



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Thursday, August 25, 2022 | 11:30 am | 110 Watervliet Ave &**  
**Via Microsoft Teams**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, June 22, 2022	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve Financing for Buses	Mike Collins
• Approve Contract for Purchase of Batteries	Stacy Sansky
• Approve Contract for Traffic Signal Priority Equipment	Stacy Sansky
• Approve Contract for Traffic Management Services	Stacy Sansky
• Approve Contract for Gateway Mobility Hub	Stacy Sansky
<b>Administrative Discussion Items</b>	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, September 21, 2022 at TBD via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Denise Figueroa

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – June 22, 2022 at 12:00 pm; 85 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dave Stackrow, Joe Spairana, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Jaime Kazlo, Trish Cooper, Jon Scherzer, Stacy Sansky, David Williams, Jeremy Smith, Thomas Guggisberg

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the May 18, 2022 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Articulated Bus Purchase

- We need to order articulated buses for the Washington/Western BRT service. Staff recommends purchasing 17 sixty-foot buses to meet the service needs for our new line. The cost per bus is \$922,000, which includes delivery and extended warranties.
- Approving the purchase of 17 articulated buses from New Flyer of America for a total cost not to exceed \$15,675,496 will be recommended to the board for approval.

#### Approve Contract for BRT Shelters

- Our contract for the manufacture and installation of BRT shelters is expiring and a new contract is required. Staff recommends a sole source contract to our incumbent, Duo-Gard based on their ability to provide same style shelters used at other BRT locations. Staff determined that prices are fair and reasonable.
- A two-year contract with three one-year renewals to Duo-Gard of Canton, MI for an amount not to exceed \$2.7 million will be recommended to the board for approval.

#### Approve Contract for RRS Top Deck Maintenance

- The top deck of the RRS parking garage needs preventative maintenance and repairs due to normal wear and tear. We have had some issues with the membrane and the manufacturer recommends an experienced vendor for these repairs. Staff recommends PCC Contracting, which has extensive experience with parking structures.
- A one-year contract to PCC Contracting, Inc. of Schenectady, NY for an amount not to exceed \$106,428 will be recommended to the board for approval.

#### Approve Contract for Red Line BRT Improvements

- An RFP was issued to design customer improvements and safety enhancements to the BRT Red Line along Route 5 (our first BRT). Red Line started service eleven years ago and we are excited to “refresh” our highest ridership route with station enhancements, new sidewalks, and pedestrian crossings. Three firms submitted proposals and a team of CDTA, Metroplex and City of Schenectady staff evaluated them. They recommend Creighton Manning.
- A two-year contract with a one-year extension to Creighton Manning for an amount not to exceed \$642,257 will be recommended to the board for approval.

### Approve Drug & Alcohol Policy

- The annual review of the Drug & Alcohol Policy is required by federal regulations and CDTA requirements. There was only one procedural change made to the policy document. The revised policy is included in your packet.
- Approving the Drug & Alcohol Policy will be recommended to the board for approval.

### Investment Committee

- The Committee met on June 27, 2022 and a summary report has been distributed to the board members.

### **Administrative Discussion Items**

#### Annual Accident Review

- Rich Nasso gave the annual report on accidents. There were 438 accidents in FY2022, an increase of 27. Preventable accidents increased by 47. Most common preventable accidents (25% of them) occur on property. Initiatives for FY23 that will aim to reduce accidents include: Piloting a new crash avoidance system & piloting a new mirrorless bus. The report was in your packets.

#### Annual Workplace Safety Report

- Jack Grogan gave the Annual Workplace Safety report. Work injuries increased slightly this year, with back and knee injuries most common. The number of claims has been consistent over the past few years. Compensation paid to employees because of a workplace injury remains the most expensive cost; followed by Scheduled Loss of Use Awards. Workplace initiatives for FY23 include: Improve employee contacts after reported incidents and conduct quarterly facility assessments. The report was in your packets.

#### Monthly Management Report

- Mike Collins gave the Monthly Management Report. MRT was 43% over budget for the year; Customer fares are 12% over budget and RRS is 38% over budget. Wages are about even this month; Workers' Compensation is under budget due to claim recoveries. We are in a good financial position and will make a budget adjustment in the fall to adjust for changes in state operating assistance.

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

- Chris Desany provided the non-Financial Report. Fixed route ridership is up 25%; STAR ridership is up 22%. Fixed route on-time performance is 76% and STAR on-time performance is 77%. Missed trips are higher than normal due to manpower challenges and we expect this to continue for the next few months.

### **Next Meeting**

Thursday, August 25, 2022 at 11:30am via Microsoft Teams and at 110 Watervliet Ave.

## Memorandum

August 16, 2022

**To:** Chairperson, Performance Monitoring/Audit Committee  
Members, Performance Monitoring/Audit Committee

**From:** Mike Collins, VP of Finance & Administration

**Subject:** Bus Financing (Leasing) for Bus Purchases

### **Background**

We recently issued a Request for Proposals to finance (lease) 16 articulated buses. The buses have been ordered from New Flyer. They will be used for the Washington-Western BRT service, which is expected to start in late 2023.

The RFP was sent to three local banks that we do business with. The approximate lease value is \$13.5 million. Proposals were due on August 5, 2022 and we received four proposals (see list below). TD Bank provided the best proposal and we recommend entering into a lease agreement with TD Bank.

We received proposals from the following banks;

- J.P. Morgan Chase
- Bank of America
- Key Bank
- TD Bank

TD Bank proposed a fixed interest rate of 2.68%. Under the terms of the agreement, we will make payments of \$775,457 twice a year for 10 years starting in March of 2023. We will use federal funds (5307) to make these payments; we have done this in the past and it is an accepted practice.

The bank closing for this transaction will take place in August and Amanda Avery is working with one of our term attorneys to complete this action.

### **Recommendation**

We require authorization from the Board to enter into a Municipal Lease Agreement with TD Bank to lease 16 Articulated Buses for \$13.5 million at a fixed interest rate of 2.68% for 10 years. There will be an annual appropriation of these lease payments in our Capital Plan. We recommend this action.

Copy: Chief Executive Officer

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

**Subject:** Contract award for purchase of bus batteries to Napa Auto Parts of Latham, New York.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** August 25, 2022

**Board Action Date:** August 31, 2022

**Background:**

The current contract for the purchase of bus batteries is set to expire and a new one is required.

**Purpose:**

Bus batteries are utilized as part of regular vehicle maintenance. Staff utilizes the Invitation for Bids (IFB) process to purchase high use bus parts and components to ensure availability at a reasonable cost.

**Summary of Proposal:**

An IFB was issued for the purchase of bus batteries for a two-year term. The scope of work outlined the estimated quantity and type of batteries required. Nineteen vendors downloaded the IFB and four bids were received.

The lowest responsible bid was received from Napa Auto Parts for the purchase of two types of batteries. Napa is the incumbent provider and is a long-standing partner of CDTA.

Staff recommends that a two-year contract for the purchase of bus batteries be awarded to Napa Auto Parts of Latham, New York for a two-year cost of \$229,900. Upon Board approval the contract will be executed immediately.

**Financial Summary and Source of Funds:**

The total cost for this two-year contract is \$229,900 and is funded in the FY2023 and FY2024 operating budgets.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## **Memorandum**

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Approval of Bus Battery Contract

### **Background**

Bus batteries are a high-volume part that are required to keep buses running. CDTA regularly procures parts, including bus batteries through an Invitation for Bid process to ensure consistent availability and volume pricing.

### **Justification**

Four bids were received, and the low bidder is Napa Auto Parts who has performed very well for us on several contracts over the years.

### **Recommendation**

I recommend awarding a two-year contract to Napa Auto Parts of Latham, New York for an amount not to exceed \$229,900.

Copy: Chief Executive Officer  
Director of Procurement



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

**Subject:** Contract award to purchase traffic signal priority (TSP) hardware and software from Global Traffic Technologies Inc. of St. Paul, Minnesota.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** August 25, 2022  
**Board Action Date:** August 31, 2022

### **Background:**

CDTA has successfully implemented TSP throughout our BRT lines. We introduced TSP in 2011 and have installed this system at dozens of intersections. A third generation TSP system is now available to provide a new cloud-based platform with advanced reporting capabilities. We recently completed a successful pilot to demonstrate this advanced system, and we are now ready to upgrade the technology at all our intersections.

### **Purpose:**

TSP improves traffic flow and real time performance monitoring at intersections.

### **Summary of Proposal:**

The equipment must be compatible with the system purchased for other CDTA BRT lines, which is exclusively supported by Global Traffic Technologies. In addition, this system is fully compatible with the City of Albany's traffic controllers along all three BRT routes.

To ensure cost effectiveness, continuity of operations, a sole source contract is recommended to Global Traffic Technologies. Staff reviewed their pricing and found it to be fair and reasonable based on past CDTA projects.

Staff recommends a contract for the third-generation traffic signal priority hardware and software Global Traffic Technologies Inc. of St. Paul, Minnesota for an amount not to exceed \$733,297. Upon Board approval, a contract will be immediately executed.

### **Financial Summary and Source of Funds:**

The project cost is \$733,297 and will be funded by the River BRT and Washington/Western BRT Grants.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Thomas Guggisberg, Director of Information Technology



## Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Traffic Signal Priority Equipment and Services

### Overview

Traffic Signal Priority (TSP) offers special treatment to transit vehicles at signalized intersections. Since transit vehicles can hold many customers, giving priority to transit can potentially increase the rate at which people can travel through an intersection. Using our Intelligent Transportation Management System (ITMS) as a trigger, buses communicate with traffic signals to adjust the timing of traffic lights in real-time.

In 2011, our first TSP system was installed at 50 intersections along the route 905 Bus Rapid Transit (BRT) red line. In 2019, a new second generation TSP system provided by Global Traffic Technologies (GTT) was installed as part of the new ITMS project. This new system was retrofitted on the red line and later installed on the blue line in 2020. In 2021, the Board authorized the purchase of equipment and services to further expand TSP on the purple line. With the advent of the latest technologies, a third generation TSP system is now available to provide a new cloud-based platform with much more advanced reporting capabilities. This new system is fully compatible with CDTA's existing platform, and the City of Albany's traffic controllers along all three Bus Rapid Transit lines.

In early 2022, a pilot project was successfully completed to demonstrate this advanced system in the City of Albany. The project produced accurate and reliable data, available in real time through a cloud-based management platform for CDTA *and* the City. The pilot demonstrated advanced monitoring, reporting and analytics that optimize the impact of CDTA's TSP requests, the results of which have been presented at several industry conferences.

CDTA has been very satisfied with Global Traffic Technologies' performance. A scope of work (spanning 75 intersections) and pricing structure was provided to supplement our existing TSP program on the purple line, a summary of which is as follows:

Opticom Signal Core Devices (hardware)	\$228,000
Opticom Signal Core Cloud Services (hosting)	\$364,800
Extended Cloud Services	\$37,450
Opticom Cloud Vehicle Setup	\$12,040
Kits, Testing, Project Management	\$38,357
Intersection Installation Services	<u>\$52,650</u>
<b>Total:</b>	<b>\$733,297</b>

## Justification

This recommendation for a sole source purchase of traffic signal priority infrastructure and services is based on several important considerations. Most importantly, the Global Traffic Technologies system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor while also maintaining a regional, coordinated traffic signal priority system. Services include software updates, configuration, and issue resolution that can only be performed by Global Traffic Technologies. Additional reasons to support this sole source recommendation include:

- GTT has 56 years of experience, with over 5,000 customers and 185,000 connected vehicles and intersections.
- Global Traffic Technologies is familiar with the many nuances of their system and its relationship to our requirements *and* each of the regional stakeholder's equipment.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- The software licensing, hardware, and services provided uses the same historical pricing provided under the existing ITMS and River BRT project contracts. Therefore, pricing is deemed to be fair and reasonable.

## Recommendation

I recommend a three-year sole source contract with two, one-year extensions be awarded to Global Traffic Technologies Inc. of St. Paul, MN for software licensing, hardware, and services for an amount not to exceed \$733,297.

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

\$733,297          **fixed**          estimated          (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Global Traffic Technologies, Inc.  
7800 Third Street N, Suite 100  
St. Paul, Minnesota 55128

8. **SOURCE OF FUNDS:** River BRT & Washington/Western BRT Grants

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: August 9, 2022

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

**Subject:** Contract award to purchase traffic management hardware and software to Miovision Technologies of Kitchener, Ontario.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** August 25, 2022  
**Board Action Date:** August 31, 2022

### **Background:**

We have an opportunity to upgrade and enhance the efficiency of our traffic management system within the City of Albany. In particular, this will have a considerable impact on the upcoming BRT Purple Line. The enhanced technologies include real time communications, vehicle detection for vehicle and passenger counts, and cloud-based data analytics that integrate with Albany's existing traffic signal systems.

### **Purpose:**

This traffic management system upgrade will enhance the efficiency of traffic movement and transit performance within the City of Albany.

### **Summary of Proposal:**

Miovision is fully integrated with CDTA's existing traffic signal priority systems, which excludes pursuit of other vendors. There has been a successful pilot program on the BRT Blue Line using Miovision. Additionally, NYSDOT is pursuing the same platform to allow these systems to align. The FTA has already approved this initiative as part of our BRT projects.

Staff reviewed their pricing and found it to be fair and reasonable based on past CDTA projects.

Staff recommends a contract for traffic management hardware, software and software licensing to Miovision Technologies of Kitchener, Ontario for an amount not to exceed \$1,151,664. Upon Board approval, a contract will be immediately executed.

### **Financial Summary and Source of Funds:**

The project cost is \$1,151,664 and will be funded by our River BRT and Washington/Western BRT Grants.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Thomas Guggisberg, Director of Information Technology

## Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Traffic Management Technology and Services

### Overview

The deployment of coordinated traffic management projects has been one of the leading ways CDTA demonstrates its commitment to innovative, regional technology initiatives and community minded solutions. For more than a decade, CDTA has partnered with several stakeholders to upgrade and optimize these systems. This has been particularly impactful along our Bus Rapid Transit (BRT) corridors. Such projects have included providing new traffic signals, queue jumpers, CCTV cameras, wireless communications, traffic signal priority, and traffic signal timing.

One of our larger partners is the City of Albany, where CDTA has deployed several projects. As we move closer to completing the BRT purple line, there is an opportunity to install the next generation of technologies which will enhance the efficiency of traffic movement *and* transit performance within the City. These technologies include real time communications, video detection for vehicle and passenger counts, and cloud-based data analytics that integrate with existing traffic signal systems. This would build upon the existing investments made by us and the City.

This solution is provided by Miovision Technologies and includes hardware, software, and services to integrate the City of Albany's traffic management platforms with CDTA's traffic signal priority systems. A scope of work (spanning 75 intersections) and pricing structure was provided by Miovision Technologies, a summary of which is as follows:

Traffic Signal Hardware	\$544,950
Video Detection Camera Hardware	\$114,240
Video Detection Software	\$321,750
Communications Infrastructure	\$61,962
Mounting Equipment and Cabling	\$19,312
Installation Services	<u>\$89,450</u>
<b>Total</b>	<b>\$1,151,664</b>

## Justification

This recommendation for a sole source purchase of an upgraded traffic management system is based on several important considerations. Most importantly, Miovision is fully integrated with CDTA's existing traffic signal priority systems, which prevents us from pursuing an independent means to cost effectively support the current environment through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by Miovision Technologies. Additional reasons to support this sole source recommendation include:

- A pilot project has successfully been completed along the blue line at 11 intersections within the City of Albany demonstrating the features, functions, reliability, and advanced performance reporting capabilities required by CDTA and the City of Albany.
- Miovision has over 1500 customers in 63 countries. Our TSP provider (GTT) has entered into an exclusive strategic partnership with Miovision to provide this next generation technology.
- This is the first and only solution available on the market to support TSP, video detection and streaming, communications, alerting for traffic operations and maintenance, performance measures for traffic engineering, and continuous multi-modal counts.
- Miovision Technologies is familiar with the many nuances of their system and its relationship to our requirements *and* the City of Albany's equipment, and therefore has full knowledge of our needs.
- NYSDOT is pursuing this same platform, and therefore our setup will align with their systems.
- This initiative has been approved by FTA administration as part of our BRT projects.

## Recommendation

I recommend a three-year sole source contract with two, one-year extensions be awarded to Miovision Technologies Inc of Kitchener, Ontario for software licensing, hardware, and services for an amount not to exceed \$1,151,664.

Copy: Chief Executive Officer  
Director of Information Technology  
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:**  
**\$1,151,664** **fixed** estimated (circle one)

4. **PROCUREMENT METHOD (check one):**  
 Request for Proposals (RFP)       Invitation for Bids (IFB)       Other-

5. **TYPE OF PROCEDURE USED (check one):**  
 Micro Purchases (Purchases up to \$2,499.00)       Small Purchases (\$25,000 up to \$100,000)  
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000)       Request for Proposals (RFP)  
 Professional Services (Over \$25,000)       Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**  
 Number of Proposals/Bids Solicited # 1 or Advertised  
 Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) involvement**  
 Are there known D/MWBEs that provide this good or service? Yes **No**  
 Number of D/MWBEs bidding/proposing 0  
 D/MWBE Certification on file? Yes No **Not Applicable**  
 Was contract awarded to a D/MWBE? Yes **No**  
 Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Miovision Technologies, Inc.  
137 Glasgow Street Suite 110  
Kitchener, Ontario N2G 4X8

8. **SOURCE OF FUNDS:** River BRT and Washington/Western BRT Grants

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: August 25, 2022

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

**Subject:** Contract award for construction of the Gateway Mobility Hub to Carver Construction, Inc of Coeymans, New York.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** August 25, 2022  
**Board Action Date:** August 31, 2022

### **Background:**

The former Trailways location in Schenectady has previously been discussed as an excellent location for a mobility hub. A mobility hub is a smaller transit facility that provides a single location for multiple mobility options with improved transfers between several high-volume bus routes.

### **Purpose:**

To enhance mobility options for customers; improve pedestrian crossings and amenities; and provide electric car charging stations.

### **Summary of Proposal:**

An Invitation for Bid (IFB) was issued, and four bids were received. The scope of work contained all components of the mobility hub; including operator restrooms, a queue jumper, traffic signal upgrades and other improvements.

The lowest responsible bid was from Carver Construction, Inc. CDTA's engineer reviewed the bid and references were checked. Carver has a strong history of similar work in the Capital Region, specifically in Schenectady.

Staff recommends awarding a contract for the Gateway Mobility Hub construction to Carver Construction, Inc. of Coeymans, New York for an amount not to exceed \$4,011,330. Due to material availability the project will begin in March of 2023 with substantial completion by September of 2023.

### **Financial Summary and Source of Funds:**

Base Bid Plus Alternates: \$3,372,145  
20% Contingency: \$639,185  
Total Not To Exceed: \$4,011,330

This project will be supported by BRT Set-aside Funds and our FY2023 Capital Plan.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Jeremy Smith, Director of Facilities



## Memorandum

August 25, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Gateway Mobility Hub Construction

### Background

A mobility hub is a transit facility that provides for a single location with multiple mobility options, improved transfers between multiple bus routes at high ridership stops, integration of bus service with new mobility programs and safe pedestrian access to all services, all a lower cost and requiring less land than a traditional large transit center.

