



Meeting of the Transportation District Commission of Hampton Roads

Thursday, March 27, 2025, 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 27, 2025, 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 27, 2025, 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 27, 2025, Meeting Minutes

3. President's Monthly Report - William Harrell

A. Board Updates

4. Committee Reports

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

- FY 23 Financial Audit – Brown Edwards
- February 2025 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. 25-00333 – Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)**

Commission Consideration: Award of a contract to Hydraulic Service Company, Inc. to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for hydraulic vehicle lifts, brake testing equipment, and related systems in the not-to-exceed amount of \$964,618.00 over a five-year period.

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- **Contract No. 25-00335 – Provision of Facilities Materials and Supplies (Renewal)**

Commission Consideration: Award of a contract to Sid Tool Company, Inc. dba MSC Industrial Supply Company to provide facilities materials and supplies in the not-to-exceed amount of \$453,960.00 over a three-year period.

- **Contract No. 24-00330 – Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts (Renewal)**

Commission Consideration: Award of a contract to Virginia Shoe Clinic, LLC for the provision of safety shoes, high visibility jackets, and high visibility t-shirts to HRT employees in the not-to-exceed amount of \$139,500.00 over a four-year period.

- **Contract No. 23-00256 – Technology Staffing Services (Renewal)**

Commission Consideration: Award of contracts to Ampcus, Inc., Apex Systems, FedTec, LLC, Hays US Corporation, Lancesoft, Inc., and Synkriom, Inc. to provide technology staffing services to HRT. The cumulative amount of all Task Orders issued under these Contracts will not exceed \$4,000,000.00 over the five-year period

- **Contract No. 25-00342 – Trolley Bus Replacement**

Commission Consideration: Award of a contract to Gillig, LLC to procure fourteen (14) 29' trolley buses, in the total amount of \$11,602,948.00

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

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

F. Paratransit Advisory Subcommittee – Ms. Alicia Griffin, Chair/Barry Bland,
Paratransit Services Contract Administrator

G. Transit Ridership Advisory Sub-Committee – Rodney Davis, Director of Customer
Relations

5. Old and New Business

- Amendment to Transit Strategic Plan – Annual Update (FY2026-2035) – Recommend motion for approval.
6. Comments by Commission Members
 7. Closed Session
 8. Adjournment

**The next meeting will be held on Thursday, April 24, 2025, at 1:00 p.m.
at 509 E. 18th Street, Norfolk, VA**



Meeting Minutes of the Transportation District Commission of Hampton Roads

Thursday, February 27, 2025 • 1:00 p.m.

509 E. 18th Street, Norfolk, VA in Person – Zoom

Call to Order

A quorum was attained. Chairman Johnson called the meeting to order at 1:00 p.m.

Commissioners in attendance:

Chairman Johnson, Chesapeake
Vice-Chair Glover, Portsmouth
Past Chair Woodbury, Newport News
Commissioner Smith, Chesapeake
Commissioner Harper, Hampton
Commissioner White, Hampton
Commissioner Harris, Newport News
Commissioner M. Johnson, Norfolk
Commissioner King, Norfolk
Commissioner Goodwin, Portsmouth (Zoom, 1:30pm arrival)
Commissioner Ross-Hammond, Virginia Beach
Commissioner Trogdon, VDRPT
Commissioner Askew, Delegate (Zoom)

Hampton Roads Transit Staff in attendance:

Ray Amoruso, Chief Planning and Development Officer
Monique Battle, Ops Project and Contract Administrator (Zoom)
Thomas Becher, Communications Manager
Barry Bland, Paratransit Services Contract Administrator
Malika Blume, Director of Internal Audit
Amy Braziel, Director of Contracted Services and Operational Analytics
David Burton, William Mullens, General Counsel
Donna Brumbaugh, Director of Finance (Zoom)
Conner Burns, Chief Financial Officer
Dudley Clarke, Contract Budget Analyst (Zoom)
William Collins, Facilities Maintenance Manager
Sherri Dawson, Director of Transit Development (Zoom)
Rodney Davis, Director of Customer Relations
Sheri Dixon, Director of Revenue Services (Zoom)
Jennifer Dove, Civil Rights/Grants Program Manager (Zoom)
Chera Edwards, Associate Project Manager
Vanity Faulkner, Budget Analyst
April Garrett, Senior Executive Assistant
Angela Glass, Director of Budget & Financial Analysis
Wayne Groover, Director of Rail Maintenance

William Harrell, President and CEO
Keianna Harris, Special Projects Assistant (Zoom)
Toni Hunter, Staff Auditor (Zoom)
Ashley Johnson, Assistant Director of Budget and Financial Analysis (Zoom)
Shane Kelly, Sr. Manager Security & Emergency Preparedness
Justin Kahler, Grants Program Analyst (Zoom)
Sonya Luther, Director of Procurement
Alexis Majied, Chief Communications & External Affairs Officer
Lawrence Mason, Emergency Manager
Tracy Moore, Director of Transportation
John Nason, Director of Bus Maintenance
Sibyl Pappas, Chief Engineering & Facilities Officer
Noelle Pinkard, Organizational Advancement Officer (Zoom)
Luis R. Ramos, Senior Executive Administrator/Commission Secretary
Shleaker Rodgers, Staff Auditor (Zoom)
Dawn Sciortino, Chief Safety Officer
Liliana Scott, HR Training Development Specialist (Zoom)
Sherry Scott, Manager of Transportation Transit Operations (Zoom)
Benjamin Simms, IV, Chief Transit Operations Officer
Caleb Smith, Military Outreach Liaison
Brian Smith, Deputy CEO
Monique Strickland, Talent Acquisition Manager Human Resources
Paula Studebaker, HR Executive Assistant
Adrian Tate, Assistant Director of Finance (Zoom)
Robert Travers, HRT Corporate Counsel
Alex Touzov, Senior Director of Tech Services
Uma Uma, Helpdesk
Fevrier Valmond, Deputy Director of Procurement
Jessica White, Contract Administrator
Keishia Williams, Operations Support Technician (Zoom)
Kim Wolcott, Chief Human Resources Officer

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

Alt. Commissioner Cipriano, City of Newport News
Jordan Chapman, DRPT
Alt. Commissioner Daughtery, VDRPT
Alt. Commissioner DeProfio, City of Hampton
Andrew Ennis, Transit Rail Safety & Emergency Management Administrator, DRPT
Angela Hopkins, City of Newport News
Ina Kreps, Portsmouth, Citizen
Sheila McAllister, City of Newport News (Zoom)
Alt. James McNamara, City of Chesapeake
Jeff Sanchez, Citizen (Zoom)
Angelique Shenk, City of Newport News (Zoom)
Janice Taylor, League of Women Voters (Zoom)
Virgil Thornton, Citizen
Constantinos Velissarios, City of Newport News (Zoom)

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

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

Chairman Johnson asked for a moment of silence for fallen Virginia Beach Police Officers Christopher Reese and Cameron Girvin.

Introduction of New Commissioners

Commissioner Ryan King, Norfolk
Commissioner Marcellus Harris, Newport News
Commissioner Mamie Johnson, Norfolk
Commissioner Hope Harper, Hampton
Commissioner Les Smith, Chesapeake

Public Comments

There were no public comments.

Approval of January 23, 2025 Meeting Minutes

A motion to approve January 23, 2025, minutes was made by Commissioner Ross-Hammond and properly seconded by Past Chair Woodbury. A roll call vote resulted as follows:

Ayes: Commissioners Johnson, Glover, Woodbury, Smith, White, Harris, Mamie Johnson, King, Goodwin, Ross-Hammond, Trogon, Askew

Nays: None

Abstain: Commissioner Harper

President's Monthly Report

Mr. Harrell welcomed everyone to the meeting. Mr. Harrell encouraged the Commission to review the current Marketing and Communications report provided by Ms. Alexis Majied, Chief Communications Officer.

Mr. Harrell noted that this report highlights key social media, advertising, and marketing data; and will be provided monthly going forward.

Mr. Harrell then recognized the recent achievement and celebration of a ridership milestone for Base Express, reaching 100,000 riders in just over two years.

Next, Mr. Harrell mentioned the completion of the second annual employee survey, noting that a detailed overview will be shared with the Commission once the data is compiled for reporting.

Mr. Harrell shared details on recent “Random Acts of Kindness” collaborations with WNSB HOT 91 including DJ visits to our major transfer centers.

Mr. Harrell also highlighted a partnership with the Virginia Symphony Orchestra which provided Tide light rail passes during the CommUNITY Play-In and Sing-Along.

Noting HRT’s partnering with the YWCA, Mr. Harrell shared details of a recent training effort that was done to better acquaint YWCA frontline staff with utilizing HRT services.

Mr. Harrell commented on the Public Outreach team’s recent work with Christopher Newport University to host a demonstration of HRTOnDemand ride sharing service, noting the importance of microtransit in better serving our customer base.

In conclusion, Mr. Harrell remarked on the January employee gala, hosted by HRT’s employee funded and led HERO Committee, and touched on this as just one example of a positive outcome of the first annual employee survey.

Audit & Budget Review Committee

Chairman Johnson called upon Commissioner White for a report from the Audit & Budget Review Committee.

Commissioner White stated the Budget & Audit Committee did not meet this month. The next meeting will be held at 12:00pm on March 27, 2025, in the Hampton boardroom.

Mr. White reported that the 2023 audit is on schedule and called on Mr. Conner Burns who provided the Commission with February’s Financial Report.

Past Chair Woodbury again recommended Commission consideration of lowering the agency’s line of credit.

Mr. Burns called on Ms. Angela Glass, Director of Budget and Financial Analysis, who presented the Commission with an overview of the preliminary budget for fiscal year 2025 — 2026.

Management and Financial Advisory Committee (MFAC)

Chairman Johnson called on Alt. Commissioner DeProfio to provide an update for the MFAC Committee.

Past Chair Woodbury requested that Alt. Commissioner DeProfio provide a description of MFAC for the benefit of new commissioners. Mr. DeProfio described MFAC’s role and elaborated on future impacts of the depletion of COVID relief funds, the ongoing System Optimization Plan efforts, and state and federal funding.

Mr. DeProfio commented on review of the preliminary budget for fiscal year 2026 presented by Ms. Angela Glass.

Mr. Ray Amoruso responded to a question from Commissioner Trogon regarding system impacts resulting from federal return to work initiatives. Mr. Amoruso elaborated on local impacts, and ongoing system optimization efforts and related funding.

Ms. Kimberly Wolcott responded to questions regarding bus operator staffing levels and pay structure.

Operations and Oversight Committee

Chairman Johnson called on Commissioner Glover to provide an update on the Operations and Oversight Committee.

Mayor Glover stated that the Committee met on Thursday, February 13, 2025, and there are two contracts presented at the meeting that were being brought forth as a motion for Board approval. Commissioner Glover called on Ms. Sonya Luther to present the following contracts:

Contract No. 24-00326 – Fare Technology Assessment, Phase 6 – Unified Fare Study

Commission Consideration: Award of a contract to Arcadis Group to conduct a unified fare study in the not-to-exceed amount of \$249,806.00.

Contract No. 24 – 00319 – Towing and Flat Tire Replacement Services (Renewal)

Commission Consideration: Award of contract to Affordable Towing and Recovery of Hampton Roads, LLC to provide towing and flat tire replacement services in the not-to-exceed amount of \$402,250.00 over a five-year period.

A motion to approve **Contract No. 24-00326 – Fare Technology Assessment, Phase 6 – Unified Fare Study** and **Contract No. 24 – 00319 – Towing and Flat Tire Replacement Services (Renewal)** was made by the Operations and Oversight Committee and properly seconded by Past Chair Woodbury. A Roll Call vote resulted as follows:

Ayes: Commissioner Johnson, Glover, Woodbury, Smith, Harper, White, Harris, M. Johnson, King, Goodwin, Ross-Hammond, Askew

Nays: None

Abstain: Commissioner Trogon

Commissioner Glover noted that Mr. Ben Simms provided the committee with updates on the continuing bus barrier project, the addition of two new trolleys this May, and a recent “blitz” operation conducted by the HRT security team.

The next Operations and Oversight Committee Meeting will be held in Hampton on March 13, 2025.

Planning and New Starts Committee

Chairman Johnson called on Commissioner Ross-Hammond to provide an update on the Planning and New Starts Committee.

Commissioner Ross-Hammond stated that there was no meeting this month, but a meeting will be scheduled soon.

External Legislative Affairs Committee (ELAC)

Chairman Johnson called on Commissioner Goodwin to provide an update on the ELAC.

Commissioner Goodwin stated that the committee met on February 19, 2025.

Mr. Goodwin called on Ms. Alexis Majied who noted that updates were provided as part of the President's report and staff was prepared to answer any related questions.

Commissioner Goodwin remarked on the success of the VTA Transit & Rail Advocacy Day trip on January 27, 2025, as well as an upcoming trip to Washington DC that is targeted to be in early May. Chairman Johnson offered additional positive remarks on the January 27 trip, complimenting the team and quality of the preparations and presentations.

The next meeting will be held March 19, 2025, in Hampton.

Paratransit Advisory Sub-Committee (PAC)

Chairman Johnson called on Mr. Barry Bland to provide an update on the Paratransit Advisory Committee.

Mr. Bland stated that the committee met on February 12, 2025. Mr. Bland then shared updates provided by Ms. Alicia Griffin regarding contractor response to late trip complaints, call center and customer service quality, improvements in trip and call center service levels, fleet vehicle additions, and ongoing facility renovations.

The next meeting will be on April 9, 2025, in Hampton.

Transit Riders Advisory Sub-Committee (TRAC)

Mr. Rodney Davis stated that TRAC did not meet this month but will be meeting soon.

Mr. Davis advised the Commission of the resignation of Ms. Denise Johnson from the committee and that the TRAC Secretary will act as committee chair until a new chair is elected.

Commission members acknowledged Ms. Johnson's tremendous dedication and her commitment to public transportation.

The next Transit Riders Advisory Sub-Committee meeting will be held on March 5, 2025, in Norfolk.

Old and New Business

Chairman Johnson called on Mr. Harrell for remarks on the 2024 Annual Status of Safety Report – Rail Fixed Guideway State Safety Oversight Program – Report, submitted by Mr. Andrew Ennis, TSSP-Rail, PTSCTP, Transit Rail Safety & Emergency Management Administrator. Mr. Harrell recommended that the Commission review the report. Mr. Harrell acknowledged that Mr. Ennis was in attendance and is available to address and any questions.

Resolution No. 01-2025: Authorizing the issuance of bonds, notes and other obligations in a maximum principal amount not to exceed \$17,000,000.00 to evidence a revolving line of credit was presented for vote by Mr. David Burton. Mr. Burton stated the purpose of the resolution, as well as the process for presentation and execution of the documents. The resolution was then read aloud by Mr. Burton. A motion to approve was made by Past Chair Woodbury and properly seconded by Commissioner Ross-Hammond. A Roll Call vote resulted as follows:

Ayes: Commissioners Woodbury, Smith, Harper, White, Harris, M. Johnson, Goodwin, Ross-Hammond, Askew

Nays: None

Abstain: Commissioners Johnson, King, Trogdon

Comments from Commissioners

Commissioner Harper thanked the Commission and expressed her commitment to representing the City of Hampton.

Commissioner Ross-Hammond expressed thanks for the moment of silence.

Commissioner M. Johnson thanked the Commission and expressed her honor in serving on behalf of the City of Norfolk.

Adjournment

With no further business to conduct, the meeting was adjourned at 2:32pm.

TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS


**Stephens Johnson,
Chair**

**Luis Ramos
Commission Secretary
February 27, 2025**



Base Express Celebrates 100,000 Riders

The Base Express marked a major milestone — reaching 100,000 riders in just over two years. Hampton Roads Transit staff visited Naval Station Norfolk on Jan. 29 to celebrate this achievement. They handed out lanyards, pens, and other swag to customers on the Blue and Gold Routes. When the service began in December 2022, it was anticipated to reach 25,000 riders within the first three years.



Annual Employee Survey

1. Please indicate your employment type.

☐ a. Union ☐ b. Non-Union

2. Please indicate the department for which you work.

☐ a. Executive ☐ b. Engineering and Facilities ☐ c. Finance

☐ d. Human Resources ☐ e. Marketing & Strategic Communications

☐ f. Planning & Development ☐ g. Safety ☐ h. Technology

Employee Survey Update

The second annual employee survey is complete. More than 400 employees completed the survey this year, up from about 350 last year. We introduced some new questions this year to better understand employee sentiment regarding rewards and recognition, as well as internal communication strategies. The results will be reviewed and analyzed, helping inform decisions for upcoming initiatives.



Random Acts of Kindness

HRT teamed up with WNSB HOT 91 for two days of Random Acts of Kindness to commemorate Transit Equity Day and honor Rosa Parks and Claudette Colvin. On Monday, Feb. 10, and Wednesday, Feb. 12, radio DJs visited DNTC and HTC, transforming the transit centers into party central. Commuters laughed, and danced, and spun the prize wheel for a chance to win 30-day transit passes.



Virginia Symphony Orchestra Partnership

The Virginia Symphony Orchestra held its annual CommUNITY Play-In and Sing-Along on Sunday, Feb. 2, at Norfolk State University. This celebration of peace and unity features the VSO orchestra and chorus alongside members of the community who also play and sing. This year, due to parking challenges on campus at NSU, VSO provided free fares on the Tide light rail to all participants and attendees.



YWCA Travel Training

Staff from the YWCA South Hampton Roads visited HRT on Friday, Feb. 7. It's part of a year-long partnership between our two organizations. The YWCA says public transit is important to the people they serve, which is primarily women and families who have experienced domestic violence. They wanted their frontline staff to learn about HRT services. They heard from Sheri Dixon, Director of Revenue Services, and Jennifer Dove, Civil Rights/Grants Program Manager. They received training on the new system map, learned how to plan a trip, and then took a bus ride to DNTC. YWCA hopes to make this part of their staff's annual training.



OnDemand Rideshare Demo at CNU

Students and faculty at Christopher Newport University in Newport News were treated to a demonstration of HRT's OnDemand ridesharing service. Public Outreach coordinated with CNU's Center for Community Engagement to organize the demo. An OnDemand vehicle was available outside the student union for students to learn how to use the app and even take a ride to a nearby restaurant. All students who participated were given a promo code to use to try the service for free within two weeks. We have plans to go back later this spring for another demo.



HERO Committee Hosts Gala

Employees have been working to revive HRT's HERO Committee – HRT Employee Recognition Organization. It's a committee of employees responsible for planning and implementing events for employees. To kick off 2025, HERO hosted a semi-formal gala at the Sheraton Norfolk Waterside Hotel on Jan. 25. Nearly 250 people attended. The cost to join HERO is \$26 annually. Employees can pay all at once or through payroll deductions throughout the year.



President's Letter

March 2025

National Transit Employee Appreciation Day

March is Transit Driver Appreciation Month, and March 18 has been set aside as National Transit Employee Appreciation Day. While I'm grateful every day to lead such a dedicated team, I'd like to take this special opportunity to thank our bus operators, mechanics, and support staff for a job well done. You are indeed the backbone of Hampton Roads Transit, and without your hard work, we would not be able to provide such a vital service for our community.

The recent winter storm is an excellent example of the role you all play in keeping our transit system running smoothly and safely. As the storm approached and operations were suspended, we relied on our operators to deliver commuters to their final destinations. Even as operations were suspended, our team of mechanics worked around the clock, making sure buses were ready to roll out as soon as the storm passed and roads were cleared.

Public transit workers are often the community's unsung heroes, working long hours in unpredictable conditions while safely and efficiently getting passengers to work, school, and other essential appointments. And while you may not always see it, the work you do has an impact on the communities we serve.

I want to assure you that HRT is committed to employee development, ensuring you have the tools, resources, and support needed to grow and thrive. To that end, we have implemented several changes in recent months, including the Operator Mentorship Program and Joint Safety Tool Committee. Other exciting changes are on the way. As an agency, we always seek opportunities to help set our workforce up for success, and I value your input.

Again, I want to express my sincere appreciation for the teamwork displayed during the winter storm and daily as we continue to build collaboration between departments. As we continue to work together to support our mission and vision, we enhance our ability to serve more people, build a stronger, more resilient community, and drive our agency's success to new heights.

Sincerely,

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

William E. Harrell
President and CEO
Hampton Roads Transit



HRT Weathers Winter Storm

Hampton Roads was hit by a rare winter storm last month. The National Weather Service in Wakefield reported as much as 12 inches of snow in parts of the region, forcing HRT to suspend service for two days. Crews worked round-the-clock removing snow from transportation centers, transfer centers, bus shelters, and sidewalks around bus stops to ensure employees and customers were safe when service resumed.



Transit Employee Appreciation Day

March 18 was Transit Employee Appreciation Day, and we celebrated our workforce by fueling the fleet – with food. Volunteers with the Recognition and Reward Committee delivered sandwiches to staff in Norfolk, Hampton, and the Norfolk Tide Facility. Hampton Roads Transit could not function without the hard work and dedication of its employees. Everyone plays a vital role in keeping this organization – this region – moving forward, from our bus operators to mechanics and technology to human resources. I extend my sincere thanks for a job well done.



Celebrating Earth Day

On Tuesday, April 22, HRT will celebrate Earth Day by offering free fares on all bus, light rail, ferry, OnDemand, and paratransit services. We're asking our Commissioners to join us in celebrating Earth Day by taking transit and hosting a ride along in their communities. This was a popular event last year, and we're looking forward to an even bigger turnout this year.



Free Tide and Ferry Rides for Norfolk Tide Fans

The Norfolk Tides are preparing to host their season home opener on Friday, March 28. It's the first of more than 70 home games this year. Fans will be able to take the Tide to Harbor Park on game nights for free, as well as the ferry at no cost to and from Harbor Park landing. Parking in and around the ballpark will be challenging this year due to casino construction adjacent to the stadium. Our Communications team talked about the upcoming season with Mike Watkins, Tide's Assistant General Manager of Sales, Marketing, and Fan Experience. I encourage you to watch the full interview on our YouTube channel.



Parking Improvements at DNTC

Changes are coming to the Downtown Norfolk Transit Center. The City of Norfolk is investing \$500,000 to improve the bus loop and parking in and around the facility. Five parking spaces and a feeder lane will be added at the end of the loop near St. Paul's Boulevard. This parking is for HRT employees only and includes one ADA parking space. A larger parking lot is being added off Wood Street adjacent to the fire station, adding nearly 40 spaces for HRT staff. Additionally, a portion of concrete along the center of the bus loop is being removed to make it easier for buses to exit Posey Lane onto Transit Drive.



Two New Trolleys Arrive Ahead of Summer Season

The VB Wave Trolley service just got even better! Two new Hometown trolleys have been added to the fleet ahead of the summer season. The new vehicles look like the beloved blue and tan trolleys that have carried passengers along the Oceanfront for decades – with a few upgrades, including a digital dashboard. The addition of the new trolleys will help bolster our summer service, which, you recall, saw an increased ridership of nearly 60% in 2024.



Read Across Hampton Roads

March is National Reading Month and HRT proudly continued its tradition of bringing the joy of reading to classrooms across Hampton Roads. Employees from Marketing and Communications, Technology, and Facilities volunteered their time to read books about public transit to young students. This year we reached classrooms in all six cities we serve. Students also received Gus the Bus activity books.



SET Receives Media Training

The Senior Executive Team recently put their skills to the test during a media training session courtesy of Marketing and Communications. Led by Communications Manager Thomas Becher, the session included an exercise allowing team members to apply what they learned in real time. While we hope such skills are never urgently needed, this training provided a valuable opportunity to sharpen our abilities and awareness.



President's Coin Presented to Emergency Manager

Emergency Manager Lawrence Mason was awarded a President's Coin during the March 4 Senior Executive Team meeting. In his short time as emergency manager, Mr. Mason has laid the groundwork for elevating HRT's emergency preparedness plan, as evidenced by last month's winter storm. He has done an excellent job establishing relationships with his counterparts in the communities we serve, ensuring a more cohesive partnership across agencies.



HAMPTON ROADS
TRANSIT

Draft Financial Statement

FEBRUARY 2025 FISCAL YEAR 2025 FINANCIAL REPORT

gohrt.com

OPERATING FINANCIAL STATEMENTS

February 2025

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	\$ 718.5	\$ 612.3	\$ (106.2) (14.8) %	\$ 5,854.9	\$ 5,597.0	\$ (257.9) (4.4) %	
Passenger Revenue - RTS		881.3	73.4	57.2	(16.3) (22.1) %	587.5	533.7	(53.8) (9.2) %	
Advertising Revenue		800.0	66.7	(21.3)	(87.9) (131.9) %	533.3	475.1	(58.2) (10.9) %	
Other Transportation Revenue		2,975.3	247.9	235.6	(12.4) (5.0) %	1,983.5	1,877.8	(105.7) (5.3) %	
Non-Transportation Revenue		60.0	5.0	32.0	27.0 539.5 %	40.0	5.4	(34.6) (86.6) %	
Total Operating Revenue		13,539.8	1,111.5	915.7	(195.8) (17.6) %	8,999.3	8,489.0	(510.3) (5.7) %	
Non-Operating Revenue									
Federal Funding (5307/5337)		46,120.7	3,663.0	2,820.2	(842.8) (23.0) %	30,593.8	28,334.1	(2,259.8) (7.4) %	
HRRTF Funding		10,517.6	876.5	721.1	(155.4) (17.7) %	7,011.7	5,908.7	(1,103.0) (15.7) %	
State Funding		24,937.8	2,078.1	2,078.1	0.0 0.0 %	16,625.2	16,625.2	0.0 0.0 %	
Local Funding		50,258.9	4,188.2	4,188.2	0.0 0.0 %	33,505.9	33,505.9	0.0 0.0 %	
Total Non-Operating Revenue		131,834.9	10,805.9	9,807.6	(998.2) (9.2) %	87,736.7	84,373.9	(3,362.8) (3.8) %	
TOTAL REVENUE	\$	145,374.7	\$ 11,917.4	\$ 10,723.4	\$ (1,194.0)	\$ 96,735.9	\$ 92,862.9	\$ (3,873.0)	
Personnel Services	\$	86,743.4	\$ 6,944.6	\$ 6,493.9	\$ 450.7 6.5 %	\$ 57,536.8	\$ 56,568.6	\$ 968.1 1.7 %	
Contract Services		16,201.1	1,447.0	997.2	449.8 31.1 %	10,881.1	8,580.6	2,300.5 21.1 %	
Materials & Supplies		6,464.0	518.6	536.8	(18.2) (3.5) %	4,290.3	3,888.8	401.5 9.4 %	
Gas & Diesel		6,139.0	494.8	389.4	105.4 21.3 %	4,087.2	3,938.0	149.2 3.7 %	
Contractor's Fuel Usage		1,262.5	106.9	53.0	53.9 50.4 %	835.0	539.0	296.0 35.4 %	
Utilities		1,569.6	128.7	112.6	16.1 12.5 %	1,054.7	1,012.5	42.2 4.0 %	
Casualties & Liabilities		5,299.2	73.3	366.5	(293.3) (400.2) %	3,306.2	2,851.4	454.8 13.8 %	
Purchased Transportation		19,655.1	2,014.6	1,508.3	506.3 25.1 %	13,396.7	13,333.2	63.5 0.5 %	
Other Miscellaneous Expenses		2,040.9	188.9	140.6	48.3 25.6 %	1,348.0	1,292.3	55.6 4.1 %	
TOTAL EXPENSE	\$	145,374.7	\$ 11,917.4	\$ 10,598.4	\$ 1,319.0	\$ 96,735.9	\$ 92,004.5	\$ 4,731.4	
SURPLUS (DEFICIT)				\$ 125.0			\$ 858.4		

1. Line of Credit balance as of March 20, 2025 is \$10,851,035.10.

2. Line of Credit Average Daily balance for February 2025 was \$14,507,847.28.

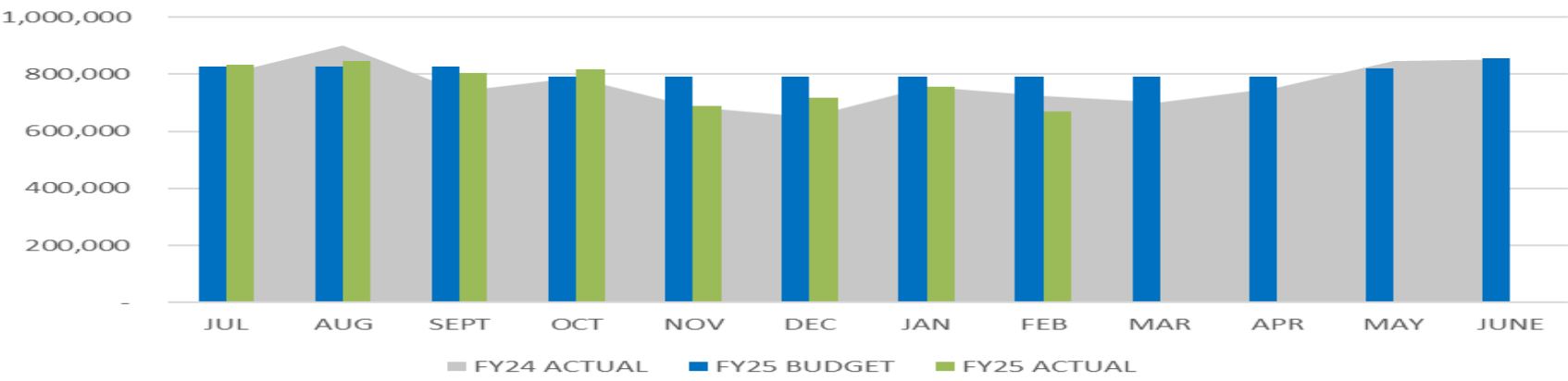
OPERATING FINANCIAL STATEMENTS

February 2025

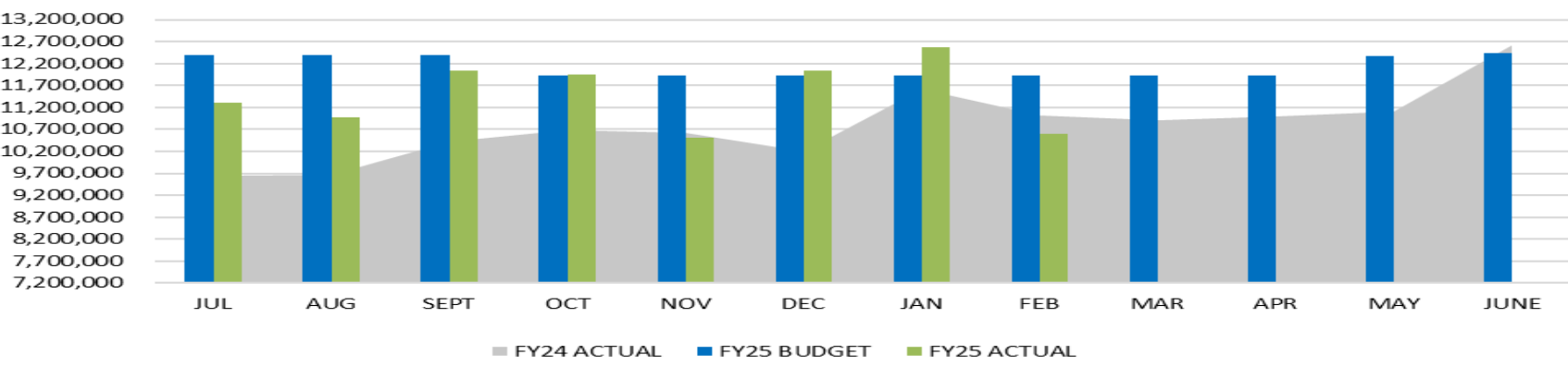
757 EXPRESS, 15-MINUTE INCREMENT

FISCAL YEAR 2025	Annual		Month to Date			Year to Date			
Dollars in Thousands	Budget	Budget	Actual	Variance		Budget	Actual	Variance	
Operating Revenue									
Passenger Revenue	\$ 881.3	\$ 73.4	\$ 57.2	\$ (16.3)	(22.1) %	\$ 587.5	\$ 533.7	\$ (53.8)	(9.2) %
RTS Service	10,517.6	876.5	721.1	(155.4)	(17.7) %	7,011.7	5,908.7	(1,103.0)	(15.7) %
TOTAL REVENUE	\$ 11,398.9	\$ 949.9	\$ 778.3	\$ (171.7)		\$ 7,599.2	\$ 6,442.4	\$ (1,156.8)	
Personnel Services	\$ 8,402.3	\$ 700.2	\$ 590.7	\$ 109.5	15.6 %	\$ 5,601.5	\$ 4,925.8	\$ 675.7	12.1 %
Contract Services	1,187.4	99.0	70.6	28.3	28.6 %	791.6	577.3	214.3	27.1 %
Materials & Supplies	1,352.6	112.7	94.0	18.7	16.6 %	901.7	760.1	141.7	15.7 %
Utilities	81.6	6.8	4.7	2.1	30.3 %	54.4	45.2	9.2	16.8 %
Casualties & Liabilities	375.0	31.3	18.1	13.1	42.0 %	250.0	134.0	116.0	46.4 %
TOTAL EXPENSE	\$ 11,398.9	\$ 949.9	\$ 778.3	\$ 171.7		\$ 7,599.2	\$ 6,442.4	\$ 1,156.8	
SURPLUS (DEFICIT)			\$ -				\$ -		

Farebox Revenue



Total Expenses



OPERATING CROSSWALK

February 2025

YEAR-TO-DATE					
FISCAL YEAR 2025 (Dollars in Thousands)	BUDGET	ACTUAL LOCALITY	ACTUAL NON-LOCALITY	ACTUAL CONSOLIDATED	VARIANCE + / (-)
REVENUE					
Passenger Revenue	\$ 6,442.4	\$ 5,489.4	\$ 641.3	\$ 6,130.7	\$ (311.7)
Advertising Revenue	\$ 533.3	\$ 428.9	\$ 46.2	\$ 475.1	\$ (58.2)
Other Transportation Revenue	\$ 1,983.6	\$ -	\$ 1,877.8	\$ 1,877.8	\$ (105.8)
Non-Transportation Revenue	\$ 40.0	\$ 74.1	\$ (68.7)	\$ 5.4	\$ (34.6)
Federal Funding (PM 5307/5337)	\$ 30,593.8	\$ 28,334.1	\$ -	\$ 28,334.1	\$ (2,259.7)
HRRTF Funding ¹	\$ 7,011.7	\$ -	\$ 5,908.7	\$ 5,908.7	\$ (1,103.0)
State Funding	\$ 16,625.2	\$ 16,625.2	\$ -	\$ 16,625.2	\$ -
Local Funding	\$ 33,505.9	\$ 33,505.9	\$ -	\$ 33,505.9	\$ -
TOTAL REVENUE:	\$ 96,735.9	\$ 84,457.6	\$ 8,405.3	\$ 92,862.9	\$ (3,873.0)
EXPENSE					
Personnel Services	\$ 57,536.8	\$ 51,623.4	\$ 4,945.2	\$ 56,568.6	\$ 968.2
Services	\$ 10,881.1	\$ 7,830.5	\$ 750.1	\$ 8,580.6	\$ 2,300.5
Materials & Supplies	\$ 9,212.4	\$ 7,634.5	\$ 731.3	\$ 8,365.8	\$ 846.6
Utilities	\$ 1,054.7	\$ 924.0	\$ 88.5	\$ 1,012.5	\$ 42.2
Casualties & Liabilities	\$ 3,306.2	\$ 2,602.1	\$ 249.3	\$ 2,851.4	\$ 454.8
Purchased Transportation	\$ 13,396.7	\$ 12,167.6	\$ 1,165.6	\$ 13,333.2	\$ 63.5
Other Miscellaneous Expenses	\$ 1,348.0	\$ 1,179.4	\$ 113.0	\$ 1,292.4	\$ 55.6
TOTAL EXPENSE:	\$ 96,735.9	\$ 83,961.5	\$ 8,043.0	\$ 92,004.5	\$ 4,731.4
BUDGET STATUS TO DATE²:	\$ -	\$ 496.1	\$ 362.3	\$ 858.4	\$ 858.4

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.

Draft Financial Statement

FISCAL YEAR 2025 (\$ in thousands)	TOTAL LOCALITY			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 50,259.0	\$ 33,505.9	\$ 33,505.9	\$ -
Plus: Local Farebox	\$ 8,650.6	\$ 5,767.1	\$ 5,489.4	\$ (277.7)
Locality Share - Sub-Total:	\$ 58,909.6	\$ 39,273.0	\$ 38,995.3	\$ (277.7)
Plus: Federal Aid	\$ 46,120.7	\$ 30,593.8	\$ 28,334.1	\$ (2,259.7)
State Aid	\$ 24,937.9	\$ 16,625.2	\$ 16,625.2	\$ -
Total Revenue Contribution:	\$ 129,968.2	\$ 86,492.0	\$ 83,954.6	\$ (2,537.4)
Operating Expenses:	\$ 129,968.2	\$ 86,492.0	\$ 83,458.5	\$ (3,033.5)
Locality Budget Status to Date ¹ :				\$ 496.1

KPI

Farebox Recovery:	6.7%	6.6%
Farebox % of Budgeted Expense:		6.3%

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

LOCALITY RECONCILIATION

February 2025

FISCAL YEAR 2025 (\$ in thousands)	CHESAPEAKE			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,018.0	\$ 2,012.0	\$ 2,012.0	\$ -
Plus: Local Farebox	\$ 420.9	\$ 280.6	\$ 296.9	\$ 16.3
Locality Share - Sub-Total:	\$ 3,438.9	\$ 2,292.6	\$ 2,308.9	\$ 16.3
Plus: Federal Aid	\$ 3,433.7	\$ 2,289.1	\$ 2,104.6	\$ (184.5)
State Aid	\$ 1,592.5	\$ 1,061.6	\$ 1,037.6	\$ (24.0)
Total Revenue Contribution:	\$ 8,465.1	\$ 5,643.3	\$ 5,451.1	\$ (192.2)
Operating Expenses:	\$ 8,465.1	\$ 5,643.3	\$ 5,366.9	\$ (276.4)
Locality Budget Status to Date ¹ :				\$ 84.2

KPI

Farebox Recovery:	5.0%	5.5%
Farebox % of Budgeted Expense:		5.3%

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

Draft Financial Statement

LOCALITY RECONCILIATION

February 2025

FISCAL YEAR 2025 (\$ in thousands)	HAMPTON			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 5,237.4	\$ 3,491.5	\$ 3,491.5	\$ -
Plus: Local Farebox	\$ 743.4	\$ 495.6	\$ 571.3	\$ 75.7
Locality Share - Sub-Total:	\$ 5,980.8	\$ 3,987.1	\$ 4,062.8	\$ 75.7
Plus: Federal Aid	\$ 5,267.5	\$ 3,511.7	\$ 4,022.7	\$ 511.0
State Aid	\$ 2,647.6	\$ 1,765.1	\$ 1,974.5	\$ 209.4
Total Revenue Contribution:	\$ 13,895.9	\$ 9,263.9	\$ 10,060.0	\$ 796.1
Operating Expenses:	\$ 13,895.9	\$ 9,263.9	\$ 9,984.3	\$ 720.4
Locality Budget Status to Date ¹ :				\$ 75.7

KPI

Farebox Recovery:	5.3%	5.7%
Farebox % of Budgeted Expense:		6.2%

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

FISCAL YEAR 2025 (\$ in thousands)	NEWPORT NEWS			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,300.7	\$ 5,533.8	\$ 5,533.8	\$ -
Plus: Local Farebox	\$ 1,426.3	\$ 950.9	\$ 1,027.1	\$ 76.2
Locality Share - Sub-Total:	\$ 9,727.0	\$ 6,484.7	\$ 6,560.9	\$ 76.2
Plus: Federal Aid	\$ 7,959.9	\$ 5,306.6	\$ 5,591.0	\$ 284.4
State Aid	\$ 4,200.2	\$ 2,800.1	\$ 3,009.4	\$ 209.3
Total Revenue Contribution:	\$ 21,887.1	\$ 14,591.4	\$ 15,161.3	\$ 569.9
Operating Expenses:	\$ 21,887.1	\$ 14,591.4	\$ 15,085.1	\$ 493.7
Locality Budget Status to Date ¹ :				\$ 76.2

KPI

Farebox Recovery:	6.5%	6.8%
Farebox % of Budgeted Expense:		7.0%

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

FISCAL YEAR 2025 (\$ in thousands)	NORFOLK			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 21,795.0	\$ 14,529.9	\$ 14,529.9	\$ -
Plus: Local Farebox	\$ 4,191.4	\$ 2,794.3	\$ 2,359.0	\$ (435.3)
Locality Share - Sub-Total:	\$ 25,986.4	\$ 17,324.2	\$ 16,888.9	\$ (435.3)
Plus: Federal Aid	\$ 17,677.5	\$ 11,785.0	\$ 9,507.1	\$ (2,277.9)
State Aid	\$ 10,464.1	\$ 6,976.1	\$ 6,598.3	\$ (377.8)
Total Revenue Contribution:	\$ 54,128.0	\$ 36,085.3	\$ 32,994.3	\$ (3,091.0)
Operating Expenses:	\$ 54,128.0	\$ 36,085.3	\$ 32,774.9	\$ (3,310.4)
Locality Budget Status to Date ¹ :				\$ 219.4

KPI

Farebox Recovery:	7.7%	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 2025 (\$ in thousands)	PORTSMOUTH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 3,182.0	\$ 2,121.4	\$ 2,121.4	\$ -
Plus: Local Farebox	\$ 514.1	\$ 342.7	\$ 343.3	\$ 0.6
Locality Share - Sub-Total:	\$ 3,696.1	\$ 2,464.1	\$ 2,464.7	\$ 0.6
Plus: Federal Aid	\$ 3,747.3	\$ 2,498.2	\$ 2,306.2	\$ (192.0)
State Aid	\$ 1,730.1	\$ 1,153.4	\$ 1,148.2	\$ (5.2)
Total Revenue Contribution:	\$ 9,173.5	\$ 6,115.7	\$ 5,919.1	\$ (196.6)
Operating Expenses:	\$ 9,173.5	\$ 6,115.7	\$ 5,911.9	\$ (203.8)
Locality Budget Status to Date ¹ :				\$ 7.2

KPI

Farebox Recovery:	5.6%	5.8%
Farebox % of Budgeted Expense:		5.6%

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

FISCAL YEAR 2025 (\$ in thousands)	VIRGINIA BEACH			
	ANNUAL BUDGET	YEAR-TO-DATE		
		BUDGET	ACTUAL	VARIANCE
Locality Operating Share	\$ 8,725.9	\$ 5,817.3	\$ 5,817.3	\$ -
Plus: Local Farebox	\$ 1,354.5	\$ 903.0	\$ 891.8	\$ (11.2)
Locality Share - Sub-Total:	\$ 10,080.4	\$ 6,720.3	\$ 6,709.1	\$ (11.2)
Plus: Federal Aid	\$ 8,034.8	\$ 5,203.2	\$ 4,802.5	\$ (400.7)
State Aid	\$ 4,303.4	\$ 2,868.9	\$ 2,857.2	\$ (11.7)
Total Revenue Contribution:	\$ 22,418.6	\$ 14,792.4	\$ 14,368.8	\$ (423.6)
Operating Expenses:	\$ 22,418.6	\$ 14,792.4	\$ 14,335.4	\$ (457.0)
Locality Budget Status to Date ¹ :				\$ 33.4

KPI

Farebox Recovery:	6.1%	6.2%
Farebox % of Budgeted Expense:		6.0%

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

Contract No.: 25-00333	Title: Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount: Base Year: \$188,724.00 Four Option Years: <u>\$775,894.00</u> Total: \$964,618.00
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Acquisition Description: Enter into a renewal Contract with a qualified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for Hampton Roads Transit's (HRT's) hydraulic vehicle lifts, brake testing equipment, and related systems.

Background: HRT requires the services of an Occupational Safety and Health Administration (OSHA) certified Contractor to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for its hydraulic vehicle lifts, brake testing equipment, and related systems at various HRT locations. Under the terms of this agreement, the Contractor will provide properly trained and experienced hydraulic and electric lift maintenance technicians to perform all services, including the annual and semiannual inspections of all hydraulic lifts, brake testing machines, and air compressors. Additionally, during the first year of the Contract, the Contractor will provide operator training for the vehicle lifts.

Contract Approach: An Invitation for Bids (IFB) was issued on January 29, 2025. One (1) bid was received on February 25, 2025, from Hydraulic Service Company, Inc. A post-bid survey of vendors solicited concluded that most did not possess experience performing the type of work required, or on the specified equipment. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

After an evaluation of the bid received, HRT staff determined that Hydraulic Service Company 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 historical rates, Hydraulic Service Company's bid is deemed fair and reasonable. Additionally, the average year over year increase is approximately 2.5%. A contractor responsibility review performed confirmed that Hydraulic Service Company is technically and financially capable to perform the work.

Hydraulic Service Company is located in Portsmouth, VA and has provided similar services to Verizon throughout Virginia and Maryland; NAS Oceana in Virginia Beach, VA; and the cities of Portsmouth, Chesapeake, Virginia Beach, Suffolk, and Norfolk. Hydraulic Service Company has also performed similar services for HRT satisfactorily.

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

No DBE goal was established for this solicitation.

Contract No.: 25-00333	Title: Hydraulic Equipment Maintenance, Inspection, and Repair Services (Renewal)	Contract Amount: Base Year: \$188,724.00 Four Option Years: <u>\$775,894.00</u> Total: \$964,618.00
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Cost/Funding: This Contract will be funded with operating funds.

Project Manager: William Collins, Facilities Maintenance Manager

Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a Contract to Hydraulic Service Company, Inc. to perform scheduled and unscheduled maintenance, inspections, and emergency repair services for hydraulic vehicle lifts, brake testing equipment, and related systems in the not-to-exceed amount of \$964,618.00 over a five-year period.

Solicitation Results

Hydraulic Service Company, Inc.					
Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
\$188,724.00	\$186,997.00	\$191,456.00	\$196,198.00	\$201,243.00	\$964,618.00

Note: This amount includes a \$110,000.00 annual allowance for any miscellaneous services and unscheduled or emergency repairs that HRT may request during the Contract term but are not currently specified in the Scope of Work.

Contract No.: 25-00335	Title: Provision of Facilities Materials and Supplies (Renewal)	Contract Amount: \$453,960.00 1 yr. w/2 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to supply and deliver materials and supplies for Hampton Roads Transit's (HRT's) Facilities Department on an as needed basis.

Background: HRT requires the services of a qualified and reliable Contractor to supply and deliver materials and supplies to HRT's Facilities Department on an as needed basis. Under the terms of this agreement, the Contractor will provide all labor, materials, transportation, equipment, shipping, and facilities necessary to supply and deliver items ordered to various HRT locations. The Contractor will deliver all stock items, within seventy-two (72) hours of order placement, and specialty orders will have a pre-negotiated delivery date. Additionally, the Contractor will offer a discount percentage against their standard published catalog pricing for the period of the Contract.

Contract Approach: An Invitation for Bids (IFB) was issued on January 29, 2025. Two (2) bids were received on February 26, 2025, from the following firms:

- Global Equipment Company, Inc.
- Sid Tool Company, Inc. dba MSC Industrial Supply Company (MSC)

In response to the IFB, bidders were required to provide a discount rate to be applied on all HRT orders for the duration of the Contract. Following an evaluation of the bids received, HRT staff determined that MSC was the lowest responsive (in compliance with submittal requirements) and responsible (capable to perform) bidder; and is therefore eligible for award.

MSC's bid 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 MSC is technically and financially capable to perform the work.

MSC is located in Davidson, NC and provides similar services to the City of Houston, TX; the City of Detroit, MI; and the Chicago Transit Authority. MSC currently provides these services to HRT satisfactorily.

No DBE goal was established for this solicitation.

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

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

Project Manager: William Collins, Facilities Maintenance Manager

Contract No.: 25-00335	Title: Provision of Facilities Materials and Supplies (Renewal)	Contract Amount: \$453,960.00 1 yr. w/2 1-yr. options
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Contracting Officer: Jason Petruska, Senior Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Sid Tool Company, Inc. dba MSC Industrial Supply Company to provide facilities materials and supplies in the not-to-exceed amount of \$453,960.00 over a three-year period.

Solicitation Results

Bidder	Base Year Discount	Option Year 1 Discount	Option Year 2 Discount
Sid Tool Company, Inc. dba MSC Industrial Supply Company	5% - 35%*	5% - 35%*	5% - 35%*
Global Equipment Company, Inc.	10%	10%	10%

*Different discounts per product lines as opposed to a flat rate discount on everything purchased.

Contract No.: 24-00330	Title: Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts (Renewal)	Contract Amount: \$139,500.00 1 yr. w/3 1-yr. options
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Acquisition Description: Enter into a renewal contract with a qualified Contractor to furnish, fit, and distribute safety shoes, high visibility jackets, and high visibility t-shirts to Hampton Roads Transit (HRT) employees.

Background: HRT currently has a requirement to provide new safety shoes, high visibility jackets, and high visibility short sleeve t-shirts for approximately 155 bus and light rail employees, on an as needed basis. Each eligible employee is provided an annual voucher allowance in the amount of \$225.00 to purchase the aforementioned items. Additionally, HRT operates a receipt program which allows eligible employees to purchase the required items from a supplier of their choosing and submit the receipt to HRT for reimbursement. Under the terms of this agreement, the Contractor will visit HRT's facilities to physically measure individual personnel and to deliver ordered items in accordance with a predetermined schedule. The Contractor will also maintain updated records of each employee's orders to ensure that HRT is not charged for amounts in excess of employees' annual voucher allowances; and provide an option that allows employees to place orders electronically online.

Contract Approach: An Invitation for Bids (IFB) was issued on January 16, 2025. One (1) bid was received on February 18, 2025, from Virginia Shoe Clinic, LLC (VSC). A post-solicitation survey of vendors solicited concluded that most were not interested in submitting a bid due to not being able to provide all required items and/or not being able to physically service the required HRT locations. There was no indication that a re-solicitation to pursue more competition would have resulted in greater participation.

Bidders were required to provide unit prices for a list of the various apparel items required by HRT. After an evaluation of the bid received, HRT staff determined that VSC was responsive (in compliance with submittal requirements) and responsible (capable to perform); and is therefore eligible for award.

VSC's unit prices are deemed fair and reasonable based on a price analysis performed utilizing historical data and the independent cost estimate. A contractor responsibility review confirmed that VSC is technically and financially capable of performing the work.

VSC is located in Tappahannock, VA and provides similar services for SeaWorld Parks & Entertainment, Inc. in Williamsburg, VA and the County of Essex in Tappahannock, VA. VSC has also provided these services for HRT satisfactorily.

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

Contract No.: 24-00330	Title: Provision of Safety Shoes, High Visibility Jackets, and High Visibility T-Shirts (Renewal)	Contract Amount: \$139,500.00 1 yr. w/3 1-yr. options
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No DBE Goal was assigned for this solicitation.

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

Project Manager: John Nason, Director of Bus Maintenance

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Virginia Shoe Clinic, LLC for the provision of safety shoes, high visibility jackets, and high visibility t-shirts to HRT employees in the not-to-exceed amount of \$139,500.00 over a four-year period.

Contract No.: 23-00256	Title: Technology Staffing Services (Renewal)	Contract Amount: \$4,000,000.00 1 yr. w/4 1-yr. options
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Acquisition Description: Enter into a renewal contract with six (6) Contractors to provide Hampton Roads Transit's (HRT's) Technology Department with recruiting services to fulfill fulltime positions, temporary to permanent positions, and/or temporary or consultant positions, on a Task Order basis.

Background: As technology advances and HRT strives to move forward with systems to align with these advances, HRT's Technology Department has been challenged in the last couple of years to fill various Technology positions needed to support this advancement. These positions are either highly specialized (such as Microsoft Dynamics 365 Finance and Operations positions) or are positions in high demand (such as Business Intelligence Developers). These, and other types of Technology positions, have proven to be difficult to fill through normal recruiting processes.

HRT's Technology Department is comprised of in-house technical, functional, and business process staff and requires the services of a qualified Contractor to provide recruitment services for hard-to-fill Information Technology (IT) positions. The ideal Contractors are required to have the ability to access a robust network of technology candidates; a successful track record of recruiting hard-to-fill IT positions; and an understanding of the IT services and Hampton Roads' regional job market.

Under the terms of this agreement, the Contractors will provide recruiting services to assist with the fulfillment of full-time positions, on a contingency basis. These services include providing an in-depth screening and evaluation process of candidates on multiple levels prior to presentation to HRT. Additionally, the Contractor will provide temporary/consultant assistance to supplement and support HRT's existing staff with special projects in areas such as design and development, infrastructure services, and functional subject matter support.

Contract Approach: A Request for Proposals (RFP) was issued on October 12, 2023. Twenty-five (25) proposals were received on May 9, 2024, from the following firms:

- American Unit, Inc.
- Ampcus, Inc. (Ampcus)
- Apex Systems (Apex)
- Ascending, Inc.
- DataSoft Technologies, Inc.
- Diskriter, Inc.
- Eithacies, Inc.
- Elegant Enterprise-Wide Solutions, Inc.
- InfoJini, Inc.
- InstantService, LLC
- IntellectFaces, Inc.
- Lancesoft, Inc. (Lancesoft)
- Marathon Consulting
- Metanoia Solutions, Inc.
- Metropol Tech Consulting, Inc.
- My3Tech, Inc.

Contract No.: 23-00256	Title: Technology Staffing Services (Renewal)	Contract Amount: \$4,000,000.00 1 yr. w/4 1-yr. options
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- eMazzanti Technologies
- FAAZ Consulting, LLC
- FedTec, LLC (FedTec)
- Hays US Corporation (Hays)
- HonorVet Technologies
- Omega Solutions, Inc.
- Synkriom, Inc. (Synkriom)
- UISAT, LLC
- Uniplus Consultants, Inc.

In response to the RFP, proposers were required to provide rates for various job titles specified in the Price Schedule. The rates will be utilized by the successful Contractors to establish pricing for temporary staffing services, temporary to permanent hire, and direct hire services.

Upon review and evaluation of the technical proposals, six (6) firms were rated best to meet the Scope of Work requirements. The six (6) firms, Ampcus, Inc., Apex Systems, FedTec, Hays, Lancesoft, and Synkriom, were invited to discussions and negotiations in an attempt to achieve the most competitive pricing. At the conclusion of negotiations, Best and Final Offers (BAFOs) were requested.

After a review and analysis of the BAFOs received, a decision was made to award to all (6) firms, in order for HRT to have the ability to obtain the most skilled resources at the most favorable pricing. Their proposed rates were 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 confirmed that the six (6) firms are technically and financially capable to provide the services.

Ampcus is headquartered in Chantilly, VA and has provided similar services to Verizon in Ashburn, VA and throughout the United States; the Universal Service Administrative Company in Washington, DC; and AARP in Washington, DC. Ampcus has also provided similar services for HRT satisfactorily.

Apex Systems is headquartered in Virginia Beach, VA and has provided similar services to the City of Suffolk; City of Houston, TX; and the Texas Education Agency in Austin, TX.

FedTec is headquartered in Reston, VA and has provided similar services to Candor Solution LLC in McLean, VA; Skytech Consulting Services in Townson, MD; and New Generation LLC in McLean, VA.

Hays is headquartered in Tampa, FL and has provided similar services to Union Pacific Railroad in Omaha, NE; Citizens Bank in Providence, RI; and the Payment Systems for Credit Unions in St. Petersburg, FL.

Contract No.: 23-00256	Title: Technology Staffing Services (Renewal)	Contract Amount: \$4,000,000.00 1 yr. w/4 1-yr. options
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Lancesoft is headquartered in Herndon, VA and has provided similar services to Vastek, Inc. in San Diego, CA; ECQR Inc. in San Diego, CA; and BCVS Group in San Diego, CA.

Synkriom is headquartered in Piscataway, NJ and has provided similar services to ACII Group in Farmington, MI; Sanofi in Barrington, NJ; and Tech Mahindra in Farmington, MI.

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 by operating and grant funds, dependent upon the type of work being requested.

Project Manager: Glenda Dixon, Senior Director of ERP System and Services

Contracting Officer: Jessica White, Contract Specialist

Recommendation: It is respectfully recommended that the Commission approve the award of contracts to Ampcus, Inc., Apex Systems, FedTec, LLC, Hays US Corporation, Lancesoft, Inc., and Synkriom, Inc. to provide technology staffing services to HRT. The cumulative amount of all Task Orders issued under these Contracts will not exceed \$4,000,000.00 over the five-year period.

Contract No: 25-00342	Title: Trolley Bus Replacement	Contract Amount: \$11,602,948.00
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Acquisition Description: Join on an existing Commonwealth of Virginia, Division of Purchases and Supply (DPS) Contract No. CT010076 to procure fourteen (14) 29' Trolley 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 fourteen (14) 29' trolley buses to replace HRT's existing aging trolley buses. It should be noted that HRT is often precluded from entering into an intergovernmental agreement on existing state contracts as those agreements often do not include all of the contractual terms mandated by the Federal Transit Administration (FTA). However, DPS included the mandated federal terms in the State Contract, thus allowing HRT to order vehicles pursuant to this agreement.

Contract Approach: The original State Contract was competitively procured with a base unit price of \$491,871.00 for one (1) 29' Gillig bus. Unit prices for additional features/options were also established at the time of award of the State Contract. Gillig's unit price to HRT, including HRT selected options, is \$828,782.00. HRT's options include the trolley body style package, trolley oak wood seat package, driver protection barrier, video surveillance system, Tap Card Payment system, Vontas OnRoute Technology system, disc brakes, upgraded HVAC system, electric rear door, and a number of other additional upgrades.

Based on a price analysis conducted by DPS at the time of award of the State Contract, and the fact that the pricing was obtained in a competitive environment, Gillig's unit price is deemed fair and reasonable.

All FTA required pre-award audits and certifications confirming Buy America, final assembly, and motor vehicle safety standards have been received and verified.

Cost/Funding: This Contract will be funded with federal 5339 and 5307 and state grant and ACC funds.

Project Manager: Monique Battle, Operations Project and Contract Administrator

Contracting Officer: Sonya Luther, Director of Procurement

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Recommendation: It is respectfully recommended that the Commission approve the award of a contract to Gillig, LLC to procure fourteen (14) 29' trolley buses, in the total amount of \$11,602,948.00.

TRAC Board Report

March 2025

Hampton Roads Transit's Transit Riders Advisory Committee (TRAC) met on March 5, 2025, in Norfolk. The meeting was convened at 6 p.m.

TRAC members in attendance were Heather Cutrone and Karl Burden El-Bey.

HRT staff in attendance were Antoinette White, Kevin Brown, Henry Ryto, and Rodney Davis.

The January minutes were not approved for lack of quorum.

The planned Legislative update was postponed until the May meeting.

Antoinette White gave a briefing on the May service board. Among the highlights:

1. Northside work trips will be adjusted to reflect Newport News Shipyard's new shift hours.
2. Route 33 will no longer provide service to Atlantic Avenue/68th Street. The Route 35 will provide service to Atlantic/68th through the end of the summer season.
3. Route 104 will no longer deviate after 7:30 p.m.
4. Route 22 will terminate at Shore & Pleasure House. Route 36 will be extended to the Joint Base and interlined with Route 1.
5. Route 31 will be extended northward to Atlantic & 18th Street.
6. Route 41 will provide service to the Portsmouth Jail Monday through Friday between 4 p.m. and 10:30 p.m.
7. Route 33 will end at Parks & 19th. In season, Friday through Sunday, the 33 will operate every 30 minutes.
8. Route 58 will be adjusted to improve transfer opportunities at Liberty & Seaboard.

During his Director's Remarks, Rodney Davis discussed TRAC CAFs, the Customer Service calendar and the recent snow event.

During her Chair's Remarks, Interim Chair Heather Cutrone thanked the staff for their support.

During the Roundtable:

1. Carl Burden El-Bey said he was excited about serving on TRAC and looks forward to participating.
2. Antoinette White explained that the Snow Routes were developed based on coordination with the cities on their prioritization of streets to be plowed during a snow event.
3. Rodney Davis discussed his observations during the most recent snow event and the upcoming ABBG survey.

The meeting adjourned at 6:45 p.m.

March 27, 2025

TDCHR Regular Meeting

Amendment to Transit Strategic Plan - Annual Update (FY2026-2035)

Background

The Hampton Roads Regional Transit Program is documented in the Transit Strategic Plan (TSP) of the Transportation District Commission of Hampton Roads (TDCHR), pursuant to Code of Virginia § 33.2-2600.1. The Program encompasses transit capital and operating costs that are eligible to be funded by the Hampton Roads Regional Transit Fund.

The RTS program of services includes routes 45 and 47. Rolling stock on these routes is eligible for HRRTF funding under the provisions of the Code of Virginia § 33.2-2600.1.

Additionally, disruptive events may occur if federal funds used to support baseline service levels on RTS routes become temporarily delayed. This provision would allow HRT to coordinate with HRTAC to obtain temporary regional funding support for sustaining operations until such time as due federal funds are received.

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Page 98

Insert: *“In addition, HRT may apply to HRTAC for funds that support replacement buses used to operate Routes 45 and 47.”*

Page 100

Insert: *“HRT may also submit an application to HRTAC for temporary HRRTF funding support in the case of emergency conditions. Such conditions include periods of declared states of emergency, or a circumstance in which federal formula funds that are normally available to support the operations and maintenance of a core regional network of transit routes and related infrastructure, rolling stock, and support facilities (i.e., the Hampton Roads Regional Transit Program), become temporarily unavailable for reasons of a protracted federal government shutdown or unforeseen federal actions that result in significant delays in HRT receiving federal funds. Any temporary support provided by HRTAC and utilized by HRT in the form of emergency funding would be reciprocated back to HRTAC when equivalent delayed federal funds become available.”*

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