engineering services. The cumulative amount of all Task Orders issued under this contract will not exceed \$13,400,000.00 over the five-year period.

<b>Contract No.:</b> 23-00248	<b>Title:</b> Database Administration Managed Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$109,330.00
		Four Option Years:	\$423,324.04
		<b>Total:</b>	<b>\$532,654.04</b>

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to provide database administration managed services.

**Background:** Hampton Roads Transit (HRT) currently utilizes Oracle, Microsoft, and PostgreSQL databases to meet its data storage needs; and exclusively runs databases on Windows operating systems. Due to the limited capacity within HRT's Technology Department, HRT requires a qualified Contractor to supplement the inhouse Database Administration (DBA) capacity to keep up with current and anticipated demands on the system. The Contractor is required to have extensive experience supporting database instances running on Windows operating systems, including setting up and administering database maintenance and backup plans and using local or central management tools, such as Oracle Enterprise Manager. Under the terms of this agreement, the Contractor will provide 24 x 7 support for all current Production Servers and their associated databases and 8 x 5 support of all Development/Test Servers and their associated databases, including, but not limited to, database uptime monitoring, ongoing database maintenance, database instance cyber security patching, overall database health monitoring and remediation, and daily, weekly, and monthly Database Administration checklists containing best practices for maintenance, protection, and redundancy. Additionally, the Contractor will provide database project support services for activities not covered under the database administration managed services offering.

**Contract Approach:** A Request for Proposals (RFP) was issued on March 20, 2024. Six (6) proposals were received on May 2, 2024, from the following firms:

- Ampcus, Inc.
- Augmentare, Inc.
- B2B Acquisitions, Inc., d.b.a. Solvaria (Solvaria)
- Elegant Enterprise-Wide Solutions, Inc.
- Navisite, LLC
- RENAPS, USA, LLC (RENAPS)

In response to the RFP, Proposers were required to provide monthly rates for the DBA services described in the RFP, and hourly rates for DBA project support services not covered under the database administration managed services offerings. Additionally, Proposers were required to include any onboarding or setup costs during the first year.

Upon review and evaluation of the proposals, two (2) firms, RENAPS and Solvaria were rated best to meet the Scope of Work requirements. The two (2) firms were invited to discuss their proposals and provide technical clarification on their approach to the Scope of Work.

<b>Contract No.:</b> 23-00248	<b>Title:</b> Database Administration Managed Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$109,330.00
		Four Option Years:	\$423,324.04
		<b>Total:</b>	<b>\$532,654.04</b>

At the conclusion of the technical evaluations, negotiations were held with RENAPS and Solvaria 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, Best and Final Offers (BAFOs) were requested.

After a review and analysis of the BAFOs received, HRT staff determined that Solvaria provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, Solvaria's total price decreased by \$424,966.24, or approximately 44.4%. Solvaria'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 Solvaria is both technically and financially capable of performing the services.

Solvaria is based in Henrico, VA and provides similar services to Allianz Global Assistance in Richmond, VA; Apex Systems in Glen Allen, VA; and Old Dominion Electric Co-op in Glen Allen, VA.

The period of performance for this Contract is one (1) base year, 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 B2B Acquisitions, Inc., d.b.a. Solvaria to provide database administration managed services to HRT in the not-to exceed amount of \$532,654.04 over five (5) years.

<b>Contract No.:</b> 23-00248	<b>Title:</b> Database Administration Managed Services (Renewal)	<b>Contract Amount:</b>	
		Base Year:	\$109,330.00
		Four Option Years:	\$423,324.04
		<b>Total:</b>	<b>\$532,654.04</b>

**Solicitation Results**

<b>Offeror</b>	<b>Original Offer</b>	<b>Best and Final Offer</b>
Augmentare, Inc.	\$635,690.00	N/A
<b>B2B Acquisitions, Inc., d.b.a. Solvaria</b>	<b>\$957,620.28</b>	<b>\$532,654.04</b>
RENAPS, USA, LLC (Renaps)	\$1,298,021.24	\$865,491.20
Navisite, LLC	\$2,129,000.00	N/A
Ampcus, Inc.	\$11,968,161.44	N/A
Elegant Enterprise-Wide Solutions, Inc.	\$13,424,910.20	N/A

**Solvaria's Pricing Summary**

<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Total</b>
\$109,330.00	\$102,862.36	\$104,808.72	\$106,803.93	\$108,849.03	<b>\$532,654.04</b>



<b>Contract No.:</b> 24-00327	<b>Title:</b> Purchase of Four (4) 40' Suburban Buses	<b>Contract Amount:</b> \$2,811,928.00
----------------------------------	--	---

**Acquisition Description:** Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CTR010076 to procure four (4) 40' Suburban Buses (State Contract).

