

CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, December 5, 2018 at 12:00 pm
110 Watervliet Avenue, Albany, NY 12206

Committee Item	Responsibility
Call to Order	Jayme Lahut
Ascertain Quorum	Jayme Lahut
Agenda Approval	Jayme Lahut
Approve Minutes of October 23, 2018	Jayme Lahut
Consent Agenda Items	
• Approve Contract for Maintenance Uniforms	Stacy Sansky
• Approve Contract for Research Services	Stacy Sansky
• Approve Contract for Electric Bus Purchase	Stacy Sansky
• Approve Contract for Transit Center Design	Stacy Sansky
• Approve Contract for Diesel Fuel	Stacy Sansky
Audit Committee	
• No items scheduled	
Investment Committee	
• Update on Committee Activities	Denise Figueroa
Administrative Discussion Items	
• Monthly Management Report *	Mike Collins
• Monthly Non-Financial Report *	Chris Desany
Executive Session	
• No Items Scheduled	
Next Meeting Date: January 23, 2019	
Adjourn	Jayme Lahut

** Indicates Material (Or Additional Material) Will Be Provided at Meeting*



**Capital District Transportation Authority
Performance Monitoring/Audit Committee
Meeting Minutes – October 23, 2018 at 12:00 pm; 110 Watervliet Avenue**

In Attendance: Jayme Lahut (Chair), Dave Stackrow, Georgie Nugent, Carm Basile, Mike Collins, Chris Desany, Amanda Avery, Fred Gilliam, Lance Zarcone, Sarah Matrose, Phil Parella, Jon Scherzer, Jaime Watson, Bridget Beelen, Stacy Sansky, Kelli Schreivogl, Thomas Guggisburg, Bob Sears, Vanessa Salamy

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Committee Chair Jayme Lahut noted that a quorum was present. Minutes from the September 19, 2018 meeting were reviewed and approved.

Consent Agenda Items

Auto and General Liability Insurance Renewal –

- Auto and General Liability Insurance provides protection against claims for injury and damage to people and property that may be caused by the operation of our business.
- This renewal is for one-year. The Authority's Self-Insured Retention (SIR) will stay at \$2 million, with excess insurance coverage for \$8 million and \$5 million, for a total coverage amount of \$13 million.
- Purchase of an \$8 million excess policy from American Alternative Insurance Company and a \$5 million excess policy from Scottsdale Indemnity for a one-year cost of \$351,004, effective November 10, 2018 will be recommended to the Board for approval.

Auto Physical Damage Insurance Renewal –

- Auto Physical Damage insures our vehicles in the event of fire, theft, vandalism, collision and natural perils. This insurance is priced on the value of our fleet. Lexington Insurance has been our carrier for several years and has proposed to keep the rate per \$100 of value the same as the prior year.
- Renewal of Lexington Insurance to provide auto physical damage insurance for one-year effective November 10, 2018 at a cost of \$236,201 will be recommended to the Board for approval.

Approve Contract Award for the Operations Department Renovation –

- The north side of the administrative offices at 110 Watervliet Avenue will be renovated to update aging space occupied by the Transportation Department. An Invitation for Bids was issued, which included asbestos abatement, plumbing, electrical and general contracting work. Eight (8) bids were reviewed and Hoosick Valley Contractors was low bidder. Hoosick Valley has done work for CDTA in the past.
- A one-year contract to Hoosick Valley Contractors (WBE) for \$499,200, which includes a 20% contingency will be recommended to the Board for approval.

Accept State Portion of Federal Grants –

- CDTA receives federal funds for bus purchases and facility updates through transit operating and capital assistance programs. The New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution to accept state funding prior to being reimbursed for expenses. This agreement is for the 10% state share of our federal grants. It totals \$2.1 million.
- Acceptance of the 10% portion of our federal programs, for a total amount of \$2,105,985 will be recommended to the Board for approval.

Audit Committee Items

Internal Audit Quarterly Report –

- Sarah Matrose provided her quarterly report. Work has been completed on the Purchase Card Audit, which contained a few recommendations that staff is incorporating. Upcoming audit items include a revenue audit, warranty processes, PCI activities and key performance indicators. Sarah also gave an update on her continuing education activities.

Investment Committee Items

The Investment Committee met on October 23, 2018 and the report was distributed to the members. The next meeting will be before the December Board meeting.

Administrative Discussion Items

Monthly Management Report –

- Mike Collins provided a six-month summary of the Monthly Management Report. Year to date Mortgage Tax is under budget by 2%, while customer fares have exceeded budget by 3%. Advertising revenue is running well ahead of budget due to outstanding sales by Lamar Transit Advertising.
- Wages are slightly over budget after six months, while Workers' Compensation and Purchased Transportation are 18% and 9% over budget. Maintenance Services is 22% under budget and Liability Claims are under budget by 49%. Fuel is trending under budget, with parts and supplies 1% under budget for the year.
- We are in a satisfactory cash flow position at this time.

Monthly Non-Financial (Performance) Report –

- Chris Desany gave the Monthly Non-Financial Report. Total ridership is down 7% for the month; 6% for the year. STAR ridership was up 12% for the month; 3% for the year. On time performance was at 72.6%. There were 44 missed trips this month. Scheduled work was at 80%. There were 17 preventable and 28 non-preventable accidents. Website page views were at 672,373.
-

Executive Session

No items scheduled.

Next Meeting

Wednesday, December 5, 2018 at 12:00pm at 110 Watervliet Avenue

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for maintenance uniform rentals to Ulster Uniform Service, Inc of Kingston, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: December 5, 2018
Board Action Date: December 12, 2018

Background:

The current uniform provider has not fulfilled their contractual obligations and staff efforts to remedy the situation have been unsuccessful.

In April 2018 the Board awarded a three-year contract for maintenance uniform rentals to Cintas, of Lee, Massachusetts as the result of a competitive procurement. Since that time, staff has unsuccessfully attempted to implement the contract. Some examples of non-compliance include;

- not getting the new contract signed for months;
- new employees not receiving uniforms;
- employees do not want to use the laundry service for fear of not getting their uniforms returned;
- when new uniforms did start to arrive, they were not properly sized;
- continual overcharging and incorrect bills.

Staff has had conversations, emails and in-person meetings that included Procurement, Maintenance and Legal staff with Cintas, and have been unable to resolve issues despite continued promises that all contract matters would be resolved. Staff has documented all issues with Cintas and their lack of responsiveness.

Purpose:

CDTA provides uniforms to maintenance employees per our collective bargaining agreement to ensure a consistent and clean appearance.

Summary of Proposal:

Because of the ongoing issues with maintenance uniforms, staff sought a new provider. This is a specialized industry with a small number of vendors that provide and launder uniforms. As a result of this search, staff spoke with two vendors willing to execute a contract for a maintenance uniforms. Uniform Service, Inc. is best suited to take on this account and get our uniform program up and running quickly. They have been working with staff on employee measurements and account set up. Ulster Uniform comes highly recommended from other transit systems.

Staff recommends a three-year contract for maintenance uniform rentals to Ulster Uniform Service, Inc. of Kingston, New York for an amount not to exceed \$45,000 per year; total contract value of \$135,000.

Financial Summary and Source of Funds:

Three Year Contract Value: \$135,000
Funded through FY2019-21 Operating Budgets

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Director of Maintenance

Memorandum

Date: November 26, 2018

To: Members, Performance Monitoring Committee

From: Stacy Sansky, Director of Procurement

Subject: Maintenance Uniform Rental

Overview

In April 2018 The Board awarded a three-year maintenance uniform rental contract as the result of a competitive procurement. Since that time staff has unsuccessfully been attempting to implement that contract. At the start of every new uniform rental contract all employees are to receive a new set of uniforms. Even though the contract was awarded in April staff was not able to fully execute it until late July. The provider then spent two additional months promising delivery of new uniforms and missed every deadline. Any employee who had been hired since April has been wearing their own clothes and incumbent employees have been left with completely worn out uniform pieces have been laundering them at home to ensure the uniforms are not lost by the vendor. Despite not having new uniforms in August CDTA began receiving bills for the old and the new uniforms. In early September I called a meeting with the vendor and CDTA staff that included Maintenance Managers, General Counsel and the Inventory Manager (project manager). At that meeting staff discussed a firm delivery date for all uniforms, temporary uniforms for new hires and billing corrections. The vendor agreed to all solutions in writing yet did not follow through on any of them.

