

Board of Directors Monthly Meeting

Wednesday, May 28, 2025 | 12:00pm
Board Room at 110 Watervliet Ave.

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 28, 2025 | 12:00pm | 110 Watervliet Ave

Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes from Wednesday, April 30, 2025		3
Recognition	Frank & Jayme	
20 Years – Jonathan Carver, Albany Operator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (05/14/25)	Jayne Lahut	
<ul style="list-style-type: none"> Resolution 21 – Approve Designation of Frank Annicaro to Execute FTA Grants 		8
Performance Monitoring/Audit Committee (05/21/25)	Peter Wohl	
<ul style="list-style-type: none"> Resolution 22 – Approve FY2025 Year-End Audit Draft 		10
<ul style="list-style-type: none"> Resolution 23 – Approve Contract for Garage Floor Resurfacing 		11
<ul style="list-style-type: none"> Resolution 24 – Approve Contract for Call Center Software 		16
<ul style="list-style-type: none"> Resolution 25 – Approve Maintenance Contract for Revenue Collection System 		20
<ul style="list-style-type: none"> Resolution 26 – Approve Contract for AI Shelter Maintenance Project 		23
<ul style="list-style-type: none"> Resolution 27 – Approve Purchase of 40’ Buses 		27
<ul style="list-style-type: none"> Resolution 28 – Approve Purchase of STAR Buses 		30
<ul style="list-style-type: none"> Resolution 29 – Approve Resolution to Accept State Funding 		32
Community & Stakeholder Relations Committee (05/22/25)	David Stackrow	
Strategic & Operational Planning Committee (05/22/25)	Michael Criscione	
<ul style="list-style-type: none"> Resolution 30 – Approve Disposal of Uncle Sam Parcels 		35
Chief Executive Officer’s Report	Frank Annicaro	38
Board Member Comments	All	
Upcoming Meetings		
June 25, 2025 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
Adjourn	Jayne Lahut	

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
(And its Subsidiaries)
110 Watervliet Avenue, Albany, New York and Microsoft Teams**

MINUTES OF WEDNESDAY, APRIL 30, 2025, BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chair
Michael J. Criscione, Vice-Chair
David M. Stackrow
Jackie McDonough

Jaclyn Falotico, Secretary
Denise A. Figueroa, Treasurer
Peter D. Wohl
Patrick M. Lance

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent

MEMBERS NOT PRESENT

OTHERS PRESENT

Michael P. Collins, Interim CEO
Amanda Avery, General Counsel
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Gary Guy, Director of Transportation
Dave Williams, Director of Maintenance
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Patricia Cooper, Director of Finance
Zack Stever, ATU President
Elide Oyanedel, Communications Coordinator

Thomas Guggisberg, Director of IT
Rich Cordero, Director of Service Quality
Jaime Kazlo, Director of Communications
Jack Grogran, Director of Risk Management
Ethan Warren, Senior Planner
Michael Williams, Director of Planning
Kelli Schreivogl, Director of Human Resources
Calvin Young, Manager of Oper. Performance
Sarah Matrose, Internal Audit

CALL TO ORDER - At 12:03 PM, Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE MARCH 26, 2025, BOARD MEETING MINUTES

Motion – Ms. McDonough
Seconded – Mr. Criscione
Carried Unanimously

RECOGNITIONS

Michael P. Collins and Chairman Lahut presented the following awards and members offered their congratulations:
20 Years – Valerie Rosado-Beattie, Access Coordinator
35 Years – Christopher Rowe, Safety & Training Supervisor

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Committee met on Wednesday, April 16, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Consent Agenda Item

Resolution 17 – 2025 – Nomination of Officers

- The Nominating Committee chaired by Jackie McDonough and joined by Jackie Falotico and Pat Lance, presented the slate of officers for fiscal year 2025-2026:

For Treasurer – Denise Figueroa is nominated.
For Secretary – Jaclyn Falotico is nominated.
For Vice Chair – Mike Criscione is nominated.
For Chair – Jayme Lahut is nominated.

- The Authority hereby approves the slate of officers for 2025-2026.

Motion – Mr. Wohl
Seconded – Mr. Stackrow
Carried Unanimously

Administrative Discussion Items

- We previewed agendas for the April committee meetings and the Board meeting.
- Lisa Marrello joined us and updated the committee on the State budget extenders and the hold-ups on getting a state budget passed. There were no new updates on fiscal issues so there have been no new earnest negotiations with respect to STOA and capital funding.
- Mike Collins reported on the on-boarding process for our new CEO, Frank Annicaro, that has been prepared internally by the HR and Communications Departments led by Kelli Schreivogl and Jaime Kazlo. I have reviewed the materials, and we are entering an exciting stage at CDTA. The board of directors and the entire staff are looking forward to welcoming Frank for his May 12 start.
- The committee met in an executive session so that Amanda Avery could update the board about pending claims and litigation against CDTA.
- Next meeting of the Committee will be on Wednesday, May 14, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, April 23, 2025, at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution 18 – 2025 – Approve Contract for Diesel Fuel

- Recently, the market price for diesel fuel dropped, making it attractive to lock in a long-term fuel contract.
- We were able to lock in a price of \$2.39 per gallon, a 30 cent decrease from the contract that expires in August 2026.
- The Authority hereby approves a six-month contract for diesel fuel to take effect on September 1, 2026, to Mirabito Energy Products of Binghamton, NY for a minimum value of \$2.7 million.

Motion – Ms. Figueroa
Seconded – Ms. Falotico
Carried Unanimously

Resolution 19 – 2025 – Annual Approval of Investment Policy

- The Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on investments.
- The policy was reviewed by our Investment Manager (Graypoint) and General Counsel for compliance.
- No changes were recommended.
- The Authority hereby approves the 2025 Investment Policy.

