



Meeting of the Transportation District Commission of Hampton Roads

Thursday, June 27, 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, June 27, 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, June 27, 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 May 23, 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

- May 2024 Financial Report

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

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

- **Contract No. 24-00278 – Bus Operator Barrier and Modification Services**

Commission Consideration: Award of contract to Complete Coach Works to provide bus operator barrier installation and modification services in the not-to-exceed amount of \$964,624.37.

- **Contract No. 24-00272R Microtransit Pilot Program**

Commission Consideration: Award of contract to River North, LLC to provide a microtransit pilot program in the not-to-exceed amount of \$2,445,828.48.

- **Contract No. 24-00273 Paratransit Eligibility Evaluation and Processing Service (Renewal)**

Commission Consideration: Award of contract to ADARide.com to provide paratransit eligibility evaluation and processing services in the not-to-exceed amount of \$1,077,039.00, over five (5) years.

- **Contract No. 24-00288 Provision of Facility Furniture**

Commission Consideration: Award of contract to B. W. Wilson Paper Company to provide facility furniture for HRT in the not-to-exceed amount of \$240,000.00 over three (3) 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 – Chair Troy Bowser/
Keith Johnson, Paratransit Services Contract Administrator
 - H. Transit Ridership Advisory Sub-Committee – Ms. Denise Johnson, Chair/
Rodney Davis, Director of Customer Relations
- 5. Old and New Business
 - FY2025 Election of Officers - Nomination Committee Report
 - 6. Comments by Commission Members
 - 7. Closed Session
 - 8. Adjournment

**The next meeting will be held on Thursday, July 25, 2024, at 1:00 p.m.
at 3400 Victoria Boulevard, Hampton, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, May 23, 2024, • 1:00 p.m. 3400 Victoria Boulevard, Hampton, VA, and Hybrid (Zoom) Meeting

Call to Order.

A quorum was attained, and Chairwoman Woodbury called the meeting to order at 1:15 p.m.

Commissioners in attendance:

Chairwoman Woodbury, Newport News
Vice-Chair Don Carey, Chesapeake
Past Chair Ross-Hammond, Virginia Beach
Commissioner McClellan, Norfolk
Alt. Commissioner John Stevenson, Norfolk
Commissioner Goodwin, Portsmouth
Commissioner Johnson, Chesapeake
Alt. Commissioner Daughtery, VDRPT (Zoom)
Commissioner Gray, Hampton
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Commissioner J. D. "Danny" Diggs, Senate of Virginia Representative
Commissioner Alex Askew, House of Delegates Representative

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development
Tammara Askew, Administrative Support Technician (Zoom)
Monique Battle, Associate Project Manager (Zoom)
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
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Linda Carroll, Bus Transportation Supervisor (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
Wayne Groover, Director of Rail Maintenance (Zoom)
William Harrell, President, and CEO

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
Tanya Kelly, Procurement Admin. Assistant
Mason Lawrence, Emergency Management Specialist
Robert Lee, RTS Program Manager
Steven Magaro, Emergency Preparedness Manager (Zoom)
Alexis Majied, Chief Communications & External Affairs Officer
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
Paula Studebaker, HR Executive Assistant
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:

Paul Atkinson Jr., Eggleston
Alt. Commissioner Cipriano, Newport News
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Donna Gregory, Workday
Denise Johnson, Chair, Transit Riders Advisory Committee
Alt. Commissioner Jovanovic, Virginia Beach
Ina Kreps, Portsmouth, Citizen
Jerry Kueny, Workday
Shelia McAllister, City of Newport News (Zoom)
Tom McDermott, Collaborative Solutions
Taiub Mohammad, City of Hampton
Janice Taylor, League of Women Voters (Zoom)
Alt. Commissioner Constantinos Velissarios, City of Newport News

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

- Agenda

- Meeting Minutes
- President's Report Presentation
- Financial Reports
- Committee Reports

A moment of Silence was observed prior to the Commission Meeting.

Public Comments

There were no public comments.

Approval of April 25, 2024, Meeting Minutes

A motion to approve the April 25, 2024, minutes was made by Commissioner Glover and properly seconded by Commissioner Bullock. A roll call vote resulted as follows:

Ayes: Commissioners Woodbury, Carey, Ross-Hammond, McClellan, Goodwin, Johnson, Daughtery, White, Bullock, Diggs, and Askew

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell covered the following items with the Commission:

The Virginia Beach Wave Trolley began its fortieth season providing service at the Oceanfront this year. Mobile ticketing provided by the Journey App is back this summer, and trolley service runs through Neptune Festival weekend.

The May Service Board. A few routes are being eliminated, while others are expanding. The Route 14 which serves Chesapeake General Hospital is introducing Sunday service and extending Monday through Saturday service to 10:00 p.m. The City of Portsmouth requested Route 57 service to be expanded with weekday service to include better connectivity to Shared Hospital Services.

Bike month activities were noted, including HRT and TRAFFIX hosting the fifth annual Bike Expo in downtown Norfolk. The event was held at the Slover Library.

This month a group of kindergartners from Craddock joined with HRT's Public Outreach staff for a ride on the ferry and light rail.

Mr. Harrell mentioned the Connecting Chesapeake study that wrapped up several weeks of community engagement, reaching hundreds of citizens and sharing information on 16 potential alignments. Throughout April and early May staff had a series of pop-up events, small group presentations, and a Facebook Live event reaching over 700 viewers.

Mr. Harrell congratulated Ms. Antoinette White, Assistant Director of Service Planning and Scheduling, who was awarded The Dr. Christine Mann Darden Outstanding Public Employee Award by the Hampton Roads Chapter of the American Society of Public Administration. This award is given to a public sector employee representing a minority group who has demonstrated a record of continuing excellence in performance, dedication to work, and quality of service to the community.

Mr. Harrell noted that HRT had a very successful visit to DC, including meetings with the offices of Senators Kaine and Warner and Representatives Scott and Kiggans, discussing ongoing federal support of HRT services and projects.

Audit & Budget Review Committee

Chairwoman Woodbury called on Commissioner Gray for report. Commissioner Gray called on Mr. Conner Burns, Chief Financial Officer, to present the May monthly financial report.

Mr. Burns reviewed May's financial report with the Commission. Mr. Burns called on Ms. Angela Glass to present and review the FY 2025 Operating Budget. Ms. Glass reviewed the FY 2025 Operating Budget with the Commission.

Mr. Burns requested that the Commission adopt the Fiscal Year 2025 Operating Budget and stated that this comes as a recommendation for adoption from the Audit and Budget Review Committee, requiring a second. Commissioner White properly seconded. A roll call vote resulted as follow:

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

Nays: None

Abstain: None

During discussion of the Motion, Chairwoman Woodbury called upon Alternate Commissioner Cipriano to speak on behalf of Newport News Ms. Cipriano stated Newport News' contribution to HRT's operating budget is slightly more than \$8 million dollars and noted that the City looks at HRT the same as its internal operating departments and closely tracks HRT financial information. Ms. Cipriano expressed concerns about growth in the operating budget, expiring ARPA dollars, and long-term needs. Ms. Cipriano noted the City voted against the FY 2025 budget in the Audit and Budget Review Committee.

Chairwoman Woodbury asked Ms. Cipriano for any suggestions related to the budget and/or budget process. Ms. Cipriano stated that she had expressed the City's concerns to HRT staff and hoped for continued conversations with HRT staff moving forward.

Mr. Harrell stated that it was important to note that Ms. Cipriano did share a list of questions as part of the budget review and discussion process. Answers to all of Ms. Cipriano's questions were reviewed in detail with the MFAC committee. Following discussion, a vote was taken, and the budget was unanimously approved.

Commissioner Gray mentioned to the Commission that progress is being made on the FY 2022 Audit which is anticipated to be finished in the September/October 2024 timeframe. Mr. Gray stated that we asked HRT staff to create for the Auditing Budget Review Committee a report with the timeline of the anticipated completion dates of the upcoming audits. Mr. Gray mentioned there's been a significant amount of work done and that still needs to be done.

Management and Financial Advisory Committee (MFAC)

Mr. Burns indicated that the April's financials, FY2025 Operating Budget, and the free fare ridership numbers were summarized at the most recent MFAC meeting.

Operations and Oversight Committee

Mr. Robert "Skip" Travers presented eight (8) contracts due to Ms. Luther attending the Virginia Transit Association meeting in Harrisonburg, VA.

There were eight (8) contracts with no conflicts presented and approved by the O&O Committee and brought to the Commission as a motion for approval:

Contract No. 24 - 00276 Fence Railing Maintenance and Repair Services is respectfully recommended that Commission approve contracts to Hurricane Fence Co. to provide fence and railing maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$986,500.00. over the three-year period.

