

Board of Directors Monthly Meeting

Wednesday, December 21, 2022 | 12:00pm
Board Room at 110 Watervliet Ave.

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, December 21, 2022 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, October 26, 2022		3
Service Award Recognitions	Everyone	
<ul style="list-style-type: none"> • 20 Years – Derek Downs, Albany Assistant Maintenance Tech • 20 Years – Tony Clanton, Albany ITS Tech • 35 Years – LaRhonda Donley, Albany Operator 		
Committee Reports: (Action Items Listed)		
Board Operations Committee (12/7/ 2022)	Jayne Lahut	
Performance Monitoring/Audit Committee (12/14/2022)	Denise Figueroa	
<ul style="list-style-type: none"> • Resolution 47 - Approve Contract for Janitorial Services • Resolution 48 - Approve Contract to Lease Bus Tires • Resolution 49 - Approve Contract for Snow Removal Services • Resolution 50 - Approve Contract for Truck Purchase • Resolution 51 - Approve Contract to Purchase Bus Filters • Resolution 52 - Approve Contract for Commuter Service Operation • Resolution 53 - Approve Contract for Renovations at 85 Watervliet Ave • Resolution 54 - Approve Contract for Bike Services • Resolution 55 - Approve Safety Management System Plan 		8 13 17 22 26 31 36 41 46
Community & Stakeholder Relations Committee (12/15/2022)	Pat Lance	
Strategic & Operational Planning Committee (12/15/2022)	Mike Criscione	
<ul style="list-style-type: none"> • Resolution 56 – Approve FY 2024 Preliminary Budget 		49
Chief Executive Officer’s Report*	Carm Basile	54
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, January 25, 2023 at 12:00pm in the Board Room at 110 Watervliet Ave		

Adjourn

**Additional Materials will be attached separately and/or emailed before the meeting.*

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

MINUTES OF WEDNESDAY, OCTOBER 26, 2022 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Georgeanna M. Nugent, Treasurer
Joseph M. Spairana, Jr, Secretary
Denise A. Figueroa
Patrick M. Lance

Daniel C. Lynch
Peter D. Wohl
Jaclyn Falotico

MEMBERS REMOTE

David M. Stackrow

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Patricia Cooper, Director of Finance
Jaime Kazlo, Director of Corporate Communications
David Williams, Director of Maintenance
Jack Grogan, Director of Risk Management
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities

Sarah Matrose, Internal Auditor
Kelli Schreivogl, Director of Human Resources
Ross Farrell, Director of Planning
Stacy Sansky, Director of Procurement
Emily DeVito, Communications Manager
Vanessa Fox, Executive Assistant
Zachary Stever, President ATU 1321

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

APPROVAL OF THE SEPTEMBER 28, 2022 BOARD MEETING MINUTES

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

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:

- 20 Years – Dennis Dyal, Schenectady Bus Operator
- 20 Years – Nelson Cole, Maintenance Support Technician

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Board Operations Committee met on Monday, October 17, 2022 at 8:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed the committee agendas and activity for meetings that were held in October.
- Carm provided an update on headcounts. There is a class of 17 trainees set to be released and begin work in the next week or so. Another class of 12 people started training last week. This is a high level of effort, and attention to recruitment and training will be necessary to keep performance at an optimal level for the foreseeable future.
- We talked about budget development and some of the issues we expect to face in the development of our spending plan. An informal group of the board will guide this process.

- Our annual Planning Retreat will take place November 17 and the ETEC building on the UAlbany/Harriman Campus. We will discuss service area expansion, service opportunities and dive deeper into issues surrounding our facilities, charging infrastructure and zero emission vehicles. Details to follow.
- The next meeting of the committee is scheduled for Wednesday, December 7, 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, October 19, 2022 at 12:03 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 41 – 2022 – Approve Contract for Printing Services

- Our contract to print bus schedules is about to expire and an IFB was issued. Three bids were received, and staff recommends a contract to the low bidder, Digital X-Press. They are the incumbent and a certified New York State WBE firm.
- The Authority hereby approves a three-year contract with two optional one-year renewals to Digital X-Press of Albany, NY for an amount not to exceed \$450,000.

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

Resolution No. 42 – 2022 – Approve Contract for Market Research Services

- Our contract for Our contract for market research services is about to expire, and a new contract is required. An RFP was issued for research services to include customer surveys, stakeholder engagement and workforce assessments. Three proposals were received, and staff recommends a contract to TransPro Consulting.
- The Authority hereby approves a three-year contract with two optional one-year renewals to TransPro Consulting of Spring Hill, FL for an amount not to exceed \$500,000.

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

Resolution No. 43 – 2022 – Approve Contract for Snow Removal Services

- We need a contract for snow removal at Rensselaer Rail Services. An IFB was issued, and two bids were received; staff recommends a contract to the low-bidder, Snow Systems Nationwide. They have a local office in Mechanicville.
- The Authority hereby approves a three-year contract with two optional one-year renewals to Snow Systems Nationwide of Cicero, IL for an estimated value of \$639,000. This vendor will be utilized based upon need and future year price increases will be based on a Consumer Price Index (CPI) Multiplier.

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

Resolution No. 44 – 2022 – Approve Contract for Workers’ Compensation Excess Insurance

- Workers’ Compensation Excess Insurance provides protection against large claims for employee injuries occurring on the job that exceed \$1 million. We are self-insured for the first \$1 million. We received three proposals, and staff recommends a contract to the low-cost proposer, ACE American/CHUBB, our incumbent. We had a good discussion about the program structure, how it works, and pricing for this insurance.
- The Authority hereby approves a one-year policy with ACE American/CHUBB of Philadelphia, PA for an amount of \$372,724 and effective November 10, 2022.

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

Resolution No. 45 – 2022 – Approve Contract for Auto/General Liability Insurance

- Auto and General Liability Insurance provides protection against claims for injury and damage to people and property caused by our operation. We are self-insured for the first \$2 million, with excess insurance coverage layered at \$8 million and \$5 million, for a total of \$13 million. We received one proposal for each layer for a total cost increase of 11%.
- The Authority hereby approves an \$8 million excess policy to American Alternative Insurance Company of Princeton, NJ; a \$5 million excess policy to Allied World Assurance Company of New York City; and a Non-Certified Acts of Terrorism policy to Lloyds of London of New York City; a total premium cost of \$527,658 effective on November 10, 2022.

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

Resolution No. 46 – 2022 – Approve Contract for Auto/Physical Damage Insurance

- Auto Physical Damage insures our vehicles in the event of fire, theft, and collision. The insurance cost is based on the value of our fleet. We purchase a total of \$30 million in coverage; enough to protect a total loss of our vehicles at any one of our facilities. We received one proposal from our incumbent carrier Lexington Insurance for \$15 million, leaving a gap of \$15 million towards our total coverage amount. The cost for the first layer is \$296,817.
- A \$5 million excess policy from Burlington Insurance and a \$10 million excess policy from Homeland Insurance will give us the \$30 million coverage we need. Hiscox Underwriting of Lloyds of London will provide Terrorism Coverage for the second \$15 million layer.
- The Authority hereby approves a one-year contract to Lexington Insurance of Boston, to Burlington Insurance Company of Alpharetta, Georgia, to Homeland Insurance of Plymouth, Minnesota, and to Hiscox Underwriting of Atlanta, Georgia for a total premium cost of \$391,886.

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

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT continues is 35% over budget for the year; Customer fares are 16% over budget and RRS is 37% over budget. Wages are 6% under budget, due to continuing issues with recruitment and retention. We are in a good financial position.

- Chris Desany provided the non-financial Report. Fixed route ridership continues to grow and is up 14% for the month, and 19% for the year; STAR ridership is up 10% for the month and 16% for the year; Fixed route on-time performance was 69%; STAR on-time performance was 72%. Missed trips continue to be high due to headcount issues. There were 11 preventable accidents, and 23 non-preventable accidents. Our absenteeism report shows that 10% of workdays are not worked.
- Next meeting of the Committee is scheduled for Wednesday, December 14, 2022 at 12:00 pm 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, October 20, 2022 at 11:17 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- On advocacy, Carm Basile discussed the start of advocacy season and the development of messaging at the state and local levels.
- Jonathan Scherzer outlined CDTA's quarterly social media activity and strategy for the next quarter. Key metrics that are used to track the company's social media growth are audience, brand awareness and engagement rates.
- Over the last quarter, Facebook and Instagram have seen the biggest increases in followers, with Instagram gaining nearly 2,000 followers in just the last month. Success in engagement is attributed to more interactive content and ad campaigns. Engagement rates have increased 3-5% above business account industry standards. Looking ahead social media content and strategy will focus on recruitment, our car share program DRIVE, the wrap up of the CDPHP *Cycle!* season and more emphasis on video and interactive content.
- Jaime Kazlo summarized the Media Relations/Community Engagement report. CDTA earned 10 media placements in television, newspaper, and radio throughout the last month. Stories focused on the 20th anniversary of the Rensselaer Rail Station and the CDTA pink buses hitting the streets for Breast Cancer Awareness Month. Some of our community engagement activities have included the Capital Region Chamber DEI Summit, Black Nurses Coalition Breast Cancer Walk and Patriot Flight Transportation for veterans.
- Next meeting of the Committee will be on Thursday, December 15, 2022 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

The Strategic and Operational Planning Committee met on Thursday, October 20, 2022 at 12:01pm via Microsoft Teams and at 110 Watervliet Avenue.

Administrative Discussion Items

Washington/Western BRT - Gardenway -

- Jeremy Smith gave an update on the Washington/Western BRT Gardenway (busway) we are constructing on the University at Albany Campus. The Gardenway consists of one mile of gated, semi-dedicated bus lane directed between the science library and the track. Through a close partnership with the University, we are building a new road and porous multi-use path, relocating utilities, and taking significant stormwater mitigation measures.

- There will be a new station located directly adjacent to the campus center, a vast “campus green”, new decorative/security LED lighting, signage, and landscaping enhancements. The project is valued at \$10M and the contractor is New Castle Paving. It is set to be complete next construction season.

