



GoTriangle  
Board of Trustees  
August 26, 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, August 26, 2020, at 12:00 pm. We encourage interested members of the public to listen or view via Microsoft Teams.*

*Click here to: [Join Microsoft Teams Meeting](#)  
Or dial: +1 252-210-4099  
Conference ID: 257 141 969#*

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

For the August 26th meeting, the GoTriangle Board of Trustees will receive public comment by e-mail at this address: [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org). Comments related to the agenda should be submitted no later than 11 am on Wednesday, August 26, 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. Minutes - July 22, 2020**

#### **B. Contract for Construction of GoDurham Bus Stop Improvements**

ACTION REQUESTED: Authorize the president/CEO to award and execute a contract with Whitley Contracting Inc. for construction, installation of bus stop amenities, and other improvements at 16 GoDurham bus stop locations in the amount of \$298,295 and authorize an additional 10% project contingency to cover the cost of changes related to additional work required, due to unforeseen conditions of \$30,000 for a total contract budget of \$328,295.

**C. Title VI Program Update**

ACTION REQUESTED: Approve the updated Title VI Program and Policies.

Title VI Program Update

Title VI Public Participation Plan

Title VI LEP-LAP

**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. Legal Services Contract Award**

*(10 minutes Tom Henry)*

ACTION REQUESTED: Authorize the president & CEO to execute a contract for legal services with Kaplan Kirsch & Rockwell LLP, with a not-to-exceed value of \$200,000, to support GoTriangle in its role as sponsor of the Greater Triangle Commuter Rail (GTCR) project and provide the agency with supplemental legal expertise in the field of railroad law.

**C. Lease to Durham County for Temporary Employee Parking**

*(5 minutes Shelley Read Curran)*

ACTION REQUESTED: Authorize a lease with Durham County for a 1.83 acre lot owned by GoTriangle located at the northeast corner of West Chapel Hill Street and South Duke Street ("the Leased Premises").

**V. Other Business**

Durham County Transit Plan Update (no presentation)

August 2020 Transit Plan Updates

Durham Transit Plan - Public Engagement Plan

Durham Transit Plan - Project Work Plan

Listening and Learning Engagement Summary

Freeway and Street Based Transit Network (FAST) Study Update (no presentation)

Presentation

Preliminary Findings and Information Report

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

*(10 minutes Charles Lattuca)*

Contracts

New Hires & Promotions

**1. COVID-19 Update**

*(5 minutes Eric Bergstraesser)*

-

2. Capital Projects Status Report

**Presentation - CRT Update**

*(10 minutes Katharine Eggleston)*

**B. General Counsel's Report**

*(5 minutes Shelley Read Curran)*

**C. Chair's Report**

*(5 minutes Michael Parker)*

**D. 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**  
**July 22, 2020**  
Held Remotely via WebEx

**Board Members Present Remotely:**

|                                |                       |
|--------------------------------|-----------------------|
| Will Allen III                 | Mark Marcoplos        |
| Corey Branch                   | Michael Parker, Chair |
| Michael Fox                    | Jennifer Robinson     |
| Sig Hutchinson                 | Steve Schewel         |
| Wendy Jacobs (arr. 12:10 pm)   | Nina Szlosberg-Landis |
| Vivian Jones                   | Stelfanie Williams    |
| Valerie Jordan (arr. 12:06 pm) |                       |

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

**I. Adoption of Agenda**

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

**II. Recognition**

**A. Oath of Office – Dr. Stelfanie Williams**

Durham Mayor and Board member Steve Schewel introduced Dr. Stelfanie Williams, the new joint representative for the City of Durham and Durham County. Williams said transportation is a critical issue for our communities and she looks forward to learning, serving and supporting the important work that GoTriangle has to do for our community.

GoTriangle General Counsel and NC Notary Public Shelley Read Curran administered the oath of office. Pursuant to the emergency video notarization requirements contained in G.S. 10B-25, the principal signer stated she was physically located in Durham County, North Carolina during the emergency video notarization and Notary Public Curran was in Wake County, North Carolina.

**B. Employee Service Awards**

President and CEO Lattuca recognized Alton Holeman and Greg Langley for 20 years' service with GoTriangle and Tim Morgan, Cheryl Bass and Jennifer Green for 10 years' service.

**III. Public Comment**

Chair Parker stated that one question was received related to an agenda item. He read the question from Shawn Rice of the Trapeze Group, "With respect to the recent contract

award are you able to elaborate on what new technology is being incorporated to improve the customer experience?” Parker stated that the question would be addressed during the presentation on that item.

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

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

The following consent agenda items were approved:

- June 24, 2020 – Regular Session Minutes;
- June 24, 2020 – Closed Session A Minutes;
- June 24, 2020 – Closed Session B Minutes; and
- Authorized the acquisition of Right of Way on behalf of the City of Durham needed for improvements at existing GoDurham bus stop locations.

#### **V. General Business Agenda**

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

None.

##### **B. GoDurham ACCESS Management and Operations Contract**

Laurie Barrett stated GoTriangle began working with the City of Durham ten years ago to provide transit planning and marketing, oversee finances, create the budget and assist with capital procurement for amenities. Additionally she said GoTriangle manages the contracts for fixed route and demand response service. The city owns all the vehicles and facilities related to administration and operations. GoTriangle is reimbursed 100% for expenses, including six positions totally funded by the city and another nine positions partially funded.

Brian Fahey requested approval to award a contract to National Express Transit for the management and operation of GoDurham Access on-demand service. He said the current contract with First Transit expires August 31<sup>st</sup>.

The selection committee, comprised of representatives from GoTriangle and the city and county of Durham, evaluated proposals from five firms and short listed three firms that were interviewed and gave presentations. The committee unanimously recommends National Express Transit due to an aggressive customer service program, strong safety and security operations and maintenance program. The Ecolane software program is a technology solution for demand responsive and paratransit transportation that will allow customers to make, monitor and update trip reservations in real time.

The contract is for three (3) years with two, one-year options. The cost for the first year (September 1, 2020 through June 30, 2021) will not exceed \$4.57 million, which is included in the city's FY21 budget. Subsequent contract years will be in line with the fiscal year budget.

President and CEO Lattuca stated that notice of a bid protest has been received from First Transit in regards to solicitation number 20-024 GoDurham ACCESS Demand Response Transit Service. Charles E. Lattuca, GoTriangle president and CEO, shall review the protest in accordance with GoTriangle protest guidelines and render a decision. A contract shall not be executed for the services until the protest has been heard and the necessary resolutions of the bid protest have been completed and memorialized.

**Action:** On motion by Allen and second by Jones the Board authorized the President/CEO to execute a contract with National Express Transit for the management and operation of the GoDurham ACCESS on demand transit service. The contract shall be for three (3) years with two (2) one-year options. The contract for year one shall not exceed \$4,457,343. Upon roll call, the motion was carried unanimously.

**C. Appointment of Nominating Committee**

Chair Parker stated that GoTriangle Board officers' terms run October through September. A nominating committee makes recommendations for a Board vote in September. He stated that he has asked Robinson, Jacobs and Marcoplos to serve as the nominating committee, meeting the by-laws requirement for one representative from each county.

**Action:** On motion by Jones and second by Allen the Board approved the appointment of Jennifer Robinson (Wake), Wendy Jacobs (Durham) and Mark Marcoplos (Orange) to the Nominating Committee. Upon roll call, the motion was carried unanimously.