Contract No. 24 - 00277 Gate Operator Maintenance and Repair Services is respectfully recommended that Commission approve contracts to Hurricane Fence Co. to provide gate operator maintenance and repair services. The cumulative amount of all Task Orders issued under this contract will not exceed \$311,676.00 over the three-year period.

Contract No. 23 - 00266 General Financial Consulting Services (Renewal) it is respectfully recommended that Commission approve contracts to WSP USA, Inc. to provide general financial consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$890,000.00 over the four-year period.

Contract No. 23 - 00249 Managed Print Services (Renewal) it is respectfully recommended that Commission approve contracts to Omni Business Solutions to provide managed print services in the not-to-exceed amount of \$373,132.40 for five (5) years.

Contract No. 24 - 00296 Mobile Telescoping Surveillance Towers it is respectfully recommended that Commission approve contracts to contract to LiveView Technologies, Inc. to provide two (2) mobile telescoping surveillance towers in the total amount of \$304,000.00.

Contract No. 24 - 00269 Provision of Bulk Fuels it is respectfully recommended that Commission approve contracts to PetroChoice, LLC. for the provision of bulk fluids in the not-to-exceed amount of \$3,125,810.00 over a five-year period

Contract No. 24 - 00270 Provision of Office Supplies (Renewal) it is respectfully recommended that Commission approve contracts to Guernsey, Inc. to provide office supplies in the not-to-exceed amount of \$169,400 over five (5) years.

Contract No. 24 - 00295 Regional Transit Sustainability Study it is respectfully recommended **that** Commission approve contracts to be awarded to WSP USA, Inc. for development of a regional transit sustainability study, in the total amount of \$307,253.76.

A motion to approve **Contract No. 24 - 00276 Fence Railing Maintenance and Repair Services; Contract No. 24 - 00277 Gate Operator Maintenance and Repair Services; Contract No. 23 - 00249 Managed Print Services (Renewal); Contract No. 23 - 00249 Managed Print Services (Renewal); Contract No. 24 - 00296 Mobile Telescoping Surveillance Towers; Contract No. 24 - 00269 Provision of Bulk Fuels; Contract No. 24 - 00270 Provision of Office Supplies (Renewal) and Contract No. 24 - 00295 Regional Transit Sustainability Study** was made by the Operations and Oversight Committee and properly seconded by Commissioner Carey. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Carey, Ross-Hammond, Stevenson, Goodwin, Johnson, Daugherty, White, Bullock, Glover, Diggs, and Askew

Nays: None

Abstain: None

Thereafter, one contract with one conflict (Commissioner Daugherty) that was presented and approved by the O&O Committee was brought to the Commission as a motion for approval:

Contract No. 23 - 00266 General Financial Consulting Services (Renewal) it is respectfully recommended that Commission approve contracts to WSP USA, Inc. to provide general financial consulting services. The cumulative amount of all Task Orders issued under this contract will not exceed \$890,000.00 over the four-year period.

A motion to approved **Contract No. 23 - 00266 General Financial Consulting 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, Carey, Ross-Hammond, Stevenson, Gray, Goodwin, Johnson, White, Bullock, Glover, Diggs, and Askew.

Nays: None

Abstain: Daugherty

The next meeting of the O&O Committee will be on June 13, 2024, in Norfolk.

Planning and New Starts Committee.

The Planning and New Starts Committee did not meet in April. Mr. Ray Amoruso, Chief Planning and Development Officer stated that the Planning and New Starts Committee will meet on June 27, 2024, in Norfolk. Mr. Amoruso encouraged all Commissioners to attend the meeting. There will be two presentations, one on the Ferry Study analysis and also the 2023 Origin and Destination Survey Report.

External Legislative Affairs Committee (ELAC)

Commissioner Bullock stated that a delegation from Hampton Roads Transit, including himself, Commissioner Tony Goodwin, Dr. Amelia Ross-Hammond, and TRAC Chair Denise Johnson, along with staff, visited the Hampton Roads Congressional Delegation in Washington DC on May 8-9. The purpose was to thank the Senators and Representatives for their ongoing support of federal funding. There was also discussion of HRT's need for additional paratransit vehicles and the request for support through the Transportation, Housing and Urban Development Appropriations Bill for the upcoming federal fiscal year.

The next ELAC meeting is scheduled for June 20, 2024, in the Norfolk Boardroom.

Smart Cities and Innovation Committee

Smart Cities and Innovation Committee did not meet in the month May.

Paratransit Advisory Sub-Committee (PAC)

Mr. Bowser reported that the Paratransit Advisory did not meet in April. Mr. Bowser mentioned that this is his last report to the Commission. He thanked the Commission and HRT staff for the support that he received as Chair of the Paratransit Committee.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson presented the TRAC report to the Commission, the next TRAC meeting is on July 10, 2024, in Norfolk.

Old and New Business

Chairwoman Woodbury announced the Nominating Committee for the next fiscal year.

Closed Session

Commissioner Carey made a motion to convene into closed session for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice and briefings by staff members or consultants as provided by paragraph 8 of Virginia Code Section 2.2-3711(A) and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Ross-Hammond, McClellan, Goodwin, Johnson, Daughtery, White, Gray, Bullock, Diggs and Askew.

Nays: None

Abstain: None

At the conclusion of the closed session, the Chair entertained a motion of certification that the Commissioners of the Transportation District Commission of Hampton Roads certify that, to the best of each member's knowledge:

(i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act law were discussed in the closed meeting to which this certification resolution applies, and

(ii) only such public business matters as were identified in the motion convening the closed session meeting were heard, discussed, or considered in the closed meeting just concluded.

The motion was made by Commissioner Carey and properly seconded by Commissioner Glover. A roll call vote resulted as follows:

Ayes: Woodbury, Carey, Ross-Hammond, McClellan, Goodwin, Johnson, Daughtery, White, Gray, Bullock, and Askew

Nays: None

Abstain: None

Adjournment

With no further business to conduct, the meeting was adjourned at 3:17 p.m.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Patricia Woodbury
Chair

ATTEST:

Luis Ramos
Commission Secretary
May 23, 2024



VB Wave Trolley Service Begins 40th Season

This month, the VB Wave Trolley began its 40th season of providing service at the Oceanfront. This year, we're proud to restore 30-minute daily service on the Route 35, which will now operate between Parks Ave. and 19th St. to Shore Dr. and Pleasure House Rd. Mobile ticketing, provided by the Journey app, is back this summer. Trolley service runs through Neptune Festival weekend, Sept. 29. Later this summer, we plan to celebrate the VB Wave's 40th anniversary, so keep an eye on your inbox for the invitation.



May Board Changes

This May brings a host of changes to HRT's bus system. A few routes are being eliminated while others are expanding. Route 14, with service to Chesapeake General Hospital, is introducing Sunday service and extending Monday through Saturday service to 10:00 p.m. Following a request from the city of Portsmouth, Route 57 has expanded its weekday service to include Shared Hospital Services. Service on Route 33 has been extended to midnight, Monday through Saturday, to better serve workers at the Oceanfront. More than half a dozen routes serving the Newport News Shipyard will now start earlier to support early shift employees.



Bike Month Activities

Hampton Roads Transit and TRAFFIX hosted the 5th annual Bike Expo in Downtown Norfolk. The event was held at Slover Library on May 1. More than a dozen vendors participated, providing resources on all things cycling. This free, family-friendly event brought out cycling enthusiasts as well as those looking to get started. The expo was the first in a series of events celebrating Bike Month in Hampton Roads. The month-long festivities were wrapped up with an electric bike giveaway, courtesy Pedego.



Travel Training with Cradock Elementary Students

About 100 Portsmouth students got a lesson on how to use public transit. Kindergartners from Cradock Elementary joined Public Outreach for a ride on the ferry and light rail. The field trip started at the High Street ferry dock, where students boarded the ferry for Harbor Park. From there, they hopped on light rail to MacArthur Square Station. Then, after a short walk to Town Point Park they enjoyed a picnic before heading back to Portsmouth. For many students it was their first time on the ferry, light rail, and visiting Norfolk.



Connecting Chesapeake Study Engages Community and Businesses

The Connecting Chesapeake study wrapped up several weeks of community engagement, reaching hundreds of people and sharing information on the 16 potential alignments. Throughout April and early May, staff held a series of pop-ups, small group presentations, and a Facebook live event, reaching over 700 viewers alone. The team continues to connect and engage with the community by popping up at local events such as Pride in the 'Peake and public meetings for various City of Chesapeake Planning Studies.



