

Board of Directors Monthly Meeting

Wednesday, March 31, 2021 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, March 31, 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	2
Approve Minutes of Wednesday, February 24, 2021	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (03/17/2021)	Jayne Lahut	
Performance Monitoring/Audit Committee (03/24/2021)	Denise Figueroa	
• Resolution 12 - Contract for Term Engineers		14
• Resolution 13 - Contract for Albany Bus Garage Expansion		20
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• Resolution 17 - Approve Procurement Manual		40
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Investment Committee (03/23/2021)	Denise Figueroa	
Community and Stakeholder Relations Committee (03/25/2021)	Patrick Lance	
Strategic and Operational Planning Committee (03/25/2021)	Michael Criscione	
• Resolution 19 - Approve FY2022 Budget		46
Chief Executive Officer's Report	Carm Basile	52
Executive Session		
• Collective Bargaining Agreement Update		

Upcoming Meetings

Wednesday, April 28, 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, FEBRUARY 24, 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
 Lance Zarcone, Vice President of Operations
 Philip Parella, Jr., Director of Finance
 Jaime Watson, Director of Corporate Communications
 Vanessa Salamy, Executive Assistant
via Microsoft Teams: Christopher Desany, Vice President of Planning and Infrastructure
 Sarah Matrose, Internal Auditor
 Stacy Sansky, Director of Procurement
 Rich Cordero, Superintendent of Special Services
 Gary Guy, Superintendent of Transportation
 Brent Irving, Transportation Planner
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Thomas Guggisberg, Director of IT
 Jack Grogan, Director of Risk Management

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 – Mr. Criscione
 Seconded – Ms. Figueroa
 Carried Unanimously

APPROVAL OF THE JANUARY 27, 2021 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, February 10, 2021 at 9:15am at 110
 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- The committee reviewed agendas for the February committee meetings and the board meeting.
- Lisa Morello presented an update on the State budget process and developments taking place at the federal level with the Biden administration and prospects for additional federal financial assistance.
- Carm spoke about efforts to vaccinate the company's employees, making use of the CDTA Health Center as a vaccination and COVID testing site.
- The committee also discussed various options regarding the budget shortfall including managing operating expenses, wages, and benefits, concerns about ridership revenues, and the best way to utilize our 5307 and STOA funds now and in next year's budget.
- The next meeting of the committee is scheduled for Wednesday, March 17, 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, February 17, 2021 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 08 – 2021 – Approve Contract for Electric Buses

- We issued an RFP for the manufacture and purchase of forty-foot Electric Buses. Four proposals were received. After an extensive review process, New Flyer was determined to have the best overall proposal and staff recommends a 5- year contract. We have purchased 4 electric buses and 10 articulated buses from New Flyer. Staff also recommends placing an order for four electric buses at a cost of \$872,575 per vehicle.
- The Authority hereby approves a five-year contract to New Flyer, LLC of Winnipeg, Canada; and to approve an initial order of four buses at a cost not to exceed \$3,490,300.

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

Resolution No. 09 - 2021 – Approve Contract for River BRT Communication Equipment

- Our BRT services use Traffic Signal Priority (TSP) technology at intersections along the corridor. TSP provides priority to buses by accessing traffic signal data in real time. A contract is needed to purchase communication equipment to support TSP at 27 BRT intersections. Staff recommends a sole source contract to Northeast Signal for \$152,888.
- The Authority hereby awards a contract to purchase TSP equipment to Northeast Signal, Inc. of Elbridge, New York for an amount not to exceed \$152,888.

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

Resolution No. 10 - 2021 – Approve Contract for Bus Operator Uniforms

- A contract is needed to provide uniforms for our bus operators. An RFP was issued, and four proposals were received. Staff recommends a contract to the incumbent vendor, Galls, Inc. They provided a 14% price decrease from the prior contract.
- The Authority hereby approves A three-year contract with two optional one-year renewals to Galls, LLC of Lexington, Kentucky with a maximum contract value of \$875,000.

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

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. January MRT was the best month of the fiscal year, and we are now \$2.7 million over budget. Customer revenue improved slightly but remains 67% under budget for the year; Rail Station revenue is down 75% for the year because there is little activity at the rail station.
- On the expense side, wages are flat and remain 2.3% under budget for the year; Workers’ Compensation received some insurance recoveries this month but remains 8.5% over budget for the year; Materials & Supplies are over budget this month due to invoice timing issues. Total expenses are down 6.2% for the year. We are in a good financial position because of CARES funding, but cash flow is tight because our STOA payment is overdue.
- Chris Desany gave the Non-Financial Report. Ridership is down 44% this month and 36% for the year. STAR boardings are down 45% for the year. Fixed route on-time performance was at 81%; STAR on-time performance was at 83%. Preventable accidents are at 18 this month and non-preventable accidents are at 13, much more in line with our averages. A detailed report on accidents was provided at the meeting.
- Next meeting of the Committee is scheduled for Wednesday, March 24, 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, February 18, 2021 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer presented on new FLEX service that will serve Southern Saratoga County. Jon outlined the partnership and service area which will include the Mechanicville/Clifton Park area.
- FLEX service will connect people to jobs, shopping, and medical appointments. This is an area that has been hard for CDTA to serve with 40-foot buses. FLEX service is nimble and can respond in communities that are not as densely developed as more urban areas. This service will start this summer.

- Jaime Watson summarized the monthly Media Relations/Community Engagement report. CDTA 15 earned media placements in television, newspaper, and radio. Stories focused on our partnership with the American Heart Association and their Glow Red event, COVID federal mask mandate, River Corridor BRT, and several community partnerships.
- Jaime outlined Transit Worker Appreciation Day happening on March 18 and ways CDTA will highlight the work of its employees; especially over the last year as the workforce has dealt with the COVID 19 pandemic.
- Next meeting of the Committee will be on Thursday, March 25, 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, February 18, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Approve Route 50/Geysers Road Improvement

- 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 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.
- The City agreed to bid and complete CDTA station work as designed. 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.
- A sole source contract to the City of Saratoga Springs for the transit improvements at the intersection of Route 50 and Geysers Road with a value not to exceed \$100,000 will be recommended to the board for approval.

Motion – Ms. Figueroa

Seconded – Ms. Nugent

Carried Unanimously

Administrative Discussion Items

FY2022 Budget Preparation Update

- We continue to develop the FY2022 operating budget which was provided to the Committee. Current MRT is \$2.7 million over budget and customer revenue is \$11.6M under budget. Next year we are projecting a \$20 million decrease in customer revenue, STOA, and RRS receipts (combined).
- We have not used our federal assistance this year which we can carry over to next year, and we will receive \$28.4 million from another round of federal stimulus funds. We are budgeting wages to be flat. This will be accomplished by keeping service relatively level. We are budgeting a 3% increase for health care and an 8% increase in worker's compensation. We are providing for a modest increase in the professional services and maintenance services lines. Another increase is in the insurance line. Although fairly level for the past several years, the insurance market has been quite volatile this year.

- Our working budget currently shows a \$5.2 million deficit. Options to close the gap include using federal assistance that we did not use yet, and we are taking another look at expenses. We expect to present a balanced budget at the March meeting.
- Next meeting of the Committee will be on Thursday, March 25, 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 February 2021 (attached).

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, March 31, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: February 24, 2021

CHIEF EXECUTIVE OFFICER'S REPORT

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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 12 - 2021**

Approve Term Contracts for Engineering Services

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

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to retain or employ engineers and private consultants, and

WHEREAS, the Authority desires to have architectural and engineering term contracts with a manageable number of qualified firms to allow for competition between the term consultants, and also establish the basic terms and conditions of the relationship with these contractors, and

WHEREAS, the Authority has solicited and evaluated multiple responsive proposals for such services, and has determined that the best proposals and qualifications were submitted by teams led by the following firms (1) Bergman, Architects and Engineers, (2) CHA Companies, (3) Weston & Sampson (4) Creighton Manning Engineers, (5) Sage Engineering and (6) WSP USA, Inc., all firms located in Albany;

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards three-year term contracts with two optional one-year renewals for engineering and architectural services to the following firms: (1) Bergmann Architects and Engineers, (2) CHA Companies, (3) Weston & Sampson (4) Creighton Manning Engineers, (5) Sage Engineering and (6) WSP USA, Inc., all firms located in Albany.
2. These term contracts carry no guarantee of work but shall establish the terms and conditions governing any work that the Authority solicits to be done. The award of these contracts is conditioned upon agreement as to hourly fees and other charges and call for professional services to be provided at the rates and with the expenses quoted in the consultants’ final proposal over the duration of the contract as incorporated in the term contracts with each firm.
3. Authority Staff is hereby authorized to execute the term contracts conditional to the negotiation of contract fees and charges and subject to compliance with all the applicable requirements for the contracts, including those set forth in the proposal and the contract documents.
4. Because there is no work immediately covered by these term contracts, there are no funding implications to the award of these contracts. Funding for any projects advanced under these term contracts shall abide the funding for capital projects of the Authority.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of March, 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Agenda Action Proposal

Subject: Recommendation to award term engineering contracts to Bergmann, CHA Companies, Weston and Sampson, Creighton Manning Engineers, Sage Engineering and WSP (all firms located in Albany, New York).

