

Board of Directors Monthly Meeting

**Wednesday, February 23, 2022 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.**



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, February 23, 2022 | 12:00pm | 110 Watervliet Ave and
via Microsoft Teams

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, January 26, 2022	Jayne Lahut	3
Recognitions	Carm Basile/ Jayme Lahut	
<ul style="list-style-type: none">• 20 Years - Atman Shwisankar, Bus Operator• 20 Years – Qur’an Byrd, Bus Operator• 25 Years - Edward Morin, Bus Operator• 25 Years - Maurice Sutherland, Bus Operator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (02/09/2022)	Jayne Lahut	
Performance Monitoring/Audit Committee (02/16/2022)	Denise Figueroa	
<ul style="list-style-type: none">• Resolution 06 - Contract for Paratransit Outsourcing• Resolution 07 - Contract for INIT Maintenance Agreement• Resolution 08 - Contract for MaaS Payment Integration• Resolution 09 - Contract for WWBRT Infrastructure• Resolution 10 - Contract for Legal Services		13 19 24 29 34
Community and Stakeholder Relations Committee (02/17/2022)	Jackie Falotico	
Strategic and Operational Planning Committee (02/17/2022)	Michael Criscione	
Chief Executive Officer’s Report	Carm Basile	39
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, March 30, 2022 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		
Adjourn		

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

MINUTES OF WEDNESDAY, JANUARY 26, 2022 BOARD MEETING

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

MEMBERS EXCUSED Jaclyn Falotico
Joseph M. Spairana, Jr.

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
Jaime Kazlo, Director of Corporate Communications
Philip Parella, Jr., Director of Finance
via Microsoft Teams: Lance Zarcone, Vice President of Operations
Sarah Matrose, Internal Auditor
Stacy Sansky, Director of Procurement
Ross Farrell, Director of Planning
Jonathan Scherzer, Director of Marketing
Thomas Guggisberg, Director of IT
Gary Guy, Director of Transportation
David Williams, Director of Maintenance
Kelli Schreivogl, Director of Human Resources
Jack Grogan, Director of Risk Management
Vanessa Salamy, Executive Assistant

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

APPROVAL OF THE DECEMBER 22, 2021 BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Vice Chairman Criscione
Board Operations Committee met on Wednesday, January 12, 2022 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- We reviewed the committee agendas for meetings held in January.

- Carm Basile gave a brief update on COVID-19. About 85% of our workforce is vaccinated. Since the holiday's, we have seen our positives follow the local trend. Daily absenteeism from COVID-19 infections and quarantine protocols is a little over 5%. We anticipate these numbers tapering off in the next few weeks.
- Lisa Marrello joined us and provided an update on what to expect from the governor's executive budget this year. We will pick up with our advocacy meetings in the coming weeks. Since the meeting, we learned that the EBR proposes a 13% increase in STOA for upstate systems, and a 36% increase for downstate systems – this will be a focus point of our advocacy work. The EBR also proposes \$2.3 annual allocation of STOA for Montgomery County service. A welcome addition but less than what we need. More work to be done on this in the coming weeks.
- The next meeting of the committee is scheduled for Wednesday, February 9, 2022 at 9:15am via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa
 Performance Monitoring Committee met on Wednesday, January 19, 2022 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 01 – 2022 – Approve Contract for 40' Fixed Route Buses

- Our contract for the purchase of fixed route buses has expired, and a new five-year contract is required. An RFP was issued, and three proposals were received. An evaluation team conducted reviews of Gillig, New Flyer and NOVA.
- All three proposers provided Best and Final Offers; Gillig provided the best price at \$491,407. Gillig is the incumbent, and we are very satisfied with vehicle performance and after-market sales and support. Staff recommends a five-year contract to Gillig.
- The Authority hereby awards a five-year contract to purchase up to 100 40' buses to Gillig, LLC of Hayward, CA at \$491,407 per bus, plus options. Future year costs will be tied to the Producer's Price Index.

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

Resolution No. 02 – 2022 – Approve Contract for Fixed Route Bus Purchase

- We now need to order buses from the new fixed route contract that we just approved. Staff recommends buying 24 forty-foot vehicles consistent with our fleet purchasing plan and service needs. The cost per bus is \$505,372, which includes delivery and extended warranties.
- The Authority hereby approves the purchase of 24 forty-foot buses to Gillig, LLC of Hayward, CA for a total cost not to exceed \$12,128,928.

Motion – Mr. Criscione
 Seconded – Ms. Figueroa
 Abstain – Mr. Schaeffer
 Resolution Approved

Resolution No. 03 – 2022 – Approve Contract for Paratransit Vehicles

- Our contract for the purchase of paratransit vehicles has expired, and a new five-year contract is required. An RFP was issued, and three proposals were received, but one was determined to be non-responsive. Based on the review process, staff recommends an award to Coach & Equipment (the incumbent).
- The Authority hereby awards a five-year contract for up to 30 vehicles at a cost of \$88,000 per vehicle to Coach & Equipment of Canandaigua, New York. Future year costs will be tied to the Producer's Price Index.

Motion – Mr. Stackrow

Seconded – Mr. Wohl

Abstain – Mr. Schaeffer

Resolution Approved

Resolution No. 04 – 2022 – Approve Contract for Audit Services

- We are required to have an independent audit completed each year and our current contract for external audit services has expired. An RFP was issued, and three proposals were received. All three firms were qualified to perform the work.
- Lumsden and McCormick is the incumbent; they have been an excellent partner for the past 15 years and instrumental in providing sound accounting advice for our organization. Staff recommends award to Lumsden & McCormick.
- The Authority hereby awards a three-year contract with two optional one-year renewals to Lumsden & McCormick LLP of Buffalo, NY for a three-year cost not to exceed \$180,000.

Motion – Mr. Criscione

Seconded – Ms. Figueroa

Carried Unanimously

Resolution No. 05 – 2022 – Approve Surplus Sales from 2021

- Each year we dispose of equipment, vehicles and parts that are beyond their useful life. Items are auctioned on eBay, sold for scrap metal, or recycled. Some cell phones and accessories were auctioned to employees. \$51,245 was returned to the operating budget because of these disposals.
- The Authority hereby approves the report on disposition of surplus items.

Motion – Mr. Schaeffer

Seconded – Ms. Figueroa

Carried Unanimously

Audit Committee

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

Administrative Discussion Items

- Stacy Sansky provided the annual review of the Procurement Report; and a written summary was included in committee packets.

- Mike Collins provided the Monthly Management Report. We had a record month for MRT with over \$1.6 million in receipts. Customer Fares and Rail Station revenue continue to outperform forecasts and are 55% and 112% above projections YTD. Expenses tightened in December but remain 1.4% under budget for the year. The wage line was over budget due to elevated OT related to headcount issues; a year-end payout for unused personal time; and an additional holiday. Most other expenses are under budget for the year. We are in a good financial position through nine months and anticipate a solid finish to the year.
- Chris Desany provided the Non-Financial Report. Ridership continues to improve; Total ridership is up 28% this month and 28% for the year. STAR ridership is up 52% for the month and 50% for the year. Fixed route on-time performance is 77%; STAR on-time performance is 72%. Missed trips continue to decline but are still too high. We expect this to continue for the next few months as we balance services and manpower.
- Next meeting of the Committee is scheduled for Wednesday, February 16, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance

- The Community and Stakeholder Relations Committee met on Thursday, January 20, 2022 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jaime Watson provided a year-in-review report on communications, outreach, media relations and community engagement. Throughout 2021, CDTA earned 205 media placements on television, radio and in newspapers. The top earning months were April, June and July, with 75 stories combined. Stories focused on our response to COVID-19, new services that we introduced, and community partnerships. Some of the initiatives contributing to earned media placements were the roll out of the Albany County Nature Bus, the Rensselaer County Vax bus and the Schenectady Greenmarket Trolley.
- CDPHP *Cycle!* Season 5 launch and the expansion into Warren County earned full media coverage and bolstered earned media numbers. A joint event held with Albany Medical Center to honor essential workers also drove April media numbers. Jaime outlined goals for the 2022 Communication and Community Engagement program. The plan will focus on COVID-19 messaging, new mobility options and community partnerships.
- Jon Scherzer brought the committee up to speed on our efforts to communicate COVID protocols to our customers. This work is ongoing and will continue for the next few months.
- Next meeting of the Committee will be on Thursday, February 17, 2022 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Jayme Lahut

The Strategic and Operational Planning Committee met on Thursday, January 20, 2022 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

FY2023 Budget Planning Update -

- Mike Collins provided an update on the FY2023 budget process. We expect to finish the current year in a good position. Revenue is outperforming expectations and will permit us to increase projections for FY2023, specifically for MRT, customer, and rail station revenue. We are also incorporating American Recovery Plan funding into next year's budget.

