

Board of Directors Monthly Meeting

**Wednesday, September 1, 2021 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.**



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, September 1, 2021 | 12:00pm | 110 Watervliet Avenue, Albany
and Microsoft Teams

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, June 30, 2021	Jayne Lahut	3
Recognitions	Carm Basile/ Jayme Lahut	
• 20 Years – Angelique Dow, Facilities Coordinator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (08/18/2021)	Jayne Lahut	
Performance Monitoring/Audit Committee (08/25/2021)	Denise Figueroa	
• Resolution 33 – Approve Purchase of UV Disinfecting System		14
• Resolution 34 – Approve Facility Condition Analysis Report & Comprehensive Master Plan		19
• Resolution 35 – Approve Reconstruction of Alumni Drive at SUNY Albany		24
• Resolution 36 – Approve Sole Source Contract for Fixed Camera System		29
• Resolution 37 – Approve Sole Source Contract for TSP Equipment and Services		33
• Resolution 38 – Approve Drug and Alcohol Policy		38
Community and Stakeholder Relations Committee 08/26/2021)	Jackie Falotico	
Strategic and Operational Planning Committee (08/26/2021)	Michael Criscione	
• Resolution 39 – Approve Operating Budget Adjustment for FY2022		41
Chief Executive Officer’s Report	Carm Basile	44
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, September 29, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		
Adjourn	Jayne Lahut	

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

MINUTES OF WEDNESDAY, JUNE 30, 2021 BOARD MEETING

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

OTHERS PRESENT Carmino N. Basile, Chief Executive Officer
 Amanda A. Avery, General Counsel
 Michael P. Collins, Vice President of Finance and Administration
 Christopher Desany, Vice President of Planning and Infrastructure
 Lance Zarcone, Vice President of Operations
 Philip Parella, Jr., Director of Finance
 Jaime Watson, Director of Corporate Communications
 Ross Farrell, Director of Planning
 Jack Grogan, Director of Risk Management
 Kelli Schreivogl, Director of Human Resources
 Thomas Guggisberg, Director of IT
 Stacy Sansky, Director of Procurement
 Jeremy Smith, Director of Transportation
 Rich Nasso, Manager of Safety and Training
 Jonathan Scherzer, Director of Marketing
 Sarah Matrose, Internal Auditor
 Vanessa Salamy, Executive Assistant

CALL TO ORDER

- At 12:00 p.m., Chairman Lahut called the meeting to order.

APPROVAL OF THE MAY 26, 2021 BOARD MEETING MINUTES

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

RECOGNITIONS

- Chairman Lahut and Mr. Basile presented the following service awards to:
 - 35 Years – Mike Collins, Vice President
 - 40 Years – Dan Byrne, Support Technician
 - 40 Years – Bill Plunket, Master Technician
 - 40 Years – Fred Neumann, Maintenance Trainer
- The board members offered their congratulations.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

- Board Operations Committee met on Wednesday, June 16, 2021 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- The committee reviewed agendas for the meetings in June.
- Carm presented an overview of the CEO/company workplan for the next 12 months. These initiatives crosscut CDTA's strategic plan and focuses attention across our newly adopted pillars. This will be a transition year as CDTA works out of the pandemic and business gets back towards normal throughout the region.
- We are welcoming two new board members who were appointed by the Governor in June. Peter Wohl will represent Saratoga County and Joseph Spairana will represent Rensselaer County. Carm and Jayme will onboard them throughout the month of July and we are grateful they can join us. More to follow regarding meet and greets.
- We also discussed Agenda composition and have decided to remove agenda sections that call for approval of the agenda and ascertaining quorum. These are unnecessary and do not alter the business of the meeting.
- The next meeting of the committee is scheduled for Wednesday, August 18, 2021 at 8:45am via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, June 23, 2021 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Investment Committee

- The Investment Committee met Wednesday, June 23 and a report was provided to the board.

Consent Agenda Items

Resolution No. 27 – 2021 – Approve MCI Motorcoach Purchase

- Consistent with our fleet replacement plan, staff recommends the purchase of two MCI commuter style buses off the Connecticut Department of Transportation contract. These purchases replace buses that are past their useful life. They are used for our NX commuter service. The contract is with Motor Coach Industries (MCI) for a total cost of \$1,055,526.
- The Authority hereby approves a contract for two buses to MCI of Schaumburg, Illinois, for an amount not to exceed \$1,055,526.

Motion – Ms. Falotico

Seconded – Mr. Criscione

Abstain – Mr. Schaeffer

Resolution Carried

Resolution No. 28 – 2021 – Approve Camera Purchase

- Staff recommends the purchase of cameras for trolleys, and the commuter coaches. These are the last buses that do not have cameras. With this purchase of 17 cameras, all buses will be equipped with cameras.
- The Authority hereby approves a contract to March Networks of Atlanta, Georgia for 17 camera systems for \$105,086.

Motion – Mr. Criscione

Seconded – Mr. Stackrow

Carried Unanimously

Resolution No. 29 – 2021 – Approve Farebox Purchase

- As FLEX service expands, we need to equip vehicles with fareboxes.
- The Authority hereby approves contract to SPX Corporation of Elk Grove Village, Illinois for 8 fareboxes for \$115,924.

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

Resolution No. 30 – 2021 – Approve Contract for Scheduling Software

- HASTUS software is used for fixed route scheduling. The maintenance contract includes software updates and issue resolution. Staff recommends a one-year sole source maintenance contract to GIRO.
- The Authority hereby approves a contract to GIRO of Montreal, Quebec, Canada for an amount not to exceed \$156,228.

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

Resolution No. 31 – 2021 – Approve Contract for Electric Care Share Program

- We will pilot a new carsharing program, which will be coordinated by the Mobility Development Group. Staff recommends a multi-year contract to Mobility Development Group at a total cost of \$840,000.
- The Authority hereby approves a three-year contract with two optional renewals to Mobility Development Group of Chicago, Illinois for an amount of \$840,000.

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

Resolution No. 32 – 2021 – Approve Disadvantaged Enterprise Program

- The FTA requires grantees to have a Disadvantaged Business Enterprise (DBE) program (and goal) in accordance with DOT regulations. The program is updated every three years.
- A DBE goal is calculated by identifying procurement opportunities by business segment and determining the relative number of DBE's available in those segments. Staff recommends a goal of 4.7%.
- The Authority hereby approves the Disadvantaged Business Enterprise Goal Plan for Federal Fiscal Years 2022-2024.

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

Administrative Discussion Items

- Rich Nasso gave the annual report on bus accidents. There were 411 accidents this year, a reduction of 161 accidents. The accident rate decreased from 5.5 to 4.0 per 100,000 miles in FY21. There was small uptick in preventable accidents, about 40% were from new operators, which is a consistent metric. Our safety staff continues to incorporate Safety Management Systems (SMS) through risk assessments; identifying hazards; training; and improving our safety culture.
- Jack Grogan gave the annual workplace safety report. Work injuries decreased to 80; the number of claims has been relatively consistent over the past several years. Majority of injuries are back, and shoulder and we are developing strategies to minimize these injuries. The major cost drivers are the state mandated

Maximum Weekly Benefit; which will increase to \$1,063 in July; and Scheduled Loss of Use Awards. We are intensifying claims management; reinstating bi-weekly meetings; and collaborating with the NYS Business Council.

- Mike Collins provided the Monthly Management Report. MRT continues to be very good with \$1.4 million in May; Customer and Rail Station revenue performed well, albeit with lower budget expectations. Total revenue exceeded budget by 10%. Wages were up 38% due to a one-time bonus from the new labor agreement. Workers' Compensation costs were down 40% because of several recoveries this month. Other Benefits were down 19% because of timing issues with unemployment insurance and contractual pension payments. Total expenses are up 4.5% for the year. We remain in a good financial position. We will make a budget adjustment in August to reflect changes that took place after we approved our budget.
- Chris Desany provided the Non-Financial Report. Ridership is up 19% versus the same time last year; STAR ridership is up 78% from last year. Fixed route on-time performance was 79%; STAR on-time performance was 80%.
- Next meeting of the Committee is scheduled for Wednesday, August 25, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, June 24, 2021 at 11:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jonathan Scherzer gave an overview of summer services returning after being suspended last year due to COVID-19. The Summer Fun Pass, Saratoga Trolley and Grafton Lakes State Park transportation will all return in July. These popular offerings will continue to be part of CDTA's summer service as they provide access and connections to the community that may not be possible if it weren't for CDTA
- Allison Schreffler presented the quarterly social media report. Her report outlined the increase in social media activity across all CDTA platforms and highlighted content which played a big role in the recent increase.
- One of the stories Allison highlighted was of Albany Operator LaRhonda Donley's career and how she is the first female to be at the top of the union seniority lists. Albany Mayor Kathy Sheehan presented LaRhonda with a proclamation during an event at CDTA. That social media post has been viewed more than 3,000 times, with more than 100 shares and 500 comments.
- Jaime Watson presented the monthly media and community relations report. During the last month CDTA had 35 earned media placements across television, radio and online. Some of the stories highlighted were the launch of CDPHP Cycle! in Warren County, the Albany County Nature Bus and CDTA's partnership with the Alzheimer's Association for the Driving Out Alzheimer's campaign.
- Looking forward, CDTA will be launching electric scooters to the public, celebrating this year's Community Champions at a ceremony on July 30 and rolling out FLEX service in Saratoga County later this summer.
- Next meeting of the Committee will be on Thursday, August 26, 2021 at 11:15am 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, June 24, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Albany Garage Expansion Tour –

- Chris Desany summarized the purpose of the Albany garage expansion and its relationship to all the construction activities underway for the Washington-Western BRT. Jeremy Smith introduced Adam Slade, our Construction Manager on the project, and then proceeded to provide an overview of the scope of the work.
- This initiative is part of the \$77M CIG grant, \$11M of which is allocated to the garage. The work is being performed by LeChase and includes a 23,000 sq. ft. storage house expansion, in-ground articulated lifts, a new foreman’s office, and new vaults and bus washes. So far, we are satisfied with LeChase’s work. All of this is happening while we continue to operate service out of the Albany division.
- We discussed the schedule, and then proceeded on a tour of the facility.
- Next meeting of the Committee will be on Thursday, August 26, 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 June 2021 (attached).