**VI. Other Business**

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

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

Lattuca highlighted the following items:

- The classification and compensation study has kicked off.
- Scott Thomas has been hired as the new Chief Communications Officer. He previously worked for the Granville Health System in Oxford.

- You received a list of meetings I have held with business and community leaders and county and municipal officials. This is an ongoing process and you will receive periodic updates.
- The agenda includes information about re-opening, which is attached and hereby made a part of these minutes. Some physical changes are being made to the space.

## 1. COVID-19 Update

Eric Bergstraesser reported on efforts and activities:

- Ridership is at approximately 30-35% of pre-COVID numbers. Full service was reinstated in late June, with ridership inching up slowly. Social distancing has been maintained on buses and mask boxes are installed on all vehicles. Compliance with mask wearing is above 90%.
- Barriers should be installed on all our fixed route buses by early August. Lattuca stated that once all the barriers have been installed we can consider reinstatement of fares, but should coordinate with the other agencies in the area.
- New signs have been installed that mention the requirement for wearing masks.
- Staff is looking into UVC lamps for cleaning the buses as well as an attachment that goes into the air handler units to keep recirculating and cleaning the air.

## 2. Capital Projects Status Report

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

Schewel asked the greatest threats at this point to accomplishing the timeline laid out. Eggleston stated the cooperation of parties beyond the project management partners (municipalities and other key stakeholders in the corridor) to participate in the study effort, Norfolk Southern and the ability to conduct sufficient public engagement in the current environment.

Hutchinson commented that commuter rail is not something folks in this area are familiar with and understand. He stated the public needs to be educated on the benefits of commuter rail. He also stated that having a name seems to bring things into reality and he suggested a naming contest for commuter rail.

Parker added that information to the public needs to clearly state the need that is attempting to be met.



**B. Chair's Report**

Chair Parker noted that HB77 became law, stripping all funding for transit for at least the next year. NCDOT is looking for opportunities to replace the funding. He stated this highlights the need to make the case for public transit within the state.

**C. Board Member Reports****1. CAMPO Executive Board Representative**

Will Allen III reported that the update of the Wake Transit Vision Plan is complete, extending the planning horizon to 2030. He said due to the economic uncertainty due to the pandemic, a 3 month process has begun that will culminate in a November core design retreat to reprogram the projects. Public engagement will begin in August.

**2. DCHC MPO Board Representative**

No meeting.

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

Will Allen III reported on the preliminary findings of a cooperative Freeway and Street-based Transit (FAST) study to accelerate a region-wide network of high-quality transit routes to better connect and serve the entire Triangle area.

**VII. Adjournment**

**Action:** On motion by and second by the meeting was adjourned at 2:09 p.m.

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Michael Parker, Chair

Attest:

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Michelle C. Dawson, CMC  
Clerk to the Board





*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development / Regional Services Planning  
**DATE:** August 19, 2020  
**SUBJECT:** **Contract for Construction of 16 GoDurham Bus Stop Improvements**

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

Staff requests that the Board of Trustees authorize the CEO and President to award and execute a contract with DBE certified general contractor, Whitley Contracting Inc. for construction, installation of bus stop amenities, and other improvements at sixteen (16) GoDurham bus stop locations in the amount of \$298,295. Staff also requests authorization for an additional 10% project contingency to cover the cost of changes related to additional work required, due to unforeseen conditions, in the amount of \$30,000. Upon board approval, the contract budget will be in the total amount of \$328,295.

### Background and Purpose

The adopted Durham County FY21 work plan includes funding for GoTriangle to contract for construction of 50 bus stop improvements on the GoDurham system. This contract is for construction of the first package of 16 bus stop improvements. The site plans and construction drawings for this group of 16 bus stops have been approved by City of Durham and NCDOT as applicable, and improvements are within existing public right-of-way.

The procurement solicitation phase culminated with receipt of four (4) bids on August 17, 2020, as listed below:

|                                       |              |
|---------------------------------------|--------------|
| 1. Whitley Contracting Inc. (DBE)     | \$298,295.00 |
| 2. Lanier Construction Co. Inc. (DBE) | \$349,524.90 |
| 3. Bar Construction Co. Inc.          | \$356,628.43 |
| 4. Browe Construction Co. Inc.        | \$399,000.00 |

All bids were reviewed and confirmed by procurement staff to be responsible and responsive to GoTriangle Invitation for Bids solicitation 20-060. Further, Capital Development staff performed a



price analysis including a detailed evaluation of bid item process submitted by the four respondents and the agency's independent cost estimate.

Staff anticipate a maximum of 20 weeks to complete construction of these 16 GoDurham bus stops once a contract is executed, and GoTriangle issues a Notice-to-Proceed.

### Financial Impact

The Durham County FY21 work plan includes \$2,500,000 for GoDurham bus stop improvements (20GOTCD02), of which \$400,000 is allocated for construction of these 16 stops.

### Attachments

- None.

### Staff Contacts

- Katharine Eggleston, (919) 485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)
- Richard Major, (919) 485-7483, [rmajor@gotriangle.org](mailto:rmajor@gotriangle.org)



## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** EEO/DBE / Transit-Oriented Planning & Development  
**DATE:** August 11, 2020  
**SUBJECT:** GoTriangle Title VI Program Update

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Board of Trustees approve the attached updated Title VI Program and Policies.

#### Background and Purpose

Title VI of the Civil Rights Acts of 1964 is a Federal law and provides that no person shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. As a recipient of Federal funding, GoTriangle is required to comply with the Title VI regulations issued by the U.S. Department of Transportation (DOT). Once every three years, FTA requires GoTriangle to submit an updated Title VI program in accordance with DOT 49 CFR Part 21, as a condition of receiving ongoing federal funds.

The updated regulations contained in FTA Circular 4702.1B, requires the Title VI Program to be approved by GoTriangle's governing board before submission to FTA.

#### Financial Impact

No financial impact projected

#### Attachments

- Attachment A: Title VI Triennial Program Update
- Attachment B: Public Participation Plan
- Attachment B: Limited English Proficiency (LEP) & Language Assistance Plan (LAP)

#### Staff Contacts

- Sylvester Goodwin, 919-485-7518, [sgoodwin@gotriangle.org](mailto:sgoodwin@gotriangle.org)
- Margaret Scully, 919-485-7455, [mscully@gotriangle.org](mailto:mscully@gotriangle.org)
- Juan Carlos Erickson, 919-485-7569, [jerickson@gotriangle.org](mailto:jerickson@gotriangle.org)
- Jenny Green, 919-485-7529, [jgreen@gotriangle.org](mailto:jgreen@gotriangle.org)

# Title VI Program Update

## August 2020

GoTriangle  
4600 Emperor Blvd  
Suite 100  
Durham, NC 27703

August 1, 2010 Updated  
Amended: June 2011  
Amended: August 2010

## **RABLE OF CONTENTS**

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## Introduction

In accordance with the FTA Title VI Circular, 4702.1B, GoTriangle is required to submit a Title VI Program once every three years or as otherwise directed by FTA.

The Title VI Program is a compilation of documents, plans, maps, policies and standards, etc., that demonstrate GoTriangle's compliance with Title VI. Guidance provided by the FTA Title VI Circular requires, approval of the Title VI Program by GoTriangle's Board of Trustees.



