



# CDTA COMMITTEE AGENDA

## Performance Monitoring/Audit Committee

Wednesday, May 22, 2019 | 12:00 pm | 110 Watervliet Avenue, Albany

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Jayne Lahut
Ascertain Quorum	Jayne Lahut
Agenda Approval	Jayne Lahut
Approve Minutes of Wednesday, April 17, 2019	Jayne Lahut
<b>Audit Committee</b>	
<ul style="list-style-type: none"><li>• Approve FYE 2019 Audit Draft*</li></ul>	Mike Collins
<b>Consent Agenda Items</b>	
<ul style="list-style-type: none"><li>• Approve Purchase of Paratransit Vehicles</li><li>• Approve Purchase of 40-foot buses</li><li>• Approve Purchase of Two Motor Coaches</li><li>• Approve Contract for River BRT Stations</li></ul>	Stacy Sansky Stacy Sansky Stacy Sansky Stacy Sansky
<b>Audit Committee</b>	
<ul style="list-style-type: none"><li>• No items scheduled</li></ul>	
<b>Investment Committee</b>	
<ul style="list-style-type: none"><li>• No items scheduled</li></ul>	
<b>Administrative Discussion Items</b>	
<ul style="list-style-type: none"><li>• Monthly Management Report *</li><li>• Monthly Non-Financial Report</li></ul>	Mike Collins Chris Desany
<b>Executive Session</b>	
<ul style="list-style-type: none"><li>• No items scheduled</li></ul>	
Next Meeting Date: June 19, 2019	
Adjourn	Jayne Lahut

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

# **Capital District Transportation Authority Performance Monitoring/Audit Committee**

**Meeting Minutes – April 17, 2019 at 12:00 pm; 110 Watervliet Avenue, Albany**

In Attendance: Jayme Lahut, Georgie Nugent, Denise Figueroa, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Fred Gilliam, Bob Sears, Phil Parella, Jon Scherzer, Thomas Guggisberg, Claire Miller, Sarah Matrose, Vanessa Salamy

## **Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Jayme Lahut noted that a quorum was present. Minutes from the March 20, 2019 meeting were reviewed and approved.

## **Consent Agenda Items**

### **Approve Resolution to Accept State Funding**

- New York State DOT requires a board resolution to accept \$9 million in funding for their contracting process. Most of this funding is for the 4th year of the 5-year state capital plan. It pays for buses, and the 10% share of the Adirondack Trailways pass through grant. will be recommended to the Board for approval.
- Acceptance of \$9,066,475 from NYSDOT will be recommended to the Board for approval.

## **Audit Committee Items**

- Sarah Matrose provided her quarterly report. Her annual risk assessment was conducted along with the annual audit plan. Upcoming audit items include a Customer Revenue audit and the Davis-Bacon Act.
- The three-year audit plan was provided and discussed. This plan begins in April 2019.

## **Investment Committee Items**

### **Approve Annual Investment Policy**

- The Public Authorities Law requires authorities to annually review and approve their investment policy. The policy details the guidelines for investing, monitoring and reporting of funds. There were only a few changes to our policy; mostly wording committee title changes and two clarification items.
- The revised 2019 Investment Policy was attached for review and will be recommended to the Board for approval.

## **Administrative Discussion Items**

### **Monthly Management Report**

- Mike Collins gave the year-end Monthly Management Report. MRT ended the year 7.5% under budget. RRS & Facilities was 10.3% under budget for the year due in part to construction activities and rider sharing. Customer fares was a bright spot with revenue exceeding budget by 5.8%. Wages were over budget by 1.7% due to manpower challenges. Health benefits ended the year 3.5% under budget. Workers Compensation ended the year 6% over budget due to an increase in loss of use awards. Professional Services was over budget by 14%. Purchased Transportation exceeded budget by 8.5% because our taxi vendors for STAR were more expensive than projected.

- Overall, we missed budget by less than \$180,000.

#### Monthly Non-Financial (performance) Report

- Chris Desany gave the year-end Monthly Non-Financial Report. Total ridership for the year was down 4%, while on-time performance has increased to over 74%. Missed trips are at 167 due to a long pick and manpower issues, but we expect improvement in April. There were 11 preventable and 28 non-preventable accidents. Fixed/Shuttle Complaints are at 192 and there were 684,990 Website page views.

#### Executive Session

#### Next Meeting

Wednesday, May 22, 2019 at 12:00pm at 110 Watervliet Avenue, Albany

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Purchase of seven buses for Paratransit (STAR) Service from Shepard Brothers (Coach & Equipment) contract.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** May 22, 2019  
**Board Action Date:** May 29, 2019

**Background:**

In January of 2016 the Board awarded a contract for the purchase of paratransit vehicles to Shepard Brothers of Canandaigua, New York.

**Purpose:**

To replace an equal number of vehicles that have reached the end of their useful life for paratransit service.

**Summary of Proposal:**

Staff recommends the purchase of seven (7) vehicles from Shepard Brothers to replace vehicles in the fleet that have reached the end of their useful life. The price per vehicle is \$88,310 including painting and branding. This represents a 6.7% price increase from last year. An additional \$10,000 per vehicle is required for radio and communication equipment.

The vehicle model is a Coach & Equipment body on a Ford chassis, powered by a 6.2L gas engine. The seating configuration allows for up to four (4) wheelchairs to be transported at once with up to four (4) ambulatory customers. Upon Board approval, an order will be placed immediately with vehicle delivery expected for late December 2019.

**Financial Summary and Source of Funds:**

- Vehicle Price  $\$88,310 \times 7 = \$618,170$
- Radio Communication Equipment  $\$10,000 \times 7 = \$70,000$
- Total cost = \$688,170

This purchase is funded through the FY2020 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance

## Memorandum

May 6, 2019

To: Members, Performance Monitoring Committee

From: Lance Zarcone, Director of Maintenance

Subject: STAR Bus Acquisition

### **Background:**

On January 27, 2016 the Board awarded a five-year contract for the purchase of Paratransit vehicles to Shepard Brothers Inc. (Coach & Equipment) of Canandaigua, New York.

### **Justification:**

The vehicles feature a Coach & Equipment manufactured body on a Ford chassis powered by a 6.2L gas engine. The bus is a 158" wheelbase with several seat options and up to four wheelchair passengers when two bench seats are folded up. The wheelchair securements will run the full length of the vehicle to better accommodate a variety of makes and models of wheelchairs.

These buses will replace an equal number of vehicles currently used to run STAR service that have reached the end of their useful life. Delivery is anticipated in December 2019.

### **Recommendation:**

Staff recommends the additional purchase of seven (7) vehicles for STAR operations from this contract. As a note, this will be the fourth order of vehicles purchased from this contract. The useful life of these vehicles is 5yr / 150,000.

## Capital District Transportation Authority Agenda Action Proposal

**Subject:** Fixed route vehicle purchases from Gillig, LLC.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** May 22, 2019

**Board Action Date:** May 29, 2019

**Background:**

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life, which accounts for twelve vehicles in this order. An additional twenty Bus Rapid Transit (BRT) styled vehicles will be utilized for the new BRT River Corridor service scheduled for later next year.

**Purpose:**

To ensure the effective operation of fixed route service and to initiate our second BRT service.

**Summary of Proposal:**

Forty-foot (40') buses were competitively procured through the Request for Proposal (RFP) process in June of 2016. This contract was awarded to Gillig, LLC., and staff is recommending the purchase of thirty-two (32) vehicles.

Staff recommends purchasing twelve (12) standard 40' buses at a cost of \$512,248 per vehicle and twenty (20) 40' BRT-styled buses at a cost of \$531,914 per vehicle. Additional costs include an extended warranty for engines and changes in wiring for new radios. The cost represents a 5.22%/per vehicle price increase from the previous order for vehicles in 2018. Anticipated delivery is slated for March 2020 for the standard 40' buses and July 2020 for the BRT 40' buses.

**Financial Summary and Source of Funds:**

These orders will be funded from the FY2020 & FY2021 capital plans.

Description	Unit Cost	Quantity	Extended Cost
Base Bus-40'	\$512,248	12	\$6,146,976
Base Bus-40' BRT	\$531,914	20	\$10,638,280
Wiring Change-Radios	\$3,935	32	\$125,920
Installation of Radios	\$24,141	32	\$772,512
Extended Warranties	\$5,550	32	\$177,600
<b>TOTAL:</b>			<b>\$17,861,288</b>

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance

## Memorandum

May 13, 2019

To: Members, Performance Monitoring Committee

From: Lance Zarcone, Director of Maintenance

Subject: Fixed Route Bus Acquisition

### **Background:**

On June 29, 2016, the Board awarded a five-year contract for the purchase of accessible low floor heavy-duty transit vehicles to the Gillig Corporation of Hayward, California.

### **Justification:**

The vehicle model is a Gillig, powered by a L9 Cummins diesel engine, meeting Environmental Protection Agency (EPA) regulations. The bus is 40' long with thirty-eight seats and allows for two wheelchair passengers when two bench seats are folded up.

Twelve vehicles will be the traditional "CDTA" blue paint decal package with the remaining twenty being BRT style painted silver and blue. The BRT style is more sleek, aerodynamic design incorporating a raised front and rear body cap giving it a modern appearance.

The twelve buses will replace an equal number of vehicles currently used to run the fixed route service that have reached the end of their useful life. Delivery is anticipated for March 2020. The twenty BRT buses will be an addition to the fleet and utilized on the River corridor. Delivery is anticipated for June 2020.

