

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
June 6, 2019**

A. Roll Call and Determination of Quorum

The meeting was called to order 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 Ansbrow	=	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>

Total Votes Possible	33
Total Votes Present	24
Votes Needed for Quorum	17

Others Present:

Scott Adair, Chief Financial Officer
Dave Belaskas, Director of Engineering & Facilities Management
Ken Boasi, Director of Regional Operations
Tom Brede, Public Information Officer
Mike Burns, Director of Accounting Services
Bill Carpenter, Chief Executive Officer
David Cook, Purchasing Manager
Jay Corey, Director of Maintenance Systems & Quality
Daniel DeLaus, General Counsel
Chris Dobson, VP of Transportation Services
Chris Doran, Client Relationship Manager
Renee Elwood, Director of Well-Being & Inclusion
Justin Feasel, Manager of Purchasing & Project Management
Amy Gould, Chief People Officer
Krystle Hall, Director of People Performance & Development
Brandon Hettler, Junior Technical Support Administrator
Reggie Hill, Manager of Service Delivery
Laura Kenyon, Supervisor of Communications & Marketing
Rusty Korth, VP of Maintenance
Bonnie Maguire, Director of Business Development
Chris Mahood, Director of Information Technology
Erin McCormick, Engineering Manager
James Mott, Director of Paratransit Services
Sharon Muir-Eddy, Director of Budget
Brian Olds, HB Cornerstone
Earl Pearson, Transportation Planner II
Grant Sanders, Technical Support Administrator
Matt Shaw, Director of Fleet Maintenance
Janet Snyder, Director of Labor Relations
James Stack, Executive Director of GTC
Lucille St. George, Procurement Administrator
Julie Tolar, Director of Service Planning
Miguel Velazquez, Chief Operating Officer

B. Adoption of the Agenda

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

C. Approval of Minutes

On motion of Commissioner Kosmerl, seconded by Commissioner Jeffries, the following minutes were unanimously approved:

- RGRTA Quarterly Board Meeting Minutes of May 2, 2019

D. CEO Report

Bill Carpenter, Chief Executive Officer, presented the CEO Report, along with presentations from Julie Tolar, Director of Scheduling, Rusty Korth, VP of Maintenance and Chris Mahood, Director of Information Technology on Community Mobility Zone Overview of the Service Type, Vehicles and Technology as reflected in the power point presentation, a copy of which is attached to these Minutes.

Community Mobility Zone Overview:

- *Commissioner Kosmerl asked what the timeline is for training the Operators on using the new software system. Chris Mahood, Director of Information Technology, responded the overall implementation plan that has been proposed will be 18 weeks, which does include training. This will be done well before go live of the Reimagine project and will give us time for additional training with Operators and administrative staff.*
- *Commissioner Jankowski asked if the mobile ticketing is in development, will it be ready for roll out in 2020 and are we developing that in house or do we have an outside vendor. Chris Mahood, Director of Information Technology, responded that yes the mobile ticketing will be ready for roll out in 2020 and it is being developed by Masabi.*
- *Commissioner McDonald asked about the Mobility as a Service (MaaS) and what do we own after the 5 years of the contract and are there additional costs for the connectivity for the tablets. Chris Mahood, Director of Information Technology, responded that we will own the tablets and the data and there will be an additional cost for the cellular service.*
- *Commissioner Kosmerl asked if the additional new vehicles will be staged out of the RTS Campus. Rusty Korth, VP of Maintenance, responded that yes they will be staged here at the RTS Campus.*
- *Commissioner Ansbrow asked if vehicles will be wheelchair accessible. Christian Mahood, Director of Information Technology, responded that yes they will be and the customer has the option on the mobile application to indicate that they will need a vehicle that is wheelchair accessible and if they need room for an aide.*
- *Commissioner McDonald asked if these accessible vehicles at the CMZ would they replace RTS Access in the CMZ. Julie Tolar, Director of Service Planning, responded that it will not replace RTS Access but allow RTS Access customers an additional option for service within the CMZ at no charge*

On motion of Commissioner McDonald, seconded by Commissioner Jeffries, 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 Ansbro, seconded by Commissioner Johnson, the Financial Report was received by unanimous vote.

F. Proposed Resolutions

Resolution Authorizing the Award of Contract for the Purchase of Mini-Vans, High Headroom Vans, and Type IA Vehicles, RGRTA 20-2019

- *Commissioner Kosmerl asked what the difference is between Fenton vehicle options 1 and 2. Rusty Korth, VP of Maintenance, responded that the capacity is different, so basically just a different design but the same wheel base.*
- *Commissioner Chapman asked why the smaller van cost more than the larger van. Rusty Korth, VP of Maintenance, responded that one of the reasons is supply and demand. The Ford high headroom van is a much more advanced design and that drives the cost.*
- *Commissioner McDonald asked why the resolution has a master agreement and a specific purchase amount. Rusty Korth, VP of Maintenance, stated that the master contract is in place for five years and the specific request today is so that as we go live with Reimagine we have the appropriate fleet.*
- *Commissioner Ansbro asked if the exterior of the vans will be painted to look like our current bus fleet. Rusty Korth, VP of Maintenance, responded that the vehicles will all be wrapped so that branding will be consistent, specifics are yet to be determined.*

RGRTA 20-2019: On motion of Commissioner Jeffries, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Purchase of High Headroom Vans, Type III and Type VI Buses for Use in the Reimagine RTS Community Mobility Zones, RGRTA 21-2019

RGRTA 21-2019: On motion of Commissioner Jeffries, seconded by Commissioner McDonald, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Contract for Mobility as a Service Software to Support the Reimagine RTS Community Mobility Zones, RGRTA 22-2019

- *Commissioner McDonald asked if the pricing was based on per unit number of vehicles using this software or is it more blanket. Christian Mahood, Director of Information Technology, responded that it was priced more blanket. Also, Commissioner McDonald asked if all of the bidders provide us the same capabilities of the MaaS. Christian Mahood, Director of Information Technology, stated that we provided a matrix of*

requirements in the RFP and they had to say whether or not they could support it and if they could not they needed to say why.

- *Chairman Astles asked if the information generated by this system be integrated into the data warehouse. Christian Mahood, Director of information Technology, responded that during the RFP process we asked that the vendor assist us in doing that. We will need to work with our vendor for the data warehouse to make sure that information is available to us.*

RGRTA 22-2019: On motion of Commissioner Johnson, seconded by Commissioner Kosmerl, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Award of a Contract for Design-Build Services for the RTS Advanced Environmental Service Building (AESB) Project, RGRTA 23-2019

- *Commissioner Chapman stated that he understands there are 52 cameras inside the building and if that is really necessary. Dave Belaskas, Director of Engineering & Facilities Management, responded that he is not sure of the exact number of cameras, a lot of the reason is for the farebox and the fare media and the safety of the employees. Commissioner Chapman stated that he feels that having such a large amount of cameras will bring down moral even more. Dave Belaskas stated that it is more of a coverage issue and nothing to do with the employees.*
- *Commissioner Johnson asked where the monitors are located that over see these cameras. Dave Belaskas, stated that they are in the supervisor's office and in radio control as they are currently.*
- *Commissioner Ansbrow asked if we already conducted environmental impact requirement studies and will we need permits to construct the service building. Dave Belaskas, stated that we already completed the environmental on the entire campus development when we started work on the administration building. Due to the timeframe the FTA did ask that we provide additional information largely due to the project change as we enclosde the preparation bay so that it has less impact to the neighborhood and we have provided that information to the FTA. We will work with the City for any permits that are needed and the contractor will work on getting those.*
- *Commissioner Johnson asked if there is some way to communicate to the service building employees that the cameras are for safety and not for punitive measures. Dave Belaskas stated that nothing is changing as far the monitoring of the cameras. The investment that we are putting into the building and the overall improvements will have a positive influence on the morale.*
- *Commissioner McDonald is it more cameras per square foot for this building compared to other buildings on the campus. Dave Belaskas stated that we do not design on a square footage basis. Rusty Korth, VP of Maintenance, added that since we are adding another bay to the building we will need more coverage and with the number of buses and employees that will be in there at one time, in order to get all the angles needed we need more cameras.*
- *Chairman Astles asked that the engineering team go back and review the camera distribution and come back to the board at a later time.*

RGRTA 23-2019: On motion of Commissioner McDonald, seconded by Commissioner Jeffries, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Award of a Contract for Owner's Representative and Commissioning Services for the RTS Advanced Environmental Service Building Project, RGRTA 24-2019

RGRTA 24-2019: On motion of Commissioner Kosmerl, 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 25-2019 up to and including RGRTA 31-2019 were approved by a motion made by Commissioner McDonald, seconded by Commissioner Johnson, these Resolutions below, a copy of which are attached to these Minutes, were unanimously approved.

Resolution Authorizing the Award of a Contract for Construction of the RTS Transit Center Bus Shelter Project, RGRTA 25-2019

- *Commissioner McDonald asked why the cost is \$340,000. Dave Belaskas, Director of Engineering & Facilities Management, responded that we are seeing increases in municipal projects because there is a shortage of those in the trades. Also the proposed project is complicated due to its location up against the parking garage on Mortimer Street and requires to remove concrete and be attached to a post tension concrete building. In addition, we also have to ensure that the existing gutter system remains in place which is some 20 feet down.*
- *Commissioner Jankowski is the escalation of the bids because of the prevailing wage changes or other changes out of Albany. Dave Belaskas, Director of Engineering & Maintenance Facilities, the shortage of people in the trades and the amount of work available has driven prices up.*

Resolution Authorizing the Execution of Grant Agreements for Accelerated Transit Capital (ATC) Funding and Public Transportation Modernization and Enhancement Program (MEP) funding between the Authority and the New York State Department of Transportation (NYSDOT). RGRTA 26-2019

Resolution Authorizing the Award of a Contract for Printing of Bus Timetables and Optional Services, RGRTA 27-2019

Resolution Amending RGRTA 58-2016 Authorizing the Award of a Contract for the Purchase of Bus Stop Signs, RGRTA 28-2019

Resolution Receiving the Annual Report of Helping Our Neighbors with Options for Riding (“HONOR”), RGRTA 29-2019

Resolution Receiving the Annual Report for the Greater Rochester Community Transportation Foundation (the “Foundation”), RGRTA 30-2019

Resolution Approving Election of Directors of the Greater Rochester Community Transportation Foundation RGRTA 31-2019

H. Calendar

Chairman Astles stated that we will be meeting on June 27th instead of July 4th. Bill Carpenter, CEO stated that we will have a full day on June 27th with an Audit/ Finance meeting in the morning and a regular board meeting at noon. We have moved the Annual meeting to August 1st and we will have the governance committee meeting that morning were we will start preparations for the governance retreat that will take place in the fall.

I. Adjournment

There being no further matters on the adopted Agenda, the regular meeting was adjourned on motion of Commissioner McDonald, seconded by Commissioner Jeffries.

Respectfully submitted,

Edward W. White, Esq., Secretary

Posted Date: June 20, 2019

CEO Report

Presented by: Bill Carpenter, CEO

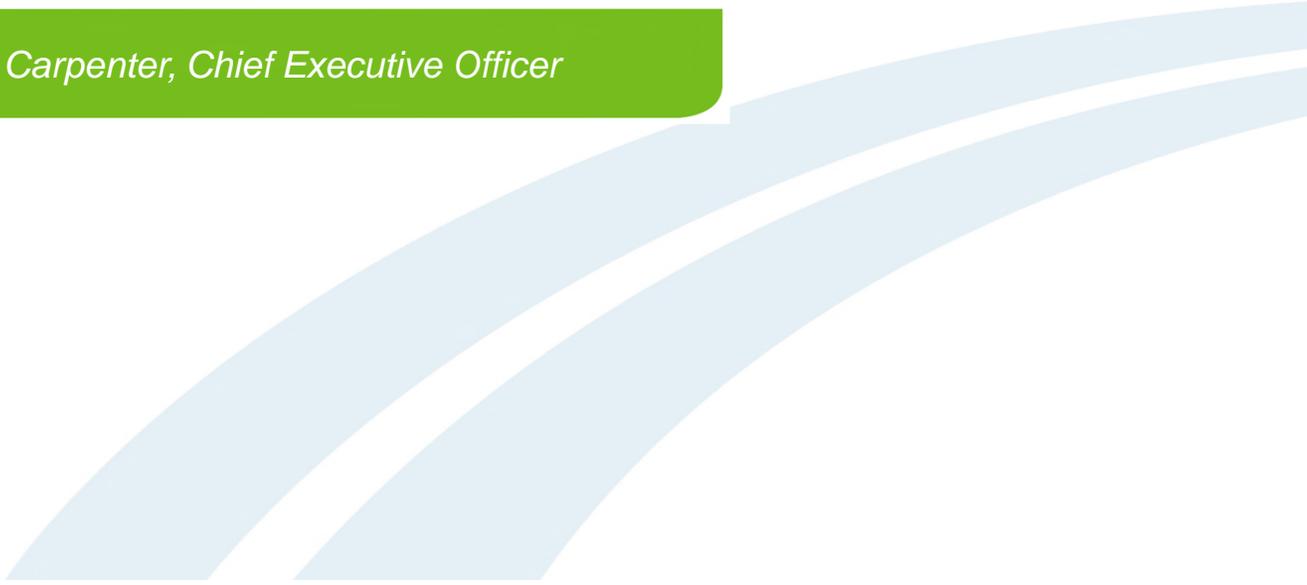


Chief Executive Officer Report

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

On-Time Performance

Bill Carpenter, Chief Executive Officer



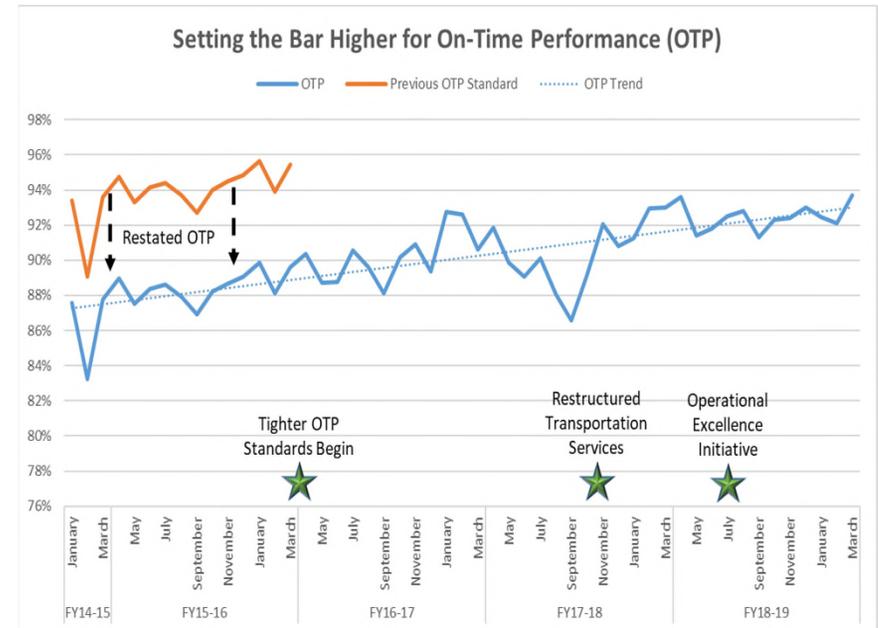
Why Is On-Time Performance Important?

- We know that OTP is the most important service attribute for our customers because of years of continuous market research, specifically from our quarterly Net Promotor Score surveys.
- Quarterly, over 500 customers are asked a multitude of satisfaction questions and to identify which one of a number of elements of RTS bus service is most important to them.
 - Q: Which one of the following elements of RTS bus service is most important to you?

	RTS Fiscal Year			
	2018-19	2017-18	2016-17	2015-16
Buses arrive on-time	46%	42%	44%	43%
Ease of getting information from RTS	10%	10%	10%	10%
Courtesy of drivers	9%	10%	10%	9%
Route coverage	8%	9%	8%	9%
Safety/Security	7%	7%	6%	7%
Buses not stop due to overcrowding	6%	8%	7%	7%
Bus comfort	5%	5%	5%	6%
Bus Cleanliness	4%	4%	4%	3%
Ease of purchasing fare	4%	5%	4%	4%
Other	2%	2%	2%	3%

On-Time Performance: A Commitment to Continuous Improvement

- In fiscal year 2008-09, we began automating measurement of On-Time Performance (OTP).
- Early action to improve OTP included identifying controllable/uncontrollable factors, forming an internal OTP committee, and training the team on quality tools.
- Our initial OTP window was 2 minutes 59 seconds early to 5 minutes and 59 seconds late until April 2016, when it was narrowed to 2 minutes early to 5 minutes late.
- In October 2017, we created the Transportation Services Department to better align management and frontline supervisors
- In July 2018, we introduced our Operational Excellence initiative that explicitly communicates performance expectations and allows for recognition.



On-Time Performance: Recognition for Results

- In January 2019, we applied for the Greater Rochester Quality Council (GRQC) 2019 Performance Excellence Awards.
- The awards are based upon improvement results and implementation of performance improvement practices across the entire organization.
- GRQC cited our excellence in “unrelenting use of data and constant analytics,” our “commitment to act almost immediately on issues,” and our “team acting as one to resolve issues and advance the goal.”
- As a result of these observations, we received the GRQC Gold Award in the Operations Excellence category.



Chief Executive Officer Report

- TOPS Highlight
- **Project Highlight**
- Miscellaneous

REimagine RTS Process



Community Mobility Zone Overview: Service Type, Vehicles, and Technology

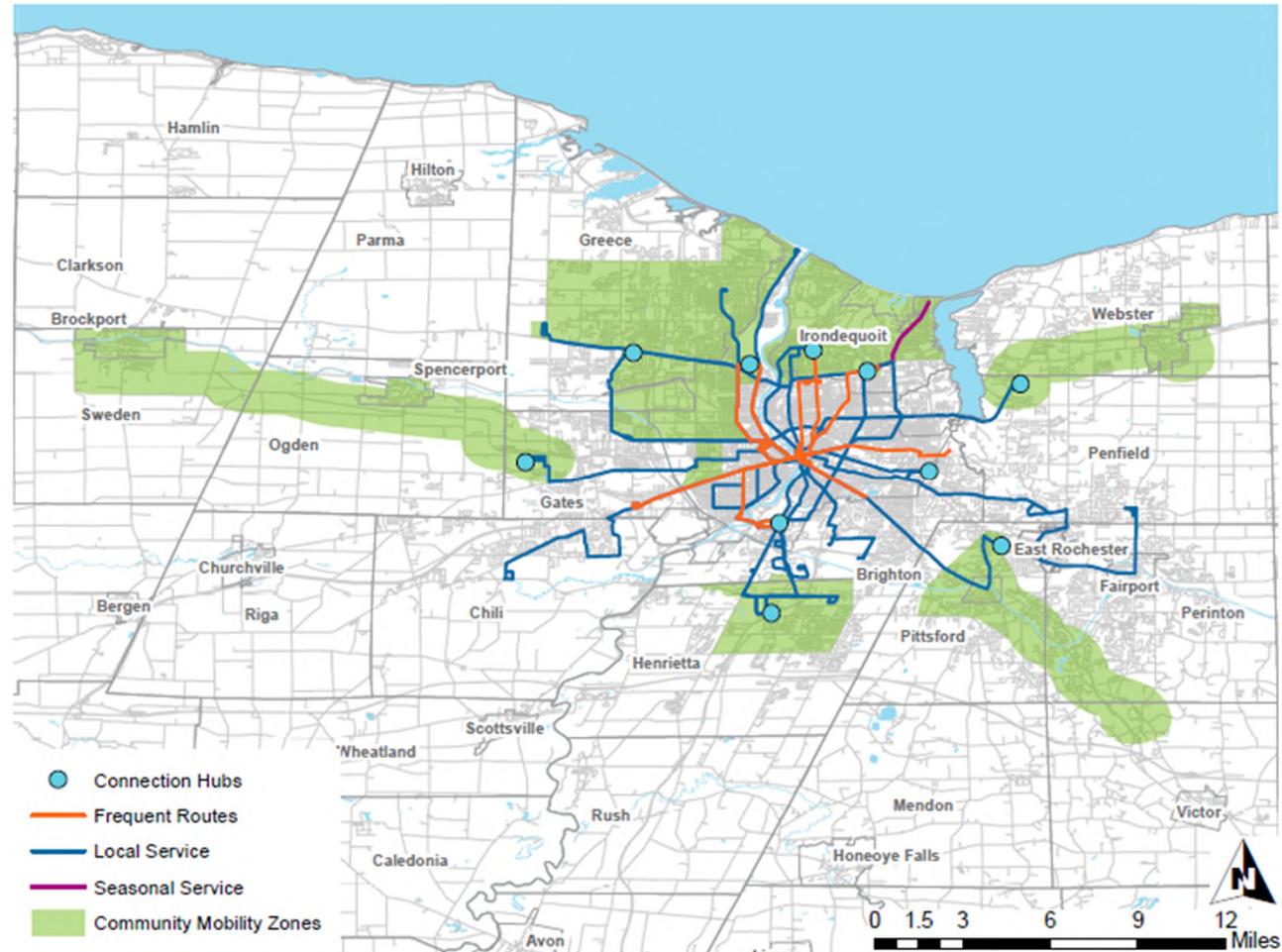
*Julie Tolar, Director of Service Planning
Rusty Korth, Vice President of Maintenance
Christian Mahood, Director of Information Technology*



- **Community Mobility Zone (CMZ) Recap & Service Type Overview**
- **CMZ Vehicles Overview**
- **CMZ Technology Overview**

- **Community Mobility Zones (CMZ) are areas that have historically had low fixed-route ridership**
- **IBI Group was the Reimagine RTS Phase II consultant**
- **RTS' proposal introduces technology-rich, customized travel that will replace the use of 40- and 60-foot buses with smaller vehicles and expand service to customers in these areas**

- 7 CMZs
 - Brockport
 - Greece
 - Lexington
 - Irondequoit
 - Webster
 - Pittsford/
Eastview
 - Henrietta



CMZ Service Overview

Service Type & Fares

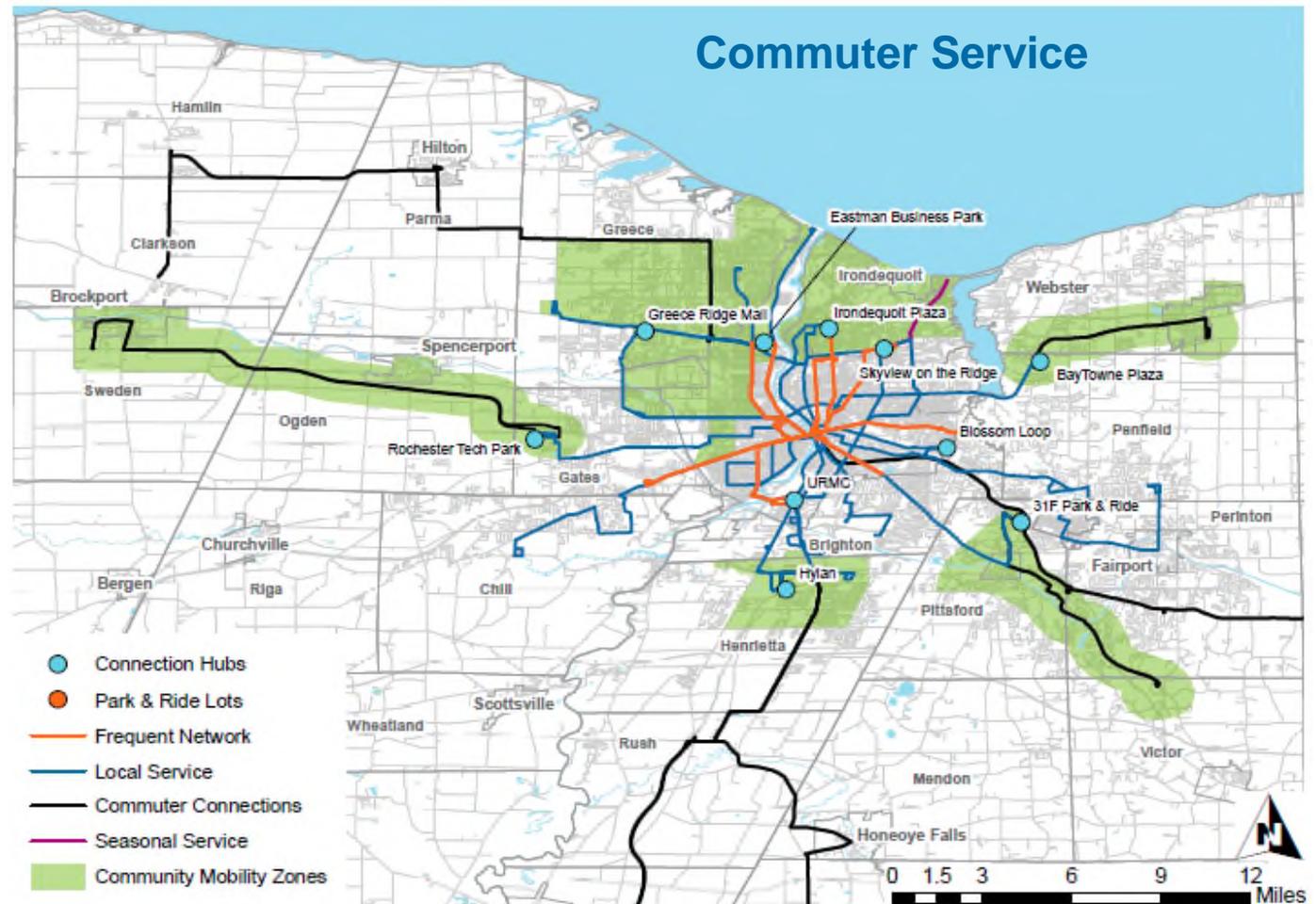
- **After thorough evaluation, RTS recommends On-Demand service for all zones**
 - We switched RTS Flex routes to On-Demand for the following reasons:
 - It is more cost-effective to operate one option across all the CMZs
 - It will be easier to operate for employees and easier to understand for customers
 - On-Demand option aligns well with software being evaluated for mobile technology
 - Shorter trips length for customers
 - Allows for more flexible and spontaneous travel
- **Fare Structure within each CMZ**

Connect to or from an RTS bus stop.....	\$1
Curb-to-curb within the zone.....	\$3

CMZ Service Overview

Service Type

- **3 CMZs will also be served by Commuter Routes**
 - Brockport
 - Webster
 - Pittsford/
Eastview
- **These trips will run 2-4 times per day and provide additional capacity during high-ridership time frames**
- **Each will connect to the fixed-route network at a Connection Hub**



CMZ Service Overview

Hours of Operation

CMZ	Monday – Friday	Saturday	Sunday
Brockport	5:00am – 10:00pm	6:00am – 10:00pm	6:00am – 6:00pm
Greece	5:00am – Midnight	6:00am – Midnight	6:00am – 10:00pm
Henrietta	5:00am – Midnight	6:00am – Midnight	6:00am – 10:00pm
Irondequoit	5:00am – 10:00pm	6:00am – 10:00pm	6:00am – 10:00pm
Lexington Ave.	5:00am – 10:00pm	<i>No Weekend Service</i>	<i>No Weekend Service</i>
Pittsford/Eastview	5:00am – 10:00pm	6:00am – 10:00pm	6:00am – 6:00pm
Webster	5:00am – 10:00pm	6:00am – 10:00pm	6:00am – 6:00pm

CMZ Vehicles Overview

Rusty Korth, Vice President of Maintenance

*Vehicle Use and Technical Information Associated with
Proposed Resolution RGRTA 20-2019 and 21-2019*

High Headroom Van



Ford Transit 350:

- 3.7L V6 gas
- 10,300 lb. GVWR
- 5-Year Replacement Cycle
- Dual rear wheel
- Extended body
- Cameras
- Mobile Data Tablet
- Manual Farebox

Capacity:

- 8 seated / 1 WC
(dedicated wheelchair slot)

Type III Bus



Ford E450 Chassis:

- V10 gas
- 14,500 lb. GVWR
- 5-Year Replacement Cycle
- Cameras
- Mobile Data Tablet
- Manual Farebox

Capacity:

- 18 seated / 0 WC
- 16 seated / 1 WC
- 14 seated / 2 WC

Type VI Bus



Freightliner Custom Chassis:

- Cummins 6.7 ISB diesel
- 26,000 lb. GVWR
- 7-Year Replacement Cycle
- Cameras
- CAD/AVL
- Farebox

Capacity:

- 30 seated / 0 WC
- 28 seated / 1 WC
- 26 seated / 2 WC

CMZ Fleet Overview

Vehicle Type

of Vehicles

Vehicle Use

High Headroom Vans



23

On-Demand Service in all CMZs

CMZ Commuter Routes (low capacity)

Vans can be deployed as needed to support ridership fluctuations

Type III Bus



2

CMZ Commuter Routes (high capacity)

On-Demand Service as needed

Type VI Bus



5

Non-CMZ Commuter Routes (high capacity)

CMZ Technology Overview

Chris Mahood, Director of Information Technology

*CMZ Technology and Information Associated with
Proposed Resolution RGRTA 22-2019*

CMZ Technology Overview

Planning/Scheduling a Ride

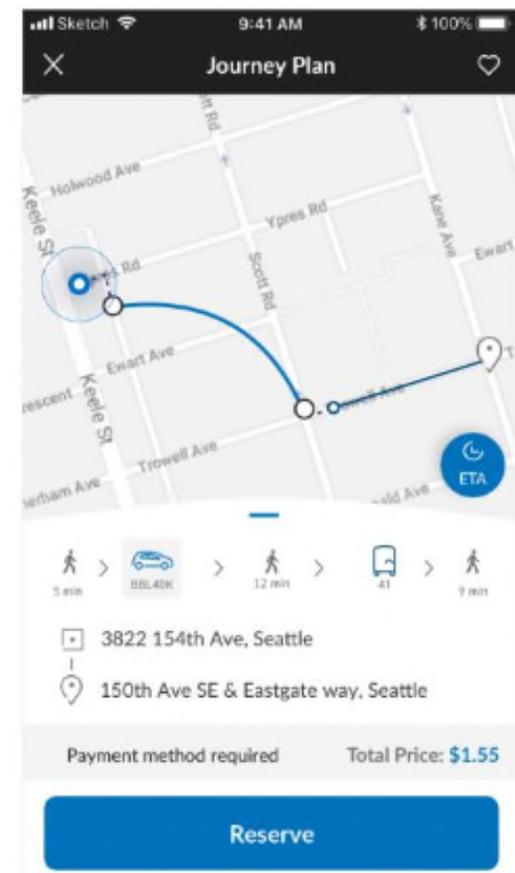
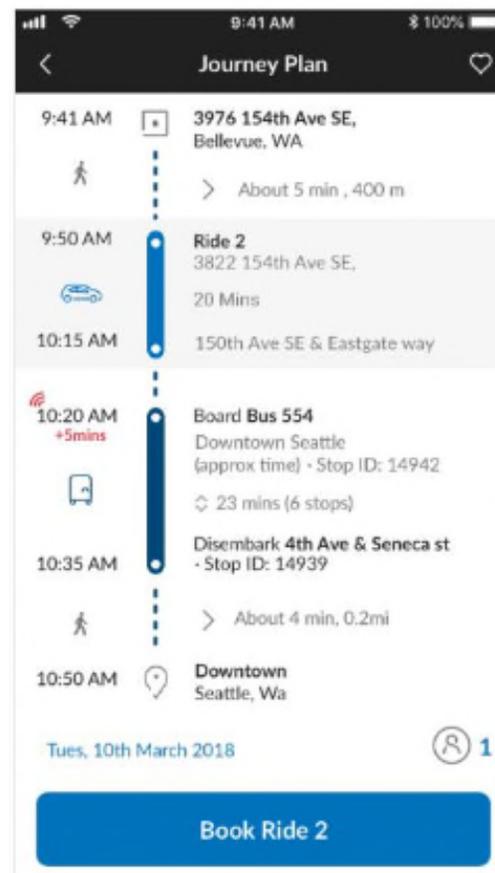
- **Three CMZs (Brockport, Pittsford/Eastview and Webster) will have commuter routes at high volume times and follow a set schedule**
- **All other rides can be planned and scheduled by either calling customer service to schedule their ride or use of an app**
- **The technology being recommended is being used in like sized transit agencies across the country**

CMZ Technology Overview

Customer Experience

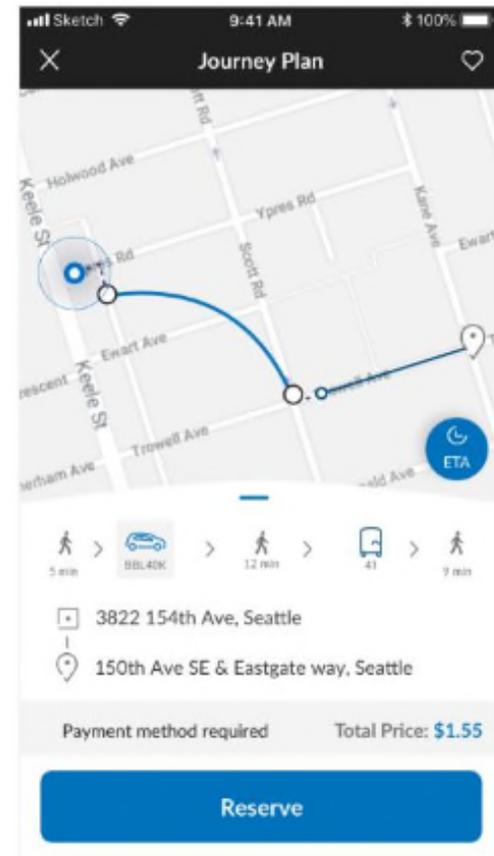
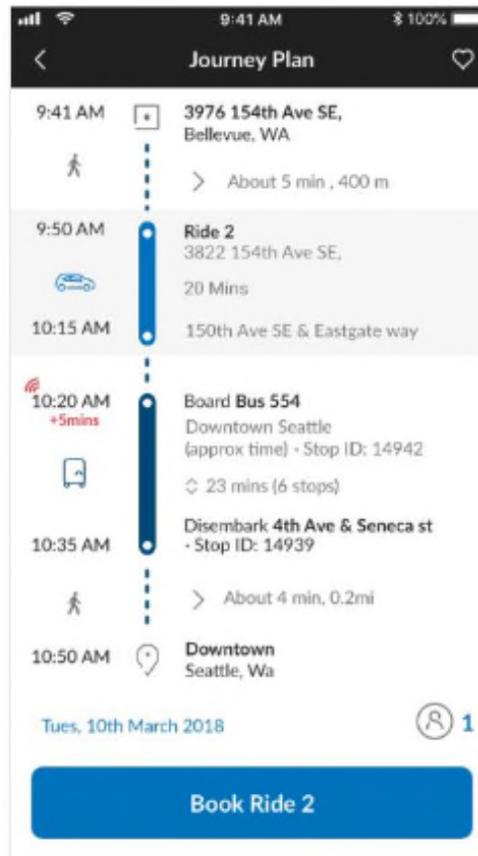
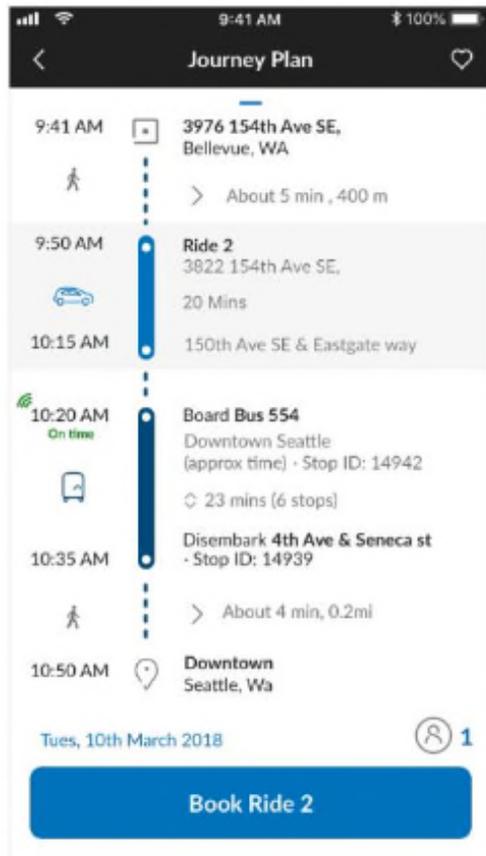
Customer View

- Multi-Modal Trip Planning
- Configurable CMZ boundaries
- Real-Time Trip booking and arrival information.
- Future Trip Scheduling
- Integrates Bike Sharing into trip options.
- Integration into Mobile Ticketing project for seamless fare payment.



CMZ Technology Overview

Customer Experience



The Customer will see real-time arrival information in the trip planner as well as multi-modal trip options.

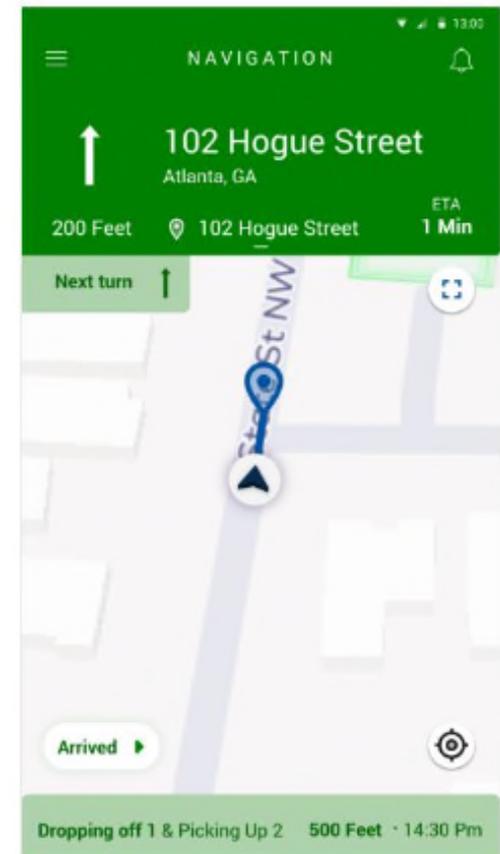
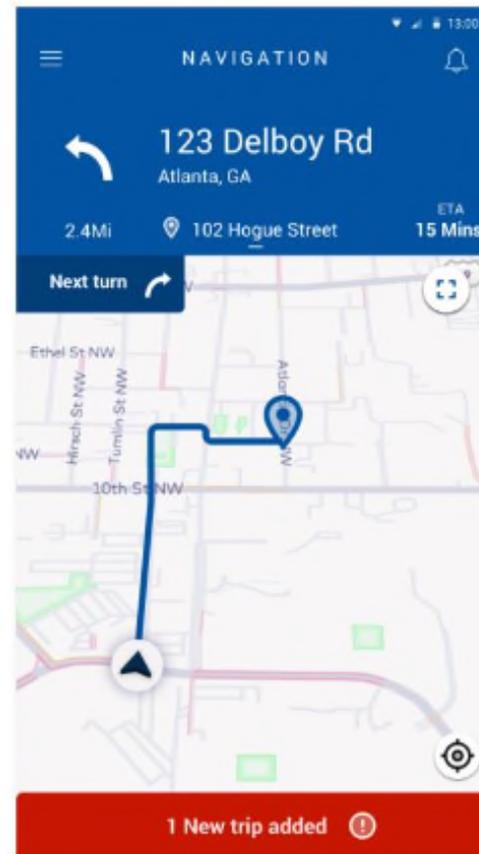
CMZ Technology Overview

Operator Experience

Operator MDT Screens

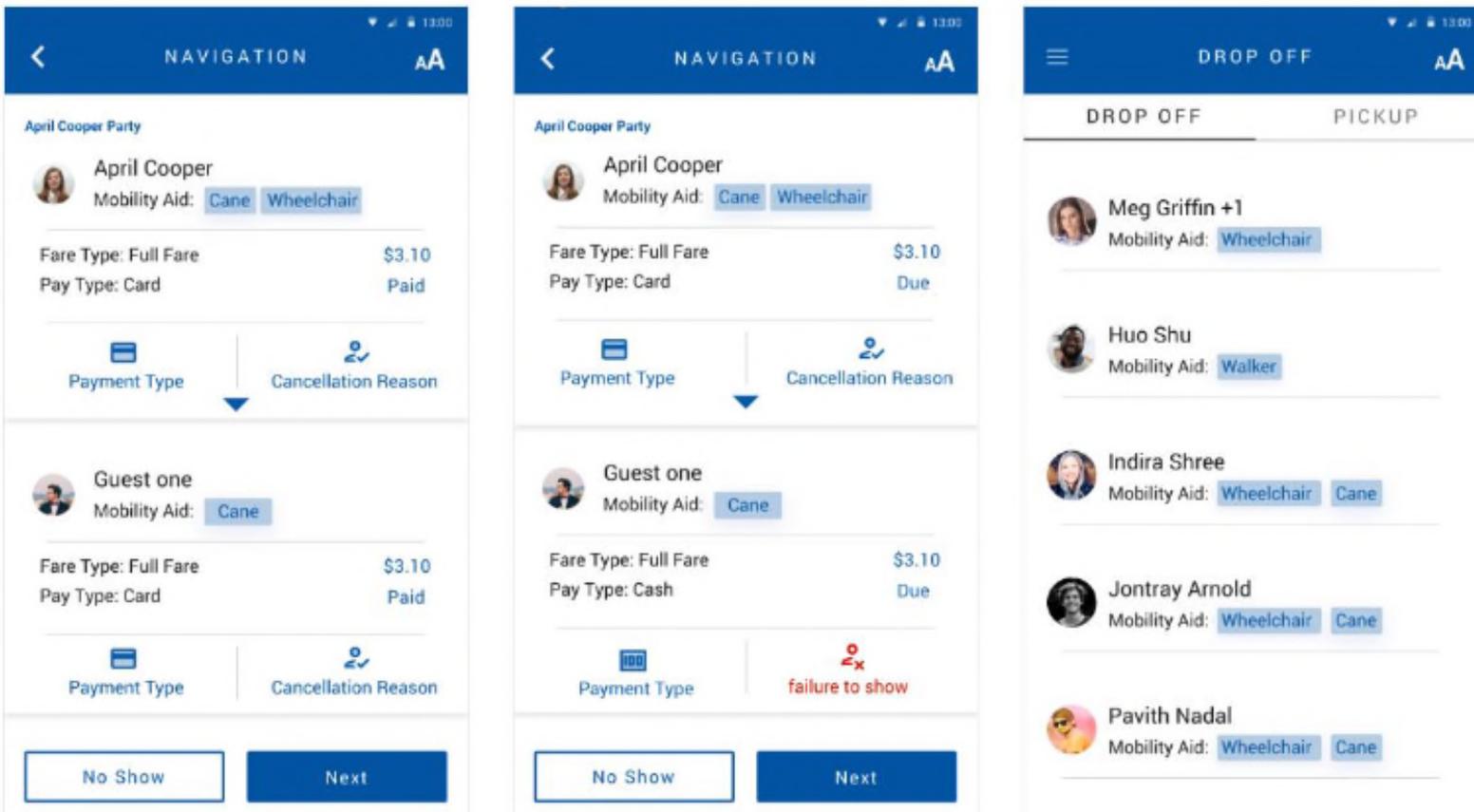
Operational Overview:

- Functional Mobile Data Tablet (MDT) providing full itinerary of trip delivery
- Live view of rides as they are booked by the customer.
- Utilizes off the shelf technology lowering cost.
- Provides turn by turn directions and ride arrival notifications for operator and customer.
- Trip assignment is handled autonomously by the backend software system.
- Trip Sharing enables efficient operational trip delivery.
- Operator can take a break via tablet to pause trip execution and booking.



CMZ Technology Overview

Operator Experience



The Bus Operator sees information in real time, with fare required, navigation data, order of customer pick-up/drop-off, etc.

- **RTS On-Demand service in the CMZs will improve flexibility, reliability and access in each zone.**
- **The addition of smaller vehicles to our fleet for use in the zones and on commuter routes means we will provide excellent service that is more cost-effective.**
- **New CMZ technologies will improve the customer experience and make it easier for Bus Operators to provide better service.**

Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous

RBJ 2019 Women of Excellence Awards May 9th 2019



RTS Monroe Employee Quarterly Meeting May 14th 2019





Congratulations Al Heim!!

- 2019 International Bus Roadeo:
 - Placed 26th out of 80
- RTS Bus Roadeo:
 - 2016: 1st
 - 2017: 2nd
 - 2018: 1st



Wealth of Health Awards
June 4th 2019



JP Morgan Chase Corporate Challenge June 4th 2019



- Met with Heidi Zimmer-Meyer of RDDC on Reimagine RTS
- The Bus Coalition Board Call
- FTA Drug & Alcohol Program Audit exit interview
- Met with Federal Delegation in Washington, DC
- Rochester Beacon Solutions Forum to Focus on City School Performance
- Meetings with NYS Assembly and Senate Leaders
- NYPTA Board Meeting
- APTA Mobility Conference Committee Meetings
- Toured RTS Transit Center with recently retired CEO of Greater Cleveland RTA
- Attended the 2019 State of the County Address
- Participated in the NYS Authorities MWBE conference call
- Greater Rochester Community Transportation Foundation Board Meeting
- Independent movie filmed scenes at the RTS Transit Center
- Conference Call with FTA Region 2 to ensure Reimagine RTS changes are compliant

Financial Report

Presented by: Scott Adair, CFO



Financial Report

RGRTA - Consolidated Budget Status Report - FY 2019-2020
As of 4/30/19 (In Thousands)

<u>Revenues</u>	<u>Budget 2019-20</u>	<u>FYTD 4/30/2019</u>	<u>Projected 3/31/2020</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 29,686	\$ 2,560	\$ 29,686	\$ -
Total Government Subsidies	\$ 60,225	\$ 5,059	\$ 60,225	\$ -
Mortgage Tax	\$ 11,276	\$ 865	\$ 11,276	\$ -
Grand Total Revenue	\$ 101,186	\$ 8,484	\$ 101,186	\$ -
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 50,486	\$ 4,227	\$ 50,486	\$ -
Fringe Benefits	\$ 23,499	\$ 1,332	\$ 23,499	\$ -
Total Personnel	\$ 73,985	\$ 5,559	\$ 73,985	\$ -
Non-Personnel				
Services	\$ 8,698	\$ 483	\$ 8,698	\$ -
Fuel/Lubricants	\$ 5,719	\$ 414	\$ 5,719	\$ -
Parts	\$ 4,335	\$ 377	\$ 4,335	\$ -
Other	\$ 8,448	\$ 683	\$ 8,448	\$ -
Total Non-Personnel	\$ 27,201	\$ 1,956	\$ 27,201	\$ -
Grand Total Expenses	\$ 101,186	\$ 7,515	\$ 101,186	\$ -
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 969	\$ -	\$ -



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Award of Contracts for the Purchase of Mini-Vans, High Headroom Vans, and Type IA Vehicles
Background:	<p>The Authority seeks to establish contracts for the purchase of three types of vehicles that we anticipate using primarily for paratransit service with RTS Access. The types of vehicles included in the Request for Proposal (RFP) are broken down as Lot 1: Mini-Van, Lot 2: High Headroom Van, and Lot 3: Type IA Bus.</p> <p>The Authority issued a RFP and publicly advertising it in the <u>New York State Contract Reporter</u>, <u>Transit Talent</u>, and the <u>Rochester Business Journal</u> on February 6, 2019 and the <u>Minority Reporter</u> on February 14, 2019.</p> <p>Twenty (20) RFP packages were requested by potential contractors and subcontractors. Two (2) responsive proposals were received for Lots 1 & 3 and four (4) responsive proposals were received for Lot 2. Proposers were not required to propose in multiple lots, however they were permitted to propose more than one vehicle in a given lot, which Fenton Mobility Products, Inc. elected to do.</p> <p>An evaluation and systematic scoring process was undertaken of every vehicle proposed based on the following criteria:</p> <ul style="list-style-type: none"> • Quality Assurance: Customer Experience, Past Performance and Experience • Design Complexity, Maintainability, Standardization, and Durability • Physical Attributes: Passenger seating capacity, configuration, weight & height, Vehicle Structure • Training & Technical Support • Delivery • Price



The Authority conducted an initial scoring of the proposals and invited all proposers to offer a Best and Final Offer (BAFO) on their pricing. After receiving the BAFO and having the firms address any technical/delivery questions from the Authority, the scores were finalized as follows:

Firm	Lot 1: Mini-Van	Lot 2: High Headroom Van	Lot 3: Type 1A Bus
Empire Bus Sales	79	79	79
Fenton Mobility Products, Inc. Vehicle #1	N/A	82	N/A
Fenton Mobility Products, Inc. Vehicle #2	N/A	83	N/A
Shepard Brothers, Inc.	80	81	81

Based on the evaluation process, the Authority determined that Shepard Brothers, Inc. submitted the vehicle that is the most favorable and in the best interest of the Authority for Lots 1 and 3.

The Authority determined that Fenton Mobility Products, Inc. submitted the vehicle that is the most favorable and in the best interest of the Authority for Lot 2.

Shepard Brothers, Inc. and Fenton Mobility Products, Inc. appear to be responsible firms. The Authority has determined that the pricing offered by Shepard Brothers, Inc. and Fenton Mobility Products, Inc. are fair and reasonable.

The Authority is therefore recommending the award of Master Agreements with Shepard Brothers, Inc. and Fenton Mobility Products, Inc. for the purchase of up to sixty (60) vehicles in each of the product lots over the five (5) year term of the Master Agreements.

Prior to the execution of the Agreements, the Authority will undertake a Pre-Award Buy America Audit in accordance with 49 CFR Part 663 which confirms that the vehicles being built by the awarded firms are in compliance with federal Buy America requirements.

Financial Impact:

The Authority anticipates placing an initial order of nine (9) Lot 3: Type 1A buses from Shepard Brothers, Inc. at a cost not to exceed \$729,900. In addition, the Authority is requesting a contingency of \$46,035 for the initial order with a total authorization not to exceed \$775,935.

	<p>The purchase will be funded with FTA Section 5307 funds (80%), New York State funds (10%) and RGRTA funds (10%).</p> <p>In addition, the Authority anticipates placing an initial order of twenty three (23), Lot 2 Vehicle 2, High Headroom Vans to be used primarily in Reimagine Community Mobility Zones. If RGRTA 21 of 2019, being voted on later in this meeting, is not passed we will not be placing this order under this Master Agreement. If RGRTA 21 of 2019 is passed, the initial purchase would be at a cost not to exceed \$1,984,089. In addition, the Authority is requesting a contingency of \$99,205 for the initial order with a total authorization not to exceed \$2,083,294.</p> <p>The purchase of these High Headroom Vans will be funded with FTA Section 5307 funds and local dollars.</p>
<p>Recommendation:</p>	<p>That the Chief Executive Officer or his designee be authorized to enter into Master Agreements with Shepard Brothers, Inc. for the purchase of up to sixty (60) Mini-Vans and sixty (60) Type IA buses and with Fenton Mobility, Inc. for the purchase of up to sixty (60) High Headroom Vans. The initial order of nine (9) Type IA Buses from Shepard Brothers, Inc. at a cost not to exceed \$729,900 and the initial order of twenty three (23) High Headroom Vans at a cost not to exceed \$1,984,089. In addition, the Chief Executive Officer or his designee be authorized to increase the value of Type IA and High Headroom Vans initial order by \$46,035 and \$99,205, respectively, for justified change orders. Total authorizations not to exceed \$775,935 and \$2,083,294, for the Type IA and High Headroom Vans, respectively, initial orders.</p>

Resolution: RGRTA 20-2019

RESOLUTION AUTHORIZING THE AWARD OF CONTRACTS FOR THE PURCHASE OF MINI-VANS, HIGH HEADROOM VANS, AND TYPE IA VEHICLES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to establish contracts for the purchase of three type of vehicles that we anticipate using primarily for a paratransit application with RTS Access. The types of vehicles included in the RFP are broken down as Lot 1: Mini-Van, Lot 2: High Headroom Van, and Lot 3: Type IA Bus; and

WHEREAS, the Authority issued a Request for Proposals (RFP) and publicly advertising it in the New York State Contract Reporter, Transit Talent, and the Rochester Business Journal on February 6, 2019 and the Minority Reporter on February 14, 2019; and

WHEREAS, twenty (20) RFP packages were requested by potential contractors and subcontractors. Two (2) responsive proposals were received for Lots 1 & 3 and four (4) responsive proposals were received for Lot 2; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received for Lot 1 and concluded that Shepard Brothers, Inc. submitted the vehicle that is the most favorable and in the best interest of the Authority based on the Authority's requirements and the selection criteria specified in the RFP; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received for Lot 2 and concluded that Fenton Mobility Products, Inc. submitted the vehicle that is the most favorable and in the best interest of the Authority based on the Authority's requirements and the selection criteria specified in the RFP; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received for Lot 3 and concluded that Shepard Brothers, Inc. submitted the vehicle that is the most favorable and in the best interest of the Authority based on the Authority's requirements and the selection criteria specified in the RFP; and

WHEREAS, the Authority determined that Shepard Brothers, Inc. and Fenton Mobility Products, Inc. appear to be responsible firms and that the prices are fair and reasonable; and

WHEREAS, prior to the execution of the Agreements, the Authority will undertake a Pre-Award Buy America Audit in accordance with 49 CFR Part 663 which confirms that the vehicles being built by the awarded firms are in compliance with federal Buy America requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to enter into Master Agreements with Shepard Brothers, Inc. for the purchase of up to sixty (60) Mini-Vans and sixty (60) Type IA buses and with Fenton Mobility Products, Inc. for the purchase of up to sixty (60) High Headroom Vans including

an initial order of nine (9) Type IA Buses from Shepard Brothers, Inc. at a cost not to exceed \$729,900 and twenty-three (23) High Headroom Vans from Fenton Mobility Products, Inc. at a cost not to exceed \$1,984,089; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designated representative is authorized to increase the value of the initial order of nine (9) Type IA buses and the twenty three (23) High Headroom Vans by up to \$46,035 and \$99,205, respectively for justified orders on contract, which would increase the total authorization to not exceed \$775,935 and \$2,083,294, respectively; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolutions Authorizing the Award of Contracts to Purchase:
Mini-Vans, High Headroom Vans, and Type IA Vehicles (Authority Bid)
Type III and Type VI Buses (NYSOGS Bid)

RGRTA 20-2019 & 21-2019

Presented by Rusty Korth, Vice President of Maintenance



RTS Access Fleet Overview

- **The RTS Access fleet is currently comprised of:**
 - 53 Type IA buses
 - 1 mini-van
 - 2 sedans
- **Currently 9 Type IA buses are scheduled for replacement**
- **Our prior 3-year contract expired in October of 2018**
- **In addition to needing a contract for Type IA buses we anticipate the need for different ADA-accessible vehicle types for RTS Access and our Community Mobility Zone (CMZ) fleets**

- **The CMZ fleet requires 3 different vehicle sizes based on their expected use:**
 - High Headroom Vans
 - Type III Buses
 - Type VI Buses
- **Based on current projections we will need 23 Vans, 2 Type III Buses and 5 Type VI Buses**

Request for Proposal Process (Authority Bid)

- A team was convened in October of 2018 led by the Procurement and Maintenance departments and specifications for three (3) ADA-compliant vehicle types were developed:
 - Mini-van (Lot 1)
 - High Headroom Van (Lot 2)
 - Type IA Bus (Lot 3)
- A Request for Proposals (RFP) for the three (3) vehicle types was issued and publically advertised in the New York State Contract Reporter, Transit Talent, and the Rochester Business Journal on February 6, 2019 and the Minority Reporter on February 14, 2019
- Twenty (20) RFP packages were requested by potential contractor and sub-contractors, Two (2) responsive proposals were received each for Lots 1 & 3 and four (4) responsive proposals were received for Lot 2.

Evaluation and Scoring Process

- **A technical evaluation and scoring process was followed based on the following 6 criteria:**
 - Quality Assurance, Customer Experience, Past Performance and Experience
 - Design Complexity, Maintainability, Standardization and Durability
 - Physical Attributes: Seating capacity, configuration, weight and height, vehicle structure
 - Training and Technical Support
 - Delivery
 - Price

- **After an initial scoring all proposers were invited to submit a Best and Final Offer (BAFO) on their pricing. The final scores were as follows:**

Firm	Lot 1: Mini-Van	Lot 2: High Headroom Van	Lot 3: Type IA Bus
Empire Bus Sales	79	79	79
Fenton Mobility Products, Inc. (Vehicle #1)	N/A	82	N/A
Fenton Mobility Products, Inc. (Vehicle #2)	N/A	83	N/A
Shepard Brothers, Inc.	80	81	81

Lot 1: Mini-van



Shepard Brothers, Inc.
 Dodge Grand Caravan Chassis,
 Braunability ADA Upgrade
 3.3L V6 gas,
 6,050 lb. GVWR

4-Year Replacement Cycle
 Price: \$51,850

Capacity:
 3 seated / 1 WC

Lot 2: High Headroom Van



Fenton Mobility Products, Inc.
 Ford Transit 350, 3.7L V6 gas,
 dual rear wheel, extended body
 10,300 lb. GVWR

5-Year Replacement Cycle
 Price: \$86,264

Capacity:
 8 seated / 1 WC
 (dedicated wheelchair slot)

Lot 3: Type IA Bus



Shepard Brothers, Inc.
 Ford E350 Chassis, 6.2L V8 gas
 11,500 lb. GVWR

5-Year Replacement Cycle
 Price: \$81,100

Capacity:
 10 seated / 0 WC
 8 seated / 1 WC
 6 seated / 2 WC
 4 seated / 3 WC



Procurement Strategy (NYSOGS Bid)

- **We request to purchase the Type III and VI buses utilizing existing New York State Office of General Services contracts**
 - 2 Type III buses from Contract #PC67314 awarded to Shepard Brothers, Inc.
 - 5 Type VI Buses from Contract #PC67795 awarded to Matthews Bus Alliance, Inc.

RTS Access Fleet

- The current Authority Capital Plan provides funding for the 9 paratransit buses via a Federal Section 5307 grant.

CMZ Fleet

- The current Authority Capital Plan provides funding for the High Headroom Vans via a Federal Section 5307 grant and additional local dollars.
- The Authority's current year Operating Budget provides funding for the Type III and Type VI buses.

RGRTA 20-2019

That the Chief Executive Officer or his designee be authorized to enter into Master Agreements with:

- Shepard Brothers, Inc. for the purchase of up to sixty (60) Mini-Vans and sixty (60) Type IA Buses.
- Fenton Mobility Products, Inc. for the purchase of up to sixty (60) High Headroom Vans.

The initial order of nine (9) Type IA Buses from Shepard Brothers, Inc. at a cost not to exceed \$729,900 and the initial order of twenty three (23) High Headroom Vans at a cost not to exceed \$1,984,089.

In addition, the Chief Executive Officer or his designee be authorized to increase the value of Type IA and High Headroom Vans initial order by \$46,035 and \$99,205, respectively, for justified change orders. Total authorizations not to exceed \$775,935 and \$2,083,294, for the Type IA and High Headroom Vans, respectively, initial orders.

RGRTA 21-2019

That the Chief Executive Officer or his designee be granted authority to purchase:

- Two (2) Type III buses from Shepard Brothers, Inc. at an amount not to exceed \$165,540.
- Five (5) Type VI buses from Matthews Bus Alliance, Inc. at an amount not to exceed \$681,085.

Both are subject to the written approval of the New York State Department of Transportation.

Additionally, that the CEO be granted authority to increase the value of the orders by up to \$8,277 and \$34,055 respectively for total authorizations not to exceed, \$173,817 and \$715,140, respectively.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Rusty Korth
Subject:	Resolution Authorizing the Purchase of High Headroom Vans, Type III and Type VI Buses for Use in the Reimagine RTS Community Mobility Zones
Background:	<p>The Authority desires to purchase twenty-three (23) High Headroom Vans, two (2) Type III buses and five (5) Type VI Buses, which will be used to provide the proposed services planned in the Community Mobility Zones.</p> <p>The New York State Office of General Services (NYSOGS) conducted a competitive procurement and awarded Contract #PC67314 to Shepard Brothers, Inc. of Canandaigua, NY for the Type III Bus and Contract #PC67795 to Matthews Bus Alliance, Inc. for the Type VI Bus.</p> <p>The Authority has determined that pricing offered by Shepard Brothers and Matthews Bus Alliance, Inc. is fair and reasonable. NYSOGS has determined that Shepard Brothers, Inc. and Matthews Bus Alliance, Inc. appear to be responsible firms.</p> <p>RGRTA 20 of 2019, earlier in today's agenda, authorized a Master Agreement and initial purchase of High Headroom Vans. If RGRTA 20 of 2019 was not approved the inclusion of these vehicles in Community Mobility Zones will not be part of our Fleet.</p>
Financial Impact:	Based on the pricing offered under NYSOGS Contract #PC67314, the cost of each Type III bus is \$82,770 and the total cost for the two (2) buses is \$165,540. In addition, the Authority is requesting a contingency of \$8,277 for the initial order with a total authorization not to exceed \$173,817.



	<p>Based on the pricing offered under NYSOGS Contract #PC67795, the cost of each Type VI bus is \$136,217 and the total cost for the five (5) buses is \$681,085. In addition, the Authority is requesting a contingency of \$34,055 for the initial order with a total authorization not to exceed \$715,140.</p> <p>The Authority requires additional items in the buses that are not provided under the NYSOGS contracts such as a branded vehicle wrapping services and IT equipment (radio communications, CAD/AVL, camera system). This additional equipment will either be transferred from a bus that is being retired, purchased through an existing contract held by the Authority, or procured separately.</p> <p>The Authority has requested in RGRTA 20-2019 the award of High Headroom Vans to be used in Community Mobility Zones. That resolution requested authorization of a Master Agreement for sixty (60) High Headroom Vehicles and initial purchase of twenty three (23) with a total cost of slightly less than \$2.1 million, more fully described in RGRTA 20-2019.</p> <p>The funding for this purchase is provided for in the Authority's current Capital Budget via a combination of Federal Grant 5307 funds with their 80% Federal, 10% State and 10% Local allocation and other available local funds.</p>
<p>Recommendation:</p>	<p>That the CEO or his designee be granted authority to purchase, two (2) Type III buses from Shepard Brothers, Inc. at an amount not to exceed \$165,540 and five (5) Type VI Buses from Matthews Bus Alliance, Inc. at an amount not to exceed \$681,085, subject to the written approval of the New York State Department of Transportation. Additionally, that the CEO be granted authority to increase the value of the orders by up to \$8,277 and \$34,055 respectively for total authorizations not to exceed, \$173,817 and \$715,140, respectively.</p>

Resolution: RGRTA 21-2019

RESOLUTION AUTHORIZING THE PURCHASE OF HIGH HEADROOM VANS, TYPE III AND TYPE VI BUSES FOR USE IN THE REIMAGINE RTS COMMUNITY MOBILITY ZONES

WHEREAS, the Authority desires to purchase two (2) Type III buses and five (5) Type VI Buses, which will be used to provide to provide the proposed services planned in the Community Mobility Zones; and

WHEREAS, the Authority anticipates utilizing High Headroom Van type vehicles in serving the Community Mobility Zones; and

WHEREAS, the New York State Office of General Services (NYSOGS) conducted competitive procurements for two of these types of vehicles. NYSOGS awarded Contract #PC67314 to Shepard Brothers of Canandaigua, NY for the Type III Bus and Contract #PC67795 to Matthews Bus Alliance, Inc. for the Type VI Bus; and

WHEREAS, the Authority conducted a Request for Proposal for the third type vehicle, High Headroom Van, which is part of the procurement requesting authorization in RGRTA 20-2019; and

WHEREAS, the Authority desires to utilize these contracts to purchase two (2) Type III Buses and five (5) Type VI Buses; and

WHEREAS, the Authority will request to purchase twenty three (23) High Headroom Vans in RGRTA 20-2019.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be granted authority to purchase twenty-three (23) High Headroom Vans from Fenton Mobility Products at an amount not to exceed \$1,984,089, two (2) Type III buses from Shepard Brothers, Inc. at an amount not to exceed \$165,540 and five (5) Type VI Buses from Matthews Bus Alliance, Inc. at a cost not to exceed \$681,085, subject to the written approval of the New York State Department of Transportation; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designated representative is authorized to increase the value of each of the initial orders by up to \$8,277 and \$34,055 respectively for justified orders on contract, which would increase the total authorizations to not exceed \$173,817 and \$715,140; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolutions Authorizing the Award of Contracts to Purchase:
Mini-Vans, High Headroom Vans, and Type IA Vehicles (Authority Bid)
Type III and Type VI Buses (NYSOGS Bid)

RGRTA 20-2019 & 21-2019

Presented by Rusty Korth, Vice President of Maintenance



RTS Access Fleet Overview

- **The RTS Access fleet is currently comprised of:**
 - 53 Type IA buses
 - 1 mini-van
 - 2 sedans
- **Currently 9 Type IA buses are scheduled for replacement**
- **Our prior 3-year contract expired in October of 2018**
- **In addition to needing a contract for Type IA buses we anticipate the need for different ADA-accessible vehicle types for RTS Access and our Community Mobility Zone (CMZ) fleets**

- **The CMZ fleet requires 3 different vehicle sizes based on their expected use:**
 - High Headroom Vans
 - Type III Buses
 - Type VI Buses
- **Based on current projections we will need 23 Vans, 2 Type III Buses and 5 Type VI Buses**

Request for Proposal Process (Authority Bid)

- A team was convened in October of 2018 led by the Procurement and Maintenance departments and specifications for three (3) ADA-compliant vehicle types were developed:
 - Mini-van (Lot 1)
 - High Headroom Van (Lot 2)
 - Type IA Bus (Lot 3)
- A Request for Proposals (RFP) for the three (3) vehicle types was issued and publically advertised in the New York State Contract Reporter, Transit Talent, and the Rochester Business Journal on February 6, 2019 and the Minority Reporter on February 14, 2019
- Twenty (20) RFP packages were requested by potential contractor and sub-contractors, Two (2) responsive proposals were received each for Lots 1 & 3 and four (4) responsive proposals were received for Lot 2.

Evaluation and Scoring Process

- **A technical evaluation and scoring process was followed based on the following 6 criteria:**
 - Quality Assurance, Customer Experience, Past Performance and Experience
 - Design Complexity, Maintainability, Standardization and Durability
 - Physical Attributes: Seating capacity, configuration, weight and height, vehicle structure
 - Training and Technical Support
 - Delivery
 - Price

- **After an initial scoring all proposers were invited to submit a Best and Final Offer (BAFO) on their pricing. The final scores were as follows:**

Firm	Lot 1: Mini-Van	Lot 2: High Headroom Van	Lot 3: Type IA Bus
Empire Bus Sales	79	79	79
Fenton Mobility Products, Inc. (Vehicle #1)	N/A	82	N/A
Fenton Mobility Products, Inc. (Vehicle #2)	N/A	83	N/A
Shepard Brothers, Inc.	80	81	81

Lot 1: Mini-van



Shepard Brothers, Inc.
 Dodge Grand Caravan Chassis,
 Braunability ADA Upgrade
 3.3L V6 gas,
 6,050 lb. GVWR

4-Year Replacement Cycle
 Price: \$51,850

Capacity:
 3 seated / 1 WC

Lot 2: High Headroom Van



Fenton Mobility Products, Inc.
 Ford Transit 350, 3.7L V6 gas,
 dual rear wheel, extended body
 10,300 lb. GVWR

5-Year Replacement Cycle
 Price: \$86,264

Capacity:
 8 seated / 1 WC
 (dedicated wheelchair slot)

Lot 3: Type IA Bus



Shepard Brothers, Inc.
 Ford E350 Chassis, 6.2L V8 gas
 11,500 lb. GVWR

5-Year Replacement Cycle
 Price: \$81,100

Capacity:
 10 seated / 0 WC
 8 seated / 1 WC
 6 seated / 2 WC
 4 seated / 3 WC



Procurement Strategy (NYSOGS Bid)

- **We request to purchase the Type III and VI buses utilizing existing New York State Office of General Services contracts**
 - 2 Type III buses from Contract #PC67314 awarded to Shepard Brothers, Inc.
 - 5 Type VI Buses from Contract #PC67795 awarded to Matthews Bus Alliance, Inc.

RTS Access Fleet

- The current Authority Capital Plan provides funding for the 9 paratransit buses via a Federal Section 5307 grant.

CMZ Fleet

- The current Authority Capital Plan provides funding for the High Headroom Vans via a Federal Section 5307 grant and additional local dollars.
- The Authority's current year Operating Budget provides funding for the Type III and Type VI buses.

RGRTA 20-2019

That the Chief Executive Officer or his designee be authorized to enter into Master Agreements with:

- Shepard Brothers, Inc. for the purchase of up to sixty (60) Mini-Vans and sixty (60) Type IA Buses.
- Fenton Mobility Products, Inc. for the purchase of up to sixty (60) High Headroom Vans.

The initial order of nine (9) Type IA Buses from Shepard Brothers, Inc. at a cost not to exceed \$729,900 and the initial order of twenty three (23) High Headroom Vans at a cost not to exceed \$1,984,089.

In addition, the Chief Executive Officer or his designee be authorized to increase the value of Type IA and High Headroom Vans initial order by \$46,035 and \$99,205, respectively, for justified change orders. Total authorizations not to exceed \$775,935 and \$2,083,294, for the Type IA and High Headroom Vans, respectively, initial orders.

RGRTA 21-2019

That the Chief Executive Officer or his designee be granted authority to purchase:

- Two (2) Type III buses from Shepard Brothers, Inc. at an amount not to exceed \$165,540.
- Five (5) Type VI buses from Matthews Bus Alliance, Inc. at an amount not to exceed \$681,085.

Both are subject to the written approval of the New York State Department of Transportation.

Additionally, that the CEO be granted authority to increase the value of the orders by up to \$8,277 and \$34,055 respectively for total authorizations not to exceed, \$173,817 and \$715,140, respectively.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Christian Mahood
Subject:	Resolution Authorizing the Contract for Mobility as a Service Software to Support the Reimagine RTS Community Mobility Zones
Background:	<p>The Authority seeks to engage an outside contractor to provide Demand-Response Mobility-as-a-Service Software that will be utilized in each proposed Community Mobility Zone (CMZ).</p> <p>The Authority issued a Request for Proposals (RFP) and publicly advertised it in the <u>New York State Contract Reporter</u>, <u>Transit Talent</u>, and the <u>Rochester Business Journal</u> on February 28, 2019 and the <u>Minority Reporter</u> on March 4, 2019.</p> <p>Sixty-one (61) RFP packages were requested by potential contractors and subcontractors. Eight (8) responsive proposals were received on April 9, 2019.</p> <p>An evaluation and systematic scoring process was undertaken based on the following five (5) criteria:</p> <ul style="list-style-type: none"> • Qualifications, Resources and Experience of the Firm and Proposed Subcontractors • Software/System Capabilities • Customer Friendly Experience • Quality of the Back End Administration • Price



	<p>The Authority conducted an initial scoring of the proposals and invited the top four scoring firms in for interviews. Each were requested to present their proposal and perform a software demo. After considering this additional information and their written proposals, the firms final scores were as follows:</p> <ul style="list-style-type: none"> • Alesig Consulting, LLC: 83 • DemandTrans Solutions Inc.: 73 • HBSS Connect Corp.: 59 • Routematch Software, Inc.: 89 • Spare Labs, Inc.: 61 • Trapeze Software Group, Inc.: 70 • Via Mobility, LLC: 75 • ZED Digital: 68 <p>The Authority determined Routematch Software, Inc. submitted the proposal that is the most favorable and in the best interest of the Authority when considering all of the evaluation criteria identified in the RFP.</p> <p>Routematch Software, Inc. appears to be a responsible firm and the pricing offered is fair and reasonable.</p> <p>The Authority anticipates seeking federal funding for this project and will thus need to amend the original approved Program of Projects. Once amended a public hearing will be necessary and any comments received will be reviewed with the Board. After which, we will file and execute both Federal and New York State grant applications.</p>
Financial Impact:	<p>The project startup costs and first year costs of the software total \$272,929. Ongoing annual costs for years two through five are \$135,404. In total the five year cost of ownership is \$543,054. The cost of ownership will be funded through a federal grant with federal (80%) State (10%) and local (10%).</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be granted authority to enter into a contract with Routematch Software, Inc. to provide Demand-Response Mobility-as-a-Service software for a five (5) year term at an amount not to exceed \$543,054.</p> <p>Since the Authority anticipates seeking federal funding, an amendment to our Program of Projects is required. Thus, the Authority endorses the amended Program of Projects, authorizes a public hearing on the amended Program of Projects, and adopts the endorsed Program of Projects as final if no comments are received at the public hearing. The final step</p>

	then is to file and the execution of both Federal and State grant applications.
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Resolution: RGRTA 22-2019

RESOLUTION AUTHORIZING THE CONTRACT FOR MOBILITY AS A SERVICE SOFTWARE TO SUPPORT THE REIMAGINE RTS COMMUNITY MOBILITY ZONES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the “Authority”) seeks to engage an outside contractor to provide Demand-Response Mobility-as-a-Service Software that will be utilized in each proposed Community Mobility Zone (CMZ); and

WHEREAS, the Authority issued a Request for Proposals (RFP) and publicly advertised it in the New York State Contract Reporter, Transit Talent, and the Rochester Business Journal on February 28, 2019 and the Minority Reporter on March 4, 2019; and

WHEREAS, sixty-one (61) RFP packages were requested by potential contractors and subcontractors. Eight (8) responsive proposals were received on April 9, 2019; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that Routematch Software, Inc. submitted a proposal that was responsive and was the most favorable based on the Authority's requirements and the selection criteria specified in the RFP; and

WHEREAS, the Authority determined that Routematch Software, Inc. appears to be a responsible firm and that their pricing is fair and reasonable; and

WHEREAS, the Authority will need to amend its previously approved Program of Projects to seek federal funding for this project.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be granted authority to enter into a contract with FIRM to provide Demand-Response Mobility-as-a-Service Software for a five (5) year term at an amount not to exceed \$543,054; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolution Authorizing the Contract for Mobility as a Service Software to Support the Reimagine RTS Community Mobility Zones

RGRTA 22-2019

Presented by Christian Mahood, Director of Information Technology

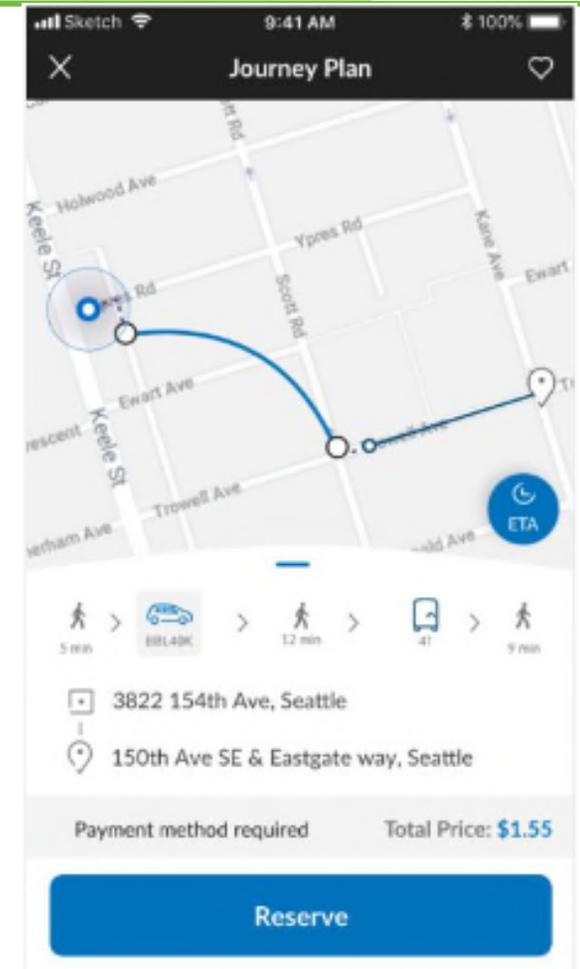


- **Demand-Response Mobility-as-a-Service (MaaS) Software is crucial to enable the delivery of service to the customer in the Community Mobility Zones.**
- **MaaS Software will be required to enable the customer to interface in real-time with RTS to book a trip on the go and also the Customer Service Representatives to book trips for customers who do not have mobile technology.**
- **Simplified interface for the customer to ensure ease of use is required.**
- **MaaS Software will also be required to help RTS operations to support brokering trips to different vehicles and providing efficient trip delivery through routing algorithms in the software. These algorithms are autonomous and can support thousands of ongoing trips.**
- **Reporting and data analytics are required to support the full understanding of service delivery and various other indicators to understand customer usage.**

Procurement and Program of Project Process

- The Authority issued a Request for Proposals (RFP) and publicly advertised it in the New York State Contract Reporter, Transit Talent, and the Rochester Business Journal on February 28, 2019 and the Minority Reporter on March 4, 2019.
- Sixty-one (61) RFP packages were requested by potential contractors and subcontractors. Eight (8) responsive proposals were received on April 9, 2019.
- The Authority determined Routematch Software, Inc. submitted the proposal that is the most favorable and in the best interest of the Authority when considering all of the Evaluation Criteria identified in the RFP.
- The Authority will be required to amend the previously approved Program of Projects in order for the federal funding to be put in place.

- Mobile Application and Web Site available for customers to enable on the go scheduling.
- ADA compliant and screen reader friendly.
- First/Last Mile Intermodal Access
- Bus Arrival Notification is available via Text, E-mail or Phone Calls alerting the customer of their scheduled ride.
- Live Map of in-service vehicles showing location similar to CAD/AVL used in fixed route fleet.



That the Chief Executive Officer or his designee be granted authority to enter into a contract with Routematch Software, Inc. to provide Demand-Response Mobility-as-a-Service Software for a five (5) year term at an amount not to exceed \$543,054.

In addition, the Authority endorses the Program of Projects, authorizes a public hearing adopts the endorsed Program of Projects as final if no comments are received at the public hearing. Further, authorize the filing and execution of both Federal and State grant applications.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	David Belaskas
Subject:	Resolution Authorizing the Award of a Contract for Design-Build Services for the RTS Advanced Environmental Service Building (AESB) Project
Background:	<p>RGRTA has elected to utilize the design-build construction method to undertake the AESB Project with the goal of expediting the project and maximizing value to the Authority. A two-stage process was utilized whereby a Request for Qualifications (RFQ) was advertised in the <u>New York State Contract Reporter</u> and <u>Rochester Business Journal</u> on July 13 2018 and the <u>Minority Reporter</u> on July 18, 2018, resulting in forty-seven (47) RFQs being distributed. Four (4) design-build teams expressed interest in competing for the project and submitted their respective Statement of Qualifications in response to the RFQ.</p> <p>RGRTA staff evaluated the statements and concluded that each of the four firms was qualified to undertake the project. These firms were:</p> <ul style="list-style-type: none"> • DiMarco Group with TY Lin and Clough Harbour Associates • LeChase Construction with Stantec and LaBella Associates • The Pike Company with Bergmann Associates • VIP Structures with Napierala Consulting, EDR and Pathfinder Engineers <p>In accordance with the process established for the procurement, each of the firms was sent a Request for Proposals (RFP). The RFP set forth specific instructions on how the firms should respond, including a list of what should be included in the content of the proposals, the method for submitting them, the manner in which they would be reviewed and scored and the manner in which the project would proceed after a firm was awarded a contract by the RGRTA Board.</p> <p>The Authority received three (3) proposals in response to the RFP.</p>



The Project Evaluation Team, assisted by Popli Design Group, RGRTA's Architectural/Engineering Consultant, undertook a thorough and systematic review of the proposals, starting with a technical evaluation followed by a review of estimated construction costs and the fees that the respective teams would charge for architectural/design services, assistance with bidding and construction management.

Below is a list of the specific scoring criteria and the associated weighting for each factor:

Cost Value Comparison	30%
Quality of Materials and Systems	15%
Energy Conservation	15%
Access, Safety and Security	15%
Architectural Image & Character	10%
Completion Schedule	5%
Functional Efficiency	5%
DBE Participation Plan	5%

The scoring process included review meetings between the Evaluation Team and each of the design-build teams.

The review and scoring process resulted in the following scores:

DiMarco Group	71
The Pike Company	82
LeChase Construction	44

The Pike Company team was selected due to:

- A well-conceived approach to the technical aspects of the project that will help ensure a well-designed facility offering functionality and durability.
- A strong team that has demonstrated its ability to work together in past design-build projects.
- A strong project management team to oversee the construction phases of the design build project.
- A reasonable price for the fees associated with the project.

The evaluation team's scoring and evaluation process revealed that The Pike Company's proposal earned the highest score. The evaluation team concurred that The Pike Company submitted a responsive proposal that offered the greatest value to the Authority as measured by the established evaluation criteria set forth in the RFP.

The proposed resolution authorizes the CEO to enter into a contract for Guaranteed Maximum Price 1 (GMP-1), engineering and construction management of AESB, with The Pike Company, whereupon The Pike Company in collaboration with Bergmann Associates and its sub-consultants, shall, upon authorization from

	<p>RGRTA, immediately commence the design of the Project culminating in GMP-2 for the construction of the Advanced Environmental Service Building and an optional addition to the RTS Campus perimeter wall.</p> <p>RGRTA’s Board of Commissioners will be asked to accept the GMPs for each phase and authorize the commencement of construction via duly adopted resolutions at subsequent meetings of the Board. It is anticipated that the Project will consist of two (2) GMPs corresponding to the Project phases:</p> <p>GMP1 – Engineering and Construction Management of AESB project and the optional perimeter wall GMP2 – Construction of AESB Project and optional perimeter wall</p> <p>GMP-2 may be divided up into smaller GMP’s (i.e. site work, foundations, steel, etc.). Additional GMP’s may also be added to the project.</p> <p>The Project is subject to review under the National Environmental Policy Act of 1969 (“NEPA”). FTA has previously issued a Finding of No Significant Impact (“FONSI”) for the project. Due to the time passed since this initial review and the expansion of the enclosed footprint of the updated design of the project, the Authority has submitted additional documentation to the FTA demonstrating that the initial FONSI is still applicable. This contract will not be executed until the FTA offers their concurrence with this determination.</p>
Financial Impact:	<p>The design, general conditions and construction fee total \$1,248,962. We are requesting an approximate contingency of 10% (\$125,000) on justified orders on contract. Thus a total authorized amount for design, general conditions and construction fee of \$1,373,962.</p> <p>This project is anticipated to be funded via a federal grant with the federal portion (80%), New York State (10%) and Local (10%).</p>
Recommendation:	<p>That the Chief Executive Officer or his designee be authorized to enter into a contract with The Pike Company to undertake design-build services for GMP-1 of the AESB Project. The cost for design, general conditions and construction fee of \$1,248,962 and a contingency for justified orders on contract of \$125,000 resulting in a total authorized amount of \$1,373,962.</p>

Resolution: RGRTA 23-2019

RESOLUTION AWARDING CONTRACT FOR DESIGN-BUILD SERVICES FOR THE RTS ADVANCED ENVIRONMENTAL SERVICE BUILDING PROJECT

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks design-build services for the design and construction of the RTS Advanced Environmental Service Building (AESB) Project (the "Project"); and

WHEREAS, the Authority elected to undertake the Project utilizing the design-build construction method; and

WHEREAS, the Authority issued a Request for Qualifications (RFQ) advertising in the Rochester Business Journal and the New York State Contract Reporter on July 13, 2018 and the Minority Reporter on July 18, 2018 seeking statements of qualifications from design-build teams that were interested in undertaking the Project, resulting in forty-seven (47) RFQs being distributed; and

WHEREAS, four (4) Statements of Qualifications were received on or before the August 23, 2018 deadline from design build-teams lead by DiMarco Group, LeChase Construction Services, LLC, The Pike Company and VIP Structures; and

WHEREAS, the four (4) Statements of Qualifications were subsequently reviewed and evaluated utilizing the evaluation criteria set forth in the Request for Qualifications; and

WHEREAS, all four (4) design-build teams were selected for further consideration and were issued copies of the Project's Request for Proposals (RFP) on January 18, 2019; and

WHEREAS, three (3) teams submitted design and fee proposals prior to the March 1, 2019 submittal deadline; and

WHEREAS, RGRTA staff, with the assistance of Popli Design Group, RGRTA's Architectural/Engineering Consultant for the Project, undertook an extensive evaluation of the proposals in conformance with the evaluation criteria set forth in the RFP; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that The Pike Company in association with Bergmann Associates of Rochester, New York submitted a responsive proposal and was the strongest, most favorable proposal that best serves the interest of the Authority; and

WHEREAS, The Pike Company appears to be a responsible firm; and

WHEREAS, the proposal submitted by The Pike Company includes fees totaling \$1,248,962 for project design services, general conditions fee and construction fee; and

WHEREAS, the aforementioned fees appear to be fair and reasonable; and

WHEREAS, upon execution of an agreement with The Pike Company as authorized by this resolution, The Pike Company shall immediately commence the final design of the Project; and

WHEREAS, The Pike Company shall undertake a competitive process to select the construction firms that will build the Project culminating in Guaranteed Maximum Prices (GMPs) for the engineering and construction of the Project; and

WHEREAS, prior to the commencement of construction of each phase, approval of the respective GMP for each phase by the RGRTA Board of Commissioners will be required; and

WHEREAS, the Project will be funded with Federal, State and RGRTA funds.

WHEREAS, the Authority with its staff and consultants (collectively referred to as the "Authority") has assisted the Federal Transit Administration ("FTA") with FTA's compliance with the National Environmental Policy Act of 1969 ("NEPA"), which also applies to the planning and development of the Project, by developing information and analyses necessary to complete a NEPA Environmental Assessment of the Project in May 2013 (hereinafter the "NEPA EA"); and

WHEREAS, the Authority has prepared and submitted the NEPA EA to FTA, which included the Project as well as numerous other elements. The document discusses and analyses: (i) the purpose of the need for the Project; (II) alternatives to the Project; (III) each of the applicable potential impacts, including indirect and cumulative impacts, from the Project, including, but not limited to impacts to traffic and parking, community character, land use and zoning, energy use, waste disposal, socioeconomic factors, and archeological and historic resources and (iv) such matters as are needed to assist FTA in satisfying its obligations under Section 106 of the National Historic Preservation Act, to satisfy the requirements of Section 4(f) of the U.S. Department of Transportation Act of 1966, and to satisfy the requirements of the New York State Historic Preservation Act of 1980; and

WHEREAS, FTA has indicated that the Project is eligible for a Finding of No Significant Impact ("FONSI") on July 25, 2013. Due to the time passed since this review and the expansion of the planned enclosed portion of the project, the Authority has submitted additional documentation to the FTA demonstrating that the original FONSI is still applicable to the project.

NOW, THEREFORE, BE IT RESOLVED, that a contract be awarded to The Pike Company in an amount not to exceed \$1,248,962 for design build services; subject to FTA approval of NEPA; and

BE IT FURTHER RESOLVED, the Chief Executive Officer or his designee is authorized to increase the value of the contract by up to \$125,000 for justified orders on contract resulting in the total authorization of \$1,373,962; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolutions Authorizing the Award of a Contract for Design Build Services and a Contract for Owner's Representative and Commissioning Services for the Advanced Environmental Service Building Project

RGRTA 23-2019 & 24-2019

Presented by David Belaskas, Director of Engineering & Facilities Management

- **Overview of the Project**
- **Design Concept**
- **Project Schedule**
- **Project Budget**
- **Design Build Selection**
- **Guaranteed Maximum Price**
- **Owner's Representative**
- **Recommendations**

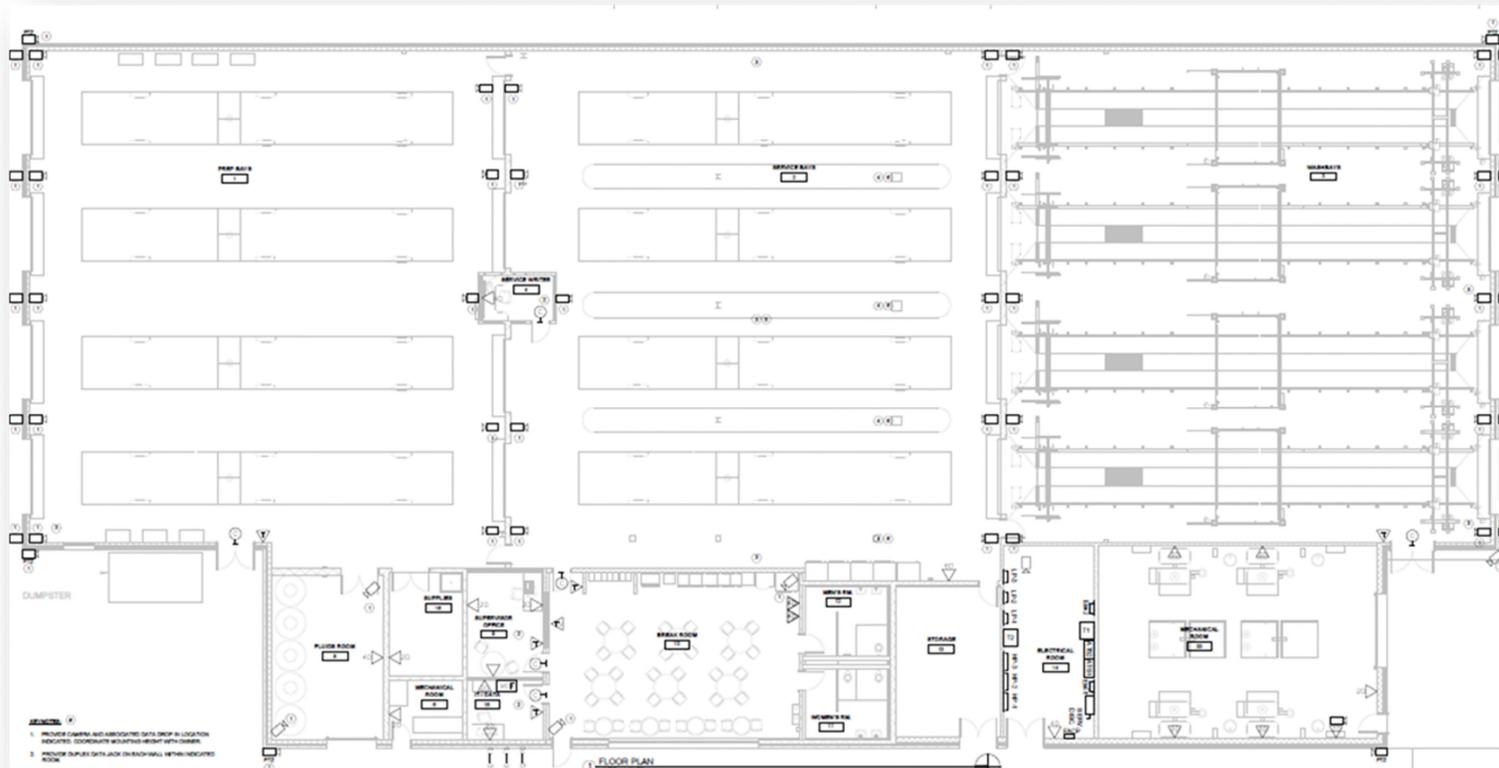


**New Advanced
Environmental
Service Building**

**Demolish Existing
Service Building;
Re-grade, re-pave
site**



Proposed Floor Plan



Design Build Award	June 2019
Final Advanced Environmental Service Building Design Complete	January 2020
Bidding and Construction Contract Award	May 2020
Service Building Construction Start	June 2020
Substantial Completion of Service Building	June 2021
Existing Service Building Demolition Complete	August 2021
Site Reconstruction Complete	September 2021
Project Complete	October 2021



Project Budget

Project Components	Budget
Design Builder Guaranteed Maximum Price (GMP-1) (Architectural/Engineering design services, assistance with bidding and construction management)	\$1,248,962
Design Builder GMP-2 (Cost of Construction)	\$10,146,669
Owners' Representative and Commissioning	\$445,088
Miscellaneous Expenses	\$279,573
Contingency	\$379,708
Total	\$12,500,000

Design Build Selection Process

- Two Stage Process
- Request for Qualifications (RFQ) was advertised in the New York State Contract Reporter and Rochester Business Journal on July 13, 2018 and the Minority Reporter on July 18, 2018.
- Forty-seven (47) RFQs were distributed.
- Four (4) Design Build teams submitted Statements of Qualifications in response to the RFQ.
- RGRTA staff evaluated the statements concluding that each of the 4 teams was qualified to undertake the project.

Design Build Selection Process

- **The firms are:**
 - DiMarco Group with TY Lin and Clough Harbor Associates
 - LeChase Construction Services with Stantec and LaBella Associates
 - The Pike Company with Bergmann Associates
 - VIP Structures with Napierala Consulting, EDR and Pathfinder Engineers
- **Each firm was sent a Request for Proposals (RFP).**
- **The Authority received three (3) proposals in response to the RFP.**

Design Build Selection Process

- **The Project Evaluation Team rated the three (3) proposals by the established evaluation criteria set forth below:**

• Cost Value Comparison	30%
• Quality of Materials and Systems	15%
• Energy Conservation	15%
• Access, Safety and Security	15%
• Architectural Image & Character	10%
• Completion Schedule	5%
• Functional Efficiency	5%
• DBE Participation Plan	5%

Design Build Selection Process

The Pike Company was selected due to:

- Well conceived approach to the technical aspects of the project leading to a well-designed facility offering functionality and durability.
- Strong team with experience working together in past design-build projects.
- Strong project management team to oversee the construction phases.
- Reasonable price for the fees associated with the project.

Guaranteed Maximum Price

- **RGRTA's Board of Commissioners will be asked to approve resolutions for each GMP at subsequent meetings of the Board.**
- **The Project will consist of two (2) GMPs corresponding to the Project phases:**
 - GMP1 – Engineering and Construction Management of AESB project
 - GMP2 – Construction of AESB Project
 - GMP2 may be divided up into smaller GMP's (i.e. site work, foundations, steel, wall, etc.).

- Request for Proposals (RFP) was advertised in the Rochester Business Journal and New York Contract Reporter on February 1, 2019 and the Minority Reporter on February 5, 2019.
- Thirty-three (33) sets of the RFP package were distributed.
- Six (6) firms submitted proposals.
- RGRTA staff evaluated the proposals and invited three (3) firms in to an interview. The three (3) were Passero Associates, Popli Design Group and Wendel Companies.
- RGRTA Staff concluded that Popli Design Group is the recommended firm based on approach, team qualifications, and price.

RGRTA 23-2019

That the Chief Executive Officer or his designee be authorized to enter into a contract with The Pike Company to undertake design-build services for GMP-1 of the AESB Project. The cost for design, general conditions and construction fee of \$1,248,962 and a contingency for justified orders on contract of \$125,000 resulting in a total authorized amount of \$1,373,962.

RGRTA 24-2019

That the Chief Executive Officer or his designee be authorized to enter into a contract with Popli Design Group to undertake owner's representative and commissioning services for the RTS Advanced Environmental Service Building Project. The cost of the owner's representative and commissioning services is \$445,088 and a contingency for justified orders on contract of \$44,500 resulting in a total authorized amount of \$489,588.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	David Belaskas
Subject:	Resolution Authorizing the Award of a Contract for Owner’s Representative and Commissioning Services for the RTS Advanced Environmental Service Building Project.
Background:	<p>RGRTA has elected to utilize the design-build construction method to undertake the RTS Advanced Environmental Service Building (AESB) Project with the goals of maximizing value and expediting the project to the Authority. As the project progresses through the final design and construction phases, RGRTA requires owner’s representative and commissioning services to assist in design review, review of progress payments and change orders, cost verification, construction review, project oversight and commissioning.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising in the <u>Rochester Business Journal</u> and the <u>New York State Contract Reporter</u> on February 1, 2019 and the <u>Minority Reporter</u> on February 5, 2019.</p> <p>Thirty-three (33) sets of the RFP package were distributed and six (6) proposals were received on or before the March 8, 2019 deadline.</p> <p>The following firms submitted proposals:</p> <ul style="list-style-type: none"> • Encompass Management Service - Tonawanda, NY • Liro Engineers – Rochester, NY • Passero Associates – Rochester, NY • Popli Design Group – Rochester, NY • Rodriquez Construction Group – Buffalo, NY • Wendel Companies - Rochester, NY <p>An evaluation and systematic scoring process was undertaken based on the following four (4) criteria:</p> <ul style="list-style-type: none"> • Experience of the Team Assigned to the Project • Project Methodology and Approach • Price • Experience of the Proposing Firm



	<p>Utilizing the evaluation criteria established, RGRTA’s Evaluation Team undertook a detailed review of the proposals and arrived at the following scores:</p> <ul style="list-style-type: none"> • Encompass Management Services 47 • Liro Engineers 65 • Passero Associates 81 • Popli Design Group 88 • Rodriguez Construction Group 62 • Wendel Companies 78 <p>The Evaluation Team determined that Passero Associates, Popli Design Group and Wendel Companies were in the competitive range and merited further consideration. Each of the three (3) firms was asked to meet with the Evaluation Team in separate meetings during the week of April 8, 2019.</p> <p>The Evaluation Team ultimately concluded that Popli Design Group submitted the strongest and most favorable responsive proposal for providing services for the RTS Advanced Environmental Service Building due to:</p> <ul style="list-style-type: none"> • A balanced approach to the project that ensured a proper level of service and coverage without requiring an excessive amount of labor hours. • Sub-consultants Liro Engineers and Bell & Spina were found to be solid contributors to the Popli team. • A strong project management team to monitor the construction phases of the design-build project. • Satisfactorily meeting the 30% MWBE goal and the 6% SDVOB goal. • A reasonable price for the project.
<p>Financial Impact:</p>	<p>The proposal totaled \$445,088 for owner’s representative and commissioning services. We request an approximate 10% contingency (\$44,500) for justified orders on contract. Thus, a total authorized amount for owner’s representative and commissioning services is \$489,588.</p> <p>The Project will be funded with 100% New York State funds.</p>
<p>Recommendation:</p>	<p>That the Chief Executive Officer or his designee be authorized to enter into a contract with Popli Design Group to undertake owner’s representative and commissioning services for the RTS Advanced Environmental Service Building Project. The cost of the owner’s representative and commissioning services is \$445,088 and a contingency for justified orders on contract of \$44,500 resulting in a total authorized amount of \$489,588.</p>

Resolution: RGRTA 24-2019

RESOLUTION AWARDING A CONTRACT FOR OWNER'S REPRESENTATIVE AND COMMISSIONING SERVICES FOR THE RTS ADVANCED ENVIRONMENTAL SERVICE BUILDING PROJECT

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks owner's representative and commissioning services to assist in design review, construction review, project oversight and commissioning of the RTS Advanced Environmental Service Building (the "Project"); and

WHEREAS, the Authority sought proposals from firms by issuing a Request for Proposals (RFP) and publicly advertising for proposals in the Rochester Business Journal and the New York State Contract Reporter on February 1, 2019 and the Minority Reporter on February 5, 2019; and

WHEREAS, six (6) proposals were received on or before the March 8, 2019 deadline; and

WHEREAS, the services include design review, construction review, cost verification, review of progress payments and change orders, project oversight and commissioning; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that Popli Design Group submitted a responsive proposal that was most favorable to the Authority and its pricing is fair and reasonable; and

WHEREAS, the cost of these services is to be funded with 100% New York State funds; and

WHEREAS, Popli Design Group appears to be a responsible firm.

NOW, THEREFORE, BE IT RESOLVED, that a contract be awarded to Popli Design Group in an amount not to exceed \$445,088 for owner's representative and commissioning services ; and

BE IT FURTHER RESOLVED, the Chief Executive Officer or his designee is authorized to increase the value of the contract by up to \$44,500 for justified orders on contract resulting in the total authorization of \$489,588; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolutions Authorizing the Award of a Contract for Design Build Services and a Contract for Owner's Representative and Commissioning Services for the Advanced Environmental Service Building Project

RGRTA 23-2019 & 24-2019

Presented by David Belaskas, Director of Engineering & Facilities Management

- **Overview of the Project**
- **Design Concept**
- **Project Schedule**
- **Project Budget**
- **Design Build Selection**
- **Guaranteed Maximum Price**
- **Owner's Representative**
- **Recommendations**

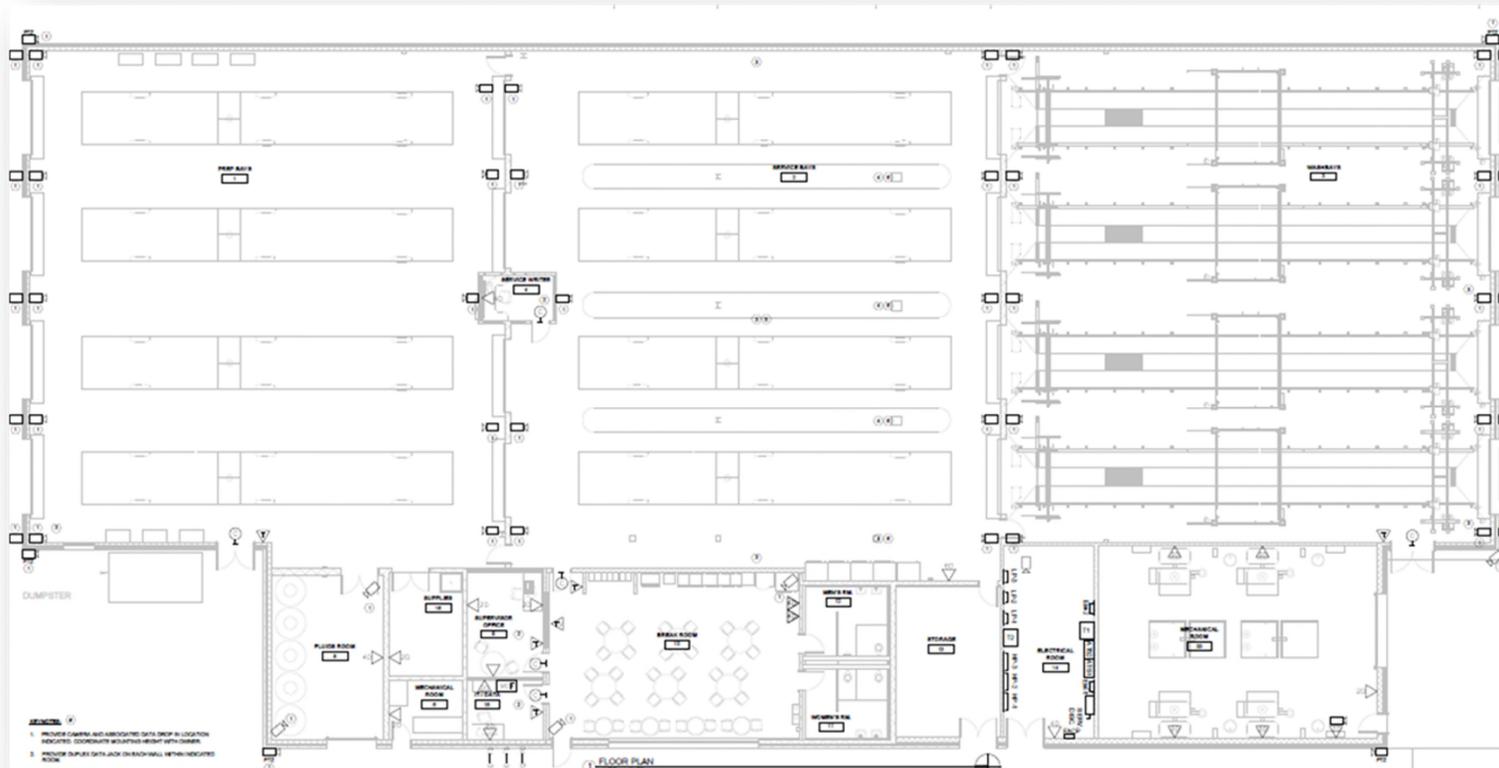


**New Advanced
Environmental
Service Building**

**Demolish Existing
Service Building;
Re-grade, re-pave
site**



Proposed Floor Plan



Design Build Award	June 2019
Final Advanced Environmental Service Building Design Complete	January 2020
Bidding and Construction Contract Award	May 2020
Service Building Construction Start	June 2020
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Project Complete	October 2021

Project Components	Budget
Design Builder Guaranteed Maximum Price (GMP-1) (Architectural/Engineering design services, assistance with bidding and construction management)	\$1,248,962
Design Builder GMP-2 (Cost of Construction)	\$10,146,669
Owners' Representative and Commissioning	\$445,088
Miscellaneous Expenses	\$279,573
Contingency	\$379,708
Total	\$12,500,000

Design Build Selection Process

- Two Stage Process
- Request for Qualifications (RFQ) was advertised in the New York State Contract Reporter and Rochester Business Journal on July 13, 2018 and the Minority Reporter on July 18, 2018.
- Forty-seven (47) RFQs were distributed.
- Four (4) Design Build teams submitted Statements of Qualifications in response to the RFQ.
- RGRTA staff evaluated the statements concluding that each of the 4 teams was qualified to undertake the project.

Design Build Selection Process

- **The firms are:**
 - DiMarco Group with TY Lin and Clough Harbor Associates
 - LeChase Construction Services with Stantec and LaBella Associates
 - The Pike Company with Bergmann Associates
 - VIP Structures with Napierala Consulting, EDR and Pathfinder Engineers
- **Each firm was sent a Request for Proposals (RFP).**
- **The Authority received three (3) proposals in response to the RFP.**

Design Build Selection Process

- **The Project Evaluation Team rated the three (3) proposals by the established evaluation criteria set forth below:**

• Cost Value Comparison	30%
• Quality of Materials and Systems	15%
• Energy Conservation	15%
• Access, Safety and Security	15%
• Architectural Image & Character	10%
• Completion Schedule	5%
• Functional Efficiency	5%
• DBE Participation Plan	5%

Design Build Selection Process

The Pike Company was selected due to:

- Well conceived approach to the technical aspects of the project leading to a well-designed facility offering functionality and durability.
- Strong team with experience working together in past design-build projects.
- Strong project management team to oversee the construction phases.
- Reasonable price for the fees associated with the project.

Guaranteed Maximum Price

- **RGRTA's Board of Commissioners will be asked to approve resolutions for each GMP at subsequent meetings of the Board.**
- **The Project will consist of two (2) GMPs corresponding to the Project phases:**
 - GMP1 – Engineering and Construction Management of AESB project
 - GMP2 – Construction of AESB Project
 - GMP2 may be divided up into smaller GMP's (i.e. site work, foundations, steel, wall, etc.).

- Request for Proposals (RFP) was advertised in the Rochester Business Journal and New York Contract Reporter on February 1, 2019 and the Minority Reporter on February 5, 2019.
- Thirty-three (33) sets of the RFP package were distributed.
- Six (6) firms submitted proposals.
- RGRTA staff evaluated the proposals and invited three (3) firms in to an interview. The three (3) were Passero Associates, Popli Design Group and Wendel Companies.
- RGRTA Staff concluded that Popli Design Group is the recommended firm based on approach, team qualifications, and price.

RGRTA 23-2019

That the Chief Executive Officer or his designee be authorized to enter into a contract with The Pike Company to undertake design-build services for GMP-1 of the AESB Project. The cost for design, general conditions and construction fee of \$1,248,962 and a contingency for justified orders on contract of \$125,000 resulting in a total authorized amount of \$1,373,962.

RGRTA 24-2019

That the Chief Executive Officer or his designee be authorized to enter into a contract with Popli Design Group to undertake owner's representative and commissioning services for the RTS Advanced Environmental Service Building Project. The cost of the owner's representative and commissioning services is \$445,088 and a contingency for justified orders on contract of \$44,500 resulting in a total authorized amount of \$489,588.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	David Belaskas
Subject:	Resolution Authorizing the Award of a Contract for Construction of the RTS Transit Center Bus Shelter Project
Background:	<p>The Authority seeks to construct one (1) bus shelter on the south side of Mortimer Street underneath the north face of the Mortimer Street Parking Garage. The improvement will help foster optimal flow of RTS customers and maximize waiting space.</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 April 19, 2019 and the <u>Minority Reporter</u> on April 22, 2019.</p> <p>A total of 22 bid packages were sent out and two (2) bids were received and opened on May 20, 2019. The following is a summary of the Base Bids:</p> <ul style="list-style-type: none"> • The Pike Company, Inc. \$315,000 • LeChase Construction Services \$378,000 <p>After consideration of the bids it has been determined that The Pike Company, Inc. submitted the lowest responsive bid in the amount of \$315,000 that best serves the interests of the Authority.</p> <p>Authority staff evaluated the bid submitted by The Pike Company, Inc. and concluded that all components of the bid submitted by The Pike Company, Inc. are fair and reasonable.</p> <p>It is recommended that a 10% contingency account in the amount of \$31,500 be established for justified orders on contract for a total authorized amount of \$346,500.</p> <p>The Authority has determined that The Pike Company, Inc. appears to be a responsible bidder.</p>



Financial Impact:	<p>The bid submitted by The Pike Company totaled \$315,000. In addition, we request an additional 10% contingency of \$31,500 for justified orders on contract. Thus, a total authorized amount for the RTS Transit Center Bus Shelter Project is \$346,500.</p> <p>This project will 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 The Pike Company, Inc. for construction of the RTS Transit Center Bus Shelter Project for \$315,000.</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 \$31,500 for justified orders on contract with the total authorized amount of \$346,500.</p>

Resolution: RGRTA 25-2019

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR CONSTRUCTION OF THE RTS TRANSIT CENTER BUS SHELTER PROJECT

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking Construction Services for the RTS Transit Center Bus Shelter Project in Rochester, NY; and

WHEREAS, the Authority publicly advertised for bids in the New York State Contract Reporter and the Rochester Business Journal on April 19, 2019 and the Minority Reporter on April 22, 2019; and

WHEREAS, 22 invitation for bid packages were distributed and two (2) bids were received on or before the May 20, 2019 deadline; and

WHEREAS, after evaluation of the bids by the Authority, it has been determined that The Pike Company, Inc. submitted the lowest responsive bid in the amount of \$315,000; and

WHEREAS, the Authority determined The Pike Company appears to be a responsible bidder; and

WHEREAS, the project shall be funded in the following manner: Federal (80%), State (10%) and RGRTA (10%).

NOW, THEREFORE, BE IT RESOLVED, that a Contract be awarded to The Pike Company, Inc. in the amount of \$315,000 for construction of the RTS Transit Center Bus Shelter Project; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer, or his designee, is authorized to increase the value of the contract by an amount not to exceed \$315,000 for justified orders on contract with the total authorized amount to be \$346,500; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Scott Adair
Subject:	Authorizing the Execution of Grant Agreements for Accelerated Transit Capital (ATC) Funding and Public Transportation Modernization and Enhancement Program (MEP) Funding between the Authority and the New York State Department of Transportation (“NYSDOT”).
Background:	<p>In 2017, New York State authorized multiple years of funding under the Accelerated Transit Capital Program and a Public Transportation Modernization and Enhancement Program.</p> <p>In 2018, the Authority was appropriated \$3,985,700 for the ATC Program and \$4,902,244 for the MEP Program.</p> <p>The Authority will be using \$2,597,756 in ATC Program Funds and \$4,902,244 in MEP Program Funds for the construction of the new Advanced Environmental Service Building. Remaining ATC funds will be allocated at a later date.</p> <p>The Authority Board of Commissioners are required to authorize the execution of the grant agreements with NYSDOT.</p>
Financial Impact:	The Accelerated Transit Capital and Public Transportation Modernization and Enhancement funds are 100% New York State funded and will have no financial impact to the Authority.
Recommendation:	That the Board authorize the CEO to enter into grant agreements with the New York State Department of Transportation for the receipt of the grant funds.



Resolution: RGRTA 26-2019

AUTHORIZING THE EXECUTION OF GRANT AGREEMENTS FOR ACCELERATED TRANSIT CAPITAL (ATC) FUNDING AND PUBLIC TRANSPORTATION MODERNIZATION AND ENHANCEMENT PROGRAM (MEP) FUNDING BETWEEN RGRTA AND THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (“NYSDOT”)

WHEREAS, the Rochester Genesee Regional Transportation Authority (the “Authority”) has submitted the application for Accelerated Transit Capital Funding in the amount of \$2,597,756 for the Advanced Environmental Service Building; and

WHEREAS, the Rochester Genesee Regional Transportation Authority (the “Authority”) has submitted the application for Public Transportation Modernization and Enhancement Funding in the amount of \$4,902,244 for the Advanced Environmental Service Building; and

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to execute grant contract agreements, amendatory or supplemental grant agreements, and related documents on behalf of the Authority with the New York State Department of Transportation for aid in financing the project; 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 in 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 June 6, 2019, and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Amy Gould
Subject:	Resolution Authorizing the Award of a Contract for Printing of the Bus Timetables and Optional Services
Background:	<p>The Authority seeks to engage an outside contractor to print timetables each quarter and provide optional services.</p> <p>The Authority issued a Request for Proposals (RFP) and publicly advertising it in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on April 5, 2019 and the <u>Minority Reporter</u> on April 11, 2019.</p> <p>Twenty-nine (29) RFP packages were requested by potential contractors and subcontractors. Three (3) responsive proposals were received on April 26, 2019.</p> <p>An evaluation and systematic scoring process was undertaken based on the following four (4) criteria:</p> <ul style="list-style-type: none"> • Qualifications, Resources and Experience of the Firm and Proposed Subcontractors • Project Understanding/Technical Capacity • Quality of Sample Project Plan • Price <p>The score for each firm is as follows:</p> <ul style="list-style-type: none"> • Digital XPress of Albany, NY: 73 • No Other Impressions, Inc. of Rochester, NY: 67 • Phoenix Graphics of Rochester, NY: 82 <p>The Authority conducted a thorough evaluation of the proposals that were received and concluded that Phoenix Graphics, Inc. submitted a proposal that was responsive and was the most favorable based on the Authority's requirements and the selection criteria specified in the RFP</p> <p>Phoenix Graphics, Inc. appears to be a responsible firm and their pricing included in Exhibit A is fair and reasonable.</p>



<p>Financial Impact:</p>	<p>Based on current consumption, the estimated annual cost based on the projected quantities is \$110,000. The actual cost will be determined by the rates and optional services outlined in Exhibit 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) CUUR0000SA0 (All Urban Consumers) for the preceding year.</p> <p>Funding for this contract is provided for in the Authority's 2019-2020 Operating Budget and will be in future operating budgets.</p>
<p>Recommendation:</p>	<p>That the Chief Executive Officer or his designee be granted authority to enter into a contract with Phoenix Graphics, Inc. for the printing of bus timetables for a term of one (1) year, with the Authority having the option to execute four (4) additional one-year terms.</p>

Resolution: RGRTA 27-2019

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PRINTING OF BUS TIMETABLES AND OPTIONAL SERVICES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to engage an outside contractor to print timetables each quarter and provide optional services; and

WHEREAS, the Authority issued a Request for Proposals (RFP) and publicly advertising it in the New York State Contract Reporter and the Rochester Business Journal on April 5, 2019 and the Minority Reporter on April 11, 2019; and

WHEREAS, twenty-nine (29) RFP packages were requested by potential contractors and subcontractors. Three (3) responsive proposals were received on April 26, 2019; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that Phoenix Graphics, Inc. submitted a proposal that was responsive and was the most favorable based on the Authority's requirements and the selection criteria specified in the RFP; and

WHEREAS, the Authority determined that Phoenix Graphics, Inc. appears to be responsible firm and that the pricing provided is fair and reasonable; and

WHEREAS, based on current consumption, the estimated annual cost based on the projected quantities is \$110,000. The actual cost will be determined by the rates and optional services outlined in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designated representative is authorized to enter into a contract with Phoenix Graphics, Inc. for printing of bus timetables and optional services 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) CUUR0000SA0 (All Urban Consumers) for the preceding year; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolution: RGRTA 27-2019

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PRINTING OF BUS TIMETABLES AND OPTIONAL SERVICES

Exhibit A:

Size	Quantity	Price Per Thousand
8 1/2 x 11	Under 200,000	\$90.10
	Over 200,000	\$71.77
	Over 300,000	\$55.86
	Over 400,000	\$48.26
	Over 500,000	\$45.55
	Over 600,000	\$45.41
8 1/2 x 13 1/2	Under 200,000	\$94.84
	Over 200,000	\$75.55
	Over 300,000	\$58.80
	Over 400,000	\$50.80
	Over 500,000	\$47.95
	Over 600,000	\$47.80
8 1/2 x 16	Under 100,000	\$70.80
	Over 100,000	\$68.80
	Over 200,000	\$65.80
	Over 300,000	\$41.80
	Over 400,000	\$39.05
	Over 500,000	\$38.30
	Over 600,000	\$37.53

Pricing for Typesetting	\$65.00 per hour
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Optional Services	
Description	Price
Quarterly Delivery of Timetables to Kiosks	\$2,000
Quarterly Mailing of Timetable to Partner Agencies	\$437.50



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Julie Tolar
Subject:	Amending Resolution RGRTA 58-2016 Authorizing the Award of a Contract for the Purchase of Bus Stop Signs
Background:	<p>In November 2016, per Resolution RGRTA 58-2016, the Board of Commissioners authorized a contract with Big Apple Sign Corp., dba Big Apple Visual Group for the purchase of bus stop signs and established a Year 3 Contract value of \$6,525 with a contingency of \$4,900.</p> <p>As part of the proposed Reimagine project, the Authority will require approximately 1,800 new bus stop signs, including a temporary covering that will remain on the replacement signs until Reimagine is launched.</p>
Financial Impact:	<p>To accommodate the purchase of the new signs, the Authority seeks to increase the Year 3 Contact value by \$57,090 with no change to the contingency amount. Total contract value for Year 3 with increase is \$68,515.</p> <p>Additionally, the Authority is requesting an additional authorization in an amount not to exceed \$25,000 for the purchase of the temporary sign coverings. The Authority has obtained pricing for three options for temporary sign covers, see Exhibit A, from Big Apple Visual Group. The Authority is testing the various options to determine what best fits our needs and will withstand the elements.</p> <p>The additional signs and temporary covers will be funded through the Authority's 2019-2020 Capital Budget funded with local dollars.</p>
Recommendation:	<p>That the Chief Executive Officer or his designated representative is authorized spend an amount not to exceed \$93,515 in Year 3 of the existing contract with Big Apple Sign Corp., dba Big Apple Visual Group to purchase additional bus stop signs and temporary coverings under the Unit Prices included in Exhibit A.</p> <p>Additionally, that the CEO or his designee be authorized to dispose of the existing sign inventory in accordance with the Authority's Surplus Property Disposition Policy and Procedure.</p>



Resolution: RGRTA 28-2019

RESOLUTION AMENDING RGRTA 58-2016 AUTHORIZING THE AWARD OF A CONTRACT FOR THE PURCHASE OF BUS STOP SIGNS

WHEREAS, in November 2016, per Resolution RGRTA 58-2016, the Board of Commissioners authorized a contract with Big Apple Sign Corp., dba Big Apple Visual Group for the purchase of bus stop signs and established a Year 3 Contract value of \$6,525 with a contingency of \$4,900; and

WHEREAS, as part of the proposed Reimagine RTS project, the Authority will require approximately 1,800 new bus stop signs, including a temporary sign cover that will remain on the replacement signs until the Reimagine is launched; and

WHEREAS, to accommodate the purchase of the new signs, the Authority seeks to increase the Year 3 Contract value by \$57,090 with no change to the contingency amount; and

WHEREAS, the Authority seeks to increase the authorization in an amount not to exceed \$25,000 for the purchase of temporary sign covers for the new signs; and

WHEREAS, the Authority determined that Big Apple Sign Corp., dba Big Apple Visual Group appears to be responsible firm and that the prices they offered are fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designated representative is authorized spend an amount not to exceed \$93,515 in Year 3 of the existing contract with Big Apple Sign Corp., dba Big Apple Visual Group to purchase additional bus stop signs and temporary sign covers under the Unit Prices included in Exhibit A; and

BE IT FURTHER RESOLVED, that the CEO or his designee is authorized to dispose of the existing sign inventory in accordance with the Authority's Surplus Property Disposition Policy and Procedure; 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

Resolution: RGRTA 28-2019

**RESOLUTION AMENDING RESOLUTION RGRTA 58-2016 AUTHORIZING THE AWARD OF
A CONTRACT FOR THE PURCHASE OF BUS STOP SIGNS**

EXHIBIT A

Item	Size	Unit Price
Bus Stop Sign		
	12" x 18"	\$29.00
	24" x 24"	\$75.00

Temporary Sign Covers:		
Vinyl Cover		
	12" x 18"	\$11.79
	24" x 24"	\$27.90

Removable Vinyl Affixed to Sign by Vendor		
	12" x 18"	\$12.21
	24" x 24"	\$31.40

Removable Vinyl Affixed to Sign by Authority Staff		
	12" x 18"	\$11.50
	24" x 24"	\$30.75



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	June 6, 2019
Presenter:	Scott Adair
Subject:	Resolution Receiving the Annual Report of Helping Our Neighbors with Options for Riding ("HONOR") Foundation
Background:	<p>The HONOR Foundation Annual Report presents the financial statements for the fiscal year ended March 31, 2019 along with a summary of their activities.</p> <p>The Authority is the sole member of the HONOR Foundation. This Annual Report communicates to the commissioners the financial and program results of the HONOR Foundation for the fiscal year.</p>
Financial Impact:	The receipt of the HONOR Foundation's Annual Report will have no financial impact on the Authority's 2019-2020 operating budget.
Recommendation:	The Authority, acting as the sole member of the HONOR Foundation, accepts their Annual Report.



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

Resolution: RGRTA 29-2019

RECEIVING THE ANNUAL REPORT OF HELPING OUR NEIGHBORS WITH OPTIONS FOR RIDING ("HONOR") FOUNDATION

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") as the sole member of HONOR Foundation and thus, shall receive the their Annual Report; and

WHEREAS, HONOR Foundation's Annual Report presents the financial statements for the year ended March 31, 2019 and a summary of the activities as required by HONOR Foundation's bylaws,

NOW, THEREFORE, BE IT RESOLVED, the Authority, acting as the sole member of HONOR Foundation, accepts receipt of their Annual Report.

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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

**Helping Our Neighbors with Options
for Rides (HONOR) Foundation**

Annual Report

For the Year Ended March 31, 2019

Helping Our Neighbors with Options for Rides Foundation
Statement of Position
March 31, 2019

<u>Assets</u>	
Current Assets-	
Cash	\$ 2,537
Total Assets	<u>\$ 2,537</u>
<u>Liabilities and Net Assets</u>	
Current Liabilities-	
Accounts Payable	\$ -
Total Current Liabilities	<u>\$ -</u>
Net Assets-	
Temporarily restricted	\$ 2,537
Total Net Assets	<u>\$ 2,537</u>
Total Liabilities and Net Assets	<u>\$ 2,537</u>

Helping Our Neighbors with Options for Rides Foundation
Statement of Activities
For the Year Ended March 31, 2019

<u>Revenue and support</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Totals</u>
Contributions	\$ -	\$ -	\$ -
In-kind contributions	-	-	-
Total revenue and support	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net assets released from restrictions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Expenses</u>			
Program services	\$ -	\$ -	\$ -
Supporting services-			
Management and general		-	-
Total expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Changes in net assets	\$ -	\$ -	\$ -
Net assets, beginning of year	-	2,537	2,537
Net assets, end of year	<u><u>\$ -</u></u>	<u><u>\$ 2,537</u></u>	<u><u>\$ 2,537</u></u>

Revenues –

HONOR Foundation derives revenue primarily from funds donated by third-party individuals and organizations. During the 2019 fiscal year, HONOR Foundation had no such revenues.

Expenses –

HONOR Foundation incurs expenses to provide transportation service, raise funds from donors, and manage the organization. During the 2019 fiscal year, HONOR Foundation had no such expenses.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

Board Meeting Date:	June 6, 2019
Presenter:	Scott Adair
Subject:	Resolution Receiving the Annual Report of the Greater Rochester Community Transportation Foundation (the "Foundation")
Background:	<p>The Foundation's Annual Report presents the financial statements for the fiscal year ended March 31, 2019 along with a summary of their activities.</p> <p>The Authority is the sole member of the Foundation. This Annual Report communicates to the commissioners the financial and program results of the Foundation for the fiscal year.</p>
Financial Impact:	The receipt of the Foundation's Annual Report will have no financial impact on the Authority's 2019-2020 operating budget.
Recommendation:	The Authority, acting as the sole member of the Foundation, accepts their Annual Report.

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



Resolution: RGRTA 30-2019

RECEIVING THE ANNUAL REPORT OF THE GREATER ROCHESTER COMMUNITY TRANSPORTATION FOUNDATION (THE "FOUNDATION")

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") as the sole member of the Foundation shall receive the Foundation Annual Report; and

WHEREAS, the Foundation's Annual Report presents the financial statement for the year ended March 31, 2019 and a summary of the activities as required by Foundation bylaws,

NOW, THEREFORE, BE IT RESOLVED, the Authority, acting as the sole member of the Foundation, accepts their Annual Report.

CERTIFICATION

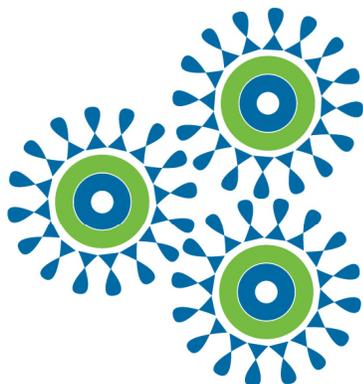
The undersigned hereby certifies that the above is an excerpt from the Minutes of the Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York

ANNUAL REPORT

2018 - 2019



GREATER
ROCHESTER
COMMUNITY
TRANSPORTATION
FOUNDATION



ANNUAL REPORT

April 2018 – March 2019

EXECUTIVE SUMMARY



*Joy Pacheco,
Executive
Director*

As we watch the evolution of mobility options and public transportation in our region, we also see a region with changing demographics and population trends. Now in our 19th year, the Foundation is serving a more diverse population with greater and more diverse transportation needs.

The Foundation recognizes and embraces the many mobility options that are becoming available to those dependent on public transit. As mobility options increase, the Foundation continues to assist community organizations in meeting the various transportation needs for those they serve.

Through community outreach, we work to inform organizations of alternative and potentially more efficient mobility options available in the community. We continue to take advantage of opportunities to connect with these organizations to help ensure an awareness of the Foundation as well as other resources that are available to help meet transportation needs.

Number of grants awarded this reporting period:	16
Grants requested receiving partial awards:	3
Grants requested receiving full awards:	13
Grants requested receiving more than request:	0
Grants requested that were denied:	4

OVERVIEW

The Greater Rochester Community Transportation Foundation (GRCTF) provides the necessary link to transportation for community organizations and the people they serve. Many of these organizations have the capacity to obtain funding to support their services, which are vital for those they serve. However, as we all work collaboratively to connect services to meet the multiple needs of individuals and families within our community, organizations often find the expense of transportation beyond the scope of their budget. This is where GRCTF can provide financial assistance. Since February 2000, GRCTF has provided grants for more than 55,000 rides for individuals served by community organizations. The money raised at the Foundation's Annual Golf Tournament supports these grants and serves as the only funding source for the Foundation.

OUR MISSION

To provide financial assistance for transportation to groups or organizations to enable them to provide activities with an educational, cultural or athletic focus, or that contributes to the health, well-being or personal growth of people that would otherwise not be possible due to the lack of transportation.

GRCTF BOARD OF DIRECTORS

OFFICERS:

Bill McDonald, *Chairperson*
Jerome Underwood, *Vice Chairperson*
Bill Carpenter, *Treasurer*

MEMBERS:

Scott Benjamin
Shannon Ealy
Barbara Jones
Bill Kalish
Johnnathan Martinez
Eric Rauls
Dawn Sywulski

Greater Rochester Community Transportation Foundation
Grant Request Detail
April 2018 – March 2019

GRANT REQUESTS APPROVED

Center for Youth Services

The Center's workforce programs focus on education and support for employment. Bus passes provide participants with transportation they otherwise would not have and enable them to fully participate in program activities. The program staff are confident that these programs result in successful outcomes, which are made possible when participants have access to transportation that enables them to attend.

Date Requested:	December 2018
Funding Request:	\$1,440
Funding Approved:	\$1,440
Amount Spent:	\$1,440
Transportation Provided By:	Regional Transit Service

East House

East House provides a residential treatment program for recovery from chemical dependency and mental illness, and has partnered with RIT for the last 20 years to provide clients with a two-week college experience. As the majority of clients are at or below the poverty level and unemployed, transportation is needed to get them to and from RIT during the program. This funding request is to help pay for chartered pick-up and drop-off services.

Date Requested:	April 2018
Funding Request:	\$2,500
Funding Approved:	\$1,000
Amount Spent:	\$1,000
Transportation Provided By:	LINQ (Golden Memories Transportation, Inc.)

Flower City Arts Center

The Flower City Arts Center operates a 24-week after-school photography and writing program that allows Wilson Foundation Academy students to take photos within the community and then use the Center's darkroom and facilities to develop their photos and write. The program requires transporting students into the community to take photos and enables the students to go to a wide variety of places, including colleges, so they can see a campus and start to think about going to college. The requested funding is for transporting students using Aenon Baptist Church's three vans, which has proven to be a cost-effective transportation solution for both the program and the Church.

Date Requested: September 2018
Funding Request: \$2,500
Funding Approved: \$2,500
Amount Spent: \$2,500
Transportation
Provided By: Aenon Baptist Church

Genesee Land Trust

The Genesee Land Trust protects over 5,000 acres of land along with major preserves in 15 communities. The Trust also operates a six-week summer Youth Environmental Ambassadors program in conjunction with the City of Rochester, the goal of which is to inform and impact urban communities. This funding request is to supplement chartered transportation to Albany so that students can meet with lobbyists about environmental programs.

Date Requested: December 2018
Funding Request: \$2,000
Funding Approved: \$1,000
Amount Spent: \$1,000
Transportation
Provided By: Amtrak Train

Legal Aid Society of Rochester, NY

The Legal Aid Society of Rochester provides civil legal services to low income residents in matters that include custody and visitation, orders of protection, divorce, immigration, housing and the representation of children in Family Court. For many clients, getting to court is both a challenge and barrier to justice and failing to appear can result in negative consequences such as dismissing an order of protection, losing custody of a child or an immediate eviction. This funding request is to help pay for bus passes that are provided based on need as assessed by the client's Legal Aid attorney.

Date Requested: April 2018
Funding Request: \$500
Funding Approved: \$500
Amount Spent: \$500
Transportation
Provided By: Regional Transit Service

Monroe County Wolverines

The Monroe County Wolverines is a dance/cheerleading team that provides girls from 5 to 18 years of age with a structured program based on competition, teamwork, and acquiring life skills. All of the girls are from low-income households, so there is no cost associated with becoming a team member. To compete, members need to maintain at least a “C” average and be willing to fully participate in fundraising events to cover the cost of travel to tournaments. This funding request is to cover a shortfall in funding for charter bus service to attend a regional competition in Trenton, New Jersey.

Date Requested: June 2018
Funding Request: \$2,500
Funding Approved: \$2,500
Amount Spent: \$2,500
Transportation
Provided By: Regional Transit Service

Pittsford Food Cupboard

Approximately 300 families receive food from the Pittsford Food Cupboard monthly from six Foodlink designated zip codes, the two largest of which are City of Rochester zip codes 14607 and 14620. Clients who walk, ride a bike or receive a ride to the food cupboard typically need a way to return home with their food. This funding request helps to pay for the approximately 20 bus passes that are provided each month to clients who are able to demonstrate a need.

Date Approved: September 2018
Funding Requested: \$ 300
Funding Approved: \$ 300
Amount Spent: \$ 300
Transportation
Provided By: Regional Transit Service

Rochester Rams Football Club

The Rochester Rams serve approximately 300 kids, ages 5 to 16, in an athletic/academic program and travel throughout the year to competitive events. Transportation for the group is self-funded and club members work to raise the needed funds, with shortfalls historically made up by parents and volunteers. Seventy-five percent of the kids in this program are at or below the poverty level, have never been outside of Rochester and are being raised by grandparents or a single parent. This funding request is to supplement the cost of charter service to compete in New Jersey to qualify for a trip to Disneyland.

Date Approved: September 2018
Funding Requested: \$2,500
Funding Approved: \$2,500
Amount Spent: \$2,500
Transportation
Provided By: Niagara Scenic Tours

ROCovery Fitness

ROCovery provides peer support through fitness and wellness for individuals in recovery from addiction to drugs and alcohol and serves more than 200 unique individuals per month. They help individuals achieve and maintain long-term recovery from addiction by providing peer based recovery support through fitness, advocating for recovery focus policies and programs and working to reduce the stigma associated with drug and alcohol addiction. This funding request will help meet the program-related transportation needs of ROCovery participants.

Date Requested: April 2019
Funding Request: \$150
Funding Approved: \$150
Amount Spent: \$150
Transportation
Provided By: Regional Transit Service

St. Peter's Kitchen

While the primary function of St. Peter's Kitchen is to provide a daily lunch program, they also work to address the needs of program participants, many of whom suffer from substance addiction, mental disorders, homelessness and lack of transportation. This funding request will help to pay for bus passes for participants to travel to medical appointments, court appearances, job interviews and meetings to secure and retain government assistance.

Date Requested: April 2019
Funding Request: \$720
Funding Approved: \$720
Amount Spent: \$720
Transportation
Provided By: Regional Transit Service

Salvation Army of Greater Rochester

Salvation Army is the largest human service provider in Rochester, helping over 21,000 families with homeless shelters and other programs. Among those that Salvation Army serves, the request for help with transportation is constant. Transportation needs are carefully assessed and transportation assistance is provided to consumers once those assessments are completed. Assistance with funding for transportation is vital given that United Way and fundraisers only provide approximately 80% of Salvation Army's program funding.

Date Requested: September 2018
Funding Request: \$2,500
Funding Approved: \$2,500
Amount Spent: \$2,500
Transportation
Provided By: Regional Transit Service

Sojourner Home

Sojourner Home is a three to six month transitional program for women and children that focuses on issues that lead to homelessness. Those coming to Sojourner Home often have no source of income, do not have all needed support services in place, including transportation, and generally need to attend medical appointments and mental health sessions for both themselves and their children. This funding request will help to pay for bus passes for program participants.

Date Requested: December 2018
Funding Request: \$360
Funding Approved: \$360
Amount Spent: \$360
Transportation
Provided By: Regional Transit Service

SummerLEAP

The Greater Rochester Summer Learning Association, also known as SummerLEAP, provides high quality, tuition-free summer learning programs to low income pre-K students throughout the City of Rochester. These programs reduce summer learning loss and increase kindergarten readiness by engaging students for six weeks in literacy, science and math. One of the greatest barriers to program participation is the lack of transportation, and this funding request is to provide transportation for up to 16 families for the duration of the program and 30 two-ride bus passes to assist families with last-minute transportation emergencies.

Date Requested: April 2018
Funding Request: \$1,500
Funding Approved: \$1,500
Amount Spent: \$1,500
Transportation
Provided By: Regional Transit Service

Veterans Outreach Center (VOC)

Veterans Outreach Center offers a myriad of programs to veterans covering occupational training, transitioning from homelessness, emergency services, support services and assistance with age-related disabilities. This funding request will help to pay for bus passes for veterans to attend medical appointments, treatment programs, employment training, credit counseling and numerous other appointments connected with accessing services.

Date Approved: December 2018
Funding Requested: \$2,450
Funding Approved: \$2,450
Amount Spent: \$2,450
Transportation
Provided By: Regional Transit Service

Villa of Hope

Villa of Hope focuses on families to rebuild relationships. The Villa offers residential, community-based and educational programs and operates outpatient chemical dependency and mental health clinics. The ability of clients to have successful outcomes is largely dependent upon their ability to keep appointments, which is a challenge for those who do not have reliable transportation. This funding request is to help pay for bus passes for clients who have a transportation need.

Date Requested:	December 2018
Funding Request:	\$1,500
Funding Approved:	\$1,500
Amount Spent:	\$1,500
Transportation Provided By:	Regional Transit Service

Wayne County Action Program (CAP)

The Wayne County Action Program is a private 14-bed facility that works with homeless community members to provide temporary transportation to and from work until they can transition to other resources or become self-sufficient. They also provide transportation for individuals who have newly secured living arrangements to get to and from the program and to community clothing closets, food pantries and other services. This funding request is to support program-related transportation needs.

Date Requested:	April 2018
Funding Request:	\$2,500
Funding Approved:	\$1,250
Amount Spent:	\$1,250
Transportation Provided By:	RTS Wayne

Greater Rochester Community Transportation Foundation
Statement of Position
March 31, 2019

<u>Assets</u>	
Current Assets-	
Cash	\$ 121,274
 Total Assets	 <u><u>\$ 121,274</u></u>
<u>Liabilities and Net Assets</u>	
Current Liabilities-	
Accounts payable	\$ -
Deferred revenue	340
Total current liabilities	<u>\$ 340</u>
Net Assets-	
Unrestricted	\$ -
Temporarily restricted	120,934
Total net assets	<u>\$ 120,934</u>
 Total Liabilities and Net Assets	 <u><u>\$ 121,274</u></u>

Greater Rochester Community Transportation Foundation
Statement of Activities
For the Year Ended March 31, 2019

<u>Revenue and support</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Totals</u>
Contributions	\$ -	\$ 41,300	\$ 41,300
Interest income	-	104	104
In-kind contributions	-	-	-
Total revenue and support	<u>\$ -</u>	<u>\$ 41,403</u>	<u>\$ 41,403</u>
Net assets released from restrictions	<u>\$ 41,834</u>	<u>\$ (41,834)</u>	<u>\$ -</u>
<u>Expenses</u>			
Program services	\$ 22,170	\$ -	\$ 22,170
Supporting services-			
Management and general	2,040	-	2,040
Fundraiser	17,623	-	17,623
Total expenses	<u>\$ 41,834</u>	<u>\$ -</u>	<u>\$ 41,834</u>
Changes in net assets	\$ -	\$ (430)	\$ (430)
Net assets, beginning of year	-	121,364	121,364
Net assets, end of year	<u><u>\$ -</u></u>	<u><u>\$ 120,934</u></u>	<u><u>\$ 120,934</u></u>

APPLICATION FOR TRANSPORTATION FUNDING

Groups or organizations interested in applying for transportation funding are required to complete the Transportation Foundation Application for Funding. To qualify, applicants must be recognized as a 501(c)(3) not-for-profit by the Internal Revenue Service. Applications are reviewed and grants are awarded by the GRCTF Board on a quarterly basis.

- Applications submitted **November through February** are reviewed and considered at the **April** meeting.
- Applications submitted **March through April** are reviewed and considered at the **June** meeting.
- Applications submitted **May through July** are reviewed and considered at the **September** meeting.
- Applications submitted **August through October** are reviewed and consideration at the **December** meeting.

For more information, please contact:

The Greater Rochester Community Transportation Foundation

Telephone: (585) 654-0642

Email: GRCTF@myRTS.com

Download an Application: myRTS.com/GRCTF



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	June 6, 2019
Presenter:	Bill Carpenter
Subject:	Approving Election of Directors of the Greater Rochester Community Transportation Foundation (GRCTF)
Background:	The Authority is the Sole Member of the Greater Rochester Community Transportation Foundation, (GRCTF). As the sole member, the Board of Commissioners must elect the Directors of the GRCTF. The terms of current GRCTF Directors Dawn Sywulski, Eric Rauls and William McDonald expire August 2019. The new term would be for a period of three more years.
Financial Impact:	There is no impact to the Authority's 2019-2020 Budget.
Recommendation:	That the Board re-elects Dawn Sywulski, Eric Rauls and William McDonald as Directors of the GRCTF for three year terms effective August 2019 to August 2022.



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Resolution: RGRTA 31-2019

APPROVING ELECTION OF DIRECTORS OF THE GREATER ROCHESTER COMMUNITY TRANSPORTATION FOUNDATION (GRCTF)

WHEREAS, the Rochester Genesee Regional Transportation Authority (“RGRTA”) is the sole Member of the Greater Rochester Community Transportation Foundation (GRCTF); and

WHEREAS, RGRTA, as the sole Member, is required by the GRCTF by-laws to elect Directors of the GRCTF; and

WHEREAS, any such action by RGRTA requires approval by the Commissioners;

NOW, THEREFORE, BE IT RESOLVED, that the Authority, hereby, elects the following individuals as Directors of the GRCTF, and each such individual shall continue to serve as Director through the end of the term specified below and election of his/her successor:

Dawn Sywulski	Term Through August 2022
Eric Rauls	Term Through August 2022
William McDonald	Term Through August 2022

IT IS FURTHER RESOLVED, that the Chief Executive Officer, the Chief Operating Officer and/or their designees are authorized to sign all appropriate documents on behalf of the RGRTA as sole Member of the GRCTF confirming election of the persons listed above as Directors of the Foundation as per the terms of this 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 June 6, 2019 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: June 6, 2019
Rochester, New York