



CDTA COMMITTEE AGENDA

Performance Monitoring/Audit Committee

Wednesday, February 19, 2020 | 12:00 pm | 110 Watervliet Avenue, Albany

Committee Item	Responsibility
Call to Order	Denise Figueroa
Ascertain Quorum	Denise Figueroa
Agenda Approval	Denise Figueroa
Approve Minutes of Wednesday, January 22, 2020	Denise Figueroa
Consent Agenda Items	
• Approve Farebox Contract	Stacy Sansky
• Approve Fuel Contract	Stacy Sansky
• Approve Wellness Center construction	Stacy Sansky
• Approve Radio System Maintenance Contract	Stacy Sansky
• Accept New York State Funding	Phil Parella, Jr.
Audit Committee	
• No items scheduled	
Investment Committee	
• No items scheduled	
Administrative Discussion Items	
• Risk Management & Workers' Compensation Quarterly Report	Amanda Avery
• Monthly Management Report *	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Executive Session	
• No items scheduled	
Next Meeting Date: Wednesday, March 18, 2020 at noon at 110 Watervliet Ave., Albany	
Adjourn	Denise Figueroa

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

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – January 22, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dave Stackrow, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Phil Parella, Thomas Guggisberg, Jaime Watson, Stacy Sansky, Jeremy Smith, Steve Wacksman, Jon Scherzer, Sarah Matrose, Vanessa Salamy

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the December 11, 2019 meeting were reviewed and approved.

Consent Agenda Items

Annual Procurement Report

- Stacy Sansky provided the annual report on procurement activities. The report reviews our various procurements, including surplus sales, change orders, sole sources, minority/women owned businesses, and service-disabled veterans owned businesses.
- Our MWBE program is in good shape with a participation rate of 37% for 2019, which exceeds the state mandated goal of 30%. The disabled veteran's program, which is a newer state program, has a participation rate of 1%, but continues to grow as more firms are certified. A total of \$48,717 was returned to the operating budget as proceeds from the disposition of surplus materials in 2019.
- Approving the disposition of vehicles, equipment and parts in 2019 will be recommended to the Board for approval.

Approve Contract for Bus Wash Soap

- An invitation for bids was issued to purchase bus wash soap for our bus wash racks. The soap is a concentrated liquid mix that is used to clean the exterior of buses. One bid was received, which is typical of this type of contract. Staff recommends a three-year contract to Dynasty Chemical Corporation for \$50,209.
- A three-year contract to Dynasty Chemical Corp of Albany, not to exceed \$50,209 over three years will be recommended to the Board for approval.

Approve Contract for Fiber Optic Services

- With growing demand for cloud-based solutions and off-site hosting enterprises, we obtained quotes from fiber service vendors to increase the speed and reliability of our applications. All quotes came from internet providers listed in NYS OGS contracts. First Light fiber was the low-cost provider, while providing more network speed and reliability. Staff recommends a three-year contract to First Light Fiber for \$200,000.
- A three-year contract to First Light Fiber of Albany not to exceed \$200,000 will be recommended to the Board for approval.

Approve Contract for Legal Services

- Carter Conboy, one of our panel counsel firms, has dissolved and some of their attorneys have formed a separate law firm named Monaco Cooper Lamme & Carr. Since several cases assigned to that firm had not been closed, and in order to allow continuation of these cases with the same legal staff, our staff is recommending a sole source contract to this new firm.

- The term of the contract is for two years and would not exceed \$50,000 per year.
- A two-year contract to Monaco Cooper Lamme & Carr, PLLC of Albany not to exceed \$50,000 per year will be recommended to the Board for approval.

Audit Committee Items

- Sarah Matrose provided her quarterly report. The Revenue Audit Report was completed, which contained one recommendation that staff incorporated.
- Upcoming work items include a review of our Warranty process, the Davis-Bacon & Prevailing Wage Audit, and the Annual Risk Assessment. The Internal Audit Charter was reviewed, and a written summary was provided.

Investment Committee Items

- No items scheduled

Administrative Discussion Items

Fleet Inspection Annual Report

- Lance Zarcone and Steve Wacksman gave the annual fleet inspection report based on Transit Resource Center's (TRC) maintenance audit. Total defects during the audit of 70 buses were at 313, up from 118. Most of the increase was with "B" defects. Most "B" defects are exterior and engine compartment issues, with many being cosmetic in nature. With that said, staff is enhancing our quality assurance program and implementing quarterly internal audits of our fleet.
- Despite an uptick in defects, TRC remains impressed with our fleet and garage and is confident we will reverse this one-year trend.

Monthly Management Report

- Mike Collins gave the Monthly Management Report for December. We are in a good financial position through December. MRT is \$925,000 over budget for the year; Customer Fares are more than 3% ahead of budget for the year; and Facility Advertising is 60% over budget for the year, mostly because of overage payments from Lamar. Wages are over budget by 2.5% for the year; Health care is under budget by 10%; and Workers' Compensation is under budget by 25%.
- Total Revenue is up 3.2% for the year and expenses are down 2.3%.

Monthly Non-Financial (performance) Report

- Chris Desany gave the Monthly Non-Financial Report for December. Total ridership for the month was down 5% and down 2% for the year; STAR ridership was flat for the month and up 9% for the year; Preventable accidents spiked to 28 and Non-preventable accidents to 32, due to the two-foot snowstorm early in December. On-time performance was at 71%.

Executive Session

- No items scheduled

Next Meeting

Wednesday, February 19, 2020 at 12:00pm at 110 Watervliet Avenue, Albany

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of fareboxes to SPX Corporation of Elk Grove Village, Illinois.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 19, 2020
Board Action Date: February 26, 2020

Background:

As the river corridor Bus Rapid Transit (BRT) advances, additional buses have been ordered and need to be outfitted with the appropriate equipment. We are increasing the size of our fleet by 20 buses and additional fareboxes are required for the operation of the new BRT line.

Purpose:

To provide fareboxes for the additional new Gillig buses for the River BRT line.

Summary of Proposal:

In July 2013 the Board awarded a competitively procured contract to Genfare (a division of the SPX Corporation) for the purchase of a new fare collection system, including fareboxes. However, since this contract has expired, a sole source contract is recommended to allow for continuity of equipment and software for our new buses. Staff has reviewed the pricing provided by SPX and found it to be fair and reasonable based upon past purchases of the same style of farebox.

Staff recommends a contract for the purchase of 27 fareboxes be awarded to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$331,207. Upon approve a contract will be immediately executed and fareboxes will be ordered.

Financial Summary and Source of Funds:

The farebox cost is \$331,207 and will be funded through the River BRT Small Starts Grant and FY2021 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

February 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Farebox Purchase

Summary

We are introducing another BRT line this fall in 2020. The River BRT corridor extends 17-miles along the Hudson River connecting Albany, Cohoes, Menands, Troy and Waterford.

As a result of the River Corridor service, we need to increase our fleet to operate this new service. Since buses are not equipped with fareboxes, we need to purchase them separately and have them installed. We will purchase 27 fareboxes to cover 20 new River Corridor buses and 7 spares.

Background

A new fare collection system was competitively procured through SPX Genfare (GFI) in July 2013. The CDTA fleet is now equipped with the SPX Genfare Fast Fare farebox system.

However, since the contract has expired, we want to sole source this procurement to continue using the same SPX Genfare farebox. Using the Genfare farebox will minimize adding new parts to inventory, retain the same technology, eliminate training for operators and technicians, and keep the customer experience identical to what they are accustomed to by utilizing the same farebox system.

Recommendation

In order to allow for fleet continuity and integration into existing systems staff is recommending a sole source contract for the purchase of 27 fareboxes be awarded to SPX Corporation of Elk Grove Village, IL for an amount not to exceed \$331,207. These costs have been evaluated and compared to previous purchases of the same items and are found to be fair and reasonable.

