



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, March 25, 2020 | 12:00pm | 110 Watervliet Avenue, Albany

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Ascertain Quorum and Approve Agenda	Jayne Lahut	
Approve Minutes of Wednesday, February 26, 2020	Jayne Lahut	2
Recognition/Updates		
• Postponed		
Committee Reports: (Action Items Listed)		
Board Operations Committee (03/11/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (03/18/2020)	Denise Figueroa	
• Approve Harriman & Downtown Campus Contract		
• Approve River BRT Phase III Contract		
• Approve Smart Card Purchase		
• Approve Procurement Manual Revisions		
• Approve Transfer of Bikeshare Contract		
Community and Stakeholder Relations Committee (03/19/2020)	Patrick Lance	
Strategic and Operational Planning Committee (03/19/2020)	Michael Criscione	
• Approve FY2021 Budget		
• Approve Purchase of 122 Industrial Park Road		
Chief Executive Officer's Report*	Carm Basile	
Executive Session		
Upcoming Meetings		
Wednesday, April 29, 2020 at 12pm at 110 Watervliet Ave, Albany		

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

MINUTES OF WEDNESDAY, FEBRUARY 26, 2020 BOARD MEETING

MEMBERS PRESENT Jayme B. Lahut, Chairman
 Michael J. Criscione, Vice Chairman
 Mark Schaeffer, Secretary
 David M. Stackrow, Treasurer
 Denise A. Figueroa
 Georgeanna M. Nugent
 Patrick M. Lance

MEMBERS EXCUSED Jaelyn Falotico

OTHERS PRESENT Carmino N. Basile, Chief Executive Officer
 Amanda A. Avery, General Counsel
 Michael P. Collins, Vice President of Finance and Administration
 Christopher Desany, Vice President of Planning and Infrastructure
 Lance Zarcone, Vice President of Operations
 Jack Grogan, Director of Risk Management
 Sarah Matrose, Internal Auditor
 Jonathan Scherzer, Director of Marketing
 Ross Farrel, Director of Planning
 Jeremy Smith, Director of Facilities
 Philip Parella, Jr., Director of Finance
 Thomas Guggisberg, Director of IT
 Kelli Schreivogl, Director of Human Resources
 Brooke Simoncavage, Marketing Coordinator
 Gary Guy, Superintendent of Albany
 Nicholas Chenard, Assistant Superintendent of Albany
 Joe Falu, Albany Bus Operator
 Vanessa Salamy, Executive Assistant
 Nancy Benedict, Citizens for Public Transportation

CALL TO ORDER At 12:01 p.m., Chairman Lahut called the meeting to order.

- Chairman Lahut noted that a quorum was present.

AGENDA APPROVAL

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

APPROVAL OF THE JANUARY 29, 2020 BOARD MEETING MINUTES

Motion – Mr. Criscione
Seconded – Ms. Figueroa
Carried Unanimously

RECOGNITION

- Chairman Lahut and Mr. Basile presented the following service awards to
 - Joe Falu, Albany Operator – 30 Years of Service
- The members offered their congratulations.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut

- Board Operations Committee met on Wednesday, February 12, 2020 at 9:15am at 110 Watervliet Avenue, Albany.

Administrative Discussion Items

- The Committee met on Wednesday, February 12. We reviewed the committee agendas for the month of February. Another full plate of projects and activities.
- We continue to develop KPI's to better monitor STAR operating results. This work is just about complete, and the committee will transfer several of the most important KPI's to be included in the Monthly Performance Report.
- We continue work on our Strategic Plan for the company. We expect to meet with Barbara Gannon in late March or early April to discuss our progress and to add direction for the plan. Still on target to have the plan completed by the middle of this year.
- We talked about several real estate matters as we work to add capacity to our facilities and to develop more amenities for customers.
- The next meeting of the committee is scheduled for Wednesday, March 11, 2020 at 9:15am here at CDTA.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, February 19, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

Resolution No. 06 – 2020 – Approve Contract for Purchase of Fareboxes

- We need new fare boxes as we get ready for River BRT service and our contract with SPX Genfare expired in 2018. There is no other vendor that can supply this product. Staff is recommending a sole source contract for the purchase of fareboxes to SPX.
- The Authority hereby approves a contract for the purchase of 27 fareboxes to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$331,207.

Motion – Mr. Criscione

Seconded – Mr. Stackrow

Carried Unanimously

Resolution No. 07 – 2020 – Approve Contract Award for Fuel

- Staff monitors fuel markets for future price opportunities. Recently, the market price dropped making it attractive to lock in a long-term fuel price.
- Our supplier is Mirabito, Inc. We currently pay \$2.30 per gallon and our new contract on June 1, 2020 will see us paying \$2.06 per gallon. A few weeks ago, the future market price dropped to \$1.97 per gallon, which is when we locked in. This price is effective for 1 year starting in June 2021.

- The Authority hereby awards a one-year contract to Mirabito Energy Products of Binghamton, NY for Ultra -Low Sulfur Diesel at \$1.97 per gallon and Ultra-Low Sulfur Kerosene during winter months at \$2.28 per gallon starting in June 2021. The expected contract value is \$4.2 million.

Motion – Mr. Stackrow
 Seconded – Ms. Nugent
 Abstain – Mr. Schaeffer
 Resolution Approved

Resolution No. 08 – 2020 –Approve Contract for Wellness Center Construction

- We are partnering with CDPHP to operate a Wellness Center for our employees. As part of this partnership, we will construct the Center at 110 Watervliet Avenue. The Center will provide wellness opportunities for our employees, including onsite physicals, drug and alcohol testing services. An invitation for bid was issued to convert the training room into a Wellness Center. AOW Associates was the low bid at \$119,699, which staff recommend.
- The Authority hereby approves a construction contract to AOW Associates, Inc. of Albany for an amount not to exceed \$143,699, which includes a 20% contingency.

Motion – Ms. Figueroa
 Seconded – Mr. Criscione
 Carried Unanimously

Resolution No. 09 – 2020 –Approve Contract for Radio Communications System

- We need a new maintenance contract to maintain equipment for our voice and data equipment, and equipment at our tower locations. The contract also provides a one-time fee to decommission obsolete equipment at the tower locations.
- Wells Communication provides maintenance and service on our radio equipment. A sole source agreement allows them to provide maintenance and oversight of our communications systems and equipment.
- The Authority hereby approves a one-year contract with four optional renewal years to Wells Communications of Troy not to exceed \$164,600.

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

Resolution No. 10 – 2020 –Accept State Funding

- The state requires a board resolution to execute a grant agreement with NYSDOT to accept \$5.4 million. These funds are used primarily for bus purchases.
- The Authority hereby approves the acceptance of \$5.4 million from NYSDOT.

Motion – Ms. Nugent
 Seconded – Mr. Criscione
 Carried Unanimously

Audit Committee Items

- No items scheduled.

Investment Committee

- No items scheduled.