BOARD MEMBER COMMENTS

- Mr. Stackrow acknowledged Ms. Figueroa for her new role as Board Member at the American Public Transit Association. Everyone offered their congratulations.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, September 1, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: June 30, 2021

CHIEF EXECUTIVE OFFICER'S REPORT

As we begin summer there is a freshness in the air as we move out of the pandemic. It has been a difficult 16 months for everyone, and CDTA is no exception. We went into the pandemic strong and we came out of it bigger and better, ready to provide the region with more mobility and connections to economic opportunities. We are moving full steam ahead thanks to our employees and their outstanding work.

Most amazing to me was our ability to complete and adopt a comprehensive strategic plan. The plan includes seven strategic pillars, which support our work and provide direction to what we do. We also crafted a new mission statement – it is ahead of the curve, captures attention and promotes a new way of thinking about what we do. Providing mobility solutions is a perfect description for who we are. It gives us flexibility to take CDTA in new directions, to pursue innovative goals, and achieve more for CDTA and the people who live and work in the Capital Region. A job well done by our Board of Directors and staff.

Our efforts to provide new mobility are on display everyday as evidenced by the reports from our committee chairs. We are moving forward with plans to reinvigorate a regional car share program and we are collaborating with Mobility Development Group. MDG will manage car acquisition, maintenance, and day-to-day operation of the program. They will work with our staff to develop creative materials to promote the program to target markets. Operation will begin in Albany later this year.

There is a lot of excitement as we take a step forward and introduce electric scooters. The pilot program, which we call *SCOOT*, includes 85 units that are easy and fun to use. They are equipped with GPS technology that we will use to control the operation and manage inventory. We let our employees take the first rides and the reception has been fantastic. We will deploy scooters in the four main cities of the regions, using our CDPHP bike racks as hubs. We will monitor use of the scooters, how customers and the community react to them, and our ability to manage inventory. *SCOOT* is another mobility option from CDTA.

Meanwhile, what was once our most innovative mobility choice, is now an everyday option. CDPHP *Cycle!* includes an inventory of 500 bicycles spread throughout the region. Ridership totals break previous records month after month as people use *Cycle!* for short, purposeful trips or relaxing rides to trails, parks, and recreation centers. After 12 weeks of operation, more than 25,000 rides have been taken by 20,000 members with various membership packages and payment rates. We are adding partners, namely by expanding Universal Access agreements. We have extended into Warren County, with bikes in Glens Falls, Queensbury and the Village of Lake George. We are just scratching the surface of possibilities with CDPHP *Cycle!*

CDTA people are managing more than bikes in Glens Falls. Our bus operators are working with Greater Glens Falls Transit to help with their seasonal trolley service. The service operates 7 days a week with vehicles providing connections in the Village of Lake George, Bolton Landing and Glens Falls. With a severe driver shortage, GGFT reached out for help – we developed an arrangement where CDTA operators will drive some of the trolleys for the remainder of the summer. GGFT will provide a full complement of trolley service for visitors and residents all summer.

CDTA construction is ongoing. Work in our Troy facility continues with locker rooms and restroom getting needed upgrades. Lots of work in Albany, with the foundation nearly complete on the garage extension. Work is moving quickly on articulated bus lifts and new maintenance foreman offices. Infrastructure upgrades continue along the Blue and Purple BRT lines and

seasonal bus stop and shelter work is well underway. Lots to manage and coordinate. Thanks to the board members who toured the Albany construction site late week.

Thankfully, our COVID report is static with little in the way of new news. We had one positive employee last week, bringing our total to 95 employees who have tested positive for COVID-19. This is a reminder that the pandemic is not over and will require attention from us. On the vaccine front, about 55% of the bargaining unit employees are vaccinated. More than 80% of the management employees have been vaccinated.

People who use CDTA buses are required to wear masks and the same goes for bus operators. This requires communication with and between employees and customers. Lots of confusion and difficulty with this as most of the region is mask-less. We are monitoring policy changes closely and will adjust as required.

We are doing a lot of work on the vaccination front – operating buses and supporting efforts to get people vaccinated. We have a VAX bus operating throughout Rensselaer County, a vaccination trolley is running throughout the City of Schenectady and we respond to requests from cities, counties and others who need to move people to vaccination sites or clinics. Hats off to our operations staff who make this happen; it is a duty we take seriously under our title of a community resource.

As reported at the Community and Stakeholder Relations committee meeting, we will resume seasonal services this summer. This includes our trolley service in Saratoga Springs, bus service between Troy and Grafton Lakes State Park, our newly introduced Nature Bus in Albany County, and daily movements to connect people to summer activities. These services were on hold last year as the pandemic shut down places that people want to travel to – we are glad to have these activities back!

A few weeks ago, we were notified that the Governor nominated, and the Senate confirmed two individuals to the CDTA board. In the coming weeks, we will welcome Peter Wohl to the board. Peter will represent Saratoga County. Joe Spairana will join the board for his second tour of duty. Joe represents Rensselaer County. We have an onboarding schedule and will share information and data to familiarize them with CDTA, how we operate, and how the board functions.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for May and it is compared to May 2020. We are off to a good start to the fiscal year with most measurements exceeding expectations.

Total ridership in May was 863,000, 20% more than last May (we are comparing pandemic to almost post-pandemic). Ridership continues to inch up; we have a long way to go, but we expect boardings to increase as people return to their workplaces, and especially when college students resume normal schedules in the fall. Ridership on STAR totaled 21,700, almost 80% more than last May. Northway Express ridership continues to be very low, with only 2,200 boardings in May; however, this is the highest ridership month since the pandemic began.

Our financial condition is good, and we are using COVID funds to plug revenue gaps and rebuild the system to levels that can accommodate ridership and attract people to our system. Moving forward, we will develop a plan to welcome back customers and provide improved services throughout our network.

Our revenue line continues to be enhanced with receipts from the Mortgage Recording Tax. Receipts have exceeded \$1 million for close to a year and there is no sign of any let up. Good news in the RRS and facilities line, which is 50% over budget expectations. This is fueled by people returning to traveling by train and using the station and our parking facilities. Customer revenue is ahead of projections as we continue to see steady increases in ridership.

The wage line is significantly over budget for the month due to the bonus payout to employees covered under the collective bargaining agreement. As part of the agreement, more than 600 employees received a \$3000 check in May, increasing the wage line by \$1.8 million. This is a one-time expense, and the line will normalize moving forward. Most of the other expense lines are under budget for the month, except for parts, which is over by 10%. Most of this is due to the purchase of major components for our rebuild program. Although this should normalize over the fiscal year, we are watching this to make sure that our maintenance program is fully supported. We will want to do a budget adjustment at the August/September meetings.

We missed 38 trips on the fixed route system; last May, we missed 16 trips. There were 32 accidents in May with 13 categorized as preventable; last April, we recorded 20 accidents with 5 preventable. Safety and training staff provided a comprehensive report on accidents trends at the Performance Monitoring meeting last week. This included a look into who has accidents, why they have them, where they occur and the training and follow-up that we provide.

All preventive maintenance inspections were done on time. Scheduled maintenance work was at 84%; it was 85% last May. This is the pillar of our preventative maintenance efforts. On time performance for fixed route service was at 79%, last May it was 75%. STAR service operated within our 10 minute window 80% of the time; last May, it was 94%. There were 9,200 calls to STAR reservation center, last May, there were 5,400 calls.

Our call center processed 152 comments compared to 104 last May. We received 27 comments about STAR service; last May, we received 3 comments. We processed 182 applications for STAR eligibility; last May, we processed 86 applications. Response time to close customer inquiries within 10 days was 88%. There were 495,000 page views at www.cdta.org.

Community and Stakeholder Relations:

- E-Scooter Roll Out, mid-July
- Community Champions Awards, late July
- Southern Saratoga County FLEX, August

Activity Report

If you use our calendar as a gauge, the region is quickly emerging from the pandemic. Lots of activities to be involved or to partner with. We are reengaging with the community and telling the CDTA story of mobility, innovation, and success.

- On Thursday, May 27, we held our first in-person Authority staff meeting since the pandemic began. About 50 people assembled in person and another 20 or so were on Microsoft TEAMS. It was great opportunity for people catch up with each other. We talked about projects that are on our work plate, specifically, development of plans to attract ridership and to make CDTA bigger and better.