Motion – Mr. Criscione

Seconded – Ms. McDonough

Carried Unanimously

Administrative Discussion Items

- Dave Williams provided a report on the annual Fleet Inspection.
- The Transit Resource Center has completed its annual fleet maintenance audit. Key findings were that “A” defects decreased from 33 to 14, none of which were ADA related.
- Total defects are down from 463 to 373 with a total defect average of 5.3 defects per bus, compared to last year’s 6.6 defects per bus.
- Patricia Cooper provided the Monthly Management Report for March. Mortgage tax receipts were under budget 3.1%, and customer fares were 4.3% under budget for the year. Facilities revenue outperformed projections by 4% for the year. Interest income was \$328k over budget due to improved cash management and favorable interest rates.
- Wages were over budget 0.5%, and workers compensation was under budget by 32.6% for the year. Other benefits were over budget 8% for the year due to timing issues.
- We ended the year with a 2% variance in our \$139 million budget.
- Chris Desany gave the non-financial report for March.
- Fixed route ridership was up 6.5%; STAR ridership was up 11%; on-time performance for fixed route service was 73.6%; on-time performance in STAR decreased to 75%. We missed 0.1% of all scheduled trips.
- There were 18 preventable accidents and 20 non-preventable accidents.
- We finished the year with an all-time high ridership of 18.5 million.
- Next meeting of the Committee is scheduled for Wednesday, May 21, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from David Stackrow
Community and Stakeholder Relations Committee met on Thursday, April 24, 2025, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer reviewed our Marketing Plan for 2025. The plan looks to highlight our transition to a new CEO, increase ridership, enhance the CDTA brand, and workforce development.
- Our message remains rooted in the pillars of **Innovation, Connection, & Community**. Core messaging will focus on telling the CDTA story, what we do, who we serve, and why we matter. We will look for ways to highlight how CDTA connects people to what matters; and how our brand is woven into the lives of the people who live and work in the Capital Region.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, CDTA issued 4 press releases, and we earned 11 placements in television, newspaper, and radio both locally and nationally with an estimated value of \$12,000.
- Stories included –the announcement of our new CEO, CDPHP Cycle! Season 9 kick off and a donation of buses to Tompkins Consolidated Area Transit (TCAT) in Tomkins County to help them out with a bus shortage they are experiencing.
- Jaime outlined several community engagement activities that we participated in over the last month, some of those include providing transportation for the New York State Dr. King Career Fair and the first Patriot Flight of the season to Washington, DC as well as hosting students from Questar 3 BOCES in our maintenance department.
- Looking ahead, we will participate in the CDPHP Workforce Challenge and United Way 5-1-8 Day.
- Next meeting of the Committee will be on Thursday, May 22, 2025, at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Michael Criscione
The Strategic and Operational Planning Committee met on Thursday, April 24, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Item

Resolution 20 – 2025 – Approval of Title VI Analysis for FLEX Service Changes

- As per our Title VI policy, we are required to perform a Title VI analysis that addresses proposed Guilderland FLEX zone changes. The proposed change involves consolidating the Guilderland zone into an area that shows to improve wait time efficiencies. We will also be moving to a “point to point” model. Finally, we will add service to the #117 to address customer concerns.
- A summary of customer feedback was provided.
- The modifications will go into effect on May 25, 2025, along with other service changes.
- The authority hereby approves the FLEX equity analysis, and authorization to implement the changes based on customer feedback.

Motion – Ms. Falotico

Seconded – Ms. McDonough

Carried Unanimously

Administrative Discussion Items

- Mike Williams gave a presentation on the upcoming May pick changes.
- Throughout the course of the year, CDTA makes periodic service adjustments to advance organizational goals, respond to customer and stakeholder needs, maintain and improve on-time performance, and match the level of service to the level of demand on each route.
- In summary, we will be making the following service adjustments for the May pick:
 - Reductions driven by colleges being out of session (UAlbany, HVCC, RPI, Skidmore)
 - Resumption of summer services and trolleys
 - Schedule adjustments to consolidate stops, and to improve on time performance
 - FLEX and #117 adjustments
- Lance Zarcone provided an overview of the status of the fleet from 2015-2025. The trolley fleet has increased due to the addition of Schenectady and Glens Falls service. The FLEX fleet has increased due to the rapid expansion of on-demand service. The commuter fleet remains flat. This is due to the addition of Montgomery County, being offset by reductions to the Northway Express (COVID not rebounding).
- The fixed route fleet has grown 25%, with key drivers being BusPlus, Universal Access, and the expansion into two new counties. This includes 49 articulated and 8 electric buses.
- Total miles traveled has increased 30%, the overall fleet size has increased 36%, and we perform 500 more PMIs annually. This has been managed with flat staffing levels, yet with minimal service interruptions and defects. This is a testament to the effectiveness of the Maintenance Department; however, it is likely unsustainable in the coming years.
- Next meeting of the Committee will be on Thursday, May 22, 2025, at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

INTERIM CHIEF EXECUTIVE OFFICER'S REPORT – Michael P. Collins

- The Interim Chief Executive Officer provided his report for April 2025.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, May 28, 2025, at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:20 PM

Motion – Ms. Figueroa

Seconded – Ms. McDonough

Carried Unanimously

Respectfully submitted,

Jaclyn L. Falotico, Secretary

Dated: May 28, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 21 - 2025

**Designating Frank Annicaro to Execute FTA Grant Applications
and Signatory Authority for FTA Assistance Awards**

WHEREAS, the Capital District Transportation Authority (Authority) is a recipient of federal funds for assistance with capital and operating expenses, and

WHEREAS, the Federal Transit Administration (FTA) requires that the recipients of federal funds provide certifications and assurances as to the use of federal funds for capital and operating expenditures, and