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the adequacy of the Risk Management and Workers' Compensation Self-Insurance Account. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report for January. We continue to be in a solid financial position through January. Year-to-date MRT receipts remains strong at \$825,000 over budget; Customer Fares are more than 3% ahead of budget for the year. Total Revenue is up 3% for the year and expenses are down 1.2%. We made an administrative adjustment to our wage and health care lines. Since year-to-date wages are 3% over budget and health care is 10% under budget, we moved \$650k from the health care line to the wage line. The overall budget is not affected by this adjustment.
- Lance Zarcone gave the Monthly Non-Financial Report for January. Total ridership for the month is up 6%; down 1% for the year; Preventable accidents are at 13 and Non-preventable accidents at 39; On-time performance was at 71%. STAR ridership was up 10% for the month and 9% for the year; STAR reservation calls were at 13,410.
- Next meeting of the Committee is scheduled for Wednesday, March 18, 2020 at 12:00 pm at 110 Watervliet Avenue, Albany.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jayme Lahut

- The Community and Stakeholder Relations Committee met on Thursday, February 20, 2020 at 10:45am at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Jonathan Scherzer provided a report on our Customer Comment process. CDTA captures its comments through HASTUS, a database that allows customer service representatives to track and monitor comments. Jonathan explained how comments are received, recorded and assigned to the appropriate department.
- Jaime Watson summarized the monthly Community Engagement report. In total CDTA had 20 earned media placements in television, newspaper and radio. Many of the stories focused on the new FLEX, micro transit service, federal money received from the FTA for our River Corridor project and Jaime also outlined the focus, projects and goals for CDTA's communication and community engagement activities over the next several months.
- Next meeting of the Committee will be on Thursday, March 19, 2020 at 10:45am at 110 Watervliet Avenue, Albany.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, February 20, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

Resolution No. 11 – 2020 – Authorize WWBRT Local Financial Commitment

- The Washington-Western Bus Rapid Transit (WWBRT) line continues to be progressed through the Capital Investment Grants (CIG) Small Starts program. A key step of the process is documenting that we are committed to funding the non-CIG portion of the project. This is a requirement for FTA staff to recommend a project for funding to USDOT administration.
- The WWBRT project under Small Starts is currently estimated to cost \$81.2 million. This is split between \$60.9 million (75%) from CIG Small Starts and \$20.3 million (25%) from non-CIG sources.
- Prior to an FTA “risk/readiness review” workshop, evidence of CDTA's local financial commitment is required via a Board resolution.
- The Board hereby authorizes a resolution that establishes CDTA's non-CIG local financial commitment for the Washington-Western Bus Rapid Transit project, and that staff be authorized to submit the resolution to the Federal Transit Administration.

Motion – Mr. Schaeffer

Seconded – Ms. Figueroa

Carried Unanimously

Resolution No. 12 – 2020 – Approve RRS Parking Rate Hearing and Recommendation

- Parking rates at the Rensselaer Rail Station were last increased in April 2013. At that time, we agreed that they would be reviewed every few years. The new proposed rate structure is projected to yield about \$400,000 annually in additional revenue.
- The system and policy for the new rates were provided in December, and again this month at Committee for review.
- We held a public hearing on January 29 to give customers an opportunity to comment on our proposal. We also accepted comments over the phone, via mail and email through February 15. There were two speakers at the public hearing, and we received 19 written comments (a summary was provided). Most of the comments were against any increase and a few supported the proposal. All comments will be included in the public record of the hearing.
- The Board hereby authorizes a change in the parking rates at Rensselaer Rail Station as described. The new rate structure would take effect on or about April 6, 2020.

Motion – Mr. Stackrow

Seconded – Ms. Nugent

Carried Unanimously

Administrative Discussion Items

FY2021 Budget Development

- Mike Collins provided an update on the FY2021 budget. It is shaping up to be an exciting year as the budget is being driven by two major new services, a micro transit pilot, and the launch of an employee wellness center.
- Since last month we have decreased the budget gap from \$4.2 million to \$2.6 million. Several options were presented to get to a balanced budget. Expense options included reducing a combination of health care, parts, purchased transportation and wages by \$1.3 million.

- Revenue options included increasing state operating assistance by \$1.2 million, considering increasing the use of section 5307, or using a combination of a projected budget surplus and/or reserves.
- Over the next month, we will continue to refine expense categories and make appropriate adjustments. We will be active in our advocacy efforts and working with our lobbyist and state association on increasing state funding. At this point, the estimated FY2021 budget will be approximately \$98 million.
- Next meeting of the Committee will be on Thursday, March 19, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for February.

EXECUTIVE SESSION

- No items scheduled.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, March 25, 2020 – 12:00 PM

ADJOURNMENT –

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: February 26, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

It was with great pride that we presented our annual State of CDTA report to nearly 100 stakeholders a few weeks ago. Our maintenance center was transformed into an events center and CDTA employees beamed as the presentation area was surrounded by buses, bicycles, support equipment and technology components. What a great way for us to showcase what we do, how we do it and the people who do it. I was joined at the podium by Chairman Jayme Lahut who provided remarks about the work we are doing to make CDTA bigger and better.

A special segment provided perspective on the foundation of our company and how we prepare ourselves for success. This unique perspective was provided by current board member and past Chairman, Dave Stackrow and former Executive Director Dennis Fitzgerald. Dave has spent 25 years on our board, leading us through many projects and initiatives. Dennis spent more than 30 years at CDTA with 22 as Executive Director. Dave is our longest serving board member and Dennis is our longest tenured Chief Executive. They spoke of the challenges they faced navigating CDTA through good times and tough times. They focused on the people that work at CDTA as being the constant in everything we have done. That was great to hear as our State of the State presentation focused on the accomplishments of our employees.

In our State of the State presentation, we talked about the need to be even more progressive. To do this we need to consider the challenges ahead of us and point our company in the right direction. In that vein, our Leadership Team continues work on our Strategic Plan. They are collecting information from customers, stakeholders and community leaders regarding direction – what should we be doing more of, what should we change, and what will our mobility landscape look like in the next 5 years. Barbara Gannon is coordinating this work, which will include another meeting of board members and the Leadership Team to review what we have learned and what else we need to complete the process. This work will help us build a clear roadmap for a successful CDTA.

We also used the State of the State to kick-off our 50th Anniversary and unveil a new logo. The logo is part of a comprehensive plan to celebrate the milestone and to feature the work we have done to build the company and expand our reach and services. The plan will showcase employees and highlight their work. There is so much going on at CDTA and our employees are dedicated to making CDTA the best it can be. 2020 will be a banner year for us - new services, more facilities, strategic planning and our 50th anniversary!

Our budget team continues to work on the company spending plan for FY2021. Based on suggestions from the Strategic and Operational Planning Committee, we have developed several scenarios to get us at a balance point. We can move ahead confidently, thanks to the condition of this year's financial plan. In the current fiscal year, we have seen healthy returns from the Mortgage Recording Tax, rising customer revenue, and revenue from facility advertising. This is balanced by a focus on controlling expenses.

Moving forward, our budget planning is helped by a proposed increase in State Operating Assistance for CDTA and other upstate systems. We are planning for more customer amenities and better support systems for Bus Rapid Transit on the River Corridor and new Universal Access services. This is included in spending estimates and corresponding revenue lines. There are still some projections that need to be solidified. However, we expect to have a balanced budget for review/adoption by the Board of Directors at the March meetings.

The budget incorporates the new parking rate structure at Rensselaer Rail Station. Board action will set into motion a process to standardize rates in our surface lots and bring us in line with market rates for similar facilities. We will implement an information campaign to make sure that customers know of the

increase, the changes to the structure of the payment system and available options. This campaign will strengthen through March to ensure that everyone is aware of what we are doing and why. The new rate structure is set to be in place on Monday, April 6, 2020.