HRT Employee Honored by ASPA

Congratulations to Antoinette White, Assistant Director of Service Planning and Scheduling who was recently awarded the Dr. Christine Mann Darden Outstanding Public Employee Award by the Hampton Roads Chapter of The American Society for Public Administration. The award is given to a public sector employee representing a minority group who has demonstrated a record of continuing excellence in performance, dedication to work, and quality of service to the community. Ms. White was honored during a ceremony in Virginia Beach.



DC Advocacy

A group from HRT visited the Hampton Roads Congressional Delegation in Washington, D.C. this month. They met with senators and representatives, offering thanks for their support of federal funding for the Southside Operations Facility and to request additional funding to expand our current Paratransit fleet. The delegation was led by External & Legislative Affairs Committee (ELAC) Chair, August Bullock, and included Commissioners Tony Goodwin, Dr. Amelia Ross-Hammond, Transit Riders Advisory Committee (TRAC) Chair, Denise Johnson, and HRT Organizational Advancement Officer, Noelle Pinkard.



New Buses Arrive

This month, HRT has welcomed 29 new buses to its fleet with more arriving weekly. The 35- and 40-foot Gillig buses include improvements to the lighting configuration on the rear of the bus. The change was implemented with the assistance of the Safety Department to make the buses more visible when stopped. The new buses will also allow HRT to begin auctioning off some of its older assets later this summer.



757 Express Ridership

Ridership on the 757 Express Routes continues to show significant growth. As of April, ridership on Route 20 is up 34 percent since increasing frequency to 15 minutes during peak hours in October 2023. On the Peninsula, Route 112 ridership is up 57 percent since increased frequency was introduced in October 2022. Ridership on Route 114, which joined the 757 Express a year ago, is up 44 percent. Routes connecting to 757 Express routes have also experienced an increase in ridership.



O&D STUDY RESULTS

The results of Hampton Roads Transit's most recent Origin and Destination Study are in, and while we are making great strides toward recovering from the pandemic, it is clear from the survey responses that how people are utilizing transit has changed in our post-pandemic environment.

Every three to four years the Federal Transit Administration (FTA) requires transit agencies that receive federal funding conduct an O&D Study. HRT conducts the study to gather updated travel behavior data to complete the federally mandated Title VI analyses under the Civil Rights Act of 1969, Travel Demand Forecasting utilizing the FTA STOPS (Simplified Trips-on-Project Software) modeling, and various other analyses. Prior to this, our last O&D Study was conducted in 2016. Due to the Covid-19 pandemic, HRT asked for and received an extension to conduct this study.

The study was conducted in partnership with ETC Institute, a Kansas-based market research and survey company, between August and November 2023. Researchers surveyed nearly 5,000 riders. The number of respondents represented nearly 20% of average weekday ridership touching every route and mode in the system. After the data was collected it was "expanded" and "weighted" to ensure that the sample collected was statistically representative of all ridership.

One of the biggest takeaways from the study is likely related to the ongoing effects of the Covid-19 pandemic.

Results show, of all possible modes, 75 percent of transit riders used the bus in 2023. That is down from 82 percent in the previous study. During the week, the most common destination for riders is work and/or home, accounting for 62 percent of all trips. However, while more riders are using public transit to commute home (41%), fewer are using it to travel to work (21%), down 9 percent from the previous study. The drop in ridership speaks to the continued trend in working from home and a workforce reluctant to return to an office environment five days per week.

Additionally, the survey shows a decrease in young riders with an increase in ridership among the older population. It appears that employees ranging in age from 18-34 prefer to work remotely at least a few days per week.

Collectively, Gen Z and Millennials make up about 44 percent of all transit riders, while Gen X and Boomers about 54 percent. Closer examination of the data shows that in 2016, 56 percent of riders were between ages 18 and 34. That number has dropped significantly in 2023 to 27 percent. We are taking steps to understand this shift and recapture younger workers on transit.

While the survey shows most riders have a household income below \$25,000, there is one positive trend around finances. It appears that more customers are "banked" than in the previous study. In 2016, 91 percent of riders utilized cash to pay their fare. That number is down to 53 percent in 2023. This will be beneficial as we look to roll out mobile ticketing in the next fiscal year.

Another major takeaway is the importance of implementing 15-minute service frequencies on three routes of the 757 Express Program. The data reveals these regional backbone routes, with higher service frequencies, are utilized by large swaths of Hampton Roads residents. Providing reliable, more frequent service along those routes is key to keeping current riders and bringing new riders into the system.

Sincerely,

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

William E. Harrell

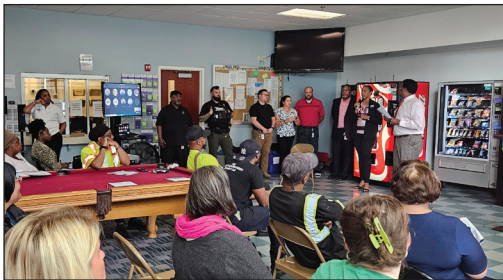
President and CEO

Hampton Roads Transit



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 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.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

MAY 2024 FISCAL YEAR 2024 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

May 2024

FISCAL YEAR 2024									
Dollars in Thousands									
	Annual		Month to Date			Year to Date			
	Budget		Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 8,144.5	\$ 706.4	\$ 778.0	\$ 71.6	10.1 %	\$ 7,435.1	\$ 7,733.5	\$ 298.4	4.0 %
Passenger Revenue - RTS	936.9	98.4	67.4	(31.0)	(31.5) %	815.4	619.7	(195.7)	(24.0) %
Advertising Revenue	800.0	66.7	200.8	134.1	201.2 %	733.4	729.6	(3.8)	(0.5) %
Other Transportation Revenue	2,698.8	224.9	228.7	3.8	1.7 %	2,473.9	2,509.3	35.4	1.4 %
Non-Transportation Revenue	60.0	5.0	29.7	24.7	493.5 %	55.0	495.9	440.9	801.7 %
Total Operating Revenue	12,640.1	1,101.4	1,304.6	203.2	18.4 %	11,512.8	12,088.0	575.2	5.0 %
Non-Operating Revenue									
Federal Funding (5307/5337)	38,858.9	3,131.7	3,077.1	(54.6)	(1.7) %	35,978.9	30,401.7	(5,577.2)	(15.5) %
HRRTF Funding	10,044.1	1,055.5	682.6	(372.8)	(35.3) %	8,742.4	7,669.5	(1,072.9)	(12.3) %
State Funding	26,837.1	2,236.4	2,236.4	0.0	0.0 %	24,600.7	24,600.7	0.0	0.0 %
Local Funding	47,766.4	3,980.5	3,980.5	0.0	0.0 %	43,785.8	43,785.8	0.0	0.0 %
Total Non-Operating Revenue	123,506.5	10,404.1	9,976.7	(427.4)	(4.1) %	113,107.8	106,457.7	(6,650.1)	(5.9) %
TOTAL REVENUE	\$ 136,146.6	\$ 11,505.5	\$ 11,281.3	\$ (224.2)		\$ 124,620.6	\$ 118,545.7	\$ (6,074.8)	
Personnel Services	\$ 81,517.1	\$ 6,904.9	\$ 6,507.0	\$ 398.0	5.8 %	\$ 74,628.2	\$ 71,176.8	\$ 3,451.3	4.6 %
Contract Services	16,404.0	1,347.4	1,062.6	284.7	21.1 %	15,053.0	10,514.4	4,538.5	30.2 %
Materials & Supplies	6,302.0	528.8	691.9	(163.1)	(30.8) %	5,765.5	6,965.3	(1,199.8)	(20.8) %
Gas & Diesel	6,918.2	621.8	623.8	(2.0)	(0.3) %	6,272.5	6,093.9	178.6	2.8 %
Contractor's Fuel Usage	1,240.7	103.4	95.3	8.1	7.9 %	1,137.3	951.7	185.6	16.3 %
Utilities	1,353.3	113.6	121.2	(7.6)	(6.7) %	1,234.5	1,294.2	(59.7)	(4.8) %
Casualties & Liabilities	5,528.5	475.7	380.0	95.8	20.1 %	5,052.8	4,877.1	175.7	3.5 %
Purchased Transportation	15,052.1	1,267.3	1,425.5	(158.2)	(12.5) %	13,784.9	13,161.9	623.0	4.5 %
Other Miscellaneous Expenses	1,830.6	142.7	202.2	(59.5)	(41.7) %	1,692.2	1,865.2	(173.1)	(10.2) %
TOTAL EXPENSE	\$ 136,146.6	\$ 11,505.5	\$ 11,109.4	\$ 396.1		\$ 124,620.6	\$ 116,900.5	\$ 7,720.2	
SURPLUS (DEFICIT)			\$ 171.9				\$ 1,645.2		

1. Line of Credit balance as of June 14, 2024 is \$12,424,607.63.

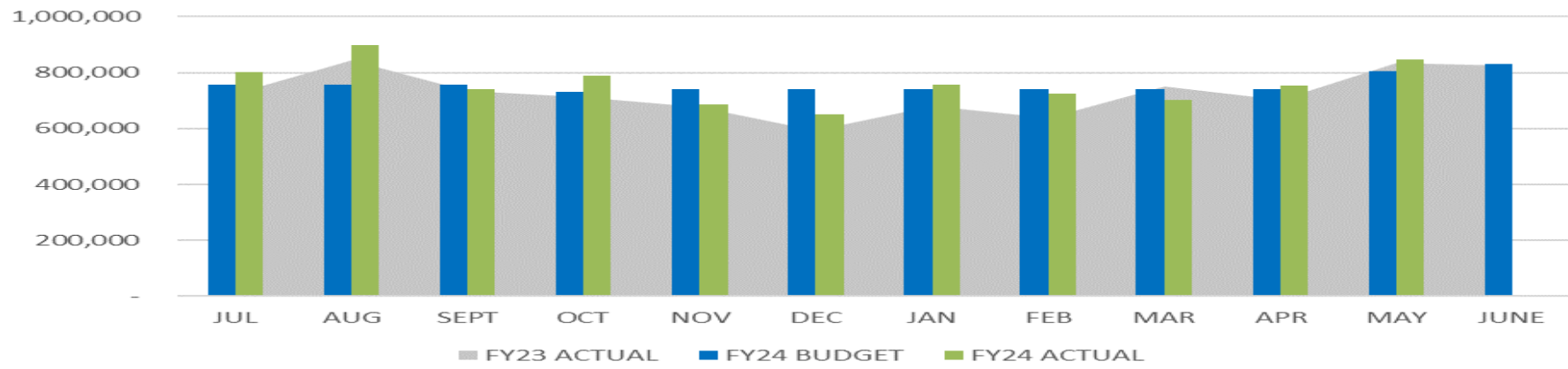
OPERATING FINANCIAL STATEMENTS

May 2024

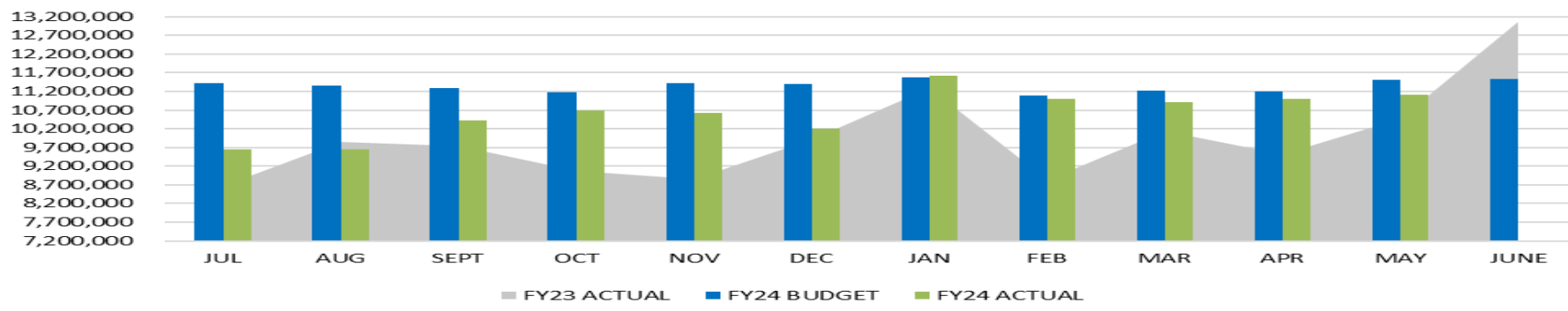
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Dollars in Thousands									
Operating Revenue									
Passenger Revenue	\$ 936.9	\$ 98.4	\$ 67.4	\$ (31.0)	(31.5) %	\$ 815.4	\$ 619.7	\$ (195.7)	(24.0) %
RTS Service	10,044.1	1,055.5	682.6	(372.8)	(35.3) %	8,742.4	7,669.5	(1,072.9)	(12.3) %
TOTAL REVENUE	\$ 10,981.0	\$ 1,153.9	\$ 750.0	\$ (403.9)		\$ 9,557.8	\$ 8,289.2	\$ (1,268.6)	
Personnel Services	\$ 7,916.8	\$ 831.9	\$ 547.6	\$ 284.3	34.2 %	\$ 6,890.8	\$ 6,018.1	\$ 872.7	12.7 %
Contract Services	1,225.0	128.7	68.1	60.7	47.1 %	1,066.2	710.2	356.0	33.4 %
Materials & Supplies	1,426.1	149.9	109.8	40.0	26.7 %	1,241.3	1,241.2	0.1	0.0 %
Utilities	67.0	7.0	5.6	1.5	20.8 %	58.3	56.9	1.4	2.3 %
Casualties & Liabilities	346.1	36.4	19.0	17.4	47.8 %	301.2	262.7	38.5	12.8 %
TOTAL EXPENSE	\$ 10,981.0	\$ 1,153.9	\$ 750.0	\$ 403.9		\$ 9,557.9	\$ 8,289.2	\$ 1,268.7	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



YEAR-TO-DATE					
FISCAL YEAR 2024 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 8,250.5	\$ 7,583.7	\$ 769.5	\$ 8,353.2	\$ 102.7
Advertising Revenue	\$ 733.4	\$ 641.4	\$ 88.2	\$ 729.6	\$ (3.8)
Other Transportation Revenue	\$ 2,473.9	\$ -	\$ 2,509.3	\$ 2,509.3	\$ 35.4
Non-Transportation Revenue	\$ 55.0	\$ 117.1	\$ 378.8	\$ 495.9	\$ 440.9
Federal Funding (PM 5307/5337)	\$ 35,978.9	\$ 30,401.7	\$ -	\$ 30,401.7	\$ (5,577.2)
HRRTF Funding ¹	\$ 8,742.4	\$ -	\$ 7,669.5	\$ 7,669.5	\$ (1,072.9)
State Funding	\$ 24,600.7	\$ 24,600.7	\$ -	\$ 24,600.7	\$ -
Local Funding	\$ 43,785.8	\$ 43,785.8	\$ -	\$ 43,785.8	\$ -
TOTAL REVENUE:	\$ 124,620.6	\$ 107,130.4	\$ 11,415.3	\$ 118,545.7	\$ (6,074.9)
EXPENSE					
Personnel Services	\$ 74,628.2	\$ 64,822.3	\$ 6,354.5	\$ 71,176.8	\$ 3,451.4
Services	\$ 15,053.0	\$ 9,575.7	\$ 938.7	\$ 10,514.4	\$ 4,538.6
Materials & Supplies	\$ 13,175.1	\$ 12,760.0	\$ 1,251.0	\$ 14,011.0	\$ (835.9)
Utilities	\$ 1,234.4	\$ 1,178.6	\$ 115.5	\$ 1,294.1	\$ (59.7)
Casualties & Liabilities	\$ 5,052.8	\$ 4,441.7	\$ 435.4	\$ 4,877.1	\$ 175.7
Purchased Transportation	\$ 13,784.9	\$ 11,986.8	\$ 1,175.1	\$ 13,161.9	\$ 623.0
Other Miscellaneous Expenses	\$ 1,692.2	\$ 1,698.7	\$ 166.5	\$ 1,865.2	\$ (173.0)
TOTAL EXPENSE:	\$ 124,620.6	\$ 106,463.8	\$ 10,436.7	\$ 116,900.5	\$ 7,720.1
BUDGET STATUS TO DATE²:	\$ -	\$ 666.6	\$ 978.6	\$ 1,645.2	\$ 1,645.2

1. Hampton Roads Regional Transit Funding for 757 Express and 15-minute increment.

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

FISCAL YEAR 2024 (Dollars in Thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 47,766.3	\$ 43,785.7	\$ 43,785.7	\$ -
Plus: Local Farebox	\$ 7,977.4	\$ 7,312.6	\$ 7,583.7	\$ 271.1
Locality Share - Sub-Total:	\$ 55,743.7	\$ 51,098.3	\$ 51,369.4	\$ 271.1
Plus: Federal Aid	\$ 38,859.0	\$ 35,978.9	\$ 30,401.6	\$ (5,577.3)
State Aid	\$ 26,837.0	\$ 24,600.7	\$ 24,600.6	\$ (0.1)
Total Revenue Contribution:	\$ 121,439.7	\$ 111,677.9	\$ 106,371.6	\$ (5,306.3)
Operating Expenses:	\$ 121,439.7	\$ 111,677.9	\$ 105,705.0	\$ (5,972.9)
Locality Budget Status to Date ¹ :				\$ 666.6

KPI			
Farebox Recovery:	6.5%	7.2%	
Farebox % of Budgeted Expense:		6.8%	

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

LOCALITY RECONCILIATION

May 2024

FISCAL YEAR 2024 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,866.8	\$ 2,627.9	\$ 2,627.9	\$ -
Plus: Local Farebox	\$ 426.8	\$ 391.2	\$ 402.1	\$ 10.9
Locality Share - Sub-Total:	\$ 3,293.6	\$ 3,019.1	\$ 3,030.0	\$ 10.9
Plus: Federal Aid	\$ 2,904.1	\$ 2,662.1	\$ 2,107.6	\$ (554.5)
State Aid	\$ 1,719.8	\$ 1,576.5	\$ 1,504.5	\$ (72.0)
Total Revenue Contribution:	\$ 7,917.5	\$ 7,257.7	\$ 6,642.1	\$ (615.6)
Operating Expenses:	\$ 7,917.5	\$ 7,257.7	\$ 6,631.2	\$ (626.5)
Locality Budget Status to Date ¹ :	\$ 10.9			
KPI				
Farebox Recovery:	5.4%		6.1%	
Farebox % of Budgeted Expense:			5.5%	

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

FISCAL YEAR 2024 (Dollars in Thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 4,971.8	\$ 4,557.5	\$ 4,557.5	\$ -
Plus: Local Farebox	\$ 723.5	\$ 663.2	\$ 770.3	\$ 107.1
Locality Share - Sub-Total:	\$ 5,695.3	\$ 5,220.7	\$ 5,327.8	\$ 107.1
Plus: Federal Aid	\$ 4,615.8	\$ 4,231.2	\$ 4,327.1	\$ 95.9
State Aid	\$ 2,903.2	\$ 2,661.3	\$ 2,872.2	\$ 210.9
Total Revenue Contribution:	\$ 13,214.3	\$ 12,113.2	\$ 12,527.1	\$ 413.9
Operating Expenses:	\$ 13,214.3	\$ 12,113.2	\$ 12,420.0	\$ 306.8
Locality Budget Status to Date ¹ :				\$ 107.1

KPI			
Farebox Recovery:	5.5%		6.2%
Farebox % of Budgeted Expense:			6.4%

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

LOCALITY RECONCILIATION

May 2024

FISCAL YEAR 2024 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,886.7	\$ 7,229.5	\$ 7,229.5	\$ -
Plus: Local Farebox	\$ 1,193.6	\$ 1,094.1	\$ 1,361.8	\$ 267.7
Locality Share - Sub-Total:	\$ 9,080.3	\$ 8,323.6	\$ 8,591.3	\$ 267.7
Plus: Federal Aid	\$ 6,886.0	\$ 6,312.2	\$ 6,885.8	\$ 573.6
State Aid	\$ 4,530.1	\$ 4,152.6	\$ 4,623.5	\$ 470.9
Total Revenue Contribution:	\$ 20,496.4	\$ 18,788.4	\$ 20,100.6	\$ 1,312.2
Operating Expenses:	\$ 20,496.4	\$ 18,788.4	\$ 19,832.9	\$ 1,044.5
Locality Budget Status to Date ¹ :				\$ 267.7

KPI

Farebox Recovery:	5.8%	6.9%
Farebox % of Budgeted Expense:		7.2%

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

FISCAL YEAR 2024 (Dollars in Thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 20,722.5	\$ 18,995.6	\$ 18,995.6	\$ -
Plus: Local Farebox	\$ 3,787.8	\$ 3,472.2	\$ 3,337.3	\$ (134.9)
Locality Share - Sub-Total:	\$ 24,510.3	\$ 22,467.8	\$ 22,332.9	\$ (134.9)
Plus: Federal Aid	\$ 14,901.0	\$ 13,659.3	\$ 9,932.9	\$ (3,726.4)
State Aid	\$ 11,275.0	\$ 10,335.4	\$ 9,829.6	\$ (505.8)
Total Revenue Contribution:	\$ 50,686.3	\$ 46,462.5	\$ 42,095.4	\$ (4,367.1)
Operating Expenses:	\$ 50,686.3	\$ 46,462.5	\$ 41,868.8	\$ (4,593.7)
Locality Budget Status to Date ¹ :				\$ 226.6

KPI			
Farebox Recovery:	7.5%		8.0%
Farebox % of Budgeted Expense:			7.2%

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

FISCAL YEAR 2024 (Dollars in Thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,027.4	\$ 2,775.1	\$ 2,775.1	\$ -
Plus: Local Farebox	\$ 527.8	\$ 483.8	\$ 482.2	\$ (1.6)
Locality Share - Sub-Total:	\$ 3,555.2	\$ 3,258.9	\$ 3,257.3	\$ (1.6)
Plus: Federal Aid	\$ 2,873.1	\$ 2,633.7	\$ 2,357.5	\$ (276.2)
State Aid	\$ 1,786.2	\$ 1,637.4	\$ 1,655.5	\$ 18.1
Total Revenue Contribution:	\$ 8,214.5	\$ 7,530.0	\$ 7,270.3	\$ (259.7)
Operating Expenses:	\$ 8,214.5	\$ 7,530.0	\$ 7,270.3	\$ (259.7)
Locality Budget Status to Date ¹ :	\$ -			

KPI

Farebox Recovery:	6.4%	6.6%
Farebox % of Budgeted Expense:		6.4%

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

FISCAL YEAR 2024 (Dollars in Thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,291.1	\$ 7,600.1	\$ 7,600.1	\$ -
Plus: Local Farebox	\$ 1,317.9	\$ 1,208.1	\$ 1,230.0	\$ 21.9
Locality Share - Sub-Total:	\$ 9,609.0	\$ 8,808.2	\$ 8,830.1	\$ 21.9
Plus: Federal Aid	\$ 6,679.0	\$ 6,480.4	\$ 4,790.7	\$ (1,689.7)
State Aid	\$ 4,622.7	\$ 4,237.5	\$ 4,115.3	\$ (122.2)
Total Revenue Contribution:	\$ 20,910.7	\$ 19,526.1	\$ 17,736.1	\$ (1,790.0)
Operating Expenses:	\$ 20,910.7	\$ 19,526.1	\$ 17,681.8	\$ (1,844.3)
Locality Budget Status to Date ¹ :				\$ 54.3