WHEREAS, the Federal Transit Administration administers and manages grants through the Transit Award Management System (TrAMS), that requires password-protected submission and certifications and assurances by the Chief Executive Officer of the Authority, and to submit all applications to FTA for Federal assistance, to certify as official, and to execute all awards of FTA assistance, thus binding the Applicant/Recipient's compliance with FTA requirements, and

WHEREAS, by Resolution 11-2025 the Authority appointed Frank Annicaro to serve as Chief Executive Officer;

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS

1. The Authority hereby designates Frank Annicaro, Chief Executive Officer, its highest-ranking manager, for the purpose of executing grant applications and providing certifications and assurances, in writing or using the TrAMS system.
2. The Authority hereby directs the Chief Executive Officer to access the TrAMS system and use a Personal Identification Number (PIN) to submit applications, modify/update applications, execute awards (or amendments thereafter) and certify compliance on behalf of the Authority as required by FTA.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Signatory Authority for the Federal Transit Administration
Committee: Board Operations
Meeting Date: May 14, 2025

Objective of Purchase or Service:

Update the CDTA signatory authority for the Federal Transit Administration (FTA).

Summary of Staff Proposal:

CDTA is a recipient of federal funds, and the FTA requires a board resolution appointing the highest-ranking manager to execute grant applications and ability to execute awards.

Financial Summary/Cost:

There is no cost to this item.

Proposed Action:

I recommend the board approve a resolution designating Frank Annicaro, Chief Executive Officer, to execute FTA Grant Applications and Signatory Authority for FTA Awards.

Manager:

Jayme Lahut, CDTA Board Chair

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 22 - 2025**

Approval of the Draft Financial and Compliance Report for FY2025

WHEREAS, pursuant to Public Authorities Law § 1305-a, the Capital District Transportation Authority (the “Authority”) is required to issue reports describing its financial condition; and

WHEREAS, pursuant to Public Authorities Law § 1306, the Authority is empowered to retain auditors to formulate financial and compliance reports; and

WHEREAS, the Performance Monitoring and Audit Committee has reviewed and recommended the approval of the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2025 for fiscal year April 1, 2024 through March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2025 for fiscal year April 1, 2024 through March 31, 2025.
2. The Authority hereby authorizes the filing of the Draft Financial and Compliance Report dated March 31, 2025 for fiscal year April 1, 2024 through March 31, 2025 with the appropriate governmental entities.
3. This resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 23 - 2025

Approve Contract for Storage House Floor Resurfacing

WHEREAS, the Capital District Transportation Authority (“Authority”) owns and operates garage facilities in Albany, Schenectady and Troy for the purpose of maintaining and sheltering its fleet of vehicles, and

WHEREAS, Public Authorities Law section 1307(5) empowers the Authority to renovate or repair its facilities, and

WHEREAS, as part of the Washington Western BRT project, the Authority seeks to replace the trench drains and concrete surface in the Albany division bus storage house to include “full depth” replacement of the concrete slabs and drains and a repair to the slab in the bus wash area; and

WHEREAS, an Invitation for Bids was issued, three competitive bids were duly received, and the lowest responsive and responsible bidder was LeChase Construction Services, LLC, with an amount of \$2,991,000 with a 20% contingency for a total cost not to exceed \$3,589,200; and

WHEREAS, staff is very satisfied with the work LeChase Construction has previously performed on the garage expansion project at 110 Watervliet Avenue; and

WHEREAS, staff recommends a one-year contract for bus storage floor resurfacing and trench drain replacement to LeChase Construction Services, LLC of Schenectady, NY, for an amount of \$2,991,000 with a 20% contingency for a total cost not to exceed \$3,589,200.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby awards a one-year contract for bus storage house floor resurfacing and trench drain replacement to LeChase Construction Services, LLC of Schenectady, NY, for a total amount not to exceed \$3,589,200, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds will be from the CIG Small Starts Grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Storage House Resurfacing
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

To award a contract for replacing the trench drains and concrete surface in the Albany division bus storage house. This includes “full depth” replacement of the concrete slabs and drains, and a repair to the slab in the bus wash area.

Summary of Staff Proposal:

An Invitation for Bid (IFB) was issued for storage house resurfacing and trench drain replacement. The scope provided for furnishing equipment, materials, and personnel to perform the work. The scope was set up as three different base bids which covered three different ways to replace the concrete and drainage. An alternate was also included to repair a concrete slab in the bus wash area.

In total, 23 vendors downloaded the IFB. We received three bids.

The lowest bidder was LeChase Construction Services, LLC. LeChase previously completed the garage expansion Project at 110 Watervliet Avenue and the Facilities department is very satisfied with the work they performed. Additional references were checked and were satisfactory.

Based on the bids received, we have determined to move forward with base bid #3 and alternate #1, which includes full replacement of the slabs and drainage, and the repair of the bus wash concrete.

Financial Summary/Cost:

The bid for the work is \$2,991,000. This work is part of the Washington Western BRT project and is paid for through the CIG small starts grant.

Proposed Action:

I recommend awarding a one-year contract for bus storage floor resurfacing and trench drain replacement to LeChase Construction Services, LLC of Schenectady, NY for an amount of \$2,991,000 with a 20% contingency for a total not to exceed amount of \$3,589,200.

Manager:

Jeremy Smith, 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:

\$3,589,200 (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 # 23 or **Advertised**
Number of Proposals/Bids Received # 3

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 WBE, 1 SDVOB</u>

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: **LeChase Construction Services, LLC**
220 Harborside Drive Suite 301
Schenectady, NY 12305

8. SOURCE OF FUNDS: **CIG Small Starts Grant**

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: **May 21, 2025**



Bid Summary



Contract Name: **Garage Floor Rehabilitation**

Contract No: **CDTA FAC 223-2000A**

Date/Time of Opening: **April 17, 2025 1:00PM 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: LeChase Construction Services, LLC Address: 220 Harborside Drive Suite 301 Schenectady, NY 12309 Contact: Andrew McKay Email: andrew.mckay@lechase.com Phone: 518.388.9200	See attached price breakdown	Alternate 1:	1 Cristo Demolition	DBE __ MBE __ WBE __ SDVOB __
			2 Oggi Concrete Forms	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3 Sowinski Steel	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Structural Preservation Systems, LLC Address: 39 Utter Ave Hawthorne, NJ 07506 Contact: Jamie Ram Email: msepk@structural.net Phone: 410.850.7000	See attached price breakdown	Alternate 1:	1 Veteran Fencing	DBE __ MBE __ WBE __ SDVOB __
			2 Stilsing Electric	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3 JP Hogan	DBE __ MBE __ WBE __ SDVOB __
			4 B&T Construction	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Gallo Construction Address: 50 Lincoln Ave Watervliet, NY 12189 Contact: Michael A Gallo Email: lradian@gallogc.com Phone: 518.273.0234	See attached price breakdown	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: _____ Address: \$ _____ Contact: _____ Email: _____ Phone: _____	Total w/selected Alternates: \$	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: _____ Address: \$ _____ Contact: _____ Email: _____ Phone: _____	Total w/selected Alternates: \$	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: _____ Address: \$ _____ Contact: _____ Email: _____ Phone: _____	Total w/selected Alternates: \$	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Michael P. Collins Interim 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: _____		

BID TABULATION– CDTA – GARAGE FLOOR REHAB

ITEM	DESCRIPTION	LeChase	Structural	Gallo
BASE BID 1				
MINOR SLAB REPAIR/OVERLAY AND TRENCH DRAIN COVER REPLACEMENT	Furnish and install all labor, materials, tools, and equipment to completely install Base 1 work per contract plans. Complete Per Lump Sum.*	\$2,692,000/LS	\$4,832,930/LS	\$3,912,000/LS
BASE BID 2				
MINOR SLAB REPAIR/OVERLAY AND NEW TRENCH DRAINS	Furnish and install all labor, materials, tools, and equipment to completely install Base 2 work per contract plans. Complete Per Lump Sum.*	\$3,204,000/LS	\$5,623,311/LS	\$4,361,000/LS
UNIT PRICE WORK*				
PARTIAL DEPTH REPAIRS (<i>EXCLUDING ARMORED JOINT REPLACEMENT</i>)	Partial depth repairs, beyond the quantities shown in the Contract Drawings, per Cubic Yard. (Unit price work applies only to Base 1 and Base 2.)	\$18,700/CY	\$10,500/CY	\$18,500/CY
FULL DEPTH REPAIRS (<i>EXCLUDING TRENCH DRAIN ENCASEMENT</i>)	Full depth repairs, beyond the quantities shown in the Contract Drawings, per Cubic Yard. (Unit price work applies only to Base 1 and Base 2.)	\$7,200/CY	\$7,830/CY	\$7,200/CY
CRACK INJECTION	Prepare surfaces and install crack injections per manufacturer recommendations. (Unit price work applies only to Base 1 and Base 2.)	\$100/LF	NO BID	\$95/LF
BASE BID 3				
FULL SLAB ON GRADE REPLACEMENT AND NEW TRENCH DRAINS	Furnish and install all labor, materials, tools, and equipment to completely install Base 3 work per contract plans. Complete Per Lump Sum.	\$2,805,000/LS	\$4,703,023/LS	\$3,850,400/LS
ALTERNATE 1				
PARTIAL FULL SLAB ON GRADE REPLACEMENT AND NEW TRENCH DRAINS IN BUS WASH	Furnish and install all labor, materials, tools, and equipment to completely install Alternate 1 work per contract plans. Complete Per Lump Sum.	\$186,000/LS	\$207,400/LS	\$500,000LS

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 24 - 2025

Approve Contract for Call Center Software Upgrade and Support

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the development and improvement of transportation, including omnibus service; and

WHEREAS, in 2018, the Authority migrated to Microsoft Teams for its telecommunications system and a contract was awarded to eGroup (formerly Enabling Technologies) for hardware, set up and training components of the system, with the contract currently due for renewal; and

WHEREAS, the Authority now seeks to upgrade to the latest version of the Enghouse call center software and migrate to the cloud to provide better performance and integration with Microsoft Teams, and

WHEREAS, a sole source renewal contract is recommended due to the proprietary nature of the system and eGroup’s familiarity with the Authority’s system requirements; and

WHEREAS, staff now recommends awarding a three-year sole source contract to eGroup of Mount Pleasant, SC, for the renewal of a telecommunications support contract and call center software upgrade for a total cost not to exceed \$271,052.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority authorizes a three-year sole source contract for the renewal of a telecommunications support contract and call center software upgrade to eGroup of Mount Pleasant, SC, for a total cost not to exceed \$271,052 and subject to compliance with the terms of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding will be from the Capital and Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Contract for Call Center Software Upgrade and Support
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

To upgrade to the latest version of our Enghouse call center software, and migrate it from on premises to the cloud to provide better performance and integration with Microsoft Teams. This will also renew our telecommunications support and maintenance agreement with eGroup for a term of three years.

Summary of Staff Proposal:

In 2018, CDTA competitively procured and migrated to Microsoft Teams from Avya for our telecommunications system. The migration was awarded to eGroup (formerly Enabling Technologies) for hardware, setup, and training components of the system. Upon system acceptance, CDTA entered into a contract for support and maintenance of the telecommunication system and call center software. This agreement is now due for renewal.

The Enghouse call center software will also be upgraded to the latest version and migrated to the cloud as a Software as a Service application. This will allow for better integration with Microsoft Teams and better system performance for in-office and work-from-home customer service agents. The migration to the cloud also allows for integration with services such as Artificial Intelligence systems and Customer Relationship Management (CRM) systems in the future.

A sole source renewal is recommended due to the proprietary nature of the system and eGroup's familiarity with CDTA's requirements, also resulting in no net increase in vendors.

Financial Summary/Cost:

Phase	Cost
Enghouse Cloud Contact Center Advanced (3 Years)	\$197,500.00
Enghouse Cloud Contact Center AI POC (2 Months)	\$23,757.70
Audiocodes Hardware Support Renewal (3 Years)	\$23,694.72
Microsoft Teams Review and Health Checks (3 Years)	\$26,100.00
Total:	\$ 271,052.42

The software migration and the structural changes in the Audiocodes / Microsoft Teams support allow for an overall 5% year over year decrease in maintenance costs. This savings is locked in for the next three years with no annual increases. This is funded with our capital and operating budgets.

Proposed Action:

I am requesting that a three-year sole source contract be awarded to eGroup, of Mount Pleasant, South Carolina for the renewal of a telecommunications support contract and call center software upgrade for a total cost not to exceed \$271,052.42

Manager:

Richard Fantozzi, Software Architect

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:

\$271,052.42 (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 # 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	<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> </u>

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: eGroup

482 Wando Park Blvd

Mt Pleasant, SC 29464

8. SOURCE OF FUNDS: Capital & Operating Budgets

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 21, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 25 - 2025

Approve Maintenance Contract for Revenue Collection System

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by Public Authorities Law section 1304 with the development and improvement of services within the Capital District, and

WHEREAS, in 2017 the Authority implemented the fare collection (Genfare Link) software provided by SPX-Genfare for the Authority’s Navigator smart card and cash revenue, ridership reporting, smart card media management and distribution, business to business account management, retail and administrative point of sale systems and the customer web portals, and

WHEREAS, due to the proprietary nature of the Genfare Link system, a contract to purchase software licensing, maintenance and support services is required to be purchased from SPX-Genfare, and

WHEREAS, the Authority has been very satisfied with SPX-Genfare’s products and services and has been determined by staff to be fair and reasonable, and

WHEREAS, the current maintenance and support agreement expires in April 2026, and shall be amended to accommodate this renewal upon Board approval, and

WHEREAS, the Authority now desires to award a five-year sole source contract for the purchase of software licensing, support and maintenance to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$1,327,679.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby awards a five-year contract to SPX-Genfare of Elk Grove Village, Illinois, for the purchase of software licensing, support and maintenance for an amount not to exceed \$1,327,679, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of May 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Approve Purchase of Revenue Collection Software Support/Maintenance
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

To purchase software, licensing, support, and maintenance services for our revenue collection system (Genfare Link).

Summary of Staff Proposal:

In 2017, CDTA implemented the fare collection system (Genfare Link), which was competitively procured and provided by SPX-Genfare. Genfare Link software is used throughout the agency for Navigator smart card and cash revenue, ridership reporting, smart card media management and distribution, business to business account management, retail and administrative point of sale systems, and CDTA's customer web portals. It is the most highly utilized cloud-based application at CDTA. This purchase includes software licensing, support, and maintenance through 2031. The existing maintenance and support agreement expires in April 2026 and shall be amended to accommodate this renewal upon Board approval. Overall, CDTA has been very satisfied with SPX-Genfare's products and services.

This sole source purchase is based on several important considerations. Most importantly, the Genfare Link system is proprietary, which prevents us from pursuing another means to license, support, and maintain our existing system with another vendor.

Financial Summary/Cost:

A cost summary is provided below with year-over-year pricing through 2031. We have documentation on file that justifies the cost and confirms fair and reasonable pricing for this purchase. Additionally, the pricing represents an average annual increase of 3%, which is more than consistent with industry standards. This will be funded from our operating budget.

Description	2026-27	2027-28	2028-29	2029-30	2030-31
Genfare-Link Software, Licensing, Support, & Maintenance	\$250,074.36	\$257,576.59	\$265,303.89	\$273,263.00	\$281,460.89

Proposed Action:

I am requesting that a five-year contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of software licensing, support, and maintenance for an amount not to exceed \$1,327,679.

Manager:

Thomas Guggisberg, 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:

\$1,327,679 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 Business Enterprise (DBE) involvement

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

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

751 Pratt Boulevard

Elk Grove, IL 60007

8. SOURCE OF FUNDS: 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: May 21, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 26 - 2025

Approve Sole Source Contract for AI Shelter Maintenance Project

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Center for Technology in Government at the University of Albany (CTG UAlbany) generates knowledge, develops capabilities and co-creates technology-enabled innovations with government leaders and organizations to address societal challenges and increase public value; and

WHEREAS, in 2024 the Authority piloted CTG’s Computer-Vision Analytics Tool (CAT) to capture and classify shelter conditions and confirmed the technology’s value but highlighted three gaps: the need for actionable visualizations, decision-support integration and high detection accuracy; and

WHEREAS, the Authority now desires to implement an Artificial Intelligence (AI) based pilot program that aims to improve the efficiency of the Authority’s shelter crews for the maintenance of approximately 3,000 stop locations; and

WHEREAS, the pilot program is a nine month follow-up project that will deliver a prototype dashboard and data-driven workflow for scheduling bus shelter maintenance and refines the Authority’s AI model for detecting shelter conditions captured by on-bus sensors; and

WHEREAS, CTG UAlbany is the only entity with proprietary access to CAT source code and the domain expertise for the initial deployment, requiring a sole-source procurement; and

WHEREAS, pricing is based on CTG UAlbany salaries/benefits for staff multiplied by number of hours, and the rates have been reviewed by staff and deemed fair and reasonable; and

WHEREAS, staff recommends a sole-source contract be awarded to CTG UAlbany of Albany, NY for data-analytics and computer-vision services in an amount not to exceed \$113,636.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby awards a sole source contract to CTG UAlbany of Albany, NY, for data-analytics and computer-vision services in an amount not to exceed \$113,636, subject to the contractor's compliance with all contract terms and requirements.
2. Authority Staff are hereby authorized to execute the necessary documents.
3. The source of funds will be from the Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Contract for Data Analytics & Computer Vision Follow-On Project
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

To implement an Artificial Intelligence (AI) based pilot program that aims to improve the efficiency of our shelter crews for the maintenance of some 3,000 stop locations.

