

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
September 6, 2018**

**A. Roll Call and Determination of Quorum**

The meeting was called to order at 12:12pm by Chairman Geoff Astles who determined that a quorum was present.

**Present on Roll Call:**

➤ County of Monroe	Don Jeffries	=	8 votes
County of Monroe	Kelli O'Connor	=	8 votes
➤ City of Rochester	William Ansbro	=	2 votes
➤ City of Rochester	Jerdine Johnson	=	2 votes
➤ City of Rochester	William McDonald	=	2 votes
➤ County of Livingston	Milo I. Turner	=	2 votes
➤ County of Ontario	Geoff Astles	=	3 votes
➤ County of Orleans	Henry Smith	=	1 vote
➤ County of Seneca	Edward W. White	=	1 vote
➤ County of Wayne	Michael P. Jankowski	=	3 votes
➤ County of Wyoming	Rich Kosmerl	=	1 vote
➤ Amalgamated Transit Union	Jacques Chapman	=	<u>0 votes</u>

<b>Total Votes Possible</b>	<b>33</b>
<b>Total Votes Present</b>	<b>25</b>
<b>Votes Needed for Quorum</b>	<b>17</b>

**Others Present:**

Scott Adair, Chief Financial Officer  
John Bednarczyk, Transit Systems Engineer  
Dave Belaskas, Director of Engineering & Facilities Management  
Ken Boasi, Director of Scheduling  
Tom Brede, Public Information Officer  
Maggie Brooks, Executive VP of Customer & Community Engagement  
Mike Burns, Director of Accounting Services  
Bill Carpenter, Chief Executive Officer  
Mark Contestable, Senior Project Manager  
Daniel DeLaus, General Counsel  
Mike DeRaddo, Director of Regional Operations  
Chris Dobson, VP of Transportation Services  
Renee Elwood, Manager of Wellness & Benefits  
Caitlin Farley, Retirement & Benefits Specialist  
Justin Feasel, Manager of Purchasing & Project Management  
Laura Ferrari, Legal Affairs Assistant  
Amy Gould, Executive VP of People  
Krystal Hall, Director of People Performance & Development  
Laura Kenyon, Supervisor of Communications & Marketing  
Rusty Korth, VP of Maintenance  
Matt Lindman, Technical Support Administrator  
Christian Mahood, Director of Information Technology  
Rick McCarthy, Manager of Transit Center Operations  
Megan Morsch, VP of Marketing & Customer Service  
Sharon Muir-Eddy, Director of Budget  
Jim Ramos, Director of Service Delivery  
Kelly Schmidt, Executive Assistant to the CEO  
James Stack, Executive Director of GTC  
Dawn Sywulski, Manager of Contract Administration  
Julie Tolar, Director of Service Planning  
Miguel Velazquez, Chief Operating Officer

**B. Adoption of the Agenda**

On motion of Commissioner Jeffries, seconded by Commissioner Turner, the Agenda was unanimously adopted.

**C. Approval of Minutes**

On motion of Commissioner Jankowski, seconded by Commissioner Kosmerl, the following minutes were unanimously approved.

- RGRTA Quarterly Board Meeting Minutes of August 2, 2018

#### **D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report, along with presentations from Chris Dobson, VP of Transportation Services on On-Time Performance of the TOPS Highlight. A presentation from David Belaskas, Director of Engineering & Facilities Maintenance on Modernizing our Infrastructure as reflected in the power point presentation, a copy of which is attached to these Minutes.

##### **TOPS Highlight: On-Time Performance**

- *Chairman Astles asked if it is easy to create summary reports on RTS Ontario with the Data Warehouse Technology. Chris Dobson, VP of Transportation Services, responded that yes it is, we started this project focusing on the data from RTS Monroe. We can create reports and summaries with the other Regionals. Chairman Astles also asked if any other transit authorities have this capability in upstate NY. Bill Carpenter, CEO, responded not that he knows of but, ABBG has 2 out of the 22 members that have this type of flexibility with the technology of a data warehouse.*
- *Commissioner Jankowski asked if there is a plan to put regionals in the data warehouse and if so what is the timeline. Chris Dobson, VP of Transportation Services, responded that we have had conversations about adding the regionals into the data warehouse. We have not come up with a timeline on when that will happen. We have been mainly analyzing the information that is currently in the system for RTS Monroe and trying to understand all of the systems functionality before introducing more information.*
- *Commissioner Ansbro stated that these are great results and at what point do you celebrate this achievement. Chris Dobson, VP of Transportation Services, responded that we had a celebration in July with all of our employees and we do recognize a job well done on a regular basis.*

##### **Project Highlight: Modernizing our Infrastructure**

- *Commissioner Smith asked if the fuel tanks were being removed because that is where the new building is going. Dave Belaskas, Director of Engineering & Facilities Maintenance, responded that the tanks were installed in 1974 so they are due for replacement and we will be using above ground tanks.*
- *Commissioner Jankowski when we build the Advanced Technology Maintenance Facility where are we going to have all those cars park. Dave Belaskas, Director of Engineering & Facilities Maintenance, responded that they will parking the back lot and we have already done traffic studies to make sure we can accommodate the added vehicles.*

On motion of Commissioner Jeffries, seconded by Commissioner Turner, the CEO Report was accepted by unanimous vote.

#### **E. Financial Report**

Scott Adair, Chief Financial Officer, presented the financial report, a copy of which is attached to these Minutes.

- *Commissioner Jankowski asked how we are with the fuel hedge. Scott Adair, Chief Financial Officer, responded that we have 67%, maximum amount allowed of our current fuel in the hedge and locked in. We will be bringing the hedge back to the board in the next few months to secure the next years hedge. We hedge fuel to provide stability with our fuel expenses.*
- *Chairman Astles asked if we are seeing any trends with Mortgage tax. Scott Adair, Chief Financial Officer, responded that Mortgage tax is holding steady and we continue to watch that and next month we will have a better idea on health care expenses as well.*

On motion of Commissioner Jankowski, seconded by Commissioner Smith, the Financial Report was accepted by unanimous vote.

## **F. Proposed Resolutions**

### **Resolution Authorizing the Award of a Contract for Fare Technology Upgrades, RGRTA 40-2018**

- *Commissioner McDonald asked what the \$2.8M covers. Christian Mahood, Director of Information Technology, responded that includes everything, the hardware and software maintenance and the capital cost of the card readers, fare media and ticket vending machines.*
- *Commissioner Smith asked how much the contingency is. Christian Mahood, Director of Information Technology, it is 20% and this is not typical because we are still trying to finalize costs associated with integrating the two systems, Genfare and Masabi.*
- *Commissioner Chapman asked about integrating with Uber or Lyft. Will we get any payback for them using our technology. Christian Mahood, Director of Information Technology, responded we do not have any agreements at this time with Uber or Lyft. That is something that we are looking to work towards.*
- *Commissioner Johnson what other transit authorities use Masabi. Christian Mahood, Director of Information Technology, responded CDTA just rolled out in January their mobile app.*
- *Commissioner Jankowski asked if MTA was using this product. Christian Mahood, Director of Information Technology, stated that they are using mobile ticketing for Long Island Railroad and they are working to integrate that throughout the entire system over the next two years. Commissioner Jankowski asked if other cards much like the student ID at MCC can be used with the technology. Christian Mahood, Director of Information Technology, stated that yes we can use pretty much any form of ID and have it work on these card readers.*
- *Commissioner Ansbro asked if the other fare boxes will exist for some period of time. Christian Mahood, Director of Information Technology, stated that we will still have the fare boxes because we will still accept cash.*
- *Chairman Astles asked how we will be funding this project. Christian Mahood, Director of Information Technology, stated that this is fully funded through the CMAQ grant.*

- *Commissioner Smith asked how long will the hardware and software be maintained and upgraded. Christian Mahood, Director of Information Technology, stated that each year of the contract will have maintenance to maintain the integrity of the product.*

RGRTA 40-2018: On motion of Commissioner Kosmerl, seconded by Commissioner Smith, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

**Resolution Authorizing a Contract for an Analysis of Mobility Options, RGRTA 41-2018**

- *Commissioner Kosmerl asked if this included analysis of construction type items in connection with these hubs. Julie Tolar, Director of Service Planning, we have a project in parallel to assist in that. We are laying out that we want all these different types of mobility options to come into one connection hub. So the construction portion will be in the other study.*
- *Commissioner Jeffries commented that while 95% of our customers are going to benefit from this, we need to realize the other 5% is who we are going to be hearing from.*
- *Commissioner Jankowski added to that comment that in order for him to support the project next summer he is going to need to see a very detailed report on this component.*

RGRTA 41-2018: On motion of Commissioner Jeffries, seconded by Commissioner Johnson, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

**G. Consent Resolutions**

Consent Resolutions RGRTA 42-2018 up to and including RGRTA 45-2018 were approved by a motion made by Commissioner Kosmerl, seconded by Commissioner Turner, the below mentioned Resolutions, a copy of which are attached to these Minutes, were unanimously approved.

**Resolution Authorizing the Award of a Contract for Employee Benefits' Broker Services, RGRTA 42-2018**

**Resolution Authorizing the Award of a Contract for Software Maintenance Services, RGRTA 43-2018**

**Resolution Authorizing the Award of a Contract for Design and Construction Administration Services for the RTS Gasoline Tank Replacement Project, RGRTA 44-2018**

**Resolution Authorizing the Award of Contracts for the Purchase of Vehicle Fluids and  
Lubricants, RGRTA 45-2018**

**H. Calendar**

Bill Carpenter, CEO, stated that the Governance Committee met this morning and had a robust discussion on the Governance Retreat and we have a date of October 30<sup>th</sup> for that. The next time we will meet will be our regularly scheduled Board Meeting on October 4<sup>th</sup>.

**I. Adjournment**

There being no further matters on the adopted Agenda, the regular meeting was adjourned on motion of Commissioner Jeffries, seconded by Commissioner Ansbro at 1:15pm.