- On Thursday, May 27, I attended a meeting of the Discovery Albany board of directors. We discussed the agency finances and plans to enlist meeting planners to consider our area for their events.
- On Tuesday, June 1, I met with three new Assistant Maintenance Superintendents. These individuals are on the career ladder in our maintenance department having served as technicians, foreman and technical trainers. As the newest members of the management team, they are the next generation of leaders and we talked about our expectations of them. This is the part of my job that provides the most satisfaction.
- On Tuesday, June 1, I attended a meeting of the CDTC executive committee to map out a timetable for the recruitment of an Executive Director. Mike Franchini will retire this summer.
- On Thursday, June 3, I joined the Human Resources team in a meeting with consultants who are expert in diversity, equity, and inclusion. Our staff is having regular conversations about these issues and we have agreed to engage professionals to assist us with this important work.
- On Thursday, June 3, I attended a meeting of the CDTC Policy Board. The board approved a series of amendments to the Transportation Improvement Program that will align funding streams with projects. We had several projects on this list and the amendments allow funds to flow smoothly to CDTA.
- On Monday, June 7, we hosted Albany Mayor Kathy Sheehan on our front patio as she proclaimed LaRhonda Donley Day in Albany. LaRhonda is a 34 year bus operator who has risen to the top of the union seniority list. She is the first woman to achieve this.
- On Tuesday, June 8, Jaime Watson and I attended the grand opening of CDPHP's new building in Clifton Park. The building, which is called 1785, includes several practices and provides the latest in health care options and conveniences.
- On Wednesday, June 9, I attended a meeting of the United Way Executive Committee. We discussed agency finances, reviewed the budget for the coming year and discussed the impending move to the United Way's new facility on North Pearl Street in Albany.
- On Wednesday, June 9, I joined about 60 employees at our annual Exemplary Attendance lunch, which was held in the rear parking lot at 110 Watervliet Avenue. These are employees who come to work every day and they are the cream of our crop. This was our first in-person event since the pandemic began.
- On Wednesday, June 9, I attended a meeting of the CEG Leadership Board. I am a member of this board and the board of the Regional Chamber of Commerce. The board heard a presentation about the video gaming industry and efforts to develop more employment in our region.
- On Thursday, June 10, I spoke at a media event announcing our Nature Bus service between downtown Albany and several NYS nature sites and preserves such as Five Rivers, Thacher Park, and the Pine Hollow Arboretum. We were joined by partners from NYS DEC, NYS Office of Parks and Recreation, the City of Albany, Albany County,

Mohawk Hudson Land Conservancy, and Friends of Thacher Park. The Nature Bus operates every Saturday through September.

- On Friday, June 11, I spoke at an event on our front patio to highlight our partnership with the Alzheimer's Association. Our employees are wearing purple shirts to increase awareness to the associations work and support the "Driving Out Alzheimer's" campaign.
- On Friday, June 11, I attended a meeting of the NYPTA Board of Directors. The board discussed several items with a focus on upcoming events and education programs.
- On Monday, June 14, we hosted a media event where Rensselaer County Executive Steve McLaughlin unveiled a vaccination bus that will travel throughout his county to vaccinate residents. Albany Medical Center CEO Dr. Dennis McKenna spoke about the region's success in vaccinating more than 60% of our residents.
- On Monday, June 14, I sat in on a meeting with Stretch Development participants. They are hearing about the different parts of CDTA and responsibilities of departments and people. This is a pilot leadership program that we are advancing with a mix of management and union employees.
- On Monday, June 14, I attend a wrap up meeting of the American Heart Association Heart Walk committee. CDTA partnered with the association to increase awareness to their work and the need for everyone to think about heart health.
- On Wednesday, June 16, I chaired a meeting of the United Way Board of Directors. The board passed a budget for the year, and we talked about some of the challenges in our communities and ways for the United Way to meet those needs.
- On Thursday, June 17, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna from Albany Medical Center. Dr. McKenna and his staff provided reports on vaccination rates and efforts to get into different parts of the community.
- On Friday, June 18, we held an event on the patio at 110 Watervliet Avenue to let our employees test ride battery electric scooters. The *SCOOT* program will begin with more than 85 scooters available throughout the region. We want CDTA employees to have the first rides and get their feedback. Lots of rides and plenty of excitement.
- On Monday, June 21, I spoke with a reporter from the Albany Business Review. We talked about the sale of our Saratoga property; we also discussed what our system will look like post-COVID.
- On Monday, June 21, I attended a meeting of the Colonie IDA/LDC. I am a member of these board that work to improve economic opportunities throughout the Town of Colonie. The board reviewed two proposals for affordable senior housing.
- On Tuesday, June 22, I was at our Schenectady division to preview *SCOOT* for employees in that division. The team then traveled to Troy for a similar demonstration.

- On Wednesday, June 23, I attended a board meeting of the Capital Region Chamber of Commerce. The board received an update from David O'Rourke, NYRA's Chief Executive Officer (about the Saratoga meet). We also heard a presentation on the Offshore Wind Project at the Albany Port, and we had a conversation about Diversity, Equity and Inclusion.
- On Wednesday, June 23, I spoke with a reporter from the Washington Post about BRT service. His story will focus on BRT services in small to mid-size markets, funding for these projects, and the impact of COVID-19 on implementation and ridership.
- On Thursday, June 24, I joined with members of the CDTC executive committee to interview candidates for the Executive Director position.
- On Thursday, June 24, I attended the NYPTA Virtual Vendor event. This featured several of our major supporters and active participants in our work as an association.
- On Friday, June 25, I participated in another round of interviews with candidates for the CDTC Executive Director position.
- On Tuesday, June 29, I spoke with David Lombardo from the Capital Pressroom. We talked about *SCOOT* and the expansion of our mobility menu.

Final Thoughts

There is no summer slowdown at CDTA – we have a lot of activities, all moving quickly ahead. I am always impressed by the work of CDTA employees who make our company go. They are energetic, resourceful, and innovative. I hope everyone enjoys a happy and safe summer.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 33 - 2021**

Award Contract for Purchase of UV Disinfecting System

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

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to enter into contracts for the purchase of goods and services to meet its transportation objectives, and

WHEREAS, the COVID-19 pandemic necessitated the implementation of an enhanced cleaning and disinfecting program designed to protect the Authority’s employees and customers, and

WHEREAS, over the past year, the Authority has tested the efficacy of air-cleaning technologies to assist in the disinfecting of our vehicles, which have proven to be highly effective and maintaining high levels of cleanliness, and

WHEREAS, after a competitive Request for Proposals process for UV Disinfecting System units, multiple proposals were received, with the superior responsive proposal submitted by United Safety & Survivability Corporation (“USSC”) of Exton, PA, and

WHEREAS, the Authority now recommends the award of a one-year UV Disinfecting System contract to USSC of Exton, PA, for a total cost of \$666,875.

NOW, THEREFORE BE IT RESOLVED:

1. The Authority hereby awards a one-year UV Disinfecting System contract to USSC of Exton, PA, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be 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 1st day of September, 2021.

Dated: September 1, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for a UV Disinfecting System to United Safety & Survivability Corporation of Exton, Pennsylvania.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

We have enhanced our vehicle cleaning program to protect employees and customers from the COVID-19 virus. At the same time, we tested air-cleaning technologies to disinfect our vehicles.

Purpose:

UV Disinfecting Systems provides continuous sanitizing of the vehicle.

Summary of Proposal:

A Request for Proposals (RFP) was issued to install disinfecting units on all fixed route vehicles (all other revenue vehicles already have a smaller unit installed). The scope of work was written after testing units from different vendors for effectiveness.

We received five proposals. Two were considered non-responsive, and another withdrew their proposal. The remaining two firms were invited to submit a Best and Final Offer (BAFO). Staff recommends awarding a contract to U.S.S.C. of Exton, Pennsylvania for the purchase of UV Disinfecting Units for fixed-route buses. Total cost will not exceed \$666,875. Upon Board approval, we will immediately execute a one-year contract with U.S.S.C. for the purchase of these units.

Financial Summary and Source of Funds:

We will buy 275 units at a total cost of \$666,875. This purchase will be funded through the FY2022 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: UV Disinfecting System

Background

Due to the pandemic, CDTA implemented an enhanced cleaning and disinfecting program to protect our employees and customers. Every bus is disinfected before entering service, focusing on high-touch surfaces, such as grab rails, hand straps, farebox, seats, and the operator area. In addition, service technicians are positioned at staging areas to perform disinfectant wipe downs in between trips.

We collected ten months of testing data validating the effectiveness of surface and air-cleaning technologies. Beginning in August 2020, we installed units in two 40-foot Gillig buses as a pilot to evaluate two models provided by United Safety and Survivability Corporation.

United Safety provided an air-sanitizing PHI cell technology that utilizes UV-C light and a catalyst that releases low-level hydrogen peroxide into the air. Tested areas inside the bus were frequently touched areas that included the driver's area and steering wheel, door handles, seatbelts, backs and tops of passenger seats, stanchions, and handrails located in the lower and upper deck.

CDTA used adenosine triphosphate (ATP) testing swabs during the data collection process. ATP is the industry standard for detecting pathogens since only living organisms can produce organic compounds. Tested areas were found to be at a high level of cleanliness.

Justification

As a result of the product testing and proposal review United Safety & Survivability Corporation, they were found to be the most qualified and most effective product available.

Recommendation

Staff recommends the purchase the UV Disinfecting System from United Safety & Survivability Corporation of Exton, Pennsylvania for an amount not to exceed \$666,875.