KPI			
Farebox Recovery:	6.2%	7.0%	
Farebox % of Budgeted Expense:		6.3%	

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

Active Federal Grants Report

Grant # / Project #	Description	Award Date / Begin Date	Estimated Completion Date / End Date	Grant Award Amount	Remaining Balance
VA-2019-006-00	HRT FFY 18 STP and CMAQ	1/29/2019	12/31/2023	\$4,237,832.00	\$1,825,135.00
VA-2018-014-00	FY 14 Passenger Ferry Discretionary Grant	6/6/2018	12/31/2023	\$4,423,201.00	\$562,890.00
VA-2018-026-00	HRT 5339, 5337, 5307, STP and CMAQ Grant	8/17/2018	6/30/2024	\$9,144,242.00	\$2,349,510.00
VA-2017-014-00	5337, 5307, 5339, STP and CMAQ Grant	6/5/2017	7/31/2024	\$27,753,008.00	\$2,431,342.00
VA-2019-024-00	FFY 2019 Section 5307 Capital Cost of Contracting, ADA Complimentary Paratransit Service, Preventive Maintenance and Section 5337 High Intensity Motorbus Preventive Maintenance	8/20/2019	8/15/2024	\$15,985,706.00	\$611,529.00
VA-2020-004-00	FFY 2019 CMAQ Bus Purchase and TRAFFIX	12/27/2019	9/15/2024	\$4,066,930.00	\$941,815.00
VA-2019-012-00	FFY 2017 and FFY 2018 Section 5339 Low No Discretionary Grant - Bus Purchase, Engineering and Design, and Workforce Development	5/30/2019	9/15/2024	\$2,790,000.00	\$175,528.00
VA-2020-010-00	FFY 2018 and FFY 2019 Section 5307 Fixed Guideway Light Rail System Software and Upgrade and Rehabilitation of the Light Rail System Components	3/12/2020	12/31/2024	\$651,638.00	\$637,033.00
VA-2021-050-00	HRT FFY 2021 Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Bus Purchase	9/16/2021	4/30/2025	\$8,696,568.00	\$8,696,568.00
VA-2022-031	Hampton Roads Transit FY 2022 CMAQ-STP Purchase of Buses and Extension Studies	6/11/2022	4/30/2025	\$8,675,062.00	\$8,675,026.00
VA-2020-050-00	HRT FFY 2020 STP Bus Purchase and Victoria Boulevard Upgrade Phase 2 - CMAQ - Replacement Buses and Ferries	11/24/2020	4/30/2025	\$8,800,844.00	\$7,197,714.00
VA-2020-012-00	FFY 2017, FFY 2018, FFY 2019 Section 5307 Capital Grant	4/13/2020	9/30/2025	\$9,184,614.00	\$3,120,002.70
VA-2022-009-00	FFY 2019 and FFY 2020 Section 5339 Bus Purchase and Overhaul	3/1/2022	12/31/2025	\$2,257,006.00	\$2,257,006.00
VA-2021-023-00	HRT FFY 2018, FFY 2019, FFY 2020 and FFY 2021 Section 5337 HIMB	6/10/2021	12/31/2025	\$5,879,824.00	\$5,834,009.00
VA-2021-045-00	HRT FFY 2020 Section 5307 Purchase of Enterprise Asset Management System and Replacement of badge access control system	8/26/2021	12/31/2025	\$1,618,109.00	\$1,448,613.00
VA-2022-040	Hampton Roads Transit (HRT) FFY 2020 Section 5307 Vehicle Purchase and Capital Projects	9/2/2022	3/31/2026	\$13,779,305.00	\$9,850,541.00
VA-2024-009	HRT FFY 21 and FFY 22 Section 5307 Capital Cost of Contracting, ADA Complimentary Paratransit, and Preventive Maintenance, FFY 22 Section 5337 HIMB Preventive Maintenance, and FFY 21 and FFY 22 Section 5337 Fixed Guideway Preventive Maintenance	1/5/2024	3/31/2026	\$21,735,842.00	\$12,897,745.00
VA-2022-014-00	FFY 19 and FFY 20 Section 5337 Fixed Guideway Repairs and upgrades of Light Rail Vehicles, Systems, Bridge and Equipment Upgrade, and Replacement Ferry Boat	3/21/2022	9/30/2026	\$2,321,481.00	\$2,321,481.00
VA-2023-024	Hampton Roads Transit (HRT) FFY 2020, FFY 2021, and FFY 2022 Section 5339 Bus Purchase and Bus Overhaul	8/1/2023	12/31/2026	\$4,670,164.00	\$4,670,164.00
VA-2019-030-00	FFY 2013, FFY 2014, FFY 2015, FFY 2018 Ferry Boat Flex Program - Repairs and upgrades to Ferry Docks	9/13/2019	12/31/2026	\$220,107.00	\$86,060.00
VA-2022-006-00	HRT FFY 2021 Section 5307 American Rescue Plan (ARP) Operating	1/6/2022	9/30/2027	\$53,918,126.00	\$32,164,033.00
VA-2024-017	Hampton Roads Transit (HRT) FFY 2022 Section 5307 and FFY 2022 Section 5337 Fixed Guideway - Hardware, Software, Mobile Fare Collection Equipment, and Surveillance/Safety Equipment	3/19/2024	6/30/2029	\$6,962,001.00	\$6,962,001.00
VA-2023-003	Hampton Roads Transit American Rescue Plan (ARP) Section 5307 Additional Operating Assistance - Discretionary	12/22/2023	9/15/2029	\$52,738,308.00	\$52,738,308.00

Active State Grants Report

Grant # / Project #	Description	Award Date / Begin Date	Estimated Completion Date / End Date	Grant Award Amount	Remaining Balance
73021-36	HRT - Light Rail Video Surveillance Equipment	7/1/2021	3/31/2024	\$76,706.00	\$45,209.00
73022-21	HRT - Large, heavy-duty transit 35-40 bus: 12 years/500,000 miles (12)	7/1/2021	3/31/2024	\$2,256,632.00	\$213,656.70
73021-26	HRT - APC Systems	7/1/2020	4/30/2024	\$338,611.00	\$269,149.68
71321-5	HRT - Origin and Destination Survey	7/1/2020	5/31/2024	\$312,500.00	\$137,512.00
73019-13	HRT - Purchase Computer Software/Hardware for Buses	5/1/2022	6/30/2024	\$303,342.00	\$49,478.40
72024-12	Operating - HRT	7/1/2023	6/30/2024	\$26,837,084.00	\$2,236,420.00
73017-8	HRT - Purchase Route Signage	3/1/2020	7/31/2024	\$36,754.00	\$36,754.00
73022-20	HRT - Rail Infrastructure	7/1/2021	10/31/2024	\$216,240.00	\$216,240.00
73021-29	HRT - 18th Street GFI Vault Relocation	7/1/2020	12/31/2024	\$103,656.00	\$103,656.00
50004-4	Norfolk Naval Station Transit Ext (DEIS)	7/1/2020	12/31/2024	\$782,000.00	\$782,000.00
71224-1	HRT - Intern	7/1/2023	12/31/2024	\$16,000.00	\$16,000.00
71324-2	HRT - TRAFFIX CAP Strategic Plan	7/1/2023	12/31/2024	\$25,000.00	\$25,000.00
72519-28	HRT- RSTP Fixed Guideway Studies T9093	9/1/2018	12/31/2024	\$382,661.00	\$382,661.00
73020-13	HRT - Purchase SCADA Software and Hardware for LRT	3/1/2020	12/31/2024	\$75,996.00	\$75,996.00
73021-34	HRT - SCADA System Upgrade	7/1/2020	12/31/2024	\$790,728.00	\$790,728.00
73022-19	HRT - Support Vehicles (60)	7/1/2021	12/31/2024	\$1,960,135.00	\$1,960,135.00
73019-8	HRT - Light Rail SGR	7/1/2019	12/31/2024	\$161,638.00	\$160,156.00
73019-11	HRT - Purchase Computer Hardware - IT Hardware Refresh	3/1/2022	12/31/2024	\$103,836.00	\$98,369.00
50004-3	Norfolk Naval Station Transit Ext (DEIS)	7/1/2020	12/31/2024	\$3,840,000.00	\$3,211,387.00
73019-14	HRT - Purchase Computer Software - FSS	7/1/2018	12/31/2024	\$79,866.00	\$56,862.00
73021-30	HRT - Light Rail Systems SGR	7/1/2021	12/31/2024	\$277,856.00	\$186,693.00
73019-17	HRT - Purchase Surveillance / Security Equipment	1/1/2020	12/31/2024	\$1,211,420.00	\$802,623.00
73021-35	HRT - Video Surveillance Equipment	7/1/2020	12/31/2024	\$2,004,459.00	\$1,124,013.28
72522-21	HRT - Newport News, Hampton, Chesapeake Fixed Guideway Studies (108954 RSTP)	2/1/2022	1/31/2025	\$400,000.00	\$400,000.00
72522-60	HRT- Norfolk Fixed Guideway Study (FY22 RSTP T9093)	2/1/2022	1/31/2025	\$400,000.00	\$400,000.00
72520-2	HRT - Bus Purchases - FY20 T11777 CMAQ	10/1/2020	3/31/2025	\$644,302.00	\$644,302.00
72520-3	HRT - Bus Purchases - FY20 T11778 CMAQ	10/1/2020	3/31/2025	\$631,314.00	\$631,314.00
72520-4	HRT - Bus Purchases - FY20 T11778 RSTP	10/1/2020	3/31/2025	\$48,353.00	\$48,353.00
73122-36	HRT Control / Signals System	12/1/2021	3/31/2025	\$761,920.00	\$761,920.00
72521-7	HRT - Bus Vehicle Replacement - FY21 CMAQ T16054	10/1/2021	4/30/2025	\$342,433.00	\$342,433.00
72521-8	HRT - Bus Vehicle Replacement - FY21 RSTP T16054	10/1/2021	4/30/2025	\$1,831,709.00	\$1,831,709.00