### **Recommendation:**

Staff would like to recommend the purchase of thirty-two (32) additional vehicles for fixed route operations from this contract.

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Award recommendation for the purchase of two 45-foot diesel powered commuter buses for Northway Commuter Service from Motor Coach Industries (MCI).

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** May 22, 2019  
**Board Action Date:** May 29, 2019

**Background:**

CDTA is utilizing the “piggyback” option to purchase commuter buses from the Connecticut Department of Transportation (CTDOT) contract. Using a piggyback procurement allows CDTA to save time and money for small quantity purchases.

**Purpose:**

To replace an equal number of NX vehicles that have reached the end of their useful life for the NX service.

**Summary of Proposal:**

A Request for Proposals (RFP) was issued by CTDOT for motorcoaches. Staff has requested options against this contract to allow for vehicle purchases while meeting all federal requirements. CTDOT has granted the request for CDTA to purchase two buses under this contract. Staff has reviewed the specifications and evaluated the price which represents a 2.3% price increase from last year and finds the pricing to be fair and reasonable. CDTA will execute our own agreement with MCI for the actual purchase.

Upon Board approval and contract execution a purchase order will be issued for two vehicles, with anticipated delivery in fall of 2019.

**Financial Summary and Source of Funds:**

The cost per vehicle is \$503,938 for a total cost of \$1,007,876. This will be funded through our FY2020 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance



## Memorandum

May 3, 2019

To: Members, Performance Monitoring Committee

From: Lance Zarcone, Director of Maintenance

Subject: NX Service Replacement Vehicles

### **Background:**

This memo is intended to explain the desire to piggyback commuter style coaches from the State of Connecticut Department of Transportation contract.

### **Justification:**

The vehicle model is a D4500 MCI powered by an 11.9L ISX Cummins diesel engine. The bus is 45' long with 55 seats and equipped with a Ricon wheelchair lift arrangement. The NX fleet consists of 14 commuter style buses.

The Federal Transit Administration (FTA) useful life of this model bus is 12 years/ 500,000 miles. These buses will replace an equal number of vehicles that have reached the end of their useful life. Delivery is anticipated for December 2019.

### **Recommendation:**

Staff would like to recommend the purchase of two (2) commuter style buses for the Northway Xpress service from Motor Coach Industries (MCI) of Schaumburg, Illinois.

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

1. **TYPE OF CONTRACT (check one):**  
 Construction & Maintenance       Goods, Commodities & Supplies       Bus Purchase  
 Services & Consultants       Transportation & Operational Services
2. **TERMS OF PERFORMANCE (check one):**  
 One-Shot Deal: Complete scope and fixed value  
 Fixed Fee For Services: Time and materials - open value  
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity  
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy  
 Change Order: Add on to existing contract
3. **CONTRACT VALUE:**  
\$1,007,876 **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) – **Piggyback CTDOT**  
 Professional Services (Over \$25,000)       Sole or Single Source (Non-Competitive)
6. **SELECTION CRITERION USED:**  
 Number of Proposals/Bids Solicited # \_\_\_\_\_ or **Advertised**  
 Number of Proposals/Bids Received # \_\_\_\_\_
- 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      \_\_\_\_\_  
 DBE Certification on file?      Yes      No      **Not Applicable**  
 Number of DBE Subcontractors      \_\_\_\_\_
8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Motor Coach Industries, Inc  
1700 E Gulf Road Suite 300  
Schaumburg, IL 60173
8. **SOURCE OF FUNDS:** FY2020 Capital Plan
9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**  
 Non-Collusion Affidavit of Bidder      **(Yes, No, N/A)**  
 Disclosure & Certificate of Prior Non-Responsibility Determinations      **(Yes, No, N/A)**  
 Disclosure of Contacts (only RFPs)      **(Yes, No, N/A)**  
 Certification with FTA's Bus Testing Requirements      **(Yes, No, N/A)**
10. **RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**  
Stacy Sansky, Director of Procurement      DATED: May 5, 2019

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Contract award for River BRT Stations to Callanan Industries, Inc. of Albany, New York.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** May 22, 2019

**Board Action Date:** May 29, 2019

**Background:**

Installation of improvements (pedestrian signals, expanded sidewalks, ADA-compliant curb ramps, etc) on the River Corridor.

**Purpose:**

This work is part of the larger River Corridor Bus Rapid Transit (BRT) line that is currently in process.

**Summary of Proposal:**

An Invitation for Bids (IFB) was issued outlining the project scope and specifications as well as timeline for completion. Of the seven (7) firms qualified to perform this type of work only one (1) submitted a bid. As outlined in the attached memo of support the bid list was polled to ensure that the specifications were not too restrictive. As a result of the inquiry staff is satisfied that the bid was not too restrictive. Additionally, the single bid pricing has been determined to be fair and reasonable.

Staff recommends awarding a contract for River BRT Station work to Callanan Industries, Inc. of Albany, New York for an amount not to exceed \$5,205,095. (This includes a 20% contingency.) Upon contract execution, work will begin immediately with substantial completion expected by December 1, 2019.

**Financial Summary and Source of Funds:**

This contract will be funded from the FY2020 capital plan.

Base Bid - \$4,337,579

Contingency (20%) - \$867,516

**Total - \$5,205,095**

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Mark Wos, Director of Facilities

## Memorandum

May 22, 2019

To: Chairman, Performance Monitoring/Audit Committee  
Members, Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Contract Award for Phase II River BRT Stations

### Background

Over the past several years CDTA has been working on completing final design details and procuring funding for the development of the River Corridor Bus Rapid Transit (BRT) line. In 2015, CDTA was awarded \$2.04 million from the New York State Department of Transportation via a Transportation Alternative Program (TAP) grant. These funds allowed CDTA to begin initial station construction on the River Corridor in advance of Small Starts. This work included installing pedestrian signals and lighting, expanded sidewalks, countdown timers, curb extensions, crosswalks, ADA-compliant curb ramps, and traffic signal improvements. This preliminary phase of the project was successfully completed in the summer of 2018.

Also, in 2018, CDTA was awarded \$7.3 million from the Upstate Revitalization Initiative and \$5 million from the Federal Bus and Bus Facilities program. These funds will allow us to continue the infrastructure work along the River Corridor.

After finalizing the design of the remaining stations, we released an Invitation For Bid (IFB) to continue the remaining station and signal work for River BRT. The scope for this contract does not provide for the final completion of all the River Corridor infrastructure. In the upcoming months, we will be letting additional contracts for final station site and signal work, Troy garage storage and maintenance expansions, and (possibly) shelters.

Twenty-four contractors downloaded the IFB requirements, and a single bid was received from Callanan Industries. As per our procurement guidelines and FTA best practices, in a single bid situation we needed to establish that the competition was adequate. Our engineer reviewed the specifications and determined that there were no outlying obligations that were deemed restrictive, confining, or unfairly prohibitive. There were no conditions for geographic location, age, or size of firm. We also reviewed the list of vendors that downloaded the specification. Of the 24 firms, only seven were considered viable prime contractors (based on firm makeup). Those firms were contacted and polled as to why they did not submit a bid. We received responses that ranged from inability to be competitive, work backlog (current construction season), and inability to find a partner to handle work outside of the prime contractor's specialization.

This bid was released during a busy time for contractors especially in a robust economy. Our contract also has an aggressive schedule, and procurement of some equipment has long lead times. We have also found that materials and transportation costs have risen (we have seen this with other contracts), which is contributing to increased pricing and concern among contractors about being competitive. We have determined that for these reasons, receiving a limited number of responses was beyond our control.

**Justification**

Our engineer of record carefully reviewed the bid to check for accuracy and large discrepancies. The bid received had a less than 10% variance from our engineer’s estimate. Any major differences were attributed to materials costs, and the large urban geographic area covered by the project, where mobilization and staging of large amounts of materials are a challenge. We found Callanan’s bid to be accurate and reasonable.

Callanan Industries is one of the largest site/civil contractors in Upstate New York. We have had success working with them on a number of large projects. They built most of the infrastructure for the Red Line BRT, constructed the first seven pairs of stations for the River BRT, and successfully completed the Lark and Washington Avenue project. We have been very satisfied with their work.

**Recommendation:**

At this time, I am recommending awarding a contract to Callanan Industries, Inc. of Albany, NY of \$4,337,579 plus a 20% contingency for a total amount of \$5,205,095.

**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:**  
\$5,205,095 (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 # 7 or Advertised  
 Number of Proposals/Bids Received # 1
  
7. **Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**  
 Attach Summary of Bids/Proposals  
 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      Straight Line Industries (WBE)  
    EMI Guiderail, LLC (WBE)
  
8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Callanan Industries, Inc.  
    PO Box 15097  
    Albany, NY 12212
  
9. **SOURCE OF FUNDS:** FY2020 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: May 14, 2019

**BID SUMMARY**  
**CDTA-FAC 157-2000 CDTA River Corridor BRT-Station and Traffic Signal Improvements**

4/30/19  
1:00PM

Bidder	Item	Total
Callanan Industries, Inc. Michael Mastropietro PO Box 15097 Albany, NY 12212 518.374.2222 <a href="mailto:mmastropietro@callanan.com">mmastropietro@callanan.com</a>	Total Base Bid	\$4,337,579.00

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 by the Capital District Transportation Authority for the Authority's project CDTA-FAC 157-2000, which bids were opened the 30th Day of April 2019

\_\_\_\_\_  
Carm Basile