



CDTA COMMITTEE AGENDA

Performance Monitoring/Audit Committee

Wednesday, March 18, 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, February 19, 2020	Denise Figueroa
Consent Agenda Items	
• Approve Harriman & Downtown Campus Contract	Stacy Sansky
• Approve River BRT Phase III Contract	Stacy Sansky
• Approve Smart Card Purchase	Stacy Sansky
• Approve Procurement Manual Revisions	Stacy Sansky
• Approve Transfer of Bikeshare Contract	Jonathan Scherzer
Audit Committee	
• No items scheduled	
Investment Committee	
• No items scheduled	
Administrative Discussion Items	
• Monthly Management Report*	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Executive Session	
• No items scheduled	
Next Meeting Date: Wednesday, April 22, 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 – February 19, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Carm Basile, Amanda Avery, Mike Collins, Lance Zarcone, Phil Parella, Thomas Guggisberg, Jaime Watson, Stacy Sansky, Jeremy Smith, Ethan Warren, Jon Scherzer, Vanessa Salamy

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the January 22, 2020 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Fareboxes

- We need new fare boxes as we get ready for River BRT service and our contract with SPX Genfare expired in 2018. There is no other vendor that can supply this product. Staff is recommending a sole source contract for the purchase of fareboxes to SPX.
- Approving a contract for the purchase of 27 fareboxes to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$331,207 will be recommended to the Board for approval.

Approve Contract for Fuel

- Staff monitors fuel markets for future price opportunities. Recently, the market price dropped making it attractive to lock in a long-term fuel price. Our supplier is Mirabito, Inc. We currently pay \$2.30 per gallon and our new contract on June 1, 2020 will see us paying \$2.06 per gallon. A few weeks ago, the future market price dropped to \$1.97 per gallon, which is when we locked in. This price is effective for 1 year starting in June 2021.
- A one-year contract to Mirabito Energy Products of Binghamton, NY for Ultra -Low Sulfur Diesel at \$1.97 per gallon and Ultra-Low Sulfur Kerosene during winter months at \$2.28 per gallon starting in June 2021. The expected contract value is \$4.2 million and will be recommended to the Board for approval.

Approve Contract for Wellness Center Construction

- We are partnering with CDPHP to operate a Wellness Center for our employees. As part of this partnership, we will construct the Center at 110 Watervliet Avenue.
- The Center will provide wellness opportunities for our employees, including onsite physicals, drug and alcohol testing services. An invitation for bid was issued to convert the training room into a Wellness Center. AOW Associates was the low bid at \$119,699, which staff recommend.
- A construction contract to AOW Associates, Inc. of Albany for an amount not to exceed \$143,699, which includes a 20% contingency will be recommended to the Board for approval.

Approve Contract for Radio Communications Maintenance

- We need a new maintenance contract to maintain equipment for our voice and data equipment, and equipment at our tower locations. The contract also provides a one-time fee to decommission obsolete equipment at the tower locations.

- Wells Communication provides maintenance and service on our radio equipment. A sole source agreement allows them to provide maintenance and oversight of our communications systems and equipment.
- A one-year contract with four optional renewal years to Wells Communications of Troy not to exceed \$164,600 will be recommended to the Board for approval.

Approve Acceptance of State Funding

- The state requires a board resolution to execute a grant agreement with NYSDOT to accept \$5.4 million. These funds are used primarily for bus purchases.
- Acceptance of state funding from NYSDOT in the amount of \$5.4 million will be recommended to the Board for approval.

Audit Committee Items

- No items scheduled

Investment Committee Items

- No items scheduled

Administrative Discussion Items

Risk Management and Worker's Compensation Quarterly Report

- Amanda Avery provided a quarterly review on the adequacy of the Risk Management and Workers' Compensation Self-Insurance Account.
- The Committee determined that both accounts are adequate at this time.

Monthly Management Report

- Mike Collins gave the Monthly Management Report for January. We continue to be in a solid financial position through January. Year-to-date MRT receipts remains strong at \$825,000 over budget; Customer Fares are more than 3% ahead of budget for the year;
- Total Revenue is up 3% for the year and expenses are down 1.2%.
- We made an administrative adjustment to our wage and health care lines. Since year-to-date wages are 3% over budget and health care is 10% under budget, we moved \$650k from the health care line to the wage line. The overall budget is not affected by this adjustment.

Monthly Non-Financial (performance) Report

- Lance Zarcone gave the Monthly Non-Financial Report for January. Total ridership for the month is up 6%; down 1% for the year; Preventable accidents are at 13 and Non-preventable accidents at 39; On-time performance was at 71%. STAR ridership was up 10% for the month and 9% for the year; STAR reservation calls were at 13,410.

Executive Session

- No items scheduled

Next Meeting

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

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Harriman West and downtown campus station construction to New Castle Paving, LLC of Troy, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 18, 2020
Board Action Date: March 25, 2020

Background:

The addition of new SUNY programs and facilities requires the need for increased bus service which is in line with the Washington Western Bus Rapid Transit (WWBRT) plan.

Purpose:

To complete site work and installation of two stops of the future WWBRT. The projects involve the construction of new roadways, traffic signals, concrete sidewalks, electrical infrastructure and landscaping.

Summary of Proposal:

An Invitation for Bids (IFB) was issued outlining the construction of new roadways, traffic signals and other site work. Fifty-two vendors downloaded the IFB, of which eight were actual prime contractors with the capabilities to perform the work and two of these vendors submitted bids. New Castle Paving, LLC of Troy, New York had the lowest responsive and responsible bid.

Staff recommends a contract be awarded to New Castle Paving, LLC of Troy, NY for Harriman West and downtown campus station construction for an amount not to exceed \$4,603,716 which includes a 20% contingency. Staff has checked references for New Castle which have been positive. Upon Board approval a contract will be executed immediately with substantial completion scheduled for November 2020.

Financial Summary and Source of Funds:

Base Bid:	\$3,836,430
Contingency (20%)	\$767,286
Total:	\$4,603,716

This contract will be funded through the FY2020 Capital Plan (BRT Set-aside and Transportation Alternatives Program).

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 18, 2020

To: Performance Monitoring & Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Harriman West and Downtown Albany Station Construction

Overview

As was the case with red and blue BRT lines, we design and build different elements in phases as funding becomes available. We are following the same approach with the WWBRT. With the addition of the ETEC building adjacent to the main SUNY campus, and the new engineering school on the downtown campus, the need for bus service in those areas has increased. To accommodate the transportation needs of the expansions we are building new stations at these locations. These projects are being funded in part by the Transportation Alternatives Program and the BRT set-aside.

An invitation for bids was released to complete site work for the installation of two stops of the future WWBRT. The projects involve the construction of new roadways, traffic signals, concrete sidewalks, electrical infrastructure and landscaping. The specification was downloaded 52 times, with eight firms considered viable based on the firm makeup.

Justification

We received two bids, the lowest of which came from New Castle Paving LLC in an amount of \$3,836,430. Our engineer reviewed the bids to check for accuracy and large discrepancies. New Castle Paving's bid had a less than 10% variance from our engineer's estimate and we found it to be accurate and reasonable. New Castle Paving LLC is a large site/civil contractor in Upstate New York. All references were checked and found to be satisfactory.