At that time staff sought out a new provider. This is a highly specialized industry with a small number of vendors that provide and launder rental uniforms. Because of this search staff spoke with two vendors who would be willing to come in and execute a contract for maintenance uniform lease. Of these two firms Ulster Uniform Service, Inc. was most able to take on this new account and get the uniform program up and running quickly. They have been working with staff on employee measurements and account set up. Ulster Uniform came highly recommended from another transit system.

As staff began searching for a new vendor uniforms from the incumbent began to arrive. Some employees did not receive new uniforms, but their old uniforms were removed, leaving them with no uniforms, and other employees received uniforms that were not the correct sizes. The Inventory Manager is still communicating weekly on incorrect billing for all three CDTA locations and as of this writing none of this has been corrected.

While the uniform rental contract does require more oversight than other contracts this contract has taken considerable time for multiple staff and has shown no signs of improved quality of service. As a result, staff has begun working with Ulster Uniform Service to implement a maintenance uniform replacement program.

**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:

\$135,000 (three yr) 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 # 2 and Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

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

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Ulster Uniform Service, Inc.

541 Broadway

Kingston, NY 12401

8. SOURCE OF FUNDS: FY19-21 Operating Budget

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: November 26, 2018

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Research Services to Fact Finders, Inc of Albany, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 5, 2018

Board Action Date: December 12, 2018

Background:

CDTA uses a market research company to survey customers throughout the year and on special projects as they arise. The current contract for these services is set to expire.

Purpose:

Staff uses survey results to measure customer satisfaction.

Summary of Proposal:

A Request for Proposals (RFP) was issued for this procurement. The scope of work provided an overview of CDTA as well as our research needs. Proposals were evaluated for price, market research experience, approach to the assignment, familiarity with the Capital Region and D/M/WBE participation.

32 firms downloaded the RFP and two submitted proposals. Staff reviewed both proposals and found the incumbent provider, Fact Finders to be most aligned with our requirements. Fact Finders has provided quality service over the term of their last contract and has proposed to keep most of their hourly rates the same for the term of a new contract.

The contract term is three years with two optional renewals. Upon Board approval, staff will execute a contract immediately.

Financial Summary and Source of Funds:

This contract is capped to not exceed \$60,000 per year. It is funded in our operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Marketing



Memorandum

November 28, 2018

To: Stacy Sansky, Director of Procurement

From: Jonathan Scherzer, Director of Marketing

Subject: Market Research Services CDTA MARKETING 012-9000

Background

A Request for Proposals (RFP) was issued on October 9, 2018 to provide market research services to the Capital District Transportation Authority (CDTA) for 3 years (December 1, 2018 until November 30, 2021). The contract includes two annual renewal options, which could bring the total length of the engagement to five years.

Proposing firms were asked to provide strategic research services designed to increase ridership, while improving service delivery and efficiency. This includes annual customer satisfaction surveys, general population opinion and attitudinal studies, assessment of stakeholder opinion, (i.e. corporate customers, community leaders, or advocacy groups), research with potential users, and testing of new product and service concepts. This information is critical to our state and federal reporting along with insuring we are meeting customer needs.

Additional services include but are not limited to: definition of research objectives, recommending appropriate research design and methodology, executing all research design including, participant recruitment; development and pretesting of research tools; data collection and preparation; analysis; customized reporting with executive abstracts to identify key findings and recommendations. In consideration of these unique aspects, CDTA requires a firm experienced in conducting research within the Capital Region and transit research in a mid-sized marketplace similar to our service area.

32 potential proposers downloaded the RFP and 2 firms provided proposals. The rating criteria for the RFP was based on price, qualifications, market research experience, geographic familiarity, management approach and MW/DBE participation. A committee representing the marketing, planning and transportation departments reviewed the proposals and selected Fact Finders, the incumbent provider, for the award. Fact Finders has been providing these services locally for nearly 40 years with a client roster that includes area municipalities, community service organizations, health benefit companies and transit partners.

The RFP included pricing up to \$60,000 based on prior usage of market research services (we generally spend about half this amount). At this time, staff recommends awarding a contract to Fact Finders for the provision of market research services consistent with the above information.

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:

\$60,000 Annually (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 # 32 or Advertised
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

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

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Fact Finders, Inc.
2010 Western Avenue
Albany, NY 12203

8. SOURCE OF FUNDS: FY2019, FY2020, FY2021 Operating Budgets

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: November 19, 2018

CUMMULATIVE SCORECARD - CDTA MARKETING 12-9000		
Criteria	Fact Finders-Albany, NY	Level 7-Cananadaigua, NY
Price Proposal (60 points)	52	45
Qualifications and Experience of Proposing Firm (60 points)	54	45
Market Research Experience (60 points)	56	48
Experience and Familiarity w/Capital Region Consumers (60 points)	59	40
Management & Approach (45 points)	46	43
D/M/WBE (15 points)	0	15
Total:	267	236

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for electric buses to New Flyer of America, Inc. of Anniston, Alabama.

Committee: Performance Monitoring/Audit
Committee Meeting Date: December 5, 2018
Board Action Date: December 12, 2018

Background: CDTA was awarded a competitive grant to invest in battery electric buses and associated support equipment. As part of the grant application process, CDTA identified New Flyer of America as an implementation partner.

Purpose: To pilot a test of integrating electric buses into the CDTA fleet.

Summary of Proposal:

CDTA was awarded \$768,000 through a competitive grant to invest in battery electric bus technology and associated equipment through a Federal Transit Administration (FTA) grant. As part of the grant application, we were required to partner with a vendor, and identified New Flyer America. As per the FTA funding notice, the competitive selection process for the grant award was deemed to satisfy the requirements for a competitive procurement for these vehicles.

New Flyer will provide 40-foot vehicles on their Xcelsior CHARGE platform that have power capability of up to 480kWH, are monitored by a battery management system, and use a direct drive (no transmission) system, reducing cost, weight, maintenance and propulsion complexity. They also provide regenerative braking, whereby decelerating recharges the batteries, reducing energy consumption and extending ranges. New Flyer provides CDTA's articulated bus fleet and we are satisfied with their performance. Upon Board approval, a contract will be executed immediately with vehicle delivery expected by July 2019.

Staff recommends awarding a contract for the purchase of four (4) electric buses and associated equipment to New Flyer of America in an amount of \$3,945,000 subject to a 10% variability based on final vehicle configuration.

Financial Summary and Source of Funds:

The funding is coming together in small pieces and we currently have a good portion of funding committed. We continue to pursue other funding sources, in the meantime, we will use our vehicle replacement reserve to fund the balance of these electric vehicles.

Funding Sources

Federal LoNo Grant	\$959,375
VW Settlement (estimated)	\$1,400,000
NYS Legislature	\$250,000
Vehicle Replacement Reserve	\$1,335,625
Total :	\$3,945,000

Purchase Costs

Vehicles (4 x \$809,000)	\$3,236,000
Chargers (4 x \$117,000)	\$468,000
Radio System (4 x \$14,000)	\$56,000
Training	\$91,000
Tooling	\$105,000
Total:	\$3,945,000

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Director of Maintenance

Date: December 05, 2018
To: Chairman, Performance Monitoring Committee
Members, Performance Monitoring Committee
From: Lance Zarcone, Director of Maintenance
Re: Contract Award for Electric Buses and Chargers

Background

Over the past year we have been discussing the concept of implementing a pilot to test the viability of integrating electric buses into our fleet. Topics include the challenges with infrastructure at facilities, the different types of charging stations, and the electric bus technology itself.

In 2016 the Federal Transit Administration (FTA) announced the availability of \$55 million for the Low or No Emission Bus Competitive Grant Program (Low-No Program). Funds awarded for the Low-No Program was to finance the purchase or lease of low or no emission vehicles that use advanced technologies, including related equipment or facilities, for transit revenue operations. Projects may include costs incidental to the acquisition of buses or to the construction of facilities, such as the costs of related workforce development and training activities, and project development.

In 2016, CDTA was awarded \$768,000 under the Lo-No program, to invest in battery electric bus technology and associated support equipment. Part of the grant application process was to identify vendors which CDTA would partner to participate in the implementation of the project. CDTA worked with New Flyer America of Anniston, Alabama. New Flyer has a solid track record of battery electric bus technology in Chicago, IL, Washington, D.C, and Winnipeg, Manitoba. New Flyer is also the manufacturer of our ten 60-foot articulated buses, and we have been very satisfied with their performance. As per the funding notice, the competitive selection process (for the grant award) will be deemed to satisfy the requirement for a competitive procurement.

Staff has continued to coordinate with New Flyer to evaluate options, bus and charger specifications, acquisition timelines, and final pricing. New Flyer will be providing vehicles on their Xcelsior CHARGE platform. These 40-foot vehicles have a power capability of up to 480 kWh, are monitored by a sophisticated battery management system, and utilize a direct drive (no transmission) system thereby reducing cost, weight, maintenance and propulsion complexity. They also provide regenerative braking whereby decelerating recharges the batteries, reducing energy consumption and extending range.

New Flyer will also be providing Siemens depot charging systems with these vehicles.

Base cost pricing is as follows:

Vehicles (4 x \$809,000)	\$3,236,000
Chargers (4 x \$117,000)	\$468,000
Radio System (4 x \$14,000)	\$56,000
Training	\$91,000
Tooling	\$105,000
Total:	\$3,945,000

During a “pre-production” meeting, the final details of the bus configuration and costs will be established.

Recommendation

At this time, staff recommends awarding a purchase to New Flyer of America in an amount of \$3,945,000, subject to a 10% variability based on final configuration of vehicles.

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:

\$3,945,000 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

☐ Micro Purchases (Purchases up to \$2,499.00) ☐ Small Purchases (\$25,000 up to \$100,000)
☐ Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) ☐ Request for Proposals (RFP)
☐ Professional Services (Over \$25,000) ☒ Competitive Grant Process

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

9. Disadvantaged Business Enterprise (DBE) involvement

Are there known DBEs that provide this good or service? Yes No
Number of DBEs bidding/proposing 0
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors Transit Vehicle Manufacturers are required to have an approved DBE program on file with FTA.

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: New Flyer of America, Inc.
711 Kernaghan Ave
Winnepeg, MB Canada

8. SOURCE OF FUNDS: Federal Grant \$959,375; VW \$1,400,000; NYS \$250,000; Vehicle Replacement \$1,335,625

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: November 20, 2018

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract Award to Sowinski Sullivan Architects, of Sparta, New Jersey for Transit Station design.

Committee: Performance Monitoring/Audit
Committee Meeting Date: December 5, 2018
Board Action Date: December 12, 2018

Background:

Gateway Plaza (formerly Liberty Park) was renovated in early 2018, which included our CDTA bus stop and enhancements to the surrounding park infrastructure. Directly adjacent to the park is the Adirondack Trailways Station which is in a state of decline. CDTA has been discussing improvements to this station with Schenectady Metroplex.

Purpose:

After discussions focusing around partnerships and conceptual designs, we have reached a point where engaging professional architects and engineers is required to advance the project.

Summary of Proposal:

A Request for Proposals was issued, and 92 consultants obtained a copy. Four proposals were received and evaluated on approach to the project, experience and adherence to project schedule. All four firms were deemed qualified and invited to participate in interviews and answer additional questions. After initial proposals, interviews and follow up questions, staff ranked Sowinski Sullivan as having the most desirable project plan and requested a price proposal. After reviewing prices, staff asked additional questions about scope and negotiated a price that was agreed upon.

Staff recommends a contract be awarded to Sowinski Sullivan Architects, PC of Sparta, New Jersey (a DWBE certified firm) for Gateway Station Design, for an amount not to exceed \$270,000. Two of the five firms listed as subcontractors on the team are certified D/WBE. Upon approval, a three-year contract with two optional one-year extensions will be executed.

Financial Summary and Source of Funds:

The cost of this contract will be funded from the FY2019 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Mark Wos, Director of Facilities

Date: December 05, 2018
To: Chairman, Performance Oversight Committee
Members, Performance Oversight Committee
From: Christopher Desany, Vice President of Planning and Infrastructure
Re: Contract Award for Gateway Station Design

Background

Gateway Plaza (formerly Liberty park) lies at the corner of State Street and Washington Avenue on the western edge of Schenectady. Through a joint effort between the City of Schenectady and the Schenectady Metroplex Authority (Metroplex), a \$2 million renovation of the park was completed in early 2018. In addition to repairing damaged infrastructure caused by tropical storm Irene, the new park provides green space in an area of the city undergoing transformation and features contemporary sculptures, rain gardens, seating terraces, walkways, a small performance stage, and a great lawn.

The Plaza is also the location of the western terminus of our red line BRT. This location experiences 800 boardings per day. Being the 8th busiest stop in our system, activity is in the top 1% of our network. As part of the Gateway renovation, we renamed the stop, facilitated roadway improvements, and replaced the shelter with one that better suited the geometry of the new space.

Directly adjacent to the park is the Adirondack Trailways Station which also served Greyhound customers. This parcel has experienced significant decline in recent years. Although minor aesthetic façade improvements were completed in 2013, the facility continues to deteriorate and ceased most operations earlier in 2018. Carriers continue to pick up and drop off at the location, but ticketing, restrooms, and waiting area are no longer operational.

In 2017, Metroplex reached out to CDTA to discuss the concept of tearing down the old bus station and replacing it with an enhanced multimodal facility. Over the past year, we have had several meetings with the City and Metroplex to discuss what could be done. After several discussions focusing around partnership strategies and conceptual designs, we have reached a point where engaging in the services of professional architects and engineers is required to progress the concept further.

Over the summer, we released an RFP soliciting assistance with the project. The scope included all phases of planning, required engineering and architectural support, designs, specifications, construction support, and very importantly, stakeholder coordination. An evaluation team consisting of staff from Planning, Facilities, and Information Technology was assembled. Evaluation criteria included relevant experience and qualifications, allocation of hours, and responsiveness to RFP. Four firms were interviewed, and Sowinski Sullivan Architects (Sowinski) of Sparta, NJ was selected.

Sowinski is a 22 year old firm among whose specialties include transportation architecture and engineering. Reference work by the project team included the Scranton Intermodal Center, the Rochester Intermodal Transportation Center, Schenectady Intermodal Station, and Gateway Plaza itself.

Recommendation

At this time, I am recommending awarding a contract for architecture and engineering services to Sowinski Sullivan Architects, PC of Sparta NJ in an amount of \$270,000.

**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:

\$270,000 (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 # 92 or Advertised
Number of Proposals/Bids Received # 4

Attach Summary of Bids/Proposals

10. Disadvantaged/Minority Women 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/WBE)
D/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a D/MWBE? Yes No
Number of D/MWBE Subcontractors 2

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Sowinski Sullivan Architects, PC

25 Mohawk Ave Sparta, New Jersey 07871

9. SOURCE OF FUNDS: FY2019 Capital Plan

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: November 19, 2018

Cumulative Score Card for CDTA FAC 151-2000 Gateway Transit Center				
	Bergmann-Albany, NY	CHA-Albany, NY	Sowinski -Sparta, NJ	WSP-Albany, NY
Relevant Experience & Qualifications of Personnel Assigned to Project (180 Points)	119	143	166	118
Allocation of Hours (100 points)	78	83	88	73
Ability to Meet Schedule (100 points)	79	84	84	82
D/M/WBE (20 points)	4	16	20	12
TOTAL (400 points)	280	326	358	285

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole Source contract award to Mirabito Energy Products of Binghamton, New York for Ultra Low Sulfur Diesel (ULSD)

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 5, 2018

Board Action Date: December 12, 2018

Background:

We monitor fuel markets to project pricing for future operating budgets. This allows for improved budgeting and predictability; a model that has been successful in containing and/or reducing fuel costs. On November 13, 2018, we locked-in our diesel fuel price at \$2.30 per gallon for a one-year period beginning in June 2019.

Our supplier is Mirabito, Inc., based in Binghamton with local distribution. We currently pay \$2.04 per gallon; this price was locked-in two years ago. Until a recent drop in market prices, we had penciled in \$2.60 as the expected price for next year. Five years ago, we paid \$3.10 with prices decreasing every year until now.

During colder months we purchase a winter blend (Kerosene) of fuel to keep the diesel from jelling. This cost is .32 cents more per gallon during the winter months.

Purpose:

Ultra-Low Sulfur Diesel (ULSD) in our fixed route buses. Locking in a fixed price allows for budget predictability for a product that is in a highly volatile market.

Summary of Proposal:

Fuel is a highly volatile commodity, with little predictability. Market prices change daily, meaning it is in CDTA's best interest to forgo a traditional competitive procurement process, and lock in pricing when it becomes cost effective.

The board has authorized staff to purchase fuel using this procedure. It allows us flexibility and responsiveness to market conditions.

Staff executed an agreement with Mirabito to lock in pricing at \$2.30 per gallon for 100% of the diesel fuel needed from June 2019 through June 2020. The contract award is to Mirabito Energy Products of Binghamton, NY for Ultra Low Sulfur Diesel and Ultra-Low Sulfur Kerosene.

The specific dollar value of this contract is variable because it depends on actual fuel consumption.

Financial Summary and Source of Funds:

\$4,900,000 is the minimum expected contract value

Ultra-Low Sulfur Diesel \$2.30/gal; Ultra-Low Sulfur Kerosene \$2.62/gal (winter months only)

Diesel fuel is funded in the FY2020/21 operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Philip Parella, Director of Finance

Capital District Transportation Authority History of Fuel Prices

<u>Contract Term</u>	<u>Fixed Price</u>
June 2019 – June 2020	\$2.30
May 2018 – May 2019	\$2.04
May 2017 – May 2018	\$2.69
May 2016 – May 2017	\$2.87
May 2015 – May 2016	\$3.03
May 2014 – May 2015	\$3.10
May 2013 – May 2014	\$2.97
May 2012 – May 2013	\$3.14
May 2011 – May 2012	\$2.45
May 2010 – May 2011	\$2.51 B6 / 80% lock
May 2009 – May 2010	\$1.80 B6 / 80% lock
May 2008 – May 2009	\$2.97 B5 / 80% lock

Updated: November 20, 2018

Memorandum

November 20, 2018

To: Michael P. Collins, Vice President of Finance & Administration
From: Philip Parella, Jr., Director of Finance
CC: Procurement File
Re: Sole Source Procurement-ULSD

Staff recommends awarding a sole source contract to Mirabito Energy Products for the purchase of diesel fuel (and winter blend). This contract would be for the purchase of 2,016,000 gallons at a cost of \$2.2969 per gallon (\$2.6169 for winter blend).

Since Fiscal Year 2014 the Board has granted staff authority to purchase fuel from our supplier without the traditional competitive bid process. The reasons for this are below:

Flexibility

When going out to bid for fuel we must index the premium vendors want against a widely acknowledged fuel indicator. By doing this we are subject to the fuel price that day, plus the winning bids premium. Due to long lead times of the bid process, we not only have to choose the right time to conduct the bid for overall price favorability, but the fuel markets change quickly enough that prices within the bid process can also change rapidly.

Process

To have more control of the price we pay, we receive pricing from our vendor daily while also monitoring the fuel markets and world news. Working with the vendor, we simply use the authority granted by the Board of Directors to make the purchase. We provide the vendor the number of gallons we want to buy and the make the purchase on our behalf.

Goals

We have two goals for this process:

1. Purchase fuel at a price lower than what we pay now. If that is not possible, minimize increases.
2. Purchase enough fuel in advance to last about a year, providing budget certainty and predictability.

Below is the history of pricing since we started this process

May 2019 – May 2020	\$2.30
May 2018 – May 2019	\$2.04
May 2017 – May 2018	\$2.69
May 2016 – May 2017	\$2.87
May 2015 – May 2016	\$3.03
May 2014 – May 2015	\$3.10
May 2013 – May 2014	\$2.97

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:

\$4,900,000 (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

11. 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: FY2020 Operating Funds

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: November 20, 2018