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

CDTA maintains contracts with a group of architectural and engineering (A&E) firms to ensure availability of qualified firms with negotiated rates available for projects valued under \$100,000. The current term engineering contract has expired.

Purpose:

To provide architectural and engineering services.

Summary of Proposal:

A Request for Proposals (RFP) was issued to provide architectural and engineering services. Nineteen proposals were received. A review committee evaluated all proposals and ranked them in order of preference based on project experience, qualifications, and references. Staff reached agreement on fee schedules with the six firms below and we are recommending a three-year contract with two optional one-year renewals for term engineering:

Bergmann Architects and Engineers
WSP USA, Inc
Weston & Sampson

CHA Companies
Creighton Manning Engineers
Sage Engineering

Upon Board approval, agreements will be executed with each firm, however if the need arises staff is not precluded from engaging other A/E firms for specialized work. These contracts require Board approval as multi-year professional services contracts.

Financial Summary and Source of Funds:

The annual financial value of each contract shall vary and be dependent upon projects in need of engineering services. There is no guarantee of work or minimum contract values. The fund source will be determined by the type of project.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Term Engineers

Background

A term agreement is one such that firms are qualified and vetted as able to perform services for CDTA on an “as needed” basis. The purpose of a term agreement is to provide for design and other professional services necessary to advance our projects as they arise. The existence of a term agreement does not guarantee work for a consultant, nor does it guarantee that a consultant will have an opportunity to propose on any specific project. When services are required, the Project Manager will develop a detailed scope of work and submit it to one or more term consultants.

Under a term agreement, the engineering consultants will work at the direction of CDTA to perform functions that include, but are not limited to, the following tasks:

- Develop designs and specifications
- Develop concept drawings
- Certify and/or stamp designs
- Formulate and present reliable project cost estimates
- Respond to requests for information
- Review shop drawings
- Perform construction administration
- Develop timelines with identified milestones
- Assist with the development and planning of budgets
- Coordinate with other consultants and stakeholders as needed

Examples of term engineer work includes designing office and locker room renovations, parking lot improvements, stations, and conducting feasibility studies. Work is awarded to the firm submitting the most favorable proposal for a specific set of tasks.

Justification

The terms of our contracts are for three years with two, one-year options, and are now up for renewal. An RFP was sent out in October to solicit new proposals. A committee was established to review the proposals which were based upon experience, qualifications, references, and D/MWBE participation.

Nineteen firms submitted proposals for review. The committee evaluated and negotiated the offers, conducted reference checks, and eight firms were interviewed. We are recommending awarding contracts to six companies:

- WSP
- Weston & Sampson
- Bergmann
- Creighton Manning Engineers
- CHA
- Sage Engineering

Recommendation

At this time, I am recommending awarding term engineer agreements to the above firms.

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:**

Undetermined at this time 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 # 79 or **Advertised**
Number of Proposals/Bids Received # 19

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 2
DBE Certification on file? Yes No **Not Applicable**
Number of DBE Subcontractors 15

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** See Action Item -6 Firms

8. **SOURCE OF FUNDS:** Operating or Capital Budget depending on amount and type of project

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:** January 7, 2016

Scorecard for CDTA FAC 176-2000 Term Engineers										
	CHA Albany, NY	WSP Albany, NY	Sage Engineering Albany, NY	Friedman Fisher Albany, NY	Passero Associates Albany, NY	Weston & Sampson Albany, NY	FPM Engineering Bohemia, NY	H2M Architects & Engineers Latham, NY	Lothrop White Plains, NY	McFarland Johnson Saratoga Springs, NY
Qualifications 225 points	207	215	201	193	200	208	172	209	183	197
Experience 125 points	113	117	114	99	107	114	84	113	98	102
References 125 points	108	119	110	101	104	120	94	112	106	112
DBE and/or MWBE Participation 25 points	7.5	3.75	2.5	3.75	5	7.5	8.75	6.25	6.25	1.25
TOTAL	435.5	454.75	427.5	396.75	416	449.5	358.75	440.25	393.25	412.25

(Cont.)	Creighton Manning Albany, NY	Tetra Tech Albany, NY	Phinney Design Saratoga Springs, NY	HVEA Engineers Beacon, NY	B Thayer Assoc Woodbury, NY	McLaren Eng Woodcliff, NJ	Atane Consulting New York, NY	C2 Design Group Schenectady, NY	Bergmann Albany, NY
Qualifications 225 points	215	197	207	180	169	188	174	193	206
Experience 125 points	118	104	110	96	86	99	98	101	111
References 125 points	116	103	107	103	96	110	106	105	102
DBE and/or MWBE Participation 25 points	5	1.25	1.25	25	25	2.5	8.75	7.5	12.5
TOTAL	454	405.25	425.25	404	376	399.5	386.75	406.5	431.5

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 13 - 2021**

Approve Contract for Albany Bus Garage Expansion

WHEREAS, the Capital District Transportation Authority and its subsidiaries (“Authority”) owns and operates garage facilities in Albany, Schenectady and Troy for the purpose of maintaining and sheltering its fleet of vehicles, and

WHEREAS, Public Authorities Law section 1307(5) empowers the Authority to renovate or repair its facilities, and

WHEREAS, moving forward with the development of the Washington Western BRT, the next step is expansion of the Albany Garage to accommodate the additional vehicles for the BRT service and installation of new vehicle lifts to align with service needs, and

WHEREAS, the Authority has solicited competitive proposals, six proposals were received and reviewed, and Authority staff has determined that the best proposal was submitted by LeChase Construction Services, LLC of Schenectady, NY, for an amount not to exceed \$9,080,962, and that the estimated costs are fair and reasonable, and

WHEREAS, Authority staff recommends awarding a contract for expansion of the Albany Bus Garage to LeChase Construction Services, LLC of Schenectady, NY, for a base amount of \$7,567,468, plus a 20% internal contingency, for a total amount not to exceed \$9,080,962, with substantial completion expected by May 2023.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards the contract for expansion of the Albany Garage to LeChase Construction Services, LLC of Schenectady, NY, for an amount not to exceed \$9,080,962, subject to the successful proposer complying with all the applicable requirements including those set forth in the proposal and contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds for this project will be from the Washington/Western 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 31st day of March 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Recommendation to award a contract to expand the Albany Bus Garage to LeChase Construction Services, LLC of Schenectady, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

As we continue forward with the development of the Washington Western BRT, we are expanding the Albany garage to accommodate additional vehicles that are needed for the new service. This project involves the expansion of additional heated bus storage and renovation of the existing articulated bus maintenance area.

Purpose:

To allow for storage of additional vehicles and installation of new vehicle lifts to align with service needs.

Summary of Proposal:

A Request for Proposals (RFP) was issued to extend the Albany garage to include new bus lanes, lighting, ventilation, and new bus washes. Firms were invited to participate in site walk-thrus that included project review and expectations. Six proposals were received. A review committee evaluated all proposals and ranked them in order of preference based on project experience, qualifications, and references. The two firms that scored the highest participated in interviews to discuss their proposals and answer questions from the review team.

Staff recommends awarding a contract for the Albany Bus Garage Expansion to LeChase Construction Services, LLC of Schenectady, New York for an amount not to exceed \$9,080,962. This includes a 20% contingency. LeChase has committed to utilizing DMWBE contractors for up to 20% of the work. Upon Board approval a contract will be executed. Substantial completion is expected by May 2023.

Financial Summary and Source of Funds:

Base Price:	\$7,567,468
20% Contingency:	<u>\$1,513,494</u>
TOTAL:	\$9,080,962

This project is funded by the Washington/Western BRT Small Starts Grant

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Albany Garage Expansion

Background

We have begun construction of the Washington Western Bus Rapid Transit (BRT) line. In June 2019, the Board approved the relocation of the station at Crossgates Mall. In March 2020, the Board approved the construction of stations at Harriman West and the Downtown UAlbany Campus.

The next step is to expand the Albany garage to accommodate additional vehicles needed for the service. We have worked with our architects and engineers to develop a design and detailed specification. In January we released an RFP to engage a construction firm to complete this expansion work. This project involves the development of additional heated bus storage and a renovation of the existing articulated bus maintenance area in CDTA's Albany division.

