

Board of Directors Monthly Meeting

**Wednesday, April 26, 2023 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, April 26, 2023 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, March 29, 2023		3
Recognitions		
20 Years – Ed Murphy, Facilities Project Manager		
Committee Reports: (Action Items Listed)		
Board Operations Committee (4/12/23)	Jayne Lahut	
Performance Monitoring/Audit Committee (4/19/23)	Denise Figueroa	
• Resolution 10 - Approve Contract for Infrastructure Upgrades		8
• Resolution 11 - Approve Contract for Electromobility Software		12
• Resolution 12 - Approve Software License for Scheduling System		16
• Resolution 13 - Approve Contract to Upgrade Parking Software at RRS		19
• Resolution 14 - Approve Contract for Montgomery County Infrastructure Planning		22
• Resolution 15 - Approve Contract for Marketing Services		26
• Resolution 16 - Approve Contract for Fuel Purchases		30
• Resolution 17 - Approve Investment Policy		34
Community & Stakeholder Relations Committee (4/20/23)	Jaclyn Falotico	
Strategic & Operational Planning Committee (4/20/23)	Mike Criscione	
Nominating Committee Report	Patrick Lance	
Chief Executive Officer's Report	Carm Basile	42
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, May 31, 2023 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn		

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

MINUTES OF WEDNESDAY, MARCH 29, 2023 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Georgeanna M. Nugent, Treasurer
Patrick M. Lance
Daniel C. Lynch

Peter D. Wohl
Jaclyn Falotico
David M. Stackrow
Joseph M. Spairana, Jr, Secretary
Denise A. Figueroa

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Mike Colins, VP Finance & Administration
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Jaime Kazlo, Director of Corporate Communications
David Williams, Director of Maintenance
Gary Guy, Director of Transportation
Jack Grogan, Director of Risk Management
Jeremy Smith, Director of Facilities
Sarah Matrose, Internal Auditor

Kelli Schreivogl, Director of Human Resources
Stacy Sansky, Director of Procurement
Thomas Guggisberg, Director of IT
Patricia Cooper, Director of Finance
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Ross Farrell, Director of Planning
Vanessa Fox, Executive Assistant
Zachary Stever, President ATU Local 1321
Sujata Chaudhry, Tangible Development
Dr. LB Hannahs, Tangible Development

CALL TO ORDER - At 12:01 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE FEBRUARY 22, 2023 BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Operations Committee met on Wednesday, March 15, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed the agendas and activities for our March meetings.
- The Authority has undertaken a Diversity, Equity, and Inclusion initiative that we will hear more about shortly. This work will provide a path forward for the diverse workforce CDTA has.
- Carm provided a summary on the CEO/Company work plan. He updated us on CDTA's major projects. Some of the noteworthy projects include the Gateway Mobility Hub in Schenectady, which we anticipate completing by late summer, introduction of electric bicycles into the CDPHP Cycle! fleet, and completion of our third Bus Rapid Transit Line later this fall.

- We also discussed committee assignments and board officers. To that point, I am asking for a nominating committee, led by Pat Lance to develop a slate of officers for the 2023-24 fiscal year. The committee will present their recommendations at the April meeting.
- I am working with Carm on committee assignments and will have that to you shortly. Thank you for your dedication and commitment to CDTA and this board. Appreciate your work.
- The next meeting of the committee is scheduled for Wednesday, April 12, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa
 Performance Monitoring Committee met on Wednesday, March 22, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 08 - 2023 – Approve Updates to Procurement Manual

- Staff provided the annual review of the procurement manual. We had a good discussion on sole source awards and maintenance contracts that are supportive of prior competitive procurements.
- With the cost of goods and services increasing, we recommend raising the competitively procured board approval of contracts by \$50,000 (from \$150,000 to \$200,000), and change orders from \$100,000 to \$150,000.
- The Authority hereby approves revisions to the Procurement Manual.

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

Investment Committee

- The Investment Committee met on March 22, 2023 and will provide the quarterly report shortly.

Administrative Discussion Items

- Chris Desany facilitated a conversation about the metrics we use in the Non-Financial Performance Report. We review these measures for time to time to validate their relevance and accuracy.
- Missed trips have been a challenge as they have been rising but as a percentage are relatively low. Chris recommends that we modify the chart to report *percent* of missed trips as a function of the total number of trips performed.
- STAR trip denials have been at zero for a couple of years. Because of the way denials are defined, they will always be zero, and therefore the metric is limited. Chris recommends replacing the existing metric with a chart that accurately reflects system quality for STAR. The new chart will show the number of clients transported outside the 25-minute window, the number of no shows, and the number of clients not transported due to delay.
- These changes will be reflected in next month’s report.

- Mike Collins gave the Monthly Management Report. MRT was under budget for the second month in a row but is still 20% over budget for the year; Customer fare revenue continues to grow and is 27% over budget for the year; RRS revenue continues to improve and is 45% over budget for the year. Wages were under budget this month because of less workdays in February and continued headcount challenges; for the year, wages remain 3.7% under budget; Workers' Compensation is 30% under budget for the year. We are in a good financial position.
- Because of the earlier presentation by Chris Desany about performance metrics, this report was not given but it was included in your packets.
- Next meeting of the Committee is scheduled for Wednesday, April 19, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Mike Criscione
Community and Stakeholder Relations Committee met on Thursday, March 23, 2023 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Carm Basile provided a summary of advocacy efforts for the 2023 legislative season. Meetings with legislators at both the local and state level continue. Our message of growth and expansion is a central theme of our conversations as we await the State Budget.
- Jaime Kazlo updated the Committee on the employee app BLINK that was rolled out 8 months ago. Blink was rolled out as a way to keep the entire workforce connected and updated on company news, operations and employee engagement opportunities. To date, nearly 70% of the workforce has downloaded the app.
- Jaime Kazlo provided the monthly earned media and community engagement report. Last month, CDTA earned 20 media placements in television, newspaper, and radio. Stories focused on the annual State of CDTA event, progress on the Purple Line BRT, NCAA shuttle service and a new Universal Access partnership.
- CDTA participated in a number of local and national events to showcase its workforce to the community. One of those events, Transit Worker Appreciation Day. The day was celebrated on March 18. Each year CDTA marks the occasion by saying thank you to its workforce in several ways.
- Looking ahead CDTA will celebrate Earth Day on April 22 and gear up to kick off season 7 of CDPHP Cycle! this spring.
- Next meeting of the Committee will be on Thursday, April 20, 2023 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, March 23, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Items

Resolution No. 09 – 2023 – Adopt the Fiscal Year 2024 Budget & Capital Plan

- The proposed operating plan is balanced at \$126 million based on our revenue and expense assumptions. The five-year capital plan provides a vision of projects and opportunities, including a new facility on the west side of our service network.
- Customer revenue is up, in part due to our Universal Access program and marketing efforts to develop more relationships. We project to increase this line by \$4.3 million.
- Revenue at Rensselaer Rail Station is improving. Amtrak customers are using our parking facilities, leases are restored, and we will implement new parking rates on April 3, 2023. We project \$1.1 million in new revenue this year.
- We have budgeted a 7.1% increase in State Operating Assistance based on the Governor's Executive Budget.
- Included is a 4.1% increase in wages to accommodate our Purple Line BRT service that will start this fall. The line also includes a modest increase in employee wages. The health insurance line will increase by 6% based on premium renewals.
- We are adjusting professional services by moving carshare, bikeshare, and marketing services to the operating budget. This is a \$1.4 million increase with a corresponding decrease to the capital plan.
- Purchased transportation is projected to increase by 16%. Most of this covers paratransit services but also includes express Northway and Thruway Express services.
- Fuel costs will increase by 30%. Current and future conditions remain unclear, so pricing remains elevated. The budget increase is \$1.8 million.
- The first year of our Capital Plan includes construction of the Gateway Mobility Hub, upgraded shelters and improvements on the BRT Red Line, and a new parking information system at RRS.
- Thanks to funding from our LOWNO grant we will buy buses and construct infrastructure to increase charging capacity at 110 Watervliet Avenue. The capital plan also includes fleet replacements that total \$20 million.
- The Authority hereby approves the FY2024 operating plan totaling \$126,020,418, and the five-year capital plan totaling \$274,828,798.

Motion – Ms. Falotico

Seconded – Mr. Stackrow

Carried Unanimously

WWBRT Purple Line Construction Update

- Jeremy Smith provided an update on the construction of the Washington-Western BRT. Previously completed projects include the relocation of the Crossgates shelter, construction of the Harriman West/ETEC station, and the station at the University at Albany downtown campus.

- The garage expansion has also been completed, which includes 25,000 ft2 of additional storage space, bus washes and lifts, and a new kitchen/break room.
- The gardenway at the University at Albany is more than half complete and includes a semi-dedicated bus lane and multi-use path. We are creating new stations and making roadway improvements at Brevator (which is substantially complete). Other improvements include rebranding of stations, and traffic signal priority infrastructure. Soon we will break ground on a new roundabout at Crossgates Mall Road and I87.
- We are on time and on budget for a fall 2023 rollout.
- Next meeting of the Committee will be on Thursday, April 20, 2023 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 March 2023.

BOARD MEMBER COMMENTS – All Members

- Mr. Spairana relayed remarks of his attendance at the APTA Legislative Conference in Washington, D.C., March 12 - 14. He had words of encouragement that there is funding available and we should continue to apply for it and use it to improve the work CDTA does.

INFORMATIONAL DISCUSSION – Tangible Development

- Sujata Chaudry and Dr. LB Hannahs joined us to debrief the work CDTA has done to connect with employees and give them tools to share their thoughts and experiences as it relates to Diversity, Equity, and Inclusion. That data is now being digested by Siena College’s Research Institute to showcase the CDTA employee experience and areas we do well and where we might improve.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, April 26, 2023 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:23 PM

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

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: March 29, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 10 - 2023**

Approve Contract for Infrastructure Upgrades

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 has worked with National Grid to design electrical upgrades to its facility infrastructure at 110 Watervliet Avenue in Albany to accommodate the large electric load required for electric buses, and

WHEREAS, additional infrastructure upgrades are required in Albany to accommodate a fleet beyond the eight electric buses that the Authority currently has and to make 100% use of the existing chargers and build a foundation for future expansion, and

WHEREAS, upgrades to the facility will come in several phases and the initial work is being completed in partnership with National Grid and a \$600M “Make Ready” program established by the Public Service Commission, and is expected to be completed over a two-year period, and

WHEREAS, an Invitation for Bids was issued and submissions reviewed and the lowest responsive and qualified bid was from Kasselmann Electric of Menands, NY; and

WHEREAS, Authority staff has completed reference checks and are satisfied with Kasselmann Electric the installer of the current BEB infrastructure, and

WHEREAS, Authority staff recommends awarding a two-year contract for electrification upgrades at 110 Watervliet Avenue to Kasselmann Electric Co., Inc. of Menands, NY, with a base cost of \$2,094,406 which is being reimbursed by National Grid, and with a 20% contingency, for a total amount of \$2,513,287.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a two-year contract for electrification upgrades to Kasselmann Electric Co., Inc. of Menands, NY in an amount of \$2,094,406 with a 20% contingency for a total amount of \$2,513,287, subject to compliance with the terms and conditions of the proposal and contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds is from the “Make Ready” grant from National Grid and any remaining costs will be funded by internal capital funds.
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 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract Award for Electrification Upgrades
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

CDTA has operated battery-electric buses (BEBs) since 2020. To continue developing our zero-emissions programs, additional infrastructure upgrades are required in Albany to accommodate a fleet beyond the eight battery-electric buses we have. The immediate goal is to make 100% use of the existing chargers, and to build a foundation for expansion. Upgrades to the facility will come in several phases. The initial work is being completed in partnership with National Grid and a \$600M “Make Ready” program (a portion of which is dedicated to transit). This program was established by the Public Service Commission and the work includes:

- Upgrading the National Grid Transformer
- Adding new and upgrading existing electrical panels
- Rewiring and recommissioning of the current chargers to enable 100% capacity
- Adding a transfer switch; and upgraded existing switchgear

Subsequent phases will include work provisioned by our \$30M LowNo grant, which includes additional infrastructure, chargers, buses, and workforce development programs. We will also seek to integrate a flexible, multi-propulsion strategy into the design of our west facility.

Summary of Staff Proposal:

We need a consultant to help us complete the work shown above. A detailed design was developed, and an invitation for bid was released. The submissions were reviewed, and Kasselmann Electric was the low bidder. Four of the five bids were within 14% of each other and are in line with engineer estimates. Facilities staff completed reference checks and are satisfied with the feedback. Kasselmann Electric installed the current BEB infrastructure, and our staff were all very satisfied with their work.

Financial Summary/Cost:

The project is expected to be completed over a two-year period with a base cost of \$2,094,406 which is being reimbursed by National Grid. Any remaining costs will be provided by internal capital funds.

Proposed Action:

Staff recommends awarding a two-year contract to Kasselmann Electric Co, Inc. of Menands New York in an amount of \$2,094,406 with a 20% contingency for a total amount of \$2,513,287.

Manager:

Jeremy Smith, 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:**

\$2,513,287 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 # 42 and **Advertised**
Number of Proposals/Bids Received # 5

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 1 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 0 MWBE (2WBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Kasselman Electric Co, Inc.
279 Broadway Suite 1
Menands, NY 12204

8. **SOURCE OF FUNDS:** "Make Ready" Grant from National Grid

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: April 19, 2023



Bid Summary



Contract Name: **Electric Bus Infrastructure**

Contract No: **CDTA FAC 210-2000**

Date/Time of
Opening:

March 23, 2023 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: Kasselman Electric Co, Inc. Address: 279 Broadway Suite 1 Menands, NY 12204 Contact: Kevin Shaughnessy Email: kevin@kasselmanelectric.com Phone: 518.465.4795	Lump Sum Base Bid Phase A: \$87,268 Lump Sum Base Bid Phase B: \$2,007,138 TOTAL COST: \$2,094,406	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: DLC Electric, LLC Address: 479 St Rt 40 Troy, NY 12182 Contact: Margaret Cioffi Email: rburke@dlcelectric.com Phone: 518.326.8130	Lump Sum Base Bid Phase A: \$775,000 Lump Sum Base Bid Phase B: \$1,542,000 TOTAL COST: \$2,317,000	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: BW Electrical Services, LLC Address: 239 Homestead Road, Unit 2 Hillsborough, NJ 08844 Contact: Michael Wojtowicz Email: mwojtowicz@bwes.com Phone: 908.281.0660	Lump Sum Base Bid Phase A: \$139,357 Lump Sum Base Bid Phase B: \$2,136,700 TOTAL COST: \$2,276,057	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: Harold R Clune, Inc. Address: 30 Prospect St Ballston Spa, NY 12020 Contact: Brian W Clune Email: brian@cluneelectric.com Phone: 518.885.6199	Lump Sum Base Bid Phase A: \$356,000 Lump Sum Base Bid Phase B: \$3,250,000 TOTAL COST: \$3,606,000	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: Swan Contracting, LLC Address: 409 Old Niskayuna Rd Latham, NY 12110 Contact: David S Marshall Email: dmarshall@swan2b.com Phone: 518.675.0904	Lump Sum Base Bid Phase A: \$187,034 Lump Sum Base Bid Phase B: \$2,205,246 TOTAL COST: \$2,392,279	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:	Lump Sum Base Bid Phase A: Lump Sum Base Bid Phase B: TOTAL COST:	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. 11 - 2023**

Approve Sole Source Contract for Electromobility Software

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

WHEREAS, in 2017, the Authority’s Intelligent Transportation Management System (ITMS) provided by Innovations in Transportation, Inc. (INIT) of Chesapeake, VA, was competitively procured and implemented, and

WHEREAS, with the addition of battery-electric buses (BEB) and the expansion of vehicles, a more advanced system is needed to monitor BEB state of charge and optimize range thresholds for real-time and predictive purposes, and

WHEREAS, to ensure compatibility and continuity of operations, upgrades must be provided by INIT, the incumbent provider, and

WHEREAS, staff now recommends a sole source contract be awarded for the purchase of electromobility software for the INIT Intelligent Transportation Management System (ITMS) to Innovations in Transportation, Inc. (“INIT”), of Chesapeake, VA, for an amount not to exceed \$544,481.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority authorizes the award of a sole source contract to Innovations in Transportation, Inc. (“INIT”), of Chesapeake, VA, for the purchase of electromobility software for an amount not to exceed \$544,481, subject to compliance with the terms and conditions of the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the Lo-No Grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Electromobility Software
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

To purchase new electromobility software for the Intelligent Transportation Management System (ITMS) to manage the state of charge and provide predictive analytics for charging and scheduling battery-electric buses (BEB).

Summary of Staff Proposal:

In 2017, our Intelligent Transportation Management System (ITMS) provided by INIT (Innovations in Transportation) was implemented as part of a competitive procurement process. In addition to computer aided dispatch/automatic vehicle location and P25 radio functionality, the ITMS includes modules to analyze and monitor operational activities such as vehicle component failures, service interruptions, and high passenger loads. It also provides customer focused products like real time bus arrival and occupancy information, infotainment messaging, stop announcements, a performance reporting dashboard, and many other features.

With the addition of battery-electric buses, and the expansion of vehicles as part of the low-no emissions federal grant program, a more advanced system is needed to monitor BEB state of charge and optimize range thresholds for real-time and predictive purposes.

This purchase is an upgrade to the INIT ITMS to provide a comprehensive view of CDTA's BEB's state of charge, range predictions, and other analytical data. This upgrade will help maximize cost-savings associated with avoiding peak charging, monitoring energy-efficient driving performance, and optimizing maintenance intervals. This upgrade will also provide BEB range reporting based on actual events in the CAD/AVL system to improve the planning and scheduling of service. This upgrade will provide dispatchers with the ability to make service decisions based on real-time BEB threshold warnings and range prediction alerts between charging points.

Financial Summary/Cost:

The cost includes software licensing, implementation services, warranty and extended support, along with optional vehicle licenses. This will be funded by the vehicle management systems portion of the low-no emissions federal grant program.

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

Description	Cost \$
eMOBILE Software Licensing (dispatcher side)	\$161,808
MOBILEmodi Software Licensing (street operations side)	\$136,254
Implementation Services (project management and upgrade)	\$69,112
Warranty and Extended Support (first three years included)	\$74,352
Optional Vehicle License (\$5,904 x 5 vehicles)	\$29,520
Project Contingency (20%)	\$73,435
Annual Cost Totals:	\$544,481

Proposed Action:

I recommend a contract be awarded to Innovations in Transportation, Inc. of Chesapeake, VA for the purchase of electromobility software for an amount not to exceed \$544,481.

Manager:

Thomas Guggisberg, Director of Information Technology

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$544,481 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

7. Disadvantaged 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>
Was contract awarded to a DBE?	Yes	<u>No</u>	
Number of DBE Subcontractors		<u>0</u>	

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: INIT, Innovations in Transportation, Inc.
1420 Kristina Way, Suite 101
Chesapeake, VA 23320

8. SOURCE OF FUNDS: Lo-No Grant for ~\$545,000

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder	(<u>Yes</u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(<u>Yes</u> , No, N/A)
Disclosure of Contacts (only RFPs)	(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: April 19, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 12 - 2023**

Approve Sole Source Software License for Scheduling System

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

WHEREAS, the Authority currently utilizes proprietary HASTUS trip scheduling software created and published by GIRO of Montreal, Quebec, Canada, that was competitively procured by the Authority a number of years ago, and

WHEREAS, the Authority now requires additional software licensing to accommodate recent increases in the peak vehicle service levels of fixed route services from 200 to 250, amending the current HASTUS licensing, maintenance and support agreement to enable the scheduling of fixed route services beyond 200 vehicles, and

WHEREAS, due to the proprietary nature of the HASTUS system, the scheduling software maintenance contract is required to be purchased from GIRO, and

WHEREAS, the Authority has been satisfied with GIRO’s past performance and the cost is based on a one-time HASTUS license adjustment fee of \$118,560 and two additional years of annual maintenance and support costs of \$31,336 for 2023-2025, and

WHEREAS, staff recommends the purchase of software licensing from GIRO of Montreal, Quebec, Canada, for an amount not to exceed \$149,896.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards the purchase of software licensing from GIRO of Montreal, Quebec, Canada, for a total amount not to exceed \$149,896, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Approve Software Licensing for Scheduling System
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

To purchase additional software licenses for the fixed route scheduling system (HASTUS) to accommodate expansion of peak service levels from 200 to 250 vehicles.

Summary of Staff Proposal:

In 2000, CDTA began using the fixed route scheduling system (HASTUS), which was competitively procured and provided by GIRO. HASTUS software is used for fixed route scheduling, run cutting, mapping, stop information displays, trip planning, and customer comment tracking, making it one of the most complex applications at CDTA. This purchase is for additional licensing to accommodate recent increases in the peak vehicle service levels of fixed route services from 200 to 250. Accordingly, this additional software licensing will amend the current HASTUS licensing, maintenance, and support agreement to enable the scheduling of fixed route services beyond 200 fixed route peak vehicles. Currently, CDTA's peak vehicle service levels exceed 215 vehicles.

This sole source purchase of software licensing is based on several important considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing another means to license and support the existing system through another vendor.

Financial Summary/Cost:

The cost is based on a one-time HASTUS license adjustment fee of \$118,560 and two additional years of annual maintenance and support costs of \$31,336 for 2023-2025. This will be funded from our operating budget.

Proposed Action:

I recommend the purchase of software licensing from GIRO of Montréal, Québec, Canada for an amount not to exceed \$149,896.

Manager:

Thomas Guggisberg, Director of Information Technology

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$149,896 (not to exceed) **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

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: GIRO

75 rue de Port-Royal Est, bureau 500

Montreal, Quebec, Canada H3L 3T1

8. SOURCE OF FUNDS: Operating Budget for \$149,896

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: April 19, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 13 - 2023**

Approve Sole Source Contract to Upgrade Parking Software at RRS

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 1307(5) to improve its facilities, and

WHEREAS, in 2016, the Authority purchased and installed an Amano McGann parking management system at the RRS, provided by Access Technology Integration, Inc. (“ATI”), and

WHEREAS, the existing Rensselaer Rail Station parking management system is currently unsupported, requiring an upgrade to the parking software and necessitating the acquisition of maintenance and support services for the parking, revenue management and access control systems, and

WHEREAS, ATI is able to provide the required upgrades to the Amano McGann One parking management system, and staff has been very satisfied with ATI’s performance over the last 15 years supporting our parking management and access control systems, and

WHEREAS, staff now recommends a sole-source contract be awarded to ATI of Wynantskill, NY for an upgrade of the parking management system software, hardware, and services for an amount not to exceed \$325,742.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source contract for an upgrade of the parking management system at the RRS to Access Technology Integration, Inc. of Wynantskill, NY for a total amount not to exceed \$325,742, subject to acceptance and satisfaction of all contract terms and requirements.
2. Authority staff is hereby authorized to execute the necessary documents.
3. The source of funds will be the Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Upgrade of RRS Parking System
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

To upgrade the parking management system at the Rensselaer Rail Station and acquire maintenance and support services for the parking, revenue management, and access control systems.

Summary of Staff Proposal:

In 2016, CDTA purchased and installed an Amano McGann parking management system at the Rensselaer Rail Station. It was provided by Access Technology Integration, Inc. (ATI). Over the last seven years, several updates and minor upgrades have been performed by ATI to maintain it. However, the existing system is now no longer supported by the original equipment manufacturer, *nor* our maintenance and support reseller.

The Information Technology and Facilities departments have reviewed upgrade requirements and system features for an updated parking management system. This review considered our operational, central management, business process, payment, and project management requirements to confirm that all our needs can be met with an upgrade.

Amano McGann’s One system provides a more powerful, reliable, and flexible on-demand parking solution than the existing system (which has reached end-of-life). Major features include a cloud-based software program, new gates, ticket dispensers, and other hardware enhancements. It will allow for an improved user experience, remote access, secure payment controls, and seamless updates in the future. It will also improve our ability to project revenue and adjust pricing policy. Finally, an upgrade will minimize downtime of revenue collection activities inherent during any kind of system change.

This initiative will also allow us to maintain ongoing support and maintenance using the original equipment manufacturer and our local reseller. CDTA has been very satisfied with ATI’s performance over the last 15 years supporting our parking management and access control systems.

Summary/Cost:

This will be funded from our operating budget, and a summary of the costs is provided below:

Description	Cost \$
Amano McGann One Parking Management System (includes licensing and hardware)	\$222,619
Implementation Services	\$17,436
One Year Warranty and Support (includes parking and access control systems at all CDTA locations)	\$37,676
Project Contingency (20%)	\$48,011
Annual Cost Totals:	\$325,742

Proposed Action:

I recommend a contract be awarded to Access Technology Integration, Inc. of Wynantskill, NY for an upgrade of the parking management system software, hardware, and services for an amount not to exceed \$325,742.

Manager:

Rich Fantozzi, Software Architect

**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:

\$325,742 **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

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

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Access Technology Integration

461 Main Street
Wynantskill, NY 12198

8. SOURCE OF FUNDS: Operating Budget

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder	(<u>Yes</u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(<u>Yes</u> , No, N/A)
Disclosure of Contacts (only RFPs)	(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: April 19, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 14 - 2023**

Approve Contract for Montgomery County Infrastructure Planning

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

WHEREAS, the Authority wishes to make improvements to infrastructure along Montgomery County service corridors that will enhance transit operations and pedestrian access/safety at bus stops and stations, and

WHEREAS, an RFP was issued outlining the scope of work for providing consulting services to assist in the planning and design of infrastructure to support service in Montgomery County, and three firms were interviewed, and

WHEREAS, MJ Engineering and their subconsultants were the most qualified team based on staff experience on similar projects and previous experience in the City of Amsterdam and Montgomery County, and

WHEREAS, Authority staff now recommends awarding a three-year Montgomery County Infrastructure Planning consulting services contract, with two one-year extensions to MJ Engineering and Land Surveying, P.C. of Clifton Park, NY, for a total cost not to exceed \$637,414.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two one-year extensions for consulting services to assist in the planning and design of infrastructure along Montgomery County service corridors to MJ Engineering and Land Surveying, P.C. of Clifton Park, NY, for a total cost not to exceed \$637,414, subject to compliance with the terms and conditions of the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds is from the Capital Plan/State & Municipal (SAM) Grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract Award for Montgomery County Infrastructure Planning
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

To provide consulting services to assist in the planning and design of infrastructure to support CDTA service in Montgomery County.

Summary of Staff Proposal:

CDTA wishes to make improvements to infrastructure along Montgomery County service corridors that will enhance transit operations and pedestrian access/safety at our stops and stations. Planning, traffic analysis, and design work will include site-specific improvements at crucial locations, including the park & ride facilities, mobility hubs, and key intersections along existing routes.

A Request for Proposals was released in January outlining the scope of work. Staff reviewed proposals based upon firm experience, qualifications of assigned personnel, response to the scope, and D/MWBE participation. Five firms submitted proposals and three were interviewed. We recommend awarding a contract to MJ Engineering and Land Surveying, P.C. MJ Engineering and their subconsultants were the most qualified team based on staff experience on similar projects. MJ is a highly regarded firm based in the Capital Region, with previous project experience in the City of Amsterdam and Montgomery County.

Financial Summary/Cost:

Project cost is \$637,414 (including optional tasks). The first year of work will be funded by our capital program, and a State and a Municipal (SAM) Facilities grant. The consultant team will be released on phases of work at CDTA staff discretion.

Proposed Action:

Staff recommends awarding a three-year contract with two one-year extensions to MJ Engineering and Land Surveying, P.C. of Clifton Park, NY for a value not to exceed \$637,414.

Manager:

Ross Farrell, Director of Planning
Megan Quirk, Senior Planner for Capital Planning & Design

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:

\$637,414 (Not to Exceed)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 30 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? **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 2 (D/WBE)

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: MJ Engineering & Land Surveying, P.C.

1533 Crescent Road

Clifton Park, NY 12065

8. SOURCE OF FUNDS: CDTA Capital Plan/ State & Municipal (SAM) Grant \$637,414

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: April 19, 2023

CDTA PLAN 17-11000 Cumulative Scorecard Post Interview

	CHA-Albany, NY	Creighton Manning- Albany, NY	MJ Engineering-Clifton Park, NY
Relevant experience and qualifications of the personnel assigned to the project. demonstrate knowledge, understanding, and experience with all aspects of the work scope. Qualified personnel assigned to the study with relevant transit and traffic planning experience with specific experience with transit applications are desirable. Experience with design of mobility hubs, complete streets projects, or transit infrastructure a plus. (140 Points)	110	128	130
Past performance in the study area. Demonstrated understanding of the context of the study area and past performance of the offeror on roadway and pedestrian infrastructure design activities in the City of Amsterdam, Montgomery County, and NYSDOT Region 2 (or city/municipalities of similar size or character). (160 Points)	101	128	148
Responsiveness to the RFP/ability to meet schedule. Understanding of the project scope. Ability to meet the desired schedule or propose a shorter schedule while maintaining quality and coordination will be viewed positively. Amount of work indicated to be accomplished for each task evaluated by person-hours by position title (80 Points)	52	76	66
MWBE/DBE/SDVOB Participation (20 Points)	20	3	8
TOTAL (400 Points)	283	335	352

Subs

Ryan Biggs/Clark Davis Surveying (WBE) Bergmann Associates
 OSPA Engineering (WBE) FHI Studio (D/WBE)
 RK Hite & Co

NOTE: TWO FIRMS NOT INTERVIEWED-Weston & Sampson, Fisher Associates

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 15 - 2023**

Approve Contract for Marketing Services

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

WHEREAS, the Authority has periodic and continuing needs for marketing services and support, including but not limited to the development of marketing strategies and branding initiatives, and

WHEREAS, in response to a duly issued competitive RFP, the Authority received five proposals and has engaged in an evaluation process to find the provider best suited to meet the needs of the Authority, and

WHEREAS, after evaluation and due consideration, Authority staff recommends that a three-year contract with two optional renewal years be awarded to Overit Media of Albany, NY for marketing, branding and creative services with a cost not to exceed \$150,000 in any given fiscal year during the life of the initial term.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year marketing contract, with two optional renewal years, to Overit Media of Albany, NY for marketing, branding and creative services for a cost not to exceed \$150,000 in any given fiscal year during the life of the initial term, subject to compliance with the contract documents.
2. Authority staff is hereby authorized to execute the required documents.
3. The source of funds shall be from the Operating Budget.
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 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Consulting for Marketing, Branding & Creative Services
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

Provide consulting services to support marketing initiatives, company branding program and the creative components that tie it together.

Summary of Staff Proposal:

Our approach to branding services, fare products, and facilities, coupled with expanding market share and increased ridership requires strategic planning, support and complementary materials that tell the CDTA story. This work will encompass customer outreach campaigns in support of projects, network adjustments, recruitment, and other company initiatives.

The work will produce deliverables including, strategic marketing plans, image development and enhancement campaigns, community outreach, product launches and market development. Focus areas will integrate our mix of mobility services under the CDTA brand umbrella to highlight our regional role. Work on strategies to foster greater customer retention and sales across our product suite will be core to this engagement.

An RFP was issued in November and a committee was established to review proposals (based on experience, qualifications, references and M/WDBE participation). Five firms submitted proposals. The committee reviewed each proposal, conducted reference checks, and recommends that we engage Overit Media for marketing, branding and creative services. Overit is the incumbent provider of these services for the past 8 years.

Financial Summary/Cost:

A blended rate for services will be used to calculate a monthly retainer of hours given the variability in needs based on time of year, activation of projects and other factors.

Proposed Action:

I recommend a three-year contact with two optional years to Overit Media of Albany, NY for Marketing, Branding and Creative services. Cost is not to exceed \$150,000 in any given fiscal year during the life of the initial term.

Manager:

Jonathan Scherzer, Director of Business Development

Notes:

Attached-Cumulative Scorecard

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: No minimum
 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:**

\$150,000/yr (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 # 101 or Advertised
Number of Proposals/Bids Received # 5

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
Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**

Overit Media
435 New Scotland Ave
Albany, NY 12208

9. **SOURCE OF FUNDS:** Operating Budget ~ \$150,000

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

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

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

Stacy Sansky, Director of Procurement DATED: April 13, 2023

Cummulative Post-Interview Scorecard CDTA BD 36-6000

	Overit-Albany, NY	Martin Group-Albany, NY	Pulsar Advertising-Albany, NY
Transportation/Public Sector Experience 120 points	101	91	94
Qualifications of Individuals Assigned 80 points	74	69	69
Regional Experience 100 Points	94	87	68
Price/Fee 80 points	63	65	48
Disadvantaged/Minority/Women's Business Enterprise/Service Disabled Vet Owned 20 points	0	8	8
TOTAL: (400 Points)	332	320	287

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 16 - 2023**

Approve Sole Source Contract for Fuel Purchases from Mirabito Energy Products

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 purchases designed to provide the necessary fuel for its omnibus transportation operations, and

WHEREAS, the purchase of fuel comprises a significant portion of the Authority’s annual budget, rendering it in the best interests of the Authority to enter into fixed-price fuel contracts to promote fiscal stability and to compensate for the volatile nature of the fuel market, and

WHEREAS, the Board gives staff authority to purchase fuel from our supplier without the traditional competitive bid process, and

WHEREAS, the Authority has closely monitored pricing from Mirabito, the incumbent provider of fuel, for the purchase and delivery of Ultra Low Sulfur Diesel (ULSD) and winter blend additive, and Mirabito has always provided competitive pricing and superior service to the Authority, and

WHEREAS, because of economic events over the past year, the Authority has been unable to purchase fuel at a lower price with a 12-month contract, and

WHEREAS, on March 24, 2023, the Authority entered into an agreement with Mirabito Energy Products of Binghamton, NY covering the period from January 2024 through August 2024 for the purchase of 1.4 million gallons of diesel fuel at \$2.78 per gallon, plus a winter blend additive for the colder months for an additional .59 cents per gallon, and

WHEREAS, Authority staff now recommends awarding an eight-month diesel fuel contract to Mirabito Energy Products of Binghamton, New York, commencing on January 1, 2024 through August 31, 2024, for a cost of \$4,168,760.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards an eight-month fuel contract from January 1, 2024 through August 31, 2024 for purchase and delivery of ULSD at a fixed price of \$2.78/gal, and a winter blend additive for \$.59/gal, with a minimum value of \$4.2 million, subject to acceptance and satisfaction of all contract terms and requirements.

2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2024-25 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract for Diesel Fuel to Mirabito Energy Products
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

To provide Ultra-Low Sulfur Diesel (ULSD) for the fixed route fleet.

Summary of Staff Proposal:

The board gives staff authority to purchase fuel from our supplier without the traditional competitive bid process. A competitive bid process can take several weeks before the price is known. During this time, market pricing can change significantly, especially for a commodity like fuel.

To improve our opportunity for better pricing, we receive daily pricing from our vendor (Mirabito) to monitor fuel markets, world news and events. Working with Mirabito, when we identify a competitive price, we make the purchase on the day when pricing meets our goals.

We normally secure a 12-month fuel supply to ensure budget predictability and to pay a lower price (if possible). Because of events over the past year, we are not able to purchase fuel at lower costs. In February we awarded Mirabito a seven-month contract at \$3.05 per gallon. Market pricing rose after our award, and then dropped to \$2.78 per gallon.

On March 24, 2023, we entered into an agreement with Mirabito at \$2.78 per gallon from January 2024 through August 2024, plus a winter blend additive for the colder months for an additional .59 cents per gallon.

Financial Summary/Cost:

The price of the eight-month contract from January 2024 through August 2024 for 1.4 million gallons of diesel fuel is \$4.2 million to be funded in the operating budget.

Proposed Action:

I recommend awarding an eight-month diesel fuel contract, starting on January 1 through August 31, 2024 to Mirabito Energy Products of Binghamton, NY for \$4,168,760.

Manager:

Mike Collins, VP of Finance & Administration

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

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

2. **TERMS OF PERFORMANCE (check one):**

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

3. **CONTRACT VALUE:**

\$4.2M (Minimum Value) fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

7. **Disadvantaged 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:** Mirabito Energy Products
49 Court Street
Binghamton, NY 13902

8. **SOURCE OF FUNDS:** FY24-5 Operating Budget ~ \$4.2 million

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: April 19, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 17 - 2023**

Annual Review and Approval of Investment Policy

WHEREAS, the Public Authorities Law, section 2925 requires that the Authority by resolution adopt comprehensive investment guidelines which detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority, and

WHEREAS, the Investment Policy is reviewed and approved by the Authority on an annual basis, and

WHEREAS, after review and discussion, the Authority now recommends the adoption of the Investment Policy, as attached.

NOW, THEREFORE BE IT RESOLVED, that the Investment Policy for the Capital District Transportation Authority dated April 26, 2023 be approved and adopted in its entirety.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of April, 2023.

Dated: April 26, 2023

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Annual Approval of Investment Policy
Committee: Performance Monitoring/Audit
Meeting Date: April 19, 2023

Objective of Purchase or Service:

The New York State Public Authorities Law Article 9, Title 7 requires an annual approval of our Investment Policy.

Summary of Staff Proposal:

Our investment policy details the operative policy for investing, monitoring, and reporting of funds for CDTA. Each year this committee reviews our policy and makes recommendations based on input from our General Counsel and our Investment Advisor, Graypoint.

There is one minor reporting change to our policy. Our Custodian is switching from a monthly reporting of transactions and market values to a quarterly reporting. Graypoint will continue to provide a monthly report of all transactions and market values to our accountant. This change is highlighted in number 4(i) in the draft policy on page four.

Financial Summary/Cost:

There is no financial impact to this change.

Proposed Action:

I recommend we approve the change to the attached Investment Policy.

Manager:

Mike Collins, VP of Finance & Administration

**INVESTMENT POLICY
CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

These guidelines detail the operative policy regarding the investing, monitoring and reporting of funds of the Capital District Transportation Authority (the "Authority").

1. Purpose

- a) Establish a policy whereby current funds, in excess of immediate needs are invested to earn a reasonable rate of return while safeguarding the principal amount.
- b) Assure that invested funds are diversified and adequately safeguarded. The investment portfolios will, at all times, be diversified. No single issuer will represent more than 5% of a given portfolio. There is no limitation for the debt of the US Government or one of its agencies, except that the debt of a single agency will not represent more than 50% of a given portfolio. Certificates of deposit issued by a single bank are limited by the legal maximum for FDIC insurance.
- c) Assure that adequate accounts and records are maintained which accurately reflect all transactions.
- d) Assure that an adequate system of internal control is maintained.

2. Authorization and Management

All investment decisions are to conform to:

- a) Section 1306 (4) of the Public Authorities Law of the State of New York, and
- b) Article 9, Title 7 of the Public Authorities Law of New York,
- c) 2 NYCRR § 201.1, *et seq.*

The Board may retain at the recommendation of the Performance Monitoring/Audit Committee ("Committee") one or more investment advisors, which meet the Authority's qualifications and grant the advisor discretion to execute transactions within the context of these policies. The advisor (s) will be expected to act as a fiduciary at all times in the best interest of the Authority.

3. Types of Investments

The permissible types of investments (“Permitted Investments”) are as follows:

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from Broker/Dealers licensed to conduct business in New York State which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).
- b) Deposits in “Money Market” accounts in banks specified in Item (a) above.
- c) Money Market Funds that invest exclusively in obligations of the United States Government or one of its agencies, except that up to 1% of each investment account may be held in a conventional money market fund provided that the fund holds more than \$500 million in assets and the sponsor is a substantial and well regarded financial institution with no less than \$1 billion of equity capital. Further, the principal objective of the fund must be preservation of capital. The purpose of this exception is to accommodate relatively small amounts of cash that are not invested and not substantial enough to qualify for a specialized Government-only fund.
- d) Obligations of New York State, the United States Government, or Agencies of the United States Government. Obligations guaranteed, as to principal and interest, by one of these entities is also permissible.
- e) The primary investment objective is the protection of principal. All bank deposits of money should be fully collateralized or insured (e.g., FDIC insurance).

Each purchase must be confirmed in writing and be made in accordance with the provisions of this Investment Policy.

4. Operating Procedures

- a) The investment selection process shall utilize competitive quotations or negotiated prices, except in the purchase of federal government securities at auction.
- b) Approvals: The Vice President of Finance & Administration shall approve all investment transactions, and report investment transactions to the Chief Executive Officer. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented and retained for audit purposes. The Investment Committee Chairperson, the Vice President of Finance & Administration and the Chief Executive Officer (when necessary) will meet with any and all retained investment advisors no less than twice per year to review and approve the portfolio holdings.

- c) Collateral Custody: The custodian of all collateral involved in any investment transaction must be either the Authority or a Third-Party Bank or Trust Company acceptable to the Authority. Such Bank may not be the same as that with which the investment is made. The custody agreement must be joint with the Bank providing the collateral.

If, at any time during the term of a Certificate of Deposit or deposit in Money Market Account, the collateral or underlying security market value does not equal the principal value of the investment, the Authority shall inform the Bank of the additional collateral required. If additional collateral is not added immediately by the Bank involved, the Authority shall demand the return of the amount invested and remove such Bank from the list of approved Banks for investment and deposit of Authority funds.

Any custodian or trustee of securities in any transaction to which the Authority is a principal may not relinquish control over such securities without the written consent of the Authority and the Investment Manager.

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.

- 1) A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:
- a. Date of transactions
 - b. Description and amount of investment
 - c. Interest rate
 - d. Due date of CD, or Bond
 - e. Market value of collateral or investment security
 - f. Indication of at least monthly recheck of market values

- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority. The Vice President of Finance & Administration will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice,

Banks will usually deposit a certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.

- g) Payment of funds shall only be made upon delivery of securities.
- h) A record of investments shall be maintained. The records shall identify the security, the fund for which held, the place where kept, date of disposition and amount realized, if required, and the market value and custodian of collateral.
- i) Custodians of deposits and money market accounts shall be required to report monthly or more frequently on activity occurring in the Authority's custodial account to the Accountant. There shall be monthly verifications of both the principal amount and market values of all investments and collateral. Listings shall be obtained from the custodian and compared against the Authority's records. The Investment Advisor will provide the monthly account transactions, account holdings and their market value. The Custodian will provide a quarterly statement of all transactions, account holdings and their market value.
- j) The Authority requires the custodian to send verification of securities held for the Authority whenever requested to do so by the Authority.
- k) The Vice President of Finance & Administration is authorized to deposit all funds received by the Authority in Money Market Accounts or Certificates of Deposit with Banks or Investment Broker/Dealer doing business in New York State, which are members of the FDIC; the SIPC and FINRA; and/or registered with the SEC and that have also expressed an interest in receiving requests for bids, consistent with these guidelines.
- l) The report of the status of all investments will be submitted by the Deputy Comptroller at least quarterly to the Chief Executive Officer and the Board Members of the Authority.

5. Collateralization

- a) Investments requiring collateralization must be fully collateralized by US Government obligations, or obligations guaranteed by a US Government entity.
- b) The collateral for a CD or Money Market Fund Deposit must equal the investment principal at all times.
- c) Market values of items mentioned in b) above will be checked by the Deputy Comptroller at least monthly to a nationally recognized financial publication.

- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

- a) These guidelines shall be reviewed by the Performance Monitoring/Audit Committee annually and revised as necessary to reflect changes in market conditions or legal requirements.
- b) An annual independent audit shall be conducted in accordance with the provisions of Article 9, Title 7 of PAL and 2 NYCRR § 201.1 *et seq*
- c) Collateral shall be verified monthly, if held by the Authority, by Members of the Performance Monitoring/Audit Committee. If held by a Bank, confirmation from such Bank will be given to Committee.
- d) The Authority shall maintain an internal control structure designed to protect the Authority's investment assets from loss, theft, and misuse.

7. Evaluation and Reporting

- a) An annual independent audit shall be performed by the Authority's independent accountants to evaluate investment program compliance. The annual audit report shall be filed within 90 days after the close of the Authority's fiscal year with the Office of Budget and Policy Analysis of the Office of the State Comptroller.
- b) The Authority shall prepare an annual investment report which shall be submitted to the Division of the Budget, with copies to the Office of the State Comptroller, the Senate Finance Committee, and the Assembly Ways and Means Committee.

8. Settlement of Securities Transactions

All purchases of securities by or on behalf of the Authority will be settled "delivered vs. payment", meaning that purchased securities will not be paid for until they are presented physically or electronically at the custodian by the seller or his agent.

9. Criteria for Selection of Investment Banks or Firms and Brokers

The Authority shall maintain a list of approved financial institutions and a list of approved security broker/dealers. As market conditions change, the Authority may find it necessary to place investments directly with Investment Banks or Firms and Brokers. The following are criteria for the selection of Investment Banks or Firms and Brokers:

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.
- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

All the foregoing sections of the Investment Policy that pertain to banks shall apply to Investment Broker/Dealers.



Memorandum

April 26, 2023

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for April

Overview

The start of our fiscal year coincides with spring in the Capital Region – beautiful weather, blooming flowers, green lawns, along with a refreshed spirit. The same is true at CDTA as we adopt a new budget and move forward with enthusiasm about the opportunities that we have developed and matured.

As part of the process of moving forward, it is good to look back and reflect on the progress we made last year. Ridership continues to grow throughout our system. Fueled by our strong service network and new Universal Access agreements, we finished the year with 13.7 million boardings, our highest annual count in three years and more than 90% of what it was before the pandemic began. Most of our growth is on Bus Rapid Transit lines and trunk routes, which are the foundation of the system. At the same time, ridership on STAR, FLEX and commuter services also showed strong rebounds, with room for more growth. None of this would happen without the dedication to success by CDTA employees.

We expanded our service area and began operations in Montgomery County. A comprehensive service network provides our newest community with high quality connections that were not possible less than 12 months ago. And thanks to a board action earlier in this meeting, we will begin to build an appropriate infrastructure that will make our services more convenient and easier to use throughout Montgomery County. Based on the success of this expansion, we are in discussions with Warren County officials to merge Greater Glens Falls Transit into the CDTA system. This merger will expand the opportunities in Glens Falls, Queensbury and Lake George, and open new connection possibilities to the greater Capital Region.

We continue to expand new mobility choices and the technology that makes them move. Our new car share program, which we call *DRIVE* was the most notable introduction as we work to provide our customers with a full menu of reliable travel options. *DRIVE* uses all electric vehicles to give the community 24/7 access and connections within and beyond our service area. CDPHP *Cycle!*, our extremely popular bike share program broke ridership records as it has done since its inception in 2017. As we prepare for our seventh riding season, *Cycle!* will feature new pedal-assist vehicles and a new software platform that will make using the network of bikes easier and more convenient for customers.

As we move forward into the new fiscal year, we do so with confidence that our platform of services is strong and meaningful. Work is underway on a new Transit Development Plan that is

the architecture for our service design, deployment, and oversight programs. The new TDP will build off prior editions and use new demographic, employment and information about the way people work and shop. This will help us to deploy resources where they can be most successful and useful to customers and consistent with regional development patterns. As always, our TDP will be designed with input from our customers, partners, and others so that it is reflective of the communities that we serve. We expect this work to take about a year to complete.

It is exciting to watch the development of many of the components that will make up the BRT Purple Line. This includes construction of a new busway (the Garden Way) on the University at Albany uptown campus. The Garden Way, which is nearly complete, will connect to the Harriman Campus right of way and give Purple Line buses dedicated access along a one mile stretch of the line. At the same time, we are building a new roundabout at the I-87 entrance to Crossgates Mall. Working with partners, the roundabout work is part of the Purple Line project, and it will reduce congestion and improve access to the mall, which is a regional retail center and one of the area's largest employers. It is hard to believe that when the Purple Line is operational later this fall, we will have achieved our goal of 40 miles of Bus Rapid Transit service throughout our service area.

While Purple Line work is ongoing, we have broken ground on the construction of our first mobility hub. Located at the base of State Street in Schenectady and at the start point of the Red Line BRT, the Gateway Mobility Center will complement the exciting development occurring in Schenectady. Slated for a late summer completion, the center will be the home for up to ten CDTA bus routes, including the Red Line, CDPHP *Cycle!* bikes, and *DRIVE* car share vehicles. We are constructing a large, heated waiting area with new lighting and safety surveillance components, along with landscaping and respite areas for customers and employees. This work includes an intersection redesign, new traffic signalization and other streetscape features. An appropriate grand opening ceremony is being planned.

If this is not enough activity, we are in the middle of a complete refresh of the Red Line infrastructure. Hard to believe that the first CDTA BRT line is more than 12 years old and in need of a refresh. Shelters, buses, and other hard stock are being upgraded and rebuilt where necessary. New technology platforms are being added and where feasible, customer upgrades like heated sidewalks and appropriate curb cuts are being installed.

As we know, elected leaders continue their work on the New York State budget. To date, the late budget has had no impact on state payments to CDTA or cash flow within our organization. At the same time, we continue to work with our partners at the New York Public Transit Association to advocate for the needs of public transit systems across the state, with an emphasis on the upstate authorities. We know that there have been additional STOA appropriations in the Executive, the Senate and Assembly iterations for transit. However, until a final budget is adopted, we will not know our STOA levels for the current fiscal year. Details will be provided as they become available.

On behalf of the entire staff, I congratulate the slate of board officers and committee chairs for the new fiscal year. This boards vision, guidance and dedication has set the tone for everything we do and all that CDTA accomplished. We are a leader in New York state and much of that is a credit to this board of directors. I am grateful to work closely with all of you to make CDTA successful. Thank you.

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for March, and it compared to data from March 2023. This also provides a year-end summary of our work for the fiscal year 2022-2023.

As we begin a new fiscal year, we know that our company is in good condition, with our finances strong and healthy. The same is true with performance metrics. Ridership is more than 90% of where it was before the pandemic began. Partnerships and Universal Access agreements are at all-time highs. Operating and maintenance statistics are positive, and our management structure provides quality reporting and appropriate follow-up.

There are issues that require our attention. After several years of outstanding results, Mortgage Recording Tax receipts have slowed. MRT follows the economy, and it is linked to real estate markets. This will require adjustments and it will be difficult to forecast revenue from this important source. Another issue that has persisted is our organizational churn. Like most employers, we have significant difficulty hiring and retaining workers. As we discussed in committee meetings last week, the churn manifests itself throughout the company and has deep impacts on service quality, work scheduling and retention. We are working on this and constantly adjusting our business practices to align with the resources we have available to us.

We review operating results at the Performance Monitoring committee meetings. The highlights for March include:

Revenue:

- Operating revenue was 18% ahead of budget; we finished the year 25% ahead of budget.
- MRT was \$711,000, 32% under budget; we finished the year 15% ahead of budget.
- Customer revenue was \$1.9 million, 56% over budget; we finished the year 30% ahead of budget.
- Facility revenue was \$231,000, 45% over budget; we finished the year 45% ahead of budget.

Expenses:

- Total expenses were 3% under budget; we finished the year 4% under budget.
- Salaries and wages were at budget; we finished the year 3% under budget.
- Purchased transportation was 23% over budget; we finished the year 5% over budget.

Ridership Statistics:

- Total ridership was 1.3 million; we finished the year with a ridership count of 13.7 million, which is 20% higher than last year.
- STAR ridership was 29,100; we finished the year 13% higher than last year.
- NX ridership was 6,200; we finished the year 50% higher than last year.

Maintenance/Transportation Statistics:

- We missed 347 trips on the fixed route system in March.
- There were 54 accidents in March with 29 categorized as preventable.
- Scheduled maintenance work was at 79%.

- On time performance for fixed route service was 74%. STAR operated within our 10-minute scheduling window 80% of the time.

Customer Service:

- Our call center processed 251 comments. There were 61 comments about STAR service.
- There were 784,000 page views at www.cdtta.org.

Activity Report

Most of our work this past month has been directed towards advocacy and positioning CDTA with legislative partners. This involves telling the CDTA story and the reasons for our success. This message resonates wherever we go and in whatever we do. Our plate is full of opportunities for the way we work and the way we move towards better mobility for everyone in the Capital Region.

- On Thursday, March 30, Jon Scherzer and I met with the members of the Capital Region Workforce Development Board to talk about ways that CDTA connects employees and employers. The board is made up of leaders from the public and private sector who work together to strengthen the skills of the area workforce and to develop pathways for long term success.
- On Tuesday, April 4, we held an Authority staff meeting. These meetings, which are held once every six weeks or so, are designed to share information with the management staff and highlight the work we are doing. With close to 90 management employees, it is good to assemble them in one place to keep everyone up to date.
- On Thursday, April 6, Jaime Kazlo and I attended a street renaming ceremony in Albany. Steuben Place has been renamed Blake Way in honor of Adam Blake, Jr. The United Way is in the Blake Annex on Blake Way.
- On Tuesday, April 11, Thomas Guggisberg and I met Mike Fleischer and one of his clients to talk about an automated payment system pilot, which might have utility at Rensselaer Rail Station. Mike is the former Chief Executive Officer at the Thruway Authority.
- On Thursday, April 13, I attended a meeting of the Regional Development Coordinating Council. RDCC members are chief executives at regional organizations; we meet every 6-8 weeks to talk about issues of common interest and concern. Meetings are hosted by the Capital Region Chamber of Commerce.
- On Monday, April 17, Jaime Kazlo and I met with Norris Person from the Rensselaer County Regional Chamber of Commerce. Norris was recently named the Chamber's President/CEO. We partner with the chamber on several projects. Jaime and I spent some time getting to know Norris.
- On Monday, April 17, I proudly accepted an award on behalf of CDTA from the New York League of Conservation Voters. We were recognized for the work we do to promote sustainable mobility options. The Capital Region chapter of the league held their

spring reception at the observation deck of the Corning Tower. Lots of state elected leaders and representatives from the power industries. Thanks to Jaime Kazlo, Pat Lance and his wife Jeanne for attending.

- On Tuesday, April 18, I spoke to a class of high school seniors at Albany High School. This is another part of a mentorship program that we are involved in with Junior Achievement. I talked about our work at CDTA, the structure of our company and responsibilities that come with leadership. Emily DeVito joined me.
- On Wednesday, April 19, I chaired a meeting of the United Way Board of Directors. The board received updates about giving campaigns, budgeting, and upcoming community events, including the 518 Day for volunteerism.
- On Thursday, April 20, I was part of a panel discussion, titled, Power and Energy – a Path Forward. The discussion was hosted by The Rensselaer County Regional Chamber of Commerce at the Desmond Hotel and Conference Center. We talked about electrification of buses, cars and transit, the opportunities we have and the issues we are facing. Thanks to Joe Spairana, Pat Lance and several of our staff who attended.
- On Thursday, April 20, Melissa Shanley, Trish Cooper, Mike Collins and I attended a meeting at NYSDOT to talk about the funding relationship with Adirondack Transit Lines. We are the pass-through agency/host for federal funding that ATL receives.
- On Friday, April 21, I met with Mark Aesch from TransPro to talk about the work we are doing, the assistance they are providing, and ways for us to strengthen our relationship.
- On Monday, April 24, I met with Doug Eadie. Doug has been our governance consultant for many years. He has guided us in the development of the architecture for our committee structure. We talked about the work we are doing, the development of our board and the progress of our company.
- On Monday, April 24, I met with five of our newest employees as they embarked on their careers as CDTA bus operators. We talked about the work we do and the important role they will play in connecting people to economic opportunities.
- On Tuesday, April 25, I met with Glenville Town Supervisor Chris Koetzle. We talked about CDTA services that operate in the town, bus stops and shelters. We focused on ways to work together to keep the shelters neat and clean.

Final Thoughts

As we look forward to a new fiscal year, we do so with optimism knowing that our company foundation is as solid as it has ever been. This is the ultimate pillar for our success, and it gives us the ability to take calculated risks to extend ourselves and make CDTA bigger, better, and bolder – a hallmark of who we are and what we do.

CDTA Provides Mobility Solutions that Connect the Region's Communities