Jeremy provided photos illustrating the progress of the work, and discussed the connections between this location, ETEC, and the Brevator WWBRT stops. The project is on time and on budget.

- Next meeting of the Committee will be on Thursday, December 15, 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 October 2022.

EXECUTIVE SESSION

Enter – Motion – Ms. Nugent
 Second – Ms. Figueroa
 Carried Unanimously

Exit – Motion – Ms. Falotico
 Second – Mr. Criscione
 Carried Unanimously

The Board discussed a personnel matter and no formal action was taken.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, October 26, 2022 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:06 PM

Motion – Mr. Lynch
 Seconded – M. Criscione
 Carried Unanimously

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: October 26, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CDTA FACILITIES, INC.
RESOLUTION No. 47 - 2022**

Approve Contract for Janitorial Services at the Rensselaer Rail Station

WHEREAS, the CDTA Facilities, a subsidiary of the Capital District Transportation Authority (“CDTA”) owns and/or operates the Rensselaer Rail Station terminal and common areas, and

WHEREAS, Public Authorities Law section 1307(5) empowers CDTA to maintain and repair its facilities, and

WHEREAS, an Invitation for Bids was issued seeking a firm to provide janitorial services at the Rensselaer Rail Station, resulting in the submission of five responsible and responsive bids, the lowest of which was \$105,900 for an annual cost, and

WHEREAS, the Preferred Source (NYSID) was not able to provide pricing within 15% of the low bid price, and

WHEREAS, Authority staff recommends an award of the Rensselaer Rail Station janitorial services contract to Complete Building Solutions, Inc. of Guilderland, New York, for an amount not to exceed \$105,900 per year, and a total five-year contract value of \$529,500.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two optional one-year renewals for janitorial services at the Rensselaer Rail Station to Complete Building Solutions of Guilderland, New York, at the rates and charges set forth in the bid documents, subject to the bidder’s compliance with the terms and conditions of the contract.
2. The source of funds will be the FY2023-FY2028 Operating Budgets.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for janitorial services at the Rensselaer Rail Station to Complete Building Solutions of Guilderland, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: December 14, 2022
Board Action Date: December 21, 2022

Background:

The current contract for janitorial services at the Rensselaer Rail Station is set to expire and a new contract is required.

Purpose:

To perform daily and seasonal cleaning duties at the Rensselaer Rail Station facility.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for janitorial services at the Rensselaer Rail Station that outlined daily, and seasonal cleaning requirements as well as special considerations for the facility. Twenty-eight firms downloaded the IFB and five submitted bids. As with previous procurements, the Preferred Source (NYSID) was given the opportunity to submit pricing after bids were opened. The Preferred Source was not able to provide pricing within 15% of the low bid price. Staff then qualified the low bidder, who is the incumbent and has performed satisfactory work for us.

Staff recommends awarding a three-year contract with two optional one-year renewals to Complete Building Solutions, Inc of Guilderland, New York for janitorial services at the Rensselaer Rail Station for an amount not to exceed \$105,900 per year.

Financial Summary and Source of Funds:

Annual Cost: \$105,900

Five-Year Total: \$529,500

This will be funded in the FY2023-FY2028 Operating Budgets

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee
From: Christopher Desany, Vice President of Planning & Infrastructure
Subject: Contract Award for Janitorial Services at the Rensselaer Rail Station

Background

The Rensselaer Rail Station is a high-profile facility used by nearly one million customers each year. It is important to maintain cleanliness as part of its operations. The current contract for janitorial services at the Rensselaer Rail Station is set to expire and a new contract is required.

An Invitation for Bids (IFB) was issued for janitorial services that outlined daily and seasonal cleaning obligations as well as special considerations for the facility. The requirements included, but were not limited to:

- Emptying trash, cleaning windows, dusting, performing wipe downs, mopping, stripping, burnishing, scrubbing, vacuuming, sanitizing, and removing graffiti
- Addressing identified areas including entrances, vestibules, bathrooms, stairwells, 2nd floor offices, 3rd floor mezzanine, passerelle, 4th floor mezzanine and offices
- Preventative maintenance where appropriate

A total of 28 firms downloaded the IFB and five submitted bids. Complete Building Solutions (CBSI) was the low bidder and is the incumbent. We have been very satisfied with CBSI's performance.

Recommendation

I recommend awarding a three-year contract, with two one-year extensions to Complete Building Solutions of Guilderland NY for an approximate five-year value of \$529,500.

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:**
\$529,500 (NTE) fixed estimated (circle one)

4. **PROCUREMENT METHOD (check one):**
 Request for Proposals (RFP) Invitation for Bids (IFB) ___ Other

5. **TYPE OF PROCEDURE USED (check one):**
 Micro Purchases (Purchases up to \$2,499.00) ___ Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) ___ Request for Proposals (RFP)
 Professional Services (Over \$25,000) ___ Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**
Number of Proposals/Bids Solicited # 28 or Advertised
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service?	<u>Yes</u>	No	
Number of D/MWBEs bidding/proposing		<u>2</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>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Complete Building Solutions, Inc
PO Box 32
Guilderland, NY 12084

8. **SOURCE OF FUNDS:** FY2023-2028 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	(<u>Yes</u> , No, N/A)
Disclosure of Contacts (only RFPs)	(Yes, No, <u>N/A</u>)
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: December 14, 2022



Bid Summary



Contract Name: RRS Janitorial Service

Contract No: CDTA FAC 2000

Date/Time of Opening: September 29, 2022 1:00PM 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: WJS Ultimate Industrial Cleaning & Floors Address: 323 Linden St Schenectady, NY 12304 Contact: Wilbur Sessions Email: wilbur_session@hotmail.com Phone: 518.526.5518	Yr 1 Base Bid: \$142,521.09 Hrly Rate for Additional Services: \$22.97 Vacancy Credit/Debit per SF: 0.0016	Alternate 1: Alternate 2:	1	DBE __ MBE <input checked="" type="checkbox"/> WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Atalian Global Services Address: 525 Washington Blvd, 25th Fl Jersey City, NJ 07310 Contact: Curt Slocum Email: curt.slocum@atalianworld.com Phone: 929.603.6867	Yr 1 Base Bid: \$128,052.00 Hrly Rate for Additional Services: \$21.50 Vacancy Credit/Debit per SF: \$0.30	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Complete Building Solution, Inc. Address: PO Box 32 Guilderland, NY 12084 Contact: John Arduini Email: cbsi28@aol.com Phone: 518.857.6791	Yr 1 Base Bid: \$105,900.00 Hrly Rate for Additional Services: \$26.90 Vacancy Credit/Debit per SF: \$0.50	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: CG Spotless Cleaning, LLC Address: 153 E 40th Street Brooklyn, NY 11203 Contact: Tatyana Gapchuk Email: info@cspotless.com Phone: 347.469.9228	Yr 1 Base Bid: \$446,596.80 Hrly Rate for Additional Services: \$42.10 Vacancy Credit/Debit per SF: \$0.02	Alternate 1: Alternate 2:	1	DBE __ MBE <input checked="" type="checkbox"/> WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: S.J. Services Address: 235 Newbury St Danvers, MA 01923 Contact: Daniel Shea Email: 351.201.9276 Phone: 978.750.1033	Yr 1 Base Bid: \$191,740.00 Hrly Rate for Additional Services: \$35.00 Vacancy Credit/Debit per SF: \$0.75	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	Yr 1 Base Bid: Hrly Rate for Additional Services: Vacancy Credit/Debit per SF:	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	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. 48 - 2022**

Approve Contract for Lease of Bus Tires

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 to make purchases and enter into contracts providing for the necessary equipment to meet its omnibus transportation operations, and

WHEREAS, the Authority operates a fleet of fixed route and paratransit vehicles, requiring periodic tire replacement, and

WHEREAS, it has been determined to be in the best interests of the Authority to lease tires for fixed route vehicles and purchase tires for paratransit vehicles, and

WHEREAS, after issuance of a competitive Invitation for Bids for a radial tire lease and tire purchase, a single bid was received from Bridgestone Firestone of Nashville, Tennessee (“Bridgestone”), with an estimated annual cost of \$500,000 and minimum five-year cost of \$2,500,000, and

WHEREAS, after due diligence and inquiry, the Authority is satisfied with the competitive nature of the procurement and recommends the award of the radial tire lease and tire purchase contract to Bridgestone, and

WHEREAS, the term of the contract shall not be more than five years.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a five-year contract for the lease of fixed route tires and the purchase of paratransit tires to Bridgestone Firestone of Nashville, Tennessee, at the rates set forth in the proposal for an estimated annual cost of \$500,000, and with an estimated five-year total cost of \$2,500,000, and subject to the contractor’s compliance with all the applicable requirements including those set forth in the bid and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2023-27 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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for radial tires to Bridgestone Firestone of Nashville, Tennessee.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

We lease tires for our fixed route fleet based on a per tire/mile basis, and we purchase tires for our paratransit fleet. Leasing tires is less expensive than purchasing tires because of per unit costs; having a small inventory; and having less storage issues. The current lease contract for tires is set to expire and a new one is required.

Purpose:

To lease tires for our fixed route fleet.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for a vendor to provide leased tires for the fixed route fleet, purchase paratransit vehicles. A fixed monthly fee was requested for a tire technician, employed by the vendor to work . CDTA provided estimated quantities and vehicle mileages and other details to allow for informed bids.

There are three known vendors of radial tires that can meet the requirements of this contract. One of those vendors does not participate in low bid procurements, and another vendor made significant requests to revise contract language that would not be acceptable to CDTA. That vendor ultimately decided not to participate in the procurement, resulting in a single bid.

The single bid received from Bridgestone Firestone has been deemed responsive by staff. CDTA has a good relationship with Bridgestone Firestone dating back to 1936 with the United Traction Company. Staff recommends a contract to Bridgestone Firestone of Nashville, Tennessee for a radial tire lease, and tire purchase, for a minimum five-year value of \$2,500,000.

Upon Board approval this contract will be executed immediately. The term of this agreement shall not be more than five years.