GoTriangle  
Title VI - Policy Statement

As a federal grant recipient GoTriangle complies with Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color, or national origin, including the denial of meaningful access for Limited English Proficient (LEP) persons, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

GoTriangle is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with GoTriangle or affected by its programs. GoTriangle's commitment includes vigorously enforcing all applicable laws and regulations that affect GoTriangle and those organizations, both public and private, which participate and benefit through our programs.

GoTriangle will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate. GoTriangle's subrecipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services.

GoTriangle's EEO/DBE Office is responsible for providing leadership, direction and policy to ensure compliance with Title VI of the Civil Rights Act. Any person(s) or firm(s) who feel that they have been discriminated against based on race, color or national origin are encouraged to report such violations to, GoTriangle's Title VI Coordinator: 4600 Emperor Blvd. Suite 100, Durham, NC 27703. Phone: (919) 485-7433. Complaints should be filed within 180 days of the alleged violation.

Additional information on GoTriangle's Title VI obligations and procedures to file a complaint is available at: [www.gotriangle.org](http://www.gotriangle.org).

Charles Lattuca  
President/CEO

8/26/20  
Date

### Title VI Notice to the Public

Title 49 CFR Section 21.9(d) requires GoTriangle to provide information to the public regarding its obligations under DOT's Title VI regulations and members of the public of the protections against discrimination afforded to them by Title VI. The multilingual Title VI notice in English and Spanish informs the public that GoTriangle operates its programs without regard to race, color, or national origin and includes information on how to file a Title VI complaint. The complaint forms are located at: [www.GoTriangle.org](http://www.GoTriangle.org).

### Attachment A - Title VI Notice to Public Poster

#### Title VI Notice to the Public (English)

GoTriangle is committed to ensuring that every person can participate in – and no one is denied – the benefits of its services on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes he or she has been subjected to discrimination under Title VI may file a complaint with GoTriangle.

The complaint must be in writing and submitted to GoTriangle's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged violation. If information is needed in another language, please call the telephone number below.

A complainant may file a complaint directly with the Federal Transit Administration (FTA) by filing with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590.

For more information regarding GoTriangle's civil rights program or to file a complaint, visit our website at [www.gotriangle.org](http://www.gotriangle.org), or contact:

Title VI Coordinator, GoTriangle  
4600 Emperor Blvd.  
Suite 100  
Durham, NC 27703  
Phone: 919-485-7433

## Title VI Notice to the Public (Spanish)

### **Notificación al público sobre el Título VI**

GoTriangle se compromete a garantizar que ninguna persona será excluida de participar en, ni se le negará los beneficios de sus servicios debido a su raza, color u origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles de 1964, en su forma enmendada. Cualquier persona que crea que ha sido objeto de discriminación en virtud del Título VI puede presentar una queja ante GoTriangle.

La queja se debe presentar por escrito y enviarla al Coordinador del Título VI de GoTriangle dentro de los ciento ochenta (180) días posteriores a la fecha de la presunta violación de la ley. Si necesita información en otro idioma, llame al número de teléfono que se encuentra al pie de la página.

El demandante puede presentar una queja directamente ante la Administración Federal de Transporte (FTA, por sus siglas en inglés) haciendo llegar el reclamo a la Oficina de Derechos Civiles: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590.

Para obtener más información sobre el programa de derechos civiles de GoTriangle o para presentar una queja, visite nuestro sitio web en [www.gotriangle.org](http://www.gotriangle.org), o comuníquese con el:

Coordinador de Título VI, GoTriangle  
4600 Emperor Blvd.  
Suite 100  
Durham, NC 27703  
Phone: (919) 485-7433

Title VI Notice - List of Locations Where Posted

- All passenger vehicles including Paratransit fleet
- GoTriangle's Website
- GoTriangle's Regional Transit Center
- Bulletin Boards

## Title VI Complaint Procedures

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), GoTriangle shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. GoTriangle must also develop a Title VI complaint form, and procedure for filing a complaint shall be available on GoTriangle's website.

## GoTriangle - Title VI Complaint Procedures

Title VI of the Civil Rights Act of 1964 provides that no person shall, on the grounds of race, color or national origin, including the denial of meaningful access for Limited English Proficient (LEP) persons, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who believes that they have been subjected to discrimination may file a written complaint with GoTriangle's EEO/DBE office. The complaint must be filed no later than one-hundred eighty (180) days after the alleged incident.

The complainant may submit a written statement or complete the Title VI Complaint Form on GoTriangle's website. The complaint should include the following information:

- The complainant's name, mailing address, telephone number, email address, etc.
- Describe how, when, where, and why the complainant believes he or she was discriminated against. Include the location, names, and contact information of any witnesses.
- Include any additional information the complainant considers relevant to the complaint.
- The complainant's signature and date.

Once the complaint is received, the EEO/DBE office will review to determine if it has jurisdiction. The complainant will receive an acknowledgement letter informing

him/her whether the complaint will be investigated by our office. In the event the EEO/DBE office has jurisdiction an investigation will begin within fifteen (15) working days of receipt of complaint.

The EEO/DBE office will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed to investigate the complaint. If the complainant fails to provide the requested information within fifteen (15) days, the EEO/DBE office may administratively close the complaint. A case can be administratively closed also if the complainant no longer wishes to pursue the complaint. The EEO/DBE office will complete the investigation within ninety (90) days of receipt of the complaint.

A written investigation report will be prepared by the investigator. The report shall include a summary description of the incident, findings and recommendations.

The Chief Financial Officer (CFO)/Director of Administrative Services will review the report. After the CFO reviews the report, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member or other actions will occur. If the complainant wishes to appeal the decision, she/he has fifteen (15) days after the date of the closure letter or the LOF to do so.

The complaint may be emailed, mailed or faxed to the following address:

Sylvester Goodwin, Title VI Coordinator  
EEO/DBE office  
GoTriangle  
4600 Emperor Blvd.  
Durham, NC 27703  
Phone: (919) 485-7433  
Fax: (919) 485-7491  
Email: [sgoodwin@gotriangle.org](mailto:sgoodwin@gotriangle.org)

A person may also file a complaint directly with the:

Federal Transit Administration  
Office of Civil Rights  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Phone: (888) 446-4511

Please provide:

- A summary of your allegations and any supporting documentation.
- Sufficient details for an investigator to understand why you believe the public transit provider has violated your rights, with specifics such as names, dates and times of incidents, route numbers, witnesses, and any other information that would assist in the investigation of the allegations.
- Any related correspondence from the transit provider.
- Please sign complaint, as the FTA cannot accept without a signature.



Title VI Complaint Form (English)

GoTriangle must create and make available a Title VI Complaint Form for use by customers who wish to file a Title VI complaint. The complaint form shall be available on GoTriangle's website. GoTriangle's Title VI Complaint Form shall specify the three classes protected by Title VI - race, color and national origin - and allow the complainant to select one or more of those protected classes as a basis for discrimination.

