

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
October 3, 2019**

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

The meeting was called to order at 12:07pm by Chairman Donald Jeffries who determined that a quorum was present.

**Present on Roll Call:**

➤ County of Monroe	Don Jeffries	=	15 votes
➤ City of Rochester	William Ansbro	=	2 votes
➤ City of Rochester	Jerdine Johnson	=	2 votes
City of Rochester	William McDonald	=	2 votes
➤ County of Ontario	Geoff Astles	=	3 votes
➤ County of Orleans	James R. Bensley	=	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>30</b>
<b>Total Votes Present</b>	<b>24</b>
<b>Votes Needed for Quorum</b>	<b>16</b>

**Others Present:**

Scott Adair, Chief Financial Officer  
David Belaskas, Director of Engineering & Facilities Management  
Tom Brede, Public Information Officer  
Mike Burns, Director of Accounting Services  
Bill Carpenter, Chief Executive Officer  
David Cook, Purchasing Manager  
Daniel DeLaus, Chief Legal Counsel  
Renee Elwood, Director of Well-being & Inclusion  
Justin Feasel, Manager of Purchasing  
Lea Goodness, Director of Scheduling  
Amy Gould, Chief People Officer  
Krystal Hall, Director of People Performance & Development  
Brandon Hettler, Jr. Technical Support Administrator  
Reggie Hill, Manager of Service Delivery  
Rusty Korth, VP of Maintenance  
Jamie Mott, Director of Paratransit Services  
Brian Olds, HB Cornerstone

Aracelis Perez-Diaz, Communications & Marketing Coordinator  
Kelly Schmidt, Executive Assistant to the CEO  
Janet Snyder, Labor Relations Director  
James Stack, Executive Director, GTCS  
Miguel Velazquez, Chief Operating Officer

## **B. Adoption of the Agenda**

On motion of Commissioner Ansbro, seconded by Commissioner Johnson, the Agenda was unanimously adopted.

## **C. Approval of Minutes**

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

- RGRTA Governance Committee Meeting Minutes of August 1, 2019
- RGRTA Quarterly Board Meeting Minutes of August 1, 2019
- RGRTA Compensation Committee Meeting Minutes of September 25, 2019

## **D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report along with presentations from Amy Gould, Chief People Officer on Employee Engagement and the Employee Survey and a presentation from Miguel Velazquez, Chief Operating Officer on Reimagine RTS as reflected in the power point presentation, a copy of which is attached to these Minutes.

### Regarding the presentation on Employee Engagement and the Employee Survey:

- *Commissioner Ansbro asked what the timeframe is for the next steps. Amy Gould, Chief People Officer, responded that this is starting now and in late October we will come up with an action plan with the Leadership Team and some of these actions may be in the upcoming Comprehensive Plan.*

### Regarding the presentation on Reimagine RTS:

- *Commissioner Johnson commented that when you are riding the bus you don't think about what is going on in the background. This work is impressive and thank you for sharing.*
- *Commissioner Ansbro asked about the two connection hub delays and asked if we have a contingency plan for a temporary solution or a different service plan. Miguel*

*Velazquez, Chief Operating Officer, we have a contingency plan routing the buses in that area to a shelter and a bus stop so that they can connect to other routes. We will continue to monitor and update you with our progress.*

- *Chairman Jeffries stated that he heard from a customer who thought that what we are doing is wonderful and her mother will still be able to get around after Reimagine goes into effect. This redesign is wonderful and this comment shows the human side of this project.*

On motion of Commissioner Johnson, seconded by Commissioner Bensley, 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.

On motion of Commissioner Astles, seconded by Commissioner Ansbro, the Financial Report was accepted by unanimous vote.

#### **F. Proposed Resolutions**

##### **Resolution Authorizing the Award of a Contract for Construction of the RTS Connection Hubs, RGRTA 42-2019**

- *Commissioner Kosmerl asked how wide are the shelters and how many people do they hold. Dave Belaskas, Director of Engineering & Facilities Maintenance, about 6 feet wide and 15 feet long and the capacity is 10-12 people.*

RGRTA 42-2019: On motion of Commissioner Astles, seconded by Commissioner Ansbro, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

#### **G. Consent Resolutions**

Consent Resolutions RGRTA 43-2019 up to and including GTCS 9-2019 (Consent Resolution 47-2019 was separated out) were approved by a motion made by Commissioner Astles, seconded by Commissioner Bensley, these Resolutions below, a copy of which are attached to these Minutes, were unanimously approved.

##### **Resolution Authorizing the Purchase and Installation of Vehicle Wraps, RGRTA 43-2019**

##### **Resolution Reaffirming Election of Self-Insurance Programs for Workers' Compensation and Disability Insurance, RGRTA 44-2019**

##### **Resolution Authorizing the Award of a Contract for Tire Leasing Services, RGRTA 45-2019**

**Resolution Authorizing the Award of a Contract for Vehicle Maintenance Services for RTS Seneca, RGRTA 46-2019**

**Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Honeoye Hamlet Active Transportation Study, GTCS 6-2019**

**Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Livingston County Downtown Wayfinding Master Plan, GTCS 7-2019**

**Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Route 332 and Route 96 Sub-Area plan, GTCS 8-2019**

**Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Village of Avon Circulation, Accessibility & Parking Study, GTCS 9-2019**

**H. Executive Session**

On motion of Commissioner Kosmerl, seconded by Commissioner Ansbrow, the board unanimously moved into Executive Session at 12:56pm to discuss resolution RGRTA 47-2019.

The Board came out of Executive Session at 1:14pm and it was stated by Chairman Jeffries that no votes were taken while in Executive Session.

**Resolution Authorizing RTS Monroe to enter into a Three-Year Collective Bargaining Agreement with the Amalgamated Transit Union, Local 282, RGRTA 47-2019**

RGRTA 47-2019: On motion of Commissioner Astles, seconded by Commissioner Ansbrow, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved

**I. Calendar**

Bill stated that the Compensation Committee has agreed to meet on October 21<sup>st</sup> and we are still looking to have a November and December Board meeting with the Governance Training being held on Thursday, November 21<sup>st</sup>.

**J. Adjournment**

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

Respectfully submitted,

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Edward W. White, Esq., Secretary

Posted Date: October 17, 2019



**REGULAR BOARD MEETING OF RGRTA AND ITS SUBSIDIARIES  
THURSDAY, OCTOBER 3, 2019 ♦ 12:00 PM – 2:00 PM  
1372 EAST MAIN STREET – BOARD ROOM  
ROCHESTER, NY 14609**

**A. ROLL CALL AND DETERMINATION OF QUORUM**

***DONALD JEFFRIES, CHAIRMAN***

1. Pledge of Allegiance
2. Adoption of the Agenda

**B. APPROVE MINUTES AND ACCEPTANCE OF REPORTS**

***DONALD JEFFRIES, CHAIRMAN***

1. RGRTA Governance Committee Meeting Minutes of August 1, 2019
2. RGRTA Quarterly Board Meeting Minutes of August 1, 2019
3. RGRTA Compensation Committee Meeting Minutes of September 25, 2019

**C. CHIEF EXECUTIVE REPORT**

***BILL CARPENTER, CEO***

1. TOPS Highlight
2. Project Highlight
3. Miscellaneous

**D. FINANCIAL REPORT**

***SCOTT ADAIR, CFO***

**E. PROPOSED RESOLUTIONS**

- ***RGRTA 42-2019***, Resolution Authorizing the Award of a Contract for Construction of RTS Connection Hubs, ***David Belaskas, Director of Engineering & Facilities Management***

**F. CONSENT RESOLUTIONS**

- ***RGRTA 43-2019***, Resolution Authorizing the Purchase and Installation of Vehicle Wraps, ***Rusty Korth, VP of Maintenance***
- ***RGRTA 44-2019***, Resolution Reaffirming Election of Self-Insurance Programs for Workers' Compensation and Disability Insurance, ***Daniel DeLaus, Chief Legal Counsel***
- ***RGRTA 45-2019***, Resolution Authorizing the Award of a Contract for Tire Leasing Services, ***Rusty Korth, VP of Maintenance***
- ***RGRTA 46-2019***, Resolution Authorizing the Award of a Contract for Vehicle Maintenance Services for RTS Seneca, ***Rusty Korth, VP of Maintenance***
- ***GTCS 6-2019***, Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Honeoye Hamlet Active Transportation Study, ***James Stack, Executive Director, GTCS***
- ***GTCS 7-2019***, Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Livingston County Downtown Wayfinding Master Plan, ***James Stack, Executive Director, GTCS***

- ***GTCS 8-2019***, Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Route 332 and Route 96 Sub-Area plan, ***James Stack, Executive Director, GTCS***
- ***GTCS 9-2019***, Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Village of Avon Circulation, Accessibility & Parking Study, ***James Stack, Executive Director, GTCS***
- ***RGRTA 47-2019***, Resolution Authorizing RTS Monroe to enter into a Three-Year Collective Bargaining Agreement with the Amalgamated Transit Union, Local 282, ***Daniel DeLaus, Chief Legal Counsel***

**G. CALENDAR**

**H. ADJOURNMENT**

***DONALD JEFFRIES, CHAIRMAN***

# CEO Report

*Presented by: Bill Carpenter, CEO*





## Chief Executive Officer Report

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

Strategic Pillars 2019-20 2nd Qtr.	Metric	Plan Goal	Actual 1st Quarter	Actual 2nd 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	38%	34%	45%	30.28	23.29	30.28	16.30
	Customer Satisfaction - RTS Access	95%	99%		0.19	0.27	0.35	0.19
	Customer Satisfaction - RTS Genesee	95%	100%		0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Livingston	95%	100%		0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Ontario	95%	98%		0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Orleans	95%	98%		0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Seneca	95%	98%		0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Wayne	95%	98%		0.14	0.21	0.27	0.14
	Customer Satisfaction - RTS Wyoming	95%	100%		0.14	0.21	0.27	0.14
	Total CSI Score				31.5	25.0	32.5	17.5
Service Performance Index	On-Time Performance - RTS	90.50%	92.50%	91.29%	25.13	23.29	30.28	16.30
	On-Time Performance - RTS Access	95.25%	95.8%		0.19	0.27	0.35	0.19
	On-Time Performance - RTS Genesee	91.5%	96.6%		0.14	0.21	0.27	0.14
	On-Time Performance - RTS Livingston	90.0%	91.4%		0.14	0.21	0.27	0.14
	On-Time Performance - RTS Ontario	92.0%	95.6%		0.14	0.21	0.27	0.14
	On-Time Performance - RTS Orleans	95.0%	95.5%		0.14	0.21	0.27	0.14
	On-Time Performance - RTS Seneca	96.0%	99.9%		0.14	0.21	0.27	0.14
	On-Time Performance - RTS Wayne	96.0%	97.6%		0.14	0.21	0.27	0.14
	On-Time Performance - RTS Wyoming	96.0%	98.2%		0.14	0.21	0.27	0.14
	Total SPI Score				26.3	25.0	32.5	17.5
Employee Engagement Index	Employee Participation	27.5%		40.2%	-	-	-	-
	Employee Engaged Index	24.0%		31.6%	6.04	5.00	6.50	3.50
	Employee Satisfaction	4.0		4.2	5.28	5.00	6.50	3.50
	Total EE Score				11.3	10.0	13.0	7.0
TOPS Score					109.1	100.0	130.0	70.0

# Q2 Employee Survey Results

*Presented By: Amy Gould, Chief People Officer*



## Evolution of Employee Engagement Index

- Survey of employees began consistently in fiscal year 2010-11
- Survey results first incorporated into TOPS in fiscal year 2013-14
- In 2017-2018 started surveying all employees in Q2 and Q4
- In 2018-19 we condensed Q2 survey, while Q4 remained the full survey.
- After Action Review