Active State Grants Report

Grant # / Project #	Description	Award Date / Begin Date	Estimated Completion Date / End Date	Grant Award Amount	Remaining Balance
72522-8	HRT - Bus Purchases - FY22 T16054 RSTP	7/1/2022	4/30/2025	\$486,406.00	\$486,406.00
72523-25	HRT IOEP #164CIP I-64 BOTH-NEWPORT NEWS 106 Bus Purchase (UPC 120318)	10/1/2022	4/30/2025	\$1,924,527.00	\$1,924,527.00
72523-26	HRT IOEP #164CIP I-64 BOTH NWPRT NWS RTE 107 Bus Purchase (UPC 120319)	10/1/2022	4/30/2025	\$1,924,527.00	\$1,924,527.00
72523-32	HRT IOEP #164CIP I-64 BOTH-NEWPORT NEWS 106 Operating (UPC 120318)	10/1/2022	4/30/2025	\$2,109,202.00	\$2,109,202.00
72523-33	HRT IOEP #164CIP I-64 BOTH NWPRT NWS RTE 107 Operating (UPC 120319)	10/1/2022	4/30/2025	\$1,586,965.00	\$1,586,965.00
72521-2	HRT - Victoria Blvd Phase II - UPC T22709	10/1/2020	4/30/2025	\$476,243.00	\$312,821.00
71423-3	CAP Project - HRT Traffix Vanpool Assistance	7/1/2022	6/30/2025	\$80,000.00	\$80,000.00
73122-46	HRT Rehab/Renovation of Admin Building	7/1/2021	6/30/2025	\$430,949.00	\$430,949.00
73021-33	HRT - Enterprise Data Integration Planning Project	3/1/2022	6/30/2025	\$238,000.00	\$238,000.00
73023-21	HRT - Fare Collection Equipment (Ticket Vending Machines - Bus)	7/1/2022	6/30/2025	\$369,890.00	\$369,890.00
71724-11	FY24 TRIP Mid-Cycle Hampton Road Transit Passenger Amenities Bus Stop Improvements	12/4/2023	6/30/2025	\$189,720.00	\$189,720.00
71724-12	FY24 TRIP Mid-Cycle Hampton Road Transit Public Safety Operator Safety Barriers	12/4/2023	6/30/2025	\$1,965,578.00	\$1,965,578.00
72522-7	HRT - Bus Purchases - FY22 T16054 CMAQ	7/1/2022	6/30/2025	\$669,861.00	\$669,861.00
73022-22	HRT - Replacement Fork Lift, 10 years	7/1/2021	6/30/2025	\$95,462.00	\$95,462.00
73024-20	HRT - Surveillance / Security Equipment - Facility (Mobile System)	7/1/2023	6/30/2025	\$208,296.00	\$208,296.00
73024-28	HRT - Expansion Support Vehicle - SUV (2)	7/1/2023	6/30/2025	\$76,375.00	\$76,375.00
73024-31	HRT - Transit Infrastructure (Light Rail Stations)	7/1/2023	6/30/2025	\$20,828.00	\$20,828.00
73122-47	HRT Rehab/Renovation of Admin Building	7/1/2021	6/30/2025	\$359,124.00	\$359,124.00
73122-44	HRT Surveillance / Security Equipment - Facility	12/1/2021	6/30/2025	\$327,379.00	\$318,777.00
73022-15	HRT - Radios	7/1/2021	6/30/2025	\$142,800.00	\$116,524.80
73022-16	HRT - Technology/Equipment - ITS - On Board Systems	7/1/2021	6/30/2025	\$651,457.00	\$159,136.32
73021-40	HRT - Paratransit Van, 4 years/100,000 miles (14)	7/1/2020	7/31/2025	\$696,571.00	\$405,660.00
73021-27	HRT - ADP Hardware - Bus Equipment for Mobile Fare Collection	7/1/2020	9/30/2025	\$1,549,119.00	\$1,478,420.00
72523-24	HRT IOEP #164CIP I-64 BOTH - ROUTE 972 OPERATING (TIDEWATER TO NNSB VIA HRBT)(UPC 120317)	11/1/2022	11/1/2025	\$245,975.00	\$245,975.00
72523-31	HRT IOEP #164CIP I-64 BOTH - ROUTE 972 CAPITAL (TIDEWATER TO NNSB VIA HRBT)(UPC 120317)	11/1/2022	11/1/2025	\$652,623.00	\$652,623.00
71724-10	FY24 TRIP Mid-Cycle Hampton Road Transit Ferry Shelter Improvements	12/4/2023	12/31/2025	\$561,000.00	\$561,000.00
73022-13	HRT - Overhaul/Mid-life Rebuild (does not extend useful life) (7)	7/1/2021	12/31/2025	\$624,193.00	\$624,193.00
73122-37	HRT ADP Software - Operations	7/1/2021	12/31/2025	\$305,601.00	\$305,601.00

Active State Grants Report

Grant # / Project #	Description	Award Date / Begin Date	Estimated Completion Date / End Date	Grant Award Amount	Remaining Balance
73020-12	HRT - Purchase ADP Software to Replace Enterprise Systems	8/1/2021	12/31/2025	\$2,569,693.00	\$2,149,186.00
73021-39	HRT - Bus 35'-40', Large heavy-duty, 12 years/500,000 miles (9)	7/1/2020	2/28/2026	\$3,487,188.00	\$3,487,188.00
71724-17	HRT TRIP - On-Demand Micro Transit Service	7/1/2023	6/30/2026	\$2,800,000.00	\$2,800,000.00
73023-18	HRT - ADP Hardware - Operations (Large Technology Infrastructure)	7/1/2022	6/30/2026	\$486,377.00	\$486,377.00
73023-19	HRT - ADP Hardware - Operations (Client Technology Systems SGR)	7/1/2022	6/30/2026	\$212,410.00	\$212,410.00
73023-20	HRT - Surveillance / Security Equipment (Enterprise Video Surveillance System)	7/1/2022	6/30/2026	\$213,874.00	\$213,874.00
73122-45	HRT Facility Equipment - Electrical Equipment	7/1/2021	6/30/2026	\$143,650.00	\$143,650.00
73022-12	HRT - Rehabilitate/Rebuild Rail Cars or Locomotives (extends useful life)	7/1/2021	9/30/2026	\$319,260.00	\$319,260.00
73022-17	HRT - IT3710 ICS Cyber Security	7/1/2021	9/30/2026	\$843,037.00	\$843,037.00
73021-31	HRT - Rehabilitate/Rebuild Buses (5)	7/1/2020	10/31/2026	\$384,897.00	\$384,897.00
50056-1	HRT Naval Station Norfolk Internal Circulator	11/1/2022	10/31/2026	\$1,001,873.00	\$248,752.00
73019-12	HRT - Purchase Computer Software - IT Security Systems	7/1/2018	12/31/2026	\$184,828.00	\$184,828.00
73122-48	HRT Surveillance / Security Equipment - On Board	7/1/2021	6/30/2027	\$974,410.00	\$974,410.00

Contract No.: 24-00278	Title: Bus Operator Barrier Installation and Modification Services	Contract Amount: \$964,624.37 Nine (9) Months
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Acquisition Description: Enter into a contract with a qualified Contractor to provide bus operator barrier installation and modification services on up to 135 buses.

Background: Hampton Roads Transit (HRT) has a requirement to install and modify bus operator barriers on 135 existing buses to mitigate the risk of assault on bus operators and comply with related requirements of 49 CFR Part 673. Under the terms of this agreement, the Contractor will provide all labor, materials, and equipment necessary for planning, engineering, and designing the installation of Arowguard MV308 extended glass barriers (or an approved equal) on 106 buses and retrofit existing Arowguard MV308 operator barriers with OEM extended glass on twenty-nine (29) buses. Additionally, the Contractor will implement a quality assurance program that ensures that all products and services delivered meet or exceed industry standards, including, but not limited to, materials acquisition, staff training, risk management, in process and final inspection, and the like.

Contract Approach: A Request for Proposals (RFP) was issued on February 6, 2024. Three (3) proposals were received on March 12, 2024, from the following firms:

- Complete Coach Works (CCW)
- Midwest Bus Corporation
- NFI Parts

In response to the RFP, proposers were required to provide pricing for the fabrication, installation, and retrofits of the bus operator barriers as specified in the Price Schedule.

After review and evaluation of the technical proposals, all three (3) firms were invited to provide technical clarification on their approach to providing the services described in the Scope of Work. At the conclusion of the technical presentations, CCW was rated best to meet the Scope of Work requirements based on the firm's overall approach and experience. As a result, CCW was invited for further discussion and negotiation for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and reducing the total proposed price. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

Following review and analysis of the BAFO received, HRT staff determined that CCW provided the best value based on a combination of technical capability and price. As a result of the negotiations, CCW's total price decreased by \$13,696.49, or approximately 1.4%. CCW's pricing is deemed fair and reasonable based on the price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that CCW is technically and financially capable to perform the work.

Contract No.: 24-00278	Title: Bus Operator Barrier Installation and Modification Services	Contract Amount: \$964,624.37 Nine (9) Months
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CCW is located in Riverside, CA and has performed similar work for the Gillig Corporation in Portland, OR; Antelope Valley Transit Authority in Lancaster, CA; and Sunline Transit in Thousand Palms, CA.

The Contract period of performance is nine (9) months.

No DBE Goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with TRiP and local ACC grant funds.