Aligned with our budget work is advocacy and outreach. We are meeting with state elected leaders, their staff members and appointed officials to talk about resources we need to make CDTA better. These discussions include electrifying our fleet, infrastructure requirements, and work we need to do with suppliers and manufacturers. It is driving decisions about facility expansion and modernization. Lisa Marrello and her team are leading this effort. We will attend the New York State Transit Association advocacy day and the APTA Legislative Conference to support our work. This gives us an opportunity to talk with people from other systems and learn about their advocacy, funding and decision-making.

One of our major efforts has been to immerse ourselves in the community, to be a bigger part of it, and to raise our profile within it. Development of partnerships is our calling card and it is commonplace for people to call us for help. It forces us to think about partnerships, to monitor this work and to evaluate our success. The result has been an elevated role for CDTA in the community, more partnerships, more customers and revenue. We support this with a continual introduction of products and services and an external image that is built on results. We believe in the Capital Region and the region believes in us.

Our work to elevate our profile and be part of economic development discussions includes the way we position CDTA. Our staff spends lots of time on this and we have integrated it into advocacy work. We are involved in community efforts to make the region more attractive to people looking to locate here. In that regard, I am part of a group that has undertaken a Regional Branding Initiative. This work will highlight the benefits of living and working in the Capital Region. It is intended to attract talent to the area and make it more appealing to everybody who lives here. The mobility options that we provide will be a key part of the branding initiative. This is exciting work that we hope to build into a Regionalization Plan that gets our communities supporting a common purpose.

Our new one touch service, which we call FLEX is exceeding expectations. Being run as a pilot, FLEX is now averaging about 75 customers per day. The mobile app and interface between vehicle and driver are working well and operating issues have been relatively easy to resolve. Keeping wait times short in the pilot area (Colonie, Guilderland, Latham) is a challenge with only a few vehicles on the road. As we evaluate the pilot operation, we are preparing for Pilot 2 in Southern Saratoga County, which will launch in late spring. Given the positive reaction to FLEX, it is obvious that we have a good product – how we integrate it into our mobility menu will be our challenge.

We are making steady progress with construction work to support BRT service on the River Corridor. The Troy garage expansion is on schedule with interior work beginning now that the extension is framed. This is a tough project because it is a working facility with regular activities going on around the construction. Hats off to our Troy employees who are getting work done with an eye on the long-term benefits of the project. Work will pick up again in the spring on cabling for technology upgrades to support BRT service and concrete for sidewalks that will improve access to the BRT Line, to other CDTA services along the corridor.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for January and it is compared to January 2019. These measurements provide a high-level view of our company and the effectiveness of our service network and delivery systems.

Total ridership in January was 1.27 million, 6% more than last January. Year-to-date, ridership is 1% lower than the same time last year. This continues the up and down pattern that we have seen through the

year. Most of the bounce-back in January is attributed to warm weather and lack of large snowstorms. Boardings on Northway Xpress buses were at 15,715, down 6% from last January; there were 29,737 boardings on STAR vehicles, up 10% from last January.

Our financial reports have been consistent throughout the year with revenue exceeding expenses. With 10 months behind us, operating revenue is 6.4% ahead of budget, driven by the Mortgage Recording Tax (9% ahead of budget), customer revenue (3 ahead of budget) and facility advertising revenue (59% more than expected).

For the 10 months, expenses are about 1% under budget. The wage line is 3% over budget as we hire people in anticipation of new services throughout 2020; health insurance is 10% under budget, driven by plan redesign and more employees not selecting our coverage. Workers compensation expenses are 26% under budget; and maintenance services are 21% under budget. A positive note regarding Purchased Transportation. Although spending is still 6% over budget, it has slowed noticeably, and I'm pleased that January spending was spot on budget. At the end of January, our year-to-date surplus is \$2.5 million.

We missed 29 trips on the fixed route system; last January, we missed 36 trips. A nice return to normal after a tough December. We reported 52 accidents in January with 13 categorized as preventable; last January, we reported 43 accidents with 10 preventable. All preventative maintenance inspections were done on time, same as last January. Scheduled maintenance work was at 86%; last January it was at 82%. Fixed route timeliness was at 77%; last January it was at 76%. Our call center processed 174 comments compared to 220 last January. Response time to close inquiries within 10 working days was at 93%; last January, it was 89%. There were 796,000-page views at www.cdta.org. Last January, there were 682,000-page views.

Community Engagement:

- March 10, NYPTA Transit Awareness Day
- March 15-17, APTA Legislative Conference
- March 18, Transit Driver Appreciation Day
- April 22, Earth Day

Activity Report

The State of CDTA highlighted the work do to spotlight CDTA and our employees. My activities are part of a larger outreach effort to make CDTA more relevant in regional decision-making.

- On January 29, I spoke with Mike DiSocio from the Albany Business Review. We talked about the Troy Transit Center and the next few steps regarding the project development.
- On January 29, I attended our public hearing for the proposed rate increase at the Rensselaer Rail Station parking facility. There were several speakers and we received additional comments via electronic media. Jayme Lahut represented the Board of Directors.
- On January 30, I met with Malta Town Supervisor Darren O'Conner and Councilman Tim Dunn. We talked about ways to increase transit service in the town and connections to Saratoga Springs and Global Foundries.
- On January 30, I met with Cohoes Mayor Bill Keeler. We were joined by Assemblyman John McDonald who arranged the meeting so that the Mayor and I could begin a relationship. We talked about several issues, most notably the start of Blue Line BRT, which will serve Cohoes.

- On January 31, Chris Desany, Ross Farrell and I met with staff from the Empire State Development office. We talked about projects that ESD is funding and ideas for future funding opportunities.
- On February 4, I attended meetings with elected officials at the state capital. Several of these meetings were with the state association team and a few regarded specific CDTA interests. I met with Assemblywoman Pat Fahy, NYSDOT Commissioner Marie Therese Dominguez and staff from the Division of the Budget, senate finance and the governor's transportation office.
- On February 5, I attended a meeting of the Regional Brand Steering Committee. I have been asked to be part of a group that is working on a regional branding initiative with a primary focus on talent acquisition.
- On February 6, I was pleased to be part of our annual State of the State presentation. Hats off to Jaime Watson and her team for transforming the Albany Maintenance facility into an event center. The display of buses and equipment made a great impression on our visitors and on many of our employees.
- On February 10, I met with Matt Peter the Executive Director of the Albany Parking Authority to talk about ways to move forward on the Albany Transit Center.
- On February 11, I met with Matt Ossenfort, the Montgomery County Executive. We discussed the status of transit service in Montgomery County and the county's desire to join the Authority service district.
- On February 12, I chaired a meeting of the United Way's executive committee. Like we do in our board operations committee, we previewed agendas and got a series of project updates from the United Way staff.
- On February 13, I met with Brian O'Grady, CDPHP Executive Vice President to talk about our Wellness Center project. With the board award for construction, we need to put together the working structure of the center as we move towards a spring opening.
- On February 13, I joined Amanda Avery and Vanessa Salamy in a closing conference with the Office of the State Comptroller. OSC staff audited our policies and procedures relative to the state Freedom of Information Law. The audit went well. Recommendations will include procedural adjustments and some fixes that we to make regarding FOIL.
- On February 14, I attended a Census Workshop sponsored by the United Way. I provided opening remarks (as Board Chair) regarding the importance of the census and the work of many people and organizations throughout the region to ensure that everyone is counted.
- On February 14, I participated in a panel discussion on Human Resources and Inclusion as part of the Rensselaer County Chamber of Commerce' Leadership Institute. This year's class numbers about two dozen young professionals who are engaged in an intensive, year-long development program.

- On February 18, Jaime Watson and I met with the publisher and the editor of The Daily Gazette. We talked about the things we are working on and issues surrounding the need for more mobility choices throughout the region. They had an interest in our efforts in Montgomery County.
- On February 18, I met with Jim Reeks from Sano Rubin Construction to talk about the work our companies are doing and ways that we might be able to work together.
- On February 19, I chaired a meeting of the United Way Board of Directors. The board endorsed a downtown Albany Shared Use concept that could lead to the development of a shared work environment for more than a dozen not-for-profits.
- On February 20, I attended a meeting at the Bull Moose Club with members of the team assembled by the United Way to begin work on a not-for-profit shared use facility in downtown Albany.
- On February 21, I attended a meeting of the Administration and Finance committee of CDTC. This is like our Board Operations committee. We discussed the agency budget; staffing issues, federal transportation legislation issues and the status of the work project currently being undertaken by CDTC staff.

Final Thoughts

The first quarter of the calendar year is always a busy period for us. Budget planning work and advocacy, especially at the state level consume lots of our time and attention. We are also active with federal developments, especially our relationship with the FTA regarding funding through the community investment grant program. All of this is in addition to our full plate of work activities – led by our Strategic Planning process, BRT and other new services, updates to tactical plans like Transit Development and Facility Master Plan and a possible expansion of our transit district.

Our board and staff know the importance of an expanded menu of mobility choices and we are always looking for ways to coordinate our offerings so that customers can use them however they want. This is front and center in the work we are doing. It is a very exciting time for CDTA and appropriate for us to celebrate as we near our 50th Anniversary!

Thank you to everybody for their outstanding efforts.

Copy: Senior Staff
 Director of Corporate Communications
 Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 13 - 2020**

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Harriman West and downtown campus station construction to New Castle Paving, LLC of Troy, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 18, 2020
Board Action Date: March 25, 2020

Background:

The addition of new SUNY programs and facilities requires the need for increased bus service which is in line with the Washington Western Bus Rapid Transit (WWBRT) plan.

Purpose:

To complete site work and installation of two stops of the future WWBRT. The projects involve the construction of new roadways, traffic signals, concrete sidewalks, electrical infrastructure and landscaping.

Summary of Proposal:

An Invitation for Bids (IFB) was issued outlining the construction of new roadways, traffic signals and other site work. Fifty-two vendors downloaded the IFB, of which eight were actual prime contractors with the capabilities to perform the work and two of these vendors submitted bids. New Castle Paving, LLC of Troy, New York had the lowest responsive and responsible bid.

Staff recommends a contract be awarded to New Castle Paving, LLC of Troy, NY for Harriman West and downtown campus station construction for an amount not to exceed \$4,603,716 which includes a 20% contingency. Staff has checked references for New Castle which have been positive. Upon Board approval a contract will be executed immediately with substantial completion scheduled for November 2020.

Financial Summary and Source of Funds:

Base Bid:	\$3,836,430
Contingency (20%)	\$767,286
Total:	\$4,603,716

This contract will be funded through the FY2020 Capital Plan (BRT Set-aside and Transportation Alternatives Program).

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 18, 2020

To: Performance Monitoring & Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Harriman West and Downtown Albany Station Construction

Overview

As was the case with red and blue BRT lines, we design and build different elements in phases as funding becomes available. We are following the same approach with the WWBRT. With the addition of the ETEC building adjacent to the main SUNY campus, and the new engineering school on the downtown campus, the need for bus service in those areas has increased. To accommodate the transportation needs of the expansions we are building new stations at these locations. These projects are being funded in part by the Transportation Alternatives Program and the BRT set-aside.

An invitation for bids was released to complete site work for the installation of two stops of the future WWBRT. The projects involve the construction of new roadways, traffic signals, concrete sidewalks, electrical infrastructure and landscaping. The specification was downloaded 52 times, with eight firms considered viable based on the firm makeup.

Justification

We received two bids, the lowest of which came from New Castle Paving LLC in an amount of \$3,836,430. Our engineer reviewed the bids to check for accuracy and large discrepancies. New Castle Paving's bid had a less than 10% variance from our engineer's estimate and we found it to be accurate and reasonable. New Castle Paving LLC is a large site/civil contractor in Upstate New York. All references were checked and found to be satisfactory.

Recommendation

I am recommending awarding a contract for constructing Harriman West and downtown campus stations to New Castle Paving, LLC. of Troy, NY for \$3,836,430 plus a 20% contingency for a total amount of \$4,603,716.

Copy: Chief Executive Officer
Director of Procurement
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:

\$4,603,716 (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 # 8 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 No
Number of D/MWBEs bidding/proposing 0
D/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a D/MWBE? Yes No
Number of D/MWBE Subcontractors None

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: New Castle Paving, LLC

1 Madison Street Suite 100
Troy, NY 12180

8. SOURCE OF FUNDS: FY2020 Capital Plan (BRT Set-a-Side & Transportation Alternatives Program)

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: March 10, 2020

BID SUMMARY
CDTA-FAC 164-2000 CDTA Harriman West & Downtown Campus Improvements

3/3/20
1:00PM

Bidder	Item	Total
New Castle Paving, LLC Dale Swartwout 1 Madison Street, Suite 100 Troy, NY 12180 518.275.0226 dswartwout@newcastlepaving.com	Total Base Bid	\$3,836,430.56
Reale Construction Company, Inc. Peter Reale PO Box 231 Ticonderoga, NY 12883 518.585.6782 realep@realeconstruction.com	Total Base Bid	\$4,042,000.00

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 by the Capital District Transportation Authority for the Authority's project CDTA-FAC 164-2000, which bids were opened the 3rd Day of March 2020

Carm Basile

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 14 - 2020**

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for River Corridor Phase III Bus Rapid Transit (BRT) construction to Callanan Industries, Inc of Albany, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 18, 2020
Board Action Date: March 25, 2020

Background:

The River Corridor Bus Rapid Transit (“The Blue Line”) is advancing per previous plans. In 2015, awarded funds allowed CDTA to begin initial station construction in advance of Small Starts, and a number of projects have been completed as the result of previous Board Action.

Purpose:

Phase II construction of the next set of stations is set for completion in June, and to allow the project to continue to move forward, a contract for Phase III is required. Phase III will continue station work that was begun in Phase II.

Summary of Proposal:

An Invitation for Bids (IFB) was issued outlining the station and signal work required. Thirty-three vendors downloaded the IFB, of which six were actual prime contractors with the capabilities to perform the work and two of these vendors submitted bids. The bid list was polled to determine why there were not more bids. Several reasons were provided and are in the attached memo of support. Staff is satisfied that the specifications were not too restrictive or unclear and that it did not hinder interest or competition.

Staff recommends a contract be awarded to Callanan Industries, Inc of Albany, NY for Phase III River Corridor BRT construction for an amount not to exceed \$3,101,691 which includes a 20% contingency. Callanan will utilize three MWBE firms as subcontractors for up to 14% of the work. Callanan is the vendor completing Phase II of the River BRT construction. Upon Board approval a contract will be executed immediately with completion scheduled for October 2020.

Financial Summary and Source of Funds:

Base Bid:	\$2,353,986
Alternate #1:	\$230,756 (for demolition and site work to create a Park and Ride)
Contingency (20%)	\$516,949
Total:	\$3,101,691

This contract will be funded by the FY2020 Capital Plan (Small Starts Grant Award).

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 18, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: River BRT Phase III Construction

Overview

Over the past several years CDTA has been working on completing final design details, procuring funding, and constructing the River Corridor Bus Rapid Transit (BRT) line. In 2015, awarded funds allowed CDTA to begin initial station construction in advance of Small Starts. This work included installing pedestrian signals and lighting, expanded sidewalks, countdown timers, curb extensions, crosswalks, ADA-compliant curb ramps, and traffic signal improvements. This preliminary step (Phase I) of the project was successfully completed in the summer of 2018. Construction of the next set of stations (Phase II) is progress and is scheduled to be completed in June. After finalizing the design of all but one remaining location (Phase III), we have since released an invitation for bid to continue the associated station and signal work. The bid specifications included a base bid and two alternates. Alternate one included the demolition and site work at 550 Broadway in Menands to create a park & ride. Alternate two was to provide CIVIQ displays at several locations.

Thirty-three contractors downloaded the requirements, and two bids were received. Of the firms, only six were considered viable prime contractors (based on firm makeup). Those firms were contacted and polled as to why they did not submit. We received responses that ranged from inability to be competitive, work backlog (current construction season), and inability to find a partner to handle work outside of the prime contractor's specialization.

Justification:

Our engineer carefully reviewed the bids to check for accuracy and large discrepancies. The low bid came from Callanan Industries and had a less than 10% variance from our engineer's estimate. We found Callanan's bid to be accurate and reasonable. Callanan Industries is one of the largest site/civil contractors in Upstate New York. We have had success working with them on several large projects including Red Line BRT, River BRT, and the Lark and Washington Avenue project. Current work is on time, on budget, and we have been very satisfied with their performance.

Recommendation

I am recommending awarding a contract for River BRT Phase III construction to Callanan Industries, Inc. of Albany, NY for a base amount of \$2,353,986.39 plus alternate one at \$230,756.00 and a 20% contingency for a total contract amount of \$3,101,690.87.

Copy: Chief Executive Officer
Director of Procurement
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:**

\$3,101,691 (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 # 6 or **Advertised**
 Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

8. **Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service? Yes **No**
 Number of D/MWBEs bidding/proposing 0
 D/MWBE Certification on file? Yes No **Not Applicable**
 Was contract awarded to a D/MWBE? Yes **No**
 Number of D/MWBE Subcontractors **La Corte Companies (WBE)**
 Flooring Environment (WBE)
 RBM Guardian Fire Protection (WBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Callanan Industries, Inc.
 PO Box 15097
 Albany, NY 12212

8. **SOURCE OF FUNDS:** FY2020 Capital Plan (River Small Starts Grant)

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: March 10, 2020

BID SUMMARY

CDTA-FAC 165-2000 River Corridor Bus Rapid Transit (BRT) Station & Traffic Signal Improvements-Phase 3 Construction

3/5/20

1:00PM

Bidder	Item	Total
Callanan Industries, Inc.		
Michael Mastropietro		
PO Box 15097		
Albany, NY 12212	Total Base Bid	\$2,657,852.39
518.374.2222		
estimatingcallanan.com		

New Castle Paving, LLC		
Dale Swartwout		
1 Madison Street Suite 100		
Troy, New York, 12180		
518.375.0226		
dswartwout@newcastlepaving.com	Total Base Bid	\$6,166,812.31

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 by the Capital District Transportation Authority for the Authority's project CDTA-FAC 165-2000, which bids were opened the 5th Day of March 2020

Carm Basile

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 15 - 2020**

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for smart card fare media to SPX-Genfare of Elk Grove, Illinois.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 18, 2020

Board Action Date: March 25, 2020

Background:

Smart cards are used for the new fare collection system.

Purpose:

We need to purchase additional Navigator Smart cards to replenish the Navigator card inventory.

Summary of Proposal:

In 2013 CDTA competitively procured a new fare collection system (NFCS) and awarded that contract to SPX-Genfare. One of the features of the NFCS is the use of contactless smart cards for payment. The smart cards are a mix of full and half fare cards as well as limited use.

In order to ensure compatibility and integration with our NFCS, staff is recommending that a sole source contract be awarded to SPX-Genfare of Elk Grove, Illinois for an amount not to exceed \$84,200. Staff has reviewed the pricing and found it to be fair and reasonable when compared to previous purchases of the same product.

Financial Summary and Source of Funds:

This \$84,200 contract will be funded in the FY2021 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

March 18, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Purchase of Navigator Smart Card Media

Overview

In 2013, CDTA competitively procured and awarded a contract to SPX-Genfare for a new fare collection system. The scope of the project included a number of innovative features for customers and improvements to back office systems including contactless smart card payments. Since rolling out the new system on January 12, 2017, CDTA has distributed over 100,000 Navigator cards. The purchase of additional smart cards is needed to replenish our original inventory and prepare for new universal access agreements.

Justification:

Since these smart cards must be compatible and integrated with our existing fare collection system, we are recommending a sole source award. This recommendation is based on a number of important considerations:

- SPX-Genfare is our incumbent service provider and has extensive knowledge of our system infrastructure, and is currently responsible for integration, maintenance, and support.
- SPX-Genfare has a unique knowledge of our configuration profiles.
- Pricing is fair and reasonable, as it is based on previous purchases of the same items.

Recommendation

I am requesting approval to purchase smart card fare media (a combination of full fare, half fare, and limited use) from SPX-Genfare of Elk Grove Village, Illinois for an amount of \$84,200.

Copy: Chief Executive Officer
Director of Procurement
Director of Information Technology

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 16 - 2020**

Capital District Transportation Authority Agenda Action Proposal

Subject: Review and approval of revised CDTA Procurement Manual

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 18, 2020

Board Action Date: March 25, 2020

Background:

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

Purpose:

Staff reviews the procurement manual annually to ensure it still meets CDTA's needs.

Summary of Proposal:

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

The Procurement Manual was provided to members of staff including General Counsel, Internal Audit and Finance for feedback on proposed changes. The attached memo outlines the proposed changes to the Procurement Manual.

Financial Summary and Source of Funds:

No impact

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Stacy Sansky, Director of Procurement

**Manual Attached Separately

Memorandum

March 18, 2020

To: Performance Monitoring/Audit Committee

From: Stacy Sansky, Director of Procurement

Subject: Procurement Manual Updates

Overview:

The Procurement Manual provides a blueprint to staff, vendors and the Board for how goods and services are procured at CDTA. The intention of the manual is to provide easy to understand guidance that conforms to CDTA, FTA and New York State procurement regulations.

It is reviewed annually to ensure compliances with state and federal regulations as well as to review procedures for conformance with common business practice.