Recommendation

I am recommending awarding a contract for constructing Harriman West and downtown campus stations to New Castle Paving, LLC. of Troy, NY for \$3,836,430 plus a 20% contingency for a total amount of \$4,603,716.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

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

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

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

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

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

3. **CONTRACT VALUE:**

\$4,603,716 (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 # 8 or **Advertised**
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service? Yes **No**
Number of D/MWBEs bidding/proposing 0
D/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a D/MWBE? Yes **No**
Number of D/MWBE Subcontractors **None**

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** New Castle Paving, LLC

1 Madison Street Suite 100

Troy, NY 12180

8. **SOURCE OF FUNDS:** FY2020 Capital Plan (BRT Set-a-Side & Transportation Alternatives Program)

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: March 10, 2020

BID SUMMARY
CDTA-FAC 164-2000 CDTA Harriman West & Downtown Campus Improvements

3/3/20
1:00PM

Bidder	Item	Total
New Castle Paving, LLC		
Dale Swartwout		
1 Madison Street, Suite 100		
Troy, NY 12180	Total Base Bid	\$3,836,430.56
518.275.0226		
dswartwout@newcastlepaving.com		

Reale Construction Company, Inc.
Peter Reale
PO Box 231
Ticonderoga, NY 12883
518.585.6782
realep@realeconstruction.com

Total Base Bid \$4,042,000.00

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 164-2000, which bids were opened the 3rd Day of March 2020

Carm Basile

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for River Corridor Phase III Bus Rapid Transit (BRT) construction to Callanan Industries, Inc of Albany, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 18, 2020
Board Action Date: March 25, 2020

Background:

The River Corridor Bus Rapid Transit (“The Blue Line”) is advancing per previous plans. In 2015, awarded funds allowed CDTA to begin initial station construction in advance of Small Starts, and a number of projects have been completed as the result of previous Board Action.

Purpose:

Phase II construction of the next set of stations is set for completion in June, and to allow the project to continue to move forward, a contract for Phase III is required. Phase III will continue station work that was begun in Phase II.

Summary of Proposal:

An Invitation for Bids (IFB) was issued outlining the station and signal work required. Thirty-three vendors downloaded the IFB, of which six were actual prime contractors with the capabilities to perform the work and two of these vendors submitted bids. The bid list was polled to determine why there were not more bids. Several reasons were provided and are in the attached memo of support. Staff is satisfied that the specifications were not too restrictive or unclear and that it did not hinder interest or competition.

Staff recommends a contract be awarded to Callanan Industries, Inc of Albany, NY for Phase III River Corridor BRT construction for an amount not to exceed \$3,101,691 which includes a 20% contingency. Callanan will utilize three MWBE firms as subcontractors for up to 14% of the work. Callanan is the vendor completing Phase II of the River BRT construction. Upon Board approval a contract will be executed immediately with completion scheduled for October 2020.

Financial Summary and Source of Funds:

Base Bid:	\$2,353,986
Alternate #1:	\$230,756 (for demolition and site work to create a Park and Ride)
Contingency (20%)	\$516,949
Total:	\$3,101,691

This contract will be funded by the FY2020 Capital Plan (Small Starts Grant Award).

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 18, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: River BRT Phase III Construction

Overview

Over the past several years CDTA has been working on completing final design details, procuring funding, and constructing the River Corridor Bus Rapid Transit (BRT) line. In 2015, awarded funds allowed CDTA to begin initial station construction 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 step (Phase I) of the project was successfully completed in the summer of 2018. Construction of the next set of stations (Phase II) is progress and is scheduled to be completed in June. After finalizing the design of all but one remaining location (Phase III), we have since released an invitation for bid to continue the associated station and signal work. The bid specifications included a base bid and two alternates. Alternate one included the demolition and site work at 550 Broadway in Menands to create a park & ride. Alternate two was to provide CIVIQ displays at several locations.

Thirty-three contractors downloaded the requirements, and two bids were received. Of the firms, only six were considered viable prime contractors (based on firm makeup). Those firms were contacted and polled as to why they did not submit. 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.

Justification:

Our engineer carefully reviewed the bids to check for accuracy and large discrepancies. The low bid came from Callanan Industries and had a less than 10% variance from our engineer's estimate. 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 several large projects including Red Line BRT, River BRT, and the Lark and Washington Avenue project. Current work is on time, on budget, and we have been very satisfied with their performance.

Recommendation

I am recommending awarding a contract for River BRT Phase III construction to Callanan Industries, Inc. of Albany, NY for a base amount of \$2,353,986.39 plus alternate one at \$230,756.00 and a 20% contingency for a total contract amount of \$3,101,690.87.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

BID SUMMARY

CDTA-FAC 165-2000 River Corridor Bus Rapid Transit (BRT) Station & Traffic Signal Improvements-Phase 3 Construction

3/5/20

1:00PM

Bidder	Item	Total
Callanan Industries, Inc. Michael Mastropietro PO Box 15097 Albany, NY 12212 518.374.2222 estimating@callanan.com	Total Base Bid	\$2,657,852.39

New Castle Paving, LLC Dale Swartwout 1 Madison Street Suite 100 Troy, New York, 12180 518.375.0226 dswartwout@newcastlepaving.com	Total Base Bid	\$6,166,812.31
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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 165-2000, which bids were opened the 5th Day of March 2020

Carm Basile

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for smart card fare media to SPX-Genfare of Elk Grove, Illinois.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 18, 2020

Board Action Date: March 25, 2020

Background:

Smart cards are used for the new fare collection system.

Purpose:

We need to purchase additional Navigator Smart cards to replenish the Navigator card inventory.

Summary of Proposal:

In 2013 CDTA competitively procured a new fare collection system (NFCS) and awarded that contract to SPX-Genfare. One of the features of the NFCS is the use of contactless smart cards for payment. The smart cards are a mix of full and half fare cards as well as limited use.

In order to ensure compatibility and integration with our NFCS, staff is recommending that a sole source contract be awarded to SPX-Genfare of Elk Grove, Illinois for an amount not to exceed \$84,200. Staff has reviewed the pricing and found it to be fair and reasonable when compared to previous purchases of the same product.

Financial Summary and Source of Funds:

This \$84,200 contract will be funded in the FY2021 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

March 18, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Purchase of Navigator Smart Card Media

Overview

In 2013, CDTA competitively procured and awarded a contract to SPX-Genfare for a new fare collection system. The scope of the project included a number of innovative features for customers and improvements to back office systems including contactless smart card payments. Since rolling out the new system on January 12, 2017, CDTA has distributed over 100,000 Navigator cards. The purchase of additional smart cards is needed to replenish our original inventory and prepare for new universal access agreements.

Justification:

Since these smart cards must be compatible and integrated with our existing fare collection system, we are recommending a sole source award. This recommendation is based on a number of important considerations:

- SPX-Genfare is our incumbent service provider and has extensive knowledge of our system infrastructure, and is currently responsible for integration, maintenance, and support.
- SPX-Genfare has a unique knowledge of our configuration profiles.
- Pricing is fair and reasonable, as it is based on previous purchases of the same items.

Recommendation

I am requesting approval to purchase smart card fare media (a combination of full fare, half fare, and limited use) from SPX-Genfare of Elk Grove Village, Illinois for an amount of \$84,200.

Copy: Chief Executive Officer
Director of Procurement
Director of Information Technology

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

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

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

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

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

3. **CONTRACT VALUE:**

\$84,200 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

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

Are there known DBEs that provide this good or service?	Yes	<u>No</u>	
Number of DBEs bidding/proposing			_____
DBE Certification on file?	Yes	No	<u>Not Applicable</u>
Was contract awarded to a DBE?	Yes	<u>No</u>	
Number of DBE Subcontractors			<u>0</u>
DBE Subcontractor Name and Certification Type:	_____		

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

800 Arthur Ave
Elk Grove, IL 60007

8. **SOURCE OF FUNDS: FY2021 Operating Budget**

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

Non-Collusion Affidavit of Bidder	(<u>Yes</u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(<u>Yes</u> , No, N/A)
Disclosure of Contacts (only RFPs)	(<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: March 12, 2020

Capital District Transportation Authority Agenda Action Proposal

Subject: Review and approval of revised CDTA Procurement Manual

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 18, 2020

Board Action Date: March 25, 2020

Background:

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

Purpose:

Staff reviews the procurement manual annually to ensure it still meets CDTA's needs.

Summary of Proposal:

The Procurement Manual is utilized by Authority staff, subsidiary employees, sub-grantees and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual was provided to members of staff including General Counsel, Internal Audit and Finance for feedback on proposed changes. The attached memo outlines the proposed changes to the Procurement Manual.

Financial Summary and Source of Funds:

No impact

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Stacy Sansky, Director of Procurement

**Manual Attached Separately

Memorandum

March 18, 2020

To: Performance Monitoring/Audit Committee
From: Stacy Sansky, Director of Procurement
Subject: Procurement Manual Updates

Overview:

The Procurement Manual provides a blueprint to staff, vendors and the Board for how goods and services are procured at CDTA. The intention of the manual is to provide easy to understand guidance that conforms to CDTA, FTA and New York State procurement regulations.

It is reviewed annually to ensure compliances with state and federal regulations as well as to review procedures for conformance with common business practice.

Background:

In most years the Procurement Manual requires minor changes to reflect changes in titles and other immaterial items. The last substantive update to the manual was made in May of 2018 to reflect language required by FTA in preparation for the Triennial Review. There have only been a few minor changes to approval thresholds in the past five years and no major review and revision of them for over 15 years.

In order for current approval thresholds to better reflect the ever-increasing cost of goods and services procured staff has worked collaboratively on recommendations for new procurement approval thresholds that will allow for ordinary purchases to be made without additional layers of approval. This will allow for more efficient purchasing practices as well as focus to be spent at all levels on extraordinary or unusual purchases.

The below chart reflects the recommended changes to approval thresholds:

	CDTA Current Thresholds	FTA Thresholds	NYS Thresholds	Recommended New Threshold	Avg. # of Contracts no longer needing Board approval-per yr
Micropurchase	\$3,500	\$10,000		\$10,000	NA
Mini Purchase	\$10,000		\$250,000	\$10,001- \$24,999	NA
Requires Sealed Procurement (IFB/RFP)	\$15,000	\$250,000	\$250,000	\$25,000	NA
Sealed Procurement Req Board Approval	\$100,000	NA	NA	\$150,000	4
Sole Source (over req. Board approval)	\$25,000	NA	NA	\$50,000	3
OGS Contract Approval (has req. Board approval)	\$100,000	NA	NA	eliminated	2
Multi Year Service (has req Board approval)	\$50,000	NA	NA	eliminated	1

Justification:

- The FTA recently increased the micro-purchase thresholds to the recommended levels. Making these changes allows for more efficient purchase of many small items and reduced paperwork.
- FTA and NYS do not require a sealed procurement (IFB or RFP) process until the project value is expected to be more than \$250,000, which has gradually increased over the past ten years. Increasing the CDTA requirement to \$25,000 will balance the current cost of goods and services with the need for CDTA to keep “spending in check” by ensuring best price and/or value are still part of selection criteria for purchases.
- Raising the requirement for Board approval of sealed procurements from \$100,000 to \$150,000 allows staff to move forward with smaller contracts in a timely manner and increase efficiency.
- Very little can be purchased for \$25,000. Raising the sole source contract approval to \$50,000 is a more realistic number. Staff will still vet these contracts for fair and reasonableness as well as report on them annually in the Procurement Report (provided in January).
- NYS Office of General Services (NYS OGS) fully vets any contracts awarded through their own procurement process and provides purchasing access to public agencies and authorities to increase productivity, reduce time spent on procurement and provide economies of scale. Staff will be able to more quickly make these purchases and use the program as intended.
- Staff already includes all optional years in Agenda Action Items for Board approval as well as their value. The multi-year service approval is a redundant requirement.

Staff is recommending that these changes be incorporated into the procurement manual that will be distributed to all staff, as well as provision of any training required to ensure the changes are properly communicated and implemented.

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award bike-share services to Mobility Cloud, Inc. of New York, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 18, 2020

Board Action Date: March 25, 2020

Background:

CDTA operates the very successful CDPHP *Cycle!* bike-share program.

Purpose:

A new company, Mobility Cloud, Inc. has purchased all assets from Social Bicycles (JUMP Bikes) and a contract is required with the new company for continued service.

Summary of Proposal:

In 2016 through a competitive procurement CDTA contracted with Social Bicycles for operational assistance and the purchase of bicycles. Over the past four years ownership of Social Bicycles has changed and the assets of Social Bicycles has been sold to Mobility Cloud, Inc. In order for CDTA to have continued operational assistance and access to additional bicycles for the growing program a new contract is required.

Staff recommends a sole source contract for the bike-share program for a term of five years be awarded to Mobility Cloud, Inc of New York City for an amount not to exceed \$630,000 per year. Upon Board approval a contract will be executed immediately with the new agreement effective April 1, 2020.

Financial Summary and Source of Funds:

Not to exceed \$3,150,000 over the five-year term.

The first-year amount of \$630,000 will be funded in the FY2021 Operating Budget. The same amount will be funded in the subsequent budget years.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Marketing

Memorandum

March 18, 2020

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

From: Jonathan Scherzer, Director of Marketing

Subject: Transition of Bike Share Vendor

Background:

Our regional bike share program provides the people who live and work here with a wider menu of mobility options. The project was born out of our work with the Capital Region Bike Share Task Force, which led to the creation of CDPHP *Cycle!* in summer 2017. The program has been very successful with more than 12,000 members and 100,000 trips taken in the first three seasons. We are looking to transition to a new vendor as the entity we do business with is selling its bicycle-sharing assets.

Justification:

Social Bicycles of Brooklyn, New York was selected as the vendor to provide the equipment and support to manage our program in 2016. The bicycles are theft-resistant with proprietary construction and locking systems. In April 2018, Uber Technologies, Inc. purchased Social Bicycles, which operated as wholly-owned subsidiary under the name of JUMP for the past two years.

A new company, Mobility Cloud Inc., is purchasing Social Bicycles' assets. We want to enter into an agreement with Mobility Cloud to serve as our operational vendor for the program. We will formalize a termination agreement with JUMP/Social Bicycles as there is one year remaining on our original agreement. There are a variety of benefits to a relationship with Mobility Cloud. The new company is headed by a former Social Bicycles executive, who owns the proprietary specifications for bicycles, stations and infrastructure that match our current offerings. The new company will have the same operations team along with a reduced price per bike (lower our costs annually).

Costs and Revenue Expectations

Our current costs for the program are \$630,000 which are based on flat rate fees per bike over the course of the year. This includes all equipment, bicycles and system integration. It also includes program planning, site selection, ongoing operations and maintenance support. Our employees will not be involved in the operation or maintenance, but we will remain involved in product development, marketing, advertising and pricing.

Funding for this program comes from multiple sources, including membership and ridership revenues, corporate underwriting and Congestion Mitigation and Air Quality grant funding. We have also formed partnerships with the cities of Albany, Saratoga Springs, Schenectady and Troy, all of which agreed to continue supporting the program with annual stipends.

Recommendation:

We recommend award of a single source contract to Mobility Cloud, Inc. of New York City. Mobility Cloud will begin providing operational assistance on April 1, 2020. The agreement will cover annual operations along with the purchase of additional bicycles, infrastructure and maintenance as needed.

Copy: Chief Executive Officer
Mobility Manager

**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:

\$3,150,000 (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 # 1 or Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

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

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Mobility Cloud, Inc
New York, NY

8. SOURCE OF FUNDS: FY2021 Operating Budget

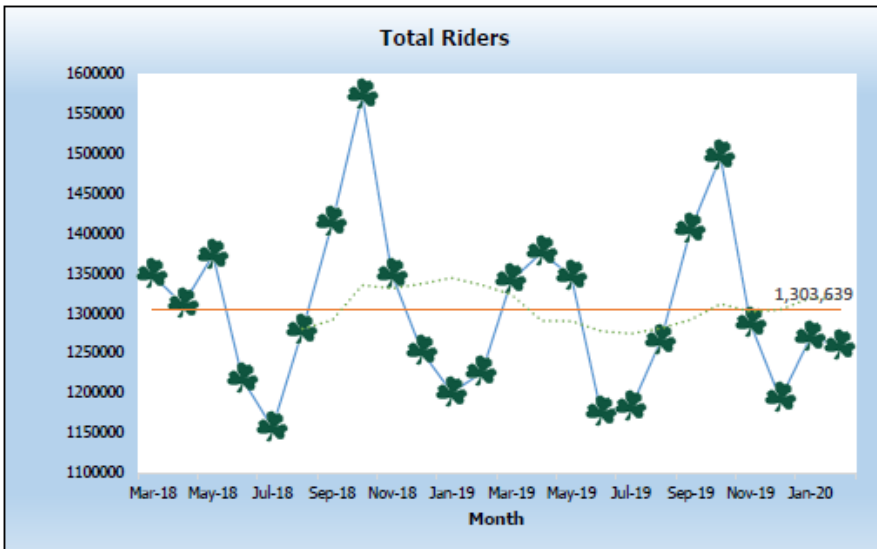
9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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:

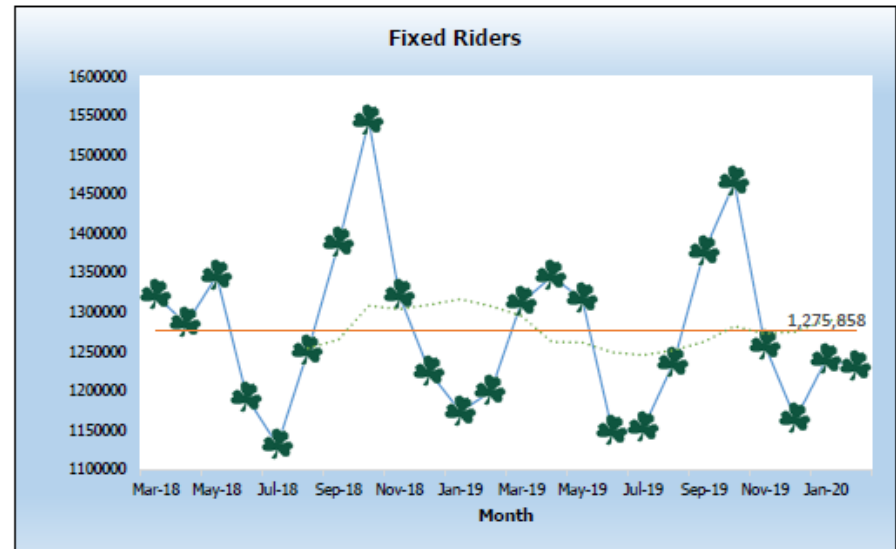
Stacy Sansky, Director of Procurement DATED: March 10, 2020

Patronage/Mobility



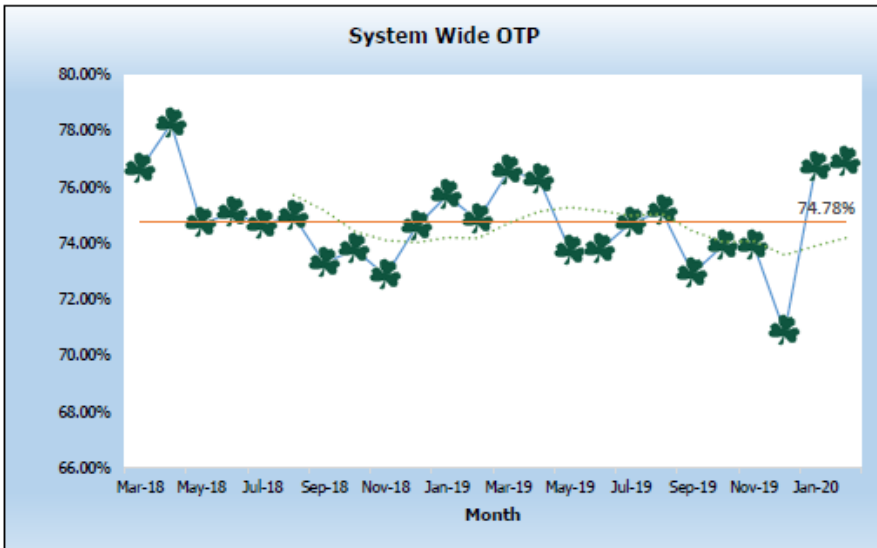
Previous: 1,225,338

Current: 1,259,359



Previous: 1,199,282

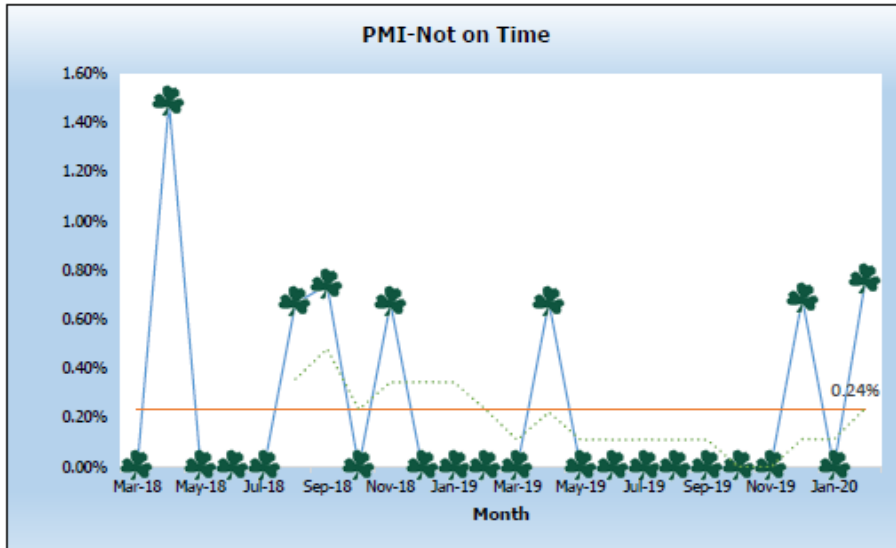
Current: 1,231,302



Previous: 74.81%

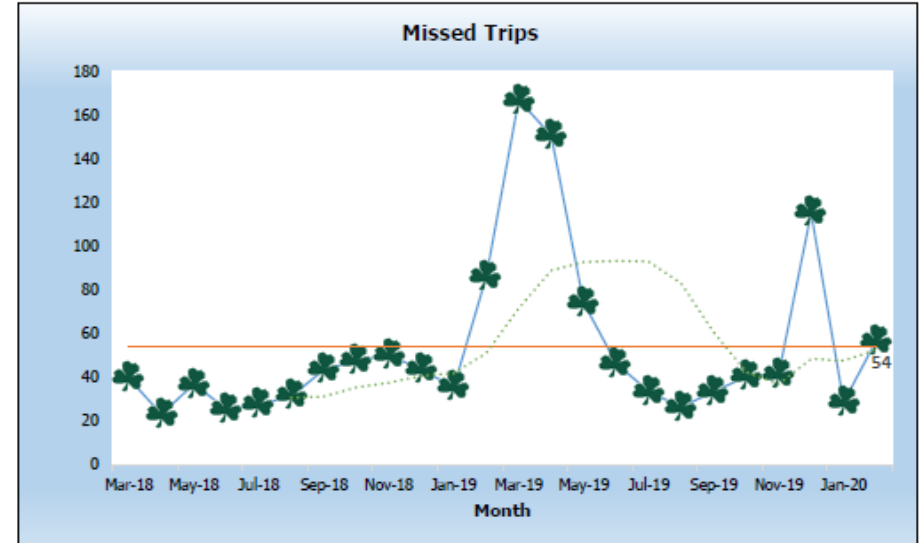
Current: 76.85%

Reliability



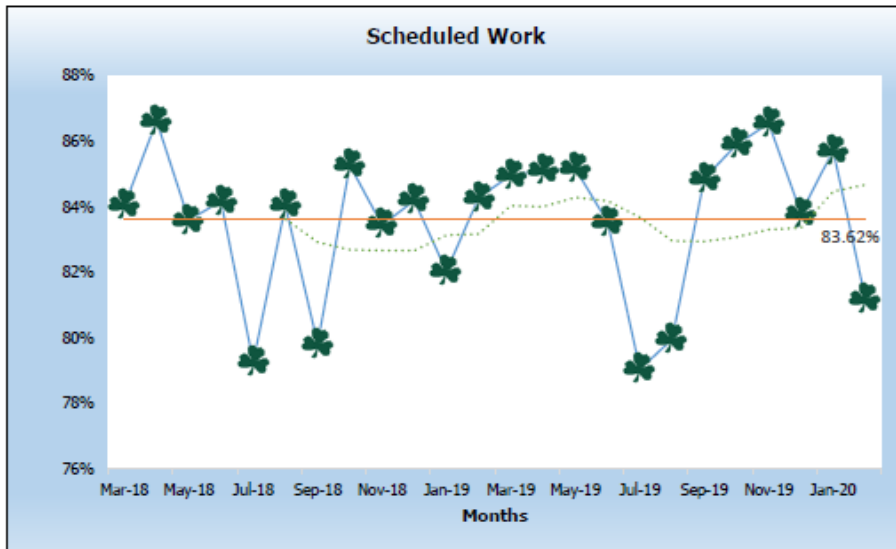
Previous: 0.00%

Current: 0.76%



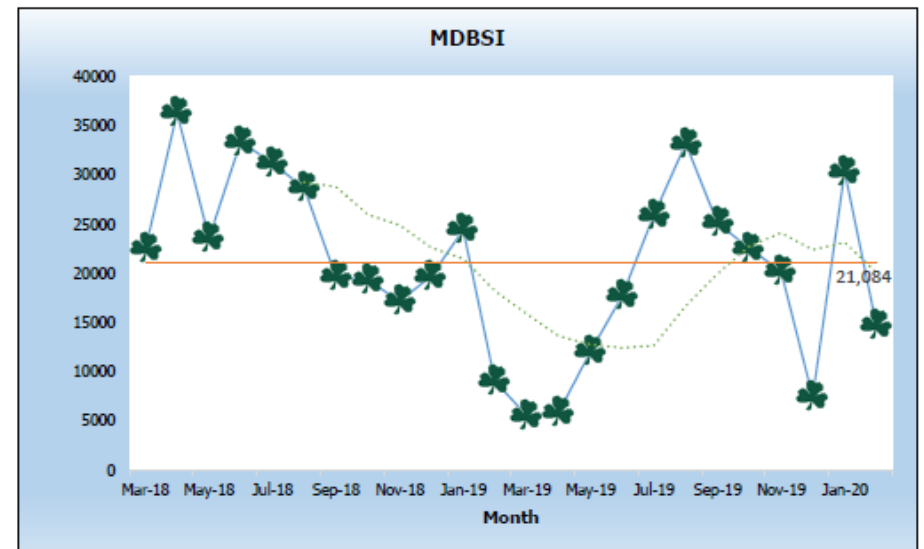
Previous: 86

Current: 57



Previous: 84.29%

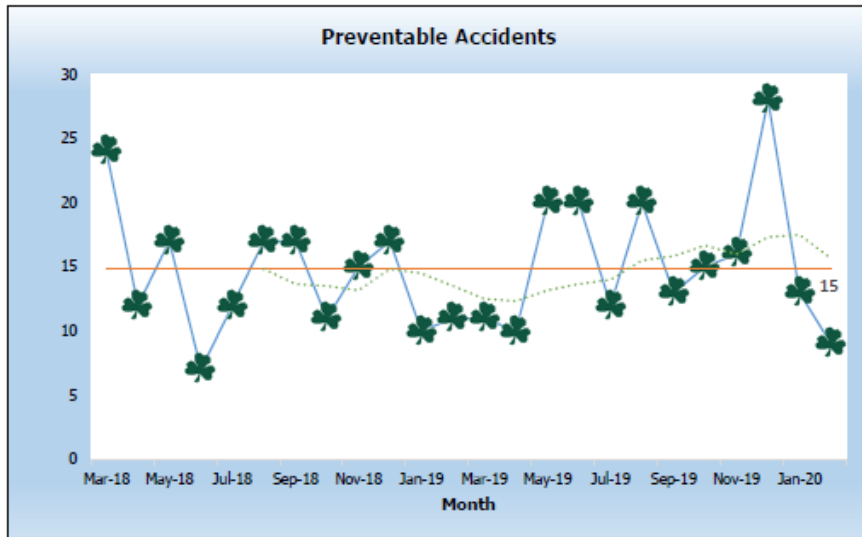
Current: 81.21%



Previous: 09,078

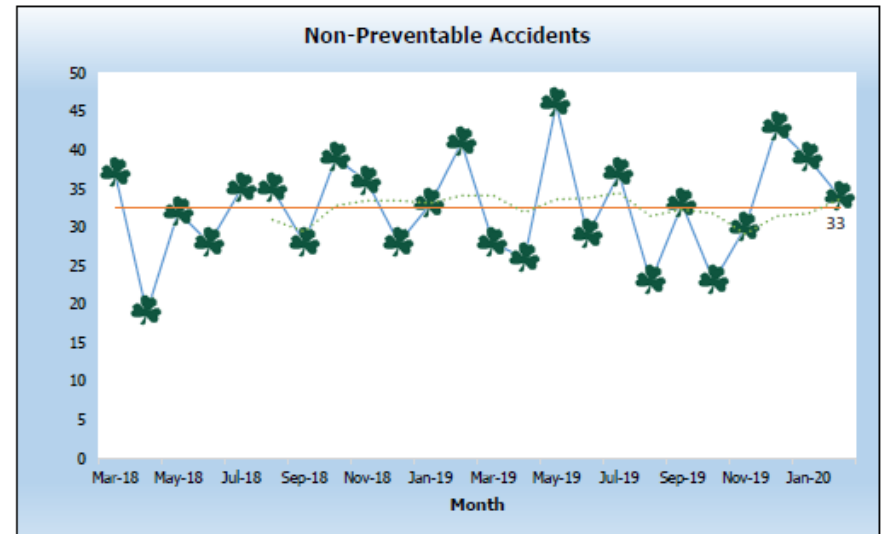
Current: 14,762

Safety



Previous: 11

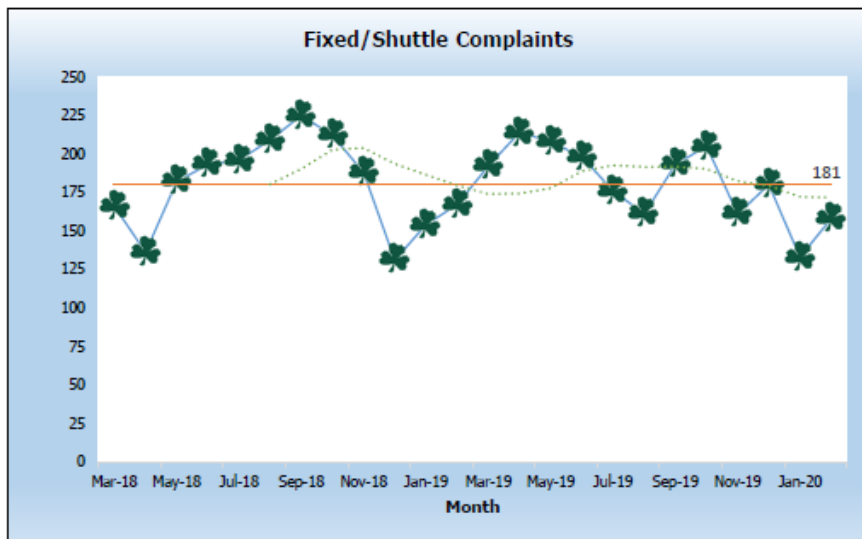
Current: 9



Previous: 41

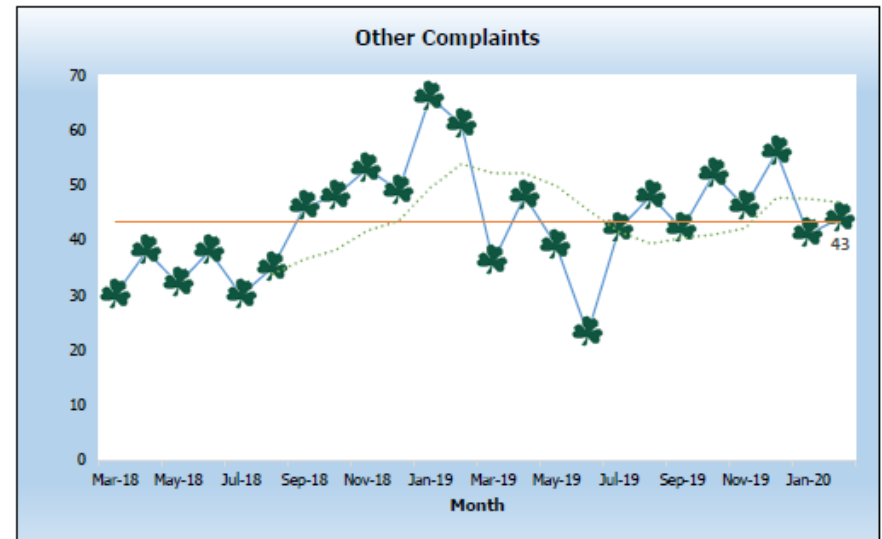
Current: 34

Customer Service



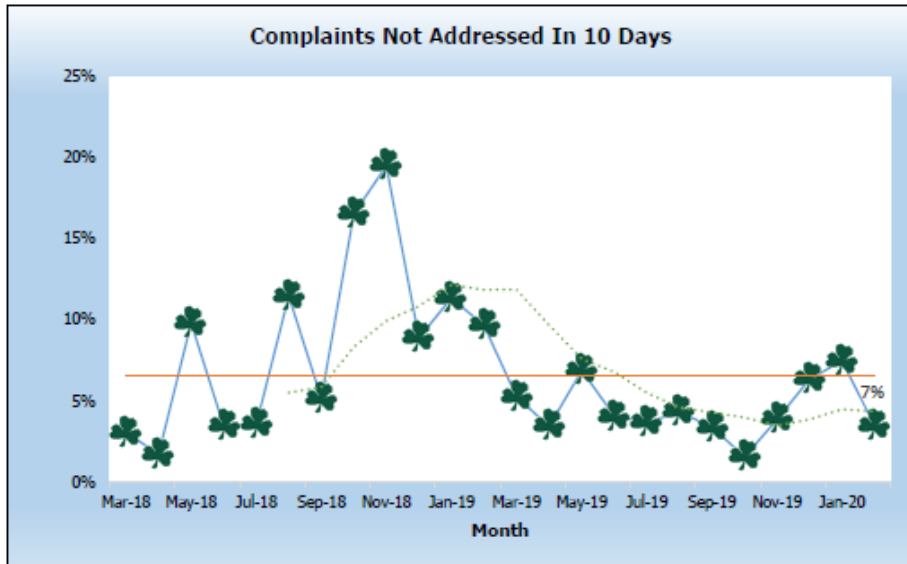
