

# Board of Directors Monthly Meeting

Wednesday, August 27, 2025 | 12:00pm  
Board Room at 110 Watervliet Ave.

# CDTA BOARD OF DIRECTORS MEETING AGENDA

**Wednesday, August 27, 2025 | 12:00pm | 110 Watervliet Ave**

<b>Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Denise Figueroa	
Approve Minutes from Wednesday, June 25, 2025		3
<b>Recognition</b>	Frank & Denise	
20 Years – Alton Ming, Superintendent of Flexible Services		
25 Years – Joan Burke Durkin, Paralegal		
25 Years – Kirk Lawrence, Albany Operator		
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (08/13/25)	Denise Figueroa	
Performance Monitoring/Audit Committee (08/20/25)	Peter Wohl	
• Resolution 38 – Approve Contract for Trolley Purchases		10
• Resolution 39 – Approve Contract for JLB Rail Station Top Deck Maintenance		15
• Resolution 40 – Approve Contract for Driver Barriers		20
• Resolution 41 – Approve Contract for Generators		24
• Resolution 42 – Approve Purchase of Charge Management Infrastructure System		29
• Resolution 43 – Approve Procurement Manual Update		35
Community & Stakeholder Relations Committee (08/21/25)	Patrick Lance	
Strategic & Operational Planning Committee (06/18/25)	Peter Wohl	
<b>Chief Executive Officer’s Report</b>	Frank Annicaro	37
<b>Board Member Comments</b>	All	
<b>Executive Session</b>	Denise Figueroa	
<b>Upcoming Meetings</b>		
September 24, 2025 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
<b>Adjourn</b>	Denise Figueroa	

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

**MINUTES OF WEDNESDAY, JUNE 25, 2025, BOARD MEETING**

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**MEMBERS PRESENT**

Jayne B. Lahut, Chair  
Michael J. Criscione, Vice-Chair  
David M. Stackrow  
Jackie McDonough

Jaclyn L. Falotico, Secretary  
Denise A. Figueroa, Treasurer  
Peter D. Wohl  
Patrick M. Lance  
Georgeanna M. Nugent

**MEMBERS PRESENT REMOTELY**

**MEMBERS NOT PRESENT**

**OTHERS PRESENT**

Frank Annicaro, CEO  
Michael P. Collins, VP of Finance  
Amanda Avery, General Counsel  
Chris Desany, VP Planning & Infrastructure  
Lance Zarcone, VP Operations  
Gary Guy, Director of Transportation  
Jonathan Scherzer, Director of Business Dev.  
Emily DeVito, Communications Manager  
Jeremy Smith, Director of Facilities  
Stacy Sansky, Director of Procurement  
Patricia Cooper, Director of Finance

Zack Stever, ATU President  
Thomas Guggisberg, Director of IT  
Michael Williams, Director of Planning  
Kelli Schreivogl, Director of Human Resources  
Calvin Young, Manager of Oper. Performance  
Jack Grogran, Director of Safety & Training  
Richard Nasso, Superintendent of Safety  
Elide Oyanedel, Communications Coordinator

**CALL TO ORDER** - At 12:01 PM, Chairman Lahut called the meeting to order and noted a quorum was present.

**APPROVAL OF THE MAY 28, 2025, BOARD MEETING MINUTES**

Motion – Ms. McDonough  
Seconded – Mr. Wohl  
Carried Unanimously

**RECOGNITIONS**

Frank Annicaro and Chairman Lahut presented the following awards and members offered their congratulations:

- 20 Years – Michael Pauldine, Customer Service Representative
- 20 Years – Lori Berkley, STAR Administrative Assistant
- 25 Years – Dean Biancaniello, Albany Master Technician
- 35 Years – Roderick McElroy, Safety & Training Supervisor

**COMMITTEE REPORTS**

**BOARD OPERATIONS COMMITTEE** - Report from Chairman Lahut

Committee met on Wednesday, June 11, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

**Administrative Discussion Items**

- We previewed the agendas for June committee meetings and June's Board meeting.
- Staff described the service realignment starting with the August pick. The changes selectively reduce service frequency and alter coverage within the service district. The committee was supportive of implementing these operational efficiencies while continuing to deliver high-quality, equitable services throughout the Capital Region.

- It is also worth noting that the service realignment will fit well with the forthcoming TDP that the Board will be reviewing this Fall.
- Lisa Marrello recapped the State Legislature's end of session with some uncertainty if the legislature will be called back due to changes in federal funding for Medicare.
- Next meeting of the Committee will be on Wednesday, August 13, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, June 18, 2025, at 11:00 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

*Resolution 31 – 2025 – Approve Contract for Fare Media Purchase*

- In 2017, CDTA implemented its current fare collection system, *Genfare Link*, provided by SPX-Genfare following a competitive procurement process. This system supports the agency-wide Navigator program, including the management and distribution of fare media (smart cards, passes, etc.).
- The purchase of additional fare media from Genfare will secure one year's worth of inventory at current pricing levels.
- The Authority hereby approves a sole source contract with Genfare for the purchase of Navigator fare media sufficient for one year of inventory, at a cost not to exceed \$186,250.

Motion – Ms. Falotico

Seconded – Ms. McDonough

Carried Unanimously

*Resolution 32 – 2025 – Approve Contract for Integrating STAR Payments into Navigator*

- Since 1996, CDTA has successfully utilized the Trapeze PASS software for paratransit operations, including scheduling, client management, certification, dispatch, reporting, and compliance. In 2017, the system was enhanced with features such as mobile data terminals (tablets), a customer booking portal, SMS/email notifications, and upgraded reporting tools.
- A sole source contract with Trapeze will allow for an application programming interface (API) that will integrate CDTA's Navigator (Genfare Link) fare system with the Trapeze PASS paratransit platform. This integration will enable STAR customers and authorized third-party partners to book and pay for STAR rides using their existing Navigator online accounts. Trapeze is the sole provider of software that can integrate with its proprietary system.
- The Authority hereby approves a sole source contract with Trapeze to implement API integration with CDTA's Navigator fare system, allowing STAR customers to book and pay for rides through their Navigator accounts, at a cost not to exceed \$254,341.

Motion – Ms. Figueroa

Seconded – Ms. Nugent

Carried Unanimously

*Resolution 33 – 2025 – Approve Contract for Joseph L. Bruno Rail Station Security*

- Maintaining a safe and secure environment at the Joseph L. Bruno Rail Station is essential for passenger comfort and operational efficiency. FBY Security, the current service provider, has demonstrated reliable performance.
- The Authority hereby approves a new contract with FBY Security for rail-station security services for a period of three years, with two optional one-year extensions at a cost not to exceed \$711,750.