Financial Summary and Source of Funds:

Annual Cost: \$500,000

Five Year Total: \$2,500,000

The contract will be funded in the FY2023-2027 Operating Budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Director of Maintenance

Memorandum

December 14, 2022

To: Performance Monitoring & Audit Committee
From: David Williams, Director of Maintenance
Subject: Recommendation for Radial Tire Lease

Background

CDTA uses a lease model for the fixed route fleet and purchases tires for paratransit vehicles. Leased tire costs are calculated on a per tire/mile basis. The supplier is required to retain a full-time tire technician located in our Albany Division to order, mount, repair and properly dispose of tires. The technician is held to the same safety, skill, and uniform standards as CDTA employees. CDTA has followed this program model for many years, and it is the industry standard.

Justification

Bridgestone Firestone provided the single bid for the radial tire procurement. CDTA has a long-standing relationship with Bridgestone Firestone is has been satisfied with the tire quality and service provided.

Recommendation

I recommend awarding a contract for lease and purchase of radial tires to Bridgestone Firestone of Nashville, TN for an amount not to exceed \$50 ,000 per year for a term of five years, with a total cost \$2,500,000.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CDTA FACILITIES, INC.
RESOLUTION No. 49 - 2022**

Approve contract for Snow Removal Services at Park and Ride Lots and layover locations

WHEREAS, Public Authorities Law section 1307(5) empowers CDTA to maintain and repair its facilities, and

WHEREAS, the Capital District Transportation Authority (“CDTA”) operates the Defreestville Park and Ride lot in East Greenbush and the Schodack Park and Ride lot in Schodack, and

WHEREAS, CDTA requires the assistance of a contractor to provide snow and ice removal services at these Park and Ride lots, and

WHEREAS, after issuance of a competitive invitation for bids for snow and ice removal services at Park and Ride lots, the lowest responsible and responsive bidder was City Mark Striping, LLC of Albany, New York, and

WHEREAS, City Mark Striping has satisfactorily provided snow plowing services at many of our bus shelters and at 85 Watervliet Avenue, and

WHEREAS, Authority staff recommends awarding a three-year snow removal contract, with two optional one-year renewals, for snow and ice removal at Park and Ride lots to City Mark Striping, LLC of Albany, New York, with the first year estimated amount of \$78,418, includes annual CPI and Prevailing Wage adjustments, and an estimated five-year cost of \$430,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two optional one-year renewals for snow and ice removal at the Park and Ride lots to City Mark Striping, LLC of Albany, New York, in an amount estimated at \$78,418 per year, with yearly CPI and Prevailing Wage adjustments, and an estimated five-year cost of \$430,000, subject to the contractor’s compliance with the contract and other documents.
2. The source of funds for this project will be the FY2023-2028 Operating Budgets.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for snow removal at Park & Ride locations to City Mark Striping, LLC.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

The contract for snow removal at Park & Ride locations is expiring, and a new one is required.

Purpose:

To remove snow and ice from Park & Ride locations to maintain safety and customer convenience.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for snow removal at seven locations listed on the support memo. The IFB outlined requirements for plowing, salting and snow/ice removal services. Ten firms downloaded the IFB and two submitted bids. The lowest responsive and responsible bidder is City Mark Striping, LLC (NYS WBE firm). City Mark currently holds other snow removal contracts with CDTA and performs their work satisfactorily.

Staff recommends approval of a three-year contract with two optional renewal years to City Mark Striping, LLC of Albany, New York for snow removal at park and ride and layover locations.

Financial Summary and Source of Funds:

The first year estimate is \$78,418 and the total five-year estimate is \$430,000 (includes annual Consumer Price Index and Prevailing Wage adjustments). This contract will be funded in the FY2023-FY2028 operating budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee
From: Christopher Desany, Vice President of Planning & Infrastructure
Subject: Contract Award for Snow Removal at Park & Ride and Layover Locations

Background

Performing snow & ice removal is key requirement for maintaining customer convenience and safety during winter months. It is an important part of how we service our facilities and street amenities, and is done with internal staff at certain locations (divisions and a portion of shelters). We also hold contracts with several vendors that provide for snow removal at both rail stations, our park and rides, layover locations, and remaining shelters.

An Invitation for Bids (IFB) was issued for lump sum snow & ice removal services at the Park & Ride and layover locations including:

- Schodack Park & Ride
- Defreestville Park & Ride
- Menands Park & Ride
- Rail Trail Park & Ride
- Madison Staging Area
- Orange Street Staging Area
- Delaware Ave. Turnaround/Layover

Costs increase yearly by the consumer price index for each of the categories. The contractor will have specific performance requirements for responsiveness during and after weather events. These include frequency/timeliness of removing snow and salting, specific obligations for sidewalks and parking spots, and what equipment can be used.

The package was downloaded times and two bids were received. The incumbent, Citymark Striping LLC was the low bidder. Citymark has held this contract (and others) over the past decade and staff is happy with their work.

Recommendation

I recommend awarding a three-year contract, with two one-year extensions to Citymark Striping LLC of Albany, NY for an approximate five-year value of \$430,000.

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:**

\$430,000 (NTE over 5 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 # 10 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:** City Mark Striping, LLC
70 Tivoli Street
Albany, NY 12207

8. **SOURCE OF FUNDS:** FY2023-2028 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: December 14, 2022

BASE BID		CityMark	PTC Properties
1	Cost to provide snow and ice removal services at the Schodack Park and Ride Lot for the season	\$12,669.32	\$57,000
2	Cost to provide snow and ice removal services at the East Greenbush Park and Ride Lot for the season	\$13,221.39	\$57,000
3	Cost to provide snow and ice removal services at the Menands Park and Ride Lot for the season	\$11,730.00	\$67,000
4	Cost to provide snow and ice removal services at the Rail Trail Park and Ride	\$12,880.84	\$73,000
5	Cost to provide snow and ice removal services at the Madison staging area for the season	\$9,800.00	\$192,000
6	Cost to provide snow and ice removal services at the Orange Street staging area for the season	\$9,800.00	\$192,000
7	Cost to provide snow and ice removal services at the Delaware Turnaround staging area for the season	\$8,316.00	\$192,000
TOTAL BID		\$78,417.55	\$830,000

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 50 - 2022**

Approve Sole Source Truck Purchase

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

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, designed to provide the necessary equipment to meet its transportation objectives, and

WHEREAS, in the interest of safety, the Authority currently needs to replace an F-550 truck that has reached the end of its useful life, and

WHEREAS, due to global supply chain issues, the New York State Office of General Services did not have any trucks available through the mini-bid program, however staff located an F-550 truck equipped with a plow and salter from Metro Ford in Schenectady, New York, for an amount not to exceed \$96,360, and

WHEREAS, the price was deemed to be fair and reasonable based on current pricing in the automotive marketplace, and

WHEREAS, staff recommends awarding a sole source contract for the purchase of an F-550 with a salter and plow package to Metro Ford of Schenectady, NY, for an amount not to exceed \$96,360.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source contract for the purchase of an F-550 truck with salter and plow package to Metro Ford of Schenectady, New York for an amount not to exceed \$96,360, subject to compliance with the contract documents.
2. Authority Staff is authorized to execute the contract documents.
3. The source of funds shall be the FY23 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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract to purchase an F-550 truck from Metro Ford of Schenectady

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

We replace service vehicles when they reach the end of their useful life according to our fleet replacement plan. F-550 trucks are utilized to salt, snowplow, and assist with facility maintenance.

Purpose:

To replace an F-550 truck that has reached the end of its useful life.

Summary of Proposal:

Support vehicles are generally purchased from the New York State Office of General Services (OGS) mini-bid program. Since the pandemic began, there have been global supply chain issues and significant delays in the automotive industry. Because of these supply chain issues, OGS does not have vehicles to purchase. Staff searched for vehicles in New York, Massachusetts, New Jersey, and Connecticut.

An F-550 was ultimately located at Metro Ford in Schenectady, which was equipped with a plow and salter package.

Staff recommends a sole source contract to Metro Ford of Schenectady, New York for the purchase of an F-550 truck with salter and plow package, for an amount not to exceed \$96,360. This price is fair and reasonable based on current pricing in the automotive marketplace. Upon approval, a purchase order will be issued for this purchase.

Financial Summary and Source of Funds:

The cost of this F-550 will not exceed \$96,360 and is funded in the FY2023 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

David Williams, Director of Maintenance

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee
From: David Williams, Director of Maintenance
Subject: Recommendation for purchase of F-550 Truck

Background

CDTA purchases support vehicles as part of the annual fleet replacement program. Vehicles are replaced when they reach the end of their useful life based on mileage and cost to maintain. CDTA utilizes Ford F-550 trucks with plows and salters to assist in our facility maintenance program.

Support vehicles are historically purchased using the New York State Office of General Services (NYS OGS) Vehicle Marketplace mini-bid program. Since the start of the COVID-19 pandemic there have been global supply chain issues and significant delays in the automotive industry. Since 2020, CDTA has either received no bids for vehicles through the mini-bid process or have awarded contracts that were then cancelled by the supplier after the order was placed. Staff began sourcing these vehicles from local and regional auto dealers to ensure availability in a timely manner.

Justification

A mini-bid was issued for the purchase of an F-550 and no bids were received. However, staff located an F-550 truck equipped with a plow and salter from Metro Ford in Schenectady, New York. CDTA has purchased vehicles from Metro Ford in the past and been satisfied with their service.

Recommendation

I recommend awarding a sole source contract for the purchase of an F-550 truck with a salter and plow package for an amount not to exceed \$96,360. This price is fair and reasonable when compared to trucks with the same features on the market.

Copy: Chief Executive Officer
Director of Procurement

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**
 Construction & Maintenance
 Services & Consultants
 Goods, Commodities & Supplies
 Transportation & Operational Services
 Bus Purchase

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:**
\$96,360 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)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000)
 Professional Services (Over \$25,000)
 Small Purchases (\$25,000 up to \$100,000)
 Request for Proposals (RFP)
 Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**
Number of Proposals/Bids Solicited # 1 and Advertised
Number of Proposals/Bids Received # 1

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	<u>0</u>	<u>0</u>
DBE/MWBE Certification on file?	Yes	No
Was contract awarded to a DBE/MWBE?	Yes	No
Number of DBE/MWBE Subcontractors	<u>0</u>	<u>0</u>

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Metro Ford, Inc.
3601 State Street
Schenectady, NY 12304

8. **SOURCE OF FUNDS:** 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: December 14, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 51 - 2022**

Approve Contract for Purchase of Bus Filters

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 filters to replace worn or damaged parts over a two-year period, and

WHEREAS, multiple bids were received, with the lowest qualified bid submitted by Vehicle Maintenance Program of Boca Raton, Florida, and

WHEREAS, the Authority recommends a two-year bus filter purchase contract be awarded to Vehicle Maintenance Program of Boca Raton, Florida, for an amount not to exceed \$339,172 over two years with actual costs determined by usage.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a two-year bus filter purchase contract to Vehicle Maintenance Program of Boca Raton, FL, for an estimated cost of \$339,172 over two years, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from FY2023 and 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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for bus filters to Vehicle Maintenance Program of Boca Raton, Florida.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

CDTA uses a variety of filters for our vehicles. Filters are procured on a regular basis as part of our preventative maintenance program; they minimize the risk of breakdowns and prolong the life of engine components. The current contract for bus filters is expiring.

Purpose:

Filters are part of our preventative maintenance program and are replaced as needed. A contract is required to receive the best price and to ensure the availability of filters.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for bus filters. The IFB indicated requirements for each filter type and estimated quantities based on our history. Twenty-two vendors downloaded the IFB, and six bids were received. Vehicle Maintenance Program is the incumbent provider of bus filters.

This procurement requires board approval because the contract value is greater than \$150,000.

Staff recommends a contract to purchase bus filters from Vehicle Maintenance Program of Boca Raton, Florida for an estimated \$339,172 over two years. Upon approval, a two-year contract will be executed.

Financial Summary and Source of Funds:

The total contract value \$339,172 is funded in the FY2023 & FY2024 Operating Budgets.

Actual costs will be determined by use the anticipated cost breakdown is:

Year 1: \$165,451

Year 2: \$173,721

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

David Williams, Director of Maintenance

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee

From: David Williams, Director of Maintenance

Subject: Contract for Bus Filters

Background:

CDTA uses an assortment of different filters such as oil, air, and fuel for our vehicles. Filters can minimize the risk of breakdowns and prolong the life of engine, transmission, and other components. They are part of CDTA's preventative maintenance program.

Justification:

An Invitation for Bids was issued, and six bids were received. Vehicle Maintenance Program (VMP) provided the best bid and due to the estimated value, it requires Board approval. VMP currently provides filters and other parts to CDTA and is a satisfactory vendor.

Recommendation:

Staff recommends a two-year contract to Vehicle Maintenance Program of Boca Raton, Florida, for an amount not to exceed \$339,172.

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:

\$339,172 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 # 22 or Advertised
Number of Proposals/Bids Received # 6

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: Vehicle Maintenance Program, Inc.
3595 N Dixie Bay #7
Boca Raton, FL 33431

8. SOURCE OF FUNDS: FY23 & 24 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: December 14, 2022



Bid Summary



Contract Name: Filters for Transit Buses

Contract No: CDTA Maint 181-3000

Date/Time of Opening: Nov 16, 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: Cummins, Inc. Address: 101 Railroad Ave Albany, NY 12205 Contact: Darrin Mellinger Email: csnabids@cummins.com Phone: 518.459.1710	See attached detailed summary- Cummins will be awarded a portion of the contract.	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Muncie Reclamation & Supply Address: 3720 S. Madison St Muncie, IN 47302 Contact: Darrin Mellinger Email: bhuff@abc-companies.com Phone: 765.288.1971	See attached detailed summary- Muncie will be awarded a portion of the contract.	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Vehicle Maintenance Program Address: 3595 N Dixie Hwy Bay 7 Boca Raton, FL 33431 Contact: Lindi Brooks Email: lindi@vmpparts.com Phone: 561.362.6080	See attached detailed summary- VMP will be awarded a portion of the contract.	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Gillig, LLC Address: 25972 Eden Landing Hayward, CA 94545 Contact: Chuck O'Brien Email: cobrien@gillig.com Phone: 800.735.1500	See attached detailed summary	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Kirk's Automotive, Inc. Address: 9330 Roselawn St Detroit, MI 48204 Contact: Robert Kirkman Email: rrk@kirksauto.com Phone: 313.933.7030	See attached detailed summary- Kirks will be awarded a portion of the contract.	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	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
ACCESS TRANSIT SERVICES, INC.
RESOLUTION No. 52 - 2022**

Approve Contract for Commuter Service

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 has undertaken to provide Northway Commuter Service (NX) between Saratoga and Albany, and the Thruway service (TX) from Amsterdam to Albany, which are both operated by another entity pursuant to contract, and

WHEREAS, after a duly issued RFP, the Authority has received a single responsive proposal from Upstate Transit of Saratoga, LLC, the incumbent service provider of NX, and

WHEREAS, Authority is satisfied with past performance, references and the ability to provide the service submitted by Upstate Transit of Saratoga, LLC, and

WHEREAS, staff recommends a three-year contract with two optional one-year renewals to Upstate Transit of Saratoga, LLC, for a total amount not to exceed \$11,042,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year agreement with two optional one-year renewals to Upstate Transit of Saratoga, LLC, for a total amount not to exceed \$11,042,000, subject to the contractor's compliance with the terms and conditions of the proposal and of the contract documents.
2. The source of funds for the Commuter Service shall be from the FY2023 to FY2027 Operating Budgets.
3. Authority Staff is hereby authorized to execute all contract 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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for commuter service to Upstate Transportation of Saratoga, LLC.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

We contract with Upstate Transit to provide Northway commuter service (NX) from Saratoga County to downtown Albany; and Amsterdam to downtown Albany called the Thruway service (TX). This contract is set to expire and a new one is required.

Purpose:

To contract with a vendor to provide commuter express service for our customers.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a vendor to provide commuter service using their personnel and CDTA branded buses. The RFP outlined requirements for training, safety, maintenance, and customer service.

Several transportation providers were contacted about this procurement before the RFP was released. This was also published in local newspapers and national transit publications. Seventeen vendors downloaded the RFP, and one proposal was received. A poll was conducted to find out the reason for the lack of participation and the primary reason was the lack of staff to respond to the proposal.

The single proposal was submitted by Upstate Transit of Saratoga, LLC the incumbent provider of the NX service. Staff is satisfied with past performance, references, and the ability to provide the service. Staff recommends a three-year contract with two optional one-year renewals for commuter service for an amount not to exceed \$11,042,000. The first-year cost for this work is \$2.2 million. Upon Board approval the contract will be executed immediately.

Financial Summary and Source of Funds:

This contract will be funded in the FY2023 to FY2027 operating budgets, not to exceed \$11,042,000.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Commuter services

Overview

CDTA's Northway Xpress (NX) is a premier commuter service that runs from various Saratoga County locations (including park and ride lots along the I-87 corridor) to downtown Albany. The Thruway Xpress (TX) service runs from park and ride locations in Schenectady and Montgomery County with destinations also in downtown Albany. These two routes are what primarily make up our commuter services.

The buses used for this service have coach seating, free WiFi, and restrooms. The service is operated with CDTA-owned and branded buses but is subcontracted out and is dispatched from a depot in Saratoga Springs. CDTA operations staff work very closely with the subcontractor to ensure that the service meets our standards. The contract for this service expires this month.

Background

Staff developed and published a scope of work and Request for Proposals to perform this service which included:

- Necessary labor to run the service
- Fuel to run the service (with annual increases based on CPI and capped at 5%)
- Vehicle maintenance (except for major repairs to the engine and transmission), keeping and providing detailed records
- Necessary insurance for operations and vehicles
- Collecting passenger fares as established by CDTA
- Regular and audited reporting of measurements as defined by CDTA

Upstate Transit was the only proposer. They were still evaluated based on cost, experience, ability to meet requirements, and reference checks. Upstate Transit has been in operation for almost 20 years, and its parent company has been operating transportation services for 35 years. Following federal, state, and CDTA procurement procedures, the evaluation team determined that Upstate Transit provided a submission that stood on its own. The reasons for this included:

- In the 17 years that Upstate Transit has been the incumbent provider of the commuter services, we have not experienced any material issues. In the few cases where we did identify improvements that could be made, those changes were added to the scope.
- Our annual costs will increase 10% under this contract. However, this includes the addition of the new TX service (almost 5,000 hours), therefore the increase is fair and reasonable.
- As per the NYSDOT bus inspection system profile, Upstate Transit's maintenance record is excellent.

Committee Action

I recommend a three-year contract with two one-year renewals for commuter services to Upstate Transit of Saratoga, LLC of Saratoga Springs, NY for a total amount not to exceed \$11,042,000.

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:**

\$11,042,000 (NTE over five 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 # 4 or Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. **Disadvantaged Business Enterprise (DBE) involvement**

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Upstate Transit of Saratoga, LLC
207 Geyser Road
Saratoga Springs, NY 12866

8. **SOURCE OF FUNDS:** Operating Budgets FY2023 to FY2027

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: December 14, 2022

Cummulative Scorecard for CDTA TRANS 21-8000

	Upstate Transit-Saratoga Springs, NY
Cost [120 points]	102
Experience & Reputation of Contractor [60 points]	43
Ability to Meet Specifications [105 points]	82
DBE/MWBE/SDVOB Participation [15 points]	0
TOTAL [300 points]	227

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 53 - 2022**

Approve Contract for Renovations at 85 Watervliet Avenue

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

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

WHEREAS, as the Authority continues to grow by adding more services and mobility options, it has become necessary to add and reconfigure office space for the workforce for current and future needs, and

WHEREAS, earlier this year the call center was relocated from 85 Watervliet Avenue to the RRS to accommodate additional office space at the 85 Watervliet Avenue location, and

WHEREAS, an Invitation for Bids was issued for upgrades to include new offices, an updated sales area, meeting space and cubicles, and

WHEREAS, competitive bids were duly received and AOW Construction, LLC of Albany, New York, was the lowest responsive and responsible bidder for an amount of \$245,500 plus 20% contingency for a total cost of \$294,600, and

WHEREAS, staff recommends a contract for office renovations at 85 Watervliet Avenue to AOW Construction, LLC of Albany, New York with an amount not to exceed \$294,600 with substantial completion by March 2023, and

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a contract for office renovations at 85 Watervliet Avenue to AOW Construction, LLC of Albany, New York, for an amount not to exceed \$294,600, subject to complying with all the applicable requirements including those set forth in the bid and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this project will be from 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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for office renovations to AOW Construction, LLC.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

This year the call center was relocated from 85 Watervliet Avenue to the Rensselaer Rail Station to accommodate additional office space for the 85 facility.

Purpose:

To accommodate more services and mobility options, it is necessary to reconfigure office space for current and future needs.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for upgrades to include new offices, an updated sales area, meeting space, and cubicles. Thirty-Seven firms downloaded the IFB and four submitted bids. AOW Construction, LLC provided the lowest responsive and responsible bid. AOW has satisfactorily performed other work for CDTA in the recent past. The bid allows up to 20% of work to be subcontracted to WBE vendors.

Staff recommends a contract for office renovations at 85 Watervliet Avenue to AOW Construction, LLC of Albany, New York for an amount not to exceed \$294,600. Upon Board approval a contract will be executed immediately with substantial completion expected by March 2023.

Financial Summary and Source of Funds:

This project will be funded through the FY2023 Capital Plan with the details below.

Base Bid: \$245,500

20% Contingency: \$49,100

Total (NTE): \$294,600

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee
From: Christopher Desany, Vice President of Planning & Infrastructure
Subject: Contract Award for Office Renovation

Background

As CDTA continues to grow by adding more services and mobility options, it has become necessary to add and reconfigure office space for the workforce. To support these efforts, in early 2022 the call center was relocated from 85 Watervliet Avenue to the Rensselaer Rail Station. This move created space for the addition of offices at 85 Watervliet. We had a professional architect design the space to allow for new offices, an updated sales area, a meeting space, and several cubes.

An Invitation For Bids (IFB) was issued for the upgrades which included:

- Demolition
- Construction of five new offices
- New flooring and lighting
- A fully secured sales outlet
- HVAC reconfiguration
- Windows
- Painting

The package was downloaded 37 times and four bids were received. AOW Construction LLC of Albany, NY was the low bidder. AOW has been the low bid contractor on several recent CDTA projects (health center, Troy staff area upgrades, Amsterdam offices) and has a history of delivering on time and on budget.

Recommendation

I recommend a contract to AOW Construction LLC of Albany, NY for office renovations for an amount of \$245,500 plus 20% (internal) contingency, for a total value of \$294,600.

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:**

\$294,600 NTE **fixed** estimated (circle one)

4. **PROCUREMENT METHOD (check one):**

Request for Proposals (RFP) Invitation for Bids (IFB) Other-NYS OGS

5. **TYPE OF PROCEDURE USED (check one):**

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 37 and **Advertised**
Number of Proposals/Bids Received # 4

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 0 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 2 MWBE (2WBE)

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

8. **SOURCE OF FUNDS:** 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: December 14, 2022



Bid Summary



Contract Name: Call Center Renovations

Contract No: CDTA FAC 204-2000

Date/Time of Opening: December 1, 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: AOW Construction, LLC Address: 30 Essex Street Albany, NY 12206 Contact: James Urner Email: jurner@aowconstruction.com Phone: 518.482.3444	Base Bid/Lump Sum Price \$245,500	Alternate 1: Alternate 2:	1 RMB Heating & Cooling 2 Creative Flooring 3 Zapantanze's Painting & Plaster 4 5	DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Gallo Construction Corp. Address: 50 Lincoln Ave Watervliet, NY 12189 Contact: 518.273.0234 Email: kgallo@gallogc.com Phone: 518.273.0234	Base Bid/Lump Sum Price \$324,800	Alternate 1: Alternate 2:	1 Stilsing Electric 2 Neoplanta Restoration 3 4 5	DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Iron Sword Enterprises, LLC Address: 2359 State Rt 300 Walkkill, NY 12589 Contact: Greg Louks Email: greg.louks@ironswordllc.com Phone: 845.863.1788	Base Bid/Lump Sum Price \$374,000	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ X DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Rosch Brothers, Inc. Address: 424 Old Niskayuna Road Latham, NY 12110 Contact: Timothy Conlon Email: tim@roschbrothers.com Phone: 518.573.8266	Base Bid/Lump Sum Price \$288,000	Alternate 1: Alternate 2:	1 Advance Glass 2 Neoplanta Restoration 3 RMB Heating & Cooling 4 5	DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ x 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. 54 - 2022**

Approve Contract for Bike Share Operations Services

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

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

WHEREAS, in 2017 CDPHP *Cycle!* launched 80 bicycles across four cities and has since grown to include more than 400 bicycles across eight municipalities, and

WHEREAS, the Authority is looking to transition to a new vendor that is better positioned to support the operation, grow the bike fleet, and oversee expansion, requiring a new contract, and

WHEREAS, the Authority has solicited competitive proposals for daily operational services, management of the existing bike fleet and future acquisition of new bicycles/technologies and one proposal was received from Drop Mobility and Shared Mobility, Inc., and

WHEREAS, staff has reviewed the proposal and recommends awarding a three-year contract with two optional one-year renewals to Drop Mobility and Shared Mobility, Inc., for an amount not to exceed \$2,500,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two optional one-year renewals for bike share operational services to Drop Mobility and Shared Mobility, Inc. for an amount not to exceed \$2,500,000, subject to the contractor’s compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the FY2023 through FY2027 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 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for bike share operation to Drop Mobility and Shared Mobility, Inc.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 14, 2022

Board Action Date: December 21, 2022

Background:

CDPHP *Cycle!* is one of CDTA's premier services that is wrapping up its sixth year of operations.

Purpose:

This contract maintains current bike share services and allows for continued growth in the program.

Summary of Proposal:

A Request for Proposals (RFP) was issued for daily operational services and management of the existing bike fleet and future acquisition of new vehicles/technologies. Eight vendors downloaded the RFP, and one proposal was received. These types of services are unique, and adding the management of existing infrastructure for bicycles makes finding vendors more challenging. Staff does not think that the RFP was too restrictive to encourage competition.

The single proposal received was submitted by Drop Mobility and Shared Mobility, Inc. Shared Mobility Inc previously worked with CDTA during the initial bike share development in 2017.

Staff is satisfied with past performance, references, and the ability to provide the service. Staff recommends approval of a three-year contract with two optional one-year renewals for bike share operational services for an amount not to exceed \$2,500,000. Upon Board approval the contract will be executed immediately.

Financial Summary and Source of Funds:

This \$2.5 million contract will be funded in the FY2023 through FY2027 Operating Budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Marketing

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee
From: Jonathan Scherzer, Director of Marketing
Subject: Bike Share Operation – Contract Award

Background:

CDPHP *Cycle!* launched in in 2017 with 80 bicycles across four cities and now, in its sixth season, has grown to over 400 pedal bicycles across eight municipalities. Ridership has increased each season with more than 80,000 trips expected during the 2022 season. The app-based system allows customers to make rentals at any time a bicycle is available once membership has been created. We are looking to transition to a new vendor that is better positioned to support the operation, grow the fleet, and oversee expansion.

Justification:

A Request for Proposals (RFP) was issued for bike sharing operational services including the day-to-day management and a pathway to transition the program to the acquisition of new vehicles including the addition of electronic assist bicycles. We received one proposal and a review team looked at the proposal to ensure viability and workability consistent with the direction and goals of CDPHP*Cycle!*. Our current vendor, Mobility Cloud, Inc. did not propose.

Drop Mobility and Shared Mobility Inc. partnered to present a solution that provides CDTA with quality equipment, top of the line software, and excellent operations. Drop Mobility is a mobility solutions provider headquartered in Toronto, Canada, operating across North America through its US subsidiaries. Shared Mobility Inc. (SMI) is a Buffalo-based nonprofit that builds mobility systems to serve communities with projects ranging from electric carsharing to bike sharing.

SMI previously worked on CDPHP *Cycle's!* initial development and deployment in 2017. Their experience with the program and understanding of bikeshare operations in Upstate New York alongside Drop's intuitive software platform will provide our customers with an affordable, accessible, and innovative shared bike program.

The program will offer new vehicles, improved hardware, and software for a more efficient operation. The combination of our current bicycles along with the introduction of electronic assist bicycles will allow for system growth. The program will continue hubless offerings, have a new white label app, website, and branding elements in line with the current look and feel. Additional elements include secure end of trip verification, and support for equity-based programming.

The new partnership requires startup costs related to conversion kits for our current fleet and the introduction of the electronic assist bicycles. We will purchase 250 conversion kits for the classic bicycles and lease a minimum of 160 of the new electronic assist bicycles for deployment during the 2023 season. The cost for the transition is approximately \$200,000 and we have this set aside in our FY22 capital plan.

As with our previous relationship, CDTA employees will not be involved in the operation or maintenance, but we will remain involved in product development, marketing, advertising, and pricing.

Funding for this program comes from multiple sources, including membership and ridership revenues, corporate underwriting and partnerships with area municipalities that have agreed to support the program with annual stipends.

The annual operating cost that we will pay to Drop/Shared Mobility is \$500,000. This covers all operating costs, including personnel, administration, and insurance. We can lease or purchase additional vehicles beyond transitioned and new electronic bicycles as needed.

Recommendation:

We recommend award of three-year contract (with two, one-year options) to Drop Mobility and Shared Mobility, Inc. to provide bike sharing services at a total amount of \$2,500,000. The agreement will cover annual operations along with the ability to purchase additional bicycles, infrastructure and maintenance as needed.

copy: Chief Executive Officer
Emerging Mobility Manager
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 -
 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:

\$2,500,000 (NTE over five 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 # 8 or Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE) involvement

Are there known DBEs that provide this good or service?	Yes	<u>No</u>
Number of DBEs bidding/proposing		<u>0</u>
DBE Certification on file?	Yes	No <u>Not Applicable</u>
Number of DBE Subcontractors		<u>0</u>

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Drop Mobility-548 Market St PMB 64073 San Francisco, CA 94104

Shared Mobility, Inc-6400 Ellicott St #441 Buffalo, NY 14209

9. SOURCE OF FUNDS: FY2023 through FY2027 Operating Budgets

10. 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>)

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

Stacy Sansky, Director of Procurement DATED: December 14, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 55 - 2022**

Approve Annual Safety Management System Plan

WHEREAS, the Capital District Transportation Authority (Authority) is a recipient of federal funds for assistance with capital and operating expenses, and

WHEREAS, the Federal Transit Administration (FTA) requires that all public transit agencies have a Safety Management Plan (SMS) which must be approved by the Board on an annual basis, and

WHEREAS, the SMS is a formal process to communicate and manage safety from the leadership level of the Authority to all employees, and the contents of the SMS will help enhance our commitment to safety and meet the standards set by the FTA, and

WHEREAS, the FTA has reviewed the 2022 SMS plan and Authority staff now recommends approval of the 2022 SMS plan in accordance with FTA requirements.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts the 2022 SMS plan in accordance with FTA requirements.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Annual Approval of the Safety Management System (SMS) Plan

Committee: Performance Monitoring/Audit
Committee Meeting Date: December 14, 2022
Board Action Date: December 21, 2022

Background:

The Federal Transit Administration (FTA) requires all public transportation agencies to have a Safety Management System (SMS) plan which must be approved by the board on an annual basis. The safety plan enhances our safety efforts by providing a comprehensive plan to identify and address safety concerns and challenges. Staff deploys a variety of safety tools to keep our safety plan current, to assess risk, and to promote and communicate safety information to our employees.

Purpose:

The SMS plan is required to be approved by the board on an annual basis.

Summary of Proposal:

The SMS is reviewed annually to ensure it remains up to date, meets our safety goals, objectives and safety performance targets. Earlier this year, Congress passed the Bipartisan Infrastructure Bill which included elements to improve the SMS plan. The new law requires agencies to adopt an organizational safety committee that must have an equal number of labor and management representatives. Although we have had a safety committee for years, this new structure allows input from additional departments, making the safety committee even more effective.

Part of the new law requires that the safety committee approves the SMS plan before the board can adopt the plan. The safety committee approved the plan in October 2022.

The FTA has reviewed our 2022 SMS plan, and staff recommends approval of the 2022 SMS plan in accordance with FTA's new requirements.

Financial Summary and Source of Funds:

No impact

Prepared by:

Rich Nasso, Superintendent of Safety & Training

Project Manager:

Rich Nasso, Superintendent of Safety & Training

Memorandum

December 14, 2022

To: Performance Monitoring/Audit Committee
From: Rich Nasso, Manager of Safety and Training
Subject: Safety Management Systems (SMS) Plan

Background:

The FTA requires that all public transit agencies adopt a documented Safety Management System (SMS) plan. The Bipartisan Infrastructure Law of 2022 also requires a joint Labor/Management Safety committee.

SMS is a formal process to communicate and manage safety efforts within CDTA. The contents of the plan helps enhance our _____ and meet the standards set by the FTA. The plan must be reviewed and approved on an annual basis by the Board of Directors.

Plan Overview:

The regulations require SMS to be an organization-wide, data driven approach to mitigate risk. The plan includes Key Performance Targets, such as the Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion and Communication.

As part of the new Bipartisan Infrastructure Bill, all transit agencies need to have an organizational safety committee that consists of an even number of labor and management representatives. The safety committee must also approve the SMS plan before it goes to the board of directors for approval.

Below are examples of what staff and safety committee members have been working on:

- Participating in employee forums
- Safety messages on electronic message boards.
- Safety messages on Blink, including training videos
- Safety poster promotions on defensive driving, customer service, proper PPE
- Video mirror pilot

Next steps include:

- Live bus operator training in new lot
- Crash avoidance pilot

Recommendation:

I recommend approval of the SMS plan in accordance with FTA requirements. A copy of the included

Copy: Chief Executive Officer
VP of Finance & Administration
Director of Risk Management

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 56 - 2022**

Approve the Preliminary Operating Budget and
Five-Year Capital Plan for Fiscal Year 2023-2024

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

WHEREAS, the proposed preliminary Operating Budget for the Capital District Transportation Authority for fiscal year 2023-2024 provides for estimated revenue and assistance with projected expenses of \$128,321,806, and the Five-Year Capital Plan of \$302,104,000, that has been presented and reviewed (a copy of which is attached to this and made part of this resolution); and

WHEREAS, after review and discussion, the adoption of the proposed fiscal year 2023-2024 preliminary Operating Budget and Five-Year Capital Plan has been recommended by the CDTA Strategic and Operational Planning Committee;

NOW, THEREFORE BE IT RESOLVED:

1. The Authority hereby approves and adopts the preliminary Operating Budget and Five-Year Capital Plan for fiscal year 2023-2024 a copy of which is attached to and made part of this resolution.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 21st day of December, 2022.

Dated: December 21, 2022

Joseph M. Spairana, Jr. Secretary

Memorandum

December 14, 2022

To: Strategic & Operational Planning Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: Discussion & Approval of FY2024 Preliminary Budgets

Background

Attached is the preliminary operating and capital budget for Fiscal Year 2024. This is a first look at our budget, and it contains a number of estimates including revenue sources to balance the budget. The Board is required to approve a preliminary budget, which must be submitted to New York State by December 31, 2022. As we move towards a final budget on April 1, 2023, we will have several meetings, discussions and opportunities for input.

This preliminary budget includes significant increases in expenses based on the start of our next BRT line, and anticipation of a new labor contract (expires in June 2023). It also includes expanded mobility options like electric cars, bikes and Flex Services.

Operating Budget

The preliminary operating budget is projected to be \$128.3 million, a \$12 million increase from this year's plan (10.4%). There are three main drivers - wages, health care, and fuel. In the current economic environment, competition for bus operators and technicians is very strong and we are budgeting a higher-than-normal wage increase to stay competitive. We also need to negotiate a new labor contract with the Amalgamated Transit Union who is well aware of the significant wage increases in the transit industry.

We expect to begin service on the new Washington/Western BRT line, which will add about 20 new bus operator positions. Last month we received notice of a 15% increase from our main health care provider increases the health insurance line by about \$1.8 million. Fuel expenses are projected to increase by about \$3.6 million based on current pricing. We currently pay \$1.76 per gallon and our contract expires in June 2023. We purchase fuel on the futures market one to two years in advance. Since the market has been volatile for the past year, pricing has just about doubled to about \$3.50 per gallon. We hope to get a better price over the next couple of months. All told, we are expecting a \$12 million increase in expenses.

Mortgage Recording Tax receipts have been terrific, although we are somewhat worried about rising interest rates. Customer revenue and Rail Station revenue continue to improve, and we project about a \$3 million increase for these two lines. Our Universal Access program has been very successful and is driving increases in Customer revenue. However, operating assistance is a concern. We budgeted the same federal assistance for next year, with a combination of federal 5307 funds and American Rescue Plan funds. We initially budgeted the same State Operating Assistance (STOA) for next year, but because we want to balance the budget, we show an anticipated \$9 million increase. This is not likely to happen.

Capital Plan

The five-year capital plan is attached. It is the first draft of a detailed summary of projects for the next five years, most of which are not funded. We concentrate efforts on year one and prioritize funding for projects to be completed within the first year (FY2024). Certain components are reoccurring projects such as our annual fleet replacement program; shelter program; and providing for normal replacement efforts. FY2024 also includes the start of the LO/NO federal grant that we were awarded to provide electric buses and electric infrastructure for our Albany facility.

Looking forward, and to build off the board retreat, this plan provides a blueprint to develop new facilities and to replace our aging infrastructure. The plan also includes piloting new technology for zero emission vehicles like hydrogen, or other power sources not yet developed. Many of these projects are grant dependent and will take several years to complete. We anticipate continued state capital funding that could cover five years. The level of funding will determine how we go about moving some of our capital projects.

Summary

Although we have funding sources to help balance our budget, it is not enough. We are active in advocacy efforts to find sustained operating assistance and we continue to work with our lobbyist and the New York Public Transit Association to encourage increased state funding. The Strategic and Operational Planning Committee will be provided options to discuss as we move through the budget development process.

Recommendation

We recommend that the preliminary FY2024 operating budget of \$128,321,806 and a five-year capital plan of \$302,104,000 be approved to meet our New York State statutory requirement.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

Capital District Transportation Authority
FY2024 Draft Operating Budget
December 6, 2022

Revenue Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
Mortgage Tax	\$12,550,000	\$0	\$12,550,000	0.0%
Customer Revenue	\$14,569,000	\$2,356,380	\$16,925,380	16.2%
Advertising	\$1,392,500	\$50,000	\$1,442,500	3.6%
RRS and Facilities Income	\$1,912,908	\$700,000	\$2,612,908	36.6%
Other	\$158,500	\$0	\$158,500	0.0%
Federal Assistance	\$29,905,923	\$0	\$29,905,923	0.0%
State Operating Assistance	\$51,636,600	\$8,967,209	\$60,603,809	17.4%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,000	\$0	\$1,917,000	0.0%
Grants	\$1,805,786	\$0	\$1,805,786	0.0%
Total Revenue	\$116,248,217	\$12,073,589	\$128,321,806	10.4%
Expense Item	FY2023 Budget	Budget to Budget Change	FY2023 Budget	% change
Wages	\$57,546,254	\$5,179,162	\$62,725,416	9.0%
FICA	\$3,962,750	\$356,647	\$4,319,397	9.0%
Health Benefits	\$12,050,871	\$1,807,631	\$13,858,501	15.0%
Workers' Comp	\$2,986,718	\$0	\$2,986,718	0.0%
Other Benefits	\$4,865,487	\$100,000	\$4,965,487	2.1%
Professional Services	\$4,709,745	\$0	\$4,709,745	0.0%
Materials and Supplies	\$1,994,023	\$0	\$1,994,023	0.0%
Miscellaneous	\$786,853	\$0	\$786,853	0.0%
Maintenance Services	\$3,365,258	\$0	\$3,365,258	0.0%
Purchased Transportation	\$9,343,094	\$560,586	\$9,903,679	6.0%
Utilities	\$1,430,220	\$0	\$1,430,220	0.0%
Fuel	\$5,847,249	\$3,600,000	\$9,447,249	61.6%
Parts Tires Oil	\$5,968,775	\$298,439	\$6,267,214	5.0%
General Insurance	\$1,012,046	\$150,000	\$1,162,046	14.8%
Claims	\$378,875	\$21,125	\$400,000	5.6%
Total Expenses	\$116,248,217	\$12,073,589	\$128,321,806	10.4%
Revenue over Expense	\$0	\$0	\$0	

**Capital District Transportation Authority
FY2024 DRAFT Capital Plan
December 7, 2022**

Project Name	Purpose	Type	2024	2025	2026	2027	2028	Total
LO/NO electrification	System Improvement	Facilities	\$12,000,000					\$12,000,000
LO/NO electric buses	System Improvement	Maint	\$12,000,000					\$12,000,000
Mid-Sized Infrastructure	System Improvement	Facilities	\$400,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,800,000
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$400,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
85W Renovations	System Improvement	Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Preliminary Engineering - Facilities	State of Good Repair	Facilities	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
West Facility Design	System Improvement	Facilities	\$1,000,000	\$10,000,000	\$0	\$0	\$0	\$11,000,000
Lift Replacement	State of Good Repair	Facilities	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Park & Ride Lots	State of Good Repair	Facilities	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
RRS Enhancements	State of Good Repair	Facilities	\$400,000	\$60,000	\$60,000	\$60,000	\$60,000	\$640,000
Schenectady Driver's Locker/Bathroom	State of Good Repair	Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Schenectady Mechanic's Locker/Bathroom	State of Good Repair	Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Schenectady Gas Tanks	System Improvement	Facilities	\$100,000	\$0	\$0	\$0	\$0	\$100,000
RRS Garage Repairs/Maintenance	State of Good Repair	Facilities	\$692,000	\$400,000	\$300,000	\$300,000	\$300,000	\$1,992,000
RRS Parking Upgrades	System Improvement	Facilities	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Maintenance Training Room	System Improvement	Facilities	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Fuel Management System	System Improvement	Facilities	\$970,000	\$0	\$0	\$0	\$0	\$970,000
West Facility	System Improvement	Facilities	\$0	\$0	\$100,000,000	\$0	\$0	\$100,000,000
TTC Design	System Improvement	Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Downtown Albany Intermodal	System Improvement	Facilities	\$0	\$50,000,000	\$0	\$0	\$0	\$50,000,000
Information Technology	Normal Replacement	Information Technology	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
MaaS	System Improvement	Information Technology	\$0	\$0	\$0	\$0	\$0	\$0
Montgomery Co Radio	System Improvement	Information Technology	\$350,000	\$0	\$0	\$0	\$0	\$350,000
VanPool	System Improvement	Operating	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Car Share	System Improvement	Operating	\$120,000	\$130,000	\$130,000	\$130,000	\$130,000	\$640,000
Marketing	System Improvement	Operating	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
E-Bike Program	System Improvement	Operating	\$250,000	\$0	\$0	\$0	\$0	\$250,000
CDPHP Cycle!	System Improvement	Operating	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Mid-Sized Infrastructure	System Improvement	Planning	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
Bus Lane Feasibility Study	System Improvement	Planning	\$0	\$0	\$0	\$0	\$0	\$0
BRT Expansion study(Yellow/Green/Orange Lines)	System Improvement	Planning	\$0	\$0	\$0	\$0	\$0	\$0
Red Line Upgrade	System Improvement	Planning	\$4,912,000	\$0	\$0	\$0	\$0	\$4,912,000
Downtown Amsterdam Mobility Hub Planning & Design	System Improvement	Planning	\$0	\$0	\$0	\$0	\$0	\$0
Advance Design of Downtown Albany Bus Lanes	System Improvement	Planning	\$0	\$0	\$0	\$0	\$0	\$0
Red Line Vehicle Replacement	Normal Replacement	Rolling Stock	\$0	\$0	\$0	\$0	\$0	\$0
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$11,000,000	\$11,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$37,000,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$1,100,000	\$1,100,000	\$1,200,000	\$1,200,000	\$1,200,000	\$5,800,000
Fleet Financing 2014	Normal Replacement	Rolling Stock	\$780,000	\$780,000	\$0	\$0	\$0	\$1,560,000
Fleet Financing 2022	Normal Replacement	Rolling Stock	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$8,000,000
Flex Vehicles	System Improvement	Rolling Stock	\$300,000	\$0	\$0	\$0	\$0	\$300,000
STAR Buses	Normal Replacement	Rolling Stock	\$570,000	\$570,000	\$600,000	\$600,000	\$600,000	\$2,940,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	System Improvement	Rolling Stock	\$0	\$0	\$0	\$250,000	\$250,000	\$500,000
Mid-Life Hybrid Replacement	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Zero emission Bus / Replacement Program	System Improvement	Rolling Stock		\$4,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$34,000,000
Vehicle Overhaul	State of Good Repair	Rolling Stock	\$200,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,400,000
Total Expense			\$52,494,000	\$82,840,000	\$122,090,000	\$22,340,000	\$22,340,000	\$302,104,000



Memorandum

December 21, 2022

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for December

Overview

As we approach the end of 2022, it is good to take stock in what we do and how we do it. At CDTA, we have positioned our company differently than other transit systems. Our work to offer CDTA as a community resource has been warmly received throughout the Capital Region. This helps to open doors to new opportunities and make our system bigger, better, and more progressive. As we emerge from the dark years of the pandemic, we are poised to take CDTA to the next level of mobility management and offer the people who live and work in our region convenient connections to their communities.

As we review the year, CDPHPCycle! is a perfect example of CDTA innovation and creativity. Season 6 of Cycle has wrapped up and we are proud to report another record-breaking year with 80,300 rides (increase of 10% from last year). The system has more than 28,000 active members and we have pushed the program into dozens of Universal Access agreements, providing new mobility that people want and need. With the board award of a contract for a new operator, the Cycle! program is poised to expand even more next year. We will add stations and are excited to introduce e-bikes, which will make cycling easier and more convenient for everyone.

As bike use increases, we are excited about the introduction of DRIVE, our new electric car share program. DRIVE consists of electric, zero emission vehicles that provide customers with the ability to use cars to travel throughout the region. It is a perfect addition to our mobility menu. DRIVE vehicles are available in Albany and Cohoes with plans to expand to the other communities in our region. We will formally unveil the program in January.

Our growth continues on the transit side of the house, with ridership increasing steadily. In November, there were 1.2 million boardings on our buses, bringing us to 9.1 million boardings for the fiscal year. This is about 85% of where we were before the pandemic began. Ridership is being pushed by a consistent return of customers, a noteworthy increase in Universal Access partnerships and improvements to route design, schedule delivery and resource deployment. Of all these things, the growth in Universal Access partnerships is most notable and our staff is constantly working with new partners and tailoring service design and UA agreements to meet their needs. We anticipate that this growth will continue throughout 2023.

Our success is driven by our ability to incorporate mobility options that are useful to customers and engaging to our community. As such, we continue to seek opportunities to expand our reach, to add more services like Bus Rapid Transit, and introduce mobility products like CDPHPCycle! and DRIVE. These products and services attract customers, develop new partnerships and are the cornerstone of our advocacy and outreach efforts.

As we begin budget and advocacy discussions with state leaders, we continue to point out what sets us apart from other transit systems in New York State. These differences are fueling our recovery from the pandemic. People want more and better mobility choices and the menu that we are developing is attractive and reliable. The investments we are making in service and programs that are connected and connect communities are paying dividends. We are also pointing out how this work results in our success in securing competitive federal grants. These grants are leveraged by state and local funds, which allow us to introduce services and products quickly and reliably. These are the talking points that we will use with legislative leaders for the next few months to develop opportunities and funding sources.

Not a day goes by without a conversation about employee engagement and retention. As I talk with people throughout the region, everyone is singing from the same song sheet – short on help, trying new ways to attract people, but having a challenging striking the right chord on retention. Although it is comforting to know that everyone is in the same boat, I rely on CDTA ingenuity to come through. Although this task is as hard as any I have seen in my career, I am confident that we will find ways to manage workforce entry and retention programs and provide better service. To understand the challenge – we are 10% short throughout the company; this means we are down 40 bus operators and 15 technicians/cleaners/helpers in maintenance. Thanks to the work of everyone in our company, led by our Human Resource staff, we will persevere.

Our COVID-19 update shows 15 positive cases in November and 10 in the first three weeks of December. Although this is a little less than recent months, it is a reminder that the virus continues to spread. We issue updated guidance to employees reminding them of the need to protect themselves, their families, and co-workers, and we offer the latest booster shots. A positive test results in five days away from work, further straining our service deployment.

A quick update on service expansion - our network in Montgomery County is working well. Use of the four routes is increasing and partnerships with the Amsterdam School District, St. Mary's Hospital and others provide a foundation for success. Monthly boarding counts total about 20,000 and this figure is increasing as people become more aware of CDTA services. At the same time, we continue discussions about a merger with the Greater Glens Fall Transit system. We expect this to advance to the Warren County board of supervisors early in 2023 for a formal action to join the Authority.

Our annual Strategic Planning Retreat was successful. The retreat gave us the ability to devote a block of time to talk about facilities, infrastructure, and the alternatives for us to consider. As our company grows and takes on new services and programs, we need to address the facilities we work in and how they can accommodate technology and the needs of our workforce. It is obvious from our discussion that we need a new building; we will advance this work in 2023.

A note of thanks to the people in our transportation and maintenance department who are doing outstanding work. They perform magic every day, juggling work assignments, vehicle availability and last-minute stops and starts with professionalism and precision. I am so thankful for what they do and how they do it. Amazing work.

Performance Measures

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

With eight months of our year behind us, our financial and performance indicators are starting to look like pre-pandemic. Revenue is exceeding expenses, ridership is rebounding faster than other systems, we are growing business opportunities, and CDTA is positioned for more success.

Our success is driven by healthy revenue sources and control over expense lines. This is foundational work that has gone on for several years, driven by our staff and the CDTA people who deliver service every day. Their work sets the tone for what we do and how we do it – it is my privilege to work with them.

In summary - although we saw a slight slowdown in November, Mortgage Tax receipts continue to outperform expectations; customer revenue, driven by strong ridership and the growth of our Universal Access Program continues to improve and make us successful. Finally, revenue from the Rensselaer Rail Station (facilities) continues ahead of budget expectations as people resume travel by train.

Total revenue in November was 26% ahead of budget; year to date, we are 27% ahead of budget. MRT was \$1.1 million in November, 3% over budget; year-to-date, MRT is 31% ahead of budget. Customer revenue was \$1.8 million in November, 46% over budget; year to date, revenue from customers is 22% ahead of budget. Facility revenue was \$206,000 in November, 29% over budget; year to date, facility revenue is 39% ahead of budget.

Total expenses in November were 4% under budget; year to date, we are 6% under budget. Wages totaled \$4.8 million in November, 1% over budget; year to date, the wage line is 4% under budget. Most other expense lines were under budget for the month. Maintenance services was over budget due to one-time, unexpected events. The cost for health benefits is lower than expected, due to headcounts being below budgeted levels. As we bring employees into the organization with hopes of higher retention rates, this will change.

Total ridership in November was 1.2 million, 17% more than last November; year-to-date ridership is 9.1 million. We are 85% of where we were before the pandemic. STAR ridership totaled 27,100 in November, 10% more than last November. NX ridership was 33% more than last November, still well below pre-pandemic totals. There were 8,500 *FLEX* rides in November.

We missed 355 trips on the fixed route system; last November, we missed 512 trips. There has been some improvement but still a good deal of work to be done. There were 41 accidents in November with 24 categorized as preventable. All preventive maintenance inspections were completed on time. Scheduled maintenance work was at 80%. On time performance for fixed route service was at 71% (tied directly to trip cuts and operator availability). STAR service operated within our 10-minute scheduling window 77% of the time. There were 9,900 calls to the STAR reservation center.

Our call center processed 189 comments compared to 253 last November. There were 52 comments about STAR; last November, there were 53 comments. Response time to close customer inquiries within 10 days was 81%. There were 737,000 page views at www.cdta.org.

Activity Report

This report includes activities and events from November and two thirds of December. It also marks the beginning of budget and advocacy season; you will notice that activities around these topics will increase in frequency.

- On Tuesday, November 1, I chaired a meeting of the United Way's executive committee. We discussed the organizations finances and the start of annual giving campaigns. CDTA is traditionally one of the top giving campaigns in the region. Thank you to our generous and caring workforce.
- On Thursday, November 3, I met with Ryan Silva who is Executive Director of the New York State Economic Development Council. Ryan and I get together occasionally to talk about economic opportunities and ways that CDTA can be more active in this area.
- On Thursday, November 3, Jaime Kazlo, Chris Desany and I attended the annual meeting of the Center for Economic Growth. The meeting was held at the HVCC North Campus at Global Foundries in Malta.
- On Monday, November 7, I led a tour of our Albany Facility with Andrew Waite who is a feature writer at the Daily Gazette. Several of our staff joined us as we talked about the progressive agenda that we have established at CDTA.
- On Thursday, November 10, I attended a meeting of the CDTC A&F Committee. Our agenda included the agency budget for next year, staff compensation, internal audit results and cash flow (with CDTA).
- On Thursday, November 10, Jaime Kazlo, Mike Collins, Emily DeVito and I attended the Albany Business Review's Achievers dinner at Rivers Casino. This was ABR's first in-person event since the pandemic began.
- On Friday, November 11, I chaired a meeting of the NYPTA Legislative Committee. We finalized our themes and our requests for upcoming budget and advocacy meetings.
- On Monday, November 14, I met with staff from Capitalize Albany and the Albany Parking Authority to continue our discussions about a new Transit Center in downtown Albany.
- On Tuesday, November 15, I was honored to attend our Veterans Lunch for active and retired employees who have served our country (this was the first Veterans Lunch since the pandemic began). Great to have Joe Spairana and Peter Wohl in attendance. Our employees and retirees really enjoy the camaraderie of this event.
- On Wednesday, November 16, I spoke with Andrew Waite from the Daily Gazette. We talked about employee recruitment and retention, and how that is changing the deployment of resources.

- On Wednesday, November 17, I joined Board members and staff at our annual Strategic Planning Retreat. The ETEC building on the campus of UAlbany provided a great backdrop to our discussion about facilities, current capacity, and projected needs for the next several years. Lots of good discussion with agreement that a new facility needs to be considered to help CDTA be bigger and better. Details to follow.
- On Thursday, November 17, I attended a meeting of the Discover Albany Board of Directors. We heard staff presentations that detailed a number of events and activities that are scheduled for the next six weeks or so.
- On Thursday, November 17, Mike Collins, Jaime Kazlo and I attended the annual Turkey Shoot Dinner at the Fort Orange Club. We sat with staff from Rose and Kiernan (NFP) and CDPHP.
- On Friday, November 18, I attended a meeting of the NYPTA Executive Committee and our teammates from Capitol Hill Management Services. CHMS is our new association manager and we talked about the way we will proceed in our transition work.
- On Tuesday, November 22, I met with Joe Mahoney from Cushman & Wakefield. Joe and I get together periodically to talk about real estate and trends in the Capital Region marketplace.
- On Tuesday, November 22, we welcomed Janet Ho and Diane Kenneally to CDTA. Janet was recently appointed Deputy Commissioner at NYSDOT and we gave her and Diane a tour of the Albany facility. Janet and I have known each other for many years (she previously worked as Deputy Commissioner at DMV and in the Governor's executive office). Jaime Kazlo, Mike Collins, and Chris Desany joined us.
- On Tuesday, November 22, I joined the members of the NYPTA Executive Committee in a meeting with the Governor's transportation team. We talked about our resource and funding requirements and the messaging we will use in upcoming meetings with state legislators.
- On Monday, November 28, I joined the NYPTA Executive Committee in a meeting with NYSDOT Commissioner Marie Therese Dominguez. We talked about how each of our systems is emerging from the pandemic, the status of ridership and some of the new things we are introducing. The commissioner was interested in new mobility and ways to develop ridership. She is supportive of our work and pledged to work with us to advocate for what we do.
- On Wednesday, November 30, I met with Malta Town Supervisor Mark Hammond. We talked about ways to bring CDTA service to the town and things that the town can do to support us (partnership arrangements). We will continue to work on this.
- On Thursday, December 1, I attended a meeting of the Regional Development Coordinating Committee. The RDCC includes executives from transportation and economic development organizations. We get together a few times a year to talk about regional growth and development. The meetings are informal and are hosted by the Capital Region Chamber of Commerce and the Center for Economic Growth.

- On Thursday, December 1, I attended a meeting of the CDTC Policy Committee. There was lots of discussion about federal funding and adjustments to the TIP (the regional transportation funding plan). Ross Farrell gave a great presentation on the set aside for BRT, which highlighted what CDTA does to leverage federal funds.
- On Thursday, December 8, Lisa Marrello and I met with Allison Bradley who is the Assistant Secretary for Transportation in the Governor's Office. We talked about the work that CDTA is doing, our current funding situation and the long term need for state operating assistance.
- On Thursday, December 8, I attended a meeting of the group that is working on land acquisition for a downtown Albany Transit Center. Discussions continue with the property owner regarding the Greyhound Station parcel.
- On Tuesday, December 13, Lisa Marrello and I met with Heather Briccetti who is the Chief Executive Officer of the NYS Business Council. We talked about the work CDTA is doing, our connections to regional economic development, and ways that CDTA and the Business Council can work together.
- On Tuesday, December 13, Mike Collins and I met with Sam Zhou and staff from NYSDOT Region 1. The region is having the same problems as many of us in the transit industry – attracting and retaining CDL drivers. We talked about ways that we might help each other train and license new employees who are hired without CDL qualifications.
- On Wednesday, December 14, I chaired a meeting of the United Way Board of Directors. We heard presentations on finances, corporate giving campaigns, and community investments. We also welcomed new board members (including our own Dan Lynch) to their first meeting.
- On Wednesday, December 14, we held an internal event in our Albany garage to thank employees for their United Way giving. I am proud to tell you that this years' CDTA giving total is \$137,000. Outstanding work by our employees and our campaign coordinator, Justin Gregaydis.
- On Thursday, December 15, I attended a meeting of the Capital Region Chamber Board of Directors. I have completed my term on this board and will cycle off. I will continue to be on the Leadership Board of the Center for Economic Growth.
- On Monday, December 19, Mike Collins and I traveled to the Greater Glens Falls Transit headquarters to meet with their employees and talk about a merger with CDTA. As we get deeper into these discussions, we wanted to meet with employees and talk about the merger, how to ensure a smooth transition, and their significant role in this work. These discussions went well.
- On Monday, December 19, I attended meetings of the Colonie IDA/LDC boards. I have been a director on both boards for several years; we work to promote economic development opportunities and incentives for the town.

- On Tuesday, December 21, I had lunch with a few of the new members of the CDTA management team. We talked about their first few months at CDTA, the work that we do and how they are fitting in. They are off to a great start.

Final Thoughts

As we approach the end of 2022, I have been thinking about the opportunities I have had at CDTA. I came to work here, sight unseen, with no experience in the transit industry. Over the years, I was given opportunities to listen, learn and to grow. So many great people at CDTA shared with me, explained things to me (often many times), and they mentored me. All these experiences helped me to grow personally and professionally. For that, I am forever grateful.

Together with a great Board of Directors, a highly professional staff and the amazing employees who do the CDTA work every day, we have built a great company. The people that helped me are the foundation of our company and the 750 people who work here today are the prospects for a bright future - bringing us to a new level, bigger and better than ever before. I am proud of all of them.

Happy Holidays and Happy New Year!

CDTA Provides Mobility Solutions that Connect the Region's Communities