**Background:** Using the competitive procurement process, in January 2023, the Commonwealth of Virginia awarded Contract No. CTR010076 to Gillig, LLC (Gillig) to purchase various passenger transit buses for a base term of two (2) years with three (3) additional one-year options. Under the terms of the agreement, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig Contract to purchase four (4) 40' suburban buses to expand HRT's Regional Transit System (RTS). It should be noted that HRT is often precluded from entering into an intergovernmental agreement on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). However, DPS included the mandated federal terms in the State Contract, thus allowing HRT to order vehicles pursuant to this agreement.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$502,770.00 for one (1) 40' Gillig 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 \$702,982.00. HRT's options include a Tap Card Payment system, Vontas OnRoute Technology system, and a number of other additional upgrades.

Based on a price analysis conducted by DPS 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 FTA 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 HRRTF funds.

**Project Manager:** Chera Edwards, Associate Project Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC to procure four (4) 40' suburban buses, in the total amount of \$2,811,928.00.

<b>Contract No.:</b> 24-00325	<b>Title:</b> Purchase of One (1) 40' Bus	<b>Contract Amount:</b> \$702,982.00
----------------------------------	--	---

**Acquisition Description:** Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CTR010076 to procure one (1) 40' Bus (State Contract).

**Background:** Using the competitive procurement process, in January 2023, the Commonwealth of Virginia awarded Contract No. CTR010076 to Gillig, LLC (Gillig) to purchase various passenger transit buses for a base term of two (2) years with three (3) additional one-year options. Under the terms of the agreement, as a Virginia state agency, the Transportation District Commission of Hampton Roads dba Hampton Roads Transit (HRT) is considered an additional user. This procurement is to utilize the Gillig Contract to purchase one (1) 40' bus to replace a bus in HRT's fleet that has reached the end of its useful service life. It should be noted that HRT is often precluded from entering into an intergovernmental agreement on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). However, DPS included the mandated federal terms in the State Contract, thus allowing HRT to order vehicles pursuant to this agreement.

**Contract Approach:** The original State Contract was competitively procured with a base unit price of \$502,770.00 for one (1) 40' Gillig 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 \$702,982.00. HRT's options include a video surveillance system, Vontas OnRoute Technology system, Arowguard bus operator barriers, and a number of other additional upgrades.

Based on a price analysis conducted by DPS 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 FTA 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 state grant funds.

**Project Manager:** Chera Edwards, Associate Project Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC to procure one (1) 40' bus, in the total amount of \$702,982.00.

<b>Contract No.:</b> 24-00310	<b>Title:</b> Transit Amenity Services (Renewal)	<b>Contract Amount:</b>	
		One Base Year Price:	\$2,301,826.65
		Two Option Years' Price:	<u>\$6,297,607.35</u>
		<b>Total:</b>	<b>\$8,599,434.00</b>

**Acquisition Description:** Enter into a renewal contract with a qualified Contractor to maintain the appearance and cleanliness of bus, light rail, and ferry passenger amenity stops throughout Hampton Roads.

**Background:** Hampton Roads Transit (HRT) has a requirement for maintaining the general appearance and overall cleanliness of its transit stops located throughout Hampton Roads. Under the terms of this agreement, the Contractor will provide all personnel, equipment, tools, materials, and means of transportation for staff, supervision, and other items necessary to perform passenger amenity cleaning, pressure washing, winter storm preparation/cleanup, and other special services.

**Contract Approach:** A Request for Proposals (RFP) was issued on July 23, 2024. Nine (9) proposals were received on September 17, 2024, from the following firms:

- A&B Cleaning Service, Inc.
- Bridge Colony LLC
- DBS, Inc. (DBS)
- ETI Environmental, Inc. (ETI)
- Jeanette's Cleaning Service
- Kept Companies, Inc. (Kept Companies)
- Reliable Custodial & Janitorial Services, Inc.
- Supreme Commercial Cleaning Service
- Triple S Facility Services LLC

In response to the RFP, Proposers were required to provide unit prices for cleaning and trash collection at all HRT bus stops, light rail stations, and ferry stops, as well as pressure washing, winter storm services, and special cleaning services, as listed in the Price Schedule. HRT is installing additional passenger amenities throughout our service district. Those anticipated amenities are planned to be cleaned under this contract as they come online. Therefore, the Price Schedule included an annual escalation to the potential number of 200 amenity stops to allow for cleaning these additional amenities, as they are installed. The Price Schedule also includes annual allowances of \$50,000.00 for pressure washing, \$50,000.00 for winter storm services, and \$30,000.00 for special cleaning services, if needed.

Upon review and evaluation of the technical proposals, three (3) firms (DBS, ETI, and Kept Companies) appeared technically qualified to meet the Scope of Work requirements. Therefore, these firms were invited to discuss their proposals to provide clarification on their approach to providing these services. However, prior to discussions, Kept Companies withdrew their proposal, stating that they did not feel they could offer the level of service that HRT needs at this time.

<b>Contract No.:</b> 24-00310	<b>Title:</b> Transit Amenity Services (Renewal)	<b>Contract Amount:</b>	
		One Base Year Price:	\$2,301,826.65
		Two Option Years' Price:	<u>\$6,297,607.35</u>
		<b>Total:</b>	<b>\$8,599,434.00</b>

At the conclusion of discussions, it was determined by staff that one (1) firm (DBS), rated the most technically capable of providing the services. DBS was invited for further discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the proposed unit prices. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After a review and analysis of the BAFO received, HRT staff determined that DBS provided the best overall value to HRT based on a combination of technical capability and price. As a result of the negotiations, DBS reduced their total proposed price by \$779,194.70, or approximately 8.31%.

DBS's BAFO 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 DBS is both technically and financially capable to perform the services.

DBS is located in Chesapeake, VA and has provided similar services for Dollar Tree Corporate Headquarters in Chesapeake, VA; Interstate Corporate Center in Norfolk, VA; and Virginia Eye Center in multiple locations around Hampton Roads, VA. DBS has also provided similar services to HRT satisfactorily.

The period of performance for this Contract is one (1) base year with two (2) additional one-year options.

No DBE goal was assigned for this solicitation.

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

**Project Manager:** Stephanie Napier, Facilities Asset Manager

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

**Recommendation:** It is respectfully recommended that the Commission approve the award of a renewal contract to DBS, Inc. to provide transit amenity services in the not-to exceed amount of \$8,599,434.00 for three (3) years.

<b>Contract No.:</b> 24-00310	<b>Title:</b> Transit Amenity Services (Renewal)	<b>Contract Amount:</b>	
		One Base Year Price:	\$2,301,826.65
		Two Option Years' Price:	<u>\$6,297,607.35</u>
		<b>Total:</b>	<b>\$8,599,434.00</b>

**Solicitation Results**

<b>OFFEROR</b>	<b>ORIGINAL OFFER</b>	<b>BEST AND FINAL OFFER</b>
Supreme Commercial Cleaning Service	\$4,466,137.00	N/A
Reliable Custodial & Janitorial Services, Inc.	\$5,779,590.00	N/A
Bridge Colony LLC	\$6,338,682.40	N/A
Triple S Facility Services LLC	\$7,251,941.60	N/A
Jeanette's Cleaning Service *	\$7,328,620.00	N/A
ETI Environmental, Inc.	\$7,961,384.80	N/A
Kept Companies, Inc.**	\$8,194,430.00	N/A
A&B Cleaning Service, Inc.	\$8,334,743.30	N/A
<b>DBS, Inc.</b>	<b>\$9,378,628.70</b>	<b>\$8,599,434.00</b>

*\*Deemed non-responsive due to lack of required business and technical proposals.*

*\*\*Withdrawn proposal.*

**DBS, Inc.'s Pricing Summary**

<b>Base Year</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Total</b>
\$2,301,826.65	\$2,853,524.15	\$3,444,083.20	<b>\$8,599,434.00</b>

*Includes 200 potential future amenity stops to be purchased on an annual basis.*



**Transportation District Commission of Hampton Roads Resolution  
RESOLUTION 02 - 2024**

A Resolution of the Transportation District Commission of Hampton Roads adopting the updated Hampton Roads Transit (HRT) Capital Improvement Plan (CIP) for fiscal years 2026 through 2035.

**WHEREAS**, the Virginia Department of Rail and Public Transportation has required transit agencies in Virginia to complete ten-year plans for operations and for capital improvements, and Hampton Roads Transit (HRT) has developed an updated Capital Improvement Plan (CIP) for fiscal years 2026 through 2035;

**WHEREAS**, the CIP will serve as a management and guidance document for HRT capital investments over the next ten years;

**WHEREAS**, the CIP will provide a basis for inclusion of HRT's capital needs in other planning documents, to include in the agency's ten-year Transit Strategic Plan and related capital investments for the Hampton Roads Regional Transit Program;

**WHEREAS**, the CIP will support the development of a fiscally constrained annual capital and operating plan;

**WHEREAS**, the CIP will provide guidance to HRT management to maximize the investment of public funds and improve the efficiency and effectiveness of public transportation throughout the transportation district;

**NOW, THEREFORE, BE IT RESOLVED** that the Transportation District Commission of Hampton Roads adopts the updated HRT Capital Improvement Plan covering Fiscal Year 2026 through Fiscal Year 2035.