- The Governor just released her Executive Budget that indicates a 13% increase in state operating assistance. It also includes some funding for a potential expansion into Montgomery County.
- We are keeping expenses in check this year as most expense lines are performing below projections. We are currently 1.5% under budget for the year. Overall, our budget planning is coming along, and we will fine tune the preliminary budget for our February and March committee meetings.

BRT Set-Aside Review -

- CDTC is the local Metropolitan Planning Organization (MPO) responsible making decisions about Federal transportation funding through the Transportation Improvement Program (TIP). Part of the TIP is the “BRT Set-Aside” whose purpose is for funding planning, concept design, and preliminary engineering of BRT-related projects. These funds are also used as local match for larger grant opportunities.
- \$162M in capital grant funds have been awarded over the last several years which was allocated to buses, garage expansions, BRT shelters & amenities, street/intersection reconstruction, new/upgraded traffic signals, new/replaced sidewalks, and other pedestrian infrastructure.
- We plan to continue supporting this important program with the progression of mobility hubs, Red Line Upgrades, and new BRT lines. Another TIP line item known as the Multimodal Set-Aside assists us in implementing microtransit, bikeshare, vanpool, carshare, and scooter programs
- Next meeting of the Committee will be on Thursday, February 17, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for January 2022 (attached).

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, February 23, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

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

Respectfully submitted,

Jayne Lahut, Chairman

Dated: January 26, 2022

CHIEF EXECUTIVE OFFICER'S REPORT

We are welcoming the new year with enthusiasm and hope, with our plate full of activities, projects and opportunity. We continue to provide the region with a deep menu of mobility options, and we are ready to introduce new services and programs to make our network stronger than ever. We are battling through the Omicron variant and are hopeful to put COVID-19 in our rear-view mirror. Our employees are learning lessons from two years of pandemic management and their resourcefulness is making us better as we move forward.

Governor Hochul has released her Executive Budget Request, and it contains promising news for CDTA and for transit systems across the state. The EBR proposes an increase of 13% in State Transit Operating Assistance (STOA) for upstate systems including CDTA. It also provides \$2.3 million for service in Montgomery County. There are increases in capital assistance under the umbrella of a 5-year plan for the New York State Department of Transportation. We have begun our advocacy, which is focused on increases to STOA that match the 36% proposed for downstate systems. Our outreach will be coordinated by Lisa Marrello, and we will join with the New York Public Transit Association on statewide efforts. This will be a primary work task for the next few months.

It was encouraging to see funding for Montgomery County called out in the EBR. There is more work to be done in this regard, as we have requested \$6 million for this work. We will meet with our Senate and Assembly delegation to talk about additional STOA funding in one house budget bills that will advance to final negotiations. This news has us moving full throttle on service planning, employee recruitment and capital requirements for our entry into Montgomery County. We are hopeful that this can happen by the third quarter of 2022.

Aligned with the release of the Governor's EBR is our own budget work. We use a bottom-up approach, gathering input from all parts of the organization. This is assembled, reviewed and brought to consensus. Once the work that we want to do and the resources required to do it are agreed on, our staff assembles a budget plan for review and consideration. Revenue sources are evaluated in the same manner as we work towards a balanced budget plan. A corresponding capital plan is based on available federal, state and CDTA funding. We will have several touch points with the Strategic and Operational Planning committee.

As we approach two years of managing through the COVID-19 pandemic, we continue shifting resources and priorities to keep CDTA employees and customers safe. The recent surge in cases caused by the Omicron variant has pushed everyone in our organization to work even harder. Our Human Resources staff continues to develop new ways to manage the virus and its impact on the workforce. For the past six weeks, we have provided a full complement of service while more than 5% of the workforce was out with COVID or in quarantine protocols. One example of adjusting on the fly was the way we handled back-to-back holiday weekends (Christmas and New Year's). Knowing that ridership would be lighter than usual because the holidays fell on weekends, we operated a Sunday/Holiday schedule for three consecutive days on both weekends. With lots of communication and schedule adjustments, this aligned service to demand and gave more employees an opportunity to enjoy a few days away from CDTA with their family and friends. This wasn't easy and it wasn't conventional, but it worked. More CDTA innovation and thoughtfulness.

We will implement a number of service changes next week. Most of the changes are minor, as we adjust frequencies and spans of service to align with ridership demand and partnership requirements. This gives us the opportunity to match service more closely to our resources. This is part of the bus operator pick of run process that occurs three times a year; bus operators pick their work assignments for the next few months. The assignments are developed by our planning and scheduling staff in consultation with the operating departments. We think the current work structure will help us to provide better service, be consistent with employee headcounts and reduce trip cuts.

Service changes and resource alignment points directly to our recruitment and retention efforts. As we have discussed, this work is critical to the continued development of CDTA, the introduction of new services and the management of the programs that make us successful. Our work in this area has changed and it has shifted with the challenges of COVID-19, but it remains consistent, and we are committed to excellence. On Monday, 15 new employees began training to be bus operators. As that class progresses, another is being assembled and will start in short order. We recently hired two Human Resources professionals to bring even more depth to our team and we look forward to their contributions. As we develop new services and more mobility options for the region, we are highlighting innovation in our company, which includes the work we are doing in the people management area – it is different, it is cutting-edge, and it is working.

Every three years, the Federal Transit Administration evaluates grant recipients. This process, which is known as the Triennial Review is about to begin at CDTA. FTA consultants and their staff will review about two dozen functional areas, evaluating statutory and administrative requirements of us as a grantee. This extensive effort is coordinated by Melissa Shanley in our finance department. She will work closely with all CDTA departments who will be called on during the review. Organizations are evaluated and a formal report will be issued by the FTA. I am confident that we are prepared for the review and will do well.

We continue to look for ways to make CDTA better, stronger, and resilient. We are not satisfied with the status quo and are always looking at opportunities to provide better service, to introduce new service, and make the workplace better for our employees. It is this constant thirst for more that makes me proud to work here and even prouder of the people who are CDTA.

Performance Measures

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

Total ridership was 975,000, 28% more than last December, as we work our way towards pre-pandemic levels. Year-to-date, there have been 8.7 million rides on our system. Ridership continues to be a leading indicator of the health of our service network. As we develop better ways to evaluate success, we know that ridership will always be a core metric for us. STAR ridership was 25,630, 52% more than last December. Northway Express ridership continues to improve; with 4,500 boardings, double what it was last December.

Our staff is preparing budget documents for the 2022-2023 fiscal year, forecasting our needs, and projecting what revenue and expenses will be. This work will continue for the next several weeks with regular updates to the Strategic and Operational Planning Committee. As we reported at the committee meeting last week, we are preparing the budget knowing that our financial situation is built on a great foundation. Highlights for this month continue to be the outstanding performance of the Mortgage Recording Tax, and the recovery of customer and facility revenue. For the month, MRT was at \$1.65 million; year to date, it is \$13.3 million. While MRT is on a record-breaking pace, we are seeing significant recovery in customer revenue and facility revenue. Customer revenue was \$1.4 million this month, and \$9.8 million year-to-date, which is 55% ahead of budget expectations. There is a similar trend with facility revenue (RRS); for the month, we collected \$202,000; year-to-date we are at \$1.5 million, double our budget expectations.

Expenses were 8% over budget projections; year-to-date, we are 1.5% under budget. Most of the overage this month is in the wage line, which was driven by overtime to cover open work, the annual payout of unused personal time and an extra holiday that we added for operators and maintenance staff. This should normalize and be within budget expectations as the fiscal year closes. We are also

consuming more purchased transportation services to cover for headcount issues. This will continue for the foreseeable future.

We missed 474 trips on the fixed route system; last December, we missed 55 trips. This number is coming down slowly, but it is still higher than we want it to be. With so many people unavailable because of COVID infections, the struggle to adjust service to resources continues. Our operations people amaze me with the work they do – transportation supervisors, bus operators and the entire maintenance team – job well done under very difficult conditions.

There were 35 accidents in December with 15 preventable. Last December, there were 51 accidents with 29 of them preventable. All but one preventive maintenance inspection was done on time. Scheduled maintenance work was at 81%. On time performance for fixed route service was 77%; last December it was 75%. STAR service operated within our 10-minute window 72% of the time; last December, it was 85%. There were 9,600 calls to the STAR reservation center. Last December, there were 8900 calls.

