

**MOTION:**

**SECOND:**

**RE:            AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE EXISTING KEOLIS TRANSIT AMERICA CONTRACT TO OPERATE FIXED ROUTE BUS AND PARATRANSIT OPERATIONS AND MAINTENANCE SERVICES FOR OPERATIONAL COSTS RELATED TO THE WESTERN FACILITY AND ONGOING COVID-19 MITIGATION**

**ACTION:**

**WHEREAS**, on July 2, 2020, the Potomac and Rappahannock Transportation Commission (“PRTC” “Commission”) authorized the Executive Director to execute a five (5)-year contract with Keolis Transit America (Keolis) to operate OmniRide’s fixed route bus and paratransit operations and provide maintenance services to its fleet operating out of one maintenance facility in Woodbridge; and

**WHEREAS**, this approach ensured there would be sufficient funds for operating expenses for the 2021 fiscal year with the understanding the western maintenance facility would be brought online later in calendar year 2021; and

**WHEREAS**, PRTC tasked Keolis with taking a critical look at its prior proposed approach (pre-COVID-19) based on the proposed service levels for FY2022; and

**WHEREAS**, this contract amendment allows for sufficient flexibility for the following operational adjustments:

- annual operating costs based on projected service hours for fixed route and paratransit services;
- contingency funding to allow for ongoing enhanced cleaning of vehicles and facilities;
- strategic and extra-board operators, with key operations staff to accommodate ad-hoc expansion of service based on ridership demands; and

**WHEREAS**, the contract amendment will result in an increase to the platform hourly rate, however, the increase was expected and, therefore, included in the proposed FY2022 budget; and

**WHEREAS**, should service levels increase to near pre-pandemic levels, an additional contract amendment may be warranted to ensure service levels are maintained and remain within budget; and

**WHEREAS**, the contract amendment will be reviewed by PRTC’s legal counsel and in a form approved by legal counsel.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to execute an amendment to the existing Keolis Transit America contract to operate fixed route bus and paratransit operations and maintenance services for operational costs related to the opening of the western maintenance facility and ongoing COVID-19 mitigation.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**


**Alternate Present Not Voting:**


**Absent from Meeting:**



March 25, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant   
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorize the Executive Director to Execute an Amendment to the Existing Keolis Transit America Contract to Operate Fixed Route Bus and Paratransit Operations and Maintenance Services for Operational Costs Related to the Western Facility and Ongoing COVID-19 Mitigation

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**Recommendation:**

Authorize the Executive Director to execute an amendment to the existing Keolis Transit America contract to operate Fixed Route Bus and Paratransit Operations and Maintenance services for operational costs related to the western facility and ongoing COVID-19 mitigation.

**Background:**

On July 2, 2020 the Commission authorized the Executive Director to execute a five (5)-year contract with Keolis Transit America (Keolis) to operate OmniRide's fixed route and paratransit operations, as well as provide maintenance services to its fleet, operating out of one maintenance facility in Woodbridge. At that time, the COVID-19 pandemic was impacting service drastically and the financial picture for the organization was unclear. This approach ensured there would be sufficient funds for operating expenses for the 2021 fiscal year with the understanding the western maintenance facility would be brought online later in calendar year 2021, which allowed adequate time to budget for expenses related to the western facility. As the transportation landscape has become clearer and service reallocations have been made, the first day of operations from the western maintenance facility will be June 7, 2021.

PRTC tasked Keolis with taking a critical look at its prior proposed approach (pre-COVID) based on the proposed service levels for FY22. Keolis developed its cost model based on:

- Existing service levels and cost management learned since contract start-up on Nov 1, 2020.
- The near-term volume of services operating from each of the two facilities.
- Ongoing COVID-19 mitigation and continuation of enhanced cleaning of vehicles and facilities.

- No direct employee layoffs from Keolis or its sub-contractors due to adjustments in service levels.

The contract amendment will result in an increase to the current platform hourly rate however, the increase related to operating out of two facilities was expected and, therefore, included in the FY2022 proposed budget.

This contract amendment allows for sufficient flexibility for the following operational adjustments:

- Annual operating costs based on projected service hours for fixed route and paratransit services;
- Contingency funding to allow for ongoing enhanced cleaning of vehicles and facility;
- Strategic and extra-board operators, with key operations staff to accommodate ad-hoc expansion of service based on ridership demands. (PRTC maintains formal control of formalized service levels however, this permits Keolis some flexibility to meet unpredictable service needs. All operating hours of service are at a pass-through rate, so there is no financial incentive to operate unproductive revenue hours.)

Should service levels increase to near pre-pandemic levels, an additional contract amendment may be warranted to ensure service levels are maintained and within budget.

The contract amendment, currently being drafted, will be reviewed by PRTC's legal counsel and will be in a form approved by legal counsel.

Fiscal Impact:

An increase to the platform hourly rate, as a result of operating out of two facilities, was expected and, therefore, included in the FY2022 proposed budget.