Respectfully submitted,

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Edward W. White, Esq., Secretary

Posted Date: September 20, 2018

# CEO Report

*Presented by: Bill Carpenter, CEO*

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## Chief Executive Officer Report

- [TOPS Highlight](#)
- Project Highlight
- Miscellaneous





# TOPS

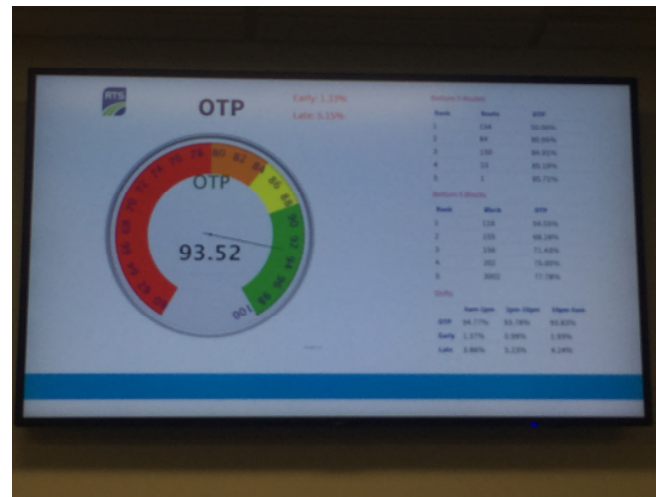
## TRANSIT ORGANIZATION PERFORMANCE SCORECARD

		GOAL	SCORE 1st Qtr.
FPI	FINANCIAL PERFORMANCE INDEX	40.0	40.0
CSI	CUSTOMER SATISFACTION INDEX	30.0	38.9
SPI	SERVICE PERFORMANCE INDEX	30.0	33.7
TOTAL		100.0	112.6

Strategic Pillars 2018-19 1st Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd Quarter	Actual 3rd Quarter	Actual 4th Quarter	Earned Points	Goal Points	Max Points	Min Points
Financial Performance Index	End of Year Net Income (Deficit) Projection	\$0.0	\$0.0				40.00	40.00	52.00	28.00
	Total FPI Score						40.0	40.0	52.0	28.0
Customer Service Index	Net Promoter Score - RTS	36%	46%				36.33	27.95	36.33	19.56
	Customer Satisfaction - RTS Access	95%	95%				0.33	0.33	0.43	0.23
	Customer Satisfaction - RTS Genesee	95%	100%				0.32	0.25	0.32	0.17
	Customer Satisfaction - RTS Livingston	95%	100%				0.32	0.25	0.32	0.17
	Customer Satisfaction - RTS Ontario	95%	98%				0.29	0.25	0.32	0.17
	Customer Satisfaction - RTS Orleans	95%	100%				0.32	0.25	0.32	0.17
	Customer Satisfaction - RTS Seneca	95%	98%				0.29	0.25	0.32	0.17
	Customer Satisfaction - RTS Wayne	95%	100%				0.32	0.25	0.32	0.17
	Customer Satisfaction - RTS Wyoming	95%	100%				0.32	0.25	0.32	0.17
Total CSI Score							38.9	30.0	39.0	21.0
Service Performance Index	On-Time Performance - RTS	89.75%	92.26%				31.45	27.95	36.33	19.56
	On-Time Performance - RTS Access	95.0%	96.6%				0.36	0.33	0.43	0.23
	On-Time Performance - RTS Genesee	95.0%	90.2%				0.17	0.25	0.32	0.17
	On-Time Performance - RTS Livingston	90.0%	85.4%				0.18	0.25	0.32	0.17
	On-Time Performance - RTS Ontario	90.0%	95.4%				0.32	0.25	0.32	0.17
	On-Time Performance - RTS Orleans	95.0%	96.2%				0.26	0.25	0.32	0.17
	On-Time Performance - RTS Seneca	95.0%	99.4%				0.31	0.25	0.32	0.17
	On-Time Performance - RTS Wayne	95.0%	98.5%				0.30	0.25	0.32	0.17
	On-Time Performance - RTS Wyoming	95.0%	99.8%				0.32	0.25	0.32	0.17
Total SPI Score							33.7	30.0	39.0	21.0
TOPS Score							112.6	100.0	130.0	70.0
On-Time Performance: RTS value stated above is the annual average (89.90%). Quarterly goals are: Q1 89.75%; Q2 89.25%; Q3 89.85%; Q4 90.75%										

## On-Time Performance: RTS Monroe

- **Record Performance**
  - 92.26% is the highest OTP for Q1 of any fiscal year
  - 92.43% fiscal year to date



# TOPS Highlight

A green rounded rectangular nameplate is positioned below the title. It contains the name "Chris Dobson" and the title "VP of Transportation Services" in white text.

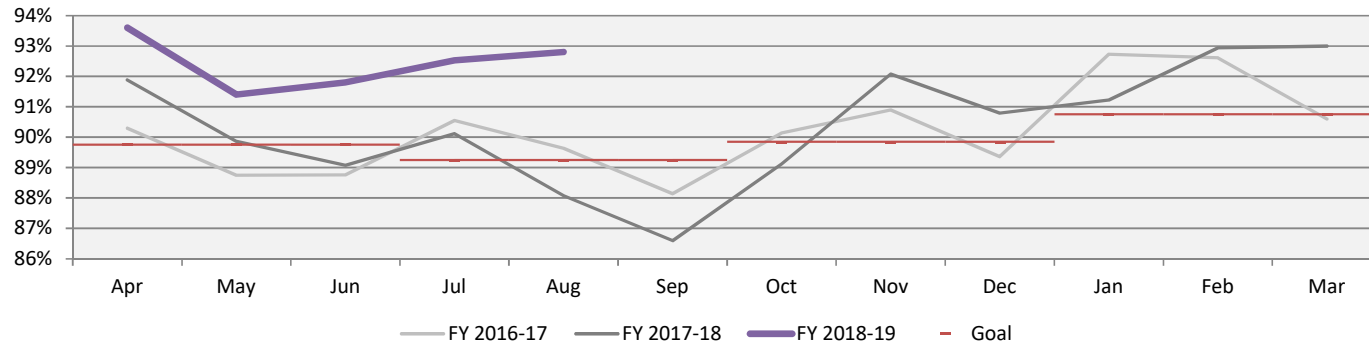
*Chris Dobson*  
*VP of Transportation Services*



## On-Time Performance: RTS Monroe

Year over Year

- **Continued improvement year over year**
  - Window was tightened to 2 minutes early to 5 minutes late for FY 2016-17
    - Previously 2:59 early to 5:59 late
  - April set the record for highest recorded OTP in a single month and May for Earlies
  - 4<sup>th</sup> quarter last year and 1<sup>st</sup> quarter this year over 92%

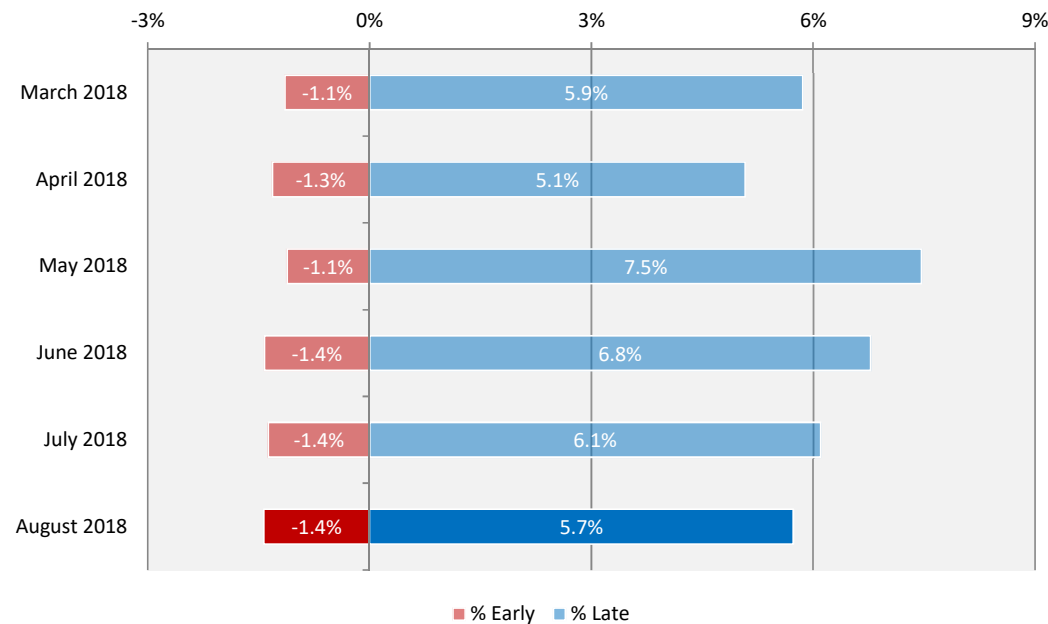




# On-Time Performance: RTS Monroe

## Early and Late Departure Performance by Month

- Continued control of earlies and improvement in late



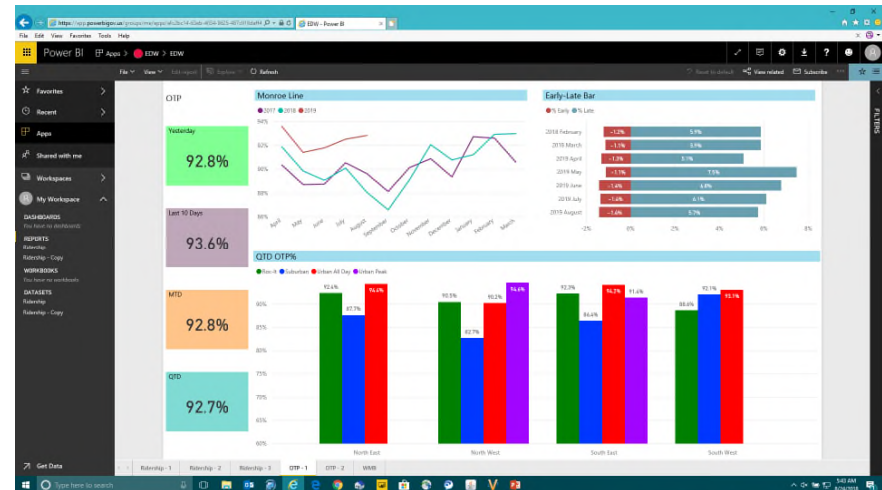
## How are we driving these results?

- **People, Process, and Technology**
  - People
    - Committed groups of employees
  - Process
    - Consolidation of resources and cultural changes
      - Frontline Supervisors that most impact OTP are in one department
      - On-Time Performance Committee
        - » Transportation Services and Scheduling collaborative effort
        - » Systematic review of data through leveraging technology
      - Conversational approach to understand performance, discuss why it is important, thorough observations, follow up for both improvement and not.
      - Communicate collective group performance recognizing a job well done.
  - Technology
    - Orbcad software
    - Enterprise Datawarehouse/Business Intelligence Tool

# Enterprise Data Warehouse/ Business Intelligence Tool

- One central repository – single source of truth
- Increased efficiency of data gathering allowing time on review, analysis, and action

Let's take a look at the technology .....