Copy: Chief Executive Officer
Director of Procurement

Capital District Transportation Authority Agenda Action Proposal

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

Committee: Performance Monitoring
Committee Meeting Date: February 19, 2020
Board Action Date: February 26, 2020

Background:

Staff routinely monitors fuel markets to project reasonable pricing for future operating budgets. This allows for improved budgeting and predictability; a model that has been successful in reducing fuel costs. Mirabito is now able to execute an additional one-year contract starting in June of 2021.

Purpose:

Ultra-Low Sulfur Diesel (ULSD) is used by the fixed route bus fleet. Locking in a fixed price allows staff to ensure budget predictability for a product that is part of a highly volatile market.

Summary of Proposal:

A competitive procurement process takes a minimum of six weeks to complete, meaning we will not know for six weeks what our potential pricing is. Fuel suppliers are generally unwilling to provide firm pricing for a length of time longer than six months.

Fuel is a highly volatile commodity, with little predictability. Because prices change daily, it is in the best interest of CDTA to forgo the prolonged competitive procurement process and lock in pricing when it becomes cost effective to do so. Fuel represents about 6% of our operating budget.

Upon Board approval, staff will execute an agreement with Mirabito to lock in pricing at \$1.97 per gallon for 100% of the fuel needed from June 2021 through June 2022. In the winter months, we typically add Kerosene at .31 cents more per gallon to prevent the fuel from freezing. Staff recommends a contract award to Mirabito Energy Products of Binghamton, NY for Ultra Low Sulfur Diesel and Kerosene.

The actual dollar value of this contract is variable because it is dependent upon actual fuel consumption.

Financial Summary and Source of Funds:

\$4,179,840 is the minimum expected contract value
Ultra-Low Sulfur Diesel \$1.97/gal; Kerosene Additive is \$2.28/gal
This contract will be funded beginning in the FY2022 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Phil Parella, Director of Finance

Memorandum

February 19, 2020

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

From: Philip Parella, Jr., Director of Finance

Subject: Sole Source Procurement-ULSD

Summary

Staff recommends awarding a sole source contract to Mirabito Energy Products of Binghamton, New York for the purchase of diesel fuel. This contract would be for the purchase of 2,016,000 gallons at a cost of \$1.97 per gallon, and an additional \$0.31 cents more per gallon for a winter blend to prevent fuel from freezing during the winter months.

Background

The CDTA Board of Directors grants staff the authority to purchase fuel from our supplier without a traditional competitive bid process. Competitive bid processes must be initiated in advance to adhere to procurement guidelines while allowing vendors time to prepare their most competitive proposal. During this time, pricing for market-traded commodities like fuel can change significantly and produce undesirable prices.

To have more control of the price we pay, we receive pricing from our vendor daily while monitoring the fuel markets and world news. We have worked with Mirabito for many years and have developed a very good relationship. In consultation with Mirabito, we will purchase fuel on a specific day when the future price meets our goals.

Our goal is to secure 12-months of fuel supply ensuring budget predictability through a fiscal year and to pay a price that is lower than our current price.

Below is the history of pricing since we started this process;

<u>Delivery Dates</u>	<u>Price</u>	<u>Contract Date</u>
May 2021 – May 2022	\$1.97	February 2020
May 2020 – May 2021	\$2.06	June 2019
May 2019 – May 2020	\$2.30	December 2018
May 2018 – May 2019	\$2.04	March 2017
May 2017 – May 2018	\$2.69	February 2015
May 2016 – May 2017	\$2.87	October 2014
May 2015 – May 2016	\$3.03	September 2014
May 2014 – May 2015	\$3.10	October 2013
May 2013 – May 2014	\$2.97	June 2012

Copy: Chief Executive Officer
Vice President of Finance & Administration
Director of Procurement

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$4,179,840 (Minimum Value) fixed estimated (circle one)

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

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

8. **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:** FY22 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:** February 10, 2020

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for construction of Wellness Center to AOW Associates, Inc. of Albany, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 19, 2020
Board Action Date: February 26, 2020

Background:

CDTA and CDPHP have partnered to build and operate a Wellness Center for our employees in the Albany Division.

Purpose:

The Wellness Center will afford the opportunity for basic healthcare and consultations to CDTA employees. Additionally, regulatory physicals, drug and alcohol testing services will be relocated to this facility.

Summary of Proposal:

An Invitation for Bids (IFB) was issued to convert the “training room” on the 1st floor of the Albany Division into a wellness center. The IFB specified the requirements which include demolition of the existing space, general construction work as well as specialty work such as plumbing and HVAC. The IFB was downloaded by forty (40) vendors, five (5) of which submitted bids.

The bid submitted by AOW Associates, Inc was the lowest responsive and responsible bid received. Staff has qualified AOW Associates as able to perform the work through interviews and reference checks and is satisfied in their ability to complete the project.

Staff recommends a contract for wellness center construction be awarded to AOW Associates, Inc of Albany, NY for an amount not to exceed \$143,699. Upon contract execution a contract will be executed immediately with a completion date of May 2020.

Financial Summary and Source of Funds:

Base Bid	\$119,699
20% Contingency	\$24,000
TOTAL:	\$143,699

This will be funded in the FY2021 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

February 19, 2020

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

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Contract Award Recommendation for Construction of Wellness Center

Overview

As we have been discussing over the past several months, we have been working with our partners at CDPHP to develop the concept of a “wellness center” as part of our program of benefits. This idea is based upon a similar and very successful program implemented by Precision Value and Automation in Cohoes, a customer of CDPHP.

The wellness center will be multipurpose and provide employees with every opportunity to have convenient access to health services. The wellness center would afford basic care and consultation services and the ability to follow up with a resident nurse practitioner, on site at 110 Watervliet Avenue. Wellness activities will include smoking cessation programs, blood pressure testing, cholesterol testing and health counseling. Additionally, we will conduct regulatory physicals along with drug and alcohol testing which will reduce costs and provide convenient access for employees. CDPHP will be taking on the cost for the practitioner, and CDTA will be responsible for the build-out of the space.

To facilitate this program, the first-floor training room has been earmarked for renovation and conversion into the wellness center. We will be building two examination rooms, a bathroom for taking samples, a practitioner office area, an agility testing area and a waiting room.

Justification

An Invitation for Bids was solicited that included the demolition of the existing space, general construction (framing and finishing, floor, ceiling) electrical, plumbing, and HVAC. The work does not include network/telecom, furniture, or medical equipment. The specification was downloaded 40 times and five bids were received. AOW of Albany, New York was the lowest qualified bidder with a bid of \$119,699. This bid is in line with the engineers estimate for construction, and references have checked out satisfactorily.

Recommendation

I am requesting that a contract for the construction of the wellness center be awarded to AOW of Albany, New York in the amount of \$119,699 plus a \$24,000 (20%) contingency, for a total amount of \$143,699.

Copy: Chief Executive Officer
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:**

\$143,699 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 # 40 and Advertised
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

9. **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 3 MWBE (2WBE/1MBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: AOW Associates, Inc.**

30 Essex Street
Albany, NY 12206

8. **SOURCE OF FUNDS: Funded in the FY2021 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:** February 11, 2020

BID SUMMARY
CDTA-FAC 166-2000 Wellness
Center Construction

2/10/20

1:00PM

Bidder	Item	Total
AOW Associates, Inc. Craig Kennedy 30 Essex St Albany, NY 12206 518.482.3400 ckennedy@aowassoc.com	Total Base Bid	\$119,699.00
Sam Greco Construction, Inc. Sam Greco 18 Industrial Park Road Troy, NY 12180 518.465.1155 stever@grecoconstruction.com	Total Base Bid	\$194,800.00
M.A. Schafer Construction, Inc. Mark Schafer 4928 Western Turnpike Altamont, NY 12019 518.357.0221 maschconstruction@gmail.com	Total Base Bid	\$136,700.00
Gallo Construction Corp Michael A Gallo 50 Lincoln Ave Watervliet, NY 12189 518.273.0234 mmaquire@gallogc.com	Total Base Bid	\$155,600.00
Rosch Brothers, inc. William Rosch 424 Old Niskayuna Road Latham, NY 12110 518.573.8265 bill@roschbrothers.com	Total Base Bid	\$124,800.00

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 166-2000, which bids were opened the 10th Day of Febru

Carm Basile

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Radio Communications System Maintenance to Wells Communications of Troy, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 19, 2020
Board Action Date: February 25, 2020

Background:

The new P25 system is now operational and requires maintenance support services.

Purpose:

To allow for maintenance support on the new communications equipment and for the decommissioning of obsolete equipment.

Summary of Proposal:

In 2016 a new communications system was competitively procured and awarded to Motorola, Inc. This communication system not only includes voice and data equipment but also equipment at tower locations. A maintenance agreement is required to maintain all equipment.

Wells Communication is a subcontractor on the P25 contract and is also the incumbent service provider for maintenance and service on CDTA radio equipment. Wells Communication has extensive knowledge of CDTA communications systems, processes and locations and provides satisfactory service. Wells Communication is already under contract for routine maintenance of the P25 radio system. A sole source agreement will allow one vendor to provide complete maintenance and oversight of CDTA's communications systems and equipment. As part of this agreement Wells will also decommission the obsolete tower equipment. Staff has compared this pricing to historical pricing and found it to be fair and reasonable.

Staff recommends a one-year contract with four optional renewal years for communication maintenance support be awarded to Wells Communications of Troy, New York for an amount not to exceed \$164,600.

Financial Summary and Source of Funds:

Decommission of tower equipment	\$39,600
Maintenance Services	\$25,000 per year (not to exceed)
Total not to exceed:	\$164,600

This contract will be funded by the FY2021 operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

February 19, 2020

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

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Radio Communications System Maintenance Contract

Overview

In 2018, CDTA implemented a Motorola P25 radio communications system which was competitively procured and provided by Motorola, Inc. This system is used throughout the agency on all CDTA revenue vehicles and most non-revenue vehicles for voice and data communications. In addition to components on vehicles, we also maintain equipment at six tower locations. We hold two different contracts to support this radio equipment. The first is for the equipment at the towers, and that work is done by Wells Communications as a subcontractor to Motorola. The second is a maintenance contract is for the equipment on the buses. Our technicians do quite a bit of this work, so this second contract is on a time and materials basis.

This recommendation is for that second contract. Additionally, since the new P25 system is now operational, we require services to have the legacy equipment at the tower locations decommissioned and removed. The scope of this contract includes that work as well.

Justification:

This recommendation for a sole source award of a system maintenance agreement is based on a number of important considerations. Wells has a unique knowledge of our system through their long-standing relationship with CDTA, which dates back over 25 years to the original installation of this equipment. The scope of work includes support and maintenance of new radio components and decommissioning of legacy radio infrastructure.

Advantages of using Wells Communications for this work include:

- Wells is our incumbent service provider currently responsible for all maintenance and service of our radio system and has extensive knowledge of our infrastructure and the programming behind it. We have always been very happy with their service.
- Pricing is fair and reasonable, since it is based on historical pricing from previous purchases of the same items and services performed.
- Portions of this work are part of routine maintenance of our new P25 radio communications system, for we have an existing services contract with Wells.

Staff Recommendation

Staff is requesting that a one-year maintenance contract with four optional years be awarded to Wells Communications of Troy, New York in an amount of \$39,600 for decommissioning services, and an amount not to exceed \$125,000 (over five years) for maintenance services.

Copy: Chief Executive Officer
VP of Finance and Administration
Director of Procurement

Capital District Transportation Authority Agenda Action Proposal

Subject: Resolution to accept \$5,494,946 in State funding.

Committee: Performance Monitoring/Audit

Committee Meeting Date: February 19, 2020

Board Action Date: February 26, 2020

Background:

CDTA is apportioned Federal funds on an annual basis through the Section 5307 and Section 5339 programs. Section 5307 supports CDTA's bus and bus facilities program, bus shelter replacement program, passenger amenities, and preventive maintenance associated with federally funded assets. Section 5339 also supports CDTA's bus replacement program.

These project costs are funded with two federal grants. Section 5339 funds will be used to support the replacement of two bus washers, seven support vehicles, seven paratransit vehicles and the acquisition of a Trolley. Section 5307 funds support preventive maintenance associated with federally funded assets, the bus shelter replacement program, and passenger amenities.

The Federal government supports 80% of the costs associated with these activities. New York State Department of Transportation (NYSDOT), subject to approval of agreement K007407, will provide 10% or \$1,853,528 as local match. CDTA will provide \$1,853,528, the remaining 10% in support of these activities.

Additionally, New York State supports flexible use of capital funding to address transit system needs through the Accelerated Transit Capital (ATC) Program. CDTA was allocated \$3,641,418 in ATC funds. These funds were budgeted in our capital program to support the purchase of 40 foot Gillig buses and commuter buses. The State supports 100% of the costs associated with these vehicles.

Purpose:

NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of this agreement. This is a routine action.

Summary of Proposal:

The resolution will permit CDTA to execute an agreement with NYSDOT to accept \$5,494,946 in funds.

Financial Summary and Source of Funds:

NYSDOT Agreement K007407 will fund 10% of the Section 5307 and Section 5339 programs at \$1,853,528 and 100% of the ATC program at \$3,641,418, for a total of \$5,494,946.

Prepared by:

Melissa Shanley, Grants Manager

Project Managers:

Lance Zarcone, Vice President of Operations

Ross Farrell, Director of Planning

Philip Parella, Jr., Director of Finance

Memorandum

February 19, 2020

To: Chairman, Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 1/1/2020

Our procedures require a quarterly review of the adequacy of the Risk Management Self-Insurance Account and the separate Workers Compensation Self-Insurance Account.

1. Risk Management:

CDTA is self-insured for most liability exposures up to \$2 million. If at all possible, liability and automobile (AL and PD) claims are managed and defended internally. These claims include bodily injury, property damage, and certain other claims including no-fault.

Reasonable prudence dictates that in view of the \$2 million self-insured retention and the volatility of the market, we should be prepared to absorb at least one total loss (preferably two) along with the projected value of incurred losses.

- **Projected Losses** (incurred but unpaid): \$1,904,476
(decrease of \$493,400 (-20.6%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,755,831
(increase of \$19,658 (+.53%) for the quarter)

2. Workers Compensation:

We have retained an actuary to project monthly expenditures under the self-insurance program for workers' compensation that was initiated on 8/14/02. This formula is based upon actual experience, an annual valuation at the end of the fiscal year, and an annual projection of expenses adjusted for actual expenses in the current year. The projection includes both IBNR and the projected value of claims, expenses and assessment.