Copy: Chief Executive Officer
Director of Procurement

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

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Purchase
 Goods, Commodities & Supplies
 Bus
 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:

\$666,875 **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 # 35 or **Advertised**
Number of Proposals/Bids Received # 5
Attach Summary of Bids/Proposals

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

Are there known DMWBEs that provide this good or service? Yes **No**
Number of DMWBEs bidding/proposing _____
DMWBE Certification on file? Yes No **Not Applicable**
Was contract awarded to a DMWBE? Yes **No**
Number of DMWBE Subcontractors 0
DMWBE Subcontractor Name and Certification Type: _____

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: United Safety & Survivability Corporation
(U.S.S.C.)**

101 Gordon Drive
Exton, PA 19341

8. SOURCE OF FUNDS: Funded in the FY2022 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: August 3, 2021

CDTA Maint 163-3000 UV Disinfecting System-Cummulative Scorecard

	USSC- Exton, PA	NFI Parts- Delaware, OH	ThermoKing of Middletown- Middletown, NY	Gene Therapy Systems-San Diego, CA	Pure Air NYC-New York, NY
Technical (105 points)	99	91			
Price-based on single unit pricing (75 points)	57	56			
Warranty (60 points)	49	45			
Delivery (45 points)	30	25			
D/M/WBE and/or SDVOB participation (15 points)	0	0	0	0	1
Total (300 points)	235	217			
Price per unit:	\$2,425	\$2,645.96	\$2,728.48	\$2,995	\$1,319
			NOTE: does not meet requirements-may not be considered.	NOTE: does not meet requirements-may not be considered.	NOTE: withdrew proposal

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 34 - 2021**

Awarding a contract for a Facility Condition Analysis Report & Comprehensive Master Plan

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by Public Authorities Law section 1304 with the development and improvement of services within the Capital District, and

WHEREAS, the Authority has facilities in Albany, Rensselaer, Saratoga and Schenectady counties to provide for its regular operations, and

WHEREAS, the Authority periodically assesses the condition of each of its buildings and systems, to ensure those facilities are able to meet the demands of our internal and external customers, and

WHEREAS, the last comprehensive review was performed more than a decade ago, and is therefore due for an update, and

WHEREAS, five proposals were received in response to a competitive request for proposals, and after review, the superior proposal was deemed to have been submitted by WSP USA Inc., of Valhalla, New York, and

WHEREAS, the Authority now recommends the award of a one-year Facility Condition Analysis Report and Comprehensive Master Plan contract, with one optional one-year extension, to WSP USA Inc., for an amount not to exceed \$876,000.

NOW, THEREFORE, BE IT RESOLVED:

1. Authority staff is hereby authorized to execute a contract with WSP USA Inc., subject to the quoted scope of services and set forth in the contractor’s proposal and subject to the contractor’s compliance with all the applicable requirements including those set forth in the request for proposal, proposal and contract documents.
2. All services provided by the contractor shall be provided under the agreed terms and hourly rates, with the maximum charge for all services and expenses for the facilities evaluation and plan not to exceed \$876,000.
3. The source of funds for the facilities study shall be 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 1st day of September, 2021.

Dated: September 1, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for a Facilities Condition Analysis and Master Plan to WSP USA Inc. of Valhalla, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

We need to update our Facilities Master Plan. This includes a facility condition report; facility maintenance procedure review; and an organizational capacity analysis.

Purpose:

The Facilities Master Plan was completed ten years ago and as our organization expands, it needs to be updated.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a facilities master plan that includes deliverables as outlined in the memo of support. We received five proposals. Proposals were reviewed and each firm was asked to provide clarification regarding their plans. Two firms were invited to participate in interviews. Staff recommends a contract to WSP USA Inc of Valhalla, New York for an amount not to exceed \$876,000. Up to 28% of the work will be subcontracted to DWBE and SDVOB vendors. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

This project will not exceed \$876,000 and will be funded in the FY2022 Capital Plan.

Prepared by: Stacy Sansky, Director of Procurement

Project Manager: Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Facility Condition Analysis Report & Comprehensive Master Plan

Background:

The condition of our buildings and related assets is critical to sustain an effective operation. The Facilities Department maintains several different programs to ensure that those facilities are available to meet the demands of our internal and external customers. Planning for future needs and capacity is also a key component with which the Facilities Department is charged.

To support these responsibilities, we periodically assess the condition of each building and system, compare those results to future requirements, and plan accordingly. We typically engage the assistance of a consultant to assist with this work. A scope of services was developed that included the following deliverables:

- Facility Condition Analysis Report
- Comprehensive Facilities Master Plan
- Maintenance Procedures Manual Audit/Update
- Organizational Capacity Analysis

This report was last completed over ten years ago and is therefore due for an update.

Justification:

Nearly fifty firms downloaded the request for proposals and five firms provided responses. A five-person team consisting of members of the Facilities and Maintenance Departments scored each of the proposals based on qualifications/experience, approach, and D/M/WBE participation. Secondary Q&As were exchanged. The top two firms were then interviewed by the team.

After the interviews, the team updated scores and selected WSP USA Inc. based on their background, sample work products, and presentation of their framework for completing the study.

Recommendation

I am recommending a one-year contract, with a one-year extension be awarded to WSP USA Inc. of Valhalla, NY to update the Facility Condition Analysis Report & Comprehensive Master Plan in an amount not to exceed \$876,000.

Copy: Chief Executive Officer
Director of Facilities
Director of Procurement

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$876,000 **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 47 or **Advertised**
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

8. Disadvantaged/Minority Womens 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 3 (1DWBE, 1WBE, 1SDVOB)

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: WSP USA

Inc.
500 Summit Lake Drive
Valhalla, NY 10595

8. SOURCE OF FUNDS: The FY2022 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: August 9, 2021

CDTA FAC 183-2000 Facilities Study

	CHA Companies- Albany, NY	Weston & Sampson- Albany, NY	WSP USA Inc, Valhala, NY	Wendel- Williamsville, NY	Lizardos-Mineola, NY
Qualifications (20 points)	84	84	92	89	85
Conditions Analysis Experience (20 points)	69	74	91	76	71
Comprehensive Plan Experience (15 points)	54	62	71	67	63
Cost Effectiveness (30 points)	82	119	121	101	107
References (10 points)	31	34	36	34	31
D/M/WBE and/or SDVOB participation (5 points)	2.5	15	10	1.5	10
Total (100 points)	322.5	388	421	368.5	367
(Listing of Subs)	Trophy Point- SDVOB	Sowinski Sullivan- DBE, WBE EMD-Effective Management Decisions, LLC Ryan Biggs Clark Davis-WBE MH Professional- W/DBE Trophy Point-SDVOB	Shumaker Consulting-WBE Trophy Point- SDVOB Sowinski Sullivan-DBE, WBE Sage	CME Trophy Point- SDVOB MLD Services- DBE Atlantic Testing- WBE Eagle Hawk One (EH1) Revette Studio	Trophy Point- SDVOB Studio 5-WBE Ysrael Seinuk-MBE Quality Environmental Solutions and Tech- WBE

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 35 - 2021**

Approve Contract for Reconstruction of Alumni Drive at SUNY Albany

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

WHEREAS, the Authority has undertaken to develop and construct the Washington Western Bus Rapid Transit (WWBRT) line, which passes through the SUNY Albany campus, and

WHEREAS, the next phase of the project is the reconstruction of Alumni Drive, including a limited-use bus and emergency access roadway, a pedestrian pathway, traffic control devices and other associated improvements, and

WHEREAS, after a competitive Invitation for Bids, five bids were received, with the lowest responsive and responsible bid submitted by New Castle Paving, LLC, with a bid amount of \$8,101,783, and

WHEREAS, New Castle Paving, LLC has completed several prior projects for the Authority, including work on the WWBRT, and their work has been at all times satisfactory, on time and within budget, and

WHEREAS, the Authority now desires to award a contract for the SUNY Albany Gardenway/Reconstruction of Alumni Drive to New Castle Paving, LLC of Troy, NY, for an amount of \$8,101,783 plus 20% contingency, for a total contract value of \$9,722,140.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a contract for the SUNY Gardenway/Reconstruction of Alumni Drive to New Castle Paving, LLC, for a total value not to exceed \$9,722,140, subject to compliance with the terms and conditions of the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the WWBRT Grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 1st day of September, 2021

Dated: September 1, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the reconstruction of Alumni Drive at UAlbany to New Castle Paving, LLC of Troy, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

This project is another phase of building the Washington Western Bus Rapid Transit (WWBRT) line. Several WWBRT projects have been completed such as relocation of Crossgates Mall Station; construction of Downtown UAlbany station; and Harriman West station and roadway reconfiguration.

Purpose:

This project will reconstruct Alumni Drive leading into the UAlbany campus. This includes building a limited use bus roadway and realigning an existing service road.

Summary of Proposal:

An Invitation for Bids (IFB) was issued detailing the work to be performed. Five bids were received, and New Castle Paving provided the lowest responsive and responsible bid. New Castle has retained three D/MWBE subcontractors and has committed to a 4.3% participation by its subcontractors. The bid is lower than the engineers estimate.

Staff recommends a contract for the reconstruction of Alumni Drive be awarded to New Castle Paving, LLC of Troy for an amount not to exceed \$9,722,140. Upon Board approval, a contract will be awarded immediately.

Financial Summary and Source of Funds:

Base Bid:	\$8,101,783
Contingency (20%):	<u>\$1,620,357</u>
TOTAL:	\$9,722,140

This contract award will be funded by the Washington/Western BRT Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Reconstruction of Alumni Drive at SUNY Albany

Background

Construction of the Washington Western Bus Rapid Transit (WWBRT) line is well under way:

- 2019: completed relocation of Crossgates Mall station
- 2020: completed construction of Downtown UAlbany station
- 2021: completed Bokland and Harriman West station/roadway reconfiguration
- 2021: began Albany garage expansion

The next phase of the project is the reconstruction of Alumni Drive leading into the UAlbany campus (“the gardenway”). It includes building a limited use bus and emergency access roadway which requires replacing and realigning the existing service road in the heart of the property. Fuller Road will be connected to the Boor Sculpture Studio, providing a connection to the recently completed Harriman West/ETEC station.

Additional improvements include an east/west pedestrian pathway, tie-ins to existing roadways, installation of a traffic signal with ADA compliant pedestrian accommodations, access gates to limit unauthorized traffic, stormwater mitigation measures, lighting, security gates, electric upgrades, a new bus shelter with site amenities, and landscaping.

Over 40 contractors downloaded the specification. Five bids were received. The low bid is from New Castle Paving, LLC in a total amount of \$8,101,783. All bids were reviewed by the Facilities Department as well our engineers at Creighton Manning Engineering LLP.

Justification

New Castle Paving, LLC is a well-known, local firm. They have completed several projects for CDTA (including WWBRT work). They are familiar with the BRT and our team and have continued to complete CDTA projects on time and on budget. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding the contract for the SUNY Gardenway/Reconstruction of Alumni Drive to New Castle Paving, LLC. of Troy, NY for an amount of \$8,101,783 plus 20% contingency, for a total value of \$9,722,140.

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:

\$876,000 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 47 or Advertised
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

9. Disadvantaged/Minority Womens 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 3 (1DWBE, 1WBE, 1SDVOB)

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: WSP USA

Inc. 500 Summit Lake Drive
Valhalla, NY 10595

8. SOURCE OF FUNDS: Washington/Western BRT 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: August 9, 2021



Bid Summary



Contract Name: **Reconstruction of Alumni Dr & Other Campus Enhancements**

Contract No: **CDTA FAC 182-2000**

Date/Time of Opening:

May 21, 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: New Castle Paving, LLC Address: 1 Madison St Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: Phone: 518.275.0226	\$ <u>7,600,926.88</u> Total w/selected Alternates: \$8,102,223.80	Alternate 1: \$92,811.21 Alternate 2: \$408,485.71	1 Access Technology Integration 2 TLE Contracting 3 CLA & Son Trucking 4 5	DBE __ MBE __ WBE <input checked="" type="checkbox"/> SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE __ SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Kubricky Construction Corp Address: 269 Ballard Road Wilton, NY 12831 Contact: Mark Alexander Email: Phone: 518.792.5864	\$ <u>8,641,229.05</u> Total w/selected Alternates: \$ 9,397,562.20	Alternate 1: \$108,763.70 Alternate 2: \$647,569.45	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Callanan Industries, Inc. Address: PO Box 15097 Albany, NY 12212 Contact: Michael Mastropietro Email: Phone: 518.374.2222	\$ <u>9,133,460.14</u> Total w/selected Alternates: \$ 9,872,757.89	Alternate 1: \$127,997 Alternate 2: \$611,300.25	1 Stilsing Electric 2 Access Technology Integration 3 EMI Guiderail 4 SY Kim 5	DBE __ MBE __ WBE <input checked="" type="checkbox"/> SDVOB __ DBE __ MBE __ WBE <input checked="" type="checkbox"/> SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input checked="" type="checkbox"/> SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: James H Maloy, Inc. Address: PO Box 11016, 421 Albany Shaker Rd Loudonville, NY 12211 Contact: Peter J Maloy Email: Phone: 518.438.7881	\$ <u>8,918,000</u> Total w/selected Alternates: \$ 9,583,000* Note bid bond not included-bid not responsive.	Alternate 1: \$101,000 Alternate 2: \$564,000	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Carver Construction, Inc. Address: 494 Western Turnpike Altamont, NY 12009 Contact: Gabriel Hanoufa Email: ghanoufa@carvercompanies.com Phone: 518.355.6034	\$ <u>8,757,145</u> Total w/selected Alternates: \$ 9,427,145	Alternate 1: \$103,750 Alternate 2: \$566,250	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 36 - 2021**

Awarding a Sole Source Contract for Fixed Camera System

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the development and improvement of transportation in the Capital Region, including omnibus service operated out of division facilities located in Albany, Schenectady and Troy, and

WHEREAS, the Authority currently utilizes a system of fixed surveillance cameras to enhance safety and security in various locations, including the division facilities, and

WHEREAS, the Authority’s current fixed camera system is proprietary in nature, having been originally provided by March Networks, pursuant to the terms of a competitively procured contract, and

WHEREAS, the Authority’s operations now require the expansion and support of its fixed camera system, for safety/security and operational purposes, and

WHEREAS, due to the proprietary nature of the fixed camera system, the Authority now desires to award a sole source contract for fixed video camera maintenance, repair and monitoring services to Integrated Video Solutions, LLC, of Chester, New Jersey, the preferred installer for March Networks, and

WHEREAS, the price proposed by Integrated Video Solutions has been determined to be fair and reasonable, and

WHEREAS, it has been determined to be in the best interests of the Authority to enter into a two year sole source fixed video camera expansion and upgrade contract Integrated Video Solutions, for an amount not to exceed \$124,730.

WHEREAS, after due deliberation and discussion, the Authority recommends the award of a two year sole-source fixed video system expansion and upgrade contract to Integrated Video Solutions, LLC, for a total amount of \$124,730.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority authorizes the award of the fixed video system expansion and upgrade contract to Integrated Video Solutions, LLC, of Chester, NJ, for a total cost of \$124,730, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding for these services will be 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 1st day of September, 2021.

Dated: September 1, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole source contract for fixed camera system to Integrated Video Solutions, LLC of Succasunna, New Jersey.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

As a result of the Albany garage expansion, we need to expand our camera system to cover additional storage and maintenance areas. The current fixed camera system for our facilities was competitively procured and awarded to March Networks. March Networks uses Integrated Video Solutions to provide installation services.

Purpose:

Camera coverage in the garage expansion for operational and safety/security purposes; and for continuity of our fixed camera systems.

Summary of Proposal:

Integrated Video Solutions is the preferred installer for March Networks and has performed upgrades to the CDTA camera system. Because the system is proprietary, we are limited to approved March Networks installers, therefore a sole source contract is required.

Staff recommends a contract to Integrated Video Solutions, LLC of Succasunna, New Jersey for fixed cameras as part of the Albany Bus Garage expansion for an amount not to exceed \$124,730. Staff finds this price to be fair and reasonable. Upon Board approval, contracts will be executed immediately.

Financial Summary and Source of Funds:

The cost of this camera system is \$124,730, and it is funded in the FY2022 Capital Plan.

Prepared by: Stacy Sansky, Director of Procurement

Project Manager: Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Camera Equipment and Services

Background:

With the expansion of the Albany garage to support the Washington-Western BRT (WWBRT), it is necessary to build out our camera system to cover the additional storage and maintenance areas.

In 2010, we implemented our fixed camera system (at all five facilities) which was competitively procured and provided by March Networks. Between fixed and mobile, we currently manage 2,357 cameras. However, as the (and any) system ages, it is important to ensure that all equipment is operating reliably and using the latest and most effective technologies. Integrated Video Solutions (IVS) was contracted to complete a site survey and identify proposed improvements.

Since the original contract award, we have used IVS to provide expansion and support services for the fixed camera system. IVS has further developed a scope of work and budget to make these investments at our facilities, including specifications to support the growth of the Albany garage.

Justification:

This recommendation to award a sole source contract to add and upgrade various cameras throughout the Albany division in support of the WWBRT is based on several important considerations. Most importantly, the video system is proprietary, which limits our options to cost effectively do the work. Additional reasons to support this sole source recommendation include:

- Integrated Video Solutions has personnel that were integrally involved with the setup and configuration of the system when it was first put in.
- Integrated Video Solutions is familiar with the many nuances of the system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- This project is of a security/safety and time sensitive nature. Without doing this work, camera availability may be at risk.
- The cost is fair and reasonable based upon previous proposals and work completed for CDTA.

Recommendation

I am requesting that a two-year sole source contract be awarded to Integrated Video Solutions, LLC of Succasunna, NJ for fixed video system expansion and upgrades in an amount not to exceed \$124,730.

Copy: Chief Executive Officer
Directors of Facilities, Information Technology, & Procurement

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$124,730 **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

10. Disadvantaged/Minority Womens Business Enterprise (D/MWBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Integrated Video Solutions, LLC

19 Rt 10 East Building 1
Succasunna, NJ 07876

8. SOURCE OF FUNDS: FY2022 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: August 9, 2021

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 37 - 2021**

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

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

WHEREAS, the Washington Western Bus Rapid Transit (WWBRT) project includes Traffic Signal Priority (TSP) at enabled intersections, and

WHEREAS, in 2019, a TSP system was procured from Global Traffic Technologies, LLC (“GTT”), and

WHEREAS, the Authority now requires additional TSP equipment and services for the WWBRT, resulting in 150 TSP-enabled intersections overall, and

WHEREAS, in order to ensure cost effectiveness, timely implementation and continuity of services, staff now seeks to award a sole source TSP contract to GTT, and

WHEREAS, GTT is already familiar with the architecture of the TSP system and the Authority’s service requirements, has extensive local knowledge of local municipalities’ infrastructure, requires no third-party integration or customization and the proposed infrastructure and services costs are deemed to be fair and reasonable, and

WHEREAS, the Authority now recommends the award of a three-year sole source TSP contract with two optional one-year extensions to GTT of Saint Paul, MN, in the amount of \$689,000.

NOW, THEREFORE, IT IS RESOLVED as follows

1. The Authority authorizes the award of a sole source TSP contract to GTT of Saint Paul, MN, for a total amount not to exceed \$689,000, subject to compliance with the terms and conditions of the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the Washington/Western BRT 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 1st day of September, 2021.

Dated: September 1, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of traffic signal priority hardware and software to Global Traffic Technologies Inc. of St. Paul, Minnesota.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

The Washington Western Bus Rapid Transit (WWBRT) project includes Traffic Signal Priority (TSP) at enabled intersections. Installation of this equipment allows for improved traffic flow and real time performance monitoring at TSP intersections.

Purpose:

TSP improves traffic flow and real time performance monitoring at intersections.

Summary of Proposal:

The equipment must be compatible with the system purchased for other CDTA Bus Rapid Transit lines, which is exclusively supported by Global Traffic Technologies.

To ensure cost effectiveness, continuity of operations, a sole source contract is recommended to Global Traffic Technologies. Staff reviewed their pricing and found it to be fair and reasonable based on past CDTA projects.

Staff recommends a contract for the traffic signal priority hardware and software for the Washington Western BRT to Global Traffic Technologies Inc. of St. Paul, Minnesota for an amount not to exceed \$688,916. Upon Board approval, a contract will be immediately executed.

Financial Summary and Source of Funds:

The project cost is \$688,916 and will be funded by the Washington/Western BRT Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Traffic Signal Priority Equipment and Services

Overview

Traffic Signal Priority (TSP) is the idea of giving special treatment to transit vehicles at signalized intersections. Since transit vehicles can hold many customers, giving priority to transit can potentially increase the rate at which people can travel through an intersection. Using our Intelligent Transportation Management System (ITMS) as a trigger, buses communicate with traffic signals to adjust the timing of traffic lights in real-time.

In 2011, our first TSP system was installed at 50 intersections along the route 905 Bus Rapid Transit (BRT) red line. This first generation TSP system was provided with our legacy CAD/AVL system. In 2019, a new TSP system provided by Global Traffic Technologies (GTT) was installed as part of the new ITMS project. This new system was retrofitted on the red line and later installed on the blue line in 2020.

This purchase of equipment and services will further expand TSP to the purple line, resulting in over 150 TSP-enabled intersections. It is fully compatible with our existing TSP system. Overall, CDTA has been very satisfied with Global Traffic Technologies' performance. A scope of work and pricing structure was provided by GTT, a summary of which is as follows:

Intersection Components	\$265,336
Vehicle Components	\$65,440
Back-Office, Surveys, Maintenance	\$23,415
Installation	\$132,200
Kits, Testing, Project Management	\$102,525
Enhanced Reporting	\$100,000
Total:	\$688,916

Justification

This recommendation for a sole source purchase of Traffic Signal Priority infrastructure and services is based on a number of important considerations. Most importantly, the Global Traffic Technologies system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor while also maintaining a regional, coordinated traffic signal priority system. Services include software updates, configuration, and

issue resolution that can only be performed by Global Traffic Technologies. Additional reasons to support this sole source recommendation include:

- Global Traffic Technologies is familiar with the many nuances of their system and its relationship to our requirements *and* each of the regional stakeholder's equipment, and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- The software licensing, hardware, and services provided uses the same historical pricing provided under the existing ITMS and River BRT project contracts. Therefore, for the Washington-Western BRT pricing is deemed to be fair and reasonable.

Recommendation

I am requesting that a three-year sole source contract with two, one-year extensions be awarded to Global Traffic Technologies Inc. of St. Paul, MN for software licensing, hardware, and services for an amount not to exceed \$689,000.

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

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

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Purchase
 Goods, Commodities & Supplies
 Bus
 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:

\$688,916 **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 0

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Global Traffic Technologies, Inc.

7800 Third Street N, Suite 100
St. Paul, Minnesota 55128

8. SOURCE OF FUNDS: Washington/Western BRT 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: August 4, 2021

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 38 - 2021**

Approve Drug & Alcohol Policy

WHEREAS, in its mission to provide safe and reliable transportation, the Capital District Transportation Authority (“Authority”) has a drug-free workplace, and

WHEREAS, the Authority has further responsibility for “safety-sensitive” employees under the regulations of the Federal Transit Administration (49 CFR parts 40 & 655) to formulate a Drug and Alcohol Policy, and

WHEREAS, the Drug and Alcohol Policy shall be periodically reviewed and approved by the Authority, and

WHEREAS, upon review, the Authority recommends minor non-regulatory changes to the Drug and Alcohol Policy, as revised and attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Drug and Alcohol Policy for the Capital District Transportation Authority is hereby approved and adopted in its entirety.

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 1st day of September, 2021.

Dated: September 1, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Annual Review and Approval of our Drug and Alcohol Policy

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 25, 2021

Board Action Date: September 1, 2021

Background:

An annual review and approval of the Drug and Alcohol Policy is required by the Department of Transportation rule 49 CFR Parts 40 & 655 regulations.

Purpose:

The policy ensures that all regulations are up to date and in compliance with the Federal Transit Administration requirements. The policy must be available to all employees and specifically to employees that perform safety-sensitive functions.

Summary of Proposal:

There were no regulatory changes to the Drug & Alcohol Policy. Language was modified to provide clarity surrounding the new NYS laws governing the use of marijuana.

Copies of the Drug & Alcohol Policy will be available at the committee meeting.

Financial Summary and Source of Funds:

No impact

Prepared by:

Kelli Schreivogl, Director of Human Resources

Project Manager:

Kelli Schreivogl, Director of Human Resources

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee
From: Kelli Schreivogl, Director of Human Resources
Subject: Approve Changes to the CDTA Drug & Alcohol Policy

Background:

Each year, the Human Resources Department reviews our Drug and Alcohol policy to make sure it is up to date and consistent with federal and state regulations.

Justification for Changes:

To make our policy clearer and more consistent, we added language specifically stating the drugs we test for, how NYS laws regarding marijuana has altered our policy, and what recourse will be taken if an employee tests positive or violates the policy. Additionally, as a result of our opening our Health Center, we have added a Medical Review Officer and a new lab to the list of resources.

Attached is the D&A policy with proposed changes highlighted in blue.

Staff Recommendation

Staff recommends that changes be approved, and copies of the revised policy be distributed to all CDTA employees.

Copy: Chief Executive Officer
VP of Finance and Administration

***Drug and Alcohol Policy 2021 - Attached Separately**

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 39 - 2021**

Approving the Operating Budget Adjustment 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, by way of Resolution 19 - 2021, the Authority adopted the FY2022 Operating Budget, and

WHEREAS, since the adoption of the FY2022 Operating Budget, positive changes in revenue have necessitated modification of the overall budget amount, and

WHEREAS, the Authority now desires to adjust the FY2022 Operating Budget to account for a \$3.2 million increase in revenue, resulting in a revised FY2022 Operating Budget of \$104,209,892.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts the adjusted FY2022 Operating Budget, as attached.
2. 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 1st day of September, 2021.

Dated: September 1, 2021

Mark Schaeffer, Secretary

Memorandum

August 26, 2021

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

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2022 Budget Adjustment

Summary

We are proposing an adjustment to the FY2022 operating budget that was approved in March. The adjustments come about because of changes in revenue sources and the impact of our new Collective Bargaining Agreement, which took effect in June.

The state announced that we would receive an additional \$2.6 million (6.9%) in STOA. Our member counties restored \$480,000 in assistance which had been held back during the COVID-19 pandemic. The total revenue increase is \$3.2 million.

In April, the board approved a new Collective Bargaining Agreement with the Amalgamated Transit Union (ATU). The corresponding expense increases from the CBA are included in this budget adjustment. There is a wage and FICA increase of \$3 million; and an increase to Other Benefits (Pension) of \$200,000.

We also recommend modifying the fuel line (\$200,000 reduction) and increasing the parts line (\$200,000). The total expense increases are \$3.2 million.

Recommendation

I am recommending a \$3.2 million budget increase to the FY2022 operating budget. The revised FY2022 operating budget will be \$104,209,892.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

Capital District Transportation Authority
FY2022 Revised Operating Budget
August 26, 2021

Revenue Item	FY2021 Budget	FY2022 Budget	Budget to Budget Change	Revised FY2022 Budget	% change
Mortgage Tax	\$11,250,000	\$11,250,000	\$0	\$11,250,000	0.0%
Customer Revenue	\$20,651,667	\$8,469,000	\$0	\$8,469,000	0.0%
Advertising	\$1,292,500	\$1,292,500	\$0	\$1,292,500	0.0%
RRS and Facilities Income	\$3,651,631	\$912,908	\$0	\$912,908	0.0%
Other	\$208,500	\$108,500	\$0	\$108,500	0.0%
Federal Assistance	\$12,701,000	\$35,773,269		\$35,773,269	0.0%
State Operating Assistance	\$43,824,758	\$38,470,100	\$2,637,900	\$41,108,000	6.9%
State Operating Assistance - NX	\$400,000	\$300,000	\$100,000	\$400,000	33.3%
County Assistance	\$1,917,000	\$1,437,750	\$479,250	\$1,917,000	33.3%
Grants	\$1,805,786	\$2,978,715		\$2,978,715	0.0%
Total Revenue	\$97,702,842	\$100,992,742	\$3,217,150	\$104,209,892	3.2%
Expense Item	FY2021 Budget	FY2022 Budget	Budget to Budget Change	Revised FY2022 Budget	% change
Wages	\$48,377,073	\$49,828,387	\$2,816,969	\$52,645,356	5.7%
FICA	\$3,419,662	\$3,522,253	\$200,181	\$3,722,434	5.7%
Health Benefits	\$10,651,352	\$10,970,892	\$0	\$10,970,892	0.0%
Workers' Comp	\$2,637,708	\$2,848,725	\$0	\$2,848,725	0.0%
Other Benefits	\$3,988,742	\$4,249,931	\$200,000	\$4,449,931	4.7%
Professional Services	\$3,889,745	\$4,189,745	\$0	\$4,189,745	0.0%
Materials and Supplies	\$1,686,346	\$1,836,346	\$0	\$1,836,346	0.0%
Miscellaneous	\$736,853	\$736,853	\$0	\$736,853	0.0%
Maintenance Services	\$3,015,258	\$3,115,258	\$0	\$3,115,258	0.0%
Purchased Transportation	\$6,665,359	\$6,665,359	\$0	\$6,665,359	0.0%
Utilities	\$1,011,000	\$1,031,220	\$0	\$1,031,220	0.0%
Fuel	\$5,669,108	\$5,611,270	-\$200,000	\$5,411,270	-3.6%
Parts Tires Oil	\$4,870,870	\$5,043,775	\$200,000	\$5,243,775	4.0%
General Insurance	\$722,933	\$963,853	\$0	\$963,853	0.0%
Claims	\$360,833	\$378,875	\$0	\$378,875	0.0%
Total Expenses	\$97,702,842	\$100,992,742	\$3,217,150	\$104,209,892	3.2%
Revenue over Expense	\$0	\$0		\$0	



Memorandum

September 1, 2021

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for Summer (July/August)

Overview

It has been a rainy, but enjoyable summer, with lots of activity at CDTA. Like everyone else, we continue to battle through the COVID-19 pandemic, shifting and turning on a dime to move CDTA forward. As we resume committee and board business, we do so with optimism for a return to normal activities and more CDTA success.

On behalf of our staff and employees, we welcome Peter Wohl and Joseph Spairana to the Board of Directors. We are happy to have them with us and look forward to helping them settle in and be active participants in our governing process. As we develop the CDTA brand and connect the region's communities, a sharp board vision and direction is important and timely.

I had hoped that our COVID-19 report would be in the archives by now, but unfortunately, it continues. After a quiet few months, we had 5 positives in August, and we are experiencing the pain and inconveniences that the variant is creating. To ensure the safety of employees and customers, all employees are wearing masks in CDTA facilities. Bus operators and customers are under the federal mandate and must wear masks while operating a CDTA vehicle.

We are requiring every CDTA employee to be vaccinated by October 1. If they choose not to be vaccinated, they will be subject to weekly testing. This is a necessary decision that was made in the best interest of our workforce. With our vaccination rates hovering near 65%, we needed to accelerate our work. Some good news - since making the announcement, many employees have gotten vaccinated, and we were pleased to issue our first Health Center vaccinations last week.

We are welcoming state employees to our buses as part of an agreement with the Office of General Services. Remote lots at McCarty Avenue and on Broadway in Menands are open and state employees access service using cards issued by OGS. This required the reinstatement of several routes that had been suspended during the pandemic. We also introduced new routes to connect parking facilities in downtown Albany with work sites. Service is open to all customers, which results in more connections for everyone. This is a hallmark of our Universal Access agreements, and it has been the key factor in the growth of our network.

Over the past few weeks, we have restored some of the services that were suspended during the pandemic. We are anticipating the return of college students on our buses, and we hope that this helps to push a ridership bump. As we discussed at the Community and Stakeholder Relations committee meeting, school district relationships are increasing; new markets are important to us as we look for ways to stimulate ridership.

Our seasonal services are winding down. This includes service to Grafton Lakes State Park, Lawson Lake, the Saratoga Trolley, the Albany County Nature Bus, and our summer Fun Pass. Lots of service will continue to operate, like the Vax Bus in Rensselaer County and the Greenmarket Trolley service in Schenectady. These services connect a wide group of customers and supporters. They improve our community position and are a step-off point for new or bigger relationships. We will have a wrap-up report at next month's Community and Stakeholder Relations committee meeting.

Ridership throughout our system has been flat for the past few months. Weekday counts on fixed route buses have settled in at 32,000-33,000 (about 62% of normal). Ridership on STAR continues to rebound with almost 24,000 boardings recorded in July (85% of normal). Ridership on NX buses is starting to move upward; this is almost 100% tied to the state workforce.

Our work continues in Montgomery County. During the past several weeks, we traveled to Amsterdam to meet with elected officials and community leaders to talk about mobility. There is lots of support for this and almost everyone we talk with wants to see CDTA service available to connect residents throughout the county. State leaders are working on funding formulas, and we will continue to advocate for CDTA mobility in Montgomery County.

Our mobility menu continues to expand as we endorse our new mission statement. Connecting people and providing more options is the focus of our work. It has expanded beyond fixed route operations to a broad look at the region, its needs, and ways for us to be a resource to the people who live and work here.

CDPHP *Cycle!* with its inventory of 500 bicycles has hit a new record. Just four months into the riding season we have surpassed 41,000 rides! Now in Season 5, *Cycle!* provides purposeful trips along with relaxing rides to trails, parks, and recreation centers. After 20 weeks of operation, more than 42,000 rides have been taken. We still have 3 months left in the riding season.

As our community asks what's next for CDTA, we have introduced electric scooters. To say that it has created lots of excitement would be an understatement. Our pilot program focuses on popup events throughout the region. The popups demonstrate the scooters to targeted audiences. This familiarization building exercise is the best step to a full rollout next riding season.

The newest addition to our mobility menu is car sharing. Set to debut this fall, it will locate 10 electric vehicles in a geofenced area in Albany. We will brand the program as part of the CDTA family of services. We are collaborating with Mobility Development Group to do this. MDG will manage car acquisition, maintenance, and day-to-day operation of the program. They will work with us to develop creative materials to promote the program to target markets.

By year end, our menu will include fixed route bus service, Bus Rapid Transit, trolleys, STAR, FLEX, bikes, scooters, and car share. They will be supported by an extensive list of partners, many of whom have Universal Access agreements that provide connections for employees and students. This menu of mobility has been years in the making and comes about thanks to the vision of our Board of Directors and the work of CDTA employees,

Our bus operators continue to work with Greater Glens Falls Transit to help with their seasonal trolley service. Trolleys connect the Village of Lake George, Bolton Landing and Glens Falls. With a severe driver shortage, GGFT reached out for help, and we developed an arrangement that provides for CDTA operators to drive trolleys through Columbus Day.

It's tough to go a day without seeing news about the difficulty companies have hiring people. It is no different at CDTA and our Human Resources staff took the bull by the horns and held our first job fair at CDTA about a week ago. With lots of advertising and outreach, we attracted almost 80 applicants. They got to see what CDTA has to offer, had the opportunity to speak with CDTA employees, and got to try their hand at driving a bus. We screened applicants and will hire as many as possible to bring the CDTA family up to full complement.

If job applicants wanted assurance that CDTA is growing, all they had to do was look at the construction activity going on. Parts of the rear and north walls of the Albany garage have been removed as work advances on the garage expansion, construction of service bays for articulated buses and renovation of our foremen offices. Work at our Troy facility continues, and we are anxious to get employees access to new locker rooms, bathrooms, and break facilities. We are pleased that the board awarded a contract for a facility assessment and needs study. As the company grows, we have lots of facility decisions – the study will clarify some of this for us.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for July, and it is compared to July 2020. With a quarter of our fiscal year in the books, we are in a good position financially and operationally.

Total ridership in July was 887,000, 14% less than last July (last year at this time, no fares were being charged). Ridership has been level for the entire fiscal year. Ridership on STAR totaled almost 24,000; this is 35% more than last July and within 15% of pre-pandemic levels. Northway Express ridership continues to be low, with only 2,700 boardings in July; however, ridership levels have increased, albeit slowly every month this year.

Thanks to the work of the board and staff, our financial condition is very solid. We continue to use COVID funds to plug revenue gaps and we are rebuilding the system to accommodate ridership and adjust to new commuting patterns. We are anticipating an increase in ridership as colleges and schools return to in person learning, as the state workforce returns after Labor Day, and as more people are vaccinated and traveling becomes less worrisome.

The monthly management report provides financial highlights for July and the fiscal year to date. Our revenue section is healthy thanks to outstanding results from the Mortgage Recording Tax and increases in customer and facility revenue. Monthly MRT receipts have exceeded \$1 million for more than a year, mirroring the surging real estate market. Customer revenue is exceeding budget; year to date, it is 37% ahead of expectations; facility revenue is starting to come back as people resume travel by train. Year to date, it is 80% ahead of expectations (we budgeted at pandemic levels so there is a long way to go in our efforts to return to normal).

The wage line is over budget for the month and year to date. This reflects new wage rates and the bonus payout that were part of our collective bargaining agreement. This was the motivation behind the budget adjustment that the board approved. It will also accommodate for other line items that needed to be adjusted (fuel and parts).

We missed 62 trips on the fixed route system; last July, we missed 60 trips. There were 30 accidents in July with 17 categorized as preventable; last July, we recorded 33 accidents with 10 preventable. We continue to monitor accident trends with a focus on preventability. This is weaved into training programs so that we can reduce preventability whenever possible.

All but one preventive maintenance inspection was done on time. Scheduled maintenance work was at 80%; it was 79% last July. All maintenance activities are built from this platform; it is the centerpiece of our success. On time performance for fixed route service was at 77%, last July, it was 75%. STAR service operated within our 10 minute window 81% of the time; last July, it was 86%. There were 9965 calls to STAR reservation center, last July, there were 9650 calls.

Our call center processed 235 comments compared to 164 last July; about 40 of these were complaints about suspended services. We received 39 comments about STAR service; last July, we received 10 comments. Most of the increase is due to a change in how we classify complaints about contractor services. We processed 173 applications for STAR eligibility; last July, we processed 145 applications. Response time to close customer inquiries within 10 days was 92%. There were 554,000 page views at www.cdfa.org.

Community and Stakeholder Relations:

- Stewart's/CDTA Universal Access Announcement, August 31
- Community Champions Awards, September 2
- Southern Saratoga County FLEX Announcement, mid-September

Activity Report

Summer is almost over, and it was full of activities and community engagement. This keeps me motivated to do more and build a bigger and better CDTA.

- On Thursday, July 1, Jon Scherzer and I met with Rich Ruberti, Superintendent of the Amsterdam School District. We have been talking with the district about a Universal Access agreement when Montgomery County joins the service district.
- On Friday, July 2, I spoke with a reporter from the Times Union about our recovery from the COVID-19 pandemic. We talked about federal relief funds, how we are using them, and what our immediate future looks like, both from a service and financial perspective.
- On Tuesday, July 6, I joined members of the CDTC Administration and Finance committee to conduct interviews for the Executive Director position at CDTC.
- On Wednesday, July 7, we traveled to Amsterdam on an electric bus to join Congressman Paul Tonko at a media event to showcase the projects he has submitted for funding in the new infrastructure funding program. The Congressman supports Montgomery County's efforts to join the Authority; his project list would fund the purchase of 8 electric vehicles. We were joined by elected officials from Amsterdam and Montgomery County.
- On Monday, July 12, I met with 10 new bus operators on their first day at CDTA. As they begin their training program, we talked about expectations of them as the public faces of CDTA. We also talked about the opportunities available at CDTA. Most of them have completed training and are in service throughout the system.
- On Monday, July 12, I met with Mark Aesch. Mark is the CEO of Transpo, a management consulting firm who helps with consumer outreach. Mark and I have known each other for a long time – he was previously CEO at RGRTA in Rochester.

- On Monday, July 12, Jayme Lahut and I welcomed Peter Wohl and Joe Spairana to the CDTA Board of Directors. We spent about 90 minutes talking about the work we do, the direction of the company and the role of board members in the success of CDTA. Pete and Joe are ready to contribute to CDTA. It's great to have them in the CDTA family.
- On Tuesday, July 13, I was interviewed by the morning hosts of B95.5FM about the launch of CDTA Scoot and the expansion of our mobility menu.
- On Tuesday, July 13, I participated in the launch of our SCOOT program. Our parking lot was turned into a scooter course for people who wanted to try them out. Media outlets were here to get a glimpse at the region's newest way to move. We were also joined by elected officials, the public safety community and many partners and stakeholders.
- On Tuesday, July 13, I was honored to receive my 40-year certificate from Jayme Lahut and Dave Stackrow. It was nice to have my wife Sheila, and former Executive Director Dennis Fitzgerald, his wife Carol, board members and staff in the room. Working at CDTA has been my honor and privilege.
- On Wednesday, July 14, I chaired a meeting of the United Way's Executive Committee. We discussed agency's finances, giving campaigns, and our annual awards event.
- On Wednesday, July 14, we hosted staff from CNY Centro to talk about Bus Rapid Transit. Centro is considering the development of BRT lines in Syracuse and have asked us for help. They brought lots of community partners, including Syracuse Mayor Ben Walsh and State Senator Rachel May. Ross Farrell highlighted our BRT work.
- On Thursday July 15, the CDTC A&F committee completed final interviews for the Executive Director position at CDTC. Sandy Misiewicz was offered the job and she began work in her new assignment on August 2. She has worked at CDTC for more than 20 years and has hit the ground running.
- On Tuesday, July 27, we brought scooters to Menands so that Police Chief Frank Lacosse and his officers could give them a try. This is part of our familiarization effort – Lindsey Garney is coordinating this and doing a great job.
- On Tuesday July 27, Jaime Kazlo and I met with Albany County Legislators Sam Fein and Lyn Lekakis to continue discussions about ways to make our system easier for everyone to use. We are focused on Universal Access and development of programs for specific population groups.
- On Thursday, July 29, I joined Troy Mayor Patrick Madden for a scooter ride. Downtown Troy was a great backdrop for another pop-up event to promote SCOOT.
- On Monday, August 2, I joined NYPTA executive committee members at a meeting with NYSDOT Commissioner Marie Therese Dominguez. We had a good discussion about advancements that systems are making to introduce new mobility options.
- On Monday, August 2, Chris Desany, Ross Farrell, and I met with OGS Commissioner RoAnn Destito and her staff. We talked about state worker transportation and development of a busway through the Harriman Campus.

- On Tuesday, August 3, we took an electric bus to Amsterdam to meet with State Senator Michelle Hinchey. The Senator is helping us bring transit service to Montgomery County. We talked about the need for state operating assistance to move this forward.
- On Wednesday, August 4, Jaime Kazlo and I met with the members of NYPTA's executive committee to talk about messaging as we approach advocacy season. We agreed to focus on new mobility and connecting communities as core messages along with the financial needs of our industry as we work through the pandemic.
- On Thursday, August 5, I met with our senior leadership team to talk about recruitment and retention. This group is meeting every 4-5 weeks to talk about the important issues facing CDTA and to identify new ways to move our ambitious agenda.
- On Monday, August 9. I sat in on a meeting of the Stretch Development team. This group of employees have spent the last several months talking about CDTA, learning about the work we do, and sharing information in a new format.
- On Monday, August 9, I attended a meeting of NYPTA's nominating committee. I am a member of this committee that develops the slate of officers for the association. We agreed to roll-over leadership assignments this year (due to the pandemic); all leadership members will be asked to serve for one more year.
- On Tuesday, August 10, I met with Peter Gannon, the United Way CEO to talk about the activities of the organization, board member orientation and our annual awards event.
- On Wednesday, August 18, we joined Senate Majority Leader Charles Schumer at the Albany International Airport to talk about the federal infrastructure bill. The Senator spoke about the benefits the bill will offer to the airport and to CDTA. Lots of media as is usually the case when the senator visits. We brought along an electric bus, which got the Senator's attention. Great to have Dave Stackrow and Denise Figueroa with us.
- On Wednesday, August 18, I attended the CDTC Administrative and Finance committee meeting. We talked about organizational finances and the next Policy Board meeting. We spent most of our time talking with Sandy Misiewicz about her first month on the job.
- On Wednesday, August 18, I enjoyed meeting with board members and staff in a relaxed format, getting to know each other better and talking about our vision for CDTA.
- On Thursday, August 19, we hosted the NYPTA executive team for their annual strategic planning meeting. The group talked about our initiatives, legislative and advocacy messaging and our direction for education sessions and conferences.
- On Thursday, August 19, my wife Sheila, and I attended the annual Red, White and Blue fundraiser for the American Cancer Society. We support ACS and are part of the Real Men Wear Pink campaign. It was great to see our staff people involved – Jaime Kazlo, Vanessa Salamy and Allie Schreffler.

- On Friday, August 20, we hosted our first job fair at CDTA. Prospective employees got a glimpse of everything CDTA has to offer and the opportunities that are available here. This Human Resources led initiative was an all-hands-on-deck day with lots of cooperation throughout the organization.
- On Tuesday, August 24, I met with Scott Sopczyk, Director of the Greater Glens Fall Transit District. We caught up on the work of CDTA employees that kept their trolley service operational throughout the summer.
- On Tuesday August 24, I met Steve Acquario, Executive Director of the New York State Association of Counties. We caught up on COVID-19 issues and talked about ways to work together to ensure adequate funding for expanded mobility options.
- On Tuesday, August 24, I attended a get together of the United Way Board of Directors. This large board (25 people) has not met in person for almost 18 months. A nice way to get reacquainted.
- On Thursday, August 26, I talked with Dave Lucas from WAMC; we discussed the state comptroller's recent report about the financial status of upstate systems as we emerge from the pandemic.
- On Thursday, I talked with Chris Churchill, from the Times Union; we talked about development of an intermodal center in downtown Albany.
- On Tuesday, August 31, we held a media event to announce a new Universal Access arrangement with Stewart's Shops. We will probably do several things in addition to the UA to add value for both parties. Nice to be associated with a regional icon.

Final Thoughts

As you can tell from our activity report there are lots of things going on at CDTA. New projects, new mobility choices, and new ways for us to think about connecting the region. Our future is extremely bright and there is good reason for us to be optimistic and excited.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications