

Board of Directors Monthly Meeting

Wednesday, August 31, 2022 | 12:30pm
Board Room at 110 Watervliet Ave.

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, August 31, 2022 | *12:30pm* | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, June 29, 2022 & Thursday, August 25, 2022		3
Committee Reports: (Action Items Listed)		
Board Operations Committee (Did not meet)	Jayne Lahut	
Performance Monitoring/Audit Committee (08/25/2022)	Denise Figueroa	
• Resolution 32 - Approve Contract for Bus Batteries		11
• Resolution 33 - Approve Contract for Traffic Signal Priority		16
• Resolution 34 - Approve Contract for Traffic Management Services		21
• Resolution 35 - Approve Contract for Gateway Mobility Hub		26
Community & Stakeholder Relations Committee (8/25/2022)	Jackie Falotico	
Strategic & Operational Planning Committee (Did not meet)	Mike Criscione	
Chief Executive Officer's Report	arm asi e	31
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, September 28, 2022 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn		

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

MINUTES OF THURSDAY, AUGUST 25, 2022 SPECIAL BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Joseph M. Spairana, Jr, Secretary

Denise A. Figueroa
David M. Stackrow
Patrick M. Lance

MEMBERS EXCUSED

Georgeanna M. Nugent, Treasurer
Daniel C. Lynch
Peter D. Wohl

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Michael P. Collins, VP of Finance and Admin
Chris Desany, VP of Planning & Infrastructure
Jaime Kazlo, Dir. of Corporate Communications
Vanessa Salamy, Executive Assistant
Ross Farrell, Director of Planning

Patricia Cooper, Director of Finance
David Williams, Director of Maintenance
Thomas Guggisberg, Director of IT
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement

CALL TO ORDER

At 12:09 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

COMMITTEE REPORT

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

Performance Monitoring Committee met Thursday, August 25, 2022 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 31 – 2022 – Approve Municipal Lease Financing

- We discussed the process to borrow \$13.5 Million for the Lease/Purchase of Articulated buses. Four proposals were received, and TD Bank proposed the lowest fixed interest rate at 2.68%.
- The Authority hereby approves a Municipal Lease Agreement with TD Bank for the lease/purchase of Articulated Buses for \$13.5 million at a fixed interest rate of 2.68% for 10 years.

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

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, August 31, 2022 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:11 PM

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

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: August 25, 2022

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

MINUTES OF WEDNESDAY, JUNE 29, 2022 BOARD MEETING

MEMBERS PRESENT Jayme B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Joseph M. Spairana, Jr, Secretary
Denise A. Figueroa
Georgeanna M. Nugent, Treasurer
Peter D. Wohl
David M. Stackrow
via Microsoft Teams: Patrick M. Lance
MEMBERS EXCUSED Jaclyn Falotico

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Michael P. Collins, VP of Finance and Admin
Chris Desany, VP of Planning & Infrastructure
Jaime Kazlo, Dir. of Corporate Communications
Lance Zarcone, Vice President of Operations
Vanessa Salamy, Executive Assistant
Ross Farrell, Director of Planning
Patricia Cooper, Director of Finance

David Williams, Director of Maintenance
Jack Grogan, Director of Risk Management
Thomas Guggisberg, Director of IT
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Gary Guy, Director of Transportation
Kelli Schreivogl, Director of Human Resources
Zachary Stever, President ATU 1321

CALL TO ORDER At 12:00 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE MAY 25, 2022 BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Board Operations Committee met on Wednesday, June 15, 2022 at 9:15am at 85 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- We reviewed the committee agendas and activity for meetings that were held in June. The summer meeting schedule was reviewed. The Board will take July off, subject to the call of the chair. In August, the Board will meet on Wednesday, August 31. We will stack committee meetings on one day the week before the board meeting (likely to be on August 24 or 25).

- To comply with recent changes to the NYS Open Meeting Law, we will require that members attend Board of Directors Monthly meetings in-person. We will maintain our Microsoft Teams function and members can participate virtually, but their attendance will not count towards a quorum, and they will not be able to vote on resolutions or other action items.
- Our attendance and retention programs have been well-received. The pilot program has had a 74% participation rate from employees. Retention efforts are ongoing, and we continue to focus our efforts on work life balance issues. These programs will take a few months of operation before we draw any conclusions.
- Carm provided an update on Warren County. We continue to meet and discuss a merger with Glens Falls officials and are having conversations with Warren County Supervisors. Lots of details to sift through and this will continue through the summer.
- The next meeting of the committee is scheduled for Wednesday, September 14, 2022 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa
Performance Monitoring Committee met on Wednesday, June 22, 2022 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 25 – 2022 – Approve Articulated Bus Purchase

- We need to order articulated buses for the Washington/Western BRT service. Staff recommends purchasing 17 sixty-foot buses to meet the service needs for our new line. The cost per bus is \$922,000, which includes delivery and extended warranties.
- The Authority hereby approves the purchase of 17 articulated buses from New Flyer of America for a total cost not to exceed \$15,675,496.

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

Resolution No. 26 – 2022 – Approve Contract for BRT Shelters

- Our contract for the manufacture and installation of BRT shelters is expiring and a new contract is required. Staff recommends a sole source contract to our incumbent, Duo-Gard based on their ability to provide same style shelters used at other BRT locations. Staff determined that prices are fair and reasonable.
- The Authority hereby approves a two-year contract with three one-year renewals to Duo-Gard of Canton, MI for an amount not to exceed \$2.7 million.

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

Resolution No. 27 – 2022 – Approve Contract for RRS Top Deck Maintenance

- The top deck of the RRS parking garage needs preventative maintenance and repairs due to normal wear and tear. We have had some issues with the membrane and the manufacturer recommends an experienced vendor for these repairs. Staff recommends PCC Contracting, which has extensive experience with parking structures.
- The Authority hereby approves a one-year contract to PCC Contracting, Inc. of Schenectady, NY for an amount not to exceed \$106,428.

Motion – Mr. Criscione

Seconded – Mr. Spairana

Carried Unanimously

Resolution No. 28 – 2022 – Approve Contract for Red Line BRT Improvements

- An RFP was issued to design customer improvements and safety enhancements to the BRT Red Line along Route 5 (our first BRT). Red Line started service eleven years ago and we are excited to “refresh” our highest ridership route with station enhancements, new sidewalks, and pedestrian crossings. Three firms submitted proposals and a team of CDTA, Metroplex and City of Schenectady staff evaluated them. They recommend Creighton Manning.
- The Authority hereby approves a two-year contract with a one-year extension to Creighton Manning for an amount not to exceed \$642,257.

Motion – Mr. Stackrow

Seconded – Mr. Spairana

Abstain – Ms. Nugent

Resolution Approved

Resolution No. 29 – 2022 – Approve Drug and Alcohol Policy

- The annual review of the Drug & Alcohol Policy is required by federal regulations and CDTA requirements. There was only one procedural change made to the policy document. The revised policy is included in your packet.
- The Authority hereby approves the Drug & Alcohol Policy.

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Carried Unanimously

Investment Committee

- The Committee met on June 27, 2022 and a summary report was distributed to the board.

Administrative Discussion Items

- Rich Nasso gave the annual report on accidents. There were 438 accidents in FY2022, an increase of 27. Preventable accidents increased by 47. Most common preventable accidents (25% of them) occur on property. Initiatives for FY23 that will aim to reduce accidents include: Piloting a new crash avoidance system & piloting a new mirrorless bus. The report was in your packets.

- Jack Grogan gave the Annual Workplace Safety report. Work injuries increased slightly this year, with back and knee injuries most common. The number of claims has been consistent over the past few years. Compensation paid to employees because of a workplace injury remains the most expensive cost; followed by Scheduled Loss of Use Awards. Workplace initiatives for FY23 include: Improve employee contacts after reported incidents and conduct quarterly facility assessments. The report was in your packets.
- Mike Collins gave the Monthly Management Report. MRT was 43% over budget for the year; Customer fares are 12% over budget and RRS is 38% over budget. Wages are about even this month; Workers' Compensation is under budget due to claim recoveries. We are in a good financial position and will make a budget adjustment in the fall to adjust for changes in state operating assistance.
- Chris Desany provided the non-Financial Report. Fixed route ridership is up 25%; STAR ridership is up 22%. Fixed route on-time performance is 76% and STAR on-time performance is 77%. Missed trips are higher than normal due to manpower challenges and we expect this to continue for the next few months.
- Next meeting of the Committee is scheduled for Thursday, August 25, 2022 at 11:30 am via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, June 23, 2022 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jaime Kazlo presented on the newly launched employee communications app, Blink. Blink is a mobile and desktop app that allows employees to securely and easily access HR resources, company news, information and communicate with their team. Blink was chosen after employee focus groups identified communications as one area they would like to see improvements in.
- Blink will allow more regular communication with non-desked employees, like operators and maintenance employees. In the first week, more than 300 employees downloaded the app.
- Jon Scherzer presented the Montgomery County service community outreach and marketing plan. The plan focuses on education with stakeholders including employees and the community leading up to the launch of service in August.
- Over the next several weeks a combination of training, public events and recruitment activities in Amsterdam will highlight outreach efforts. The marketing and outreach efforts will continue after the service is rolled out on August 28.
- Jaime Kazlo summarized the monthly Media Relations/Community Engagement report. CDTA earned 15 media placements in television, newspaper, and radio. Stories focused on our expansion into Montgomery County, BRT purple line expansion, merger talks with Greater Glens Falls Transit and our partnership with the Alzheimer's Association for the "Drive out Alzheimer's" campaign.

- Jaime outlined community engagement activities and events which included, the PRIDE parade, Juneteenth event transportation, Patriot Flight transportation and access for area youth from Kipp Charter School to attend swimming lessons. Jaime also outlined upcoming events which include a formal opening of the new Garage at 110 Watervliet Avenue and the Montgomery County service expansion.
- Next meeting of the Committee will be on Thursday, August 25, 2022 at 12:15 pm 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, June 23, 2022 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Montgomery County Service Update -

- Ross Farrell gave an update on the new Montgomery County service. Montgomery County's major employment and population center is in Amsterdam. The area is lower income, somewhat isolated, the neighborhoods are walkable but major destinations are beyond walking distance. City bus service was discontinued in 2018.
- We will be operating four new routes (three neighborhood and one express), coupled with Universal Access agreements with the Amsterdam School District and St. Mary's Hospital. The #600 is a neighborhood belt, the #601 will go up Route 30 to the retail districts, the #602 will connect Amsterdam to Schenectady via Route 5, and the #560 will be an express to downtown Albany. Most frequencies are 60 minutes. Service will begin on August 28.

Washington/Western BRT Construction Update -

- Jeremy Smith gave an update on the Washington/Western BRT construction. Previously completed projects include the Crossgates Station relocation, Harriman West/ETEC (connecting the State Office Campus to UAlbany), and the Downtown UAlbany Campus. We are also wrapping up a 25,000 ft² Albany garage (storage house) expansion that also includes three new in-ground articulated lifts and two bus washes. We also added a new foreman's office, a refresh of the second floor, and new signage/lighting upgrades.
- The Gardenway at UAlbany is also underway and includes a dedicated bus lane, a porous multi-use path, landscaping, and a new station. We will also be constructing the remainder of the BRT stops to include new pads and stations, rebranding of existing stations, and roadway improvements. Finally, in 2023 we will be creating a new roundabout at the end of the Northway and Crossgates Mall Road.
- Next meeting of the Committee will be on Thursday, August 25, 2022 at 12:15pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for June 2022.