Our call center processed 246 comments compared to 178 last December; this is driven by more customer boardings, trip cuts and seasonal changes to services. There were 49 comments about STAR; last December, we received 9 comments (reminder - we changed how we classify complaints about contractor services). Response time to close customer inquiries within 10 days was 91%. There were 600,000 page views at www.cdt.org.

Activity Report

As we turn the corner into 2022, we continue to position CDTA as the region's mobility leader. This includes community outreach, marketing and communication with our customers, business leaders and government officials. With the release of the Governor's executive budget request, our advocacy work will be the dominant activity for the next few months.

- On Monday, December 27, Lisa Marrello and I met with Navardo Lopez and Lauren Melendez. Mr. Lopez was recently appointed as Governor Hochul's Deputy Secretary for Transportation; Ms. Melendez is the Assistant Secretary of Transportation. We talked about the need for transit services in Montgomery County, the cost to provide it, and ways it could be included in the state budget.
- On Thursday, December 30, Chris Desany and I met with staff from the New York Power Authority to talk about electrification of facilities and vehicles. There may be opportunities to partner with NYPA as we move forward in evaluating propulsion and charging options.
- On Wednesday, January 12, I chaired a meeting of the United Way's Executive Committee. We reviewed staff reports on finance, campaign giving, agency operations and facilities.
- On Wednesday, January 12, I joined NYPTA executive committee members in a meeting with David Freidel from Senate Finance. We talked with him and his staff about the need for funding and the work that transit systems are doing to connect communities.
- On Wednesday, January 12, I attended meeting of the CBA Board of Trustees. I have been a trustee for a number of years and enjoy seeing CBA students traveling to the campus using CDTA service.
- On Thursday, January 13, Jaime Kazlo and I met with a group of people who are interested in forming a regional advocacy group. They envision advocating for transportation options

including complete streets, better transit service and more bikes and scooters. More discussions to follow.

- On Thursday, January 13, I met with Scott Sopczyk to continue our discussions about mobility connections in Warren and Washington County.
- On Thursday, January 13. I spoke with a reporter from the Business Review about recruitment and retention efforts. The story focused on the Governor's announcement to mobilize DMV testing sites for Commercial Drivers Licenses (which we support). Jaime Kazlo coordinated the interview and joined me.
- On Friday, January 14, Jon Scherzer and I met with the executive staff from St. Mary's Hospital in Amsterdam. We talked about the work we do, Universal Access partnerships and the timeline for CDTA to begin service in Montgomery County.
- On Tuesday, January 18, I met with Barbara Gannon. We talk every 8-10 weeks regarding employee development and strategic initiatives.
- On Tuesday, January 18, I attended a meeting of the Albany County Climate Resiliency Advisory committee. I am a member of this committee that is overseeing the county's work to prepare a master plan to ensure the advancement of this work.
- On Tuesday, January 18, Mike Collins, Kelli Schreivogl, and I met with our consultants from Tangible Development to talk about the next few steps as we move through our Diversity, Equity and Inclusion journey.
- On Wednesday, January 19, I talked about retention and recruiting issues with a reporter from the Times Union. We also talked about service levels during the pandemic, ridership, and some of the things we are doing to keep customers and employees safe. Jaime Kazlo arranged the interview and joined me.
- On Wednesday, January 19, I chaired a meeting of the NYPTA Legislative Committee. We talked about the Governor's Executive Budget Request and reviewed proposed allocations to STOA and the Capital program. We also discussed messaging and our advocacy schedule for the next month or two.
- On Thursday, January 20, Jon Scherzer and I met with a group of individuals who represent social service agencies throughout Saratoga County. We talked about ways to better connect their constituencies to services and activities.
- On Thursday, January 20, Chris Desany and I met with Bill Carpenter, CEO at RGRTA and Michael Wojnar from the MTA to talk about electric buses. We shared experiences with vehicles, charging infrastructure and relationships with providers. We agreed to continue talking as we advance alternative propulsion technology.
- On Thursday, January 20 I spoke with a reporter from WAMC about the Governor's executive budget and the inclusion of funding for service in Montgomery County. Jaime Kazlo arranged the interview and joined me for it.

- On Friday, January 21 I spoke with a reporter from the Daily Gazette about the Governor's executive budget and the inclusion of funding for service in Montgomery County. Jaime Kazlo arranged the interview and joined me for it.
- On Friday, January 21, I met with Trent Griffin-Braaf who owns Tech Valley Shuttle. We talked about ways that we might share resources and work together.
- On Monday, January 24, I met with our newest group of employees to talk about CDTA and the work we do. A class of 15 enthusiastic bus operators were ready to start their CDTA career. We talked about the opportunities available to them at CDTA along with our expectations for them as we move forward together.
- On Monday, I attended a meeting of the Colonie Industrial Development Authority and the Local Development Corporation. I am a member of both boards and was recently reappointed. This was the annual organizational meeting for both boards.
- On Tuesday, January 25, I attended a meeting of the Capital Region Chamber Board of Directors. I enjoy working with the members to advance issues of common concern and highlighting the need for better mobility throughout the region.

Final Thoughts

As we start another year, I am optimistic about what's to come. We have operated through two of the toughest years that I can remember in my 40-year career at CDTA, all while we develop new programs, introduce new services, and expand our service area. At the same time, we are looking at more opportunities for growth and development. I couldn't be prouder of the nearly 750 employees who make up the CDTA family and have kept us going over the last 24 months. I am convinced the best is yet to come and we are ready for it. This is the CDTA way, and it is what makes this a special place to work.

CDTA Provides Mobility Solutions that Connect the Region's Communities

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CAPITAL DISTRICT TRANSIT SYSTEM, NUMBER TWO, CAPITAL DISTRICT
TRANSPORTATION DISTRICT, INC.
RESOLUTION No. 06 - 2022**

Approve Contracts for Paratransit Outsourcing

WHEREAS, the Capital District Transportation Authority (Authority) is charged with the continuance, further development and improvement of transportation within the Capital District transportation district, and

WHEREAS, the Authority provides complementary, demand responsive paratransit services through its operating subsidiary, Capital District Transit System, Number Two, Capital District Transportation District, Inc., (“CDTS#2”), and

WHEREAS, contracting out a portion of the ambulatory trips of CDTS#2 has the potential to reduce trip denials to eligible customers, improve service quality, and promote efficiency, and

WHEREAS, after a duly issued request for proposals, two proposals were received from the incumbent providers, which were then evaluated and the proposers were interviewed, and

WHEREAS, the costs as proposed were deemed reasonable in light of current economic conditions, and

WHEREAS, Authority staff recommends awarding three-year paratransit outsourcing contracts with two optional one-year renewals to A+ MediTrans of Albany, NY, and Surburban Transportation of Albany, NY for an estimated total annual maximum budget of \$6.5 million based on hourly rates, projected ridership and increased service.

NOW, THEREFORE, BE IT RESOVED:

1. The Authority, through Capital District Transit System, Number Two, Capital District Transportation District, Inc., hereby awards three-year paratransit outsourcing contracts with two optional one-year renewals to A+ MediTrans of Albany, NY and Surburban Transportation of Albany, NY, for an estimated total annual maximum budget of \$6.5 million, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. This first year will be funded through the FY2022 and FY 2023 operating budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 23rd day of February, 2022.

Dated: February 23, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract awards to A+MediTrans and Suburban Transportation both of Albany, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: February 16, 2022

Board Action Date: February 23, 2022

Background:

The current contract for outsourcing paratransit services is set to expire. We contract with outside firms to help support STAR services.

Purpose:

A percentage of STAR trips is contracted to a third party to provide resources to maintain appropriate service levels for the STAR operation.

Summary of Proposal:

A Request for Proposals (RFP) was issued for firms to provide reliable and high-quality services for STAR. The RFP outlined Federal, State and CDTA requirements for paratransit service. The Contractor(s) will use their own vehicles, which must be high quality vehicles and subject to approval by CDTA.

Two firms submitted proposals, and both firms (incumbents) participated in interviews with the review team. Hourly rates increased 20% based on current economic conditions, a shortage of qualified drivers and the higher cost of vehicles and fuel. Staff recommends contracts to both contractors as outlined in the attached memo.

Staff recommends three-year contracts with two optional one-year renewals be awarded to A+MediTrans (M/WBE firm) and Suburban Transportation both of Albany, New York for outsourced paratransit service. Upon Board approval, contracts will be executed immediately.