- **Projected Claims:** \$8,518,086
(decrease of \$64,190 (-.75%) for the quarter)
- **Market Value of Account:** \$8,088,148
(increase of \$32,272 (+.40%) for the quarter)

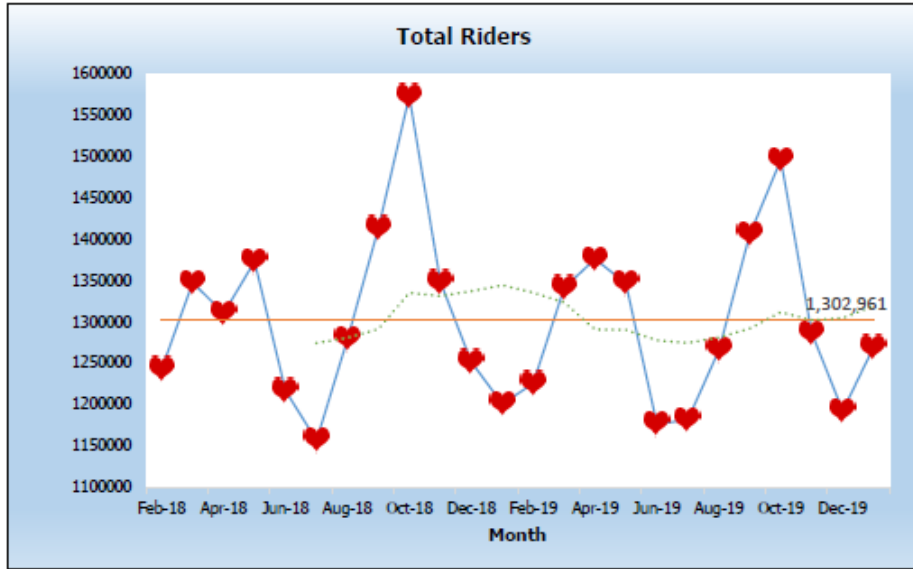
3. Liability/Auto Claims:

As of 1/1/20, we had 36 pending liability claims, 23 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are scheduled for trial in the near future. As of 1/1/20, CDTA had 16 liability claims with reserves of \$10,000 or more, including 10 liability claims with reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

Conclusion: It is my opinion that the balances of the Risk Management and Workers' Compensation Self-Insurance Accounts are adequate to meet the anticipated needs of CDTA and its subsidiaries at the present time. *Due to the high-risk nature of our operations, we anticipate an increase in claims made against the Authority. Because of our self-insured status, it is prudent to maintain adequate funds to account for the increases in claims.*

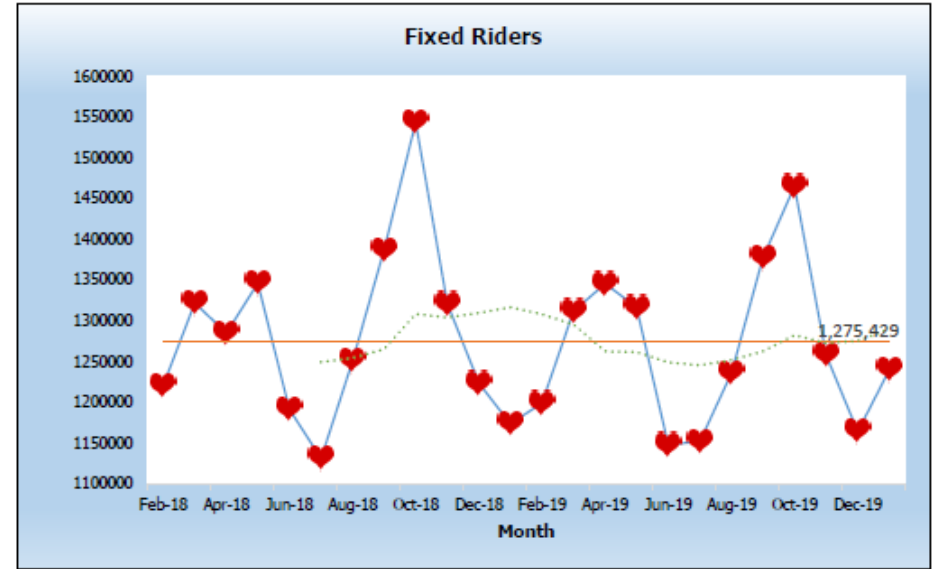
cc: Chairman, Board of Directors
Vice President of Finance and Administration
Chief Executive Officer

Patronage/Mobility



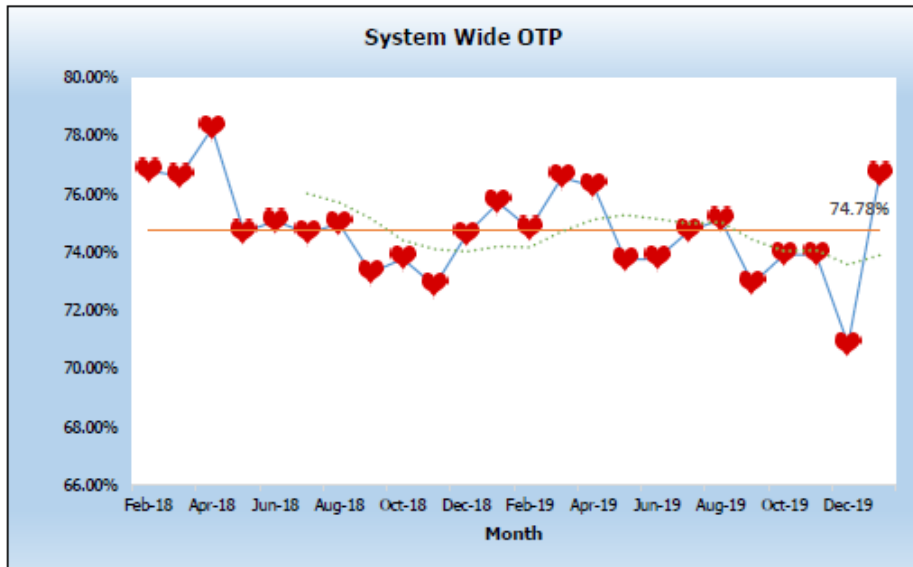
Previous: 1,200,732

Current: 1,269,421



Previous: 1,173,671

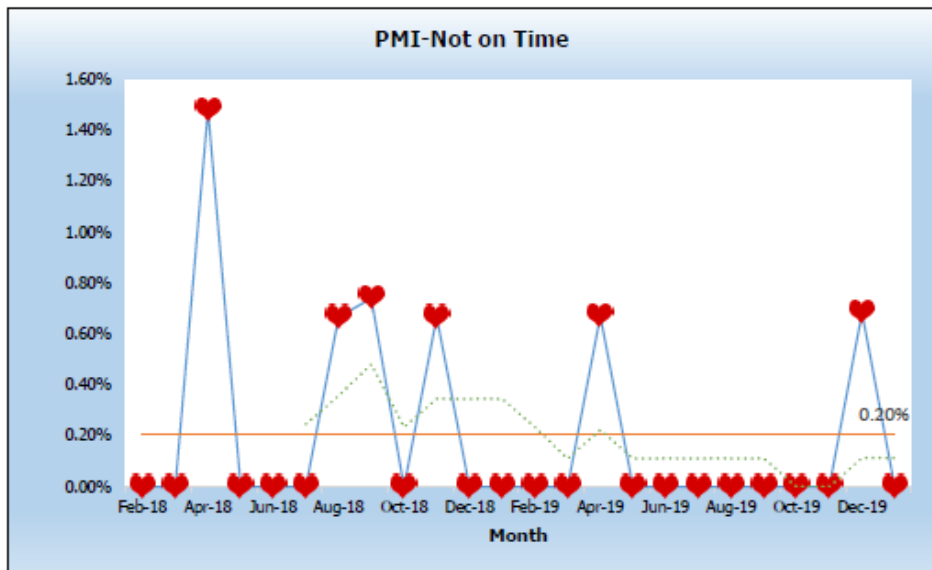
Current: 1,239,684



Previous: 75.70%

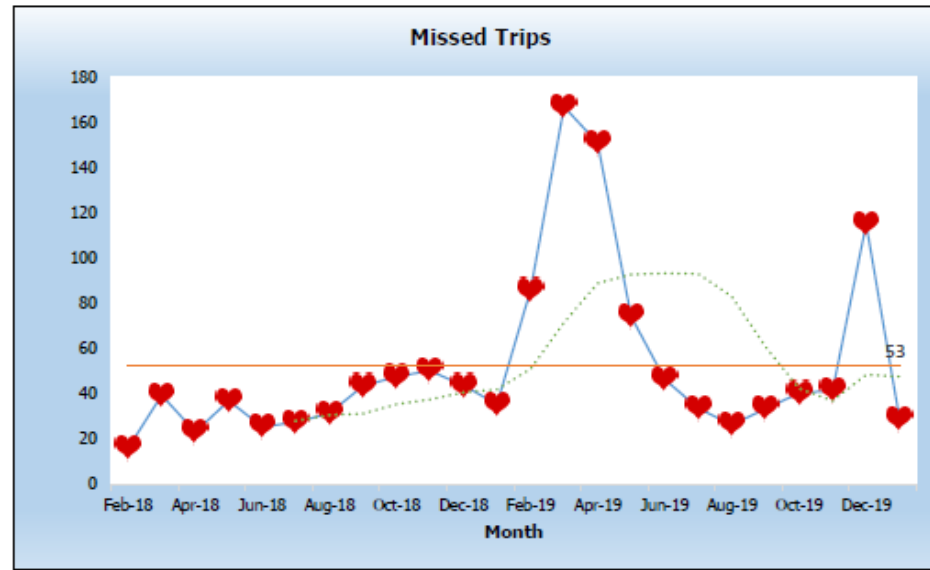
Current: 76.69%

Reliability



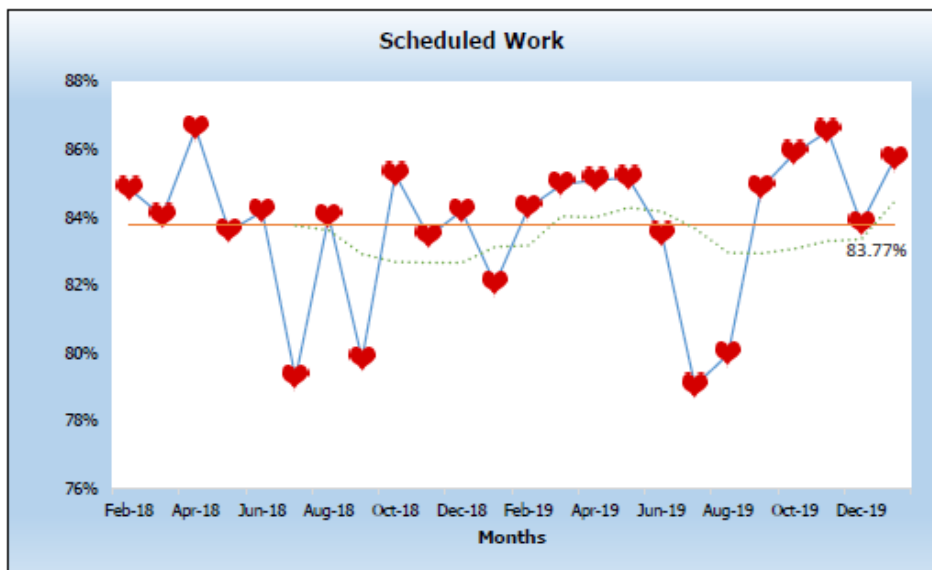
Previous: 0.00%

Current: 0.00%



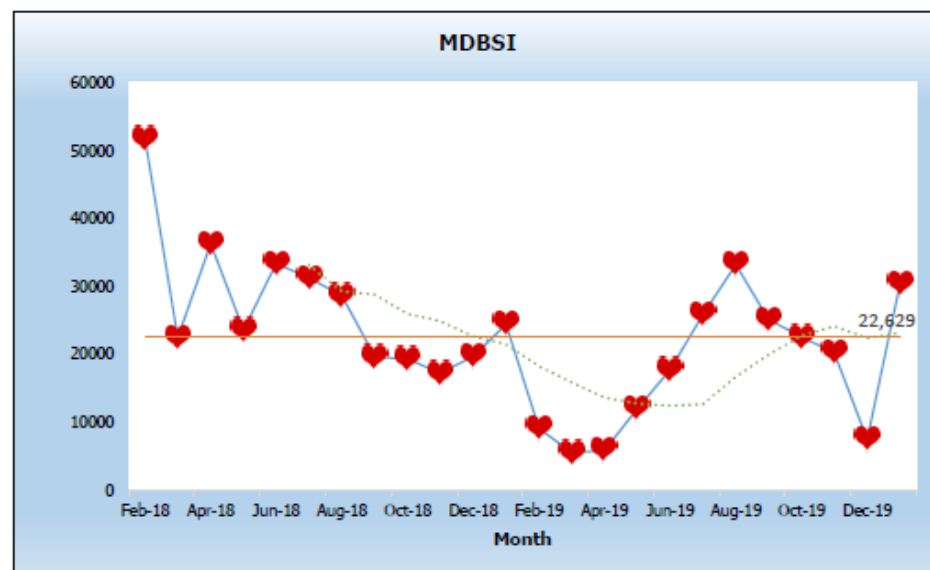
Previous: 36

Current: 29



Previous: 82.04%

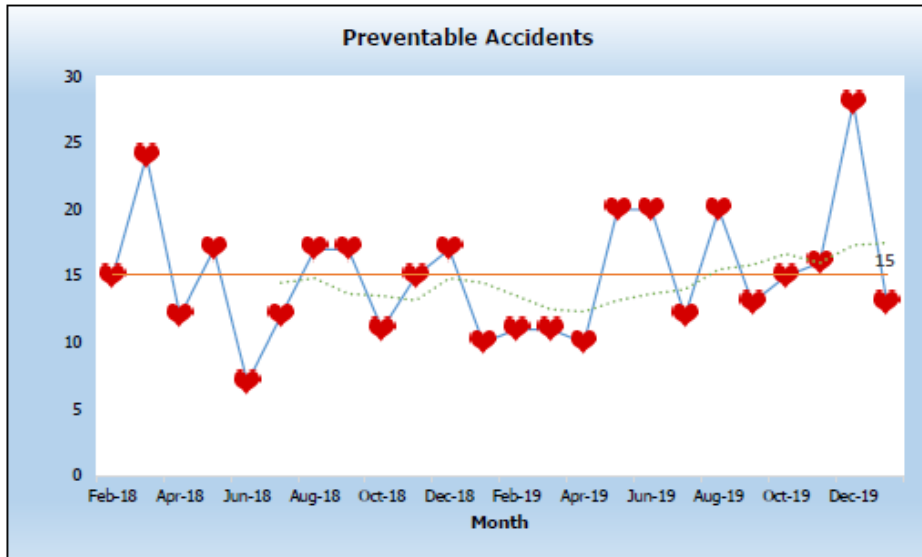
Current: 85.73%



Previous: 24,447

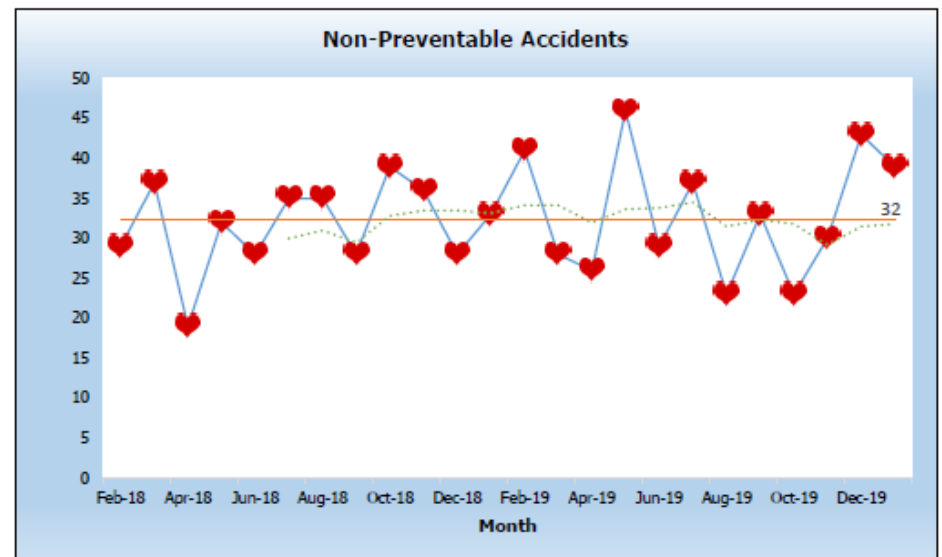
Current: 30,382

Safety



Previous: 10

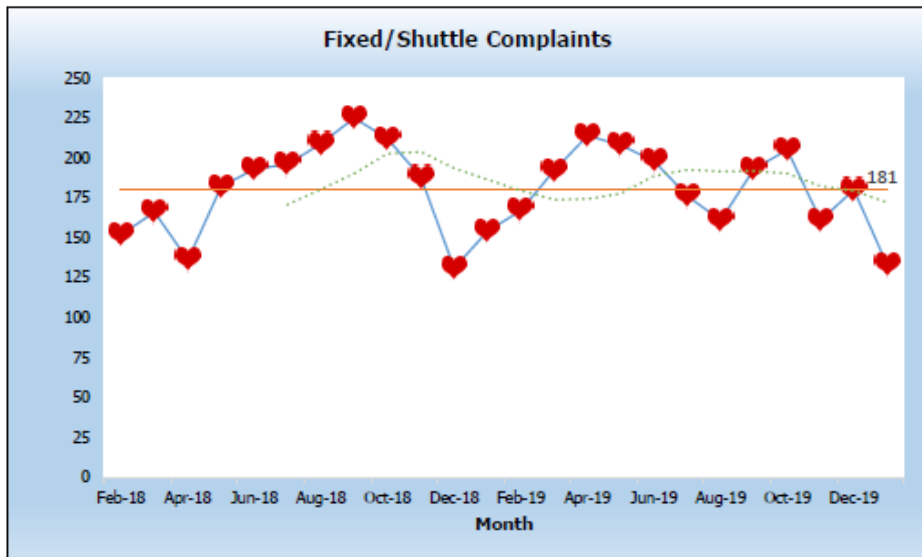
Current: 13



Previous: 33

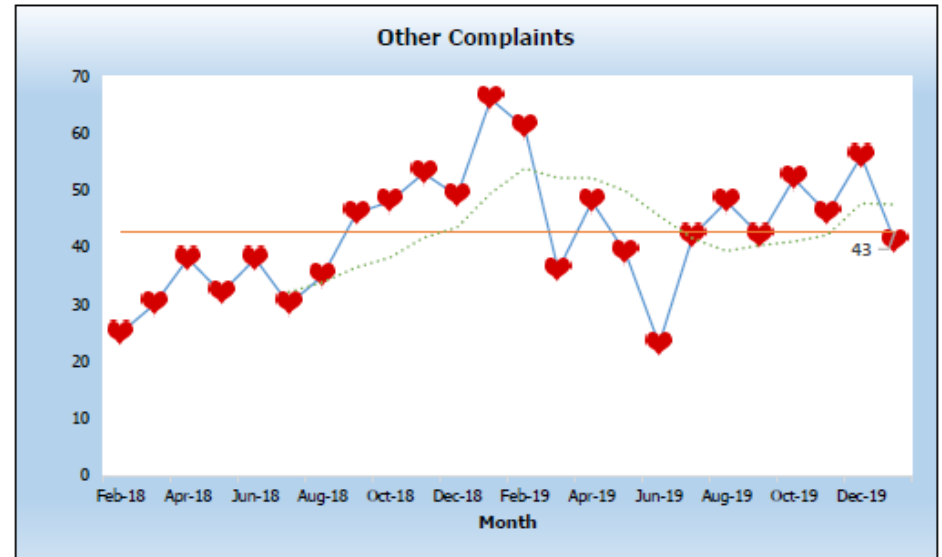
Current: 39

Customer Service



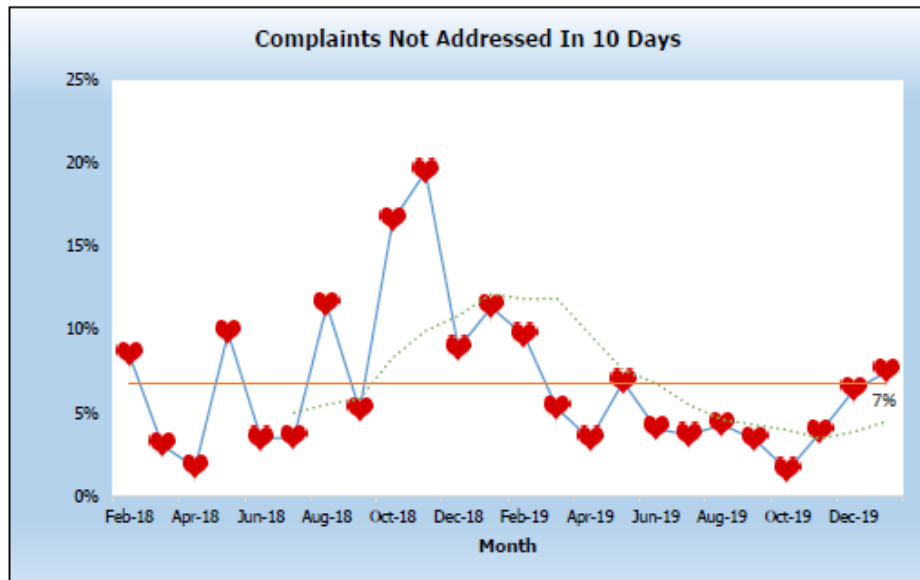
Previous: 154

Current: 133



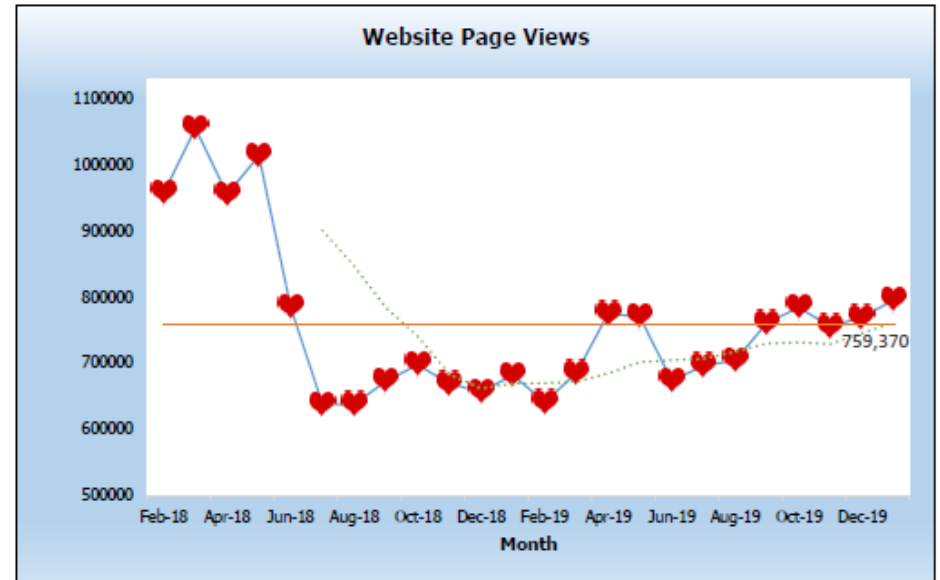
Previous: 66

Current: 41



Previous: 11%

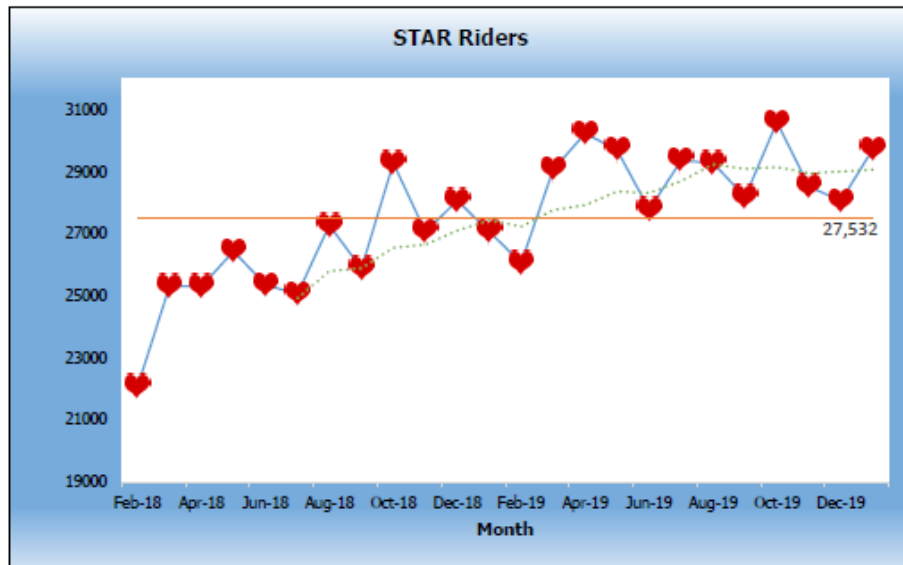
Current: 7%



Previous: 681,626

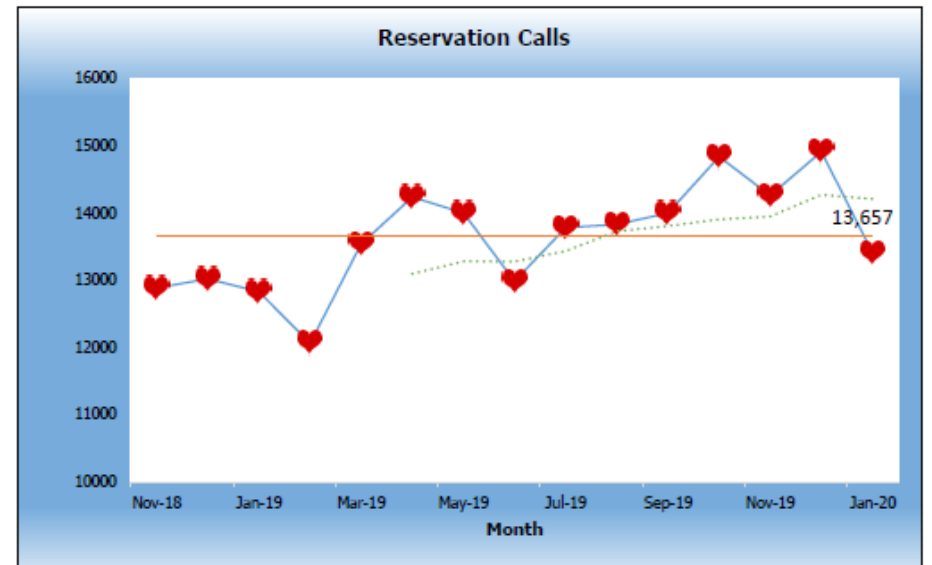
Current: 795,601

STAR Service



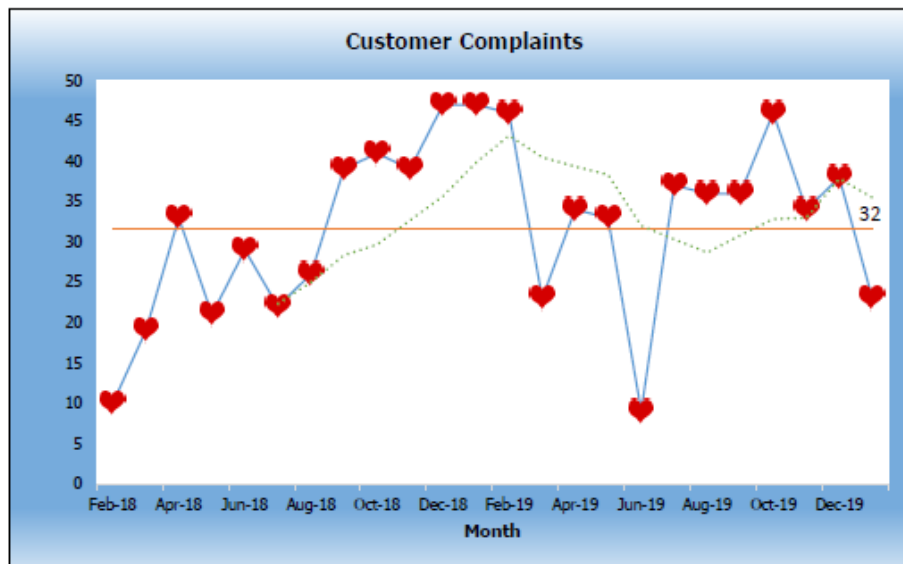
Previous: 27,061

Current: 29,737



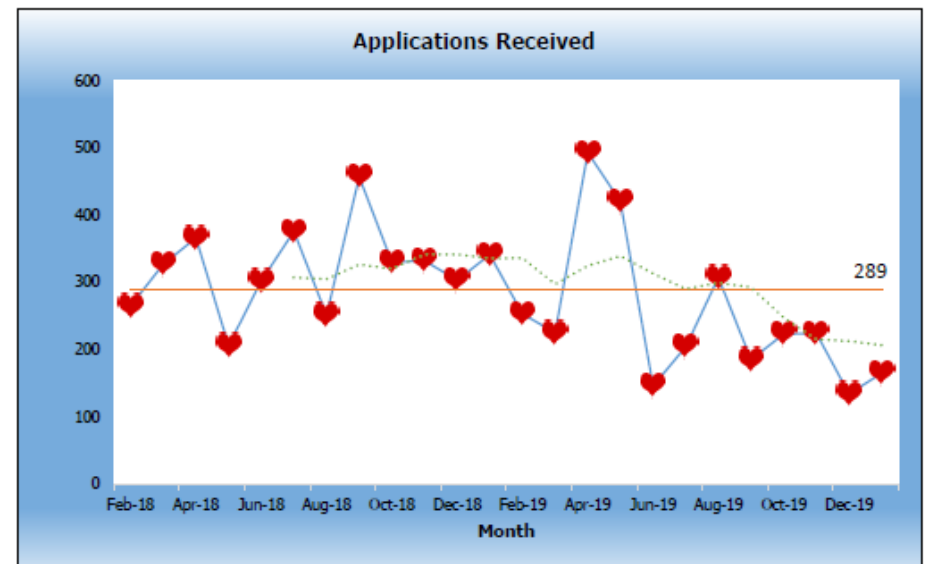
Previous: 12,833

Current: 13,410



Previous: 47

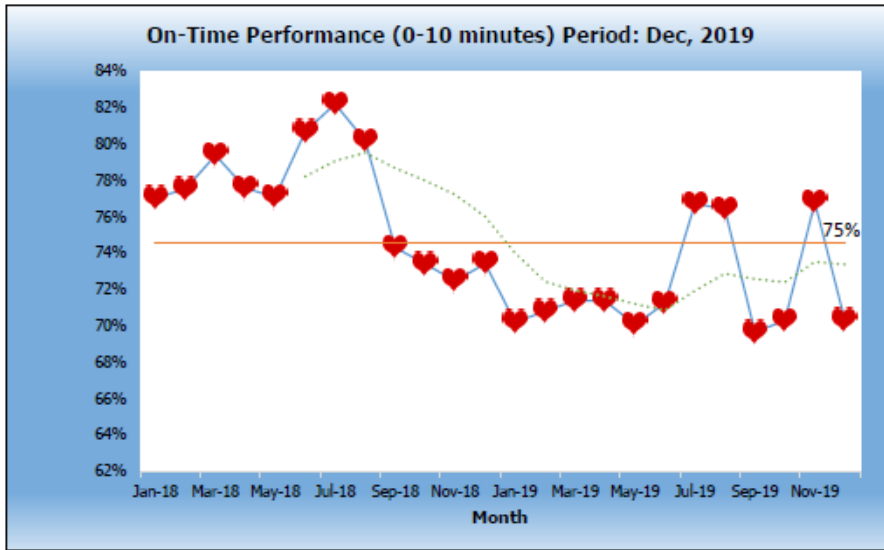
Current: 23



Previous: 341

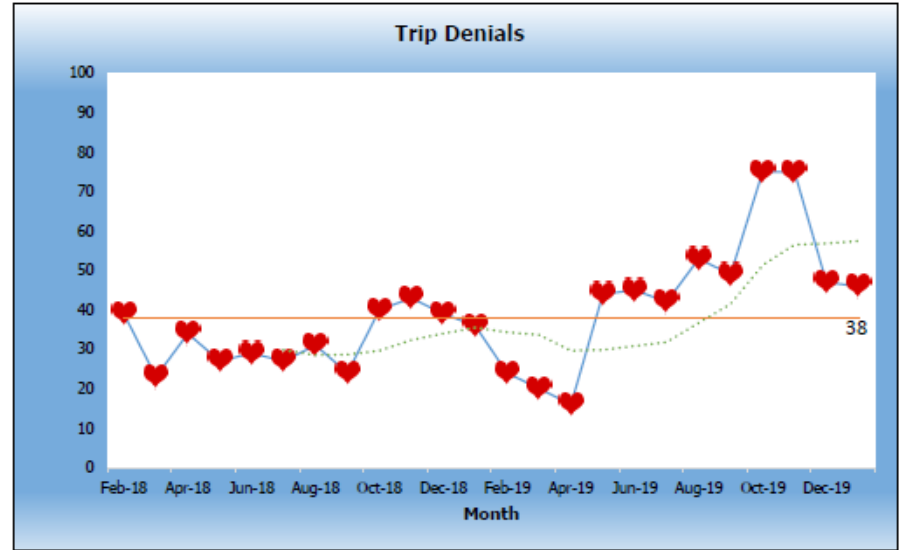
Current: 165

STAR Service Quality and ADA Compliance



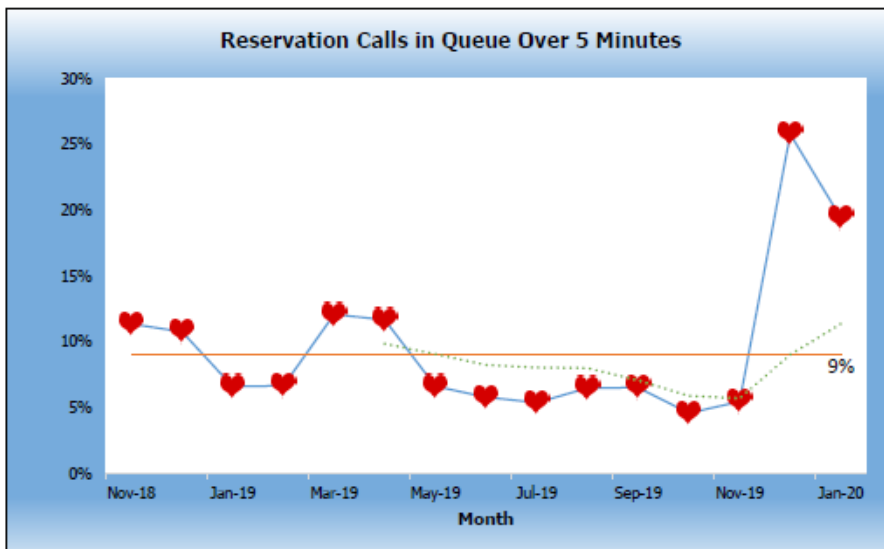
Previous: 73%

Current: 70%



Previous: 36

Current: 46



Previous: 7%

Current: 19%

