



GoTriangle  
 Board of Trustees  
 November 18, 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, November 18, 2020, at 12:00 pm.*

Click here to: [Join Webex Meeting](#)  
 Meeting Number / Access code: 178 965 9243 #  
 Password: 1234  
 Or dial: +1 415-655-0003

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

*(1 minute Michael Parker)*

ACTION REQUESTED: Adopt agenda with any changes requested.

**II. Public Comment**

*(Michael Parker)*

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, November 18, 2020.

**III. 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. Approve regular session minutes from October 28, 2020
- B. Approve closed session minutes from October 28, 2020
- C. **ILA with City of Durham - Reimbursement Contract for Technical Services Related to Commuter Rail**

**ACTION REQUESTED:** Authorize the President/CEO to execute an interlocal agreement with City of Durham for reimbursement of actual costs incurred to perform time-critical tasks in support of the Greater Triangle Commuter Rail Study, up to an amount not to exceed \$75,000.

ILA - Reimbursement Contract

#### **IV. 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. Operations & Finance Committee Report**

*(20 minutes Vivian Jones)*

###### **1. Regional Fleet and Facilities Study Contract**

**ACTION REQUESTED:** Authorize the President/CEO to negotiate and execute an agreement with CPL for the Regional Fleet and Facilities Study at a cost not to exceed the budgeted amount of \$987,500.

RFQ Scope of Services

###### **2. Durham Station Improvements Preliminary Design Contract**

**ACTION REQUESTED:** Authorize the President/CEO to negotiate and execute an agreement with Perkins and Will for the Durham Station Improvements Preliminary Design at a cost not to exceed the budgeted amount of \$300,000.

RFQ Scope of Services

###### **3. Task Order for Design of GoDurham FY21 Bus Stops**

**ACTION REQUESTED:** Authorize the President/CEO to execute a task order for bus stop design services under Master Agreement between Ramey Kemp and Associates and GoTriangle for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$500,000.

**C. Transit Operations Vehicle Purchase Authorization Paratransit Vehicles**

*(5 minutes Brian McLean)*

ACTION REQUESTED: Authorize the president & CEO to execute a contract for the purchase of two (2) light transit vehicles and three (3) BraunAbility Dodge Caravans from Creative Bus Sales for demand response service with a maximum dollar amount of \$348,569.

**V. Other Business**

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

*(15 minutes Charles Lattuca)*

Contracts

New Hires & Promotions

**1. Operations Update**

*(5 minutes Patrick Stephens)*

**2. Capital Projects Status Report**

**Presentation - CRT Update**

*(10 minutes Katharine Eggleston)*

**B. Chair's Report**

*(5 minutes Michael Parker)*

**C. Board Member Reports**

**1. CAMPO Executive Board Representative**

*(5 minutes Will Allen III)*

**2. DCHC MPO Board Representative**

*(5 minutes Michael Parker)*

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

*(5 minutes Will Allen III)*

**VI. Adjournment**

*(Michael Parker)*

**GoTriangle Board of Trustees**  
**Meeting Minutes**  
**October 28, 2020**  
Held Remotely via Webex

**Board Members Present Remotely:**

Will Allen III	Mark Marcoplos
Corey Branch	Michael Parker, Chair
Sig Hutchinson	Jennifer Robinson
Wendy Jacobs (arr. 12:06 pm)	Steve Schewel (arr. 12:04 pm)
Vivian Jones	Stefanie Williams
Valerie Jordan (arr. 12:30 pm, left 1:00 pm)	

**Board Members Absent:**

Michael Fox

Chair Michael Parker officially called the meeting to order at 12:02 p.m.

**I. Adoption of Agenda**

**Action:** On motion by Allen and second by Hutchinson the agenda was adopted. The motion was carried unanimously.

**II. Recognition**

**A. Employee Service Awards**

President/CEO Lattuca recognized Sharita Seibles for 10 years' service as well as Audra Foree and Dennis Howard, both for 20 years' service.

**III. Public Comment**

No comments.

**IV. Consent Agenda**

**Action:** On motion by Branch and second by Allen the consent agenda was approved. The motion was carried unanimously.

The following consent agenda items were approved:

- September 23, 2020 – Regular Session Minutes;
- Adoption of 2021 meeting calendar; and
- Authorized the Subarea Allocation Agreement Memorandum of Understanding between the Burlington-Graham Metropolitan Planning Organization (BGMPO) and the Alamance County Transportation Authority, GoTriangle, Link Transit, Orange

County Public Transportation, and the Piedmont Authority for Regional Transportation.

The 2021 meeting calendar and BGMPPO MOU are attached and hereby made a part of these minutes.

**V. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**B. 2021 Benefits Package Recommendation**

Christy Winstead stated that GoTriangle, for the third year in a row, has seen a downward trend in its insurance renewal rates. She stated this year's decrease amounts to over \$500,000 in premium savings. She attributed the decreases to GoTriangle's claims experience, with some past catastrophic claims situations having fallen out of our group now. Winstead recommended reinvesting some of the savings into the wellness program to make it more flexible and into premium contributions for certain coverages to make them more competitive.

She then presented the staff recommendation for the 2021 employee benefits package:

- Renew existing Medical policy with Blue Cross & Blue Shield of North Carolina for a 16.8% premium reduction for 2021.
- Adjust percent of GoTriangle contribution towards premiums to make employee + Child(ren) and Family coverage more market competitive.
- Remove the waiting period for the medical plan for new hires.
- Renew existing dental policy with Delta Dental for a 14.8% premium reduction.
- Adjust slightly the percent of GoTriangle contribution towards dependent coverage to streamline biweekly employee contributions.
- Revise the Employee Wellness Policy (210) from current gym membership reimbursement to wellness reimbursement to include up to a \$150 reimbursement for approved wellness related items.
- Relax temporarily the 6-month gym membership requirement for 2020 and 2021 due to the impacts of COVID-19.

Wendy asked for an explanation of the recommendation to remove the waiting period for new hires. Lattuca responded that GoTriangle currently requires new employees to wait 30 days before health insurance coverage begins. He said this leaves employees with a gap in coverage unless they purchase continued coverage (COBRA) through their previous employers. He said removing the waiting period

could prevent stress and additional costs for new employees and make the employment transition easier.

**Action:** On motion by Allen and second by Hutchinson the board approved the 2021 health benefits package and revised wellness policy (210) as proposed. The motion was carried unanimously. The coverage analyses and wellness policy are attached and hereby made a part of these minutes.

### C. Operations & Finance Committee Report

#### 1. Durham Transit Plan Budget Amendments

#### 2. GoTriangle Budget Amendments

**Action:** On motion by Jones and second by Branch the board approved budget ordinance amendments # 0027 - 0031. The motion was carried unanimously. The budget ordinances are attached and hereby made a part of these minutes.

#### 3. FY21 Q1 Budget Performance Update

Saundra Freeman reviewed the Q1 budget update, which is attached and hereby made a part of these minutes.

Freeman explained that neither revenues nor expenditures come in equally each month due to the timing of billing and receipt of various grants. She assured board members that staff regularly reviews financial performance and will raise any concerns they have. She noted that staff is monitoring two revenue items, bus fares and office lease, and will bring back amendments based on adjusted assumptions related to COVID-19.

Parker suggested that staff develop a document explaining the half cent sales tax and who holds authority for its use. Freeman commented this would be a good item for the county staff working groups to include in the annual reports.

## VI. Other Business

### A. President and CEO's Report

A list of contracts approved by the President/CEO is attached and hereby made a part of these minutes. He informed board members that GoTriangle is communicating with the other transit providers in the region about reinstating fares in January. He stated that the elimination of fares results in a revenue loss to GoTriangle of \$100,000 every month.

#### 1. Operations Update

Lattuca informed board members that GoTriangle will receive the Transportation Security Administration's Baseline Assessment of Security Enhancement (BASE) Gold Standard Award. Eric Bergstraesser explained that

through this voluntary program transit agencies are evaluated in 17 categories of security and emergency preparedness by the TSA and those achieving at least 90% in each of the 17 areas receives the award. GoTriangle has participated since 2015 and only two other agencies in the U.S. received the award this year.

**2. 2020 3<sup>rd</sup> Quarter EEO Workforce Analysis Report**

Sylvester Goodwin reviewed the 3<sup>rd</sup> quarter EEO workforce analysis report, which is attached and hereby made a part of these minutes. Lattuca stated that the next quarterly report would include EEO trends.

**3. Capital Projects Status Report**

Katharine Eggleston's update on the commuter rail project is attached and hereby made a part of these minutes.

Lattuca advised that progress is being made on the capacity modeling agreement and all outstanding issues should be resolved soon.

Jacobs asked how the commuter rail work ties in with Durham County's update to its Transit Plan and the revision to the land use plan. Eggleston responded that the updated cost estimate and implementation schedule assumptions from phase 1 of the study that was completed in the spring would be used in the transit plan. She said as results become available once the modeling begins, those results will be shared with the planning departments. She added that she would follow up with staff about when they might need input.

**B. Chair's Report**

Chair Parker noted the opening of a new park-and-ride at Wake Tech's south campus this month. He also highlighted the collaboration that is happening with NCCR under its new CEO.

**C. Board Member Reports**

**1. CAMPO Executive Board Representative**

Will Allen III stated that CAMPO held a public hearing on the Wake Bus Rapid Transit: Western Corridor Locally Preferred Alternative, which will connect Western Boulevard to Cary Towne Boulevard. He also mentioned an amendment to the FY21 Unified Planning Work Program which added the Wake Transit BRT Expansion Major Investment Study from Research Triangle Park to Clayton.

**2. DCHC MPO Board Representative**

Michael Parker reported that the DCHC MPO is concerned the 15-501 corridor study is not addressing the needs of bicyclists and pedestrians and will have an update in November. A joint MPO meeting is set for December 1.

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

No report.

**VII. Closed Session – Employee Evaluation**

**Action:** On motion by Hutchinson and second by Jones the board entered into closed session at 1:19 p.m. pursuant to NCGS §143-318.11.(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. Upon roll call, the motion was carried unanimously.

The board returned to open session at 2:40 p.m.

**VIII. Adjournment**

**Action:** Chair Parker adjourned the meeting at 2:40 p.m.

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

Attest:

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



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## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee

**FROM:** Planning & Capital Development

**DATE:** October 22, 2020

**SUBJECT:** **Interlocal Agreement with City of Durham – Reimbursement Contract for Technical Services Related to Commuter Rail**

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

Staff requests that the Operations and Finance Committee recommend that the Board of Trustees authorize the CEO and President to execute an interlocal agreement with City of Durham for reimbursement of actual costs incurred to perform time-critical tasks in support of the Greater Triangle Commuter Rail Study, up to an amount not to exceed \$75,000.

### 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 perform detailed engineering study in downtown Durham, to support development and refinement of the project concept. This is the single largest task in the Study, and will have significant bearing on the overall project viability, scope, cost, and constructability. To be successful, it will require significant and timely coordination with the City of Durham in this early Study phase.

The City of Durham has requested reimbursement of costs for consultant services that the City plans to engage to participate in review of materials developed by GoTriangle's consultant and the City's costs to manage that effort. These costs are necessary to ensure that the City is able to participate meaningfully in the Study process and provide timely and thorough input.

Reimbursement agreements of this type and/or payment of review fees to municipalities is typical of major capital projects undertaken by regional authorities.

This interlocal agreement will provide a mechanism for GoTriangle to reimburse the City of Durham for these costs.

### **Financial Impact**

The cost of this agreement 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 \$7,890,000 has been allocated to date. This agreement is for actual costs up to \$75,000.

### **Attachments**

- Interlocal Agreement with City of Durham – Reimbursement Contract for Technical Services Related to Commuter Rail

### **Staff Contact**

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



## DRAFT NOT FOR EXECUTION

GoTriangle Contract Number 20-\_\_\_\_\_

### REIMBURSEMENT CONTRACT FOR TECHNICAL SERVICES RELATED TO COMMUTER RAIL

This REIMBURSEMENT CONTRACT FOR TECHNICAL SERVICES RELATED TO COMMUTER RAIL (“Contract”) is made and entered into by and between the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle, a public body and body corporate and politic of the State of North Carolina (“GoTriangle”), and the City of Durham, a municipal corporation of the State of North Carolina (“City”). This Contract will become effective when all parties have signed it. The date of this Contract will be the date this Contract is signed by the last party to sign it. GoTriangle and City may be referred to individually as a “party” and collectively as the “parties.”

#### STATEMENT OF PURPOSE

GoTriangle, in collaboration with regional partners, is conducting a study of potential commuter rail transit service in the North Carolina Railroad Company corridor between the city of Durham in the west and the cities of Garner or Clayton in the east (“Study”). City is a key stakeholder in this Study. The purpose of this Contract is to establish terms and conditions upon which City will be reimbursed for actual costs incurred to perform time-critical tasks in support of the Study.

#### TERMS AND CONDITIONS

Pursuant to the provisions of Article 20 of Chapter 160A of the General Statutes related to interlocal cooperation, and in consideration of the mutual promises contained herein, the parties agree as follows:

- A. Term.** Unless otherwise terminated pursuant to the provisions herein, this Contract shall be in effect until December 31, 2022. The term of this Contract may be extended by a written agreement duly executed by all parties.
- B. Scope of Work.** City shall perform the tasks set forth in the Scope of Work attached hereto as Exhibit A (the “Work”). In performing the Work, City may use its own qualified personnel, qualified third-party contractors, or a combination of both.
- C. Reimbursement Cap.** GoTriangle shall reimburse City for the actual rates and costs properly invoiced by City for all Work satisfactorily performed in accordance with this Contract, up to but not in excess of \$75,000. GoTriangle shall not be liable to City for payments in excess of \$75,000 unless this cap is increased by a written agreement duly executed by all parties.
- D. Invoicing.** For Work satisfactorily performed in accordance with this Contract, City shall invoice GoTriangle for allowable costs incurred by City, documenting actual rates and costs for City’s in-house personnel and for any third-party contractor retained by City. All itemized invoices submitted to GoTriangle shall reasonably substantiate the actual incurred rates and costs for the Work. No more frequently than every 30 days, City shall electronically submit an itemized invoice and progress report to [invoice@gotriangle.org](mailto:invoice@gotriangle.org), based on the Work satisfactorily completed by City. Upon request, City shall provide GoTriangle with backup documentation and any other information reasonably necessary to verify the invoice.

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- E. Payment Terms.** GoTriangle, within 30 days of receipt of an invoice from City, shall review and reimburse one hundred percent (100%) of the rates and costs invoiced, unless GoTriangle within 10 days of receipt of the invoice notifies City that it has a question about an invoiced cost. In the event GoTriangle has a question about an invoiced cost from City, the designated representatives of the Parties agree to discuss promptly the questioned cost(s) and to make reasonable efforts to resolve the matter(s). If the designated representatives cannot resolve the matter(s) within 30 days after receiving notice of the questioned cost(s) from GoTriangle, the appropriate manager of City and of GoTriangle shall meet promptly to resolve the matter(s).
- F. Audits.** City shall maintain books and records supporting all amounts invoiced to GoTriangle under this Contract. City shall preserve such books and records for the duration of this Contract and for 3 years thereafter, during which time upon 5 days' prior written notice, GoTriangle employees or contractors, as well as authorized representatives of the Federal or State government, shall have access to the pertinent records relating to the amounts invoiced by City and shall have the right to make any copies thereof for audit or verification purposes.
- G. Applicable Laws.** GoTriangle and City are public entities and are subject to the North Carolina Public Records Law (Chapter 132 of the N.C. General Statutes, as amended) and other requirements under Federal and State law. This Contract shall be interpreted consistently with such requirements.
- H. Ownership of Materials.** Each party shall maintain ownership of any materials or work product generated by that party in the performance of this Contract.
- I. Liability.** Regardless of the nature of the cause of action, whether in contract, tort, or otherwise, in no event shall City or GoTriangle be liable to each other or to any third party for any consequential, special, reliance, indirect, or punitive damages, regardless of whether City or GoTriangle knew or should have known of the possibility of such damages.
- J. Amendment.** Any changes, amendments, corrections, modifications, or additions to this Contract shall be by an amendment in writing; shall be executed and approved by the duly authorized representative (or her/his designee) of each respective party; shall be in accordance with applicable law; and shall become effective upon approval by both GoTriangle and City.
- K. Termination.**
- 1. For Convenience.** Either party may terminate this Contract for its convenience. The terminating party shall notify the other party in writing at least sixty (60) days in advance of such election to terminate this Contract.
  - 2. For Default.** Either party may terminate this Contract for the material breach of the other party following written notice to the breaching party, specifying the nature of the breach

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and providing a 30-day cure period in which to cure the breach to the reasonable satisfaction of the notifying party. The 30-day cure period shall commence upon receipt of the written notice by the breaching party. If the breach is not cured in the cure period, the non-breaching party may terminate the Contract. If the breach cannot reasonably be cured in the cure period, the parties may agree in writing to extend the cure period beyond 30 days, or the non-breaching party may terminate the Contract upon expiration of the cure period.

3. *For Insufficient Funds.* This Contract is void and unenforceable if all or part of Federal, State, or local funds applicable to this Contract are not available to GoTriangle. GoTriangle's obligations under this Contract are subject to the availability of authorized funds, determined by GoTriangle's fiscal budget, which runs from July 1 to June 30 of each fiscal year. GoTriangle may terminate this Contract, or any part of the Work, without prejudice to any right or remedy of GoTriangle, for insufficient funds. If this Contract is terminated for insufficient funds: (i) GoTriangle will be liable only for payment in accordance with the terms of this Contract for Work actually completed prior to the termination date designated by GoTriangle in its notice of termination; and (ii) City shall be released from the obligation to perform further Work pursuant to this Contract.
  4. In the event of termination of this Contract for any reason, GoTriangle shall reimburse City for all actual Work and costs incurred to that point for completed Work and also for all direct costs City reasonably incurs in connection with ending any Work.
- L. Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of North Carolina without regard to any conflict of laws provisions.
- M. Notice.** All notices, communications, documents, and other materials submitted or exchanged between the parties pursuant to this Contract shall be in writing and shall be addressed to the representatives for each party as set forth below and shall be deemed to have been duly given (i) on the date of delivery, if delivered personally to the party to whom notice is given, or (ii) on the date of actual receipt if mailed by United States mail, postage prepaid, return receipt requested. Telephonic and electronic mail communications and facsimile transmittals may be used to expedite communications, but neither shall be considered official communications under this Contract unless and until confirmed in writing by the party to whom the communication was sent. A party shall promptly notify the other party if there is a change regarding the person(s) to whom notices and other communications shall be directed. Notices and other communications shall be directed to the parties at the addresses listed below:
1. If to GoTriangle:
    - GoTriangle
    - Attn: President and CEO
    - Delivery: 4600 Emperor Boulevard, Suite 100, Durham, NC 27703
    - US Mail: P.O. Box 13787, RTP, NC 27709
    - Email: [clattuca@gotriangle.org](mailto:clattuca@gotriangle.org)

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With a copy to: GoTriangle  
 Attn: General Counsel  
 Delivery: 4600 Emperor Boulevard, Suite 100 Durham, NC 27703  
 US Mail: P.O. Box 13787, RTP, NC 27709  
 Email: scurran@gotriangle.org

2. If to City: Attn: Director of Transportation, City of Durham  
 Delivery and US Mail: 101 City Hall Plaza, Durham, NC 27701  
 Email: sean.egan@durhamnc.gov

With a copy to: Attn: Senior Assistant City Attorney, City of Durham  
 Delivery and US Mail: 101 City Hall Plaza, Durham, NC 27701  
 Email: fred.lamar@durhamnc.gov

- N. No Waiver.** No failure or waiver or successive failures or waivers on the part of either party, its successors or permitted assigns, in the enforcement of any provision of this Contract shall operate as a discharge of any such provision nor render the same invalid, nor impair the right of either party hereto, their successors or permitted assigns, to enforce the same in the event of any subsequent breaches by the other party hereto, its successors or permitted assigns.
- O. Merger.** This Contract constitutes the entire agreement of the parties, all prior discussions, representations, and Contracts being merged herein. The Contract may not be changed, modified, extended, or amended, nor any provision thereof waived, except by a written amendment duly executed by the parties. Any Exhibit attached hereto is an integral part of this Contract and is incorporated into this Contract as fully as if the contents thereof were set out in full herein at each point of reference thereto.
- P. Severability.** If any part, term, or provision of this Contract is judicially determined to be illegal or in conflict with any applicable law, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular part, term, or provision held to be invalid or illegal.
- Q. No Third Party Rights.** Except as expressly set forth herein, the representations, warranties, terms, and provisions of this Contract are for the exclusive benefit of the Parties hereto, and no other person or entity shall have any right or claim against either Party by reason of any of these terms and provisions or be entitled to enforce any of these terms and provisions against either Party.
- R. Successors and Permitted Assigns.** Subject to the provisions herein, this Contract shall be binding upon and inure to the benefit of the parties, their successors and permitted assigns. No assignment of this Contract shall be permitted except with the express written consent of the other party, which consent shall not be unreasonably withheld.

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- S. Relationship of the Parties.** Nothing contained in this Contract will be deemed to be construed by the Parties or any third party as creating a partnership, an agency relationship, or joint venture between the Parties or any of their respective employees, representatives, or agents. Neither Party has any express or implied authority to assume or create any obligations on behalf of the other or to bind the other to any contract, Contract, or undertaking with any third party.
- T. Contracting Laws.**
1. City and GoTriangle agree, pursuant to NCGS 147-86.55 et seq., that each will not do business with any company appearing on the list of companies determined to be engaged in investment activities in Iran by the North Carolina State Treasurer.
  2. City and GoTriangle agree, pursuant to NCGS 147-86.80 et seq., that each will not do business with any company appearing on the list of companies determined to be engaged in a boycott of Israel by the North Carolina State Treasurer.
  3. City further agrees to not contract with any entity suspended, debarred, or otherwise ineligible for engaging in business under public contracts.
  4. City and GoTriangle agree to comply, and to require their contractors to comply, with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (E-Verify).
- U. Contractors.** This Contract shall be specifically incorporated by reference into all third-party contracts and subcontracts regarding or pertaining to the Work. All provisions required by law, regulation, or this Contract shall apply to all contracts and subcontracts of any tier.
- V. Separate Counterparts.** This Contract may be executed in one or more counterparts, each of which, when so executed, shall be deemed to be an original. Such counterparts shall together constitute and be one of the same instrument.

**[SIGNATURES ON FOLLOWING PAGE]**



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**IN WITNESS WHEREOF**, the parties have caused their duly authorized representatives to execute and deliver the Contract.

**CITY OF DURHAM**

ATTEST:

CITY OF DURHAM

\_\_\_\_\_ By: \_\_\_\_\_

preaudit certificate, if applicable \_\_\_\_\_

**RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY  
d/b/a GOTRIANGLE**

BY: \_\_\_\_\_

Title: President and CEO

Print Name: Charles E. Lattuca

Date: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act by GoTriangle.

Reviewed and approved as to legal form by GoTriangle.

\_\_\_\_\_  
Saundra Freeman  
Chief Financial Officer

\_\_\_\_\_  
Shelley Curran  
General Counsel

**DRAFT NOT FOR EXECUTION****Exhibit A – Scope of Work**

The City of Durham and/or the City's Consultant(s) will review preliminary engineering drawings and related submittals for modifications to City facilities associated with the Greater Triangle Commuter Rail Study. City departments anticipated to utilize the City's Consultant(s) for review of materials generated by GoTriangle and GoTriangle's Consultant include Transportation, Public Works, and Water Management.

Specific activities to be performed by the City of Durham and/or the City's Consultants are described below.

- Attend virtual meetings.
- Review plans submitted to the City and note water and sewer conflicts and deviations from City of Durham Standards and Specifications.
- Review proposed typical section changes, grade changes and road network changes. The review will be to confirm the proposed changes follow current City standards and to evaluate their overall impact to the City's road network.
- Review proposed relocations to confirm that the proposed location is logical for regular maintenance and accessible after the project is complete.
- Review the corridor for possible locations of any future use crossings that the City may need.
- Review plans and compare to any known development along the project corridor.
- Review the impacts on existing Public Works and Water Management facilities.
- Provide a constructability and phasing review on City streets, water and sewer systems, and other City-maintained networks that may be affected by the Greater Triangle Commuter Rail project.

**GoTriangle Board of Trustees**  
**Operations & Finance Committee Meeting Minutes**  
**November 5, 2020**  
Held Remotely via Webex

**Committee Members Present:**

Vivian Jones, Committee Chair (arr. 8:40 am) Steve Schewel  
Michael Parker Stelfanie Williams  
Jennifer Robinson

**Committee Members Absent:**

Corey Branch Valerie Jordan (excused)

**Other Board Members Present:**

Will Allen III

Jennifer Robinson called the meeting to order at 8:35 a.m. on behalf of the committee chair.

**I. Adoption of Agenda**

**Action:** On motion by Parker and second by Schewel the agenda was adopted. The motion was carried unanimously.

**II. Approval of Minutes**

**Action:** On motion by Parker and second by Schewel the Committee approved the minutes of the October 1, 2020, meeting. The motion was carried unanimously.

**III. ILA with City of Durham – Reimbursement Contract for Technical Services Related to Commuter Rail**

Katharine Eggleston reminded the committee about the ongoing work on the Greater Triangle Commuter Rail study. She stated one key task involves a detailed engineering feasibility study for downtown Durham, which will require technical reviews by the City. The cost of these reviews will be reimbursed by GoTriangle, which is capped at \$75,000.

Jones arrived.

Schewel noted that the volume of material needing review during the D-O LRT project became an issue and asked about improvements to that process. Eggleston stated that the reviews for the D-O LRT project were at a later, more detailed phase of engineering. She said the volume of materials in this phase of study for commuter rail will be much less; however, should the project move forward, the issue of large volumes of drawings will occur and GoTriangle will need

to work with its partner jurisdictions to negotiate a review schedule so they can forecast their involvement over the coming months. She added that GoTriangle and the City have been working well together.

**Action:** On motion by Parker and second by Robinson the Committee voted to recommend that the board authorize the president and CEO to execute an Interlocal agreement with City of Durham for reimbursement of actual costs incurred to perform time-critical tasks in support of the Greater Triangle Commuter Rail Study, up to an amount not to exceed \$75,000. The motion was carried unanimously.

#### **IV. Regional Fleet and Facilities Study Contract**

Katharine Eggleston stated that GoTriangle's current work plan includes a regional fleet and facilities study to assess fleet and maintenance capacity at the current Nelson Road facility. The study also will evaluate the need for an expanded facility or additional satellite facilities to support the growth associated with the county transit plans, in particular Durham County. As part of the management contract with the City of Durham for GoDurham, GoTriangle will be administering a similar study for GoDurham. In addition to studying the fleets and facilities of GoTriangle and GoDurham, a third component of the study is an evaluation of the potential for shared operations and maintenance facilities or other functions, not just among GoTriangle and GoDurham but potentially among the other transit providers in the region. The primary item identified as a potential for sharing is electric bus charging infrastructure throughout the region. Other shared maintenance functions will be evaluated for possible economies of scale as well. Eggleston requested that the committee recommend board authorization for a contract. She said a final recommendation for the selected consultant will be made next week and will be included in the board agenda.

Parker asked if the study would look beyond maintenance functions to other technologies which would have the added benefit of making the experience more seamless for riders. Eggleston replied that the study focuses on maintenance functions; although, GoTriangle and the regional agency partners did undertake a regional technology study previously.

Jones stated that the cost seems high for a study. Eggleston stated that GoDurham would contribute \$500,000 for their portion of the study. Additionally, she said the "study" goes beyond planning, to include design work and cost estimating for potential sites.

**Action:** On motion by Parker and second by Robinson the Committee voted to recommend that the board authorize the president and CEO to execute an agreement with the selected consultant for the Regional Fleet and Facilities Study at a cost not to exceed \$967,500. The motion was carried unanimously.

**V. Durham Station Improvements Preliminary Design Contract**

Katharine Eggleston explained this is a preliminary design project for improvements to Durham station, primarily to the platform. She said rain often causes the landscaping to become muddy and the canopies do not provide adequate rain cover. GoTriangle will administrator this preliminary design effort under the management contract for oversight of GoDurham. Upon completion, the City of Durham's general services department will take the project through final design and construction. City staff is involved in the process and represented on the consultant selection committee. Responses to our request for qualifications have been received and a consultant selection should be made next week and included in the board agenda.

**Action:** On motion by Schewel and second by Parker the Committee voted to recommend that the board authorize the president and CEO to execute an agreement with the selected consultant for the Durham Station Improvements Preliminary Design at a cost not to exceed \$300,000. The motion was carried unanimously.

**VI. Task Order for Design of GoDurham FY21 Bus Stops**

Willie Noble requested approval for a task order with Ramey Kemp and Associates for design of the next group of GoDurham bus stops. He said work is wrapping up on the first group of 50 stops, which are expected to go under construction shortly. Staff continues to coordinate with the City on the refinement of the prioritization methodology used to identify stops for improvements. He added that the MWBE goal for this task order is 12%. The cost shall not exceed \$500,000.

Schewel commented on the increased cost to \$50,000 per stop. Eggleston explained that some stops require new sidewalk connections, filling in sidewalk gaps or pavement rehabilitation so the higher budget ensures sufficient capacity to do those ancillary improvements. She said that cost experience on construction this past year has been excellent with a lot of contractor interest and bids coming in under budget.

Jones responded that a design cost of \$10,000 per stop also seems high. Eggleston said that current cost experience has seen that number reduced to about \$8,000 per stop. She said staff continues to pursue opportunities for further streamlining and cost savings.

**Action:** On motion by Parker and second by Robinson the Committee voted to recommend that the board authorize 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 \$500,000. The motion was carried unanimously.

**VII. FY20 Annual Bus Service Performance Report**

Andrea Neri's presentation is attached and hereby made a part of these minutes.

**VIII. RTP Connect Boxyard Update**

Jennifer Green shared that GoTriangle is working with the Research Triangle Foundation to enhance mobility options within the Park. She reminded the committee that RTP Connect is a pilot program in which GoTriangle provides up to \$10 per trip for customers travelling to or from the Regional Transit Center and destinations within the Park and surrounding areas. The pilot has shown to increase ridership and reduce costs for GoTriangle. The Foundation has committed funds to the RTP Connect program and requested the addition of a connection to the Boxyard RTP to enable Park employees to travel from their workplace to the Boxyard RTP. Staff feels the added connection point would increase the attractiveness of the RTP Connect program by providing more mobility options. Green added that due to the COVID-19 pandemic, ridership has been much lower than anticipated and the current budget will cover any additional ridership. The start date for this adjustment will be coordinated with the opening of the Boxyard RTP.

Green then introduced Scott Levitan, president and CEO of Research Triangle Foundation, to give an overview of the Boxyard project. Levitan's update is attached and hereby made a part of these minutes. He stated his appreciation for the Foundation's increased partnership with GoTriangle.

**IX. Presentation of Dashboard**

Eric Bergstraesser presented the first iteration of the agency dashboard, which is attached and hereby made a part of these minutes.

Parker commented that for the board and the public, the charts should provide context for the data with targets to easily identify if performance is good, poor or improving. Additionally he suggested that financial data be presented in comparison to budget.

**X. Adjournment**

**Action:** The meeting was adjourned at 9:44 a.m.

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Vivian Jones, Committee Chair

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Planning and Capital Development  
**DATE:** November 11, 2020  
**SUBJECT:** **Contract for Regional Fleet and Facilities Study**

### 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 negotiate and execute an agreement with CPL for the Regional Fleet and Facilities Study at a cost not to exceed the budgeted amount of \$987,500.

### Background and Purpose

The FY21 transit work plans in Durham, Orange, and Wake counties include funding for GoTriangle to perform a Regional Transit Fleet and Facilities Study. GoTriangle plans to administer three components of the study together under this contract:

- For GoDurham – assessing fleet and maintenance facility needs and developing a conceptual design for these needs (funded by Durham Transit Plan only)
- For GoTriangle – assessing fleet and maintenance facility needs and developing a conceptual design for these needs (funded by the three county plans and GoTriangle)
- For GoTriangle and other transit providers in the region – planning for potential regional electric bus charging infrastructure and other potential shared operations and maintenance resources (funded by the three county plans and GoTriangle)

This effort will be closely aligned with ongoing transit plan updates in the three counties by the local Metropolitan Planning Organizations (MPOs), GoTriangle, and transit partners. If significant bus service expansion is contemplated in the transit plan updates, particularly in Durham, both GoTriangle and GoDurham will likely require additional maintenance capacity.

The scope of services will include planning, conceptual design, and cost estimating to assess needs for expansion of existing maintenance facility sites and evaluate up to four alternative sites for new facilities.

The Study will identify potential expansions and alternatives to current utilization of existing facilities that will improve cost-efficiency and provide responsive services. GoTriangle will evaluate the alternatives based upon the following objectives:

- Strategic capital improvement investment that will add value
- Optimized usage of all facilities space and equipment (performance and safety)
- Improved employee working environment (lounge, computer room, workout room, outdoor area, etc.)
- Optimized logistical efficiency for bus dispatch, maintenance, and materials management
- Optimized maintenance costs and out-of-service time for road call incidents
- Minimization of deadhead time and cost
- Reduced operating costs
- Leveraging existing publicly owned real estate portfolios to the extent practicable
- Prioritized sustainability goals by providing recommendations that minimize energy use and emissions, focus on maintenance and building renewal to reduce operating costs, maximize the life expectancy of facilities and equipment, and optimize space utilization
- Consideration of regulatory requirements

GoTriangle has undertaken an open, qualifications-based selection process to identify a preferred consultant team for this study. The top-ranked team is composed of CPL as prime, with Wendell, Three Oaks Engineering (DBE), McAdams, Four Square ITP (DBE), and Bree (DBE) identified as subconsultants.

The DBE participation goal for this contract is 11.1%, and CPL has proposed a subcontracting approach that appears well-positioned to exceed the goal.

### Financial Impact

The total budget allocated for projects comprising the Regional Fleet and Facilities Study across the Durham, Orange, and Wake transit work plans and GoTriangle budget is \$1,512,500. The amount allocated for this component of study is \$987,500, attributed to approved amounts by funding source as follows: \$551,025 for Durham, \$34,562 for Orange, \$121,463 for Wake, and \$280,250 for GoTriangle. GoTriangle will seek reimbursement for a portion of the GoTriangle share from its annual allocation of federal funds.

### Attachments

- RFQ Scope of Services

### Staff Contact

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





## RFQ Scope of Services for Regional Fleet and Facilities Study

### I. INTRODUCTION

GoTriangle, a regional transit agency operating bus services in Durham, Orange, and Wake counties in North Carolina, is requesting proposals from qualified firms to provide professional architectural and engineering services for the study and design through the conceptual phase of the proposed Regional Fleet Maintenance Facilities. We anticipate that the consultant will provide complete professional architecture/engineering services, including, but not limited to planning, programming, studies, analysis, and concept design services. This scope of work is intended to provide an overview of the anticipated major activities in the study; GoTriangle will finalize the detailed scope of services with the selected consultant during the negotiation phase of this procurement. This request for proposal does not include services beyond the concept design. However, the selected firm may be requested to provide a limited scope of follow-on services and assistance at the sole discretion of GoTriangle.

### II. PROJECT OVERVIEW AND OBJECTIVES

GoTriangle has access to up to \$1.1M local funding for regional fleet and facilities study in FY21, assessing fleet and maintenance facility needs for GoTriangle and GoDurham, developing a conceptual design for these needs, and planning for potential regional electric bus charging infrastructure and other potential shared operations and maintenance resources. This effort will be closely aligned with ongoing transit plan updates in the three counties by the local Metropolitan Planning Organizations (MPOs), GoTriangle, and transit partners. If significant bus service expansion is contemplated in the transit plan updates, particularly in Durham, both GoTriangle and GoDurham will likely require additional maintenance capacity. The scope of services will include planning, conceptual design, and cost estimating to assess needs for expansion of existing maintenance facility sites and evaluate up to four alternative sites for new facilities (Study).

The Study will identify potential expansions and alternatives to current utilization of existing facilities that will improve cost-efficiency and provide responsive services. GoTriangle will evaluate the alternatives based upon the following objectives:

- Strategic capital improvement investment that will add value
- Optimized usage of all facilities space and equipment (performance and safety)
- Improved employee working environment (lounge, computer room, workout room, outdoor area, etc.)
- Optimized logistical efficiency for bus dispatch, maintenance, and materials management
- Optimized maintenance costs and out-of-service time for road call incidents
- Minimization of deadhead time and cost
- Reduced operating costs
- Leveraging existing publicly owned real estate portfolios to the extent practicable
- Prioritized sustainability goals by providing recommendations that minimize energy use and emissions, focus on maintenance and building renewal to reduce operating costs, maximize the life expectancy of facilities and equipment, and optimize space utilization
- Consideration of regulatory requirements

### III. SCOPE OF WORK SUMMARY

GoTriangle is soliciting proposals from qualified consultants to develop a Regional Fleet and Facilities Study (Study). The Study will include:

## RFQ Scope of Services for Regional Fleet and Facilities Study

- Assessment of the existing GoDurham and GoTriangle maintenance facilities
- Collection and incorporation of input from stakeholder groups gathered through stakeholder workshops
- Recommendations from evaluation of alternatives to expand existing maintenance facilities and to develop new sites, including cost/benefit analysis, to guide the City of Durham and GoTriangle in future decision-making
- Recommendations for future fleet size and fleet management approaches for both GoDurham and GoTriangle based on transit plan updates for Durham, Orange, and Wake counties
- Identification of partnership opportunities
- Identification and evaluation of shared maintenance opportunities
- Analysis of electric bus charging infrastructure needs

The Study will evaluate future needs, consider alternatives, recommend implementation strategies, and consider economic and environmental impacts. The consultant is expected to provide a thorough documented analysis reporting viable and sound alternatives to current facilities utilization. The analysis should be focused on creating facilities that are optimally configured and operated in a manner that will provide sufficient capacity to deliver cost-effective and responsive transit services to our customers in both current and future operating environments. Additionally, the Study should consider current and impending state and federal regulations affecting the transit industry.

The consultant shall be familiar with following reference documents, at a minimum:

1. Durham County Transit Plan Update (in progress – target completion fall 2021)
2. Orange County Transit Plan Update (in progress – target completion spring 2021)
3. Wake Transit Vision Plan Update (in progress – target completion spring 2021)
4. GoTriangle Short-Range Transit Plan (Approved 2018)
5. GoDurham Short-Range Transit Plan (Approved 2019)
6. GoTriangle BOMF Assessment Report (Published 2019)
7. Durham County Transit Plan (Adopted 2017, amended 2019)
8. Orange County Transit Plan (Adopted 2017, amended 2019)
9. Wake County Transit Plan (Adopted 2016)
10. FTA Asset Management Guide Supplement: Asset Category Overviews & Lifecycle Management (Original October 2012, Updated September 2019)

GoDurham operations and maintenance activities are currently performed primarily at the GoDurham facility at 1903 and 1911 Fay Street, Durham:

- Fixed-route fleet – 59 vehicles, of which five are contingency. Current fleet includes a combination of Gillig 40-foot low floor diesel and Gillig 40-foot low floor hybrid. GoDurham expects to take delivery of two Gillig 40-foot low floor electric buses later this calendar year, and has ordered eight replacement Gillig 40-foot low floor clean diesel buses.
- Demand-response fleet – 48 vehicles. Typical (pre-COVID) peak vehicles in service is 41-43; current peak vehicles in service is 30. Fleet includes a mix of unleaded gasoline fueled Ford high-top vans, Dodge Caravan low floor vehicles, Ford 20-foot light transit vehicles (LTV), Ford 22-foot LTVs.
- Maintenance facility interior space
  - Fixed route: 25,240 sf
  - Demand response: 8,130 sf
- Maintenance facility total size: 39.94 acres

## RFQ Scope of Services for Regional Fleet and Facilities Study

GoTriangle operations and maintenance activities are currently performed primarily at the GoTriangle facility at 5201 Nelson Road, Morrisville:

- Fixed-route fleet – 70 vehicles. Current fleet includes a combination of Gillig 40-foot and 35-foot diesel, and two Proterra 40-foot electric buses.
- Demand-response fleet – 25 vehicles. Current fleet includes a mix of unleaded gasoline fueled Champion and Startran LTVs.
- Maintenance facility interior space: 33,245 sf
- Maintenance facility total size: 13.81 acres

### IV. SCOPE DETAILS AND DELIVERABLES

#### 1. Project Management

The consultant shall:

- 1.1. Develop and maintain project execution plan for Study activities. Include the consultant's identified single point-of-contact for communication with GoTriangle and organizational charts identifying key team members. The execution plan shall also include QA/QC and safety plans and procedures applicable to the consultant and its subconsultants. Submit initial documents for GoTriangle review within 15 calendar days (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.
- 1.2. Develop and maintain a detailed, task-specific project schedule, including consultant-led tasks in this scope of work and tasks led by GoTriangle and other partners, in a format acceptable to GoTriangle. Schedule shall identify, at a minimum, activities and durations, work phases, milestones, anticipated delivery dates, and GoTriangle and partners review periods. Furnish initial schedule within 15 days of NTP and furnish monthly schedule updates.
- 1.3. Progress reporting (documentation and meetings)
  - 1.3.1. Furnish monthly progress reports and itemized invoices in a format acceptable to GoTriangle no later than the 20th day of the month following each invoice period. For June invoices (GoTriangle fiscal year close), furnish June invoice amount no later than July 15.
  - 1.3.2. Lead weekly/biweekly project administration meetings with GoTriangle; develop and distribute agendas and furnish meeting summaries.
  - 1.3.3. Furnish projected expenditure forecast by month within 15 days of NTP; furnish updated forecasts on a quarterly basis thereafter.
- 1.4. Submit all project deliverables, associated quality records, and in-progress work products requested by GoTriangle via project SharePoint site in a format consistent with GoTriangle file system specifications.
- 1.5. 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.

## RFQ Scope of Services for Regional Fleet and Facilities Study

### Deliverables

- Project Execution Plan
- Project Schedule (initial and updated monthly)
- Expenditure Forecast (initial and updated quarterly)
- Monthly Progress Report / Invoice (monthly)

## **2. Operations and Maintenance Facility Assessment**

- 2.1. The consultant shall hold workshop(s) with key GoTriangle, GoDurham and partner staff to obtain a clear understanding of the current operating conditions, needs of the facility and staff, deficiencies, priorities for improvements and future service level needs. Examples of discussion points include state of space utilization, business processes, operating procedures, workflow, space relationships, adjacencies, and building systems.
- 2.2. The consultant shall review existing real estate portfolios owned by City of Durham, Durham County, GoTriangle, and other potential partners as identified by GoTriangle, and consider opportunities to leverage existing inventory in developing recommendations in the remainder of Task 2.
- 2.3. After identifying facility needs and performing facility assessments, the consultant shall provide recommendations for current and future facilities investments. In determining the need for upgrades or replacements to existing facilities, operations and maintenance related equipment, and systems, the Study should consider but not be limited to, recent experience and lessons learned from peer agencies, new building code requirements, regulatory compliance (e.g., hazardous waste management and occupational health & safety), site safety and security considerations, economic service life, obsolescence, and deterioration. Recommendations should also maximize efficiency and utility of current and projected operations. The various recommendations should be accompanied with cost estimates that can be used for budgeting purposes and a cost-benefit analysis or related evaluation technique for capital-intensive recommendations. It is important to identify key investment priorities that provide GoTriangle with the greatest return on investment. The Study should also highlight the costs and consequences of maintaining the status quo, which should include impacts to current and projected operations.
- 2.4. The subsequent analysis should provide, at a minimum, the following:
  - a. Optimal use of existing site or optimal acreage of new site to accommodate maintenance of anticipated future fleet size and make-up (based on transit plan updates, which may contemplate multiple scenarios of bus service investment and fleet size expansion; iterative analysis in parallel with transit plan updates and coordination with the transit plan consultants is likely to be required).
  - b. Required functions (including administration, operations, maintenance, and amenities storage) to be housed, optimal square footage required for each function, and recommendations for separation/collocation of functions.
  - c. Preliminary building(s) specifications.
  - d. Optimal circulation plan for parking, cleaning buses, including considerations for electric bus charging, parking needs for future fleet expansion and non-revenue vehicles, and employee parking, and consideration for assignment/reporting booth in bus parking area if not adjacent to building.

## RFQ Scope of Services for Regional Fleet and Facilities Study

- e. Passenger handling requirements, if necessary (GoTriangle does not expect passenger handling to be co-located at these facilities, although it is possible depending on location).
- 2.5. The following outlines the minimum components of the assessment for both the GoDurham (Fay Street) and GoTriangle (Nelson Road) facilities:
- a. Functional Needs and Capacity Evaluation
    - i. The consultant shall utilize workshops with GoDurham/GoTriangle staff (see 2.1) and site visits to confirm the functional needs of the space (including deficiencies), assess accessibility and evaluate the existing capacity limits.
    - ii. Assessment of existing facility condition as it relates to the facility's ability to meet functional and operational needs. GoTriangle does not anticipate that a structural assessment and other detailed facility health assessments will be required. (A preliminary study of the GoTriangle facility was recently conducted; consultant shall review that study and refresh for recent facility changes.)
  - b. Expansion Recommendations
    - i. On-site expansion
      - Space Programming for building and site: Determine adequacy of existing property to accommodate future transit operation requirements. Consultant will determine, based upon the forecast facility and programming needs, the facility elements and space requirements needed to meet these needs. The Study will also include a proposal for where these needs will physically be met/located and will include considerations for interdependencies between departments/functions to improve communications, reduce operating costs and improve efficiency.
      - Schematic(s)
      - Include pro and con arguments for each of the options, along with a list of potential concerns of major stakeholders who may be impacted.
      - Site environmental assessment: Assessment of the overall impact on the surrounding area including historic preservation (where applicable), land, air, water use, neighboring business, traffic-noise impacts, etc.
      - Site geotechnical assessment.
      - Consultant shall provide all due diligence documents, reports and analysis to preserve federal funding eligibility for future design and construction (e.g. Title VI, NEPA screening).
    - ii. Off-site expansion/relocation/satellite schematic(s)
      - Evaluation and Selection of New Facility Sites
        - With input from GoTriangle, develop geographic target areas for site selection, considering efficiencies/minimizing non-revenue miles for current and anticipated future fixed route services and paratransit trips.
        - Provide a list of conditions that determine whether alternative sites are reasonable to pursue.
        - Establish a list of available or potentially available properties through a criteria-driven site search. An example of site features to be reviewed include: Parcel PIN, Owner, Address, Size (ac), Total Assessed Value, Cost per Acre, Existing Structures, Above Ground

## RFQ Scope of Services for Regional Fleet and Facilities Study

- Utility, Existing Zoning, Streams, Water Bodies, Flood Zones, Historic Properties, Community Resource and Hazardous Materials.
  - Coordinate with GoTriangle to confirm the (up to) four alternative sites to be presented with the assessment.
  - Identify any required zoning changes that would be needed.
  - Develop organizational and operational plans for each alternative site.
  - Evaluate impact to deadhead miles and the associated costs.
- Space Programming for building and site
- Include pro and con arguments for each of the options, along with a list of potential concerns of major stakeholders who may be impacted.
- Site environmental assessment: Assessment of the overall impact on the surrounding area including historic preservation (where applicable), land, air, water use, neighboring business, traffic-noise impacts, etc.
- Site geotechnical assessment.
- Consultant shall provide all due diligence documents, reports and analysis to preserve federal funding eligibility for future construction associated with GoTriangle and GoDurham maintenance facilities (e.g. Title VI, NEPA screening).
- iii. Conceptual designs for all alternatives, including graphical renderings
- iv. Cost estimates for expansion and new site alternatives confirmed for consideration by GoTriangle
  - A detailed conceptual phase opinion of probable cost for each alternative. The cost opinion will include hard costs for any off-site utilities or other improvements required for the projects, all site development and building construction, as well as all soft costs for land acquisition, permitting, design, bidding, construction administration services, surveys, environmental and geotechnical services, and construction materials testing and special inspections, if necessary. The opinion will also include both designer and owner contingencies and be in format as requested by GoTriangle.
  - Cost estimates shall include detailed clarifications and assumptions.
  - GoTriangle does not require an appraisal of its properties but expects the consultant to include a Broker's opinion of value or equivalent.
- v. Anticipated design and construction schedule for expansion and new site alternatives, including initial land acquisition where applicable. Schedules for expansion at existing sites shall consider that the facilities need to remain operational.
- vi. Opportunities for phasing improvements, considering both funding/grant availability as well as phasing over time to align with anticipated fleet expansion schedule
- vii. High-level relocation plan and phasing for each alternative
- viii. Proposed plan for potential re-use and sale of existing facilities and properties.
- ix. Comparison of on-site and off-site expansion/relocation options
  - a. Cost/benefit analysis, feasibility analysis, text narrative and table presentation, pros and cons of each alternative. Analysis should consider the study objectives.

Deliverables

- Data Collection Plan (Reference Task 2.1)

## RFQ Scope of Services for Regional Fleet and Facilities Study

- Prepare and send to GoTriangle for review and approval: workshop plan with timeline, staff information, objectives, methodology, and post-workshop deliverables.
- Data Collection Meeting Agendas and Materials (Reference Task 2.1)
- Review and discuss findings from data collection workshops (Reference Task 2.1)
- Review and discuss summary of findings and preliminary recommendations/analysis with GoTriangle for input and feedback prior to developing draft reports. (Reference Task 2.1-2.4)
- GoDurham Facility Expansion Report (Draft and Final) (electronic copy) (Reference Task 2.2-2.4)
  - Draft report shall be provided to GoTriangle for review and comment. The review period shall be a minimum of two weeks. After receiving all comments, the consultant shall submit a final report within 30 days.
  - The report shall be informed by the findings of the GoDurham Fleet Size and Composition Assessment Technical Memorandum (Reference Task 3.1) and the full Technical Memorandum shall be included with the report as an attachment or appendix.
  - The report shall be informed by the GoDurham components of the Regional Shared Maintenance Opportunities Technical Memorandum (Reference Task 4.2) and the Regional On-Route Electric Charging Infrastructure Report (Reference Task 3), both of which shall be included with the report as an appendix.
- GoTriangle Facility Expansion Report (Draft and Final) (Reference Task 1.2-1.4)
  - Draft report shall be provided to GoTriangle for review and comment. The review period shall be a minimum of two weeks. After receiving all comments, the consultant shall submit a final report within 30 days of receiving comments.
  - The report shall be informed by the findings of the GoTriangle Fleet Size and Composition Assessment Technical Memorandum (Reference Task 3.2) and the full Technical Memorandum shall be included with the report as an attachment or appendix.
  - The report shall be informed by the GoTriangle components of the Regional Shared Maintenance Opportunities Technical Memorandum (Reference Task 4.2) and the Regional On-Route Electric Charging Infrastructure Report (Reference Task 3), both of which shall be included with the report as an attachment or appendix.
- Present Final Report summary to GoTriangle and City of Durham leadership.
- Attend board presentation as requested by GoTriangle and City of Durham.

### 3. Fleet Size and Composition Assessment

#### 3.1 GoDurham – Fixed Route and Paratransit

- a. The most recent current fleet inventory will be provided to the consultant for reference.
- b. Consultant shall recommend the future fleet size and composition (e.g. diesel versus electric for fixed route; potential propane for paratransit) to achieve the goals set forth in the Durham Transit Plan updates, suitability of electric bus range considering routes, runcutting, and blocking, and input from GoTriangle/GoDurham. Future fleet projections will inform future maintenance needs and capital plan.
- c. Consultant shall provide recommendations regarding a fleet acquisition/management plan.

#### 3.2 GoTriangle – Fixed Route and Paratransit

- a. The most recent current fleet inventory and buying process shall be provided to the consultant for reference.
- b. Consultant shall recommend the future fleet size and composition (e.g. diesel versus electric) to achieve the goals set forth in the Durham, Orange, and Wake Transit Plan updates, including suitability of electric bus range considering routes, runcutting, and

## RFQ Scope of Services for Regional Fleet and Facilities Study

- blocking, with input from GoTriangle. Future fleet projections will inform future maintenance needs and capital plan.
- c. Consultant shall provide recommendations regarding adjustments to the existing fleet management plan.
- d. Contracted Services Assessment – Consultant shall assess current list of contracted routes for potential conversion to direct operation and shall assess current list of directly operated routes for potential conversion to contracted services. Evaluation shall include assessment of costs, non-revenue miles, and other relevant considerations.

### Deliverables

- GoDurham Fleet Size and Composition Assessment Technical Memorandum (Draft and Final).
- GoTriangle Fleet Size and Composition Assessment Technical Memorandum (Draft and Final).

## **4. Regional Partnership Opportunities**

### 4.1 Regional Transit Partner Meetings

- a. Consultant shall work with GoTriangle to convene meetings or workshops as necessary with other Triangle area transit operators (e.g. GoCary, GoRaleigh) to engage on the topics in this task (Reference 4.2 and 4.3).

### 4.2 Partnership Opportunities

- a. Consultant shall document all potential partnership opportunities discussed during Partner Meetings, including those beyond what directly influences this Study.
- b. Consultant shall evaluate opportunities for and feasibility of shared maintenance activities or shared space for contracted activities (e.g. paint/body, heavy duty vehicle maintenance, overhaul/rebuild).

### 4.3 Regional On-Route Electric Charging Infrastructure

- a. Consultant shall conduct an electric charging infrastructure needs assessment based on current and future anticipated electric bus fleet and routes.
- b. Consultant shall evaluate and propose infrastructure locations (opportunity sites).
- c. Consultant shall recommend a phased schedule for installing electric charging infrastructure based on fleet projections and future route planning.
- d. Consultant shall provide an opinion of probable cost for infrastructure upgrades, aligned with the proposed phased schedule.

### Deliverables

- Data Collection Meeting Agendas and Materials (Reference Task 4.1).
- Present summary of findings and preliminary recommendations/analysis to GoTriangle for input and feedback prior to developing Technical Memorandum and Electric Charging Infrastructure Report (Reference Task 4.1).
- Regional Shared Maintenance Opportunities Technical Memorandum (Draft and Final).
- Regional On-Route Electric Charging Infrastructure Report (Draft and Final).

## **V. PROJECT DURATION**

GoTriangle anticipates this scope will be completed within a period of 12-18 months from notice to proceed.





*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Planning and Capital Development  
**DATE:** November 11, 2020  
**SUBJECT:** **Contract with Perkins and Will for Durham Station Improvements Preliminary Design**

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

Staff requests that the Board authorize the President/CEO to negotiate and execute an agreement with Perkins and Will for the Durham Station Improvements Preliminary Design at a cost not to exceed the budgeted amount of \$300,000.

### Background and Purpose

Durham Station, located at 515 W Pettigrew Street in Durham, is central and critical to transit in the City of Durham now and will remain vital to successful transit in the city in the future. The City of Durham is seeking to make improvements to the transportation center, taking into account the many years of feedback and knowledge of the facility from operations staff, users, and community members. In addition, the area around Durham Station has greatly changed since it opened in the mid-2000s, as developments have filled in the fabric of the city around the facility and many new developments are being planned or are in construction in close proximity to the site.

The FY21 transit work plan in Durham includes funding for GoTriangle to lead the preliminary design phase for improvements to Durham Station as part of its larger Regional Fleet and Facilities Study project. The Durham Station Improvements Preliminary Design component will advance work on the project to support cost estimating and scheduling and provide a schematic design package for the City to use to carry the project forward if/when funding to complete final design and construction of the project is identified in future year transit work plans.

To complete the preliminary design effort, GoTriangle is seeking consultant support to validate prior planning work, confirm a program of improvements, and develop a schematic design package.

GoTriangle has undertaken an open, qualifications-based selection process to identify a preferred consultant team for this study. The top-ranked team is composed of Perkins and Will as prime, with Kimley-Horn, Aedilisms (pending MBE/WBE), Bree and Associates (MBE), Engineered Designs (WBE), Lynch Mykins (WBE), Surface 678, and Glimmer and Glow (MBE) identified as subconsultants.

The M/WBE participation goal for this solicitation is 14%, and Perkins and Will has proposed a subcontracting approach that appears well-positioned to exceed the goal.

### **Financial Impact**

The total budget allocated for projects comprising the Regional Fleet and Facilities Study across the Durham, Orange, and Wake transit work plans and GoTriangle budget is \$1,512,500. The amount allocated for the Durham Station Improvements component of the effort is \$300,000, attributed 100% to Durham.

### **Attachments**

- RFQ Scope of Services

### **Staff Contacts**

- Katharine Eggleston, CDO, 919-485-7564, [keggelston@gotriangle.org](mailto:keggelston@gotriangle.org)
- Bryan Hammond, Project Architect, 919-314-8742, [bhammond@gotriangle.org](mailto:bhammond@gotriangle.org)



## RFQ Scope of Services for Durham Station Improvements Preliminary Design

# 1 OVERVIEW

## 1.1 Project Summary

The role of the selected firm shall perform the services in three phases:

1. Ridership Survey Collection and Validation of Existing Data
2. Programming and Conceptual Design (10%)
3. Schematic Design (35%)

Durham Station located at 515 W Pettigrew Street in Durham, NC is central and critical to transit in the City of Durham now and will remain vital to successful transit in the city in the future. The City of Durham is seeking to make improvements to the transportation center, taking into account the many years of feedback and knowledge of the facility from operations staff, users and community members. In addition, the area around Durham Station has greatly changed as developments have filled in the fabric of the city around the facility, and many new developments are being planned or are in construction in close proximity to the site.

In 2011, the Freelon Group performed a detailed study of Durham Station, its users, and pedestrian movement on site, as well as developed several conceptual ideas on ways to improve the station. The successful team selected to perform this work will need to show their ability to validate the data from the 2011 study, and assess the current setting of Durham Station and the necessary improvements the station needs to improve the user experience and successfully provide transit services in the future.

The selected team shall begin the process of developing a plan for necessary improvements to the station. In the conceptual design phase, the team shall work with the Agency and its partners to provide a program and requirements of necessary work to be performed. The program developed should provide clarity on clear goals with measurable success and maximum benefit to the ridership and transit operations. Conceptual designs shall include a high/low context for budget considerations. Renovations, demolition, or expansions to any of the facilities on-site should be carefully considered to be focused on improving the station's passenger experience and delivering clear and/or measurable improvements to the station experience.

Working with GoTriangle, GoDurham and the City of Durham, the selected team shall produce an updated and validated study of Durham Station and incorporate that data into a bilingual public outreach exercise to inform and get feedback from the community about the conceptual design direction being considered.

A schematic design package (35%) shall be produced by the selected team, following approval and selection of a conceptual design and cost estimate. Upon completion of the final Schematic Design package, it is anticipated that the City of Durham's General Services Department shall take over completion of the designs for the improvements to Durham Station and will engage a contractor for construction of the improvements through a separate process.

## 2 SCOPE OF SERVICES

### 2.1 Survey Collection and Validation

- a. **Assess 2011 Freelon Group study of Durham Station**
  - i. Review and/or validate data in Freelon Group study – particularly regarding pedestrian movements and access on site.
  - ii. Meet with station operations staff to confirm validation of data as required.
  - iii. Utilize relevant data in updated comprehensive report.
- b. **Provide Updated Report with Survey Data and Site Context**
  - i. Assess the site context and future developments around Durham Station to provide a report on the needs of the station in the future
  - ii. Considerations to renovation of Durham Station building shall include a cost/benefit analysis
  - iii. Assessment of exterior improvements for the site, including but not limited to pavement repair/replacement, canopy re-design, complete canopy coverage of entire bus island, bus movement and turning, relocating or reconfiguring buses on the site, reducing pedestrian/bus conflicts, safety and security, taxi area, limiting non-bus vehicular access on site, pedestrian circulation, passenger waiting areas, pedestrian crossings and access, site lighting, restroom location, mobile ticketing, landscaping, wayfinding and bilingual considerations, energy efficiency measures, potential future use of ev vehicles and/or charging, etc.
  - iv. Assessment of interior improvements should focus on clear and measurable, fiscally responsible improvements, taking into account customer and community feedback.

#### Task 1 Deliverables

- Report summarizing data validation and current development context

### 2.2 Programming and Conceptual Design (10%)

- a. **Develop Conceptual Design**
  - i. Develop program of improvements and establish basis for project scope, schedule and budget for high and low cost options.
  - ii. Itemize material and product data for consideration in use of conceptual designs.
  - iii. City of Durham staff will select and approve the program before proceeding to conceptual design.
  - iv. City of Durham staff will comment on and review the conceptual designs prior to finalization of 10% conceptual design package.
  - v. Conceptual designs shall include a unit/cost benefit analysis and/or estimate for comparison purposes.
  - vi. Conceptual designs shall consider relevant implementation planning and analysis, including but not limited to site utilities, demolition, drainage and run-off, transportation schedule, bus and pedestrian movements and passenger

## RFQ Scope of Services for Durham Station Improvements Preliminary Design

- safety and security.
  - vii. Final conceptual design package shall be approved by City of Durham staff prior to schematic design phase.
  - viii. Preferred conceptual designs shall be focused on clearly improving the passenger experience of Durham Station
- b. Presentation of Conceptual Design and Collect Updated Rider Feedback**
- i. Work with Agency and partners to present a bilingual presentation of the conceptual designs and perform a bilingual rider and community survey to get feedback about the needs of Durham Station.

### Task 2 Deliverables

- Technical memorandum documenting proposed program (draft and final)
- Conceptual design package
- Summary of rider feedback to conceptual design presentation

## 2.3 Schematic Design (35%)

- a. Team to develop schematic design package, including detailed project budget, schedule and associated documentation.
- b. Schematic design package includes relevant drawings, details, product data, specifications, and renderings sufficient for design development to begin.
- c. Final schematic design package shall include a detailed cost estimate.

### Task 3 Deliverables

- Schematic design package (35%)

## SCHEDULE

- Target date for Contract Award – December 15, 2020
- Target completion of Schematic Design (35%) package by June 30, 2021

## 2.4 Assumptions

1. GoTriangle is facilitating the process for 35% Schematic Design set, and will facilitate coordination with City of Durham for review and approvals.
2. Project management and invoicing for this contract will be through GoTriangle.
3. Upon completion of the 35% Schematic Design set, the City of Durham's General Services Department will take over completion of the design and construction phases for the project.
4. 2011 Freelon Group presentation on improvements to Durham Station attached



*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Planning and Capital Development  
**DATE:** October 22, 2020  
**SUBJECT:** **Authorization to Contract for Design of 50 GoDurham Bus Stops**

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

Staff requests that the Operations and Finance Committee recommend that the Board of Trustees authorize the CEO and President 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 \$500,000.

### Background and Purpose

The adopted FY21 workplan for the Durham County Transit Plan includes funding for GoTriangle to continue managing a pipeline of 50 bus stop improvements per year for GoDurham. Bus stops improvements initiated through this program in FY20 are now transitioning to the construction phase, and it is now time to begin design on the FY21 group of stops. GoTriangle has coordinated refinements to the prioritization methodology used to identify stops for improvement with the City of Durham, and is in the process of confirming feasibility of the individual locations in the prioritized list.

With approval to authorize this task order, staff will be able to initiate design as the locations for the FY21 improvements are confirmed. Staff will request future authorizations to contract for real estate acquisitions services, amenities purchase, and construction as necessary to complete the project.

The M/WBE goal for this task order is 12%.



### Financial Impact

The adopted FY21 workplan for the Durham County Transit Plan includes \$2,500,000 for development and delivery of improvements at 50 bus stops, of which \$500,000 is allocated for design services.

### Attachments

- None

### Staff Contact(s)

- Katharine Eggleston, CDO, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)
- Willie Noble, Manager of Construction, 919-485-7563, [wnoble@gotriangle.org](mailto:wnoble@gotriangle.org)



## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Transit Operations  
**DATE:** November 4, 2020  
**SUBJECT:** Transit Operations Vehicle Purchase Authorization

### Strategic Objective or Initiative Supported

### Action Requested

Staff requests that the Board authorize the president & CEO to execute a contract for the purchase of two (2) light transit vehicles and three (3) BraunAbility Dodge Caravans from Creative Bus Sales for demand response service with a maximum dollar amount of \$348,569.

### Background and Purpose

Transit Operations is seeking approval to purchase two (2) light transit vehicles and three (3) BraunAbility Dodge Caravans. Board authorization will result in GoTriangle receiving these vehicles within the next six (6) months from placing the order. The new vehicles will be replacing existing vehicles that have already exceeded the recommended useful life of 100,000 miles/4 years, per Federal Transit Administration guidelines for replacement. In addition to the recommended FTA guidelines, the Transit Division has experienced an increase in repair costs in maintaining these vehicles due to high mileage.

### Financial Impact

The total cost to purchase two (2) light transit vehicles and three (3) BraunAbility Dodge Caravans is \$348,569 with a federal grant contribution of \$278,855 and a GoTriangle contribution of \$69,714. These funds are included in the FY21 annual budget. In addition, a portion of GoTriangle's contribution is being funded by insurance proceeds received as a result of the total loss of two vehicles.

### Attachments

- None

### Staff Contact(s)

- Brian McLean, Manager of Fleet Maintenance, 919-485-7472, [bmclean@gotriangle.org](mailto:bmclean@gotriangle.org)
- David Moore, Procurement Manager, 919-485-7559, [dmoore@gotriangle.org](mailto:dmoore@gotriangle.org)



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

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President/CEO Date Executed	GC Date Executed
20-079	Wake Tech Community College	\$45,000	License Agreement	5 year licensing agreement to utilize Wake Tech South campus park-and-ride. GoTriangle installed transit amenities, contributed \$40,000 to construction and will pay annual licensing fee of \$5,000 for maintenance, utilities, etc.	10/8/20	10/8/20
20-081	NC State University	\$45,897	Recurrent Household Travel Survey Data Collection	Contract for Recurrent Household Travel Survey Data Collection Services, cost reimbursable Not to Exceed (NTE). Term 07/01/2020 – 06/30/2021	10/12/20	10/8/20
20-082	Town of Holly Springs	\$0	License Agreement	License Agreement for the operation of a Public Transportation Regional park-and-ride using 25 parking spaces in the parking lot for bus passengers. Term is five (5) years from execution of License.	10/12/20	10/12/20
20-086	RB Infrastructure, LLC	\$0	License and Indemnity Agreement	License and Indemnity Agreement for access to three parcels. Term ends 02/01/2021	10/15/20	10/14/20
20-084	North Carolina Society of Hispanic Professionals, Inc.	\$1,000	Community Sponsorship Agreement	Sponsorship Agreement to help support outreach and promotion of the Greater Triangle Commuter Rail Survey. Term ends 11/06/2020	10/16/20	10/14/20
20-083	Advance Community Health	\$1,000	Community Sponsorship Agreement	Sponsorship Agreement to help support outreach and promotion of the Greater Triangle Commuter Rail Survey. Term ends 11/06/2020	10/16/20	10/14/20
20-089	Adobe Sign	\$8,060	Adobe Sign – Enterprise Services	Annual software contract. Term 10/16/2020 – 10/15/2021	10/20/20	10/20/20
20-087	City of Durham	\$0	Vehicle Lease Agreement	Contract for bus lease. 10/14/2020 – 11/04/2020	10/20/20	10/20/20
20-090	Meals on Wheels	\$1,000	Community Sponsorship Agreement	Sponsorship to help support outreach and promotion of the Greater Triangle Commuter Rail Survey. Term ends 11/06/2020	10/25/20	10/22/20
20-092	PNC Arena	\$0	License Agreement	License Agreement for authorization to use PNC Arena for photo shoot.	10/25/20	10/22/20
18-073	City of Raleigh	\$0	Amendment No. 2 To General Operating Agreement for Transit Plan Administration	Term of Original Agreement amended to 09/30/2021 for Project TO002-AK. Carrying over unused funds	10/26/20	10/25/20

**CONTRACT WORK ORDERS – OCTOBER 2020  
( < \$100K)**

<b>Contract #</b>	<b>Contractor (or subject if no contractor listed)</b>	<b>Contract Amount</b>	<b>Subject</b>	<b>Comments</b>	<b>President/CEO Date Executed</b>	<b>GC Date Executed</b>
18-105	Siemens	\$9,762	HVAC Maintenance - Renewal	Maintenance Agreement lump sum contract. Term 11/01/2018 – 10/31/2019, with two (2), one (1) year options to renew.	10/27/20	10/26/20
20-054	CAMPO	\$0	Special Capital Funding Agreement-Capital Planning	Special Capital Funding Agreement-Capital Planning with CAMPO. Term ends 09/30/2021	10/30/20	10/30/20
20-057	CAMPO & Town of Apex	\$0	Special Capital Funding Agreement for Bus Infrastructure Community Funding Area Program	Special Capital Funding Agreement for Bus Infrastructure. Term ends 09/30/2023	10/30/20	10/30/20

## HR Board Report - November 2020

### NEW HIRES

- Willie Reid – Project Engineer
- Jocelyn Atkins – Customer Information Specialist
- Erica Burton – Customer Information Specialist

### PROMOTIONS

None

### ANNIVERSARIES

None

### RECRUITING

- IT Project Manager
- Public Involvement Associate
- Bus Operator I
- Customer Information Specialist

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Planning and Capital Development  
**DATE:** November 4, 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

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

## Bus Passenger Facilities

### Projects Under Construction

#### **GoDurham Bus Stop Improvements FY19 (18DCI CD4)**

Description – This project includes site selection, design, and construction of passenger amenities at 21 bus stops in the GoDurham system.

Status – Construction at 20 stops is substantially complete. The Glenn View Station stop (pictured) went into service on September 7, and a ribbon-cutting ceremony took place on September 8.

Upcoming Activities – Landscaping and pavement painting at Glenn View Station and right-of-way acquisition are scheduled for November. Preparation for construction procurement for the remaining stop is scheduled to be completed in the coming months.

#### **GoDurham Bus Stop Improvements FY20 (20GOT CD2)**

Description – This project includes site selection, design, and construction of passenger amenities at 50 bus stops in the GoDurham system for which design began in FY20.

Status – The City of Durham has approved construction drawings for 35 stops, with an additional 14 stops under review. Shelters, benches, and trash receptacles were delivered the week of October 5. The contractor is preparing to begin construction [the week of November 9](#) for the first group of 16 stops. Construction preparation is underway for a subsequent group of 17 stops, and GoTriangle [has begun real estate acquisition activities for a further subsequent group of stops](#).

Upcoming Activities – Completion of design, plan, approval, right-of-way acquisition, and construction procurement for the remaining groups of stops is planned to continue through the remainder of the fiscal year.

### Projects in Design

#### **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 – Owner reviewed and provided feedback on the pocket park concept plan. Construction drawings are being finalized for submittal to the City for approval.

Upcoming Activities – Pending construction drawing approval, GoTriangle will schedule necessary right-of-way acquisition activities.

#### **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, and the design consultant is coordinating resolution of utility conflicts. 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 approval for those stops is complete. Design procurement for an additional six stops is underway.

Upcoming Activities – GoTriangle expects to complete design for six stops in the coming months.

#### **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 and NCDOT permitting is nearly complete.

Upcoming Activities – Preparation for construction will begin this fall.

#### **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 – Removal and replacement of the two existing bus shelters along the eastbound side of NC 54 opposite the Boxyard project is complete; coordination with RTP regarding stop improvements at the future HUB site is underway. Planning activities for additional GoTriangle bus stop improvements in Durham County are underway, including coordination with the Durham VA Medical Center and Duke University regarding stops on Erwin Road and on campus. Design procurement for the additional stops is underway.

Upcoming Activities – GoTriangle will continue to coordinate with RTP regarding the westbound stop at the Boxyard and stops at HUB RTP, and will initiate design of additional stops upon completion of scoping.

#### **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 – The 30 percent design of the Transit Facility is continuing to move forward with good feedback from the development team. The predevelopment agreement has been finalized and work continues to reach the final Joint Development Agreement. Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm third-party requirements affecting the project definition.

[Monthly federal oversight meetings began in October.](#)

Upcoming Activities – Coordination activities, design progress meetings, and agreement negotiations will continue on the project. The 30 percent design phase of the transit facility is scheduled for completion by the end of this calendar year.

Schedule Risks – 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. Development and execution of the Joint Development Agreement is critical.

Cost Risks – Continued design advancement 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.

### Projects in the Planning Phase

#### **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 signed a lease agreement with the Town of Wake Forest to lease the SunTrust lot until June 30, 2021. A bus stop has been added at this location.

Schedule Risks – Ongoing coordination with GoRaleigh and Wake County to identify a new location off US 1 halted because 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 completed sign designs, cost estimates, and plans. Development of an agreement with NCDOT is underway.

Upcoming Activities – GoTriangle staff is preparing for procurement of sign fabrication and installation.

#### **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 was completed in June as a part of GoTriangle's virtual engagement initiative. Identification of site operational requirements is complete. The consulting team has identified and screened initial alternative sites that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. Four virtual workshops with stakeholder groups have been conducted to date. The site selection evaluation is complete, yielding two final alternative partnership-based relocation sites and stakeholder engagement is ongoing. [A third site will be carried forward for continued consideration resulting from stakeholder engagement.](#)

Upcoming Activities – Remaining tasks include further evaluation of [three](#) final alternative sites and property owner coordination, 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 was completed in June 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 has identified and screened initial alternative sites for the two new park and rides that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. Review of the site selection evaluation is complete and stakeholder engagement is ongoing.

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, 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 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 – The consultant has completed a preliminary design and construction cost estimate for the upfit, and the project is proceeding through the Design Development phase. GoTriangle staff is [continuing to refine the](#) full-project budget analysis to plan for fixtures, furnishings, equipment, technology and other considerations of the full-project implementation.

Upcoming Activities – GoTriangle and the consultant will update the construction cost estimate and overall project budget at completion of Design Development. Grant funding reporting will begin in the coming months.





## Rail Transit Infrastructure Development

### Greater Triangle Commuter Rail Study (19GOT CO2/20GOT CD1/TC004-A)

Description – The current phase of study is evaluating the potential for new commuter rail service in the North Carolina Railroad Company (NCR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. In coordination with project partners, GoTriangle 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 and Upcoming Activities – As of April 6, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, had voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May. Study activities across a range of tasks were initiated in June and were ongoing through the summer. Priority early activities in this phase of work are as follows:

- Railroad Coordination – [In October, GoTriangle and NCR continued providing information requested by Norfolk Southern necessary to execute the modeling agreement.](#)
- Engagement with “resource partners” including local governments, institutions, and other regional partners – GoTriangle held individual meetings with each municipal partner in June and July to develop coordination plans; continued individual meetings are scheduled to continue throughout the remainder of the study period to facilitate geographic-specific coordination. Kickoff meetings for the Cary and Durham downtown engineering studies were held in August and September, respectively. GoTriangle convened a second monthly group meeting with local government and institutional partners together in September; this will also be a monthly series of meetings. Direct engagement with economic development practitioners and the real estate development community specific to the economic development component of the study began in September.
- Community Engagement – The initial round of community engagement launched on September 25. An input survey will be available online for six weeks, and GoTriangle is coordinating distribution of paper surveys throughout the study corridor over the same period.
- Schedule Management – The initial baseline schedule is complete; GoTriangle and the consultant are meeting monthly to formally assess progress and manage interfaces between dependent tasks.

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), identification and resolution of competing/conflicting stakeholder goals, and satisfactory engagement with the public under COVID restrictions. These are key priorities with the next steps defined in the MOU. [Without mitigation, continued delay in initiating the railroad capacity modeling will result in delay to study completion.](#)

Cost Risks – To date, it appears that primary risks to setting a budget within the range of \$1.4B to \$1.8B identified during the earlier 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.