EXECUTIVE SESSION -

Motion – Ms. Nugent

Seconded – Mr. Spairana

Entered Executive Session Unanimously

- An update regarding a Litigation Settlement was discussed and the board moved to come out of executive session to take formal action.

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Exited Executive Session Unanimously

Resolution No. 30 – 2022 – Approve Litigation Settlement

- After extensive review and discussion, it is found to be in the best interests of the Authority to authorize and approve the settlement of said claim for the total sum of \$250,000.
- The Authority hereby authorizes the settlement of claim L19-40312, subject to execution of the associated documents and compliance therewith.

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, August 31, 2022 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:06 PM

Motion – Mr. Spairana

Seconded – Mr. Criscione

Carried Unanimously

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: June 29, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 32 - 2022**

Awarding Contract for Purchase of Bus Batteries

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

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

WHEREAS, the Authority has solicited competitive bids for the purchase of bus batteries, and has determined that Napa Auto Parts of Latham, NY was the low bidder with a two-year estimated cost of \$229,900, and

WHEREAS, the Authority now desires to enter into a two-year battery purchase contract with Napa Auto Parts of Latham, NY.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a two-year contract for the purchase of bus batteries to Napa Auto Parts of Latham, NY, for a total two-year estimated cost of \$229,900, subject to acceptance and satisfaction of all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase will come from the FY2023 & FY2024 Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of August, 2022.

Dated: August 31, 2022

Joseph Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for purchase of bus batteries to Napa Auto Parts of Latham, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 25, 2022

Board Action Date: August 31, 2022

Background:

The current contract for the purchase of bus batteries is set to expire and a new one is required.

Purpose:

Bus batteries are utilized as part of regular vehicle maintenance. Staff utilizes the Invitation for Bids (IFB) process to purchase high use bus parts and components to ensure availability at a reasonable cost.

Summary of Proposal:

An IFB was issued for the purchase of bus batteries for a two-year term. The scope of work outlined the estimated quantity and type of batteries required. Nineteen vendors downloaded the IFB and three bids were received.

The lowest responsible bid was received from Napa Auto Parts for the purchase of two types of batteries. Napa is the incumbent provider and is a long-standing partner of CDTA.

Staff recommends that a two-year contract for the purchase of bus batteries be awarded to Napa Auto Parts of Latham, New York for a two-year cost of \$229,900. Upon Board approval the contract will be executed immediately.

Financial Summary and Source of Funds:

The total cost for this two-year contract is \$229,900 and is funded in the FY2023 and FY2024 operating budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Approval of Bus Battery Contract

Background

Bus batteries are a high-volume part that are required to keep buses running. CDTA regularly procures parts, including bus batteries through an Invitation for Bid process to ensure consistent availability and volume pricing.

Justification

Three bids were received, and the low bidder is Napa Auto Parts who has performed very well for us on several contracts over the years.

Recommendation

I recommend awarding a two-year contract to Napa Auto Parts of Latham, New York for an amount not to exceed \$229,900.

Copy: Chief Executive Officer
Director of Procurement

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$229,900 over two years 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 # 19 and Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

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

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Napa Auto Parts

301 Wolf Road

Latham, NY 12110

8. SOURCE OF FUNDS: FY2023 & FY2024 Operating Budgets

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: August 25, 2022



Bid Summary



Contract Name: **Bus Batteries**

Contract No: **CDTA Maint 177-3000**

Date/Time of Opening: **July 20, 2022 1pm**

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: The Battery Store, LLC Address: 3905 State St Schenectady, NY 12304 Contact: Jacquelyn Rhatigan Email: thebattery@store@gmail.com Phone: 518.631.9755	Part 7669: Year 1: \$ no bid /ea Year 2: \$ no bid /ea Part 13-49717-001: Year 1: \$ 375.52 /ea Year 2: \$ 425.52 /ea	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Napa Auto Parts Address: 301 Wolf Rd Latham, NY 12110 Contact: Justin Chamberland Email: justin_chamberland@genpt.com Phone: 518.783.6272	Part 7669: Year 1: \$ 175 /ea Year 2: \$ 175 /ea Part 13-49717-001: Year 1: \$ 330 /ea Year 2: \$ 330 /ea	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Electro Battery Systems, Inc. Address: 230 W Parkway Unit 3 Pompton Plains, NJ 07444 Contact: Todd Maupai Email: toddmaupai@electrobattery.com Phone: 973.835.3334	Part 7669: Year 1: \$ 240 /ea Year 2: \$ 245 /ea Part 13-49717-001: Year 1: \$ 355 /ea Year 2: \$ 370 /ea	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 33 - 2022**

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

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

WHEREAS, the Authority’s Bus Rapid Transit (BRT) projects include Traffic Signal Priority (TSP) at enabled intersections, as critical components of the BRT lines, and

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

WHEREAS, the Authority now desires to upgrade the TSP technology to provide a new cloud-based platform with advanced reporting capabilities, to enhance the efficiency of operations, and

WHEREAS, the equipment must be compatible with the existing systems which are exclusively supported by GTT, requiring a sole source contract award and

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

WHEREAS, the Authority now recommends the award of a sole source TSP hardware and software contract to GTT of Saint Paul, MN, in the amount of \$733,297.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority authorizes the award of a sole source TSP contract to GTT of Saint Paul, MN, for a total amount not to exceed \$733,297, subject to compliance with the terms and conditions of the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the River BRT and Washington/Western BRT Grants.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of August, 2022.

Dated: August 31, 2022

Joseph Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award to purchase traffic signal priority (TSP) hardware and software from Global Traffic Technologies Inc. of St. Paul, Minnesota.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2022
Board Action Date: August 31, 2022

Background:

CDTA has successfully implemented TSP throughout our BRT lines. We introduced TSP in 2011 and have installed this system at dozens of intersections. A third generation TSP system is now available to provide a new cloud-based platform with advanced reporting capabilities. We recently completed a successful pilot to demonstrate this advanced system, and we are now ready to upgrade the technology at all our intersections.

Purpose:

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

Summary of Proposal:

The equipment must be compatible with the system purchased for other CDTA BRT lines, which is exclusively supported by Global Traffic Technologies. In addition, this system is fully compatible with the City of Albany's traffic controllers along all three BRT routes.

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

Staff recommends a contract for the third-generation traffic signal priority hardware and software Global Traffic Technologies Inc. of St. Paul, Minnesota for an amount not to exceed \$733,297. Upon Board approval, a contract will be immediately executed.

Financial Summary and Source of Funds:

The project cost is \$733,297 and will be funded by the River BRT and Washington/Western BRT Grants.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Traffic Signal Priority Equipment and Services

Overview

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

In 2011, our first TSP system was installed at 50 intersections along the route 905 Bus Rapid Transit (BRT) red line. In 2019, a new second generation TSP system provided by Global Traffic Technologies (GTT) was installed as part of the new ITMS project. This new system was retrofitted on the red line and later installed on the blue line in 2020. In 2021, the Board authorized the purchase of equipment and services to further expand TSP on the purple line. With the advent of the latest technologies, a third generation TSP system is now available to provide a new cloud-based platform with much more advanced reporting capabilities. This new system is fully compatible with CDTA's existing platform, and the City of Albany's traffic controllers along all three Bus Rapid Transit lines.

In early 2022, a pilot project was successfully completed to demonstrate this advanced system in the City of Albany. The project produced accurate and reliable data, available in real time through a cloud-based management platform for CDTA *and* the City. The pilot demonstrated advanced monitoring, reporting and analytics that optimize the impact of CDTA's TSP requests, the results of which have been presented at several industry conferences.

CDTA has been very satisfied with Global Traffic Technologies' performance. A scope of work (spanning 75 intersections) and pricing structure was provided to supplement our existing TSP program on the purple line, a summary of which is as follows:

Opticom Signal Core Devices (hardware)	\$228,000
Opticom Signal Core Cloud Services (hosting)	\$364,800
Extended Cloud Services	\$37,450
Opticom Cloud Vehicle Setup	\$12,040
Kits, Testing, Project Management	\$38,357
Intersection Installation Services	<u>\$52,650</u>
Total:	\$733,297

Justification

This recommendation for a sole source purchase of traffic signal priority infrastructure and services is based on several important considerations. Most importantly, the Global Traffic Technologies system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor while also maintaining a regional, coordinated traffic signal priority system. Services include software updates, configuration, and issue resolution that can only be performed by Global Traffic Technologies. Additional reasons to support this sole source recommendation include:

- GTT has 56 years of experience, with over 5,000 customers and 185,000 connected vehicles and intersections.
- Global Traffic Technologies is familiar with the many nuances of their system and its relationship to our requirements *and* each of the regional stakeholder's equipment.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- The software licensing, hardware, and services provided uses the same historical pricing provided under the existing ITMS and River BRT project contracts. Therefore, pricing is deemed to be fair and reasonable.

Recommendation

I recommend a three-year sole source contract with two, one-year extensions be awarded to Global Traffic Technologies Inc. of St. Paul, MN for software licensing, hardware, and services for an amount not to exceed \$733,297.

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

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$733,297 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

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

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

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

7800 Third Street N, Suite 100

St. Paul, Minnesota 55128

8. SOURCE OF FUNDS: River BRT & Washington/Western BRT Grants

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: August 9, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 34 - 2022**

Awarding a Sole Source Contract for Traffic Management Technology and Services

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

WHEREAS, the Authority is currently developing the Bus Rapid Transit Purple Line which will provide enhanced public transportation options in the City of Albany, and

WHEREAS, the Authority now has the opportunity to partner with the City of Albany to integrate their traffic management platform with the Authority’s Traffic Signal Priority systems (“TSP”), and

WHEREAS, A scope of work was provided by Miovision Technologies of Kitchener, Ontario (“Miovision”), which would include the hardware, software and services for 75 intersections in the City of Albany, and

WHEREAS, due to the need for compatibility and the nuances involved in the integration of the equipment, it is in the best interests of the Authority to enter into a sole source contract with Miovision Technologies of Kitchener, Ontario, for an amount not to exceed \$1,151,664.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority authorizes the award of a three year sole source Traffic Management Technology and Services contract with two one year extensions to Miovision Technologies of Kitchener, Ontario, for an amount not to exceed \$1,151,664, subject to compliance with the terms and conditions of the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the River BRT and Washington/Western BRT Grants.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 31st day of August, 2022.

Dated: August 31, 2022

Joseph Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award to purchase traffic management hardware and software to Miovision Technologies of Kitchener, Ontario.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2022
Board Action Date: August 31, 2022

Background:

We have an opportunity to upgrade and enhance the efficiency of our traffic management system within the City of Albany. In particular, this will have a considerable impact on the upcoming BRT Purple Line. The enhanced technologies include real time communications, vehicle detection for vehicle and passenger counts, and cloud-based data analytics that integrate with Albany's existing traffic signal systems.

Purpose:

This traffic management system upgrade will enhance the efficiency of traffic movement and transit performance within the City of Albany.

Summary of Proposal:

Miovision is fully integrated with CDTA's existing traffic signal priority systems, which excludes pursuit of other vendors. There has been a successful pilot program on the BRT Blue Line using Miovision. Additionally, NYSDOT is pursuing the same platform to allow these systems to align. The FTA has already approved this initiative as part of our BRT projects.

Staff reviewed their pricing and found it to be fair and reasonable based on past CDTA projects.

Staff recommends a contract for traffic management hardware, software and software licensing to Miovision Technologies of Kitchener, Ontario for an amount not to exceed \$1,151,664. Upon Board approval, a contract will be immediately executed.

Financial Summary and Source of Funds:

The project cost is \$1,151,664 and will be funded by our River BRT and Washington/Western BRT Grants.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Traffic Management Technology and Services

Overview

The deployment of coordinated traffic management projects has been one of the leading ways CDTA demonstrates its commitment to innovative, regional technology initiatives and community minded solutions. For more than a decade, CDTA has partnered with several stakeholders to upgrade and optimize these systems. This has been particularly impactful along our Bus Rapid Transit (BRT) corridors. Such projects have included providing new traffic signals, queue jumpers, CCTV cameras, wireless communications, traffic signal priority, and traffic signal timing.

One of our larger partners is the City of Albany, where CDTA has deployed several projects. As we move closer to completing the BRT purple line, there is an opportunity to install the next generation of technologies which will enhance the efficiency of traffic movement *and* transit performance within the City. These technologies include real time communications, video detection for vehicle and passenger counts, and cloud-based data analytics that integrate with existing traffic signal systems. This would build upon the existing investments made by us and the City.

This solution is provided by Miovision Technologies and includes hardware, software, and services to integrate the City of Albany's traffic management platforms with CDTA's traffic signal priority systems. A scope of work (spanning 75 intersections) and pricing structure was provided by Miovision Technologies, a summary of which is as follows:

Traffic Signal Hardware	\$544,950
Video Detection Camera Hardware	\$114,240
Video Detection Software	\$321,750
Communications Infrastructure	\$61,962
Mounting Equipment and Cabling	\$19,312
Installation Services	<u>\$89,450</u>
Total	\$1,151,664

Justification

This recommendation for a sole source purchase of an upgraded traffic management system is based on several important considerations. Most importantly, Miovision is fully integrated with CDTA's existing traffic signal priority systems, which prevents us from pursuing an independent means to cost effectively support the current environment through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by Miovision Technologies. Additional reasons to support this sole source recommendation include:

- A pilot project has successfully been completed along the blue line at 11 intersections within the City of Albany demonstrating the features, functions, reliability, and advanced performance reporting capabilities required by CDTA and the City of Albany.
- Miovision has over 1500 customers in 63 countries. Our TSP provider (GTT) has entered into an exclusive strategic partnership with Miovision to provide this next generation technology.
- This is the first and only solution available on the market to support TSP, video detection and streaming, communications, alerting for traffic operations and maintenance, performance measures for traffic engineering, and continuous multi-modal counts.
- Miovision Technologies is familiar with the many nuances of their system and its relationship to our requirements *and* the City of Albany's equipment, and therefore has full knowledge of our needs.
- NYSDOT is pursuing this same platform, and therefore our setup will align with their systems.
- This initiative has been approved by FTA administration as part of our BRT projects.

Recommendation

I recommend a three-year sole source contract with two, one-year extensions be awarded to Miovision Technologies Inc of Kitchener, Ontario for software licensing, hardware, and services for an amount not to exceed \$1,151,664.

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

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$1,151,664 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

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

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

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

137 Glasgow Street Suite 110

Kitchener, Ontario N2G 4X8

8. SOURCE OF FUNDS: River BRT and Washington/Western BRT Grants

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: August 25, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 35 - 2022**

Award contract for Gateway Mobility Hub

WHEREAS, the Capital District Transportation Authority (“Authority”) is charged with the continuance, further development and improvement of transportation and other services related thereto within the Capital District transportation district, and

WHEREAS, the Schenectady Gateway Plaza, formerly Liberty Park, was renovated in early 2018 through a joint effort between the City of Schenectady and the Schenectady Metroplex Authority (“Metroplex”), and included the Authority’s bus stop and enhancements to the surrounding park infrastructure, and

WHEREAS, the Authority has engaged in discussions with Metroplex and the City of Schenectady regarding the construction of a Mobility Hub at the site of the former Adirondack Trailways Station adjacent to the Gateway Plaza, and

WHEREAS, The Mobility Hub project will include replacement and renovation of infrastructure and amenities which will provide enhanced access to multiple mobility options at a single location, and

WHEREAS, after an Invitation for Bids, four responses were received, and the low bid was submitted by Carver Construction, Inc., and

WHEREAS, Carver Construction has a history of similar work in the area, and references were found to be satisfactory, and

WHEREAS, it has been determined to be in the best interests of the Authority to award a Gateway Mobility Hub Construction Contract to Carver Construction, Inc., of Coeymans, NY, for a total value of \$4,011,330, with the project anticipated to be completed by September of 2023.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a Gateway Mobility Hub Construction Contract to Carver Construction, Inc., of Coeymans, NY for an amount not to exceed \$4,011,330, subject to the contractor complying with all the applicable requirements including those set forth in the proposal and contract documents.
2. The source of funds will be the FY2023 Capital Plan and BRT Set-aside funds.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of August, 2022.

Dated: August 31, 2022

Joseph Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for construction of the Gateway Mobility Hub to Carver Construction, Inc of Coeymans, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2022
Board Action Date: August 31, 2022

Background:

The former Trailways location in Schenectady has previously been discussed as an excellent location for a mobility hub. A mobility hub is a smaller transit facility that provides a single location for multiple mobility options with improved transfers between several high-volume bus routes.

Purpose:

To enhance mobility options for customers; improve pedestrian crossings and amenities; and provide electric car charging stations.

Summary of Proposal:

An Invitation for Bid (IFB) was issued, and four bids were received. The scope of work contained all components of the mobility hub; including operator restrooms, a queue jumper, traffic signal upgrades and other improvements.

The lowest responsible bid was from Carver Construction, Inc. CDTA's engineer reviewed the bid and references were checked. Carver has a strong history of similar work in the Capital Region, specifically in Schenectady.

Staff recommends awarding a contract for the Gateway Mobility Hub construction to Carver Construction, Inc. of Coeymans, New York for an amount not to exceed \$4,011,330. Due to material availability the project will begin in March of 2023 with substantial completion by September of 2023.

Financial Summary and Source of Funds:

Base Bid Plus Alternates: \$3,372,145

20% Contingency: \$639,185

Total Not To Exceed: \$4,011,330

This project will be supported by BRT Set-aside Funds and our FY2023 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Gateway Mobility Hub Construction

Background

A mobility hub is a transit facility that provides for a single location with multiple mobility options, improved transfers between multiple bus routes at high ridership stops, integration of bus service with new mobility programs and safe pedestrian access to all services, all a lower cost and requiring less land than a traditional large transit center.

In May of this year, we discussed the concept for one such hub located at the former Trailways station in Schenectady, known as the Gateway Mobility Hub. This site meets all the major requirements needed for a successful implementation.

To complete this project, CDTA is partnering with Schenectady Metroplex and the City of Schenectady. We released an invitation for bids, the scope of which included:

- Replacement of existing concrete busways
- Three additional bus bays
- New queue jumper
- Repaving and restriping of surrounding area
- Traffic-calming treatments and improved pedestrian crossings
- Traffic signal improvements
- Heated sidewalks and shelters
- Electric vehicle charging stations
- Bike share, car share, and scooter stations
- Operator restroom
- Wayfinding signage

Over 20 contractors downloaded the specification, and four responses were received. All bids were reviewed by the Facilities Department and our engineers. The low bid came from Carver Construction Inc. and was below the engineer's estimate. Itemized elements included mobilization, site/concrete/paving work, traffic control, electrical, drainage, and landscaping. Carver's references were checked, and positive feedback was received.

Justification

Carver Construction Inc. is a well-known, local firm. Carver has a history of similar work in the area and specifically in Schenectady. References were checked and found to be satisfactory.

Recommendation

I am recommending awarding a contract for the Gateway Mobility Hub construction to Carver Construction Inc. of Coeymans, NY for an amount of \$3,372,145 plus 20% contingency, for a total value of \$4,011,330. Due to constraints with the availability of materials, we expect to begin this project in March of 2023 and complete by September of 2023.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$4,011,330 (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 # 20 or **Advertised**
Number of Proposals/Bids Received # 4

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	<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>2 MWBE</u>

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Carver Construction, Inc.

2170 River Road

Coeymans, NY 12045

8. SOURCE OF FUNDS: BRT Set-aside funds and FY2023 Capital Plan

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder	(<u>Yes</u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(<u>Yes</u> , No, N/A)
Disclosure of Contacts (only RFPs)	(<u>Yes</u> , 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: **August 25, 2022**



Bid Summary



Contract Name: **Gateway Mobility Hub**

Contract No: **CDTA FAC 200-2000**

Date/Time of
Opening:

July 8, 2022 1PM EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Callanan Industries, Inc. Address: PO Box 15097 Albany, NY 12212 Contact: Buck Hellwig Email: Phone:	\$ <u>3,253,994.79</u> Total w/selected Alternates: \$3,886,803.79	Alternate 1: \$142,500 Alternate 2: \$47,884 Alternate 3: \$270,000 Alternate 4: \$60,175 Alternate 5: \$68,350 Alternate 6: \$5,000	1 DLC Electric 2 William J Keller & Sons 3 4 5	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: Carver Construction, Inc. Address: 2170 River Road Coeymans, NY 12045 Contact: Gabe Hanoufa Email: ghanoufa@carvercompanies.com Phone:	\$ <u>2,795,145</u> Total w/selected Alternates: \$ 3,372,145	Alternate 1: \$136,750 Alternate 2: \$56,350 Alternate 3: \$310,450 Alternate 4: \$25,743.25 Alternate 5: \$18,335.75 Alternate 6: \$29,371	1 JJP Sliforming 2 Luizzi Brothers 3 4 5 5	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: 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>2,789,500</u> Total w/selected Alternates: \$ 3,479,120	Alternate 1: \$184,000 Alternate 2: \$86,240 Alternate 3: \$280,000 Alternate 4: \$33,170 Alternate 5: \$52,420 Alternate 6: \$53,790	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 __ DBE __ MBE __ WBE __ SDVOB __
Name: New Castle Paving, LLC Address: 1 Madison St Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: abevevino@newcastlepaving.com Phone:	\$ <u>3,524,602</u> Total w/selected Alternates: \$ 4,206,035	Alternate 1: \$195,900 Alternate 2: \$110,436 Alternate 3: \$307,800 Alternate 4: \$19,330 Alternate 5: \$25,184 Alternate 6: \$22,783	1 JJP Sliforming DLC Electric 3 4 5	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: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		



Memorandum

August 31, 2022

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for August

Overview

As we approach Labor Day, traditional summer is ending, and we are headed into a whirlwind of activity. There is no rest for the CDTA team as we work to develop new opportunities and grow our footprint as the region's five-county mobility manager!

It was with pride and excitement that we sent buses into service this past Sunday in Montgomery County. A ribbon cutting ceremony attended by dozens of officials, CDTA board members and community partners got service off to a great start. August 28, 2022 is now part of the history books for CDTA – our first service area expansion since our company was created more than 50 years ago. This comes after several years of work to engage Montgomery County, to ensure adequate state funding for operations, and to develop a service and community engagement plan. After all this work, we are operating fixed route, express and paratransit service throughout Amsterdam and surrounding communities. There have been some bumps along the way, but success will follow thanks to the relationships we are building and the commitment of CDTA people who are making this work. Thank you to everyone who has helped to make this a reality.

Our staff is working on details regarding a potential merger with the Greater Glens Falls Transit system. Most of our time is being spent on how employees in Glens Falls will be assimilated into the CDTA workforce. This includes pay rates, benefits, and seniority issues. This is the basis for a successful and cooperative merger of resources. We are also developing an organizational structure for this effort and understanding the budget and financing for their operation. Under such a plan, we would assume the funding streams for STOA and FTA funding.

It is ironic that we are introducing new services and discussing more expansion while we struggle with headcounts throughout the company. Despite unbelievable efforts by everyone in the company, led by our Human Resource department, we are not where we need to be with employment levels. During the past few months, more than 30 new bus operators have gone through training programs. However, continued issues with retention are providing challenges for us. We are responding with incentive programs, new schedule development efforts and programs that provide a better work-life balance for employees.

The summer did not provide the expected relief to COVID-19 infections as new variants spread throughout the community. In July and August, nearly 40 employees tested positive for the virus. With a minimum requirement of 5 days off because of a positive test, our operator availability never got to the point we expected, further straining an already demanding situation with service availability. With the virus variants being so contagious, we will enter fall and

winter on guard against another surge in infections, which could impact service levels and reliability moving forward. COVID continues to negatively impact employers and employees.

The combination of headcounts, COVID and other things is impacting service reliability. Trip cuts in July and August were higher than the new normal and we continue to struggle to meet our commitments. Hats off to operations and maintenance employees for their outstanding work to cover service and make changes, often on the fly to keep the service network fully functional.

Our menu of mobility options continue to be popular choices for our community. Use of CDPHP *Cycle!* is nearing another record as we deepen our commitment to it. For the season, there have been more than 36,000 cycle rides. We were expecting delivery of 100 e-bikes but that is delayed by the familiar note - supply chain delays. We are expecting to begin operation of DRIVE, our new carshare program but that is delayed by software issues that we think will be worked out shortly. Another curve ball with our scooter program in the form of logistics and operational issues. After discussing options, we are not satisfied with the coverage and cost of the program developed for SCOOT. For now, the program is limited to special events and demonstrations.

Our seasonal services will wrap up over the next week or so. Lots of ridership and excitement around our service to Grafton Lakes State Park, the Nature Bus and Saratoga Trolley routes. The great weather helped to bring people outdoors and connect with CDTA. We were very active at events throughout the region and provided special services to the things that make the Capital Region so special. All part of our work to make CDTA an integral part of what the region is.

In addition to our service in Montgomery County, we will make a number of minor changes to routes and schedules over the next week or so. This is a regular activity for us, and it is aligned with bus operator work selection, which happens three times a year. The changes involve frequency adjustments and span reductions. This work is guided by our Transit Development Plan and its performance targets. We are also looking to better align service to available resources. These changes are announced to customers and our employees to ensure awareness about alternatives.

We spent a good deal of time on NYPTA activities throughout the summer, mostly on association management. Although NYPTA is made up of more than 100 members, the organization of the association, events and educational programs are managed by a professional firm. We are in the middle of evaluating options for how the association is managed moving forward. Any change in the management structure requires time and effort from board members, particularly those with tenure and institutional knowledge. More to come on this matter.

We have seen lots of activities in the grant management area. A few weeks ago, we were notified that we will receive more than \$25 million in federal funds to support the continued development of charging infrastructure for electrification of our Albany garage. At the same time, we are wrapping up our triennial review with the Federal Transit Administration. We expect the review to be positive. This shines the light on our relationship with the FTA and the outstanding work of our staff to adhere to the guidelines established for us to be ultra-competitive in the discretionary grant arena. We continue to do well because we are a proven commodity with a track record for success. This is great work by our management staff.

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for July, and it is compared to data from July 2021.³²

Our finances and budget forecasts continue to be very strong. With Montgomery County service beginning this past Sunday, expenses will be drawn down at budgeted rates. Through the first four months of our fiscal year, we have positive trends in revenue lines. This is driven by the local real estate market, a return of our core ridership, which is fueled by Universal Access agreements, and the return of rail ridership at Rensselaer Rail Station.

Revenue from MRT totaled \$1.2 million in July and year-to-date, we are at \$5.7 million, 37% ahead of budget. Customer fares were \$1.4 million in July and \$5.6 million year to date, 14% ahead of budget. Revenue from facilities was \$210,000 in July and \$865,000 year-to-date, 35% ahead of budget. These are the positive indicators that are driving our success.

Expenses for July were 7% under budget, driven by the wage and benefit lines. Montgomery County expenses are spread over the annual budget, keeping wages/benefits below expectations. The other issue is that we are more than 30 people under budgeted headcount; although overtime expenses are high, the wage line does not have the headcount it is built on. This provides a buffer that will be consumed as new service begins and more people are added to the organizational headcount (a class of 20 is expected to start training next week). Next month, we will bring an adjustment recommendation to the board for consideration. This will correct some of the anomalies in our budget forecasts and ensure that we finish the year in a realistic position.

Another issue for consideration in the budget adjustment is the expected increase in health care premiums. Our insurance carriers have filed for large premium increases this year. This comes about after several years of relatively level premium costs for CDTA. The filing is with New York State who makes the decision on how high rates can go – suffice to say, this will be a difficult year for health care costs.

Total ridership in July was just over 1 million, 14% more than last July as we continue our steady recovery of ridership. STAR ridership totaled 26,600 in July, 11% more than last July. Northway Express ridership continues to improve with 5,400 boardings, double what it was last July, but well below where it was three years ago.

We missed 220 trips on the fixed route system; last July, we missed 60 trips. It has been a tough summer as we work through issues with hiring, retention, and growth. We are constantly introducing new ways to bring employees into the company and ways to retain them.

There were 25 accidents in July with 13 of them preventable. Last July, there were 30 accidents with 17 of them preventable. All preventive maintenance inspections were on time. Scheduled maintenance work was at 84%. On time performance for fixed route service was at 74%. STAR service operated within our 10-minute scheduling window 78% of the time. There were 11,100 calls to the STAR reservation center.

Our call center processed 261 comments compared to 235 last July. There were 54 comments about STAR; last July, we received 38 comments. Response time to close customer inquiries within 10 days was at 89%. There were 670,000 page views at www.cdta.org.

Activity Report

The summer was full of activity and this list is representative of that. In addition to what I report, our staff attended dozens of activities, meetings, and events to showcase CDTA and what we do. We continue to influence the development of the Capital Region.

- On Friday, July 1, I attended a NYPTA Executive committee meeting to talk about association management services (backroom support operation for NYPTA activities).
- On Tuesday, July 5, I spoke to a class of 7 new bus operators. I talked with them about the things we do at CDTA and our expectations of them. Lots of hiring activity throughout the summer.
- On Tuesday, July 5, I attended a meeting with CDTC and CDTA staff and project consultants to talk about our bus lane study. We discussed the progress with Schenectady Mayor Gary McCarthy and the possibilities that had been identified in his community.
- On Wednesday, July 6, I joined our Human Resources staff in a meeting with Tangible Development to talk about the work we are doing on Diversity, Equity and Inclusion.
- On Friday, July 8, we welcomed elected officials, board members and our employees to the expanded Albany garage. We listed to presentations on the work that was done and its link to the Purple Line BRT project. Thank you to Jayme Lahut, Joe Spairana, Dan Lynch and Pat Lance for being with us.
- On Tuesday, July 12, I joined our employees at the Amsterdam Mohawks game to enjoy a night of collegiate baseball. This is part of our work to showcase CDTA throughout Montgomery County.
- On Friday, July 15, I met with Scott Sopczyk to continue discussions about merging Glens Fall Transit with CDTA. We agreed on a one-year timeline to complete this work and to have a vote by the Warren County Legislature to join the authority.
- On Monday, July 18, I attended a meeting of the Colonie IDA/LDC. I am a member of both boards that encourages economic development in the town. We heard presentations for development opportunities in the town and advanced one concept to the public hearing stage.
- On Tuesday, July 19, the staff leadership team resumed work on capacity building with our consultants from Tangible Development. This is part of our work on Diversity, Equity and Inclusion.
- On Thursday July 21, Jon Scherzer and I met with staff from Union College and Schenectady Metroplex to talk about our relationship with the college, to encourage more students to use CDTA, and to improve connections in the community.
- On Monday, July 25, I participated in a media event to announce our Universal Access agreement with the Amsterdam City School District. Lots of excitement around the event, which was well covered by the media. We were joined by Assemblyman Angelo Santabarbara, Mayor Mike Cinquanti and School Superintendent Rich Ruberti. Thanks to Pat Lance for representing the board.
- On Monday, July 25, I welcomed 8 people to our bus operator training program. We talked about the work we do at CDTA and the important role they will assume.

- On Monday, August 1, the staff leadership team participated in another capacity building session with our partners from Tangible Development.
- On Wednesday, August 3, Jon Scherzer and I met with a group of people who are interested in more service in Saratoga County. They represent social service agencies who would like more connections for clients and staff. We listened to their suggestions and will meet again in the fall to discuss options.
- On Thursday, August 4, I met with Scott Sopczyk to continue discussion about a merger of the Glens Fall Transit and CDTA. Lots of moving parts, especially with the employee piece of this proposal.
- On Tuesday, August 9, I participated in a round table discussion hosted by National GRID at their Albany headquarters. The discussion was part of a listening session for their CEO John Pettigrew. Our perspective was the electrification of our fleet and the need for additional power and collaboration with GRID. Jaime Kazlo attended with me.
- On Thursday, August 11, we hosted the NYPTA Public Transit Learning Institute. PTLI is a professional development opportunity for mid-level managers who are looking to advance in the industry. Our hosting included sessions on advocacy, positioning, and partnership development. We have three participants in this year's PTLI program.
- On Monday, August 15, I met with NYPTA leaders to review proposals for association management services.
- On Tuesday, August 16, I participated in a media event to announce a Universal Access arrangement with the downtown Albany BID. This is an umbrella agreement that is available to all BID members. Albany Mayor Kathy Sheehan, BID leadership and their members participated in this exciting announcement.
- On Tuesday, August 16, the staff leadership team participated in another capacity building session with our partners from Tangible Development.
- On Friday, August 19, we hosted the NYPTA executive committee for the annual strategic discussion meeting. This meeting sets the tone for the upcoming legislative season, and we outlined goals, mostly in funding and support from our legislative delegation. Chris Desany and Jaime Kazlo participated in these discussions.
- On Monday, August 22, I met with staff from FHI Studios to talk about the BRT enhancement study. We have engaged FHI to help us set a direction for BRT and service upgrades like queue jumpers, advanced technologies and enhanced frequencies on trunk routes. There will be a board discussion on this so that their work and our vision for company development are aligned. Ross Farrell and Megan Quirk are leading this work.
- On Tuesday, August 23, Lisa Marrello and I met with Governor Hochel's transportation staff to discuss the mask mandate on buses. We explained the difficulties that this is causing and the conflicts that arise. Although no action was taken, the governor's staff agreed to bring our input to the table as they develop new guidance.

- On Wednesday, August 24, I attended a meeting of the CDTC Administrative and Finance committee meeting, we discussed the upcoming policy committee agenda, organizational finances and work that the CDTC staff is pursuing.
- On Sunday, August 28, I was excited and pleased to be in Amsterdam for the first official day of CDTA service in Montgomery County. It was great to be surrounded by community leaders and new customers for this exciting and long-awaited launch. Thanks to Joe Spairana for representing the board.
- On Tuesday, August 30, I participated in an exit meeting for our Triennial Review. The FTA regional office conducts the review. The review ensures that we adhere to FTA guidelines and spend federal money appropriately. This is a detailed process that touches most of the organization. Our grants manager, Melissa Shanley is the conduit between the FTA and the CDTA staff involved in the review. We expect a positive outcome.
- On Tuesday, August 30, the staff leadership team participated in another capacity building session with our partners from Tangible Development. We are about two thirds of the way through this extensive education and awareness process.

Final Thoughts

In the face of so many challenges, the employees of CDTA continue to impress, taking on new service areas, new projects and better ways of delivering programs. External factors are not all positive, especially COVID-19 and the changes it has inflicted on employers and company culture. However, we move forward with optimism and enthusiasm. Happy Labor Day!

CDTA Provides Mobility Solutions that Connect the Region's Communities