# Operational Excellence Initiative

- A balanced approach that focuses on the key attributes of Transportation Services that communicates explicitly the expectations, performance, actions based on performance, and allows for recognition.
- Key attributes of focus tie back to the Authority Strategic Priorities, Brand Promise, and C.A.R.E Standards.
- Components include:
  - Attendance
  - Professional Appearance
  - Safety
  - On-Time Performance
  - Customer Satisfaction

## Bus Operator Support!

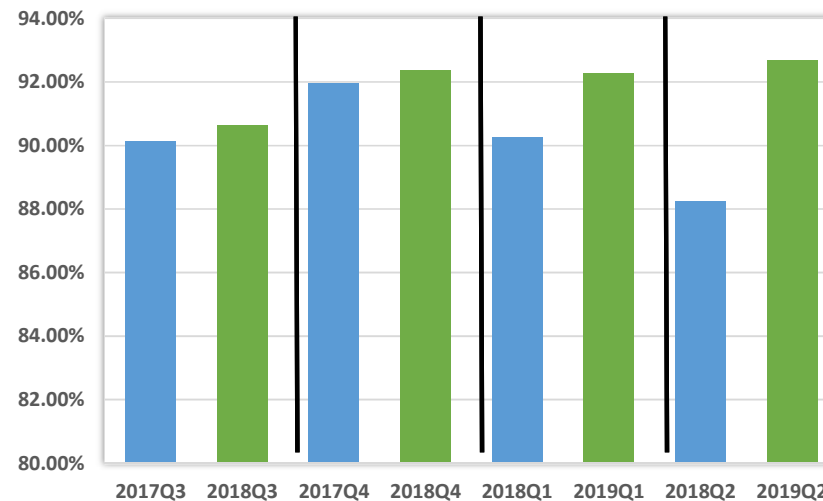


## Operational Excellence: On-Time Performance

- **Why**
  - The most important service characteristic to our customers and the number one reason to not recommend RTS to a friend or colleague. It is the sole measure of the Deliver Quality Service & Improve Performance Strategic Pillar.
- **Objective**
  - To meet or exceed the quarterly goals and to improve the performance of the bottom performers.
- **How**
  - Bus Operators are provided the support they need to be successful
  - Dispatch ensures timely deployment
  - Radio Controllers monitor performance real-time via Orbcad
  - Transit Center Supervisors resolving gate conflicts
  - Road Supervisors execute observations and mentoring conversations as instructed by OTP Committee review and at month end when in certain ranges.
  - Scheduling makes adjustments where necessary

## Conclusion

- **We are focusing on what matters to our customers and driving results!**
  - Nearly 50% of customers rate on-time performance as #1 service attribute.
  - Quarter over quarter performance has improved





## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous







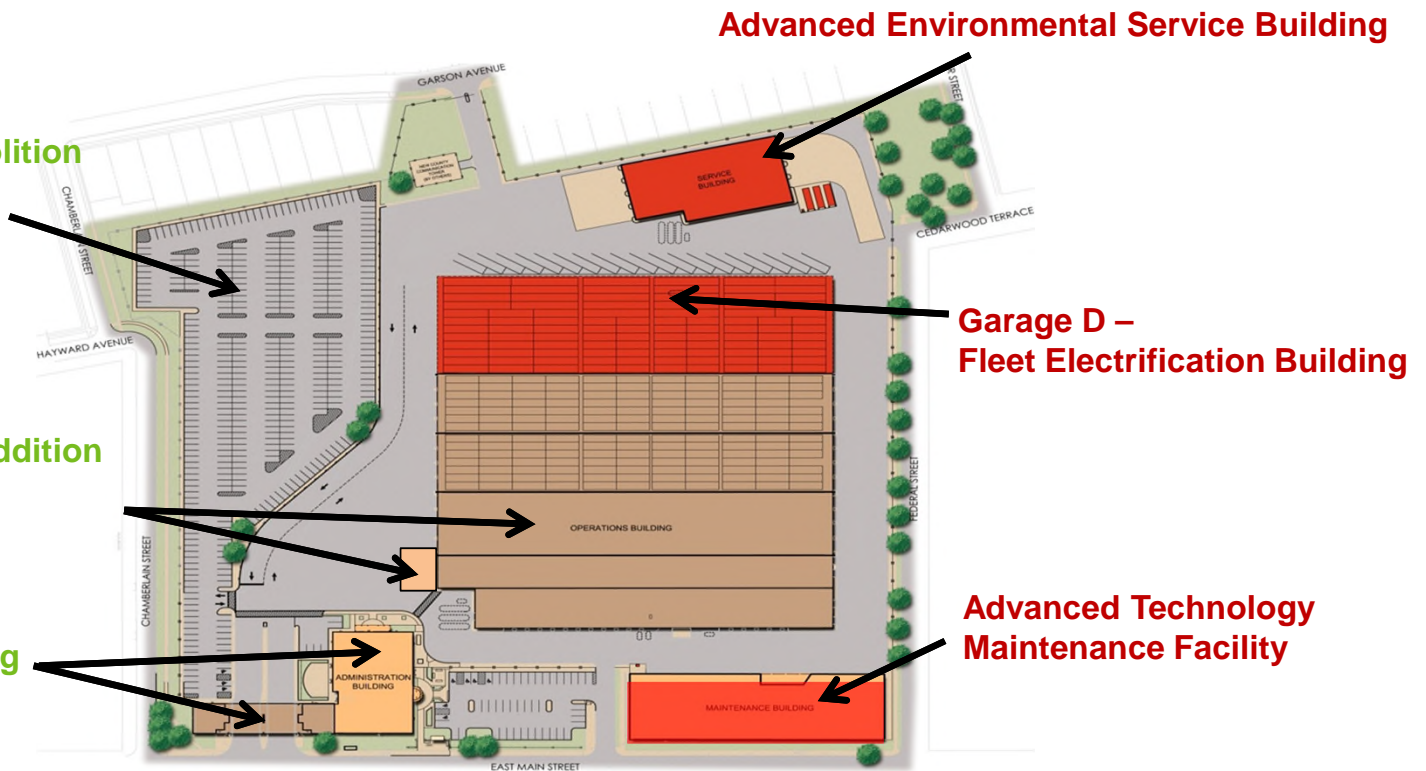




Land Acquisition, Demolition  
and Site Improvement  
(2012-2015)

Operations Building Addition  
& Renovation  
(2015-2017)

Administration Building  
Addition & Renovation  
(2010-2012)





# Project Highlight

*Dave Belaskas*

*Director of Engineering & Facilities Management*

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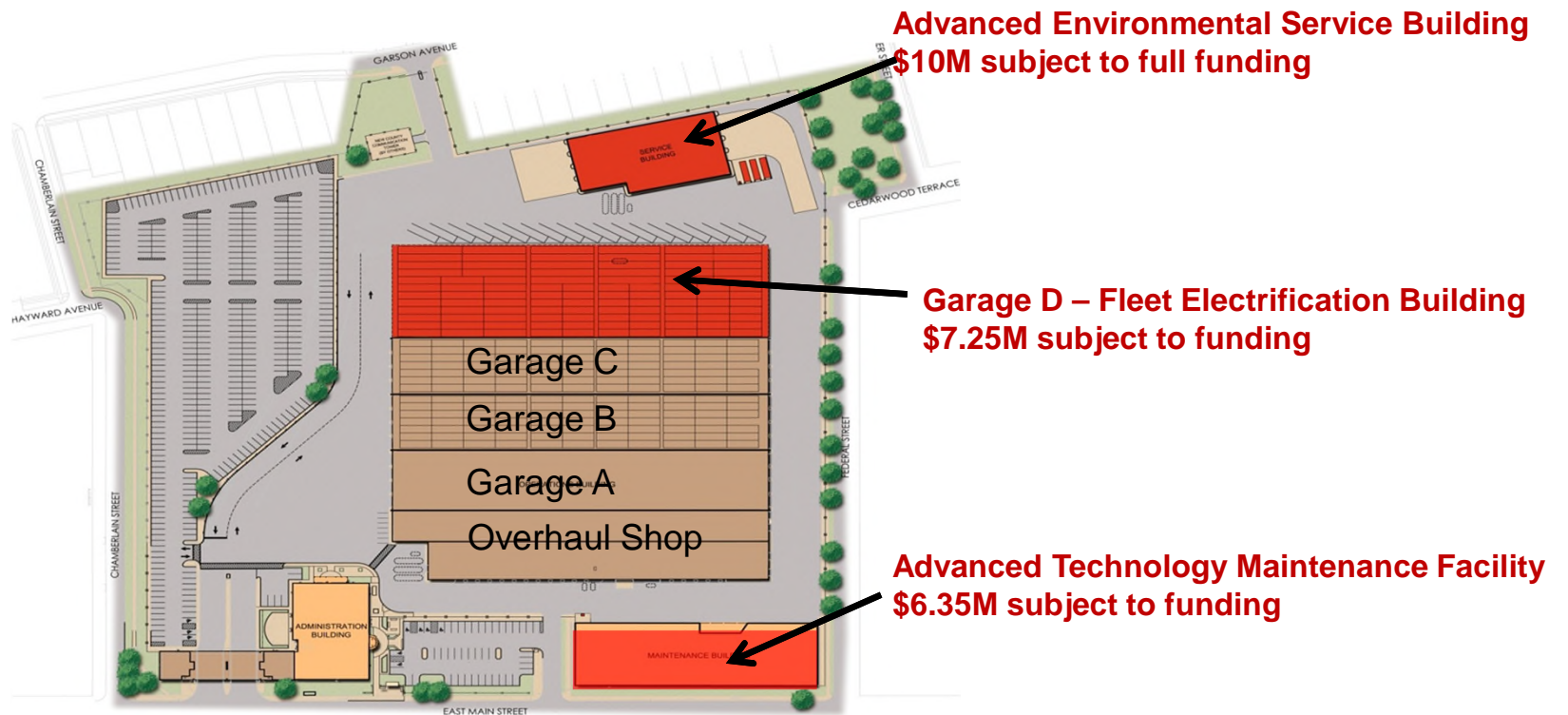


## Strategic Pillar – Modernize Our Infrastructure

### RTS Monroe Campus Update

- **Upcoming Projects at RTS Monroe Campus**
- **Advanced Environmental Service Building**
- **Current and Future RTS Monroe Campus Projects**

