

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
September 1, 2016**

A. Roll Call and Determination of Quorum

The meeting was called to order at 12:19pm by Chairman Geoff Astles who determined that a quorum was present.

Present on Roll Call:

	County of Monroe	Bill Faber	=	5 votes
	County of Monroe	Don Jeffries	=	5 votes
➤	County of Monroe	Kelli O'Connor	=	5 votes
➤	City of Rochester	Thomas R. Argust	=	2 votes
➤	City of Rochester	Barbara Jones	=	2 votes
➤	City of Rochester	Karen Pryor	=	2 votes
➤	County of Genesee	Paul Battaglia	=	2 votes
	County of Livingston	Milo I. Turner	=	2 votes
➤	County of Ontario	Geoff Astles	=	3 vote
➤	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	Tracie Green	=	<u>0 votes</u>

Total Votes Possible	35
Total Votes Present	19
Votes Needed for Quorum	18

Others Present:

Jason Barnett, Junior Systems Administrator
David Belaskas, Deputy Director of Engineering
Kirk Bethel, Manager of Customer Service
Ken Boasi, Director of Scheduling
Tom Brede, Public Information Officer
Maggie Brooks, VP of Strategic Initiatives
Michael Capadano, Director of RTS Bus Operations
Bill Carpenter, Chief Executive Officer
Mark Contestable, Senior Project Manager
David Cook, VP of Procurement
Daniel DeLaus, General Counsel
Michael DeRaddo, Director of Regionals
Christopher Dobson, VP of Finance
Justin Feasel, Purchasing Manager

Amy Gould, VP of People
Reggie Hill, Manager of Field Operations
Ericka Jones, Center for Disability Rights
Laura Kenyon, Supervisor of Communications & Marketing
Steve Kubiak, Director of Analytics
Bonnie Maguire, Director of Business Development
Chris Mahood, Director of Information Technology
Scott Masucci, Inventory & Warranty Manager
Megan Morsch, Vice President of Marketing & Customer Service
Jim Ramos, Director of Transit Center & Field Operations
Matthew Rosenbloom-Jones, Transportation Planner II
Kelly Schmidt, Executive Assistant to the CEO
Janet Snyder, Labor Relations Director
James Stack, Executive Director, GTCS
Brian Steblen, Granicus
Julie Tolar, Director of Service Planning
Miguel Velazquez, Chief Operating Officer

B. Adoption of the Agenda

Chairman Astles asked that the agenda be amended to table RGRTA 51-2016, which we will consider at a subsequent meeting, and then be adopted as amended.
On motion of Commissioner Argust, seconded by Commissioner Battaglia, the Amended Agenda was unanimously adopted.

C. Approval of Minutes

On motion of Commissioner O'Connor, seconded by Commissioner Kosmerl, the following minutes were approved.

- Quarterly Meeting Minutes of August 4, 2016

D. CEO Report

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report as reflected in the power point presentation, a copy of which is attached to these Minutes.

Regarding the presentation on TOPS:

- *Commissioner Argust stated that this is terrific that we are focusing and specifically asking customers what they like about the experience on the bus. He also asked about the shelter cleanliness and how we keep on top of the shelters that need to be cleaned. Chris Dobson, VP of Finance, stated we have a shelter cleaning program with a regular cleaning schedule. With the new CRM system we are able to track feedback from the customers and identify those shelters that need more attention. Commissioner Argust also*

asked if the text and web usage could be broken down by age. Chris Dobson, VP of Finance, responded yes and the staff did do some analysis on that, and it was not included in this presentation.

- *Commissioner Pryor asked if we know how many of our bus stops have trash cans. Chris Dobson, VP of Finance, stated that we do not have that information. Commission Pryor then asked what the other elements of the survey were that had been listed in the presentation. Chris Dobson, VP of Finance, responded that we were curious to the overall experience, other than the cleanliness, such as the satisfaction with noise level on the bus, the temperature, can people hear or see the announcements. Bill Carpenter, CEO, responded to Commissioner Pryor's first question on the trash cans at the bus stop and stated as part of the bus stop optimization study that was done in 2013 and '14, we took a look at all the elements around the bus stop. So if the stop has a bench seat, waste can, all of those have been captured. Brittany Marks in Planning keeps track of all that. We have a cleaning schedule and when we find that there are more complaints, she works within the budget and gets the shelter taken care of more frequently.*

Commissioner Pryor also asked if we were to remove a stop would we leave the shelter. Julie Tolar, Director of Service Planning, responded that on a case-by-case basis we would look at things. If there is a situation where we still have a route going through there but it is not high usage and the neighborhood still wants to keep the shelter, we might leave it there. If we are taking service out of an area, we would take our bus shelter out, or possibly give it to someone else, if they wanted to take responsibility for it.

- *Commissioner Smith asked if we clean the shelters or if it is contracted. Julie Tolar, Director of Service Planning, responded that we have a contractor that cleans the shelters. We manage the schedule and let him know which stops to go to, how many times a week or a month and then we adjust that as needed.*

Regarding the presentation on CRM:

- *Commissioner Jones asked about the bus pass and being able to identify the last time the pass was used, how far back can we go. Megan Morsch, VP of Marketing and Customer Service, responded that we can see every time the pass has been used. Eventually the purpose is setting up the foundation for a Customer Rewards Loyalty Program. So if a customer signs up for this program, and let's say they ride with us every day for a month, give them a free bus pass as a thank you for riding with us. Commissioner Jones also asked about potentially linking the CRM system and the NPS System, and is that something on the horizon. Megan Morsch, responded that yes we are going to start combining those two and starting to see if there's trends between what the NPS score is telling us and what the CRM system is telling us.*
- *Commissioner Argust asked if we are looking to reduce the number of phone calls that we receive asking about how to get from one point to the other. Megan Morsch, VP of Marketing & Customer Service, responded if we start seeing questions from our customers, we can then proactively reach out to them. If they're confused about something, if we start seeing the same person is calling in every day to ask where their bus is, then we can communicate to them to say, well, here's all these other tools that are available to you, that you can then use so we can reduce the number of phone calls that come into the center.*

- *Commissioner Pryor asked if when a customer calls in do we ask them if they tried to use the web. Megan Morsch, VP of Marketing & Customer Service, responded we have not and we will start training the Customer Service Reps on that.*

On motion of Commissioner Smith, seconded by Commissioner Pryor, the CEO Report was accepted by unanimous vote.

E. Financial Report

Christopher Dobson, VP of Finance, presented the financial report, a copy of which is attached to these Minutes.

- *Commissioner Battaglia asked if the projection and the budget for revenue are the same because it is just too soon to really know how we're going to end up. Chris Dobson, VP of Finance, responded we are watching factors, specifically called out mortgage tax in that area. As we move to year end, I expect some movement in that area with a variance to the budget.*
- *Commissioner White asked about fuel and lubricants and if we are able to purchase for our future needs now, and if so how far into the future can we purchase. Chris Dobson, VP of Finance, responded in reference to the Fuel Risk Management Policy, our hedging strategy, we have entered into a swap of financial hedge transactions for the 2017-2018 fiscal year to know what we are going to pay for a significant portion of our expected requirements. So we have entered into a hedge transaction for our eligible supply for April of '17 through March of '18 at about \$1.50 per gallon.*

On motion of Commissioner Battaglia, seconded by Commissioner Kosmerl, the Financial Report was accepted by unanimous vote.

F. Proposed Resolutions

Resolution Authorizing the Award of a Contract for an Enterprise Data Warehouse and Business Intelligence Solution, RGRTA 50-2016

- *Chairman Astles asked if the \$1.5 million is within the amount of money that was budgeted for the project. Miguel Velazquez, Chief Operating Officer, responded that is correct. Chairman Astles also asked about the task order basis of completing the project. He asked if there is some understanding with the vendor that they are going to get paid per task and how much that is going to be per task. Miguel responded that yes and in the proposal they submitted how much each task would be.*
- *Commissioner Battaglia asked if we authorized almost \$2.1 million for this initiative have we spent some of that money so the \$1.5 million for this resolution represents the funds that are left. Miguel Velazquez, Chief Operating Officer, responded that we have spent about \$400,000 and we want authorization to spend up to \$1.5 million with this vendor. There is just a little bit over a \$200,000 additional that is left. The other \$400,000 was*

spent with the vendor that we used in the past, as well as software and hardware purchases.

- *Commissioner Pryor asked if the time frame for getting this project done is three to five years and do you think all 25 tasks will get done in that time frame. Miguel Velazquez, Chief Operating Officer, responded that it will not take three to five years to complete and with the monies that will be approved today we will get through about 11 or 12 of the tasks. This is one of reasons we want to do this on a task order basis, so we can see how things are going and how fast they are moving. We are hoping that the project goes great so that we can come back and ask for more money to complete the other tasks.*

RGRTA 50-2016: On motion of Commissioner Argust, seconded by Commissioner Pryor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

G. Consent Resolutions

Resolution Establishing Lead Agency Pursuant to the New York State Environmental Quality Review Act for the RTS Seneca Bus Facility Project, RGRTA 52-2016

RGRTA 52-2016: On motion of Commissioner White, seconded by Commissioner Battaglia, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Establishing Lead Agency Pursuant to the New York State Environmental Quality Review Act for the RTS Livingston Bus Facility Improvement Project, RGRTA 53-2016

RGRTA 53-2016: On motion of Commissioner White, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Establishing Lead Agency Pursuant to the New York State Environmental Quality Review Act for the RTS Orleans Bus Facility Project, RGRTA 54-2016

RGRTA 54-2016: On motion of Commissioner Smith, seconded by Commissioner Battaglia, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing the Award of a Contract for the Purchase of Motor Oils for RTS Monroe & RTS Access, RGRTA 55-2016

RGRTA 55-2016: On motion of Commissioner Battaglia, 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 Vehicle Maintenance and Towing Services for RTS Livingston. RGRTA 56-2016

- *Commissioner Pryor asked why we only had one bid and whether it was our current vendor. David Cook, VP of Procurement, responded one of our big issues is fining vendors out in the rural counties who have a capability, and the facilities to lift our buses. We also require that the vendor be within 20 miles of the operations headquarters. This particular firm bought out our previous vendor and has upgraded the services significantly. So the Maintenance Department is very pleased with this vendor.*

RGRTA 56-2016: On motion of Commissioner Pryor, seconded by Commissioner O'Connor, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Amending Resolution 28-2016 Establishing the Guaranteed Maximum Price for the Design Build Contract and Authorizing a Contract Amendment with LeChase Construction Services for Design Build Services for the RTS Campus Improvement Project. RGRTA 57-2016

RGRTA 57-2016: On motion of Commissioner Jones, seconded by Commissioner Kosmerl, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

H. Calendar

Bill Carpenter, Chief Executive Officer, noted that the Governance Committee met this morning and they are looking to schedule the Board retreat. It may be scheduled early in October. If that is the case we would not have an October Board Meeting, if we are unable to find a date that works, we would keep the October 6th date and schedule the retreat accordingly and hope to have that squared away by the middle of next week so everyone can adjust their calendars accordingly.

