



GoTriangle  
Board of Trustees  
May 27, 2020  
12:00 pm-2:30 pm Eastern Time

*Based on NC Executive Order No. 121 Stay at Home Order in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, May 27, 2020, at 12:00 pm. We encourage interested members of the public to listen or view via WebEx. Instructions can be found at this link: <https://gotriangle.org/board-of-trustees>.*

#### **I. Call to Order and Adoption of Agenda**

*(1 minute Michael Parker)*

ACTION REQUESTED: Adopt agenda with any changes requested.

#### **II. Public Hearing**

*(Michael Parker)*

##### **A. Fiscal Year 2021 Proposed Budget (includes County Transit Plans)**

*The GoTriangle Board of Trustees will receive public hearing comments by e-mail at this address: [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org). Comments related to the agenda should be submitted no later than 12 noon on Thursday, May 28, 2020.*

#### **III. Public Comment**

*(Michael Parker)*

*The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board.*

*For the May 27th meeting, the GoTriangle Board of Trustees will receive public comment by e-mail at this address: [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org). Comments related to the agenda should be submitted no later than 11 am on Wednesday, May 27, 2020.*

#### **IV. Consent Agenda**

*(1 minute Michael Parker)*

*Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.*

ACTION REQUESTED: Approve consent agenda.

- A. **Minutes - April 22, 2020 regular session**
- B. **Minutes - April 22, 2020 closed session**
- C. **Minutes - May 1, 2020 budget work session**

#### **V. Presentations**

A. **FY21 Proposed Budget Update and 1st Reading**

*(15 minutes Sandra Freeman)*

FY21 Budget revisions

VI. **General Business Agenda**

*Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.*

A. **Items Removed from the Consent Agenda**

*(1 minute Michael Parker)*

ACTION REQUESTED: Discuss and take action on any items removed from the consent agenda.

B. **Contract Amendment with STV Engineers - Update of Alternatives Analysis & Further Study for GTCR**

*(15 minutes Katharine Eggleston)*

ACTION REQUESTED: Authorize the Pres/CEO to execute a contract amendment to Update of Alternatives Analysis & Further Study for the Greater Triangle Commuter Rail with STV Engineers, Inc. to increase funding authorization by an amount not to exceed \$6,750,000.

Presentation

Scope of Services

C. **ILA with TJCOG for Land Use and Economic Development Analysis for GTCR**

*(5 minutes Katharine Eggleston, Jay Heikes)*

ACTION REQUESTED: Authorize the Pres/CEO to execute an Interlocal Agreement with Triangle J Council of Governments (TJCOG) for land use and economic development analysis for the Greater Triangle Commuter Rail in amount not to exceed \$170,000.

Scope of Services

D. **Contract Amendment with Ward and Smith Business Consulting, LLC**

*(5 minutes Shelley Read Curran)*

ACTION REQUESTED: Authorize a contract amendment with Ward and Smith Business Consulting, LLC to increase the budget up to an additional \$100,000 and extend it to December 31, 2020.

E. **Wake Transit Q4 Amendment**

*(5 minutes Steven Schlossberg)*

ACTION REQUESTED: Adopt a budget ordinance amendment to re-allocate funding of \$55,000 currently allocated to the Town of Cary in the FY20 Wake Transit Adopted Plan to the Town of Holly Springs to develop a park-and-ride lot in Holly Springs.

O 2020 0011

Wake Transit Detailed Project Amendment Request

VII. **Other Business**

A. **FTA Real Property Update and Discussion**

*(30 minutes Shelley Read Curran, Gary Tober)*

B. **President & CEO's Report**

*(15 minutes Charles Lattuca)*

**1. COVID-19 Update**

*(10 minutes Eric Bergstraesser, Sandra Freeman)*

Contracts

New Hires & Promotions

Capital Projects Status Report

**C. General Counsel's Report**

*(5 minutes Shelley Read Curran)*

**D. Chair's Report**

*(5 minutes Michael Parker)*

**E. Board Member Reports**

**1. CAMPO Executive Board Representative**

*(5 minutes Will Allen III)*

**2. DCHC MPO Board Representative**

*(5 minutes Ellen Reckhow)*

**3. Regional Transportation Alliance (RTA) Rep.**

*(5 minutes Will Allen III)*

**VIII. Closed Session – Litigation Settlement**

*(20 minutes Michael Parker)*

Research Triangle Regional Public Transportation Authority v. Patterson’s Mill, LLC

ACTION REQUESTED: Enter into closed session pursuant to NCGS §143 318.11.(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged AND NCGS §143 318.11.(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

**IX. Adjournment**

*(Michael Parker)*

NOTICE OF PUBLIC HEARING  
GoTriangle

The proposed FY 2021 Operating and Capital budgets for GoTriangle, the Durham Transit Plan, the Orange Transit Plan and the Wake Transit Plans have been submitted to the GoTriangle Board of Trustees. The draft budget is available for public inspection on the GoTriangle website: [www.gotriangle.org](http://www.gotriangle.org) in the “**Publications**” section.

Due to the restrictions of COVID-19 the GoTriangle Board of Trustees will hold a public hearing remotely on the proposed budget at 12:00 noon on Wednesday, May 27, 2020 via Webex. Information on how to listen or view the meeting will be posted on GoTriangle’s website under the “Board of Trustees” link. The budget will be available online 10 days prior to the scheduled meeting. Persons wishing to comment on the proposed budget may do so in writing anytime from the date of this posting until 24 hours after the public hearing.

Persons with disabilities or who otherwise may need special accommodations for the public hearing should contact Michelle Dawson at (919) 485-7438 by 5 p.m. on May 21, 2020. GoTriangle will accommodate all reasonable requests. GoTriangle is an equal opportunity employer.

Saundra Freeman  
CFO/Director of Administrative Services

**GoTriangle Board of Trustees**  
**Meeting Minutes**  
**April 22, 2020**  
Held Remotely via WebEx

**Board Members Present Remotely:**

Will Allen III  
Corey Branch  
Michael Fox  
Sig Hutchinson  
Wendy Jacobs  
Vivian Jones  
Valerie Jordan

Mark Marcoplos  
Michael Parker, Chair  
Ellen Reckhow  
Jennifer Robinson  
Steve Schewel  
Nina Szlosberg-Landis

Chair Michael Parker officially called the meeting to order at 12:03 p.m.

**I. Adoption of Agenda**

President and CEO Lattuca asked to remove the two items related to the Greater Triangle Commuter Rail project in order to give him time to review those related to public outreach.

**Action:** On motion by Allen and second by Branch the agenda was adopted, removing from the General Business Agenda item C. Contract Amendment with STV Engineers - Update of Alternatives Analysis & Further Study for GTCR and D. ILA with TJCOG for Land Use and Economic Development Analysis for GTCR. Upon roll call, the motion was carried unanimously.

**II. Special Business**

**A. Interim President and CEO's Report**

A list of contracts approved by the interim president and CEO is attached and hereby made a part of these minutes.

The Capital Projects status report is attached and hereby made a part of these minutes.

**B. COVID-19 Update**

Eric Bergstraesser reviewed on the efforts and actions staff has taken since the outbreak of COVID-19. In addition to disinfecting buses and facilities, staff has been in frequent contact with the Durham Emergency Management Agency and regional transit partners. Non-essential employees are working from home. A coronavirus webpage has been created and staff is using social media to get information to

customers. Buses are operating fare free using rear door boarding and seats have been blocked six feet behind the operator. Additionally, service has been reduced to Saturday level on weekdays and Sunday level service on the weekends. Ridership is down about 85% from last year. People entering the operations facility have temperature checks and a screening checklist.

Barriers are being installed in our paratransit vehicles and a pandemic plan and Continuity of Operations Plan (COOP) are being updated. Masks have been procured for staff. Alternating shifts for drivers and maintenance staff have been implemented, with folks working every other week.

Robinson asked if passengers would be required to wear masks. Bergstraesser stated he would prefer that the Governor to make that mandate; however, it is recommended on our website along with instructions for making a mask. There has been discussion about purchasing branded face covers for operators and making it part of their uniform.

Jacobs pointed out that Durham's orders require face coverings in public where social distancing cannot be implemented; however, people will not be removed from public transit if they are not wearing a face covering.

Szlosberg-Landis encouraged that drivers be required to wear masks and strongly encourage riders to do the same. She suggested even providing masks for riders if feasible.

Shelley Curran added that operators and maintenance workers are still being paid as if they were working full time although they are working only every other week.

Sandra Freeman reported that the IT department has employees set up to work from home with WebEx access. She added that all COVID-19 related expenses are being tracked for reimbursement purposes. DCHC MPO has authorized \$4.7 million and CAMPO, \$3.1 million. Freeman stated that all non-essential spending requires her approval and there is savings with no travel or training occurring. Additionally, many of the major capital projects have been put on hold. The target is to cut fourth quarter expenses by 25%. She stated that there are no concerns with the \$5 vehicle registration tax; however, the rental tax is expected to be reduced significantly. She stated that the biggest challenge will be in FY21.

**C. Introduction of President & CEO**

Board Chair Parker officially introduced Charles Lattuca and welcomed him. He added that Lattuca has met virtually with staff prior to starting. Parker also thanked Curran for her service as interim.

**III. Public Comment**

No comments.

**IV. Consent Agenda**

**Action:** On motion by Hutchinson and second by Allen the consent agenda was approved. Upon roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- March 25, 2020 – Regular Session Minutes.

**V. General Business Agenda****A. Items Removed from Consent Agenda**

None.

**B. COVID-19 Benefits**

Sandra Freeman reported that Finance, HR and Operations has worked jointly on a proposal to supplement the guidelines in the Families First Coronavirus Response Act (FFCRA). She requested approval, retroactive to April 1, of the supplement benefits.

**Action:** On motion by Reckhow and second by Jacobs the Board approved supplemental benefits related to the Families First Coronavirus Response Act (FFCRA). By roll call, the motion was carried unanimously. The supplemental COVID-19 benefits are attached and hereby made a part of these minutes.

**C. Contract Amendment with STV Engineers - Update of Alternatives Analysis & Further Study for GTCR**

Removed from agenda.

**D. ILA with TJCOG for Land Use and Economic Development Analysis for GTCR**

Removed from agenda.

**E. Contract for Design of 23 Wake County Bus Stops**

Willie Noble requested authorization to execute a task order with Ramey Kemp and Associates for bus stop design services. He stated that the design will include concrete pads, benches, bike racks, access ramps, sidewalks and other amenities. The expenditure for this contract is within budget. The Wake County FY20 work plan includes \$1 million for existing and new bus stops. GoTriangle will drawdown \$144,640 in prior year Federal funds awarded by CAMPO through the Locally Administered Projects Program (LAPP).

Fox asked that staff consider diversity with these on-call contracts.

Jordan asked if Ramey Kemp is a DBE firm. Noble responded no. Jordan asked about DBE goals. Noble stated that he would be glad to furnish that information.

**Action:** On motion by Allen and second by Hutchinson the Board authorized the president and CEO to execute a task order for bus stop design services under GoTriangle Contract #18-041F, Master Agreement between Ramey Kemp and Associates and GoTriangle for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$214,032. By roll call, the motion was carried unanimously.

**F. RUS Bus Contract Amendment**

Shelley Curran requested authorization to enter into a pre-development addendum to the MOU with Hoffman & Associates for RUS Bus for an amount not to exceed \$715,000. This will allow them to begin the 30% design for the transit facility. The term sheet for the development agreement is being negotiated.

**Action:** On motion by Jones and second by Allen the authorized a pre-development addendum to the MOU between Hoffman & Associates and GoTriangle for an amount not to exceed \$715,000. Upon roll call, the motion was carried unanimously.

**VI. Other Business**

**A. FY21 Durham Transit Work Plan**

**B. FY21 Orange County Transit Work Plan**

Jennifer Hayden presented the draft transit plans for Durham and Orange counties. The plans have been reviewed by the respective working groups and were recommended to be released for the public comment period, which ends May 22, 2020. At that time, the staff working groups will review comments received, make adjustments as necessary and release the plans for approval in June. The Durham and Orange tax district partners have adjusted their capital and operating plans for FY21 due to the pandemic and in recognition that the ½ cent revenues likely will not reach their potential. The plans also have in place a built-in review process for revenues during the fiscal year to be adjusted as needed.

The FY21 Durham plan proposes \$33.5 million in revenues and \$31.6 million in expenses, leaving a surplus of \$1.9 million, which could be used if a revenue adjustment is needed during the fiscal year.

The FY21 Orange plan includes revenues of \$8.9 million and \$8 million in expenses.

**C. Chair's Report**

Chair Parker thanked the staff for their response to COVID-19 and the incredibly difficult and unprecedented times. He again welcomed Lattuca and thanked him for



pitching in before he was formally on board. He also thanked Shelley Curran to assure a smooth transition with the new president and CEO.

#### **D. Board Member Reports**

##### **1. CAMPO Executive Board Representative**

Will Allen III reported on one transit related issue: the execution of FY20 Wake transit plan project agreements.

##### **2. DCHC MPO Board Representative**

No meeting.

##### **3. Regional Transportation Alliance (RTA) Representative**

Will Allen III reported on two recent webinars hosted by RTA:

- Innovative approaches to freeways, intersections, transit
- Automated mobility and connected transportation

Mike Fox reported that he had signed on behalf of the NC Board of Transportation the MOU for the Greater Triangle Commuter Rail project.

#### **VII. Closed Session - Personnel**

**Action:** On motion by Allen and second by Reckhow the Board adjourned into closed session at 1:09 p.m. pursuant to NCGS §143-318.11 (a) (5) to establish or to instruct the public body's staff concerning the position to be taken by or on behalf of the public body in negotiating (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract and NCGS §143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a prospective employee. Upon roll call, the motion was carried unanimously.

**Action:** The Board returned to open session at 1:25 p.m. All Board members were present.

**Action:** On motion by Robinson and second by Allen the Board authorized an amendment to the employment agreement with Shelley Read Curran for an expanded position with the title, General Counsel and Vice President of Strategic Partnerships, at her current salary of \$200,000, effective retroactively to April 20, 2020. Any additional salary increase is deferred until July 1, 2021. Upon roll call, the motion was carried unanimously.

**VIII. Adjournment**

**Action:** On motion by Allen and second by Hutchinson the meeting was adjourned at 1:31 p.m.

\_\_\_\_\_  
Michael Parker, Chair

Attest:

\_\_\_\_\_  
Michelle C. Dawson, CMC  
Clerk to the Board

Draft

**This page intentionally left blank.**

**GoTriangle Board of Trustees**  
**Budget Work Session Meeting Minutes**  
**May 1, 2020**  
Held Remotely via WebEx

**Board Members Present Remotely:**

Will Allen III	Mark Marcoplos
Corey Branch	Michael Parker, Chair
Michael Fox (left 10:00 am)	Ellen Reckhow
Sig Hutchinson	Jennifer Robinson
Wendy Jacobs	Steve Schewel
Vivian Jones	

**Board Members Absent:**

Valerie Jordan	Nina Szlosberg-Landis (excused)
----------------	---------------------------------

Chair Michael Parker officially called the meeting to order at 9:02 a.m.

**Action:** On motion by Allen and second by Hutchinson the agenda was adopted. Upon roll call, the motion was carried unanimously.

Sandra Freeman reviewed the proposed FY 2021 budget workbook, which is attached and hereby made a part of these minutes. She noted that this has been one of the most challenging budgets to prepare with limited resources, a new financial system and staff working from home during the pandemic.

Current GoTriangle budget assumptions for FY21:

- Total Revenue \$34.95 million (down from \$36 million in FY20);
- Total Expenditures \$42.6 million (significantly up from \$38.6 million in FY20); net deficit \$7.7 million – have some mitigating strategies for this deficit will talk through.
- Vehicle Rental Tax revenues \$13.3 million (up from \$13 million in FY20 because tracking ahead a few months ago) – 50% allocated to Durham-Orange and Wake plans;
- Vehicle Registration Tax revenues of \$6.6 million (flat to FY20);
- Plaza building expenses \$588,000 and building lease income of \$495,000 (optimistic will lease building in second half year);
- Total headcount of 285, including county transit plans (down from 291.5 in FY20);
- Average merit 3%; maximum merit 4%; but considering a freeze;
- Estimated 5% increase in employee healthcare costs (no change in \$500 annual employee contribution for employee-only coverage);
- Bus revenue hours of 134,568 (directly operated, including Durham, Orange and Wake) up slightly from FY20 total of 132,986;

- Contracted bus service hours 11,728 (down from 12,324 hours in FY20);
- Bus service current cost per hour \$137 (significantly higher from \$128 budgeted in FY20); hoping to reduce;
- Cost recovery 11% (FY20 12%).

Fox left.

Assumptions for the Durham Transit Plan:

- Total revenues \$33.5 (down from \$38.8 million in FY20), which includes:
  - Half (1/2) cent sales tax \$29.8 million;
  - Vehicle rental tax \$1.4 million;
  - \$7 county vehicle registration tax \$1.6 million;
  - \$3 regional vehicle registration tax \$0.7 million; and
  - Other revenue TBD.
- Total expenditures:
  - Tax district administration \$0.4 million;
  - Transit plan administration \$1.8 million;
  - Transit operations \$7.5 million; and
  - Capital Projects \$21.8 million, including vehicle acquisitions of \$4.6 million.

Assumptions for the Orange Transit Plan:

- Total revenues \$9.7 million (down from \$15.2 million in FY20), which includes:
  - Half (1/2) cent sales tax \$7.1 million;
  - Vehicle rental tax \$0.7 million;
  - \$7 county vehicle registration tax \$0.8 million;
  - \$3 regional vehicle registration tax \$0.3 million; and
  - Other revenue \$0.8 million.
- Total expenditures:
  - Tax district administration \$0.2 million;
  - Transit plan administration \$0.5 million;
  - Transit operations \$4 million; and
  - Capital Projects \$4 million, including vehicle acquisitions of \$0.9 million and BRT of \$2 million.

Freeman reviewed assumptions of the Wake Operating Fund for FY21:

- Total revenues \$111 million (down from \$154.2 million in FY20);
  - Half (1/2) cent sales tax \$28.8 million;
  - Vehicle rental tax \$4.5 million;
  - \$7 county vehicle registration tax \$7.1 million;
  - \$3 regional vehicle registration tax \$3 million;
  - Other revenue \$67.6 million;

- Total expenditures:
  - Tax district administration \$0.5 million;
  - Transit plan administration \$3.9 million;
  - Transit operations \$17.9 million;
  - Community Funding Area \$0.7 million; and
  - Capital Projects \$68.2 million, including BRT of \$67.1 million.

Board members commented on and discussed:

- How realistic the projection for vehicle rental tax revenues is at the FY20 budget level.
- The likelihood of leasing vacant Plaza building space in 2021.
- The continuing trend of annual expenses exceeding revenues and the significant gap projected in the FY21 proposed budget.
- The potential to finance bus purchases at historically low interest rates rather than making large cash outlays weighed against the impact on GoTriangle's future debt rating.
- The history of the allocation of half of the rental vehicle tax revenues to the three counties' transit plans and the potential to regain that revenue stream for GoTriangle.
- A flat \$5 vehicle registration fee which has not grown since authorization, and it now valued at \$2.56.
- The great disparity in the three counties' projections for reduced FY21 revenues.
- The need to establish a capital reserve fund.
- The proposed regional call center budget.
- Inadequate revenues to fund the core activities of the organization and how to generate additional, reliable, revenue streams.
- Advertising.
- The rationale behind charges to the counties for tax district administration and allocation of costs of the ERP system.
- Reducing the anticipated revenues for FY21, with a contingency account for capital spending.
- Headcount increases.
- The increase in the Communications & Public Affairs budget.
- Proposed budget scenarios to reduce expenses in FY21. Board members generally supported all the cuts, but asked Lattuca and the executive team to make a recommendation regarding merit increases for FY21.

Freeman stated that staff would continue to make adjustments in department and capital spending and revisit bus revenue hours and recalculate cost per service hour. She added that additional information as requested today would be provided: a forecast of cash balances and allocations to the three county transit plans.

**Action:** Chair Parker adjourned the meeting at 11:17 a.m.

---

Michael Parker, Chair

Attest:

---

Michelle C. Dawson, CMC  
Clerk to the Board

Draft



*Connecting all points of the Triangle*

May 21, 2020

**To:** GoTriangle Board of Trustees  
**From:** Finance Staff  
**Subject:** **FY21 Budget Overview**

Attached for your review and discussion is a draft FY21 Budget, reflecting changes made from the May 1, 2020 Budget Workshop. We will review the packet in its entirety during the May Board meeting.

As you are aware due the recent events with the COVID-19 virus, the budget process has presented some unusual challenges. The Finance staff continues to review trends and consult with other transit agencies on assumptions, particularly on revenue trends.

Based on discussions with CATS in Charlotte and additional research and discussions with our rental car agencies, we have reduced the rental tax forecast from what was previously shown. Additionally, we have revised other expenditure and revenue forecasts based on departmental input, identified areas for reduction and grant updates.


We continue to track the COVID-19 impact on GoTriangle's revenues and expenses. The CARES Act Funding totaling \$7.8M (DCHC- \$4.7M, CAMPO \$3.1) will be used to help offset this impact.

The revised draft FY21 budget shows a \$5.2M surplus, an addition to our current reserves. Based on the revisions made since the Budget Workshop the cost/hour for Operations has decreased from \$137/hour to \$132/hour.

We will, of course, continue to review opportunities for expense reductions, as well adjusting revenue forecasts.

We look forward to reviewing the FY21 draft budget during our May Board meeting.

Sandra Freeman  
CFO/Director of Administrative Services



P.O. Box 13787  
Durham, NC 27703  
919-485-7415 | Fax: 919-485-7491

[www.gotriangle.org](http://www.gotriangle.org)



## FY21 Budget GoTriangle Change Impact

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
<b><i>Budget Workshop (5-1-2020)</i></b>	<b>\$ 40,522,769</b>	<b>\$ 48,229,373</b>	<b>(\$7,706,604)</b>		
FY20 Carryover (Restricted to previously budgeted projects)	5,881,005		5,881,005	Bus Fund, General Fund, Capital Fund	Repowers, paratransit renovation, paratransit vehicles, ERP.
Raleigh UZA COVID-19 funds	3,125,254		3,125,254	All Funds	
Durham UZA COVID-19 funds	4,747,548		4,747,548	All Funds	
Bus Fares/Bus Consignment	(722,664)		(722,664)	Bus Fund	Reduced to reflect decrease in ridership and fare free policy
Merit Freeze for General Staff				All Funds	Impact of \$419,345 was removed from consideration
Merit Freeze for Executive Staff		(33,302)	33,302	General Fund	Board Clerk, General Counsel, CFO, CCO, VP - Strategic Relationships, CEO, COO, CDO, CTO
Remove 4 new mechanic requests		(227,477)	227,477	Bus Fund	
Remove 7 new bus operator requests		(408,928)	408,928	Bus Fund	
Add Additional funds to Facility Maintenance		50,000	(50,000)		Additional cleaning supplies due to COVID
Remove board room renovation		(130,000)	130,000	General Fund	
Reduce Consultants Legal Expense - HR		(5,000)	5,000	General Fund	
50% travel budget reduction from FY21 requests		(173,568)	173,568	All Funds	Travel, Training and Conferences

## FY21 Budget GoTriangle Change Impact

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
Remove vacant Associate General Counsel		(137,622)	137,622	General Fund	
Remove vacant Web Content specialist from C&PA		(73,121)	73,121	General Fund	
Vanpool vehicle insurance		(20,102)	20,102	Bus Fund	19 vehicles instead of 26
Legal	19,200		19,200	General Fund, Durham and Orange Transit Fund	Reallocation of funds from Durham and Orange Transit Plans
Additional Federal Grant Revenue	220,000		220,000	General Fund	Including grant revenue not previously included - NCSU/ITRE contract TJCOG Annual agreement
Reallocating Finance ERP Cost to Capital	133,200		133,200	Capital Fund	Reallocating \$222K to Capital Fund
RUS BUS	2,217,375	2,217,375		Capital Fund, Wake Transit	Wake Transit project - GoTriangle is the Federal grant recipient
Paratransit Renovation		183,671	(183,671)	Capital Fund	Total project increased from \$916K to \$1.1M
Vehicle Rental Tax*	(1,463,459)		(1,463,459)	General Fund	Reduction in FY21 estimate since Budget Workshop
Wake County Bus Stop Improvements	1,794,760	1,794,760		Capital Fund, Wake Transit	Wake Transit project - GoTriangle is the Federal grant recipient
Remove Bus Rebranding	(168,141)	(210,176)	42,035	Capital Fund	Reallocating funds to Regional Transit Facility Study

## FY21 Budget GoTriangle Change Impact

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
Regional Transit Facility Study	1,452,500	1,512,500	(60,000)	Capital Fund, Durham Transit Plan, Orange Transit Plan, Wake Transit Plan	
<b>Revised Proposed Budget</b>	<b>\$ 57,759,347</b>	<b>\$ 52,568,383</b>	<b>\$ 5,190,964</b>		
<b>Change</b>	<b>\$ 17,236,578</b>	<b>\$ 4,339,010</b>	<b>\$ 12,897,568</b>		
<b>FY20 Budget (Amended)</b>	<b>\$ 41,000,717</b>	<b>\$ 49,676,430</b>	<b>(\$8,675,713)</b>		
FY21 Cost Per Hour (Budget Workshop)	\$137	Fixed Route			
FY21 Cost Per Hour (w/Proposed Changes)	\$132	Fixed Route			
FY20 Cost Per Hour	\$128	Fixed Route			
FY21 Cost Per Hour	\$123	Paratransit			
FY20 Cost Per Hour	\$131	Paratransit			

		*Total Vehicle Rental Tax	
		FY21 Vehicle Rental Tax	FY20 Vehicle Rental Tax
	Wake	3,524,800	4,406,000
	Durham	1,114,500	1,393,091
	Orange	544,300	680,347
	GoTriangle	5,183,600	6,479,495
	<b>Total</b>	<b>\$10,367,200</b>	<b>\$12,958,933</b>

## FY21 Budget Change Impact (Durham Transit Plan)

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
<b><i>Budget Workshop (5-1-2020)</i></b>	\$ 33,518,100	\$ 31,601,600	\$1,916,500		
Vehicle Rental Taxes Decrease	(314,600)		(314,600)	Durham Funds	
1/2 Cent Sales Tax	(1,221,000)		(1,221,000)	Durham Funds	10% reduction on FY20 budget (compared to original 6.5%)
Durham Bus Plan		(325,000)	325,000	Durham Funds	Deferred Programming - \$62,500 to FY21 Allocated Reserve and \$250,000 FY22
Reimbursement of federal interest for real property		(600,000)	600,000	Durham Funds	Deferred Programming - Group 2 FTA property reimbursement to FY21 Allocated Reserve
GoDurham Electric Vehicle Acquisition		(1,074,000)	1,074,000		Deferred Programming - One Electric Vehicle Acquisition to FY21 Allocated Reserve
<b><i>Revised Proposed Budget</i></b>	\$ 31,982,500	\$ 29,602,600	\$ 2,379,900		
<b><i>Change</i></b>	\$ (1,535,600)	\$ (1,999,000)	\$ 463,400		
<b>FY20 Budget (Amended)</b>	<b>\$ 38,788,381</b>	<b>\$ 21,068,265</b>	<b>\$ 17,720,116</b>		

## FY21 Budget Change Impact (Orange Transit Plan)

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
<b><i>Budget Workshop (5-1-2020)</i></b>	\$ 9,707,930	\$ 8,820,530	\$887,400		
Vehicle Rental Taxes Decrease	(153,600)		(153,600)	Orange Funds	
<b><i>Revised Proposed Budget</i></b>	\$ 9,554,330	\$ 8,820,530	\$ 733,800		
<b><i>Change</i></b>	\$ (153,600)	\$ -	\$ (153,600)		
FY20 Budget (Amended)	\$ 15,244,639	\$ 13,976,018	\$ 1,268,621		

## FY21 Budget Change Impact (Wake Transit Plan)

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
<b><i>Budget Workshop (5-1-2020)</i></b>	\$ 110,980,050	\$ 91,124,605	\$19,855,445		
Vehicle Rental Taxes Decrease	(995,200)		(995,200)	Wake Funds	
1/2 Cent Sales Tax	848,569		848,569	Wake Funds	
City of Raleigh Route Savings		(146,631)	146,631	Wake Funds	Route 21 - Savings from original project submission.
<b><i>Revised Proposed Budget</i></b>	\$ 110,833,419	\$ 90,977,974	\$ 19,855,445		
<b><i>Change</i></b>	\$ (146,631)	\$ (146,631)	\$ -		
FY20 Budget (Amended)	\$ 154,223,495	\$ 162,519,854	\$ (8,296,359)		

Vehicle Rental Tax  
FY21 - Proposed Budget

Vehicle Rental	FY21 Proposed Budget	FY21 Draft Budget	FY20 Adopted Budget	FY19 Actual	% Decrease		
					FY21 Proposed Budget vs FY21 Draft Budget	FY21 Draft Budget vs FY20 Budget	FY21 Proposed Budget vs FY19 Actual
Wake	\$3,524,800	\$4,520,000	\$4,406,000	\$4,258,283	-22.0%	-20.0%	-17.2%
Durham	\$1,114,500	\$1,429,100	\$1,393,148	\$1,346,369	-22.0%	-20.0%	-17.2%
Orange	\$544,300	\$697,900	\$680,347	\$657,529	-22.0%	-20.0%	-17.2%
<b>Total Transit Plans</b>	<b>\$5,183,600</b>	<b>\$6,647,000</b>	<b>\$6,479,495</b>	<b>\$6,262,181</b>	<b>-22.0%</b>	<b>-20.0%</b>	<b>-17.2%</b>
GoTriangle	FY21 Proposed Budget	FY21 Draft Budget	FY20 Adopted Budget	FY19 Actual	% Decrease		
					FY21 Proposed Budget vs FY21 Draft Budget	FY21 Draft Budget vs FY20 Budget	FY21 Proposed Budget vs FY19 Actual
<b>Vehicle Rental Tax</b>	<b>\$5,183,600</b>	<b>\$6,647,000</b>	<b>\$6,479,495</b>	<b>\$6,262,180</b>	<b>-22%</b>	<b>-20%</b>	<b>-17%</b>
<b>Total Vehicle Rental Tax</b>	<b>\$10,367,200</b>	<b>\$13,294,000</b>	<b>\$12,958,990</b>	<b>\$12,524,361</b>	<b>-22%</b>	<b>-20%</b>	<b>-17%</b>



*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development  
**DATE:** May 13, 2020  
**SUBJECT:** **Contract Amendment - Update of Alternatives Analysis & Further Study for the Greater Triangle Commuter Rail with STV Engineers, Inc.**

### Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

### Action Requested

Staff requests that the Board authorize the president & CEO to execute an amendment to GoTriangle Contract #19-001, Update of Alternatives Analysis & Further Study for the Greater Triangle Commuter Rail with STV Engineers, Inc. to increase funding authorization by an amount not to exceed \$6,750,000.

### Background and Purpose

The prior year Durham and Wake transit work plans included \$3.15 million for study of the potential commuter rail service in the North Carolina Railroad Company owned corridor between Garner and Durham, with \$850,000 allocated in Durham (18GOT\_CO2), and \$2.3 million allocated in Wake (TC004-A), with additional unspent funds remaining from the commuter rail portion of the earlier Major Investment Study in Wake (TC-003A) as well.

At its April 2019 meeting, the GoTriangle Board of Trustees authorized the president & CEO to execute a contract with STV Engineers Inc. to perform pre-planning work for the Greater Triangle Commuter Rail Study. The scope of this contract encompasses alternatives analysis and further study of potential commuter rail service in the North Carolina Railroad Company owned corridor between Mebane and Selma, including assessment of risks to project viability, scope, cost, and schedule for several combinations of service levels and geographic extents within the study area.

The initial phase of work was authorized at a cost of \$850,151.39, and that work is substantially complete. Work completed to date under this contract has been primarily focused on factors necessary to evaluate the project's likelihood of eligibility for federal funding, a critical success factor without which the project would not be viable for further consideration. This initial work supports a conclusion that two potential scenarios may be eligible for federal funding, pending additional analysis: 1) Durham to Garner and 2) Durham to Clayton. The results of this initial work were presented to the GoTriangle Board and other project management partner boards in December 2019, and January, February, and March 2020.

PO Box 13787  
 Research Triangle Park, NC 27709  
 P: 919.485.7510 | F: 919.485.7547

[www.gotriangle.org](http://www.gotriangle.org)





For the project to proceed, further study is required to refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors.

At its March 2020 meeting, the GoTriangle Board authorized the Board Chair and President and CEO to execute the Memorandum of Understanding (MOU) in Support of Continued Development of the Greater Triangle Commuter Rail (GTCR) Project. This MOU identifies GoTriangle as the project sponsor and lead entity responsible for a range of tasks identified for further study and evaluation prior to a decision by the funding partners on whether or not to advance the project into implementation and apply for entry into the Federal Transit Administration Capital Investment Grants Program.

The MOU also memorializes an increased funding commitment resulting in a total of approximately \$9 million shared by Wake, Durham, and Johnston counties to pursue this additional study, and a commitment of \$250,000 from North Carolina Railroad Company to share the costs of concurrent rail network modeling to be performed by Norfolk Southern.

GoTriangle staff has negotiated with STV the attached scope of additional services and recommends the board authorize the President & CEO execute an amendment increasing the contract value by up to \$6,750,000, to support the majority of the GoTriangle-led tasks in the MOU.

Staff will also recommend that the Board consider a separate contract with TJCOG to support evaluation of non-monetary costs and project benefits (not to exceed \$170,000), and will bring a reimbursement agreement to compensate Norfolk Southern for rail network modeling (estimated at \$500,000 to \$750,000) for consideration at a future meeting. As noted above, North Carolina Railroad Company has committed funding of \$250,000 towards the rail network modeling.

### Financial Impact

The cost of this study is within the FY20 Wake and Durham transit plan budgets for commuter rail. At its March 2020 meeting, the GoTriangle Board approved FY20 work plan budget amendments for Wake and Durham resulting in total project allocations of \$6,000,000 and \$2,700,000, respectively. Johnston County has also committed \$250,000. This equates to a total of \$8,950,000 available for this study from the three counties, of which \$6,750,000 is proposed to be allocated to this contract amendment, \$170,000 is proposed to be allocated to an agreement with TJCOG, and an additional \$500,000 is recommended to be reserved for a future contract with Norfolk Southern for rail network modeling.

### Attachments

- Scope of Additional Phase II Tasks

### Staff Contact

- Katharine Eggleston, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)

PO Box 13787  
Research Triangle Park, NC 27709  
P: 919.485.7510 | F: 919.485.7547

[www.gotriangle.org](http://www.gotriangle.org)



# Commuter Rail Update

- March 2020
  - Wake, Durham, CAMPO, DCHC MPO, NCDOT, NCRR, and GoTriangle board votes
- April 2020
  - Johnston board vote
- Today's meeting
  - Contract amendment for study consultant STV
  - New contract for land use and economic development evaluation by TJCOG

# Funding Status

Unrestricted funding for all project activities in this phase	
Durham Transit Plan	\$2,700,000
Wake Transit Plan	\$6,000,000
Johnston County	\$250,000
<b>Subtotal, Unrestricted Funding</b>	<b>\$8,950,000</b>
Additional funding for rail network modeling reimbursement	
North Carolina Railroad Company	\$250,000
<b>Total Funding for this Phase</b>	<b>\$9,200,000</b>

# Budget Status

Today's Commitments	
Study Consultant (STV)	\$6,750,000
Project Metrics Evaluation Support (TJCOG)	\$170,000
<b>Today's Commitments Subtotal</b>	<b>\$6,920,000</b>
Future Commitments and Unallocated Budget	
Rail Network Modeling (NSR) – estimate	\$500,000 to \$750,000
Unallocated Budget	\$1,530,000
<b>Total Budget for this Phase</b>	<b>\$9,200,000</b>

Potential uses of unallocated budget may include: additional specialty consultants (e.g. financial modeling), outside counsel, reimbursements to agencies for review expenses, staffing, and additional work identified during early study activities

# Study Schedule

- Overall target duration of 12-18 months
  - 12 months for primary activities
  - Six additional months for presentation of findings to partner boards and local decision-making on next steps
- Impact of COVID-19 on the schedule is unknown at this time
  - Significant community engagement envisioned as part of this phase

# Study Consultant (STV)

- Scope of additional work is aligned with MOU tasks, supporting additional project analysis and study prior to a decision whether to enter New Starts Project Development

# Project Management

- Project administration
  - Progress monitoring
  - Cost and schedule control
- Project management support
  - Coordination with project management partner entities
  - Issue tracking and resolution

Task 1

# Stakeholder Engagement

- Resource partners
  - Project management partners (MOU Parties)
  - Municipal partners
  - Regional and major institutional partners
  - Other critical third parties (e.g. railroad operators)
- Community engagement planning
- Regulatory agency engagement

Task 2



# Rail Network Modeling Support

- Engagement with NSR and CSX to represent GoTriangle in modeling work
- Parallel effort to test scenarios, confirm inputs, and validate results
- Update operating plan, fleet size assessment, and train storage and maintenance requirements

Task 3

# Refine Project Concept

- Design criteria documentation
- Corridor screening
- Rolling stock and station design considerations
- Survey and preliminary engineering analysis for key areas

Task 4

# Refine Project Concept

- Station siting alternatives analysis and pedestrian access concepts
- Park-and-ride evaluation
- Maintenance and layover facility evaluation
- Implementation schedule and cost estimates

Task 4

# Ridership Estimating

- Incorporate future bus network assumptions
- Evaluate impacts of fare policy (multiple price points, zone-based fare, GoPass)
- Refine model development for Clayton area
- Update model for new MPO land use assumptions

Task 5

# Project Evaluation

- Real estate market analysis and projection
- Regional economic impact analysis
- Noise and vibration review
- Community characteristic assessment

Task 6

# Agreements and Long-Term Management Plan

- Prepare approvals work plan
- Support railroad coordination
- Facilitate commitment of non-CIG funding
- Support development of long-term project management plan
- Update risk register

Task 7

# Project Metrics Evaluation Support (TJCOG)

- Companion to STV Task 6
- Corridor travel market analysis
- Station area land use and joint development potential analysis
- Affordable housing opportunity analysis
- Access to opportunities analysis
  - population, employment, access, mobility and reliability metrics

DRAFT  
May 12, 2020

**Supplementary Conditions A2**  
Scope of Services – Additional Phase II Tasks

Task 1: Project Management .....	2
Task 1A: Project Administration.....	2
Task 1B: Project Management Support .....	3
Task 2: Community, Stakeholder, and Resource/Regulatory Engagement .....	3
Task 2A: Local Agency and Resource Partner Coordination .....	3
Task 2B: Community Engagement Planning .....	5
Task 2C: Resource/Regulatory Agency Coordination.....	6
Task 3: Rail Network Modelling Support .....	6
Task 4 Refine Project Concept .....	7
Task 4A: Development of Concept Design Criteria and Basis of Design .....	7
Task 4B: Corridor Screening .....	8
Task 4C: Evaluate Rolling Stock and Station Design Considerations.....	9
Task 4D: Survey and Preliminary Engineering Analysis for Key Area #1: Downtown Durham .....	10
Task 4E: Survey and Preliminary Engineering Analysis for Key Area #2: Downtown Cary .....	10
Task 4F: Station Siting Alternatives Analysis.....	11
Task 4G: Park-and-Ride Evaluation.....	11
Task 4H: Maintenance and Layover Facility Evaluation .....	11
Task 4I: Implementation Schedule and Cost Estimates .....	12
Task 5: Ridership Estimating .....	12
Task 6: Project Evaluation .....	13
Task 6A: Real Estate Market Analysis and Projection and Regional Economic Impact Analysis.....	14
Task 6B: Noise and Vibration Review.....	15
Task 6C: Community Characteristic Assessment .....	16
Task 7: Agreements and Long-Term Management Plan.....	16
Task 7A: Prepare Approvals Work Plan .....	16
Task 7B: Support Railroad Coordination .....	17
Task 7C: Facilitate Commitment of Non-CIG Funding.....	17
Task 7D: Support Development of Long-Term Project Management Plan .....	18
Task 7E: Update Risk Register .....	18



DRAFT  
May 12, 2020

### **Task 1: Project Management**

This consultant scope is a subset of activities determined by the Greater Triangle Commuter Rail (GTCR) project management partners (the parties to the Memorandum of Understanding in Support of Continued Development of the Greater Triangle Commuter Rail Project [GTCR MOU]) to be necessary to identify a commuter rail system to be implemented on right-of-way owned by North Carolina Railroad Company that will be technically, financially, legally, and politically achievable. The full scope of Early Project Development activities, including activities outside of this consultant scope, is generally described in Exhibit A of the GTCR MOU. This scope of services for Additional Phase II Tasks constitutes Additional Work within the scope of GoTriangle Contract 19-001, Update of Alternatives Analysis & Further Study for the Greater Triangle Commuter Rail with STV Engineers, Inc.

#### **Task 1A: Project Administration**

GoTriangle and the consultant jointly desire to administer this scope of work in a deliberate, cost-effective, and transparent manner. In support of these goals, the consultant shall:

- 1) Develop and maintain project execution plan for early project development activities, including organizational charts and QA/QC and safety plans and procedures applicable to the prime consultant and subconsultants. Submit initial documents for GoTriangle review within 15 days of notice to proceed (NTP). GoTriangle and the consultant will use best efforts to finalize these documents no later than 45 days following NTP.
- 2) Develop and maintain a detailed, task-specific project schedule for early project development activities, including consultant-led tasks in this scope of work as well as other tasks led by GoTriangle and other partners, in a format acceptable to GoTriangle. Furnish initial schedule within 15 days of NTP and furnish monthly schedule updates.
- 3) Progress reporting (documentation and meetings)
  - i. Furnish monthly progress reports and itemized invoices in a format acceptable to GoTriangle no later than the 20<sup>th</sup> day of the month following each invoice period. For June invoices (GoTriangle fiscal year close), furnish June invoice amount no later than July 15.
  - ii. Lead weekly project administration meetings with GoTriangle; develop and distribute agendas and furnish meeting summaries
  - iii. Participate in monthly executive oversight team meetings with GoTriangle; develop and distribute agendas and furnish meeting summaries
- 4) Furnish projected expenditure forecast by month within 15 days of NTP; furnish updated forecasts on a quarterly basis thereafter
- 5) Submit all project deliverables, associated quality records, and in-progress work products requested by GoTriangle via GTCR SharePoint site in a format consistent with GoTriangle file system specifications
- 6) Perform a formal review of this scope of work at the midpoint of the period of performance, and coordinate with GoTriangle to update as necessary to conform to evolutions in project needs.

#### Deliverables:

- a) Project Execution Plan
- b) Project Schedule (Initial and updated monthly)
- c) Expenditure Forecast (initial and updated quarterly)
- d) Monthly Progress Report / Invoice (monthly)

DRAFT  
May 12, 2020

### **Task 1B: Project Management Support**

GoTriangle desires to augment its staff capacity for project management with qualified, capable, and available consultant resources through the period of performance of this scope of work.

The consultant shall:

- 1) Employ a full-time project manager to manage consultant work for early project development activities and support GoTriangle with management of the GTCR effort
- 2) Lead monthly project management partner meetings; develop and distribute agendas and furnish meeting summaries. Lead additional project management partner or subgroup meetings as necessary to support development and review of consultant work product.
- 3) Participate in monthly project management partner conference calls as requested by GoTriangle; furnish meeting summaries
- 4) Develop and maintain a project-wide issues log to track and monitor resolution of issues requiring client or third-party input and/or approval

#### Deliverables:

- a) Meeting Agendas (24 meetings)
- b) Meeting Summaries (24 meetings)
- c) Project Issues Log (updated biweekly)

### **Task 2: Community, Stakeholder, and Resource/Regulatory Engagement**

Exceptional, frequent, meaningful engagement is as important as the technical work in supporting local funding partner boards as they consider whether to commit upwards of one billion dollars of local revenues across multiple counties to pursue implementation of commuter rail service. The subtasks below focus on three key engagement elements: a) resource partners; b) community stakeholders; and c) state and federal regulatory agencies. This engagement must be well-coordinated with engagement led by MPO and other local partners for the county transit plans and other ongoing transit projects and initiatives.

Primarily due to differences in timing of the development of plans for transit in each county throughout the region, there is not currently a clear regional consensus about the priority for implementing this project relative to other potential investments. A primary objective of this phase of work is to support regional decision-making on whether to commit upwards of one billion dollars of local revenues across multiple counties to pursue implementation of commuter rail service in this decade, or whether to pursue a different strategy. To date, planning and prioritization of this investment relative to others has been disjointed across the counties; the upcoming year of transit plan updates in Durham and Wake counties, evaluation of potential funding strategies for Johnston county, and concurrent pursuit of the tasks included in this scope of work provide an opportunity to bring these into alignment.

#### **Task 2A: Local Agency and Resource Partner Coordination**

*Prepare and begin implementing agency coordination plans, defining roles and responsibilities of each party. Support GoTriangle and the MPOs to develop and obtain concurrence for the plan(s) with each affected local government and major institution.*

DRAFT  
May 12, 2020

Implement a Resource Partner engagement strategy based on the following framework, defining roles, responsibilities, information sharing approach, and meetings. Resource Partners are composed of four groups:

- Project Management Partners (GoTriangle, Wake County, Durham County, Johnston County, CAMPO, DCHC MPO, NCRRA (railroad owner), and NCDOT).
- Municipal Partners with land use jurisdiction along the corridor (Durham, Morrisville, Cary, Raleigh, Garner, Clayton).
- Regional and Major Institutional Partners, including Duke University, NC Central University, NC State University, the Research Triangle Foundation, the Triangle J Council of Governments, RDU Airport and the Regional Transportation Alliance.
- Any other specified “critical third parties” as that term is commonly understood for projects in the FTA Capital Investment Grants program, other than state and federal resource agencies included in Task 2C. Railroad operators including Norfolk Southern and CSX are included, and Amtrak to the extent necessary.

A “co-design” approach to the Project Concept will be critical for region-wide support and such techniques as “over the shoulder” working sessions shall be used to the extent practicable. Representatives of the four above groups will constitute the Resource Partners and will be encouraged to engage in input to and review of draft deliverables through a regularly-updated web-based portal and through in-person and/or virtual meetings to be scheduled regularly during the project’s duration. As noted, some of these meetings may be work sessions. Scheduled meetings may be cancelled by GoTriangle if there are insufficient agenda items to warrant a meeting. The Project Management Partners may choose to meet more frequently to oversee administration of the project.

The consultant shall:

- 1) Provide an experienced partnering facilitator to prepare for and convene an executive partnering kickoff with GoTriangle and the chief executive and designated project lead from each Resource Partner, monitor progress, and convene up to four additional partnering meetings throughout the period of performance. These meetings will be in addition to regular project management partner meetings. Consultant shall generate and maintain meeting materials, summaries, action item logs, and other similar documentation.
- 2) Coordinate with GoTriangle and Resource Partners to develop and implement individualized work plans and schedules for staff-level engagement with each entity, and a strategy to overlay individualized efforts with regular joint meetings of the Resource Partners as a group. For example, for each municipality, develop and implement a detailed work plan of anticipated materials for review and strategy for review periods and/or over-the-shoulder working sessions, with relevant municipal departments (water management, transportation, public works, planning, etc.). Consultant shall generate and maintain meeting materials, summaries, action item logs, and other similar documentation.
- 3) Develop and implement concurrence plan in accordance with Wake Transit Plan concurrence process.

Deliverables:

- a) Agency Coordination/Concurrence Plan (Draft and Final)
- b) Agendas and Meeting Summaries for 5 Partnering Meetings
- c) Individualized work plans and schedules

DRAFT  
May 12, 2020

## **Task 2B: Community Engagement Planning**

*Support GoTriangle as it prepares and begins implementing a communications and community engagement plan, defining roles and responsibilities of each project management partner and how stakeholders will be invited to participate meaningfully in the activities undertaken in this phase.*

Goals for the communications and community engagement plan during this early project development phase include:

- Develop and maintain broad public understanding of the proposed commuter rail service
- Community engagement:
  - Support transparency and encourage two-way communication by conducting outreach regularly with residents, businesses, and groups within the project corridor
  - Facilitate meaningful public input into the project evaluation and development process by providing numerous and varied opportunities for public participation
  - Place specific emphasis on engaging with populations most likely to be adversely affected by the project and those who have been historically marginalized in transportation decision-making (i.e. environmental justice and limited English proficiency (LEP) populations)
  - Ensure participation representative of the multi-county geography, including consideration of race/ethnicity, age, gender, and other demographic characteristics
- Communications and media relations:
  - Maintain ongoing communication with Project partners and keep elected officials and funding partners informed regarding the Project
  - Ensure key project messages are consistent, clear, and responsive to changing needs
  - Develop a unified voice to ensure that stakeholders receive clear and consistent communication from all members of the project team

The consultant shall support community engagement and communications as follows:

- 1) Community engagement plan development:
  - i. List and map directly affected environmental justice communities and design activities to ensure engagement with these populations. The City of Durham Equitable Engagement Blueprint will serve as one of the resources to guide this engagement.
  - ii. Develop a task-specific schedule of project milestones to identify timeline for meaningful stakeholder engagement and disseminating project information.
  - iii. Coordinate with GoTriangle and others as appropriate to establish an overall outreach project calendar that is complementary to other ongoing transit-related engagement processes in the project area.
  - iv. Support GoTriangle to develop materials to support online engagement for up to three engagement windows. GoTriangle will create text and graphical content, develop engagement format, and implement and market using existing GoTriangle/GoForward website, social media, and Public Input engagement channels. GoTriangle will coordinate with GoTriangle and MPOs to provide materials as needed for integration with ongoing transit plan engagement.
  - v. For tasks involving the design of infrastructure through highly-visible locations including central Durham, central Cary and central Raleigh, GoTriangle plans to utilize "co-design workshops" or similar approaches that engage organizations with related missions such as the Downtown Raleigh Alliance and Downtown Durham Incorporated
- 2) Communications

DRAFT  
May 12, 2020

- i. Prepare print format and web-based communications materials including PowerPoint decks, fact sheets, maps, and infographics for use by GoTriangle and project management partners.
- ii. Draft monthly project update briefings for use by GoTriangle and project management partners.
- iii. Support GoTriangle and project management partners as requested in participating in media briefings, board presentations, and interviews.

Deliverables:

- a) Communications / Community Engagement Plan (Draft and Final)
- b) Stakeholder Engagement Milestone Schedule

**Task 2C: Resource/Regulatory Agency Coordination**

*Prepare and implement resource/regulatory agency plan to initiate necessary consultation with federal and state regulatory agencies to confirm anticipated requirements for approvals, identify the National Environmental Policy Act (NEPA) lead and cooperating agencies, obtain a class of action determination, and initiate environmental scoping.*

Development of a reliable assessment of project schedule risk and estimate of costs for project development will require engagement with regulatory agencies to define the framework for required environmental review and permitting/approvals that would be necessary if the project moves forward beyond this scope of work.

The consultant shall:

- 1) Support consultation with FTA and, if applicable FRA, to:
  - i. Identify the National Environmental Policy Act (NEPA) lead and cooperating agencies
  - ii. Obtain a Class of Action determination
- 2) Support consultation with federal and state regulatory agencies to confirm anticipated requirements for approvals

Deliverables:

- a) Resource/Regulatory Agency Coordination Plan
- b) Class of Action Recommendation with basis

**Task 3: Rail Network Modelling Support**

*Engage with NCR, NSR, and CSX to perform RTC modeling and determine alternate operating plans and associated infrastructure improvements that will be approved by the railroad owners and operators and GoTriangle.*

Rail network modeling has been identified as a key tool necessary to obtain buy-in for the Project Concept from the operating railroads.

The consultant shall:

- 1) Support GoTriangle and NCR as needed during the process of entering into an agreement with NSR and CSX for rail network modelling services.
- 2) Develop/compile information to be provided to NSR and CSX as applicable:

DRAFT

May 12, 2020

- i. Update operating plans to include non-revenue train movements (requires assumption about location of maintenance facility)
  - ii. Network schematic / track chart showing infrastructure assumptions in format acceptable to GoTriangle, NCR, NCDOT, and NSR. If drawings are required, only existing information from prior studies would be provided.
- 3) Conduct bi-weekly meetings with NCR and NCDOT Rail Division.
  - 4) Assist GoTriangle with review of, and response to, NSR modelling deliverables.
    - i. Attend meetings.
    - ii. Comment on results.
    - iii. Develop revised operating/infrastructure parameters
  - 5) The consultant will conduct rail network modelling in parallel with NSR work to test alternate scenarios, confirm inputs, and validate results using Rail Traffic Controller (RTC) network simulation software (developed and licensed by Berkeley Simulation Software, LLC) to perform the following services:
    - i. Prepare a Base Case commuter rail network operations simulation model of the territory from West Durham to Clayton
    - ii. Prepare, simulate, and evaluate up to three Future Case simulation models and variants/iterations as necessary to evaluate service/infrastructure tradeoffs

Assumptions and details will be determined through coordination with GoTriangle, NCR, and NCDOT.

- 6) The consultant will update fleet size assessment and train storage and maintenance requirements to be consistent with evolutions in the operating plan

Deliverables:

- a) Revised Operating Plan (Draft and Final)
- b) Network Schematic / Track Chart
- c) Rail Network Modeling for West Durham to Clayton (Base Case and 3 future scenarios)

**Task 4 Refine Project Concept**

Development of a credible cost estimate and assessment of project cost risk requires identification and evaluation of key engineering and constructability risks. The consultant shall pursue a deliberate and systematic approach and collaborate with GoTriangle to prioritize engineering analysis efforts on issues that represent the greatest risks to project viability and cost.

**Task 4A: Development of Concept Design Criteria and Basis of Design**

Assemble and evaluate material, standards, and information available from GoTriangle, NCR, NCDOT Rail Division, Amtrak, NSR, CSX and other project stakeholders as necessary along with the data already obtained to assist in the development of project-specific design criteria for use in early project development. The data sources include but are not limited to the following:

- North Carolina Railroad (NCR) Design & Construction Standards and corridor requirements
- NCR Infrastructure Planning Study (2016)
- Norfolk Southern (NS) Public Projects Manual & NS Special Provisions for Protection of Railway Interests and other requirements
- CSX Public Projects Manual

DRAFT

May 12, 2020

- NCDOT- Rail Division Standards
- NCDOT Manual of Design Criteria
- Amtrak Specification 63 Design Standards
- Amtrak Station Planning and Program Guidelines

The consultant shall:

- 1) Research, compile, and review existing standards and practices, along with the application of current technologies, methodologies and lessons learned from other relevant concept studies and criteria for functional performance refining the project concepts. The design criteria will reflect industry guidelines such as the American Railway Engineering & Maintenance Association (AREMA), AASHTO, national codes and standards, regulations and requirements of the FRA and FTA, applicable standards specified by GoTriangle, and where necessary, applicable standards and regulations of governmental agencies and stakeholders.
- 2) Conduct six meetings, including a kick-off meeting and discipline-specific meetings.

Deliverable:

- a) Design Criteria Document (draft and final)

**Task 4B: Corridor Screening**

*Perform detailed corridor screening to confirm key engineering and constructability risk areas, including geographic areas with complex roadway interface, topography, encroachments, adjacent structures, critical utilities, and other environmental features.*

Identify particular high-risk areas that should be considered for engineering analysis in this phase due to potential impacts to project viability or project definition, or as needed to inform cost and schedule contingency. Areas that may warrant grade separation or crossing closures should be evaluated in this phase, along with areas that may require complex construction phasing.

This assessment shall include:

- 1) Aerial reconnaissance
- 2) Field visit, including any necessary hi-rail trip. [Note: Any hi-rail trips will require railroad approvals and possibly insurances for non-railroad employees. Coordinate any hi-rail trips through NCRR.]
- 3) Workshops with Resource Partners
- 4) High-level assessment of compatibility with design criteria documented in Task 4A
- 5) Work with MPOs, NCDOT and NCRR to document related projects that could or should be complete before the commuter rail (informing a No Build scenario)
- 6) Work with MPOs, NCDOT and NCRR to identify aspects of the commuter rail project that represent opportunities for state or other funding or negotiation
- 7) Establish all information in comprehensive GIS database

Deliverables:

- a) No-Build Assumptions and High Risk Areas Screening Methodology Tech Memo
- b) Web-based GIS database

DRAFT  
May 12, 2020

#### **Task 4C: Evaluate Rolling Stock and Station Design Considerations**

*Evaluate rolling stock and station design considerations to develop conceptual approach to address applicable federal performance standards for rolling stock accessibility (49 CFR § 37.42).*

Ensuring that transit service is accessible and easy to use is a key element of GoTriangle's mission and a goal of regional transit advocates. However, accessibility in a shared-use rail corridor can pose challenges and require compromises. Federal requirements and industry standards for commuter rail accessibility are evolving, but implications for rolling stock and station design are critical to informing project definition, cost, and schedule contingency. This purpose of this task is to revisit working assumptions about the commuter rail fleet and associated implications for station and right-of-way requirements. This task shall include engagement with Resource Partners and regulatory agencies, and integration with GoTriangle efforts to engage the general public as outlined in Task 2. Two workshops with resource partner agency staff are assumed.

The consultant shall:

- 1) Conduct a scoping meeting with the project management partners and their recommended participants. The consultant will present current rolling stock assumptions, considerations from peer corridors, options on the market today, and conceptual design considerations.
- 2) Conduct analysis
- 3) Present developed information for consideration
- 4) Incorporate adopted recommendations into the project concept

Conceptual design considerations shall include:

- Available rolling stock (locomotive and passenger coach) options
  - Full FRA compliance and alternative compliance
  - Rolling stock floor heights
- Amtrak, NSR, CSXT and applicable STRACNET clearance envelopes
- Potential for separate platforms for Amtrak and commuter rail at Durham, Cary, and Raleigh
- Norfolk Southern Passenger Station Requirements
- ADA accessibility regulatory requirements, including vertical and horizontal gaps
- Station/Platform accessibility solutions
  - Mini-high platforms
  - Platform-based lifts
  - Gauntlet tracks
  - Retractable platform edges
  - Dedicated station tracks
- Vehicle accessibility solutions
- Bridging devices (manual or automatic; ramps or bridge plates)
- Car-borne lifts
- Existing Amtrak station configurations and potential modifications

The consultant shall also evaluate potential impact to rolling stock and platforms if the US Access Board accepts the Rail Vehicles Access Advisory Committee (RVAAC) recommendations, currently under public comment.

*(Note: The regulations around ADA boarding for rail are currently under review and may change in the near future. Potentially everything would be brought in-line with current intercity rail standards. Platform-based lifts may not be allowed as a solution. Press release about proposed rulemaking and provision for public comment:*

*<https://www.access-board.gov/news/1984-board-initiates-update-of-accessibility-guidelines-for-rail-cars> )*



DRAFT  
May 12, 2020

Deliverables:

- a) Scoping presentation
- b) Analysis of options and implications
- c) Technical memorandum specifying assumptions for the project concept

**Task 4D: Survey and Preliminary Engineering Analysis for Key Area #1: Downtown Durham**

*Obtain field survey and perform preliminary engineering analysis to evaluate viable design concepts for Downtown Durham.*

Engineering and urban design challenges in downtown Durham have been identified as a key risk for the commuter rail project, both for cost and project viability. Additional work is necessary to define and quantify the risk and identify and define the Project Concept to be carried forward into Project Development. This task will include a limited scope of environmental screening focused on constraint mapping, and screening for historic resources and noise-sensitive receptors. The preliminary engineering analysis will include survey, track, private utilities, roadway, stormwater, structures, public utilities, traffic, and station architecture, and will include development of visualizations and renderings to support stakeholder engagement.

Stakeholder/community engagement will be paramount throughout the task. Four stakeholder meetings are assumed, with companion public online engagement to be managed by GoTriangle.

Deliverables:

- a) Technical memorandum documenting concepts considered
- b) Discipline-specific analysis outputs
- c) Cost estimates
- d) Participation and facilitation of stakeholder coordination

**Task 4E: Survey and Preliminary Engineering Analysis for Key Area #2: Downtown Cary**

*Obtain field survey and perform preliminary engineering analysis to evaluate viable design concepts for Downtown Cary.*

Engineering challenges in downtown Cary have been identified as risks for the commuter rail project. Additional work is necessary to engage stakeholders and define and quantify these risks and to frame the Project Concept to be carried forward into Project Development. This task will include a limited scope of environmental screening focused on constraint mapping and screening for historic resources. The preliminary engineering analysis will include survey, track, private utilities, roadway, stormwater, structures, public utilities, traffic, and station architecture, and will include development of visualizations and renderings to support stakeholder engagement.

Stakeholder engagement will be paramount throughout the task. Six stakeholder meetings with Town of Cary are assumed.

Deliverables:

- a) Technical memorandum documenting concepts considered
- b) Discipline-specific analysis outputs
- c) Cost estimates
- d) Participation and facilitation of stakeholder coordination

DRAFT  
May 12, 2020

#### **Task 4F: Station Siting Alternatives Analysis**

The purpose of this task is to inform and refine assumptions about station locations. The work in this task will be coordinated with Task 2 (stakeholder and public engagement), Task 3 (rail network modelling), Task 4F (assessment of land availability for park-and-rides), Task 5 (ridership) and Task 6A (TOD), as well as land use efforts by others outside of this scope such as 2050 MTP forecasts. Station locations ultimately included in the Project Concept must be approved by railroad owner and operators.

The consultant shall:

- 1) Compile a presentation describing current assumptions about station locations; relationship between stations, travel time, and ridership; and relationship between stations and other project costs and benefits.
- 2) Conduct up to 20 meetings to collect information about municipal preferences and data needs.
- 3) Maintain documentation to track the intersection of station location information across various tasks.
- 4) Develop station access concepts describing anticipated pedestrian access to each station platform from park-and-ride lots and origins/designations in the station areas.

#### Deliverables:

- a) Initial station location slide deck (draft and final)
- b) Station location fact sheets
- c) Station access concept drawings

#### **Task 4G: Park-and-Ride Evaluation**

*In consultation with local governments, assess land availability for park-and-rides, and reach determination on whether sufficient park-and-ride spaces can be established to support adequate ridership.*

Park-and-ride has been identified as a key access mode in initial travel demand modeling. Therefore, a viable, affordable parking strategy is a critical element of a successful project definition. Parking structures are expensive, and if required would have significant impacts on the budget for stations. In some contexts, parking structures may also have community and/or environmental impacts.

GoTriangle will perform the quantitative analysis and resource partner coordination necessary to develop a draft and final technical memorandum for this task. The consultant shall coordinate with GoTriangle as this task relates to Tasks 4F and 5, and shall review and comment on GoTriangle's draft and final technical memorandum.

#### **Task 4H: Maintenance and Layover Facility Evaluation**

*In consultation with local governments, identify site(s) for maintenance and layover facilities and reach determination on whether sufficient available land exists for an affordable facility.*

Maintenance and layover facilities are critical project elements, and due to the built-up nature of much of the corridor, it may be difficult and/or expensive to secure land suitable for maintenance and layover along the corridor. Initial efforts have identified four undeveloped single-parcel sites that are close to or exceed a desired 38-acre target size in Wake County, and none in Durham.

To inform the project definition and inform the cost estimate, the consultant shall:

DRAFT  
May 12, 2020

- 1) Develop layover facility concepts consistent with rolling stock evaluation (Task 4C)
- 2) Perform additional corridor screening to identify whether there are additional opportunities for vacant or minimally-developed sites that could be assembled by combining multiple adjacent parcels.
- 3) Consult with owners and operators to confirm acceptability of potential facility sites
- 4) Develop yard and building layouts and preliminary cost estimates for up to four sites, and indicate how the selection of vehicles would affect these layouts and costs
- 5) Perform environmental screening, land use entitlements analysis, and Title VI equity analysis and document analysis and findings in a site selection report

Deliverables:

- a) Western Terminus Layover Facility Concepts – 2 Scenarios
- b) Environmental research
- c) Maintenance Facility Site Assessment Tech Memo (Draft and Final)

**Task 4I: Implementation Schedule and Cost Estimates**

*Update project schedule and capital and operating cost estimates to reflect evolving project concept.*

The current capital cost estimate for the baseline West Durham-Auburn 8-2-8-2 scenario is \$1.4B to \$1.8B YOY. A desired outcome of this phase of work is to develop and adopt a baseline budget for the Project Concept to be carried forward, including a detailed basis of estimate and credible project implementation schedule. The cost estimate shall be fully documented and traceable, and the total contingency required to set the budget at a P65 level of confidence shall be validated using quantitative cost risk assessment in accordance with FTA beta model methodology.

The consultant shall:

- 1) Develop a preliminary project implementation schedule in P6 format
- 2) Establish the preliminary capital cost estimate in cost estimating software (HCSS). The cost estimate will be updated in conjunction with developments in the above tasks; e.g., revised assumptions about infrastructure, rolling stock, etc. The consultant shall develop a detailed basis of estimate describing the estimating methodology, assumptions, and allocation of contingency for each SCC.
- 3) Update operating cost estimates in conjunction with evolving assumptions about fleet, track miles, and other relevant parameters.

Deliverables:

- a) Project implementation schedule
- b) Capital cost estimate(s) with basis of unit costs and quantities, compliant with FTA format
- c) O&M cost estimate methodology and results tech memo

**Task 5: Ridership Estimating**

*Continue to perform ridership modeling as the project definition is refined to mitigate risk of unforeseen drop in projected Project Justification ratings.*

Ridership projections are a key element of the FTA Project Justification ratings, and are influenced by changes in project definition that affect travel time, station number and location, parking availability, and other factors.

DRAFT  
May 12, 2020

Ridership projections shall be refined in this phase to ensure an up-to-date basis for corridor characteristics, transit network assumptions, and project definition.

The consultant shall:

- 1) Incorporate into the STOPS model a future bus network developed by the Resource Partners and documented in a Transit Operating Plan in GTFS format.
- 2) Evaluate impacts of fare policy on STOPS model output and document in a Fare Evaluation technical memorandum. Include consideration of multiple price points, zone-based versus flat fare, and perceive zero fare (GoPass).
- 3) Develop and test STOPS model adjustments to improve estimates for the Clayton end of the corridor. This will address the biggest issue facing Clayton area trip estimates from the Incremental version of STOPS. Namely, that there is no transit service (or trips) to Clayton or Selma at the present time and, therefore, no base on which to base an incremental assessment of commuter rail ridership. This will be addressed by creating a pseudo-existing dataset that represents what would happen if an express bus did run today between Clayton and Raleigh and then adding those trips to the incremental base of the model. This will be done as follows:
  - i. Run STOPS synthetic with a scenario that includes a Clayton to Raleigh bus.
  - ii. Review ridership estimates from STOPS synthetic to confirm that the ridership is consistent with ridership generated from nearby areas with bus service today or in the past (e.g., Auburn). Confirm that the patterns are sensible (i.e., the majority of trips destined for Raleigh rather than Durham or RTP).
  - iii. Capture the transit trips generated in Johnston County from the synthetic model and use this data to replace the survey estimates of trips that are input to the incremental version of STOPS.
  - iv. Add the Selma-Clayton-Raleigh bus to the representation of existing transit services that is used in Incremental STOPS.
  - v. Update the calibration of Incremental STOPS to reflect the new input trip and transit service inputs.
  - vi. Test the revised model with up to five different options for the commuter rail line to confirm that the new trip patterns are more sensible than the original results.
  - vii. Revise the approach as needed to eliminate unrealistic trip patterns.
- 4) Update the model if required to reflect new MPO or survey datasets, including updated land use assumptions (e.g., place types, development intensity, and growth assignment to those locations) being developed by others for the 2050 Metropolitan Transportation Plan
- 5) Generate ridership estimates for updated project concepts (reflecting the work in Tasks 2 and 3).
- 6) Attend four meetings with a Commuter Rail Ridership Working Group staffed by the Resource Partners.

Deliverables:

- a) Fare Evaluation Technical Memorandum
- b) Travel Demand Forecasting Methodology Memorandum
- c) Project Specific Inputs Memorandum
- d) Travel Demand Forecasting Results Report

**Task 6: Project Evaluation**

At the conclusion of this phase of work, funding partners will be asked to decide whether to allocate significant local resources to implement this commuter rail project. To support this decision-making in the context of other potential uses of dedicated local transit revenues, the consultant, GoTriangle, and several Resource Partners, will

DRAFT  
May 12, 2020

evaluate a range of metrics to assess potential benefits and impacts of the project. Work to be performed by parties other than the consultant includes an evaluation of transit accessibility reach by GoTriangle (using Remix and/or similar tools), travel market evaluation by TJCOG (using LEHD/LODES), corridor and station area growth factors by TJCOG (using CommunityViz), affordable housing assessments by TJCOG (using CoStar and LBAR databases), corridor trip data evaluation by the MPOs (using Streetlight), and mobility and safety metrics by the MPOs such as those calculated for MPO MTPs (safety, reliability, VMT impacts, etc.). An initial identification of project metrics for consultant evaluation is included in this section, with others to be identified through community and stakeholder engagement described in Tasks 2 and 4. Where practical, metrics shall be assessed for both the general/total population, and separately assessed for disproportionate benefits and/or burdens to people of color and low-income residents.

### **Task 6A: Real Estate Market Analysis and Projection and Regional Economic Impact Analysis**

The consultant will first provide a detailed real estate market analysis focused how the implementation of commuter rail is likely to influence development dynamics in the Triangle Region and Commuter Rail Project corridor. Following the completion of the market analysis task and establishment of development projections by corridor sub-market, the consultant will simulate the broader regional economic impacts of the commuter rail project.

#### 1) Project Kick-Off and Confirmation of Regional Forecast

- i. Meet with resource partners to discuss and confirm the methodology, timeline, and deliverables for the project.
- ii. Confirm the appropriate sociodemographic model to underpin future forecasts developed as part of the real estate market analysis.

#### 2) Corridor Real Estate Market Analysis

- i. Conduct a detailed market assessment of the commuter rail corridor, to be defined in coordination with project stakeholders. Market analysis will include a focus on residential, office, retail, hotel, and institutional development patterns divided into a series of sub-markets based upon similarities and differences in market conditions in distinct parts of the corridor.
- ii. Conduct two workshops with municipal planners and design professionals from Downtown Durham Inc., Downtown Raleigh Alliance, the Urban Land Institute, and other organizations to gather feedback from local stakeholders which will inform the quantitative analysis.
- iii. Produce forward-looking projections for each use under study (residential, office, retail, hotel, and institutional) in each sub-market, based upon the future share of regional growth each sub-market is likely to capture. Present for review and comment before finalizing.

#### 3) Regional Economic Impact Analysis: Use the REMI Policy Insight model to simulate the economic impacts of the commuter rail project. Inputs will include information derived from other tasks such as ridership and travel time savings for commuters. Categories of economic impacts to be analyzed:

- i. Project construction and increased transit operations: Infrastructure spending will create construction jobs, while ongoing transit operations will support permanent jobs for transit agency staff.
- ii. Resident and employee time savings and enhanced regional quality of life: Commuter time savings both improve productivity for industries and enhance the lives of residents by maximizing leisure time. These

DRAFT  
May 12, 2020

factors mitigate against increasing traffic congestion, improving the region's business climate and quality of life.

- iii. Corridor TOD impacts and enhanced regional productivity owing to agglomeration economies: Transit-oriented development enhances station areas as vibrant central districts that are especially appealing places to live, work, and recreate and have the opportunity to include workforce housing. Develop estimates of additional increases in regional labor productivity owing to the projected transit-oriented development patterns established in Phase 1.

To complement the overall regional analysis, include cases studies that illustrate the economic impact to specific geographies and industries. These case studies will be especially valuable in highlighting the distributional impacts of the Commuter Rail Project. One case study, could focus, for instance, on the value of the project for transit-dependent workers who live near the potential Alston Ave. Station Area in Durham, as the project would open up substantially more employment opportunities in the vicinity of NC State University and Downtown Raleigh via a one-seat transit ride. Another case study could focus on the employment opportunities opened up by the commuter rail and in combination with the implementation of Bus Rapid Transit (BRT) in Raleigh, by linking neighborhoods in South and East Raleigh to job opportunities in Research Triangle Park through robust transit infrastructure.

#### Deliverables:

- a) Real Estate Market Analysis Infographics and Technical Memorandum: Findings will be presented in a series of infographics, providing an overall summary for the corridor as well as an infographic for each sub-market. The findings will include:
  - The quantity of development that can be delivered and absorbed in each station area over a 5-year, 10-year, 15-year, 20-year, 25-year, and 30-year period; and
  - The market potential (delivery and absorption) of specific types of uses in each sub-market, including residential, office, retail, and hotel.

A technical memorandum will also be provided to describe the market analysis methodology that will provide a framework for the analysis to be replicated in the future at regular intervals (i.e. every 1-2 years).

- b) Economic Impact Analysis Briefing Book: A compelling, graphically-oriented briefing book describing the economic impacts of the commuter rail project on the Triangle's economy, supported by a technical appendix that details the methodology. Economic impacts will be measured in terms of new jobs (overall, as well as by sector), new personal income, and new Gross Regional Product generated in the Triangle. Impacts will be measured over a future period and could be reported in (1) aggregate over the period of analysis (e.g. 2030-2050); (2) in 5-year increments; and (3) in an "average" year. The analysis will contrast the "build" scenario for the commuter rail project with an alternative "no build" scenario in order to quantify the incremental impacts of the project.

#### **Task 6B: Noise and Vibration Review**

Early public input on the project has raised questions and concerns about the increased railroad corridor noise and vibration resulting from proposed increases in daytime train service in the corridor, in particular in low-income and minority neighborhoods. Without performing field noise and vibration measurements and modeling, this task will evaluate the potential for noise and vibration impacts in the corridor.

DRAFT  
May 12, 2020

GoTriangle will perform the quantitative analysis and resource partner coordination necessary to develop a draft and final technical memorandum for this task. The consultant shall coordinate with GoTriangle as this task relates to Task 4C, and shall review and comment on GoTriangle's draft and final technical memorandum.

### **Task 6C: Community Characteristic Assessment**

The purpose of this assessment is to identify the potential impacts of the GTCR on the social environment of the local neighborhoods along the corridor. Impacts may include (but not limited to):

- The creation of physical and psychological barriers
- Changes in land use patterns, circulation patterns, accesses to services
- Changes in population densities and the effects on neighborhood cohesion
- Economic impacts to neighborhoods due to direct/indirect taxation changes, which may cause displacements of businesses and residents
- Safety and security issues, such as potential pedestrian and traffic hazards or employee security issues
- Visual impacts to historic sites or involving construction of buildings that may not be compatible with the character of the area

This assessment will be informed by input gathered in Task 2.

The consultant shall:

- 1) Identify a Direct Community Impact Area based on neighborhood boundaries.
- 2) Perform a demographic data assessment based on Census Block Group level to identify the minority and limited-English proficiency populations within the neighborhoods bordering the corridor.

#### Deliverable:

- a) GIS-based neighborhood map for the corridor, with neighborhood matrices of potential impacts (rated high/medium/low) using infographics

### **Task 7: Agreements and Long-Term Management Plan**

#### **Task 7A: Prepare Approvals Work Plan**

Developing an early accounting of the third-party approvals required for project implementation is a critical component of risk-informed project development.

The consultant shall:

- 1) Prepare a detailed list of approvals ("Approvals Work Plan" or "AWP") that will be needed for the delivery of the GTCR Project. These approvals will likely take the form of agreements, other contracts, permits, real estate instruments, resolutions, and any other document in which a third party grants some form of necessary approval, permission, consent, or support to the Project Sponsor. The AWP will also identify any necessary or advisable precursor or non-binding documents that should precede a formal approval, such as a memorandum of understanding or a term sheet. Using its best judgment, the Consultant will identify those approvals that the FTA is likely to consider "critical" within the meaning of the New Starts program. The AWP shall be maintained in a format that provides the level of detail described below, and can be easily summarized for use in supporting coordination with Resource Partners.

DRAFT

May 12, 2020

- 2) The AWP will encompass all types of organizations and key officials – both public and private – with which the Project Sponsor must engage to secure the approvals, and will span all phases of implementation from the onset of CIG Project Development through the initiation of Revenue Service. Accordingly, the AWP will include all approvals necessary for the planning, engineering, financing, permitting, construction, testing, and operation and maintenance of the Project.
- 3) Organize the AWP in a detailed, coherent, and user-friendly Excel format. The AWP will include, at a minimum, information related to: the nature of the approval (e.g., legal, real estate, regulatory, land use, finance, etc.); a statement regarding the general purpose of the approval (including whether it is required for the project regardless of Project Concept or if it is specific to one or more alternatives carried forward for consideration); the parties involved; a brief description of the third party’s approval process; and an estimated timeline for negotiation and execution of the document. The data in the AWP will be well-organized and capable of being segregated chronologically and by other categories. The AWP will be used to inform the development of other Project-related schedules and work plans. Accordingly, the AWP must be both comprehensive and accurate.
- 4) Consult regularly with GoTriangle during preparation of the AWP to ensure a high-quality result.

Deliverable:

- a) Approvals Work Plan (Draft and Final)

**Task 7B: Support Railroad Coordination**

*Assist GoTriangle in the preparation of material related to determining the necessary requirements of the railroad owners and operators.*

To develop a credible cost estimate, schedule, and project implementation approach, it is critical to obtain buy-in for the Project Concept and agree on the design criteria and requirements including capacity, infrastructure, operating, and legal and financial requirements (such as fees, indemnification, and insurance) to the mutual satisfaction of GoTriangle and the railroad owners and operators.

The consultant shall:

- 1) Assist GoTriangle in the preparation of term sheets, outlines, templates, and other early agreement material related to securing the cooperation of the railroad owners and operators in the NCCR corridor.
- 2) Provide advice and assistance as GoTriangle works to ascertain and document the scope of the necessary railroad agreements and begins to formulate its negotiating positions. Consult with GoTriangle, as needed, to facilitate the development of GoTriangle’s early “legal work product” related to the railroads. This may involve evaluating and proposing strategies for legal negotiation in order to ensure that GoTriangle’s negotiating positions are technically and fiscally sound, within industry norms, and also compliant with FTA and FRA requirements. The consultant will review and provide comment on draft material, as needed by GoTriangle. The consultant’s services will be limited to professional transportation consulting and will not constitute legal advice.

**Task 7C: Facilitate Commitment of Non-CIG Funding**

The project team desires to obtain commitment of 100% of non-CIG funds to codify local funding partner commitment and mitigate a range of project risks, in particular risks that are exacerbated by uncertainty of project viability.



DRAFT  
May 12, 2020

The consultant shall support cost-sharing negotiation with local governments by developing and quantifying alternative bases for allocating cost (e.g., ridership, track miles, stations, etc.).

**Task 7D: Support Development of Long-Term Project Management Plan**

Prior to entering New Starts Project Development, it is important to build adequate management capacity and capability to advance the project. This will be documented in a project management plan with well-developed sponsor management capacity and capability documents and project delivery and procurement plan, consistent with FTA CIG program requirements.

The consultant shall:

- 1) Inform project management strategy by providing research, peer comparison, industry best practices, etc. with respect to design, construction, and operations.
- 2) Conduct 1-2 workshops with stakeholders and outside experts around these topics.
- 3) Assist GoTriangle with developing agency staffing plans and scope of work for Project Development Consultant

**Task 7E: Update Risk Register**

The consultant shall continue to support the project management team in risk identification, risk assessment, contingency management, and risk response.

The consultant shall:

- 1) Refine and update the risk register informed by the work in Tasks 1-4 (e.g., public and stakeholder comments, physical challenges, service issues, ridership risk, etc.).
- 2) Develop and conduct periodic risk presentations/meetings.

Deliverables:

- a) Baseline risk register
- b) Quarterly updates to risk register

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development  
**DATE:** May 13, 2020  
**SUBJECT:** **Interlocal Agreement with Triangle J Council of Governments for Land Use and Economic Development Analysis for the Greater Triangle Commuter Rail**

### Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

### Action Requested

Staff requests that the Board authorize the President & CEO to execute an Interlocal agreement with Triangle J Council of Governments (TJCOG) for land use and economic development analysis for the Greater Triangle Commuter Rail in amount not to exceed \$170,000.

### Background and Purpose

At its March 2020 meeting, the GoTriangle Board authorized the Board Chair and President and CEO to execute the Memorandum of Understanding (MOU) in Support of Continued Development of the Greater Triangle Commuter Rail (GTCR) Project. This MOU identifies GoTriangle as the project sponsor and lead entity responsible for a range of tasks identified for further study and evaluation prior to a decision by the funding partners on whether or not to advance the project into implementation and apply for entry into the Federal Transit Administration Capital Investment Grants Program.

One of the tasks is to provide a basis for evaluation of non-monetary costs and benefits of the proposed project by defining and evaluating project metrics. Staff proposes a portion of this work to be performed by TJCOG, a regional agency with which GoTriangle commonly contracts for land use and travel market data analysis. TJCOG maintains data and land use projection tools that underlie the analysis performed by the Metropolitan Planning Organizations in their development of the region's Metropolitan Transportation Plans, as well as the regional affordable housing database, and is well-suited to perform this work efficiently and at a lower cost than would be available by contracting with a private firm.

### Financial Impact

The cost of this study is within the FY20 Wake and Durham transit plan budgets for commuter rail. At its March 2020 meeting, the GoTriangle Board approved FY20 work plan budget amendments for Wake and Durham resulting in total project allocations of \$6,000,000 and \$2,700,000, respectively. Johnston County has also committed \$250,000. This equates to a total of \$8,950,000 available for this study from the three counties, of which \$170,000 is proposed to be allocated to this agreement, \$6,750,000 is recommended to be allocated to GoTriangle Contract #19-001 and an additional \$500,000 is recommended to be reserved for a future contract with Norfolk Southern for rail network modeling.

### Attachments

- Scope of Services

### Staff Contact(s)

Katharine Eggleston, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)



PO Box 13787  
Research Triangle Park, NC 27709  
P: 919.485.7510 | F: 919.485.7547

[www.gotriangle.org](http://www.gotriangle.org)

DRAFT  
April 15, 2020

## **Exhibit A**

### **Scope of Services**

This scope of services is a component of tasks described in the Memorandum of Understanding in Support of Continued Development of the Greater Triangle Commuter Rail Project [GTCR MOU]. Specifically, the GTCR MOU commits to provide a basis for evaluation of non-monetary costs and benefits of the proposed project by defining and evaluating project metrics informed by community engagement. This scope of services to be performed by TJCOG is a companion to related tasks to be performed by GoTriangle's GTCR Study consultant.

TJCOG will assist GoTriangle in synthesizing work product related to non-monetary costs and benefits developed under both contracts into a coherent narrative, and will participate in and support community engagement efforts for these tasks.

#### **Task A: Corridor Travel Market Analysis**

TJCOG will assess corridor travel market data to quantitatively define population, employment and travel patterns linking the two that could be served by the proposed commuter rail. Analysis will use published data sources including LEHD/LODES, Streetlight (with MPO assistance), Census ACS, ITRE TRM. To the extent practicable based on the underlying data sources, output will be stratified by race, income, household auto ownership, and other factors.

Deliverables:

- Corridor travel market analysis report, draft and final
- Summary presentation

#### **Task B: Station Area Land Use and Joint Development Potential Analysis**

TJCOG will facilitate coordination with technical resource partners to use Community Viz and local land use data and assumptions specific to commuter rail build scenario(s). TJCOG will also assist GoTriangle with management of consultant engaged in evaluating station area land use and joint development potential. TJCOG will orient the consultant to Community Viz data and prior similar work performed in the region, participate in meetings, and review deliverables.

Deliverables:

- Community Viz-based scenarios and data refresh
- Corridor land use analysis report draft and final
- Meeting participation
- Review of consultant deliverables for GoTriangle-managed GTCR Study

#### **Task C: Affordable Housing Opportunity Analysis**

TJCOG will assess housing affordability in the corridor and potential station areas to quantitatively define existing and planned affordable housing inventory (legally binding affordability restricted units

DRAFT  
April 15, 2020

and market-rate affordable units) and identify opportunities for maintaining and building inventory over time.

Deliverables:

- Affordable housing opportunity analysis report, draft and final
- Summary presentation

#### **Task D: Access to Opportunities Analysis**

TJCOG will synthesize information from previous activities and supplement it with transit and pedestrian/bicycle network data from the Project Concept to describe and illustrate population, employment, access, mobility and reliability differences between build (Project Concept) and no-build scenarios. The analysis will focus on representative travelers and trip types, environmental justice neighborhoods and anchor institution and city center locations as determined by the resource partners.

Deliverables:

- Access to opportunities analysis report, draft and final
- Summary presentation



Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Shelley Read Curran, General Counsel and VP of Strategic Partnerships  
**DATE:** May 11, 2020  
**SUBJECT:** **Contract Amendment with Ward and Smith Business Consulting, LLC**

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the GoTriangle Board of Trustees authorize an amendment to the contract with Ward and Smith Business Consulting, LLC to increase the budget up to an additional \$100,000 and extend it to December 31, 2020.

#### Background and Purpose

Ward and Smith Business Consulting, LLC is a consultant assisting GoTriangle with the RUS Bus project. He is assisting with all aspects of the RUS Bus project including work on the federal grant, the joint development application and negotiations with the preferred developer and will provide support to GoTriangle through this process.

#### Financial Impact

Up to \$100,000.

#### Attachments

- None

#### Staff Contact

- Shelley Read Curran, 919-485-7561, [sblake@gotriangle.org](mailto:sblake@gotriangle.org)



PO Box 13787  
Research Triangle Park, NC 27709  
P: 919.485.7510 | F: 919.485.7547

[www.gotriangle.org](http://www.gotriangle.org)



Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance & Administrative Services  
**DATE:** May 13, 2020  
**SUBJECT:** Wake Transit FY 2020 Q4 Proposed Amendment

### Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee.

### Action Requested

Staff requests that the Board adopt a budget ordinance amendment to re-allocate funding of \$55,000 currently allocated to the Town of Cary in the FY20 Wake Transit Adopted Plan to the Town of Holly Springs to develop a park-and-ride lot in Holly Springs. Upon further discussion with elected officials in Holly Springs, the development of the park-and-ride lot, serving the Holly Springs Express route, will be handed over to the Town of Holly Springs as project sponsor, cooperating with GoTriangle to find an appropriate location for the facility.

### Background and Purpose

One minor amendment listed below has been submitted for approval:

1. Holly Springs – Park-and-Ride
  - a. Project sponsor change.
  - b. No financial impact.

At the time the Board considers this item, TPAC will have already reviewed and recommended this amendment. The CAMPO Executive Board is anticipated to approve the amendment listed above during the May 20<sup>th</sup> Executive Board meeting.

### Financial Impact

The proposed amendments, if recommended by this committee and approved by the Board of Trustees, will have no financial increase to the FY20 Wake Transit Work Plan.

### Attachments

- Budget Ordinance Amendment 2020 0011
- Detailed individual project amendment request

### Staff Contacts

- Steven Schlossberg, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org), (919) 485-7590
- Sandra Freeman, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org), (919) 485-7415

PO Box 13787

Research Triangle Park, NC 27709

P: 919.485.7510 | F: 919.485.7547

[www.gotriangle.org](http://www.gotriangle.org)



2020 0011

**GOTRIANGLE  
FISCAL YEAR 2020  
TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND BUDGET ORDINANCE AMENDMENT**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

**Section 1.** It is estimated that the following revenues will be available in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	<b>Original</b>	<b>Amended</b>
Allocation from Wake Capital Fund Balance	\$30,757,331	\$ 31,293,331
Transfer from Wake Operating	<u>82,114,525</u>	<u>82,114,525</u>
<b>Total</b>	<b>\$ 112,871,856</b>	<b>\$ 113,407,856</b>

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	<b>Original</b>	<b>Amended</b>
Capital Planning		
GoTriangle	\$ 458,333	\$ 458,333
CAMPO	340,000	340,000
Community Funding Area	0	0
Garner	50,000	50,000
Fuquay-Varina	13,750	13,750
Rolesville	16,500	16,500
Commuter Rail Transit	0	0
GoTriangle	0	5,666,667
Reserve	42,724,000	37,057,333
Bus Rapid Transit	0	0
City of Raleigh	21,000,000	21,000,000
Bus Infrastructure	0	0
GoTriangle	9,737,000	9,893,000
City of Raleigh	7,828,119	7,828,119
Town of Cary	2,454,110	2,399,110
Bus Acquisition	0	55,000
City of Raleigh	8,364,808	8,744,808
Allocation to Wake Capital Fund Balance	<u>19,885,236</u>	<u>19,885,236</u>
<b>Total</b>	<b>\$ 112,871,856</b>	<b>\$ 113,407,856</b>



**Section 3.** The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

**Section 4:** Triangle Tax District – Wake Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for duration of the project unless subsequently recommended for reallocation by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards, or as specified in Section 5.

**Section 5:** GoTriangle Finance Department has authority to close projects and/or programs and reduce appropriations upon notification of project completion by the project sponsor. When actual revenues are available in projects to be closed or which are substantially complete, GoTriangle Finance may transfer savings to Triangle Tax District Wake Capital fund balance. These funds will be then available for future appropriations which require recommendation by the Transit Planning Advisory Committee and approval by the CAMPO and GoTriangle governing boards. This section applies to current and prior year appropriations. A list of project closeouts shall be provided quarterly to the Transit Planning Advisory Committee.

**Section 6.** Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies shall also be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

**ADOPTED THIS 27<sup>TH</sup> DAY OF MAY 2020.**

\_\_\_\_\_  
Michael Parker, Board of Trustees Chair

**ATTEST:**

\_\_\_\_\_  
Michelle C. Dawson, Clerk to the Board

## FY 2020, Quarter 4, Requested Wake Transit Work Plan Amendment

### REQUESTED MINOR AMENDMENT

Project ID #	Agency	Project Title	FY19 Original Funding Allocation	FY 20 Original Funding Allocation	FY20 Requested Funding Allocation	FY 20 Funding Impact	Reason for Minor Amendment Status
Capital Budget Amendment Request							
TC002-W	Town of Cary	New Holly Springs Park-and-Ride and Bus Stop Improvements	\$ -	\$ 55,000.00	\$ 55,000.00	\$ -	Amendment request would transfer project sponsor from Town of Cary to Town of Holly Springs. There is no scope or financial impact.

Distributed for Public Comment on 3/20/2020

Public Comments Accepted Through 4/3/2020

Submit all comments to Bret Martin, Wake Transit Program Manager - Bret.Martin@campo-nc.us or 919-996-4410

<b>Wake Transit Project ID #</b>
TC002-W

**FY 2020  
Wake Transit Work Plan  
Project Amendment Request Form  
Operating and/or Capital**

<b>FY START DATE</b>
7/1/2019

Type of Amendment      **Minor**       **Major**

Minor amendment – Required when there is:  
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000  
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000  
 Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:  
 A project requested to be added to the Work Plan  
 A project requested to be removed from the Work Plan  
 Significant changes in scope of funded project  
 A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000  
 A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000  
 Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
			Base Year	\$ -
Holly Springs Express Park-and-Ride	Town of Holly Springs	Dirk Siebenbrodt (919) 557-3931 dirk.siebenbrodt@Hollyspringsnc.us	Recurring	\$ -
			Estimated Capital Cost	
Estimated Start Date	Estimated Completion	Notes	Base Year	\$ 55,000
June 2020	FY 2021		Cumulative	\$ 55,000

**Project Description**      Enter below a summary of the project amendment and impact on approved plan.

The original project TC002-W programmed a total of \$55,000 in capital costs for developing a park-and-ride lot in Holly Springs in order to serve the Holly Springs Express route operated by GoCary. Upon further discussion with elected officials in Holly Springs, the development of the park-and-ride lot will be handed over to Town of Holly Springs as project sponsor, cooperating with GoTriangle to find an appropriate location for the facility. There is no overall fiscal impact to this change.

**1. Enter Wake Transit Project ID(s) to Increase**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**3. Impact on Transit Plan Project Costs**

<b>From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.</b>	<b>Estimated Operating Cost</b>	Current Year	\$ -
		Recurring	\$ -
	<b>Estimated Capital Cost</b>	Base Year	\$ -
		Cumulative	\$ -

**Project Justification / Business Case**      Provide responses to EACH of the questions below. Answer the questions as fully as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both?      **Operating**       **Capital**       **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

This is a one-time request, with the full amount being funded in FY20.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

The Holly Springs Park-and-Ride lot is a critical component of successful transit service to Holly Springs. Holly Springs is currently the only municipality in Wake County not served by public transit, and the timely approval of this amendment will allow for service planning in the Town to continue in advance of an FY21 service start date.

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

- a) 

Work with key stakeholders to determine optimal location for park and ride lot.
---
- b) 

Complete identification of preferred site for park and ride lot, including agreement with property owner (if necessary).
--
- c) 

Installation of transit amenities and site improvements.
--

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2020 and the estimated annualized cost in FY 2021 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2021 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2021 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting							
Other: Supplies and Materials							
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

10. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	-	-	-	-	-	-	-

*Assumptions for Costs and Revenues Above:*

11. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.



---

# Real Estate Update

Board of Trustees 05-27-2020

# Real Estate Update

- I. Background
- II. FTA Guidance and Disposition Instructions
- III. Next Steps
- IV. Questions

# Background

---

1. GoTriangle has worked closely with the FTA on the utilization and disposition of property acquired with New Starts funding in 2003 and 2004
2. The FTA classified the properties into four groups and issued written guidance in 2015 providing disposition instructions and conditions to be met in order to retain certain properties
3. GoTriangle provided a disposition and utilization plan to the FTA in 2016 and continues to provide regular updates

# Background

---

4. FTA approved properties in Wake County for transit use and the Raleigh Union Station Bus Facility (RUS Bus)
5. Group 1 properties were to be utilized for the Durham-Orange Light Rail Project. They are also located along the proposed Greater Triangle Commuter Rail (GTCR) alignment.
6. Group 2 properties are along the proposed commuter rail alignment. In order to retain the federal interest in Group 2 properties, the GTCR had to be in project development by the end of 2019.



# Background

---

9. On November 25, 2019, the GoTriangle Board of Trustees sent a letter to the FTA requesting that it defer action requiring GoTriangle to reimburse the federal interest and allow for additional planning
10. On May 13, 2020, the FTA stated that its position remained unchanged.

**CONCLUSION:** GoTriangle must reimburse the federal interest in the Group 1, Group 2, and CSX properties.

# FTA Guidance and Disposition

---

## Estimated Reimbursement

Under the FTA Master Agreement, GoTriangle must reimburse the federal interest (55.7%) in either the purchase price or the appraised value, whichever is greater

- Durham County Parcels (Group 1 and Ellis Road) = \$2.9 M
- Wake County Parcels (Group 2 Wake CRT) = \$1.4 M
- **TOTAL** (estimated) = \$4.3 M
- CSX Corridor = \$15,161,540

# FTA Guidance and Disposition

---

Must return the federal interest (est. \$2.9 M) in the following properties to the FTA:

## **Durham Properties (Group 1 and 2)**

400 W. Chapel Hill St

404 W. Chapel Hill St.

410 W. Chapel Hill St.

300 S. Duke St.

303 S. Duke St.

309 S. Alston Ave.

1304 E. Pettigrew St.

1315 Humphrey St.

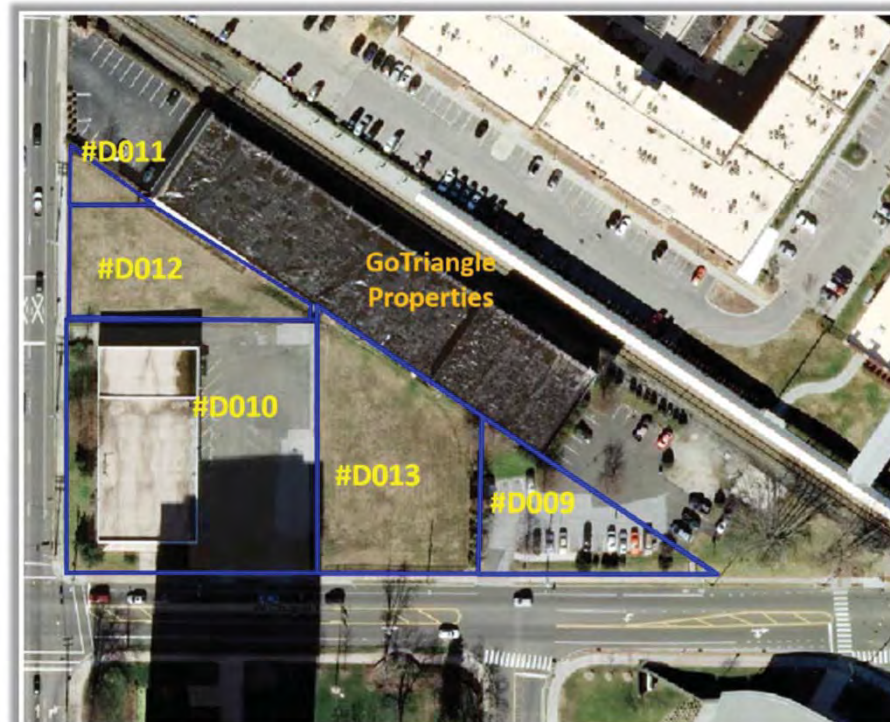
1311 Humphrey St.

2512 Ellis Road (Group 2)

# Durham Properties

---

**Site 1:** NE corner of W. Chapel Hill Street and S. Duke Street



**TOTAL:** 1.83 acres

**APPRAISED VALUE:** \$2,320,000

# Durham Properties

**Site 2:** Corner of S. Alston Avenue and E. Pettigrew Street



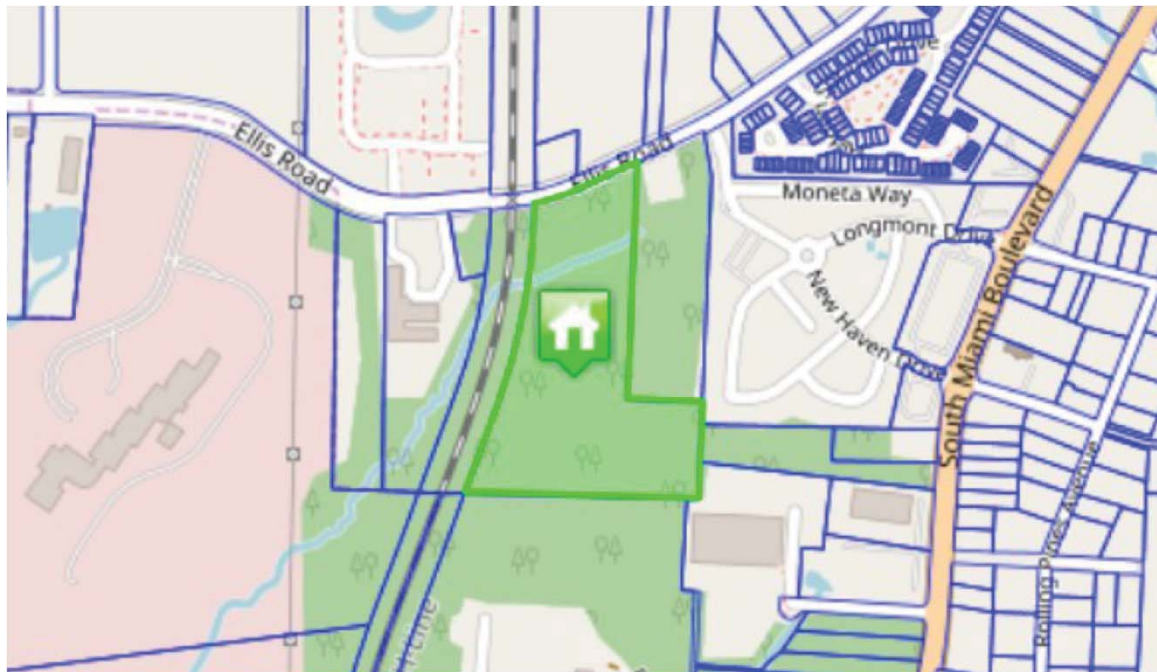
**TOTAL:** 2.35 acres

**APPRAISED VALUE:** \$470,000\*

# Durham Properties

---

## Site 3: 2512 Ellis Road



**TOTAL:** 21.323 acres

**APPRAISED VALUE:** TBD

# Wake County Properties

---

Must return the federal interest (**est. \$1.4 M**) in the following properties to the FTA:

## **Wake County Properties (Group 2)**

- 228 N. Harrison Ave, Cary
- 232 N. Harrison Ave, Cary
  
- 610 Corporate Center Dr., Raleigh
- 620 Corporate Center Dr., Raleigh
  
- 201 Morris St., Morrisville

**Properties are located along the proposed GTCR and will be appraised to determine federal interest**

# CSX S-Line Corridor

---

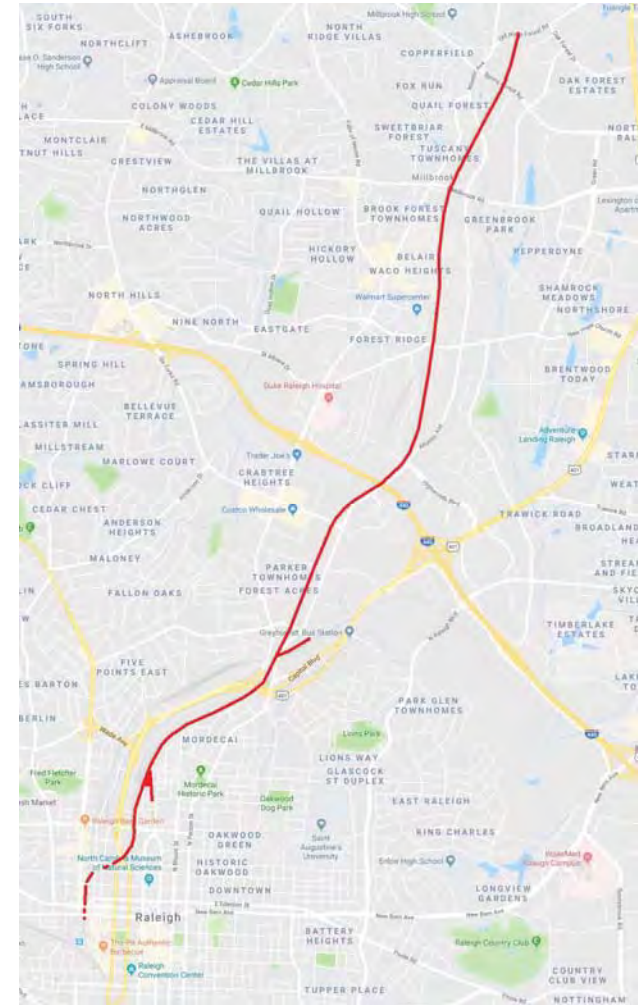
- The property totals approximately 51.69 acres
- The northern point begins on the north side of Old Wake Forest Road and extends approximately 6.9 acres southwest to downtown Raleigh





# CSX S-Line Corridor

- The property appraised for \$27,220,000
- The federal interest is 55.7% or \$15,161,540
- FTA reviewed the appraisal and concurred with the fair market value of the property
- FTA is requiring GoTriangle to return the federal interest in the corridor in accordance with FTA's Circular 5010.1E
- **GoTriangle proposes listing the property for sale**
- **GoTriangle is not required to dispose of the property for less than the appraised value**



## Group 1 and 2 Next Steps

---

1. All properties are located along the GTCR
2. Group 1 appraisals approved by the FTA
3. Group 2 appraisals are underway
4. Federal interest must be reimbursed  
consistent with FTA Circular 5010.1E
5. Board will decide how the federal interest will  
be reimbursed
  - a. GoTriangle may pay back the federal interest (**approximately \$4.3 M**) and secure the properties for the GTCR
  - b. Sell on the open market and return the federal share to the FTA. If GTCR moves forward, GoTriangle will have to reacquire the properties at fair market value.



---

Questions?

# CONTRACT WORK ORDERS – APRIL 2020 ( < \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President/CEO (S Curran) Date Executed	GC (T Henry) Date Executed
20-019	US Environmental Protection Agency	Contract does not involve an outlay of money by GoTriangle. EPA buys bus tickets from GoTriangle.	Bus Pass Agreement	Provide bus passes to EPA. Term of Agreement is 4.1.20 through 5.31.2025	4/2/20	4/2/20
19-104	APCO Worldwide LLC	\$ 24,000	Amendment One Stakeholder Engagement Services	This Amendment One provides for an extension of the period of performance from 4.30.20 to 7.31.20. All other terms and conditions remain in full effect.	4/2/20	4/2/20

**May 2020****NEW HIRES:**

- Brianna Reece, GoDurham Marketing Specialist
- David Jerrido, Transit Service Planner
- Kristen Dixon, Human Resources Business Partner

**PROMOTIONS:**

- Thomas Henry, Assistant General Counsel to Associate General Counsel

**ANNIVERSARIES:**

- None To Report

**RECRUITING:**

- Bus Operator I
- Diesel Mechanic
- Paratransit Operator I

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development  
**DATE:** May 14, 2020  
**SUBJECT:** Capital Projects Status Report

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

None

### Background and Purpose

The Wake, Durham, and Orange transit plans and the GoTriangle Capital Improvement Program include funds to support planning, development, and delivery of transit capital infrastructure projects ranging from bus stop amenities to commuter rail infrastructure. This report includes a brief snapshot of the status, upcoming activities, and notable risks to on-time/on-budget delivery for active capital projects. The report is organized into the following sections:

- Bus Passenger Facilities
- Bus Operations and Maintenance Facilities
- Rail Transit Infrastructure Development

This report is updated monthly. New/updated information from the previous month's report is shown in underlined green text.

### Financial Impact

None

### Attachments

- None

### Staff Contact(s)

- Katharine Eggleston, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)

## Bus Passenger Facilities

### Projects Under Construction

#### **GoDurham Bus Stop Improvements (18DCI CD4)**

Description – This project includes site selection, design, and construction of passenger amenities at 22 bus stops in the GoDurham system.

Status – Site selection and design are complete. Construction is divided into five packages. Construction of the first package of eight stops, second package of five stops, and third package of six stops is complete. Procurement preparation for the Glenview Station Walmart in Northern Durham (the third-busiest stop in the GoDurham system) is underway. GoTriangle staff held a field meeting with Walmart management in early April to discuss and confirm pedestrian and vehicular traffic control requirements and safety measures, and the Invitation-for-Bids [was released on April 21. A pre-bid conference meeting was held on April 30. The Bids on due on May 19.](#) Right-of-way acquisition activities for the remaining stops are underway by the City of Durham.

Upcoming Activities – [Construction is expected to begin at Glenview Station in June.](#) Right-of-way acquisition and preparation for construction procurement for the remaining stops are scheduled to be completed prior to the spring construction season.

Schedule Risks – The project is programmed to be completed this fiscal year, and is currently expected to be complete by Summer 2020. The primary risk to completion in the Spring is further procedural delay related to obtaining necessary right-of-way and potential construction delay related to COVID-19.

Cost Risks – The project is currently under budget. The total project budget is approximately \$1.5 million, and the current estimate-at-completion is \$1.31 million. The primary risk to completion on budget is construction market volatility. Bids for the most recent package of six stops (third package) were higher than expected, and other local government partners are reporting similar higher-than-expected costs, primarily due to significant shortages in the local and regional construction labor market. The current estimate-at-completion includes upward adjustments to estimated construction costs for the fourth and fifth packages to account for this. The effects of COVID-19 on construction prices is not yet known, but is expected to result in more favorable pricing for the agency.

#### **Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)**

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study. One such improvement is currently in construction; this project includes relocating the existing park-and-ride at the Hilltop Shopping Center in Fuquay-Varina to Wake Tech’s campus. This will allow FRX passengers to access Wake Tech directly. This project is budgeted in the Wake Transit Plan for FY20.

Status – GoTriangle’s contractor installed the shelter in late March, and identified an issue requiring additional parts. [Delivery of the parts, expected in early May, has been delayed due to the plant shutdown as a result of COVID-19.](#)

Upcoming Activities – GoTriangle will complete amenities installation per agreement with Wake Tech, continue coordination with NCDOT on the adjacent roadway project, and will begin communicating with riders about the upcoming change to the park-and-ride location planned to occur with August service changes.



## Projects in Design

### **Southpoint Transit Center (18GOT CD2)**

Description and Status – On a typical weekday, nearly 375 riders board the bus at the existing transfer point and park-and-ride at Southpoint, which is served by GoTriangle routes 800 and 800S and GoDurham routes 5 and 12. The Durham County Transit Plan includes funding for increased passenger amenities at this location. As of November 30, Southpoint had begun constructing a bus stop on Renaissance Parkway for two buses, which is not adequate for the service at this location. As of [mid-May](#), Southpoint’s construction is still underway and the City of Durham has begun work to convert the westbound lane of Renaissance Parkway to a bus-only lane to provide for safe and adequate bus operations and avoid the additional cost of modifying the bus bay under construction by Southpoint.

Upcoming Activities – Southpoint is proceeding with construction and City of Durham is proceeding with implementation of the bus-only lane conversion. [GoTriangle is preparing for service to begin at the new stop as early as June 1.](#)

Schedule Risks – The delivery schedule for this project will be determined by City of Durham and Southpoint’s construction. The primary risks to completion in the Spring are continued lack of progress by Southpoint’s contractor and potential construction delay related to COVID-19.

### **Patterson Place Improvements (18GOT CD4)**

Description – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride at Patterson Place, which is served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new/additional concrete shelter pads and shelters on Witherspoon Boulevard and McFarland Drive in Patterson Place, landscaping improvements, and a curb-radius improvement to allow buses to turn right from southbound Witherspoon Boulevard onto westbound McFarland Drive to reduce bus travel time and serve additional future park-and-ride spaces.

Status – Design is underway. GoTriangle staff met with the property owner in late November to discuss the design of the passenger waiting amenities and associated property needs, and the consultant has developed additional drawings necessary for further coordination with the property owner.

Upcoming Activities – Design completion and plan approval is on hold pending further coordination with the property owner.

Schedule Risks – Engagement with the property owner to agree on a design for the passenger waiting amenities may take longer than anticipated and could affect the delivery schedule. GoTriangle staff is taking a proactive and accommodating approach to coordinate with the affected owner. Coordination with the property owner may be delayed due to COVID-19.

### **Hillsborough Park-and-Ride (18GOT CD8)**

Description – This project includes site selection, real estate acquisition, design, and construction of a permanent park-and-ride for GoTriangle route ODX in Hillsborough. Park-and-ride utilization at the current leased lot for the ODX in Hillsborough is approximately 15 spaces per day. The original plan for the new lot included 35-50 spaces across two parcels of land; right-of-way for the full facility was acquired, however due to increased construction cost estimates, the scope was reduced to 31 spaces to allow for some growth in utilization while deferring full build-out to a future phase.

Status – The design is currently advancing through the plan approval process with Orange County. Staff and outside counsel have identified the need for additional real estate agreements related to use of property that had previously been identified as an existing undeveloped right-of-way within the site, and are currently coordinating with Orange county staff to evaluate the procedural steps and time required to resolve.

Upcoming Activities – Plan approval is expected within 60 days following resolution of the real estate issue. Orange County will schedule a Neighborhood Information Meeting when final plans are available, to inform neighbors of the upcoming construction project.





Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County and NCDOT staff to resolve this is ongoing. The schedule for plan approval and turnover of the project to Orange County for construction is dependent on resolution of the real estate issue. [Coordination with Orange County and NCDOT has been delayed due to COVID-19.](#)

**GoTriangle Bus Stop Improvements in Orange County (18GOT CD12)**

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Orange County.

Status – Designs for four stops is complete and have been turned over to Orange County for permitting and construction; [NCDOT requested changes during the permitting process and GoTriangle has resubmitted the plans to NCDOT for approval.](#) Coordination with Orange County and Town of Chapel Hill to identify location and scope of improvements for additional stops is underway. Chapel Hill Transit and NCDOT have agreed to the location and scope of four additional stops. Staff continues to coordinate with UNC Chapel Hill on the location and scope of a fifth stop improvement on campus.

Upcoming Activities – GoTriangle will initiate design of additional stop improvements pending completion of scoping.

**GoTriangle Bus Stop Improvements In Wake County (TC002-L/M/Y)**

Description – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County.

Status – [A task order for design of 23 stops was issued in early May, and design is underway.](#)

Upcoming Activities – Design completion is expected in mid-2020.

**GoTriangle Bus Stop Improvements in Durham County (18GOT CD7)**

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Durham County.

Status – GoTriangle is coordinating with RTP to install amenities at two bus stops on NC 54 at the Frontier. GoTriangle released a Request-for-Quotes to remove and replace two existing bus shelters with new shelters along the eastbound side of NC 54 opposite the Boxyard project. GoTriangle also reviewed design drawings for a new bus stop along the westbound side of NC 54, which is incorporated into RTP's Boxyard project construction.

Upcoming Activities – GoTriangle will move forward with shelter installation for the eastbound stop.

[Schedule Risks - Shipment of the new shelters for RTP's Boxyard project is delayed due to COVID-19.](#)

**GoDurham Bus Stop Improvements (20GOT CD2)**

Description – This project includes site selection, design, and construction of passenger amenities at 50 bus stops in the GoDurham system.

Status – Construction drawings for the first package of 10 stops were approved by the City of Durham in early March, [review by NCDOT is underway.](#) Design of the remaining stops is underway. [The second package of 10 stops was submitted to the City of Durham on April 22, the City provided comments on May 6, and plans were resubmitted May 11. Design is nearing completion for a third group of stops.](#)

Upcoming Activities – GoTriangle and City of Durham staff are coordinating to streamline the plan review and approval process for these stops, with review of the second [group of designs planned to complete in late May.](#) Preparation for construction procurement for the first group of 10 is underway, and GoTriangle is mobilizing real estate acquisition resources to prepare for the subsequent packages of stops.



### Projects in the Planning Phase

#### **Raleigh Union Station Bus Facility (TC002-A)**

Description – This project includes publicly-funded design and construction of an eight-bay off-street bus facility and related transit access improvements adjacent to Raleigh Union Station in downtown Raleigh, in conjunction with privately-funded mixed-use air rights development above the bus facility. The project was awarded a \$20 million BUILD grant from the US Department of Transportation (USDOT).

Status – [Pre-development activities have been ongoing with the developer, and design work is set to begin on May 18th for the transit facility. The grant agreement paperwork is being reviewed by FTA Headquarters, and upon final review will proceed to the Office of the Secretary of Transportation \(USDOT\) for final approval.](#) Coordination with City of Raleigh, [SHPO](#), NCDOT [and other stakeholders](#) is ongoing to confirm third-party requirements affecting the project definition.

Upcoming Activities – Due diligence activities and negotiations will continue with the development partner. [The 30% design phase of the transit facility is set to begin in May. BUILD grant documents are being finalized for grant approval.](#)

Schedule Risks – The next major milestone for delivery of the project is obtaining an executed grant agreement with FTA by summer 2020, to meet the obligation deadline for federal BUILD grant funds. Key activities that must be completed prior to that milestone include engaging a development partner and negotiating the grant agreement with FTA and USDOT. The structure of the delivery approach for the project is complex, and will require coordination and partnership with FTA region IV and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process with the development partner progresses. As such, a detailed schedule with realistic durations for each task will be developed and actively managed going forward.

Cost Risks – Engagement with a development partner is critical to begin advancing design to obtain a more detailed basis to refine cost estimates and obtain a clear cost risk profile for the project. Key cost risk areas include unknown geotechnical conditions, uncertain historic preservation requirements, final rezoning commitments, and design details.

#### **Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)**

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study. One such improvement is currently in the planning phase; this project includes signs, markings, and passenger amenities at a new/replacement leased park-and-ride for GoTriangle route WRX at a new location to be determined.

Status – GoTriangle engaged with the Town of Wake Forest on March 5 to discuss the proposed stop location and the number of street parking spaces available for a short term solution for the park and ride.

Upcoming Activities – In coordination with GoRaleigh and Wake County, GoTriangle is evaluating an additional proposed option on Capital Blvd.

Schedule Risks – [Ongoing coordination with the Town of Wake Forest has been slowed due to the impacts of COVID-19.](#)



**I-540 Bus On Shoulder (TC002-BC)**

Description – This project will design, purchase, and install signage along the northwest leg of I-540 to facilitate Bus on Shoulder implementation. GoTriangle's NRX route would benefit by the ability to use the shoulder during times of heavy traffic.

Status – NCDOT has approved the conceptual plan for implementation. GoTriangle is coordinating with NCDOT staff to initiate sign designs.

Upcoming Activities – GoTriangle will coordinate with NCDOT to finalize a reimbursement agreement for the work.

Schedule Risks – [Ongoing coordination with NCDOT has been slowed due to the impacts of COVID-19.](#)

**Regional Transit Center Feasibility Study (TC002-N)**

Description – The Regional Transit Center (RTC) is the primary hub for GoTriangle regional bus services connecting Wake, Durham, and Orange Counties. The current location of the RTC on Slater Road in Durham creates overlapping routes leading to inefficiency. This feasibility study is evaluating location options that improve route efficiency and improve passenger amenities.

Status – Initial public engagement, including a web and social media presence and a survey [is ongoing through May 24](#) as a part of GoTriangle's virtual engagement initiative. [Identification of site operational requirements is complete. The consulting team is identifying and screening initial alternative sites that meet those criteria in coordination with GoTriangle. Virtual workshops with stakeholder groups are being scheduled and are ongoing.](#)

Upcoming Activities – Staff and the consulting team will finalize site evaluation criteria, [finalize identification of alternative sites and improvements, and complete virtual workshops with stakeholders. Remaining tasks include evaluation of alternative sites, selection of a preferred site and development of conceptual site layouts for the preferred site.](#)

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider and stakeholder engagement related to COVID-19.

**Wake Transit Long-Term Park-and-Ride Feasibility Study (TC002-O)**

Description – This feasibility study will assess potential locations for park-and-ride facilities throughout Wake County. Many municipalities within the county have expressed a desire for a park and ride facility to meet the long-term needs of residents. While many communities currently lease space in existing lots, mainly within commercial developments, their locations lack amenities and proximity to major thoroughfares. This study will determine the best location for park-and-ride lots in the county.

Status – Initial public engagement, including a web and social media presence and a survey [is ongoing through May 24](#) as a part of GoTriangle's virtual engagement initiative. [Search criteria for new park and rides in Northern Wake and West Raleigh, identified in the Wake Bus Plan, have been finalized;](#) the consulting team is finalizing parcel search using these criteria.

Upcoming Activities – [Remaining tasks for the existing GoTriangle park and ride lots include identification and screening of alternatives for potential park and ride lot expansion, relocation, and or new opportunities. Remaining tasks for the two new park and ride lots in Northern Wake and West Raleigh, include evaluation of alternative sites, selection of a preferred site, and development of a conceptual design for the preferred site.](#)

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider engagement related to COVID-19.



## Bus Operations and Maintenance Facilities

### Projects in Construction

#### Lane Street Building Renovations

Description – GoTriangle’s building at 324 W. Lane Street is being used for storage and fabrication of bus passenger amenities. This project will add electrical service and remove a defunct office space within the building to increase its usefulness for on-site fabrication activities.

Status – Office demolition is complete. The electrical upfit is underway.

Upcoming Activities – [The project is scheduled to be complete by the end of May. Work by the electrical contractor is complete and final inspection was performed on May 12. GoTriangle is coordinating with Duke Energy for meter installation and initiation of electrical service.](#)

### Projects in the Design Phase

#### Paratransit Office Space Upfit (TC002-J)

Description – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.

Status – [Schematic design is in progress and the proposed designs are being evaluated for budget constraints, building renovation considerations, and for successful implementation of programmatic needs. Staff and consultants have been meeting with operations and paratransit personnel and other internal stakeholders to ensure the proposed designs will meet the required needs upon completion of the project.](#)

Upcoming Activities – GoTriangle will coordinate with the consultant to progress the design in the coming months, [including updated cost estimates and tailoring the design to feedback provided through the design process. The project schedule anticipates getting a permit for construction in August of 2020, and finalizing construction by the end of December 2020.](#)

Schedule Risks – [Primary schedule risk to completion on time is due to the potential for redesign due to budget over-runs that may result from unforeseen needs for building systems upgrades within the existing Plaza building. COVID-19 could increase permit review times.](#)



## Rail Transit Infrastructure Development

### Greater Triangle Commuter Rail Study (19GOT\_CO2/20GOT\_CD1/TC004-A)

Description – This study is evaluating feasibility of a potential commuter rail service between Mebane and Selma within the existing North Carolina Railroad Company corridor. A first phase, which is substantially complete, evaluated operational requirements, infrastructure needs, capital and operating cost estimates, and ridership modeling. The additional work, scheduled to begin next month will refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. This further study will conduct preliminary engineering analysis in areas of concern along the corridor, model rail traffic on the corridor with the inclusion of commuter rail to better define infrastructure needs, and better refine cost and ridership estimates.

Status – GoTriangle staff, consultants, and project partners are finalizing documentation of the initial phase of study. As of April 6, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, have voted to proceed with further study. Authorizations for additional consultant support will be considered by the GoTriangle Board this month.

Upcoming Activities – Priority early activities in the second phase of work are as follows:

- Coordination with North Carolina Railroad Company, Norfolk Southern, CSX, and NCDOT Rail Division to initiate rail network modeling by Norfolk Southern.
- Engagement with “resource partners” including local governments, institutions, and other regional partners to develop coordination plans for this phase of work.
- Preparation for an initial round of community engagement, which may be performed mostly/all online depending on the duration of distancing requirements and norms related to COVID-19.
- Development of a detailed schedule and project execution plan for this phase of work.

Schedule Risks – To date, it appears that primary risks to timely completion of the next steps are related to coordination with entities that are not party to the MOU (e.g. railroads, municipalities, affected major institutions) and identification and resolution of competing/conflicting stakeholder goals. These are key priorities with the next steps defined in the MOU.

Cost Risks – To date, it appears that primary risks to setting a budget within the range of \$1.4B to \$1.8B identified during this phase of study for the Durham-Garner project concept are related to the infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints in downtown Durham and downtown Cary, and quantification of necessary levels of contingency required to address FTA risk management guidelines. These are key priorities with the next steps defined in the MOU.



**This page intentionally left blank.**

**This page intentionally left blank.**