Previous: 167

Current: 158



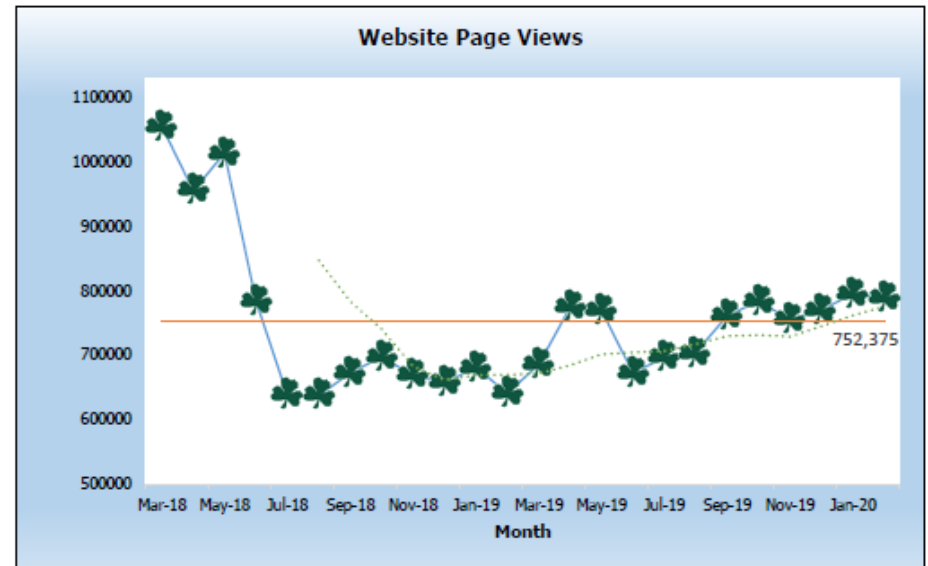
Previous: 61

Current: 44



Previous: 10%

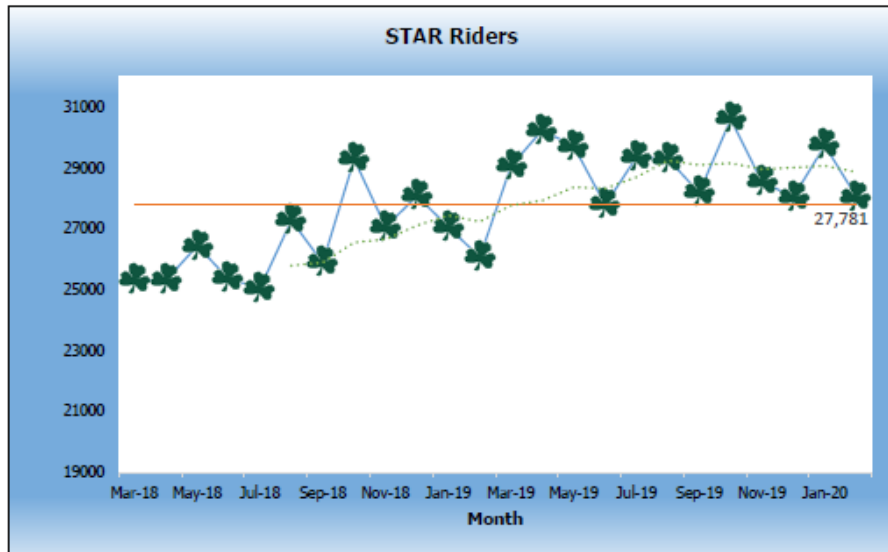
Current: 3%



Previous: 640,613

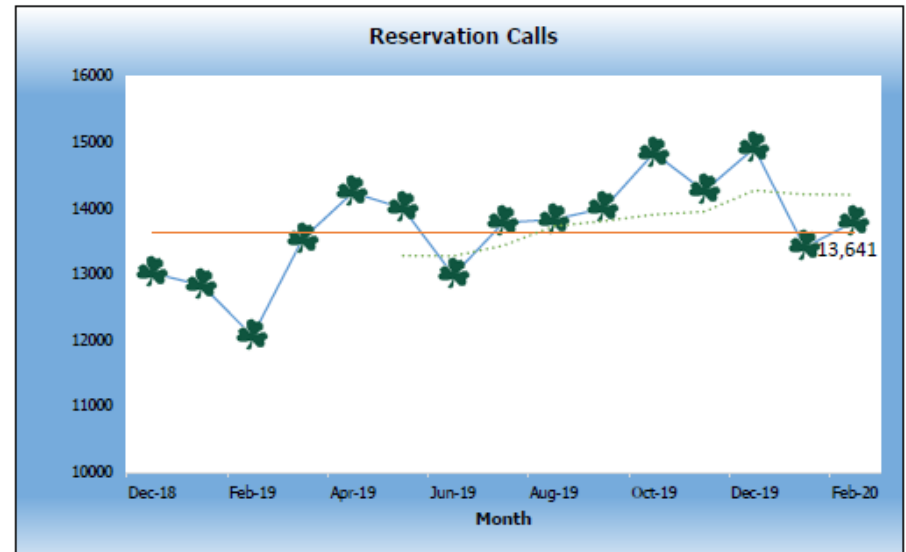
Current: 789,457

STAR Service



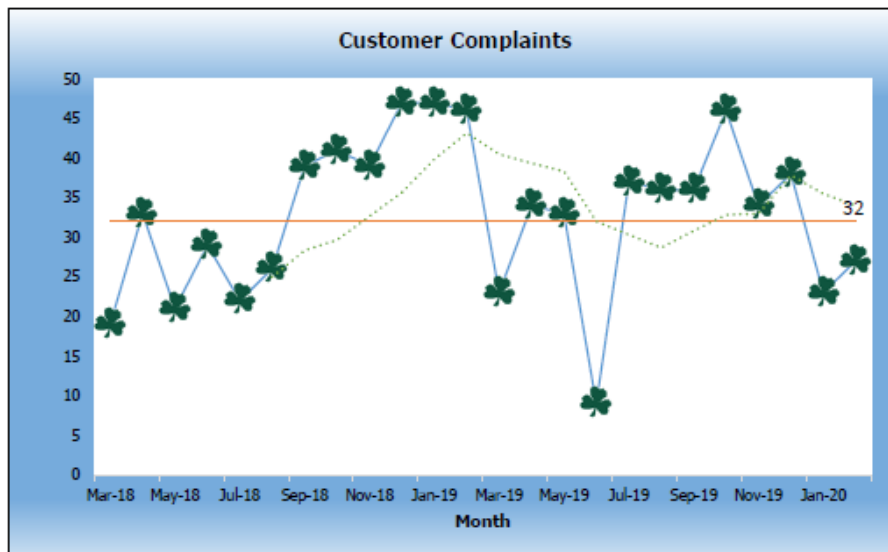
Previous: 26,056

Current: 28,057



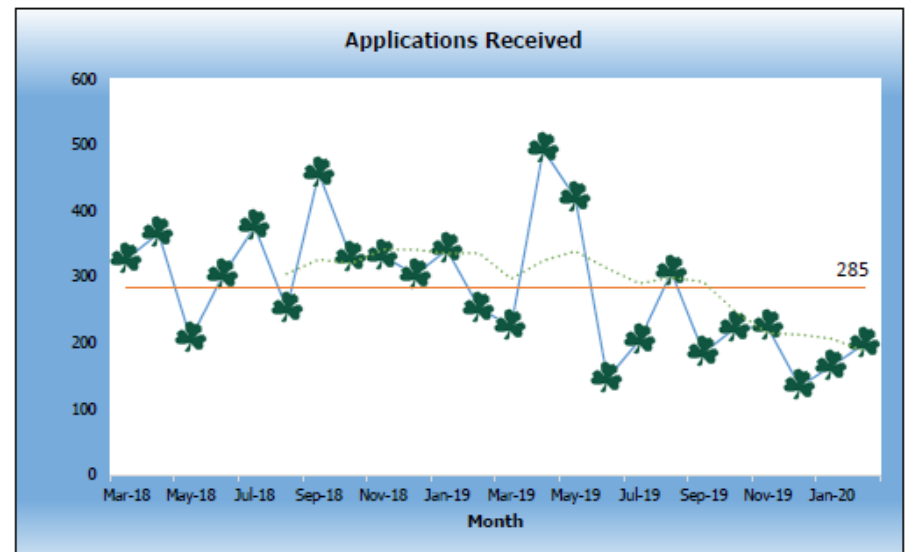
Previous: 12,063

Current: 13,804



Previous: 46

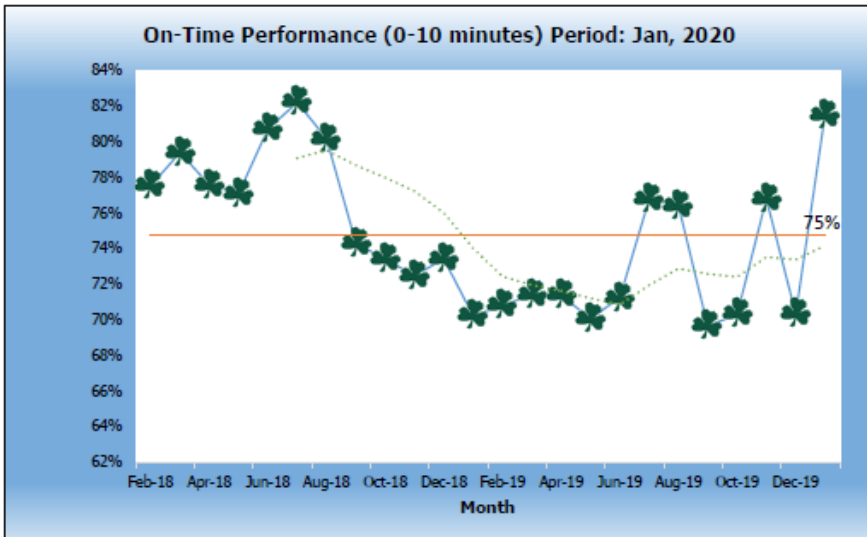
Current: 27



Previous: 253

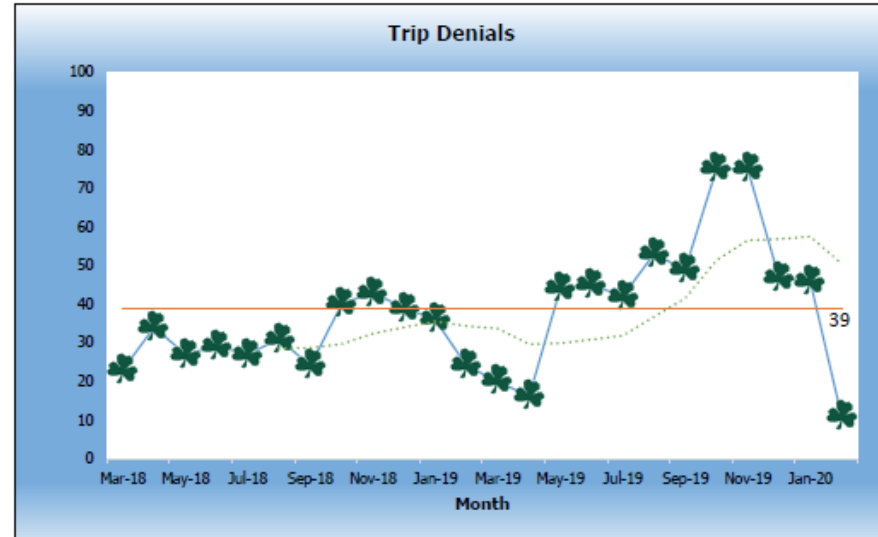
Current: 198

STAR Service Quality and ADA Compliance



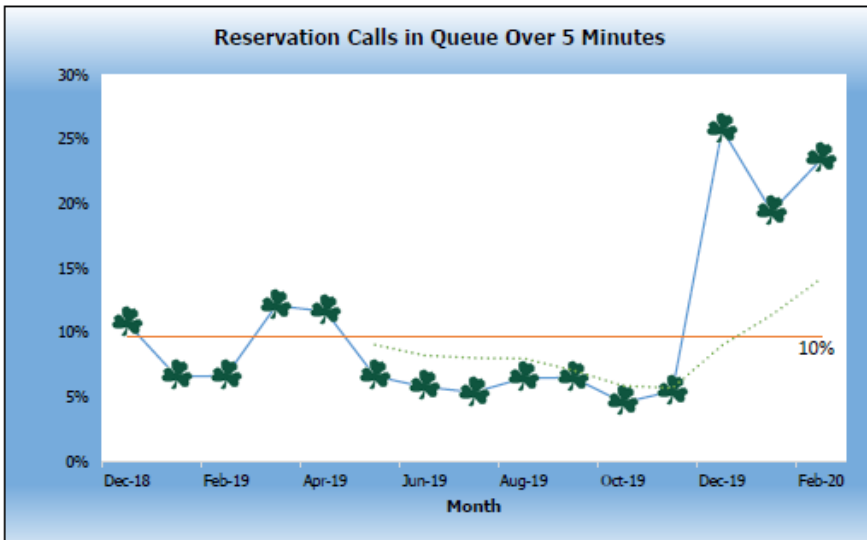
Previous: 70%

Current: 81%



Previous: 24

Current: 11



Previous: 7%

Current: 23%

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.