Summary of Staff Proposal:

The Center for Technology in Government at the University at Albany (CTG UAlbany) generates knowledge, develops capabilities, and co-creates technology-enabled innovations with government leaders and organizations to address societal challenges and increase public value. In 2024, CDTA piloted CTG's Computer-Vision Analytics Tool (CAT) to capture and classify shelter conditions. The pilot confirmed the technology's value but highlighted three gaps: the need for actionable visualizations, decision-support integration, and higher detection accuracy.

We would like to engage in a nine-month follow-up project that (a) delivers a prototype dashboard and data-driven workflow for scheduling bus shelter maintenance, and (b) refines CDTA's custom AI model for detecting shelter conditions (such as garbage, broken glass, graffiti, and snow) captured by on-bus sensors.

This sole-source contract addresses those gaps:

- Decision-Support & Visualization – CTG UAlbany will interview Facilities staff, develop algorithms that condense multiple sensor inferences into a single confidence score, and build a dashboard that pushes/pulls data at a cadence chosen by CDTA.
- AI Model Enhancement – Two CAT-equipped buses will collect additional imagery; CTG UAlbany will retrain the model on UAlbany servers, returning an improved model and annotated image database.
- Deliverables – Final dashboard prototype (with technical documentation), refined AI model, and a project report outlining findings and next steps.

CTG UAlbany is the only entity with proprietary access to CAT source code and the domain expertise from the initial deployment.

Financial Summary/Cost:

Phase	Cost
Personnel	\$ 96,590
University Overhead (15%)	\$ 17,046
Total:	\$ 113,636

Pricing is based on CTG UAlbany salaries/benefits for staff multiplied by effort (number of hours). This pricing model is used for all state agencies, for example NYS Board of Elections and ITS. These rates have been reviewed and deemed fair and reasonable. The project will be funded through the capital plan.

Proposed Action:

I am requesting that a sole-source contract be awarded to CTG UAlbany of Albany, NY, for data-analytics and computer-vision services in an amount not to exceed \$113,636.

Manager:

Richard Fantozzi, Software Architect

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:

\$113,636 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 Business Enterprise (DBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: University at Albany Center for Technology in Government
1215 Western Ave UAB 120
Albany, NY 12203

8. SOURCE OF FUNDS: Capital Plan

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 21, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 27 - 2025

Approve Purchase of Fourteen 40-foot Diesel Buses

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including fixed route service, and

WHEREAS, after a competitive procurement, and by way of Resolution 01-2022, the Authority has entered into a five-year bus purchase contract with Gillig, LLC of Livermore, California (“Gillig”) and

WHEREAS, the Authority’s fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life, requiring the purchase of replacement vehicles, and

WHEREAS, the Authority now desires to purchase fourteen (14) forty-foot BRT-Styled diesel buses with operator barriers, air filtration systems, Motorola radios, and extended warranty for engines for a total amount not to exceed \$9,969,172, including a 10% contingency for possible tariffs, with anticipated delivery in late summer 2026.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby authorizes the purchase of fourteen (14) forty-foot diesel buses from Gillig, LLC for a total cost not to exceed \$9,969,172, subject to compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute all associated documents.
3. The source of funds will be from the Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of 40-foot buses
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life.

Summary of Staff Proposal:

In 2022, the Board awarded Gillig, LLC, a five-year contract to purchase forty-foot diesel buses, understanding that future purchases will require Board approval. We recommend the purchase of fourteen 14, 40-foot diesel buses. This purchase is consistent with our purchasing plans and service needs, which aim to balance fleet age and maintenance requirements, while providing predictable costs for purchase and annual maintenance expenses.

These vehicles will have operator barriers, air filtration systems, and Motorola radios. This price also includes an extended warranty for engines.

The price represents a 5.2% increase in vehicle costs from last year. Gillig notified CDTA that there may be a cost increase due to impending tariffs. As the situation is changing, they will not be able to pinpoint the exact increase until parts are ordered. Therefore, a 10% contingency per vehicle has been added to account for potential tariffs.

Upon Board approval, a purchase order will be issued immediately with delivery anticipated for late summer of 2026.

Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Base Bus	\$647,349	14	\$9,062,886
Contingency for Tariffs (10%)	\$64,735	14	\$906,290
Total Cost:			\$9,969,172

Proposed Action:

I recommend purchasing 14 40-foot diesel buses from Gillig, LLC, for a total not to exceed \$9,969,172.

Manager:

David Williams, Director of Maintenance

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 28 - 2025

Approve Purchase of Paratransit Buses

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by Title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Capital Improvement plan of the Authority calls for the replacement of paratransit buses which have reached the end of their useful lives, and

WHEREAS, by way of Resolution 03-2022, the Authority awarded a competitively-bid paratransit bus contract to Coach & Equipment Bus Sales of Penn Yan, New York, and

WHEREAS, the Authority now desires to authorize the purchase of six (6) paratransit vehicles to replace paratransit vehicles which have reached the end of their useful life, and

WHEREAS, the price per vehicle is \$149,653, for an amount not to exceed \$897,918, with delivery anticipated in April 2026.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby authorizes the purchase of six (6) paratransit vehicles from Coach & Equipment Bus Sales of Penn Yan, New York, for a total cost not to exceed \$897,918, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase shall be from the FY2026 Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Paratransit Buses
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. (The life cycle of a paratransit vehicle is 5 years/150,000 miles.)

Summary of Staff Proposal:

In 2022, the Board awarded a five-year contract to purchase paratransit buses from Coach and Equipment with the understanding that future purchases will require Board approval. We recommend the purchase of six (6) gas-powered paratransit buses. These vehicles can carry four wheelchair passengers and 12 ambulatory passengers. This purchase is consistent with our purchasing plans and service needs, which aim to balance fleet age and maintenance requirements, while providing predictable costs for purchase and annual maintenance expenses.

These vehicles will come with cameras, air purification systems, and wheelchair securement systems installed. The quoted price includes \$149,653 per bus for delivery.

The price represents a 5% increase in vehicle cost from last year. The situation regarding imports is constantly changing and CDTA does not yet know how tariffs may impact the price of these vehicles. Therefore, 10% contingency per vehicle has been added to account for potential tariffs.

Upon Board approval, a purchase order will be issued immediately with delivery anticipated for April 2025.

Financial Summary/Cost:

The vehicle price per unit is $\$149,653 \times 6 = \$897,918$ x 10% contingency brings this to a not to exceed amount of \$987,709.

This purchase is funded through the FY2026 Capital Plan.

Proposed Action:

I recommend purchasing vehicles for our paratransit service from Coach and Equipment Bus Sales of Penn Yan, New York, for a total of not more than \$897,918.

Manager:

David Williams, Director of Maintenance

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 29 - 2025

Accept State Funding

WHEREAS, the purposes of the Capital District Transportation Authority (Authority) as set forth in Public Authorities Law Section 1304 include the continuance, further development and improvement of transportation and other services related thereto within the Capital District Transportation District, and

WHEREAS, in 2018 the Authority was awarded Innovative Transit Mobility Pilot Program funding for on-demand microtransit service, and

WHEREAS, the Innovative Transit Mobility funds support 100% of the project cost with no required local match with the total project cost of \$1,000,000, and

WHEREAS, the New York State Department of Transportation has agreed to provide the Authority with the aforementioned funds, and

NOW, THEREFORE, by action of the Capital District Transportation Authority Board, duly convened it is hereby

RESOLVED, that the Authority Board hereby authorizes the acceptance of the aforementioned funds from NYSDOT Agreement K007417 in the amount of One Million Dollars

(\$1,000,000), and it is hereby further

RESOLVED, that a certified copy of this resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the projects, and it is further

RESOLVED, this Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Resolution to Accept State Funding
Committee: Performance Monitoring/Audit
Meeting Date: May 21, 2025

Objective of Purchase or Service:

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution prior to being reimbursed for expenses incurred as part of this agreement. The resolution allows CDTA to execute an agreement with NYSDOT to accept \$1,000,000.

Summary of Staff Proposal:

CDTA was awarded Innovative Transit Mobility Pilot Program funding for on-demand microtransit service. The Innovative Transit Mobility funds support 100% of the project cost with no required local match. The total project cost is \$1,000,000.

Financial Summary and Source of Funds:

NYSDOT Contract K007417 will fund a total of \$1,000,000

Proposed Action:

I recommend providing a Board resolution to NYSDOT to execute an agreement to accept \$1,000,000 in funding.

Manager:

Melissa Shanley, Grants Manager

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 30 - 2025**

Authorize Negotiation and Conveyance of the Uncle Sam Transit Center Parcels

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by New York Public Authorities Law Section 1304 with the development and improvement of transportation and related services within the Capital District, and

WHEREAS, the Authority initially planned to construct a transit center adjacent to the Uncle Sam parking garage (the “Uncle Sam Transit Center”) to improve public transportation options and provide customer amenities in the City of Troy, and

WHEREAS, after negotiations with the original property owner stalled, the Authority acquired certain real property interests by eminent domain, and

WHEREAS, critical changes to the immediate geographical area have now taken place, rendering the construction of the Uncle Sam Transit Center by the Authority no longer feasible or desirable, and

WHEREAS, the Authority now desires to convey its interests in the real property acquired for the construction of the Uncle Sam Transit Center, and

WHEREAS, the immediate geographical area is slated to be redeveloped, and the new prospective owner desires to acquire the Authority’s real property interests for use in the redevelopment project, and

WHEREAS, the Authority now desires to negotiate the conveyance of its real property interests in the subject area, which have been assessed at \$143,465, and plan to include in the negotiated transaction the requirement that the property owner construct a private restroom for use by CDTA operators.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority authorizes the negotiation and conveyance of the Authority's real property interests originally acquired for construction of the Uncle Sam Transit Center.
2. The conveyance of the real property shall include a minimum payment to the Authority of the assessed value of \$143,465, along with an agreement to construct a private restroom for use by the Authority's bus operators
3. The negotiation and conveyance shall be done in compliance with all applicable laws, including those governing the disposition of real property, including the notifications required by law.
2. The Chief Executive Officer is hereby authorized to execute all necessary documents.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of May, 2025.

Dated: May 28, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Authorization to Negotiate and Execute Property Sale
Committee: Strategic and Operational Planning
Meeting Date: May 22, 2025

Objective of Purchase or Service:

To dispose of several parcels that were originally intended for the Uncle Sam Transit Center.

Summary of Staff Proposal:

In 2020 we were advancing a project that provided for a transit center at the corner of Fulton and Fourth Street in Troy next to the Uncle Sam parking garage (owned by Bryce Companies, DBA Uncle Sam Garage, LLC). The Uncle Sam Transit Center, as it was called, would serve about 4,000 customers daily and cost an estimated \$6 million to \$8 million to build. The plans included creating bus-only lanes on Fourth, Fulton and River streets that run in the opposite direction of the passenger vehicles.

To facilitate this project, we acquired multiple parcels at the site, including the purchase of several sections totaling 19,900 ft², several permanent easements totaling 3,100 ft², and one temporary easement.

Since that time, we placed the project out to bid and responses came in significantly over budget. Additionally, the main Uncle Sam parking structure itself was torn down, and the property was put up for auction. We have since determined that this project is no longer a strategic priority for CDTA.

In 2025, there has been progress with the redevelopment of the site by a private developer and new property owner. They have made a request to purchase the adjacent parcels from us. In March we conducted an appraisal for the parcels, the value of which totaled \$143,465.

We have also achieved agreement as part of a sale that the developer will construct a private restroom for CDTA operators.

Proposed Action:

I am seeking the Board's approval to negotiate and execute a sale of these parcels to the adjacent property owner for \$143,465. We will comply with all State and Federal guidelines, including any FTA requirements.

Manager:

Christopher Desany, Vice President of Planning and Infrastructure



Memorandum

May 28, 2025

To: Chairman of the Board
Board Members

From: Frank Annicaro, Chief Executive Officer

Subject: CEO Report for April 2025

I am thrilled to present my first monthly report as CDTA CEO. I would like to acknowledge Mike Collins, who has provided steady leadership for this organization over the last five months. Mike started the next chapter for CDTA and has been providing continuous consultation and support throughout the CEO onboarding process and my first weeks here.

April 2025 Performance Summary:

Revenue:

- Interest income is over budget 310%
- MRT is 31.4% over budget in April due to an unprecedented \$706,226 from Saratoga County.
- Customer fares are 10.5% under budget. (Each type of fare has lower revenue than April 2024 except STAR, ticketed rides, and *Cycle!*)

Expense:

- Wages are 5.4% under budget.
- Workers Compensation is 43.2% over budget this month due to lump sum payments. Professional services are 37.3% under budget for the month due to timing.
- Purchased transportation is 9% over budget.
- Parts, tires, and oil are over budget 14.5% due to several significant engine component failures.

Overall, we are in a satisfactory budget position.

Ridership:

- Total ridership for April 2025 was 1.63 million, 5% higher than April 2024 and the highest April ridership in recent history.
- STAR ridership was 33,493; 10% higher than April 2024.
- FLEX ridership was 12,103; 2% less than April 2024.
- NX ridership was 7,813; 20% more than April 2024

Operations (Maintenance/Transportation):

- We missed .08% of all trips.
- There were 40 accidents in total, with 25 categorized as preventable.

- On time performance for fixed route service was 71.92%. STAR operated within our 10-minute scheduling window 77.92% of the time.
- Scheduled maintenance work was 80.5%.
- On Time PMI 99.5%
- MDBSI 17,362
- Employee % Days worked 91.7% (Availability)

Customer Experience:

- Our call center processed 228 comments. There were 72 comments about STAR service.
- Fixed Route Complaints 147, “Other” 81.
- There were 744,406 page views at www.cdfa.org.
- April 2025 Customer Satisfaction Survey 78%, the highest since September 2023.

CEO Summary:

Since starting on May 12, 2025, I have immersed myself in CDTA, met with staff, and began learning about the organization and understanding its culture and modes of operation. I held an introductory meeting with senior staff, hosted one-on-one meetings with four direct CEO reports and eight directors, visited multiple facilities and met front-line staff. I will continue these meetings over the next several days and weeks and will begin introductory meetings with elected officials and community leaders. Equally important, I have begun to schedule meetings with each board member.

Some notable activity outlined is as follows:

May 13, 2025

I toured the Troy Division and the Joseph L. Bruno Rail Station, including the Customer Service Call Center.

May 14, 2025

Toured the Schenectady Division and the nearby CDTA owned Gazette Building.

May 15, 2025

I toured the Customer Service Center at 85 Watervliet Ave.

Performed a phone interview with WAMC Radio and an in-person interview with WTEN News at 110 Watervliet.

I participated in my first CDPHP Workforce Challenge with more than 25 employees. I had a great time getting to know more of the workforce and got a great walking tour of downtown Albany.

May 16, 2025

I attended the Albany Business Review’s 40 Under 40 Awards at the Albany Capital Center. I was able to have brief introductions with many of our local business and community partners and plan some future meetings. Several staff members also attended.

May 18- 20, 2025

I attended the 2025 APTA Legislative Conference in Washington, D.C. This conference provides top-notch speakers and programming.

We visited several of our elected leaders and staff, the Capitol, Senate, and House Office Buildings. We met directly with NYS Senator Chuck Schumer and with staff from Senator Gillibrand and Congresswoman Elise Stefanik's offices. Our discussions centered around CDTA's value to the region it serves, support for future federal grants and the criticality to pass the Surface Transportation Reauthorization Act expiring October 2026.

May 21, 2025

I met with ATU1321 leadership Zach Stevers, Vice President Kevin Gratto and Recording Secretary Jill Johnson. We talked about company and union communication, collaboration and unifying to support mutual challenges and initiatives at CDTA.

May 22, 2025

I attended a meeting of CRTC's Administrative and Finance Committee. The A&F committee is like an executive committee. We discussed my responsibilities as Vice Chairman and reviewed committee business. I got a chance to meet Albany Mayor Kathy Sheehan, City of Schenectady Mayor Gary McCarthy, and DOT Regional Director Michael Arthur. Mike Collins attended with me.

May 23, 2025

I accompanied Gary Guy and Rich Cordero for a tour of the CDTA system. Rich and Gary showed me our core service areas and discussed areas of high impact to our system. This was a great first step in helping me to understand more fully our system.

Priorities/Management Focus Areas Identified:

- Balancing the 2026 CDTA Financial Budget. The NYS budget has now been approved and finalized. The final S.T.O.A. has been earmarked for 4.88 %. The management team is working on revisions to the 2026 CDTA Budget and the respective actions required to balance the budget forthwith.
- Developing a strategy for the most effective and efficient use of the "West Facility" and advance planning accordingly.
- Continuing the work in progress to define the organization's core values of CDTA.
- Developing strategic action plans to improve employee satisfaction and improve morale.
- Establishing Workforce Development and Succession Plans.
- Innovate STAR services and the options for our customers.