# Upcoming Projects at RTS Monroe Campus



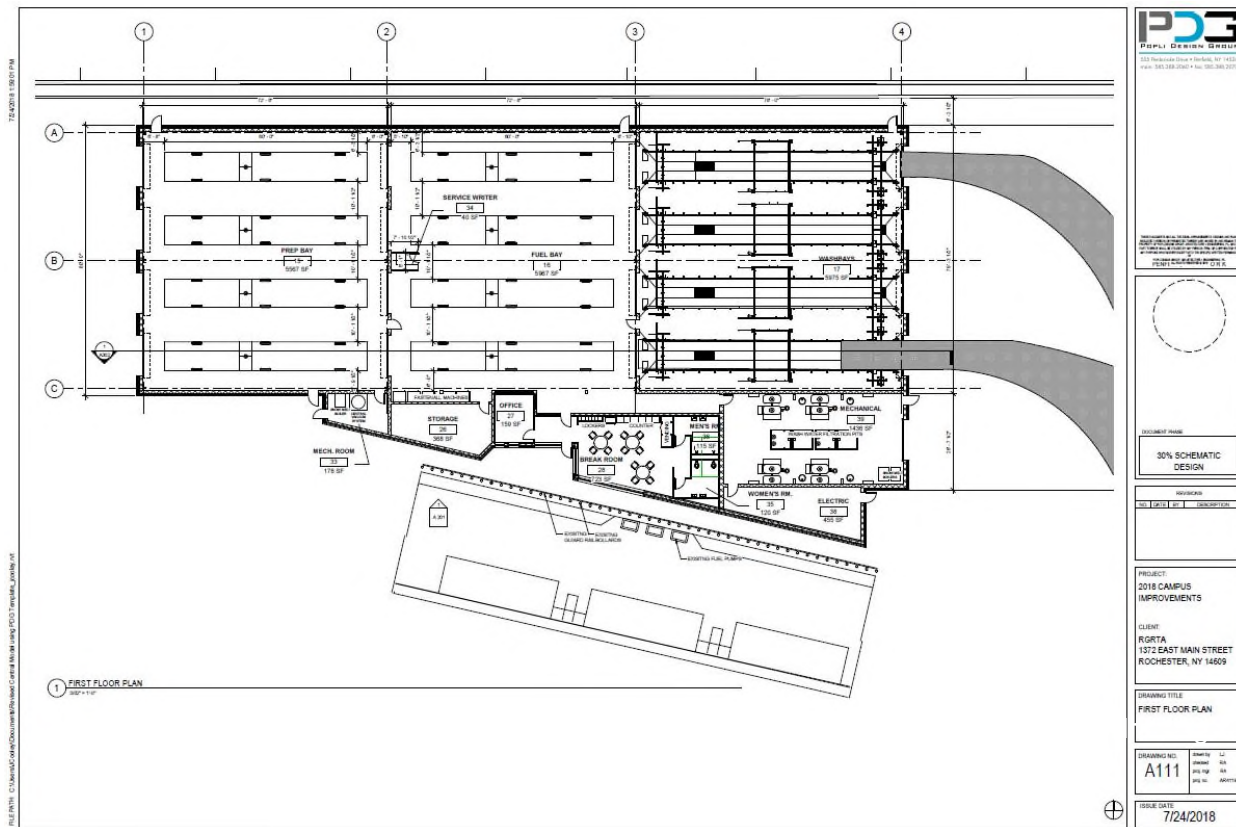


# Advanced Environmental Service Building





# Design Concept





## Advanced Environmental Service Building

Activities	Estimated Dates
Issue Design Build RFQ For Advance Technology Environmental Service Building	July 2018
Issue Design Build RFP	October 2018
Award Design Build Contract	April 2019
Final Design Complete	January 2020
Code Compliance Certificate	October 2021
<b>Associated Procurements</b>	
Owner's Representative	
Special Inspections	



## Current Projects for RTS Monroe Campus

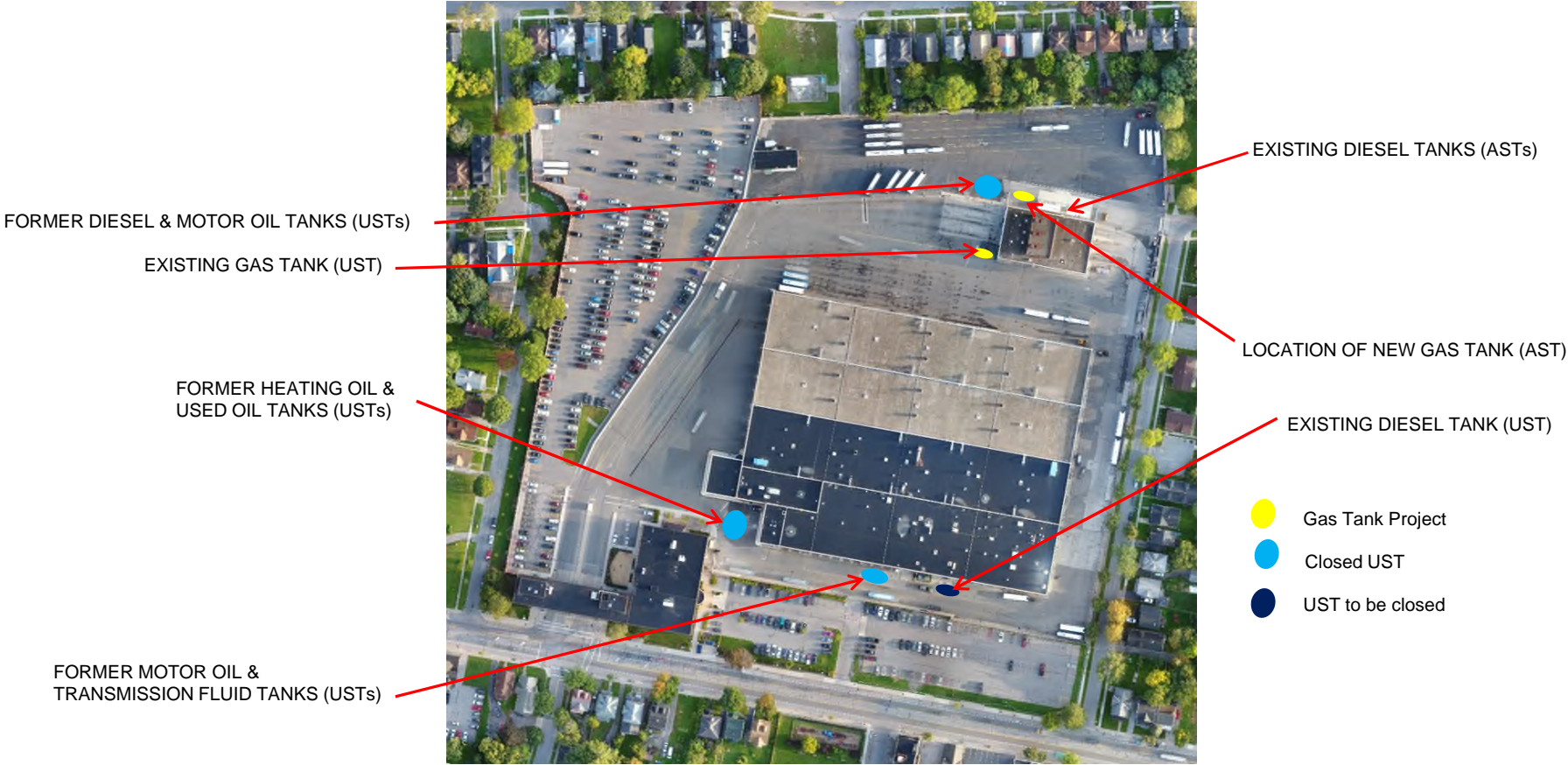
Item	Status
Trench Drain Replacement	Completed- January 2017
Mezzanine Renovations	Completed- August 2017
Speed Door Installations	Underway
Design of Waterline Replacement	Underway
Design of Johnson Controls Upgrades	Underway
Design and Construction Administration Services for Electric Bus Infrastructure	Underway
Schematic Design of Advanced Environmental Service Building	Underway



## Future RTS Monroe Campus Projects

Activities	Estimated Dates
RTS Gasoline Tank Replacement Project Design and Construction Administration Services	September 2018
Waterline Replacement Project Construction Contract	October 2018
Battery Electric Bus Contract	January 2019
Award Advanced Environmental Service Building Design Build Contract	April 2019
Electric Bus Infrastructure	May 2019
RTS Gasoline Tank Replacement Project Construction Contract	June 2019





## Proposed Final RTS Monroe Campus





## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous





## RTS Monroe Employee Quarterly Meeting August 13 & 14, 2018





# RTS Healthy U Summer Picnic

August 15, 2018







## RTS at the New York State Fair





## RTS Monroe & Access Operator Graduation August 21, 2018



## RTS-MCC Universal Pass Press Conference August 24, 2018







## RTS Ontario Employee Appreciation Dinner August 28, 2018



## VW Settlement Funds Press Conference September 5, 2018





## Miscellaneous

- Press Conference on Reimagine RTS Completed Report
- Met with City of Rochester Commissioner Norm Jones
- Reimagine RTS Public Information Session
- APTA Bus & Paratransit CEO's Committee Strategic Planning Discussion
- NYPTA Strategic Planning Meeting
- Tour of the new RTS Orleans facility with Orleans Government Leadership
- MWBE conference call with NYS Executive staff
- Presented to Pittsford Town Board on Reimagine RTS
- Greater Rochester Community Transportation Foundation Annual Meeting
- The Bus Coalition Steering Committee Meeting
- NYS Lawmaker Briefing on Reimagine RTS

# Financial Report

*Presented by: Scott Adair, CFO*



**RGRTA - Consolidated Budget Status Report - FY 2018-2019**  
**As of 7/31/18 (In Thousands)**

## Financial Report

<b><u>Revenues</u></b>	<b><u>Amended Budget 2018-19</u></b>	<b><u>FYTD 7/31/2018</u></b>	<b><u>Projected 3/31/2019</u></b>	<b><u>Budget Variance</u></b>
Total Locally Generated	\$ 28,280	\$ 8,849	\$ 28,280	\$ -
Total Government Subsidies	\$ 57,542	\$ 19,217	\$ 57,542	\$ -
Mortgage Tax	\$ 11,001	\$ 4,285	\$ 11,001	\$ -
Grand Total Revenue	\$ 96,823	\$ 32,352	\$ 96,823	\$ -
<b><u>Expenses</u></b>				
Personnel				
Salary & Wages	\$ 42,694	\$ 13,777	\$ 42,694	\$ -
Fringe Benefits	\$ 28,477	\$ 7,871	\$ 28,477	\$ -
Total Personnel	\$ 71,171	\$ 21,648	\$ 71,171	\$ -
Non-Personnel				
Services	\$ 7,948	\$ 2,160	\$ 7,948	\$ -
Fuel/Lubricants	\$ 5,035	\$ 1,781	\$ 5,035	\$ -
Parts	\$ 4,332	\$ 1,335	\$ 4,332	\$ -
Other	\$ 8,336	\$ 2,090	\$ 8,336	\$ -
Total Non-Personnel	\$ 25,652	\$ 7,367	\$ 25,652	\$ -
Grand Total Expenses	\$ 96,823	\$ 29,014	\$ 96,823	\$ -
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 3,338	\$ -	\$ -





ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	September 6, 2018
Presenter:	Christian Mahood
Subject:	Resolution Authorizing the Award of a Contract for Fare Technology Upgrades
Background:	<p>The Authority desires the services of an outside contractor to provide a fare technology upgrade that will allow customers to transition to a new, user-friendly account based system that will make it easier for customers to pay for their fare and enjoy the ride. This upgrade will include a mobile ticketing and smart card solution with enhanced trip planning for passengers utilizing RTS in Monroe County and RTS Access.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the <u>New York State Contract Reporter</u> on December 8, 2017, <u>Transit Talent</u> on December 11, 2017, the Rochester Business Journal on December 15, 2017, and the <u>Minority Reporter</u> on January 2, 2018.</p> <p>Thirty (30) RFP packages were sent to interested firms and five (5) responsive proposals were received. The five firms were scored as follows:</p> <ul style="list-style-type: none"><li>• Masabi: 98</li><li>• SPX Genfare: 89</li><li>• INIT: 83</li><li>• Passport: 74</li><li>• Delerrock: 66</li></ul> <p>Proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"><li>• Experience of the Firm &amp; Team Assigned to the Project</li><li>• Software/System Capabilities</li><li>• Quality of Hardware Proposed &amp; Feature Set It Provides</li><li>• Price</li></ul>

Our Promise: RTS makes it easy to enjoy your journey.