In May of this year, we discussed the concept for one such hub located at the former Trailways station in Schenectady, known as the Gateway Mobility Hub. This site meets all the major requirements needed for a successful implementation.

To complete this project, CDTA is partnering with Schenectady Metroplex and the City of Schenectady. We released an invitation for bids, the scope of which included:

- Replacement of existing concrete busways
- Three additional bus bays
- New queue jumper
- Repaving and restriping of surrounding area
- Traffic-calming treatments and improved pedestrian crossings
- Traffic signal improvements
- Heated sidewalks and shelters
- Electric vehicle charging stations
- Bike share, car share, and scooter stations
- Operator restroom
- Wayfinding signage

Over 20 contractors downloaded the specification, and four responses were received. All bids were reviewed by the Facilities Department and our engineers. The low bid came from Carver Construction Inc. and was below the engineer's estimate. Itemized elements included mobilization, site/concrete/paving work, traffic control, electrical, drainage, and landscaping. Carver's references were checked, and positive feedback was received.

### Justification

Carver Construction Inc. is a well-known, local firm. Carver has a history of similar work in the area and specifically in Schenectady. References were checked and found to be satisfactory.

### Recommendation

I am recommending awarding a contract for the Gateway Mobility Hub construction to Carver Construction Inc. of Coeymans, NY for an amount of \$3,372,145 plus 20% contingency, for a total value of \$4,011,330. Due to constraints with the availability of materials, we expect to begin this project in March of 2023 and complete by September of 2023.

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:**

\$4,011,330 (Not to Exceed)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 20      or      Advertised  
Number of Proposals/Bids Received # 4

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	<u>No</u>
Number of D/MWBEs bidding/proposing		<u>0</u>
D/MWBE Certification on file?	Yes	No <u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>No</u>
Number of D/MWBE Subcontractors		<u>2 MWBE</u>

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Carver Construction, Inc.  
2170 River Road  
Coeymans, NY 12045

8. **SOURCE OF FUNDS:** \_\_\_ BRT Set-aside funds and FY2023 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, <u>N/A</u> )

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

Stacy Sansky, Director of Procurement      DATED: August 25, 2022

# Monthly Management Report

July 2022

The logo for CDTA (Central District Transportation Authority) is located in the bottom right corner. It features the letters 'CDTA' in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a dynamic, motion-oriented appearance. The background of the slide is a dark blue gradient with a faint, aerial view of a highway interchange.

## Monthly Management Report - July 2022

### Executive Summary

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
1 Mortgage Tax	\$ 1,187,703	\$ 1,045,833	\$ 141,870	13.57%	\$ 1,536,165	36.72%
2 Customer Fares	\$ 1,450,969	\$ 1,214,083	\$ 236,886	19.51%	\$ 707,344	14.57%
3 RRS & Facilities	\$ 209,312	\$ 159,409	\$ 49,903	31.31%	\$ 225,924	35.43%
<b>EXPENSES</b>						
EXPENSES	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
4 Wages	\$ 4,398,151	\$ 4,670,521	\$ (272,370)	-5.83%	\$ (856,367)	-4.58%
5 Health Benefits	\$ 882,333	\$ 1,004,239	\$ (121,906)	-12.14%	\$ (545,282)	-13.57%
6 Workers' Compensation	\$ 164,767	\$ 248,893	\$ (84,126)	-33.80%	\$ (532,815)	-53.52%
7 Maintenance Services	\$ 326,986	\$ 280,438	\$ 46,548	16.60%	\$ 101,360	9.04%
<b>YTD Revenue</b>						6.75%
<b>YTD Expenses</b>						-7.13%

#### *Revenue Summary*

- 1 MRT continues to be strong and we are over budget 37% for the year.
- 2 Customer Fares continue to rebound and we are up 20% this month and 14.5% for the year.
- 3 RRS continues its upward trend and is exceeding projections by 35.5% for the year.

#### *Expense Summary*

- 4 Wages are 4.5% under budget for the year due to staffing challenges, and Montgomery County service not starting until late summer.
- 5 Health Benefits are under budget by 13.5% for the year due to less headcounts.
- 6 Workers' Compensation continues to perform well due to insurance recoveries and fewer scheduled loss of use awards. We are currently under budget by 54% for the year.
- 7 Maintenance Services are over budget due to invoice timing.

**Note** We are in a satisfactory budget position.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
CONSOLIDATED BALANCE SHEET**

	Jul-22	Jul-21
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$27,487,503	\$16,913,253
Investments	\$23,949,788	\$28,141,882
Receivables:		
Mortgage Tax	\$1,187,701	\$1,377,658
Federal Grants	\$0	\$0
New York State Operating Assistance	\$4,056,431	\$4,082,624
Trade and Other	\$5,635,486	\$9,197,718
Advances to Capital District Transportation Committee	\$1,444,650	\$1,013,225
Materials, Parts and Supplies	\$5,320,783	\$4,529,429
Prepaid Expenses	\$946,022	\$925,086
<b>Sub-Total Current Assets</b>	<b>\$70,028,365</b>	<b>\$66,180,876</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$128,915,341	\$123,100,939
<b>Deferred outflows of resources:</b>		
Deferred outflows of resources related to OPEB	\$14,832,009	\$17,641,144
Deferred outflows of resources from pension	\$5,680,235	\$4,350,993
<b>Sub-Total Deferred outflows of resources:</b>	<b>\$20,512,244</b>	<b>\$21,992,137</b>
<b>Total for Assets</b>	<b>\$219,455,950</b>	<b>\$211,273,953</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$5,199,330	\$5,126,515
Accrued Expenses	\$5,687,732	\$5,564,158
Unearned Revenue	\$15,399,467	\$13,730,967
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$26,286,529</b>	<b>\$24,421,639</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$1,137,185	\$2,321,655
Estimated Provision for Existing Claims and Settlements	\$10,162,896	\$9,729,809
Other postemployment benefits	\$83,355,200	\$85,491,074
Net Pension Liability	\$23,845	\$5,982,206
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$94,679,126</b>	<b>\$103,524,744</b>
<b>Deferred inflows of resources:</b>		
Deferred inflows of resources from pension	\$7,188,915	\$326,095
Deferred inflows of resources from OBEP	\$33,307,240	\$32,213,820
<b>Sub-Total Deferred inflows of resources</b>	<b>\$40,496,155</b>	<b>\$32,539,915</b>
<b>Total for Liabilities</b>	<b>\$161,461,810</b>	<b>\$160,486,298</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$50,247,089)	(\$57,453,574)
<b>Total for Net Position</b>	<b>\$57,994,139</b>	<b>\$50,787,654</b>
<b>Total Liabilities and Net Position</b>	<b>\$219,455,950</b>	<b>\$211,273,953</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS  
July-22**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>33%</b>
<b>REVENUE:</b>			
AUTHORITY	\$5,770,429	\$12,660,000	46%
TRANSIT	\$33,854,693	\$99,233,918	34%
ACCESS	\$170,293	\$425,000	40%
CDTA FACILITIES	\$913,560	\$2,030,299	45%
<b>TOTAL REVENUE</b>	<b>\$40,708,976</b>	<b>\$114,349,217</b>	<b>36%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$6,189,577	\$17,814,081	35%
TRANSIT	\$28,747,452	\$92,956,204	31%
ACCESS	\$419,190	\$1,270,072	33%
CDTA FACILITIES	\$630,612	\$2,308,860	27%
<b>TOTAL EXPENSE</b>	<b>\$35,986,831</b>	<b>\$114,349,219</b>	<b>31%</b>
Revenue over (under) Expenses	\$4,722,144		
Depreciation	<b>\$4,600,000</b>		
Excess of Revenue over (under) Expenses	\$122,144		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$250,015		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$0		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<b>(\$1,081,148)</b>		
*Net Excess of Revenue over (under) Expenses	(\$708,989)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

July-22

**BUDGET VARIANCE REPORT**

	<b>CONSOLIDATED</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Mortgage Tax	\$1,187,703	\$1,045,833	\$141,870	13.57%	\$5,719,499	\$4,183,333	\$1,536,165	36.72%	\$12,550,000
Customer Fares	\$1,450,969	\$1,214,083	\$236,886	19.51%	\$5,563,677	\$4,856,333	\$707,344	14.57%	\$14,568,999
Advertising Revenue	\$135,417	\$116,042	\$19,375	16.70%	\$541,667	\$464,167	\$77,500	16.70%	\$1,392,500
RRS & Facilities	\$209,312	\$159,409	\$49,903	31.31%	\$863,560	\$637,636	\$225,924	35.43%	\$1,912,908
Interest Income	\$2,841	\$1,667	\$1,174	70.46%	\$3,456	\$6,667	(\$3,211)	-48.16%	\$20,000
Misc. Income	\$22,728	\$11,542	\$11,186	96.92%	\$75,869	\$46,167	\$29,702	64.34%	\$138,500
<b>Total Operating Revenue</b>	<b>\$3,008,970</b>	<b>\$2,548,576</b>	<b>\$460,394</b>	<b>18.06%</b>	<b>\$12,767,728</b>	<b>\$10,194,302</b>	<b>\$2,573,425</b>	<b>25.24%</b>	<b>\$30,582,907</b>
Operating Assistance									
New York State Aid	\$4,094,800	\$4,094,800	\$0	0.00%	\$16,379,200	\$16,379,200	\$0	0.00%	\$49,137,600
County Aid	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,001
Federal Aid	\$2,575,494	\$2,575,494	\$0	0.00%	\$10,301,974	\$10,301,974	\$0	0.00%	\$30,905,923
Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$601,929	\$601,929	\$0	0.00%	\$1,805,786
<b>Total Operating Assistance</b>	<b>\$6,980,526</b>	<b>\$6,980,526</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$27,922,103</b>	<b>\$27,922,103</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$83,766,310</b>
<b>Total Revenue and Assistance</b>	<b>\$9,989,496</b>	<b>\$9,529,101</b>	<b>\$460,394</b>	<b>4.83%</b>	<b>\$40,689,831</b>	<b>\$38,116,405</b>	<b>\$2,573,425</b>	<b>6.75%</b>	<b>\$114,349,217</b>
Expenses									
Salaries and Wages	\$4,398,151	\$4,670,521	(\$272,370)	-5.83%	\$17,825,718	\$18,682,085	(\$856,367)	-4.58%	\$56,046,254
FICA	\$316,748	\$330,229	(\$13,481)	-4.08%	\$1,291,323	\$1,320,917	(\$29,594)	-2.24%	\$3,962,750
Health Benefits	\$882,333	\$1,004,239	(\$121,906)	-12.14%	\$3,471,675	\$4,016,957	(\$545,282)	-13.57%	\$12,050,871
Workers Compensation	\$164,767	\$248,893	(\$84,126)	-33.80%	\$462,757	\$995,573	(\$532,815)	-53.52%	\$2,986,718
Other Benefits	\$417,460	\$405,457	\$12,003	2.96%	\$1,471,537	\$1,621,829	(\$150,292)	-9.27%	\$4,865,487
Professional Services	\$339,751	\$392,479	(\$52,727)	-13.43%	\$1,218,236	\$1,569,915	(\$351,679)	-22.40%	\$4,709,745
Materials & Supplies	\$163,135	\$166,169	(\$3,034)	-1.83%	\$710,609	\$664,674	\$45,935	6.91%	\$1,994,023
Miscellaneous	\$60,451	\$65,571	(\$5,120)	-7.81%	\$274,513	\$262,284	\$12,229	4.66%	\$786,853
Purchased Transportation	\$790,497	\$778,591	\$11,905	1.53%	\$3,029,669	\$3,114,365	(\$84,695)	-2.72%	\$9,343,094
Maintenance Services	\$326,986	\$280,438	\$46,548	16.60%	\$1,223,113	\$1,121,753	\$101,360	9.04%	\$3,365,258
Liability - Claims	\$22,100	\$31,573	(\$9,472)	-30.00%	\$184,853	\$126,292	\$58,561	46.37%	\$378,875
Utilities	\$98,025	\$85,935	\$12,090	14.07%	\$417,814	\$343,740	\$74,074	21.55%	\$1,031,220
Fuel	\$402,008	\$487,271	(\$85,263)	-17.50%	\$1,743,547	\$1,949,083	(\$205,536)	-10.55%	\$5,847,249
Parts, Tires, Oil	\$398,463	\$497,398	(\$98,935)	-19.89%	\$2,003,741	\$1,989,592	\$14,149	0.71%	\$5,968,775
General Insurance	\$83,065	\$84,337	(\$1,273)	-1.51%	\$67,840	\$337,349	(\$269,509)	-79.89%	\$1,012,046
<b>Total EXPENSES</b>	<b>\$8,863,939</b>	<b>\$9,529,101</b>	<b>(\$665,162)</b>	<b>-6.98%</b>	<b>\$35,396,946</b>	<b>\$38,116,406</b>	<b>(\$2,719,460)</b>	<b>-7.13%</b>	<b>\$114,349,217</b>
Surplus/Deficit	\$1,125,557	(\$0)	\$1,125,557		\$5,292,885	(\$0)	\$5,292,885		(\$0)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**July-22**

BUDGET VARIANCE REPORT	NON-TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,187,703	\$1,045,833	\$141,870	13.57%	\$5,719,499	\$4,183,333	\$1,536,165	36.72%	\$12,550,000
Interest Income	\$89	\$1,667	(\$1,578)	-94.66%	\$700	\$6,667	(\$5,966)	-89.50%	\$20,000
Interest Inc-Invest/Change in Invest	\$1,041	\$0	\$1,041	0.00%	\$21,897	\$0	\$21,897	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,500	(\$417)	-5.56%	\$28,333	\$30,000	(\$1,667)	-5.56%	\$90,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,195,917	\$1,055,000	\$140,917	13.36%	\$5,770,429	\$4,220,000	\$1,550,429	36.74%	\$12,660,000
Expenses									
Labor - Authority	\$635,256	\$697,741	(\$62,485)	-8.96%	\$2,699,712	\$2,790,963	(\$91,251)	-3.27%	\$8,372,890
Fringe - Authority	\$448,514	\$301,276	\$147,237	48.87%	\$1,639,766	\$1,205,105	\$434,661	36.07%	\$3,615,315
Materials & Supplies - Authority	\$9,599	\$15,820	(\$6,220)	-39.32%	\$32,700	\$63,279	(\$30,579)	-48.32%	\$189,836
Professional Services - Authority	\$221,989	\$242,695	(\$20,706)	-8.53%	\$761,409	\$970,782	(\$209,373)	-21.57%	\$2,912,345
Other Expenses - Authority	\$215,496	\$226,975	(\$11,479)	-5.06%	\$1,055,990	\$907,898	\$148,092	16.31%	\$2,723,695
Total Expenses	\$1,530,853	\$1,484,507	\$46,346	3.12%	\$6,189,577	\$5,938,027	\$251,549	4.24%	\$17,814,081
Surplus/(Deficit)	(\$334,936)	(\$429,507)	\$94,571		(\$419,148)	(\$1,718,027)	\$1,298,880		(\$5,154,081)



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**July-22**

**BUDGET VARIANCE REPORT**

	<b>TRANSIT</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Passenger Fares-Transit	\$930,124	\$676,583	\$253,541	37.47%	\$3,551,721	\$2,706,333	\$845,388	31.24%	\$8,118,999
Contracts - Transit	\$460,417	\$502,083	(\$41,667)	-8.30%	\$1,841,667	\$2,008,333	(\$166,667)	-8.30%	\$6,025,000
Advertising-Transit	\$122,917	\$106,259	\$16,658	15.68%	\$491,667	\$425,036	\$66,630	15.68%	\$1,275,109
Misc. Income - Transit	\$15,644	\$4,042	\$11,603	287.08%	\$47,536	\$16,167	\$31,369	194.04%	\$48,500
<b>Total Operating Revenue</b>	<b>\$1,529,102</b>	<b>\$1,288,967</b>	<b>\$240,135</b>	<b>18.63%</b>	<b>\$5,932,590</b>	<b>\$5,155,869</b>	<b>\$776,721</b>	<b>15.06%</b>	<b>\$15,467,608</b>
Operating Assistance									
State Aid - General	\$3,901,717	\$3,901,717	\$0	0.00%	\$15,606,867	\$15,606,867	\$0	0.00%	\$46,820,600
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$133,333	\$133,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,575,494	\$2,575,494	\$0	0.00%	\$10,301,974	\$10,301,974	\$0	0.00%	\$30,905,923
Other Grants - Federal	\$150,482	\$150,482	\$0	0.00%	\$601,929	\$601,929	\$0	0.00%	\$1,805,786
<b>Total Operating Assistance</b>	<b>\$6,980,526</b>	<b>\$6,980,526</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$27,922,103</b>	<b>\$27,922,103</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$83,766,310</b>
<b>Total Revenue and Assistance</b>	<b>\$8,509,628</b>	<b>\$8,269,493</b>	<b>\$240,135</b>	<b>2.90%</b>	<b>\$33,854,693</b>	<b>\$33,077,973</b>	<b>\$776,721</b>	<b>2.35%</b>	<b>\$99,233,918</b>
Expenses									
Labor - Maintenance	\$775,866	\$802,739	(\$26,873)	-3.35%	\$3,093,560	\$3,210,957	(\$117,397)	-3.66%	\$9,632,872
Labor - Transportation	\$2,705,283	\$2,932,325	(\$227,043)	-7.74%	\$10,887,565	\$11,729,301	(\$841,736)	-7.18%	\$35,187,904
Labor - STAR	\$205,252	\$253,345	(\$48,093)	-18.98%	\$848,066	\$1,013,378	(\$165,312)	-16.31%	\$3,040,134
Fringe	\$1,317,814	\$1,585,752	(\$267,938)	-16.90%	\$5,075,802	\$6,343,009	(\$1,267,206)	-19.98%	\$19,029,026
Materials & Supplies	\$962,699	\$1,115,468	(\$152,769)	-13.70%	\$4,431,732	\$4,461,873	(\$30,141)	-0.68%	\$13,385,619
Professional Services	\$235,385	\$140,064	\$95,321	68.06%	\$595,168	\$560,254	\$34,914	6.23%	\$1,680,762
Other Expenses	\$4,262	\$4,379	(\$117)	-2.67%	\$15,893	\$17,517	(\$1,623)	-9.27%	\$52,550
Purchased Transportation - STAR	\$658,297	\$515,636	\$142,661	27.67%	\$2,477,477	\$2,062,543	\$414,934	20.12%	\$6,187,630
Liability - Claims	\$22,100	\$31,573	(\$9,472)	-30.00%	\$434,853	\$126,292	\$308,561	244.32%	\$378,875
Liability - Insurance	\$50,744	\$81,596	(\$30,852)	-37.81%	\$201,386	\$326,382	(\$124,996)	-38.30%	\$979,146
Utilities - Transit	\$55,383	\$50,443	\$4,939	9.79%	\$246,452	\$201,773	\$44,679	22.14%	\$605,320
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$1,714	\$23,333	(\$21,619)	-92.65%	\$70,000
Purchased Transportation - NX	\$100,000	\$129,053	(\$29,053)	-22.51%	\$437,783	\$516,210	(\$78,428)	-15.19%	\$1,548,631
Purchased Transportation - Montgomery	\$0	\$98,145	(\$98,145)	-100.00%	\$0	\$392,578	(\$392,578)	-100.00%	\$1,177,735
<b>Total Expenses</b>	<b>\$7,093,084</b>	<b>\$7,648,206</b>	<b>(\$555,122)</b>	<b>-7.26%</b>	<b>\$28,747,452</b>	<b>\$30,592,823</b>	<b>(\$1,845,371)</b>	<b>-6.03%</b>	<b>\$92,956,204</b>
<b>Surplus/(Deficit)</b>	<b>\$1,416,544</b>	<b>\$621,288</b>	<b>\$795,256</b>		<b>\$5,107,241</b>	<b>\$2,485,150</b>	<b>\$2,622,092</b>		<b>\$6,277,714</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**July-22**

**BUDGET VARIANCE REPORT**

	<b>ACCESS TRANSIT SERVICES</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Contracts - Access	\$60,428	\$35,417	\$25,012	70.62%	\$170,289	\$141,667	\$28,623	20.20%	\$425,000
Interest Income	\$2	\$0	\$2	0.00%	\$4	\$0	\$4	0.00%	\$0
Misc. Income	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Other Grants - State & Federal	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$60,430	\$35,417	\$25,014	70.63%	\$170,293	\$141,667	\$28,627	20.21%	\$425,000
Total Revenue and Assistance	\$60,430	\$35,417	\$25,014	70.63%	\$170,293	\$141,667	\$28,627	20.21%	\$425,000
Expenses									
Labor - Access	\$62,100	\$56,810	\$5,290	9.31%	\$234,384	\$227,241	\$7,142	3.14%	\$681,724
Fringe Benefits - Access	\$16,126	\$11,423	\$4,703	41.17%	\$61,616	\$45,693	\$15,923	34.85%	\$137,079
Purchased Transportation	\$32,200	\$33,333	(\$1,133)	-3.40%	\$114,410	\$133,333	(\$18,924)	-14.19%	\$400,000
Professional Services - Access	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Rent and Utilities - Access	\$1,752	\$1,643	\$109	6.60%	\$6,781	\$6,574	\$208	3.16%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$2,000	\$10,516	(\$8,516)	-80.98%	\$31,548
Total Expenses	\$112,179	\$105,839	\$6,339	5.99%	\$419,190	\$423,357	(\$4,167)	-0.98%	\$1,270,072
Surplus/(Deficit)	(\$51,748)	(\$70,423)	\$18,674		(\$248,897)	(\$281,691)	\$32,794		(\$845,072)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**July-22**

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
RRS Station & Garage	\$75,717	\$40,480	\$35,237	87.05%	\$287,186	\$161,919	\$125,267	77.36%	\$485,758
RRS Parking Revenue	\$124,753	\$106,929	\$17,824	16.67%	\$541,106	\$427,717	\$113,389	26.51%	\$1,283,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$50,000	\$39,130	\$10,870	27.78%	\$117,391
SSTS	\$2,577	\$2,467	\$110	4.46%	\$10,378	\$9,867	\$512	5.19%	\$29,600
Greyhound	\$109	\$2,500	(\$2,391)	-95.63%	\$597	\$10,000	(\$9,403)	-94.03%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$23,203	\$26,667	(\$3,464)	-12.99%	\$80,000
Interest Income	\$356	\$367	(\$11)	-3.00%	\$1,090	\$1,467	(\$377)	-25.72%	\$4,400
Total Operating Revenue	\$221,812	\$169,192	\$52,620	31.10%	\$913,560	\$676,766	\$236,793	34.99%	\$2,030,299
Expenses									
Labor	\$14,395	\$16,311	(\$1,916)	-11.75%	\$62,430	\$65,243	(\$2,813)	-4.31%	\$195,730
Fringe-Benefits	\$2,414	\$1,617	\$797	49.26%	\$9,994	\$6,468	\$3,526	54.51%	\$19,405
Professional Services	\$4,794	\$10,417	(\$5,622)	-53.97%	\$20,968	\$41,667	(\$20,699)	-49.68%	\$125,000
Insurance	\$10,282	\$2,417	\$7,865	325.45%	\$27,655	\$9,667	\$17,989	186.09%	\$29,000
Security	\$2,038	\$33,617	(\$31,579)	-93.94%	\$47,748	\$134,467	(\$86,719)	-64.49%	\$403,400
Facilities Upkeep	\$1,378	\$24,833	(\$23,456)	-94.45%	\$42,552	\$99,333	(\$56,782)	-57.16%	\$298,000
Facilities Repairs	\$7,472	\$8,474	(\$1,002)	-11.82%	\$58,640	\$33,894	\$24,746	73.01%	\$101,683
Utilities	\$36,544	\$28,983	\$7,561	26.09%	\$147,302	\$115,933	\$31,368	27.06%	\$347,800
Materials & Supplies	\$0	\$1,333	(\$1,333)	-100.00%	\$4,202	\$5,333	(\$1,131)	-21.21%	\$16,000
Parking Garage	\$39,110	\$40,833	(\$1,724)	-4.22%	\$134,870	\$163,333	(\$28,464)	-17.43%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$0	\$2,667	(\$2,667)	-100.00%	\$8,000
85 Watervliet Avenue	\$5,944	\$9,395	(\$3,452)	-36.74%	\$27,733	\$37,581	(\$9,847)	-26.20%	\$112,742
SSTS	\$7,013	\$13,508	(\$6,495)	-48.08%	\$46,518	\$54,033	(\$7,516)	-13.91%	\$162,100
Total Expenses	\$131,383	\$192,405	(\$61,022)	-31.72%	\$630,612	\$769,620	(\$139,008)	-18.06%	\$2,308,860
Surplus/(Deficit)	\$721,042	(\$23,213)	\$113,643		\$282,947	(\$92,854)	\$375,801		(\$278,561)

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Jul-22		
	Amount	% of Total
Current	\$493,587	8.61%
31 - 60	\$539,915	9.41%
61 - 90	\$276,677	4.82%
91 - 120	\$227,522	3.97%
Over 120	\$4,198,109	73.19%
Total Accounts Receivable	\$5,735,811	100.00%

Jun-22		
	Amount	% of Total
Current	\$1,474,849	20.87%
31 - 60	\$405,993	5.75%
61 - 90	\$282,592	4.00%
91 - 120	\$641,431	9.08%
Over 120	\$4,261,764	60.31%
Total Accounts Receivable	\$7,066,630	100.00%

## AGING OF ACCOUNTS PAYABLE

Jul-22		
	Amount	% of Total
Current	\$3,923,288	83.55%
31 - 60	\$504,244	10.74%
61 - 90	\$51,132	1.09%
90 & Over	\$216,949	4.62%
Total Accounts Payable	\$4,695,613	100.00%

**Jul-22 Receivables over 120 days:** \$4,198,109

Breakdown of outstanding receivables over 120 days.	
\$2,953,244	NYS DEPT. OF TRANSPORTATION
\$1,000,000	FEDERAL TRASIT ADMIN
\$87,500	CITY OF ALBANY
\$75,000	BIKE SHARE MOU CONTRACTS
\$73,191	UNIVERSITY AT ALBANY
\$9,174	OTHER
<u>\$4,198,109</u>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	22-Jun	21-Jun	Difference	%	2023	2022	Difference	%
Albany	\$377,410	\$397,772	(\$20,363)	-5.12%	\$2,120,500	\$1,734,407	\$386,092	22.26%
Rensselaer	\$168,683	\$130,000	\$38,683	29.76%	\$895,545	\$948,829	(\$53,283)	-5.62%
Saratoga	\$436,097	\$480,415	(\$44,319)	-9.23%	\$1,987,380	\$2,127,806	(\$140,427)	-6.60%
Schenectady	\$205,515	\$191,938	\$13,577	7.07%	\$716,074	\$800,049	(\$83,975)	-10.50%
Total	\$1,187,703	\$1,200,125	(\$12,422)	-1.04%	\$5,719,499	\$5,611,091	\$108,408	1.93%

	<u>Current Month</u>	<u>Year To Date</u>
FY 2023	\$1,187,703	\$5,719,499
FY 2022	\$1,200,125	\$5,611,091

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were \$11 million with an annual low of \$6.2 million and an annual high of \$17. million.

**Highlight Summary  
July 31, 2022**

<b><u>RESTRICTED INVESTMENTS</u></b>	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
<b>Risk Management Account (Self-Insured)</b>	\$3,266,027	\$1,973,011
<b>Workers' Comp. Account (Self-Insured)</b>	\$9,294,770	\$8,189,885
<b>Operating Account</b>	\$3,123,809	
<b><u>Current Operating Reserve Obligations</u></b>		
Multi-Modal (GRH & Vanpool)		\$23,116
Washington/Western BRT Design/Engineering		\$115,154
Gateway		\$182,460
Bus Shelter Program		\$9,979
		\$330,708
<b><u>Current Capital Reserve Obligations</u></b>	\$7,331,525	
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade		\$931,231
		\$931,231
<b><u>Current Vehicle Replacement Reserve Obligations</u></b>	\$933,657	
Paratransit Fleet Replacement (6)		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	0.45%
Workers' Compensation	0.95%
Operating Fund	0.71%
Vehicle Replacement Fund	0.29%
Capital Project	0.33%

\* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.



## Bid Summary



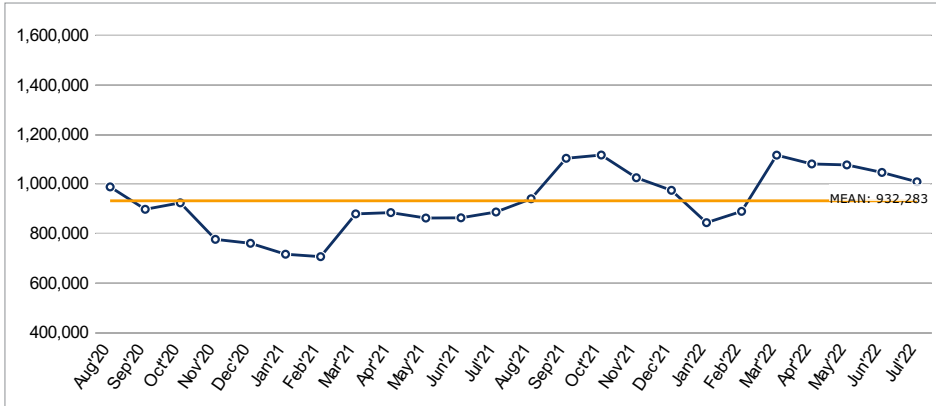
Contract Name: Gateway Mobility Hub

Contract No: CDTA FAC 200-2000

Date/Time of Opening: July 8, 2022 1PM EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Callanan Industries, Inc. Address: PO Box 15097 Albany, NY 12212 Contact: Buck Hellwig Email: Phone:	\$ <u>3,253,994.79</u>  Total w/selected Alternates: \$3,886,803.79	Alternate 1: \$142,500 Alternate 2: \$47,884 Alternate 3: \$270,000 Alternate 4: \$60,175 Alternate 5: \$68,350 Alternate 6: \$5,000	1 DLC Electric 2 William J Keller & Sons 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Carver Construction, Inc. Address: 2170 River Road Coeymans, NY 12045 Contact: Gabe Hanoufa Email: ghanoufa@carvercompanies.com Phone:	\$ <u>2,795,145</u>  Total w/selected Alternates: \$ <b>3,372,145</b>	Alternate 1: \$136,750 Alternate 2: \$56,350 Alternate 3: \$310,450 Alternate 4: \$25,743.25 Alternate 5: \$18,335.75 Alternate 6: \$29,371	1 JJP Sliforming 2 Luizzi Brothers 3 4 5 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: James H Maloy, Inc. Address: 421 Albany Shaker Rd PO Box 11016 Loudonville, NY 12211 Contact: Peter J Maloy Email: pmaloy@jhmaly.com Phone: 518.438.7881	\$ <u>2,789,500</u>  Total w/selected Alternates: \$ 3,479,120	Alternate 1: \$184,000 Alternate 2: \$86,240 Alternate 3: \$280,000 Alternate 4: \$33,170 Alternate 5: \$52,420 Alternate 6: \$53,790	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: New Castle Paving, LLC Address: 1 Madison St Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: abevevino@newcastlepaving.com Phone:	\$ <u>3,524,602</u>  Total w/selected Alternates: \$ 4,206,035	Alternate 1: \$195,900 Alternate 2: \$110,436 Alternate 3: \$307,800 Alternate 4: \$19,330 Alternate 5: \$25,184 Alternate 6: \$22,783	1 JJP Sliforming DLC Electric 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____  Total w/selected Alternates: \$	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

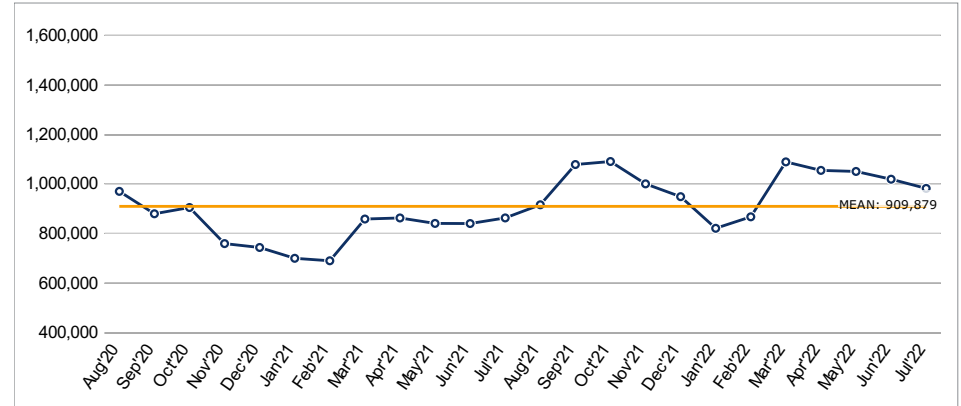
## Total Riders



Previous: 887,083

Current: 1,008,968

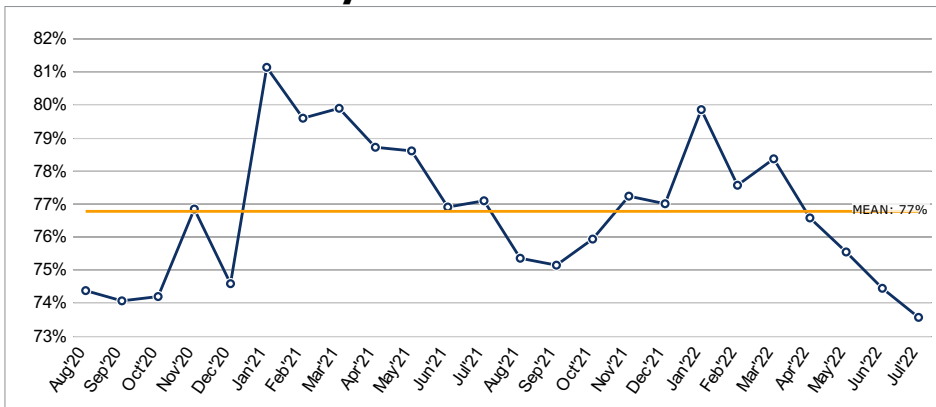
## Fixed Riders



Previous: 863,167

Current: 982,363

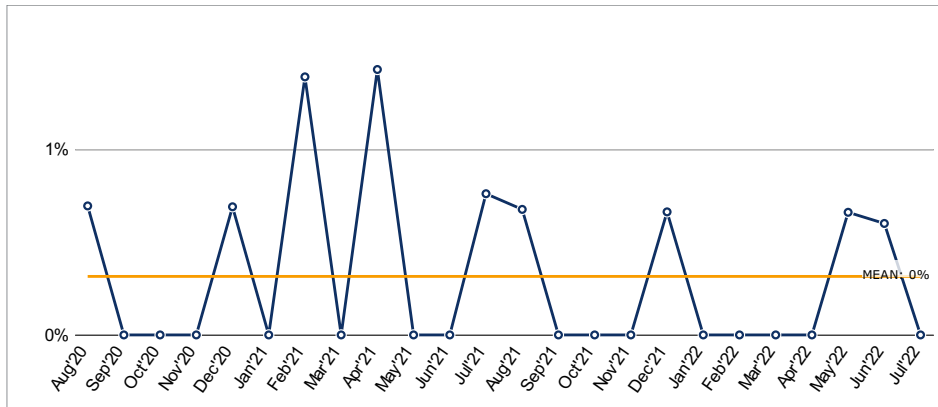
## System Wide OTP



Previous: 77.10%

Current: 73.57%

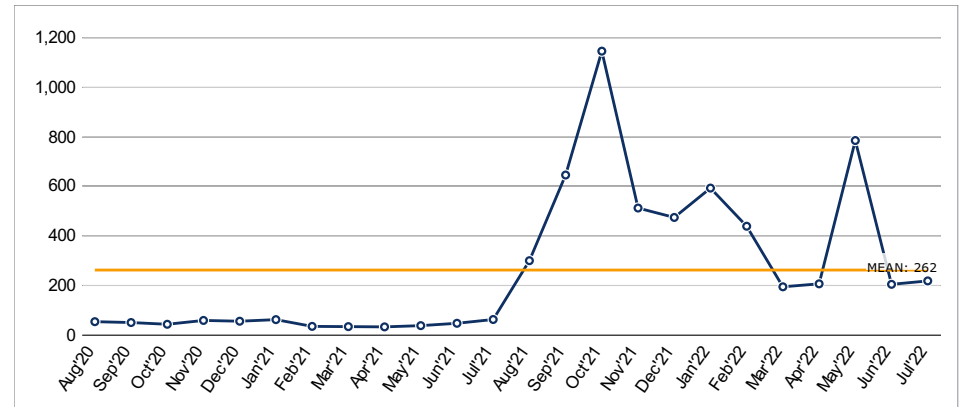
## PMI Not On Time



Previous: 0.8%

Current: 0.0%

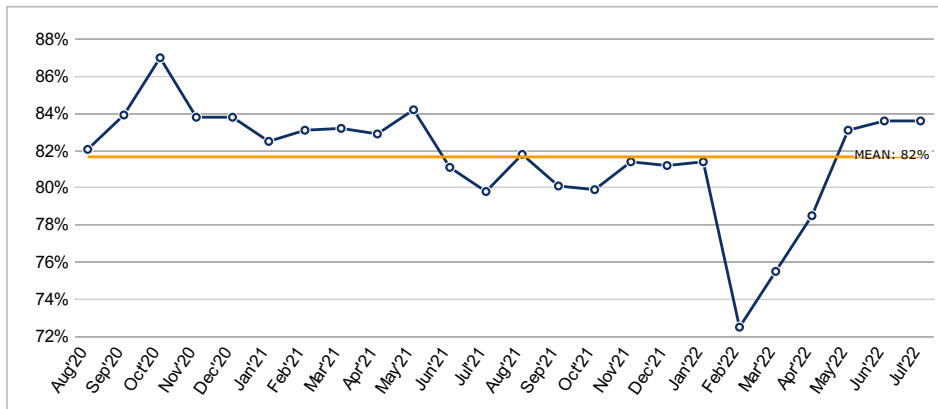
## Missed Trips



Previous: 62

Current: 218

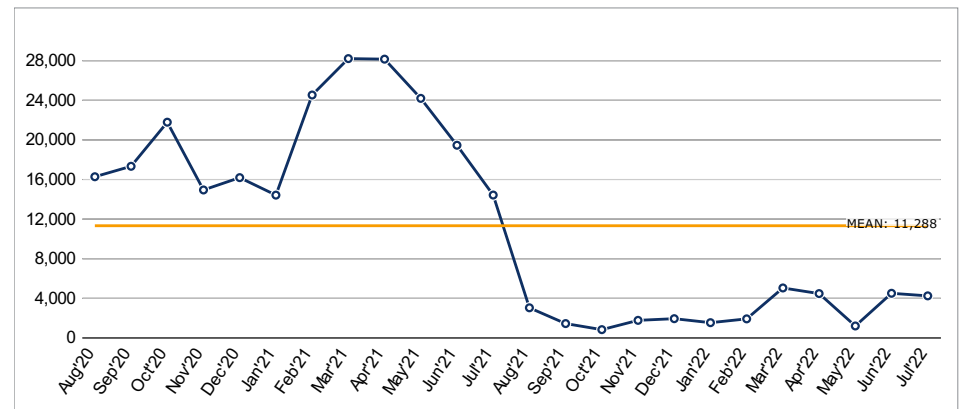
## Scheduled Work



Previous: 79.8%

Current: 83.6%

## MDBSI

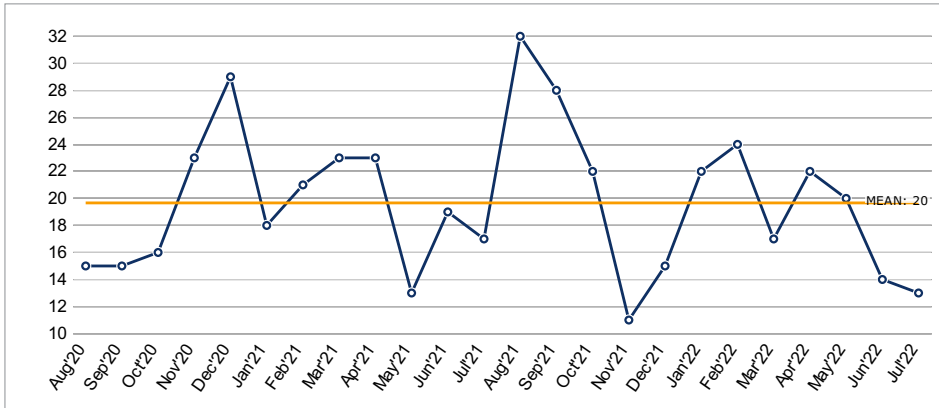


Previous: 14,385

Current: 4,210



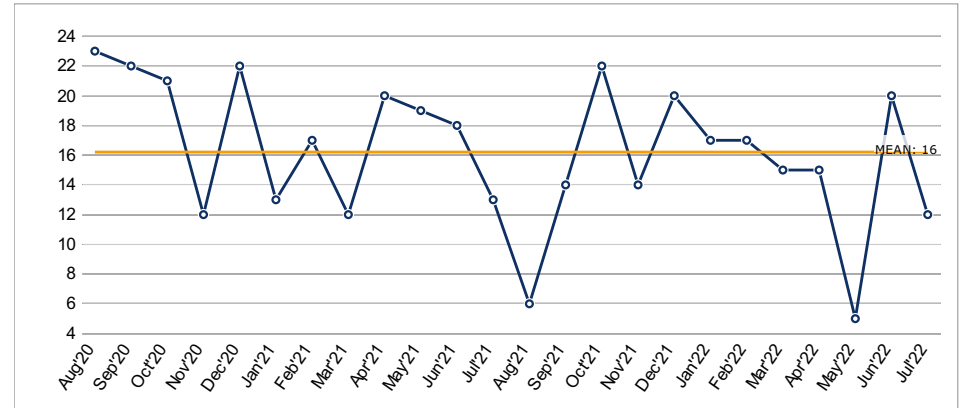
### Preventable Accidents



Previous: 17

Current: 13

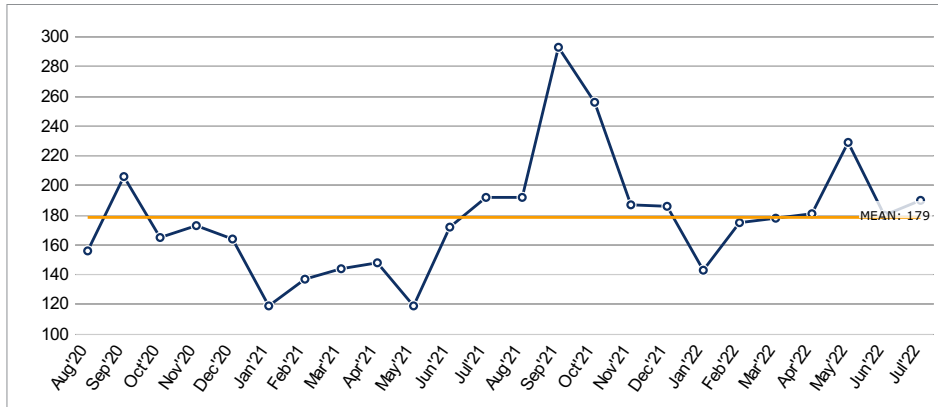
### Non-Preventable Accidents



Previous: 13

Current: 12

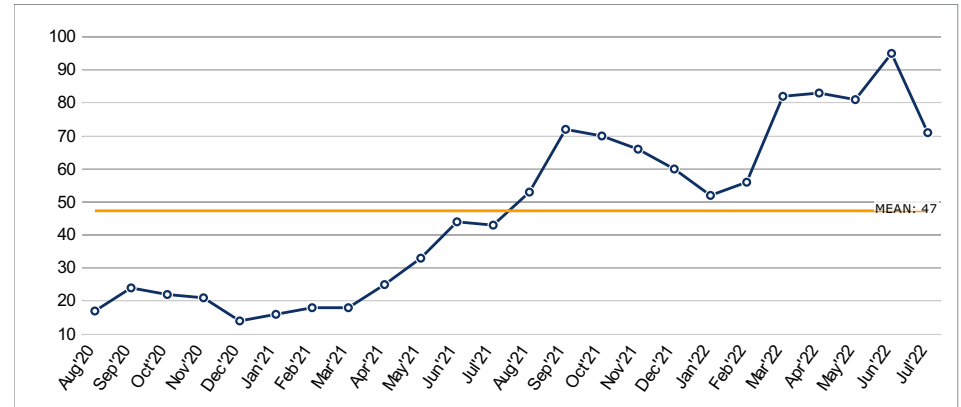
## Fixed/Shuttle Complaints



Previous: 192

Current: 190

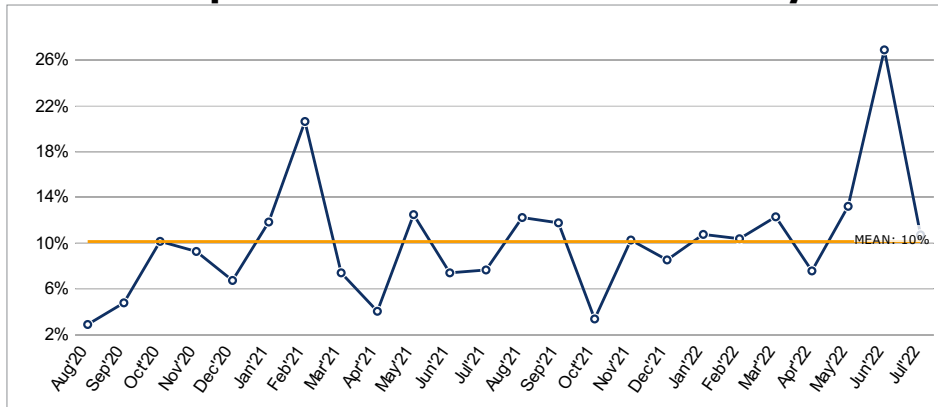
## Other Complaints



Previous: 43

Current: 71

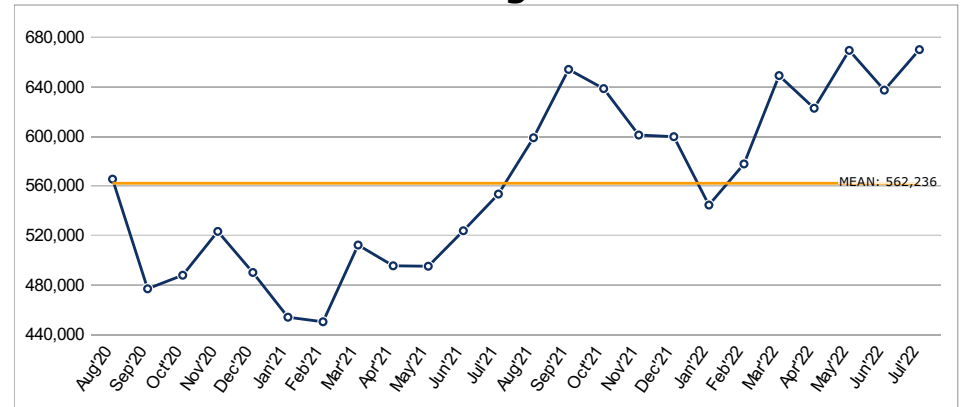
## Complaints Not Addressed in Ten Days



Previous: 7.7%

Current: 10.7%

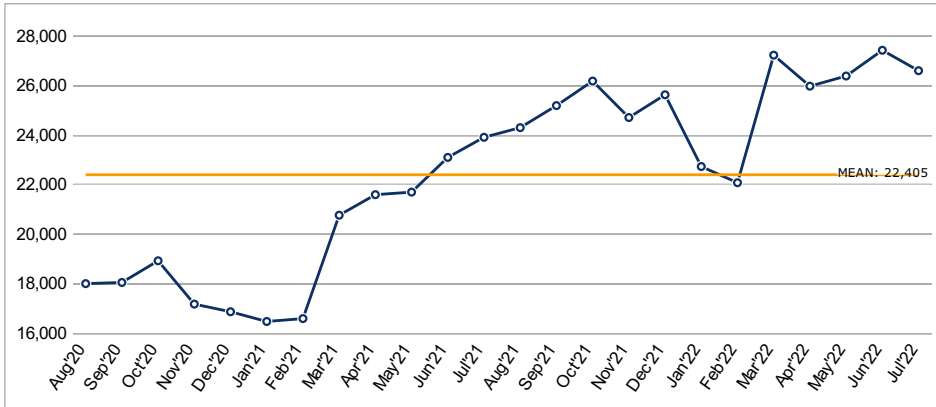
## Website Page Views



Previous: 553,522

Current: 670,139

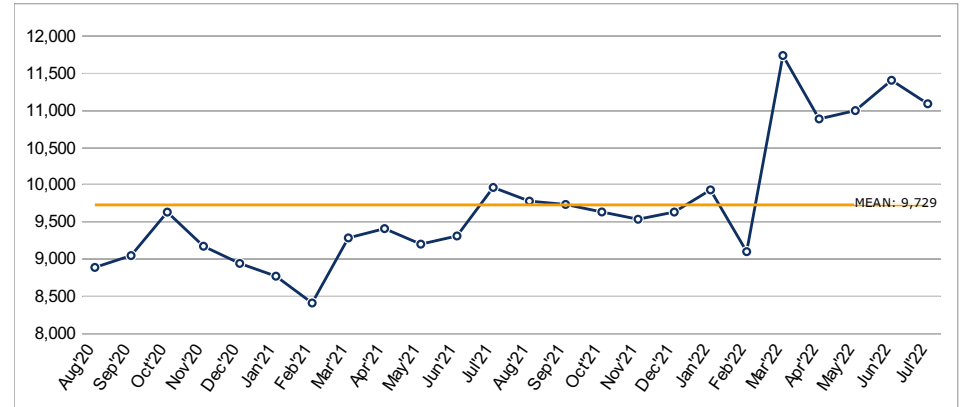
## STAR Riders



Previous: 23,916

Current: 26,605

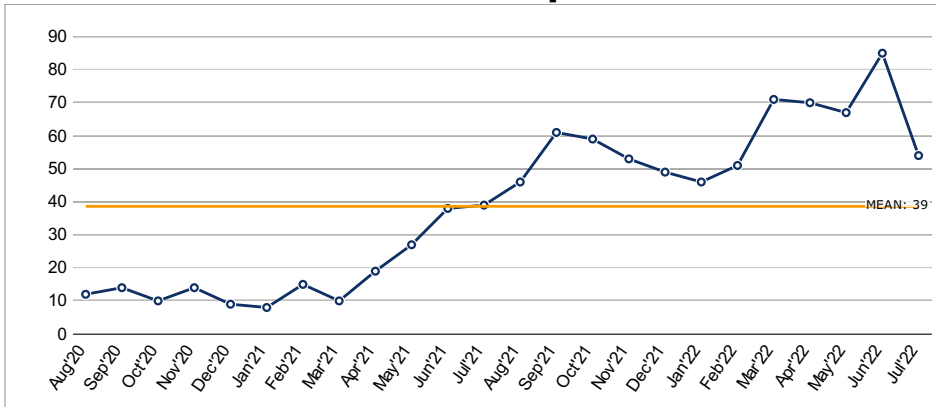
## Reservation Calls



Previous: 9,964

Current: 11,090

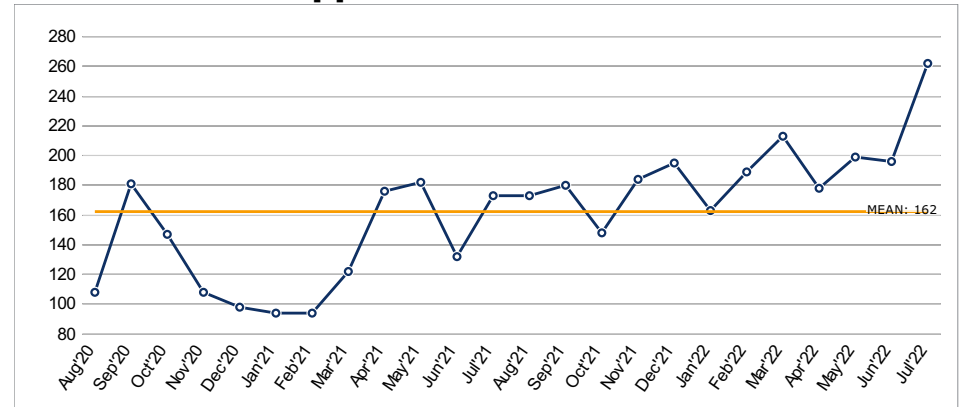
## Customer Complaints



Previous: 39

Current: 54

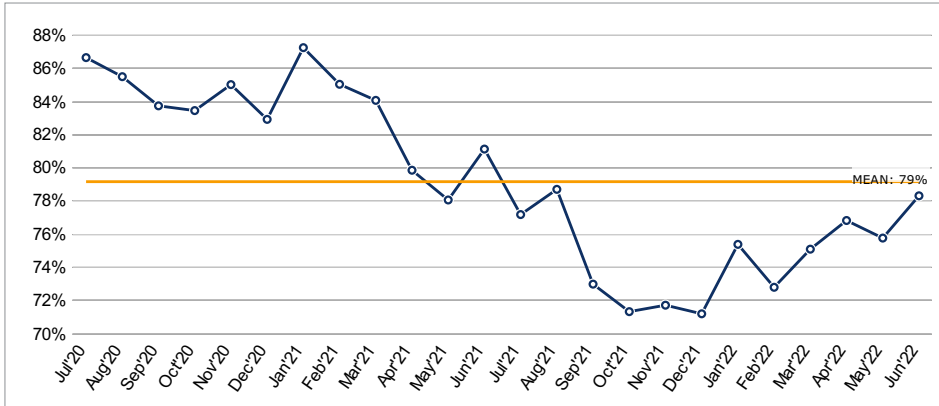
## Applications Received



Previous: 173

Current: 262

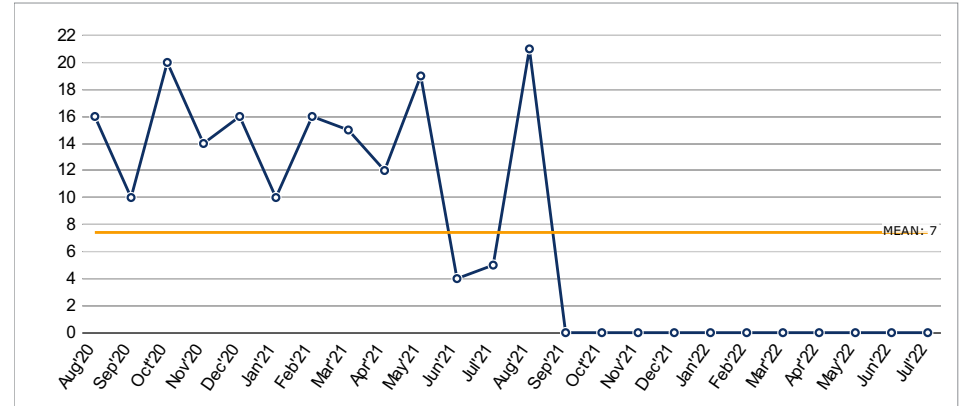
## On-Time Performance (0-10 Minutes) Period: Jun'22



Previous: 81.1%

Current: 78.3%

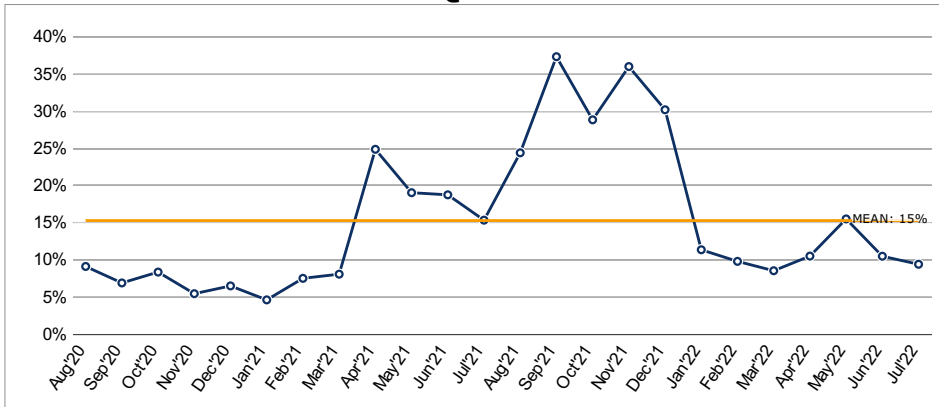
## Trip Denials



Previous: 5

Current: 0

## Reservation Calls in Queue Over Five Minutes



Previous: 15.3%

Current: 9.4%

**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. This is calculated across all time points in all routes in the system except at the last time point of a route, which calculates On-Time as between 5 minutes late and 15 minutes early. Departures more than 30 minutes late or more than 15 minutes early are excluded along with School Trips, Shopping Trips, and NX routes.

**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 is 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.