## Fall Employee Survey September 6 - 19

**Wear one item:**



JERSEY



SCARF



HAT

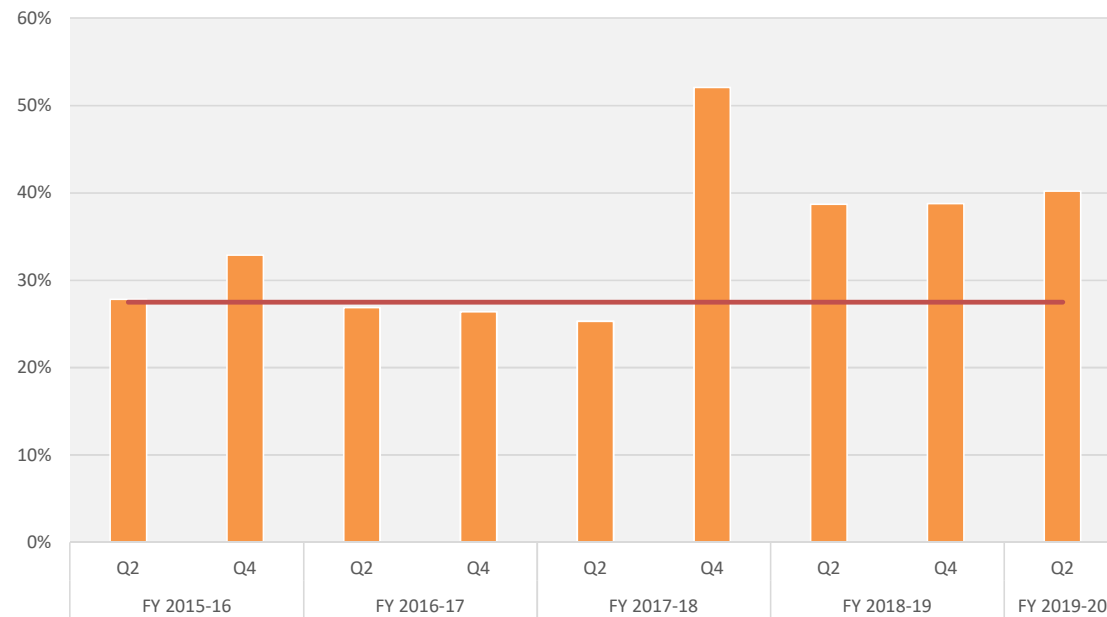


SOCKS

Celebrate the RTS team by wearing your favorite  
team's gear on Fridays:  
September 6, 13, 20 and 27<sup>th</sup>!

**Second highest participation level seen since we began tracking in 2013-14 (40.2%)**

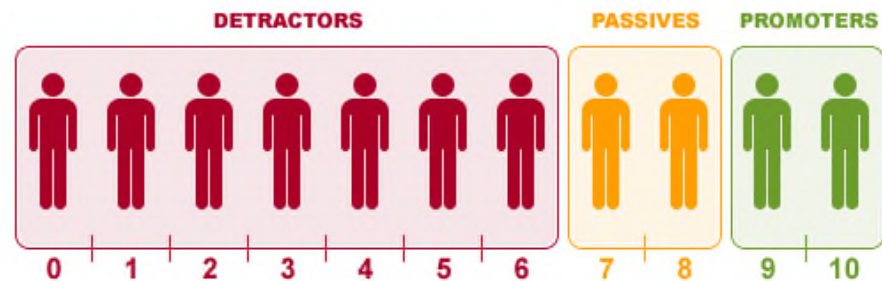
- **Grassroots Campaign**
- **Activities and Reminders for All Employee Groups**



# Employee Engagement Index

- **Measured twice per year, in Q2 and Q4**
  - Q2 Survey ran September 6<sup>th</sup> – 19<sup>th</sup>
- **Contributes 10 goal points to TOPS**
- **Index Components:**
  - Employee Engagement: 5 possible points
  - Employee Satisfaction: 5 possible points

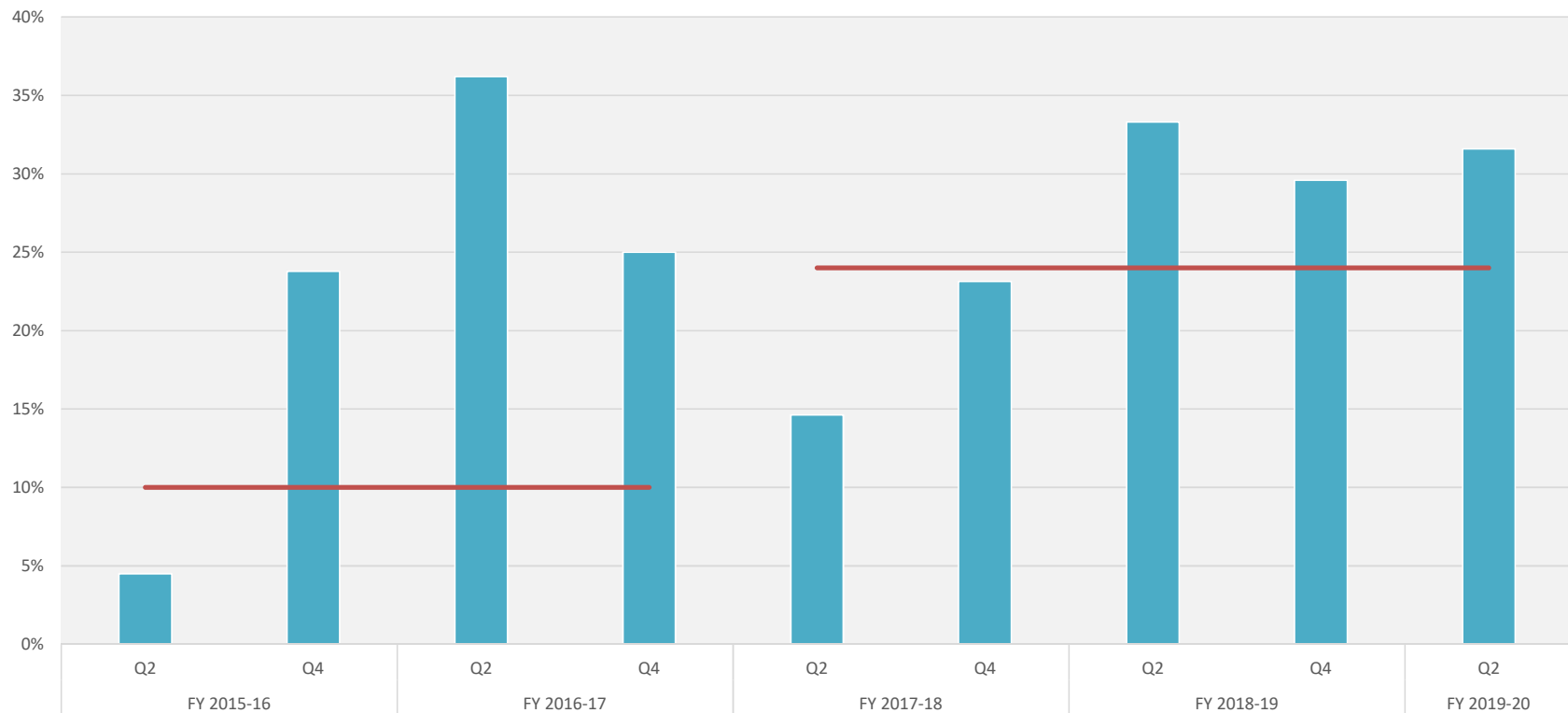
- **Measured by results from four statements:**
  1. I am motivated to go "above and beyond" what is expected of me at my job.
  2. I would stay with RTS if I was offered a similar job elsewhere for slightly higher pay.
  3. If a friend or family member was looking for a job, how likely is it that you would recommend RTS to them as a great place to work?
  4. If a friend or family member was interested in RTS public transit services, how likely is it that you would recommend RTS to them?
- **Just like with our NPS score, scores are 0-10 and the separated into promoters and detractors:**
  - To be counted as a promoter, 3 of the 4 questions should be scored 9 or higher.
  - To be counted as a detractor, 3 of the 4 questions should be scored 6 or lower.



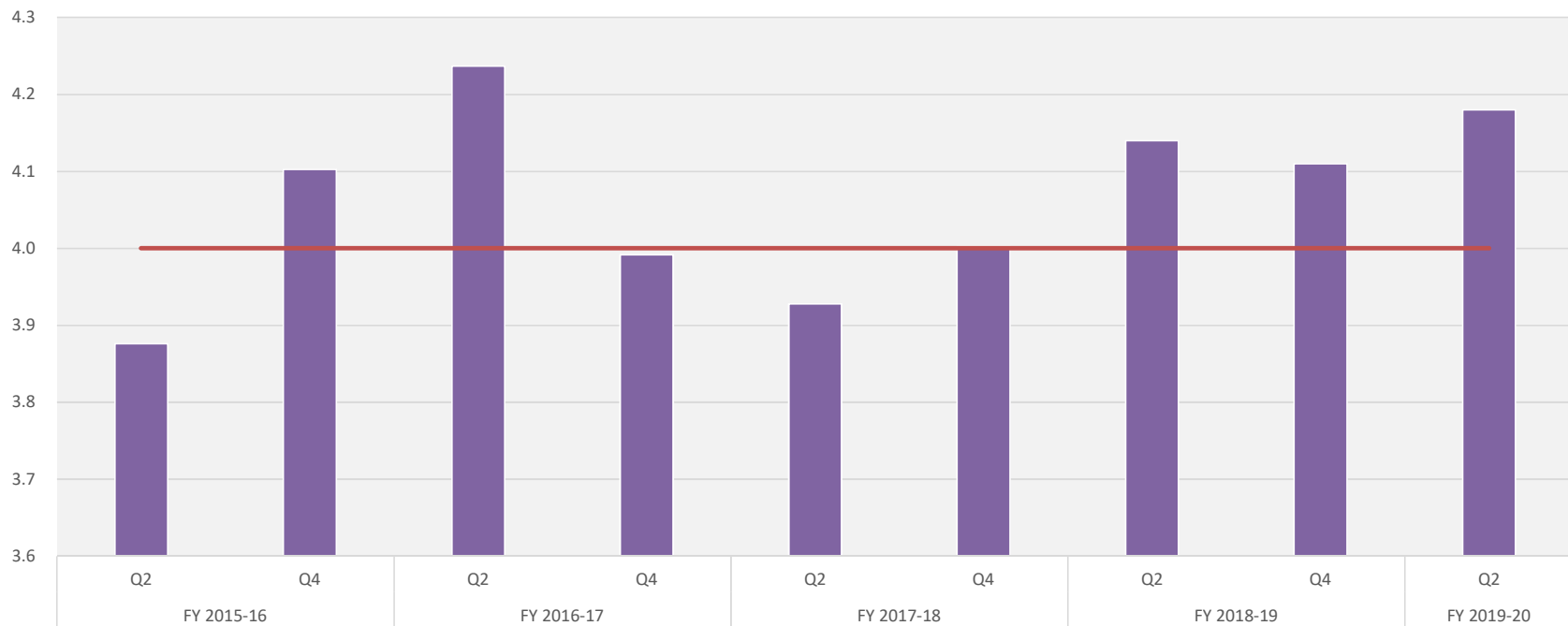
$$\% \text{ Promoters} - \% \text{ Detractors} = \text{Employee Engaged Index}$$



- Q2 score sustained engagement and exceeded the goal.



- **Q2 score was our second highest ever at 4.18.**
  - Sustained performance across all results.



- **Engagement**

- 31.6% exceeds the goal of 24%, and is similar to last year.
  - Performance appears to be steadying around 30%

- **Satisfaction**

- 4.18 meets the goal and represents an improvement over last year.
  - Steady performance compared to prior surveys.

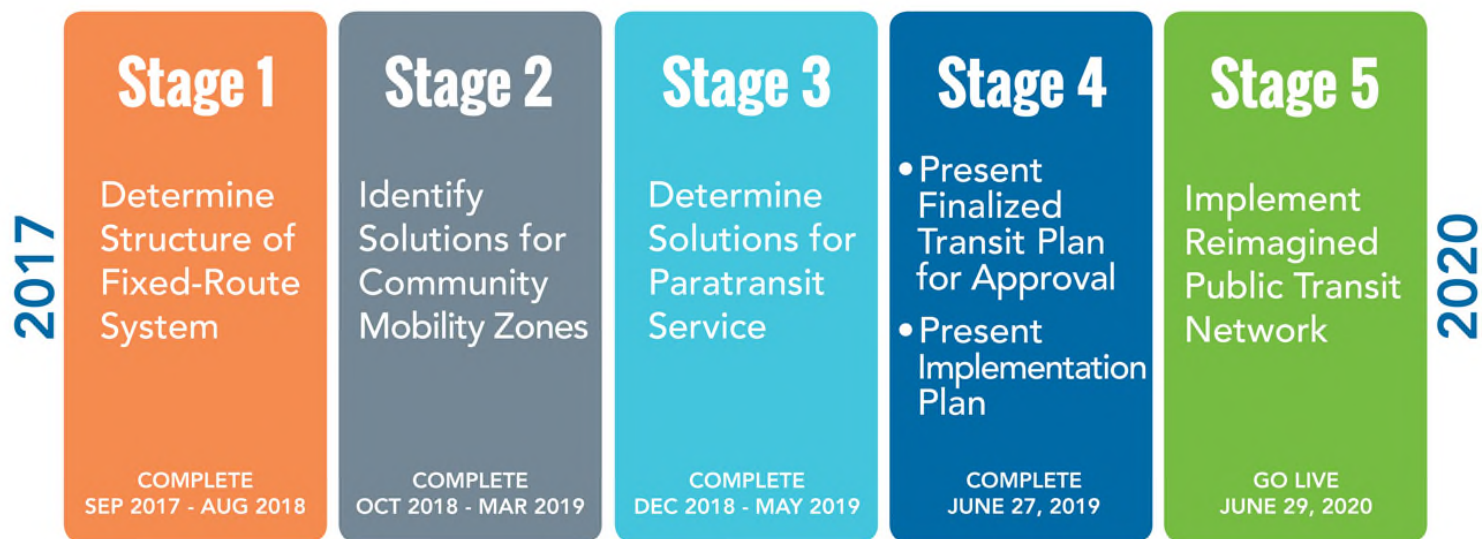
# Progress and Next Steps

- **Executive Team shared results with direct reports**
- **Department heads meeting with their teams to discuss results**
- **Report out at October Leadership Forum for:**
  - Cross functional review of results
  - Adjust/tweak goals accordingly based on new feedback
  - Develop action plans for specific (departmental) focus areas
  - Inform upcoming planning for 2020-2021 Comprehensive Plan strategies

# Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous

# REimagine RTS Process



**270 Days until Go Live!**

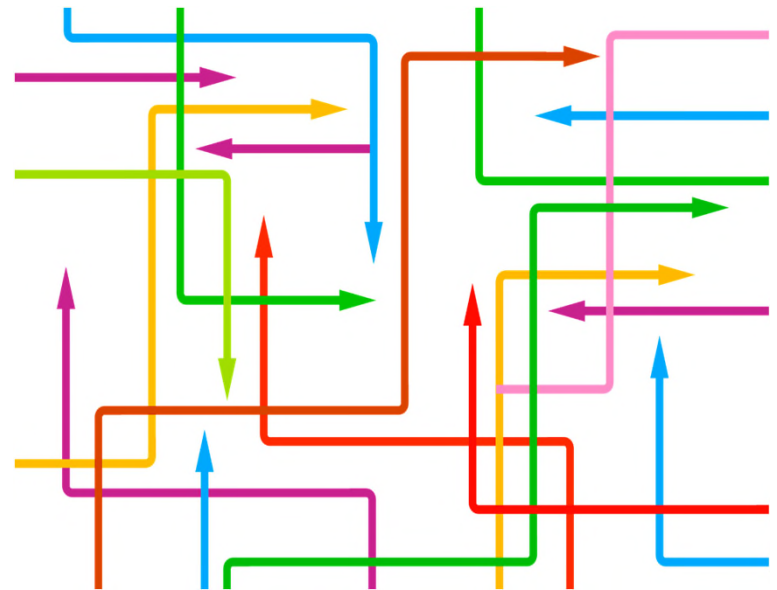
# Reimagine RTS

*Presented By: Miguel Velazquez,  
Chief Operating Officer*



# Current Project Task

- Vehicles
- Bus Stop Signs
- Documentation
- Union Contract
- Staffing (SVOs, CSRs, Trainers, Temps)
- Mobile Tix & MaaS
- Connection Hubs
- Schedules (FR & CMZ)
- Systems Configuration
- Outreach & Communication
- Marketing





# Meeting Cadence & Project Plan



- Reimagine Master PP - 1039 tasks
- Mobile Tix – 250 tasks
- MaaS – 118 tasks
- Total – Over 1,400 tasks

And...  
Growing

- EMT Weekly Update
- Weekly Project Management
- Weekly Connection Hubs
- Bi-Weekly Steering Committee
- Project manager – topic meetings
- Departmental
- Specific project plan item

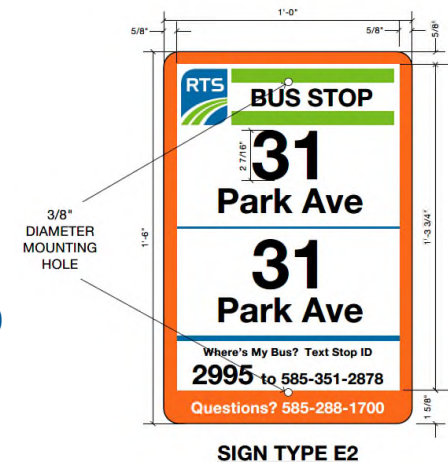


- **Vehicle Types On Order and Expected Delivery**
  - 19 Vans: January
  - 6 Low Floor Type III: December - February
  - 5 Type VI: February – April
- **On-board Electronics**
  - Configuration and installation plans being developed for each vehicle type for radio, router, CAD/AVL, Fare box, mobile tix reader, mobile data tablet, DVR and cameras
- **Reconfiguring garage area and ordering equipment to accommodate maintenance of new vehicles**
  - 4-post lift, tire mounting/balancing, diagnostic laptops and software, fluids dispensing, A/C recovery machine, etc.
- **Designing campus layout and operational plans for parking, fueling, washing, deployment (train-out)**
  - Need to account for new Service Building construction

*We will have oversight at each of the 3 production locations.*

# Bus Stop Signs

- **Developed sign strategy**
- **Cross departmental event undertaken to proof 1,800 signs**
  - Route #s, Route Names, Sign Codes, Telephone, etc.
- **Installations schedule**
  - New sign installation expected to be completed by March 31, 2020
  - Eliminated signs to be removed starting on June 30, 2020
- **Signs ordered on August 16th**
- **Received on September 4th**
- **Shipped back to vendor last week**
- **New shipment expected within the next month**
- **Working with vendor on sign unveiling work**



# Documentation Policies & Procedures

- Hubs – guidelines for operators
- IT Systems – AVA, Mobile Tix, SVOs, etc.
- Transportation Services – CMZ work
- Service Development Guidelines
- Maintenance - CMZ cash handling
- New Fare Structure
- Pre and Post Trip Inspection Requirements and Process
- Radio Communications Protocols in an Open Mic System
- Requesting a Personal, Securing the vehicle, Idling
- Reasonable Modification Requests (including backing up)
- Food and Drink within the vehicle
- Handling of keys and tablets
- Logging in/out of tablet, other basic operation of software



- **Numerous Meetings on Negotiations**



- **Agreement Discussions Included:**
  - New Class of Operators
  - Maintenance of Small Vehicles
  - Maintenance of Connection Hubs
  - Several Work Rules

# Staffing / Hiring



6 Additional Customer  
Service Representatives  
and 3+ temps



Developed  
Hiring plan



Hiring set to begin  
in November



Training materials  
being developed

Approximately 53 new  
SVOs



1 CSR Supervisor



Determined New  
Space Requirements



# Mobility as a Service & Technology Fare



**Config &  
Flow Design**

**Admin Training  
and Internal Pilot**  
(End-to-End Testing)

**Full Service Available**  
(Continued End-to-End Testing)

**Prep  
for Go  
Live**

**Go  
Live**

**Post Go  
Live  
Support**

- Data Gathering and Discovery
- Test Vehicle and Hardware Received at RTS
- Pre-Production Configuration and Flow Design – Oct.
- End to End On-road Testing – Winter
- Admin Training and User Acceptance Testing – Winter
- Public Full Launch – April



**Internal  
Pilot - 5  
Buses**

**Internal  
Pilot -  
Full Fleet**

**Internal End-to-End Pilot  
With Account Based Ticketing  
Full Fleet**

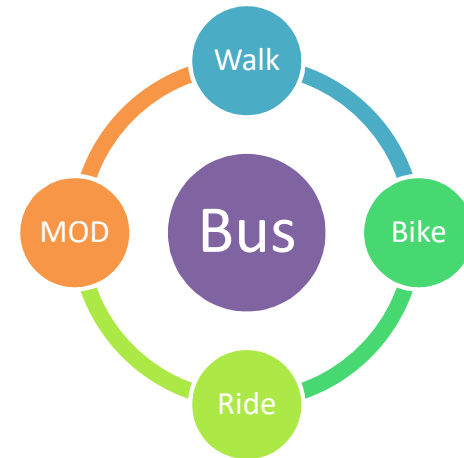
**Public  
Launch  
ABT  
PASS**

**April-May-June**

**Halt  
Sales  
Old  
Style  
Passes**

**RCSD  
New  
Passes**

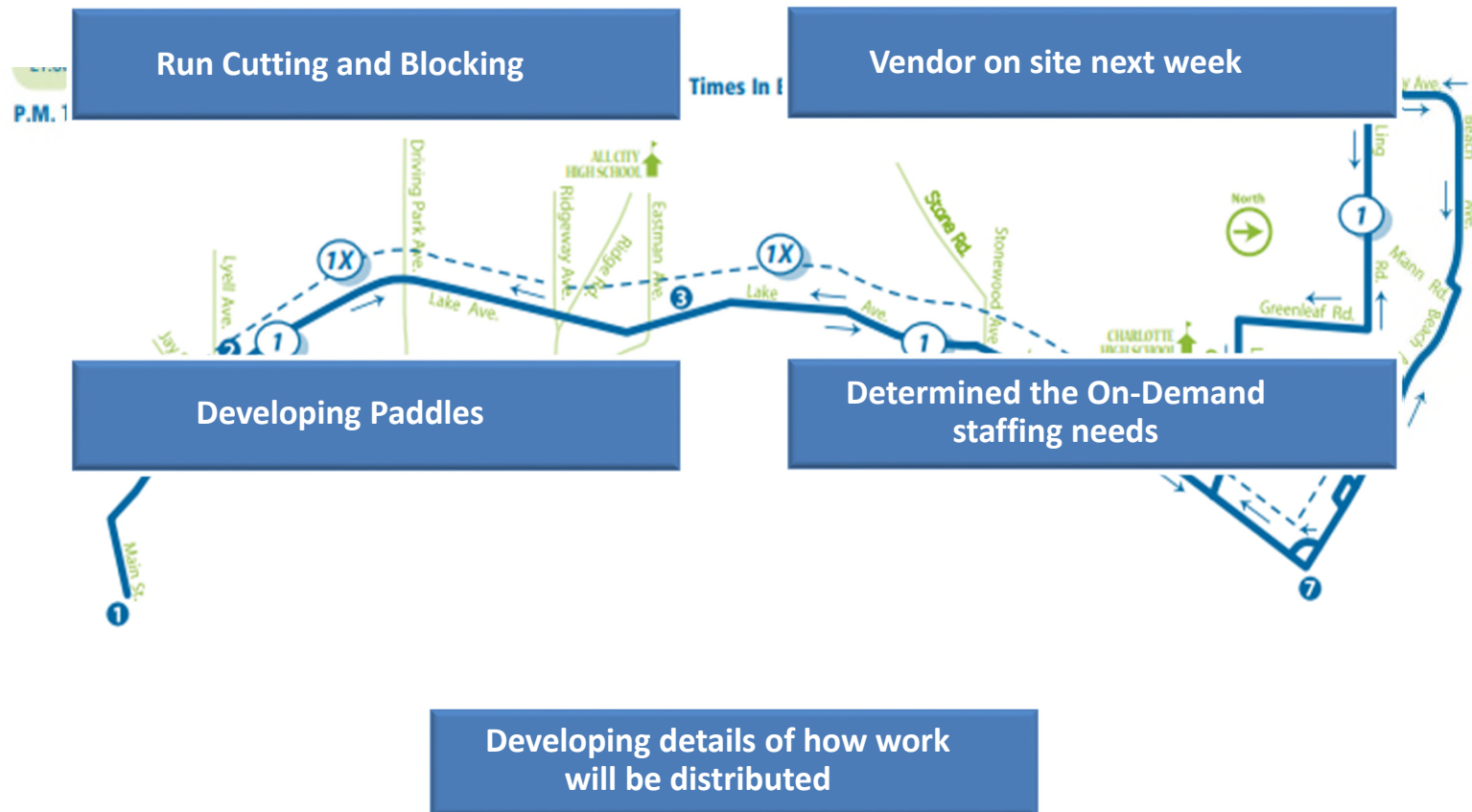
## Connection Hubs



- Ongoing discussions with site owners
- Access agreement in progress
- Most site designs completed
- Construction bids received – award pending Board approval
- East Ridge Road and Eastman Business Park areas – delayed for June 2020 opening
- Shelters ordered



# Service Schedules (Fixed Route & On-Demand)



# Marketing and Branding

- **Developed New Product Branding**
  - On Demand Service, Zone, vehicles
  - Updated RTS App
  - New RTS Smartcard
- **Working on New System Map & Wayfinding Materials**
- **Finalize, Order, and Print Reimagine RTS Creative Marketing & Educational Materials; Promotional Items**
- **Launch Multi-Channel Reimagine RTS Advertising & Marketing Campaign**
  - Focus on Current Customers and Related Community Organizations
- **Launch Reimagine RTS Customer Education Materials for Public Outreach Campaign**



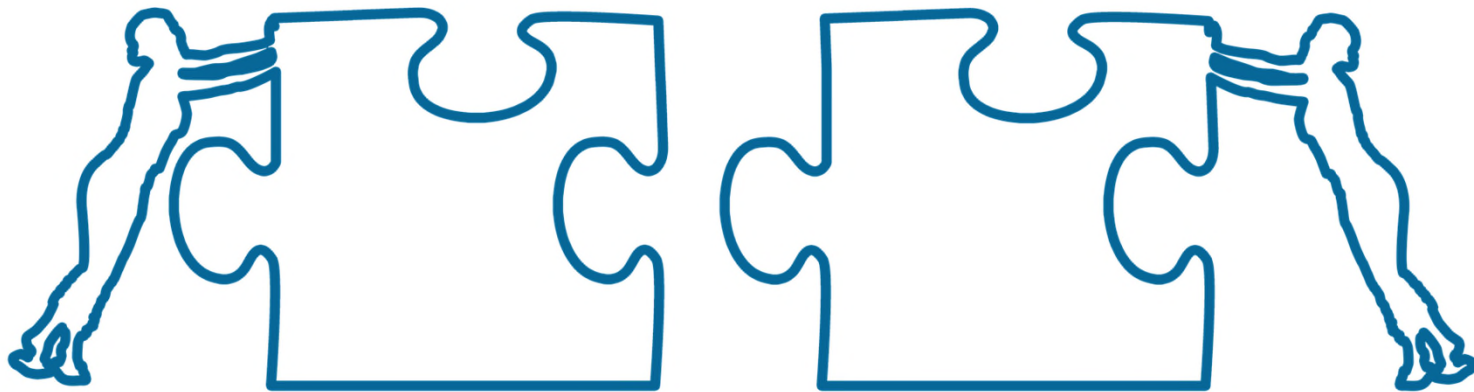
# Customer & Community Outreach

- **November 2019**
  - Targeted outreach and education will begin
    - Early focus on employees, lawmakers, the Community Advisory Committee, and key stakeholders
    - Will include information sessions at the RTS Transit Center to set expectations and raise awareness
- **January 2020**
  - Preliminary training for customers and employees will begin
    - This includes training for staff at organizations that have offered to help train customers (“Train the Trainers”)
    - Targeted outreach and education continues
- **April 2020**
  - Robust customer training will begin

- **November – December 2019**
  - Finalize communications and marketing plans; develop content
    - We will develop customer and training information
    - Reformatted materials from Final Report will be available to support targeted outreach efforts
  - Media relations
    - Year-end/New Year media interviews will help raise awareness and set expectations
- **January – February 2020**
  - Finalize and start distributing content; continue media relations
- **April 2020 – Launch**
  - Aggressive advertising, media and public relations effort

## Summary of Current State

- Enormous amount of work ahead of us
- Many moving parts
- Mostly in operational planning mode currently
- Waiting for vehicles, bus stops, hiring, training, software
- Despite a few surprises, good planning is keeping us on-track



## Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous

## RTS Quarterly Employee Meeting August 20, 2019





## **RTS Ontario Employee Appreciation Dinner August 28, 2019**





## GRCTF Annual Golf Tournament September 10, 2019



## Annual Healthy U Wellness Fair October 1, 2019



## Real Men Wear Pink Campaign Kickoff October 1, 2019





## Assemblyman Bill Magnarelli Site Visit October 1, 2019



## Miscellaneous

- Reimagine RTS Steering Committee Meetings
- The Bus Coalition Conference Calls
- Met with City Councilman Mitch Gruber
- Genesee Transportation Council (GTC) Board Meeting
- Electric Bus Infrastructure Kickoff Meeting with Black & Veatch
- Visit from FTA Deputy Regional Administrator Mike Culotta
- Greater Rochester Community Transportation Foundation (GRCTF) Board Meeting
- Reimagine RTS Project Planning Meeting
- Workforce Diversity Network Member Meeting
- System Integration Team Meeting Conference Call
- Attended the Matchup Monroe Program Announcement
- ABBG Members visit and tour of RTS
- ABBG Annual Meeting in Buffalo

# Financial Report

*Presented by: Scott Adair, CFO*

## Financial Report

**RGRTA - Consolidated Budget Status Report - FY 2019-2020**  
**8/31/2019**

<u>Revenues</u>	<u>Budget 2019-20</u>	<u>FYTD 8/31/2019</u>	<u>Projected 3/31/2020</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 29,686	\$ 10,439	\$ 29,686	\$ -
Total Government Subsidies	\$ 60,225	\$ 25,740	\$ 60,225	\$ -
Mortgage Tax	\$ 11,276	\$ 4,745	\$ 11,276	\$ -
Grand Total Revenue	\$ 101,186	\$ 40,924	\$ 101,186	\$ -
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 50,486	\$ 20,770	\$ 50,486	\$ -
Fringe Benefits	\$ 23,499	\$ 7,630	\$ 23,499	\$ -
Total Personnel	\$ 73,985	\$ 28,400	\$ 73,985	\$ -
Non-Personnel				
Services	\$ 8,698	\$ 2,868	\$ 8,698	\$ -
Fuel/Lubricants	\$ 5,719	\$ 2,055	\$ 5,719	\$ -
Parts	\$ 4,335	\$ 1,614	\$ 4,335	\$ -
Other	\$ 8,448	\$ 2,419	\$ 8,448	\$ -
Total Non-Personnel	\$ 27,201	\$ 8,957	\$ 27,201	\$ -
Grand Total Expenses	\$ 101,186	\$ 37,357	\$ 101,186	\$ -
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 3,567	\$ -	\$ -



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	October 3, 2019								
Presenter:	David Belaskas								
Subject:	Resolution Authorizing the Award of a Contract for Construction of RTS Connection Hubs								
Background:	<p>RGRTA is requesting construction services for six (6) Connection Hubs as part of the RTS Reimagine Project.</p> <p>The Authority publicly advertised for bids in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on August 9, 2019 and the <u>Minority Reporter</u> on August 12, 2019.</p> <p>A total of 24 Invitation for Bid (IFB) packages were sent out and four (4) bids were received and opened on September 13, 2019. The following is a summary of the bids:</p> <table><tbody><tr><td>DiFiore Construction</td><td>\$1,178,000</td></tr><tr><td>Pike Company</td><td>\$1,322,000</td></tr><tr><td>Ramsey Constructors</td><td>\$1,126,000</td></tr><tr><td>Villager Construction</td><td>\$1,360,000</td></tr></tbody></table> <p>After consideration of the bids it has been determined that Ramsey Constructors submitted the lowest responsive bid in the amount of \$1,126,000 that best serves the interests of the Authority.</p> <p>Authority staff evaluated the bid submitted by Ramsey Constructors and concluded that all components of the bid submitted by Ramsey Constructors are fair and reasonable.</p> <p>It is recommended that a 10% contingency account in the amount of \$112,600 be established for justified orders on contract for a total authorized amount of \$1,238,600.</p> <p>The Authority as determined that Ramsey Constructors appears to be a responsible bidder.</p>	DiFiore Construction	\$1,178,000	Pike Company	\$1,322,000	Ramsey Constructors	\$1,126,000	Villager Construction	\$1,360,000
DiFiore Construction	\$1,178,000								
Pike Company	\$1,322,000								
Ramsey Constructors	\$1,126,000								
Villager Construction	\$1,360,000								

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Financial Impact:	<p>The bid submitted by Ramsey Constructors totaled \$1,126,000. In addition, we request an additional 10% contingency of \$112,600 for justified orders on contract. Thus a total authorized amount for construction of RTS Connection Hubs is \$1,238,600.</p> <p>The project will be funded by a combination of Federal, State and local sources.</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to execute a contract with Ramsey Constructors for construction of RTS Connection Hubs for \$1,126,000.</p> <p>In addition, the Chief Executive Officer, or his designee, is authorized to increase the value on the contract by an amount not to exceed \$112,600 for justified orders on contract with the total authorized amount of \$1,238,600.</p>

## **Resolution: RGRTA 42-2019**

### **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR CONSTRUCTION OF RTS CONNECTION HUBS**

WHEREAS the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking Construction of RTS Connection Hubs; and

WHEREAS, the Authority publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on August 9, 2019 and the Minority Reporter on August 12, 2019; and

WHEREAS, 24 invitation for bid packages were distributed and four (4) bids were received on or before the September 13, 2019 deadline; and

WHEREAS, after evaluation of the bids by the Authority, it has been determined that Ramsey Constructors submitted the lowest responsive bid in the amount of \$1,126,000; and

WHEREAS, the Authority determined that Ramsey Constructors appears to be a responsible bidder; and

WHEREAS, the project will be funded by a combination of Federal, State and local sources.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract for construction of RTS Connection Hubs in an amount not to exceed \$1,126,000; and

BE IT FURTHER RESOLVED, the Chief Executive Officer or his designee is authorized to increase the value of the contract by an amount not to exceed \$112,600 for justified orders on contract with the total authorized amount to be \$1,238,600; 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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## Resolution Authorizing the Award of a Contract for Construction of RTS Connection Hubs

RGRTA 42-2019

*Presented by David Belaskas, Director of Engineering & Facilities Management*

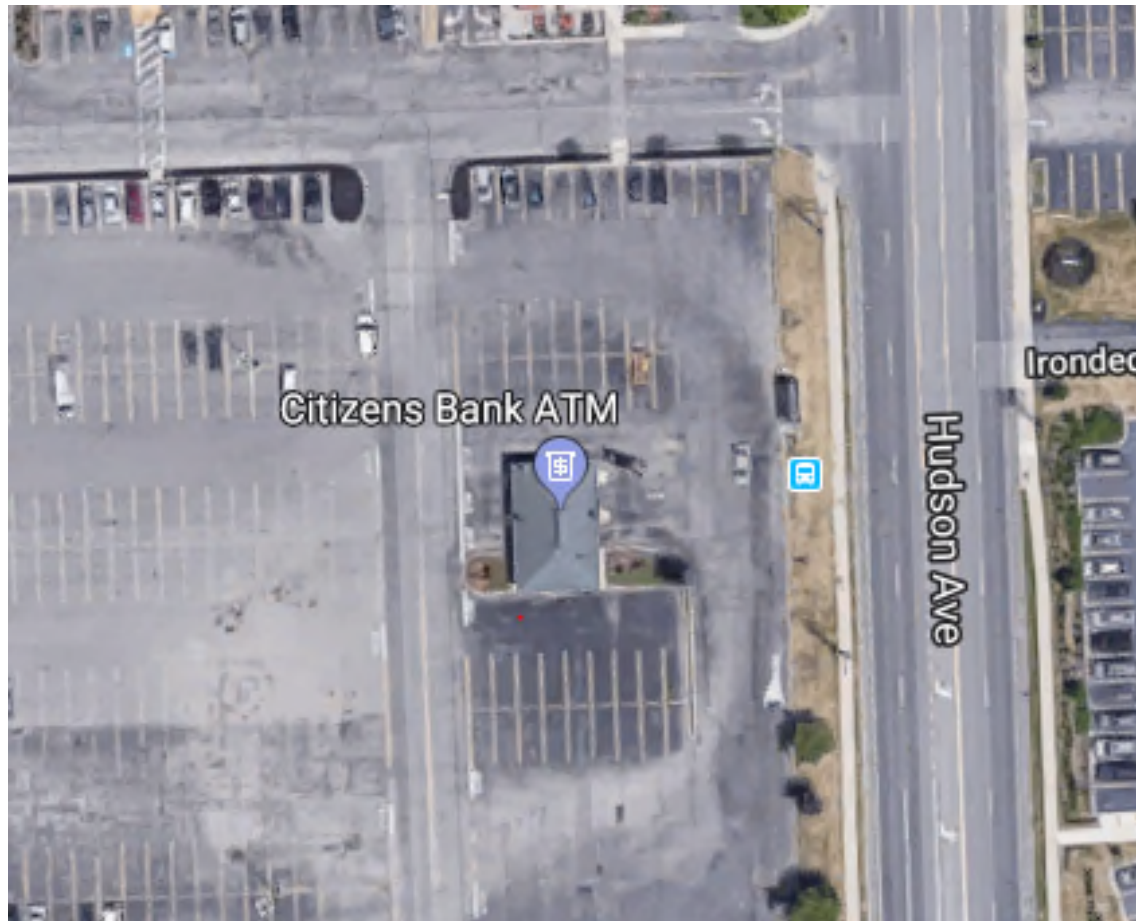
- Project Overview
- Irondequoit Plaza Connection Hub
- Shelter Design
- Project Schedule
- Invitation for Bids
- Recommendation

The project will consist of the construction of:

- Six (6) Connection Hubs
  - Bay Towne Plaza
  - Blossom Loop
  - Greece Ridge Mall
  - Irondequoit Plaza
  - Rochester Tech Park
  - St. John Fisher

# Irondequoit Plaza Connection Hub

*Existing Condition*



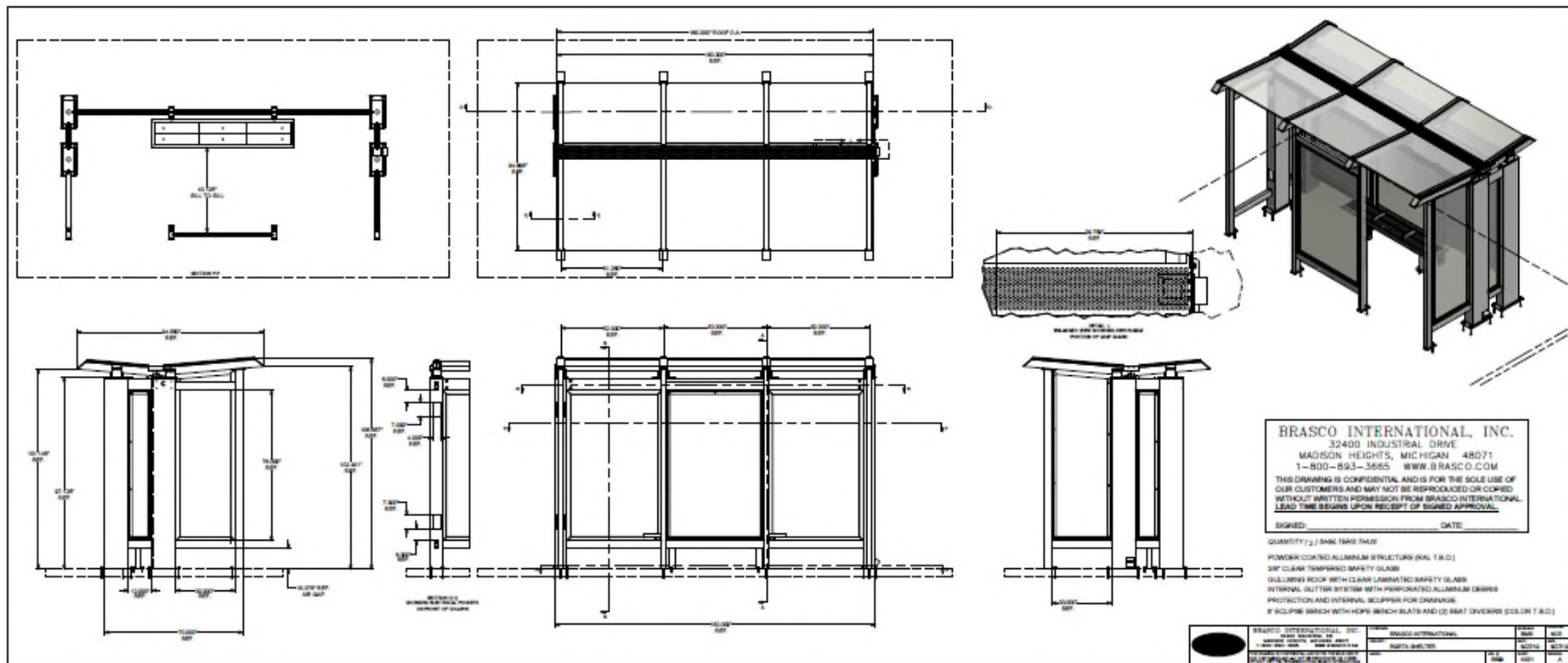


- RTS Bus Shelter Design #1
- Rideshare Pickup & Drop Off Parking
- RTS On-Demand Parking
- Trash Receptacles
- Bike Racks

## Future Items

- Electric Vehicle Charging Stations
- Bike Share Stations







Task	Date
Contract Award	10/03/2019
Construction Starts	11/04/2019
Construction Complete	05/29/2020

- Publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on August 9, 2019, and the Minority Reporter on August 12, 2019.
- Twenty-four (24) Invitation for Bid packages were distributed. Four (4) bids were received prior to the September 13, 2019 deadline:
  - DiFiore Construction \$1,178,000
  - Pike Company \$1,322,000
  - Ramsey Constructors \$1,126,000
  - Villager Construction \$1,360,000

That the Chief Executive Officer or his designee be authorized to execute a contract with Ramsey Constructors, Inc. for construction of RTS Connection Hubs for \$1,126,000.

In addition, the Chief Executive Officer or his designee be authorized to increase the value of the contract by an amount not to exceed \$112,600 for justified orders on contract with a total authorized amount of \$1,238,600.



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BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET

Board Meeting Date:	October 3, 2019
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase and Installation of Vehicle Wraps
Background:	<p>The Authority requires the services of a firm to produce and install vehicle wraps on the Authority's Electric Buses and Community Mobility Zones (CMZ) Vehicles.</p> <p>The Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) and publicly advertising it in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on August 9, 2019.</p> <p>Fourteen (14) IFB packages were requested and two (2) bids were received on September 5, 2019.</p> <ul style="list-style-type: none"><li>• Seifert Graphics, Inc. \$161,995</li><li>• Turbo Images \$141,130</li></ul> <p>The Authority has determined that Turbo Images submitted the lowest responsive bid and their prices are fair and reasonable. The Authority determined that Turbo Images appears to be a responsible firm.</p>
Financial Impact:	<p>The estimated cost of the contract based on the current order of Electric Buses and CMZ Vehicles is \$141,130. The actual cost will be determined using the prices outlined in Attachment A.</p> <p>Prices shall remain fixed for the initial term of the contract and may be adjusted only at the execution of optional contract terms. Any future price change shall be tied to the Annual 12-Month Percent Change of the Consumer Price Index (CPI) CUUR0000SAO (All Urban Consumers) for the preceding year.</p> <p>The cost will be funded in the Authority's 2019-2020 capital budget and will be included in future capital budgets.</p>

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Recommendation:	That the CEO or his designee be granted authority to execute a contract with Turbo Images for the production and installation of vehicle wraps for a term of one (1) year, with RGRTA having the option to execute four (4) additional one-year terms.
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## **Resolution: RGRTA 43-2019**

### **AUTHORIZING THE PURCHASE AND INSTALLATION OF VEHICLE WRAPS**

WHEREAS, the Authority requires the services of a firm to produce and install vehicle wraps on the Authority's Electric Buses and Community Mobility Zones (CMZ) Vehicles; and

WHEREAS, the Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) and publicly advertising it in the New York State Contract Reporter and the Rochester Business Journal on August 9, 2019; and

WHEREAS, fourteen (14) IFB packages were requested and two (2) bids from Seifert Graphics, Inc. and Turbo Images were received from Seifert Graphics, Inc. and Turbo Images on September 5, 2019; and

WHEREAS, the Authority determined that Turbo Images appear to be responsible firm and that the prices included in Attachment A are fair and reasonable; and

WHEREAS, the estimated cost of the contract based on the current order of Electric Buses and CMZ Vehicles is \$141,130. The actual cost will be determined using the prices outlined in Attachment A; and

WHEREAS, the services are funded in the Authority's capital budget and will be included in future capital budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into contract with Turbo Images for the production and installation of vehicle wraps for a term of one (1) year, with the Authority having the option to execute four (4) additional one-year terms; and

BE IT FURTHER RESOLVED that the pricing shall remain fixed for the initial term of the contract and may be adjusted only at the execution of optional contract terms. Any future price change shall be tied to the Annual 12-Month Percent Change of the Consumer Price Index (CPI) CUUR0000SAO (All Urban Consumers) for the preceding year; 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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

**Attachment A to Resolution: RGRTA 43-2019**

**Prices \***

<b>Low Floor Bus</b>	<b>Unit Price</b>
Design Services/Proof Setup	\$90
Production & Installation	\$5,405
Delivery per Bus	\$100

<b>Type VI Bus</b>	<b>Unit Price</b>
Design Services/Proof Setup	\$90
Production & Installation	\$6,490
Delivery per Bus	\$100

<b>40-Foot Electric Transit Bus</b>	<b>Unit Price</b>
Design Services/Proof Setup	\$90
Production & Installation	\$5,988
Delivery per Bus	\$1,500

\*Replacement decal sections for each vehicle type will be available at a per section charge (based on portion of section size to the entire wrap.)





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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	October 3, 2019
Presenter:	Daniel DeLaus
Subject:	Reaffirming Election of Self-Insurance Programs for Workers' Compensation and Disability Insurance
Background:	<p>The Authority and each of its subsidiaries are required by New York State Law to provide employees with Workers' Compensation and Disability Insurance.</p> <p>The Authority and each of subsidiaries may establish self-insurance programs to meet the requirements to provide these insurances and in fact have established and maintained such self-insurance programs for several years.</p> <p>Given the Authority's growth over the years, it is advisable, to formally reaffirm the election to self-insure.</p>
Financial Impact:	Funding is provided for in the 2019-2020 Authority Operating Budget.
Recommendation:	That the Authority and each of its subsidiaries formally reaffirm the decision to elect to self-insurance their Workers' Compensation and New York State Disability Insurance programs

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## **Resolution: RGRTA 44-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

WHEREAS, the Authority and each of its subsidiaries are required by New York State law to provide employees with Workers' Compensation and Disability Insurance; and

WHEREAS, the Authority and each of its subsidiaries may establish self-insurance programs to meet the requirements to provide these insurances and, in fact, have established and maintained such self-insurance for several years; and

WHEREAS, the New York State requires a formal resolution from the Authority and its subsidiaries demonstrating the decision to self-insure; and

WHEREAS, given the growth of the Authority over the years and the creation of new subsidiaries, it is advisable to reaffirm the election to self-insure.

NOW THEREFORE BE IT RESOLVED, that the Authority and each of its subsidiaries listed below hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

BE IT FURTHER RESOLVED 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.

*Subsidiaries Included in the Foregoing Resolution and the Respective Resolution Numbers:*

*Batavia Bus Service, Inc. – BBS 2-2019*  
*County Area Transit System, Inc. – CATS 2-2019*  
*Genesee Transportation Council Staff, Inc. – GTCS 5-2019*  
*Livingston Area Transportation Service, Inc. – LATS 2-2019*  
*Lift Line, Inc. – LL 2-2019*  
*Orleans Transit Service, Inc. – OTS 2-2019*  
*Regional Transit Service, Inc. – RTS 2-2019*  
*Seneca Transit Service, Inc. – STS 2-2019*  
*Wayne Area Transportation Service, Inc. – WATS 2-2019*  
*Wyoming Transit Service, Inc. – WYTS 2-2019*

## **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 and its subsidiaries, which was held on October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: BBS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: CATS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: GTCS 5-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: LATS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: LL 1-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



## **Resolution: OTS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: RTS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: STS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: WATS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## **Resolution: WYTS 2-2019**

### **REAFFIRMING THE ELECTION TO SELF-INSURANCE PROGRAMS FOR WORKERS' COMPENSATION AND DISABILITY INSURANCE**

RESOLVED, that the Authority and each of its subsidiaries hereby elect to fulfill their obligations to provide Workers' Compensation and New York State Disability Insurance by establishing and implementing Self-Insurance programs.

### **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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



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AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	Rusty Korth
Subject:	Authorizing the Award of a Contract for Tire Leasing Services
Background:	<p>The Authority requires the services of a tire supplier to provide tires for the fixed route buses used by RTS Monroe. Rather than purchase tires, RTS Monroe relies upon the transit industry's common practice of leasing tires for their heavy-duty transit buses. The RTS Monroe fleet uses three (3) different types of tires.</p> <p>The Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) by publicly advertising it in the <u>New York State Contract Reporter</u> on August 23, 2019 and in the <u>Rochester Business Journal</u> on August 30, 2019.</p> <p>Six (6) IFB packages were requested and three (3) bids were received on September 18, 2019.</p> <p>The following is a summary of the bids received covering the five (5) year term of the contract, based on the estimated miles that will be traveled by RTS' buses:</p> <p>Bridgestone Americas Tire Operations, LLC - \$1,134,468 Michelin North America, Inc. - \$1,290,310 The Goodyear Tire &amp; Rubber Company - \$1,211,001</p> <p>The Authority has determined that Bridgestone Americas Tire Operations, LLC submitted the lowest responsive bid in the amount of \$1,134,468. The unit prices included in Attachment A are fair and reasonable and the Authority determined that Bridgestone Americas Tire Operations, LLC appears to be a responsible firm.</p> <p>The term of the contract shall be from November 1, 2019 for a period of five (5) years. In addition, a thirty-six (36) month run-out option for installed tires with remaining life exists for operating efficiencies at the end of the contract.</p>

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Financial Impact:	The actual cost incurred under this contract will be determined by the total number of miles driven at the rates provided in Attachment A. The estimated five (5) year cost of the contract is \$1,134,468 based on historical data. The unit prices in Attachment A are fixed for the duration of the contract. The cost will be funded in the current Authority's operating budget and will be included in future operating budgets.
Recommendation:	That the CEO or his designee be granted authority to execute a contract with Bridgestone Americas Tire Operations, LLC to provide tire leasing services for RTS for a five (5) year term with a thirty-six (36) month run-out option for installed tires with remaining life at the time of contract expiration.

## **Resolution: RGRTA 45-2019**

### **AUTHORIZING THE AWARD OF A CONTRACT FOR TIRE LEASING SERVICES**

WHEREAS, the Authority requires the services of tire supplier to provide tires for the fixed route buses used by RTS Monroe. Rather than purchase tires, RGRTA relies upon the transit industry's common practice of leasing tires for these heavy-duty transit buses; and

WHEREAS, the Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) by publicly advertising it in the New York State Contract Reporter on August 23, 2019 and in the Rochester Business Journal on August 30, 2019; and

WHEREAS, six (6) IFB packages were requested and three (3) bids were received on September 18, 2019; and

WHEREAS, the Authority determined that Bridgestone Americas Tire Operations, LLC appears to be responsible firm and that the prices included in Attachment A are fair and reasonable; and

WHEREAS, the estimated five (5) year value of the contract is \$1,134,468 with the actual amount to be determined by the number of tire miles used; and

WHEREAS, the services are funded in the Authority's operating budget and will be in future operating budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Bridgestone Americas Tire Operations, LLC to provide tire leasing services described in this resolution at the Unit Prices detailed in Attachment A; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a thirty-six (36) month run-out option for installed tires with remaining life at the time of contract expiration; 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 October 3, 2019 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



**Attachment A to Resolution: RGRTA 45-2019**

**Unit Prices**

TIRE SIZE	BASE RATE PER TIRE MILE				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
305/80R22.5	\$0.005870	\$0.006047	\$0.006228	\$0.006415	\$0.006607
305/70 R22.5	\$0.005870	\$0.006047	\$0.006228	\$0.006415	\$0.006607
305/70 R22.5 Recap	\$0.005870	\$0.006047	\$0.006228	\$0.006415	\$0.006607

**Additional Pricing – Unused Tread Cost**

*(For use in computing reimbursement to Vendor for stolen or lost or damaged tires per technical specifications see)*

Cost per 1/32" of unused tread greater than 3/32"

TIRE SIZE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
305/80R22.5	\$21.06	\$21.90	\$22.78	\$23.69	\$24.64
305/70 R22.5	\$20.01	\$20.81	\$21.64	\$22.50	\$23.41
305/70 R22.5 Recap	\$20.01	\$20.81	\$21.64	\$22.50	\$23.41



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**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	Rusty Korth
Subject:	Authorizing the Award of a Contract for Vehicle Maintenance Services for RTS Seneca
Background:	<p>The Authority requires the services of a qualified vehicle maintenance facility to provide preventative maintenance, emergency repairs, and towing services for the RTS Seneca fleet.</p> <p>The Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) and publicly advertising it in the <u>New York State Contract Reporter</u> on July 19, 2019 and in the <u>Rochester Business Journal</u> on July 26, 2019.</p> <p>Four (4) IFB packages were requested and one (1) bid was received on August 14, 2019.</p> <p>The single proposal was received from Eagle Auto Center, Inc. in Seneca Falls, New York.</p> <p>The Authority has determined that the unit prices included in Attachment A submitted by Eagle Auto Center, Inc. are fair and reasonable and the Authority determined that Eagle Auto Center, Inc. appears to be a responsible firm.</p>
Financial Impact:	<p>The cost of services under this contract are estimated to be approximately \$50,000 per year. The services will be charged at the unit prices in Attachment A and are fixed for the initial three (3) year term. These rates are subject to change for the two (2) additional one-year terms based on the Annual 12-Month Percent Change of the Consumer Price Index (CPI) CUUR000SA0 (All Urban Consumers) for the preceding year as published by the U.S. Department of Labor.</p> <p>The cost of these services are funded in the Authority's 2019-2020 Operating Budget and will be included in future operating budgets.</p>

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Recommendation:	That the CEO or his designee be granted authority to execute contract with Eagle Auto Center, Inc. to provide vehicle maintenance services for RTS Seneca for an initial term of three (3) years with an option to execute up to two (2) additional one-year terms.
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## **Resolution: RGRTA 46-2019**

### **AUTHORIZING THE AWARD OF A CONTRACT FOR VEHICLE MAINTENANCE SERVICES FOR RTS SENECA**

WHEREAS, the Authority requires the services of a qualified vehicle maintenance facility to provide preventative maintenance, emergency repairs, and towing services for the RTS Seneca fleet; and

WHEREAS, the Authority sought bids from qualified firms by issuing an Invitation for Bid (IFB) and publicly advertising it in the New York State Contract Reporter on July 19, 2019 and in the Rochester Business Journal on July 26, 2019; and

WHEREAS, four (4) IFB packages were requested and one (1) bid was received from Eagle Auto Center, Inc. in Seneca Falls, New York on August 14, 2019; and

WHEREAS, the Authority determined that Eagle Auto Center, Inc. appear to be responsible firm and that the prices included in Attachment A are fair and reasonable; and

WHEREAS, the services are funded in the Authority's operating budget and will be included in future operating budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a three (3) year contract with Eagle Auto Center, Inc. to provide the vehicle maintenance services described in this resolution for RTS Seneca at the Unit Prices detailed in Attachment A; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to two (2) additional one-year terms with all future price changes tied to the Annual 12-Month Percent Change of the Consumer Price Index (CPI) CUUR000SA0 (All Urban Consumers) as published by the U.S. Department of Labor for the preceding year at the time of additional term execution; 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 October 3, 2019 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

**Attachment A to Resolution: RGRTA 46-2019**

**Unit Prices**

<b>Item Description</b>	<b>Unit Price</b>
Mechanic Hours	\$89.00/per hour
Parts <i>(Cost plus contractor's percent markup)</i>	30% Mark Up
Tow Truck Rate	\$98.00/per tow
Tow Truck Mileage Rate <i>(If towed beyond 50 miles of RTS Seneca Facility)</i>	\$3.00/per mile
PEAK Blue Diesel Exhaust Fluid (DEF)	\$7.00/per gallon
Bus Washing	\$20.00/per wash



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	James Stack
Subject:	Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Honeoye Hamlet Active Transportation Study.
Background:	<p>The Genesee Transportation Council (GTC) Unified Planning Work Program (i.e., Operating Budget) for the fiscal year 2019-2020 includes Task 8767, Honeoye Hamlet Active Transportation Study (the "Project"). The Project is intended to lay the foundation for both physical and regulatory improvements that increase transportation options for local residents and visitors, enabling them to better access and utilize local recreational, educational, cultural, commercial, and governmental services and resources within the Hamlet of Honeoye in the Town of Richmond. GTC requires a professional services firm in order to carry out the Project. The Town and Hamlet will complete their Active Transportation Plan and Complete Street Policy statement, respectively, with the completion of this Project.</p> <p>GTC publicly advertised for proposals for professional services in the <u>New York State Contract Reporter</u> on July 12, 2019, in the <u>Rochester Business Journal</u> on July 9, 2019, and in the <u>Minority Reporter</u> on July 11, 2019.</p> <p>A total of eighteen (18) RFP packages were distributed. Seven (7) responses were received with scores as follows:</p> <ul style="list-style-type: none"><li>• Barton &amp; Loguidice 82</li><li>• Clark Patterson Lee 72</li><li>• Environmental Design &amp; Research 81</li><li>• Fisher Associates 68</li></ul>

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	<ul style="list-style-type: none"> <li>• Labella 86</li> <li>• SRF Associates 88</li> <li>• Stantec 74</li> </ul> <p>Interviews were conducted on September 12, 2019 with the two highest scoring firms after the initial review. Following review of the proposals and interviews, the evaluation team recommends that the team led by SRF Associates be retained to conduct the Project.</p>
Financial Impact:	<p>Expenses related to the Project shall not exceed \$84,000 and are included in the 2019-2020 GTC Operating Budget.</p> <p>The Project is programmed with \$74,000 from federal Metropolitan Planning Funds allocated to GTC and \$10,000 cash match from Ontario County.</p>
Recommendation:	<p>That the Chief Executive Officer, on behalf of GTCS, Inc., be granted authority to enter into an agreement with SRF Associates to conduct the Honeoye Hamlet Active Transportation Study.</p>

## **Resolution: GTCS 6-2019**

### **RESOLUTION AUTHORIZING GTCS, INC. TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES TO BE RENDERED TO THE GENESEE TRANSPORTATION COUNCIL FOR THE HONEOYE HAMLET ACTIVE TRANSPORTATION STUDY**

WHEREAS, continuing contracts are in place between GTCS, Inc. and the State of New York enabling the Genesee Transportation Council (GTC) to carry out planning tasks assigned to it under an annually developed Unified Planning Work Program (UPWP); and

WHEREAS, said UPWP for the fiscal year 2019-2020 includes Task 8767, Honeoye Hamlet Active Transportation Study (the "Project"), to develop an Active Transportation Plan that acts as a chapter in the Town's Comprehensive Plan update addressing pedestrian, bicycle, and recreational trail needs, and

WHEREAS, GTC needs to acquire professional services in order to support the Project; and

WHEREAS, GTC publicly advertised for proposals for professional services in the New York State Contract Reporter on July 12, 2019, in the Rochester Business Journal on July 9, 2019, and in the Minority Reporter on July 11, 2019; and

WHEREAS, GTC distributed eighteen (18) RFP packages and received seven (7) proposals complying with the requirements of the Request for Proposals; and

WHEREAS, based on its evaluation of the proposals, the consultant selection committee concluded that SRF Associates and its sub-consultants are qualified to provide the needed services; and

WHEREAS, GTCS, Inc. is a subsidiary of RGRTA, and serves as the fiscal agent for GTC; and

WHEREAS, pursuant to the Memorandum of Understanding between GTCS, Inc. and GTC dated April 30, 1999, GTC is authorized to accept, develop, and administer contracts for GTC work program related activities, provided the requirements in Section II (E) (3) of the Memorandum of Understanding are fulfilled.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract, on behalf of GTCS, Inc., for the Honeoye Hamlet Active Transportation Study with SRF Associates in an amount not to exceed Eighty-Four Thousand Dollars (\$84,000) to obtain the professional services necessary to accomplish the Project provided that he is reasonably satisfied that the terms and conditions of Section II (E) (3) of the Memorandum of Understanding have been or will be fulfilled.

BE IT FURTHER RESOLVED that GTCS, Inc. is authorized to make payments under such a contract upon receipt of all certifications required under Section II (E) (3) of the Memorandum of Understanding, subject to reimbursement by GTC upon receipt of the above referenced grant funds, all as required under the Memorandum of Understanding; and



BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of GTCS, Inc., to perform any and all actions and to execute any and all documents on behalf of GTCS, Inc. 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 October 3, 2019 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	James Stack
Subject:	Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Livingston County Downtown Wayfinding Master Plan.
Background:	<p>The Genesee Transportation Council (GTC) Unified Planning Work Program (i.e., Operating Budget) for the fiscal year 2019-2020 includes Task 6312, Livingston County Downtown Wayfinding Master Plan (the "Project"). This project will develop a Master Plan to improve the pedestrian, tourist, and visitor experience navigating to and within the nine downtown districts in Livingston County. GTC requires a professional services firm in order to carry out the Project.</p> <p>In partnership with Livingston County, Economic Development Office, GTC intends to complete a master plan to inventory local sites and assets to be included in the wayfinding Master Plan and identify signage types, locations, treatments and prioritized phases of installation. The Master Plan should create a unified, consistent impression across Livingston County's nine downtown districts to effectively and safely connect the travelling public to local assets.</p> <p>GTC publicly advertised for proposals for professional services in the <u>New York State Contract Reporter</u> on July 12, 2019, in the <u>Rochester Business Journal</u> on July 12, 2019, and in the <u>Minority Reporter</u> on July 9, 2019.</p>

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	<p>A total of twenty three (23) RFP packages were distributed and six (6) responses were received.</p> <p>GTC conducted an initial scoring of the proposals and invited the top three scoring firms in for interviews on September 11, 2019. After considering the interviews and their written proposals, the firms final scores were as follows:</p> <ul style="list-style-type: none"> <li>• AB Design 82</li> <li>• Barton &amp; Loguidice with Cloud-Genshan 66</li> <li>• Bergmann with Allieway Marketing 88</li> <li>• ID SignSystems with Frazier Associates and Craig Berger Management Consulting 62</li> <li>• KMA Design with LDD Collaborative 68</li> <li>• MERJE with Susan G. Blickstein 66</li> </ul> <p>GTC determined that Bergmann with Allieway Marketing submitted the proposal that is the most favorable and in the best interest of GTC.</p>
Financial Impact:	<p>Expenses related to the Project shall not exceed \$90,000 and are included in the 2019-2020 GTC Operating Budget.</p> <p>The project is programmed with \$80,000 from federal Metropolitan Planning Funds allocated to GTC and \$10,000 cash match from Livingston County.</p>
Recommendation:	<p>That the Chief Executive Officer, on behalf of GTCS, Inc., be granted authority to enter into an agreement with Bergmann Associates, Architects, Engineers, Landscape Architects &amp; Surveyors, D.P.C. to conduct the Livingston County Downtown Wayfinding Master Plan.</p>

## **Resolution: GTCS 7-2019**

### **RESOLUTION AUTHORIZING GTCS, INC. TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES TO BE RENDERED TO THE GENESEE TRANSPORTATION COUNCIL FOR THE LIVINGSTON COUNTY DOWNTOWN WAYFINDING MASTER PLAN**

WHEREAS, continuing contracts are in place between GTCS, Inc. and the State of New York enabling the Genesee Transportation Council (GTC) to carry out planning tasks assigned to it under an annually developed Unified Planning Work Program (UPWP); and

WHEREAS, said UPWP for the fiscal year 2019-2020 includes Task 6312, Livingston County Downtown Wayfinding Master Plan (the "Project"), to develop a Wayfinding Master Plan for Livingston County to create a unified, consistent impression across Livingston County's nine downtown districts to effectively and safely connect the travelling public to local assets; and

WHEREAS, GTC needs to acquire professional services in order to support the Project; and

WHEREAS, GTC publicly advertised for proposals for professional services in the New York State Contract Reporter on July 12, 2019, in the Rochester Business Journal on July 12, 2019, and in the Minority Reporter on July 9, 2019; and

WHEREAS, GTC distributed twenty-three (23) RFP packages and received six (6) proposals complying with the requirements of the Request for Proposals; and

WHEREAS, based on its evaluation of the proposals, the consultant selection committee concluded that Bergmann and its sub-consultants are qualified to provide the needed services; and

WHEREAS, GTCS, Inc. is a subsidiary of RGRTA, and serves as the fiscal agent for GTC; and

WHEREAS, pursuant to the Memorandum of Understanding between GTCS, Inc. and GTC dated April 30, 1999, GTC is authorized to accept, develop, and administer contracts for GTC work program related activities, provided the requirements in Section II (E) (3) of the Memorandum of Understanding are fulfilled.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract, on behalf of GTCS, Inc., for the Livingston County Downtown Wayfinding Master Plan with Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. in an amount not to exceed Ninety Thousand Dollars (\$90,000) to obtain the professional services necessary to accomplish the Project provided that he is reasonably satisfied that the terms and conditions of Section II (E) (3) of the Memorandum of Understanding have been or will be fulfilled.

BE IT FURTHER RESOLVED that GTCS, Inc. is authorized to make payments under such a contract upon receipt of all certifications required under Section II (E) (3) of the Memorandum of Understanding, subject to reimbursement by GTC upon receipt of the above referenced grant funds, all as required under the Memorandum of Understanding; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of GTCS, Inc., to perform any and all actions and to execute any and all documents on behalf of GTCS, Inc. 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 October 3, 2019 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	James Stack
Subject:	Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Route 332 and Route 96 Sub-Area Plan.
Background:	<p>The Genesee Transportation Council (GTC) Unified Planning Work Program (i.e., Operating Budget) for the fiscal year 2019-2020 includes Task 7576, Route 332 and Route 96 Sub-Area Plan (the "Project"). This Project will develop an access management plan for the study area to preserve Route 332 and Route 96 as safe and efficient arterials, plan for collector roads, create a multi-modal infrastructure network to enhance safety, and create local access management strategies. GTC requires a professional services firm in order to carry out the Project. GTC publicly advertised for proposals for professional services in the <u>New York State Contract Reporter</u> on June 21, 2019, <u>Rochester Business Journal</u> on June 21, 2019, and <u>Minority Reporter</u> on June 25, 2019</p> <p>A total of twenty (20) RFP packages were distributed. Four (4) responses were received with scores as follows:</p> <ul style="list-style-type: none"><li>• Bergmann 82</li><li>• Fisher Associates 75</li><li>• LaBella Associates 79</li><li>• Popli Design Group 69</li></ul> <p>Interviews were conducted on August 28, 2019 with Bergmann, Fisher Associates, and LaBella Associates. Following review of the proposals and interviews, the evaluation team recommends that the team led by Bergmann be retained to conduct the Project.</p>

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Financial Impact:	<p>Expenses related to the Project shall not exceed \$98,000 and are included in the 2019-2020 GTC Operating Budget.</p> <p>The project is programmed with \$90,000 from federal Metropolitan Planning Funds allocated to GTC and \$8,000 cash match from Ontario County.</p>
Recommendation:	<p>That the Chief Executive Officer, on behalf of GTCS, Inc., be granted authority to enter into an agreement with Bergmann Associates, Architects, Engineers, Landscape Architects &amp; Surveyors, D.P.C. to conduct the Route 332 and Route 96 Sub-Area Plan.</p>

## **Resolution: GTCS 8-2019**

### **RESOLUTION AUTHORIZING GTCS, INC. TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES TO BE RENDERED TO THE GENESEE TRANSPORTATION COUNCIL FOR THE ROUTE 332 AND ROUTE 96 SUB-AREA PLAN**

WHEREAS, continuing contracts are in place between GTCS, Inc. and the State of New York enabling the Genesee Transportation Council (GTC) to carry out planning tasks assigned to it under an annually developed Unified Planning Work Program (UPWP); and

WHEREAS, said UPWP for the fiscal year 2019-2020 includes Task 7576, Route 332 and Route 96 Sub-Area Plan (the "Project"), to develop an access management plan for the study area to preserve Route 332 and Route 96 as safe and efficient arterials, plan for collector roads, create a multi-modal infrastructure network to enhance safety, and create local access management strategies, and

WHEREAS, GTC needs to acquire professional services in order to support the Project; and

WHEREAS, GTC publicly advertised for proposals for professional services in the New York State Contract Reporter on June 21, 2019, Rochester Business Journal on June 21, 2019, and Minority Reporter on June 25, 2019; and

WHEREAS, GTC distributed twenty (20) RFP packages and received four (4) proposals complying with the requirements of the Request for Proposals; and

WHEREAS, based on its evaluation of the proposals, the consultant selection committee concluded that Bergmann and its sub-consultants are qualified to provide the needed services; and

WHEREAS, GTCS, Inc. is a subsidiary of RGRTA, and serves as the fiscal agent for GTC; and

WHEREAS, pursuant to the Memorandum of Understanding between GTCS, Inc. and GTC dated April 30, 1999, GTC is authorized to accept, develop, and administer contracts for GTC work program related activities, provided the requirements in Section II (E) (3) of the Memorandum of Understanding are fulfilled.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract, on behalf of GTCS, Inc., for the Route 332 and Route 96 Sub-Area Plan with Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. in an amount not to exceed Ninety-Eight Thousand Dollars (\$98,000) to obtain the professional services necessary to accomplish the Project provided that he is reasonably satisfied that the terms and conditions of Section II (E) (3) of the Memorandum of Understanding have been or will be fulfilled.

BE IT FURTHER RESOLVED that GTCS, Inc. is authorized to make payments under such a contract upon receipt of all certifications required under Section II (E) (3) of the Memorandum of Understanding, subject to reimbursement by GTC upon receipt of the above referenced grant funds, all as required under the Memorandum of Understanding; and



BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of GTCS, Inc., to perform any and all actions and to execute any and all documents on behalf of GTCS, Inc. 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 October 3, 2019 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	James Stack
Subject:	Resolution Authorizing GTCS, Inc. to Execute a Contract for Professional Services to be rendered to the Genesee Transportation Council for the Village of Avon Circulation, Accessibility, and Parking Study.
Background:	<p>The Genesee Transportation Council (GTC) Unified Planning Work Program (i.e., Operating Budget) for the fiscal year 2019-2020 includes Task 6814, Village of Avon Circulation, Accessibility, and Parking Study (the "Project"). This Project will study the US Route 20 corridor from Polebridge Road to the Genesee River Bridge to improve pedestrian, bicycle, and vehicle circulation and safety throughout the corridor. GTC requires a professional services firm in order to carry out the Project.</p> <p>GTC publicly advertised for proposals for professional services in the <u>New York State Contract Reporter</u> on July 8, 2019, <u>Rochester Business Journal</u> on July 8, 2019, and <u>Minority Reporter</u> on July 12, 2019.</p> <p>A total of fourteen (14) RFP packages were distributed. Seven (7) responses were received with scores as follows:</p> <ul style="list-style-type: none"><li>• C&amp;S Companies 56</li><li>• Environmental Design &amp; Research 49</li><li>• Fisher Associates 66</li><li>• Joy Kuebler Landscape Architect, PC 40</li><li>• LaBella Associates 61</li><li>• SRF Associates 79</li><li>• T.Y. Lin International Group 82</li></ul>

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	Interviews were conducted on September 19, 2019 with SRF Associates and T.Y. Lin. Following review of the proposals and interviews, the evaluation team recommends that the team led by the T.Y. Lin International Group be retained to conduct the Project.
Financial Impact:	<p>Expenses related to the Project shall not exceed \$77,000 and are included in the 2019-2020 GTC Operating Budget.</p> <p>The project is programmed with \$70,000 from federal Metropolitan Planning Funds allocated to GTC and \$7,000 cash match from the Village of Avon.</p>
Recommendation:	That the Chief Executive Officer, on behalf of GTCS, Inc., be granted authority to enter into an agreement with the T.Y. Lin International Group to conduct the Village of Avon Circulation, Access, and Parking Study.

## **Resolution: GTCS 9-2019**

### **RESOLUTION AUTHORIZING GTCS, INC. TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES TO BE RENDERED TO THE GENESEE TRANSPORTATION COUNCIL FOR THE VILLAGE OF AVON CIRCULATION, ACCESSIBILITY, AND PARKING STUDY**

WHEREAS, continuing contracts are in place between GTCS, Inc. and the State of New York enabling the Genesee Transportation Council (GTC) to carry out planning tasks assigned to it under an annually developed Unified Planning Work Program (UPWP); and

WHEREAS, said UPWP for the fiscal year 2019-2020 includes Task 6814, Village of Avon Circulation, Accessibility, and Parking Study (the "Project"), the Project will study US Route 20 corridor from Polebridge Road to the Genesee River Bridge to improve pedestrian, bicycle, and vehicle circulation and safety throughout the corridor, and

WHEREAS, GTC needs to acquire professional services in order to support the Project; and

WHEREAS, GTC publicly advertised for proposals for professional services in the New York State Contract Reporter on July 8, 2019, Rochester Business Journal on July 8, 2019, and Minority Reporter on July 12, 2019; and

WHEREAS, GTC distributed fourteen (14) RFP packages and received seven (7) proposals complying with the requirements of the Request for Proposals; and

WHEREAS, based on its evaluation of the proposals, the consultant selection committee concluded that the T.Y. Lin International Group and its sub-consultants are qualified to provide the needed services; and

WHEREAS, GTCS, Inc. is a subsidiary of RGRTA, and serves as the fiscal agent for GTC; and

WHEREAS, pursuant to the Memorandum of Understanding between GTCS, Inc. and GTC dated April 30, 1999, GTC is authorized to accept, develop, and administer contracts for GTC work program related activities, provided the requirements in Section II (E) (3) of the Memorandum of Understanding are fulfilled.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract, on behalf of GTCS, Inc., for the Village of Avon Circulation, Accessibility, and Parking Study with the T.Y. Lin International Group in an amount not to exceed Seventy-Seven Thousand Dollars (\$77,000) to obtain the professional services necessary to accomplish the Project provided that he is reasonably satisfied that the terms and conditions of Section II (E) (3) of the Memorandum of Understanding have been or will be fulfilled.

BE IT FURTHER RESOLVED that GTCS, Inc. is authorized to make payments under such a contract upon receipt of all certifications required under Section II (E) (3) of the Memorandum of Understanding, subject to reimbursement by GTC upon receipt of the above referenced grant funds, all as required under the Memorandum of Understanding; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of GTCS, Inc., to perform any and all actions and to execute any and all documents on behalf of GTCS, Inc. 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 October 3, 2019 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York



ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

Board Meeting Date:	October 3, 2019
Presenter:	Daniel DeLaus
Subject:	Resolution authorizing RTS Monroe to enter into a Three-Year Collective Bargaining Agreement with the Amalgamated Transit Union, Local 282
Background:	<p>The Amalgamated Transit Union (ATU), Local 282 represents RTS Monroe Operators, Mechanics, Customer Service, Planning, Scheduling and others, total of 470 employees.</p> <p>The current agreement expires on December 31, 2019.</p> <p>RTS Monroe and the ATU, Local 282 have reached a tentative agreement including both a new Collective Bargaining Agreement and a Memorandum of Agreement specific to the Reimagine Project (the Agreement) outlined in Attachment A, subject to the approval of the Board of Commissioners. ATU Local 282 ratified the Agreement on August 22, 2019. The Agreement includes two separate documents.</p> <p>One key item in this Agreement is the creation of a new Operator class of Small Vehicle Operator for use in the Community Mobility Zones of the RTS Reimagine Project. Again, see Attachment A for more complete details.</p>
Financial Impact:	The financial impact of approval is included in the Authority's 2019-2020 Operating Budget. Future years Operating Budgets will contain appropriate funding.
Recommendation:	The CEO be granted authority to enter into this agreement with the Amalgamated Transit Union, Local 282.

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**Resolution: RGRTA 47-2019**

**RESOLUTION AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT BETWEEN RTS  
MONROE AND THE AMALGAMATED TRANSIT UNION, LOCAL 282**

WHEREAS, Amalgamated Transit Union (ATU), Local 282 is the exclusive bargaining agency for the titles of the RTS Monroe which includes the titles of full-time and part-time Bus Operators, Maintenance Technicians, Customer Service, Planning, Scheduling and Others; and

WHEREAS, the current contract between the RTS Monroe and the ATU expires on December 31, 2019; and

WHEREAS, RTS Monroe and the ATU, Local 282 have reached a tentative agreement (the Agreement) outlined in Attachment A, subject to the approval of the Board of Commissioners. ATU, Local 282 ratified the Agreement on August 22, 2019; and

WHEREAS, one key item in this Agreement is the creation of a new Operator class of Small Vehicle Operator for use in the Community Mobility Zones of the RTS Reimagine Project. Again, see Attachment A for more complete details.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer and his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to execute the Agreement and 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 this project.

**CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of Rochester Genesee Regional Transportation Authority, which was held on October 3, 2019, and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: October 3, 2019  
Rochester, New York

## ATTACHMENT A

**RTS Monroe and  
Amalgamated Transit Union, Local 282  
Collective Bargaining Agreement  
January 1, 2020 – December 31, 2022**

### Summary of Key Contract Provisions

**Term of Agreement:**

1/1/2020 - 12/31/2022

**Covered Employees**

Operators      342  
Mechanics      109  
Planning/Scheduling/Customer Service/Other      19

**Wage Increases:**

Employees will receive an increase in wages as follows:

Effective January 1, 2020, a 2.5% wage increase; and

Effective January 1, 2021, a 2.5% wage increase; and

Effective January 1, 2022, a 2.5% wage increase

**Pension Increases:**

Employees retiring on or after January 1, 2020 maximum monthly retirement allowance per year of service will increase as follows:

- 15 years or less years of service is \$65 from \$57; and
- More than 15 years but less than 25 years is \$68 from \$60; and
- More than 25 years of service is \$73 from \$65

**New Class of Operator:**

The RTS Reimagine Project includes Community Mobility Zones (CMZs) that will be served by vehicles other than those currently utilized by RTS Monroe. This agreement includes a new class of operator for these vehicles at a wage rate based on service months as follows:

Service Months	Wage Rate per Hour
0-12	\$16.59
13-24	\$17.12
25-36	\$17.65
37-48	\$18.43
49-60	\$19.73
61-72	\$21.06
Over 72	\$22.39





# 2019 STANDING CALENDAR

**Document Date:** 10/4/19 *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 3, 2019	CANCELLED
<b>RGRTA Compensation Committee Meeting</b>	Monday, January 14, 2019	11:30AM – 1:00PM
<b>RGRTA Compensation Committee Meeting</b>	Thursday, February 7, 2019	10:30AM – 11:30AM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, February 7, 2019	Noon - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, March 7, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, March 7, 2019	Noon - 2:00PM
<b>RGRTA Compensation Committee Meeting</b>	Thursday, March 14, 2019	Noon – 1:00PM
<b>RGRTA Finance/Investment Committee Meeting</b>	Thursday, April 4, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, April 4, 2019	Noon - 2:00PM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, May 2, 2019	Noon - 2:00PM
<b>RGRTA Regular Board Meeting</b>	Thursday, June 6, 2019	Noon – 2:00PM
<b>RGRTA Audit/Finance Committee Meeting</b>	Thursday, June 27, 2019	10:00AM – 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, June 27, 2019	Noon - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, August 1, 2019	10:30AM – 11:30AM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, August 1, 2019	Noon - 1:30PM
<b>RGRTA Annual Meeting</b>	Thursday, August 1, 2019	1:30PM - 2:00PM
<b>RGRTA Governance Committee Meeting</b>	Thursday, September 5, 2019	CANCELLED
<b>RGRTA Regular Board Meeting</b>	Thursday, September 5, 2019	CANCELLED
<b>RGRTA Compensation Committee Meeting</b>	Wednesday, September 25, 2019	1:00PM – 2:00PM
<b>RGRTA Regular Board Meeting</b>	Thursday, October 3, 2019	Noon - 2:00PM
<b>RGRTA Compensation Committee Meeting</b>	Monday, October 21, 2019	Noon – 1:30PM
<b>RGRTA Quarterly Board Meeting</b>	Thursday, November 7, 2019	Noon – 2:00PM
<b>RGRTA Annual Governance Training</b>	Thursday, November 21, 2019	10:30AM – 6:00PM
<b>RGRTA Audit Committee Meeting</b>	Thursday, December 5, 2019	10:30AM - 11:30AM
<b>RGRTA Regular Board Meeting</b>	Thursday, December 5, 2019	Noon - 2:00PM

**Location Key:**

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