	<p>The Authority determined that the Masabi proposal was the most favorable in all areas being evaluated.</p> <p>The Authority determined that Masabi appears to be a responsible firm and submitted a responsive proposal.</p>
Financial Impact:	<p>The Authority will incur up-front capital costs of \$2,608,864, which includes \$2,083,159 for the hardware, software, and professional services as well as \$525,705, which covers 5 years of hardware warranties, software warranties and software license fees.</p> <p>During the five year term of the contract, the Authority will incur estimated Operating Expenses of \$230,400 or \$46,000 per year. Actual operating costs (in the form of a transaction fee) will be equal to 3.2% of all fares purchased through the Masabi platform and applicable credit card processing fees (estimated at 4%).</p> <p>Funding for this project will consist of 80% Federal and 20% Local funds. Future years Operating Budgets will account for transaction costs, including credit card processing fees.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be granted authority to execute a contract with Masabi for a term of five (5) years at an amount of \$2,839,264 with a contingency of \$560,736.</p>

## **Resolution: RGRTA 40-2018**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR FARE TECHNOLOGY UPGRADES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks the services of an outside contractor to provide a fare technology upgrade that will allow customers to transition to a new, user-friendly account based system that will make it easier for passengers to pay for their fare and will include a mobile ticketing and smart card solution with enhanced trip planning for passengers utilizing RTS in Monroe County and RTS Access; and

WHEREAS, the Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the New York State Contract Reporter on December 8, 2017, Transit Talent on December 11, 2017, the Rochester Business Journal on December 15, 2017, and the Minority Reporter on January 2, 2018; and

WHEREAS, thirty (30) RFP packages were sent to interested firms and five (5) responsive proposals were received; and

WHEREAS, Authority staff conducted a thorough evaluation of the proposals that were received and concluded that Masabi submitted the most favorable proposal that was responsive to the Authority's specifications; and

WHEREAS, the Authority determined that Masabi appears to be a responsible firm and that their proposed price is fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a contract with Masabi for a term of five (5) years at an amount of \$2,839,264 with a contingency of \$560,736; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolutions.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of the Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on September 6, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: September 6, 2018  
Rochester, New York





## Resolution Authorizing the Award of a Contract for Fare Technology Upgrades

RGRTA 40-2018

*Presented by Christian Mahood, Director of Information Technology*

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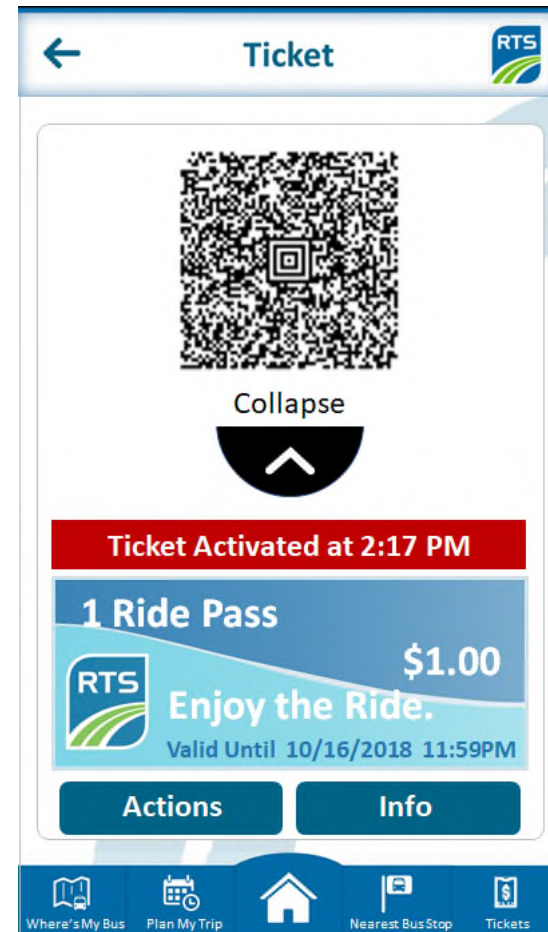


## Fare Collection History at RTS

- **1991: First electronic fare boxes installed for RTS.**
- **1999: Enabled automated cash fare collection and magnetic swipe cards.**
- **2013: Replaced Fare boxes to allow smartcards and bill validation.**

## New Fare Technologies

- Technology revolution occurred in the Mid-2000's with the development of the Smart Phone.
- Customers desire ease of payment via smart phones and online banking.
- The focus of the project is to provide a one-stop-app for our customers to find information, plan their trip and purchase their fare.





## Project Background

- RTS has been looking for ways to make it easier to purchase fares and speed up the boarding process, while learning more about our customers and their use of our system.
- RTS applied for a CMAQ (Congestion Mitigation and Air Quality) grant in October 2016 for Mobile Ticketing.
- RTS was awarded the Grant in April of 2017.



## Project Goals

- Ability for customers to purchase fare media wherever and whenever they want.
- Ability for customers to refill payment cards, providing longevity in our fare products and reducing waste.
- Removal of magnetic fare products that require significant amounts of maintenance and repair.
- Trip planning with Transportation Network Companies (TNCs) for community transportation integration.
- Provide more flexibility with outside partnerships for integration to our system for fare payment.

## Procurement Process

- 30 RFP packets were sent out. RTS received 5 responsive proposals.
- All proposers were scored and the top four were interviewed onsite.
  - Masabi: 98
  - SPX Genfare: 89
  - Init: 83
  - Passport: 74
  - Delerrock: 66
- The scoring committee scored Masabi the highest based on flexibility with the mobile app, their overall capacities in approach to the project, as well as their capabilities to deliver.



## Peer Comparison

- The interview team visited peer agencies with comparable size, ridership, and technology systems.
- Comparison allowed for sharing of implemented business processes and for comparison of implementation process by different vendors.
- Many Transit Agencies have implemented Mobile Ticketing with the first in the US being MBTA with Masabi in 2012.

## Benefits provided by the Masabi System

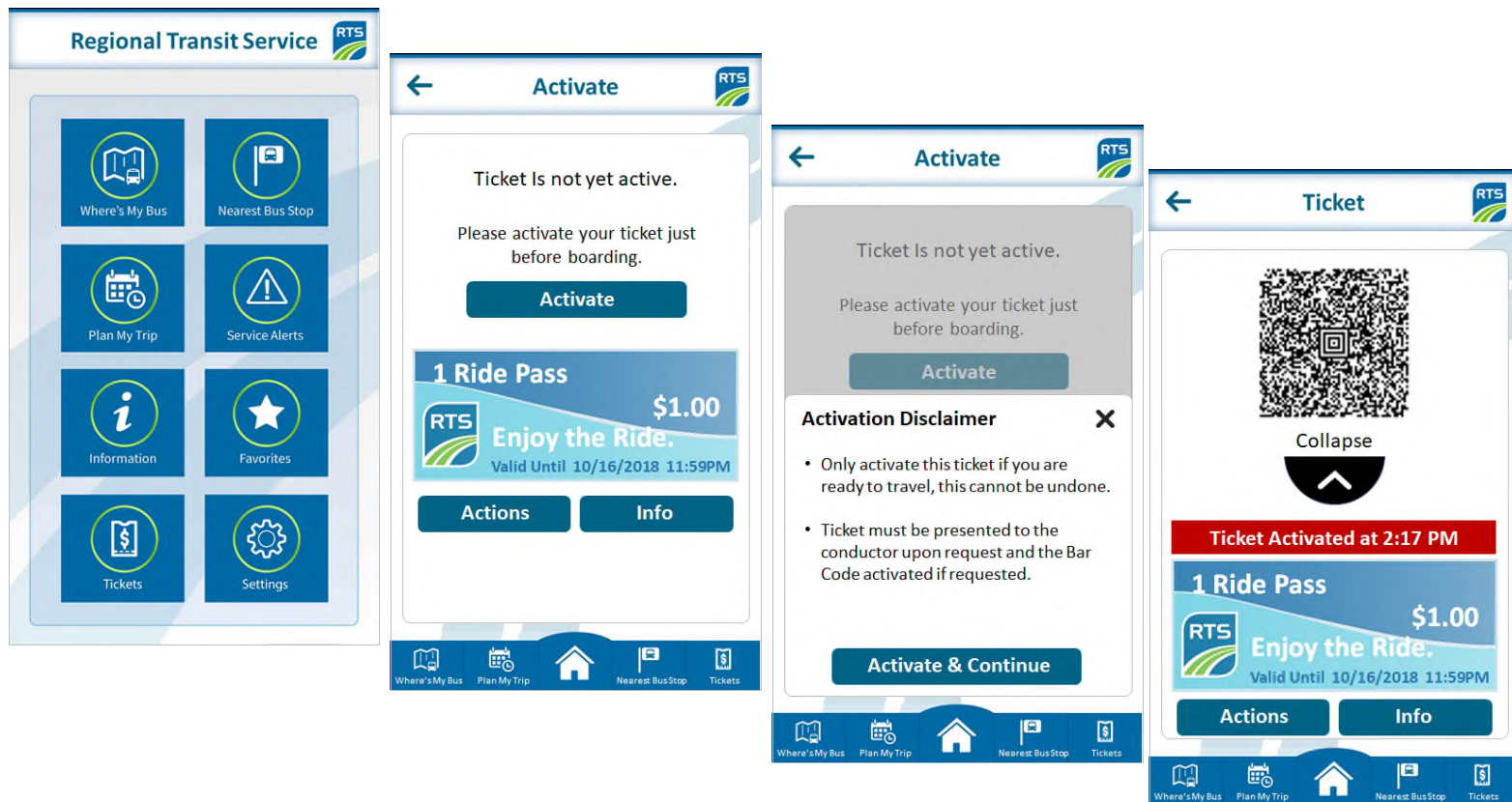
- Custom Mobile App integrating ticketing providing a 1-touch app for our customers.
  - Existing mobile app development company supporting project.
- Mobile Validators for all RTS Monroe.
- Fare Reloading TVMs for the Transit Center
- 3-D Barcode with security re-keying after 5 seconds.
- Real-Time Ticket Validation and Account Balance updates.







# Mobile App





## Recommendation

- That the Chief Executive Officer or his designee be granted authority to execute a contract with Masabi for a term of five (5) years at an amount of \$2,839,264 with a contingency of \$560,736.



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	September 6, 2018
Presenter:	Julie Tolar
Subject:	Resolution Authorizing a Contract for an Analysis of Mobility Options
Background:	<p>The Authority seeks to engage an outside contractor to analyze the seven Community Mobility Zones identified in the Reimagine RTS study and identify the mobility products available in the zones other than 40-foot bus service.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the <u>New York State Contract Reporter</u> on June 22, 2018, the <u>Rochester Business Journal</u> on June 29, 2018, and the <u>Minority Reporter</u> on July 12, 2018.</p> <p>Forty-six (46) sets of the RFP packages were distributed and six (6) proposals were received. Authority staff conducted a thorough evaluation of the proposals submitted and scored them as follows:</p> <p>IBI Group: 91.23 Nelson Nygaard: 88.42 LSC Transportation Consultants, Inc.: 76.82 Shared Mobility Inc.: 72.17 Routematch: 63.29 Sage Shoppe: 57.50</p> <p>Proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"><li>• Experience of the Proposing Firm</li><li>• Qualifications of the Project Team &amp; Project Plan</li><li>• Price</li></ul> <p>The Authority determined that IBI Group, proposal was the most favorable in all areas being evaluated.</p> <p>The Authority determined that IBI Group appears to be a responsible firm and submitted a responsive proposal.</p> <p>Since this project is funded by the Unified Planning Work Program, this contract is subject to the approval of the New York State Department of Transportation. Therefore, it will not be executed until NYS DOT has approved the award.</p>

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Financial Impact:	The services provided by IBI Group are anticipated to be \$124,982 with a contingency for allowable change orders of \$10,596. Therefore, the total authorized amount shall not exceed \$135,578 and will be funded in full by a Unified Planning Work Program ("UPWP") grant.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to enter into an Agreement with IBI Group for the Analysis of Mobility Options at an amount not to exceed \$135,578.

## **Resolution: RGRTA 41-2018**

### **RESOLUTION AUTHORIZING A CONTRACT FOR AN ANALYSIS OF MOBILITY OPTIONS**

WHEREAS, the Authority seeks to engage an outside contractor to analyze the seven Community Mobility Zones identified in the Reimagine RTS study and identify the mobility products available in the zones other than 40-foot bus service; and

WHEREAS, The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the New York State Contract Reporter on June 22, 2018, the Rochester Business Journal on June 29, 2018, and the Minority Reporter on July 12, 2018; and

WHEREAS, six (6) proposals were received and opened on August 3, 2018; and

WHEREAS, the Authority concluded that IBI Group submitted the most favorable proposal to the Authority due to their experience on similar projects and the strength of the project team assigned to the project; and

WHEREAS, the Authority concluded that the price proposed is fair and reasonable and that IBI Group appears to be a responsible firm.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be granted authority to enter into an agreement with IBI Group to conduct an Analysis of Mobility Options at an amount not to exceed \$135,578; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.

### **C E R T I F I C A T I O N**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on September 6, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: September 6, 2018  
Rochester, New York



## Resolution Authorizing a Contract for an Analysis of Mobility Options

RGRTA 41-2018

*Presented by Julie Tolar, Director of Service Planning*

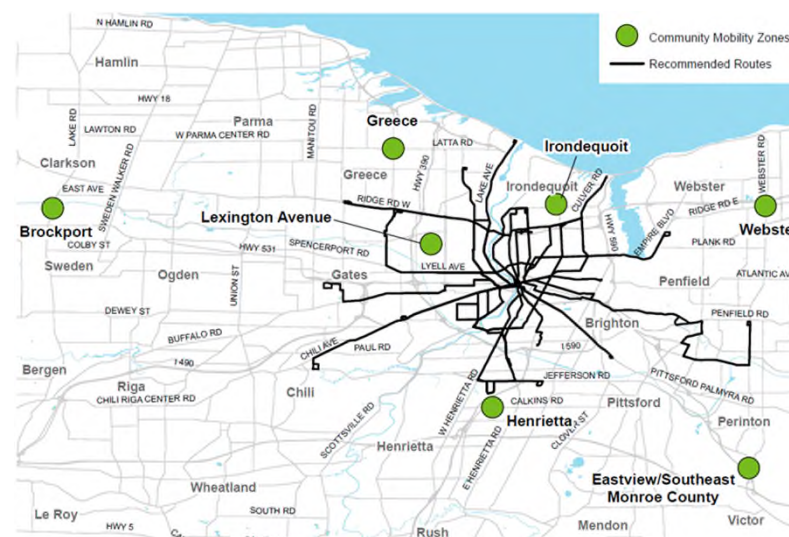


## Introduction

- **During Stage 1 of Reimagine RTS, TMD's completed recommendations for the fixed-route system included a recommendation to develop additional mobility options for areas not served by the fixed-route system**
  - 95% of current RTS customers will be served by the proposed fixed-route system; the mobility options will address the needs of the remaining 5%
- **As the next step in the Reimagine RTS process, the Authority seeks to engage an outside contractor to analyze these seven Community Mobility Zones identified during Stage 1 of the study**
  - The contractor will identify the mobility products that should be made available in each zone other than 40- or 60-foot buses

## Background Information

- TMD's completed recommendations included the identification of seven Community Mobility Zones
  - Brockport
  - Eastview/SE Monroe Co.
  - Greece
  - Henrietta
  - Irondequoit
  - Lexington Ave.
  - Webster
- Each Zone may have different mobility needs
- Many possible mobility options are available
  - Circulator
  - On-Demand
  - TNCs
  - Shuttle
  - Vanpool
  - Car share





## RFP Process

- **RFP Released in June 2018 and advertised in:**
  - [New York State Contract Reporter](#), [Rochester Business Journal](#), and the [Minority Reporter](#)
- **Forty-six (46) sets of RFP packages were distributed and six (6) responsive proposals were received**
- **Evaluation Criteria:**
  - Experience of the Proposing Firm
  - Qualifications of the Project Team & Project Plan
  - Price

## RFP Process

- **A thorough evaluation was conducted and the scores were as follows:**
  - IBI Group: 91.23
  - Nelson Nygaard: 88.42
  - LSC Transportation Consultants, Inc.: 76.82
  - Shared Mobility Inc.: 72.17
  - Routematch: 63.29
  - Sage Shoppe: 57.50
- **Top two candidates were asked to come in for interviews with the Evaluation Team**
  - IBI Group interviewed on August 14<sup>th</sup>
  - Nelson Nygaard interviewed on August 16<sup>th</sup>



## RFP Process

- **IBI Group is the recommended awardee after the interviews**
- **Decision based on**
  - Strength of the Project Team
  - Strength of the Project Manager
  - Project Team's experience with similar projects with other Transit Agencies



## Next Steps of Mobility Options Analysis

- **Oct 2018-Jan 2019:**      **Stakeholder outreach, data gathering & analysis**
- **February 2019:**        **Draft report**
- **March 2019:**            **Final report**





## Next Steps of Reimagine RTS

- **Early 2019**
  - Finalize mobility options for each Community Mobility Zone
- **Spring 2019**
  - Finalize solutions for Paratransit service
- **Summer 2019**
  - Present Service Plan and Implementation Plan
- **Summer 2020**
  - Anticipated service changes



## Recommendation

- **That the Chief Executive Officer or his designee be granted authority to enter into an agreement with IBI Group for the Analysis of Mobility Options at an amount not to exceed \$135,578.**



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	September 6, 2018
Presenter:	Amy Gould
Subject:	Resolution Authorizing the Award of a Contract for Employee Benefits' Broker Services
Background:	<p>The Authority requires the services of a qualified and experienced employee benefits broker to assist the People Department in their administration of the Authority's employee benefit's programs. The broker will provide services that assure that the benefit's program is compliant with federal and state requirements, financially sustainable, and enhances employee engagement.</p> <p>Further, a qualified benefits broker will help ensure that the plans, insurance policies, and program documents issued by benefits providers are accurate and consistent with negotiated union agreements and assist the Finance and People Departments with access to and understanding of data and analytics associated with employee claims to enhance cost containment and employee wellness programs.</p> <p>Moreover, it is anticipated that the employee benefits' broker will provide consulting services to assist the Authority with controlling health care costs under our new self-insured platform. These services will include, but are not limited to, identification or recommendation of various wellness initiatives and assisting the Authority with our goal of implementing on-line benefit enrollment options.</p> <p>The Authority sought proposals from qualified firms by issuing a Request for Proposals (RFP) and publicly advertising for proposals in the <u>New York Contract Reporter</u> on May 11, 2018, and the <u>Rochester Business Journal</u> and <u>Minority Reporter</u> on May 18, 2018. The RFP was for a contract length of two (2) years with three (3) one-year renewal options.</p> <p>Twenty-three (23) RFP packages were sent out and five (5) responsive proposals were received. Then proposals were evaluated based on the Project Plan/Materials, experience of the Firm and Price.</p>

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	<p>The evaluation team utilized the criteria listed above to evaluate the proposals and information obtained during the firm interviews. The Authority is recommending to the Board of Commissioners the selection of U.S. Employee Benefits Services Group which scored 91.25 out of 100 points. The other firms submitting were Brown &amp; Brown of NY, Inc., Gallagher Benefits Services, Lawley Employee Benefits and Relph Benefits Advisors with scores ranging from 87.5 to 57.5 points out of 100.</p> <p>U.S. Employee Benefits Group proposed a fee not to exceed \$225,000 for the first two years of the contract and a cost not to exceed \$125,000 for each year of the subsequent one-year renewals.</p> <p>The Authority determined that U.S. Employee Benefits Services Group submitted a responsive proposal that was the most favorable to the Authority. The Authority determined that U.S. Employee Benefits Services Group appears to be a responsible firm.</p> <p>Beyond the services required in the RFP, there will be opportunities, under our new self-insured platform, for additional consulting services, and based on a logical extension of services, the Authority requests the opportunity to engage U.S. Employee Benefits Services Group to provide the necessary services while under contract. These consulting services are difficult to determine at this time but would be limited to a cost outlined in the Operating Budget (we Anticipate an amount not to exceed \$50,000 per year) and specifically for items identified to assist in controlling health care costs and/or improving on-line services for employees.</p>
Financial Impact:	<p>The Authority's cost for these services is an amount not to exceed \$225,000 for the two-year contract. This cost in year one is not to exceed \$100,000 and is based on \$8 per participant per month. The cost in year two is not to exceed \$125,000 and is based on a \$13 per participant per month. Years three through five cost is the same as year two. These funds are provided for in the authority's 2018-2019 Operating Budget and will be in future year's budgets.</p> <p>The Authority anticipates the potential for additional consulting services under this contract and would request the authorization for justified change orders in an amount not to exceed \$50,000 per contract year and is provided for in the Authority's operating budgets.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be granted authority to execute a contract with U.S. Employee Benefits Services Group for Employee Benefits Broker Services for a term of two (2) years with the Authority having the option to renew for three (3) additional one-year (1) terms.</p> <p>Further, the Chief Executive Officer or his designee be granted the authority to engage U.S. Employee Benefits Services Group for justified change orders limited to the amount authorized in the operating budgets not to exceed \$50,000 per contract year.</p>

## **Resolution: RGRTA 42-2018**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR EMPLOYEE BENEFITS' BROKER SERVICES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to engage an outside contractor to provide Employee Benefits' Broker Services; and

WHEREAS, the Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in the New York State Contract Reporter on May 11, 2018, and the Rochester Business Journal and Minority Reporter on May 18, 2018; and

WHEREAS, twenty-three (23) Request for Proposals packages were sent out and five (5) responsive proposals were received; and

WHEREAS, Authority staff conducted a thorough evaluation of the proposals that were received and concluded that U.S. Employee Benefits Services Group submitted the most favorable proposal that was responsive to the Authority's specifications; and

WHEREAS, the Authority determined that U.S. Employee Benefits Services Group appears to be a responsible firm; and

WHEREAS, the Authority has determined that the proposed pricing is fair and reasonable; and

WHEREAS, the Authority will receive an initial one-year discounted rate not-to-exceed \$100,000 and a rate in years two through five not-to-exceed \$125,000; and

WHEREAS, the Authority will have access to additional services which will benefit employees at additional cost anticipated to be approximately \$50,000 per year.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a contract with U.S. Employee Benefits Services Group for a term of two (2) years with the Authority having the option to renew for three (3) additional one (1) year terms; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to enter into justified change orders with U.S. Employee Benefits Services Group for a cost not to exceed \$50,000 per year as provided for in the Authority's operating budgets; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolutions.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 6, 2018 and that the Resolution is still in full force and effect.

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Geoffrey Astles, Chairman

Date: September 6, 2018  
Rochester, New York





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**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 6, 2018
Presenter:	Christian Mahood
Subject:	Resolution Authorizing the Award of a Contract for Software Maintenance Services
Background:	<p>The Authority utilizes Technical Initiatives for Driving Excellence (TIDE), an extensive and highly specialized computer-based system that supports an array of critical functions including bus communications, customer information, fare collection, run cutting/scheduling processes and asset management for RTS Monroe, Livingston and Access.</p> <p>Conduent Transport Solutions, Inc. (Conduent) is one of the primary suppliers of the TIDE system. Items they provide include customized software; ATIS (Advanced Traveler Information System) signs for on-street customer information; and on-board TIDE software for vehicles that reside in the fleets of the aforementioned RGRTA subsidiaries.</p> <p>These products rely on customized and proprietary software designs, structure and a common database that enables data and information to be quickly and accurately exchanged between the various pieces of equipment and systems. The onboard equipment includes on-board computer systems, mobile data terminals, customer information signs, public address systems, and passenger counting equipment. The ATIS signs are located primarily in downtown Rochester and in Geneseo.</p> <p>The Authority, as part of a competitive bidding process, awarded the overall TIDE project to Orbital Sciences Corp. (Orbital) in Resolution RGRTA 53-2007. This resolution contemplated a contract for software maintenance service with Orbital which was subsequently acquired by Xerox and then later by Conduent. The Authority has determined that Conduent is the</p>

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	<p>logical continuation provider of software maintenance services due to the proprietary nature of the software, their unique knowledge and skills required to provide these services.</p> <p>Conduent has submitted a proposal conforming to the requirements of the Authority of which the proposed fee structure is:</p> <table> <tr> <td>Year 1 Contract execution date – August 31, 2019</td><td>\$307,119</td></tr> <tr> <td>Year 2 September 1, 2019 – August 31, 2020</td><td>\$307,119</td></tr> <tr> <td>Year 3 September 1, 2020 – August 31, 2021</td><td><u>\$307,119</u></td></tr> <tr> <td>TOTAL</td><td>\$921,357</td></tr> </table> <p>The Authority has conducted an analysis of the price and determined that the prices are fair, reasonable and in line with the original anticipated cost for these services when awarded competitively in 2007.</p>	Year 1 Contract execution date – August 31, 2019	\$307,119	Year 2 September 1, 2019 – August 31, 2020	\$307,119	Year 3 September 1, 2020 – August 31, 2021	<u>\$307,119</u>	TOTAL	\$921,357
Year 1 Contract execution date – August 31, 2019	\$307,119								
Year 2 September 1, 2019 – August 31, 2020	\$307,119								
Year 3 September 1, 2020 – August 31, 2021	<u>\$307,119</u>								
TOTAL	\$921,357								
Financial Impact:	<p>The cost of this contract will be funded solely by Authority funds.</p> <p>The funding of this contract is provided for in the Authority's 2018-2019 Operating Budget and future operating budgets.</p>								
Recommendation:	<p>That the CEO and his designee be granted authority to enter into a contract with Conduent for the support and maintenance of TIDE software operated by RTS Monroe, RTS Livingston and RTS Access.</p>								

## **Resolution: RGRTA 43-2018**

### **AUTHORIZING THE AWARD OF A CONTRACT FOR SOFTWARE MAINTENANCE SERVICES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (RGRTA) utilizes TIDE (Technical Initiatives for Driving Excellence), an extensive and highly specialized computer-based system that supports an array of critical functions including bus communications, customer information, fare collection, run cutting/scheduling processes and asset management for RTS Monroe, Livingston and Access; and

WHEREAS, Conduent Transport Solutions, Inc. (Conduent) is one of the primary suppliers of the TIDE system. Items they provide include customized software; ATIS (Advanced Traveler Information System) signs for on-street customer information; and on-board TIDE software for vehicles that reside in the fleets of the aforementioned RGRTA subsidiaries; and

WHEREAS, these products rely on customized and proprietary software designs, structure and common database that enable data and information to be quickly and accurately exchanged between the various pieces of equipment and systems. The onboard equipment includes on-board computer systems, mobile data terminals, customer information signs, public address systems, and passenger counting equipment. The ATIS signs are located primarily in downtown Rochester and in Geneseo; and

WHEREAS, the Authority, as part of a competitive bidding process, awarded the overall TIDE project to Orbital Sciences Corp. (Orbital) in Resolution RGRTA 53-2007. This resolution contemplated a contract for software maintenance service with Orbital which was subsequently acquired by Xerox and then later by Conduent. RGRTA has determined that Conduent should be the supplier due to the proprietary nature of the software and the unique knowledge and skills required to provide these services; and

WHEREAS, the Authority has determined that Conduent is the sole source supplier of the required software maintenance services due to the proprietary nature of the software, their unique knowledge and skills required to provide these services; and

WHEREAS, Conduent has submitted a proposal conforming to the requirements of the Authority of which the proposed fee structure is:

Year 1 Contract execution date – August 31, 2019	\$307,119
Year 2 September 1, 2019 – August 31, 2020	\$307,119
Year 3 September 1, 2020 – August 31, 2021	<u>\$307,119</u>
TOTAL	\$921,357

The Authority has conducted an analysis of the price and determined that the prices are fair, reasonable and in line with the original anticipated cost for these services when awarded competitively in 2007; and

WHEREAS, the Authority has determined that Conduent appears to be a responsible firm; and

WHEREAS, the services will be funded with RGRTA funds.

NOW THEREFORE BE IT RESOLVED, that the Chief Executive Officer and his designee is authorized to enter into a contract with Conduent Transport, Inc. for the provision of software maintenance services for a three-year period, in accordance with the prices set forth in this resolution for a total amount not to exceed \$921,357; and

BE IT FURTHER RESOLVED, that the contract period for services shall commence upon the execution of the contract and terminate on August 31, 2021; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer and his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 6, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: September 6, 2018  
Rochester, New York



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	September 6, 2018
Presenter:	David Belaskas
Subject:	Resolution Authorizing the Award of a Contract for Design and Construction Administration Services for the RTS Gasoline Tank Replacement Project
Background:	<p>The Authority desires to decommission and remove one (1) gasoline underground storage tank and install one (1) gasoline aboveground storage tank at 1372 East Main Street, Rochester, NY.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertised it in the <u>Rochester Business Journal</u> and the <u>New York State Contract Reporter</u> on June 1, 2018 and the <u>Minority Reporter</u> on June 5, 2018.</p> <p>34 sets of the RFP package were distributed and four (4) proposals were received on or before the July 13, 2018 deadline.</p> <p>The services requested include the following:</p> <ul style="list-style-type: none"><li>• Site Studies</li><li>• Plans, Specifications and Cost Estimates</li><li>• Shop Drawing and Permit Document Review</li><li>• Bidding Phase Support Services</li><li>• Construction Administration Services</li><li>• Construction Inspection Services</li><li>• Review Progress Payments and Change Orders</li><li>• DBE Participation Tracking</li><li>• Prepare and Implement Commissioning Plan</li><li>• NYSOGS Code Compliance Documentation, including securing NYSOGS Construction Permit and NYSOGS Code Compliance Certification</li><li>• Project Closeout</li></ul> <p>The following firms submitted proposals:</p> <ul style="list-style-type: none"><li>• Bergmann Associates, PC, Rochester, NY</li><li>• LiRo Engineers, Inc., Rochester, NY</li><li>• Passero Associates, Inc., Rochester, NY</li><li>• Stantec Consulting Services, Inc., Rochester, NY</li></ul>

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	<p>The proposal evaluation criteria established in the RFP is:</p> <ul style="list-style-type: none"> <li>A. Experience of the proposing firm.</li> <li>B. Experience of the team assigned to the project.</li> <li>C. Project methodology and approach.</li> </ul> <p>The Authority conducted a thorough evaluation of the proposals that were received and concluded that Stantec Consulting Services, Inc. submitted the strongest and most favorable responsive proposal for providing services for the RTS Gasoline Tank Replacement Project based on their experience with petroleum storage and fueling projects, significant knowledge of the site and New York State specific codes and regulations and the documented depth of the firm.</p> <p>The Authority based on the evaluation criteria scored the four firms as follows:</p> <ul style="list-style-type: none"> <li>• Stantec Consulting Services, Inc. 93</li> <li>• LiRo Engineers, Inc. 84</li> <li>• Bergmann Associates, PC 75</li> <li>• Passero Associates, Inc. 75</li> </ul> <p>Further, staff concluded that the pricing is fair and reasonable.</p>
Financial Impact:	<p>The cost for the above services for Stantec Consulting Services, Inc. is \$123,783 with a 10% contingency of \$12,378 for a total cost of \$136,161 to be funded in the following manner: 80% Federal, 10% State and 10% RGRTA.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to execute a contract with Stantec Consulting Services, Inc. for Design and Construction Administration Services associated with the RTS Gasoline Tank Replacement Project.</p>

## **Resolution: RGRTA 44-2018**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE RTS GASOLINE TANK REPLACEMENT PROJECT**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking Design and Construction Administration Services for the RTS Gasoline Tank Replacement Project in Rochester, NY; and

WHEREAS, the Authority sought proposals from firms by issuing a Request for Proposal (RFP) and publicly advertising for proposals in the Rochester Business Journal and the New York State Contract Reporter on June 1, 2018 and the Minority Reporter on June 5, 2018; and

WHEREAS, four (4) proposals were received on or before the July 13, 2018 deadline; and

WHEREAS, the services include Site Studies, Plans, Specifications and Cost Estimates, Shop Drawing and Permit Document Review, Bidding Phase Support Services, Construction Administration Services, Construction Inspection Services, Review Progress Payments and Change Orders, DBE Participation Tracking, Prepare and Implement Commissioning Plan, NYSOGS Code Compliance Documentation, including securing NYSOGS Construction Permit and NYSOGS Code Compliance Certification, and Project Closeout; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that Stantec Consulting Services, Inc. submitted a responsive proposal and the pricing is fair and reasonable; and

WHEREAS, the cost for Stantec Consulting Services, Inc. services is \$123,783 with a 10% contingency of \$12,378 for a total cost of \$136,161 to be funded in the following manner: 80% Federal, 10% State and 10% RGRTA.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract with Stantec Consulting Services, Inc. for Design Services and Construction Administration Services for the RTS Gasoline Tank Replacement Project in the amount not to exceed \$123,783; and

BE IT FURTHER RESOLVED, the Chief Executive Officer or his designee is authorized to increase the value of the contract by up to \$12,378 for justified order on the contract resulting in the total authorization of \$136,161; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.



### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 6, 2018 and that the Resolution is still in full force and effect.

---

Geoffrey Astles, Chairman

Date: September 6, 2018  
Rochester, New York



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BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET

Board Meeting Date:	September 6, 2018																			
Presenter:	Rusty Korth																			
Subject:	Authorizing the Award of Contracts for the Purchase of Vehicle Fluids and Lubricants																			
Background:	<p>The Authority requires the use of a variety of vehicle fluids and lubricants for the maintenance of vehicles used by Maintenance staff at RTS Monroe, RTS Access, and RTS Ontario.</p> <p>The Authority sought bids from distributors by issuing an Invitation for Bid (IFB) and publicly advertising it in the <u>New York State Contract Reporter</u> on August 3, 2018 and in the <u>Rochester Business Journal</u> on August 10, 2018.</p> <p>Eighteen (18) IFB packages were requested and four (4) bids were received on August 28, 2018. The following firms submitted bids:</p> <ul style="list-style-type: none"><li>• BWE LLC (dba GH Berlin Woodward) of Manchester, NH</li><li>• Cummins, Inc. of Buffalo, NY</li><li>• Emerson Oil of Rochester, NY</li><li>• Superior Lubricants Company, Inc. of North Tonawanda, NY</li></ul> <p>The products were broken down into five (5) product lots to promote competition as not all firms could provide all products desired. The Authority awarded to the lowest, responsive and responsible bidder in each of the five (5) product lots as follows:</p> <table><tr><th>Product Lot #</th><th>Product Lot Name</th><th>Recommended Awardee</th></tr><tr><td>1</td><td>Motor Oil</td><td>Superior Lubricants Company, Inc.</td></tr><tr><td>2</td><td>Transmission Fluids</td><td>BWE LLC (dba GH Berlin Woodward)</td></tr><tr><td>3</td><td>Coolant and Washer Fluids</td><td>Superior Lubricants Company, Inc.</td></tr><tr><td>4</td><td>Diesel Exhaust Fluid</td><td>Superior Lubricants Company, Inc.</td></tr><tr><td>5</td><td>Gear Lube and Greases</td><td>Superior Lubricants Company, Inc.</td></tr></table>		Product Lot #	Product Lot Name	Recommended Awardee	1	Motor Oil	Superior Lubricants Company, Inc.	2	Transmission Fluids	BWE LLC (dba GH Berlin Woodward)	3	Coolant and Washer Fluids	Superior Lubricants Company, Inc.	4	Diesel Exhaust Fluid	Superior Lubricants Company, Inc.	5	Gear Lube and Greases	Superior Lubricants Company, Inc.
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5	Gear Lube and Greases	Superior Lubricants Company, Inc.																		

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	A full listing of bids received by Product Lot are included as Attachment A. The Authority has determined that the pricing offered by the Awardees identified above are fair and reasonable.
Financial Impact:	<p>The projected expenses for the initial one (1) year term of the contract(s) awarded as a result of this resolution are \$302,822.13 based on the unit prices bid and estimated needs.</p> <p>The contract allows for an additional four (4) one-year renewals. Increases in Unit Prices may occur annually at the time of contract renewal and shall not exceed the Not Seasonally Adjusted Producer Price Index Series ID: WPU0576 Finished Lubricants as published by the U.S. Department of Labor.</p>
Recommendation:	That the CEO or his designee be granted authority to execute contract(s) with BWE LLC (dba GH Berlin Windward) and Superior Lubricants Company, Inc. for a term of one (1) year and to execute up to four (4) one-year renewals for each contract.

## **Resolution: RGRTA 45-2018**

### **AUTHORIZING THE AWARD OF CONTRACTS FOR THE PURCHASE OF VEHICLE FLUIDS AND LUBRICANTS**

WHEREAS, the Authority requires the use of a variety of vehicle fluids and lubricants for the maintenance of vehicles used by Maintenance staff at RTS Monroe, RTS Access, and RTS Ontario; and

WHEREAS, the Authority sought bids from distributors by issuing an Invitation for Bid (IFB) and publicly advertising it in the New York State Contract Reporter on August 3, 2018 and in the Rochester Business Journal on August 10, 2018; and

WHEREAS, eighteen (18) IFB packages were requested and four (4) bids were received on August 28, 2018; and

WHEREAS, the Authority awarded to the lowest, responsive bidder who offered the lowest combined bid for each of the following five (5) product lots: Lot 1: Motor Oils, Lots 2: Transmission Fluids, Lot 3: Coolant and Washer Fluids, Lot 4: Diesel Exhaust Fluid, and Lot 5: Gear Lube and Greases. The full listing of bids by lot is included as Attachment A to this Resolution; and

WHEREAS, Superior Lubricants Company, Inc. submitted the lowest responsive bid for Lots 1, 3, 4, and 5 and BWE LLC (dba GH Berlin Windward) submitted the lowest responsive bid for Lot 2; and

WHEREAS, the Authority determined that Superior Lubricants Company, Inc. and BWE LLC (dba GH Berlin Windward) appear to be responsible firms and that the prices they offered are fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into one (1) year contracts with BWE LLC (dba GH Berlin Windward) and Superior Lubricants Company, Inc.

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to four (4) optional one-year renewals for each contract and that increases in Unit prices may occur annually at the time of contract renewal and shall not exceed the Not Seasonally Adjusted Producer Price Index Series ID: WPU0576 Finished Lubricants as published by the U.S. Department of Labor; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.

## **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of the Regular Meeting of the Rochester Genesee Regional Transportation Authority which was held on September 6, 2018 and that the Resolution is still in full force and effect.

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Geoffrey Astles, Chairman

Date: September 6, 2018  
Rochester, New York

**Attachment A to Resolution: RGRTA 45-2018**

**Bids Offered for the Entire Lot**

<b>Product Lot</b>	<b>BWE LLC (dba GH Berlin Windward)</b>	<b>Cummins, Inc.</b>	<b>Emerson Oil</b>	<b>Superior Lubricants Company, Inc.</b>
<b>Lot 1: Motor Oils</b>	<b>\$96,470.00</b>	<b>N/A</b>	<b>\$78,440.00</b>	<b>\$72,280.00</b>
<b>Lot 2: Transmission Fluids</b>	<b>\$114,967.40</b>	<b>N/A</b>	<b>\$126,652.10</b>	<b>\$116,635.50</b>
<b>Lot 3: Coolant &amp; Washer Fluids</b>	<b>\$75,159.00</b>	<b>N/A</b>	<b>N/A</b>	<b>\$56,475.75</b>
<b>Lot 4: Diesel Exhaust Fluids</b>	<b>\$47,080.00</b>	<b>N/A</b>	<b>\$38,632.00</b>	<b>\$34,458.00</b>
<b>Lot 5: Gear Lube &amp; Greases</b>	<b>\$33,129.75</b>	<b>\$29,977.20</b>	<b>\$35,678.00</b>	<b>\$24,640.98</b>

N/A- Firms were unable to provide all products desired.



# 2018 STANDING CALENDAR

**Document Date:** 8/30/18 *Calendar is subject to revisions/additions*

<i><b>MEETING INFORMATION</b></i>	<i><b>DATE</b></i>	<i><b>TIME</b></i>
<b>RGRTA Regular Board Meeting</b>	Thursday, January 4, 2018	CANCELLED
<b>RGRTA Compensation Committee Meeting</b>	Wednesday, January 24, 2018	10:00AM – Noon
<b>RGRTA Compensation Committee Meeting</b>	Thursday, February 8, 2018	10:30AM – 11:30AM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, February 8, 2018	Noon - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, March 1, 2018	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, March 1, 2018	Noon - 2:00PM
<b>RGRTA Compensation Committee Meeting</b>	Friday, March 23, 2018	10:30AM – 11:30AM
<b>RGRTA Finance/Investment Committee Meeting</b>	Thursday, April 5, 2018	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, April 5, 2018	Noon - 2:00PM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, May 3, 2018	Noon - 2:00PM
<b>RGRTA Audit/Finance Committee Meeting</b>	Thursday, June 21, 2018	10:00AM – 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, June 21, 2018	Noon - 2:00PM
<b>RGRTA Annual Meeting</b>	Thursday, June 21, 2018	2:00PM - 2:30PM
<b>RGRTA Regular Board Meeting</b>	Thursday, July 5, 2018	CANCELLED
<b>RGRTA Governance Committee Meeting</b>	Thursday, August 2, 2018	POSTPONED
<b>RGRTA Quarterly Board Meeting</b>	Thursday, August 2, 2018	Noon - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, September 6, 2018	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, September 6, 2018	Noon - 2:00PM
<b>RGRTA Regular Board Meeting</b>	Thursday, October 4, 2018	Noon - 2:00PM
<b>RGRTA Annual Governance Training</b>	Tuesday, October 30, 2018	10:45AM - 5:15PM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, November 1, 2018	Noon - 2:00PM
<b>RGRTA Audit Committee Meeting</b>	Thursday, December 6, 2018	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, December 6, 2018	Noon - 2:00PM

**Location Key:**

*All Meetings to be held at RGRTA: 1372 E. Main Street, Board Room unless otherwise specified*