Total Riders – Includes fixed route, STAR, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

Fixed Riders – Includes fixed route, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

System Wide OTP % – On-time performance: The percentage of departures that occurred between 5 minutes late and 1 minute early. Departures more than 30 minutes late or more than 15 minutes early are excluded. This is calculated across all times points in all routes in the system.

PMI – Not on Time – A Preventive Maintenance Inspection (PMI) is a routine (periodic) service and examination of the vehicle to identify potential defects before they fail. This measure is the work orders completed within 500 miles before and 500 miles after the scheduled mileage (6,000), divided by the number of PMI's done for the month.

Missed Trips – Collected by dispatchers and aggregated by administration. This includes missed trips due to mechanical issues and operator availability.

Scheduled Work – Unscheduled work in anything identified during a driver vehicle inspection, or caused by a breakdown. Scheduled work is anything else (primarily as a result of a PMI). This metric is the ratio of scheduled work to unscheduled work.

MDBSI – Mean distance between service interruptions: Total Miles Operated divided by number of service interruptions. A service interruption is defined as Incident, accident, operator running late, traffic delays, tire issues, etc., causing a service interruption (delay) of 5 minutes or more.

Preventable Accidents – An accident is considered preventable if it is due to an operator's failure to drive in a safe and professional manner. Accident categorizations may experience minor fluctuations after the fact for the prior month (after this report is generated).

Non-Preventable Accidents – An accident is considered non-preventable if the operator did everything that is reasonably expected of a defensive driver to avoid the accident. Accident categorizations may experience minor fluctuations after the fact for the prior month (after this report is generated).

Fixed/Shuttle Complaints – Any comments/complaints related to our regular route network, including the Northway Xpress. These are generally related to the on-street service expectations of our customers, from operator conduct to on time performance.

Other Complaints – This category is for comments tied to any claims, service requests, fare disputes, or anything related to STAR.

Complaints Not Addressed in 10 Days – Comments are submitted, reviewed, assigned and investigated by division. Once investigation is complete and customer is contacted (if requested), complaint is "addressed".

Website Page Views – This measures how many times someone has viewed an entire page including all text, images, etc. Alternatively, visits are defined as a series of hits from any particular address (source location). If any two hits are separated by 30 minutes or more, typically two visitors are counted.

Definitions (STAR)

STAR Riders – Actual (not scheduled) ridership, including personal care assistants and other passengers.

STAR On-Time Performance - Percentage of bookings which were on-time for both their pick-up and, where applicable, their drop-off. A pick-up is considered on-time if the vehicle arrived no more than 10 minutes after the pick-up scheduled time. If the booking has a drop-off scheduled time (such as in the case of a doctor appointment), the vehicle must also arrive at the drop-off no later than that scheduled time to be considered on-time. If the booking has no drop-off scheduled time, then the drop-off is not considered for on-time performance. In instances where the vehicle arrived at the pick-up but the client did not take the trip (such as no-shows, missed trips and cancels-at-door), on-time performance is only judged by pick-up arrival time since the drop-off cannot be performed. Only considers trips for which data entry is complete and has passed a quality check. This data is one month behind all other data.

STAR Trip Denials - Trips which meet the FTA definition of a trip denial. This means all trips which were scheduled over an hour before or after the original requested time. Excludes same-day dispatching.

STAR Reservation Calls in Queue Over 5 Minutes - Count of times customers had to wait for over five minutes before being connected with a STAR reservationist after selecting to do so.

STAR Customer Comments/Complaints - Number of comments or complaints related to STAR service.

STAR Applications Received - Counts every client whose application has been received and entered in Trapeze.