GoTriangle - Title VI Complaint Form

|   |             |  |                          |    |
|---|-------------|--|--------------------------|----|
| <b>Section I:</b>   |             |  |                          |    |
| <b>Name:</b>  |             |  |                          |    |
| <b>Address:</b>   |             |  |                          |    |
| <b>Telephone (Home):</b>  |             |  | <b>Telephone (Work):</b> |    |
| Electronic Mail Address:  |             |  |                          |    |
| Accessible Format Requirements?   | Large Print |  | Audio Tape               |    |
|   | TDD         |  | Other                    |    |
| <b>Section II:</b>  |             |  |                          |    |
| Are you filing this complaint on your own behalf?   |             |  | Yes*                     | No |
| *If you answered "yes" to this question, go to Section III.   |             |  |                          |    |
| If not, please supply the name and relationship of the person for whom you are complaining:   |             |  |                          |    |
| Please explain why you have filed for a third party:  |             |  |                          |    |
|   |             |  |                          |    |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.   |             |  | Yes                      | No |
| <b>Section III:</b>   |             |  |                          |    |
| I believe the discrimination I experienced was based on (check all that apply):   |             |  |                          |    |
| <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin   |             |  |                          |    |
| Date of Alleged Discrimination (Month, Day, Year): _____  |             |  |                          |    |
| Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of |             |  |                          |    |

any witnesses. If more space is needed, please use the back of this form.

#### Section IV

Have you previously filed a Title VI complaint with this agency?

Yes

No

#### Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes

☐ No

If yes, check all that apply:

☐ Federal Agency: \_\_\_\_\_

☐ Federal Court \_\_\_\_\_

☐ State Court \_\_\_\_\_

☐ State Agency \_\_\_\_\_

☐ Local Agency \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

**Name:**

**Title:**

**Agency:**

**Address:**

**Telephone:**

#### Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Sylvester Goodwin, Title VI Coordinator

EEO/DBE Office

GoTriangle

4600 Emperor Blvd.

Durham, NC 27703

Phone: (919) 485-7433

Fax: (919) 485-7491

Email: [sgoodwin@gotriangle.org](mailto:sgoodwin@gotriangle.org)

## GoTriangle - TITLE VI PROCEDIMIENTOS DE QUEJA

El Título VI de la Ley de Derechos Civiles de 1964 establece que ninguna persona, por motivos raciales, de color u origen nacional, incluyendo la negación de acceso significativo para personas con Conocimiento limitado de inglés (LEP, por su sigla en inglés) será excluida de participar, le serán negados los beneficios de o estará sujeta a discriminación en cualquier programa o actividad que reciba asistencia financiera Federal.

Toda persona que considere haber estado sujeta a discriminación puede presentar una queja por escrito ante la oficina EEO/DBE de GoTriangle. La queja debe ser presentada antes de los ciento ochenta (180) días del incidente alegado.

El demandante puede presentar una declaración escrita o completar el Formulario de Queja del Título VI en el sitio web de GoTriangle. La queja debe incluir la siguiente información:

- Nombre del demandante, domicilio postal, número de teléfono, dirección de correo electrónico, etc.
- Describa cómo, cuándo, dónde, y porqué el demandante considera que él o ella fue discriminado. Incluya la ubicación, nombres, e información de contacto de cualquiera de los testigos.
- Incluya cualquier información adicional que el demandante considere relevante a la queja/demanda.
- Fecha y firma del demandante.

La queja/demanda debe ser enviada por correo o por fax a la siguiente dirección:

Sylvester Goodwin, Coordinador del Título VI de *GoTriangle*  
 EEO/DBE Office  
 4600 Emperor Blvd.  
 Durham, NC 27703  
 Teléfono: (919) 485-7433  
 Fax: (919) 485-7491  
 Email: [sgoodwin@gotriangle.org](mailto:sgoodwin@gotriangle.org)

Una vez recibida la queja, la oficina EEO/DBE la revisará para determinar si tiene jurisdicción. El demandante recibirá una carta de acuse de recibo en la cual se le informará si la queja será investigada por nuestra oficina. En el caso que pertenezca a la jurisdicción de la oficina EEO/DBE se iniciará una investigación dentro de los quince (15) días hábiles desde la recepción de la queja.

La oficina de EEO/DBE se comunicará con el demandante por escrito en un lapso que no será superior a treinta (30) días hábiles desde la recepción de la queja para solicitar información adicional, de ser necesaria para la investigación de la queja. Si el demandante no envía la información solicitada dentro de los quince (15) días, la oficina EEO/DBE puede proceder al cierre administrativo de la queja. Un caso puede ser cerrado administrativamente también si el demandante ya no desea seguir adelante con la queja. La oficina EEO/DBE llevará adelante la investigación dentro de los noventa (90) días desde la recepción de la queja.

El investigador preparará un informe de investigación escrito. El informe incluirá una descripción resumida del incidente, hallazgos y recomendaciones.

El Director de Finanzas (CFO)/Director de Servicios Administrativos revisará el informe. Después de que el CFO revise el informe, la primera de dos cartas será emitida al demandante: una carta de cierre o una carta de hallazgo (LOF). Una carta de cierre resume los alegatos y declara que no hubo violación del Título VI y que el caso será cerrado. Una LOF resume los alegatos y las entrevistas relacionadas con el incidente alegado y explica si ocurrirá alguna acción disciplinaria, entrenamiento adicional del miembro del personal u otras acciones. Si el demandante desea apelar la decisión, él o ella tienen quince (15) días a partir de la fecha de la carta de cierre o LOF para hacerlo.

Una persona también puede presentar una queja/demanda directamente ante:

Federal Transit Administration / Administración de Tránsito Federal  
Oficina/Agencia de Derechos Civiles  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Teléfono: (888) 446-4511

Por favor proporcione:

- Un resumen de sus acusaciones y cualquier documentación de apoyo.
- Suficientes detalles para que un investigador entienda por qué cree que el proveedor de transporte público ha violado sus derechos, con detalles exactos como nombres, fechas y horas de los incidentes, números de la rutas, testigos, y cualquier otra información que ayude en la investigación de las acusaciones.
- Cualquier correspondencia relacionada del proveedor de transporte público.
- Por favor firme la queja, ya que la Administración Federal de Tránsito (FTA) no la aceptará sin una firma

## GoTriangle – Formulario de Queja de Título VI

|  |              |  |                            |    |
|--|--------------|--|----------------------------|----|
| <b>Sección I:</b>  |              |  |                            |    |
| <b>Nombre:</b>   |              |  |                            |    |
| <b>Domicilio:</b>  |              |  |                            |    |
| <b>Teléfono (Particular):</b>  |              |  | <b>Teléfono (Laboral):</b> |    |
| Dirección de correo electrónico:   |              |  |                            |    |
| Requerimientos de formato accesible?   | Texto grande |  | Audio                      |    |
|  | TDD          |  | Otro                       |    |
| <b>Sección II:</b>   |              |  |                            |    |
| ¿Presenta esta demanda por su cuenta?  |              |  | Sí*                        | No |
| *Si su respuesta a esta pregunta fue "sí", diríjase a la Sección III.  |              |  |                            |    |
| Si su respuesta es "no", por favor indique el nombre y la relación de la persona en cuya representación presenta la demanda:   |              |  |                            |    |
| Por favor explique porqué presenta una demanda en nombre de un tercero:  |              |  |                            |    |
|  |              |  |                            |    |
| Por favor confirme que obtuvo el permiso de la parte agraviada si usted presenta esta demanda en nombre de un tercero.   |              |  | Sí                         | No |
| <b>Sección III:</b>  |              |  |                            |    |
| Considero que la discriminación que experimenté se basó en (marque las que correspondan):  |              |  |                            |    |
| <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen nacional  |              |  |                            |    |
| Fecha de la discriminación alegada (Mes, día, año): _____  |              |  |                            |    |
| Explique con la mayor claridad posible qué ocurrió y porqué considera que fue discriminado/a. Describa todas las personas involucradas. Incluya el nombre y la información de contacto de la(s) persona(s) que lo/la discriminaron (si lo sabe) como así también los nombres e información de contacto de cualquier testigo. Si necesita más espacio, por favor use la parte posterior de este formulario. |              |  |                            |    |
| _____<br>_____   |              |  |                            |    |
| <b>Sección IV</b>  |              |  |                            |    |
| ¿Ya presentó alguna demanda sobre el Título IV con esta agencia?   |              |  | Sí                         | No |
| <b>Sección V</b>   |              |  |                            |    |



|   |  |
|---|--|
| ¿Presentó esta demanda ante cualquier otra agencia local, Federal o Estatal o ante cualquier otro tribunal Federal o Estatal? |  |
| <input type="checkbox"/> Sí   | <input type="checkbox"/> No                    |
| Si respondió "sí", marque lo que corresponda:   |  |
| <input type="checkbox"/> Agencia federal: _____   |  |
| <input type="checkbox"/> Tribunal federal _____   | <input type="checkbox"/> Agencia estatal _____ |
| <input type="checkbox"/> Tribunal estatal _____   | <input type="checkbox"/> Agencia local _____   |
| Por favor brinde información sobre una persona de contacto en la agencia/tribunal donde presentó la demanda.                  |  |
| <b>Nombre:</b>  |  |
| <b>Título/Cargo:</b>  |  |
| <b>Agencia:</b>   |  |
| <b>Domicilio:</b>   |  |
| <b>Teléfono:</b>  |  |
| <b>Sección VI</b>   |  |
| Nombre de la agencia a la que va dirigida la demanda:   |  |
| Persona de contacto:  |  |
| Título/Cargo:   |  |
| Número de teléfono:   |  |

Puede adjuntar cualquier material escrito u otra información que considere relevante a su demanda.

A continuación debe colocar su firma y fecha:

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

Por favor presente este formulario personalmente en la dirección a continuación, o envíelo por correo a:

Sylvester Goodwin, Coordinador del Título VI de *GoTriangle*  
 EEO/DBE Office  
 4600 Emperor Blvd.  
 Durham, NC 27703  
 Teléfono: (919) 485-7433  
 Fax: (919) 485-7491  
 Email: [sgoodwin@gotriangle.org](mailto:sgoodwin@gotriangle.org)

### Transit-Related Investigations, Complaints and Lawsuits

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires that GoTriangle prepare and maintain a list of any of the following that allege discrimination on the basis of race, color or national origin, active investigations conducted by entities other than FTA: lawsuits: and complaints naming the recipient.

Attachment B – Title VI Investigations, Complaints, and Lawsuits – GoTriangle had no Title VI complaints reported during the plan period.

### Minority Representation on Committees and Councils

Title 49 CFR Section 21.5(b) (1) (vii) states that GoTriangle may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory or similar body which is an integral part of the program.” Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

### Board Members and Committees

GoTriangle is governed by a 13-member Board of Trustees. Ten members are appointed by the region’s principal municipalities and counties to staggered four-year terms. Three ex officio non-voting members are appointed by the North Carolina Secretary of Transportation. The Board of Trustees possesses the general legislative powers of GoTriangle.

While several Boards and Committee members are appointed according to NC Statutes, without any input from GoTriangle, we are committed to diversity and inclusion in the workplace at all levels within the organization. As such, this has not stopped us, as we have continued to ask for minority representation from appointing authorities. Our bylaws dictate some committee representation based on geographic representation and office held, but there is some discretion within those parameters for the Board chair and we can and do point out the need for minority representation.

Durham County

| Body                            | Caucasian | Hispanic or Latino | African American | Asian American | Native American | Other |
|---------------------------------|-----------|--------------------|------------------|----------------|-----------------|-------|
| Population Census Data – 7/2019 | 42.6%     | 13.7%              | 37.3%            | 5.5%           | 0.9%            | 0     |
| Board of Trustees*              | 100.0%    | 0                  | 0                | 0              | 0               | 0     |
| Special Tax Board*              | 50%       | 0                  | 50%              | 0              | 0               | 0     |

Orange County

| Body                            | Caucasian | Hispanic or Latino | African American | Asian American | Native American | Other |
|---------------------------------|-----------|--------------------|------------------|----------------|-----------------|-------|
| Population Census Data – 7/2019 | 69.2%     | 8.6%               | 11.8%            | 8.3%           | 0.6%            | 1.5%  |
| Board of Trustees*              | 100%      | 0                  | 0                | 0              | 0               | 0     |
| Special Tax Board*              | 50%       | 0                  | 50%              | 0              | 0               | 0     |

Wake County

| Body                            | Caucasian | Hispanic or Latino | African American | Asian American | Native American | Other |
|---------------------------------|-----------|--------------------|------------------|----------------|-----------------|-------|
| Population Census Data – 7/2019 | 59.8%     | 10.3%              | 21.0%            | 7.5%           | 0.8%            | 0.6%  |
| Board of Trustees*              | 71%       | 0                  | 29%              | 0              | 0               | 0     |
| Special Tax Board*              | 50%       | 0                  | 50%              | 0              | 0               | 0     |

\* Appointed members/elected - Board of Trustees; Personnel Committee; Planning & Legislative; Operations & Finance; Special Tax Board and Accessible Services. Ambassadors/currently inactive.

### **Outreach Efforts - (Accessible Services & Ambassadors Program)**

GoTriangle employs a number of outreach strategies designed to reach underrepresented ethnic groups and genders to participate on its committees that represent the geographic diversity of the counties we serve. Outreach methods may include, but not limited to:

- ✓ Posting the vacancy on GoTriangle's website.
- ✓ Outreach to civic, cultural and other organizations known to serve the targeted group.
- ✓ Notices and flyers posted at libraries, senior centers, ethnic restaurants, etc.
- ✓ Outreach at community events.
- ✓ Recommendations from current members.

### **Monitoring Subrecipients**

GoTriangle does not have any subrecipients and therefore no monitoring is required in accordance with 49 CFR 21.9(b).

### **Determination of Site or Location of Facilities**

GoTriangle has not constructed any facility such as a vehicle storage facility, maintenance facility, operation center, etc. Therefore, a Title VI equity analysis is not required.

### **Approval of Title VI Program by Governing Entity**

The Title VI Program must be approved by GoTriangle's Board of Trustees that is responsible for policy decisions prior to submission to FTA. GoTriangle shall submit a copy of the Board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the Board of Trustees has approved the Title VI Program. The Title VI Program was approved by GoTriangle's Board of Trustees on August 26, 2020.

## Attachment A

### Notice to the Public



## TITLE VI NOTICE TO THE PUBLIC

GoTriangle is committed to ensuring that every person can participate in – and no one is denied – the benefits of its services on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes he or she has been subjected to discrimination under Title VI may file a complaint with GoTriangle.

The complaint must be in writing and submitted to GoTriangle's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged violation. If information is needed in another language, please call the telephone number below.

A complainant may file a complaint directly with the Federal Transit Administration (FTA) by filing with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590.

For more information regarding GoTriangle's civil rights program or to file a complaint contact us by using one of the options below.

## NOTIFICACIÓN AL PÚBLICO SOBRE EL TÍTULO VI

GoTriangle se compromete a garantizar que ninguna persona será excluida de participar en, ni se le negará los beneficios de sus servicios debido a su raza, color u origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles de 1964, en su forma enmendada. Cualquier persona que crea que ha sido objeto de discriminación en virtud del Título VI puede presentar una queja ante GoTriangle.

La queja se debe presentar por escrito y enviarla al Coordinador del Título VI de GoTriangle dentro de los ciento ochenta (180) días posteriores a la fecha de la presunta violación de la ley. Si necesita información en otro idioma, llame al número de teléfono que se encuentra al pie de la página.

El demandante puede presentar una queja directamente ante la Administración Federal de Transporte (FTA, por sus siglas en inglés) haciendo llegar el reclamo a la Oficina de Derechos Civiles: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590.

Para obtener más información sobre el programa de derechos civiles de GoTriangle o para presentar una queja, contáctenos utilizando una de las siguientes opciones.

**GOTRIANGLE.ORG | 919.485.7433 | TITLE VI COORDINATOR, 4600 EMPEROR BLVD. SUITE 100, DURHAM, NC 27703**

## Attachment B

### Transit Investigations, Complaints, Lawsuits



## Title VI: Investigations, Lawsuits and Complaints: 7/2017 - 6/2020

| Date Filed | Summary Type: Investigations, Lawsuits or Complaints -<br>(include basis of complaint: race, color, or national origin) | Type | Corrective Actions/Status | Date Closed |
|------------|---|------|---------------------------|-------------|
|            |   |      |                           |             |
|            |   |      |                           |             |
|            |   |      |                           |             |
|            |   |      |                           |             |
|            |   |      |                           |             |

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*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Office of General Counsel  
**DATE:** August 13, 2020  
**SUBJECT:** Legal Services Contract Award (RFP No. 20-034)

### Strategic Objective or Initiative Supported

1.2 – Pursue service improvements and expansion opportunities

### Action Requested

Staff requests that the Board authorize the president & CEO to execute a contract for legal services with the firm of Kaplan Kirsch & Rockwell LLP, with a not-to-exceed value of \$200,000, to support GoTriangle in its role as sponsor of the Greater Triangle Commuter Rail (GTCR) project and provide the agency with supplemental legal expertise in the field of railroad law. It is anticipated the contract term will be for an initial period of 2 years.

### Background and Purpose

As sponsor of the commuter rail project, GoTriangle is responsible for leading the project's continued development in concert with a variety of stakeholders. A critical task in this ongoing process will be substantial engagement with the various entities that control or otherwise have rights to use the railroad corridor, including North Carolina Railroad Company, Norfolk Southern, CSX and NCDOT. Ultimately, if the GTCR project is to be successful, detailed agreements between GoTriangle and its railroad counterparts will be needed. These agreements will determine the terms and conditions upon which the GTCR project may be constructed, operated, and maintained within NCRR's right-of-way.

Legal negotiations related to the development of the GTCR project will likely be intensive and time consuming, and involve complex questions not typically encountered by public authorities in North Carolina. GoTriangle will be better positioned for these negotiations by supplementing GoTriangle's in-house legal team with outside counsel who have more extensive experience in railroad-related transactional matters.

To this end, on June 12, 2020, GoTriangle issued a Request for Proposals for Legal Services (No. 20-034). GoTriangle received proposals from four (4) firms which were evaluated by a committee

of GoTriangle staff. Based on a careful review of each firm's proposal, the recommendation is to award a contract for legal services to the firm of Kaplan Kirsch & Rockwell LLP. This firm has significant experience representing other transit clients across the country, including New Jersey Transit, Denver's Regional Transit District (RTD), Maryland Area Rail Commuter (MARC), and South Florida Regional Transportation Authority.

**Financial Impact**

The cost of this contract 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 effort from the three counties, of which \$200,000 is proposed to be allocated to this contract for two years of legal services.

**Attachments**

None

**Staff Contact(s)**

- Shelley Curran, 919-485-7561, [sblake@gotriangle.org](mailto:sblake@gotriangle.org)
- Tom Henry, 919-485-7589, [thenry@gotriangle.org](mailto:thenry@gotriangle.org)





*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** General Counsel and VP of Strategic Partnerships  
**DATE:** August 19, 2020  
**SUBJECT:** Lease to Durham County for Temporary Employee Parking

Strategic Objective or Initiative Supported  
 Partnerships

### Action Requested

GoTriangle staff requests the board authorize it to enter into a lease with Durham County for a 1.83 acre lot owned by GoTriangle located at the northeast corner of West Chapel Hill Street and South Duke Street ("the Leased Premises").

### Background and Purpose

FTA is requiring GoTriangle to reimburse the federal interest in a number of properties. Following approval of the Durham County Transit Plan budget, GoTriangle reimbursed the federal interest in the following properties (Group 1) located in Durham:

#### Site 1 (the Leased Premises)

400 West Chapel Hill Street  
 404 West Chapel Hill Street  
 410 West Chapel Hill Street  
 300 South Duke Street  
 303 South Duke Street

#### Site 2

309 South Alston Avenue  
 1304 East Pettigrew Street  
 1311 Humphrey Street  
 1315 Humphrey Street

**TOTAL: 1.83 acres**

**TOTAL: 2.305 acres**

Both sites are located along the proposed GTCR corridor and are being retained for the project. In the meantime, Durham County reached out to GoTriangle regarding leasing Site 1 for temporary employee parking. The County is proposing a three-year term and adding parking to the site. GoTriangle will not require rent payments; however, the County will be responsible for design, engineering, environmental, and construction of any additional parking on the site. The lease will terminate before the site is needed for construction of the GTCR. GoTriangle will work closely

with the County throughout the process to promote connectivity, safety, and transit use at the site.

### **Financial Impact**

None.

### **Attachments**

- None

### **Staff Contacts**

- Shelley Read Curran, 919.485.7561, [sblake@gotriangle.org](mailto:sblake@gotriangle.org)
- Gary Tober, 919.485.7577, [gtober@gotriangle.org](mailto:gtober@gotriangle.org)





*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** DCHC MPO  
**DATE:** August 12, 2020  
**SUBJECT:** Durham County Transit Plan Update

### Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

### Action Requested

None.

### Background and Purpose

Since the last time the GoTriangle Board of Trustees was updated on the progress of the Durham County Transit Plan several items have been accomplished, including:

- Full execution of a contract for consultant services with Kimley-Horn & Associates
- Reorganization of staff committees for the Durham Transit Team
- Work plan for the transit plan process
- Public engagement plan for the transit plan
- Kickoff for the Comprehensive Operational Analysis for GoDurham

The work plan, public engagement plan, and a summary of the Listening and Learning public engagement that was conducted in the fall of 2019 and winter of 2020 for the Durham Comprehensive Plan and Durham County Transit Plan are attached.

Public engagement for the next phase of the transit plan is expected to begin in mid-August. This phase of engagement will focus on receiving feedback on the Goals and Objectives being developed from the first round of public engagement in the winter of 2020.

### Financial Impact

None.



## Attachments

- Presentation
- Durham Transit Team Public Engagement Plan
- Durham Transit Team Work Plan
- Listening and Learning Engagement Summary, Winter 2020

## Staff Contacts

- Aaron Cain, DCHC MPO, [aaron.cain@durhamnc.gov](mailto:aaron.cain@durhamnc.gov)
- Katharine Eggleston, 919-485-7564, [kegglestion@gotriangle.org](mailto:kegglestion@gotriangle.org)



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

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





*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development / Regional Services Planning  
**DATE:** August 19, 2020  
**SUBJECT:** Freeway and Street Based Transit Network (FAST) study update

### Strategic Objective or Initiative Supported

3.2 Strengthen community and institutional partnerships

### Action Requested

None.

### Background and Purpose

The Freeway and Street Based Transit (FAST) Network Study is intended to develop an illustrative, scalable approach to leveraging the roadway network to support and prioritize rapid, frequent, and reliable transit service across the region. The study is led by the Regional Transportation Alliance (RTA) in coordination with GoTriangle and NCDOT Integrated Mobility Division, as well as an advisory committee made up of staff from other local transit providers, municipalities, counties, metropolitan planning organizations, and other divisions within NCDOT. GoTriangle and NCDOT each contributed \$25,000 to this study, and the Regional Transportation Alliance provided the remaining \$50,000.

The high-level study was initiated in April 2020; preliminary findings were released on July 16th, and a comment period is open through August 31, and the study is scheduled to conclude by October. The preliminary findings were released while the study was still in progress to provide the public, business community, and governmental agencies the chance to inform the recommendations. The study is a pre-planning effort intended to inspire, inform, and advance ideas for regional connectivity, with an emphasis on connecting to the five planned bus rapid transit corridors as well as commuter rail. To that end, the study is meant to compliment the identification and prioritization of local transit projects that is embedded in the ongoing updates to county transit plans in Wake, Durham, and Orange counties.

A key outcome of this study will be the identification of transit-related infrastructure improvements that can be integrated into planned roadway projects by NCDOT and municipalities



that would support enhancements to existing transit service in addition to new services. A goal of the study is to institutionalize the inclusion of transit advantages as an integral component of roadway project design. Throughout the course of this study, NCDOT has expressed an interest in including transit elements to projects where feasible and a willingness to continuing to working with GoTriangle and other transit providers to achieve this goal.

**Financial Impact**

None.

**Attachments**

- Presentation
- Preliminary Findings and Information Report

**Staff Contacts**

- Katharine Eggleston, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)
- Jay Heikes, 919-314-8741, [jheikes@gotriangle.org](mailto:jheikes@gotriangle.org)



**Date:** 8/17/20

**FR:** Charles Lattuca

**TO:** GoTriangle Board of Trustees

**RE:** Name the Train Contests

---

Per our discussion at the last Board meeting, I am providing for your review several examples of name the train type contests.

- **Amtrak/Missouri DOT** -- In 2008, the Missouri Department of Transportation and Amtrak teamed up for a contest to give a brand name for new service between St. Louis and Kansas City. The contest had more than 8,300 submissions over a one month period.
  - A panel of judges selected five names as finalists.
  - The names were then voted on by postcard and online.
  - Five finalists received two round-trip coach tickets to any Amtrak destination in Missouri and a gift basket.
  - The grand-prize winner received two round-trip sleeping car tickets to any Amtrak destination in the U.S.
  - Participants had to be state residents.
  - The winning name was the Missouri River Runner.
- **Ottawa-Carleton Transportation Commission** -- To help get ready for the launch of the new O-Train Confederation Line, the City of Ottawa ran a Name the Trains Contest in 2017/18.
  - In total 40 trains were named. The city invited children and youth aged 16 and under to submit their ideas.
  - More than 1,800 names were submitted.
  - One train will be named after late Tragically Hip frontman Gord Downie, while another will be named after Nathan Cirillo, the corporal who died during the Parliament Hill attack in 2014.
- **National High Speed Rail Corporation Limited (NHSRCL)** – India -- In 2019, the NHSRCL held a naming contest for their new bullet train.
  - To further encourage citizen participation in governance, NHSRCL also sought design suggestions for a mascot for the train.
  - The rail corporation received 22,000 entries, some of which were for the mascot.
  - Cash prizes were given to the top five names and the contest winner.

- **Chicago Transit Authority** -- In 2006, the Chicago Board of Transit held a Name the Line student essay contest.
  - The Board invited local students from around the region to nominate a color for the new rail service and to submit an essay explaining their choice and the importance of transit service to their community.
  - There were 96 submissions. Pink was chosen as the new color for the line.
  - The prize was a \$1,000 saving bond.
- **Tri-County Metropolitan Transportation District of Oregon (TriMet)** – In 2007, TriMet held a nickname contest for a new 14.7 mile commuter rail line scheduled to open the following year.
  - The winner received an annual transit pass and a preview ride on the new train.
  - The train is called the WES for Westside Express Service.
- **Mass Transit Rail Corporation (MTR)** -- Hong Kong – In 2018, MTR Corporation launched a naming competition for its new High Speed Rail Service to mainland China.
  - A panel of judges selected the winner and three runner ups.
  - The contest was held 9 months prior to the start of operations.
  - The winner of the competition received MTR Malls gift vouchers worth HK\$10,000, first-class round-trip High Speed Rail train tickets to Guangzhou for two people, one-night's hotel accommodation in Guangzhou for two people.
  - The winning name is the Vibrant Express.
- **Hatfield-Jackson International Airport People Mover** -- In 2012, the Hartsfield-Jackson International Airport (Atlanta) invited the public to suggest an official name for the automated people mover that goes from the main terminal to the airport's six concourses.
  - The winner received a \$100 American Express gift card.
  - More than 600 submissions resulted in the name “The Plane Train.”
- **Port Authority of Allegheny County** – “The T” is a 26.2-mile light-rail system that runs from the North Shore through the South Hills in Pittsburgh. The name is a result of a public naming contest held by the Port Authority in 1985. The “The T” does not stand for anything.
- **Virgin Trains** -- England – In 2017, to celebrate its 20<sup>th</sup> anniversary, Virgin Trains held a “name a train” competition for its Liverpool to London train. Out of 10 finalists the name The Flying Scouseman was chosen.

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

| Contract # | Contractor (or subject if no contractor listed) | Contract Amount | Subject  | Comments   | Date Executed |
|------------|---|-----------------|--|--|---------------|
| 20-038     | Skillsoft Corporation                           | \$25,580        | Online Training Software License   | This contract provides for the Skillsoft License Agreement for Online Computer Based Training. The first year's annual cost is \$25,580, second year \$22,080 and third year \$22,080. The total three year obligation is \$69,740. The term of this agreement is for three (3) years.   | 7/1/20        |
| 15-037     | First Transit                                   | \$0             | Amendment Two to Contract with First Transit for the Management and Operation of the GoDurham ACCESS On Demand Service | GoTriangle (along with Durham City/County) is evaluating proposals for the management and operation of the GoDurham ACCESS On Demand Service. Due to the impact of COVID on our timeline, we will be taking our recommendation to the GoTriangle Board on July 22, and the new contract will be effective September 1, 2020. The attached amendment will extend the termination date of the existing contract to August 31, 2020. Funds are budgeted in the approved FY21 City of Durham budget.   | 7/6/20        |
| 18-089     | First Transit                                   | \$0             | Amendment One  | This Amendment One provides for the alignment of the annual term years of the Contract with the fiscal years of the City of Durham. Contract Term years shall be from July 1 through June 31.  | 7/13/20       |
| 20-061     | NCDOT   | \$0             | NCDOT – Wake County – COVID Form   | This contract provides for NCDOT Encroachment and provisions for COVID-19 on the Wake Tech Park and Ride improvements. This is a NO COST contract in the amount of \$0. The term of this agreement is from July 21, 2020 to July 21, 2021.   | 7/20/20       |
| 20-063     | NCRR-NSR  | \$69,506.28     | NCRR Final Reimbursement Settlement  | This agreement is between the North Carolina Railroad Company (NCRR) and GoTriangle for the Final Reimbursement Settlement in the amount of \$69,506.28. This is for the Final Design and Lease Preparation for the Durham-Orange Light Rail Transit Project on a 50%-50% basis.   | 7/23/20       |
| 20-062     | Town of Wake Forest                             | \$0             | Wake Forest Raleigh Express Route  | This Contract is between the Town of Wake Forest and GoTriangle to provide, operate, fund and maintain a public bus service operating between the Town and the City of Raleigh and known as the "Wake-Forest Raleigh Express Route" (WRX). The term of this agreement shall commence on July 1, 2020 and will terminate on June 30, 2021. GoTriangle shall pay the Town one dollar for the use of the Park and Ride lot. The cost of providing for the WRX route will be provided in a separate agreement by and between GoTriangle and the City of Raleigh. | 7/27/20       |
| 20-068     | NCRR-NSR  | \$25,000        | Right of Entry-NCRR-NSR  | This Right of Entry Agreement provides for facilities at or in between Milepost h-052 plus 2,699 feet and Milepost h-097 plus 0 feet in the Durham, Wake, Johnston Counties, North Carolina (the "Premises") for the sole purpose of a survey to including top of rail/ground shots, preliminary engineering work, and field site visits during the period commencing three (3) days after the Effective Date.   | 7/30/20       |
| 20-068     | Town of Morrisville                             | \$0             | Town of Morrisville – Utility Encroachment   | This contract provides for the Town of Morrisville town maintained street Encroachment for the Wake County Bus Stop improvements. This is a NO COST contract in the amount of \$0. The term of this agreement is from July 30, 2020 to July 30, 2021.  | 7/30/20       |

## **HR Board Report - August 2020**

### **NEW HIRES**

- Scott Thomas, Chief Communications Officer
- Kenan James, Bus Operator I
- Larry Richmond, Bus Operator I
- George Hudson Sr., Bus Operator I
- Cierra Banks, Bus Operator I

### **PROMOTIONS**

- None

### **ANNIVERSARIES**

- None

### **RECRUITING**

- Bus Operator I
- Chief Executive Assistant

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development  
**DATE:** August 12, 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

### Financial Impact

None

### Attachments

- None

### Staff Contact(s)

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

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



## Bus Passenger Facilities

### Projects Under Construction

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

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

**Status** – Site selection and design are complete. Construction is divided into five packages. Construction of the first package of eight stops, second package of five stops, and third package of six stops is complete. The Notice to Proceed for the Glenview Station Walmart in Northern Durham was issued to Lanier Construction Company, a DBE firm, on June 22, and construction began on June 29. Right-of-way acquisition activities for the remaining stops are underway by the City of Durham.

**Upcoming Activities** – The Glenview Station project is schedule to be complete in August. Right-of-way acquisition and preparation for construction procurement for the remaining stops are scheduled to be completed in the coming months.

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

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

**Status** – GoTriangle's work on the shelter installation at the Wake Tech Fuquay-Varina campus is complete. This park-and-ride is scheduled to enter service in September.

**Upcoming Activities** – GoTriangle will continue coordination with NCDOT on the adjacent roadway project, and will begin communicating with riders about the upcoming change to the park-and-ride location.

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

**Description and Status** – On a typical weekday, nearly 375 riders board the bus at the existing transfer point and park-and-ride at Southpoint, which is served by GoTriangle routes 800 and 800S and GoDurham routes 5 and 12. [Service to the new stop and Renaissance Parkway bus lane began on August 3.](#)





## 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 – Design is underway. GoTriangle staff met with the property owner in late November to discuss the design of the passenger waiting amenities and associated property needs, and the consultant has developed additional drawings necessary for further coordination with the property owner. [Owner reviewed and provided feedback on the pocket park concept plan.](#)

Upcoming Activities – [Right-of-way issue resolution will be completed pending coordination with City.](#)

### **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.](#)

Upcoming Activities – GoTriangle [is preparing to initiate design for six additional 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 coordination with NCDOT](#) is underway.

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



**GoTriangle Bus Stop Improvements in Durham County (18GOT\_CD7)**

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

Status – Removal and replacement of the two existing bus shelters along the eastbound side of NC 54 opposite the Boxyard project is complete. Planning activities for additional GoTriangle bus stop improvements in Durham County are underway, [including coordination with Duke University regarding stops on Erwin Road and on campus.](#)

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

**GoDurham Bus Stop Improvements (20GOT\_CD2)**

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

Status – The City of Durham has approved construction drawings for 35 stops, with an additional 14 stops under review. GoTriangle has initiated amenities purchases for shelters, benches, and trash receptacles. Construction procurement is underway for the first group of 16 stops, and GoTriangle is mobilizing real estate acquisition resources to prepare for the subsequent packages of stops.

Upcoming Activities – [GoTriangle staff expects to seek approval of the construction contract for the first package of stops in August. 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 calendar year.](#)

**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.](#)

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. As such, a detailed schedule with realistic durations for each task will be developed and actively managed going forward.

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



## 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.](#)

**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 is identifying and screening initial alternative sites that meet those criteria in coordination with GoTriangle. Three virtual workshops with stakeholder groups have been conducted to date.

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

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

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

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

**Status** – Initial public engagement, including a web and social media presence and a survey 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 is finalizing parcel search using these criteria.

**Upcoming Activities** – Remaining tasks for the existing GoTriangle park and ride lots include identification and screening of alternatives for potential park and ride lot expansion, relocation, and or new opportunities. Remaining tasks for the two new park and ride lots in Northern Wake and West Raleigh,



include evaluation of alternative sites, selection of a preferred site, and development of a conceptual design for the preferred site.

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

## Bus Operations and Maintenance Facilities

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

Status and Upcoming Activities – GoTriangle staff, consultants, and project partners have finalized documentation of the initial phase of study. As of April 6, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, have voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May. Study activities across a range of tasks were initiated in June and were ongoing in July. Priority early activities in the second phase of work are as follows:

- Coordination with North Carolina Railroad Company (NCRR), Norfolk Southern, CSX, and NCDOT Rail Division to initiate rail network modeling by Norfolk Southern. NCRR is working to convene a kickoff meeting in August.
- Engagement with “resource partners” including local governments, institutions, and other regional partners to develop coordination plans for this phase of work. 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. An initial group meeting with local government and institutional partners together is scheduled for August; 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 is scheduled to begin in August.
- Preparation for an initial round of community engagement, which will be performed primarily online depending on the duration of distancing requirements and norms related to COVID-19.
- Development of a detailed schedule and project execution plan for this phase of work. The initial baseline schedule is complete.

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.

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