In the storage house, we will extend the garage to the west side of the building adding approximately 22,400 square feet of heated storage space. This will accommodate an additional 16-60' articulated buses. This area will also include new ventilation, LED lighting, and unit heaters. Once the expansion is completed, the two bus wash systems will also be replaced.

In the maintenance area, we will relocate the foreman's office to make additional space for operations. The footprint of the area will not increase, but modifications will be made to allow for three new in-ground articulated bus lifts.

Eighty contractors downloaded the RFP. We conducted a vendor conference and contractor walkthrough. Six responses were received. A review team consisting of members of Facilities, Maintenance, and Transportation departments, and our engineering firm reviewed all proposals. The two top-scoring firms were interviewed to clarify their submittals and ask questions about the project. After review and final scoring based on experience, cost effectiveness, schedule and D/MWBE participation, staff decided that LeChase Construction Services, LLC, should be advanced for recommendation.

Justification

LeChase Construction Services, LLC is a well-known, local firm. Their portfolio includes work with school districts, airports, maintenance facilities, manufacturing, entertainment, and transit centers. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding the contract for the Albany garage expansion to LeChase Construction Services, LLC. of Schenectady, NY for a base amount of \$7,567,468 plus 20% contingency, for a total value of \$9,080,962.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

Cumulative Scorecard CDTA FAC 178-2000

	AOW-Albany, NY	LeChase- Schenectady, NY	Bette & Cring- Latham, NY	Turner- Albany, NY	Jersen- Waterford, NY	PJ Dick, Inc- Pittsburgh, PA
Relevant Experience & Qualifications of Firm (175Points)	120	171	155	167	84	150
Cost Effectiveness (250 points)	237	239	199	197	97	156
Ability to Meet Schedule (50points)	40	42	42	45	9	33
D/M/WBE (25 points)	10	25	20	20	0	0
TOTAL (500 points)	407	477	416	429	190	339

Reviewer Signature:

Date:

NOTES:

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 14 - 2021**

Approve contract for Purchase of Bus Wash Systems in Troy & Schenectady

WHEREAS, the Capital District Transportation Authority (the “Authority”) provides omnibus transit operations in Albany, Schenectady, and Troy by use of a fleet of buses, shuttles and paratransit buses, and

WHEREAS, the Authority desires to maintain its fleet in a good state of repair and to keep the buses clean and attractive for transit operations, and

WHEREAS, the current bus wash systems in Schenectady and Troy have exceeded their useful life and are in need of replacement, and

WHEREAS, the Authority obtained competitive proposals to dismantle and remove the current bus wash system and replace it with a new system, four proposals were received and a review committee evaluated all proposals, with the superior proposal being submitted by Turner Construction Company of Albany, NY, and

WHEREAS, Authority staff recommends awarding a contract for Troy and Schenectady bus wash system replacements to Turner Construction Company of Albany, NY, for a base amount of \$826,939 in Troy, an alternate bid for \$830,543 in Schenectady, and a 20% contingency for a total amount not to exceed \$1,988,978, with substantial completion by May of 2023.

NOW, THEREFORE, BE IT RESOLVED:

4. The Authority hereby awards a contract to replace bus washers in Troy and Schenectady to Turner Construction Company of Albany, NY, with total amount not to exceed \$1,988,978, and subject to the successful proposer complying with all the applicable requirements included and set forth in the proposal and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding will be from the River BRT Small Starts Grant, Section 5307 & Section 5339 Bus & Facility Grants.
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 31st day of March, 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Recommendation to award a contract to replace bus washers to Turner Construction Company of Albany, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 24, 2021
Board Action Date: March 31, 2021

Background:

The current bus wash systems in Troy and Schenectady are beyond their useful life and require replacement.

Purpose:

To provide a well maintained and clean fleet of vehicles.

Summary of Proposal:

A Request for Proposals (RFP) was issued to dismantle and remove the current bus wash system in the Troy Division and replace it with a new system. An alternate bid price was also requested for the same work to be performed at the Schenectady Division. Four proposals were received. A review committee evaluated all proposals and ranked them based on project experience, qualifications, and references. The three highest scoring firms participated in interviews to discuss their proposal and answer questions from the review team.

Staff recommends awarding a contract for bus washer replacements to Turner Construction Company of Albany, New York for an amount not to exceed \$1,988,978. This includes the base price for the Troy Division, the alternate bid for Schenectady and a 20% contingency. Turner Construction has committed to utilizing DMWBE contractors for up to 34% of the work.

Upon Board approval, a contract will be executed with substantial completion expected by May of 2023.

Financial Summary and Source of Funds:

Base cost for Troy Division:	\$826,939
Alternate for Schenectady Division:	\$830,543
20% Contingency:	<u>\$331,496</u>
TOTAL:	\$1,988,978

These projects will be funded by the River BRT Smalls Starts Grant; Section 5307 and Section 5339 Bus and Facility grants.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Bus Wash Replacements

Background

We pride ourselves not just on the quality of our service, but also on the proper maintenance and cleanliness of the fleet. The appearance of the vehicles is due largely to the daily washes that the buses receive and has the added benefit of extending the life of the vehicle. These are completed on site at each of our three divisions via our hard lined bus wash and water reclaim systems.

Over the past several years it has become difficult to continue to acquire parts and maintain these aging systems. At our Troy and Schenectady locations, the washes are 25+ years old, deteriorating, have progressed beyond their useful life, and require decommissioning.

A request for proposals for replacements was issued in January and 38 contractors downloaded the package. The scope of work included the demolition and removal of the current bus wash systems, infrastructure required to install the new systems (plumbing, electrical, etc.) and the new wash systems themselves.

We received four proposals. A review team consisting of members of the facilities department, maintenance department, and our engineer scored the proposals and interviewed the top three firms. After review and scoring based on experience, cost effectiveness, ability to meet schedule and D/MWBE participation, staff determined that Turner Construction Company would be advanced for recommendation.

Justification

Turner Construction is a well-known, national firm. Its portfolio includes work with school districts, housing, health care, and transit agencies, including bus wash systems. Turner also recently completed a locker room/bathroom renovation project at 110 Watervliet Avenue. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding a contract for bus wash replacements to Turner Construction Company of Albany, NY for a base amount of \$826,939 (Troy), an alternate for \$830,543 (Schenectady), and a 20% contingency. The total value is \$1,988,978.

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:

\$1,988,978 (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 # 32 or Advertised
Number of Proposals/Bids Received # 4

Attach Summary of Bids/Proposals

9. Disadvantaged/Minority Womens Business Enterprise (DMWBE) involvement

Are there known DMWBEs that provide this good or service? Yes No
Number of DMWBEs bidding/proposing 0
DMWBE Certification on file? Yes (for subcontractors) No Not Applicable
Number of DMWBE Subcontractors 2 WBE's,

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Turner Construction Company

1 Computer Drive South

Albany, NY 12205

8. SOURCE OF FUNDS: Funded by the River BRT Small Starts Grant; Section 5307 & Section 5339 Bus & Facility Grants

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 4, 2021

Cumulative Scorecard CDTA FAC 174-2000

	AOW-Albany, NY	Gallo-Watervliet, NY	Bette & Cring-Latham, NY	Turner-Albany, NY
Relevant Experience & Qualifications of Firm (140Points)	105	55	125	125
Cost Effectiveness (200 points)	190	135	162	184
Ability to Meet Schedule (40 points)	34	32	40	32
D/M/WBE (20 points)	4	0	16	20
TOTAL	333	222	343	361

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 15 - 2021**

Approve Contract for Troy Facility Renovation

WHEREAS, the Capital District Transportation Authority (“Authority”) owns and operates transit depot and garage facilities in Albany, Schenectady and Troy for the purpose of dispatching and garaging transit service vehicles, and

WHEREAS, Public Authorities Law section 1307(5) empowers the Authority to renovate or repair its facilities, and

WHEREAS, to support the increase in service and staffing levels in Troy in conjunction with the construction of the River BRT line, it is necessary to upgrade several areas of the Troy facility including the locker rooms, bathrooms, inventory area, break room and dispatch office, and

WHEREAS, competitive bids were solicited and duly received, and AOW Construction, LLC of Albany, NY provided the lowest responsive and responsible bid with a base bid of \$800,700, an alternate bid #1 of \$19,000, and a 20% contingency for a total not to exceed \$983,640.

NOW, THEREFORE, BE IT RESOLVED

1. The Authority hereby awards the contract for the Troy facility renovations to AOW Construction, LLC of Albany, NY, for a total amount not to exceed \$983,640, subject to the successful bidder complying with all the applicable requirements including those set forth in the bid and contract documents.
2. The source of funds for this project will be the River BRT Small Starts Grant.
3. Authority staff is hereby authorized to execute the necessary documents.
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 31st day of March 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Recommendation to award a contract for Troy facility renovations to AOW Construction, LLC of Albany, NY.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

In conjunction with the River BRT construction, the Troy storage and maintenance expansions were approved in 2019. This project will complete the Troy Division upgrades in support of the River BRT service.