Financial Summary and Source of Funds:

The estimated annual maximum budget is \$6.5 million based on hourly rates, projected ridership and increased service. There is no guaranteed minimum dollar value. The first year will be funded through the FY2022 and FY2023 operating budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Re: Contract Recommendation for Outsourcing Paratransit Services

Background

In November 2021, a Request for Proposals was issued to provide safe, reliable, and quality transportation services to STAR customers. CDTA outsources trips during peak and off-peak periods to help with load shedding the STAR workload. We outsource up to 65% of all customer trips daily.

Summary of Proposal

We requested proposals from qualified firms to provide transportation services for STAR. We received two proposals from our incumbent providers. Our vendors provide STAR trips under the direction of CDTA. They hire and screen their own employees and must be able to meet our service requirements. Employees and vehicles must meet the same federal and state requirements that we are held to. Vehicles are purchased by the provider and subject to our approval. The provider(s) is reimbursed based on hourly rates provided in their proposal.

The current annual cost for purchase transportation to support STAR is \$4.7 million. This is based on the hourly rate structure for trips provided by A+ and Suburban. Due to current resource challenges in STAR, we sometimes outsource up to 75% of our trips. This comes about as STAR ridership reaches pre-pandemic levels and our headcounts continue to be a challenge. The proposed new hourly contract rates increase by 20%. However, for the foreseeable future we expect to outsource more work which increases our total expenditures.

Suburban Transportation is a locally owned business providing taxi, ambulatory, non-ambulatory, and shuttle transportation services for over thirty years. Their current fleet of over 130 vehicles meets several different transportation needs. Suburban Transportation has provided service for CDTA since 2019.

A+ MediTrans is a local women-owned business that has been in operation since 2007. A+ offers assorted services: taxi, ambulatory, non-ambulatory, and school bus transportation for preschool-aged children. They have a fleet size of over 200 vehicles. A+ has worked with CDTA since 2017.

It should be noted that both Suburban and A+ have been extremely helpful by providing additional service while we have experienced STAR headcount challenges over the past few months. They rebounded nicely from the early pandemic days when ridership and service levels in STAR were very low. They have both proven to be good partners.

Recommendation

The review team recommends awarding contracts to A+ MediTrans of Albany, and Suburban Transportation of Albany.

We favor the selection of two contractors for this work to give added flexibility and resource capacity to schedule and deliver daily paratransit services. Both providers transport ambulatory and non-ambulatory customers as the core of their business.

We recommend a three-year contract with two one-year renewal options. We expect to spend approximately \$6.5 million in year one and will use the Consumer Price Index for future year increases with a cap increase of 5%. How the work gets assigned to each provider is to be determined.

Copy: Chief Executive Officer
Director of Procurement
Superintendent of Flexible Services

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:**

Total contract value for both vendors shall not exceed \$6.5M annually. *No guaranteed minimum value

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

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service? Yes No
Number of D/MWBEs bidding/proposing 1
D/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a D/MWBE? Yes No
Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Suburban Transportation Group
22 Kraft Ave
Albany, NY 12205

8. **SOURCE OF FUNDS:** Funded in the appropriate operating budgets starting with FY2022.

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

Non-Collusion Affidavit of Bidder (Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations (Yes, No, N/A)
Disclosure of Contacts (only RFPs) (Yes, No, N/A)
Certification with FTA's Bus Testing Requirements (Yes, No, N/A)

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

Stacy Sansky, Director of Procurement **DATED:** January 31, 2022

SCORECARD - CDTA TRANS 19-8000 Paratransit Outsourcing

Criteria	A+-Albany, NY	Suburban Taxi, Inc-Albany, NY
Relevant Experience/Qualifications 140 Points	122	136
Cost Effectiveness 160 Points	120	151
Ability to Meet Schedule 100 Points	74	87
D/MWBE Participation 20 points	20	0
TOTAL 400 points	336	374

Reviewer Signature:

NOTES:

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 07 - 2022**

Approve Sole Source Contract to INIT for Maintenance and Support

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

WHEREAS, in 2017, the Authority competitively procured and awarded a contract for an Intelligent Transportation Management System (ITMS) to INIT (Innovations in Transportation, Inc.) for computer aided dispatch, automatic vehicle location functions and a number of other reporting tools to support the safe and reliable operation of omnibus facilities, and

WHEREAS, in 2020, upon system acceptance, a two-year warranty began and the warranty is now set to expire and a new agreement is required in order to continue IT support and training, and

WHEREAS, the existing CAD/AVL System is proprietary in nature, requiring the utilization of INIT for support and maintenance services, and

WHEREAS, staff has reviewed and compared pricing proposed by INIT for similar services and has found their pricing to be fair and reasonable, and

WHEREAS, Authority staff recommends awarding a one-year sole source maintenance and support contract with four optional one-year renewals to INIT of Chesapeake, VA, with year one cost of \$87,061 and a total cost not to exceed \$2,375,738.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority authorizes a one-year sole source maintenance and support contract with four optional one-year renewals to INIT of Chesapeake, VA, with a total cost not to exceed \$2,375,738, 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 starts from the FY2023 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 23rd day of February, 2022.

Dated: February 23, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole source contract award to Innovations in Technology, Inc (INIT) of Chesapeake, Virginia for maintenance and support.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 16, 2022
Board Action Date: February 23, 2022

Background:

In 2017 CDTA awarded a competitively procured contract for an Intelligent Transportation Management System (ITMS) to INIT. This system performs computer aided dispatch and automatic vehicle location functions, along with a number of other reporting tools.

Purpose:

Upon system acceptance in 2020 a two-year warranty began, and that warranty is set to expire. In order to continue IT support and training, a new agreement is required.

Summary of Proposal:

The current maintenance contract is due to expire for the support of the ITMS system. This system includes a suite of tools including CAD/AVL, planning, scheduling, reporting and several customer focused features such as real time bus arrivals. Since the current system is proprietary, CDTA is not able to receive this type of support from any other vendor.

Staff has reviewed and compared these costs to historical pricing for similar services and found pricing to be fair and reasonable. After the first year, the annual price increase is 2.5%.

Staff recommends a one-year contract with four optional renewal years for maintenance and support be awarded to Innovations in Technology, Inc. for a total amount not to exceed \$2,375,738. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

Year 1: \$87,062
Year 2: \$552,519
Year 3: \$565,664
Year 4: \$579,125
Year 5: \$591,369

The total Contract value is \$2,375,738, and each year will be funded in the appropriate operating budget starting with FY2023.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning, and Infrastructure

Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Contract Award for Intelligent Transportation Management System Maintenance

Background

In 2017, we implemented our Intelligent Transportation Management System (ITMS) which was competitively procured and provided by INIT (Innovations In Transportation). In addition to computer aided dispatch/automatic vehicle location (CAD/AVL) and P25 radio functionality, the ITMS includes a suite of planning, scheduling, work bidding, daily operations, monitoring, and reporting tools. It also provides for customer focused products like real time bus arrival and occupancy information, infotainment messaging, automatic passenger counting, stop announcements, vehicle health monitoring, a performance reporting dashboard, and many other features.

Upon system acceptance in 2020, we entered into a two-year warranty period for software licensing and support. This warranty is set to expire, requiring a new agreement to cover the expected future life of the hardware, software, and support services.

Justification

This recommendation for a sole source maintenance renewal of the ITMS is based on a number of important considerations. Most importantly, the ITMS is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing hardware and software through another vendor. Additional reasons to support this sole source recommendation include:

- INIT is familiar with the many nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- All data (files) are encoded and readable only by an INIT based product.
- 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.
- We have documentation on file noting the historical pricing is fair and reasonable. It represents a year over year increase of 2.5%, which is more than consistent with industry standards. Additionally, the rates for these services were provided as part of the original proposal submitted by INIT in 2016. Therefore, the costs were evaluated and established as part of the competitive procurement and subsequent contract award.



Cost Summary

A summary of the costs for hardware, software, and related services is provided below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware Support & Maintenance	\$79,701	\$81,694	\$83,736	\$85,829	\$88,404
Software Licensing	Included*	\$313,942	\$321,790	\$329,835	\$336,432
24x7x365 Support Hotline	Included*	\$61,284	\$62,816	\$64,387	\$65,674
Reporting Licensing & Support	Included*	\$78,078	\$79,639	\$81,232	\$82,857
Software Escrow	Included*	\$10,000	\$10,000	\$10,000	\$10,000
Training & Development (40 hrs/year)	\$7,360	\$7,520	\$7,680	\$7,840	\$8,000
Hourly Rate for Additional Services	\$184	\$188	\$192	\$196	\$200
Annual Cost Totals:	\$87,061	\$552,518	\$565,661	\$579,123	\$591,367

* Two-year warranty included with initial purchase of the ITMS.

Recommendation

I am requesting that a one-year contract with four one-year extensions be awarded to Innovations in Transportation, Inc. of Chesapeake, VA for a year one value of \$87,061, and a total five-year value of \$2,375,730.

Copy: Vice President of Operations
Director of Information Technology
Director of Transportation

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

1. TYPE OF CONTRACT (check one):

- Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 X 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
 X 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:

\$2,375,738 (Not To Exceed over 5 years) fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

- Request for Proposals (RFP) Invitation for Bids (IFB) X 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) X Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

8. Disadvantaged Business Enterprise (DBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: INIT, Innovations in Transportation, Inc.

1420 Kristina Way, Suite 101

Chesapeake, VA 23320

8. SOURCE OF FUNDS: This will be funded in the appropriate operating budget starting with FY2023

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder **(Yes, No, N/A)**
Disclosure & Certificate of Prior Non-Responsibility Determinations **(Yes, No, N/A)**
Disclosure of Contacts (only RFPs) **(Yes, No, N/A)**
Certification with FTA's Bus Testing Requirements **(Yes, No, N/A)**

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

Stacy Sansky, Director of Procurement **DATED:** February 16, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 08 - 2022**

Approve Sole Source Contract for MaaS Payment Integration to SPX-Genfare

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 is advancing its Mobility as a Service (MaaS) initiatives to improve transportation options for customers, and

WHEREAS, MaaS is a digital platform that connects transportation modes within a single application to provide flexible options for travel, and

WHEREAS, MaaS will provide customers with a variety of transportation options, with the convenient ability to pay with a single application, and the technology will be designed around specific needs for on-demand services such as bike and scooter share as well as fixed route services, and

WHEREAS, the Authority has worked with Moovit to define its MaaS goals and the Authority’s incumbent revenue collection vendor, Genfare, uses Moovit as their MaaS partner and has completed preliminary design, requiring a sole source contract for proprietary and integration reasons, and

WHEREAS, staff finds the pricing of GFX-Genfare to be fair and reasonable based on similar projects completed at other transit systems, and

WHEREAS, Authority staff recommends awarding a one-year sole source contract for software, hardware, and services to integrate fare payment with CDTA’s new Moovit MaaS platform to SPX-Genfare of Elk Gove Village, Illinois, for an amount not to exceed \$581,124.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one-year sole source Maas integration contract to SPX-Genfare of Elk Grove Village, IL, for a amount not to exceed \$581,124, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute the contract documents.
3. The source of funds will be from the FY2023 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 23rd day of February, 2022.

Dated: February 23, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Mobility as a Service (MaaS) fare payment integration to SPX-Genfare of Elk Grove, Illinois.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 16, 2022
Board Action Date: February 23, 2022

Background:

CDTA previously awarded to contracts for the LINK fare collection system to SPX-Genfare and recently to Moovit for a MaaS platform.

Purpose:

To allow for integration of software, hardware and services between the LINK fare collection system and the new Moovit Maas platform.

Summary of Proposal:

In 2017 CDTA implemented the LINK fare collection system, which was competitively procured and provided by SPX-Genfare. In January of 2022 we awarded a contract to Moovit for their Maas Platform. Part of the rationale for the Moovit contract award was that Genfare is already working exclusively with Moovit and have a preliminary design in place to provide for this integration.

A sole source contract with SPX-Genfare is required to allow for the purchase of hardware, software and services to integrate fare payment with the new MaaS platform. Staff recommends a sole source contract for payment integration to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$581,124.

Financial Summary and Source of Funds:

The \$581,124 will be funded in the FY2023 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Mobility as a Service Fare Payment Integration Contract

Overview

In 2015, we implemented a new fare collection system (the vendor's proprietary name is LINK) which was competitively procured and provided by SPX-Genfare. LINK software is used throughout CDTA for Navigator smart card and cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems, and customer web portals. It is the most highly utilized hosted application at CDTA. In 2021, CDTA entered into a five-year contract for support, maintenance, and hosting based on pricing from the original contract. Overall, CDTA has been very satisfied with SPX-Genfare's performance.

In 2021, the Board authorized the purchase of a new Mobility as a Service (MaaS) mobile and web platform with Moovit. Moovit's platform connects transportation modes within a single environment focusing on seamless, adaptable, and customer-focused choices. Customers can plan, book, and pay within a single application, while having flexibility to choose trips based on price, speed and convenience, or even minimizing their carbon footprint. We have been working with Moovit and Genfare over the last 6 months to define the scope of work and technical requirements to fully integrate both platforms.

This purchase is for the payment integration portion of the project, which includes software development, project management, system configuration, testing, and an expansion of our existing PCI compliant credit card processing platform (GenPay). Also included with this purchase are a number of important upgrades to our point of sale credit card terminals, wireless communications hardware for our existing fareboxes, and new DESFire smart cards for account based payment functionality.

This purchase will result in a \$0 increase to our existing five-year support, maintenance, and hosting agreement with SPX-Genfare.

Justification

This recommendation for a sole source purchase of software, hardware, and services to integrate fare payment with CDTA's new Moovit MaaS platform is based on a number of important considerations. Most importantly, the LINK system is proprietary, which prevents us from pursuing an independent means to integrate our existing fare payment products and services through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by SPX-Genfare. Additional reasons to support this sole source recommendation include:

- Our incumbent revenue collection vendor (Genfare) is *only* using Moovit as their MaaS partner, and already has a preliminary design in place to provide for this integration. Genfare does not have a relationship with any other MaaS providers.
- SPX-Genfare is familiar with the many nuances of the LINK 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.
- We have documentation on file noting how the cost is justified by SPX-Genfare, which confirms fair and reasonable pricing for this purchase.

Cost Summary

A summary of the costs for services, software, hardware, and media is as follows:

Totals	Cost
Software Engineering Services - System Configuration	\$73,800
Customer Web & Sales Channel Software Development	\$55,200
Project Management Services	\$95,380
GenPay Payment Processing – System Configuration	\$7,040
Dual Band Wi-Fi Module Upgrade – Fareboxes (288 x \$414.06)	\$119,250
Ethernet Cabling (550 x \$52)	\$28,600
DESFire Smart Cards (50,000 x \$2.10)	\$105,000
Subtotal:	\$484,270
20% Contingency	\$96,854
Total:	\$581,124

Recommendation

I am recommending that a one-year sole source contract for MaaS services be awarded to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$581,124.

Copy: Chief Executive Officer
 Director of Information Technology

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:

\$581,124 (Not to Exceed) 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

9. Disadvantaged Business Enterprise (DBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare

751 Pratt Boulevard
Elk Grove, IL 60007

8. SOURCE OF FUNDS: Funded in the FY2023 Capital Plan

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder (Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations (Yes, No, N/A)
Disclosure of Contacts (only RFPs) (Yes, No, N/A)
Certification with FTA's Bus Testing Requirements (Yes, No, N/A)

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

Stacy Sansky, Director of Procurement DATED: February 16, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 09 - 2022**

Approve Contract for Washington Western BRT Corridor Improvements

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

WHEREAS, construction of the Washington Western Bus Rapid Transit (WWBRT) line is under way and the next phases involve construction of additional WWBRT components, roadway improvements, transit signal priority and upgrades to the Red line BRT, and

WHEREAS, an Invitation for Bids was duly issued, downloaded by 40 contractors and three bids were received, and

WHEREAS, the lowest responsible and responsive bid was submitted by James H. Maloy, Inc. of Loudonville, NY, for an amount of \$11,883,000 including a bid alternate, plus 20% contingency, for an amount not to exceed \$14,259,600, and

WHEREAS, the bid amount has been reviewed and determined to be fair and reasonable and James H. Maloy, Inc. of Loudonville, NY, is qualified and capable of performing the required work and has extensive experience with NYSDOT roadway and bridge projects, and

WHEREAS, Authority staff recommends awarding a contract for the Washington Western BRT station construction and corridor upgrades to James H. Maloy, Inc. of Loudonville, NY, for a total cost not to exceed \$14,259,600.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a contract for the Washington Western BRT corridor improvements to James H. Maloy, Inc. of Loudonville, NY, for a total cost not to exceed \$14,259,600, 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 is from the Washington/Western BRT Small Starts Grant Program.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 23rd day of February, 2022.

Dated: February 23, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Washington Western Bus Rapid Transit (WWBRT) Station and Corridor Enhancements to James H. Maloy, Inc of Loudonville, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 16, 2022
Board Action Date: February 23, 2022

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 construct and reconstruct WWBRT stations, roadway improvements and transit signal priority. It includes customer amenities such as expanded sidewalks, ADA-compliant curb ramps and countdown timers. A bid alternate was included to upgrade the Redline BRT with updated lighting, branding and customer amenities.

Summary of Proposal:

An Invitation for Bids (IFB) was issued detailing the work to be performed. Three bids were received, and James H. Maloy, Inc provided the lowest responsive and responsible bid. Maloy has retained three D/MWBE subcontractors and has committed to a 7% participation by these subcontractors.

Staff recommends a contract for Washington Western Bus Rapid Transit Station and Corridor Enhancements be awarded to James H. Maloy, Inc for an amount not to exceed \$14,259,600. Upon Board approval, a contract will be awarded immediately.

Financial Summary and Source of Funds:

Base Bid:	\$9,802,000
Alternate 1:	\$2,081,000
Contingency (20%):	<u>\$2,376,600</u>
TOTAL:	\$14,259,600

This contract award is funded by the Washington/Western BRT Small Starts Grant Program

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for WWBRT Station Construction and Corridor Upgrades

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
- 2021: began reconstruction of Alumni Drive

The next phases involve construction of additional WWBRT components:

- Build out of WWBRT stations, including roadway improvements and transit signal priority, pedestrian signals and lighting, pads and expanded sidewalks, countdown timers, curb extensions, crosswalks, ADA-compliant curb ramps, and traffic pattern upgrades
- Reconfiguration of Brevator and Harriman ring road intersection
- Reconstruction of Northway at Crossgates Mall Road intersection

Furthermore, now that the Red Line is 11 years old, it is showing signs of wear in the form of damaged shelters/pylons, faded panels, and lack of amenities not provisioned in the first BRT (upgraded lighting, solar, lean rails, USB ports). It is time to replace (“refresh”) many of these components. An alternate for this refresh was also included in the solicitation.

Over 40 contractors downloaded the specification. Three bids were received. The low bid is from James H. Maloy, Inc. for a total amount of \$11,883,000. All bids were reviewed by the Facilities Department and our engineers.

Justification

James H. Maloy, Inc is a well-known, local firm. Maloy has extensive experience with NYSDOT roadway and bridge projects. References were checked and found to be satisfactory.

Recommendation

I am recommending awarding a contract for WWBRT Station Construction and Corridor Upgrades to James H. Maloy, Inc of Loudonville, NY for an amount of \$11,883,000 plus 20% contingency, for a total value of \$14,259,600.

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:**

\$14,259,600 (Not to Exceed)

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

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service?	Yes	<u>No</u>
Number of D/MWBEs bidding/proposing		<u>0</u>
D/MWBE Certification on file?	Yes	No <u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>No</u>
Number of D/MWBE Subcontractors		<u>4 WBE</u>

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** James H. Maloy, Inc.
421 Albany Shaker Road PO Box 11016
Loudonville, NY 12211

8. **SOURCE OF FUNDS:** W/WBRT Small Starts Grant

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

Non-Collusion Affidavit of Bidder	(Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(Yes, No, N/A)
Disclosure of Contacts (only RFPs)	(Yes, No, N/A)
Certification with FTA's Bus Testing Requirements	(Yes, No, <u>N/A</u>)

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

Stacy Sansky, Director of Procurement **DATED:** February 16, 2022



Bid Summary



Contract Name: **Western BRT Station & Corridor Improvements**

Contract No: **CDTA FAC 190-2000**

Date/Time of Opening:

February 8, 2022 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: Kubricky Construction Corp. Address: 269 Ballard Road Wilton, NY 12831 Contact: Thomas Garrett Email: Phone: 518.792.5864	\$ <u>9,609,228.43</u> Total w/ Alternates: \$12,104,728.27	Alternate 1: \$2,495,499.84 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 __
Name: James H. Maloy, Inc. Address: 421 Albany Shaker Rd PO Box 11016 Loudonville, NY 12211 Contact: Peter J Maloy Email: pmaloy@jhmalo.com Phone: 518.438.7881	\$ <u>9,802,000</u> Total w/ Alternates: \$11,883,000	Alternate 1: \$2,081,000 Alternate 2:	1 DLC Electric, LLC (will sub a portion of material to a WBE) 2 Callanan Industries 3 JJP 4 A&K Slipforming 5 Straightline 6 EMI Guide Rail, LLC 5 Harbor Roads	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: New Castle Paving, LLC Address: 1 Madison Street Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: dswartwout@newcastlepaving.com Phone: 518.275.0226	\$ <u>12,659,861.91</u> Total w/ Alternates: \$14,659,529.91* (this is the number on the bid sheet but when the base+alternate are added up it comes to \$14,584,429)	Alternate 1: \$1,924,568 Alternate 2:	1 CLA & Sons Trucking 2 TLE Contracting 3 EMI Guide Rail, LLC 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. 10 - 2022**

Approve Term Contracts for Legal Services

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

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to retain or employ counsel, and chooses to utilize panel counsel to assist the Authority’s internal General Counsel, and

WHEREAS, the Authority desires to have contracts with a manageable number of qualified law firms that may be retained on individual projects in such a way as to allow for competition between the law firms, but to also establish the basic terms and conditions of the relationship with these consultants, and

WHEREAS, the Authority has solicited and evaluated multiple responsive proposals for such legal services in response to a general solicitation, and has determined that the best proposals and qualifications were submitted by the following firms, in the areas of practice specified: O’Connor, O’Connor, Bresee & First PC: Personal Injury/Claim Litigation and Subrogation/Recovery; Monaco Cooper Lamme & Carr, PLLC: Personal Injury/Claim Litigation, Labor & Employment, Real Property, Subrogation/Recovery; Harris Beach, PLLC: Contracting and Procurement, Corporate Governance & Compliance; and Hedgeman Law Firm: Contracting and Procurement, Corporate Governance & Compliance, Real Property (WBE); and

WHEREAS, staff recommends the Authority enter into five-year term contracts with the aforementioned firms.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards five-year term contracts for legal services to the following firms: O’Connor, O’Connor, Bresee & First PC: Personal Injury/Claim Litigation and Subrogation/Recovery; Monaco Cooper Lamme & Carr, PLLC: Personal Injury/Claim Litigation, Labor & Employment, Real Property, Subrogation/Recovery; Harris Beach, PLLC: Contracting and Procurement, Corporate Governance & Compliance; and Hedgeman Law Firm: Contracting and Procurement, Corporate Governance & Compliance, Real Property (WBE).
2. These term contracts carry no guarantee of work but shall establish the terms and conditions governing any work that the Authority solicits to be done. The award of

these contracts is conditioned upon agreement as to hourly fees and other charges and call for professional services to be provided at the rates and with the expenses quoted in the consultants' proposal over the duration of the contract as incorporated in the term contracts with each firm.

3. The Chief Executive Officer is hereby authorized to execute the term contract subject to compliance with all the applicable requirements, including those set forth in the proposal and the contract documents.
4. Because there is no work immediately covered by these term contracts, there are no funding implications to the award of these contracts. Funding for any services provided under these term contracts shall come from the operating funds of the Authority, and up to \$100,000 is budgeted for outside legal services in the appropriate fiscal year starting with FY2023.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 23rd day of February 2022.

Dated: February 23, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract Award recommendation for Legal Services Panel Counsel

Committee: Performance Monitoring/Audit

Committee Meeting Date: February 16, 2022

Board Action Date: February 23, 2022

Background:

General Counsel maintains contracts with law firms to assist in a wide array of specialties on an as needed basis.

Purpose:

To select outside legal assistance if needed.

Summary of Proposal:

A Request for Proposals (RFP) was issued for firms to provide legal services in up to six areas of expertise. The RFP outlined CDTA's current case volume and asked firms to provide competitive hourly rates for each individual engagement.

Six firms submitted proposals in multiple areas of expertise out of thirty-eight prospective proposers. Two firms were dismissed as too costly or not a good fit. Four firms were deemed well suited to provide legal services; three of whom have worked with CDTA previously.

Staff recommends that contracts be awarded to the following firms in the specified areas of practice:

- **O'Connor, O'Connor, Bresee & First, PC:** Personal Injury/Claim Litigation and Subrogation/Recovery,
- **Monaco Cooper Lamme & Carr, PLLC:** Personal Injury/Claim Litigation, Labor & Employment, Real Property, Subrogation/Recovery,
- **Harris Beach, PLLC:** Contracting and Procurement, Corporate Governance & Compliance,
- **Hedgeman Law Firm:** Contracting and Procurement, Corporate Governance & Compliance, Real Property (**WBE**)

Upon Board approval, contracts will be executed immediately for a five-year term.

Financial Summary and Source of Funds

If outside legal services are required, up to \$100,000 is budgeted in the appropriate fiscal year starting with FY2023.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Amanda Avery, General Counsel

Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Amanda Avery, Esq., General Counsel

Subject: Recommendations for Panel Counsel

Background:

Through the General Counsel, CDTA's internal legal department provides legal services, risk management and administrative assistance to the Authority

From time to time, the legal department requires the assistance of outside counsel covering certain distinct practice areas: Corporate Governance & Compliance, Contracting/Procurement, Real Property, Labor, Personal Injury and Subrogation/Recovery. As the need for these particular services can be predicted, it is in the best interests of the Authority to enter into term contracts covering these practice areas. Term contracts allow the legal department to utilize outside firms on an as-needed basis, as matters arise, at specified rates that are agreed-upon in advance.

Justification:

After issuance of a Request for Proposals, proposals were received and reviewed by General Counsel. A number of proposals were dismissed as either too costly or otherwise not in the Authority's best interests, while the remaining firms warranted further consideration. After conclusion of the review process, a number of firms were deemed well qualified and suited to provide legal services for various practice areas:

- O'Connor, O'Connor, Bresee & First, P.C.: Personal Injury/Claim Litigation and Subrogation/Recovery
- Monaco Cooper Lamme & Carr, PLLC: Personal Injury/Claim Litigation, Labor & Employment, Real Property, Subrogation/Recovery
- Harris Beach PLLC: Contracting and Procurement, Corporate Governance & Compliance
- Hedgeman Law Firm: Contracting and Procurement, Corporate Governance & Compliance, Real Property

Recommendation:

It is recommended that the Authority enter into five-year term contracts with the aforementioned firms. Please note that these contracts merely set the terms and conditions for the possible future performance of legal services – there is no guarantee that any work will be requested or performed.

Copy: Chief Executive Officer

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:**

\$100,000/yr (total budget) 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 # 38 or Advertised
Number of Proposals/Bids Received # 6

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 1
D/MWBE Certification on file? Yes No Not Applicable
Number of DBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: (Full Addresses Available Upon Request)**

- O’Connor, O’Connor, Bresee & First, PC-Albany, NY
- Monaco Copper Lamme & Carr, PLLC-Albany, NY
- Harris Beach PLLC-Albany, NY
- Hedgeman Law Firm-Slingerlands, NY (WBE)

9. **SOURCE OF FUNDS:** Funded in the appropriate operating budgets starting in FY2023

10. **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)

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

Stacy Sansky, Director of Procurement **DATED:** February 16, 2022



Memorandum

February 23, 2022

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for February

Overview

As we emerge from COVID-19, and specifically the omicron variant, we are returning to a more normal state of operations. As this happens, I am struck by how much we learned about our company during the pandemic. We learned how resilient we are and how we respond to challenges; we learned about the need for better health practices to keep employees and customers safe and secure; and we learned about expectations from the workforce and how they respond to new work situations. Most important, we were constantly reminded about the strength of CDTA – our Board of Directors, and the 735 men and women who work here. People are the core strength of CDTA. How we manage may be different, but at the end of each day, it is people that make us different from our peers; they are what make us better and stronger as we move forward confidently.

As you can see in the activity section of this report, our focus is on advocacy and outreach. We are working with industry partners to advocate for better mobility options, to develop a long-term funding plan for operations and capital needs, and to highlight the important work we have done during the pandemic. CDTA messaging is centered on our innovative and ambitious agenda, which includes the development of new mobility options, more Bus Rapid Transit lines, and expansion into Montgomery County. This outreach work involves meetings and discussions with elected officials, business leaders and community partners. Because we have incorporated this work into our strategic pillars, it is an extension of what we do naturally.

In all these discussions, we emphasize the need for more operating assistance, a stable and adequately funded five-year capital plan, and funding flexibility to incorporate new work like our expansion into Montgomery County. Our state association (NYPTA) is supportive of increased funding for the MTA and non-MTA systems downstate. However, the association is calling for equity between downstate and upstate funding. The Executive Budget Request proposes a 13% increase in state operating assistance (STOA) for upstate systems, including CDTA. It also proposes a 36% increase for downstate systems, and we want to see this gap reduced. This is where our advocacy is focused and where we are spending most of our time. These efforts will continue for the next month or so.

As we advocate for funding to expand the CDTA footprint into Montgomery County, our staff is developing operating plans, technology requirements and the logistical process to begin service delivery. We are meeting with community leaders, school district officials and major employers to better understand the community and its requirements. Assuming adequate funding is included in the final state budget, we anticipate a service start in the third quarter of 2022. More details will be provided in the coming weeks.

As we discussed at the Strategic and Operational Planning committee meeting, work on our company budget for fiscal year 2022-23 continues. Input from every department has been incorporated into the draft spending plan and we have projected available revenue to know what the plan can accommodate. There are lots of moving parts with this work and some of the puzzle pieces are not fully developed. One of those pieces is state operating assistance. Although we know what is proposed in the Executive Budget request, the final number will not be had until the state budget is adopted, probably in the last week in March. The same is true for state operating assistance for Montgomery County. Our staff is making appropriate projections, and we will have a draft budget ready for the committee to consider at the March meetings. In the meantime, let us know if you have questions about any aspect of budget development, headcount and service, or legislative deliberations.

The company spending plan is heavily influenced by employee headcounts. The people who work at CDTA, their wages and benefits packages account for about 70% of our spending. Therefore, the budget is heavily influenced by people and the work they do. I cannot think of a time in my career where so much of our attention has have been devoted to recruitment, retention and work design. The functions that are associated with human resource management are now a company-wide focus. Every department has this at the top of their priority list, and everyone is pulling together to ensure that we have the capacity to do the work we promise to our customers and community partners. This work is critical as we develop our service delivery plan for Montgomery County. We need more bus operators, technicians and support staff. They need to be trained and supported, and then they need to acclimate themselves to CDTA, the way we operate and our expectations of them. Doing this in today's constantly changing job market is difficult – we will get it done and we are ready for new challenges.

The monthly COVID-19 update is mostly positive. Positive cases have slowed considerably. With most of the month of February behind us, we have reported 15 positive cases, compared to last month when we had 75 positive cases. The slowdown in the spread of the omicron variant along with our relatively high company vaccination rate (86%) are the primary factors. We continue to encourage employees to be vigilant and protect themselves, their families and co-workers. This almost two year long education program is working, and it has changed many of our company practices and procedures. We have relaxed the mask wearing requirement in our offices and meeting areas; however, our employees and customers must wear a mask when onboard our buses. This continues to be a tender balance of customer service and operational reality. A difficult situation for bus operators and support staff.

As we move through our daily activities and develop the annual operating plan, I am encouraged by our list of innovative things to do and consider. This includes the unveiling of our car share program (DRIVE), an exciting study about the possibilities of bus lanes throughout the region, an expanded network of BRT lines, development of mobility hubs at high volume locations throughout the region, and the consideration of new or expanded facilities to accommodate a growing fleet of vehicles, new employees, and alternative propulsion systems. As always, the CDTA agenda is innovative and challenging, filled with lots of stretch assignments. I wouldn't have it any other way!

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for January, and it is compared to January 2021.

Total ridership was 844,000, 18% more than last January as we continue to work towards our new normal. Year-to-date, there have been 9.5 million rides on our system, 15% more than the same ten-month period last year. Our ridership is 73% of what it was before the COVID-19 pandemic began (as compared to January 2020).

STAR ridership was 22,730, 38% more than last January; STAR ridership is at pre-pandemic levels. Northway Express ridership was 4,400, about 2.5 times what it was last January, but still well below what it was two years ago.

As we continue to develop our spending plan for FY 2023, we do so from a position of strength and confidence. Our financial recovery is fueled by outstanding results from the Mortgage Recording Tax and improvements in customer and facility revenue. All three of these revenue lines have exceeded our budget projections. This recovery is helping us move forward with solid projections for next year that will enhance our revenue position.

For January, MRT was \$1.5 million; year to date, MRT receipts total almost \$15 million (we budgeted 11.25 million for the year). Customer revenue was \$1.4 million in January, and \$11.2 million year-to-date, almost 60% ahead of budget expectations. This is generated by the return of customers to our system, reengagement of Universal Access partners and the introduction of new services and programs. As travelers return to Amtrak, they are using our rail station, and parking in our facilities. For January, we collected \$160,000; year-to-date we are at \$1.6 million.

Total expenses for the month were 2% over budget; year-to-date, we are 1% under budget. As has been the case for the past few months, most of this is the wage line, driven by overtime expenses to cover open work. This will continue for the remainder of the fiscal year. Appropriate adjustments will be made to the wage line as we develop our FY 2023 spending plan.

We missed 593 trips on the fixed route system; last January, we missed 62 trips. We continue to struggle in this area. As new hires come on board, and the full impacts of service adjustments made last month take effect, we will expect to see more improvement. In some respects, this our new pandemic reality – struggling with head counts and realigning services, all while we look to grow the system. A new set of challenges for sure.

There were 39 accidents in January with 22 of them preventable. Last January, there were 31 accidents with 18 of them preventable. All preventive maintenance inspections were done on time. Scheduled maintenance work was at 81%. On time performance for fixed route service was at 80%; last January, it was at 81%. STAR service operated within our 10-minute window 71% of the time; last January, it was at 83%. There were 9,930 calls to the STAR reservation center. Last January, there were 8,770 calls.

Our call center processed 195 comments compared to 135 last January. There were 46 comments about STAR; last January, we received 8 comments (reminder - we changed how we classify complaints about contractor services). Response time to close customer inquiries within 10 days was 89%. There were 545,000 page views at www.cdda.org.

Activity Report

We are in the middle of an extensive advocacy and outreach effort, highlighting the work that CDDA does and the need to fully support it. This means lots of meetings and conversations about our activities and the demand for more mobility.

- On Thursday, January 27, I spoke to the NYPTA Riders Advisory Group about advocacy and outreach. This is a new group that NYPTA is cultivating to help us deliver messages to elected officials and community leaders.
- On Thursday, January 27, I attended a meeting of the NYPTA Board of Directors. The board usually meets five times a year; this meeting focused on the executive budget request, the industry response and messaging as we advocate with legislators and their staff members.
- On Wednesday, February 2, I met with staff from the Center for Economic Growth to talk about their efforts in workforce development. CEG is submitting a grant request on workforce development that will include a transportation component specific to CDTA.
- On Thursday, February 3, we flipped the switch to light our buildings in red for the month of February. This supports the American Heart Association and the work they do to increase awareness about heart disease. We were joined by the Albany Fire Department and Chief Joe Gregory. Good work by Jaime Kazlo and her team.
- On Friday, February 4, I joined the NYPTA executive team in a meeting with Senator Rachel May. We talked about the need for more state operating assistance for upstate transit systems. Senator May represents Syracuse and rural areas east of the city.
- On Friday, February 4, I joined the NYPTA executive committee in a meeting with Assemblyman William Magnarelli. The assemblyman chairs the transportation committee, and we had a long discussion about the state of our systems, the need for more operating assistance and justification for parity/equity between downstate and upstate transit.
- On Monday, February 7, Lisa Marrello and I met with Assemblymembers Pat Fahy and John McDonald. We talked about the EBR and the need for equity/parity in the distribution of state operating assistance. Our delegation is supportive of CDTA and the work we do.
- On Monday, February 7, I joined the NYPTA executive committee in a meeting with Assemblywomen Pamela Hunter. The assemblywoman represents Syracuse, and she is a member of the transportation committee. We talked about state operating assistance and equity in budget deliberations.
- On Monday, February 7, I spoke with a reporter from the Daily Gazette. We talked about the current state of CDTA, our work during the pandemic, and the outlook as we move forward. This story will be part of a business feature that the Gazette is developing.
- On Monday, February 7, I joined the NYPTA executive committee in a meeting with Senator Tim Kennedy and his staff. Senator Kennedy is chairman of the Senate transportation committee; we talked at length about the needs of transit systems across the state.
- On Monday, February 7, I joined the NYPTA executive committee in a meeting with Senator Michelle Hinchey and her staff. Senator Hinchey's district includes Montgomery County and we have been working with her to ensure adequate funding for our expansion into that community.

- On Tuesday, February 8, Lisa Marrello and I met with Assemblyman Phil Steck. We talked about the need for better mobility throughout the Capital Region. The Assemblyman is supportive to the need for increased operating assistance and a multi-year capital plan.
- On Wednesday, February 9, I traveled to Glens Falls to meet with Mayor Bill Collins and Scott Sopczyk, the Director of Greater Glens Fall Transit District. We talked about the service that GGFTD provides and ways that CDTA may be able to help them improve mobility in their community.
- On Thursday, February 10, I met with our Senior Leadership team to talk about priority work items throughout the company. This group meets every 5-6 weeks to ensure that we are all moving in the same direction.
- On Thursday, February 10, I joined the NYPTA executive committee in a meeting with Assemblyman William Magnarelli. The assemblyman, who is from Syracuse, chairs the transportation committee. This meeting was specific to state operating assistance and a discussion about the taxes that fund the upstate accounts.
- On Thursday, February 10, I attended a meeting with the NYPTA Rider Alliance. The alliance consists of mobility advocates who are working to spread our message about the need for more mobility across New York state.
- On Friday, February 11, Jaime Kazlo and I met with Jahkeen Hoke. Jahkeen is Chief Executive Officer at the Business for Good Foundation. Business for Good is working to improve opportunities for people in our communities. We talked about the work they do and ways that we might work together. An interesting note, Jahkeen's mom has worked a bus operator at CDTA for many years.
- On Friday, February 11, I met with the NYPTA executive committee to talk about legislation in the Senate and Assembly that would increase the paratransit service area (from $\frac{3}{4}$ mile to 3 miles). NYPTA is supportive of better paratransit access, and we have pledged to work with both houses to identify the best solutions.
- On Tuesday, February 15, I provided testimony on behalf of NYPTA at the Legislature's Joint Budget hearing. My comments focused on the need for more state operating assistance for upstate transit systems. Legislators had several questions about what we do and how state funds are used.
- On Tuesday, February 15, Lisa Marrello and I met with Senator Michelle Hinchey and her staff. We talked about the need for more operating assistance and our work to expand into Montgomery County. Senator Hinchey is a strong advocate for CDTA, and she is working to incorporate appropriate funding for Montgomery County into the Senate one house budget bills.
- On Wednesday, February 16, Lisa Marrello and I met with Assemblyman Angelo Santabarbara and his staff. We talked about our efforts to expand into Montgomery County and the need for funding to get this done. The Assemblyman has been a vocal advocate for this expansion and is pushing the Assembly to add funding in their one house budget bills.

- On Thursday, February 17, Lisa Marrello and I met with senate staff to talk about Montgomery County service. We discussed the deployment plan, the cost for the service, potential revenue sources and the need for operating assistance to support this work.
- On Thursday, February 17, I attended a meeting of the CDTC Administration and Finance committee. We reviewed the agency budget, a forecast of staffing for the agency and some of the changes that the new Executive Director is planning.
- On Friday, Friday, February 19, NYPTA Policy Director Bob Zerrillo and I met with staff from Jobs to Move America; we talked about the progress of our systems to electrify their fleets. JTMA is advocating for this effort, with appropriate funding and technical assistance to get it done.
- On Tuesday, February 22, I joined our staff in a meeting with Mark Aesch to review the national dashboard that has been in development. TransDash is about ready for a preview. We will be using it and tweaking it to fit our specific needs as we look to change the conversation about the relevance of what we do and how we do it.
- On Tuesday, February 22, I joined our staff in a meeting with community leaders in Saratoga Springs to talk about the work we do and ways to provide more and better mobility in that community.
- Earlier today, I chaired a meeting of the United Way Board of Directors. I have been board chair for two years and this was our first meeting of the year. The agency budget was reviewed along with development of our annual outreach and giving campaign.

Final Thoughts

I take pride in writing this report each month. It is filled with the activities and accomplishments of CDTA and our employees. It illustrates the challenges we face and the opportunities we want to develop. The report charts our progress and shows why we are a leader in our industry and a valued partner in our region. Thank you to everyone who makes this work so rewarding.

CDTA Provides Mobility Solutions that Connect the Region's Communities