Motion – Mr. Criscione

Seconded – Ms. McDonough

Carried Unanimously

*Resolution 34 – 2025 – Approve Contract for Harriman East Construction*

- As part of the original Purple Line Bus Rapid Transit (BRT) plan, two stations are proposed for the east end of the Harriman Campus. These stations will serve the Wadsworth Center and surrounding buildings
- The Authority hereby approves a one-year contract with Callanan Industries Inc. for the development of two Purple Line BRT stations at Harriman East, as part of the original Washington-Western BRT project, at a cost not to exceed \$1,366,330.

Motion – Ms. Nugent

Seconded – Ms. Falotico

Carried Unanimously

*Resolution 35 – 2025 – Approve Annual Review of Drug & Alcohol Policy*

- In compliance with Federal Transit Administration (FTA) regulations, CDTA is required to review and approve its Drug and Alcohol Policy annually. This policy outlines testing procedures, employee responsibilities, and consequences for violations.
- There are no regulatory or administrative changes being recommended.
- The Authority hereby approves the annual review and reaffirmation of CDTA's Drug and Alcohol Policy, as required by the FTA.

Motion – Mr. Stackrow

Seconded – Ms. Falotico

Carried Unanimously

Administrative Discussion Items

**Workplace Safety Annual Report**

- Jack Grogan provided the annual workplace safety report. 2023-24: 70-72 total injuries (favorable); 2025: 80 injuries (increase flagged for further analysis); approximately 14 severe injuries (defined as > 5 days lost). Contributing factors are miles driven, new facilities, operator fatigue from staff shortages. The top injury types are lower back, knees, ankles and shoulders.
- Significant drop in injury-related claims payments (\$200k decrease); quick settlements reducing overall costs. Historical 5-year payout: \$2.1M.

- Initiatives in Place: Enhanced facility inspections; improved return to work communication; frequent TPA meetings for claim management; collaboration with Regional Business Council and expanded use of analytics for trend identification.

#### **Accident Review Annual Report**

- Richard Nasso provided the annual Accident Review report. Overall accidents are down by 9, notably under 4 per 100,000 miles for the first time; 1 million more miles driven, 21 fewer preventable accidents; Ridership up 6.5%; customer injuries down by 24; 149 new employees entered safety and training.
- Training Overhaul: Remedial training for almost every accident, not just repeaters; onboarding program extended and tailored for service areas; includes mentor pairing after initial hire; focused on initial (0-1 year) employee group – accidents reduced by 13%, despite 19% more employees; temporary spike in 1–3-year group; refresher training and on-road retraining methods discussed.
- Other Initiatives: Focus on real-time mobility device securement and daily “pre-trips” as ongoing in-service training; collaboration with transportation supervisors for school zone safety.
- Safety Committee: Mandated 50/50 labor-management; transformative in issue and resolution and cross-training department collaboration; safety signage refresh across properties in progress; new safety glasses initiative for all visitors and internal staff in maintenance.
- Technology Upgrades:
  - Mirrorless Bus Pilot: 3 Buses, 200,000 miles, law amended for statewide use, 25 retrofits pending.
  - Blind spot monitoring being explored for full fleet.
  - GPS-based school zone warning technology for operators in progress.

#### **Monthly Management Report**

- Patricia Cooper provided the Monthly Management Report for May.
- Mortgage Tax receipts were over budget by 17.6% and over budget 24% YTD
- Customer Fares were under budget by 8%, 9.2% YTD. It looks like Navigator usage was up, cash fares were down. An analysis is ongoing.
- Wages were 5.5% under budget.
- Materials and Supplies were over budget by 24.7% (timing issue), 13.6% over YTD.
- Professional Services are over budget by 14.4%, but YTD under 11%; utilities are under budget by 36%, 30% YTD/
- Overall, revenue is slightly under budget by 0.83%, expenses are under 2.42%.

#### **Monthly Non-Financial (performance) Report**

- Gary Guy provided the non-financial report for May.
- Fixed Route ridership was up 2%; STAR ridership was up 4.9%.
- Service Quality: Missed Trips (70) 0.02%; On-time performance: Fixed Route 70.6%; STAR increased to 79%. PMI on time 97%; overall on time 93.8%.

- There were 19 preventable accidents, and 20 non-preventable.
- Days not worked were 8.07% in May, a slight decrease from April.
- Total comments for customer service were up 66% (292), with a 90% closure rate.
- Website page views were up 6%

### **Internal Audit Update**

- Sarah Matrose extended an open invitation for board or management to request follow-up investigations or deep dives. No major updates provided.

Next meeting of the Committee will be on Wednesday, August 20, 2025 at 12 PM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from David Stackrow  
Community and Stakeholder Relations Committee met on Wednesday, June 18, 2025, at 1:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Administrative Discussion Items

- Jon Scherzer provided an update on our recent customer satisfaction survey that was conducted this spring by our partners at TransPro.
- Over a five-day period in April, TransPro surveyed 564 customers throughout our entire service area who were riding or waiting for the bus. They surveyed every fourth customer to ensure random sampling.
- 78% of customers said they are satisfied with CDTA fixed-route bus service. They are most satisfied with how safely buses operate and least satisfied with the overall cleanliness of bus stops and shelters.
- The results from this wave are higher than our last survey conducted in the fall and still hovering above the industry standard.
- The most important features for customers riding our system are buses arriving at their scheduled time, how often the bus operates, bus cleanliness and travel time.
- Jaime Kazlo provided an overview of the Communications plan for our upcoming fall service changes.
- Service changes are conducted four times a year to keep service levels productive and streamlined. This process is based on ridership trends, customer feedback and community needs.
- With every set of service updates, there are several ways we communicate these changes internally to our employees and externally to our elected partners, community and customers. The communications team will follow this process and begin outreach to all stakeholder groups in early July.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, we earned 14 placements from television, newspapers, and radio with an estimated value of \$20,000.

- Stories included – the start of the Nature Bus, Belmont Trolley Service and a new Historical Display about transportation at the Joseph L. Bruno Rail Station.
- We participated in several community events including, the Albany Police Athletic League Breakfast of Champions, Capital Region Pride Parade and the American Heart Association Heart Walk.
- Internally, we hosted our annual Retiree Luncheon where we welcomed more than 100 retirees and employees, hosted the Operator and Maintenance Roadeo and an employee bus trip to Yankee Stadium.
- Looking ahead, we are participating in the “No Neighbor Hungry” food drive in partnership with Broadview Federal Credit Union and preparing for the start of the Saratoga Trolley on July 10.
- Next meeting of the Committee will be on Thursday, August 21, 2025, at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Michael Criscione  
The Strategic and Operational Planning Committee met on Wednesday, June 18, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Item

*Resolution 36 – 2025 – Approve Realignment Strategy & August Pick*

- Over the past five years, CDTA has experienced record setting ridership and incredible growth of our service offerings. However, as costs increase and Federal COVID-19 relief funding comes to an end, we are entering a new phase of financial stewardship that requires careful planning and strategic adjustments. In response, we are initiating a comprehensive realignment plan that will guide both our budget and service delivery decisions moving forward.
- This realignment effort will focus on improving operational efficiencies, eliminating redundancies, and strategically deploying mobility services where they are most effective and needed. We will do all this, while at the same time monitoring the quality of the customer experience *and* the employee experience.
- The Committee discussed the financial background, a multi-faceted service adjustment strategy, and a Phase I (August) day of service plan. The plan addresses only part of what we expect to be the FY 2027 deficit. We will work on strategies in parallel with this initial rollout to close that gap as well.
- The current proposal involves consolidating services (90,000+ hours) over the next 12 to 18 months. These changes include adjustments to service levels (frequency and span), coverage (geography), and integration of mobility on demand (FLEX) where it makes sense. This will begin with the August service changes (pick), the details of which were provided at the meeting.
- Through this process, we remain committed to delivering high-quality, equitable transit services while ensuring fiscal responsibility and resilience for the future.



- The Authority hereby approves the service realignment strategy beginning with the changes for the August pick.

Motion – Mr. Stackrow  
 Seconded – Ms. Falotico  
 Carried Unanimously

Next meeting of the Committee will be on Thursday, August 21, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Frank Annicaro

- The Chief Executive Officer provided his report for June 2025.

BOARD MEMBER COMMENTS - Jayme Lahut

*Resolution 37 – 2024 – Expressing Thanks, Farewell and Godspeed to Michael P. Collins*

- The Board Members, staff and employees of the Capital District Transportation Authority wish Godspeed and Best Wishes to VP of Finance and Administration, Michael P. Collins, as he retires from CDTA after 39 years.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, August 27, 2025, at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:39 PM

Motion – Ms. Figueroa  
 Seconded – Ms. McDonough  
 Carried Unanimously

Respectfully submitted,

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Denise A. Figueroa, Treasurer

Dated: August 27, 2025

# **CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

## **RESOLUTION NO. 38 - 2025**

### Approve Contract for Trolley Purchases

**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**, 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 trolley service, and

**WHEREAS**, an RFP was issued and one proposal was received from Double K Inc. dba Hometown Manufacturing of Crandon, WI, and

**WHEREAS**, the Authority has previously purchased trolleys from Double K Inc. dba Hometown Manufacturing, and staff has reviewed the proposal based on technical compliance, warranty, delivery, performance and pricing and is very satisfied, and

**WHEREAS**, Authority staff recommends a three-year sole source contract with two additional one-year extensions be awarded to Hometown Trolley of Crandon, WI, for the purchase of up to ten (10) 31-foot trolley, and

**WHEREAS**, Authority staff recommends the purchase of two (2) trolleys (\$227,297.50 per trolley) upon contract execution to replace existing trolleys that have reached the end of their useful life, for a total amount not to exceed \$454,595.

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby awards a three-year sole source contract with two additional one-year extensions for the purchase of up to ten (10) 31-foot trolleys to Hometown Manufacturing, of Crandon, WI.
2. The Authority authorizes the purchase of two (2) trolleys upon contract execution for an amount not to exceed \$454,595, subject to compliance with all contract terms and requirements.
3. Authority Staff is hereby authorized to execute the necessary contract documents.
4. The source of funds for this purchase will be included in the FY2026 Capital Budget.

5. 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 27th day of August, 2025.

Dated: August 27, 2025

\_\_\_\_\_  
Denise A. Figueroa, Treasurer

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract Award for Trolley Vehicles  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### **Objective of Purchase or Service:**

CDTA issued a Request For Proposals (RFP) for gasoline-powered, trolley-style, transit vehicles. The vehicle specifications were developed in accordance with the American Public Transportation Association (APTA) Standard Bus Procurement Guidelines and tailored to meet the unique needs of our seasonal service in Saratoga and Lake George.

### **Summary of Staff Proposal:**

CDTA received one proposal in response to the RFP out of four possible proposers. Historically, CDTA has received a single proposal for trolleys for a variety of reasons that includes the inability of other manufacturers to meet Buy America requirements and order backlogs restricting other vendors from taking on new contracts. An evaluation team composed of maintenance managers reviewed the proposal and evaluated it based on technical compliance, price, warranty, delivery, and performance history.

Hometown Manufacturing, the incumbent provider, submitted a proposal that fully meets CDTA's technical and operational requirements. Their proposed vehicle supports CDTA's continued ability to provide high-quality seasonal trolley service in key service areas.

### **Financial Summary/Cost:**

The total cost for the initial purchase of two trolleys is \$454,595 (\$227,297 per vehicle). This represents a 12% per vehicle cost increase from 2024 purchases. Funding for this purchase is included in the fiscal year 2026 capital budget.

### **Proposed Action:**

I recommend the following actions:

1. Award a three-year contract, with the option for two additional one-year extensions, to Hometown Manufacturing of Crandon, Wisconsin, for the purchase of up to ten 31-foot Hometown Trolley Villager vehicles with a 7.3L V8 gasoline engine on a Ford chassis.
2. Authorize an initial purchase of two vehicles at \$227,297 per vehicle, to replace two existing trolleys that have reached the end of their useful life.

### **Manager:**

David Williams, Director of Maintenance

**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:**

\$454,595 (YEAR 1)    **fixed**    estimated    (circle one)

**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 # 4      or      Advertised  
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

**7. Disadvantaged Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?    Yes    No  
Number of DBEs bidding/proposing    \_\_\_\_\_  
DBE Certification on file?    Yes    No    Not Applicable  
Number of DBE Subcontractors    0

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Double K Inc, DBA Hometown Trolley  
701 N Railroad Ave  
Crandon, WI 54520

**8. SOURCE OF FUNDS:** FY26 Capital Budget

**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, N/A)  
Certification with FTA's Bus Testing Requirements      (Yes, No, N/A)

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

Stacy Sansky, Director of Procurement      DATED: August 20, 2025

Cummulative Scorecard CDTA Maint 202-3000 Purchase of Trolleys	
	Hometown Trolley
<b>Price 120 Points</b> -The Price Proposal presented to CDTA.	120
<b>Technical 75 Points</b> - The Proponent's compliance with the Technical Specification and the content of the Technical Proposal.	62
<b>Delivery Schedule 45 Points</b> - The tentative dates for vehicle delivery of the base contract.	45
<b>Warranty 30 Points</b> - The warranty offering presented to CDTA.	30
<b>Proponent's Past Performance 30 Points</b> - The degree to which the Proponent has worked with procuring agencies regarding bus manufacture, adherence to production and delivery schedules, resolution of warranty issues and fleet defects. CDTA will utilize the client reference as well as history.	30
<b>Total (Out of 300 points)</b>	<b>287</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 39 - 2025**

Approve Contract for Joseph L. Bruno Rail Station Top Deck 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 Joseph L. Bruno Rail Station, and

**WHEREAS**, in 2017 the top deck of the parking structure was replaced and since that time there has been normal wear and tear which requires ongoing maintenance and repairs, and

**WHEREAS**, Authority staff seeks to award a contract for annual maintenance of the top deck of the rail station parking garage, and

**WHEREAS**, an RFP was issued for annual top deck maintenance to include concrete crack chasing, concrete repair, joint sealant, membrane coating removal, replacement and recoating of membrane surface, and two proposals were received, and

**WHEREAS**, Authority staff reviewed the proposals based on relevant experience, qualifications, responsiveness to scope, and cost effectiveness and staff has determined that PCC Contracting of Schenectady, NY is the best choice, and

**WHEREAS**, staff recommends awarding a three-year contract with two-one year options for annual maintenance of the Joseph L. Bruno Rail Station top deck of the parking garage to PCC Contracting, Inc. of Schenectady, NY, with an annual estimate of \$80,000, plus a 20% contingency, for a total contract amount not to exceed \$480,000.

**NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. The Authority hereby approves a three-year contract with two-one year options to PCC Contracting, Inc. of Schenectady, NY, for annual maintenance of the top deck of the parking garage at the Joseph L. Bruno Rail Station for a total amount not to exceed \$480,000, 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 the FY2026-31 Capital Plan for the Rail Station.
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 27th day of August, 2025.

Dated: August 27, 2025

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Denise A. Figueroa, Treasurer



## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Joseph. L. Bruno Rail Station Deck Maintenance Contract  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### **Objective of Purchase or Service:**

In 2017, the top deck of the parking structure at the Joseph L. Bruno Rail Station was replaced. Since that time there has been normal wear and tear which require ongoing maintenance and repairs. Staff seeks to award a contract for annual maintenance of the top deck of the parking garage.

### **Summary of Staff Proposal:**

A Request for Proposals (RFP) was issued for the annual top deck maintenance of the parking garage. The scope of service included concrete crack chasing, concrete repair, joint sealant, membrane coating removal, and replacement and recoating of membrane surface.

In total, 16 vendors downloaded the RFP. We received two proposals. The proposals were reviewed and scored by members of the Facilities and Planning departments. The scoring was based on relevant experience and qualifications, responsiveness to the scope, and cost effectiveness.

Staff have unanimously determined that PCC Contracting was the best choice based on the evaluation criteria.

### **Financial Summary/Cost:**

The annual estimate for the work is \$80,000. This contract is funded via the annual capital plan for the JLB Station, and a revised scope of work will be determined on an annual basis.

### **Proposed Action:**

I recommend awarding a three-year contract with two one-year options for annual maintenance of the top deck of the parking garage at the JLB Rail Station to PCC Contracting of Schenectady New York. This award would be in an amount of \$80,000 per year, with a 20% contingency, for a total amount not to exceed \$480,000.

### **Manager:**

Jeremy Smith, Director of Facilities

**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:**

\$480,000 (NTE)                      fixed                      estimated                      (circle one)

**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 # 2                      or                      Advertised  
Number of Proposals/Bids Received # 2

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>
Number of D/MWBE Subcontractors		<u>0</u>

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** PCC Contracting, Inc.

1861 Chrisler Avenue

Schenectady, NY 12303

**8. SOURCE OF FUNDS:** FY26-31 Capital Plan for Rail Station

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

Non-Collusion Affidavit of Bidder	( <u>Yes</u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	( <u>Yes</u> , 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: August 20, 2025

**Cummulative Scorecard CDTA FAC 227-2000 JLB Rail Top Deck PM**

	DeBrino Caulking- Castleton, NY	PCC Contracting- Schenectady, NY
Relevant Experience & Qualifications 180 Points	154	176
Responsiveness to CDTA 180 Points	105	169
Cost Effectiveness 40 Points	31	39
<b>TOTAL (400 Points)</b>	290	384

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY

## RESOLUTION NO. 40 - 2025

### Approve Sole Source Purchase of Driver Barriers

**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 enter into contracts for the purchase of goods and services to meet its transportation objectives, and

**WHEREAS**, in August 2020, the Authority installed protective barriers on its fleet to safeguard operators and customers during the COVID-19 pandemic, and since then these barriers have become an integral part of operator safety, and

**WHEREAS**, the barriers have deteriorated and have developed scratches reducing visibility and replacement barriers are recommended, and

**WHEREAS**, it is in the best interests of the Authority to purchase barriers from the same manufacturer for fleet consistency and reduced installation and maintenance cost, and Transit Guard of Pagosa Springs, Colorado has previously provided the driver barriers, and

**WHEREAS**, Authority staff now recommends a sole source purchase of 150 replacement barriers be awarded to Metro Transit Sales dba Transit Guard for an amount not to exceed \$187,480, which is deemed fair and reasonable, with an expected delivery date in November 2025.

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby awards a sole source contract to Metro Transit Sales dba Transit Guard of Pagosa Springs, CO, for the purchase of 150 driver barriers for a total cost not to exceed \$187,480, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from the FY2026 Capital Plan.
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 27th day of August, 2025.

Dated: August 27, 2025

\_\_\_\_\_  
Denise A. Figueroa, Treasurer

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase Driver Barriers  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### Objective of Purchase or Service:

To enhance onboard safety for CDTA operators by replacing aging protective barriers with new units that maintain clear visibility and consistent operator protection.

### Summary of Staff Proposal:

In August 2020, CDTA installed protective barriers across the fleet as a response to safeguard operators and customers during the pandemic. Since then, these barriers have become an integral part of our safety strategy. Following an evaluation, the Safety and Training Department has determined that operator barriers should remain a permanent fixture to improve operator security and minimize distractions.

The existing barriers, installed over four years ago, have deteriorated—showing signs of scratching and reduced visibility. Replacing them will maintain clear sightlines and ensure continued safety for our employees.

To ensure consistency with the existing fleet and mounting configurations, staff recommends a sole source purchase of 150 operator barriers from Metro Transit Sales (dba Transit Guard), the original vendor. The updated pricing reflects less than a 1% increase compared to the emergency procurement made during the COVID-19 pandemic, despite improvements in material availability and cost.

Upon Board approval, the purchase order will be placed immediately. Delivery is expected by November 2025.

### Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Driver Barrier	\$1,100	150	\$165,000
Mounting Kits	\$824	20	\$16,480
Delivery	\$6,000	1	\$6,000
<b>Total Cost:</b>			<b>\$187,480</b>

The barriers are being funded via our internal capital plan.

### Proposed Action:

I recommend approving a sole source purchase from Metro Transit Sales for 150 operator barriers, in an amount not to exceed \$187,480.

### Manager:

David Williams, Director of Maintenance

**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:**

\$187,478    fixed    estimated    (circle one)

**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 # 1      and      Advertised  
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service?    Yes    **No**  
Number of DBEs/MWBEs bidding/proposing    0 DBE    0 MWBE  
DBE/MWBE Certification on file?    Yes    No    **Not Applicable**  
Was contract awarded to a DBE/MWBE?    Yes    **No**  
Number of DBE/MWBE Subcontractors    0 DBE    0 MWBE

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Metro Transit Sales (dba Transit Guard Inc.)**

PO Box 3771

Pagosa Springs, CO 81147

**8. SOURCE OF FUNDS: FY2026 Capital Plan**

**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, **N/A**)  
Certification with FTA's Bus Testing Requirements      (Yes, No, **N/A**)

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

Stacy Sansky, Director of Procurement      DATED: July 29, 2025

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 41 - 2025**

Approve Contract for Purchase of Backup Generator for Charging Infrastructure

**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 to make various capital purchases authorized by Public Authorities Law section 1306, and

**WHEREAS**, Public Authorities Law section 1307(5) empowers the Authority to improve its facilities, and

**WHEREAS**, the Authority seeks to purchase a dedicated backup generator for the operation of the new Charge Management Infrastructure System (CMIS) at the Albany garage facility that will provide backup power for new CMIS chargers, dispensers, and software to maintain dependable power for all charging systems in the event of a power failure, and

**WHEREAS**, an RFP was issued for the functional design, installation, integration, testing and commissioning of a backup power generator, and three proposals were received, and

**WHEREAS**, staff conducted a review process and Cummins Inc. of Columbus, Indiana, submitted the best overall proposal offering the strongest combination of quality equipment, value, design and services, and

**WHEREAS**, Authority staff recommends awarding a contract for the purchase of a backup generator and related services at the Albany garage facility to Cummins, Inc. of Columbus, Indiana, for an amount not to exceed \$3,201,900.

**NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. The Authority hereby awards a contract for the purchase of a backup generator for the Charge Management Infrastructure System at the Albany garage facility to Cummins, Inc. of Columbus, IN, for a total cost not to exceed \$3,201,900, subject to compliance with all applicable requirements including those set forth in the proposal and contract documents.
2. Authority staff are hereby authorized to execute the necessary documents.
3. The source of funds is from the 2022 Low-No Emissions Federal Grant.
4. This Resolution shall take effect immediately.



### **CERTIFICATION**

The undersigned, duly qualified 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 27th day of August, 2025.

Dated: August 27, 2025

\_\_\_\_\_  
Denise A. Figueroa, Treasurer

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Purchase of Backup Generator for Charging Infrastructure  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### Objective of Purchase or Service:

To purchase a dedicated backup generator for the operation of the new Charge Management Infrastructure System (CMIS) at the Albany garage facility.

### Summary of Staff Proposal:

This purchase includes a new generator composed of redundant 1000 kW gensets, capable of providing reliable backup power for the new CMIS chargers, dispensers (plug-in, pantograph, and portable), charge management software, and several related garage support activities. Due to the critical nature of battery electric bus charging infrastructure, a backup generator is required to maintain dependable and redundant power for all charging systems at the Albany garage, in the event of a localized or regional power failure.

A CMIS request for proposals was issued for the functional design, installation, integration, testing, and commissioning of a backup power generator. Three responses were received. An evaluation team consisting of personnel from Facilities, Maintenance, Information Technology, Finance, and Transportation, conducted the review process which included multiple rounds of questions and answers, and walkthroughs of the Albany garage. As a result, the team is recommending Cummins as having submitted the best overall proposal, offering the strongest combination of quality equipment, value, design, and services.

### Financial Summary/Cost:

A cost summary is provided below with a breakdown of the Generator project requirements. This is funded through our 2022 Low-No Emissions Federal Grant program.

Item	Description	Cost
1	Generator and Parallel Switchgear	\$2,326,250
2	Freight, Commissioning, Training, & Integration	\$125,000
3	Maintenance and Support	\$217,000
4	20% Contingency	\$533,650
	<b>Total</b>	<b>\$3,201,900</b>

### Proposed Action:

The evaluation team is requesting that a contract be awarded to Cummins Inc. of Columbus, Indiana for the purchase of a generator and related services for an amount not to exceed \$3,201,900.

### Managers:

Jeremy Smith, Director of Facilities  
Thomas Guggisberg, Director of Information Technology  
David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Staff Contract Award Certification**

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

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

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

  X   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:**

  \$3,201,900 (Not to Exceed)  

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

  X   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)                        X   Request for Proposals (RFP)  
       Professional Services (Over \$25,000)                             Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited #   55   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		<u>  0  </u>	

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**   Cummins, Inc.    
  500 Jackson Street    
  Columbus, IN 47201  

**8. SOURCE OF FUNDS:**   Low-No Emissions Federal Grant  

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

Non-Collusion Affidavit of Bidder	( <u>  Yes  </u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	( <u>  Yes  </u> , No, N/A)
Disclosure of Contacts (only RFPs)	( <u>  Yes  </u> , No, N/A)
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:   August 20, 2025

**Cummulative Scorecard CDTA FAC 229-2000 Back-Up Generator**

	<b>Cummins-Columbus, IN</b>	<b>Guth DeConzo-Troy, NY</b>	<b>Lynkwell- Sch'dy, NY</b>
<b>Price (20 Points)</b>	41	36	53
<b>Qualifications/Experience/References (30 points)</b>	77	69	54
<b>System Design and Work Plan (35 points)</b>	88	77	82
<b>Reliability, Scalability, Integration, &amp; Options (10 points)</b>	25	24	17
<b>TOTAL</b>	<b>231</b>	<b>206</b>	<b>206</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 42 - 2025**

Approve Purchase of Charge Management Infrastructure System

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is charged with the development and improvement of transportation, including omnibus service, and

**WHEREAS**, in 2020 the Authority implemented a first-generation charge management system to operate a fleet of four 40-foot battery electric buses as part of a pilot program, and

**WHEREAS**, in 2022 four additional battery electric buses were purchased and added to the fleet as part of the pilot program, and

**WHEREAS**, the purchase of a new Charge Management Infrastructure System (CMIS) will upgrade and expand upon the first-generation pilot project with new infrastructure, equipment and software to accommodate the electrification of up to 60% of the Albany facility fleet, and

**WHEREAS**, an RFP was issued, three proposals were received and an evaluation team reviewed the proposal process and identified Guth DeConzo Consulting Engineers as having submitted the best overall proposal to meet the project’s requirements, and

**WHEREAS**, the evaluation team is requesting a two-year contract with three one-year renewals for a charge management infrastructure system (CMIS) be awarded to Guth DeConzo Consulting Engineers Inc. of New York, NY, in a total amount not to exceed \$14,105,703.02.

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby awards a two-year contract with three one-year renewals for a charge management infrastructure system (CMIS) to Guth DeConzo Consulting Engineers Inc. of New York, NY, for a total amount not to exceed \$14,105,703.02, subject to compliance with the terms and conditions of the contract and related documents.

2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the 2022 Low-No Emissions Federal Grant program.
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 27th day of August, 2025.

Dated: August 27, 2025

\_\_\_\_\_  
Denise A. Figueroa, Treasurer

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Purchase of Charge Management Infrastructure System  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### **Objective of Purchase or Service:**

To purchase a new Charge Management Infrastructure System (CMIS) to accommodate the electrification of up to 60% of the fleet at the Albany facility.

### **Summary of Staff Proposal:**

In 2020, CDTA implemented a first-generation charge management system with Siemens to operate a fleet of four 40-foot Battery Electric Buses (BEBs) from New Flyer of America. This was part of a pilot project designed to demonstrate the effectiveness and efficiency of operating BEBs in fixed-route service. In 2022, four additional battery electric buses were purchased from New Flyer of America and added to the fleet as part of the pilot.

This purchase will involve upgrading and expanding upon the first-generation pilot project with new infrastructure, equipment, and software to support the operation of up to 60% BEB fleet at the Albany facility. This includes new chargers—plug-in, pantograph, and portable dispensers—charge management software, training, warranty and maintenance, support services, and several integrations with legacy systems.

A Request for Proposals (RFP) was issued specifying the functional design, furnishing, installation, integration, testing, engineering, and project management of a modern CMIS and related services. The RFP included a detailed set of technical specifications and requirements, with the goal of implementing a modern enterprise charge management infrastructure system designed to improve the efficacy, efficiency, and safety of BEBs.

Three proposals were received. An evaluation team consisting of personnel from Facilities, Maintenance, Information Technology, Finance, and Transportation was convened to carry out the proposal review process. This process included a pre-proposal conference, walkthroughs of the Albany garage, multiple rounds of questions and answers, requirements compliance and pricing submissions, and supplemental proposal submissions. After concluding the review process, the evaluation team identified Guth DeConzo Consulting Engineers as having submitted the best overall proposal to meet the project's requirements.

### **Financial Summary/Cost:**

The total (not to exceed) cost of this purchase is \$14,105,703.02. This is funded through our 2022 Low-No Emissions Federal Grant program. A detailed summary of pricing for this purchase is as follows:

Item	Base System - Description	Cost
1	Core Charging System Infrastructure and Related Equipment	\$675,990.00
2	Pantograph Dispenser Infrastructure and Related Equipment	\$886,270.00
3	Plug-In Dispenser Infrastructure and Related Equipment	\$81,860.00
4	Design Review, Installation, & Testing Services	\$3,016,237.66
5	Operational Performance Management Services	\$139,018.00
6	Project Management and Engineering Services	\$1,716,095.00
7	Training Services and Documentation	\$87,473.00
8	Charge Management System (CMS) Software	\$333,586.44
9	CMS Data Communications and Reporting Services	\$68,750.00
10	Base System Warranty, Maintenance, Documentation, & Support	\$574,642.20
11	Spare Parts and Other Fixed Capital Costs & Services	\$314,858.95
	<b>Total</b>	\$7,894,781.25

Item	Options - Description	Cost
1	Extended Infrastructure, Equipment, and Hardware Warranty	\$360,225.00
2	Extended Software Support Services Warranty	\$187,902.00
3	Post-Warranty Depot Level Maintenance Support	\$300,000.00
4	Post-Warranty System Upgrades and Technology Refresh	\$120,875.08
5	Lightning and Surge Suppression	\$945,415.00
6	Integrate Additional Indoor Charge Points	\$852,960.60
7	Integrate Additional Outdoor Charge Points	\$792,987.37
8	Workforce Development Training Services	\$103,817.32
9	Removal of Existing Siemens Infrastructure (Concrete Platforms)	\$40,000.00
10	Temporary (Portable) Charge Points	\$196,417.75
11	Thermal Event Response and Coordination Services	\$671,683.80
12	Legacy System Interfaces	\$44,000.00
13	Active System Monitoring Services	\$15,681.60
	<b>Total</b>	\$4,631,965.52

Item	Totals	Cost
1	Base System	\$7,894,781.25
2	Options	\$4,631,965.52
3	20% Contingency	\$1,578,956.25
	<b>Total</b>	\$14,105,703.02

#### **Proposed Action:**

The evaluation team is requesting that a two-year contract with three one-year renewals for a charge management infrastructure system be awarded to Guth DeConzo Consulting Engineers Inc. of New York, New York for a total amount not to exceed \$14,105,703.02. Upon Board approval, staff will enter into contract negotiations with Guth DeConzo to refine the work scope, project management plan, equipment quantities, options, and final costs. Only upon successful completion of such negotiations will a contract be executed.

#### **Managers:**

Jeremy Smith, Director of Facilities

Thomas Guggisberg, Director of Information Technology

David Williams, Director of Maintenance



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Staff Contract Award Certification**

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

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

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

  X   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:**

  \$14,105,703 (Not to Exceed)  

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

  X   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)                        X   Request for Proposals (RFP)  
       Professional Services (Over \$25,000)                             Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited #   55   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		<u>  3 (2 WBE, 1 DBE/MBE)  </u>

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**   Guth DeConzo Consulting Engineers, PC  

  520 8<sup>th</sup> Avenue  

  New York, NY 10018  

**8. SOURCE OF FUNDS:**   Low-No Emissions Federal Grant  

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

Non-Collusion Affidavit of Bidder	( <u>  Yes  </u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	( <u>  Yes  </u> , No, N/A)
Disclosure of Contacts (only RFPs)	( <u>  Yes  </u> , No, N/A)
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:   August 20, 2025

Cummulative Scorecard CDTA FAC 229-2000

	Cummins-Columbus, IN	Guth DeConzo-Troy, NY	Lynkwell- Sch'dy, NY
Price 80 Points	63	51	75
Qualifications/Experience/References 120 points	143	113	91
System Design & Work Plan 140 Points	80	128	112
Reliability, Scalability & Integration (Options) 40 points	32	37	28
DBE/MWBE/SDVOB Participation 20 points	0	5	0
<b>TOTAL (400 Points)</b>	<b>318</b>	<b>334</b>	<b>306</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 43 - 2025**

Approve Procurement Manual Update

**WHEREAS**, the Capital District Transportation Authority (“Authority”) is a New York State Public Authority whose members are appointed by the governor of the State of New York; and

**WHEREAS**, the Public Authorities Law of the State of New York, section 2879, requires that Authority adopt and annually approve by resolution, comprehensive guidelines detailing the operative policy and instructions regarding the use, awarding, monitoring and reporting of procurement contracts for the purchase of goods and services; and

**WHEREAS**, the Authority’s Procurement Manual has undergone annual review with a few changes recommended at this time, based upon FTA guidance, and

**WHEREAS**, the Authority’s Procurement Manual, as revised, has been found to conform to both the needs of the Authority and the requirements set forth in the Public Authorities Law, and

**WHEREAS**, after discussion, the Authority now recommends the approval of the revised Procurement Manual, as attached hereto.

**NOW THEREFORE BE IT RESOLVED** as follows:

1. The CDTA Procurement Manual, dated July 29, 2025 is approved and adopted.
2. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly elected 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 27th day of August, 2025.

Dated: August 27, 2025

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Denise A. Figueroa, Treasurer

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Review and approval of revised CDTA Procurement Manual

**Committee:** Performance Monitoring/Audit

**Meeting Date:** August 20, 2025

**Objective of Purchase or Service:**

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

**Summary of Staff Proposal:**

The Procurement Manual is utilized by staff, subsidiary employees, sub-grantees, and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual is reviewed annually by General Counsel, Internal Audit, Finance and Procurement staff. In March the Board approval several changes based upon FTA guidance. As a result of the FTA Triennial Review conducted in June additional changes are required.

Section/Page Number	Revision
Section II-Page 27 “Negotiation of Contract for Profit”	New Addition: Explains that profits must be negotiated separately for each contract without price competition.
Section II-Pg. 27 “Procurement of Recovered Materials”	New Addition: CDTA, Prime Contractors, and Subcontractors must comply with the Solid Waste Disposal Act.
Section II-Pg. 27 “Contracting with Small and Minority Businesses, Women’s Business Enterprise, Labor Surplus Area Firms	New Addition: Assurance that the listed business types are solicited for procurement opportunities.
Section II-Pg. 28 “Authorization of Rolling Stock Acquisitions and Related Equipment”	New Addition: Provision of additional procurement methods for Rolling Stock that are outlined in the FAST Act which include joint procurement, pilot programs and state procurements.
Appendix 1-Page 39 “Procurement Checklist”	Updated to include more oversight of subcontractors related to prompt payment, and inclusion of specified federal clauses for subcontracts.
Appendix 7-Page 57 “NYS Required Clauses”	Added clauses that are referenced on page 17.
Appendix 8-Page 83 “Federal Required Clauses”	Added clauses that are referenced on page 17.
Entire Document	Revised to update titles as reflected by new organizational structure.

**Financial Summary/Cost:**

No impact

**Proposed Action:**

I am recommending the adoption of the revised Procurement Manual.

**Manager:** Stacy Sansky, Director of Procurement



## Memorandum

August 27, 2025

To: Chairman of the Board  
Board Members

From: Frank Annicaro, Chief Executive Officer

Subject: CEO Report for August 2025

I am honored to present this month's CEO Report. As I mark my 100th day at CDTA, I remain energized and optimistic about the future of our organization. In these first 100 days, I prioritized listening – to our employees, riders, community stakeholders, and to you, our board. I have gained valuable insights into both the challenges we face and the opportunities ahead.

Our newly formed leadership team has begun advancing key priorities through targeted work streams and newly established working groups. One major initiative is the development of CDTA's **Organizational Success Plan**, which is now underway. We look forward to presenting its framework, outcomes, and proposed actions at the Board Retreat this fall (date TBD).

As we close out August and transition into the next phase of **service realignments**, we are committed to preserving exceptional service delivery while fortifying CDTA's long-term sustainability.

Finally, we are proud to attend the **APTA TRANSform Conference** in Boston in September, where CDTA's own **David Stackrow** will be honored as the 2025 **Outstanding Public Transportation Board Member**. Congratulations, Dave!

### July 2025 Performance Summary

#### Revenue:

- Customer fares are **3.59% under budget** for July; **6.75% under budget YTD**, though slightly improved from the previous report.
- MRT is over budget for July and **24.52% over budget YTD**.
- New York State Operating Assistance is **3.78% under budget YTD** due to the variance between our 9% budgeted projection and the actual 4.88% enacted in the final state budget.

#### Expenses:

- Wages are 5.3% under budget YTD
- Professional Services: 13% under budget YTD
- Purchased Transportation: 10.8% over budget
- Materials & Supplies: 5.4% under budget YTD (improved)
- Utilities: 34.77% under budget YTD

Overall, CDTA remains in a satisfactory, yet cautious, budget position as we drive efficiencies through FY2027.

**Ridership:**

- Total Ridership (July 2025): 1.497M (+2.8% vs. July 2024)
- YTD Ridership: 6.21M (+3.3% vs. YTD 2024)
- STAR (July 2025): 32,915 riders (+7% vs. July 2024)
- FLEX (July 2025): 5,656 riders (-52% vs. July 2024)
- NX (July 2025): 6,375 riders (-5% vs July 2024)

**Operations:**

- Trip Completion Rate: 99.5%
- Accidents: 43 total; 21 preventable
- On-Time Performance:
- Fixed Route: 70.7%
- STAR: 83.7% (within 10-minute window)
- Scheduled Maintenance Compliance: 75.9%
- Preventive Maintenance Inspections (PMI): 95.4% on-time
- MDBSI: 27,839 miles
- Employee Availability: 91.4%

**Customer Experience:**

- Customer Comments: 280 total (77 related to STAR)
- Fixed Route Complaints: 197
- Other Complaints: 6
- Website Traffic: 802,792 page views

**CEO Activity (June – August 2025):**

I continued my outreach across the Capital Region, meeting with elected officials, community leaders, and partners to strengthen relationships and explore collaboration opportunities.

**June 26, 2025**

I met with Schenectady Mayor Gary McCarthy for a formal introduction and to talk about ways we can work together.

I attended Mike Collins' retirement party. Mike retired after 39 years at CDTA. Mike served as interim CEO for 5 months until I was hired in May. Thank you to Mike for his commitment and service to CDTA.

**June 27, 2025**

I met with the United Way of the Greater Capital Region CEO Peter Gannon to formally meet him and talk about ways that CDTA and United Way can strengthen our partnership.

I met with Amsterdam mayor Michael Cinquanti to formally introduce myself and to talk about ways CDTA and the city of Amsterdam can work together.

**June 30, 2025**

I met Colonie Town Supervisor Peter Crummey. This was my first formal introduction. We talked about ways that CDTA and the town are working together and how we can strengthen our partnership.

I met with Robert and Steve Brown of Upstate Transit to make a formal introduction and to learn more about our relationship with them and the NX service they provide for us.

I met with Maureen O'Brien, the CEO of NYSID. This was my first formal introduction. I learned more about her company and potential ways we can work together.

**July 1, 2025**

I met with the City of Glens Falls Mayor Bill Collins. It was our first formal meeting to talk about the service we provide in his city and ways we can enhance our partnership.

**July 9, 2025**

I met with Broadview CEO Michael Castellana for a formal introduction. CDTA Board Member and Broadview Chief Innovation Officer Peter Wohl joined us.

**July 14, 2025**

I met with Assemblymember Carrie Woerner as well as Malta Supervisor Cynthia Young. We talked about service in this area and the potential for enhanced service. Lisa Marrello joined me on this visit.

**July 15, 2025**

I met with City of Albany Mayor Kathy Sheehan to discuss CDTA and our partnership with the City.

I met with Rensselaer County Executive Steve McLaughlin to make a formal introduction and to talk about ways for us to work together.

**July 16, 2025**

I met the DMV Commissioner, Mark Schroeder. This was a chance for me to formally meet the commissioner and talk about ways that CDTA and the DMV could work together.

**July 21, 2025**

I met with Assemblymember Gabriella Romero. We talked about CDTA and how we can work together on community issues while also briefing her on the upcoming service changes that affect her district.

**August 4, 2025**

I met with Montgomery County Executive Peter Vroman. This was my first formal introduction. We talked about the service we provide in Montgomery County and ways to enhance our partnership.

**August 5, 2025**

I met with the Albany County Executive Dan McCoy and some of his team. This was a chance for us to talk about the way CDTA and the county work together. We also talked about plans for the proposed downtown Albany intercity bus terminal.

**August 6, 2025**

I met with Schenectady County Manager Rory Fluman. This was our first formal meeting and a chance for us to discuss our partnership and how we work together.

**August 7, 2025**

I met with Albany police chief Brendan Cox and was accompanied by several CDTA senior staff members. We are looking for ways for us to work together to help enhance safety on our buses and at our shelters.

I met with Assemblymember William Magnarelli. Assemblymember Magnarelli is also the Chair of the Transportation Committee. We talked about CDTA and transit systems across the state and what our financial needs are and the need for dedicated funding.

I did an interview with WAMC reporter David Lucas about our August service changes.

**August 11, 2025**

I attended our leadership team workshop that was facilitated by TransPro along with our leadership team. We are working with TransPro to create organizational values and to define organizational success and develop the roadmap to get there.

**August 12, 2025**

I met with the New York State Department of Transportation Commissioner Therese Dominguez and Assistant Commissioner Janet Ho, along with members of their staff. We discussed ways that CDTA and DOT can work together.

I met with FTA Region Two Administrator Michael Culotta. This was my first formal meeting with the regional administrator. We talked about ways that we work together for the betterment of CDTA and transit across the state.

I met with the Rensselaer County Chamber of Commerce President Norris Pearson. This was a way for us to formally meet and to talk about the partnership between CDTA and the Chamber.

**August 13, 2025**

We began a series of employee town hall meetings across the organization. We held three town halls in Albany at 6 AM, 2:30 PM, and 8 PM. I was joined by members of our leadership team.

I met with Sandra Dollard, the Executive Director of the Guilderland Chamber of Commerce. We met to talk about the proposed service changes at Stuyvesant Plaza.

**August 14, 2025**

We held three employee town halls in our Troy division at 6 AM, 3:30 PM, and 7 PM. I was joined by several members of the leadership team.

**August 18, 2025**

We welcomed FTA Administrator Mark Molinaro. This was Administrator Molinaro's first visit to a transit property in New York state since officially becoming administrator in early August.

**August 19, 2025**



We wrapped up our series of nine town halls in our Schenectady division. We held them at 6 AM, 2 PM, and 8 PM. The town halls were a great way to connect with employees and hear their feedback and suggestions about CDTA. I was joined by several members of the leadership team.

I met with Assemblyman Santabarbara to make a formal introduction and to talk about ways that we can work together.

### **August 20, 2025**

I did an interview with Albany Business Review reporter Mike Dimasi. Mike interviewed me for his “10 minutes” segment. We talked about upcoming service changes and my vision for CDTA as the new CEO.

I met with Amy Young, the Executive Director of the American Heart Association. I was invited to join the executive leadership team for the Heart Ball this year. Amy and I met to discuss specifics and how CDTA can help support the Heart Association and engage our employees.

### **August 25, 2025**

I did a ride along with Assemblymember Carrie Woerner, New York State Senator Daniel Stec, Saratoga Mayor John Safford, Glens Falls Mayor Bill Collins, Warren County Administrator John Taflan, and several community partners from Warren and Saratoga counties to officially kick off our new #713 route that connects Glens Falls to Saratoga Springs. This has been the number one request from riders and community partners since we took over service in January 2024.

### **Upcoming Items & Events**

- APTA TRANSform Conference (Sept. 14–17, 2025) – Congratulations again to David Stackrow.
- Transit Development Plan – This will be presented as a Board consent agenda item in September.
- Next Phase of Service Rebalancing – Presentation to Strategic and Operational Planning Committee and Board consent agenda item.
- Organizational Success Plan – Ongoing with TransPro; board retreat date to be announced.
- NYPTA Annual Conference – Oct. 27–29, 2025; board participation to be coordinated.