Purpose:

To provide modernized facilities that reflect increased staffing levels in the Troy Division.

Summary of Proposal:

An Invitation for Bids (IFB) outlining upgrades to the Troy Division was issued with associated construction drawings and reports. Eight bids were received and AOW Construction, LLC provided the lowest responsive and responsible bid. Staff confirmed AOW's ability to perform work through reference checks, a qualifications interview and through an accuracy review completed by the Engineer of Record.

Staff recommends a contract for Troy facility renovations be awarded to AOW Construction, LLC for an amount not to exceed \$983,640. This includes bid alternate #1 to remove and replace precast concrete panels and a 20% contingency. Up to 15% of the work will be performed by D/MWBE and SDVOB subcontractors. Upon Board approval, a contract will be executed with substantial completion scheduled for December 2021.

Financial Summary and Source of Funds:

Base Bid:	\$800,700
Bid Alternate #1:	\$19,000
20% Contingency:	<u>\$163,940</u>
TOTAL:	\$983,640

This project is funded by the River BRT Small Starts Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Troy Locker and Bathroom Renovations

Background

Construction of the River Corridor BRT is nearly complete, including the Troy storage and maintenance expansion which was approved by the Board in September of 2019. To support the increase in service and staffing levels in Troy, it is also necessary to reconfigure, upgrade and modernize the locker rooms, bathrooms, inventory area, break room, and dispatch office.

The scope of the proposed project consists of:

- Combining and reconfiguring the front bathrooms into a dedicated women's locker room with bathroom
- Combining the current men's and women's bathrooms and locker rooms into a single, larger men's locker room and bathroom
- Expanding the maintenance parts storage area
- Reconfiguring and upgrading the maintenance personnel bathroom and locker rooms,
- Creation of a gender-neutral bathroom
- Upgrades to the drivers' breakroom and the dispatch office

An invitation for bid for this work was released in January and 45 contractors downloaded it.

Justification

We received eight bids, the lowest of which came from AOW Construction, LLC in an amount of \$819,700. Our engineer reviewed the bids to check for accuracy and large discrepancies. AOW's bid was found to be accurate and reasonable. AOW is a reputable local contractor that specializes in renovation work. They also recently completed the health center project at 110 Watervliet Avenue. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding a contract for the Troy division renovations to AOW Construction, LLC of Albany, NY in an amount of \$819,700 plus a 20% contingency for a total amount of \$983,640.

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:**

\$983,640 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 # 42 or Advertised
Number of Proposals/Bids Received # 8

Attach Summary of Bids/Proposals

10. **Disadvantaged/Minority Womens Business Enterprise (DMWBE) involvement**

Are there known DMWBEs that provide this good or service? Yes No
Number of DMWBEs bidding/proposing 1
DMWBE Certification on file? Yes (for subcontractors) No Not Applicable
Number of DMWBE Subcontractors 1 DBE, 1MBE, 4 WBE, 1 SDVOB

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** AOW Construction, LLC
30 Essex Street
Albany, NY 12206

8. **SOURCE OF FUNDS:** Funded by the 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: March 4, 2021



Bid Summary



Contract Name: Troy Division Staff Facilities Rehab

Contract No: CDTA FAC 177-2000

Date/Time of
Opening:

February 26, 2021 - 1:00pm

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors if known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: AOW Construction Address: 30 Essex Street Albany, NY 12206 Contact: Jim Urner Jr. Email: jurner@aowconstruction.com Phone: 518.482.3400	\$ <u>800,700</u> Total w/selected Alternates: \$ <u>819,700</u>	Alternate 1: \$19,000 Alternate 2:	1 Action Waste 2 Flooring Environment 3 Nickerson Corp 4 Kittredge Equipment 5 Titan Roofing	DBE <u>X</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>X</u> DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>X</u> WBE <u>SDVOB</u>
Name: Duncan & Cahill, Inc. Address: 11 Oakwood Ave Troy, NY 12180 Contact: D Scott Cahill Email: Phone: 518.274.3631	\$ <u>1,298,819</u> Total w/selected Alternates: \$ <u>1,333,819</u>	Alternate 1: \$35,000 Alternate 2:	1 2 3 4 5	DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>
Name: Riverview Construction Associates, Inc. Address: 718 Riverview Road Rexford, NY 12148 Contact: Robert R Romano Email: rromano@riverviewconstructionassociates.com Phone: 518.322.7899	\$ <u>1,028,800</u> Total w/selected Alternates: \$ <u>1,043,800</u>	Alternate 1: \$15,000 Alternate 2:	1 Stilsing Electric 2 Advance Glass 3 R&H Fire 4 Flooring Environment 5	DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>X</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>
Name: Bette & Cring, LLC Address: 22 Century Hill Dr Suite 201 Latham, NY 12110 Contact: Tom Owens Email: towens@bettecring.com Phone: 518.213.1010	\$ <u>896,000</u> Total w/selected Alternates: \$ <u>911,000</u>	Alternate 1: \$15,000 Alternate 2:	1 RBM Guardian Fire Protection, Inc. 2 Nickerson Corporation, Inc. 3 4 5	DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE X</u> SDVOB <u>X</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>
Name: Turner Construction Company Address: 1 Computer Dr South Albany, NY 12205 Contact: Carlton E Stewart III Email: cstewart@tcco.com Phone: 518.432.0277	\$ <u>861,449</u> Total w/selected Alternates: \$ <u>901,327</u>	Alternate 1: \$39,878 Alternate 2:	1 Advance Glass 2 Flooring Environment 3 4 5	DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>
Name: Gallo Construction Corp. Address: 50 Lincoln Ave Watervliet, NY 12189 Contact: Karen Gallo Email: kgallo@gallog.com Phone: 518.273.0234	\$ <u>940,000</u> Total w/selected Alternates: \$ <u>965,600</u>	Alternate 1: \$25,600 Alternate 2:	1 2 3 4 5	DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>
Name: B.B.A. Inc dba Bonacquisti Brothers Construction Address: 20 Center St Suite 1 Albany, NY 12204 Contact: Clay Slaughter Email: estimating@bonbroconst.com Phone: 518.238.2115	\$ <u>948,500</u> Total w/selected Alternates: \$ <u>955,000</u>	Alternate 1: \$6,500 Alternate 2:	1 2 3 4 5	DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>
Name: Hoosick Valley Contractors, Inc. Address: 52 Melrose-Valley Falls Rd Melrose, NY 12121 Contact: Jim Griffen Email: jgriffen@hoosickvalley.com Phone: 518.235.7108	\$ <u>971,000</u> Total w/selected Alternates: \$ <u>1,007,500</u>	Alternate 1: \$36,500 Alternate 2:	1 2 3 4 5	DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u> DBE <u>W</u> MBE <u>WBE</u> SDVOB <u>W</u>

I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.

Signature: _____

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 16 - 2021**

Approve a Sole Source Contract for CDPHP *Cycle!* Equipment

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

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

WHEREAS, in 2016 the Authority awarded a competitively procured bikeshare contract to Social Bicycles, relating to the CDPHP Cycle! Project, and

WHEREAS, Social Bicycles has been acquired by Mobility Cloud, Inc., of New York, New York, and

WHEREAS, the current bikeshare equipment requires upgrading to replace outdated technology in order to operate and track bicycles and ensure continued functionality, and

WHEREAS, the bikeshare equipment can only be acquired from and supported by Mobility Cloud, Inc., and

WHEREAS, staff has determined that it is in the best interests of the Authority to enter into a contract with Mobility Cloud, Inc. of New York, NY for the purchase of 400 new bike share controller units, for a total cost not to exceed \$80,000, which has been determined to be fair and reasonable, and

WHEREAS, staff now recommends the award of a sole source bicycle controller contract to Mobility Cloud, Inc. for an amount not to exceed \$80,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source bicycle controller contract to Mobility Cloud, Inc., of New York, New York, for a total amount of \$80,000, subject to the contractor’s compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the FY2022 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 31st day of March, 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole source contract award for purchase of bicycle controllers from Mobility Cloud, Inc of New York, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 24, 2021
Board Action Date: March 31, 2021

Background:

Our CDPHP *Cycle!* program requires equipment upgrades. We currently use older bicycle controller equipment to operate and track bikes. We need to upgrade and procure new controller units that will replace outdated technology.

Purpose:

To ensure bicycle functionality by replacing outdated technology.

