

Board of Directors Monthly Meeting

**Wednesday, February 24, 2021 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.**



**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

**Wednesday, February 24, 2021 | 12:00pm | 110 Watervliet Avenue, Albany
and Microsoft Teams**

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Ascertain Quorum and Approve Agenda	Jayne Lahut	
Approve Minutes of Wednesday, January 27, 2021	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (02/10/2021)	Jayne Lahut	
Performance Monitoring/Audit Committee (02/17/2021)	Denise Figueroa	
• Resolution 08 - Contract for Electric Buses		14
• Resolution 09 - Contract for River BRT Communication Equipment		21
• Resolution 10 - Contract for Bus Operator Uniforms		25
Community and Stakeholder Relations Committee (02/18/2021)	Patrick Lance	
Strategic and Operational Planning Committee (02/18/2021)	Michael Criscione	
• Resolution 11 - Approve Route 50/Geyser Road Improvements		30
Chief Executive Officer's Report	Carm Basile	32

Upcoming Meetings

Wednesday, March 31, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany

Adjourn

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

MINUTES OF WEDNESDAY, JANUARY 27, 2021 BOARD MEETING

MEMBERS PRESENT Jayme B. Lahut, Chairman
 Michael J. Criscione, Vice Chairman
 Patrick M. Lance
via Microsoft Teams: Mark Schaeffer, Secretary
 Denise A. Figueroa
 Georgeanna M. Nugent

MEMBERS EXCUSED Jaclyn Falotico
 David M. Stackrow, Treasurer

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
 Philip Parella, Jr., Director of Finance
via Microsoft Teams: Vanessa Salamy, Executive Assistant
 Sarah Matrose, Internal Auditor
 Stacy Sansky, Director of Procurement
 Ross Farrell, Director of Planning
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Thomas Guggisberg, Director of IT
 Jaime Watson, Director of Corporate Communications
 Jack Grogan, Director of Risk Management

CALL TO ORDER At 12:03 p.m., Chairman Lahut called the meeting to order.
 • Chairman Lahut noted that a quorum was present.

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

APPROVAL OF THE DECEMBER 23, 2020 BOARD MEETING MINUTES
 Motion – Ms. Figueroa
 Seconded – Ms. Nugent
 Carried Unanimously

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut
 • Board Operations Committee met on Wednesday, January 13, 2021 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- The committee reviewed agendas for the January meetings and Carm presented an update on COVID-19 and its impact on CDTA and the services we provide. The company has developed procedures to keep employees and customers safe. Despite that, there are a number of employees who have tested positive or are in quarantine status – this impacts the operation and has changed the way the human resource department functions. Lots of new procedures and lots of change.
- We are looking to make the Health Center a vaccination site and plan to introduce COVID testing soon. Carm will talk about this in his CEO report.
- Carm also provided a close out report on the company work plan for 2020-2021. Despite the impacts of COVID, CDTA forged ahead to complete our Strategic Plan, we launched our second BRT service, we expanded the CDPHP *Cycle!* and we are improving and adding to Flex service. A successful year with lots of accomplishments – stay tuned, more to come.
- The committee discussed a pending legal matter, which will be addressed in executive session at today's board meeting.
- The next meeting of the committee is scheduled for Wednesday, February 10, 2021 at 9:15am via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, January 20 at 10:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 01– 2021 – Approve 2020 Surplus Sales

- We dispose of equipment, vehicles and parts that have surpassed their useful life. Many items are auctioned on eBay, sold for scrap metal, or recycled. Some cell phones and accessories were auctioned to employees. \$21,656 was returned to the operating budget because of these disposals.
- The Authority hereby approves the report on the disposition of surplus items.

Motion – Ms. Nugent

Seconded – Mr. Criscione

Carried Unanimously

Resolution No. 02 - 2021 – Approve Contract for Fare Collection Software

- The LINK fare collection system is used for Navigator smart cards, revenue/ridership reporting and retail point of sale systems. We need to renew our maintenance contract for support, maintenance and hosting of the LINK software; staff recommends a five-year sole source contract to Genfare.
- The Authority hereby awards a five-year maintenance contract to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$1,232,531.

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Carried Unanimously

Resolution No. 03 - 2021 – Approve Contract for Planning Software

- Our Planning Department uses a software tool called Remix, that allows for reviewing and analyzing our service network. This tool provides demographic information for building service plans, ridership, and Title VI functionality and staff recommends a three-year sole source contract to Remix.
- The Authority hereby approves a three-year contract to Remix of San Francisco, California for an amount not to exceed \$130,500.

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

Resolution No. 04 - 2021 – Approve Contract for river BRT Work

- CDTA and the City of Troy agreed to combine BRT station construction and a Troy project at Powers Park into a single project with one contractor. This partnership improved construction schedules and reduced costs. The City of Troy coordinated the project and awarded Callanan Industries the contract.
- The Authority hereby awards a sole source contract to the City of Troy for reimbursement to Callanan Industries for construction activities in an amount of \$75,656.

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

Resolution No. 05 - 2021 – Approve Contract for Armored Car Services

- A contract is needed for armored car services to transport cash and checks to our banking facility. An RFP was issued outlining service requirements. We received one bid from our incumbent provider. Staff recommends a three-year contract with one-year renewals to Brinks, Incorporated. The first-year cost is \$47,297 with future increases tied to the Consumer Price Index.
- The Authority hereby awards a three-year contract with two optional one-year renewals to Brinks, Inc., of Dallas, Texas for a minimum value of \$236,485 over five years.

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

Resolution No. 06 - 2021 – Approve Change order for Bokland Projects

- In June 2020, a contract was approved with New Castle Paving for demolition of the Bokland building. During construction, unknown issues were identified including additional asbestos abatement, water/sewer work and the addition of light poles. Because these additional costs exceeded 20% of the original contract, a change order is required for board approval.
- The Authority hereby approves a change to the original contract with New Castle Paving of Troy, NY from \$411,201 to \$886,342.

Motion – Ms. Figueroa
Seconded – Mr. Criscione
Abstain – Ms. Nugent
Resolution Passed

Audit Committee

- Sarah Matrose provided her quarterly report, which is included in your packets. Her Annual Independence and Objectivity Statement was reviewed, and a written summary was provided.

Administrative Discussion Items

- Stacy Sansky provided the annual review of the Procurement Report; and a written summary is included in the agenda packets.
- Mike Collins gave the Monthly Management Report. MRT continues to surpass budget projections and we are now \$2 million over budget for the year. Customer revenue improved this month but remains 70% under budget for the year; Rail Station revenue is down 73%, mainly because there are still few rail travelers.
- On the expense side, wages are up 10.8% in December due to extra days, holidays, and high vacation levels; but remains 2.5% under budget for the year; Workers' Compensation is over budget because of two large scheduled loss of use awards; and General Insurance is 17% over budget because of recent insurance increases in our commercial lines; Total expenses are down 6.6% for the year. Our financial picture is good because of CARES funding and partial payments from STOA. Although revenue is tightening, we expect to end the fiscal year within budget.
- Chris Desany gave the Non-Financial Report. Ridership is down 36% this month and 36% for the year. STAR boardings are down 45% for the year. Fixed route on-time performance was 75%; STAR on-time performance was at 85%. There were 29 preventable accidents and 22 non preventable accidents this month. Because accidents have been increasing, a detailed report will be provided next month.
- Next meeting of the Committee is scheduled for Wednesday, February 17, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance

- The Community and Stakeholder Relations Committee met on Thursday, January 21, 2021 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jaime Watson summarized the monthly Media Relations/Community Engagement report and provided a 2020 year-in-review report. Throughout the year, CDTA had 247 earned media placements in television, newspaper, and radio. Many of the stories focused on CDTA's response to COVID-19, our new services (like River BRT) and community partnerships. Jaime talked about goals for CDTA's communication and community engagement activities over the next year.
- Jon Scherzer provided a look back at marketing initiatives in 2020. These efforts support corporate communications internally and externally and keep employees and the community up to date on CDTA initiatives.
- Allie Schreffler provided a look at what we are doing in Social Media. In 2020, CDTA's social media outreach played a big role in helping to keep the community connected with COVID-related service changes, new services, and community outreach. In 2020 CDTA's social media channels continued to grow with emphasis placed on providing COVID-related information, service updated and new mobility options. We expect social media platforms be a growing and important part of our marketing and communication work.

- Next meeting of the Committee will be on Thursday, February 18, 2021 at 11:30am via Microsoft Teams and at 110 Watervliet Avenue

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, January 21, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Service Planning Update

- In response to the COVID-19 pandemic, resulting fluctuations in ridership, and need for social distancing, CDTA has adjusted service several times over the last year. Most recently, average ridership has fallen to 30,000 riders per weekday, representing a 25% decline from August and a 40% decline from a year ago.
- At the end of January, we will implement another round of changes to properly align our resources to demand. By reducing the total number of hours/miles we operate and maintaining our budgeted staffing levels, CDTA will make available more operators and enable us to respond more effectively to the changing list of issues triggered by the pandemic.
- On January 31, frequencies and travel times will be reduced on the #12, #100, #353, and #905. This service adjustment will allow additional resources to be added to CDTA’s “extra list” which covers work of operators that are not available on any given day.

FY2022 Budget Preparation Update

- FY2022 budget preparation continues to progress. As of this month, MRT is \$2M above budget, customer revenue is \$12M below budget, RRS revenue is \$3M below budget, STOA is \$11M under budget, and \$12.7M of federal assistance remains unused.
- Since December, we have reduced customer revenue projections by \$2M, the second round of coronavirus relief has been announced (\$28.4M), and STOA has been reduced by 10% for next year. Over the next month we will continue a multi-year approach to narrowing the customer revenue gap, drill down on expense lines, and address the service plan. There will be a full budget review next month.
- Next meeting of the Committee will be on Thursday, February 18, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for January 2021 (attached).

EXECUTIVE SESSION

Motion – Ms. Nugent

Seconded – Mr. Criscione

Entered Executive Session Unanimously

- A pending legal matter was discussed and the board agreed to take a formal action.

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Exited Executive Session Unanimously

Resolution No. 07 - 2021 – Authorize and Approve Settlement of Claim

- After extensive review and discussion, it is found to be in the best interests of the Authority to Authorize and approve the settlement of a claim.

- The Authority hereby authorizes the settlement of claim L18-39357 in the amount of \$750,000.

Motion – Ms. Nugent

Seconded – Ms. Figueroa

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, February 24, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

Motion – Mr. Criscione

Seconded – Ms. Figueroa

Carried Unanimously

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: January 27, 2021

CHIEF EXECUTIVE OFFICER'S REPORT

Our new normal includes accepting that COVID-19 has changed how we do business. As such, it is now a featured part of our reporting systems. Our staff spends an incredible amount of time monitoring and reacting to the virus and its impacts on our workforce and customers. It is affecting service, headcounts, and financial performance. There is light at the end of the tunnel as people begin to get vaccinated – but the tunnel looks to be a long one and we are prepared for several more months of COVID reality.

I provided a detailed report at Board Operations regarding COVID-19 and the work we are doing to adjust and be successful. More than 50 CDTA employees have been infected with the virus. Close to 80% of these cases have occurred since Thanksgiving putting a strain on our company. The virus knows no department or job title and it is spread throughout our divisions and facilities. All our procedures are designed to protect employees, customers, vendors, and anyone who has contact with CDTA.

We are actively engaged in conversations about the vaccine and its availability. We have positioned the CDTA Health Center to be a vaccination site and have developed the appropriate procedures to do this. The center is certified to administer the vaccine, our workforce has been notified and employees have told us if they will be vaccinated – all that we need is a supply of vaccine. We are working with area health officials to advance this and are confident it will happen in time. The Health Center personnel and the entire company are doing everything possible to keep employees safe, encouraging them to seek care if they do not feel well, and to get tested if needed.

Our current challenge is headcount. In addition to positive cases, there are just as many employees in quarantine status. This means they have been in contact with someone who has tested positive and need to be out of work for a designated period. Some of these employees end up testing positive for the virus, making the list a revolving door of activity; on any given day, we have about 30 people on the positive/quarantine list. Managing the list is a full-time job for Human Resources and its impact on what we do has become problematic. Meeting service requirements is like a game of chess. Hats off to our operating department, notably Central Communications, Dispatchers, and service crews in Maintenance for their outstanding work. They start every day looking at a service puzzle, then put the puzzle together, ensuring that pullout is made. They are getting it done but relief is needed.

To ease the strain on operations and align service to demand, we will adjust a few trunk lines this Sunday. We will modify the frequency of operations during targeted day parts to reduce the number of operators and buses required. The changes are minor, and, in some cases, we will be removing resources that were added at the beginning of the summer to accommodate for corona-crowding. The adjustments will provide breathing room for transportation and maintenance personnel, allowing us to add to our extra list of operators and reduce the need for day-off employees and overtime, which is taking its toll on people and the company.

We continue to monitor ridership, which has leveled at 60% of what it was this time last year. Our service planning team monitors ridership and works closely with operations and human resources to consider available resources. We know that a large part of our lost ridership is attributed to remote work, remote learning, and a shift in travel patterns. Much of this is tied to our Universal Access agreements, which are the cornerstone of our efforts to build a network with high levels of frequency and reliability. We are confident that a good deal of ridership will return when colleges and workplaces reopen.

In the meantime, we are planning for appropriate service changes as this process plays out. We want to construct a system and service network that can be easily restored when ridership returns, and demand increases throughout the network. Our work in this area considers demand, resources, and accommodations for social distancing.

We have done a good deal of work on budget development. This includes development of several scenarios, most of which assume different state and federal funding levels. The Governor's Executive Budget Request (EBR) calls for a 9.5% reduction in State Transit Operating Assistance (STOA) for upstate transit systems. This is our beginning point for advocacy work, which has been in full throttle for several weeks. Lisa Marrello and her team have been meeting with state elected leaders to talk about these topics. A similar effort is underway at NYPTA with our lobbyists and staff delivering a similar message on behalf of transit systems across the state.

As we move through the budget planning process, our solid financial base will be tested in these difficult times. The decision points and tradeoffs will be – significant reductions in customer and facility revenue, uncertainty regarding STOA, both in terms of the amounts appropriated and the rate of payout; head counts, overtime and other issues which drive the wage line. These will be balanced by higher-than-normal mortgage recording tax receipts, continued efficiency of our operation and control over expense lines, like health insurance, fuel, and supplies. In other words, lots to comprehend and work on in the weeks ahead. Lastly, we were fortunate to move through the fiscal year with stop-gap funding provided by the federal government (CARES); a second appropriation (CRRSA) will provide additional help through the first quarter of fiscal year 2021-2022.

I expect that we will produce a balanced budget and financial plan. My confidence is rooted in the collaborative efforts of our board and staff, the outstanding work of employees throughout the company, a strong route network, emerging mobility choices and our respected regional brand. These factors were part of our strategic planning process and that work highlights the strengths and possibilities for CDTA.

Our work in the coming weeks be challenging and it will require advocacy throughout our community. We will talk about the role that CDTA plays to connect our communities. These connections will be more important as we return to normalcy post-COVID.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for December and it is compared to December 2019.

Total ridership was 761,000 in December, 36% less than last December; year to date, ridership is 36% less than last year. With COVID-19 infection rates continuing to rise, our ridership has slowly decreased; the onset of cold weather does not help but that is a season trend. We expect remote work and learning to continue for the next few months, further impacting ridership.

Activity on STAR buses seems to have found a consistent place with ridership leveling at 55-60% of what it was at the same time last year. For December, ridership was 16,875, 40% less than last December. Northway Express ridership continues to be very low as it is directly linked to the state workforce in downtown Albany. Boardings in December were 84% lower than last December (down 90% year to date).

We continue to monitor ridership and adjust service deployment. Our immediate issue is operating capacity – with the “COVID list” at more than 30 employees a day (positive cases and employees in quarantine). Because of this, we are struggling with daily service requirements. Any service change we make will be designed to reduce this pressure and make pullout as normal as possible.

We are blessed to be in a stable financial situation. This comes about from the collective efforts of the board and staff. Our situation was exceptionally good going into COVID more than 10 months ago and that solid foundation has carried us through the year; we will emerge from COVID financially strong, ready to put the wheels of recovery in place.

Total expenses for December were 2.6% less than budget expectations (although wages were up 11% due to overtime, an extra pay week and attendance payouts); operating revenue (customers, mortgage tax, advertising, and station facilities) was 11% less than budget expectations. We continue to receive 70% of what we budgeted from New York State Operating Assistance. We have not drawn federal funds and will not do so until needed. Our drop in customer revenue is a concern (70% year to date but recovering); we are offsetting this with record-breaking receipts from the Mortgage Recording Tax; and stop-gap funds provided by CARES and CRRSA.

We missed 55 trips on the fixed route system; last December, we missed 115 trips. We have changed the way we account for missed trips during storms (major storms both this year and last year). The major snowstorm on December 17 caused quite a few operational challenges and therefore altered our normal missed trip reporting system.

There were 51 accidents in December with 29 categorized as preventable; last December, we reported 71 accidents with 28 preventable. We have seen a steady increase in preventable accidents over the last 7-9 months. Many of them are attributed to new operators (less than two years of service) and we are digging into what exactly is causing the accidents (more than inexperience). All but one preventative maintenance inspection was done on time. Scheduled maintenance work was at 84%, same as last December. On time performance for fixed route service was 75%, last December, it was 71%. STAR service operated within our acceptable 0-10 minute time window 85% of the time; last December, this was 71%.

Our call center processed 178 comments compared to 236 last December. We received 9 comments about STAR service; last December, we received 38 comments. We processed 98 applications for STAR eligibility in December; last December, we processed 134 applications. Response time to close customer inquiries within 10 days was at 93%. There were 490,000-page views at www.cdfa.org. Last December, there were 770,000-page views.

Community Engagement:

Over the past 6-8 weeks, we have seen a slow-down in community activities. With COVID infection rates increasing, many activities have been postponed or moved to digital platforms. We are engaged with the American Heart Association and its Heart Walk committee. The Heart Walk is scheduled to take place in June. We also supported the Albany Barn’s Fusion event. The event was moved to a digital format to keep it going and to support local art and artists.

Activity Report

We continue to adapt what we do and how we do it. Change is a natural process at CDTA, but the rate of change is different with COVID-19. Our work continues to matter throughout the region; it might be a little different, but we accept the differences and move forward trying to make CDTA as good as it can be.

- On Tuesday, January 5, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is part of the Albany Medical Center's Vaccination Hub efforts. The task force is meeting twice a month to get updates and provide input on vaccination efforts in the Hub's eight county responsibility area.
- On Wednesday, January 6, I met with a group of employees who are working with Barbara Gannon to develop a training program for new employees (stretch development). The difference in this program is that participants are a mix of management and union employees. We want them to learn from each other and to put them on a career path for success. They will work together for the next several months.
- On Monday January 11, I joined the NYPTA Leadership team on a conference call with the Governor's Executive Transportation staff. The purpose of the call was to discuss the governor's directive for transit agencies to vaccinate their own employees. The shortage of vaccine and distribution issues were discussed at length.
- On Tuesday, January 12, I met with Barbara Gannon to talk about our Strategic Plan. Barbara is helping our leadership team to develop a format for their annual work plans.
- On Tuesday, January 12, I participated in a meeting of the American Heart Association's Executive Leadership Team. The team is led by Dr. John Bennett and we are working together to encourage awareness of the American Heart Association.
- On Wednesday, January 13, I chaired a meeting of the United Way Executive Committee. We discussed the progress of annual giving campaigns, budget development, and we finalized a lease agreement for a shared services center in downtown Albany.
- On Wednesday, January 13, I attended a meeting of the Christian Brothers Academy Board of Trustees. The trustees approved tuition rates for the 2021-22 school year and reviewed a primary operating budget. A good number of students use CDTA services to get to and from school; CBA has had mostly in-person learning during the pandemic.
- On Tuesday, January 19, I taped a series of voice overs for upcoming CDTA commercial spots. The spots will air in the coming weeks to reassure customers and the community of the safety of our services during the pandemic. Jon Scherzer coordinates this work.
- On Wednesday, January 19, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna, the Albany Medical Center CEO. Dr. McKenna provided the task force with an update on vaccine supply and distribution issues.

- On Friday, January 22, I attended a meeting of the CDTC Administration and Finance Committee (this is like our Board Operations Committee). We discussed several personnel matters.
- On Monday, January 25, I attended a meeting to discuss our employee health care program with representatives from CDPHP and Rose and Kiernan (our broker). Mike Collins and Kelli Schreivogl also attended the meeting.
- On Monday, January 25, I chaired a meeting of the NYPTA Legislative Committee. We talked about the Governor' Executive Budget request, the association's response, and our strategy for advocacy over the next several weeks.
- On Monday, January 25, I attended meetings of the Colonie IDA and LDC boards. I am a member of both boards, which work to promote economic development throughout the town. We heard from two developers regarding projects that they are planning and the estimated number of jobs these projects will generate.
- Earlier today, I attended a meeting of the Capital Region Chamber of Commerce Board of Directors. The board heard about projects that are underway at the Chamber, with an emphasis on recovery from the pandemic. The Chamber now has responsibility for the Center for Economic Growth and will take a large role in regional economic development matters.

Final Thoughts

As we begin to distribute our Strategic Plan throughout the community, I am struck by the work that we did to finish the plan. The Strategic Plan includes a new mission statement that is a reminder of who we are, what we do and why we are successful. I think it is the crown jewel of our work (see below). What is impressive to me is how we are rolling out our new mobility options in the face of a pandemic. This shines a spotlight on CDTA creativity, innovation, and perseverance – traits that separate us from others and make us different and better. I remain convinced that the best is yet to come for CDTA!

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Senior Staff
Director of Corporate Communications

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 08 - 2021**

Authorizing the Purchase of Electric Buses

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

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

WHEREAS, the Authority has completed a pilot program utilizing electric buses, aiming to integrate no-emission vehicles into its fleet, and

WHEREAS, the pilot program was deemed a success, and the Authority now desires to purchase additional electric buses, and

WHEREAS, after competitive solicitation for electric buses, four proposals were received, and

WHEREAS, after review, two were eliminated from consideration, with the remaining two firms undergoing additional review and evaluation and the submission of Best and Final Offers, and

WHEREAS, after extensive consideration, the Authority has determined that the superior proposal has been submitted by New Flyer, Inc. of Winnipeg, Canada (“New Flyer”), and Authority staff now recommends the award of a five year electric bus purchase contract to New Flyer, and the initial purchase of four buses at a cost of \$872,575 per vehicle.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a five-year electric bus contract to New Flyer, and the initial purchase of four buses at a per-vehicle cost of \$872,575, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for the initial purchase is the FY2021 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 the 24th day of February, 2021.

Dated: February 24, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority

Agenda Action Proposal

Subject: Contract award and initial order of Electric Buses to New Flyer, Inc of Winnipeg, Canada.

Committee: Performance Monitoring/Audit

Committee Meeting Date: February 17, 2021

Board Action Date: February 24, 2021

Background:

Over the past year we introduced and are piloting four electric buses. To further integrate electric buses into our fleet, we are seeking a contract to purchase additional vehicles.

Purpose: Integrate no emission vehicles that use advanced technologies for our fleet of vehicles.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a 5-year contract to buy battery electric buses. Our plan is to purchase approximately four buses per year based upon available funding. As more funding becomes available and infrastructure is upgraded, more buses can be purchased.

The RFP provided specifications for vehicles and performance. Prices were requested for 40' electric vehicles along with optional prices for tooling, training and extended warranties.

Review criteria contained five areas: technical, warranty, delivery schedules, past performance and price.

Four major electric bus manufacturers submitted proposals. A technical review of each submittal was undertaken by a staff committee. Price proposals were opened separately, after all technical reviews were completed.

Two proposals were competitive in price and scores; they were asked to provide Best and Final Offers (BAFO). The incumbent manufacturer, New Flyer, was determined to have the best overall proposal. New Flyer has a proven track record in providing electric buses throughout North America and we have been very pleased with their product and after-market support. A summary of the procurement process is attached for review.

Staff is recommending the following:

1. Award a five-year contract for up to fifty 40' electric buses from New Flyer, LLC of Winnipeg, Canada.
2. Place an initial order of four buses from this contract for a cost of \$872,575 per vehicle. These buses will replace an equal number of vehicles that have reached the end of their useful life.

Upon Board approval of both actions, a contract will be executed, and the initial order will be placed. Anticipated delivery is in November 2021.

Financial Summary and Source of Funds:

The total cost for four buses will not exceed \$3,490,300. Future year purchases will be tied to the Producer's Price Index (PPI). This purchase is funded in the FY2021 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Director of Maintenance

Memorandum

February 17, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Contract Award for Electric Buses to New Flyer, Inc.

Background:

We issued a Request for Proposals (RFP) for bus manufactures to provide a 100% electric vehicle that meets our specifications. The American Public Transportation Association (APTA) Standard Bus Procurement Guidelines was used in creating the scope of work.

Justification:

Four proposals were received (New Flyer, Gillig, Proterra and BYD). An evaluation team of Maintenance and Information Technology employees was assembled. The team was led by Stacy Sansky and Lance Zarcone.

After reviewing proposals, two were eliminated for consideration. New Flyer and Gillig participated in staff interviews. Gillig shipped their vehicle to be evaluated in a “kick the tires” session. Technicians and bus operators had a chance to examine the Gillig vehicle.

We have been piloting four New Flyer vehicles since last year; we are familiar with the operating systems and performance of these vehicles, which we are pleased with.

Following interviews and vehicle inspections, both manufacturers were given the opportunity to provide Best and Final Offers (BAFO). New Flyer provided the best overall proposal and staff recommends a contract with New Flyer.

Recommendation:

It is recommended that we award a five-year contract for 40’ electric buses to New Flyer, LLC of Winnipeg, Canada. The contract would allow us to buy up to 50 vehicles.

We want to place an order of four buses at a cost of \$872,575 per vehicle. The total cost of this order will not exceed \$3.49 million.

Copy: Chief Executive Officer
Director of Procurement

Capital District Transportation Authority

Electric Buses - Summary of Procurement Process

Overview:

Selection of a bus manufacturer is conducted using a Request for Proposal (RFP) process. An RFP allows us to consider criteria beyond price, and it allows for negotiation with manufacturers. The negotiation process provides an opportunity for clarification and to request Best and Final Offers (BAFO).

The RFP for electric buses was issued in accordance with federal, state and CDTA purchasing requirements. The RFP was publicly advertised, and proposals were opened on October 20, 2020. We used the APTA Bus Procurement Standard, which is regarded as the best foundation for bus specifications. We blended our needs with the APTA standards to create an RFP that outlined technical and performance requirements along with our purchasing expectations.

RFP and Review Process:

The RFP sought proposals from manufacturers that could meet specifications that were detailed in the scope of work. A total of four manufacturers (Gillig, New Flyer, BYD and Proterra) submitted proposals. They were reviewed by a staff committee from Maintenance and Information Technology using review criteria established in the RFP (see below).

The initial review eliminated two proposals from consideration based on several factors, including vehicles not scheduled to complete Altoona testing in a timely manner; lack of compliance with technical requirements; and price.

The two remaining manufacturers participated in further evaluation. Due to COVID protocols, both manufacturers were interviewed via Microsoft Teams. Gillig complied with our request to test their bus “in service” to compare battery range, reliability, and ease of operation with the electric buses we have in service. A test bus was not requested from New Flyer (we operate the proposed bus). At the end of the process both manufacturers were still considered to be competitive. The review was based on the following criteria:

- **Technical (50%)** - Each manufacturer was rated and ranked in 600 technical aspects. The specifications outlined requirements for this criteria and manufacturers either met, exceeded, or did not meet the specification in each area. Technical points were categorized into one of four categories: Safety, Reliability, Maintenance and Operations.
- **Price (30%)** - The manufacturer’s price proposal was ranked with the lowest price best according to total acquisition cost (base price and delivery). Price proposals were received separately and were not opened until all other rankings were completed to reduce price bias.
- **Warranty (10%)** - Baseline warranty requirements were established for individual components.
- **Delivery (5%)** - A baseline delivery schedule of 36 weeks was established. The best delivery received the highest ranking.

- **Past Performance/References (5%)** - Manufacturers received higher credit for generally positive comments and fewer points for less favorable comments.

Both manufacturers were invited to submit Best and Final Offers (BAFO's) and additional clarification on specific aspects of their proposals. As a result of the evaluation process, we concluded that the proposal and BAFO submitted by New Flyer most closely aligned with CDTA's needs.

Updated: February 12, 2021

**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:

\$3,490,300 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) Competitive Grant Process

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 4 or Advertised
Number of Proposals/Bids Received # 4

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 0
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors Transit Vehicle Manufacturers are required to have an approved DBE program on file with FTA.

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: New Flyer, Inc.

711 Kernaghan Ave
Winnipeg, MB Canada

8. SOURCE OF FUNDS: FY2021 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:** February 11, 2021

SCORE SHEET

Proposer	Technical - 50 points				
	9744 Points x 3 scorers=29,232 Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max Points	Points
Gillig	20636	29232	0.71	50.00	35.30
New Flyer	21740	29232	0.74	50.00	37.19

Price - 30 points				
Average				
Base Bus Price including delivery				
Lowest Wins				
Score	Min. Value	Rating	Max. Points	Points
\$847,270	800000.00	0.944	30.00	28.33
\$872,575	800000.00	0.917	30.00	27.50

Proposer	Warranty - 10 points				
	279 Points Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max. Points	Points
Gillig	161	279	0.577	10.00	5.77
New Flyer	99	279	0.355	10.00	3.55

Delivery - 5 points				
# Days from Order to Delivery				
Lowest Wins				
Score	Min. Value	Rating	Max. Points	Points
322	1.00	0.00	5.00	0.02
310	1.00	0.00	5.00	0.02

Proposer	Performance - 5 points (References)				
	10 Points Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max. Points	Points
Gillig	2.00	10.00	0.20	5.00	1.00
New Flyer	9.00	10.00	0.90	5.00	4.50

Total - 100 points Highest Wins	Ranking
Points	
70.41	2
72.75	1

New Flyer has provided excellent references for multi bus orders

Gillig received 1 reference for a single bus order-we did follow up on an additional reference

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 09 - 2021**

Awarding a Sole Source Contract for Traffic Signal Priority Equipment and Services

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

WHEREAS, in November, the Authority launched the Bus Rapid Transit service along the River Corridor, including over 60 Traffic Signal Priority (“TSP”) enabled intersections, and

WHEREAS, to facilitate and monitor the service, communications equipment must be installed at TSP enabled intersections, and the Authority’s communications infrastructure must be compatible with the municipal traffic signal systems along the corridor, and

WHEREAS, there are 27 traffic signals owned by the City of Albany along the corridor, which are exclusively supported by the City of Albany’s vendor, Northeast Signal, Inc., and

WHEREAS, due to the need for compatibility and the nuances involved in the integration of the equipment, it is in the best interests of the Authority to enter into a sole source contract with Northeast Signal, Inc., for TSP hardware, software and services, for an amount not to exceed \$152,888.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority authorizes the award of a sole source TSP contract to Northeast Signal, Inc., for an amount not to exceed \$152,888, 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 River BRT Small Starts grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 24th day of February, 2021.

Dated: February 24, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for signal priority hardware and software to Northeast Signal, Inc. of Elbridge, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 17, 2021
Board Action Date: February 24, 2021

Background:

The River Corridor Bus Rapid Transit (BRT) project includes over 60 Traffic Signal Priority (TSP) enabled intersections. This equipment helps to improve traffic flow and real time performance monitoring at TSP intersections.

Purpose:

Enhanced data capability allows staff to adjust timing plans to optimize on-time performance.

Summary of Proposal:

The equipment must be compatible with the system purchased by The City of Albany, which is exclusively supported by Northeast Signal, Inc. Northeast Signal is also the provider for other municipalities along the River BRT corridor for seamless integration.

To ensure cost effectiveness, and continuity of operations, a sole source contract is recommended to Northeast Signal, Inc., for signal priority hardware and software. Staff reviewed the pricing provided by Northeast Signal and found it to be fair and reasonable based upon past projects.

Staff recommends that a contract for the traffic signal priority hardware and software for the River Corridor be awarded to Northeast Signal, Inc of Elbridge, New York for an amount not to exceed \$152,888. Upon approval a contract will be immediately executed.

Financial Summary and Source of Funds:

This contract will be funded through the River BRT Small Starts Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

February 17, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Communications Equipment

Background:

In November, CDTA launched the new Bus Rapid Transit service along the River Corridor. This included over 60 Traffic Signal Priority (TSP) enabled intersections. This technology allows our vehicles to communicate with signals by shortening red lights or extending green lights, giving BRT vehicles priority in the appropriate circumstances. To assist in monitoring the performance of TSP, the installation of communications infrastructure at each intersection is needed to access traffic signal data in real time. The use of this data will allow us to adjust timing plans to optimize the on-time performance of the service. This sole source purchase is for communications equipment at the 27 City of Albany owned traffic signals at BRT intersections.

Justification:

The communications infrastructure must be compatible with the City of Albany's existing system, which is exclusively supported by Northeast Signal, Inc. Additional reasons to support a sole source recommendation include:

- Northeast Signal, Inc. is the vendor responsible for providing the existing traffic signal system and support to the City of Albany Traffic Department, and other municipalities on the corridor.
- Northeast Signal, Inc. is familiar with the nuances of the CDTA TSP system and its link to the City of Albany system, and therefore has full knowledge of the scope of this project.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- Northeast Signal, Inc. can provide training, support, and additional engineering assistance to CDTA and City of Albany technical personnel on an as-needed basis.
- The pricing provided is consistent with that of the existing River Corridor BRT project, and past projects in the City of Albany.
- Portions of this work are part of the City of Albany's routine maintenance of their current infrastructure, for which they have an existing services contract.

Recommendation:

I am requesting that a sole source contract be awarded to Northeast Signal, Inc. for TSP hardware, software and services in an amount not to exceed \$152,888.

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

**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:

\$152,888 **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

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 0

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Northeast Signal, LLC
101 W Main Street
Elbridge, New York 13060

8. SOURCE OF FUNDS: River BRT 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:** February 9, 2021

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 10 - 2021**

Awarding Contract for Bus Operator Uniforms

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, the Authority issued a request for proposals for a bus operator uniforms contract, requesting pricing on a per-unit basis, and

WHEREAS, four proposals were received, and after extensive review and deliberation the superior proposal was determined to be that submitted by Galls LLC of Lexington, KY, the incumbent provider of uniforms, and

WHEREAS, the Authority has been satisfied with the products and services received from Galls LLC in the past, and the Authority now desires to award a three-year uniform contract, with two optional one-year renewals, to Galls LLC.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year uniform contract, with two optional one-year renewals, to Galls LLC of Lexington, KY, at the unit prices set forth in the proposal, with a maximum five-year value of \$875,000, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase will be the annual operating budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 24th day of February, 2021.

Dated: February 24, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of Uniforms to Galls, LLC of Lexington, Kentucky.

Committee: Performance Monitoring/Audit

Committee Meeting Date: February 17, 2021

Board Action Date: February 24, 2021

Background:

The contract for bus operator uniforms has expired and a new one is required to maintain availability and pricing.

Purpose:

A standardized, well-tailored uniform provides our bus operators with a professional appearance that is in line with current branding.

Summary of Proposal:

A Request for Proposals (RFP) was issued requesting firms provide a uniform management program. Firms were asked to provide pricing for separate uniform pieces with estimated quantities.

Thirty-seven vendors downloaded the proposal, and four proposals were submitted. Staff reviewed all proposals and recommends a contract be awarded to the incumbent vendor, Galls, LLC. Staff is satisfied with the quality of uniforms as well as the service. The prices represent a 14% decrease from the previous contract.

Staff recommends a three-year contract with two optional renewals be awarded to Galls, LLC of Lexington, Kentucky for the purchase of bus operator uniforms. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

The maximum contract value is \$875,000. Actual costs will be determined by operator needs. This contract is funded in the annual operating budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

February 17, 2021

To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Vice President of Operations
Subject: Bus Operator Uniforms

Background:

We solicited a Request for Proposal (RFP) asking firms to provide uniforms for bus operators and supervisors for a term of three years with two additional one-year options. The contractor will provide new and replacement clothing, to maintain a professional appearance for our operators. Upon hire operators receive a \$600 uniform allowance; and an additional uniform allowance of \$387.50 for each year of service. All clothing is branded with CDTA logo.

Justification:

Four proposals were received. After a review of proposals, interviews, and reference checks we recommend that a contract be awarded to Galls LLC. Galls is the incumbent provider and has been a solid partner. The level of service provided, and quality of material is reasonable and reliable.

Recommendation:

Staff recommends a contract award to Galls LLC of Lexington, Kentucky in an amount not to exceed \$875,000 over the term of five years.

Copy: Chief Executive Officer
Director of Procurement

**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:**

\$875,000 **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 # 37 or Advertised
Number of Proposals/Bids Received # 4

Attach Summary of Bids/Proposals

9. **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 1
D/MWBE Certification on file? Yes No **Not Applicable**
Was contract awarded to a D/MWBE? Yes **No**
Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Galls, LLC
1340 Russell Cave Road
Lexington, Kentucky 40505

8. **SOURCE OF FUNDS:** Operating budgets starting in FY2021

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:** February 10, 2021

Cumulative Scorecard for CDTA TRANS 16-8000

	Galls- Lexington, KY	MES- Albany, NY	Wicked Smart- Watervliet, NY	United Uniforms- Buffalo, NY
Proponents Experience & Performance in Managing a Uniform Program 120 points	109	98	80	89
Price Proposal 90 points	72	84	57	60
Lead Time from Order to Receipt 60 points	43	39	37	38
Percentage of US Made Goods 15 points	13	13	13	13
D/MWBE Participation 15 points	0	0	15	0
TOTAL	237	234	202	200

Signature: _____

Comments:

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No . 11 - 2021**

Approve Sole Source Contract for Route 50/Geyser Road Improvements

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, in 2020, the City of Saratoga Springs upgraded the intersection of the New York State Route 50 and Geyser Road, including the construction of an adjoining trail, traffic signal, and pedestrian accommodations, and

WHEREAS, the Authority planned to implement transit improvements in this vicinity, including enhancements and station work designed to improve the customer experience, and

WHEREAS, in an effort to reduce costs and align construction schedules, the Authority determined that it would be advantageous to coordinate with the City of Saratoga Springs and combine the work into a single project, and

WHEREAS, the City of Saratoga Springs issued a competitive procurement, selecting William J. Keller & Sons Construction, and provided an estimate of \$100,000 to complete the Authority’s portion of the project, and

WHEREAS, the Authority now desires to award a sole source contract to the City of Saratoga Springs for the transit improvements at the intersection of Route 50 and Geyser Road, at a cost not to exceed \$100,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source contract to the City of Saratoga Springs, for reimbursement to William J. Keller & Sons Construction, for the Authority’s transit improvements at the intersection of Route 50 and Geyser Road, at a cost not to exceed \$100,000, subject to compliance with the terms and conditions of the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the capital 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 the 24th day of February, 2021.

Dated: February 24, 2021

Mark Schaeffer, Secretary

Memorandum

February 18, 2021

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approve Contract to Coordinate Route 50 / Geysers Road Improvements

Overview

In 2020, the City of Saratoga Springs made upgrades to the intersection of New York State Route 50 and Geysers Road. The \$4M project included the construction of an adjoining trail, traffic signal, and pedestrian accommodations. In an effort to align construction schedules and reduce costs, CDTA often works with municipalities to implement transit improvements. In cooperation with the City, we found that it would be advantageous for the City to procure a contractor for the Geysers Road projects and have that contractor complete CDTA station work. Enhancements include new sidewalks, two 5'x15' bus shelters, crosswalks, and a pedestrian refuge median. This will provide connections to the State Park and Saratoga Performing Art Center and improve access to the adjoining Geysers Road Trail projects.

As part of the scope the City agreed to bid and complete CDTA station work as designed. The work items would be managed and built by the winning bidder, and those costs would be reimbursed to the City upon completion. The City held an invitation for bids, and William J Keller & Sons Construction was awarded the contract. Prior to construction, estimates were provided by our engineers for CDTA items. The estimate of \$100,000 was confirmed by the City's project engineers, Greenman-Peterson, Inc.

Justification:

The recommendation to award a sole source contract and combine the work into a single project is based on cost effectiveness, and the ability to deliver satisfactory construction management services and support. This work would have been completed under a separate construction contract procured by CDTA at the same, or potentially a higher cost.

Recommendation

I am recommending awarding a sole source contract to the City of Saratoga Springs for the transit improvements at the intersection of Route 50 and Geysers Road. The value shall not exceed \$100,000 and is funded by our capital program.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities Director of Planning

Memorandum

February 24, 2021

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for February



Overview

As we approach a year since the COVID-19 pandemic began, I continue to reflect on the journey our company has been on and our impact in the community. Top on my list is the determination of CDTA employees. Their outstanding work allows us to move forward and to be poised for success when we return to normal – hopefully in the coming weeks and months. In difficult and uncertain times, we continue to deploy service in an efficient manner while keeping employees and customers safe. Our company has introduced new products and services, we have opened an expanded facility in Troy, we are getting ready to start a large expansion project in Albany, we built a new parking facility in Albany, and we tied our work together by completing a comprehensive Strategic Plan. Impressive to say the least. As positivity rates come down and vaccination rates go up, there is reason to be optimistic about the work we do.

A monthly COVID-19 update is now a regular part of this report (although I will be happy when it is not). As of this writing, over 70 CDTA employees have been infected with the virus. More than 75% of the cases have occurred in the last three months, with a dozen cases in the last three weeks. This constant rotation of people getting sick, others having to quarantine, and many more wondering how this impacts them has made the workplace atmosphere tense and concerning. Although spread rates have slowed, the virus knows every location, department, and job title at CDTA. To offset this, we are committed to extensive cleaning, disinfecting, and tracing protocols to keep people safe. This will continue for some time.

On the flip side, I am happy to report that close to 300 of our employees have been vaccinated with more scheduled to receive shots in the coming days. This process has been unique with lots of twists and turns. We have staff people who are focused on working with our partners at county health departments, at Albany Medical Center and other organizations, to register employees for vaccinations, to follow up on locations for vaccinations, and to get people to and from appointments. This often happens on short notice. The people we work with all have different processes, so it requires us to be flexible and understanding. This has tested our abilities and I am pleased with the way our staff has responded to these challenges.

We have spent a considerable amount of time engaged in meetings and discussions about vaccine availability. As part of this work, we have positioned the CDTA Health Center as a vaccination site and developed appropriate procedures to do this. The center is certified to administer the vaccine and our practitioner is ready to do this work. As vaccine supply increases it is likely that the health center will be able to vaccinate employees, retirees, their families and others.

Given the work that we have put into finding vaccine sites, establishing the health center and a site, I was pleased to watch the first of our employees get vaccinated in our Health Center a few weeks ago.

Our partners at Albany County came to Watervliet Avenue and set up the center and our technical training site for registration, circulation and waiting areas. Their workers administered the vaccine and our practitioner assisted. In total, 40 employees were vaccinated, and the process was very efficient. We are hopeful of more vaccination clinics at CDTA soon.

As our positivity rates fluctuate and people come on/off quarantine status, headcount issues continue. Things are improved over the past 6 weeks – a large class recently completed training and is in service, a class of 10 began training last week and will be ready to for service in about a month, and we have aligned the route network to our better match our resources. However, headcount issues remain a concern and it is part of our daily discussions across all departments.

With remote work and learning continuing, ridership on CDTA buses is much lower than normal. Boarding totals for January were more than 40% less than the same time last year. The stretch of terrible weather has not helped as people are not inclined to use our service when it is snowing or when wind chill values are below zero. We are anticipating a return of college students and a higher level of onsite work requirements; when that occurs, we expect to see a rebound in boarding counts. We are prepared for this to happen slowly and our service planning team is developing ways to keep the system responsive to the changing needs of customers.

Our staff is deep into budget planning for the fiscal year that begins April 1. We have had lots of interaction with board members and we are thankful for your involvement in this process. This work has new challenges, most of them brought on by COVID-19. How we balance these components is our challenge. The two biggest concerns are projecting and accommodating for lost customer revenue and any reduction in State Operating Assistance (our two largest revenue lines). They are moving targets with lots of uncertainty. We have developed several “what if” scenarios that we are using as projection points in budget considerations.

We are working closely with Lisa Marrello and her staff to advocate for full STOA funding (the EBR calls for a 9.5% reduction). This work is side by side with advocacy messaging from NYPTA and other upstate systems. Lots of meetings with state elected officials and their staff members; and more to come in the coming weeks as we advocate for the work we do and the importance of strong transit services to help our state and region recover from the pandemic.

On the expense side of the budget, we are forecasting wages and benefits to be relatively flat. This could change some if service levels need to be increased. Health Insurance benefits will tick-up slightly, and we will budget accordingly. Purchased transportation costs are likely to be lower as STAR and NX services continue to be less than normal. Materials, parts, and supplies will all be adjusted according to need.

This is the time of year when advocacy, branding, and messaging work blend together. This focuses on the work that we do to connect our communities – to jobs, to school, to medical appointments, to vaccination sites. The work we do improves the quality of life for everyone who lives and works in the Capital Region. This is what we advocate for, what we position our company for, and what we come to work to do. Our mobility solutions connect the region.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for January and it is compared to January 2020.

Total ridership was 717,000 in January, 44% less than last January; year to date, ridership is 36% less than last year. Ridership on STAR buses was 16,480, 45% less than last January. Northway Express ridership continues to be very low as (linked directly to state employees who work in downtown Albany). Total boardings were 90% lower than last January.

Ridership and service levels are stable. We made several adjustments a few weeks ago, aligning resources and our service to demand. For the time being, we are not anticipating changes to service deployment. During the next few weeks, we will monitor the return of college students to campuses. Although we hope that will jump start some of our Universal Access ridership, that is an unknown given the reorganization of classes (in person or remote) and students willingness or ability travel off campus. More details to follow.

Our financial condition remains very good. Although we have been helped by pandemic relief funding, the reason for our financial well-being is the foundation that we have built over the past several years. The foundation has helped us maintain full employment, to deploy and change services quickly, and absorb new costs that came with the pandemic – cleaning and disinfecting, employee protection and workforce additions to cover for COVID absences. This has allowed us to be nimble, to be strategic, and to contribute to our community during the pandemic.

Total expenses for January were 2.9% less than budget expectations; total operating revenue was 11% less than budget expectations. We continue to receive about 70% of what we budgeted from New York State Operating Assistance. Receipt of STOA payments have sometimes been delayed as is the case most recently. This strains cash flow, resulting in a draw from operating reserves or a draw against our Line of Credit. Neither of these is optimal but it is another cost of business during COVID-19. We have not drawn federal funds and will not do so until needed. The significant drop in customer and facility revenue is our primary concern (down \$14 million year-to-date); this is being absorbed by stop-gap federal funds (CARES and CRRSA).

We missed 62 trips on the fixed route system; last January, we missed 29 trips. Most missed trips happen on days when absences from COVID are high. There were 31 accidents in January with 18 categorized as preventable; last January, we reported 52 accidents with 13 preventable. As we discussed at the Performance Monitoring committee meeting, we are monitoring accidents trends, which are tied to the large number of new bus operators at CDTA. We have instituted a series of instructional/monitoring programs to stay closer to these employees and help them with the expectations of CDTA operations.

All preventative maintenance inspections were done on time. Scheduled maintenance work was at 82%; it was 86% last January. On time performance for fixed route service was 81%, last January, it was 77%; a slight recording error caused this change. STAR service operated within our acceptable 0-10 minute time window 83% of the time; last January, it was 70%.

Our call center processed 135 comments compared to 174 last January. We received 8 comments about STAR service; last January, we received 23 comments. We processed 94 applications for STAR eligibility in January; last January, we processed 165 applications. Response time to close customer inquiries within 10 days was 88%. There were 454,000-page views at www.cdta.org. Last January, there were 795,000-page views.

Community Engagement:

With COVID infection rates beginning to level out, many activities continue to be postponed or held in a virtual environment. We are adapting what we do and continue to engage the community that is so important to our work. We glowed all of our buildings red in the beginning February for American Heart Month and our partnership with the American Heart Association.

To help celebrate Black History Month and the achievements of leaders in Transportation we are highlighting several of these outstanding pioneers and leaders through our social media channels and with our employees. We are optimistic we are inching closer to a day where we can resume our normal community and CDTA activities in person.

Activity Report

We continue to strengthen, cultivate, and promote the CDTA brand. Outreach and partnership efforts are designed to ensure that people know about our company, understand the work we do and can support the need for more mobility choices. This includes advocacy for mobility and the funding required to make more options available to everyone who lives in the Capital Region.

- On Thursday, January 28, I attended a meeting of the Discover Albany Board of Directors. The board received updates on the hospitality industry recovery efforts. We also reviewed the financial condition of the bureau.
- On Friday, January 29, I met with Julie Tighe, President of the New York League of Conservation Voters. The NYLCV advocates for clean air water, air and renewable energy and open spaces. They are strong advocates for public transportation, and we have worked with Julie on many issues relating to what we do.
- On Tuesday, February 2, our leadership team met to talk about diversity and inclusion. We have engaged a consultant to help us with this work and to better understand these issues. Our objective is to make CDTA more inclusive, which will make it an even better place to work.
- On Wednesday, February 3, I spoke with a Times Union, Washington bureau reporter who was writing a story about infrastructure under the Biden Administration. I provided perspective on CDTA needs and prospects for our recovery from the pandemic. He spoke also with local community leaders and elected officials as part of the story.
- On Thursday, February 4, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna, the Albany Medical Center CEO. Dr. McKenna provided the task force with an update on vaccine supply and distribution issues. He also talked about the things being done to ensure equity in vaccination distribution and information.
- On Thursday, February 4, we lit our buildings red to support the American Heart Association's Go Red for Women campaign. We held a Facebook Live event and were joined by Albany Fire Department members (and their red apparatus) and Chief Joe Gregory.
- On Friday, February 5, Mike Collins and I met with Dr. Marisa Potenza from Albany Medical Center. Dr. Potenza is working with the regional task force to set up vaccinations PODS. Our Health Center is a designated POD and she reviewed some of the things we will need to do when vaccine supply is available.

- On Tuesday, February 9, I attended a meeting of the Albany Airport's Regional Advisory Committee. The airport is in the process of updating their 10-year master plan and they have formed this committee, which consists of about two dozen people from throughout the area. We will meet periodically to get updates on the planning process and to provide input as appropriate.
- On Wednesday, February 10, I met with Barbara Gannon. We talked about the strategic plan distribution and ways that our staff will use the pillars of the plan in their work plans. We also talked about the progress of our stretch training initiative, which Barbara is overseeing.
- On February 12, Jaime Watson and I met with Junior Achievement staff to talk about ways for CDTA to be involved in their high school mentoring programs.
- On February 12, Jon Scherzer and I met with staff from Lamar Transit Advertising. We reviewed current sales activity and discussed ways to work collaboratively to grow the program. Lamar has been a tremendous partner, producing outstanding sales results, while growing our facility advertising efforts.
- On February 12, I joined the NYPTA leadership team in a meeting with Assemblyman William Magnarelli. Assemblyman Magnarelli chairs the Assembly Transportation committee. We talked about our work to connect communities, funding matters and the need for more State Transit Operating Assistance (STOA). The assemblyman pledged his support for transit, especially throughout the upstate region.
- On February 12, I met with a consultant who is working to develop new ways for the Colonie IDA/LDC to promote itself and to stretch the possibilities of economic development throughout the Town of Colonie.
- On February 16, I met with 10 new employees on their first day at CDTA. They are an impressive group, coming from varied backgrounds with different work experiences. We talked about the work that CDTA does and our expectations of them when they become the forward faces of CDTA. They should be ready for service in mid-late March.
- On February 16, I watched as the first CDTA employee was vaccinated in our Health Center. Thanks to an arrangement with the Albany County Health Department, 40 employees were vaccinated on site. We are working to get every employee vaccinated and that work has taken many twists and turns. Slowly but surely, we are getting there.
- On February 17, I chaired a meeting of the United Way Board of Directors. The board approved the annual distribution of funds to applicant organizations. The funding recipients feed children take care of seniors and help people to do tax returns, among other things. As usual, the number of worthy programs far outweighs available funding, so there is always more work to be done.
- On February 17, I participated in a NYPTA webinar to kick off our advocacy campaign. The webinar outlined our position on the state budget and provided participants with the messaging we will use in meetings with elected leaders. The theme is *Transit Moves the Economy*. Information packets are available, and a social media campaign is underway to support advocacy work. More information is available at www.nytransit.org.

- On February 18, I attended a meeting of the CDTC A&F and Nominating committees. The A&F committee reviewed the work plan for the year and the agency budget status. The nominating committee developed a slate of officers for the upcoming year; and it will recommend the slate to the CDTC Policy Board.
- On February 18, I attended a meeting of the CEG leadership board; I am a member of this board as part of my board service to the regional chamber of commerce. The board was briefed on the off-shore wind tower manufacturing facility at the Port of Albany. This effort is expected to generate hundreds of new, well-paying jobs for the area.
- On February 23, I joined the NYPTA leadership team in a meeting with the Governor's transportation staff. We talked about the work our systems are doing and we advocated for full STOA funding in this year's state budget (executive budget proposes 9% less than last year).
- On February 23, I joined the NYPTA leadership team in a meeting with Assembly Speaker Carl Heastie's staff. We talked about the work that transit systems do to stimulate the economy and connect people to jobs. We advocated for full STOA funding in the upcoming state budget.
- On February 23, I joined the NYPTA leadership team in a meeting with Senator Leroy Comrie and his staff. The Senator is Chairman of the Corporations, Authorities and Commission committee. We talked about the work of our systems during the COVID-19 pandemic and we advocated for full STOA funding in the state budget.
- Earlier this morning, I met with a group of recently hired maintenance employees. We talked about the work they are doing to keep our fleet service ready, the impacts of COVID-19 and the career ladder opportunities at CDTA.

Final Thoughts

It is hard to believe that we have been fighting the COVID-19 pandemic for nearly a year. As we reflect on the last 12 months – it has been the most interesting experience of our time and it is not over yet. Throughout the year, the CDTA team has kept the region connected. We have done this while ensuring that employees and customers safe. And we have done it without skipping a beat regarding new services (Blue Line BRT), new facilities (Troy Garage) and innovations (an expanded CDPHPCycle!). And we did it while completing a comprehensive Strategic Plan. The CDTA way is the road to innovation and success; it separates us from the pack.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Senior Staff
Director of Corporate Communications