I. Adjournment

There being no further matters on the adopted Agenda, the regular meeting was adjourned on motion of Commissioner Smith, seconded by Commissioner Battaglia at 1:24pm.

Respectfully submitted,

Edward W. White, Esq., Secretary

Posted Date: September 15, 2016

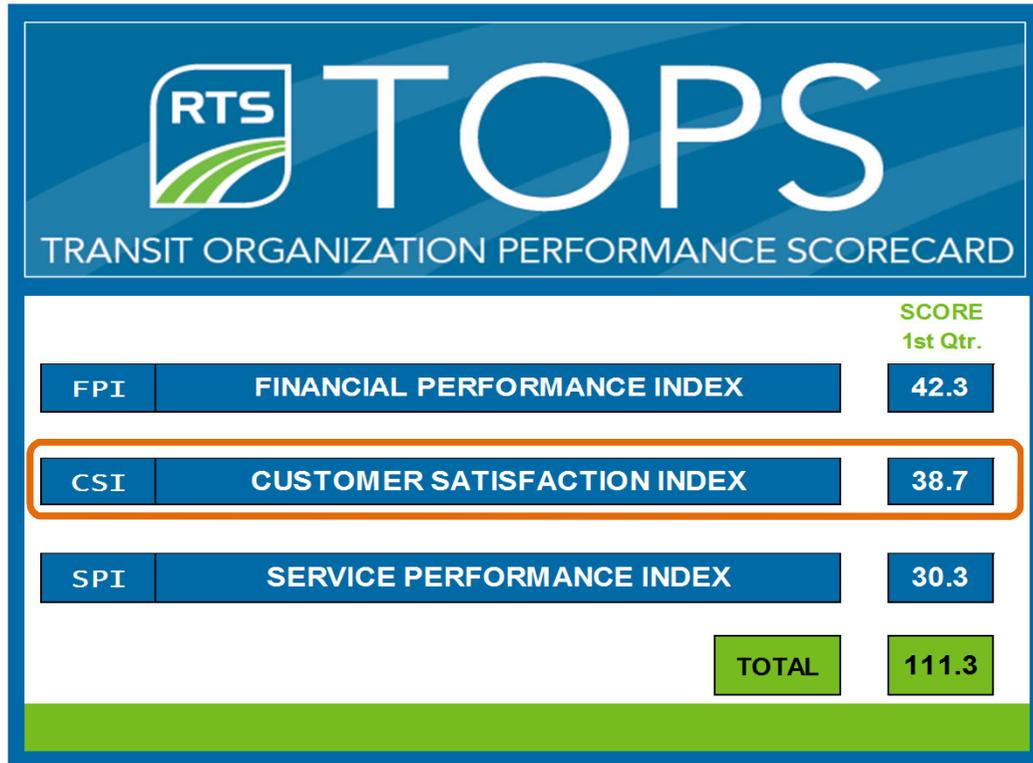
CEO Report

Presented by: Bill Carpenter, CEO



Chief Executive Officer Report

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



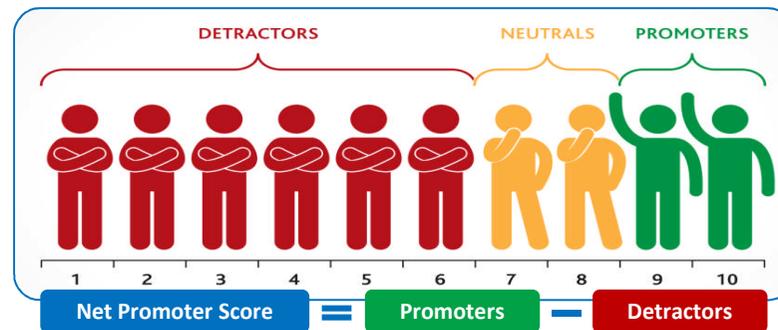
- Net Promoter Score was the 2nd highest ever
- Customer Satisfaction for Access & Regionals all above goal
- Quarterly customer satisfaction survey utilized to improve results

TOPS Highlight

*Presented by: Christopher Dobson
Vice President of Finance*



What is the Net Promoter Score?

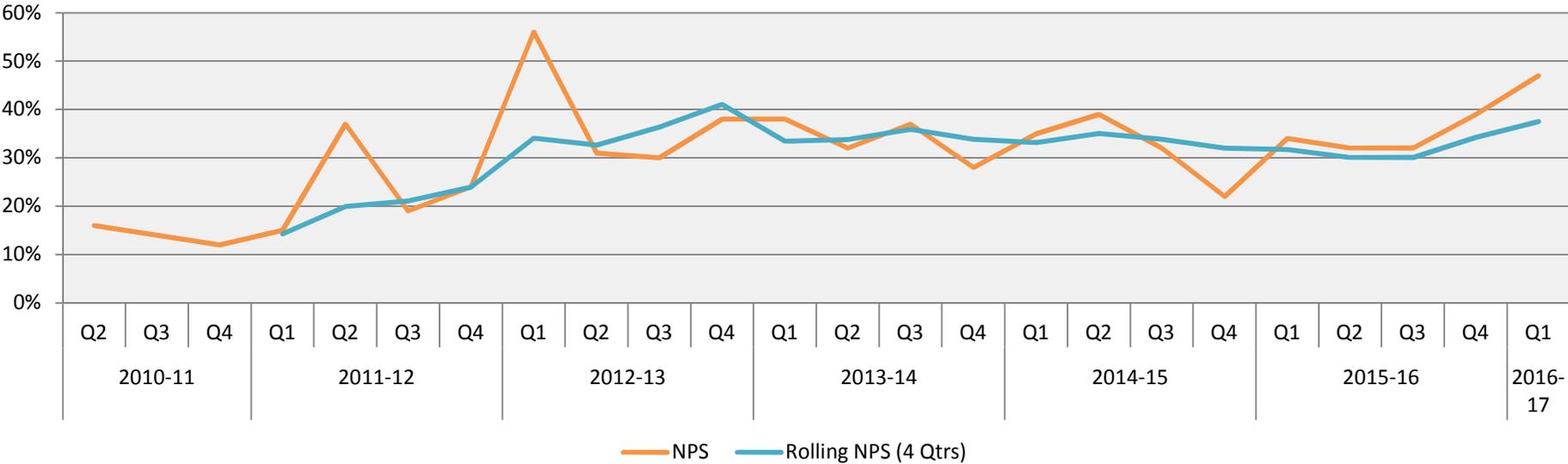


- It is measured by asking: *How likely is it that you would recommend [company] to a friend or colleague?*
 - Customers respond on a 0-to-10 point rating scale and are categorized as follows:
 - **Promoters** (score 9-10) are loyal enthusiasts
 - **Passives** (score 7-8) are satisfied but unenthusiastic customers
 - **Detractors** (score 0-6) are unhappy customers who can damage your brand



NPS 1st Quarter Results

- **Goal:** 35%
- **Score:** 47%
 - Promoters: 60%
 - Passives: 25%
 - Detractors: 13%



Customer Service Attributes

- **On-Time Performance Continues to be #1**
 - 47% of respondents consider it most important followed by Route Coverage, Safety & Security, and Courtesy of Drivers.
- **Those that rate us an 8, 9, or 10 are most satisfied with**
 - Ease of purchasing the fare & Transferring
 - Accuracy of Where's My Bus service
 - Ease of understanding what bus to board & where it goes
- **Those that rate us an 1, 2, or 3 are least satisfied with**
 - Level of Crowding
 - Bus Cleanliness

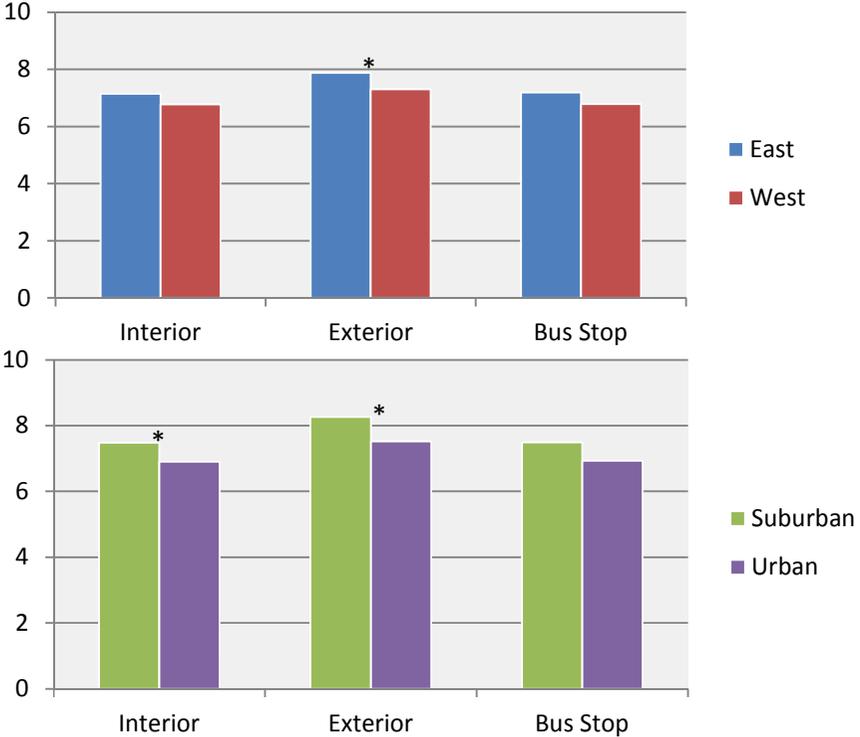
Cleanliness

- New question in quarter 1 of 2016-17 focused on the cleanliness of the buses and stops.
- Q1 overall satisfaction with bus cleanliness was 7.2

Element (Cleanliness of)	Satisfaction
Bus Exterior	7.6
Bus Interior, Seats, Floor	7.0
Bus Stop or Shelter	7.0

- Other elements surveyed
 - Noise level on the bus; temperature; ability to see/hear announcements and electronic signage; ease of use for the farebox; comfort of seat

Cleanliness

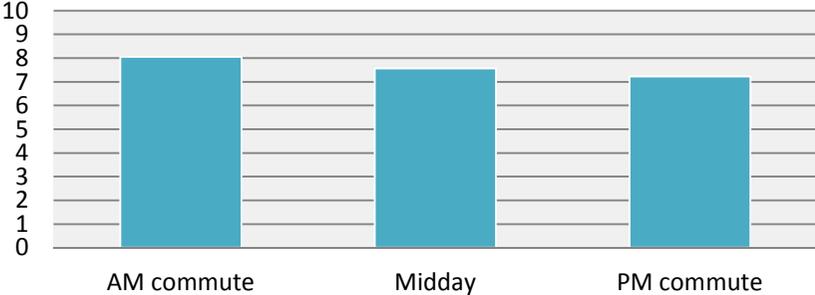


— Customers on routes east of the Genesee and customers on suburban routes tended to be more satisfied with cleanliness.

* Indicates a difference that is statistically significant

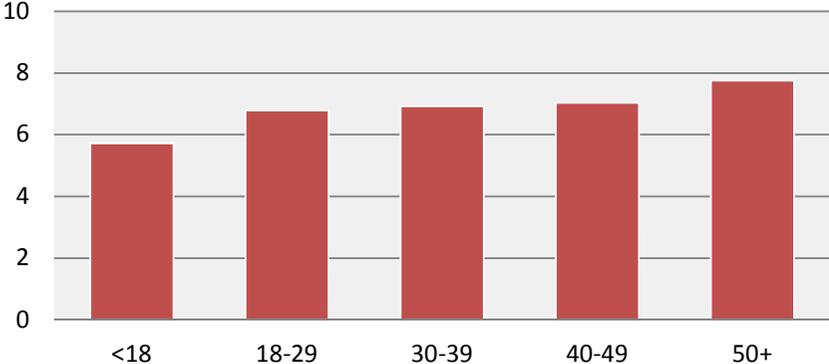
Cleanliness

Exterior Cleanliness



- Satisfaction with exterior cleanliness decreases as the day goes on.
 - Not statistically significant for other aspects of cleanliness.

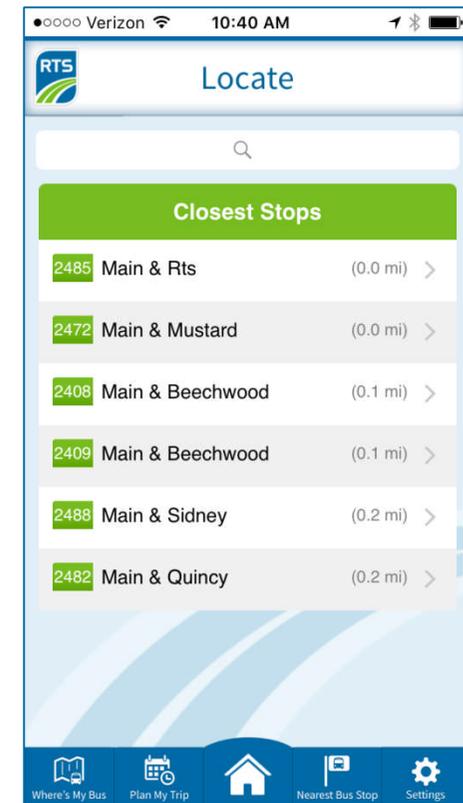
Interior Cleanliness



- Customers below age 29 have significantly lower satisfaction with interior cleanliness than those above age 50.

‘Where’s My Bus?’ Mobile App

- Launched in May, 2014
- Provides real-time bus tracking information and automatic arrival time notifications
- Customers can plan their trip, find the nearest bus stop and receive service alerts
- Can be downloaded at the App Store or Google Play

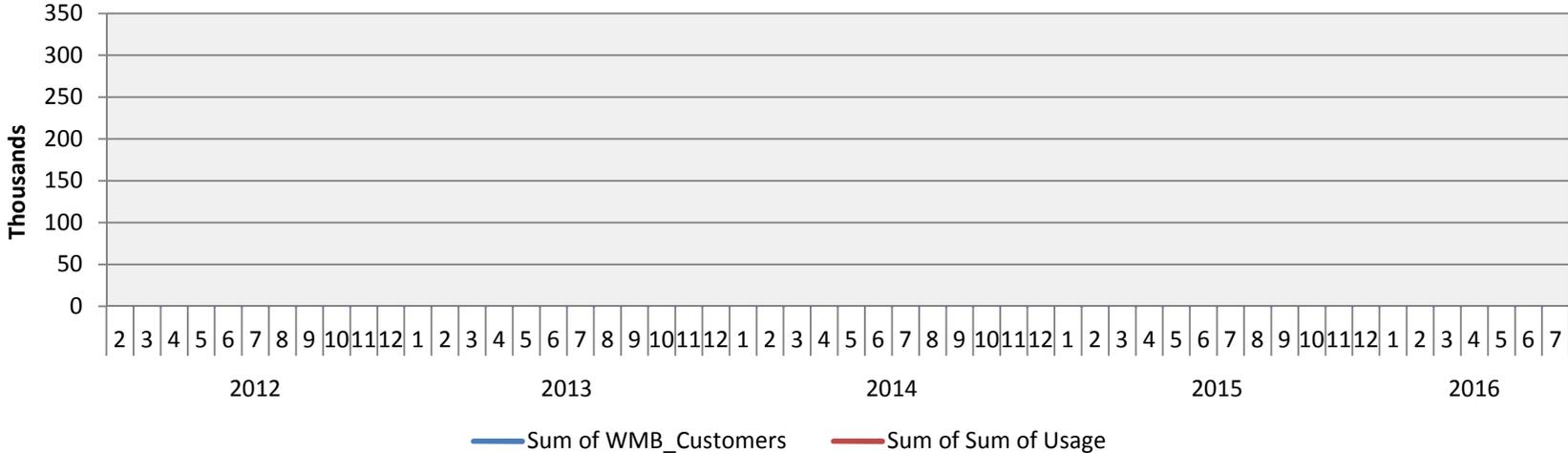




Where's My Bus



WHERE'S MY BUS?
www.myrts.com

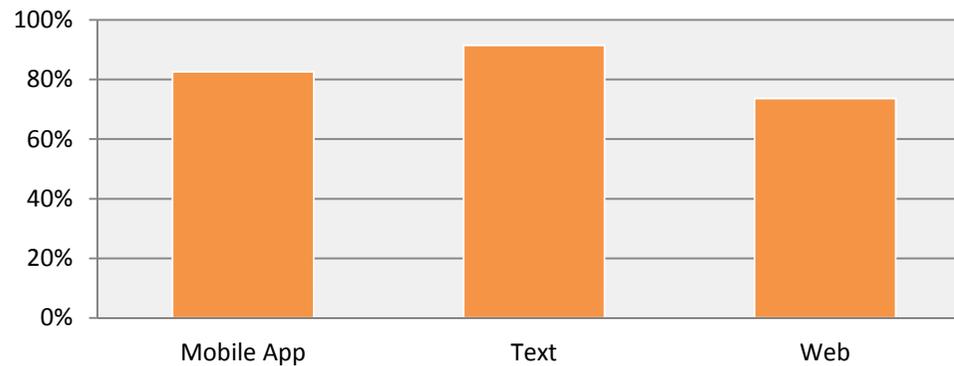


- New question in quarter 1 of 2016-17 focused on preferred WMB platform and if the tool improved the customer trip.

Where's My Bus

- **WMB Platform**
 - 64% Text
 - 19% Mobile App
 - 12% Web
 - 5% No Response

% Who feel WMB improved their trip





Customer Satisfaction: Access and Regionals

	FY 2016-17 Goal	FY 2016-17 Q1
<i>Access</i>	95.0%	93.3%
<i>Genesee</i>	95.0%	100.0%
<i>Livingston</i>	95.0%	100.0%
<i>Ontario</i>	95.0%	96.4%
<i>Orleans</i>	95.0%	100.0%
<i>Seneca</i>	95.0%	100.0%
<i>Wayne</i>	95.0%	98.0%
<i>Wyoming</i>	95.0%	96.1%

“I am thankful that you are there. This is the only way I can get around” – RTS Seneca customer

“Theresa is always pleasant and on time. Love her!” – RTS Ontario customer

“Enjoy riding, every bus driver extremely helpful and pleasant.” – RTS Genesee customer

“I like the new buses.” – RTS Orleans customer

Conclusion

- **Highest NPS Score Since Q1 2012-13**
 - Lowest percentage of detractors ever
- **On time performance overwhelmingly the most important thing to our customers**
- **Survey results point to bus interior and stop/shelter cleanliness as a way to improve satisfaction**
- **WMB continues to have increasing usage and improves the trip for customers**
- **Regionals had a strong opening quarter for customer satisfaction**
 - All regionals beat goal, with four recording 100% satisfaction

Chief Executive Officer Report

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

Customer Satisfaction & Engagement

- **2nd highest customer satisfaction score in Q1**
- **The RTS Transit Center facilitates tangible communication with customers in real time.**
- **The Customer Relationship Management (CRM) system is helping us improve how we listen to and understand the needs of our customers.**

Customer Relationship Management (CRM)

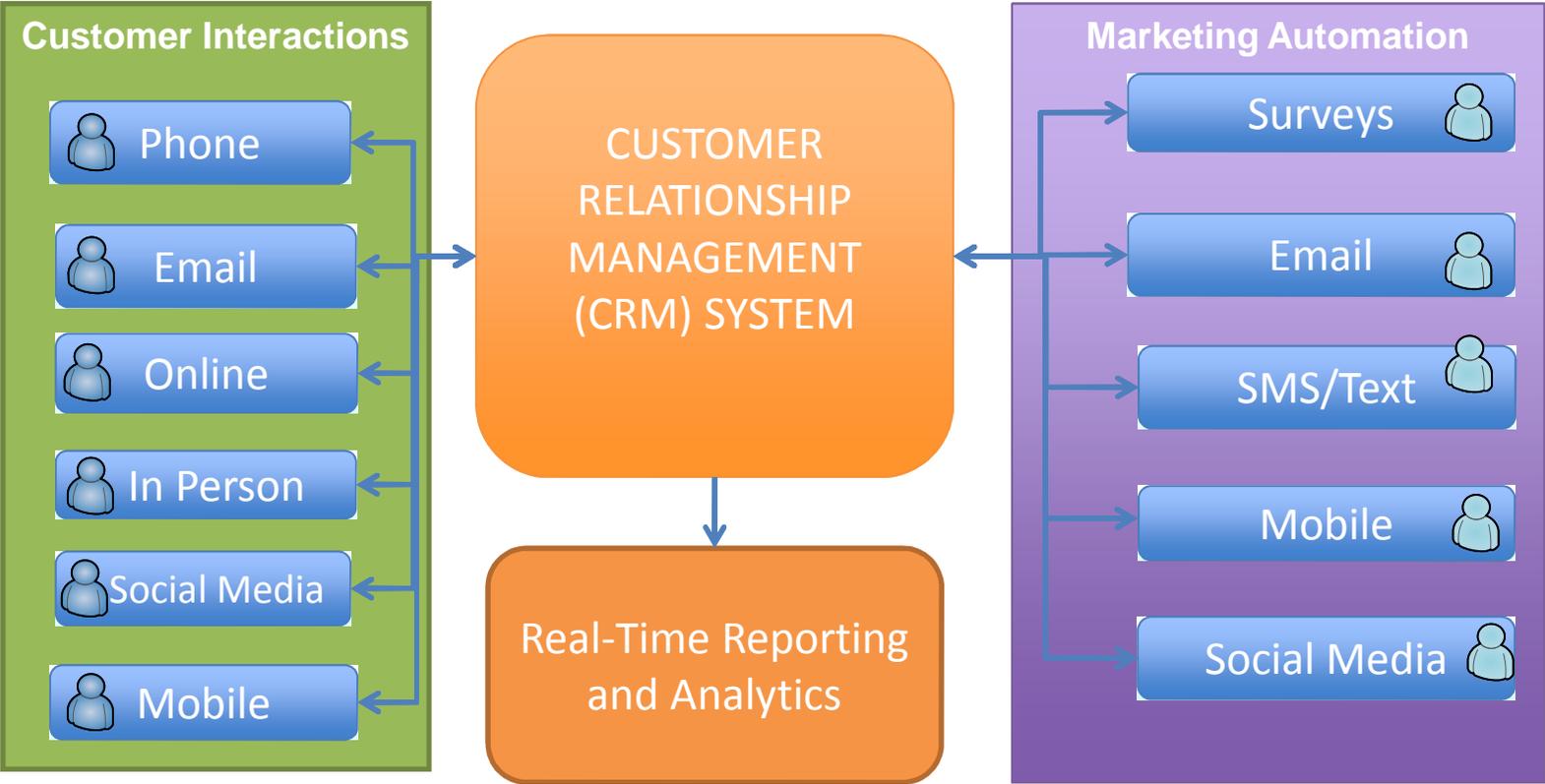
*Presented by: Megan Morsch
VP of Marketing & Customer Service*



Background

- Previous CRM System (Charter) was outdated, no upgrades available.
- Manual processes caused slower than desired response times to customers.
- Different customer interactions manually tracked due to the different communication vehicles (call center, in-person, social, email and website).
 - This caused inconsistencies among customer contact history
- Difficult to view reports and identify trends in operational issues and customer feedback.
- Resolution RGRTA 58-2015 – approved November 5, 2015

How the CRM System Works



Project Overview & Process



Integrated Systems

- **Before CRM:**
 - It took days to navigate multiple systems and track down the information needed to respond to customers
- **After CRM:**
 - Systems are fully integrated into the CRM system
 - Immediate access to customer information and history, bus number, name of operator and coach
- MyRTS.com Online Forms
- MyRTS.com Online Ecommerce
- Cisco Voice Mail
- Cisco Telephony Integration Connector
- Xerox OrbCat (real-time arrival info)
- Trapeze (schedule and route data)
- Twilio (text messaging)
- Exact Target (email automation)
- Social Studio (social media integration)
- GFI (pass data)
- Employee Data
- Interactive Voice Response
- Lawson Finance System



Streamlined Processes

Capturing Feedback through Online Forms

Case Escalations

Lost and Found

Ticket Vending Machine Bus Pass Replacement or Refund Requests

Farebox Bus Pass Replacement/ Refund Requests

Bus Pass Orders

Printed Schedule Orders

Reduced Fare Card / RTS Access Applications

Bus Details

Pass Details

Interactive Voice Response (IVR) Phone Details

Cisco Phone Integration



Reporting and Dashboards



Top 5 Bus Routes

Route	# of Complaints
23 Jefferson	16
1 Lake	16
48 University	15
3G/3W Lyell	13
47 Monroe	10

Case By Type

Case Record Type	# of Cases Opened	# of Cases Closed
Lost and Found	117	44
Refund/Replacement	38	12
Complaint	19	231
Bus Pass Order	9	165
Inquiry	2	158
Suggestion	2	23
Application	0	13
Compliment	0	7
Junk - VM/Web	0	12
Printed Schedule Order	0	18

What's next?

- **Continue to measure, refine and update processes to drive improvements across the organization**
- **Identify new reporting requirements and dashboard needs**
- **Marketing and Social Media Automation**
- **Communications for Text message and email alerts for customers and employees**
- **Increase Customer Loyalty and Satisfaction**
- **Gauge Potential for Customer Loyalty Rewards Program**

Chief Executive Officer Report

- TOPS Highlight
- Project Highlight
- Miscellaneous



RGRTA receives the Distinguished Budget Presentation Award for the ninth consecutive year





Employee Quarterly Meeting August 9th 2016





RTS Ontario Employee Appreciation Event August 11th 2016





Wellness End of Summer Picnic August 24th 2016





**Rochester Rhinos Summer Fun Popup Event
at the RTS Transit Center
August 25th 2016**



Miscellaneous

- **Attended project Kick-off for Super Transit Zones Study**
- **New York Public Transportation Association Leadership Institute Shadowing Day**
- **Held FLREDC Infrastructure & Transportation Progress Report Meeting**
- **SWOT review with Barbara Gannon**
- **Met with Rochester Economic Development Commissioner Beya Muhammad**
- **Attended Rochester Rotary Luncheon to hear speaker James Norman, Action for a Better Community**
- **Held Strategic Vision Casting with Leadership Team**
- **Wellness Center Tour with Wayne County Representatives**
- **Meet & Greet with Corinda Crossdale, Commissioner of Human Services at Monroe County**
- **Attended Regional Operational Service Efficiency Plan draft report review with AECOM**

Financial Report

*Presented by: Christopher Dobson
Vice President of Finance*

RGRTA - Consolidated Budget Status Report - FY 2016-2017
As of 7/31/16 (In Thousands)

Financial Report

<u>Revenues</u>	<u>Budget 2016-17</u>	<u>FYTD 7/31/2016</u>	<u>Projected 3/31/2017</u>	<u>Budget Variance</u>
Total Locally Generated *	\$ 30,246	\$ 9,198	\$ 30,246	\$ -
Total Government Subsidies	\$ 53,914	\$ 18,227	\$ 53,914	\$ -
Mortgage Tax	\$ 8,290	\$ 3,249	\$ 8,290	\$ -
Grand Total Revenue	\$ 92,451	\$ 30,673	\$ 92,451	\$ -
<u>Expenses</u>				
Personnel				
Salary & Wages	\$ 41,100	\$ 13,134	\$ 41,100	\$ -
Fringe Benefits	\$ 26,244	\$ 7,598	\$ 26,244	\$ -
Total Personnel	\$ 67,344	\$ 20,732	\$ 67,344	\$ -
Non-Personnel				
Services	\$ 7,584	\$ 1,996	\$ 7,623	\$ (39)
Fuel/Lubricants	\$ 5,809	\$ 1,208	\$ 5,809	\$ -
Parts	\$ 3,402	\$ 1,293	\$ 3,402	\$ -
Other	\$ 8,311	\$ 1,989	\$ 8,186	\$ 125
Total Non-Personnel	\$ 25,107	\$ 6,486	\$ 25,021	\$ 86
Grand Total Expenses	\$ 92,451	\$ 27,218	\$ 92,364	\$ 86
Net Income/Deficit From Operations & Subsidies	\$ -	\$ 3,455	\$ 86	\$ 86

* Use of OPEB reserve was budgeted at \$750,000; the amount included in the projected 3/31/2017 column is \$750,000.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016
Presenter:	Miguel Velazquez
Subject:	Authorizing the Award of a Contract for an Enterprise Data Warehouse and Business Intelligence Solution
Background:	<p>The Authority desires the services of a contractor to provide programming and implementation services for an Enterprise Data Warehouse and Business Intelligence Solution (EDW/BI).</p> <p>The EDW/BI project is comprised of 25 discrete subject areas such as ridership, on-time performance, customer relationship management, financial, and maintenance amongst others.</p> <p>The Board of Commissioners with resolution RGRTA 35-2012 and subsequently with resolution RGRTA 10-2015 approved in sum, grant funding for this project in the amount of \$2,016,197.</p> <p>Most recently the 2016-2019 Comprehensive Strategic Plan approved by the Board in March of 2016 contains this initiative, which supports the key theme of “Connecting to Communities, knowing you better to serve you better”.</p> <p>A Request for Proposals (RFP) was issued covering several potential subject areas to be included in a multi-year EDW/BI project with intent of a phased implementation. Five (5) proposals were received and the following three (3) firms were interviewed and scored as follows:</p> <ol style="list-style-type: none"> 1. Intricity, LLC, New York, NY 76.0 2. LPA Systems, Rochester, NY 64.3 3. Stellar Services, New York, NY 59.8 <p>Based on a thorough evaluation of the proposals, considering technical approach, firm’s experience, cost/overall value, and the</p>



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	<p>project team’s qualifications, the Authority determined that Intricity, LLC submitted the most favorable proposal. The evaluation team concluded that Intricity, LLC offered the strongest project team with the best technical solution that aligned the complexity to the organization’s needs.</p> <p>The project will be progressed with a phased approach implementing the EDW/BI component of each subject area as discrete tasks. This resolution is for approval to enter into a task order contract for \$1,513,600, the balance of funding approved by the Board to date. Upon conclusion and evaluation of the first task, consideration will be given to progress additional phases.</p> <p>A phased approach is beneficial for the following reasons;</p> <ul style="list-style-type: none"> • Ability to size and cost each task to a finite set of deliverables that can be easily managed • Flexibility to build the tasks at the time of implementation to take into consideration any change in priorities or business needs • Evaluate results more quickly for the finite tasks as each is completed • Gain internal expertise in EDW/BI systems and technology while the project is being built in a measured and controlled manner
Financial Impact:	The project funding remaining of \$1,513,600 is funded by grants with 80% Federal contribution, 10% New York State, and 10% RGRTA.
Recommendation:	That the CEO or his designee be granted authority to enter into a three (3) year contract with options to extend for two (2) additional one-year periods with Intricity, LLC for programming and implementation services for an Enterprise Data Warehouse and Business Intelligence Solution at the hourly rates in Exhibit A for a task order contract not to exceed \$1,513,600.

Resolution: RGRTA 50-2016

**AUTHORIZING THE AWARD OF A CONTRACT FOR AN ENTERPRISE DATA
WAREHOUSE AND BUSINESS INTELLIGENCE SOLUTION**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks the services of a contractor to provide programming and implementation services for an Enterprise Data Warehouse and Business Intelligence Solution (the "Project"); and

WHEREAS, the Authority sought proposals for qualified firms by issuing a Request for Proposals (RFP) and publically advertising for proposals in the New York State Contract Reporter on November 18, 2014 and in the Rochester Business Journal on November 21, 2014; and

WHEREAS, five (5) proposals were received and opened on February 13, 2015; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and concluded that Intricity, LLC of New York, NY submitted a proposal that was most favorable to the Authority; and

WHEREAS, the Authority determined Intricity, LLC appears to be a responsible firm; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a three (3) year contract with options to extend for two (2) additional one-year periods with Intricity, LLC for programming and implementation services for an Enterprise Data Warehouse and Business Intelligence Solution at the hourly rates in Exhibit A for a task order contract not to exceed \$1,513,600; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York

EXHIBIT A: HOURLY RATE SCHEDULE

<u>Resource Specialty</u>	<u>Hourly Rate</u>
Practice Director	\$225.00
Sr. Data Architect / ETL Architect	\$215.00
Engagement Manager / Project Manager	\$165.00
Sr. Business Analyst	\$165.00
Sr. ETL Developer	\$175.00
Sr. Application Developer	\$185.00
Sr. Business Intelligence Developer	\$185.00

The logo for RGRTA, featuring the letters "RGRTA" in white, bold, sans-serif font on a blue rectangular background with a green horizontal line at the bottom.

Resolution Authorizing the Award of a Contract for an Enterprise
Data Warehouse and Business Intelligence Solution

RGRTA 50-2016

Presented by Miguel Velazquez, Chief Operating Officer

A decorative graphic consisting of two thick, light blue curved lines that sweep from the bottom left towards the top right, partially overlapping the text below.

Enterprise Data Warehouse & Business Intelligence Solution

*Presented by: Miguel Velazquez
Chief Operating Officer*



Addressing a Need

- **TIDE**
 - The Authority’s major first step towards innovation through technology.
 - Added many disparate systems using a wide and varied array of back end technologies.
- **Technology Roadmap**
 - The EDW/BI Project is major component of the Technology Roadmap, enabling the disparate source systems to be linked together for better understanding, reporting, and decision making.

“The current systems and processes are complex and time consuming as numerous information systems are involved to review ridership from multiple perspectives.”

RTS Comprehensive Plan 2016-17

- **Comprehensive Plan**
 - Outlined under the Financial Plan as a specific tactic tied to Transportation Technology and supporting all strategic pillars.
- **Program of Projects**
 - Through the Program of Projects \$2.1m of funding was approved.

History

- **Project began in 2013**
- **Delays in project deliverables started to push the overall deadline**
- **Decision to delay and focus on the Transit Center and the commencement of service in Ontario County**

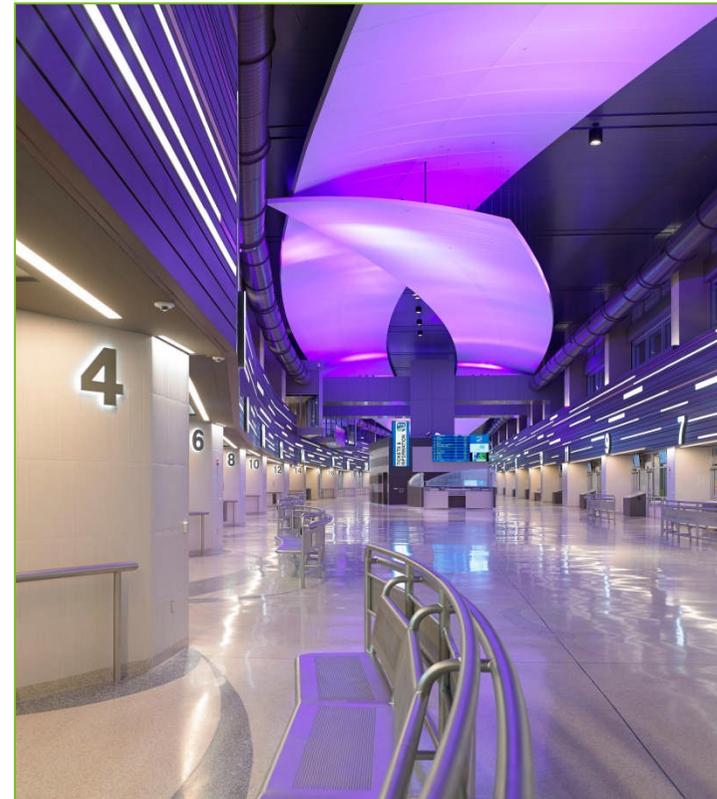
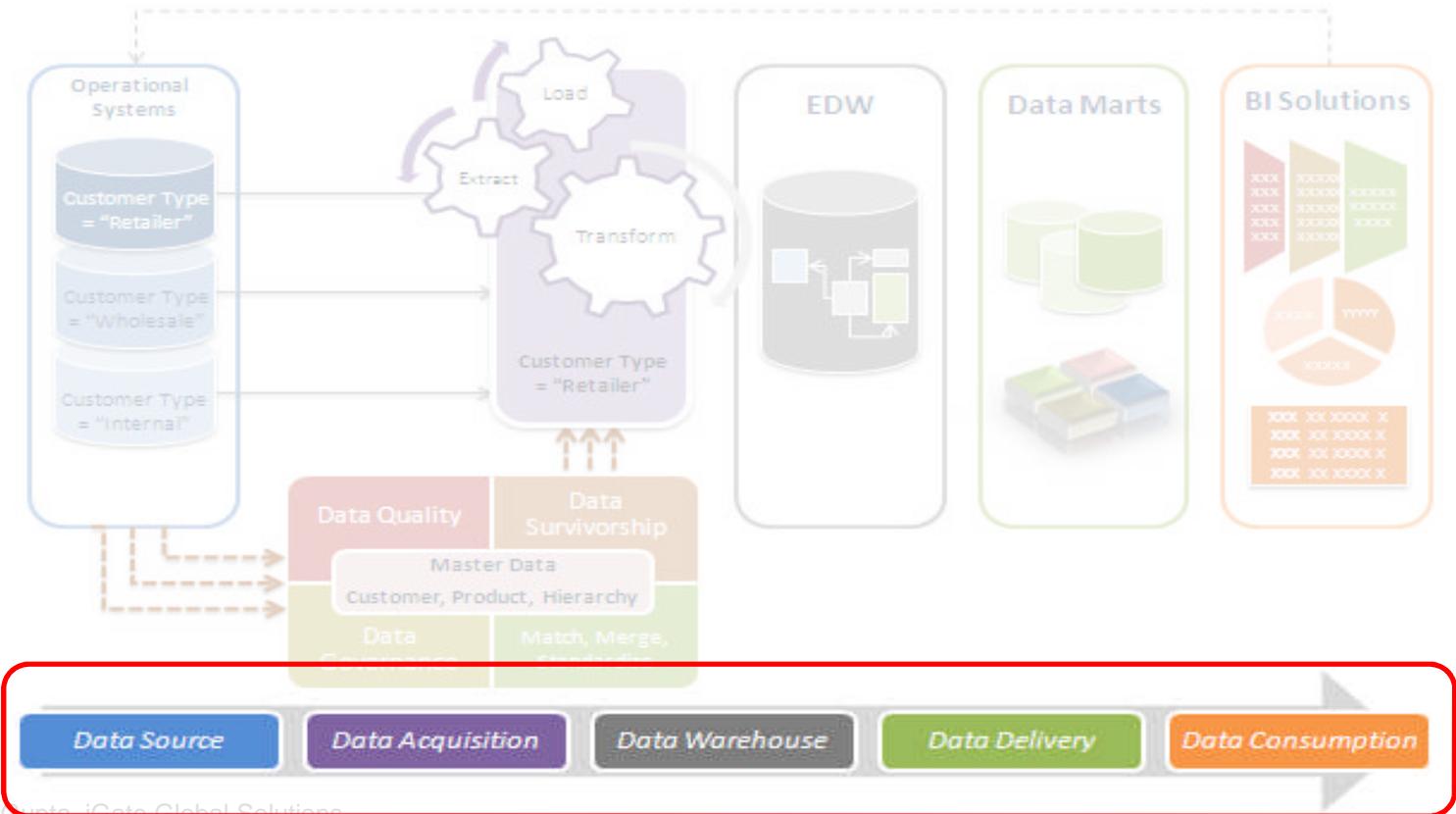


Diagram of EDW/BI Solution



*Source: Shijabi Gupta, iGate Global Solutions

Benefits of EDW / BI Solution

- **Single source of the truth – Data consistency**
- **Increased data synchronization and integration**
- **Automated data cleansing that is captured and recorded**
- **Improved retrieval of historical data**
- **Improved management of large volumes of data**
- **Algorithms to fill missing data**
- **Empowers end-user data analysis and decision making**

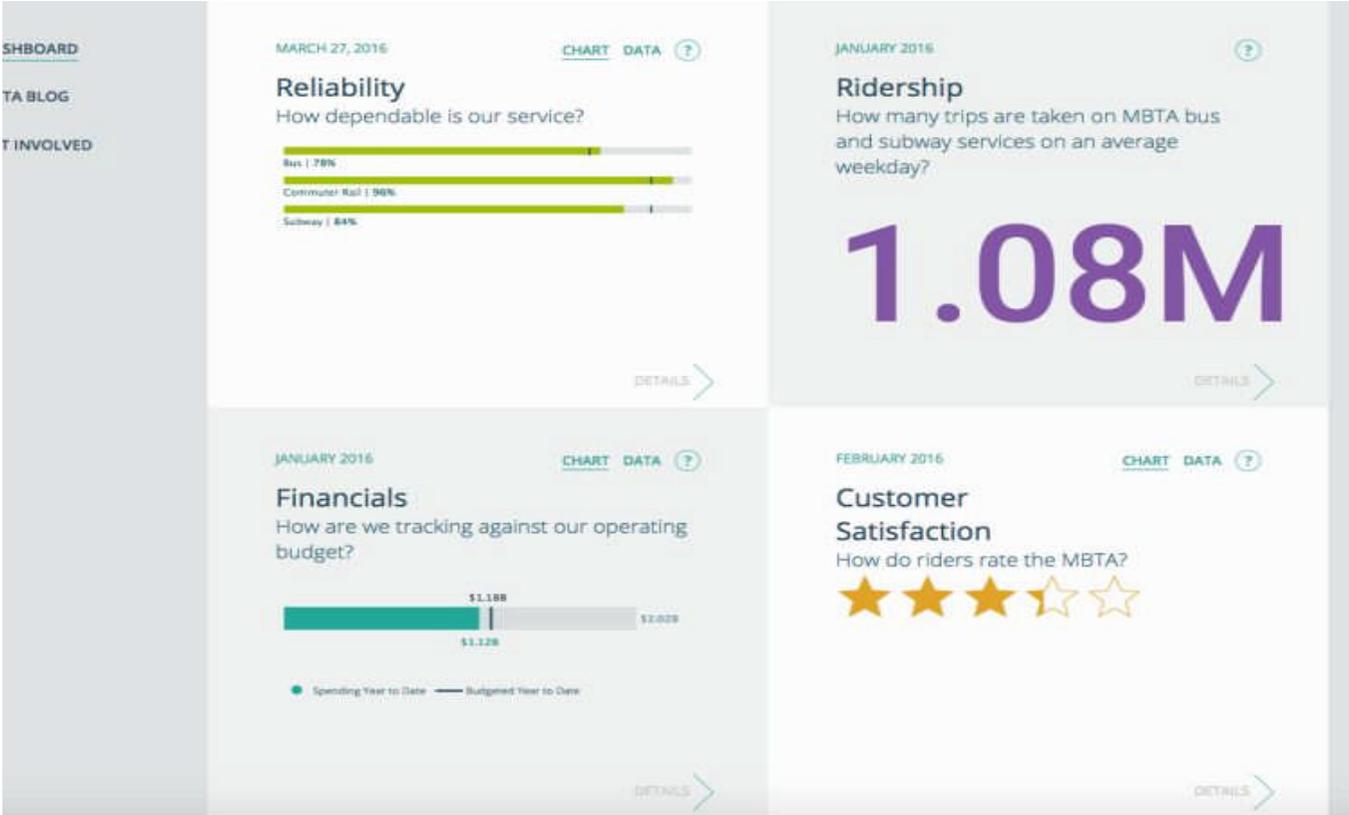
Subject Areas

1. **Ridership**
2. On-Time Performance
3. Fare Type
4. Finance
5. Budgeting
6. Partner
7. Marketing
8. Customer Claim
9. Bus Stop
10. Bus Hour
11. Labor Hour
12. Maintenance
13. Change-Offs & Road Calls
14. Parts Inventory
15. Transit Operations
16. Scheduling
17. Planning
18. Complaint
19. Preventable & Non-preventable Accident
20. Legal Claims
21. Contracts
22. Purchasing
23. People & Payroll
24. Project Planning
25. Special Events



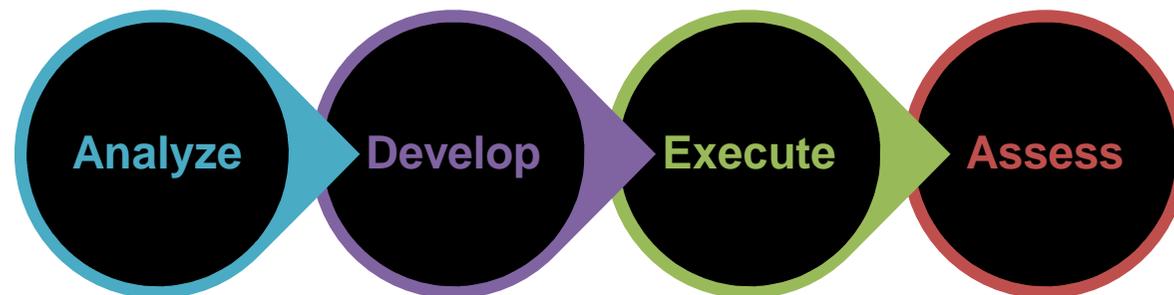
Dashboard Capabilities

Examples from MBTA, Boston, MA



Our Approach

- **Task Order Contract**
 - Phased approach provides flexibility and discrete benefits.
 - Allows us to evaluate our progress after each phase before deciding to commit more funds.
 - Allows us to scale our human investment & internal resources with the project.



Timeline



“The EDW system will provide the middleware necessary to remove the complexity and for data cleansing, while the BI tool will provide on-demand ridership reporting and dashboards.”

RTS Comprehensive Plan 2016-17

Recommendation

That the CEO or his designee be granted authority to enter into a three (3) year contract with options to extend for two (2) additional one-year periods with Intricity, LLC for programming and implementation services for an Enterprise Data Warehouse and Business Intelligence Solution at the hourly rates in Exhibit A for a task order contract not to exceed \$1,513,600.



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016
Presenter:	David Belaskas
Subject:	Resolution Establishing Lead Agency Pursuant to the New York State Environmental Quality Review Act for the RTS Seneca Bus Facility Project
Background:	<p>The Authority is proposing the RTS Seneca Bus Facility Project (the “Project”) to improve operations in Seneca County. The Project, is seeking to acquire through Eminent Domain a 1.8 acre site in the Town of Waterloo, Seneca County, NY. Following the acquisition of the property, the Authority will construct an approximately 13,600 square foot bus facility with administrative offices, bus storage and associated bus washing facilities.</p> <p>The Authority must comply with the New York State Environmental Quality Review Act (“SEQRA”) in planning and developing the Project, SEQRA requires that a Lead Agency be established to determine whether the Project may have a significant adverse impact on the environment.</p> <p>On June 24, 2016, the Authority sent letters to the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service, NYS Dept. of Environmental Conservation, NYS Historic Preservation Office, Seneca County, and the Town and Village of Waterloo indicating the Authority’s intent to serve as Lead Agency, requesting that any objections be provided in writing within 30 days would constitute consent to the Authority serving as Lead Agency. None of the previously mentioned agencies objected to the Authority serving as Lead Agency. The proposed resolution would establish the Authority as Lead Agency for the Project.</p>
Financial Impact:	There is minimal impact to the Authority’s 2016-2017 Operating Budget.

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Recommendation:

That the Authority establishes itself as Lead Agency for the Project and fulfill the obligations of the Project's Lead Agency consistent with the requirements of SEQRA.

Resolution: RGRTA 52-2016

ESTABLISHING ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY AS LEAD AGENCY PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT FOR THE RTS SENECA BUS FACILITY PROJECT

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") proposed to undertake a project that will improve operations in Seneca County by undertaking the RTS Seneca Bus Facility Project (the "Project"); and

WHEREAS, the Project involves the acquisition through Eminent Domain of a 1.8 acre property in the Town of Waterloo, Seneca County, NY, construction of a new approximately 13,600 square foot bus facility with administrative offices, bus storage and associated bus washing facilities and certain other improvements with respect to traffic circulation and parking; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act ("SEQRA") and the regulations adopted pursuant thereto by the New York State Department of Environmental Conservation ("NYSDEC"), being 6 NYCRR Part 617, as amended (the "Regulations"), the Authority desires to comply with SEQRA and the Regulations with respect to the Project; and

WHEREAS, in accordance with the requirements of SEQRA, the Authority has completed Part 1 of a Short Environmental Assessment Form ("EAF") for the Project, and provided a copy of Part 1 of the EAF to all involved and interested agencies, as those terms are defined in the Regulations, with a request for concurrence for the Authority to designate itself as "Lead Agency," as this term is defined in the Regulations, for the purpose of undertaking a coordinated review of the Project, and;

WHEREAS, the Authority received no objections to it acting as Lead Agency from any of the involved or interested agencies and the 30-day period provided for any such objections has passed;

WHEREAS, the Authority is undertaking the required SEQRA review of the Project, including undertaking appropriate studies and analyses as more fully regarding potential impacts of the Project; and

WHEREAS, the Authority will review determinations and correspondence concerning potential impacts from the Project; and

WHEREAS, the Authority desires to (i) classify the Project under SEQRA, (ii) serve as lead agency for purposes of a coordinated review under SEQRA.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Authority designates itself lead agency pursuant to SEQRA and the Regulations for purposes of undertaking a coordinated review for this Project; and
2. The Chief Executive Officer and/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; and

3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016
Presenter:	David Belaskas
Subject:	Resolution Establishing Lead Agency Pursuant to the New York State Environmental Quality Review Act for the RTS Livingston Bus Facility Improvement Project
Background:	<p>The Authority is proposing the Livingston Bus Facility Improvement Project (the "Project") to its existing bus storage buildings at its existing RTS Livingston operations facility at 4389 Gypsy Lane, Mt. Morris within the Town of Groveland (the "Site").</p> <p>The Project will include a 4,000± square foot expansion of the existing four bus storage facilities built in 2006. Since these buildings were constructed, the length of RTS Livingston buses has increased, resulting in the buses protruding outside of the buildings. The Project will address this problem by extending each of the buildings so that the buses will be fully under cover. In addition, three of the four structures will be enclosed. The building additions will be one story and will have pitched roofs and wood panel siding to match the existing building materials.</p> <p>The Authority must comply with the New York State Environmental Quality Review Act ("SEQRA") in planning and developing the Project, SEQRA requires that a Lead Agency be established to determine whether the Project may have a significant adverse impact to the environment.</p> <p>On July 29, 2016 the Authority send letters to the U.S. Fish and wildlife Service, the NYS Dept. of Environmental Conservation, NYS Historic Preservation Office, NYS Dept. of Transportation, NYS Office of General Services, Genesee Transportation Council, Livingston County and the Town of Groveland indicating the Authority's intent to serve as Lead Agency, requesting that any objections be provided in writing within 30 days, and stating</p>



	that failure to object within 30 days would constitute consent to the Authority serving as Lead Agency. None of the previously mentioned agencies objected to the Authority serving as Lead Agency. The proposed resolution would establish the Authority as Lead Agency for the Project.
Financial Impact:	There is minimal impact to the Authority's 2016-2017 Operating Budget.
Recommendation:	That the Authority establishes itself as Lead Agency for the Project and fulfill the obligations of the Project's Lead Agency consistent with the requirements of SEQRA.

Resolution: RGRTA 53-2016

ESTABLISHING ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY AS LEAD AGENCY PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT FOR THE RTS-LIVINGSTON BUS FACILITY IMPROVEMENT PROJECT

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") proposed to undertake a project that will improve operations in Livingston County by undertaking the RTS Livingston Bus Facility Improvement Project (the "Project"); and

WHEREAS, the Project involves making improvements to the site and expanding the existing bus storage buildings at the current RTS Livingston bus operation located at 4389 Gypsy Lane, in Town of Mt. Morris, Livingston County, on the Livingston County Highway Department site ; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act ("SEQRA") and the regulations adopted pursuant thereto by the New York State Department of Environmental Conservation ("NYSDEC"), being 6 NYCRR Part 617, as amended (the "Regulations"), the Authority desires to comply with SEQRA and the Regulations with respect to the Project; and

WHEREAS, in accordance with the requirements of SEQRA, the Authority has completed Part 1 of a Short Environmental Assessment Form ("EAF") for the Project, and provided a copy of Part 1 of the EAF to all involved and interested agencies, as those terms are defined in the Regulations, with a request for concurrence for the Authority to designate itself as "Lead Agency," as this term is defined in the Regulations, for the purpose of undertaking a coordinated review of the Project, and;

WHEREAS, the Authority received no objections to it acting as Lead Agency from any of the involved or interested agencies and the 30-day period provided for any such objections has passed;

WHEREAS, the Authority is undertaking the required SEQRA review of the Project, including undertaking appropriate studies and analyses; and

WHEREAS, the Authority will review determinations and correspondence concerning potential impacts from the Project; and

WHEREAS, the Authority desires to (i) classify the Project under SEQRA, (ii) serve as lead agency for purposes of a coordinated review under SEQRA .

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Authority designates itself lead agency pursuant to SEQRA and the Regulations for purposes of undertaking a coordinated review for this Project; and
2. The Chief Executive Officer and/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; and

3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York



ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016
Presenter:	David Belaskas
Subject:	Resolution Establishing Lead Agency Pursuant to the New York State Environmental Quality Review Act for the RTS Orleans Bus Facility Project
Background:	<p>The Authority is proposing the RTS Orleans Bus Facility Project (the “Project”) to improve operations in Orleans County. The Project will construct an approximately 13,000 square foot bus facility with administrative offices, maintenance facilities and bus storage located at the Orleans County Highway Department site at 225 West Academy Street, in the Village of Albion, in the Town of Albion in Orleans County.</p> <p>Currently, RTS Orleans’ fleet of approximately 10 buses are stored outdoors and maintained in the Orleans County Highway Department maintenance facility.</p> <p>The Authority must comply with the New York State Environmental Quality Review Act (“SEQRA”) in planning and developing the Project. SEQRA requires that a Lead Agency be established to determine whether the Project may have significant adverse impacts on the environment.</p> <p>On July 11, 2016, the Authority sent letters to the U.S. Federal Transportation Administration, NYS Dept. of Environmental Conservation, NYS Dept. of Transportation, NYS Historic Preservation Office, Orleans County, Genesee Transportation Council and the Village of Albion indicating the Authority’s intent to serve as Lead Agency, requesting that any objections be provided in writing within 30 days, and stating that failure to object within 30 days would constitute consent to the Authority serving as Lead Agency. None of the previously mentioned agencies objected to the Authority serving as Lead Agency. The</p>



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	proposed resolution would establish the Authority as Lead Agency for the Project.
Financial Impact:	There is minimal impact to the Authority's 2016-2017 Operating Budget.
Recommendation:	That the Authority establishes as itself Lead Agency for the Project and fulfill the obligations of the Project's Lead Agency consistent with the requirements of SEQRA.

Resolution: RGRTA 54-2016

ESTABLISHING ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY AS LEAD AGENCY PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT FOR THE RTS ORLEANS BUS FACILITY PROJECT

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") proposed to undertake a project that will improve operations in Orleans County by undertaking the RTS Orleans Bus Facility Project (the "Project"); and

WHEREAS, the Project involves the construction of an approximately 13,000 square foot bus facility with administrative offices, maintenance and bus storage for its RTS Orleans bus operation located at in the Village of Albion, in Orleans County, NY adjacent to the existing Orleans County Highway Department; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act ("SEQRA") and the regulations adopted pursuant thereto by the New York State Department of Environmental Conservation ("NYSDEC"), being 6 NYCRR Part 617, as amended (the "Regulations"), the Authority desires to comply with SEQRA and the Regulations with respect to the Project; and

WHEREAS, in accordance with the requirements of SEQRA, the Authority has completed Part 1 of a Short Environmental Assessment Form ("EAF") for the Project, and provided a copy of Part 1 of the EAF to all involved and interested agencies, as those terms are defined in the Regulations, with a request for concurrence for the Authority to designate itself as "Lead Agency," as this term is defined in the Regulations, for the purpose of undertaking a coordinated review of the Project, and;

WHEREAS, the Authority received no objections to it acting as Lead Agency from any of the involved or interested agencies and the 30-day period provided for any such objections has passed;

WHEREAS, the Authority will review determinations and correspondence concerning potential impacts from the Project; and

WHEREAS, the Authority desires to (i) classify the Project under SEQRA, (ii) serve as lead agency for purposes of a coordinated review under SEQRA.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Authority designates itself lead agency pursuant to SEQRA and the Regulations for purposes of undertaking a coordinated review for this Project; and
2. The Chief Executive Officer and/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; and
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York



ROCHESTER
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AUTHORITY

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016									
Presenter:	Rusty Korth									
Subject:	Resolution Authorizing the Award of a Contract for the Purchase of Motor Oils for RTS Monroe and RTS Access									
Background:	<p>The Authority requires the use of 15W40 motor oil and 5W30 motor oil for the buses at RTS Monroe and RTS Access.</p> <p>The Authority sought proposals by issuing an Invitation for Bids (IFB) and publicly advertising it in the <u>Rochester Business Journal</u> and <u>New York State Contract Reporter</u> on June 24, 2016.</p> <p>Ten (10) bid packages were sent out and three (3) bid responses were received and opened on July 25, 2016.</p> <p>The following firms submitted bids:</p> <ul style="list-style-type: none"> ➤ Emerson Oil, Rochester, NY ➤ NOCO Distribution LLC, Tonawanda, NY ➤ Superior Lubricants, North Tonawanda NY <p>Emerson Oil submitted the lowest responsive bid totaling as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: center;">Unit Price Per 55 Gallon Drum</th> <th style="text-align: center;">Unit Price Per Gallon</th> </tr> </thead> <tbody> <tr> <td>5W30</td> <td style="text-align: center;">\$240.48</td> <td style="text-align: center;">\$3.66</td> </tr> <tr> <td>15W40</td> <td style="text-align: center;">\$306.48</td> <td style="text-align: center;">\$4.86</td> </tr> </tbody> </table>	Item	Unit Price Per 55 Gallon Drum	Unit Price Per Gallon	5W30	\$240.48	\$3.66	15W40	\$306.48	\$4.86
Item	Unit Price Per 55 Gallon Drum	Unit Price Per Gallon								
5W30	\$240.48	\$3.66								
15W40	\$306.48	\$4.86								
Financial Impact:	<p>The Authority anticipates purchasing approximately 13,500 gallons combined of the two types of motor oil annually. The estimated total annual cost is approximately \$65,000. The estimated cost is provided for in the Authority's current operating budget and will be in future operating budgets.</p>									



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Recommendation:

That the CEO or his designee be granted authority to execute a contract with Emerson Oil for the provision of 5W30 and 15W40 Motor Oils for RTS Monroe and RTS Access, with an initial term of one (1) year, and to execute up to four (4) optional one-year renewals.

Resolution: RGRTA 55-2016

AWARDING A CONTRACT FOR THE PURCHASE OF MOTOR OILS FOR RTS MONROE AND RTS ACCESS

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks the provision of 5W30 and 15W40 motor oil for its RTS Monroe and RTS Access fleets; and

WHEREAS, the Authority sought proposals from qualified firms by issuing an Invitation for Bids (IFB) and publicly advertised for proposals in the New York State Contract Reporter and the Rochester Business Journal on June 24, 2016; and

WHEREAS, Ten (10) IFB packages were distributed and three (3) bids were received and opened on July 25, 2016; and

WHEREAS, Emerson Oil of Rochester, NY submitted the lowest responsive bid for 5W30 motor oil at \$3.66 per gallon or \$240.48 per 55 gallon drum and for 15W40 motor oil at \$4.86 per gallon and \$306.48 per 55 gallon drum; and

WHEREAS, Unit pricing shall be adjusted quarterly based upon the Producer Price Index for Oil and Lubricants PCU 324191; and

WHEREAS, the estimated annual cost for the two types of motor oil is approximately \$65,000; and

WHEREAS, the Authority determined that the price per the submitted bid is fair and reasonable; and

WHEREAS, the Authority determined that Emerson Oil appears to be a responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a one (1) year contract and execute up to four (4) optional one-year renewals with Emerson Oil at the unit pricing noted above, subject to quarterly adjustments based upon the Producer Price Index for Oil and Lubricants PCU 324191; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016
Presenter:	Rusty Korth
Subject:	Authorizing the Award of a Contract for Vehicle Maintenance and Towing Services for RTS Livingston
Background:	<p>The Authority requires the services of a qualified vehicle maintenance facility to provide preventative maintenance, repairs and towing for its RTS Livingston fleet.</p> <p>The Authority sought proposals from qualified firms by issuing a Request for Proposals (RFP) and publicly advertising for proposals in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on May 20, 2016.</p> <p>Nine (9) RFP packages were distributed to proposers, and a single proposal was received on July 1, 2016 from Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers (T & R Towing) in Mt. Morris, New York.</p> <p>Based on a thorough evaluation of the proposal, giving consideration to the qualifications, technical capacity and experience of the vehicle maintenance provider qualifications and experience of the vehicle maintenance service provider staff/quality of equipment, and cost, the Authority determined that T & R Towing submitted a responsive proposal that the Authority determined to be fair and reasonable, and that they appear to be a responsible bidder.</p>
Financial Impact:	<p>The annual expenditures for parts and all maintenance and towing services are estimated to not exceed \$199,200 per year, based on contract rates and projected usage. Annual increases shall not exceed the Consumer Price Index (All Urban Consumers) for the preceding twelve (12) months.</p> <p>The services are funded from the Authority's operating budget.</p>
Recommendation:	That the CEO or his designee be granted authority to enter into a contract with Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers for vehicle maintenance, repair and towing services. The term of contract shall be for one (1) year with four (4) optional one-year renewals.



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Resolution: RGRTA 56-2016

AUTHORIZING THE AWARD OF A CONTRACT FOR VEHICLE MAINTENANCE SERVICES FOR RTS LIVINGSTON

WHEREAS, the Rochester-Genesee Regional Transportation Authority (the "Authority") requires the services of a qualified vehicle maintenance facility to provide preventative maintenance, repairs and towing services for its RTS Livingston fleet; and

WHEREAS, the Authority sought proposals from qualified firms by issuing a Request for Proposals (RFP) and publicly advertising for proposals in the New York State Contract Reporter and the Rochester Business Journal on May 20, 2016; and

WHEREAS, nine (9) Request for Proposals packages were sent out and one (1) proposal was received and opened on July 1, 2016; and

WHEREAS, the Authority conducted a thorough evaluation of the proposal that was received and concluded that Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers submitted a proposal that was responsive; and

WHEREAS, the Authority has determined that Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers proposal is fair and reasonable; and

WHEREAS, the Authority has determined that Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers appears to be a responsible proposer; and

WHEREAS, annual expenditures under this agreement are estimated to not exceed \$199,200 based on contract rates and projected usage and annual increases shall not exceed the Consumer Price Index (All Urban Consumers) for the preceding twelve (12) months.; and

WHEREAS, the initial term of the contract will be for one (1) year from the date of execution with four (4) optional one-year renewals.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract with Polmanteers Sales and Service, LLC., dba T & R Towing and Service Centers for preventative maintenance, repair and towing services for the RTS Livingston fleet in an amount not to exceed \$199,200; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to four (4) optional one-year renewals with contract amounts indexed to the Consumer Price Index (All Urban Consumers) for the preceding 12-month period; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	September 1, 2016
Presenter:	David Belaskas
Subject:	Resolution Amending Resolution RGRTA 28-2016 Establishing the Guaranteed Maximum Price for the Design Build Contract and Authorizing a Contract Amendment with LeChase Construction Services for Design Build Services for the RTS Campus Improvement Project
Background:	<p>In September 2014, per RGRTA Resolution 56-2014, the RGRTA Board authorized a Design Build Contract with LeChase Construction Services to design and build the RTS Campus Improvement Project (the "Project"). In February 2015, per RGRTA Resolution 1-2015, the contract was amended to secure and manage the properties being purchased by the Authority. In May 2015, per RGRTA Resolution 22-2015, the contract was amended to undertake services for Phase I. In June 2015, per RGRTA Resolution 33-2015, the contract was amended to undertake services for the installation of heavy duty lifts. In January 2016, per RGRTA Resolution 1-2016, the contract was amended to undertake services to construct an addition to the Operations Building. In May 2016, per RGRTA Resolution 21-2016, the contract was amended to undertake services to remove 8 underground storage tanks and place aboveground storage tanks. In June 2016, per RGRTA Resolution 28-2016, the contract was amended to undertake services to renovate the Operations Building.</p> <p>The next phase of the RTS Campus Improvement Project will be to replace one boiler in the Operations Building.</p> <p>To accomplish this portion of the project, LeChase Construction Services undertook a competitive process to establish a Guaranteed Maximum Price (GMP) for the work.</p> <p>LeChase Construction Services received 2 quotes to complete the Boiler Replacement portion of the Project. Popli Design Group has reviewed the proposed GMP and has recommended approval.</p>

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The GMP includes allowances for project requirements, bonds and insurances and a five percent construction contingency.

The proposed GMP value is \$431,089. The breakdown for the GMP is shown below.

Guaranteed Maximum Price	
Project Safety (allowance)	\$5,000
Temporary Facilities and Environmental Controls (allowance)	\$5,980
Construction Cost	\$392,515
Subtotal	\$403,495
Construction Contingency (5%)	\$20,175
Bonds and Insurance	\$7,419
Total GMP	\$431,089

Financial Impact: The Authority will amend the contract with LeChase Construction Services, increasing the authorized amount of \$10,283,173 by \$431,089 to \$10,714,262. No additional contingency for justified change orders on contract will be included with this amendment. Thus, the total board authorized amount for this project will be \$11,742,568 upon ratification of this resolution. The project will be funded with Federal (80%), New York State (10%) and RGRTA (10%) funds.

Recommendation: That the Chief Executive Officer or his designee be authorized to amend the Design Build Contract with LeChase Construction Services establishing the Guaranteed Maximum Price at \$431,089 for the Boiler Replacement portion of the Project, resulting in the maximum authorized amount of the agreement increasing from \$10,283,173 to \$10,714,262.

Resolution: RGRTA 57-2016

AMENDING RESOLUTION RGRTA 28-2016 ESTABLISHING THE GUARANTEED MAXIMUM PRICE FOR THE DESIGN BUILD CONTRACT AND AUTHORIZING A CONTRACT AMENDMENT WITH LECHASE CONSTRUCTION SERVICES FOR DESIGN BUILD SERVICES FOR THE RTS CAMPUS IMPROVEMENT PROJECT

WHEREAS, in September 2014, the Rochester Genesee Regional Transportation Authority (the "Authority") authorized per Resolution RGRTA 56-2014 a Design Build Contract with LeChase Construction Services in the amount of \$1,754,232 for the RTS Campus Improvement Project (the "Project"); and

WHEREAS, in February 2015, per RGRTA Resolution 1-2015, the Authority authorized LeChase Construction Services to undertake services to secure and manage the properties being purchased by the Authority resulting in a revised contract amount of \$1,817,532; and

WHEREAS, in May 2015, per RGRTA Resolution 22-2015, the Authority authorized LeChase Construction Services to undertake services for the construction of Phase I as part of the Design Build Contract resulting in a revised contract amount of \$4,695,953; and

WHEREAS, in June 2015, per RGRTA Resolution 33-2015, the Authority authorized LeChase Construction Services to undertake services for heavy duty lift installation as part of the Design Build Contract resulting in a revised contract amount of \$5,069,261, and

WHEREAS, in January 2016, per RGRTA Resolution 1-2016, the Authority authorized LeChase Construction Services to undertake services for the construction of the Operations Building Addition as part of the Design Build Contract resulting in a revised contract amount of \$5,952,105, and

WHEREAS, in May 2016, per RGRTA Resolution 21-2016 the Authority authorized the Underground Storage Tank Closures and Placements of Aboveground Storage Tank portion of the Project and the procurement of the associated construction subcontracts as part of the Design Build Contract resulting in a revised contract in the amount of \$6,154,931, and,

WHEREAS, In June 2016, per RGRTA Resolution 28-2016 the Authority authorized the Operations Building Renovation portion of the Project and the procurement of the associated construction subcontracts as part of the Design Build Contract resulting in a revised contract in the amount of \$10,283,173; and

WHEREAS, the Boiler Replacement portion of the Project and the procurement of the associated construction subcontracts have been completed by LeChase Construction Services and reviewed and recommended by the Authority consultant, Popli Design Group; and

WHEREAS, this work will be managed and performed by LeChase Construction Services as part of its contract for Design Build Services; and

WHEREAS, the Guaranteed Maximum Price (GMP) for the Boiler Replacement portion of the Project proposed by LeChase Construction Services and recommended by Popli Design Group is \$431,089; and

WHEREAS, the Authority finds the proposed GMP for these services of \$431,089 to be fair and reasonable; and

WHEREAS, the Project will be funded with Federal (80%), New York State (10%) and RGRTA (10%) funds;

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee be authorized to amend the Design Build Contract with LeChase Construction Services establishing the Guaranteed Maximum Price at \$431,089 for the Boiler Replacement portion of the Project resulting in the maximum authorized amount of the agreement increasing from \$10,283,173 to \$10,714,262; and

BE IT FURTHER RESOLVED, that upon ratification of this resolution that the Board authorized amount of this project will be \$11,742,568; and

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

CERTIFICATION

The undersigned hereby certifies that the above is an excerpt from the Minutes of the Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on September 1, 2016 and that the Resolution is still in full force and effect.

Geoffrey Astles, Chairman

Date: September 1, 2016
Rochester, New York



2016 STANDING CALENDAR

Document Date: 9/12/16 Calendar is subject to revisions/additions

MEETING INFORMATION	DATE	TIME
RGRTA Audit Committee Meeting	Thursday, January 7, 2016	10:30 – 11:30AM
RGRTA Regular Board Meeting	Thursday, January 7, 2016	Noon – 2:00PM
RGRTA Compensation Committee Meeting	Monday, January 25, 2016	3:00PM – 4:00PM
RGRTA Finance/Investment Committee Meeting	Thursday, February 4, 2016	10:30AM - 11:30AM
RGRTA Quarterly Board Meeting	Thursday, February 4, 2016	Noon - 2:00PM
RGRTA Compensation Committee Meeting	Thursday, February 11, 2016	8:30AM – 9:30AM
RGRTA Governance Committee Meeting	Thursday, March 3, 2016	10:15AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, March 3, 2016	Noon - 2:00PM
RGRTA Compensation Committee Meeting	Thursday, March 10, 2016	8:30AM – 9:30AM
RGRTA Regular Board Meeting	Thursday, April 7, 2016	Noon - 2:00PM
RGRTA Quarterly Board Meeting	Thursday, May 5, 2016	Noon - 2:00PM
RGRTA Audit/Finance Committee Meeting	Thursday, June 23, 2016	10:00AM – 11:30AM
RGRTA Regular Board Meeting	Thursday, June 23, 2016	Noon - 2:00PM
RGRTA Annual Meeting	Thursday, June 23, 2016	2:00PM - 2:30PM
RGRTA Quarterly Board Meeting	Thursday, August 4, 2016	Noon - 2:00PM
RGRTA Governance Committee Meeting	Thursday, September 1, 2016	10:30AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, September 1, 2016	Noon - 2:00PM
RGRTA Audit Committee Meeting	Thursday, October 6, 2016	POSTPONED
RGRTA Regular Board Meeting	Thursday, October 6, 2016	CANCELLED
RGRTA Annual Governance Training**	Monday, October 17, 2016	10:45AM – 5:15PM
RGRTA Quarterly Board Meeting	Thursday, November 3, 2016	Noon - 2:00PM
RGRTA Audit Committee Meeting	Thursday, December 1, 2016	10:30AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, December 1, 2016	Noon - 2:00PM

Location Key:

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

** Strathallan- 550 East Ave. Rochester. NY 14607