Project Manager: Monique Battle, Operations Project and Contract Administrator.

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Complete Coach Works to provide bus operator barrier installation and modification services in the not-to-exceed amount of \$964,624.37.

Solicitation Results

Proposer	Original Pricing	Best and Final Offer Pricing
NFI Parts	\$925,171.24	N/A
Midwest Bus Corporation	\$974,836.79	N/A
Complete Coach Works	\$978,320.86	\$964,624.37

Contract No.: 24-00272R	Title: Microtransit Pilot Program	Contract Amount: \$2,445,828.48
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Acquisition Description: Enter into a contract with a qualified Contractor to provide Microtransit service through a service operating model of Transportation as a Service (TaaS).

Background: Hampton Roads Transit (HRT) is seeking a “turnkey solution” of Microtransit services through a service operating model of TaaS in two (2) distinct zones (Newport News and Virginia Beach), with the potential for a third zone at the Virginia Beach oceanfront, within HRT’s service district. In keeping with its Vision and Mission, HRT continues to explore new and innovative service models to provide reliable, safe, efficient, and sustainable public transportation options to meet a diverse range of commuting needs and contribute effectively to regional economic recovery in the months and years ahead.

HRT’s primary goal is to provide better service for HRT customers, and to assess how well Demand Responsive Service, such as Microtransit, serves the mobility needs of citizens safely, efficiently, and cost-effectively in specific zones. Additionally, HRT seeks to determine the effectiveness and future role of Microtransit in the HRT service area through this Project. Microtransit’s viability requires testing in different use cases to empirically determine how its service characteristics and performance may work as a safe and sustainable new travel option.

Under the terms of this agreement, the Contractor shall provide a plan for service, to include three (3) months to develop a marketing plan; implementation of the Microtransit services for a period of up to twelve (12) months; transit trips based on passenger requests utilizing small- or medium-sized vehicles; a trip reservation system; customer call/complaint center; fare collections; three (3) months to provide project evaluation data and prepare the final report; and any on-going support.

Contract Approach: A Request for Proposals was issued on April 9, 2024. Four (4) proposals were received on May 3, 2024, from the following firms:

- Beefree, LLC d.b.a. Freebee
- HBSS Connect Corp.
- River North Transit, LLC (River North)
- WHC NVA, LLC d.b.a. zTrip (zTrip)

Upon an initial review and evaluation of the technical proposals, River North was rated best to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required.

At the conclusion of the technical evaluations, negotiations were held with River North for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing

Contract No.: 24-00272R	Title: Microtransit Pilot Program	Contract Amount: \$2,445,828.48
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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, River North reduced its total price by \$9,184.32, or approximately 0.37%. Based on the results of the negotiations, a price analysis performed utilizing historical data, and the fact that the pricing was obtained in a competitive environment, River North's pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that River North is both technically and financially capable to perform the services.

River North is located in New York, NY and has provided similar services for Birmingham Jefferson County Transit in Birmingham, AL; Metro St. Louis in St. Louis, MO; and MetroConnect in Miami, FL. River North has also provided similar services to HRT satisfactorily.

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

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with TRiP grant funds, with a match provided by the two (2) municipalities that the zones are in.

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

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to River North, LLC to provide a microtransit pilot program in the not-to-exceed amount of \$2,445,828.48.

Solicitation Results

Offeror	Offer	Best and Final Offer
HBSS Connect Corp.	\$1,998,903.00	N/A
River North Transit, LLC	\$2,455,012.80	\$2,445,828.48
Beefree, LLC d.b.a. Freebee	\$2,867,520.01	N/A
WHC NVA, LLC d.b.a. zTrip	\$4,443,694.00	N/A

Contract No: 24-00273	Title: Paratransit Eligibility Evaluation and Processing Services (Renewal)	Contract Amount: Three Base Years: \$ 604,662.00 Two Option Years: \$ 472,377.00 Total: \$1,077,039.00
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform the processing and evaluation of applications from persons interested in certification to use Hampton Roads Transit's (HRT's) Paratransit Services.

Background: HRT currently receives approximately 110 to 160 applications for ADA Complementary Paratransit Services each month. All eligibility evaluation and processing duties have been processed by a contractor for the past ten (10) years. Under the terms of this agreement, the Contractor will provide customer service for inquiries and submitting applications, mail services for reminder notices, application packages and notification letters, professional eligibility determinations, data storage, user friendly website for submitting applications and verifications, and transit user profiles.

Contract Approach: A Request for Proposals (RFP) was issued on March 8, 2024. Three (3) proposals were received on May 9, 2024, from the following firms:

- ADARide.com (ADARide)
- Information Technologies Curves, Inc.
- IPS Lynx, Inc.

Upon review and evaluation of the technical proposals, ADARide was rated best to meet the Scope of Work requirements; therefore, no presentations or proposal clarifications were required. As a result, ADARide was invited for discussions and negotiations. Negotiations focused on clarifying assumptions made in establishing pricing, reducing the total proposed price, and exceptions taken to the contractual terms and conditions. At the conclusion of negotiations, a Best and Final Offer (BAFO) was requested.

After an in-depth review and analysis of the BAFO received, HRT staff determined that ADARide provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, ADARide reduced their total pricing by \$8,608.62, or approximately 0.79%. ADARide's pricing is deemed fair and reasonable based on the price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that ADARide is both technically and financially capable to perform the work.

ADARide is located in Gardena, CA and has performed similar work for the Tulsa Transit Authority in Tulsa, OK; the Greater Richmond Transit Company in Richmond, VA; and the Victor Valley Transit Authority in Hesperia, CA. ADARide currently provides these services for HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

Contract No: 24-00273	Title: Paratransit Eligibility Evaluation and Processing Services (Renewal)	Contract Amount:	
		Three Base Years:	\$ 604,662.00
		Two Option Years:	\$ 472,377.00
		Total:	\$1,077,039.00

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

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

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to ADARide.com to provide paratransit eligibility evaluation and processing services in the not-to-exceed amount of \$1,077,039.00, over five (5) years.

Solicitation Result

Proposer	Original Pricing	BAFO Pricing
Information Technologies Curves, Inc.	\$644,884.00	N/A
ADARide.com	\$1,085,647.62	\$1,077,039.00
IPS Lynx, Inc.	\$1,085,860.00	N/A

ADARide.com's Pricing Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total Price
\$187,738.00	\$202,202.00	\$214,722.00	\$227,853.00	\$244,524.00	\$1,077,039.00

Contract No.: 24-00288	Title: Provision of Facility Furniture	Contract Amount: \$240,000.00 1 yr. w/2 1-yr. Options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide facility furniture on an as needed basis.

Background: Hampton Roads Transit (HRT) requires the services of a qualified Contractor to supply, deliver, and assemble a variety of facility furniture products, at its various locations, on an as needed basis. Under the terms of this agreement, the Contractor will provide all labor, materials, transportation, equipment, and facilities necessary to fill HRT's furniture needs within two (2) weeks of order placement by HRT.

Contract Approach: An Invitation for Bids (IFB) was issued on April 12, 2024. Two (2) bids were received on May 14, 2024, from the following firms:

- B.W. Wilson Paper Company, Inc. (B.W. Wilson)
- Total Business Solutions, Inc.

In response to the IFB, Bidders were required to provide a discount rate off their Company's current published furniture catalog pricing, to be applied on all HRT orders for the duration of the Contract; and unit pricing for the twenty-one (21) most frequently ordered furniture product items specified in the Price Schedule.

After review and evaluation of the bids received, HRT staff determined that B.W. Wilson provided the highest discount rate on current furniture published catalog pricing; and the firm is responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award.

Based on a price analysis performed utilizing historical data, the bids received, and the fact that pricing was obtained in a competitive environment, B.W. Wilson's bid is deemed fair and reasonable. A contract responsibility review performed confirmed that B.W. Wilson is technically and financially capable to provide the required services.

B.W. Wilson is located in Richmond, VA and has provided similar services for the Department of State in Washington, DC; Richmond Public Schools in Richmond, VA; and the Commonwealth Attorney's Office in Richmond, VA. B. W. Wilson also currently provides these services for 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 established for this solicitation.

Contract No.: 24-00288	Title: Provision of Facility Furniture	Contract Amount: \$240,000.00 1 yr. w/2 1-yr. Options
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Cost/Funding: This Contract will be funded with operating funds.

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to B.W. Wilson Paper Company to provide facility furniture for HRT in the not-to-exceed amount of \$240,000.00 over three (3) years.

Solicitation Results

Bidder	Discount Offered
B.W. Wilson Paper Company, Inc.	63%
Total Business Solutions, Inc.	35%