**APPROVED and ADOPTED** by the Transportation District Commission of Hampton Roads at its meeting on the 12th day of December 2024.

**TRANSPORTATION DISTRICT COMMISSION  
OF HAMPTON ROADS**

---

The Honorable Don Carey  
Chair

**ATTEST:**

---

Luis R. Ramos  
Commission Secretary



**Transportation District Commission of Hampton Roads Resolution**

**RESOLUTION 03– 2024**

**Whereas**, the Commonwealth of Virginia requires Hampton Roads Transit, and other agencies operating in urbanized areas across Virginia, to develop a 10-year Transit Strategic Plan (or TSP) to ensure public transportation is planned and implemented in ways that meet the mobility needs of its communities; and

**Whereas**, the purpose of the TSP document is to create a strategic blueprint outlining recommended changes that will improve the provision of transit services throughout the HRT service area; and

**Whereas**, HRT’s current TSP was adopted by unanimous approval of HRT’s governing board on December 14, 2023, and part of that document was Chapter Six, which specifically documents the elements of the Hampton Roads Regional Transportation Program (HR RTP)

**Whereas**, HRT is presently conducting a System Optimization Plan (SOP) that is looking to identify underperforming local bus routes and make recommendations to streamline the local bus network.

**Whereas**, due to ongoing work on a System Optimization Plan, HRT anticipates that the next full TSP update will not be completed until December 2025 such that it incorporates the recommendations of the SOP.

**Whereas**, HRT is still obligated to prepare an update of Chapter Six, which is utilized by the Hampton Roads Transportation Accountability Commission (HRTAC) as a validation of HRT’s applications for all capital and operating funding requests that will be made in 2025.

**Now therefore be it resolved** that the Transportation District Commission of Hampton Roads hereby approves the annual update of Chapter Six of the Transit Strategic Plan, covering FY2026 through FY2035, and authorizes the President and CEO: to engage with the Hampton Roads Transportation Accountability Commission for the utilization of regional transit funding to implement the Hampton Roads Regional Transit Program of the TSP.

**APPROVED and ADOPTED** by the Transportation District Commission of Hampton Roads at its meeting on the 12<sup>th</sup> day of December 2024.

---

The Hon. Don Carey  
Chair

---

Luis R. Ramos  
Commission Secretary  
December 12, 2024



# Agency Safety Plan Annual Update

12/12/2024



# Agency Safety Plan (ASP)

On July 19, 2018, the FTA published the Public Transportation Agency Safety Plan Final Rule, 49 CFR part 673, requiring public transportation systems that receive federal funds or that operate a rail transit system subject to FTA's State Safety Oversight Program, to develop a PTASP by July 20, 2020

- HRT's Public Transportation Agency Safety Plan (ASP) was developed and approved by the HRT Commission and the SSOA (DRPT) and certified with the FTA by July 20, 2020. Each year, the PTASP must be updated, approved and recertified
- The purpose of the ASP is to improve public transportation safety through the implementation of a Safety Management System (SMS), a comprehensive approach to managing safety

# SMS is a Top-Down, Data-Driven Safety Management System



1. Safety Management Policy
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

# Annual Review and Update

## ASP Version 5 (effective 1/1/2025)

### ASP Version 5 updates include:

- Revised Executive signature block
- Updates to Staffing and Departmental changes and responsibilities
- Updates to Emergency Management section
- Updates to Safety Performance Targets
- Updates to Departmental Safety Responsibility matrices
- Updates to Departmental Data Reporting matrix
- Updates to Safety Department inspection table
- Addition of Risk-based Inspection (RBI) procedures
- Addition of appendix for RBI by DRPT

# ASP Timeline

## Annual Updates, Approvals, and Certification

### **FTA deadline to submit the final approved ASP is December 31, 2024**

- Review by the Joint Health and Safety Committee completed August 23, 2024. JHSC voted to approve at November 2024 Meeting.
- Review with HRT Management and Staff completed September 6, 2024.
- Submitted to DRPT for review on September 6, 2024. DRPT (SSO) final review and conditional approval was received on October 1, 2024
- Union President signed ASP during the week of December 2-6, 2024
- Motion for the Commission to vote on and approve the updates to the ASP at the December 12, 2024, Commission Meeting
- HRT anticipates receiving final approval from DRPT prior to December 31, 2024