Summary of Proposal:

In March of 2020, the Board approved a contract to Mobility Cloud, Inc for the CDPHP *Cycle!* program. The bicycle controllers that allow vehicle access are outdated and are no longer supported by mobile network carriers. Mobility Cloud developed a new controller unit allowing bikes to remain functional. The new controllers offer a wide range of upgrades as outlined in the attached support memo and will provide a better customer experience.

The controllers are proprietary in nature and must be purchased from Mobility Cloud. Without the new controllers the bikes will become inoperable within the next few months. Staff has reviewed the pricing and finds it to be fair and reasonable. Staff recommends that a contract for the purchase of bicycle controllers be awarded to Mobility Cloud, Inc of New York, New York for an amount not to exceed \$80,000. Upon Board approval the contract will be executed to ensure all upgrades are made for the upcoming CDPHP *Cycle!* season.

Financial Summary and Source of Funds:

The cost of these controllers will not exceed \$80,000 and will be funded in the FY2022 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Marketing

Memorandum

March 24, 2021

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

From: Jonathan Scherzer, Director of Marketing

Subject: CDPHP *Cycle!* Equipment Purchase

Background:

Social Bicycles of Brooklyn, New York was our original bike share vendor, providing equipment and support to manage the program. Uber Technologies, Inc. purchased Social Bicycles, which operated as wholly-owned subsidiary under the name of JUMP for two years. We entered into an agreement last March with Mobility Cloud Inc., which had purchased Social Bicycles' assets. The company is headed by a former Social Bicycles executive, who owns the proprietary specifications for bicycles, stations, and infrastructure that match our current offerings.

Current Status:

CDPHP *Cycle!* is a key element of CDTA providing a broader menu of mobility options. The system allows people to rent bicycles within a network of self-serve stations, and we are looking toward new technology as some parts are nearing the end of their useful life. We need to procure new controller units that will replace outdated technology that unlock and track ridership.

The original controllers allow access to the vehicle and connect to the backend using 2G and 3G mobile network technology that is no longer supported by national carriers. The transition could occur at any point in the next few months to a year as providers move toward a stronger mobile network. The new controller, which will feature a QR code for accessing bicycles, includes onboard real-time GPS, accelerometer tracking and RFID technology. The units also offer solar and dynamo power generators capable of connecting even in difficult areas. We have run a successful demo with the new product and are excited by the ease of use for our customers.

Social Bicycles controllers, backend and connectivity is manufactured, sold, distributed, and supported exclusively by Mobility Cloud Inc. No division of Mobility Cloud Inc, nor any other company, makes a compatible product which can work with the proprietary technology of Mobility Cloud. This product must be purchased directly from Mobility Cloud Inc.

Recommendation:

We recommend award of a single source contract to Mobility Cloud, Inc. of New York City for the purchase of 400 new bike share controller units for \$80,000. This will be funded through the FY22 Capital Plan.

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:**
\$80,000 (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

11. **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

12. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Mobility Cloud, Inc
244 Madison Ave
New York, NY 10016

8. **SOURCE OF FUNDS:** FY22 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:** March 12, 2021

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 17 - 2021**

Approve Procurement Manual

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

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

WHEREAS, the Authority’s Procurement Manual has undergone annual review, with only minor changes recommended at this time, and

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. The CDTA Procurement Manual, dated March 9, 2021 is approved and adopted.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of March, 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Review and approval of revised CDTA Procurement Manual

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

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

The manual is attached separately

Memorandum

March 24, 2021

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 manual provides easy to understand guidance that conforms to CDTA, FTA and New York State procurement regulations.

It is reviewed annually to ensure we comply with state and federal regulations, and to review procedures for conformance with common business practice.

Background:

Last year substantive changes were made to the Procurement Manual to change approval thresholds for the purchase of goods and services. This year there are minor changes that do not change how CDTA approaches procurement.

The changes include inclusion of a revised Procurement Checklist (Page 39), minor update of the Prompt Payment Policy (Page 47) and inclusion of the current Annual Procurement Report (Page 63).

Justification:

- As the number of certifications and requirements for awarding a contract increases due to changes at the Federal and State level it was appropriate to update the Procurement Checklist to ensure CDTA is creating complete procurement records.
- An email address (accountspayable@cdta.org) was added to allow vendors to submit invoices to reduce paper and increase efficiency.
- It is standard practice to include the current Procurement Report (provided to the Board of Directors each January) for informational purposes in the appendix of the procurement manual.

Staff is recommending that these changes be incorporated into the procurement manual that will be distributed to all staff. During the upcoming year the Procurement Manual will undergo a review for content and style to deliver a meaningful document in a more concise format.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 18 - 2021**

Authorizing the implementation and funding in the first instance of the State Mass Transportation Capital program-aid eligible costs of mass transportation projects described in NYS Department of Transportation Agreement #K007407, Supplemental 3, annexed hereto, and appropriating funds therefor.

WHEREAS, State Mass Transportation Capital Aid is available to fund projects approved by the Commissioner of Transportation, provided such State funds shall not be used in substitution for the non-federal share of the federally funded portion of the projects.

WHEREAS, the Capital District Transportation Authority (“Authority”) desires to advance certain projects by making a commitment of advance funding of the costs of the projects; and

NOW, THEREFORE, by action of the Capital District Transportation Authority Board, duly convened it is hereby

RESOLVED, that the Authority Board hereby approves the above-subject projects; and it is hereby further

RESOLVED, that the Board hereby authorizes the Authority Comptroller to pay in the first instance ONE HUNDRED PER CENT [100%] of the projects; and it is further

RESOLVED, that the sum of EIGHT MILLION NINE HUNDRED SEVEN THOUSAND, EIGHTY-FOUR DOLLARS (\$8,907,084) is hereby appropriated and made available to cover the cost of participation in the above phase of the projects; and it is further

RESOLVED, that in the event the costs of the projects exceed the amount appropriated above, the Authority shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Chief Executive Officer thereof, and it is further

RESOLVED, that the Chairman of the Board of Directors of the Capital District Transportation Authority be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State Mass Transportation Capital Aid on behalf of the Authority with the New York State Department of Transportation in connection with the advancement or approval of the projects and providing for the administration of the projects and the Authority’s first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible project costs (if any) and all project costs within appropriations therefor that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the projects, and it is further

RESOLVED, 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 31st day of March, 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Resolution to accept \$8,907,084 in State funding.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 24, 2021
Board Action Date: March 31, 2021

Background:

Each year New York State Department of Transportation (NYSDOT) and the Federal Transit Administration (FTA) provide grant funding opportunities for our capital program, which in some cases require a board resolution.

We receive FTA funds on an annual basis through Section 5307 and Section 5339 programs. A variety of our projects are funded with these federal grants. Section 5339 funds will support the replacement of two commuter buses, seven paratransit vehicles, and six FLEX vehicles. Section 5307 funds support preventive maintenance associated with federally funded assets, the bus shelter replacement program, and passenger amenities.

The FTA supports 80% of these grants. NYSDOT provides 10% (\$2,069,400) as local match and we provide the remaining 10% (\$2,069,400) to support the 5307/5339 programs.

CDTA was awarded Federal Highway Funds (STP-Flex) via CDTC for River BRT operations. The FTA funds 80 percent of these costs; NYSDOT provides 10 percent (\$97,090) as local match and we provide the remaining 10% (\$97,090).

NYSDOT provides a separate capital program to fund transit systems needs through the Accelerated Transit Capital (ATC) Program and the Transportation Modernization and Enhancement Program (MEP). CDTA was allocated \$3,461,124 in MEP funds, and is currently accepting \$3,279,470 in ATC funds. The MEP and ATC funds were budgeted in our FY2021 capital program to support the purchase of 40-foot buses. The State supports 100% of these costs.

Purpose:

NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for incurred expenses. This is a routine action.

Summary of Proposal:

The resolution permits CDTA to execute an agreement with NYSDOT to accept \$8,907,084.

Financial Summary and Source of Funds:

NYSDOT Supplemental Agreement #3, K007407 will fund the following;

- 100% of the \$3,461,124 MEP program;
- 100% of the \$3,279,470 ATC program;
- 10% of the 5339 and 5307 FTA grants for \$2,069,400;
- 10% of the FHWA funds for \$97,090;

The total of these grant reimbursements is \$8,907,084.

Prepared by:
Melissa Shanley, Grants Manager

Project Managers:
Lance Zarccone, Vice President of Operations
Philip Parella, Jr., Director of Finance
Jeremy Smith, Director of Facilities

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 19 - 2021**

Approve the Operating and Capital Budget for Fiscal Year 2022

WHEREAS, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

WHEREAS, the proposed FY2022 Operating Budget for the Capital District Transportation Authority provides for an Operating Budget of \$100,992,742 and a 5-year Capital Plan of \$377,652,824; and

WHEREAS, said proposed FY2022 Operating Budget and 5-Year Capital Plan have been presented and reviewed; and

WHEREAS, the adoption of the proposed FY2022 Operating Budget and 5-Year Capital Plan has been recommended by the CDTA Strategic & Operational Planning Committee;

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts an Operating Budget of \$100,992,742 for fiscal year 2022, a copy of which is attached to and made part of this resolution.
2. The Authority hereby approves and adopts a 5-year Capital Plan of \$377,652,824 for FY2022-2026, a copy of which is attached to and made part of this resolution.
3. 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 31st day of March, 2021.

Dated: March 31, 2021

Mark Schaeffer, Secretary

Memorandum

March 25, 2021

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

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2022 Operating and Capital Budget Recommendations

Summary

After many meetings and lots of committee input, the budget plan is ready for final review and adoption. I have attached a draft of the FY2022 operating and capital plans. As we work our way through the uncertainty of COVID-19, the impacts of the virus continue to present challenges. We have provided appropriate resources to safeguard employees and customers; and we have been aided by stimulus funds provided by the federal government.

The proposed operating plan is balanced at \$101 million with modest growth at 3.4%. The five-year capital plan provides a vision of potential projects and opportunities. The first year of the capital plan is funded at \$93.4 million with most of it supported by the Washington/Western BRT Small Starts Grant.

Revenue

We will have significant revenue challenges in FY2022 as we expect customer and rail station to be down significantly. We are also unsure of the level of state funding we will receive through the Operating Assistance program (STOA). These concerns have been discussed and our expectation is that although these may improve, we do not know when, and by how much. We will use federal stimulus funds to fund the anticipated shortfall. This is a key point – the stimulus funds are stop gap measures intended to get us through the next three years; they are not additional funds or new fund sources.

Receipts from the Mortgage Recording Tax (MRT) have been outstanding, and the local real estate market is extremely strong. However, it is prudent to expect a slowdown in the market, and we are budgeting modestly for MRT receipts.

We are budgeting \$7.3 million from the Federal 5307 program. As a reminder, this is capital money that we are “flexing” to operations. At the present time, we are budgeting STOA based on a \$4 million reduction in the Governor’s Executive Budget Request. As the Senate and Assembly introduce spending proposals, we will monitor the state budget proposals. Should there be a change in STOA levels, we will revise the budget accordingly.

Expenses

More than 70% of our expenses are related to wages and benefits. The wage line is tied to the amount of service we operate. There are no major expansions planned but we expect to build back a stronger network of service as we rebound from the pandemic. We will continue to expand FLEX and identify new partners for our Universal Access program. We are also negotiating a new collective bargaining agreement with our union that expires this June. The agreement covers wages, benefits, and a variety of work rules.

We are expecting an 8% increase in Worker's Compensation due to Scheduled Loss of Use Awards along with higher weekly benefits as promulgated by the Workers' Compensation Board. We do not control these benefit costs.

We are including increases for Professional and Maintenance Service. This will cover upgrades to telecommunications and information technology contracts. We are also modifying our General Insurance line because of significant increases to our commercial insurance lines this past year.

Capital Plan

The first year of our five-year Capital Plan focuses on development of the Washington/Western BRT Line. The plan includes \$11.5 million for 12 Gillig buses; 6 STAR buses; 6 Flex vehicles and 2 NX coach buses. It also includes funds for two lease payments, one of which will be paid off by the end of the year. Most of these bus purchases are funded through the New York State Capital Program.

The capital plan contains facility projects, like lift replacements; bus washers; LED light replacements and street amenities. It also includes an E-Scooter pilot program.

The five-year capital plan must be submitted to the state every year. Keep in mind that in years two through five, not all projects will be funded. Nevertheless, these potential projects include innovative concepts and initiatives and provides a broad road map for the future.

Recommendation

We recommend that the committee advance the budget to the full board for approval. The FY2022 Operating Plan totals \$100,992,742 and the Five-Year Capital Plan totals \$377,652,824.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

**Capital District Transportation Authority
Draft FY2022 Operating Budget
March 9, 2021**

Revenue Item	FY2021 Budget	Budget to Budget Change	FY2022 Budget	% change
Mortgage Tax	\$11,250,000	\$0	\$11,250,000	0.0%
Customer Revenue	\$20,651,667	(\$12,182,667)	\$8,469,000	-59.0%
Advertising	\$1,292,500	\$0	\$1,292,500	0.0%
RRS and Facilities Income	\$3,651,631	(\$2,738,723)	\$912,908	-75.0%
Other	\$208,500	(\$100,000)	\$108,500	-48.0%
Federal Assistance	\$12,701,000	\$23,072,269	\$35,773,269	181.7%
State Operating Assistance	\$43,824,758	(\$5,354,658)	\$38,470,100	-12.2%
State Operating Assistance - NX	\$400,000	(\$100,000)	\$300,000	-25.0%
County Assistance	\$1,917,000	(\$479,250)	\$1,437,750	-25.0%
Grants	\$1,805,786	\$1,172,929	\$2,978,715	65.0%
Total Revenue	\$97,702,842	\$3,289,900	\$100,992,742	3.4%

Expense Item	FY2021 Budget	Budget to Budget Change	FY2022 Budget	% change
Wages	\$48,377,073	\$1,451,314	\$49,828,387	3.0%
FICA	\$3,419,662	\$102,591	\$3,522,253	3.0%
Health Benefits	\$10,651,352	\$319,540	\$10,970,892	3.0%
Workers' Comp	\$2,637,708	\$211,017	\$2,848,725	8.0%
Other Benefits	\$3,988,742	\$261,189	\$4,249,931	6.5%
Professional Services	\$3,889,745	\$300,000	\$4,189,745	7.7%
Materials and Supplies	\$1,686,346	\$150,000	\$1,836,346	8.9%
Miscellaneous	\$736,853	\$0	\$736,853	0.0%
Maintenance Services	\$3,015,258	\$100,000	\$3,115,258	3.3%
Purchased Transportation	\$6,665,359	\$0	\$6,665,359	0.0%
Utilities	\$1,011,000	\$20,220	\$1,031,220	2.0%
Fuel	\$5,669,108	(\$57,838)	\$5,611,270	-1.0%
Parts Tires Oil	\$4,870,870	\$172,905	\$5,043,775	3.5%
General Insurance	\$722,933	\$240,920	\$963,853	33.3%
Claims	\$360,833	\$18,042	\$378,875	5.0%
Total Expenses	\$97,702,842	\$3,289,900	\$100,992,742	3.4%

Revenue over Expense	\$0	\$0	\$0	
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Capital District Transportation Authority

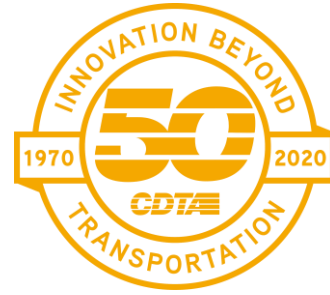
FY2022 DRAFT Capital Plan

March 18, 2021

Project Name	Purpose	Type	2022
WWBRT	System Improvement	BRT	\$77,685,000
Bus Wash	Normal Replacement	Facilities	\$400,000
Mid-Sized Infrastructure	System Improvement	Facilities	\$340,620
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$250,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$200,000
General Renovations	State of Good Repair	Facilities	\$375,000
Preliminary Engineering - Facilities	State of Good Repair	Facilities	\$150,000
West Facility Design	System Improvement	Facilities	\$125,000
Park & Ride Lots	State of Good Repair	Facilities	\$75,000
RRS Enhancements	State of Good Repair	Facilities	\$60,000
Information Technology	Normal Replacement	Information Technology	\$446,115
UV Disinfecting System	System Improvement	Operating	\$825,000
VanPool	System Improvement	Operating	\$300,000
Car Share	System Improvement	Operating	\$200,000
Marketing iRide	System Improvement	Operating	\$200,000
E-Scooter Pilot Program	System Improvement	Operating	\$125,000
CDPHP Cycle! Update	System Improvement	Operating	\$80,000
Floor Sweeper	Normal Replacement	Operating	\$60,000
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$6,928,385
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$1,150,000
Fleet Financing 2012	Normal Replacement	Rolling Stock	\$930,000
Fleet Financing 2014	Normal Replacement	Rolling Stock	\$780,000
Flex Vehicles	System Improvement	Rolling Stock	\$710,000
STAR Buses	Normal Replacement	Rolling Stock	\$630,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000
Trolleys	System Improvement	Rolling Stock	\$175,000
Camera Install	System Improvement	Rolling Stock	\$170,000
Mid-Life Hybrid Replacement	State of Good Repair	Rolling Stock	\$150,000
Total Expense			\$93,820,120
	Note: Fund sources listed are for FY2022 Capital Plan	Section 5307	\$6,311,010
		Section 5339	\$2,420,725
		NYS Capital	\$7,103,385
		MultiModal Setaside	\$300,000
		Small Starts - WWBRT	\$60,889,000
		CDTA Match - WWBRT	\$15,796,000
		Other Match - WWBRT	\$1,000,000
		Unfunded	\$0

Capital District Transportation Authority
FY2022 DRAFT Capital Plan
March 18, 2021

Project Name	Purpose	Type	2023	2024	2025	2026	Total
Mid-Sized Infrastructure	System Improvement	Facilities	\$250,000	\$250,000	\$250,000	\$250,000	\$1,340,620
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Preliminary Engineering - Facilities	State of Good Repair	Facilities	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Lift Replacement	State of Good Repair	Facilities	\$200,000	\$200,000	\$200,000	\$200,000	\$900,000
Park & Ride Lots	State of Good Repair	Facilities	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000
RRS Enhancements	State of Good Repair	Facilities	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
Schenectady Driver's Locker/Bathroom	State of Good Repair	Facilities	\$250,000	\$0	\$0	\$0	\$250,000
Schenectady Mechanic's Locker/Bathroom	State of Good Repair	Facilities	\$400,000	\$0	\$0	\$0	\$400,000
Schenectady Gas Tanks	System Improvement	Facilities	\$100,000	\$0	\$0	\$0	\$100,000
RRS Garage Repairs	State of Good Repair	Facilities	\$692,704	\$0	\$0	\$0	\$692,704
RRS Parking Upgrades	System Improvement	Facilities	\$500,000	\$0	\$0	\$0	\$500,000
Maintenance Training Room	System Improvement	Facilities	\$400,000	\$0	\$0	\$0	\$400,000
Fuel Management System	System Improvement	Facilities	\$970,000	\$0	\$0	\$0	\$970,000
Consolidated Operations Facility	System Improvement	Facilities	\$0	\$0	\$150,000,000	\$0	\$150,000,000
Downtown Albany Intermodal	System Improvement	Facilities	\$50,000,000	\$0	\$0	\$0	\$50,000,000
Information Technology	Normal Replacement	Information Technology	\$400,000	\$400,000	\$400,000	\$400,000	\$2,046,115
VanPool	System Improvement	Operating	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Car Share	System Improvement	Operating	\$120,000	\$130,000	\$130,000	\$130,000	\$710,000
Marketing iRide	System Improvement	Operating	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$1,100,000	\$1,100,000	\$1,100,000	\$1,200,000	\$5,650,000
Fleet Financing 2014	Normal Replacement	Rolling Stock	\$780,000	\$780,000	\$0	\$0	\$2,340,000
Flex Vehicles	System Improvement	Rolling Stock	\$0	\$0	\$0	\$0	\$710,000
STAR Buses	Normal Replacement	Rolling Stock	\$570,000	\$570,000	\$570,000	\$600,000	\$2,940,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Mid-Life Hybrid Replacement	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$1,350,000
Electric Bus / Replacement Program	System Improvement	Rolling Stock	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$60,000,000
Vehicle Overhaul	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Total Expense			\$73,792,704	\$20,490,000	\$169,710,000	\$19,840,000	\$377,652,824



Memorandum

March 31, 2021

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for February

Overview

As we near the end of our fiscal year there is so much to be proud of. The work of our employees throughout the past year has been fantastic. With the COVID-19 pandemic wreaking havoc with our lives, changing everything that we once knew as normal, CDTA has provided our community with needed connections. People need to get to work, they need to travel to pharmacies, schools, and medical appointments. Thanks to the work of CDTA employees, those connections continue uninterrupted, not one day missed. For that, I am proud, I am grateful, and I am impressed.

Because COVID-19 had such a significant impact on our lives, it is, at least for now, a regular part of my monthly report. As of this writing, 90 CDTA employees have been infected with the virus. More than 80% of the cases occurred since December 1 (35% occurred in February and March). I am pleased that the number of positive cases has slowed considerably in the past few weeks and we hope the worst is behind us. Positive cases and corresponding quarantine requirements make workforce availability an issue of concern.

Work on employee vaccinations continues. About 400 employees have received at least one dose, with nearly half of those fully vaccinated. We have taken a hands-on approach to this work, scheduling employees, processing their paperwork, and arranging for transportation to and from vaccination sites. About 300 employees remain, who are eligible to be vaccinated. We are arranging an information process where employees can hear from medical experts, religious, community and union leaders. We want them to know that vaccines are safe and getting shots is the easiest way for CDTA and the region to return to normal.

We have been active with the Capital Region Vaccine Network. This is headquartered at Albany Medical Center and they have been helpful to us. Part of this work has been responding to community needs for transportation to vaccine sites. Over the past few months, we have provided more than 20 buses for trips between senior citizen centers and vaccination sites. For the last month, we have provided a daily shuttle between the Washington Avenue Armory vaccination site and parking lots on Elk and Sheridan Avenue in Albany. This shuttle service has seen more than 11,000 boardings in 30 days. Many of the people who used the shuttle have never used CDTA – as usual, our employees leave a great first impression.

The adoption of the annual operating and capital plan closes a company-wide activity. We build our budget from the bottom up with all departments afforded an opportunity to weigh in on the plan, to offer suggestions and to make the case for new activities or changed processes. This leads to a plan that is comprehensive and thoughtful; it is a balanced plan that provides for the needs of CDTA and our customers. COVID-19 provided new challenges and we anticipate that this budget will lead us back to normal, restore ridership, and expand the mobility options that we provide for customers and our community. I appreciate the time and effort that board members and staff put into the development of the budget. The plan reflects this work and commitment, and it points to a bright future for CDTA.

The operating plan allows for modest growth of 3.4%. It provides for resources to safeguard employees and customers during the next year. It includes appropriate service levels, cleaning and disinfecting systems and other measures to ensure that our system is safe and attractive. It calls for the continued development of our FLEX service network. This demand-based service is proving to be a popular and important addition to our mobility menu. It allows for expansion of our bikeshare program. CDPHP *Cycle!* is now in its fifth year and it will have more than 500 bicycles in operation. Additionally, we are working to expand the program into Warren County. Planning for our third Bus Rapid Transit line will continue with a 2022 start date anticipated. When the Washington-Western BRT comes online, we will have achieved our goal of providing a 40 mile network of BRT services. And our staff is already looking to add more BRT miles.

The budget accommodates for revenue challenges brought on by the COVID-19 pandemic. This includes customer and facility revenue. We expect ridership to increase steadily throughout the year as people return to their workplaces, as college students return to on site learning, and the community begins to travel more freely. The same is true for facility revenue, which is dependent on rail travelers using our stations in Rensselaer and Saratoga Springs. We will use federal stop gap funding to accommodate for these shortfalls and will work with the board to ensure that this funding is available over a three-year period, as intended by the legislation that provided the funding.

We work closely with Lisa Marrello and her team to advocate for the needs of CDTA at the state capitol. As you can see by the attached activity report, we have supplemented this with active involvement in advocacy work with the NYPTA team. This work has been extensive, and we have talked with anyone who will listen about the needs for more mobility, for more choices, and for easier travel on network of services. Because we are a mobility innovator, we have offered to be a resource to other transit systems in their development work. Throughout the state, systems are considering BRT, electric buses, bike share programs and more. We have implemented these programs and are looking to expand them. We can help other systems to understand the issues and challenges involved with these new options. More mobility for all New Yorkers is possible if we work together and share resources.

Our advocacy and branding work gives us an opportunity to showcase CDTA and the work that our 730 employees do every day. We get to talk about our activities and our wide constituency base – customers, partners, and stakeholders. We share these experiences with community leaders who want to know more about CDTA and the innovations we are considering. It is also an opportunity for us to look at the future and talk about what can be done - more mobility, better choices, and an integrated system of travel. People want to hear about ways to make the Capital Region a better place. CDTA is viewed as a leader in this regard, and it gives me great pride to represent us in these discussions.

Performance Measures

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

Total ridership was 707,000 in February, 44% less than last February; year to date, ridership is 37% less than last year. Ridership on STAR buses was 16,600, 41% less than last February. 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 February.

Ridership and service levels are stable. In fact, we have seen a bit of an uptick in both fixed route and STAR ridership over the past few weeks. Way too soon to declare a trend but there is room for optimism as people return to their workplaces, to colleges and begin to travel more freely. We continue to monitor our service network and will make a few minor changes in the coming weeks; most of this is resource allocation and there is not likely to be much impact on customers.

As we approach the end of the 2021 fiscal year, our financial condition is very good. Despite a significant loss of customer and facility revenue, we will finish the year strong. Our financial foundation gives us the strength to endure a difficult stretch, like the pandemic. And we are grateful for stop gap funding provided to us in the federal stimulus packages. Because we were coming from a position of strength, we maintained full employment, in fact, we added to our head count so that River BRT and state worker service would be ready to go. We were able to quickly adapt to the pandemic and outfit buses with shields for bus operators, to increase cleaning and disinfecting systems and absorb new costs that came with the pandemic. This allowed us to be flexible and nimble, and to contribute to our community during the pandemic.

Total expenses in February were 9% less than budget expectations; total operating revenue was 8% less than budget expectations. We were pleased to receive a STOA catch-up payment, which will result in us receiving 80% of what was budgeted. The brightest spot in the budget this year is Mortgage Recording Tax, which is nearly 30% more than projected (\$3 million). Because of that, 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 (\$18 million year-to-date); this is being absorbed by stop-gap federal stimulus funds.

We missed 35 trips on the fixed route system; last February, we missed 57 trips. There were 38 accidents in February with 21 categorized as preventable; last February, we reported 43 accidents with 9 preventable. We continue to monitor accident trends and we have identified those tied to new bus operators at CDTA. We have instituted instructional/monitoring programs to stay close to these employees and help them with the expectations of CDTA operations.

Almost 99% of preventive maintenance inspections were done on time. Scheduled maintenance work was at 83%; it was 81% last February. On time performance for fixed route service was nearly 80%, last February, it was 77%. STAR service operated within our acceptable 0-10 minute time window 87% of the time; last February, it was 81%.

Our call center processed 155 comments compared to 202 last February. We received 15 comments about STAR service; last February, we received 27 comments. We processed 94 applications for STAR eligibility; last February, we processed 198 applications. Response time to close customer inquiries within 10 days was 78%. There were a few administrative issues last month, namely several people out with COVID or in quarantine status. There were 450,000 page views at www.cdta.org. Last February, there were 790,000 page views.

Community Engagement:

We continue adapt community engagement activities to highlight CDTA projects as we navigate the pandemic. We celebrated the men and women of CDTA on Transit Worker Appreciation Day on March 18. Their work makes CDTA go, and they continue to be impressive and resourceful. We are excited for the return of CDPHP *Cycle!* on April 5, with an early bird promotion. The spring season brings a renewed sense of optimism and this year, more than ever, we look forward to brighter days and a return to in person activities to showcase CDTA.

Activity Report

Our work this month has been focused on advocating for what we do and the need for funding to support our work. These efforts are relevant as we work towards post pandemic, a rebuilt economy, and a community that wants a wide menu of mobility choices.

- On Wednesday, February 24, I joined the NYPTA Leadership team in a meeting with Senator Todd Kaminsky. The Senator, who is from Long Island, chairs the Environmental Conservation Committee. We talked about non-MTA systems and prospects for ridership rebounding post pandemic.
- On Wednesday, February 24, I met with the Albany County Legislature's Mass Transit Committee. I provided a short presentation on our activities and talked about some of the opportunities we are pursuing. Jaime Watson attended with me.
- On Thursday, February 25, I taped a video spot for NYPTA's advocacy campaign. Since most of our messaging is virtual, the NYPTA team is using short videos from people in our industry to get our points across regarding funding needs.
- On Thursday, February 25, Lisa Marrello and I met with Senator Michelle Hinchey. Senator Hinchey is in her first term and her district includes Montgomery County. We spent most of the meeting talking about the transportation needs of that community and efforts to make the county part of CDTA. Discussions with the Senator are continuing.
- On Thursday, February 25, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna, CEO at Albany Medical Center who provided an update on vaccinations and efforts to ensure equity in vaccination distribution.
- On Friday, February 26, I attended a meeting of the NYPTA Board of Directors. We reviewed membership and financial information and talked about the importance for us to work together to make our systems strong as we move towards post pandemic.
- On Friday, February 26, I joined the NYPTA Leadership team in a meeting with Assemblywoman Amy Paulin. The Assemblywoman, who is from Westchester, chairs the Corporations, Authorities and Commissions committee. She is an advocate for better mobility options across the state. We talked about restoration of reductions in STOA.
- On Monday, March 1, I joined the NYPTA leadership Team in a meeting with Assemblyman Fred Thiele. The Assemblyman, who is from Long Island, chairs the Committee on Local Government. We talked about the need for restoring reductions in STOA and the ongoing need for capital improvements at non-MTA systems.

- On Wednesday, March 3, I joined the NYPTA Leadership Team in a meeting with NYSDOT Commissioner Marie Therese Dominguez. We talked about high profile projects throughout the state, especially Bus Rapid Transit, and new mobility initiatives. These are areas where CDTA is a leader and the Commissioner made note of that.
- On Monday, March 8, I joined the NYPTA Leadership Team in a meeting with Senator Tim Kennedy and his staff. We talked about the needs of our systems, restoration of STOA funding and long-term capital issues.
- On Tuesday, March 9, I attended a meeting of the APTA CEO Coordinating Council. The council provides a forum for CEOs to discuss topics of importance to the industry. We talked about stimulus funding and the needs of our systems and our industry.
- On Wednesday, March 10, Jon Scherzer and I met with Assemblyman John McDonald and Lisa Marrello to talk about new mobility options. As we work to provide more options, the Assemblyman is interested in how we go about this and ways for us to expand what we do. An interesting discussion.
- On Wednesday, March 10, I provided opening remarks at the United Way's grant announcement event. After a year of fundraising the United Way distributes funds to agencies based on a project submission program.
- On Friday, March 12, Lisa Marrello and I met with Assemblyman Bill Magnarelli and his staff. Assemblyman Magnarelli chairs the Transportation Committee. We talked about the work we are doing at CDTA and offered to help other systems as they begin to think about Bus Rapid Transit, electric buses, and new mobility initiatives.
- On Friday, March 12, I participated in a roundtable discussion on the work of Metropolitan Planning Organizations. This was an interesting hour as we talked about the collaborative work of MPO's and their impacts in our community.
- On Monday, March 15, I met with Beth Smith Boivin the CEO at the Upstate New York Chapter of the Alzheimer's Association. We talked about the work we do and ways to work more closely to help families impacted by this disease.
- On Monday, March 15, I attended a meeting of the Colonie IDA and LDC boards. I am a member of both boards and this meeting was primarily for the board to approve end of years submissions and policies to the Authorities Budget Office.
- On Monday, March 15, I was interviewed by the Daily Gazette regarding stimulus funding. We talked about how we will use the funds over the 3-year life of the legislation.
- On Wednesday, March 17, I met with the NYPTA Leadership team to talk discuss our messaging and strategy. The group wants to make sure we are highlight what systems are doing and the need for funding to support our efforts to connect communities.
- On Thursday, March 18, we celebrated Transit Worker Appreciation Day. I was pleased to issue systemwide "all calls" on our radio system to thank bus operators and supervisors for their work. We did several activities during the day to thank operators, maintenance and all employees. I am privileged to work with an outstanding work force.

- On Thursday, March 18, the CDTA leadership team met to continue the conversation surrounding Diversity and Inclusion. These are opportunities for us to expand our thinking and used shared perspectives on these subjects. More to follow.
- On Monday, March 22, I participated in a town hall conversation with Congressman Paul Tonko. About 15 people were invited to the town hall to provide the Congressman with input about infrastructure needs and funding levels as Congress continues discussions on a national infrastructure program.
- On March 24, Mike Collins and I met with Mike Franchini the Executive Director at CDTC. We talked about our host arrangement and the way we manage cash flow between our agencies.
- On March 24, I attended a meeting of the CBA Board of Trustees. I have been a trustee for several years and enjoy being part of the development of the school. Many students use our service to travel to and from the campus.
- On March 25, I attended a meeting of the Discover Albany Board of Directors. We reviewed the company finances and talked about initiatives that are in place as the hospitality industry begins their recovery process.
- On March 29, Lisa Marrello and I met with Senator Neil Breslin and Assembly members John McDonald and Pat Fahy. This was our final check in with them on the state budget process and our needs from the STOA and state capital programs.
- On March 30, I recorded an interview with HVCC about their new ATEC building. We are pleased to be invited to participate in the video and other events surrounding this program. Jaime Watson coordinated this.
- On March 30, Jon Scherzer and I met with Gary Dake and Anthony Carnevale from the Stewart's Corporation. We talked about ways for our companies to work together.
- Earlier this morning, I attended a meeting of the Capital Region Chamber of Commerce. I enjoy my work with the Chamber and am pleased that they support the things we do to connect people and communities.

Final Thoughts

The adoption of our annual budget is the start of a new year. It articulates what we expect to accomplish and how we will carry out our activities. It is prepared with optimism that the year will be better than last. It anticipates that we will rebuild ridership and expand the choices we offer. It is like the spring season – full of brightness and excitement for the year ahead.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications