



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 28, 2024, at 1:00 p.m.

3400 Victoria Boulevard, Hampton, VA – In Person - Zoom

A meeting of the Transportation District Commission of Hampton Roads will be held on Thursday, March 28, 2024, at 1:00 p.m. at 3400 Victoria Boulevard, Hampton, 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, March 28, 2024,
3400 Victoria Boulevard, Hampton, VA at 1:00 p.m.
in Person – Zoom

AGENDA

Call to Order & Roll Call

1. Public Comments
2. Approval of February 22, 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

- February 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. 19-00051 – Modification 4 – Architectural and Engineering Services**

Commission Consideration: Award of a modification to increase the not-to-exceed amount of the Architectural and Engineering Services contract by \$3,000,000.00, from \$8,750,000.00 to \$11,750,000.00.

- **Contract No. 23-00255 – Avaya Managed Services (Renewal)**

Commission Consideration: Award of a contract to Morgan Birgé and Associates to provide Avaya Managed Services in the firm-fixed price of \$551,925.25, over five (5) years.

- **Contract No. 23-00223R – Bus Repower Services**

Commission Consideration: Award of a contract to Cummins Sales and Service to provide bus repower services in the not-to-exceed amount of \$1,270,678.42.

- **Contract No. 23-00262 – Hampton Roads Transit Roof and Cladding Replacement**

Commission Consideration: Award of a contract to Patuxent Roofing and Contracting, LLC to perform roof and cladding replacement at HRT's 3400 Victoria Blvd., Hampton facility, in the not to exceed amount of \$2,562,520.50.

- **Contract No. 23-00265 – Legal Services (Renewal)**

Commission Consideration: Award of a contract to Pender & Coward, Wood Rogers Vandeventer Black, and Williams Mullen to provide legal services in the combined not-to-exceed amount of \$3,570,000.00 for a term of five (5) years.

- **Contract No. 23-00249 – Managed Print Services (Renewal)**

Commission Consideration: Award of a contract to Canon Solutions America to provide managed print services in the not-to-exceed amount of \$336,514.59 for five (5) years.

- **Contract No. 20-00047 Modification No. 4 – Oracle Database Administration Managed Services and Initiated Issue Support**

Commission Consideration: Award of a modification to increase the not-to-exceed amount of the Oracle Database Administration Managed Services and Initiated Issue Support Contract by \$40,434.00, from \$247,120.00 to \$287,554.00.

- **Contract No. 23-00241 Modification No. 1 – Oracle Enterprise Database Annual Support**

Commission Consideration: Award of a contract modification to increase the not-to-exceed amount of the Oracle Enterprise Database Annual Support Contract by \$487,827.65, from \$1,478,819.22 to \$1,966,646.87.

- **Contract No. 23-00263 – Paratransit Services (Renewal)**

Commission Consideration: Award of a contract to Easton Coach Company, LLC to provide Paratransit services not-to-exceed amount of \$150,097,243.00 over a seven (7) year period.

- **Contract No. 23-00257 – Property and Casualty Insurance**

Commission Consideration: Award of a contract to Alliant Insurance Services, Inc. to provide property and casualty insurance brokerage services in the not-to-exceed amount of \$235,750.00 for five (5) years.

- **Contract No. 23-00254R – Provisions of Six (6) Non-revenue Vehicles**

Commission Consideration: Award of a contract to Apple Ford Inc., dba Apple Ford Lincoln, to provide and deliver six (6) non-revenue vehicles in the not-to-exceed amount of \$346,626.00.

- **Contract No. 24-00282 – Purchase of Seven (7) 40' Hybrid Buses**

Commission Consideration: Award of a contract to Gillig, LLC. to procure seven (7) 40' Allison eGenFlex Hybrid buses, in the total amount of \$6,559,889.00.

- D. Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer
- E. External/Legislative Advisory Committee - Commissioner Bullock/
Alexis Majied, Chief Communications and External Affairs Officer
- F. Smart Cities & Innovation Committee – Commissioner McClellan/
Michael Price, Chief Information/Technology Officer

G. Paratransit Advisory Subcommittee – Chair Troy Bowser/
Keith Johnson, Paratransit Services Contract Administrator

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

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

**The next meeting will be held on Thursday, April 25, 2024, at 1:00 p.m.
at 509 E. 18th Street, Norfolk, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, February 22, 2024 • 1:00 p.m. 509 E. 18th Street, Norfolk, VA, and Hybrid (Zoom) Meeting

Call to Order.

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

Commissioners in attendance:

Commissioner Woodbury, Newport News
Vice-Chair Don Carey, Chesapeake
Past-Chair Ross-Hammond, Virginia Beach
Alt. Commissioner Uros Jovanovic, Virginia Beach
Commissioner Andrian McClellan, Norfolk
Alt. Commissioner DeProfio, Hampton
Commissioner Johnson, Chesapeake
Commissioner Daughtery, VDRPT (Zoom)
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Houston, Norfolk
Commissioner Glover, Portsmouth
Commissioner Anthony “Tony” Goodwin, Portsmouth
Commissioner Spruill, Senate of Virginia 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 Council
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Dudley Clarke, Budget Analyst (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Vanity Faulkner, Budget Analyst (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Wayne Groover, Director of Rail Maintenance (Zoom)
Shelia Gullede, Manager Technology PMO
Heather Harmon, Sr. Staff Accountant

William Harrell, President and CEO
Autumn Jenkins, Operations Support Technician
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
Mason Lawrence, Emergency Management Specialist
Robert Lee, RTS Program Manager
Sonya Luther, Director of Procurement
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
Michael Perez, Operations Project, and Contract Administrator (Zoom)
Noelle Pinkard, Organizational Advancement Officer (Zoom)
John Powell, Telecommunications Specialist
Michael Price, Chief Information Officer/CTO
Chad Pritchett, Senior Budget Analyst (Zoom)
Luis R. Ramos, Senior Executive Administrator/Commissioner Secretary
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Lilian Scott, HR Training Development Specialist
Brian Smith, Deputy CEO
Paula Studebaker, HR Executive Assistant
Selina Taylor, Executive Assistant
Adrian Tate, Assistant Director of Finance (Zoom)
Robert Travers, Corporate Counsel
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Kim Wolcott, Chief Human Resources Officer

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

Shannon Borst (Zoom)
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Alt. Commissioner Cipriano, Newport News
Angela Hopkins, City of Newport News (Zoom)
Denise Johnson, Chair, Transit Riders Advisory Committee
Ina Kreps, Portsmouth, Citizen
Shelia McAllister, City of Newport News (Zoom)
Brian Swets, City of Portsmouth (Zoom)
Janice Taylor, League of Women Voters (Zoom)
Jessica White, Contract Administrator
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
- Social Media Analytics
- Financial Reports
- Committee Reports

A moment of Silence was observed prior to the Commission Meeting

Public Comments

There were no public comments.

Approval of January 25, 2024, Meeting Minutes

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

Ayes: Commissioners Woodbury, Carey, Goodwin, Johnson, Daughtery, White, DeProfio, Bullock, Jovanovic, and Spruill.

Nays: None

Abstain: None

President's Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell reviewed the following items:

Mr. Harrell invited and encouraged all Commissioners to attend the upcoming Operations and Oversight Committee meeting at 10:00 a.m., March 14, 2024, in Hampton. The active participation of Commissioners will greatly enhance the efficiency and effectiveness of the upcoming March Commission meeting given the extensive agenda with 12 procurement items.

Mr. Harrell reviewed the need for a line of credit. Mr. Harrell shared that the agency does not retain earnings, nor does it have a consistent flow of revenues during the fiscal year to match our expenses. Accordingly, HRT must have a line of credit to operate.

Mr. Harrell stated that the Transit Equity Day Celebration and the Ribbon Cutting Ceremony for the Elizabeth River Ferries VI and VII were well attended. Mr. Harrell stated that a very competitive Bus Simulator Rodeo was held between all employees. HRT sponsored a companywide food drive to give back to the community. Finally, the Employee Survey is wrapping up and we should have the results in the upcoming months. Mr. Harrell then called on Amy Jordan, Director of Business Development, for a TRAFFIX update.

Ms. Jordan gave the commission a brief report on Rideshare the Love, a new marketing initiative.

Ms. Jordan stated that in January we had a 7,829% increase in "hits" on our Vanpool assistance webpage.

Mr. Harrell acknowledged Operator Vickie Davis with the President's Coin for her exceptional heroism while performing her bus route.

Audit & Budget Review Committee

Chairwoman Woodbury called on Mr. Conner Burns to present the Audit and Budget Committee report. Mr. Burns stated that the Committee was briefed on the January monthly financial report, the draft FY2025 Preliminary Operating Budget & local Transportation Service Plans (TSPs) and provided with an update on the FY2022 external financial audit.

Management and Financial Advisory Committee (MFAC)

Commissioner Cipriano was invited to present the MFAC report to the Commission.

Commissioner Cipriano stated that MFAC met Tuesday, February 20, 2024.

The Committee was presented with January's financial reports and the draft FY2025 Preliminary Operating Budget and TSPs. Commissioner Cipriano stated that MFAC is developing a list of questions specific to line items within the operating budget proposal, and HRT will have that by close of business tomorrow.

Commissioner Cipriano mentioned that they received a grants update from Ms. Keisha Branch. Additional questions regarding HRT's grants will continue at the next MFAC meeting.

Commissioner Cipriano mentioned that Mr. Harrell touched on the free fare results from Transit Equity Day and stated it was a great success with a 37% year-over-year increase in total ridership.

Commissioner Cipriano stated that the next meeting will be dedicated to the Draft FY2025 Preliminary Operating Budget & TSPs.

Continuation of the Audit & Budget Review Committee Report: Mr. Burns called on Angela Glass, Director of Budget and Financial Analysis to review the FY2025 Preliminary Operating Budget & TSPs.

NOTE: During the FY2025 Preliminary Operating Budget & TSP presentation, the Southside facility lost its internet connection thus losing our Zoom connection for the remainder of the Commission meeting.

Ms. Angela Glass completed her presentation and answered questions regarding the rollout of RTS services which was supported by Ray Amoruso. Questions regarding the use of federal funds and the potential of a fiscal cliff was addressed by Ms. Glass. Mr. Harrell also addressed the proactive use of federal funding coupled with the system optimization study should aid the agency in navigating the changing marketplace of public transit. This will be a priority for the Commission and staff.

Operations and Oversight Committee

Commissioner Glover mentioned that there were no procurement items to be brought to the Commission for approval.

The next meeting of the O&O Committee will be held March 14, 2024, in Hampton.

Planning and New Starts Committee.

The committee did not meet in the month of February.

External Legislative Affairs Committee (ELAC)

Commissioner Bullock provided the following updates to the Commission:

FEDERAL LEGISLATIVE UPDATE:

- Current federal transportation programs are operating under a 7-week short-term spending bill which ends on March 1, 2024.
- A Bipartisan, bicameral THUDo (Transportation, Housing and Urban Development) spending bill continues to be worked on that would fund all transportation programs through end of FY 2024.
- HRT could see up to \$1 million in the final appropriations bill to support the purchase of electric buses.

STATE LEGISLATIVE UPDATE

- Budgets were released by the Senate Finance and House Appropriations Committees.
- HRT recommended the inclusion of study language in the final version of the conference bills to examine multimodal transportation needs in Hampton Roads.

Commissioner Bullock mentioned that HRT staff is working on a Washington, D.C., advocacy visit, tentatively scheduled for May 8-9, 2024.

Smart Cities and Innovation Committee

Commissioner McClellan stated that the Committee did not meet in the month of February.

Paratransit Advisory Sub-Committee (PAC)

PAC did not meet this month.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson stated the committee did not meet in the month of February. Ms. Johnson mentioned that the next meeting will be held on March 6, 2024, in Norfolk.

Old and New Business

Mr. Andrew Ennis presented the DRPT State Safety Oversight (SSO) – 2023 Annual HRT Board Report. Copies of the DRPT SSO 2023 Annual HRT Board Report were given to all Commissioners present at the meeting.

Commissioner Comments:

Commissioner Ross-Hammond thanked HRT staff for expeditiously installing new bus shelters throughout Virginia Beach.

Adjournment

With no further business to conduct, the meeting was adjourned at 2:30 p.m.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

Patricia Woodbury
Chair

ATTEST:

Luis Ramos
Commission Secretary
February 22, 2024



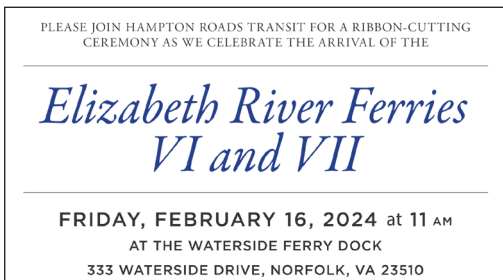
President's Report

February 2024



Transit Equity Day Celebration

On Monday, February 5, about 100 people attended HRT's Transit Equity Day celebration at Hampton Transit Center. Elected officials, Commissioners, community leaders, Phoebus High School students, and HRT staff were among the many guests as we paid tribute to civil rights icon, Rosa Parks. Commissioner Jimmy Gray read a resolution, honoring Parks for her contributions to equity in public transit. A plaque dedicated to Parks was also unveiled.



Ferry Ribbon Cutting

On Friday, February 16, HRT welcomed two new Elizabeth River ferries to the fleet. A ribbon cutting ceremony was held at the Waterside Ferry Dock in Norfolk aboard ERF VI. Norfolk Mayor Kenny Alexander and Portsmouth Mayor Shannon Glover offered remarks along with David Jordan of Norfolk by Boat who leads HRT's ferry operations. ERF VI will homeport in Portsmouth, while ERF VII will homeport in Norfolk. Both ferries will serve the community for decades to come.



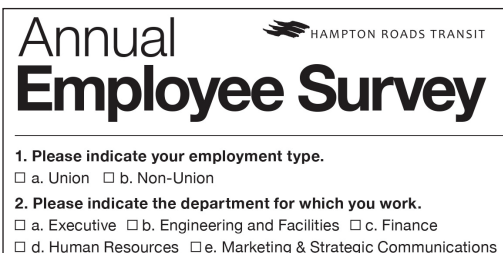
Bus Simulator Rodeo

The Recognition and Reward Committee hosted the annual "Bus Simulator Rodeo." About two dozen employees participated, representing multiple departments across the agency. There were competitors in both CDL and Non-CDL categories. Congratulations to Chief Human Resources Officer, Kim Wolcott, for placing first in the non-CDL category. April Garrett and Ziare Murphy tied for first place in the CDL category. A special thanks to instructor Ron Simmons and all the contestants who made it a fun and exciting event.



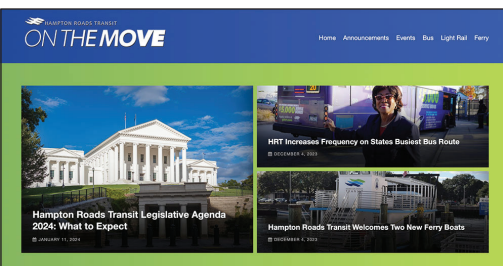
HRT Drives Out Hunger Food Drive Results

HRT's month-long Drive Out Hunger campaign was a big success. Our dedicated and generous employees donated about 819 pounds of food. That's more than 682 meals for families in need. All the food collected was donated to the Virginia Peninsula Foodbank and the Foodbank of Southeastern Virginia and the Eastern Shore. The food drive was sponsored by the Inclusion, Diversity, Equity, and Access (IDEA) committee for Poverty Awareness Month.



Employee Survey Complete

We've wrapped up our inaugural employee survey. Nearly 350 employees completed the survey either online or by filling out a hard copy and placing it in a drop box or returning it to a member of the Public Outreach team. Survey questions were designed to elicit employee sentiment on a wide range of topics. Employees were able to provide feedback on improving morale and communication. Survey results are currently being reviewed and analyzed. We'll use the results to help guide decisions on upcoming initiatives.



On The Move Blog Launched

Hampton Roads Transit is always looking for new ways to let people know what's going on at the agency and in the transit industry. The Marketing and Strategic Communications Department has been hard at work with IT creating an HRT blog. It launched in January with an engaging article on our endeavors in Richmond during the General Assembly. The blog is set to feature enterprising content you won't find anywhere else. You can find a link to the blog at gohrt.com.



WOMEN'S HISTORY MONTH – WOMEN IN TRANSIT

March is Women's History Month and Hampton Roads Transit is celebrating the many accomplishments of women in transit.

Research shows that businesses with more women in leadership positions “are more profitable, more socially responsible, and provide safer, higher-quality customer experiences.” Hampton Roads Transit is proud to have a diverse workforce, including women at all levels. From the top down, women are a driving force behind the success of this agency.

There are currently four women serving on the Transportation District Commission of Hampton Roads: Dr. Patricia Woodbury (Newport News), Dr. Amelia Ross-Hammond (Virginia-Beach), Andria McClellan (Norfolk), and Jennifer DeBruhl (DRPT). The Honorable Dr. Woodbury is currently serving as Chair. She is the longest-serving member of the Commission, and this is her third term as Chair, since joining the Commission in 2008.

The executive leadership team at HRT includes five extraordinary women. Together, they bring decades of experience and expertise, covering a broad range of fields including Dawn Sciortino, Chief Safety Officer; Sibyl Pappas, Chief Engineering and Facilities Officer; Kim Wolcott, Chief Human Resources Officer; Alexis Majied, Chief Communications Officer; and Malika Blume, Director of Internal Audit.

According to the Bureau of Labor Statistics, women make up 25% of the transportation industry workforce nationwide. HRT is well above that, with women making up 45% of its workforce. That includes 252 bus operators, 54 supervisors, and 3 mechanics.

We know from our own data that 42% of our riders are women. It makes sense to have a workforce that reflects our customers. A workforce representative of the communities we serve helps ensure we hold to our mission of providing transportation solutions that are reliable, safe, efficient, and sustainable. As we celebrate Women's History Month, I'm proud of the work HRT is doing to foster an environment where women can grow into great leaders, building better public transportation together, for decades to come.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Harrell", with a long, sweeping horizontal line extending to the right.

William E. Harrell

President and CEO

Hampton Roads Transit



Connecting Businesses

TRAFFIX and HRT are teaming up with the Virginia Department of Rail and Public Transportation on a month-long campaign to help local businesses bring their employees back into the office. Connecting Businesses gives employers access to the tools they need to navigate a changing workforce. The campaign highlights the benefits of vanpooling and other forms of transit to commute to work as well as solutions to free up spaces in congested parking lots.



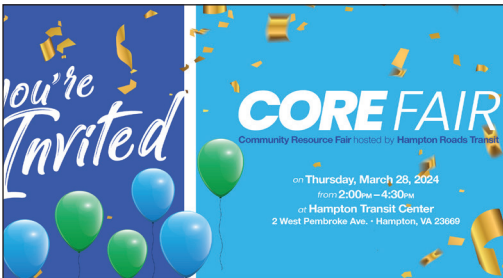
National Transit Employee Appreciation Day

In March, we celebrated National Transit Employee Appreciation Day with a focus on bus operators and mechanics, as they are the true backbone of the organization. The IDEA (Inclusive, Diversity, Equity and Accessibility) Committee sponsored a carnival and fun fair on the Southside and Peninsula giving operators and mechanics an opportunity to enjoy their downtime with goodies, games, and giveaways. The Recognition and Reward Committee co-sponsored these events.



TCC Lunch and Learn

Representatives from Human Resources and Marketing and Communications were able to talk about career opportunities at Hampton Roads Transit during a recent Lunch and Learn at Tidewater Community College's Norfolk Student Center. TCC hosted an interactive discussion about careers in the transportation industry. HRT staff talked about their own roles in the agency and answered students' questions.



Community Resource Fairs

HRT's Public Outreach team is getting ready for its second annual Community Resource Fair. Last year's inaugural event was such a big success we decided to make it an annual event. We're working with community partners to provide a one-stop-shop for passengers and employees to access important information on services available. The Community Resource Fairs will be held on Thursday, March 28 at the Hampton Transit Center and Thursday, April 4 at Newtown Road Station, from 2:00 p.m. to 4:30 p.m.



Earth Day Preview

On April 22, HRT will be celebrating Earth Day by offering free fare on all bus, light rail, ferry, and paratransit services. Throughout the month, we'll be highlighting our current Adopt-A-Stop volunteers and encouraging people to sign up. HRT staff will also be hitting the pavement, teaming up to clean shelters and bus stops throughout the service area. Public Outreach and TRAFFIX will represent HRT at several Earth Day events on the Southside and Peninsula. We're also asking our Commissioners to join us in celebrating Earth Day by taking transit and hosting a ride-along in their communities.



Turn-by-Turn Pilot Program

HRT is piloting a "Turn-by-Turn" feature designed to provide bus operators with route navigation directions. A multi-function map-view screen displays the vehicle's current location and navigation instructions. It also highlights the entire bus route and stops along the way. In addition to the visual guidance, there are also audible turn-by-turn route navigation instructions that supplement the textual indications of left and right turns, along with street names on the map view.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

FEBRUARY 2024 FISCAL YEAR 2024 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

February 2024

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
	Dollars in Thousands								
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 8,144.5	\$ 664.9	\$ 627.9	\$ (37.0)	(5.6) %	\$ 5,398.8	\$ 5,399.8	\$ 0.9	0.0 %
Passenger Revenue - RTS	936.9	75.5	96.1	20.6	27.3 %	566.0	652.2	86.2	15.2 %
Advertising Revenue	800.0	66.7	32.8	(33.9)	(50.8) %	533.4	439.9	(93.5)	(17.5) %
Other Transportation Revenue	2,698.8	224.9	228.7	3.8	1.7 %	1,799.2	1,823.1	23.9	1.3 %
Non-Transportation Revenue	60.0	5.0	25.5	20.5	409.4 %	40.0	368.9	328.9	822.3 %
Total Operating Revenue	12,640.1	1,037.0	1,010.9	(26.0)	(2.5) %	8,337.5	8,684.0	346.5	4.2 %
Non-Operating Revenue									
Federal Funding (5307/5337)	38,858.9	3,021.5	2,679.2	(342.4)	(11.3) %	26,554.9	18,486.5	(8,068.4)	(30.4) %
HRRTF Funding	10,044.1	809.2	1,183.4	374.2	46.2 %	6,068.4	7,946.6	1,878.2	30.9 %
State Funding	26,837.1	2,236.4	2,236.4	0.0	0.0 %	17,891.4	17,891.4	0.0	0.0 %
Local Funding	47,766.4	3,980.5	3,980.5	0.0	0.0 %	31,844.2	31,844.2	0.0	0.0 %
Total Non-Operating Revenue	123,506.5	10,047.7	10,079.6	31.9	0.3 %	82,359.0	76,168.7	(6,190.3)	(7.5) %
TOTAL REVENUE	\$ 136,146.6	\$ 11,084.7	\$ 11,090.5	\$ 5.8		\$ 90,696.5	\$ 84,852.7	\$ (5,843.7)	
Personnel Services	\$ 81,615.7	\$ 6,576.3	\$ 6,102.2	\$ 474.0	7.2 %	\$ 54,341.3	\$ 51,515.5	\$ 2,825.8	5.2 %
Contract Services	16,374.8	1,414.8	912.9	501.9	35.5 %	10,900.5	7,178.9	3,721.6	34.1 %
Materials & Supplies	6,248.3	441.1	553.6	(112.5)	(25.5) %	4,195.1	4,953.1	(757.9)	(18.1) %
Gas & Diesel	6,918.2	560.6	902.2	(341.6)	(60.9) %	4,529.4	4,505.5	23.9	0.5 %
Contractor's Fuel Usage	1,240.7	103.4	75.8	27.6	26.7 %	827.1	678.1	149.0	18.0 %
Utilities	1,345.0	112.1	206.4	(94.3)	(84.1) %	896.7	959.4	(62.7)	(7.0) %
Casualties & Liabilities	5,578.5	475.7	632.1	(156.4)	(32.9) %	3,805.7	3,739.8	65.9	1.7 %
Purchased Transportation	15,052.1	1,267.3	1,370.1	(102.9)	(8.1) %	10,013.1	9,042.9	970.2	9.7 %
Other Miscellaneous Expenses	1,773.2	133.4	253.8	(120.4)	(90.2) %	1,187.6	1,310.1	(122.5)	(10.3) %
TOTAL EXPENSE	\$ 136,146.6	\$ 11,084.7	\$ 11,009.2	\$ 75.5		\$ 90,696.5	\$ 83,883.3	\$ 6,813.2	
SURPLUS (DEFICIT)			\$ 81.3				\$ 969.4		

1. Line of Credit balance as of March 21, 2024, is \$6,986,830.90.

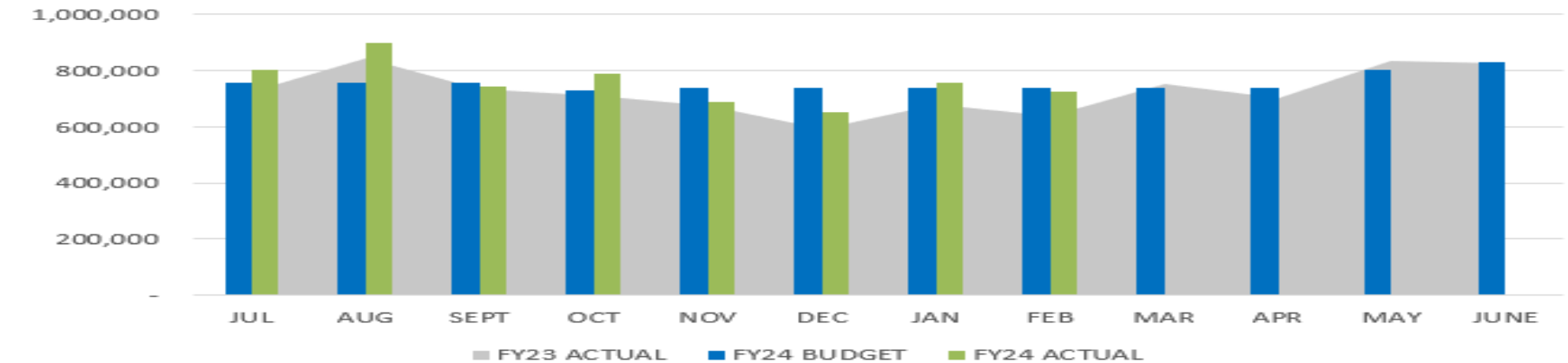
OPERATING FINANCIAL STATEMENTS

February 2024

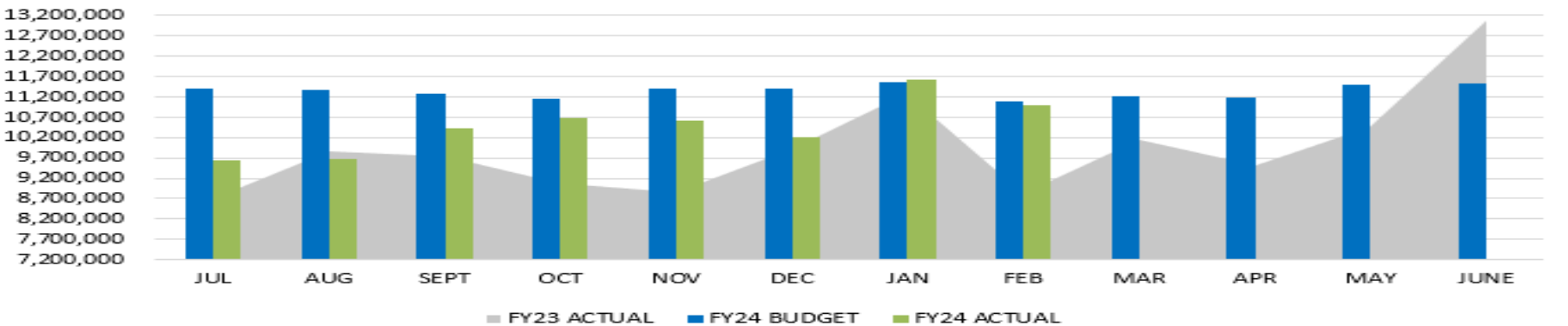
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2024	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 936.9	\$ 75.5	\$ 96.1	\$ 20.6	27.3 %	\$ 566.0	\$ 652.2	\$ 86.2	15.2 %
RTS Service	10,044.1	809.2	1,183.4	374.2	46.2 %	6,068.4	7,946.6	1,878.2	30.9 %
TOTAL REVENUE	\$ 10,981.0	\$ 884.7	\$ 1,279.5	\$ 394.8		\$ 6,634.5	\$ 8,598.8	\$ 1,964.4	
Personnel Services	\$ 7,916.8	\$ 637.8	\$ 863.2	\$ (225.4)	(35.3) %	\$ 4,783.2	\$ 6,246.9	\$ (1,463.7)	(30.6) %
Contract Services	1,225.0	98.7	104.4	(5.7)	(5.7) %	740.1	687.3	52.8	7.1 %
Materials & Supplies	1,426.1	114.9	240.2	(125.3)	(109.0) %	861.7	1,312.9	(451.2)	(52.4) %
Utilities	67.0	5.4	12.3	(6.9)	(128.3) %	40.5	60.5	(20.0)	(49.5) %
Casualties & Liabilities	346.1	27.9	59.4	(31.5)	(113.1) %	209.1	291.2	(82.1)	(39.3) %
TOTAL EXPENSE	\$ 10,981.0	\$ 884.7	\$ 1,279.5	\$ (394.8)		\$ 6,634.5	\$ 8,598.9	\$ (1,964.4)	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



FISCAL YEAR 2024 (Dollars in Thousands)	YEAR-TO-DATE				
	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 5,964.9	\$ 5,291.3	\$ 760.7	\$ 6,052.0	\$ 87.1
Advertising Revenue	\$ 533.4	\$ 375.7	\$ 64.2	\$ 439.9	\$ (93.5)
Other Transportation Revenue	\$ 1,799.2	\$ -	\$ 1,823.1	\$ 1,823.1	\$ 23.9
Non-Transportation Revenue	\$ 40.1	\$ 82.5	\$ 286.5	\$ 369.0	\$ 328.9
Federal Funding (PM 5307/5337)	\$ 26,554.9	\$ 18,486.5	\$ -	\$ 18,486.5	\$ (8,068.4)
HRRTF Funding ¹	\$ 6,068.4	\$ -	\$ 7,946.6	\$ 7,946.6	\$ 1,878.2
State Funding	\$ 17,891.4	\$ 17,891.4	\$ -	\$ 17,891.4	\$ -
Local Funding	\$ 31,844.2	\$ 31,844.2	\$ -	\$ 31,844.2	\$ -
TOTAL REVENUE:	\$ 90,696.5	\$ 73,971.6	\$ 10,881.1	\$ 84,852.7	\$ (5,843.8)
EXPENSE					
Personnel Services	\$ 54,341.3	\$ 45,211.8	\$ 6,303.7	\$ 51,515.5	\$ 2,825.8
Services	\$ 10,900.5	\$ 6,300.4	\$ 878.5	\$ 7,178.9	\$ 3,721.6
Materials & Supplies	\$ 9,551.6	\$ 8,896.3	\$ 1,240.4	\$ 10,136.7	\$ (585.1)
Utilities	\$ 896.7	\$ 842.0	\$ 117.4	\$ 959.4	\$ (62.7)
Casualties & Liabilities	\$ 3,805.7	\$ 3,282.1	\$ 457.7	\$ 3,739.8	\$ 65.9
Purchased Transportation	\$ 10,013.1	\$ 7,936.4	\$ 1,106.5	\$ 9,042.9	\$ 970.2
Other Miscellaneous Expenses	\$ 1,187.6	\$ 1,149.8	\$ 160.3	\$ 1,310.1	\$ (122.5)
TOTAL EXPENSE:	\$ 90,696.5	\$ 73,618.8	\$ 10,264.5	\$ 83,883.3	\$ 6,813.2
BUDGET STATUS TO DATE²:	\$ -	\$ 352.8	\$ 616.6	\$ 969.4	\$ 969.4

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	\$ 31,844.2	\$ 31,844.2	\$ -
Plus: Local Farebox	\$ 7,977.4	\$ 5,318.2	\$ 5,291.3	\$ (26.9)
Locality Share - Sub-Total:	\$ 55,743.7	\$ 37,162.4	\$ 37,135.5	\$ (26.9)
Plus: Federal Aid	\$ 38,859.0	\$ 26,554.9	\$ 18,486.5	\$ (8,068.4)
State Aid	\$ 26,837.0	\$ 17,891.4	\$ 17,891.4	\$ -
Total Revenue Contribution:	\$ 121,439.7	\$ 81,608.7	\$ 73,513.4	\$ (8,095.3)
Operating Expenses:	\$ 121,439.7	\$ 81,608.7	\$ 73,160.6	\$ (8,448.1)
Locality Budget Status to Date ¹ :				\$ 352.8

KPI

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

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

FISCAL YEAR 2024 (Dollars in Thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 2,866.8	\$ 1,911.2	\$ 1,911.2	\$ -
Plus: Local Farebox	\$ 426.8	\$ 284.5	\$ 290.2	\$ 5.7
Locality Share - Sub-Total:	\$ 3,293.6	\$ 2,195.7	\$ 2,201.4	\$ 5.7
Plus: Federal Aid	\$ 2,904.1	\$ 1,936.1	\$ 1,514.9	\$ (421.2)
State Aid	\$ 1,719.8	\$ 1,146.5	\$ 1,163.7	\$ 17.2
Total Revenue Contribution:	\$ 7,917.5	\$ 5,278.3	\$ 4,880.0	\$ (398.3)
Operating Expenses:	\$ 7,917.5	\$ 5,278.3	\$ 4,874.3	\$ (404.0)
Locality Budget Status to Date ¹ :	\$ 5.7			

KPI

Farebox Recovery:	5.4%	6.0%
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	\$ 3,314.5	\$ 3,314.5	\$ -
Plus: Local Farebox	\$ 723.5	\$ 482.3	\$ 529.3	\$ 47.0
Locality Share - Sub-Total:	\$ 5,695.3	\$ 3,796.8	\$ 3,843.8	\$ 47.0
Plus: Federal Aid	\$ 4,615.8	\$ 3,077.2	\$ 2,603.1	\$ (474.1)
State Aid	\$ 2,903.2	\$ 1,935.5	\$ 2,052.6	\$ 117.1
Total Revenue Contribution:	\$ 13,214.3	\$ 8,809.5	\$ 8,499.5	\$ (310.0)
Operating Expenses:	\$ 13,214.3	\$ 8,809.5	\$ 8,452.5	\$ (357.0)
Locality Budget Status to Date ¹ :				\$ 47.0

KPI			
Farebox Recovery:		5.5%	6.3%
Farebox % of Budgeted Expense:			6.0%

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

FISCAL YEAR 2024 (Dollars in Thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 7,886.7	\$ 5,257.8	\$ 5,257.8	\$ -
Plus: Local Farebox	\$ 1,193.6	\$ 795.7	\$ 847.4	\$ 51.7
Locality Share - Sub-Total:	\$ 9,080.3	\$ 6,053.5	\$ 6,105.2	\$ 51.7
Plus: Federal Aid	\$ 6,886.0	\$ 4,590.7	\$ 3,503.5	\$ (1,087.2)
State Aid	\$ 4,530.1	\$ 3,020.1	\$ 3,096.1	\$ 76.0
Total Revenue Contribution:	\$ 20,496.4	\$ 13,664.3	\$ 12,704.8	\$ (959.5)
Operating Expenses:	\$ 20,496.4	\$ 13,664.3	\$ 12,653.1	\$ (1,011.2)
Locality Budget Status to Date ¹ :				\$ 51.7

KPI			
Farebox Recovery:	5.8%	6.7%	
Farebox % of Budgeted Expense:		6.2%	

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	\$ 13,815.0	\$ 13,815.0	\$ -
Plus: Local Farebox	\$ 3,787.8	\$ 2,525.2	\$ 2,397.9	\$ (127.3)
Locality Share - Sub-Total:	\$ 24,510.3	\$ 16,340.2	\$ 16,212.9	\$ (127.3)
Plus: Federal Aid	\$ 14,901.0	\$ 9,934.0	\$ 6,092.2	\$ (3,841.8)
State Aid	\$ 11,275.0	\$ 7,516.7	\$ 7,244.1	\$ (272.6)
Total Revenue Contribution:	\$ 50,686.3	\$ 33,790.9	\$ 29,549.2	\$ (4,241.7)
Operating Expenses:	\$ 50,686.3	\$ 33,790.9	\$ 29,350.9	\$ (4,440.0)
Locality Budget Status to Date ¹ :				\$ 198.3

KPI

Farebox Recovery:	7.5%	8.2%
Farebox % of Budgeted Expense:		7.1%

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	\$ 2,018.3	\$ 2,018.3	\$ -
Plus: Local Farebox	\$ 527.8	\$ 351.9	\$ 355.6	\$ 3.7
Locality Share - Sub-Total:	\$ 3,555.2	\$ 2,370.2	\$ 2,373.9	\$ 3.7
Plus: Federal Aid	\$ 2,873.1	\$ 1,915.4	\$ 1,544.8	\$ (370.6)
State Aid	\$ 1,786.2	\$ 1,190.8	\$ 1,231.2	\$ 40.4
Total Revenue Contribution:	\$ 8,214.5	\$ 5,476.4	\$ 5,149.9	\$ (326.5)
Operating Expenses:	\$ 8,214.5	\$ 5,476.4	\$ 5,146.2	\$ (330.2)
Locality Budget Status to Date ¹ :				\$ 3.7

KPI

Farebox Recovery:	6.4%	6.9%
Farebox % of Budgeted Expense:		6.5%

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	\$ 5,527.4	\$ 5,527.4	\$ -
Plus: Local Farebox	\$ 1,317.9	\$ 878.6	\$ 870.9	\$ (7.7)
Locality Share - Sub-Total:	\$ 9,609.0	\$ 6,406.0	\$ 6,398.3	\$ (7.7)
Plus: Federal Aid	\$ 6,679.0	\$ 5,101.5	\$ 3,228.0	\$ (1,873.5)
State Aid	\$ 4,622.7	\$ 3,081.8	\$ 3,103.7	\$ 21.9
Total Revenue Contribution:	\$ 20,910.7	\$ 14,589.3	\$ 12,730.0	\$ (1,859.3)
Operating Expenses:	\$ 20,910.7	\$ 14,589.3	\$ 12,683.6	\$ (1,905.7)
Locality Budget Status to Date ¹ :				\$ 46.4

KPI

Farebox Recovery:	6.0%	6.9%
Farebox % of Budgeted Expense:		6.0%

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

Contract No: 19-00051, Modification 4	Title: Architectural and Engineering Services	Modification Amount \$3,000,000.00
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Acquisition Description: Award a contract modification to increase the Architectural and Engineering Services contract value by an additional \$3,000,000.00.

Background: In January 2020, the Commission approved the award of a contract to STV Group, Inc. in the amount of \$7,000,000.00 to provide architectural and engineering services, for a period of three (3) base years and two (2) additional one-year options. The contract was awarded through a competitive Request for Proposals (RFP) process, with a Scope of Work which required that the Contractor provide comprehensive, as needed services, to supplement work typically performed by HRT's Engineering and Facilities Department. This contract was awarded prior to the creation of the Regional Transit System (RTS) program.

The creation of the RTS program introduced additional funding that fast-tracked many projects to be accomplished during this period. For example, the RTS Bus Stop Amenity program alone has required engineering support of more than \$1,270,000.00. In October 2022, the not-to-exceed amount of the Contract was increased by \$1,750,000.00, or 25%, to accommodate services related to the RTS program, non-RTS needs such as support of a broken waterline flooding light rail tracks in downtown Norfolk, and the preliminary design for HRT's new Southside Bus Maintenance Facility.

In January 2024, HRT exercised the final option year of the Contract. Due to significant additional funding available through RTS, and the need to continue to deliver those services and support Engineering and Facilities tasks, additional funds are required to facilitate completion of the preliminary design for HRT's new Southside Bus Maintenance Facility and for RTS and non-RTS program related services during the remaining period of the Contract.

Ongoing tasks include, but are not limited to, supporting the installation of fall protection at the Norfolk Tide Facility, support to US Army Corps of Engineers Flood Mitigation structures, design work for the Tidewater Community College Virginia Beach transfer station, design of the replacement Evelyn Butts Transfer Station, support of the Hampton facility roofing and cladding replacement, light rail aerial structure repairs, and design services for ferry dock amenities.

This Modification No. 4 will provide additional funding on the Contract to January 25, 2025.

Contract Approach: The estimated amount of \$3,000,000.00 is based on the additional services anticipated and the hourly rates for the current Contract year.

Cost/Funding: This contract modification will be funded by operating, HRRTF, and grant funds (varies based on tasks awarded).

Project Manager: Sibyl Pappas, Chief Engineering and Facilities Officer

Contract No: 19-00051, Modification 4	Title: Architectural and Engineering Services	Modification Amount \$3,000,000.00
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Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a modification to increase the not-to exceed amount of the Architectural and Engineering Services contract by \$3,000,000.00, from \$8,750,000.00 to \$11,750,000.00.

Contract No: 23-00255	Title: Avaya Managed Services (Renewal)	Contract Amount:	
		Base Year:	\$106,180.00
		Four Option Years:	<u>\$445,745.25</u>
		Total:	\$551,925.25

Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide Managed Services for Hampton Roads Transit's (HRT's) Avaya PBX system serving all HRT facilities.

Background: HRT utilizes a hybrid private branch exchange (PBX) telephony system based on an Avaya Aura Communication Manager platform to serve all its facilities throughout Hampton Roads. Under the terms of this agreement, the Contractor shall provide ongoing administration and support activities, system upgrades, and expansions; and manage HRT's existing Avaya relationship to ensure timely renewal and processing of applicable software coverage and hardware support coverage as supplied by Avaya.

Contract Approach: A Request for Proposals (RFP) was issued on September 28, 2023. Four (4) proposals were received on November 30, 2023, from the following firms:

- ConvergeOne, Inc.
- Cyberlocke Services LLC
- First American Business Solutions, Inc. (First American)
- Morgan Birgé and Associates (Morgan Birgé)

In response to the RFP, proposers were required to provide unit prices, equipment markup rates, and fully loaded hourly rates for system deployment and other services specified in the Price Schedule.

Upon review and evaluation of the technical proposals, Morgan Birgé and First American were rated best to meet the Scope of Work requirements based on information provided in regard to the firms' overall approach and experience. As a result, HRT staff determined that no technical presentations or clarifications were necessary, and the two (2) firms were invited for discussions and negotiations for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and confirming each firm's approach to performing the services. At the conclusion of negotiations, Best and Final Offers (BAFO) were requested from both firms.

After an in-depth review and analysis of the BAFOs received, HRT staff determined that Morgan Birgé provided the best value based on a combination of technical capability and price. As a result of the negotiation, Morgan Birgé's total price decreased by \$1,900.00, or 0.34%. Morgan Birgé's pricing is deemed fair and reasonable based on the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Morgan Birgé is technically and financially capable to perform the work.

Contract No: 23-00255	Title: Avaya Managed Services (Renewal)	Contract Amount:	
		Base Year:	\$106,180.00
		Four Option Years:	<u>\$445,745.25</u>
		Total:	\$551,925.25

Morgan Birgé is located in Chicago, IL and has performed similar work for the DeSales University in Center Valley, PA; Astra Health in Wadena, MN; and Rivers Casino in Des Plains, IL. Morgan Birgé has also provided similar services for HRT satisfactorily.

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

No DBE Goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with federal 5307, state and local ACC grants, operating, and HRRTF funds.

Project Manager: Alex Touzov, Senior Director of Technology Services.

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Morgan Birgé and Associates to provide Avaya Managed Services in the firm-fixed price of \$551,925.25, over five (5) years.

Solicitation Result

Proposer	Original Pricing	BAFO Pricing
Morgan Birgé and Associates	\$553,825.25	\$551,925.25
First American Business Solutions, Inc.	\$663,609.04	\$643,974.52
ConvergeOne, Inc.	\$942,537.36	N/A
Cyberlocke Services, LLC	\$1,157,593.25	N/A

Morgan Birgé's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total Price
\$106,180.00	\$108,180.00	\$110,280.00	\$112,485.00	\$114,800.25	\$551,925.25

Contract No.: 23-00223R	Title: Bus Repower Services	Contract Amount: \$1,270,678.42
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Acquisition Description: Enter into a contract with a qualified firm to perform the mid-life repower of eight (8) existing Hampton Roads Transit (HRT) buses for restoration to revenue service.

Background: HRT is to reliably maintain a minimum operating bus fleet. To this end, HRT has a requirement for the mid-life propulsion overhaul “repower” of up to eight (8) HRT buses. A bus repower includes the midlife replacement of drive line components including, but not limited to, engine, transmission, emission systems, electrical wiring, and upgrade of engine cooling systems to restore vehicle reliability and fuel efficiency for the remainder of the vehicle’s useful life. Under the terms of this agreement, the Contractor will complete all repowered bus work in like-new condition, incorporate updated safety and convenience features, restore excellent reliability and fuel efficiency, and driving experience to OEM specifications.

Contract Approach: A Request for Proposals was issued on September 11, 2023. Three (3) proposals were received on October 20, 2023, from the following firms:

- Complete Coach Works
- Cummins, Inc., d.b.a. Cummins Sales and Service (Cummins)
- Midwest Bus Corporation (Midwest)

Upon review and evaluation of the technical proposals, two (2) firms, Cummins and Midwest, were deemed technically qualified to meet the Scope of Work requirements; and were subsequently invited to discuss their proposals and provide technical clarifications on their approach.

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

After review and analysis of the BAFOs received, HRT staff determined that Cummins provided the best value to HRT based on a combination of technical capability and price. As a result of the discussions and negotiation, Cummins’ total proposed price decreased by \$8,408.06, or approximately 1%. Cummins’ BAFO is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review confirmed that Cummins is technically and financially capable to perform the work.

Headquartered in Columbus, IN, Cummins operates service locations in Richmond and Chesapeake, VA, and has provided similar services for Chicago Transit Authority, in Chicago, IL;

Contract No.: 23-00223R	Title: Bus Repower Services	Contract Amount: \$1,270,678.42
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Charlottesville Area Transit, in Charlottesville, VA; and Metropolitan Council/METRO Transit, in St. Paul, MN.

The contract will be awarded for a period of seventeen (17) months.

No DBE goal was assigned for this solicitation.

Cost/Funding: This contract will be funded with federal 5339, state, and local ACC grant funds.

Project Manager: Monique Battle, Project Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Cummins Sales and Service to provide bus repower services in the not-to-exceed amount of \$1,270,678.42.

Solicitation Results

OFFEROR	OFFER	BEST AND FINAL OFFER
Cummins Sales and Service	\$1,279,086.48	\$1,270,678.42
Midwest Bus Corporation	\$1,437,600.00	\$1,452,232.00
Complete Coach Works	\$1,979,443.00	N/A

Contract No: 23-00262	Title: Hampton Roads Transit Roof and Cladding Replacement	Contract Amount: \$2,562,528.50
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Acquisition Description: Enter into a contract with a qualified Contractor to perform replacement of the roof and cladding of Hampton Roads Transit's (HRT's) Northside facility, located at 3400 Victoria Blvd., Hampton, VA 23661.

Background: HRT requires a Class A Contractor to perform roof and cladding replacement work at its Northside facility. The work to be performed includes, but is not limited to, demolishing and replacing the flat roof elastomeric (TPO) membrane roofing and insulation; covering the low slope structural standing seam metal roofing (SSSMR) with a TPO roof overlay; providing a metal-over-metal retrofit of the existing high slope SSSMR; covering the existing wall cladding with a metal-over-metal retrofit; and replacing all trim, guttering, drains, piping, flashings, parapet copings, and tie-in to the roof edges and fascia, in accordance with the specifications and drawings provided. Since the building will be occupied and operational during construction, the Contractor will have limited use of the Project site. Under the terms of this agreement, the Contractor will cooperate with HRT to minimize conflicts and facilitate HRT's use of the property; perform the Work to avoid or cause the least possible interference with HRT's normal operations; and maintain existing exits unless otherwise indicated in the specification documents.

Contract Approach: An Invitation for Bids (IFB) was issued on December 19, 2023. One (1) bid was received on February 7, 2024, from Patuxent Roofing and Contracting, LLC (Patuxent). A post solicitation survey of other firms solicited revealed that most other firms did not possess the capability to perform the required work or were not able to meet the Scope of Work requirements due to their current work schedule. As a result, there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

After review and evaluation of the bid received, HRT staff determined that Patuxent was responsive (in compliance with submittal requirements) and responsible (capable to perform), and therefore eligible for award. Patuxent's pricing was deemed fair and reasonable based on a price analysis performed using the independent cost estimate. A contractor responsibility review confirmed that Patuxent is technically and financially capable to perform the work.

Patuxent is located in Laurel, MD and has performed similar work for Loch Raven Middle School in Baltimore, MD; JBG Smith Properties, in Washington, DC; and Parsons Corporation in Landover, MD.

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

No DBE goal was established for this solicitation.

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

Contract No: 23-00262	Title: Hampton Roads Transit Roof and Cladding Replacement	Contract Amount: \$2,562,528.50
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Project Manager: Daniel Detmer, Engineer/Project Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Patuxent Roofing and Contracting, LLC to perform roof and cladding replacement at HRT's 3400 Victoria Blvd., Hampton facility, in the not to exceed amount of \$2,562,520.50.

Contract No.: 23-00265	Title: Legal Services (Renewal)	Contract Amount: \$3,570,000.00 3yrs. w/2 1-yr. Options
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Acquisition Description: Enter into a renewal contract with qualified legal firms to provide legal services on an as needed basis.

Background: Hampton Roads Transit (HRT) seeks qualified legal firms that maintain a local presence in the Hampton Roads service region to provide high quality legal services. Under the terms of this agreement, the legal firms shall possess an adequate staff of experienced attorney(s), as well as support personnel to address the legal requirements of HRT. The firms will provide a General Counsel to advise the Board of Commissioners regarding all legal aspects of the Agency's business; specialist legal advice and services to HRT on corporate and transactional issues; liability matters, including personal injury and property claims; workers' compensation issues; labor and employment matters; and represent HRT in any formal or informal proceedings that involve the respective matter as needed.

Contract Approach: A Request for Proposals was issued on December 1, 2023. Three (3) proposals were received on January 26, 2024, from the following firms:

- Pender and Coward
- Williams Mullen
- Wood Rogers Vandeventer Black

A post-solicitation survey conducted returned only one response which indicated that the firm was not able to submit a proposal due to downsizing. Therefore, HRT determined that a re-solicitation to pursue more competition would not have resulted in greater participation.

The Request for Proposals permitted the firms to submit proposals in five (5) distinct practice areas: (1) General Counsel; (2) Corporate; (3) Liability Defense; (4) Worker's Compensation; and (5) Labor and Employment. Due to firm specialties and capabilities, no firm submitted a proposal for every practice area. Upon review and evaluation of the technical proposals, HRT staff deemed that all three (3) firms technically qualified to meet the Scope of Work requirements for the practice area(s) that they submitted a corresponding proposal; therefore, no proposer presentation or clarifications were required. The firms were each invited for discussions and negotiations which focused on reducing the proposed hourly rates and achieving the most competitive pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

As a result of the negotiations, Pender and Coward and Williams Mullen reduced their hourly rates by an average of approximately 2% and 8%, respectively, while Wood Rogers Vandeventer Black's average hourly rates remained unchanged.

A summary of the hourly rates for the first year of the Contract is as follows:

Contract No.: 23-00265	Title: Legal Services (Renewal)	Contract Amount: \$3,570,000.00 3yrs. w/2 1-yr. Options
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Legal Firm	Senior Partner	Partner	Associate	Paralegal
General Counsel				
Williams Mullen	\$380	\$370		\$200
Corporate				
Williams Mullen	\$380	\$370	\$290	\$200
Liability Defense				
Pender & Coward	\$195	\$195	\$160	\$ 70
Wood Rogers Vandeventer Black	\$265	\$245	\$225	\$130
Williams Mullen	\$380	\$370	\$290	\$200
Workers' Compensation				
Pender & Coward	\$180	\$180	\$150	\$90
Wood Rogers Vandeventer Black	\$215	\$210	\$190	\$125
Labor & Employment				
Wood Rogers Vandeventer Black	\$290	\$265	\$190	\$100
Williams Mullen	\$380	\$370	\$290	\$200

In order for HRT to have the ability to obtain the most skilled and experienced resources at the most favorable price when legal services are required, and to account for the potential of ethical conflicts preventing a firm from representing HRT in a particular matter, a decision was made to award to all three (3) firms. Their proposed rates are deemed fair and reasonable based on a price analysis performed utilizing historical data, and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that the firms are all technically and financially capable to perform the services.

Pender & Coward is headquartered in Virginia Beach, VA and provides similar services to the Virginia Risk Sharing Association in Glen Allen, VA; Western Tidewater Regional Jail in Suffolk, VA; and Community Group in Virginia Beach, VA. Pender & Coward also provides these services for HRT satisfactorily.

Wood Rogers Vandeventer Black is headquartered in Norfolk, VA and provides similar services to Priority Ambulance in Knoxville, TN; Gallagher Bassett in Clinton, IL; and Virginia Port

Contract No.: 23-00265	Title: Legal Services (Renewal)	Contract Amount: \$3,570,000.00 3yrs. w/2 1-yr. Options
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Authority in Norfolk, VA. Wood Rogers Vandeventer Black also provides these services for HRT satisfactorily.

Williams Mullen is headquartered in Virginia Beach, VA and provides similar services to TowneBank, and Universal Leaf Tobacco Company, Inc. in Richmond, VA; and Neptune Festival in Virginia Beach, VA. Williams Mullen also performs these services for HRT satisfactorily.

The contract will be awarded for a period of three (3) base years, with two (2) additional one-year options.

No DBE goal was assigned for this solicitation.

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

Project Manager: Robert Travers, Corporate Counsel

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Pender & Coward, Wood Rogers Vandeventer Black, and Williams Mullen to provide legal services in the combined not-to-exceed amount of \$3,570,000.00 for a term of five (5) years.

Contract No.: 23-00249	Title: Managed Print Services (Renewal)	Contract Amount: Three Base Years: \$255,985.75 Two Option Years: \$ 80,528.84 Total: \$336,514.59
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide managed print services.

Background: Hampton Roads Transit (HRT) has a requirement to supply and maintain printers and high-performance Multi-Functional Devices (MFDs) with all-inclusive consumables and a device management agreement based on monthly print volume. Under the terms of this agreement, the Contractor shall supply printers and high-performance MFDs; and support services for HRT's existing PaperCut MF Authentication, Authorization, and Accounting secure print solution software.

Contract Approach: A Request for Proposals was issued on August 29, 2023. Eight (8) proposals were received on November 2, 2023, from the following firms:

- Canon Solutions America (Canon)
- Cobb Technologies
- Electronic Systems, Inc.
- Konica Minolta Business Solutions U.S.A., Inc. (Konica)
- Novatech, Inc.
- Omni Business Solutions (Omni)
- Ricoh USA, Inc. (Ricoh)
- Virginia Business Systems

Upon review and evaluation of the technical proposals, Canon, Konica, Omni, and Ricoh were deemed the most technically qualified to meet the requirements of the Scope of Work (SOW) and were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of discussions, and in an effort to obtain more favorable pricing, negotiations were held with Canon, Konica, and Omni for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and exceptions to HRT's contractual terms and conditions. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After an in-depth review and analysis of the BAFOs received, HRT staff determined that Canon provided the best value based on a combination of technical capability and price. As a result of the negotiations, Canon reduced its pricing by \$87,515.22, or approximately 20.6%. Canon's pricing was deemed fair and reasonable based on a price analysis performed and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Canon is technically and financially capable of performing the work.

Contract No.: 23-00249	Title: Managed Print Services (Renewal)	Contract Amount: Three Base Years: \$255,985.75 Two Option Years: <u>\$ 80,528.84</u> Total: \$336,514.59
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Canon is located in Melville, NY, and has provided similar services to the Virginia Port of Authority; the Mid-Atlantic Military Family; and Christopher Newport University in Newport News, VA.

The contract will be awarded for a base period of three (3) years, with two (2) additional one-year options.

No DBE goal was assigned for this solicitation.

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

Project Manager: Alex Touzov, Senior Director of Technology Services

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Canon Solutions America to provide managed print services in the not-to-exceed amount of \$336,514.59 for five (5) years.

Solicitation Results

OFFEROR	OFFER	BEST AND FINAL OFFER
Novatech, Inc.	\$363,199.52	N/A
Omni Business Solutions	\$363,396.80	\$373,132.40
Konica Minolta Business Solutions U.S.A. Inc.	\$392,403.83	\$396,979.76
Virginia Business Systems	\$412,975.05	N/A
Canon Solutions America	\$424,029.81	\$336,514.59
Electronic Systems, Inc.	\$436,943.57	N/A
Ricoh USA, Inc.	\$519,170.49	N/A
Cobb Technologies	\$560,403.05	N/A

Contract No.: 23-00249	Title: Managed Print Services (Renewal)	Contract Amount: Three Base Years: \$255,985.75 Two Option Years: <u>\$ 80,528.84</u> Total: \$336,514.59
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Canon Solutions America's Pricing Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total Price
\$175,456.91	\$40,264.42	\$40,264.42	\$40,264.42	\$40,264.42	\$336,514.59

Contract No: 20-00047, Modification No. 4	Title: Oracle Database Administration Managed Services and Initiated Issue Support	Modification Amount \$40,434.00
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Acquisition Description: Award a contract modification to increase the Oracle Database Administration Managed Services and Initiated Issue Support Contract value by an additional \$40,434.00.

Background: In September 2020, the Commission approved the award of a Contract to Navisite, LLC. (Navisite), in the not-to-exceed amount of \$211,960.00, to provide Oracle Database Administration Managed Services and Initiated Issue Support to Hampton Roads Transit (HRT) for a period of one (1) base year, with two (2) additional one-year options. The Contract was awarded through a competitive Request for Proposal process.

A Modification in the amount of \$35,160.00, representing approximately 16.6% of the original Contract amount, was issued in October 2023 to accommodate a six-month extension of the Contract. An additional six-month extension is required to complete a Scope of Work revision and conduct the solicitation process for a new contract.

The current Contract will be terminated upon award of the new Contract.

This Modification 4 will provide the required funds to cover the cost of the Oracle Database Administration Managed Services and Initiated Issue Support for six (6) months, to September 30, 2024.

Contract Approach: The estimated amount of \$40,434.00 is based on updated pricing provided by the Contractor for the six-month extension period.

Cost/Funding: This Modification will be funded with operating and HRRTF 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 modification to increase the not-to-exceed amount of the Oracle Database Administration Managed Services and Initiated Issue Support Contract by \$40,434.00, from \$247,120.00 to \$287,554.00.

Contract No: 23-00241, Modification No. 1	Title: Oracle Enterprise Database Annual Support	Modification Amount \$487,827.65
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Acquisition Description: Award a contract modification to increase the Oracle Enterprise Database Annual Support Contract value by an additional \$487,827.65.

Background: In June 2023, the Commission approved the award of a Contract to Mythics, LLC (Mythics), in the not-to-exceed amount of \$1,478,819.22, to provide Oracle Enterprise Database annual support for Hampton Roads Transit (HRT), for a period of one (1) base year, with four (4) additional one-year options. HRT receives its Oracles database software licenses and related support services under this Contract. The Contract was awarded through a competitive Invitation for Bids single source process.

As part of its cyber security strengthening initiative, HRT has decided to add Transparent Data Encryption (TDE) features to its Oracle Enterprise database licenses supported under the Contract. TDE is a feature that allows encryption of sensitive data in database tables by automatically encrypting and decrypting the data for authorized users or applications, without requiring any change to the application code. Oracle TDE is an add-on feature for the core Oracle Relationship Database Management Engine licenses currently utilized by HRT and is the Oracle recommended and supported way of enabling greater data security for HRT.

This Modification No. 1 will provide the funds to cover the cost of the required TDE licenses and related support for the remaining period of the Contract.

Contract Approach: The estimated amount of \$487,827.65 is based on pricing provided by the Contractor for the required licenses and related support.

Cost/Funding: This Modification will be funded with federal 5307, state, HRRTF, local ACC, and 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 modification to increase the not-to-exceed amount of the Oracle Enterprise Database Annual Support Contract by \$487,827.65, from \$1,478,819.22 to \$1,966,646.87.

Contract No.: 23-00263	Title: Paratransit Services (Renewal)	Contract Amount: Three Base Years: \$ 55,792,899.00 Four Option Years: \$ 94,304,344.00 Total: \$150,097,243.00
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide Paratransit Services.

Background: Hampton Roads Transit (HRT) provides Paratransit service in accordance with the federally mandated Americans with Disabilities Act level of service as required by 49 CFR Parts 27, 37, and 38. This service is provided to individuals who, because of their disability, are unable to access or navigate local fixed route bus service. The three (3) primary service areas addressed under the terms of this agreement are Paratransit Van Services (Van), Paratransit Sedan Services (Sedan), and Paratransit Call Center Service (Call Center).

Contract Approach: A Request for Proposals (RFP) was issued on November 27, 2023. Proposers were required to submit proposals for each Paratransit service area. Contractors had the ability to propose on one (1) service area, all three (3) service areas, or provide an alternate proposal. Additionally, Contractors were required to provide unit prices based on an estimated number of trips and estimated number of revenue hours. As part of the RFP, Proposers were notified that if a Contractor was awarded Vans only or Sedans only, the same Contractor would not be awarded the Call Center. Two (2) proposals were received on January 23, 2024, from the following firms:

- Easton Coach Company, LLC (Easton)
- Transdev Services, Inc. (Transdev)

Upon review and evaluation of the technical proposals, both firms were invited to discuss their proposals and provide technical clarifications on their approach to the Scope of Work. Pricing had not been reviewed at this stage of the procurement.

At the conclusion of the discussions, the panel determined that both firms were technically proficient and capable of meeting the Scope of Work requirements. Easton and Transdev both proposed to provide Van, Sedan, and Call Center services. Pricing was then revealed, and negotiations were held with both firms for the purpose of a possible award. Negotiations focused on reducing their proposed per trip/hour pricing and clarifying scope items. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested from both firms.

After a review and analysis of the BAFOs received, a decision was made to award a contract, based on per trip pricing, to the most responsive and responsible Proposer, Easton. Easton provided the best value based on a combination of technical capability and price. Easton will provide all three (3) services, to include Van, Sedan, and Call Center services.

Contract No.: 23-00263	Title: Paratransit Services (Renewal)	Contract Amount: Three Base Years: \$ 55,792,899.00 Four Option Years: \$ 94,304,344.00 Total: \$150,097,243.00
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As a result of the negotiations, Easton decreased its pricing by \$3,406,405.00, or approximately 2.2%. Easton's provided pricing is deemed fair and reasonable based on a price analysis performed and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Easton is both technically and financially capable to perform the work.

Easton is headquartered in Easton, PA; but the firm intends to establish facilities in the Hampton Roads area as required under the terms of this Contract. Easton provides similar services for New Jersey Transit (Regions 2, 3, and 5) in Newark, NJ; Southeastern Pennsylvania Transportation Authority in Philadelphia, PA; and Suburban Transit Network, Inc. in Blue Bell, PA.

The period of performance for this contract is three (3) base years with four (4) additional one-year options.

A DBE goal of 4% was established for this solicitation. Easton has committed to a minimum of 4.1% DBE participation.

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

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

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Easton Coach Company, LLC to provide Paratransit services not-to-exceed amount of \$150,097,243.00 over a seven (7) year period.

SOLICITATION RESULTS

Original Proposals

Paratransit Service Areas	Easton Coach Company, LLC	Transdev Services, Inc.
Van Service	\$94,742,241.00	\$111,541,217.39
Sedan Service	\$51,015,107.00	\$ 46,363,185.76
Call Center Service	\$ 7,745,000.00	\$ 17,264,503.07
All Service Areas	\$153,502,348.00	\$175,168,906.22

Contract No.: 23-00263	Title: Paratransit Services (Renewal)	Contract Amount: Three Base Years: \$ 55,792,899.00 Four Option Years: \$ 94,304,344.00 Total: \$150,097,243.00
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Best and Final Offers

Paratransit Service Areas	Easton Coach Company, LLC	Transdev Services, Inc.
Van Service	\$92,533,595.00	\$108,388,656.60
Sedan Service	\$49,825,835.00	\$ 44,659,863.39
Call Center Service	\$ 7,737,813.00	\$ 17,052,036.09
All Service Areas (with Discount)	\$150,097,243.00	\$170,100,556.08

- Notes:** 1. Solicitation results reflect cumulative totals for the entirety of the Contract inclusive of options, i.e., a seven-year Contract term.
2. Pricing for Van and Sedan Services are based on per trip charges.

Easton Coach Company's Pricing Summary				
	Van Service	Sedan Service	Call Center Service	Totals
Base Year 1	\$10,675,787.00	\$5,748,531.00	\$ 936,000.00	\$17,360,318.00
Base Year 2	\$11,432,685.00	\$6,156,079.00	\$ 987,480.00	\$18,576,244.00
Base Year 3	\$12,229,471.00	\$6,585,075.00	\$1,041,791.00	\$19,856,337.00
Option Year 1	\$13,067,981.00	\$7,036,631.00	\$1,099,090.00	\$21,203,702.00
Option Year 2	\$14,021,073.00	\$7,549,790.00	\$1,159,540.00	\$22,730,403.00
Option Year 3	\$15,024,860.00	\$8,090,325.00	\$1,223,315.00	\$24,338,500.00
Option Year 4	\$16,081,737.00	\$8,659,405.00	\$1,290,597.00	\$26,031,739.00
Totals	\$92,533,595.00	\$49,825,835.00	\$7,737,813.00	\$150,097,243.00

Contract No.: 23-00257	Title: Property and Casualty Insurance Brokerage Services (Renewal)	Contract Amount: Three Base Years: \$139,050.00 Two Option Years: \$ 96,700.00 Total: \$235,750.00
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide Property and Casualty insurance brokerage services.

Background: Hampton Roads Transit (HRT) has a requirement to procure professional insurance brokerage services for the placement of HRT's property and casualty insurance coverage involving all of HRT's assets and operations, which includes bus, rail, ferry, property, and administrative and contractual agreements. Under the terms of this agreement, the Contractor shall conduct market reviews, identify available insurers meeting HRT's requirements, provide overall insurance program guidance, conduct claim reviews, negotiate pricing and placement of coverage with insurers, and provide other related risk management services.

Contract Approach: A Request for Proposals was issued on September 29, 2023. Four (4) proposals were received on November 16, 2023, from the following firms:

- Alliant Insurance Services, Inc. (Alliant)
- Arthur J. Gallagher Risk Management Services, LLC (Gallagher)
- Lockton Companies
- Willis Towers Watson Southeast, Inc. (Willis)

Upon review and evaluation of the technical proposals, Alliant, Gallagher, and Willis were deemed the most technically qualified to meet the requirements of the Scope of Work (SOW) and were subsequently invited to discuss their proposals and provide technical clarifications on their approach to the SOW.

At the conclusion of discussions, and in an effort to obtain more favorable pricing, negotiations were held with Alliant for the purpose of a possible award. Negotiations focused on clarifying assumptions made in establishing pricing and exceptions to HRT's 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 Alliant provided the best value based on a combination of technical capability and price. Although Alliant did not offer any price concessions, Alliant's pricing was deemed fair and reasonable based on a price analysis performed using historical data and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that Alliant is technically and financially capable of performing the work.

Alliant is located in Norfolk, VA, and has provided similar services to the City of Virginia Beach; the City of Hampton; and Hampton Public Schools.

Contract No.: 23-00257	Title: Property and Casualty Insurance Brokerage Services (Renewal)	Contract Amount: Three Base Years: \$139,050.00 Two Option Years: <u>\$ 96,700.00</u> Total: \$235,750.00
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The contract will be awarded for a base period of three (3) years, with two (2) additional one-year options.

No DBE goal was assigned for this solicitation.

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

Project Manager: Misty Gordon, Risk Manager

Contracting Officer: Sonya Luther, Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Alliant Insurance Services, Inc. to provide property and casualty insurance brokerage services in the not-to-exceed amount of \$235,750.00 for five (5) years.

Solicitation Results

OFFEROR	OFFER	BEST AND FINAL OFFER
Lockton Companies	\$221,750.00	N/A
Alliant Insurance Services, Inc.	\$235,750.00	\$235,750.00
Willis Towers Watson Southeast, Inc.	\$245,750.00	N/A
Arthur J. Gallagher Risk Management Services, LLC	\$750,000.00	N/A

Alliant Insurance Services, Inc.'s Proposal Summary

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total Price
\$46,350.00	\$46,350.00	\$46,350.00	\$48,350.00	\$48,350.00	\$235,750.00

Contract No.: 23-00254R	Title: Provision of Six (6) Non-Revenue Vehicles	Contract Amount: \$346,626.00
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Acquisition Description: Enter into a contract with a qualified Contractor to procure six (6) non-revenue fleet vehicles.

Background: Hampton Roads Transit (HRT) has a requirement for six (6) 5-passenger crew vans to replace older, less dependable, mission-critical Operations support vehicles. Under the terms of this agreement, the Contractor will provide vans, including optional dealer upfitting, service preparation, transportation, and delivery.

Contract Approach: A Request for Proposals was issued on January 8, 2024. One (1) proposal was received on February 7, 2024, from Apple Ford, Inc., dba Apple Ford Lincoln (Apple Ford). A post-solicitation survey of vendors solicited concluded that most were unable to meet HRT's requirements because they did not sell the required fleet vehicles or did not have the available inventory. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

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

Based on a price analysis performed utilizing the independent cost estimate and Apple Ford's certification that the pricing is based on pricing concessions from Ford Motor Company to government agencies and municipalities, Apple Ford's proposed pricing is deemed fair and reasonable. A contractor responsibility review performed confirmed that Apple Ford is technically and financially capable to perform the work.

Apple Ford is located in Columbia, MD and provides similar vehicles to Baltimore Gas and Electric in Baltimore, MD; the County of Prince George in Prince George, VA; and the Housing Authority of Baltimore City in Baltimore, MD.

The Contractor has provided a lead time of 180 to 240 days.

No DBE goal was established for this solicitation.

Cost/Funding: This contract will be funded by Federal 5307, state, and local ACC funds.

Project Manager: Monique Battle, Project Manager

Contracting Officer: Jessica White, Contract Specialist

Contract No.: 23-00254R	Title: Provision of Six (6) Non-Revenue Vehicles	Contract Amount: \$346,626.00
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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Apple Ford Inc., dba Apple Ford Lincoln, to provide and deliver six (6) non-revenue vehicles in the not-to-exceed amount of \$346,626.00.

Contract No.: 24-00282	Title: Purchase of Seven (7) 40'Hybrid Buses	Contract Amount: \$6,559,889.00
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Acquisition Description: Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CTR010076 to procure seven (7) 40' Hybrid 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 seven (7) 40' Allison eGenFlex Hybrid buses for use in HRT's operations. It should be noted that HRT is often precluded from "piggybacking" 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 \$709,860.00 for one (1) 40' Allison eGenFlex Hybrid 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 \$937,127.00. HRT's options include Safe Fleet mirrorless video mirror system, Luminator audio capable camera surveillance system, Rosco Mobileye Shield+ 3-Camera 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 of \$937,127.00 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 Elizabeth River Crossing (ERC) funds.

Project Manager: Monique Battle, Project Manager

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC. to procure seven (7) 40' Allison eGenFlex Hybrid buses, in the total amount of \$6,559,889.00.

TRAC Board Report

March 2024

HRT's Transit Riders Advisory Committee (TRAC) met on March 6, 2024, in Norfolk. TRAC Chairperson Denise Johnson convened the meeting at 6 P.M.

HRT staff present were Matthew Sutherland, Antoinette White, Sherri Dawson, Lavern McMillan, Henry Ryto, Kevin Brown, and Rodney Davis.

TRAC members in attendance were Denise Johnson, Ben Grau, and Commissioner August Bullock.

Operator Vanessa Wadsworth attended as well as Anthony Kelly, a member of the general public.

The January minutes were approved as submitted. The motion was by Commissioner Bullock, seconded by Ben Grau.

Matthew Sutherland, Customer Service Supervisor, gave a presentation on the recently developed System Map created by IT. The interactive map was designed to function optimally on commercial phones. It enables customers to determine their location in relation to any route. It also provides information on all routes as well as real-time bus information. The map will be added to HRT's website and released to the public in April.

Rodney Davis gave a presentation on the newly activated transit center Passenger Information Displays. He said IT installed three screens in each of the four transit centers. Customer Service and IT have been testing the software during the last few months and the system is now live. The left screen in each transit center provides information on long-term detours. The middle screen provides information on customer alerts, promotions, general information, and policies. The right screen provides departure times. He said the Passenger Information Displays have been well received by customers.

Antoinette White briefed TRAC on the May 12 Service Board:

1. Routes Route 44 and 45 will no longer serve TCC-Portsmouth effective May 12. Customers may board those routes at Victory Crossing.
2. The timing of the Peninsula Commuter Service will be adjusted to accommodate the 6am to 2:30pm shift at the Newport News Shipyard.
3. Routes 13 and 14 will gain Sunday service in Chesapeake. The 14 will run later on weeknights, and the 15 will run earlier on Sunday mornings.
4. Route 33 will operate until midnight.

Commissioner Bullock asked if the Route 108 would serve the new Newport News Amtrak station in the future. Ms. White said that it would.

Sherri Dawson provided an overview on Chesapeake's ongoing high-capacity transit study. She emphasized that there is still a considerable distance to go. Sixteen alternatives are currently being examined.

During the Director's Remarks, Rodney Davis said:

1. HRT will celebrate Transit Employee Appreciation Month in March.
2. TRAC members were requested to distribute the flyers he provided informing customers about the various alternatives for getting information.
3. Norfolk's annual St. Patrick's Day Parade will be on March 16. As usual, the parade will impact Routes 1, 3, and 5.
4. All fares will be free on April 22 in celebration of Earth Day.
5. During the month of April, the American Bus and Benchmarking Group survey be administered to bus passengers, and the GOAL survey will be administered to light rail passengers.

Under her Chair's Remarks, Denise Johnson thanked all present for their work.

During Roundtable:

1. Kevin Brown informed those present that the next operator Roadeo will be the first week of November. He reminded everyone that seasonal VB Wave service will begin soon.
2. Commissioner Bullock noted that there will be a lobbying trip to Washington, tentatively scheduled for May 6-7.

Under Public Comment:

1. Vanessa Wadsworth informed those present that paratransit workers have agreed to unionization.
2. Anthony Kelly said he was impressed with the TRAC.

The meeting adjourned at 6:56 P.M.

The next meeting will be in the boardroom in Hampton on May 1, 2024.