



Meeting of the Transportation District Commission of Hampton Roads

Thursday, September 26, 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, September 26, 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, September 26, 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 August 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
 - August 2024 Financial Report
 - B. Management/Financial Advisory Committee – Alternate Commissioner DeProfio/
Conner Burns, Chief Financial Officer
 - C. Operations & Oversight Committee - Commissioner Glover/
Sonya Luther, Director of Procurement
 - **Contract No. 24-00301 Crane and Hoist Inspection and Repair Service (Renewal)**

Commission Consideration: Award of contract to Crane Tech Solutions, LLC to perform crane and hoist inspection and repair services in the not-to-exceed amount of \$236,004.61 over four (4) years.

- **Contract No. 24-00283 General Environmental Services (Renewal)**

Commission Consideration: Award of contract to First Call Environmental, LLC to provide general environmental services for HRT in the not-to-exceed amount of \$734,944.05 over five (5) years.

- **Contract No. 24-00303 – Vanpool Assistance Program (Renewal)**

Commission Consideration: Award of a contract to Enterprise Leasing Co. of Norfolk/Richmond, LLC d/b/a Commute with Enterprise and K & K Connections, LLC to provide vanpool services for commuter vanpool programs. The total combined amount of the vanpool subsidy to be provided is \$612,000.00 over five (5) years.

- **Contract No. 24-00300 Vehicle Wash Equipment Maintenance, Inspection, and Repair Services (Renewal)**

Commission Consideration: Award of a contract to EST Companies, LLC to provide vehicle wash equipment maintenance, inspection, and repair services in the not-to-exceed amount of \$449,225.00 over a five-year period.

Planning/New Starts Development Committee – Commissioner Ross-Hammond/
Ray Amoruso, Chief Planning & Development Officer

D. External/Legislative Advisory Committee - Commissioner Bullock/
Alexis Majied, Chief Communications and External Affairs Officer

E. Smart Cities & Innovation Committee – Commissioner McClellan/
Michael Price, Chief Information/Technology Officer

F. Paratransit Advisory Subcommittee – Barry Bland, Paratransit Services
Contract Administrator

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

5. Old and New Business

6. Comments by Commission Members

7. 25th Anniversary Celebration for Hampton Roads Transit, recognizing the voluntary merger of Pentran and TRT in October of 1999

8. Closed Session

9. Adjournment

**The next meeting will be held on Thursday, October 24, 2024, at 1:00 p.m.
at 509 E. 18th Street, Norfolk, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

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

Call to Order.

A quorum was attained, Chairman Carey called the meeting to order at 1:08 p.m.

Commissioners in attendance:

Chairman Carey, Chesapeake
Vice-Chair Glover, Portsmouth
Commissioner Ross-Hammond, Virginia Beach
Alt. Commissioner Stevenson, Norfolk
Commissioner Goodwin, Portsmouth
Commissioner Johnson, Chesapeake
Alt. Commissioner Cipriano, Newport News
Commissioner Gray, Hampton
Commissioner White, Hampton
Commissioner Bullock, Newport News
Commissioner Diggs, Senate of Virginia Representative (Zoom)

Hampton Roads Transit Staff in attendance:

Tabot Ako, Database Administrator (Zoom)
Ray Amoruso, Chief Planning and Development
Tammara Askew, Administrative Support Technician (Zoom)
Monique Battle, Ops Project and Contract Administrator (Zoom)
Thomas Becher, Communications Manager (Zoom)
Barry Bland, Paratransit Services Contract Administrator
Malika Blume, Director of Internal Audit (Zoom)
Keisha Branch, Director of Capital Programs
Amy Braziel, Director of Contracted Services and Operational Analytics
David Burton, William Mullens, General Counsel
Sammi Davis, Client Technology Specialist (Zoom)
Dawson, Sherri, Director of Transit Development
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Dudley Clarke, Contract Budget Analyst (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Steven Florian, Fare Technology Service Manager (Zoom)
April Garrett, Sr. Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Wayne Groover, Director of Rail Maintenance (Zoom)

William Harrell, President and CEO
Keianna Harris, Special Projects Assistant (Zoom)
Danielle Hill, Director of Human Resources
Mike Hufnagle, Sr. Client Technology Engineer (Zoom)
Toni Hunter, Staff Auditor
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Keith Johnson, Paratransit Service Contract Administrator
Shane Kelly, Sr. Manager Security & Emergency Preparedness
Robert Lee, RTS Program Manager (Zoom)
Alexis Majied, Chief Communications & External Affairs Officer
Tracy Moore, Director of Transportation (Zoom)
John Nason, Director of Bus Maintenance
Sibyl Pappas, Chief Engineering & Facilities Officer (Zoom)
Noelle Pinkard, Organizational Advancement Officer (Zoom)
Rachel Polasek, Client Technology Engineer (Zoom)
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)
Vince Ruggiero, Manager of Tech. Infrastructure
Dawn Sciortino, Chief Safety Officer (Zoom)
Ben Simms, Chief Transit Operations Officer
Brian Smith, Deputy CEO
Melvin Stevens, HRT Mechanic
Paula Studebaker, HR Executive Assistant
Stumpf, Matthew, Budget Analyst
Adrian Tate, Assistant Director of Finance (Zoom)
Alex Touzov, Senior Director of Tech Services
Fevrier Valmond, Deputy Director of Procurement (Zoom)
Jessica White, Contract Administrator
Kim Wolcott, Chief Human Resources Officer
Robert Travers, HRT Corporate Counsel
Ying Zhang, Sr. Database Administrator

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

Trey Burke, City of Portsmouth
Alt. Commissioner Cipriano, City of Newport News
Alt. Commissioner Daugherty, VDRPT
Alt. Commissioner Eisenberger, Chesapeake
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Angela Hopkins, City of Newport News
Denise Johnson, Chair, Transit Riders Advisory Committee
Jessica Klion, Consultant, Foursquare ITP
Ina Kreps, Portsmouth, Citizen
Janice Taylor, League of Women Voters (Zoom)

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

- Agenda
- Meeting Minutes
- President’s Report Presentation
- Financial Reports
- Committee Reports

Public Comments

Mr. Melvin Stevens, Mechanic, commented on the outsourcing of bus repair work and stated the mechanics would like to have advanced training for Cummins bus engines, along with tuition reimbursement.

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

Ayes: Commissioners Carey, Glover, Ross-Hammond, Stevenson, Gray, Johnson, White, Bullock, Cipriano, Goodwin and Diggs (Zoom).

Nays: None

Abstain: None

Approval of July 25, 2024, Meeting Minutes

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

Ayes: Commissioners Carey, Glover, Ross-Hammond, Stevenson, Gray, Johnson, White, Bullock, Cipriano, Goodwin and Diggs (Zoom).

Nays: None

Abstain: None

President’s Monthly Report

Mr. William Harrell welcomed everyone to the meeting. Mr. Harrell provided a brief update on the following:

Virginia Beach Wave Trolley: Celebrated 40 years of service. Great turnout with attendees including Virginia Beach Mayor Bobby Dyer, Councilwoman Ross-Hammond, Vice Mayor Rosemary Wilson, and others. The trolley service will extend through early October for the Neptune

Festival and the “Something in the Water” event still being planned. Plans to purchase new trolleys are under discussion.

The **Student Freedom Pass** provides unlimited rides for students aged 13-17 on bus, ferry, and light rail services. The program saw 1,495 students sign up in fiscal year 2023, an increase of 218 from the previous year.

Mobile Security: New mobile camera units are being deployed to support ongoing safety and security. These units are similar to those utilized by most police departments in member cities.

757 Express Buses: Noticeable growth in ridership is occurring on the 757 Express routes. Route 112 had a 64% increase from November 2022 to July 2024, and Route 114 a 55% increase from June 2023 to July 2024. Additionally, the Route 20 connecting downtown Norfolk with Virginia Beach Oceanfront has had a 39% increase in ridership from December 2023 to July 2024. Mr. Harrell thanked all the staff for their hard work.

Fare Free Light Rail Service: This season HRT has had a very successful partnership with the City of Norfolk and Norfolk Tides Baseball collaborating to provide passengers with fare free light rail service for baseball games and increased rail and ferry services for events at Harbor Park, including the Savannah Bananas games and the Town Point Jazz Festival.

Retired HRT Bus Renovation: Finally, Mr. Harrell reported on a successful collaboration with Old Dominion University in which a retired HRT bus was renovated and has been put into an in-person classroom as a training tool for helping patients regain physical mobility. The classroom is located at the Wallach Center of Restorative Therapies.

Audit & Budget Review Committee

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

Commissioner Gray called on Mr. Conner Burns, CFO, for a July financial update. Mr. Burns briefed the Commission on the July monthly financial report.

Commissioner Gray stated that the next Audit and Budget Committee meeting will be on September 24, 2024, in Hampton.

Management and Financial Advisory Committee (MFAC)

Chairman Carey called on Alt. Commissioner Cipriano to present the MFAC report.

Ms. Cipriano chaired the MFAC meeting on behalf of Mr. DeProfio and the following business items were brought forward: MFAC had a presentation by Dr. Smith covering State Operating funding and the Regional Transportation Sustainability Study. In attendance were colleagues from Hampton Regional Transportation Organization (HRPTO) and several of the regional and local legislative liaisons. Mr. Burns, CFO, provided the July financial report.

Ms. Cipriano stated that there were several questions on specific line items from the financial report and staff will report next month on those line items. MFAC also had continuing discussion about the

line of credit as reported in the Financial Report, including how balances are reported, and the line of credit is managed.

As a result of that discussion HRT has agreed to not only provide a point-in-time reference as already reported on the summary operating statement but also to include information on the monthly average daily balance.

Ms. Cipriano stated that in the upcoming months, MFAC will have the quarterly staff report from Human Resource along with the grants status update.

Operations and Oversight Committee

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

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

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

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

Contract No. 24-00280 Equipment Rental Service recommended that Commission approve contract to United Rentals, Inc. to provide rental equipment services in the not-to-exceed amount of \$325,000.00 over a four (4) year period.

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

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

Contract No. 24-00304R Microsoft Software Assurance (Renewal) recommended that Commission approve contract to Crayon Software Experts, LLC to provide Microsoft Software licenses renewal, maintenance, and support in the not-to-exceed amount of \$2,566,140.46 over a three-year period.

Contract No. 24-00293 Transit Mobile Data Wireless Services (Renewal) recommended that Commission approve award of contract to T-Mobile USA, Inc. to provide transit mobile data wireless services to HRT in the not-to exceed amount of \$570,076.00 over five (5) years.

Contract No. 24-00302 – Bus Diagnostic and Report Services (Renewal), Contract No. 24-00280 Equipment Rental Service, Contract No. 24-00287 Forklift and Manlift Preventative Maintenance and Repair Service, Contract No. 24-00304R Microsoft Software Assurance (Renewal) and Contract No. 24-00293 Transit Mobile Data Wireless Services (Renewal) was made by the Operations and Oversight Committee and properly seconded by Commissioner Bullock. A Roll Call vote resulted as follows:

Ayes: Commissioners Carey, Glover, Ross-Hammond, Stevenson, Gray, Johnson, White, Bullock, Cipriano, Goodwin and Diggs.

Nays: None

Abstain: None

Vice Chair Glover mentioned that Mr. Tracy Moore provided the committee on Operations update.

The next meeting of the O&O Committee will be on September 12, 2024, in Hampton.

Planning and New Starts Committee.

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

External Legislative Affairs Committee (ELAC)

Chairman Carey next called on Commissioner Bullock for an update. Commissioner Bullock stated that the committee did not meet in the month of August.

The next External Legislative Affairs Committee meeting will be on September 18, 2024, in Hampton.

Smart Cities and Innovation Committee

Mr. Michale Price, CTO/CIO stated that the Smart Cities and Innovation Committee did not meet in the month of August.

Paratransit Advisory Sub-Committee (PAC)

Mr. Keith Johnson, Director of Paratransit, gave a brief update to the Commission and introduced the new Paratransit Contract Administrator, Mr. Barry Bland. Mr. Johnson also shared with the Commission and staff that he is retiring at the end of the month. Mr. Johnson was recognized by the Commission and everyone in attendance for his years of outstanding service. Mr. Bland stated that he has some big shoes to fill.

The next Paratransit Advisory meeting will be on October 9, 2024, in Norfolk.

Transit Riders Advisory Sub-Committee (TRAC)

Ms. Denise Johnson stated that the committee did not meet in the month of August, and noted the next TRAC meeting is on September 4, 2024, in Hampton.

Old and New Business

None

Comments from Commissioners

Alt. Commission Cipriano expressed appreciation of the exceptional professional service that Mr. Johnson has provided over the years.

Chairman Glover noted the importance of Labor Day and shared his appreciation for Mr. Harrell and HRT staff and wished everyone to have a wonderful Labor Day.

Adjournment

With no further business to conduct, the meeting was adjourned at 1:44 p.m.

**TRANSPORTATION DISTRICT COMMISSION
OF HAMPTON ROADS**

Don Carey
Chair

ATTEST:

Luis Ramos
Commission Secretary
August 22, 2024



Community Celebrates 40 Years of the VB Wave Trolley

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



Student Freedom Pass Gives Teens Transit for School Year

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



Enhancements to Improve Operator Support and Safety

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



New Mobile Security Towers Deployed

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



President's Report

August 2024



757 Express Routes Continue Ridership Growth

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



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

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



Retired Bus Becomes Teaching Tool at ODU

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



HRT and Union Work Together for New 3-Year Contract

Our operators and mechanics are at the heart of what we do. With their steadfast focus on safety and professionalism, they ensure we serve our communities reliably and efficiently.

That's why I'm delighted to let you know that HRT and the Amalgamated Transit Union Local 1177, which represents our operators and mechanics, recently reached an agreement on a new three-year contract that provides higher base pay, increased benefits, and additional tool and uniform allowances.

Thanks to brisk and amicable negotiations, effective July 1, 2024, hourly base pay for top operators and maintenance personnel increased by 19.4 percent – the largest pay increase we've ever negotiated. In addition, the progression for reaching top pay for bus and rail operators was shortened from five years to four years and two months, and the starting base hourly rate was increased by over 27 percent.

Recognizing that pay isn't the only benefit, the new contract also includes an increase in the amount of sick leave accumulated each month and additional days off. That's on top of paid training and the benefits all HRT employees enjoy, including health, dental and vision insurance, employee assistance program, retirement savings and more.

The contract also provides maintenance employees with additional incentives that include an increase in the annual jacket, shoe and tool allowance and the creation of a program for select mechanics to serve as mechanic trainers.

During a recent CEO Townhall meeting with employees, some bus mechanics raised concerns about tools and training. A team of HRT staff has started to meet with bus mechanics to hear their concerns. We're here to listen and to make this an even better place to work.

At a time when many transit agencies struggle to reach labor contracts, we were able to produce an agreement within several weeks – a remarkable achievement. We believe that the improved wages and benefits will enable the agency to hire and retain quality employees to serve our customers while demonstrating our unwavering commitment to making HRT a preferred place to work.

I salute union leaders, in partnership with HRT staff, for reaching an agreement that benefits both our valued employees and the agency. During the negotiations, we listened to union concerns and, working together, produced a generous contract that rewards operators and mechanics for the important work they do.



Company email access expanded to operators and mechanics

The recent employee survey found a need for enhanced internal communications, so that all employees are equally informed about HRT news and developments.

One immediate action item we are taking to address this issue is providing company email addresses to all union employees.

Implementing this important initiative will enable all HRT employees to communicate with each other and receive company-wide emails with news and information from departments such as Human Resources, Customer Service, Operations, Technology, Safety, and Security and Emergency Preparedness.

Expanded email access also will ensure that all employees receive HRT news releases at the same time they are distributed to media. Staying informed is an essential part of being a valued colleague. Expanding email access will help better connect the HRT family while ensuring all employees hear from HRT first.

In the coming weeks, we will meet with unionized employees to encourage them to take advantage of this opportunity. We look forward to fully rolling out this initiative this year following training and best practices for those with new email accounts.

Sincerely,

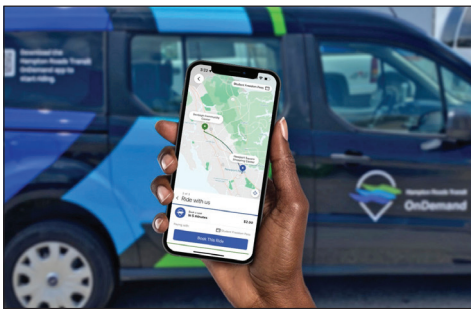
A handwritten signature in black ink, appearing to read "W. Harrell", with a large, sweeping flourish at the end.

William E. Harrell
President and CEO
Hampton Roads Transit



HRT celebrates 25th anniversary

It was the first voluntary merger of two transit agencies in the nation. And the benefits from that agreement live on 25 years later. On October 1, 1999, Tidewater Regional Transit (TRT) and Peninsula Transit (PENTRAN) merged, forming Hampton Roads Transit. TRT provided transit service in the cities of Chesapeake, Norfolk, Portsmouth and Virginia Beach (as well as Suffolk at the time). PENTRAN served Hampton and Newport News. Starting in October, HRT will celebrate by saluting the 57 employees still here today who served at the time of the merger and thanking our customers for their loyal support. Please join us after today's Commission meeting for a special presentation.



Microtransit begins again October 14

We're preparing to welcome back OnDemand microtransit service in Newport News and Virginia Beach after a successful pilot program in 2022-23. The purpose of this pilot program is to explore a new potential mode of transit services. This year's service, to run for 12 months, begins October 14, when we'll host kick-off events in both cities. This convenient transportation option will provide flexible, on-demand trips in zones with limited fixed-route service, such as HRT buses. Microtransit is a great solution for the first or last leg of a trip – it bridges an important transportation gap to ensure residents have access to new transit solutions that are reliable, safe, efficient and sustainable.

Customers can book through the HRT OnDemand mobile app (available in the Apple Store and on Google Play) or by calling (757) 979-2955. Fares are just \$2 per person per ride, just like HRT's other modes of transit. Microtransit vehicles are wheelchair accessible. Free fares are available for qualified paratransit riders and Student Freedom Pass holders, though anyone riding with them must pay the fare. Kids under 17 ride free with a paying adult. Service will be available in two zones in Newport News and one zone in Virginia Beach Monday through Friday from 5 a.m. until 9 p.m., and Saturday and Sunday from 7 a.m. until 8 p.m.



Peninsula food drive partnership nets donations

September is National Hunger Action Month. To bring awareness to this effort, HRT partnered with the Virginia Peninsula Foodbank to host food drives at both the Hampton and Newport News Transit Centers on Sept. 5 and 6. The event netted 209 pounds of non-perishable foods and \$1,800 in online donations, buoyed by live television appearances on WTKR-TV's morning newscast. The partnership with the Foodbank aligns with HRT's vision to be a progressive mobility agency that promotes prosperity across Hampton Roads through collaboration and teamwork.



Public input sought for Chesapeake transit options

HRT is seeking public input to help narrow down options to transform transit in Chesapeake. Four alignment alternatives—from 16 preliminary choices—are moving forward for additional evaluation. HRT received positive feedback from the business community, residents and commuters on the potential of high-capacity transit in Chesapeake. Additional feedback on the four alternatives will be considered as the initiative, "Connecting Chesapeake: A Study of High-Capacity Transit," evaluates the need for transit service, identifies and screens potential corridors, and determines the best alternatives to enhance the city's economy, align with future growth plans, and improve connectivity to the regional transportation network. As part of its ongoing public outreach efforts, HRT will continue to host small group meetings, presentations to area businesses and civic leagues, and continued engagement with the Chesapeake community.



Trolley service to support upcoming VB events

Summer may be over, but the VB Wave trolley has a few more weekends of service remaining this season. During this weekend's Virginia Beach Neptune Festival, the trolley will be operating on Friday, Saturday and Sunday in support of expected large crowds. Then, on the weekend of October 4-6, trolley service will support the Boardwalk Art Show presented by the Virginia Museum of Contemporary Art, with modified service that Friday from 10 a.m.-7 p.m., Saturday from 10 a.m.-5 p.m., and Sunday from 10 a.m.-4 p.m. We're encouraging the public to park at the Convention Center to catch the Route 30 trolley up and down Atlantic Avenue for both weekend events. HRT is participating in the Neptune Festival with a booth about services from HRT and TRAFFIX.



HRT earns awards for environmental excellence

HRT won two regional awards for its commitment to environmental excellence. Our Southside Operations Complex in Norfolk earned a Platinum Award from Hampton Roads Sanitation District (HRSD) in recognition of a perfect stormwater compliance record for five consecutive years. In addition, HRT's North Side Facility in Hampton earned a Gold Award for perfect compliance and best practices to keep storm drains free of hazards and spills. It was the fourth consecutive Gold Award for HRT.



Going Places podcast launch

HRT is growing our communications toolbox with the addition of a podcast called Going Places. This audio program brings new perspectives to transit. Whether you're a commuter, employer, interested in making transit more accessible for all, or simply want to know how we operate, the podcast will cover topics and trends with HRT experts, industry thought leaders, community trailblazers, and everyday transit users. We are committed to communicating with the communities we serve. This new podcast will reach additional audiences in a modern, on-the-go audio format. We look forward to hosting engaging conversations with a variety of people. The podcast is available for download on Spotify. Some of the initial episodes include an introduction of our hosts – members of our Marketing and Strategic Communications team, tips to plan trips, who our riders are and the economics of transit.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

AUGUST 2024
FISCAL YEAR 2025
FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

August 2024

FISCAL YEAR 2025 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 8,823.3	\$ 754.2	\$ 773.7	\$ 19.5	2.6 %	\$ 1,508.4	\$ 1,531.2	\$ 22.8	1.5 %
Passenger Revenue - RTS	881.3	73.4	71.5	(2.0)	(2.7) %	146.9	146.3	(0.5)	(0.4) %
Advertising Revenue	800.0	66.7	75.8	9.1	13.7 %	133.3	169.1	35.7	26.8 %
Other Transportation Revenue	2,975.3	247.9	235.6	(12.4)	(5.0) %	495.9	464.3	(31.6)	(6.4) %
Non-Transportation Revenue	60.0	5.0	28.4	23.4	468.1 %	10.0	55.8	45.8	458.3 %
Total Operating Revenue	13,539.8	1,147.2	1,184.9	37.7	3.3 %	2,294.5	2,366.8	72.3	3.2 %
Non-Operating Revenue									
Federal Funding (5307/5337)	46,120.7	4,092.9	3,032.9	(1,060.0)	(25.9) %	8,185.9	6,377.7	(1,808.1)	(22.1) %
HRRTF Funding	10,517.6	876.5	688.6	(187.9)	(21.4) %	1,752.9	1,374.2	(378.7)	(21.6) %
State Funding	24,937.8	2,078.1	2,078.1	0.0	0.0 %	4,156.3	4,156.3	0.0	0.0 %
Local Funding	50,258.9	4,188.2	4,188.2	0.0	0.0 %	8,376.5	8,376.5	0.0	0.0 %
Total Non-Operating Revenue	131,834.9	11,235.8	9,987.9	(1,247.9)	(11.1) %	22,471.6	20,284.8	(2,186.8)	(9.7) %
TOTAL REVENUE	\$ 145,374.7	\$ 12,383.0	\$ 11,172.7	\$ (1,210.3)		\$ 24,766.0	\$ 22,651.5	\$ (2,114.5)	
TOTAL EXPENSE									
Personnel Services	\$ 87,025.2	\$ 7,415.1	\$ 7,137.7	\$ 277.5	3.7 %	\$ 14,922.1	\$ 14,503.7	\$ 418.4	2.8 %
Contract Services	15,815.1	1,400.6	611.4	789.2	56.3 %	2,711.0	1,261.1	1,449.9	53.5 %
Materials & Supplies	6,462.5	538.4	390.7	147.7	27.4 %	1,077.0	778.5	298.5	27.7 %
Gas & Diesel	6,139.0	531.0	581.7	(50.6)	(9.5) %	1,062.0	1,176.8	(114.8)	(10.8) %
Contractor's Fuel Usage	1,262.5	106.9	76.5	30.3	28.4 %	213.7	148.7	65.1	30.4 %
Utilities	1,544.6	128.7	112.1	16.7	12.9 %	257.4	231.8	25.6	10.0 %
Casualties & Liabilities	6,279.2	523.3	364.2	159.1	30.4 %	1,046.5	659.8	386.7	37.0 %
Purchased Transportation	18,775.1	1,564.6	1,542.9	21.7	1.4 %	3,129.2	3,235.4	(106.2)	(3.4) %
Other Miscellaneous Expenses	2,071.6	174.5	155.8	18.6	10.7 %	347.1	292.9	54.2	15.6 %
TOTAL EXPENSE	\$ 145,374.7	\$ 12,383.0	\$ 10,972.9	\$ 1,410.1		\$ 24,766.0	\$ 22,288.7	\$ 2,477.3	
SURPLUS (DEFICIT)			\$ 199.8				\$ 362.8		

1. Line of Credit balance as of September 19, 2024 is \$96,313.73.
 2. Line of Credit Average Daily balance for August 2024 was \$14,219,495.69. Line of Credit Average Daily balance for July 2024 was \$9,783,308.55.



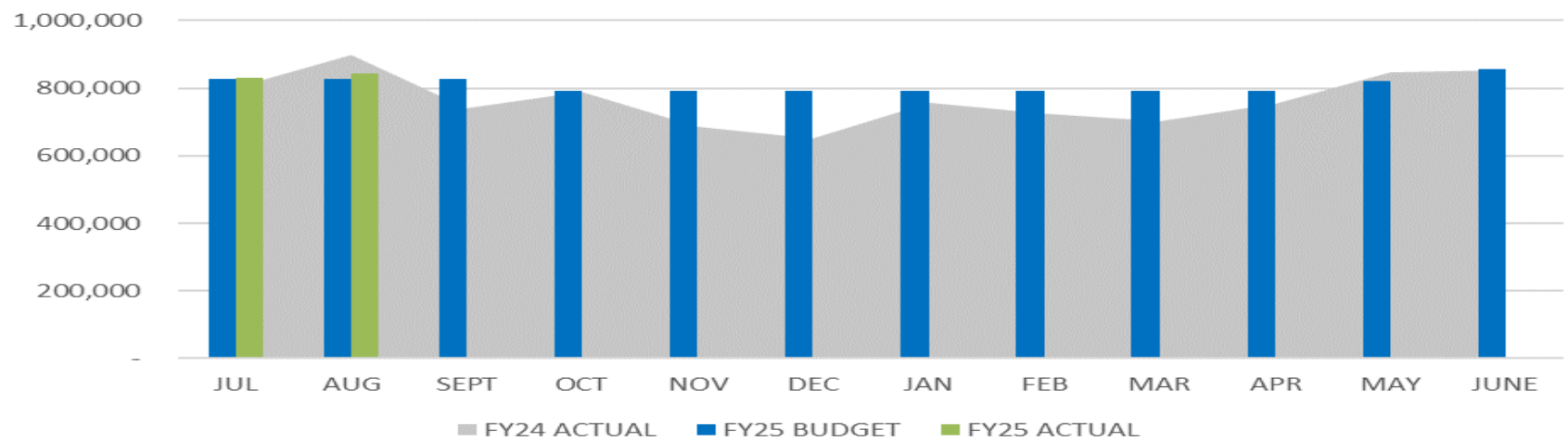
OPERATING FINANCIAL STATEMENTS

August 2024

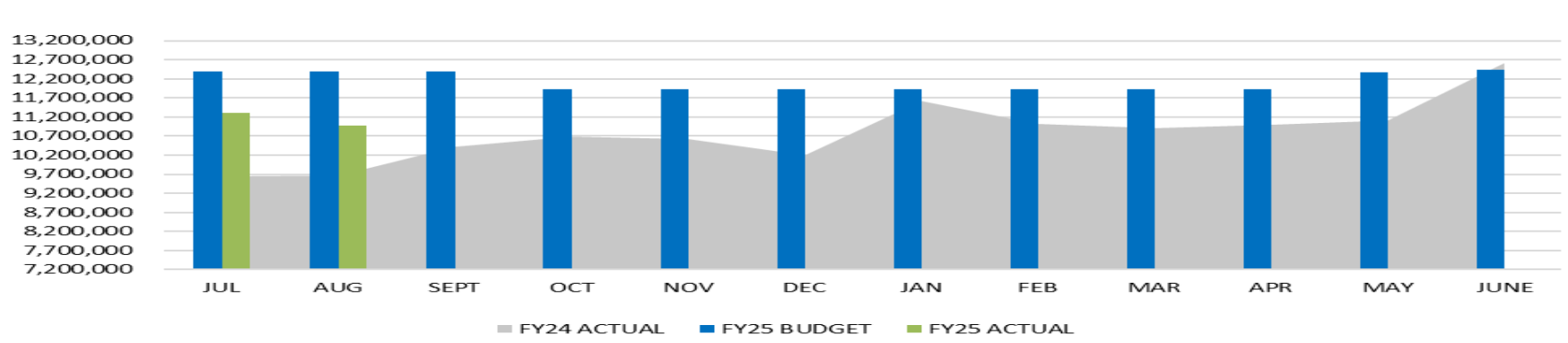
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2025 Dollars in Thousands	Annual		Month to Date			Year to Date			
	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 881.3	\$ 73.4	\$ 71.5	\$ (2.0)	(2.7) %	\$ 146.9	\$ 146.3	\$ (0.5)	(0.4) %
RTS Service	10,517.6	876.5	688.6	(187.9)	(21.4) %	1,752.9	1,374.2	(378.7)	(21.6) %
TOTAL REVENUE	\$ 11,398.9	\$ 949.9	\$ 760.0	\$ (189.9)		\$ 1,899.8	\$ 1,520.6	\$ (379.2)	
Operating Expenses									
Personnel Services	\$ 8,402.3	\$ 700.2	\$ 589.5	\$ 110.7	15.8 %	\$ 1,400.4	\$ 1,200.8	\$ 199.5	14.2 %
Contract Services	1,187.4	99.0	38.3	60.7	61.3 %	197.9	86.7	111.2	56.2 %
Materials & Supplies	1,352.6	81.7	111.0	(29.3)	(35.9) %	225.4	195.2	30.2	13.4 %
Utilities	81.6	6.8	4.6	2.2	32.8 %	13.6	9.5	4.0	29.8 %
Casualties & Liabilities	375.0	62.3	16.7	45.6	73.2 %	62.5	28.3	34.2	54.7 %
TOTAL EXPENSE	\$ 11,398.9	\$ 949.9	\$ 760.0	\$ 189.9		\$ 1,899.8	\$ 1,520.6	\$ 379.2	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

August 2024

YEAR-TO-DATE					
FISCAL YEAR 2025 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 1,655.2	\$ 1,501.4	\$ 176.2	\$ 1,677.6	\$ 22.4
Advertising Revenue	\$ 133.3	\$ 153.1	\$ 16.0	\$ 169.1	\$ 35.8
Other Transportation Revenue	\$ 495.9	\$ -	\$ 464.3	\$ 464.3	\$ (31.6)
Non-Transportation Revenue	\$ 10.0	\$ 18.9	\$ 36.9	\$ 55.8	\$ 45.8
Federal Funding (PM 5307/5337)	\$ 8,185.9	\$ 6,377.7	\$ -	\$ 6,377.7	\$ (1,808.2)
HRRTF Funding ¹	\$ 1,752.9	\$ -	\$ 1,374.2	\$ 1,374.2	\$ (378.7)
State Funding	\$ 4,156.3	\$ 4,156.3	\$ -	\$ 4,156.3	\$ -
Local Funding	\$ 8,376.5	\$ 8,376.5	\$ -	\$ 8,376.5	\$ -
TOTAL REVENUE:	\$ 24,766.0	\$ 20,583.9	\$ 2,067.6	\$ 22,651.5	\$ (2,114.5)
EXPENSE					
Personnel Services	\$ 14,922.1	\$ 13,264.4	\$ 1,239.3	\$ 14,503.7	\$ 418.4
Services	\$ 2,711.0	\$ 1,153.3	\$ 107.8	\$ 1,261.1	\$ 1,449.9
Materials & Supplies	\$ 2,352.7	\$ 1,924.2	\$ 179.8	\$ 2,104.0	\$ 248.7
Utilities	\$ 257.4	\$ 212.0	\$ 19.8	\$ 231.8	\$ 25.6
Casualties & Liabilities	\$ 1,046.5	\$ 603.4	\$ 56.4	\$ 659.8	\$ 386.7
Purchased Transportation	\$ 3,129.2	\$ 2,958.9	\$ 276.5	\$ 3,235.4	\$ (106.2)
Other Miscellaneous Expenses	\$ 347.1	\$ 267.9	\$ 25.0	\$ 292.9	\$ 54.2
TOTAL EXPENSE:	\$ 24,766.0	\$ 20,384.1	\$ 1,904.6	\$ 22,288.7	\$ 2,477.3
BUDGET STATUS TO DATE²:	\$ -	\$ 199.8	\$ 163.0	\$ 362.8	\$ 362.8

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

Draft Financial Statement

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 50,259.0	\$ 8,376.5	\$ 8,376.5	\$ -
Plus: Local Farebox	\$ 8,650.6	\$ 1,441.9	\$ 1,501.4	\$ 59.5
Locality Share - Sub-Total:	\$ 58,909.6	\$ 9,818.4	\$ 9,877.9	\$ 59.5
Plus: Federal Aid	\$ 46,120.7	\$ 8,185.9	\$ 6,377.7	\$ (1,808.2)
State Aid	\$ 24,937.9	\$ 4,156.3	\$ 4,156.3	\$ -
Total Revenue Contribution:	\$ 129,968.2	\$ 22,160.6	\$ 20,411.9	\$ (1,748.7)
Operating Expenses:	\$ 129,968.2	\$ 22,160.6	\$ 20,212.1	\$ (1,948.5)
Locality Budget Status to Date¹:				\$ 199.8

KPI

Farebox Recovery:	6.5%	7.4%
Farebox % of Budgeted Expense:		6.8%

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

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,018.0	\$ 503.0	\$ 503.0	\$ -
Plus: Local Farebox	\$ 420.9	\$ 70.2	\$ 76.3	\$ 6.1
Locality Share - Sub-Total:	\$ 3,438.9	\$ 573.2	\$ 579.3	\$ 6.1
Plus: Federal Aid	\$ 3,433.7	\$ 572.3	\$ 411.6	\$ (160.7)
State Aid	\$ 1,592.5	\$ 265.4	\$ 243.0	\$ (22.4)
Total Revenue Contribution:	\$ 8,465.1	\$ 1,410.9	\$ 1,233.9	\$ (177.0)
Operating Expenses:	\$ 8,465.1	\$ 1,410.9	\$ 1,211.7	\$ (199.2)
Locality Budget Status to Date¹:				\$ 22.2

KPI

Farebox Recovery:	5.0%	6.3%
Farebox % of Budgeted Expense:		5.4%

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

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 5,237.4	\$ 872.9	\$ 872.9	\$ -
Plus: Local Farebox	\$ 743.4	\$ 123.9	\$ 141.6	\$ 17.7
Locality Share - Sub-Total:	\$ 5,980.8	\$ 996.8	\$ 1,014.5	\$ 17.7
Plus: Federal Aid	\$ 5,267.5	\$ 877.9	\$ 835.2	\$ (42.7)
State Aid	\$ 2,647.6	\$ 441.3	\$ 470.4	\$ 29.1
Total Revenue Contribution:	\$ 13,895.9	\$ 2,316.0	\$ 2,320.1	\$ 4.1
Operating Expenses:	\$ 13,895.9	\$ 2,316.0	\$ 2,302.4	\$ (13.6)
Locality Budget Status to Date¹:				\$ 17.7

KPI

Farebox Recovery:	5.3%	6.2%
Farebox % of Budgeted Expense:		6.1%

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

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,300.7	\$ 1,383.5	\$ 1,383.5	\$ -
Plus: Local Farebox	\$ 1,426.3	\$ 237.7	\$ 261.6	\$ 23.9
Locality Share - Sub-Total:	\$ 9,727.0	\$ 1,621.2	\$ 1,645.1	\$ 23.9
Plus: Federal Aid	\$ 7,959.9	\$ 1,326.7	\$ 1,159.4	\$ (167.3)
State Aid	\$ 4,200.2	\$ 700.0	\$ 720.3	\$ 20.3
Total Revenue Contribution:	\$ 21,887.1	\$ 3,647.9	\$ 3,524.8	\$ (123.1)
Operating Expenses:	\$ 21,887.1	\$ 3,647.9	\$ 3,500.9	\$ (147.0)
Locality Budget Status to Date¹:				\$ 23.9

KPI

Farebox Recovery:	6.5%	7.5%
Farebox % of Budgeted Expense:		7.2%

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

Draft Financial Statement

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 21,795.0	\$ 3,632.5	\$ 3,632.5	\$ -
Plus: Local Farebox	\$ 4,191.4	\$ 698.6	\$ 632.5	\$ (66.1)
Locality Share - Sub-Total:	\$ 25,986.4	\$ 4,331.1	\$ 4,265.0	\$ (66.1)
Plus: Federal Aid	\$ 17,677.5	\$ 2,946.3	\$ 1,750.3	\$ (1,196.0)
State Aid	\$ 10,464.1	\$ 1,744.0	\$ 1,559.0	\$ (185.0)
Total Revenue Contribution:	\$ 54,128.0	\$ 9,021.4	\$ 7,574.3	\$ (1,447.1)
Operating Expenses:	\$ 54,128.0	\$ 9,021.4	\$ 7,523.7	\$ (1,497.7)
Locality Budget Status to Date¹:				\$ 50.6

KPI

Farebox Recovery:	7.7%	8.4%
Farebox % of Budgeted Expense:		7.0%

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

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,182.0	\$ 530.3	\$ 530.3	\$ -
Plus: Local Farebox	\$ 514.1	\$ 85.7	\$ 100.1	\$ 14.4
Locality Share - Sub-Total:	\$ 3,696.1	\$ 616.0	\$ 630.4	\$ 14.4
Plus: Federal Aid	\$ 3,747.3	\$ 624.6	\$ 480.8	\$ (143.8)
State Aid	\$ 1,730.1	\$ 288.4	\$ 275.9	\$ (12.5)
Total Revenue Contribution:	\$ 9,173.5	\$ 1,529.0	\$ 1,387.1	\$ (141.9)
Operating Expenses:	\$ 9,173.5	\$ 1,529.0	\$ 1,369.4	\$ (159.6)
Locality Budget Status to Date¹:				\$ 17.7

KPI

Farebox Recovery:	5.6%	7.3%
Farebox % of Budgeted Expense:		6.5%

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

LOCALITY RECONCILIATION

August 2024

FISCAL YEAR 2025 (\$ in thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,725.9	\$ 1,454.3	\$ 1,454.3	\$ -
Plus: Local Farebox	\$ 1,354.5	\$ 225.8	\$ 289.3	\$ 63.5
Locality Share - Sub-Total:	\$ 10,080.4	\$ 1,680.1	\$ 1,743.6	\$ 63.5
Plus: Federal Aid	\$ 8,034.8	\$ 1,838.1	\$ 1,740.4	\$ (97.7)
State Aid	\$ 4,303.4	\$ 717.2	\$ 887.7	\$ 170.5
Total Revenue Contribution:	\$ 22,418.6	\$ 4,235.4	\$ 4,371.7	\$ 136.3
Operating Expenses:	\$ 22,418.6	\$ 4,235.4	\$ 4,304.0	\$ 68.6
Locality Budget Status to Date¹:				\$ 67.7

KPI

Farebox Recovery:	5.3%	6.7%
Farebox % of Budgeted Expense:		6.8%

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

Contract No.: 24-00301	Title: Crane and Hoist Inspection and Repair Service (Renewal)	Contract Amount:	
		Base Year:	\$ 54,957.00
		Three Option Years:	<u>\$181,047.61</u>
		Total:	\$236,004.61

Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled crane, hoist, boom lift, and runway inspections and repairs.

Background: Hampton Roads Transit (HRT) is required to adhere to Occupational Safety and Health Administration (OSHA) regulations as they apply to cranes, hoists, and boom lifts in service at its facilities. Under the terms of this agreement, the Contractor will provide experienced maintenance technicians to perform scheduled and unscheduled inspections, repairs, and preventative maintenance for cranes, hoists, and booms in accordance with OSHA requirements.

Contract Approach: An Invitation for Bids (IFB) was issued on July 12, 2024. Three (3) bids were received on August 20, 2024, from the following firms:

- Crane Tech Solutions, LLC (Crane Tech)
- Hoist and Crane Service Group
- Royal Arc Welding Company

In response to the IFB, Bidders were required to provide pricing for annual inspections of crane, hoist, and lift equipment, and hourly rates for labor categories listed in the Price Schedule.

After an evaluation of bids received, Crane Tech was determined to be the lowest priced responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder, and therefore eligible for award.

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

Crane Tech is located in Portsmouth, VA, and has performed similar services for Balicore, in Virginia Beach, VA; Superior Marble in Portsmouth, VA; and BMG Marble in Chesapeake, VA.

The period of performance for this contract is one (1) base year, with three (3) additional one-year options.

No DBE goal was assigned for this solicitation.

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

Contract No.: 24-00301	Title: Crane and Hoist Inspection and Repair Service (Renewal)	Contract Amount:	
		Base Year:	\$ 54,957.00
		Three Option Years:	\$181,047.61
		Total:	\$236,004.61

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Crane Tech Solutions, LLC to perform crane and hoist inspection and repair services in the not-to-exceed amount of \$236,004.61 over four (4) years.

Solicitation Results

Bidder	Total Price
Crane Tech Solutions, LLC	\$234,004.61
Royal Arc Welding Company	\$272,719.32
Hoist and Crane Service Group	\$298,109.10

Crane Tech Solutions LLC's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Total
\$54,957.00	\$57,704.85	\$60,307.95	\$63,034.81	\$236,004.61

Contract No.: 24-00283	Title: General Environmental Services (Renewal)	Contract Amount:	
		Base Year:	\$133,443.55
		Three Option Years:	\$601,500.50
		Total:	\$734,944.05

Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform a variety of general environmental services.

Background: Hampton Roads Transit (HRT) requires a Contractor to provide the necessary personnel, equipment, materials, and supplies to perform various general environmental services as required, or upon request, in compliance with all applicable federal, state, and local laws and regulations, including, but not limited to, those under the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act, the Occupational Safety and Health Act (OSHA), the Hazardous Materials Transportation Act, and all applicable U.S. Department of Transportation (DOT), U.S. Environmental Protection Agency (EPA), and Virginia Department of Environmental Quality (DEQ) regulations. Under the terms of this agreement, the Contractor will perform waste tank vacuum services; emergency spill response and environmental remediation services; hazardous, toxic, and biohazard materials/waste testing and disposal; non-hazardous waste removal; and bulk used oil materials removal services.

Contract Approach: A Request for Proposals (RFP) was issued on May 30, 2024. Two (2) proposals were received on July 2, 2024, from the following firms:

- First Call Environmental, LLC (First Call)
- HEPACO, LLC (HEPACO)

In response to the RFP, Proposers were required to describe their approach to, and provide unit pricing for, various scheduled environmental services described in the Scope of Work; as well as unit rates for unscheduled and other services that may be requested by HRT.

Upon review and evaluation of the proposals received, both firms were deemed qualified to meet the Scope of Work requirements. 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 (BAFOs) were requested from both firms.

After review and analysis of the BAFOs received, HRT staff determined that First Call provided the best value to HRT based on a combination of technical capability and price. As a result of the negotiations, First Call's total price decreased by \$52,240.58, or approximately 6.64%. First Call's pricing is deemed fair and reasonable based on the results of the negotiations, a price analysis performed, and the fact that the pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that First Call is both technically and financially capable of performing the services.

Contract No.: 24-00283	Title: General Environmental Services (Renewal)	Contract Amount:	
		Base Year:	\$133,443.55
		Three Option Years:	\$601,500.50
		Total:	\$734,944.05

First Call is located in Ashland, VA, and has performed similar services for the County of Chesterfield, in Chesterfield, VA; the City of Richmond Water Plant in Richmond, VA; and AXA XL in Exton, PA.

The period of performance for this contract 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 operating funds.

Project Managers: Colton Brown, Environmental Compliance Manager

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to First Call Environmental, LLC to provide general environmental services for HRT in the not-to-exceed amount of \$734,944.05 over five (5) years.

Solicitation Results

Offeror	Original Offer	Best and Final Offer
First Call Environmental, LLC	\$787,184.63	\$734,944.05
HEPACO, LLC	\$714,537.50	\$1,437,243.00

First Call Environmental LLC's Pricing Summary

Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$133,443.55	\$139,126.00	\$146,459.00	\$154,791.50	\$161,124.00	\$734,944.05

Contract No.: 24-00303	Title: Vanpool Assistance Program (Renewal)	Contract Amount: \$612,000.00 1 yr. w/4 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to provide vanpool services for commuter vanpool programs.

Background: Hampton Roads Transit (HRT), through its TRAFFIX Program, is the premier Transportation Demand Management Program in the Hampton Roads and surrounding areas, including an association of fifteen (15) cities and counties. TRAFFIX manages commuter programs including ride-matching, commuter rewards, and vanpool. Under the terms of this agreement, HRT will offer a flat subsidy per van to the Contractor to provide vanpool services. The Contractor will be responsible for the administration, insurance, and all costs associated with maintaining its fleet, to include compliance with National Transit Database (NTD) reporting and submission requirements and preparing all required data for reporting the vanpool program.

Contract Approach: A Request for Proposals was issued on June 21, 2024. Two (2) proposals were received on July 26, 2024, from the following firms:

- Enterprise Leasing Co. of Norfolk/Richmond, LLC d/b/a Commute with Enterprise (Enterprise)
- K & K Connections, LLC (K&K)

In response to the RFP, Proposers provided a list of monthly rates for vanpool groups with the assumption that the fleet is composed of five (5) various van sizes, for evaluation purposes. Proposers were not required to submit pricing on all five (5) van sizes. The exact amount of the van subsidy, if any, will be defined annually by HRT.

Following review and evaluation of the technical proposals, both firms were invited for discussions to provide clarification on various aspects of their proposal. At the conclusion of discussions, both firms were deemed qualified to meet the requirements of the Scope of Work, based on their technical approach, experience, and qualifications.

In an effort to obtain more favorable pricing, both Enterprise and K&K were invited for further discussions and negotiations. Negotiations focused on clarifying assumptions made in establishing pricing, reducing the proposed monthly rates, and discussing deviations from the Scope of Services and exceptions to the terms and conditions of the RFP. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested from both firms.

As a result of the negotiations, Enterprise offered an average reduction of approximately 3.6% for all five (5) van sizes, over the five-year contract period, while K&K offered an average increase of 47% for two (2) van sizes, over the same period. The increase for K&K was a result of their failure to include all direct and indirect costs in their original pricing.

Contract No.: 24-00303	Title: Vanpool Assistance Program (Renewal)	Contract Amount: \$612,000.00 1 yr. w/4 1-yr. options
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In order to provide more choices to TRAFFIX vanpool customers, a decision was made to award to both firms. Both firm's proposed rates are deemed fair and reasonable based on the results of the negotiations, and the fact that pricing was obtained in a competitive environment. A contractor responsibility review performed confirmed that both firms are technically and financially capable of performing the services.

Enterprise is located in Glen Allen, VA and provides similar services to the Virginia Department of Rail and Public Transportation (DRPT) and the Greater Richmond Transit Company, both in Richmond, VA; and Norfolk Naval Shipyard in Portsmouth, VA. Enterprise currently provides these services for HRT satisfactorily.

K&K is located in Chesterfield, VA and provides similar services for the Greater Richmond Transit Company in Richmond, VA; Vanpool Alliance in Woodbridge, VA; and Washington Metropolitan Area Transit Authority in Washington, DC.

The period of performance for this contract 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 TRAFFIX grant funds.

Project Manager: Alexis Majied, Chief Communications and External Affairs Officer

Contracting Officer: Fevrier Valmond, Assistant Director of Procurement

Recommendation: It is respectfully recommended that the Commission approve the award of contracts to Enterprise Leasing Co. of Norfolk/Richmond, LLC d/b/a Commute with Enterprise and K & K Connections, LLC to provide vanpool services for commuter vanpool programs. The total combined amount of the vanpool subsidy to be provided is \$612,000.00 over five (5) years.

Contract No: 24-00300	Title: Vehicle Wash Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount: Two Base Years: \$173,392.60 Three Option Years: \$275,832.40 Total: \$449,225.00
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to perform scheduled and unscheduled preventative maintenance, inspections, and repairs of bus and light rail vehicle wash equipment located various Hampton Roads Transit (HRT) facilities.

Background: HRT has a requirement to provide safe, reliable, and clean equipment for public transportation. To meet this requirement, HRT owns and operates vehicle wash equipment at three (3) major locations which require routine inspections, maintenance, and repair. Under the terms of this agreement, the Contractor will provide soap, activator, and other necessary materials for use in the vehicle wash equipment; be readily available for unscheduled and emergency repairs; and provide knowledgeable, properly trained, and experienced vehicle wash maintenance technicians.

Contract Approach: An Invitation for Bids (IFB) was issued July 3, 2024. One (1) bid was received on August 20, 2024, from EST Companies, LLC (EST). A post solicitation survey of other firms solicited did not yield any responses.

In response to the IFB, Bidders were required to provide pricing for scheduled preventative maintenance and inspections and hourly rates for unscheduled repairs, as well as pricing for soap and activators for use in the vehicle wash equipment.

After an evaluation of the bid received, HRT staff determined that EST was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award. EST's total bid price includes an annual allowance of \$30,000.00 for unscheduled repairs that HRT may request during the Contract term.

Since there was no indication that a re-solicitation to pursue more competition would have resulted in greater participation, a decision was made to enter into price negotiations with EST. Negotiations focused on reducing the preventative maintenance and annual inspection rates. As a result of the negotiations, EST reduced its total bid price by \$8,906.00, or approximately 1.9%.

EST's revised pricing is deemed fair and reasonable based on results of the negotiations and EST's certification that the pricing is in line with prices charged to other customers. A contractor responsibility review confirmed that EST is technically and financially capable of performing the work.

EST is located in Tempe, AZ and provides similar services for the City of Phoenix Aviation in Phoenix, AZ; the City of Glendale in Glendale, AZ; and Davis Monthan Air Force Base in Tucson, AZ.

Contract No: 24-00300	Title: Vehicle Wash Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount:	
		Two Base Years:	\$173,392.60
		Three Option Years:	\$275,832.40
		Total:	\$449,225.00

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

No DBE goal was assigned for this solicitation.

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 EST Companies, LLC to provide vehicle wash equipment maintenance, inspection, and repair services in the not-to-exceed amount of \$449,225.00 over a five-year period.

Bid Result	
Original Bid Price	Revised Bid Price
\$458,131.00	\$449,225.00

EST Companies, LLC Bid Summary					
Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3	Total
\$85,697.20	\$87,695.40	\$89,754.50	\$91,921.00	\$94,156.90	\$449,225.00

TRAC Board Report

September 2024

Hampton Roads Transit's Transit Riders Advisory Committee (TRAC) met on September 4, 2024. The meeting was held in the board room of HRT Headquarters at 3400 Victoria Blvd. in Hampton. Chairperson Denise Johnson convened the meeting at 6 P.M.

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

HRT staff present were Rodney Davis, Jennifer Dove, Kim Darden, Rodney Evans, and Henry Ryto.

Darren Mobley attended as a member of the general public.

The July meeting minutes were not approved because the committee did not have a quorum.

Jennifer Dove, Title VI Officer, presented draft Title VI survey questions pertaining to the implementation of mobile fare to the TRAC for review and feedback.

Kim Darden briefed the October 27 service board changes. Among the highlights:

1. A revamping of Portsmouth's bus routes. Routes 41, 44, 45, 47, 50, and 57 will be reconfigured for improved service. Route 43 will be eliminated.
2. Route 1 will terminate at the Joint Base with Route 36 being extended to Shore & Pleasure House to pick up a portion of the current Route 1. Route 22's hours will be extended to cover the gap between the Joint Base and Shore & Pleasure House. Route 27 will now go to the Joint Base via Diamond Springs Road rather than Shore & Pleasure House.
3. Route 961 will operate one additional hour Monday – Saturday.

Commissioner Bullock asked if additional buses will be routed to the new Newport News Amtrak Station. For now, it will only be served by Route 108.

Rodney Davis gave his Director's Remarks:

1. Portsmouth will host the Paddle Battle on September 7 from 10 A.M. - 2 P.M., closing High Street Landing for ferry service during those hours.
2. Routes 6 and 45 will be on detour during the Carib-Fest in Norfolk in Town Point Park on September 7.

3. The bus transfer center at the Tidewater Community College Virginia Beach campus will be temporarily closed for repairs until September 16. Buses will be detoured to a different location on campus.
4. Microtransit service in Newport News and Virginia Beach will begin on October 14,
5. HRT will provide trolley service during the Something in The Water event scheduled October 12-13. NOTE: The event has been postponed until 2025.
6. Trolley service will also be provided October 4-6 in support of the Boardwalk Art Festival.
7. As customary, HRT services will be fare-free on November 5, Election Day.

In her Chairperson's remarks, Denise Johnson thanked HRT staff and the others in attendance.

The meeting adjourned at 6:54 P.M.