

Board of Directors Monthly Meeting

**Wednesday, September 20, 2023 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, September 20, 2023 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, June 28, 2023		3
Recognitions	Carm & Jayme	
30 Years – Thomas Alesandrini, Transportation Supervisor, STAR		
30 Years – Richard Nasso, Jr., Manager of Safety & Training		
35 Years – Joseph Landy, Transportation Superintendent, Troy		
Committee Reports: (Action Items Listed)		
Board Operations Committee (9/6/23)	Jayne Lahut	
Performance Monitoring/Audit Committee (9/13/23)	Dan Lynch	
• Resolution 30 - Approve Purchase of Articulated Buses		9
• Resolution 31 - Approve Contract for RRS Garage Maintenance		11
• Resolution 32 - Approve Contract for <i>FLEX Plus</i> Pilot Program		16
Community & Stakeholder Relations Committee (9/14/23)	Patrick Lance	
Strategic & Operational Planning Committee (9/14/23)	Peter Wohl	
Chief Executive Officer’s Report	Carm Basile	21
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, October 25, 2023 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn	Jayne Lahut	

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
(And its Subsidiaries)
110 Watervliet Avenue, Albany, New York and Microsoft Teams**

MINUTES OF WEDNESDAY, JUNE 28, 2023 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman

Daniel C. Lynch
Peter D. Wohl
David M. Stackrow

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent
Patrick M. Lance
Denise A. Figueroa, Treasurer

MEMBERS EXCUSED

Jaclyn Falotico

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Mike Colins, VP Finance & Administration
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Jaime Kazlo, Director of Corporate Communications
Gary Guy, Director of Transportation
Jack Grogan, Director of Risk Management
Kelli Schreivogl, Director of Human Resources
Stacy Sansky, Director of Procurement

Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Ross Farrell, Director of Planning
Jeremy Smith, Director of Facilities
Dave Williams, Director of Maintenance
Rich Cordero, Director of Service Quality
Rich Nasso, Manager of Safety and Training
Thomas Guggisberg, Director of IT
Zachary Stever, President ATU Local 1321
Vanessa Fox, Executive Assistant

CALL TO ORDER - At 12:02 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE May 31, 2023 BOARD MEETING MINUTES

Motion – Mr. Lynch
Seconded - Mr. Criscione
Carried Unanimously

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:
20 Years – Michael Gambrell, Albany Operator & Secretary ATU Local 1321
20 Years – Richard Cohen, Schenectady Supervisor
35 Years – Steve Moquin, Albany Facilities Master Technician
35 Years – Theodore Rores, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut
Operations Committee met on Wednesday, June 14, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Consent Agenda Item

Renaming the Rensselaer Rail Station –

- Several community leaders, including Assemblymember John McDonald and Mark Eagan of the Capital Region Chamber approached us with the idea of naming the Rensselaer Rail Station after the late Senator Joseph L. Bruno.
- Senator Bruno was born and raised in the Capital Region and was a champion for upstate New York. He was an advocate for improved infrastructure and he was a supporter of the Rensselaer Rail Station.
- He and his staff were very helpful during construction of the station, and they helped secure valuable funding to get the project over the finished line.
- A few of us met with the group advancing this idea and they made a very compelling case. Based on that the Board Operations committee recommends we name Rensselaer Rail Station after Senator Joseph L. Bruno.
- An appropriate ceremony will be scheduled.

Motion – Mr. Stackrow

Second – Mr. Wohl

Carried Unanimously

Administrative Discussion Items

- We reviewed the agendas and activities for the June meetings.
- Carm provided an update on a couple of end-of-session bills that were passed and are expected to be signed by Governor Hochl.
- One bill which will make it easier for non-profit operators to acquire car sharing insurance was passed. The other bill will amend the Public Authorities Law to include Warren County as a member of the Authority.
- Carm reviewed the year-end report for the company workplan. Lots of accomplishments during the year as CDTA continues to move forward.
- The next meeting of the committee is scheduled for Wednesday, September 6, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Dan Lynch

Performance Monitoring Committee met on Wednesday, June 21, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution 24 – 2023 - Approve Contract for Commuter Buses

- We need to replace two commuter buses as part of our fleet replacement program. These buses are used for Northway and Thruway Express services. We will acquire the buses off the Commonwealth of Virginia contract but will purchase them directly from Motor Coach Industries. Delivery is expected in early 2024.

- The Authority hereby approves the purchase of two vehicles from Motor Coach Industries, Inc. of Schaumburg, IL for a total price of \$1,762,435.

Motion – Mr. Wohl
 Seconded – Mr. Criscione
 Carried Unanimously

Resolution 25 - 2023 – Approve Purchase of 40 Foot Buses

- This is our annual order of 40’ buses, which is part of our fleet replacement program. We have a five-year contract with Gillig to purchase vehicles. Staff recommends purchasing 18 vehicles; there has been a 10% price increase, 5% more than the contract allows due to hyperinflation and the cost of raw materials. The committee discussed this. Delivery is expected in summer 2024
- The Authority hereby approves the purchase 18, 40’ buses from Gillig, Livermore, CA for a price of \$10,977,314.

Motion – Mr. Stackrow
 Seconded – Mr. Wohl
 Carried Unanimously

Resolution 26 - 2023 – Approve Contract for RRS Parking Management Services

- Our contract with Republic Parking at the Rensselaer Rail Station is about to expire; a request for proposals was issued and four firms responded. Staff reviewed proposals and recommends Republic Parking, our incumbent.
- The committee had a good discussion about the proposing firms and agreed to move the recommendation to the full board.
- The Authority hereby approves a three-year contract with two optional one-year extensions to Republic Parking of Chattanooga, TN for an amount not to exceed \$2,420,000.

Motion – Mr. Criscione
 Seconded – Mr. Stackrow
 Carried Unanimously

Resolution No. 27 - 2023 – Approve Contract Extension for WWBRT Design & Construction

- Our design and construction contract with Creighton Manning is expiring and an extension is needed to complete the WWBRT project. The extension allows for post-design changes, a roundabout at Crossgates, and other improvements, including Harriman station.
- The contract is not a guarantee of work, and tasks will be approved on a case-by-case basis. Costs are under budget in the Small Starts grant that funds this project.
- The Authority hereby approves a two-year contract extension with two, one-year extensions to Creighton Manning of Albany, for an amount not to exceed \$6,225,000.

Motion – Mr. Wohl
 Seconded – Mr. Stackrow
 Carried Unanimously

Resolution No. 28 - 2023 – Approve Contract for On-Call Planning Services

- We continue to grow our service area and need assistance to undertake new projects to enhance our network. We issued a request for proposals for on-call planning services to engage in a variety of planning tasks. We received 20 proposals.

- Staff reviewed proposals and recommends awards to eight firms we can select from based on specific needs (much like panel counsel in the Legal Department).
- The Authority hereby approves three-year contracts with two optional one-year extensions not to exceed \$150,000 per year, to FHI Studio; Sam Schwartz Engineering; MJ Engineering & Land Surveying; Bergmann Architects; CHA Companies; Creighton Manning Engineering; Arcadis IBI Group; and Kittelson & Associates.

Motion – Mr. Criscione
 Seconded – Mr. Wohl
 Carried Unanimously

Resolution No. 29 - 2023 – Approve Drug & Alcohol Policy

- The annual review of the Drug & Alcohol Policy is required by federal regulations and CDTA requirements. There was one regulatory change and one administrative change made to the policy document. The revised policy is included in your packet.
- The Authority hereby approves the Drug & Alcohol Policy.

Motion – Mr. Wohl
 Seconded – Mr. Stackrow
 Carried Unanimously

Administrative Discussion Items

- Rich Nasso gave the annual report on accidents. There were 447 accidents in FY2023, a slight increase from last year. The most common preventable accidents (40% of them) occurred on property. Initiatives for FY24 to reduce accidents include:
 - Introducing a “hands-on” defensive driving program
 - Phase two Pilot of a mirrorless bus
- Jack Grogan gave the Annual Workplace Safety report. Work injuries decreased a bit this year with the most common injuries to the back and shoulder. Overall workers’ compensation costs decreased \$460,000. Workplace initiatives for FY24 include:
 - Strengthen claims management by determining root cause.
 - Immediate employee contact after reported incidents.
- Mike Collins gave the Monthly Management Report. MRT is 16% under budget but has trended higher over the past four months. Customer revenue was slightly under budget and RRS revenue is up 10% for the year. Wages were under budget because of continuing headcount challenges. We are in a good financial position.
- Chris Desany gave the Non-financial Report. Fixed route ridership is up 24% this month, and 25% for the year; STAR ridership is up 14% for the month and 11% for the year; Fixed route on-time performance was at 71%; and STAR on-time performance was at 80%.
- We changed how we report missed trips from an actual number to a percentage. We missed 0.6% of all scheduled trips. Many other similar size transit properties report missing 5% or more of their scheduled trips.
- Next meeting of the Committee is scheduled for Wednesday, September 13, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Dave Stackrow.
Community and Stakeholder Relations Committee met on Thursday, May 25, 2023 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided an update on our recent community value survey, which outlined how CDTA is perceived in the business community. Trans Pro interviewed more than 20 business leaders in the Capital Region.
- Questions centered around CDTA's relevancy in the community, how we are perceived in the community, and how our services benefit the region.
- The results of the survey were outstanding and showed that business and community leaders value CDTA and the services we provide. They acknowledge that we are an integral part of the communities we serve and would like to see that continue.
- Some areas for improvement were suggested, included providing more reduced fare services to disadvantaged or underserved populations in the community. A random survey directed towards individual households is currently underway, with results expected in the next quarter.
- Jon also provided an update on our summer services, which will begin to roll out on June 28. Includes - Saratoga Seasonal Trolley, OGS Ride the Plaza tours, the Schenectady Nature Bus, and service to Grafton Lakes State Park. These services connect our communities, especially young people who may not be able to take advantage of summer activities without the services.
- Jaime Kazlo provided the monthly earned media and community engagement report. Last month, CDTA earned 15 media placements in television and newspaper. Stories focused on the legislation to adopt Warren County into our charter so we can provide service there, coverage of our CDTA job fair held, and our involvement with several community activities.
- CDTA participated in a number of local events to highlight our work, including the Pride Parade, Juneteenth festivities in Albany and Memorial Day parades. We are assisting Schenectady County with their early voting schedule.
- Jaime outlined social media engagement and provided statistics for the last month. we saw an increase of 450 followers on our Facebook page, bringing the total number of followers to almost 7,000. Top posts included get to know the Nature Bus, and information on our merger with Warren County.
- Looking ahead, we will continue to promote service changes which took effect on June 25 and preparing for the one-year anniversary of service in Montgomery County (August).
- Next meeting of the Committee will be on Thursday, September 14, 2023 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione
The Strategic and Operational Planning Committee met on Thursday, May 25, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Summer/Fall Service Change

- Ross Farrell reviewed the planned service changes for this June, September, and November. The Planning department works closely with Business Development and Transportation to collect, analyze, implement, and monitor service recommendations.

- The theme of the day is to improve service to existing customers and create new service for potential ones. This is accomplished by targeting a combination of high ridership routes, having a positive impact on coverage, and driver availability.
- Much of the seasonal work was discussed in the Community & Stakeholder Relations Committee meeting. June service changes include improving the 100 and 106 belts, the 114 on Washington Avenue, and two Amsterdam Routes. The changes in Amsterdam will help us build a foundation for providing service along Route 5S (distribution centers) later in the year. We will also be adding trips to the shopping buses and the Red Line BRT.
- In September, we will add service to the 87, 114, and 351. We will also look at connecting to FMCC and the centers on 5S. Additionally, will be adding service in Albany and Schenectady, and adjusting the Blue Line BRT.
- In November will be launching the anticipated Washington/Western BRT and modifying the local routes along the corridor.
- Next meeting of the Committee will be on Thursday, September 14, 2023 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for June 2023.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, September 20, 2023 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:52 PM

Motion – Mr. Wohl
 Seconded – Mr. Lynch
 Carried Unanimously

Respectfully submitted,

Georgeanna M. Nugent, Secretary

Dated: June 28, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 30 - 2023**

Approve the Purchase of Two Articulated Buses

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including fixed route service, and

WHEREAS, it has been determined to be in the best interests of the Authority to utilize higher-capacity articulated buses on certain high-volume routes, to alleviate crowding and offer an improved customer experience, and

WHEREAS, in October 2020, after competitive solicitation, a five-year contract was awarded to New Flyer of America, Inc. (“New Flyer”) for the purchase of articulated buses, and

WHEREAS, the Authority currently requires two (2) fixed route revenue vehicles for the Route 905 BRT, and

WHEREAS, Authority staff recommends purchasing two (2) articulated buses from New Flyer of America, Inc. of Winnipeg, MB Canada, at a cost of \$958,817 per vehicle, including an extended engine warranty, for a total cost of \$1,917,634, with anticipated delivery in the fall of 2024.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the purchase of two (2) articulated buses from New Flyer of America, Inc., at a total cost of \$1,917,634, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds will be from the Red Line Upgrade grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 20th day of September, 2023.

Dated: September 20, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Articulated Buses
Committee: Performance Monitoring/Audit
Meeting Date: September 13, 2023

Objective of Purchase or Service:

Each year we replace vehicles that have reached the end of their useful life with an equal number of new vehicles. We propose to replace two 40' vehicles with two articulated vehicles to increase customer capacity on the Route 905 BRT. The useful life of this vehicle style is 12 years/500,000 miles.

Summary of Staff Proposal:

Articulated buses were competitively procured through the Request for Proposal (RFP) process in October 2020. This contract was awarded to New Flyer of America and staff is recommending the purchase of two vehicles.

Financial Summary/Cost:

Description	Unit Cost	Quantity	Total Cost
Articulated Bus	\$953,717	2	\$1,907,434
Cummins Extended Warranty	\$5,100	2	\$10,200
TOTAL:	\$958,817	2	\$1,917,634

The total cost for two articulated buses is \$1,917,634 to be funded through the Red Line Upgrade grant.

Proposed Action:

I recommend purchasing two articulated buses at a cost of \$958,817 per vehicle, including an extended warranty for engines. This represents a 4% price increase from 2022. The vehicles will arrive painted and branded with delivery expected next fall (2024).

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 31 - 2023**

Approve Contract for RRS Garage Maintenance

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities within the Capital District Transportation District, and

WHEREAS, the Authority currently owns and operates a parking facility at the Rensselaer Rail Station (RRS), and

WHEREAS, Public Authorities Law section 1307(5) empowers CDTA to maintain and repair its facilities, and

WHEREAS, in 2022, a structural assessment of the garage and parking deck was performed that yielded a long-term maintenance plan to prolong the life of the structure, and

WHEREAS, competitive bids were duly received and James H. Maloy, Inc. of Loudonville, NY, was the lowest responsive bid and alternate and it was reviewed for accuracy and completeness by our consulting engineer, and

WHEREAS, staff recommends awarding a contract to James H. Maloy, Inc. of Loudonville, NY, for expansion joint replacements and other general repairs at the RRS, in an amount of \$352,940 plus 20% contingency for a total value of \$423,528.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the award of a contract to James H. Maloy, Inc. of Loudonville, NY, for expansion joint replacements and other general repairs at the RRS for a total amount of \$423,528, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the contract documents.
3. The source of funds will be from internal capital funds specifically allocated for this maintenance.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 20th day of September, 2023.

Dated: September 20, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract for Rensselaer Rail Station Garage Maintenance
Committee: Performance Monitoring/Audit
Meeting Date: September 13, 2023

Objective of Purchase or Service:

To enter a contract with James H. Maloy, Inc. to perform maintenance work on the Rensselaer Rail Station (RRS) garage, including replacing the expansion joints on the top deck.

Summary of Staff Proposal:

The Rensselaer Rail Station is one of the busiest stations in the country. We own and operate surface parking lots and a garage at the station. These accommodations allow for safe and efficient movement of people and vehicles to and from the facility. It is important for any major asset to be maintained in a state of good repair, and the parking garage is no exception.

To protect the deck surface and the garage underneath, we replaced the top deck membrane in 2019. At the time, the large lateral expansion joints were not replaced.

We performed a structural assessment of the garage and parking deck in 2022. That assessment yielded a long-term maintenance plan to prolong the life of the structure. The recommendations included:

- Repair/replacement of expansion joints
- Repair/replacement of fence posts and panels
- Repair spalling concrete
- Repair concrete sidewalk and membrane
- Replace the expansion joint on Herrick Street bridge (bid alternate 1)
- Replace section of concrete slab on Herrick Street bridge (bid alternate 1)
- Repair spalling concrete on light pole bases

An Invitation for Bid (IFB) for this work was issued in June 2023. It was downloaded 29 times and three bids were received. James H. Maloy, Inc. was the low bidder on the base bid and all alternates. The quote was reviewed for accuracy and completeness by our consulting engineer.

References were satisfactory. Maloy is our contractor for building the Washington-Western BRT stations and the Crossgates roundabout. All work has been performed on schedule and on budget, and we are very satisfied with their work.

Financial Summary/Cost:

The base bid plus alternate 1 has a cost of \$352,940. The cost is covered by internal capital funds specifically allocated to these tasks.

Proposed Action:

I recommend that a contract be awarded to James H. Maloy Inc. of Loudonville, NY, for expansion joint replacements and other general repairs at the Rensselaer Rail Station in an amount of \$352,940, plus 20% contingency for a total value of \$423,528.

Manager:

Jeremy Smith, Director of Facilities

Copy: Vice President of Planning and Infrastructure

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance ___ Goods, Commodities & Supplies ___ Bus Purchase
___ Services & Consultants ___ Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
___ Fixed Fee For Services: Time and materials - open value
___ Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
___ Open Purchase Contract: Commitment on specifications and price but no obligation to buy
___ Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$423,528 (Not to Exceed)

4. **PROCUREMENT METHOD (check one):**

___ Request for Proposals (RFP) Invitation for Bids (IFB) ___ Other

5. **TYPE OF PROCEDURE USED (check one):**

___ Micro Purchases (Purchases up to \$2,499.00) ___ Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) ___ Request for Proposals (RFP)
___ Professional Services (Over \$25,000) ___ Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 29 or Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?	Yes	<u>No</u>	
Number of D/MWBEs bidding/proposing		<u>0</u>	
D/MWBE Certification on file?	Yes	No	<u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>No</u>	
Number of D/MWBE Subcontractors		_____	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** James H. Maloy, Inc.
421 Albany Shaker Road PO Box 11016
Loudonville, NY 12211

8. **SOURCE OF FUNDS:** Internal Capital Funds

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**

Non-Collusion Affidavit of Bidder	(Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(Yes, No, N/A)
Disclosure of Contacts (only RFPs)	(Yes, No, <u>N/A</u>)
Certification with FTA's Bus Testing Requirements	(Yes, No, <u>N/A</u>)

10. **RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**

Stacy Sansky, Director of Procurement DATED: September 13, 2023



Bid Summary



Contract Name: **Rensselaer Rail Station Expansion
Joint Repair & Replacement**

Contract No: **CDTA FAC 214-2000**

Date/Time of
Opening: **August 8, 2023, 1:00PM EST**

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: James H Maloy, Inc. Address: 421 Albany Shaker Rd PO Box 11016 Loudonville, NY 12211 Contact: Peter J Maloy Email: pmaloy@jhmaly.com Phone: 518.438.7881	Lump Sum Base Bid \$294,340	Alt 1: Herrick St Bridge Expansion Joint & Concrete Slab Replacement Alternate 1: \$58,600 Alt 2: Stair Tower Drainage Improvements Alternate 2: \$87,500	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: PCC Contracting, Inc Address: 1861 Chrysler Ave Schenectady, NY 12303 Contact: Michael K Lock Email: mlock@pcccontracting.com Phone: 518.785.8000	Lump Sum Base Bid \$299,493	Alt 1: Herrick St Bridge Expansion Joint & Concrete Slab Replacement Alternate 1: \$83,285 Alt 2: Stair Tower Drainage Improvements Alternate 2: \$99,500	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: W.M. Schultz Construction, Inc. Address: 831 Rt 67 Curtis Lumber Industrial Park Bldg 28A PO Box 2620 Ballston Spa, NY 12020 Contact: Michael J Conaway Email: mconaway@wmshultz.com Phone: 518.885.0060	Lump Sum Base Bid \$669,400	Alt 1: Herrick St Bridge Expansion Joint & Concrete Slab Replacement Alternate 1: \$123,500 Alt 2: Stair Tower Drainage Improvements Alternate 2: \$163,000	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: Phone:	Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: Phone:	Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: Phone:	Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 32 - 2023**

Approve Sole Source Contract for *FLEX* Plus Pilot Program for RRS

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Authority is committed to the development of a broad variety of sustainable transportation options in the Capital Region, and

WHEREAS, the Authority now desires to initiate regular on-demand transit service that connects Rensselaer Rail Station customers to downtown Albany using the flexible service module, and

WHEREAS, the “FLEX Plus” program is an opportunity to expand the Authority’s network of services and will operate from the Rensselaer Rail Station (“RRS”) to downtown Albany locations such as Albany City Hall, Empire State Plaza, Albany Medical Center and the Capitol complex, and

WHEREAS, The Routing Company’s ‘Pingo’ is a mobile application platform built specifically for transit connections, serving as a communication and scheduling tool allowing customer trips to begin or end at the RRS and align with their train departure, and

WHEREAS, the Authority will operate up to three accessible FLEX Plus vehicles where customers can pre-book trips through the Pingo App, and

WHEREAS, the FLEX Plus service will require interconnectivity between train and bus schedules and software, a specialized service provided by the Pingo platform,

WHEREAS, due to these connectivity issues, it is in the best interests of the Authority to enter into a sole source contract with The Routing Company, and

WHEREAS, staff recommends the purchase of a software package from The Routing Company of Cambridge, MA, with a total Year One cost of \$57,000 including monthly licenses, technical support and implementation.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one-year sole source contract with a second-year option, at CDTA’s discretion, to The Routing Company of Cambridge, MA, for On Demand software and support services to support a FLEX Plus pilot program for a total amount not to exceed \$400,000, subject to the contractor’s compliance with all contract terms and requirements.

2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from New York's Innovative Mobility Initiative.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 20th day of September, 2023.

Dated: September 20, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Pilot FLEX Plus Program for RRS – Downtown Albany
Committee: Performance Monitoring/Audit
Meeting Date: September 13, 2023

Objective of Purchase or Service:

Initiate regular transit service between Rensselaer Rail Station and downtown Albany. Because we want to use our flexible service module, this will require an on-demand solution using a geofenced approach for customers.

Summary of Staff Proposal:

We have struggled to find a good transportation solution for service between Rensselaer Rail Station and downtown Albany. When RRS opened more than 20 years ago, we contracted with a local cab company to provide exclusive service (they paid us to do this). When ridesharing surpassed cabs, we engaged in a relationship with LYFT, but that never developed into a solution that worked (UBER is also available). Fixed route transportation services do not line up with train arrivals and departures, so that never worked for travelers, especially day trippers or short stays.

We would like to introduce a flexible service option under the FLEX brand. It will be geofenced with the primary destination being downtown Albany. It will be important to introduce it via a mobile application platform that serves as a communication and scheduling tool. We would like to pilot with The Routing Company who have been helpful in the development of this work.

The Routing Companies' 'Pingo' mobile application platform is built for transit connections, with real-time feeds and multi-modal journey planning. The platform can hybridize fixed-route and on-demand operations to use deviations and comes with hands-on support.

We will operate up to three *FLEX* vehicles moving customers between Rensselaer Rail Station and downtown Albany. The software can ensure that all trips begin or end at the station. Customers getting dropped off at the station will have their arrival time align with their train departure through TRC's software. Customers can pre-book trips through the Pingo App. They will be directed to virtual stops in the geo-fenced area in Downtown Albany. It will be accessible for people with disabilities.

Customer trips will be shared rides and include an on-board time cap to ensure connections. Stops will be no more than a 1/4-mile from the destination (in Albany). Popular locations will include Albany City Hall, Empire State Plaza, Albany Medical Center, and the Capitol complex. The service will operate on weekdays from 6:00am – 9:00pm.

Financial Summary/Cost:

Our cost will be \$300,000 – \$400,000 encompassing maintenance, software, technical support, and operating costs. The pilot will be funded from New York's Innovative Mobility Initiative.

Proposed Action:

I recommend one-year contract with a second-year option at CDTA's discretion to The Routing Company of Cambridge, MA for On Demand software and support service to support a FLEX Plus pilot program.

Manager:

Jonathan Scherzer, Director of Business Development



Memorandum

September 20, 2023

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for September

Overview

With summer fading into the rear-view mirror, we are excited to resume a full calendar of activities that support CDTA growth and development. As you can see in this report, the work of our company continued through the summer but at a slower pace. In any season, we are growing our footprint, extending our reach, and improving our menu of services. This provides us with a foundation for a productive season as we look for more partnerships, growth and success.

We are nearing the completion on a couple of major capital projects – the Gateway Mobility Hub and the Purple Line Bus Rapid Transit line. Both are signature projects that highlight the work we do to introduce innovative services and programs, to integrate our work into the communities we serve, and to extend CDTA partnerships and relationships throughout the region.

The mobility hub concept grew out of board discussions at a strategic planning retreat several years ago. It led to construction of the Gateway Hub in downtown Schenectady and consideration of hubs in Albany and Troy. Mobility Hubs are uniquely designed for each location, and they are intended to become focal points of CDTA mobility. They will be comfortable and convenient for customers and the neighborhoods they serve. Some will be large, some will be small, but each one will be designed with customers and the community in mind. The Gateway Hub will be a larger center, offering covered waiting areas for customers using the 10 bus routes that will serve it. The hub will be home to CDPHP *Cycle!* bikes and *Drive* cars. Landscaping, lighting, wayfinding signage and security enhancements are part of the hub, which is consistent with developments that surround it. The Hub includes a restroom for our employees; we expect a ribbon cutting in November.

The Purple Line will join our BRT family and complete our work to develop a 40-mile network of Bus Rapid Transit in the region. Most of the infrastructure work is complete on the corridor, including our first dedicated busway, our first roundabout along with gleaming stations, pylons and customer features – all displaying the purple and silver branding scheme. Articulated buses, also silver and purple, are ready for service and our staff is putting the finishing touches on collaterals to promote the Purple Line. Development of this 40-mile network is remarkable and everyone should be proud of this accomplishment. We are the only transit system in the state (north of the MTA) with BRT service, the only one with a dedicated busway, and the only one that was bold enough to take on construction of a roundabout at one of the most difficult intersections in the region. The Purple Line will open in November.

Expansion of our service area continues at full speed in Warren County. Our staff spent the summer laying the groundwork to merge the Greater Glens Falls Transit system into CDTA.

A few days ago, Governor Hochul signed a bill that modifies the public authorities law to allow Warren County to join CDTA. For now, our efforts are focused on developing an appropriate management structure to support the operation. In the coming weeks we will install bus stop signs, paint GGFT buses blue and brand them as CDTA. We will also engage in community outreach activities. This will provide the community with their first look at CDTA. At the same time, we are developing a path to absorb GGFT employees into CDTA with a January target to begin our operating practices. Lots of details to work out as we add county number six.

We are working on a parallel path with the Federal Transit Administration on grants, operating assistance, and other financial matters regarding GGFT. We are now part of the Glens Falls Metropolitan Planning Organization (MPO); this is similar to our relationship with Capital Region Transportation Council (formerly CDTC) and will facilitate the flow of funds to CDTA. Our transition plan allows activities to occur simultaneously to get us to our January target dates.

As we reported at the Board Operations committee, our negotiating team continues collective bargaining discussions with the Amalgamated Transit Union, Local 1321. The sides have agreed on several things, and they are working toward a comprehensive package that can be considered by the board and to the ATU membership. This is difficult but important work as we balance the needs of our employees, the ability to attract and retain new people to CDTA, and the important financial consideration, both short term and long term of the contract. The current contract expired on June 12 and both sides remain committed to working towards an agreement, regardless of how long it takes.

We are developing new dashboards to illustrate and measure our performance and to showcase our system to community leaders and partners. By all accounts, the work we are doing at CDTA is resonating with stakeholder groups across a wide spectrum. Community awareness to CDTA and the work we are doing is as high as it has ever been. This is important as we expand and introduce new mobility options to our community.

Our brand development is supported by a continued rebound in ridership. We are leading New York State with a return to healthy ridership statistics. Our ridership counts for the fiscal to date (five months) total 6.4 million. This is 18% more than the same time last year and it is 100% of what it was before the pandemic drove everything, including our ridership to a halt. Our recovery is fueled by well-designed route network that provides what customers want most – frequencies and span. It is supported by the development of new Universal Access accounts, 40 in all which, generate a steady stream of requests for more service, more options, and better connections. The request line outpaces our ability to respond given the need for more resources. We are balancing this demand with the human resource realities that all employers face. This rapid return to normal exemplifies the tremendous work by the CDTA team for which I am grateful and proud.

The return to normal is supported by a full event schedule. I am happy that our Fall Festival will return after a three year pause due to COVID. We will transform our Albany parking lot into a cornucopia of fall festivities and welcome 500 young people from area school districts. We are also gearing up for our annual Men Wear Pink campaign; we have been involved in this campaign for the last seven years. We will unveil a new pink design on a 40-foot bus and on a STAR bus at media event featuring employees, supporters, and community partners. In October, we will host our annual pink bus pull with teams that will test their strength by pulling a 30,000-pound pink bus. We will also be supporting events throughout the area during the fall.

Performance Measures

Key Performance indicators that drive our company are included in monthly reports. These reports are reviewed and discussed every month at board committee meetings. Data is for August, and it is compared to data from August 2022.

Performance metrics continue to be strong and our operating results mirror that. Ridership and customer revenue are ahead of industry averages and statewide averages. Year to date, ridership and corresponding customer revenue are nearly 15% ahead of this time last year. Operating, safety and reliability statistics are positive across the board. We continue to have a strong community presence and work to connect groups throughout the community. This work is closely monitored in our committees with regular reports and discussion about ways to be better.

We saw a spike in Mortgage Recording Tax receipts this month. This came after nearly six months of declining revenue from this important source. Wages are under budget; this will change when we conclude our collective work. The struggle with recruitment and especially with retention continues. The churn of employees through the workforce makes it difficult to meet daily service requirements and to put your finger on the exact causes of the issues we face. Our staff continues to work on this and to develop better ways to monitor and reduce the churn rate. Highlights for the month of August include:

Revenue:

- Operating revenue was 13% over budget.
- MRT was \$1.2 million, 16% over budget.
- Customer revenue was \$1.74 million, 10% over budget.
- Facility revenue was \$300,000, 19% over budget.

Expenses:

- Total expenses were 2% under budget.
- Salaries and wages were 2% under budget.
- Purchased transportation was 21% over budget.

Ridership Statistics:

- Total ridership was 1.35 million; 18% higher than last August.
- STAR ridership was 30,425; 7% higher than last August.
- FLEX ridership was 10,855; 29% higher than last August.
- NX ridership was 7,195; 15% higher than last August.

Maintenance/Transportation Statistics:

- We missed 1.2% all trips (trip cuts; 915; it was 800 last August).
- There were 42 accidents with 21 categorized as preventable.
- Scheduled maintenance work was at 83%.
- On time performance for fixed route service was 70%. STAR operated within our 10-minute scheduling window 81% of the time.

Customer Service:

- Our call center processed 275 comments. There were 77 comments about STAR service.
- There were 832,000 page views at www.cdda.org.

Activity Report

Although the summer provided some calendar relief for us, our work to sharpen the CDTA brand never takes a break. This report covers the month of August and the first half of September. Our work to engage people in discussion about CDTA, the work we do and ways to add more value to what we do is on full display.

- On Monday, July 31, I met with Colonie Town Supervisor Peter Crummey. We discussed IDA activities (I am a member of that board) and we talked about CDTA services and ways that we can assist in the continued development of the town, especially along major travel corridors.
- On Wednesday, August 2, I participated in NYPTA's strategic planning session. The NYPTA leadership team meets annually to talk about the status of our industry across the state, our development, and the messaging we want to use in our advocacy work. Jaime Kazlo joined me.
- On Thursday, August 3, our staff met with consultants from Tangible Development to review draft findings from our organizational assessment. The assessment provides a snapshot of the outreach that was done throughout our workforce. The findings provide a preliminary view of the organizational climate, which we will use as a step-off point for DEI work. We will provide the board with a report on this in the coming months.
- On Wednesday, August 9, Lisa Marrello and I met with the governor's executive transportation staff. We provided an update on CDTA activities and briefed them on our work in Warren County, bike share developments and progress on our third BRT line.
- On Friday, August 10, Jaime Kazlo and I attended a meeting sponsored by the American Heart Association. I am a member of the Heart Ball's Executive Leadership Team, and we discussed the work leading up to the Heart Ball.
- On Monday, August 14, I met with 8 new employees as they started their career as CDTA bus operators. We talked about the work we do and the need for people to help us grow and expand our services to everyone who needs them.
- On Wednesday, August 16, I met with Mike Fleisher who is a lobbyist at Brown and Weinraub. Mike and I meet periodically to talk about transportation and infrastructure issues.
- On Wednesday, August 16, I attended a photo opportunity to kick off a Universal Access agreement with Discover Albany. Discover Albany is the umbrella organization for Wolf Road employees, mainly in the hospitality sector. Emily DeVito organized this.
- On Wednesday, August 16, Jaime Kazlo, Jon Scherzer and I met with Albany County Legislator Sam Fein and county staff to talk about ways to ensure that underserved communities in Albany have access to CDTA services. This has been an ongoing discussion item.

- On Friday, August 18, I met with Trent Griffin Braaf to talk about employee recruitment. Trent operates Tech Valley Shuttle, and he has developed new ways to recruit and retain employees that may be helpful to us.
- On Monday, August 21, I was interviewed on Spectrum News. I was asked about our Bus Rapid Transit services, how they were developed, their impact in our community and plans for the future. This was part of a larger story that aired in Syracuse regarding CNY CENTRO's efforts to advance BRT.
- On Tuesday, August 22, Jaime Kazlo and I had lunch at Swifty's with Ted Rores and his girlfriend Kelly to celebrate his 35 years of service at CDTA. Ted is an excellent bus operator in the Albany division.
- On Friday, August 25, Jaime Kazlo and I attended another meeting of the Executive Leadership Team for the American Heart Association. It was great to be joined by Gary Guy who has been selected as a Leader of Impact. Leaders of Impact drive equitable health care for everyone and raise money to support this effort. I was pleased to nominate Gary for this assignment.
- On Tuesday, August 29, Lance Zarcone, Chris Desany and I met with staff from Plug Power to talk about grant-based initiatives that they are advancing. We agreed to consider advancement of a hydrogen fuel cell powered bus that they are seeking funding for. Details to work through; this opens the door for more conversations with Plug.
- On Thursday, August 30, we were joined by a half dozen staff from the FTA Region 2 offices in New York City. We spent time talking about projects that are funded by the FTA and the work we do together. FTA staff toured the Albany facility and rode buses on BRT lines. It was great for many of them to meet CDTA people in person. Thanks to Melissa Shanley for coordinating the day.
- On Friday, August 31, I attended a meeting of the Capital Region Transportation Council, CRTC (formerly CDTC) A&F committee. This is akin to our board governance committee. We received a budget update and talked about payments from NYSDOT and cash flow, an important CDTA issue.
- On Tuesday, September 5, I met with Joe Mahoney from Cushman and Wakefield. Joe and I get together periodically to talk about commercial real estate in the area, trends and properties that may be of interest to CDTA.
- On Thursday, September 7, I attended a meeting of the Capital Region Economic Development Committee. I am a member of the transportation and infrastructure working group. We met to talk about EDC's efforts to update their strategic plan.
- On Thursday, September 7, I attended a meeting of the Capital Region Transportation Council, CRTC Policy Board. The board received an update on the Albany International Airport's Master Plan, and we acted on several TIP amendments, most of which involved CDTA projects. All federal transportation funds for the region flow through CRTC.

- On Friday, September 8, I participated in a panel discussion at the Rockefeller Institute for Government. The program was organized by the Capital Region Climate and Policy Practice committee. My panel discussed the advances we have made in quality transportation services.
- On Monday, September 11, I spoke with the latest group of CDTA bus operators. I welcomed a class of 11 people, and we talked about the work they will do to connect the Capital Region.
- On Wednesday, September 13, I chaired a meeting of the executive committee of the United Way board of directors. We receive updates on finances, personnel, and our annual giving campaign.
- On Wednesday, September 13, I attended a meeting with the NYPTA leadership team to begin articulating our budget asks and related messaging. This work directs our advocacy efforts for the coming legislative season.
- On Monday, September 18, my wife Sheila and I joined Jaime Kazlo at the American Cancer Society's Coaches vs. Cancer event at the Albany Capital Center.
- On Tuesday, September 19, Mike Collins, Kelli Schreivogl, and I met with Trent Griffin-Braaf to talk about attracting new applicants to our workforce.

Final Thoughts

As we move into a new season, it brings opportunity for continued advancement. We will expand our footprint again and welcome another new county to our portfolio, cut the ribbon on several major projects that will elevate our customers experience and transform the mobility landscape in the region. All of this will happen as we continue to enhance our brand. I am proud of this work and grateful to the board, staff and employees who work to make CDTA great.

CDTA Provides Mobility Solutions that Connect the Region's Communities