Background:

In most years the Procurement Manual requires minor changes to reflect changes in titles and other immaterial items. The last substantive update to the manual was made in May of 2018 to reflect language required by FTA in preparation for the Triennial Review. There have only been a few minor changes to approval thresholds in the past five years and no major review and revision of them for over 15 years.

In order for current approval thresholds to better reflect the ever-increasing cost of goods and services procured staff has worked collaboratively on recommendations for new procurement approval thresholds that will allow for ordinary purchases to be made without additional layers of approval. This will allow for more efficient purchasing practices as well as focus to be spent at all levels on extraordinary or unusual purchases.

The below chart reflects the recommended changes to approval thresholds:

	CDTA Current Thresholds	FTA Thresholds	NYS Thresholds	Recommended New Threshold	Avg. # of Contracts no longer needing Board approval-per yr
Micropurchase	\$3,500	\$10,000		\$10,000	NA
Mini Purchase	\$10,000		\$250,000	\$10,001- \$24,999	NA
Requires Sealed Procurement (IFB/RFP)	\$15,000	\$250,000	\$250,000	\$25,000	NA
Sealed Procurement Req Board Approval	\$100,000	NA	NA	\$150,000	4
Sole Source (over req. Board approval)	\$25,000	NA	NA	\$50,000	3
OGS Contract Approval (has req. Board approval)	\$100,000	NA	NA	eliminated	2
Multi Year Service (has req Board approval)	\$50,000	NA	NA	eliminated	1

Justification:

- The FTA recently increased the micro-purchase thresholds to the recommended levels. Making these changes allows for more efficient purchase of many small items and reduced paperwork.
- FTA and NYS do not require a sealed procurement (IFB or RFP) process until the project value is expected to be more than \$250,000, which has gradually increased over the past ten years. Increasing the CDTA requirement to \$25,000 will balance the current cost of goods and services with the need for CDTA to keep “spending in check” by ensuring best price and/or value are still part of selection criteria for purchases.
- Raising the requirement for Board approval of sealed procurements from \$100,000 to \$150,000 allows staff to move forward with smaller contracts in a timely manner and increase efficiency.
- Very little can be purchased for \$25,000. Raising the sole source contract approval to \$50,000 is a more realistic number. Staff will still vet these contracts for fair and reasonableness as well as report on them annually in the Procurement Report (provided in January).
- NYS Office of General Services (NYS OGS) fully vets any contracts awarded through their own procurement process and provides purchasing access to public agencies and authorities to increase productivity, reduce time spent on procurement and provide economies of scale. Staff will be able to more quickly make these purchases and use the program as intended.
- Staff already includes all optional years in Agenda Action Items for Board approval as well as their value. The multi-year service approval is a redundant requirement.

Staff is recommending that these changes be incorporated into the procurement manual that will be distributed to all staff, as well as provision of any training required to ensure the changes are properly communicated and implemented.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 17 - 2020**

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award bike-share services to Mobility Cloud, Inc. of New York, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 18, 2020

Board Action Date: March 25, 2020

Background:

CDTA operates the very successful CDPHP *Cycle!* bike-share program.

Purpose:

A new company, Mobility Cloud, Inc. has purchased all assets from Social Bicycles (JUMP Bikes) and a contract is required with the new company for continued service.

Summary of Proposal:

In 2016 through a competitive procurement CDTA contracted with Social Bicycles for operational assistance and the purchase of bicycles. Over the past four years ownership of Social Bicycles has changed and the assets of Social Bicycles has been sold to Mobility Cloud, Inc. In order for CDTA to have continued operational assistance and access to additional bicycles for the growing program a new contract is required.

Staff recommends a sole source contract for the bike-share program for a term of five years be awarded to Mobility Cloud, Inc of New York City for an amount not to exceed \$630,000 per year. Upon Board approval a contract will be executed immediately with the new agreement effective April 1, 2020.

Financial Summary and Source of Funds:

Not to exceed \$3,150,000 over the five-year term.

The first-year amount of \$630,000 will be funded in the FY2021 Operating Budget. The same amount will be funded in the subsequent budget years.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Marketing

Memorandum

March 18, 2020

To: Chairwoman, Performance Monitoring/Audit Committee
Members, Performance Monitoring/Audit Committee

From: Jonathan Scherzer, Director of Marketing

Subject: Transition of Bike Share Vendor

Background:

Our regional bike share program provides the people who live and work here with a wider menu of mobility options. The project was born out of our work with the Capital Region Bike Share Task Force, which led to the creation of CDPHP *Cycle!* in summer 2017. The program has been very successful with more than 12,000 members and 100,000 trips taken in the first three seasons. We are looking to transition to a new vendor as the entity we do business with is selling its bicycle-sharing assets.

Justification:

Social Bicycles of Brooklyn, New York was selected as the vendor to provide the equipment and support to manage our program in 2016. The bicycles are theft-resistant with proprietary construction and locking systems. In April 2018, Uber Technologies, Inc. purchased Social Bicycles, which operated as wholly-owned subsidiary under the name of JUMP for the past two years.

A new company, Mobility Cloud Inc., is purchasing Social Bicycles' assets. We want to enter into an agreement with Mobility Cloud to serve as our operational vendor for the program. We will formalize a termination agreement with JUMP/Social Bicycles as there is one year remaining on our original agreement. There are a variety of benefits to a relationship with Mobility Cloud. The new company is headed by a former Social Bicycles executive, who owns the proprietary specifications for bicycles, stations and infrastructure that match our current offerings. The new company will have the same operations team along with a reduced price per bike (lower our costs annually).

Costs and Revenue Expectations

Our current costs for the program are \$630,000 which are based on flat rate fees per bike over the course of the year. This includes all equipment, bicycles and system integration. It also includes program planning, site selection, ongoing operations and maintenance support. Our employees will not be involved in the operation or maintenance, but we will remain involved in product development, marketing, advertising and pricing.

Funding for this program comes from multiple sources, including membership and ridership revenues, corporate underwriting and Congestion Mitigation and Air Quality grant funding. We have also formed partnerships with the cities of Albany, Saratoga Springs, Schenectady and Troy, all of which agreed to continue supporting the program with annual stipends.

Recommendation:

We recommend award of a single source contract to Mobility Cloud, Inc. of New York City. Mobility Cloud will begin providing operational assistance on April 1, 2020. The agreement will cover annual operations along with the purchase of additional bicycles, infrastructure and maintenance as needed.

Copy: Chief Executive Officer
Mobility Manager

**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:

\$3,150,000 (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 # 1 or Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

10. 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: Mobility Cloud, Inc
New York, NY**

8. SOURCE OF FUNDS: FY2021 Operating 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, <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: March 10, 2020

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 18 – 2020

Memorandum

March 19, 2020

To: Chairman, Strategic & Operational Planning Committee
Members, Strategic & Operational Planning Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2021 Operating and Capital Budget Recommendations

Summary

We have discussed the FY2021 budget development over the past several committee meetings and are able to recommend a budget for approval. Attached is a spending plan for next year that is balanced.

FY2021 will be an exciting year as we add major services, continue a micro transit pilot project (Flex) and add a Wellness Center to improve the health and wellness access for our employees.

The proposed operating plan is balanced at \$97.7 million. The five-year capital plan is a long-term vision for projects like our River BRT, and annual projects like our bus purchasing plan. The first year of the capital plan is funded and more robust than usual due to the \$27 million Small Starts grant for our River BRT.

Revenue

This has been an unusual budget process because of the significant increase in service hours for FY2021. But what is unique, is that we have dedicated revenue sources that pay for most of these new services. We received a \$5 million operating grant for River BRT and have an agreement with the state to pay for most of the new services we are providing for them.

I have included highlights of what we expect from our revenue sources to balance the plan:

- We are keeping assumptions the same as last year for Mortgage Recording Tax (MRT) based on forecasted economic conditions. MRT revenue is budgeted at \$11.2 million but we expect lower interest rates to have a positive impact on this line.
- Customer revenue has been good this year and we expect this trend to continue as we anticipate revenue from River BRT service along with a hybrid Universal Access agreement with the state. We should also see a nominal increase for bike share revenue as this service is being incorporated into the operating budget.
- As we incorporate our bike share program into our operating budget, we expect a \$400,000 increase in naming rights advertising. This is a very successful program and we are looking to expand and replace bikes.

- After seven years of keeping parking rates the same, we are increasing the Rensselaer Rail Station rates and anticipate an additional \$400,000 parking revenue. Most of this increase will be reinvested in maintenance upkeep and exploring new technology.
- The federal maintenance (5307) line will increase \$300,000 due to an increase in the federal formula. The percentage of that we use towards the operating budget (75%) will not change; and 25% will be directed into our capital plan.
- We will increase State Operating Assistance (STOA) by 7.2% based on lobbying efforts at the Senate and Assembly. If this proposed increase does not occur, we will revisit our operating budget in committee next month to balance it. We can use more 5307 funding to close the gap or use some of the FY2020 projected surplus for next year.

Expenses

We spend more than 70% of our expenses on wages and benefits, and by increasing headcounts for service expansions, this year will be no different. Most of the wages and benefits are collectively bargained. Below are highlights of the projected expenses for next year.

- As a result of the two new services, we have budgeted an 8% wage increase. This is a result of a 3% contractual increase and the new service positions.
- Health insurance is a bright spot for us this year. Because of plan design changes to our health care plan, and about 8% of our workforce not selecting our insurance (for a variety of reasons), we are able to keep the health care projection increase to 4.9%. This includes the additional employees for the new services.
- We increased Other Benefits (primarily pension) by 5.5% to accommodate contribution increases to the employee pension plan. This includes the negotiated amount along with additional employees for the new services.
- We are projecting a \$1.2 million increase to Professional Services, mainly due to incorporating our bike share program into the operating budget (50%+); growing our advertising budget to an adequate level; and improving rail station security. The bike share program has corresponding revenue to offset these expenses.
- Purchased Transportation has been underfunded in the past and we are adjusting this line to reflect actual costs, including a contract increase to our vendors. We anticipate being much closer to budget expectations this year.

Capital Plan

The FY2021 Capital Plan is funded at \$53.2 million, the majority by the River BRT Small Starts grant of \$27 million. This capital plan not only includes River BRT, but also includes our bus replacement plan for 4 Electric buses; 4 Gillig buses; 6 STAR buses; 4 Flex vehicles and 2 NX coach buses. It also includes paying annual lease payment obligations which will begin to end in two years. The bus replacement plan is funded by the NYS capital plan, the Volkswagen settlement fund; and federal money through section 5339.

The plan also includes funding for Washington/Western Avenue BRT activities; a Wellness Center; facility improvements in Troy and Albany; station improvements throughout the system; and bike share expansion. Maintenance improvements include lift replacements and funding for vehicle overhauls to keep our buses in a state of good repair.

The five-year plan is attached; it must be submitted to the state on an annual basis. The first year of the plan is the only year that is funded. The state does not expect the five-year plan to be fully funded. Longer-term projects include purchasing electric buses and infrastructure; developing the Washington/Western BRT; and a new consolidated facility for operations. Most of these projects have little funding at this point. There are many other good ideas and projects; some that may be funded in the future and some that may not.

Recommendation

It is recommended that the draft FY2021 Operating Plan of \$97.7 million and five-year Capital Plan at \$425.1 million be advanced by the committee to the full board for approval.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

**Capital District Transportation Authority
FY2021 Capital Plan
March 18, 2020**

	Purpose	Type	Dept	2021	2022	2023	2024	2025	Total
River BRT	System Improvement	BRT	Multi	\$35,203,789	\$0	\$0	\$0	\$0	\$35,203,789
WWBRT - ETEC	System Improvement	BRT	Multi	\$4,480,115	\$0	\$0	\$0	\$0	\$4,480,115
WWBRT	System Improvement	BRT	Multi	\$0	\$42,500,000	\$42,500,000	\$0	\$0	\$85,000,000
U Albany Downtown (Robin to Lake)	System Improvement	BRT	Planning	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
85W Call Center Renovation	System Improvement	Facilities	Marketing	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Automated Access Gate - Schenectady	System Improvement	Facilities	Security	\$0	\$300,000	\$0	\$0	\$0	\$300,000
110 Driver Room	State of Good Repair	Facilities	Facilities	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Troy Driver's Locker/Bathroom	State of Good Repair	Facilities	Facilities	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Troy Mechanic's Locker/Bathroom	State of Good Repair	Facilities	Facilities	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Schenectady Driver's Locker/Bathroom	State of Good Repair	Facilities	Facilities	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Schenectady Mechanic's Locker/Bathroom	State of Good Repair	Facilities	Facilities	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Schenectady Gas Tanks	System Improvement	Facilities	Facilities	\$0	\$100,000	\$0	\$0	\$0	\$100,000
RRS Garage Repairs	State of Good Repair	Facilities	Facilities	\$0	\$692,704	\$0	\$0	\$0	\$692,704
RRS Enhancements	State of Good Repair	Facilities	Facilities	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
RRS Parking Upgrades	System Improvement	Facilities	Facilities	\$0	\$500,000	\$0	\$0	\$0	\$500,000
LED Light Replacement	System Improvement	Facilities	Facilities	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Maintenance Training Room	System Improvement	Facilities	Maint	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Fuel Management System	System Improvement	Facilities	Maint	\$0	\$970,000	\$0	\$0	\$0	\$970,000
Wellness Center	System Improvement	Facilities	Human Resources	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	Facilities	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$950,000
Preliminary Engineering - Facilities	State of Good Repair	Facilities	Facilities	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Facilities Audit / Electric Bus Documentation	State of Good Repair	Facilities	Facilities	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Consolidated Operations Facility	System Improvement	Facilities	Facilities	\$0	\$0	\$0	\$150,000,000	\$0	\$150,000,000
Downtown Albany Intermodal	System Improvement	Facilities	Facilities	\$0	\$0	\$50,000,000	\$0	\$0	\$50,000,000
Street Amenities (Shelter Program)	Normal Replacement	Facilities	Facilities	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Information Technology	Normal Replacement	Information Technology	IT	\$300,000	\$400,000	\$400,000	\$400,000	\$400,000	\$1,900,000
Decommission Legacy Site	Normal Replacement	Information Technology	IT	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Mid-Sized Infrastructure	System Improvement	Facilities	Planning	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
Park & Ride Lots	System Improvement	Operating	Facilities	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Micro Transit Operations	System Improvement	Operating	Planning	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Car Share	System Improvement	Operating	Planning	\$110,000	\$120,000	\$120,000	\$130,000	\$130,000	\$610,000
VanPool	System Improvement	Operating	Planning	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Marketing iRide	System Improvement	Operating	Marketing	\$200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,200,000
Bike Share Expansion	System Improvement	Operating	Marketing	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Fleet Financing 2012	Normal Replacement	Rolling Stock	Finance	\$930,000	\$930,000	\$0	\$0	\$0	\$1,860,000
Fleet Financing 2014	Normal Replacement	Rolling Stock	Finance	\$780,000	\$780,000	\$780,000	\$780,000	\$0	\$3,120,000
Camera Install	System Improvement	Rolling Stock	Maint	\$0	\$170,000	\$0	\$0	\$0	\$170,000
Flex Vehicles	System Improvement	Rolling Stock	Maint	\$260,000	\$0	\$0	\$0	\$0	\$260,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	Maint	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Bus Replacement Program	Normal Replacement	Rolling Stock	Maint	\$3,906,459	\$0	\$0	\$0	\$0	\$3,906,459
Electric Buses	System Improvement	Rolling Stock	Maint	\$1,600,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$61,600,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	Maint	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$5,500,000
STAR Buses	Normal Replacement	Rolling Stock	Maint	\$570,000	\$570,000	\$570,000	\$570,000	\$570,000	\$2,850,000
Trolleys	System Improvement	Rolling Stock	Maint	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Lift Replacement	Normal Replacement	Rolling Stock	Maint	\$350,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,150,000
Mid-Life Hybrid Replacement	State of Good Repair	Rolling Stock	Maint	\$0	\$300,000	\$300,000	\$300,000	\$0	\$900,000
Vehicle Overhaul (Gillig Engine Replacement)	State of Good Repair	Rolling Stock	Maint	\$200,000	\$300,000	\$300,000	\$300,000	\$0	\$1,100,000
Total Expense				\$53,235,363	\$69,092,704	\$113,030,000	\$170,540,000	\$19,160,000	\$425,058,067
		Section 5307 Bus		\$1,710,000	\$0	\$0	\$0	\$0	\$1,710,000
		NYS Capital 2021 Yr 1		\$3,906,459					
		Electric Bus Incremental		\$1,600,000					
		Section 5307		\$2,785,000	\$0	\$0	\$0	\$0	\$2,785,000
		Section 5339		\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$8,750,000
		CMAQ - TAP (ETEC)		\$4,480,115	\$0	\$0	\$0	\$0	\$4,480,115
		CMAQ - Bike Share		\$250,000	\$0	\$0	\$0	\$0	\$250,000
		MultiModal Setaside		\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
		BRT Setaside		\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
		Small Starts		\$26,922,248	\$0	\$0	\$0	\$0	\$26,922,248
		5309 - BRT		\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
		NYS Capital 2021 Yr 1 - BRT Match		\$3,193,541	\$0	\$0	\$0	\$0	\$3,193,541
		Cities - BRT Match		\$88,000	\$0	\$0	\$0	\$0	\$88,000
		Unfunded		\$0	\$66,992,704	\$110,930,000	\$168,440,000	\$17,060,000	\$368,929,163

Capital District Transportation Authority
FY2021 Proposed Operating Budget
March 9, 2020

Revenue Item	FY2020 Budget	Budget to Budget Change	Proposed FY2021 Budget	% Change
Mortgage Tax	\$11,250,000	\$ -	\$ 11,250,000	0.0%
Interest Income	\$20,000	\$ -	\$ 20,000	0.0%
Customer Revenue	\$18,800,000	\$ 1,851,667	\$ 20,651,667	9.8%
Advertising	\$900,000	\$ 392,500	\$ 1,292,500	43.6%
RRS and Facilities Income	\$3,251,631	\$ 400,000	\$ 3,651,631	12.3%
Transfer from Reserves	\$0	\$ -	\$ -	0.0%
Other	\$88,500	\$ 100,000	\$ 188,500	113.0%
Federal Maintenance	\$12,401,000	\$ 300,000	\$ 12,701,000	2.4%
State Operating Assistance	\$40,881,304	\$ 2,943,454	\$ 43,824,758	7.2%
Northway Commuter Service - STOA	\$400,000	\$ -	\$ 400,000	0.0%
County Assistance	\$1,917,000	\$ -	\$ 1,917,000	0.0%
Grants	\$266,800	\$ 1,538,986	\$ 1,805,786	576.8%
Total Revenue	\$90,176,235	\$7,526,607	\$97,702,842	8.3%
Expense Item	FY2020 Budget	Budget to Budget Change	Proposed FY2021 Budget	% Change
Wages	\$44,856,774	\$3,520,299	\$48,377,073	8.0%
FICA	\$3,168,944	\$250,718	\$3,419,661	7.9%
Health Benefits	\$10,128,036	\$523,316	\$10,651,352	4.9%
Workers' Comp	\$2,637,708	\$0	\$2,637,708	0.0%
Other Benefits	\$3,780,538	\$208,204	\$3,988,742	5.5%
Professional Services	\$2,617,745	\$1,272,000	\$3,889,745	48.6%
Materials and Supplies	\$1,453,010	\$233,336	\$1,686,346	16.1%
Miscellaneous	\$696,750	\$40,103	\$736,853	5.8%
Maintenance Services	\$2,965,258	\$50,000	\$3,015,258	1.7%
Purchased Transportation	\$5,815,359	\$850,000	\$6,665,359	14.6%
Utilities	\$961,000	\$50,000	\$1,011,000	5.2%
Fuel	\$5,321,594	\$347,514	\$5,669,108	6.5%
Parts Tires Oil	\$4,743,920	\$126,950	\$4,870,870	2.7%
General Insurance	\$679,600	\$43,333	\$722,933	6.4%
Claims	\$350,000	\$10,833	\$360,833	3.1%
Total Expenses	\$90,176,236	\$7,526,606	\$97,702,842	8.3%
Revenue over Expenses	\$0	\$0	\$0	

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 19 - 2020**

Memorandum

March 19, 2020

To: Strategic & Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Bokland Property Purchase

Overview

We have been discussing several exciting service-related initiatives over the past year, including River BRT, State worker transportation, and the Montgomery County expansion. Along with those initiatives is the need for adequate storage and maintenance facilities to sufficiently operate the services. This was discussed in detail during the “CDTA Garage Expansions” conversation at the September Planning meeting, and more recently the December and January Board Operations meetings.

The property across the street at 122 Industrial Park Road is currently owned by Rick Bokland who operates Bokland Custom Visuals, which works in large format printing, event production services, die cutting, graphic design, and 3D product modelling.

The location of this building is advantageous due to its proximity to 110 Watervliet Avenue and would serve as employee parking (approximately 100-120 spaces) for those displaced as a result of the Albany garage expansion. We have sought to acquire this property several times over the past 15+ years.

Staff has completed the due diligence necessary to make the purchase, including appraisal, title search, environmental and purchase agreement.

Recommendation

I am recommending approving the purchase of 122 Industrial Park Road in an amount of \$925,000. We will schedule the closing for April, and the owner will occupy the building until July. An occupancy agreement will be put in place to set the expectations until the owner vacates. Staff has provided an explanation of development plans for the site, which includes demolition, paving, striping and lighting.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities