



GoTriangle  
Board of Trustees  
December 18, 2019  
12:00 pm-2:30 pm Eastern Time

## I. Call to Order and Adoption of Agenda

(1 minute Sig Hutchinson)

ACTION REQUESTED: Adopt agenda with any changes requested.

## II. Recognition

- A. Introduction of New Hires  
(1 minute Shelley Blake Curran)
- B. Announcement of Promotions  
(1 minute Shelley Blake Curran)
- C. Oath of Office - Corey Branch  
(3 minutes Steve Schewel)

## III. Public Hearing

- A. **FY19 Section 5307 Program of Projects and Schedule**

ACTION REQUESTED: Open public hearing for comments.

## IV. Public Comment

(Sig Hutchinson)

*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.*

## V. Consent Agenda

(1 minute Sig Hutchinson)

*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 - November 20, 2019
- B. By-laws Amendment
- C. Unsealing Closed Session Minutes
- D. FY19 Section 5307 Program of Projects and Schedule  
R 2019 0004  
R 2019 0005

## VI. Presentations

- A. **Orange County Transit Plan Update**  
(20 minutes Travis Myren)
- B. **DBE - MBE - WBE Update**

*(25 minutes Sylvester Goodwin)*

## VII. 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 Sig Hutchinson)*

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

### B. Operations & Finance Committee Report

*(5 minutes Sig Hutchinson)*

#### 1. Transit Vehicle Purchase Authorization

ACTION REQUESTED: Authorize the interim President/CEO to execute a contract for 6 low floor diesel Gillig buses with a maximum dollar amount of \$3,283,236.

### C. Amendment to the HR&A Contract (RUSBUS)

*(15 minutes Shelley Blake Curran)*

ACTION REQUESTED: Authorize amendment to the HR&A contract to increase the project budget up to an additional \$135,000.

HR&A Letter

### D. President and CEO Search Committee Report

*(5 minutes Nina Szlosberg-Landis)*

## VIII. Other Business

### A. President & CEO's Report

*(5 minutes Shelley Blake Curran)*

Contracts

#### 1. Capital Projects Status Report

*(10 minutes Katharine Eggleston)*

#### 2. Wake Transit Update

*(5 minutes Steven Schlossberg)*

#### 3. Communications Update

*(10 minutes Mike Charbonneau)*

### B. General Counsel's Report

*(5 minutes Thomas Henry)*

### C. Vice Chair's Report

*(5 minutes Sig Hutchinson)*

### D. Board Member Reports

#### 1. CAMPO Executive Board Representative

*(5 minutes Will Allen III)*

#### 2. DCHC MPO Board Representative

*(5 minutes Ellen Reckhow)*

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

*(5 minutes Will Allen III)*

## IX. Adjournment

*(Sig Hutchinson)*

**GoTriangle Board of Trustees  
Meeting Minutes  
November 20, 2019**

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100  
Durham, NC

**Board Members Present:**

Will Allen III	Mark Marcoplos
Michael Fox (arr. 1:08 p.m.)	Michael Parker, Chair
Sig Hutchinson	Ellen Reckhow (arr. 12:11 p.m.)
Wendy Jacobs (arr. 12:52 p.m.)	Steve Schewel (arr. 12:52 p.m.)
Vivian Jones	Russ Stephenson
Valerie Jordan (arr. 12:11 p.m.)	Nina Szlosberg-Landis

**Board Members Absent:**

Jennifer Robinson (excused)

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

**I. Adoption of Agenda**

Chair Parker stated that Mark Marcoplos had requested to add maternity leave benefits to the agenda.

**Action:** On motion by Hutchinson and second by Allen the agenda was adopted, with the addition of the item noted above after the chair's report. The motion was carried unanimously.

**II. Recognition**

**A. Introduction of New Hires**

President and CEO Curran announced the hiring of new bus operators: Michelle Henderson, Laquita Watson, Lakeisha Dowdy and Charlene Herbert.

**B. Announcement of Promotions**

Curran announced employee promotions.

- Juan Alencastro – Customer Information Specialist II to Regional Information Center Supervisor
- Samantha Webb – Customer Information Associate I to Customer Information Associate II

**C. Presentation of Service Awards**

Curran recognized employees for their years of service.

- Floyd Eason, Bus Operator III – 20 years

- Vanessa Battle, Contracted Services Coordinator – 20 years
- Cheryl Hester, Bus Operator III – 15 years

**III. Public Comment**

Chair Parker recognized Terry Rekeweg who commented on the discontinuance of the D-O LRT project. His comments are attached and hereby made a part of these minutes.

**IV. Consent Agenda**

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

The following consent agenda items were approved:

- October 23, 2019 – Regular Session Minutes;
- October 23, 2019 – Closed Session Minutes;
- October 30, 2019 – Work Session Minutes;
- October 30, 2019 – Closed Session Minutes; and
- Adoption of Ordinance 2019 0026 *GoTriangle Fiscal Year 2020 Major Capital Project Fund Budget Ordinance Amendment.*

**V. Presentations**

**A. Durham County Transit Plan Update**

Katharine Eggleston introduced Patrick McDonough and Jay Heikes. Their presentation is attached and hereby made a part of these minutes.

Reckhow, Jordan, Schewel and Jacobs arrived during the presentation.

**B. Orange County Transit Plan Update**

Patrick McDonough reported that Orange County has formed a team to update its transit plan, with Travis Myren leading the contract management and procurement process. He will give an update to the Board in December.

**E. Board Member Recognition**

Board Chair Michael Parker presented previous Board Chair Ellen Reckhow with a framed photograph of Durham Station in recognition of her service as Chair of the Board of Trustees from 2018-2019.

Fox arrived.

**D. Oath of Office – Mike Fox**

Wake Forest Mayor and Board member Vivian Jones administered the oath of office to Mike Fox, representative of the North Carolina Board of Transportation.

**C. Enterprise Resource Planning (ERP) System**

Mitchell Lodge's presentation is attached and hereby made a part of these minutes.

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

None.

**B. RUS Bus Joint Development Project**

President/CEO Curran reminded the Board of the presentation last month on the RUS Bus joint development project and that an RFQ was issued January 2019. Respondents were evaluated and four were invited to respond to the RFP which was issued in June 2019. Three proposals were received and a selection team reviewed and recommended Hoffman & Associates as the best and most advantageous firm to proceed with negotiations. Curran requested authorization to commence negotiations. She stated that she would like to work with the executive members of the Board on term sheets, with the final agreements coming back to the Board for approval.

**Action:** On motion by Allen and second by Hutchinson the Board voted to authorize the President/CEO to commence negotiation of agreements with Hoffman & Associates. The motion was carried unanimously.

**C. President and CEO Search Committee Report**

Committee Chair Nina Szlosberg-Landis provided an update on the search for a new president and CEO. She said that meetings were held with key stakeholders which included business and community leaders and leaders in local and State government to help us understand the desired attributes and qualifications of the president and CEO. She added that this was also an opportunity to reconnect and strengthen relationships within the community. Szlosberg-Landis added that an update has been sent out to stakeholders and employees on the search process. The position vacancy has been posted and potential candidates have been identified by KL2 in addition to their receiving eight applications. Screening interviews will begin next week. The goal is to announce a new president and CEO by the end of January.

**VII. 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.

Curran stated that the final report from the APTA peer review has been received. She stated that some significant steps have been taken already on items mentioned in the report.

**1. Capital Projects Status Report**

Katharine Eggleston's presentation and the status report and are attached and hereby made a part of these minutes.

**B. General Counsel's Report**

General Counsel Tom Henry noted the following items:

- The legal department is working with partners in Durham on overhauling the 2013 Interlocal Implementation Agreement for the transit plan.
- The 23 acres of the ROMF site have been rezoned back to residential from industrial.
- At the request of the Board, a letter has been drafted from the Board to FTA regarding the buyout of the Federal share of the commuter rail transit properties and the CSX corridor property. GoTriangle received another notice from FTA that a written plan addressing the Federal interest in the properties needs to be submitted by the week of December 9.

**C. Chair's Report**

Chair Parker congratulated Wendy Jacobs for having been reappointed and thanked her for agreeing to continue to serve. He stated that committee assignments for 2020 have been distributed. Parker also re-reauthorized the two ad hoc committees for another calendar year: Commuter Rail Task Force and the President and CEO Search Committee. He added that he continues to talk with folks about a governance committee. Finally, Parker stated that he would be absent in December, but Vice Chair Hutchinson has agreed to chair the meeting.

Mark Marcoplos noted an article from the September employee newsletter about an employee who returned to work just days after the birth of her child. He asked that the Board review the maternity leave policy.

**D. Board Member Reports**

**1. CAMPO Executive Board Representative**

Will Allen III stated that the CAMPO agenda includes action on the FY20 Wake Transit work plan and reports on the R.E.D. bus lane study, the Triangle Regional Commuter Rail Study, Federal rescission and the update of the Wake Transit plan.

**2. DCHC MPO Board Representative**

Ellen Reckhow stated that presentations were received on the Durham and Orange Transit plans, NCDOT's new complete streets policy and implementation guide, and the Triangle region TDM plan. She suggested that the GoTriangle Board also receive an update on TDM.

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

Will Allen III no report.

**VIII. Adjournment**

**Action:** On motion by Hutchinson and second by Jones the meeting was adjourned at 2:27 p.m.

\_\_\_\_\_  
Sig Hutchinson, Vice Chair

Attest:

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

Draft



## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Michelle Dawson, Clerk to the Board of Trustees  
**DATE:** December 5, 2019  
**SUBJECT:** By-laws Amendment

### Strategic Objective or Initiative Supported

### Action Requested

The Board Chair is requesting an amendment to the by-laws to allow for the appointment of a Board member other than the Board Secretary as chair of the Planning & Legislative Committee for calendar year 2020.

### Background and Purpose

Due to scheduling conflicts, the current Board Secretary is unable to attend meetings following the regularly scheduled Board meetings. Therefore, the Board Chair is requesting an amendment to the by-laws that would allow for an alternate member of the Board to serve as chair of the Planning & Legislative Committee.

The following language is proposed as an amendment to the by-laws (new language in red):

A. Establishment. The Authority shall have the following standing committees: Operations & Finance Committee, Planning & Legislative Committee and Personnel Committee. The Operations & Finance Committee and the Planning & Legislative Committee shall consist of three or more members of the Board as may be appointed by the Chair of the Board. The Authority's secretary shall serve as chair of the Planning & Legislative Committee. The Authority's treasurer shall serve as chair of the Operations & Finance Committee. **In the event the Authority's secretary or treasurer is unable or unwilling to serve as committee chair, the Chair of the Board shall appoint another voting member of the Board as committee chair.** In making committee assignments, the Chair shall balance committee assignments consistent with jurisdictional representation. The Personnel Committee shall be comprised of the officers of the Board of Trustees plus additional members as may be appointed by the Chair of the Board, with the Vice-chair of the Board serving as chair of the Personnel Committee.

**Financial Impact**

None.

**Attachments**

- None

**Staff Contact(s)**

- Michelle Dawson, 919-485-7438, [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org)



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## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Michelle Dawson, Clerk to the Board of Trustees  
**DATE:** December 11, 2019  
**SUBJECT:** Unsealing Closed Session Minutes

### Action Requested

Staff requests that the Board unseal the minutes as indicated below.

### Background and Purpose

Pursuant to Board policy, all closed session minutes are sealed immediately upon preparation, with a review of sealed closed session minutes and recommendation to the Board for unsealing. The Board last took action to unseal closed session minutes in 2018.

Pursuant to policy, and in consultation with the General Counsel, the following minutes are recommended to be unsealed (through June 30, 2019).

### July 1, 2018 – June 30, 2019

	Date	G.S. Reference	Agenda Topic
Board of Trustees	02/27/19 B	143-318.11(a)(3)	D-O LRT Duke agreement
Board of Trustees	04/24/19 A	143-318.11(a)(3)	D-O LRT project office
Board of Trustees	05/22/19	143-318.11(a)(3)	D-O LRT project office

Date	G.S. Reference	Agenda Topic
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The minutes listed below remain sealed:

Board of Trustees	01/24/18	143-318.11(a)(5)	D-O LRT ROMF litigation
Board of Trustees	02/28/18	143-318.11(a)(5)	D-O LRT ROMF litigation
Board of Trustees	07/25/18	143-318.11(a)(6)	personnel
Board of Trustees	11/28/18	143-318.11(a)(3)	D-O LRT NCRR negotiations
Board of Trustees	02/27/19 A	143-318.11(a)(3)	D-O LRT railroad negotiations
Board of Trustees	03/27/19	143-318.11(a)(3)	D-O LRT project (discontinuance)
Board of Trustees	04/24/19 B	143-318.11(a)(3)	D-O LRT ROMF litigation
Board of Trustees	06/04/19	143-318.11(a)(6)	personnel (evaluations)
Board of Trustees	06/26/19	143-318.11(a)(6)	personnel (resignation)
Board of Trustees	07/24/19	143-318.11(a)(6)	personnel (interim positions)

### Financial Impact

None

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**Attachments**

- None

**Staff Contact(s)**

Michelle Dawson, 919-485-7438, [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org)



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*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance and Administrative Services  
**DATE:** December 4, 2019  
**SUBJECT:** **DRAFT FY 2019 Section 5307 (Urbanized Area Formula Grant Program) Program of Projects and Schedule**

### Strategic Objective or Initiative Supported

Initiative: Actively seeking the financial resources to fund the county transit plans

### Action Requested

If no public comments are received at the public hearing or during the public comment period that ends on December 18, 2019, staff requests that the Board approve the attached resolutions that:

1. Approve the DRAFT FY 2019 Section 5307 Program of Projects as final; and
2. Authorize the filing of applications with the U.S. Department of Transportation and the N.C. Department of Transportation.

### Background and Purpose

The Section 5307 Urbanized Area Formula Grant Program makes Federal resources available to urbanized areas for transit capital and operating assistance and for transportation-related planning. Each year GoTriangle submits a grant application for formula program funds. In the past, GoTriangle has requested formula program grant funds to finance its planning, capital and preventive maintenance expenses during the fiscal year.

Prior to the submission of a grant application for Section 5307 formula grant funds, grantees must publish a proposed Program of Projects for the year and hold a public hearing to receive citizen comments on the program. Below is a DRAFT Section 5307 Program of Projects for FY 2019 that has been developed by GoTriangle staff and is based on FY 2019 actual expenditures (projected through June 30, 2019). FY 2019's full appropriation was published by FTA in April 2019.

A public hearing on the Program of Projects will be held at the beginning of the December Board meeting. The Program of Projects along with a notice of public hearing was published in area newspapers during the second week of December. The advertisement also solicited written comments to be submitted directly to GoTriangle.

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Staff will consider all comments received during the public hearing and comment period and, if necessary, will make appropriate changes to the Program of Projects. If no comments are received prior to the December Board meeting or at the public hearing, then the Board will be asked to approve the Program of Projects as final at its December meeting (see attached resolutions). Staff will notify the Board of the receipt of any prior public comments at the public hearing. If comments are received during the public hearing or comment period and changes are made to the Program of Projects, then the amended Program of Projects will be resubmitted to the Board for final approval at its January meeting.

Following final approval of the Program of Projects, GoTriangle will prepare a grant application to the Federal Transit Administration (FTA) for the FY 2019 expenses. GoTriangle has previously reached agreements with GoRaleigh, GoCary, GoDurham, Chapel Hill Transit and Orange Public Transportation on the Section 5307 allocation that each transit system in the region will receive.

**Financial Impact**

For FY 2019, GoTriangle staff has identified approximately \$2,600,645 in expenditures that will be eligible for funding through the formula grant program. A summary of the projected expenses and revenue sources for Section 5307 Urbanized Area Formula Grant Program funds in FY 2019 follows:

***DRAFT FY 2019 Section 5307 Urbanized Area Formula Grant Program of Projects***

**I. Total Project Expenditures**

GoTriangle Planning Expenses	855,000
Preventive Maintenance	964,600
Routine Capital	753,000
Safety and Security	28,045
<b>Total</b>	<b>\$ 2,600,645</b>

**II. Grant Funding Sources**

Federal (80%)	\$ 2,080,516
Local (20%)	520,129
<b>Total</b>	<b>\$ 2,600,645</b>

Notes of explanation on the proposed Program of Projects:

1. There are two components to the proposed Program of Projects: a.) planning expenses; and b.) capital (including routine capital and preventive maintenance).
  - a. FY 2019 Planning Expenses (\$855,000)
  - b. Capital (\$1,745,645)
    - Repowering of 10 buses
    - Support vehicles for Bus Operations (2)



- Purchase of routine capital equipment: radios, hot pressure washer and fall protection system
  - FY 2019 preventive maintenance expenses (\$964,600)
  - Safety and Security: purchase of cameras at Regional Transit Center, and Bus
2. The primary components of the planning expenses that will be financed by Section 5307 grant funds are staff salaries, planning consultant fees and the regional travel modeling effort.
  3. NCDOT will not provide matching funds for Planning, Routine Capital, Preventive Maintenance, or Safety and Security elements of the grant. GoTriangle must provide the remaining 20% or \$520,129.
  4. The GoTriangle match to the grant project will come from the General Fund. The adopted GoTriangle FY 2019 Budget already reflects the projected formula grant revenues and the local match; therefore, a budget amendment will not be necessary.

#### Attachments

- Resolution 2019 0004
- Resolution 2019 0005

#### Staff Contact

- Deirdre Walker, 485-7481, [dwalker@gotriangle.org](mailto:dwalker@gotriangle.org)



**2019 0004**

**RESOLUTION OF THE GOTRIANGLE BOARD OF TRUSTEES APPROVING FINAL SECTION 5307 PROGRAM OF PROJECTS FOR FY 2019**

**WHEREAS**, the Section 5307 Urbanized Area Formula Program makes Federal resources available to urbanized areas for transit capital and transportation-related planning assistance; and,

**WHEREAS**, the Research Triangle Regional Public Transportation Authority has identified capital and transportation-related planning assistance needs for FY 2019 and presented those needs to the Board of Trustees and the public in a Program of Projects; and,

**WHEREAS**, no comments were received from either the Board of Trustees or the public at the public hearing or during the public comment period.

**NOW, THEREFORE, BE IT RESOLVED**, that the Section 5307 Program of Projects for FY 2019 that was presented to the Board of Trustees on December 18, 2019, and subjected to public review and comment from December 12, 2019, through December 18, 2019, be adopted as the Research Triangle Regional Public Transportation Authority’s final Section 5307 Program of Projects for FY 2019.

**BE IT FURTHER RESOLVED** that GoTriangle staff is instructed to advertise the final Section 5307 Program of Projects for FY 2019 in accordance with Federal Section 5307 program requirements.

**ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019.**

\_\_\_\_\_  
Sig Hutchinson, Board of Trustees Vice Chair

**ATTEST:**

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



2019 0005

**RESOLUTION OF THE GOTRIANGLE BOARD OF TRUSTEES AUTHORIZING THE  
FILING OF APPLICATIONS WITH THE U.S. DEPARTMENT OF TRANSPORTATION  
AND THE N.C. DEPARTMENT OF TRANSPORTATION FOR GRANTS AUTHORIZED  
BY 49 U.S.C. CHAPTER 53, U.S. CODE OF THE FEDERAL TRANSIT ACT, AS  
AMENDED (2010-06-21/R- ) AND ARTICLE 2B OF CHAPTER 136 OF THE  
NORTH CAROLINA GENERAL STATUTES**

**WHEREAS**, the United States Secretary of Transportation is authorized to make grants for mass transportation program of projects; and

**WHEREAS**, Article 2B of Chapter 136 of the North Carolina General Statutes designated the Department of Transportation as the agency of the State of North Carolina responsible for administering funding assistance for public transportation; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

**WHEREAS**, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that in connection with the filing of applications for assistance under the Federal Transit Act, as amended, the applicant files an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts where procuring construction contracts, supplies, equipment contracts, or consultant and other services.

**WHEREAS**, the Research Triangle Regional Public Transportation Authority hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Research Triangle Regional Public Transportation Authority:

1. That the President and CEO is authorized to execute and file applications on behalf of the Research Triangle Regional Public Transportation Authority with the U.S. Department of Transportation, to aid in the financing of operating, capital and planning assistance projects pursuant to Sections 104(f), 5303, 5307, 5309, 5310, 5311, 5312, 5313, 5314, 5316, 5317, 5337, 5339, 5340, TIGER and BUILD of the Federal Transit Act, as amended.

2. That the President and CEO is authorized to execute and file applications on behalf of the Research Triangle Regional Public Transportation Authority with the North Carolina Department of Transportation, to aid in the financing of the Public Transportation Grant Program to include matching North Carolina Department of Transportation local federal operating, capital and planning grants, Technology Program assistance, Apprentice and Intern Program assistance, Transportation Demand Management Program assistance, State Maintenance Assistance Program, and Demonstration Projects.
3. That the President and CEO is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation fulfilling the purposes of Title VI of the Civil Rights Act of 1964.
4. That the President and CEO is authorized to furnish such additional information as the U.S. Department of Transportation and the North Carolina Department of Transportation may require in connection with the applications for the program of projects and budget.
5. That the President and CEO is authorized to set forth and execute affirmative minority business policies in connection with the project's procurement needs.
6. That the President and CEO is authorized to execute grant agreements on behalf of the Research Triangle Regional Public Transportation Authority with the U.S. Department of Transportation and N.C. Department of Transportation in aid to the financing of the operating, capital, and planning assistance for the program of projects.

**ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019.**

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Sig Hutchinson, Board of Trustees Vice Chair

**ATTEST:**

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Michelle C. Dawson, Clerk to the Board



# Planning Framework Orange County Transit Plan

November 2019



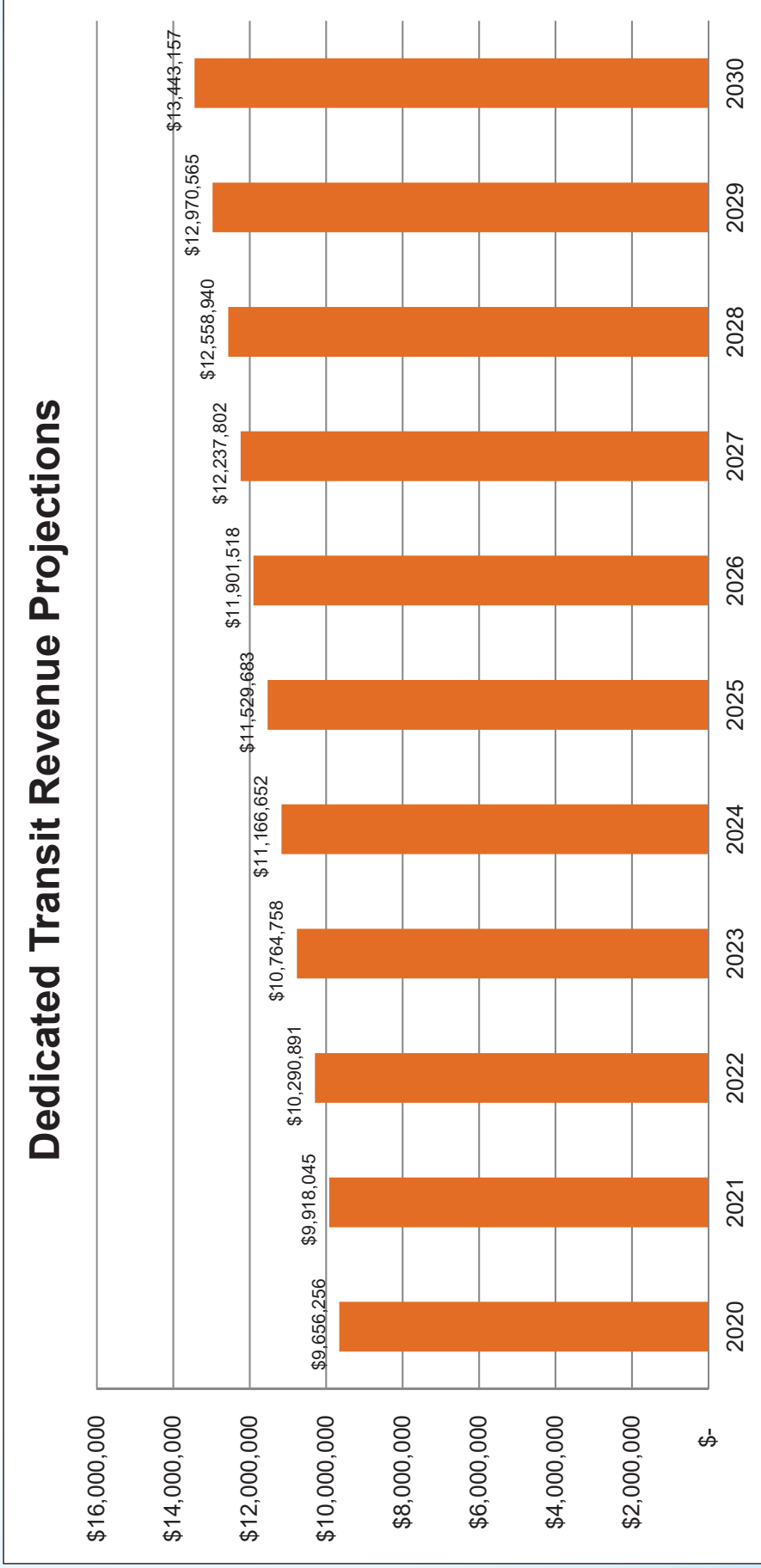
# Status Update

- What Has Been Happening Since Light Rail was Discontinued?
  - Approved Increasing Commitment to **Chapel Hill North-South BRT** with Funding Previously Committed to Light Rail Project
  - Approved Participation in **Commuter Rail** Study
  - Negotiated **Administrative Costs** with GoTriangle
  - Transitioned **Project Management** Responsibility to County for Small Capital Projects
  - Continued Implementation of **Other Transit Projects** Approved in the Transit Plan
  - Created Interim **Orange County Transit Team** to Help Frame Planning Process



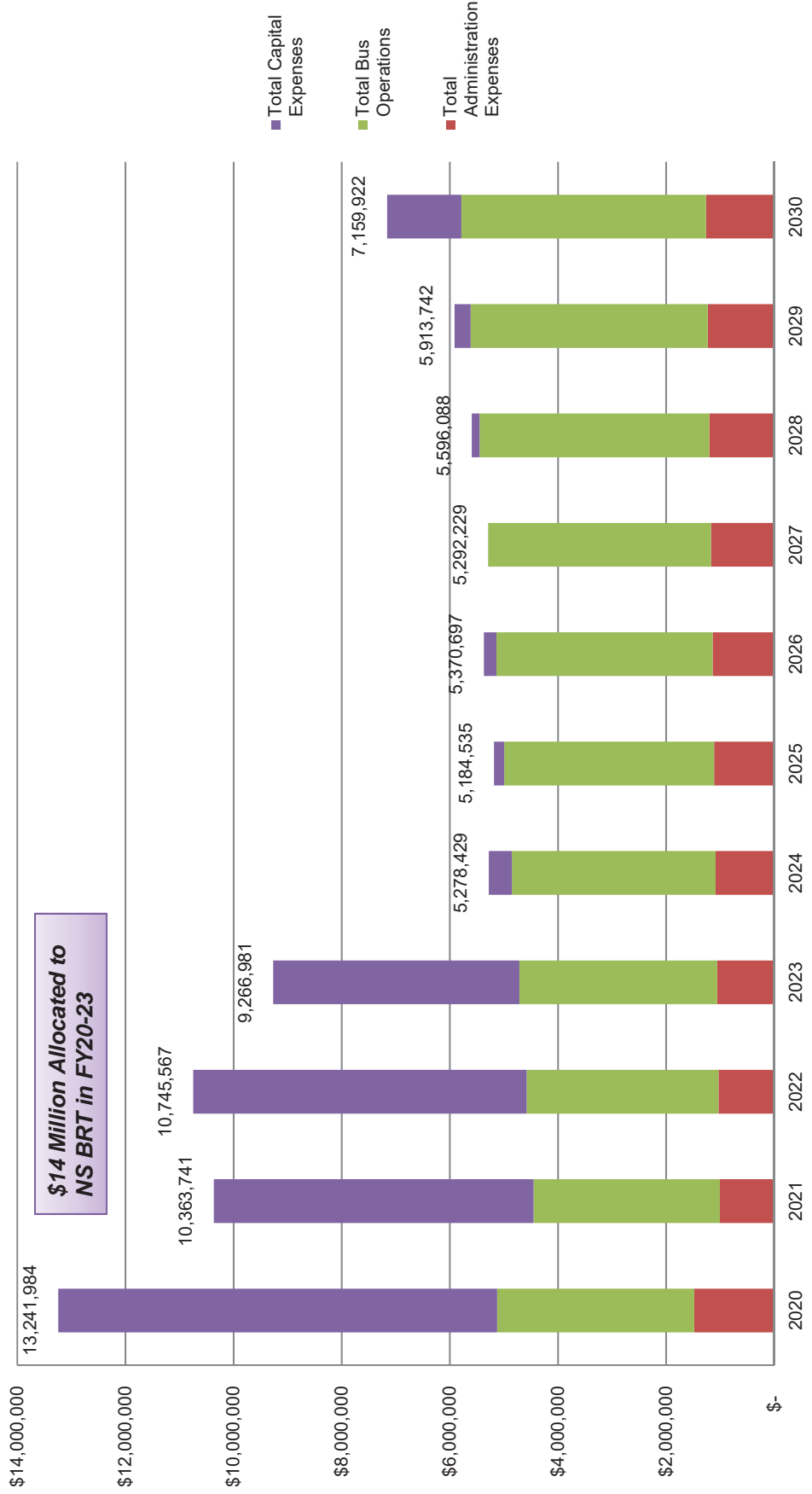
# Financial Model

- Dedicated Transit Revenue Projections
  - Maintains Moody’s Growth Assumptions in Light Rail Financial Model
  - Averages 3.4% Annual Growth



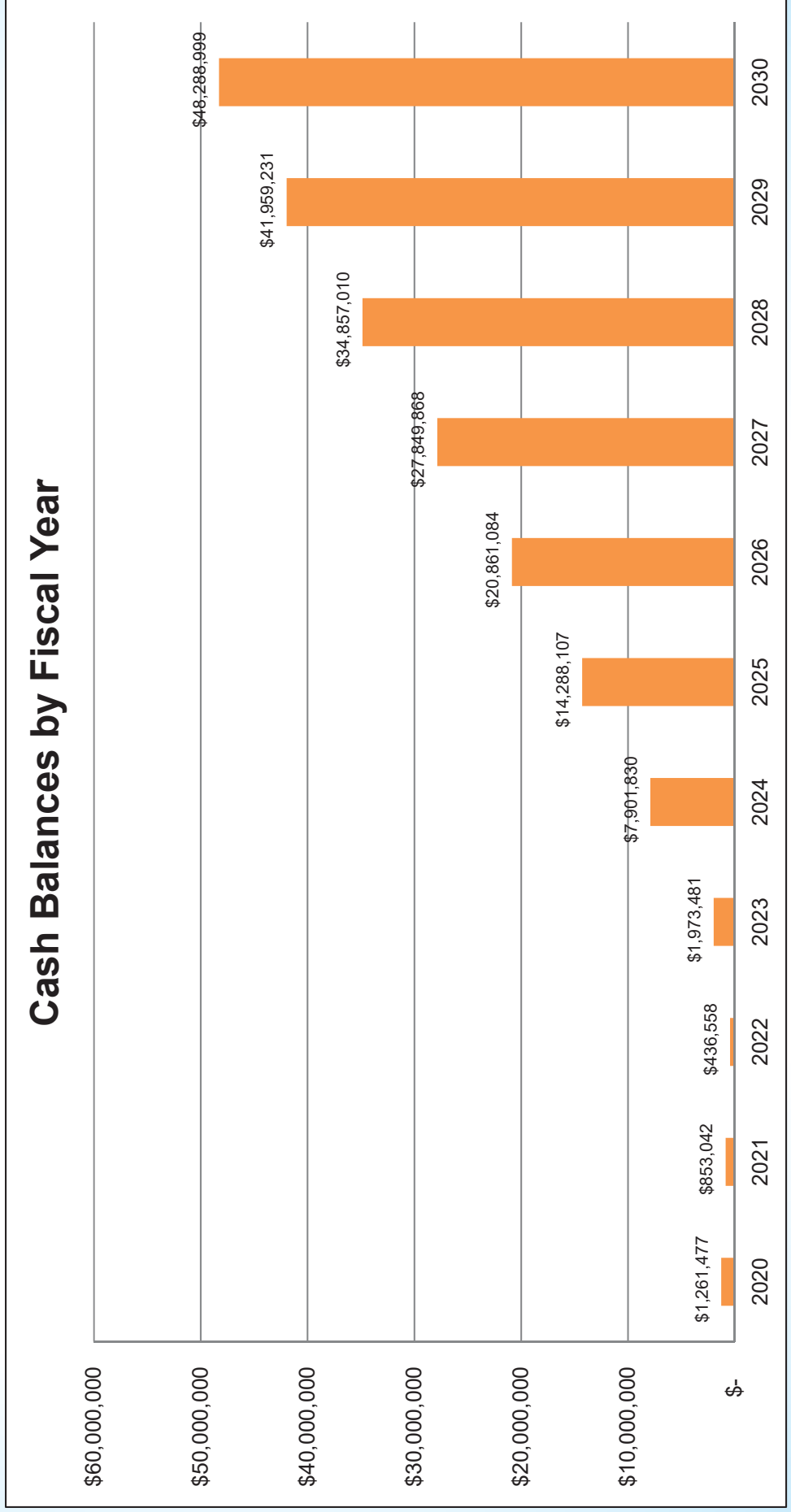
# Financial Model

## Orange County Transit Plan Ten Year Expense Projection



# Financial Model

- Net Cash Balances – Capacity Builds in FY24-25



# New Transit Plan Framework

- Transit Plan Development
  - Policy Steering Committee –
    - Orange County - *Co-Chair* – *Two Commissioners*
    - Chapel Hill, Carrboro, Hillsborough, Mebane - *One Representative Each*
    - GoTriangle & DCHC MPO – *Achieve Representation Through County & Municipal Appointments*
  - Staff Team
    - Same Representatives + TJCOG + UNC + TARPO
    - Coordination with Durham Transit Team
    - Consultation with Neighboring Counties as Needed
  - Consultant
    - Contract with Orange County
    - Facilitate Public Input Processes
    - Compile Data and Draft Plan



# New Transit Plan Framework

- Short Term Planning (FY20)

*New Projects Constrained by Existing Financial Obligations*

1. Confirm Transit Plan Vision and Goals
  - *Consultant and Policy Steering Committee*
2. Update of Financial Model, Revenue and Expenditure Projections
  - *Orange County and GoTriangle*
3. Amend Implementation Agreement
  - *Orange County, DCHC MPO, GoTriangle, Transit Providers*
4. Amend Orange County Staff Working Group Bylaws
  - *Orange County, DCHC MPO, GoTriangle, Transit Providers*



# New Transit Plan Framework

- **Mid-Term Planning (FY20-FY21)**

*New Projects Constrained by Existing Financial Obligations*

1. Review of How Transit Funds are Spent
  - *Transit Providers and Consultant*
2. Affirmation of Short Range Transit Plans and Interconnectivity
  - *Transit Providers and Consultant*
3. Implementation of Projects Approved in 2017 Plan Update
  - *New Buses & Bus Stop Improvements - \$3.7 Million*
  - *Commuter Rail Study Next Steps*
  - *North-South BRT*
  - *Hillsborough Train Station*
  - *Hillsborough Park & Ride Construction*
  - *OCPT Mobility on Demand*

# New Transit Plan Framework

- Longer Term Planning (FY25-FY30)

*Use Increased Financial Capacity to Address Local and Regional Priorities*

1. Public and Stakeholder Outreach
  - Local and Regional Outreach – Determine Needs and Priorities of the Community
2. Examine Long Term Transit Market Needs
  - Within Orange County
  - Regionally – Alamance, Chatham, Durham, Wake
3. Create List of Local and Regional Projects and Partnerships and Evaluate Against Vision and Goals
4. Draft Transit Plan for Approval by Orange County, GoTriangle, and the DCHC MPO

# New Transit Plan Framework

- Anticipated Timeline
  1. Creation of Policy Steering Committee      November 2019
  2. Approval of Consultant Contract      January 2020
  3. Public and Specific Stakeholder Outreach      March 2020
    - Design and Implement Public Input Process
    - Engagement with Major Employers/Institutions
  4. Draft Transit Plan      October 2020
  5. Transit Plan Approval      January 2021

# New Transit Plan Framework

- Questions?



GO

*Triangle*

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DBE-MBE-WBE  
Program Update  
2019

## Acronym Soup - Sorting out the Mystery

- Disadvantaged Business Enterprise (DBE) Federal funded contracts; must be at least 51% owned by socially and economically disadvantaged individuals;

Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans or other minorities found to be disadvantaged by the Small Business Administration (SBA).

Personal Net Worth (PNW) does not exceed \$1.32 million

## Acronym Soup - Continued

- Minority Business Enterprise (MBE) - state funded contracts; must be at least 51 percent owned, operated and controlled by a minority (Black, Hispanic, Asian American or Native American
- Women Business Enterprise (WBE) state funded contracts; must be at least 51 percent owned, operated and controlled by a woman



## Acronym Soup - Continued

- Historically Underutilized Businesses (HUB) state funded contracts - certification through NC Department of Administration (DOA); must be at least 51% owned, controlled and managed, by one or more citizens or lawful permanent residents of the United States; and must be members of one or more of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled and Disadvantaged.

## NCDOT Certification - UCP

- NCDOT administers the Unified Certification Program (UCP)
- The UCP provides “one stop shopping” for applicants to apply for DBE certification. Applicants need only apply once for DBE certification and it will be honored by all agencies that are recipients of Federal DOT funding in the state;
- NCDOT certifies eligible firms as DBEs, MBEs and WBEs; and other certifications;
- Certified firms are included in NCDOT’s UCP Directory. Contractor’s and agencies seeking DBE’s, MBEs and WBEs can use the directory to locate firms.

## Purpose of DBE Program

- Ensure nondiscrimination in the award and administration of Federally assisted contracts;
- Creates a level playing field on which DBEs can compete fairly for Federally assisted contracts;
- Help remove barriers that affect participation of DBEs in Federally assisted contracts; and
- Assist the development of firms that can compete successfully in the marketplace outside the DBE Program.

## DBE Certification Requirements

- The owner must be a member of a socially and economically disadvantaged group. Black, Hispanic, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or women regardless of race;
- The business must be owned, at least 51%, by one or more individuals who are considered members of a socially and economically disadvantaged group;
- The disadvantaged owner(s) must control the company's management and daily operations;
- A disadvantaged owner(s) personal net worth cannot exceed \$1.32 million (excluding ownership interest in the firm and the equity in his/her primary residence);

## DBE Program Requirements- Cont'd

- As a recipient of FTA funding in excess of \$250,000 in a Federal Fiscal Year (FFY), GoTriangle is required to develop and submit a Triennial Overall DBE goal for FTA-assisted projects that are anticipated to be awarded during the triennial period;
- Current FFY goal period 2019-2021 (October 1, 2018 - September 30, 2021); The DBE goal is 6.0% for Federal Fiscal Years 2019-2021;
- In 2019, GoTriangle achieved 3.0% during the first year of the goal;
- A DBE Shortfall Analysis must be conducted if the Triennial Goal is not achieved by the end of the fiscal year. Analyze in detail why the goal was not met and establish specific steps to correct the problem.

## DBE Program Goal Methodology

- DBE regulations requires the goal setting process must be based on demonstrable evidence of available DBE firms that are ready, willing and able to participate/perform contracting opportunities;
- GoTriangle's budget is reviewed to identify potential contracting opportunities that are anticipated to be awarded during the three year fiscal period;
- The goal is derived from the anticipated DBE goals of each individual project that requires the application of a statistical methodology to establish a proposed DBE goal.

## DBE Program Goal Methodology-Cont'd

- The proposed DBE goal is published and made available for public review and comment for a period of 45 days;
- GoTriangle's Board of Trustees must approve the goal prior to submission to FTA for concurrence;
- The proposed goal is due to FTA on or before August 1, every 3 years

## GoTriangle's – Next Steps

- Begin tracking MBE, WBE and HUB expenditures that are not reported on GoTriangle's FTA reports;
- Continue to work closely with procurement staff to identify opportunities for DBE/MBE/WBEs on contracts and solicitations;
- Monitor and follow-up solicitation emails to firms that may bounce back;
- Promote internally the use of minority and women-owned firms;
- Identify barriers that may impede participation



Questions?

Thank you!

## Attachment: Additional Information

- See attached slides below

## Greater Commuter Triangle Rail Study (GCTR)

- The GCTR Rail Study goal is 25% - \$850,191
- |                         | <u>% Achieved*</u> |                                 |
|-------------------------|--------------------|---------------------------------|
| • MBE goal = 10%        | 4.7%               | Simpson Engineering (DBE, SPSF) |
| • WBE goal = <u>15%</u> | <u>1.2%</u>        | OLH, Inc. (DBE, SPSF)           |
| Total                   | 25%                | 5.9%                            |

\* As of 10/15/19

## A/E On-Call Firms Certifications

<u>Name</u>	<u>Minority/Women Subs</u>	<u>Certifications</u>
• A1 Consulting*	0	DBE, MBE, HUB
• AMT	2	DBE, WBE, HUB, SPSF
• Clark Patterson	3	DBE, MBE, WBE, HUB, SPSF
• Gannett Fleming	6	DBE, MBE, WBE, HUB, SBE, SPSF, ACDBE
• Kimley Horn	3	DBE, MBE, WBE, HUB, SPSF
• *Prime		

## A/E On-Call Firms Certifications – Cont'd

<u>Name</u>	<u>Minority/Women Subs</u>	<u>Certifications</u>
• MBP Carolinas	2	DBE, MBE, HUB, SPSF
• Ramey Kemp	1	DBE, WBE, HUB, SPSF
• SM&E	2	DBE, WBE, HUB
• STV	5	DBE, MBE, HUB, WBE, SPSF
• Summit Design	1	DBE, MBE, HUB

## A/E On-Call Firms Certifications – Cont'd

<u>Name</u>	<u>Minority/Women Subs</u>	<u>Certifications</u>
• Terracon Consultants	4	DBE, MBE, HUB, SPSF
• Wendel	2	DBE, WBE, HUB, SPSF
• WSP	7	DBE, MBE, HUB, SBE, WBE, SPSF, ACDBE
• NC Minority/Women Subs = 76%		
• Other states M/W Subs = 24%		

# NCDOT UCP Directory

Company Name:	BREE & ASSOCIATES INC
Mailing Address:	3434 EDWARDS MILL RD STE 112-344 RALEIGH, NC 27612
Home County & Division:	WAKE DIVISION 05
Contact Name:	ROBERT LANCASTER, PE, LEED AP
Phone:	919-469-3330
Fax:	919-469-3370
Email:	BREE@BREEASSOCIATES.COM
Reporting Number:	50302
HiCAMS Vendor Number:	4338
Type of Firm: (for DBE only)	Architectural/Engineering
Certifications:	DBE, MBE, HUB, SPSF
Prequalification Status:	Professional Consultant
Construction Work Codes: (for Prequalified Contractors only)	000099 - OTHER -
SBE Work Codes:	
Consulting Disciplines:	00041 - RAIL CONSTRUCTION ADMINISTRATION 00141 - MULTIMODAL TRANSPORTATION PLANNING 00150 - PAVEMENT CONDITION SURVEYS 00171 - PUBLIC INVOLVEMENT 00195 - ROADWAY CONSTRUCTION ENGINEERING & INSPECTION 00233 - STRUCTURES CONSTRUCTION ENGINEERING & INSPECTION 00260 - COMPREHENSIVE TRANSPORTATION PLANNING DEVELOPMENT

# NCDOT UCP Directory

	<p>00041 - RAIL CONSTRUCTION ADMINISTRATION                  00141 - MULTIMODAL TRANSPORTATION PLANNING                  00150 - PAVEMENT CONDITION SURVEYS                  00171 - PUBLIC INVOLVEMENT                  00195 - ROADWAY CONSTRUCTION ENGINEERING &amp; INSPECTION                  00260 - COMPREHENSIVE TRANSPORTATION PLANNING DEVELOPMENT                  00261 - LONG RANGE TRANSPORTATION PLANNING                  00270 - UTILITY COORDINATION                  00498 - PUBLIC INVOLVEMENT IN THE TRANSIT/TRANSPRTN PLANNING PR</p>	<p>*NOT ALL CONSULTING DISCIPLINES LISTED</p>
<p>NAICS Codes:                  (DBE and SPSP only)</p>	<p>236220 - COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION                  237110 - WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION                  237310 - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION                  237990 - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION                  541310 - ARCHITECTURAL SERVICES                  541330 - ENGINEERING SERVICES                  541340 - DRAFTING SERVICES                  541350 - BUILDING INSPECTION SERVICES                  541611 - ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING                  541618 - OTHER MANAGEMENT CONSULTING SERVICES                  561110 - OFFICE ADMINISTRATIVE SERVICES</p>	<p>*NOT ALL NAICS CODES LISTED</p>
<p>Desired Work Locations: *</p>	<p>ALAMANCE CUMVERLAND JOHNSTON                  ALEXANDER CURRITUCK JONES                  ALLEGHANY DARE LEE                  ANSON DAVIDSON LENOIR                  ASHE DAVIE LINCOLN                  AVERY DUPLIN MACON</p> <p>BEAUFORT DURHAM WAKE</p>	<p>*NOT ALL DESIRED WORK LOCATIONS COUNTIES LISTED</p>



# NCDOT UCP Directory

Company Name:	A1 CONSULTING GROUP, INC.
Mailing Address:	117 INTERNATIONAL DRIVE GOELS PLAZA MORRISVILLE, NC 27560
Home County & Division:	WAKE DIVISION 05
Contact Name:	VINOD "VINNIE" K. GOEL
Phone:	919-469-4800
Fax:	
Email:	VGOEL@A1CONSULTINGGROUP.COM
Reporting Number:	25499
HiCAMS Vendor Number:	3149
Type of Firm: (for DBE only)	Architectural/Engineering
Certifications:	<b>DBE, MBE, HUB</b>
Prequalification Status:	
Construction Work Codes: (for Prequalified Contractors only)	000060 - ASPHALT/CONCRETE SAW CUTTING 000099 - OTHER - ASBESTOS SURVEYS 000200 - CLEARING AND GRUBBING 000205 - SEALING NON-ENVIRONMENTAL WELLS 000210 - BUILDING REMOVAL AND DEMOLITION 001605 - TEMPORARY SILT FENCE 003035 - GEOPHYSICAL SERVICES 003050 - DRILLING FOR GEOTECHNICAL INVESTIGATIONS 003070 - NON-DESTRUCTIVE FOUNDATION TESTING 003080 - FOUNDATION TESTING 003120 - VIBRATION & NOISE MONITORING 003125 - STRUCTURE MOVEMENT MONITORING

# NCDOT UCP Directory

	<p>00399 - DISASTER RECOVERY PLANNING                  00400 - DEBRIS REMOVAL MONITORING                  00401 - DISASTER RECOVERY DATA &amp; ACCOUNTING                  00402 - TRUCK VERIFICATION/CERTIFICATION                  00403 - LOAD TICKET CERTIFICATION                  00430 - AIRFIELD PAVEMENT DESIGN                  00431 - AIRFIELD CONSTRUCTION ADMIN/INSPECTION                  00438 - PAVEMENT FORENSIC INVESTIGATIONS                  00466 - MAINTENANCE CONDITION ASSESSMENT SURVEYS</p>	<p>*NOT ALL CONSULTING DISCIPLINES LISTED</p>
<p>NAICS Codes:                  (DBE and SPSP only)</p>	<p>236220 - COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION                  237990 - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION                  541310 - ARCHITECTURAL SERVICES                  541320 - LANDSCAPE ARCHITECTURAL SERVICES                  541330 - ENGINEERING SERVICES                  541340 - DRAFTING SERVICES                  541350 - BUILDING INSPECTION SERVICES                  541360 - GEOPHYSICAL SURVEYING AND MAPPING SERVICES                  541370 - SURVEYING AND MAPPING (EXCEPT GEOPHYSICAL) SERVICES                  541380 - TESTING LABORATORIES                  541410 - INTERIOR DESIGN SERVICES                  541620 - ENVIRONMENTAL CONSULTING SERVICES                  562910 - REMEDIATION SERVICES</p>	<p>*NOT ALL NAICS CODES LISTED</p>
<p>Desired Work Locations: *</p>	<p>ALAMANCE CUMVERLAND JOHNSTON                  ALEXANDER CURRITUCK JONES                  ALLEGHANY DARE LEE                  ANSON DAVIDSON LENOIR                  ASHE DAVIE LINCOLN                  AVERY DUPLIN MACON</p> <p>BEAUFORT DURHAM WAKE</p>	<p>*NOT ALL DESIRED WORK LOCATIONS COUNTIES LISTED</p>

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Transit Operations  
**DATE:** December 16, 2019  
**SUBJECT:** Transit Operations Vehicle Purchase Authorization

### Strategic Objective or Initiative Supported

### Action Requested

Staff requests that the Operations & Finance Committee recommend that the Board authorize the interim president and CEO to execute a contract for the purchase of six (6) low floor diesel Gillig buses from Gillig Corporation for fixed route service with a maximum dollar amount of \$3,283,236.

### Background and Purpose

Transit Operations is seeking approval to purchase six (6) buses total. Board authorization will result in GoTriangle receiving the buses seven (7) months from placing the order. Six (6) of these buses are for replacement due to the recommended useful life of 500,000 miles/12 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 buses.

### Financial Impact

The total cost to purchase six (6) buses and associated maintenance equipment is \$3,283,236 with a Wake Transit Plan contribution of \$1,575,953 and the remaining balance of \$1,707,283 to be funded by the Durham and Orange Transit Plans pending approval. Buses will be purchased from the City of Durham IFB# 16-009 with funds that are approved in the Bus Capital Project Budget. The funding for the local match is GoTriangle's General Fund and the Wake Tax Districts.

### Attachments

- None

### Staff Contact(s)

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

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Shelley Blake Curran, Interim President and CEO  
**DATE:** December 9, 2019  
**SUBJECT:** Amendment to the HR&A Contract (RUSBUS)

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the GoTriangle Board of Trustees authorize an amendment to the HR&A contract to increase the project budget up to an additional \$135,000.00.

#### Background and Purpose

HR&A is a consultant assisting GoTriangle with the RUSBUS project. We are now entering negotiations with the preferred developer and HR&A will provide support to GoTriangle through this process.

Please see the attached letter with a short summary of the progress to date and a description of the anticipated uses of the requested budget increase.

#### Financial Impact

Up to \$135,000.

#### Attachments

- Letter from HR&A

#### Staff Contact(s)

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





555 Fayetteville Street, Suite 300, Raleigh, NC 27601  
T: 919-390-3004 | [www.hraadvisors.com](http://www.hraadvisors.com)

December 4, 2019

Shelley Blake Curran, Interim President and CEO  
GoTriangle  
4600 Emperor Blvd  
Durham, NC 27703  
Transmitted via email to [SBlake@gotriangle.org](mailto:SBlake@gotriangle.org)

Dear Shelley:

We have enjoyed our ongoing opportunity to support GoTriangle in advancing implementation of joint development at the RUS Bus property. As we finalize the procurement phase and start negotiations and other pre-development activities, HR&A Advisors, Inc. (HR&A) is proposing to build upon our current scope by providing expanded project and development management support to GoTriangle.

Specifically, we feel that we can help ensure GoTriangle achieves its goals of (1) accelerating project groundbreaking, (2) realizing maximum value for the agency, and (3) complying fully with FTA joint development policies. We envision supporting GoTriangle in advancing a number of complex development tasks including support with project management activities, drafting of a pre-development agreement / term sheet between GoTriangle and its selected development partner, and supporting the transit agency in its negotiations with a sophisticated development team.

The existing contract between HR&A and GoTriangle, signed October 2018 and amended May 2019, included a two-part RFQ/RFP process that has yielded three robust responses for the agency to evaluate. We will continue to support GoTriangle through this procurement process with any remaining open items, such as supporting communications and informing any debrief processes.

An increasing number of activities of growing complexity will require more intensive analyses and ongoing engagement as GoTriangle moves from evaluating responses to navigating negotiations with developers and advancing predevelopment activities in concert with its selected development team. HR&A proposes extending its partnership with GoTriangle to undertake these activities in the next phase of the development process. Namely, this increase in scope envisions (1) continuing to support the communications related to the RFQ and RFP process, (2) providing support in the design of a joint development project for FTA approval, (3) assisting with the development of different financial and business provisions on the term sheets, (4) leading the financial analysis and guiding the development of terms during negotiation, (5) developing an interactive model that allows to test the financial impact of different terms, and (6) providing general strategic development advisory as needed.

***Task 1. Continued RFQ/RFP Administration Support***

HR&A will continue to support any open items and administration related to the RFQ and RFP processes, including support in communication with preferred and non-preferred teams and informing potential debrief requests to GoTriangle.

### **Task 2. FTA Engagement and Coordination Support**

There are number of submittal and coordination requirements that GoTriangle must complete with FTA to gain their approval of the project. Based on my prior experience advancing joint development projects through FTA's approval process, we will help ensure GoTriangle continues to build on the agency's collaborative relationship with FTA and that we provide FTA with the precise level of information it needs for its approval of the RUS Bus joint development.

### **Task 3. Predevelopment Agreement and Negotiation Support**

With the GoTriangle board's approval of a selected development team, the agency will be expected to present a draft predevelopment agreement to its partner in order to set the parameters of subsequent negotiations. This agreement will cover the rights or responsibilities retained or bestowed between GoTriangle and the selected development team, and commitments made as part of this agreement will be used as a basis for more detailed operating agreements and lease documents. In addition, this document will be where GoTriangle will enshrine its retention of vetting rights over finalized development plans to ensure that the RUS Bus site and its operations remain true to GoTriangle's stated objectives.

- **Task 3.1. Predevelopment Agreement:** We will assist in the drafting of the predevelopment agreement with an emphasis on the financial and business terms. With the assistance of the draft predevelopment agreement, GoTriangle will enter into negotiations with its partner to advance toward a joint development agreement. The exact structure of this agreement will be refined through the iterative process of negotiation; however, it is important that a range of viable and acceptable deal structures are explored beforehand.

HR&A will focus on structuring the financial and business terms and will work with GoTriangle to draft fully compliant lease terms. HR&A will support the preparation of a term sheet and will summarize the financial offers, cost savings, and other key business terms for GoTriangle. HR&A will review and analyze developer proposals, and, if necessary, counterproposals, and assist GoTriangle in preparing responses.

- **Task 3.2. Negotiation:** HR&A will support GoTriangle by first preparing negotiation strategies tailored to the proposal of its selected development team, including identifying key terms and conditions of a joint development agreement, ground lease, and other development-related documents deemed necessary or prudent for the RUS Bus site. Negotiation strategies will address the risks associated with the selected team's financial offer, development plan, and timeline, with an aim to create a final predevelopment agreement and subsequent lease documents that are most advantageous to GoTriangle in both financial terms and the minimization of risk.

HR&A will assist GoTriangle in discussing and presenting project parameters to the selected developers, including issues such as expected project implementation timelines, financing, risk minimization, and deal structures. HR&A believes that this will require face-to-face meetings with GoTriangle, and the selected development team and we are available to participate in in-person negotiations as is necessary. The ultimate goal will be to reach an agreement among GoTriangle, the selected development team, and any other stakeholders on key business terms for the development of the RUS Bus site.

To support this work, HR&A will leverage analyses completed as part of its support of the RUS Bus site procurement thus far, including drafting of a predevelopment agreement and language to be included in the financial portions of draft and final term sheets that clearly set forth the key financial terms and conditions to be included in the joint development agreement, ground leases, and other development documents.

- **Task 3.3. Interactive Model:** HR&A will create a simplified “plug and play” model that allows to test in real time how changes to program and the financial terms impact the financial returns for GoTriangle and the selected development team.

HR&A assumes that negotiations will be completed by summer 2020. To ensure the development plan meets GoTriangle’s goals for the site, is financially feasible, and creates long-term benefits for the transit agency and the community, HR&A may request to revisit the scope for this support if negotiations continue beyond summer 2020.

#### **Task 4. Development Management**

In addition to the FTA engagement and coordination and negotiation support, HR&A will remain available to provide as-needed strategic development advisory on other matters such as site planning, communications, and benefit cases for other public and private stakeholders as part of the pre-development process.

\*\*\*

Given the variability in this phase of work due to the number of proposals and counterproposals HR&A may be expected to review to adequately support GoTriangle in negotiations with its selected development partner, we propose to invoice the GoTriangle on a time and materials basis capped at \$125,000 for related work through June 2020. All billing will be done based on HR&A’s discounted public sector rates, listed below. In addition, HR&A will bill any travel expenses deemed necessary by GoTriangle at cost not to exceed \$10,000.

Personnel	Hourly Rate 2019	Hourly Rate 2020
Partner	\$385	\$385
Principal	\$325	\$325
Director	\$295	\$295
Senior Analyst	\$235	\$235
Analyst	\$175	\$175
Research Analyst	\$140	\$140

*Note: HR&A will bill using 2020 rates for any time incurred starting on January 1 2020.*

We look forward to continuing our partnership with GoTriangle in advancing this transformative mixed-use project. If you agree with this proposed additional scope and budget, please return signed to us. If you have any questions, please feel free to contact me at (202) 903-0749 or [swall@hraadvisors.com](mailto:swall@hraadvisors.com).

Sincerely,



Stan Wall  
Partner

Accepted on behalf of GoTriangle:

---

Shelley Blake Curran, Interim President and CEO



## CONTRACT WORK ORDERS – November 2019 ( < \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Pres/CEO (S Blake) Executed	GC (T Henry) Executed
19-093	Landscaping Services for BOMF & RTC	\$23,352	Landscaping Services for Bus Operations Maintenance Facility and Regional Transit Center	Landscaping Services for the BOMF and RTC. The term of this agreement shall be for 12 months effective June, 1 2019. The annual fee for the BOMF is \$18,540 and RTC \$4,812	10/29/19	10/29/19
19-081	Duke Energy		Reimbursement Agreement for Electric Bus Charging Infrastructure Project	Reimbursement Agreement for Electric Bus Charging Infrastructure Project with Duke Energy. This Agreement will commence on the Effective Date of the Agreement and continue until the third anniversary of the date of the last Reimbursement is made.	11/7/19	11/7/19
18-041F	Contract 18-041F-RKA for Professional Services to 18-041F	\$153,223	Contract 18-041F-RKA for Professional Services to 18-041F	Professional Services of design and construction drawings. This is a LUMP SUM contract in the amount of \$92,458. Term 11/15/2019 – 11/15/2020. Contract amount \$153,223.	11/7/19	11/6/19
	Contract 20-- -CPL for Professional Services to 18-041G	\$153,336	Contract 20-- -CPL for Professional Services to 18-041G	Professional Services of design and construction drawings. This is a lump sum contract in the amount of \$45,200. Term 12/01/2019 – 12/01/2020. New contract amount \$153,336	11/7/19	11/6/19
19-001	Amendment One Greater Triangle Commuter Rail Update of Alternatives Analysis & Further Study	N/A	Amendment One Greater Triangle Commuter Rail Update of Alternatives Analysis & Further Study	Notice name change, travel policy and contract extension. The term of this agreement shall continue in effect through April 30, 2020.	11/12/19	11/11/19
16-040	Master Agreement for On-Call Appraisal Services Task Order 9	\$1,500	Master Agreement for On-Call Appraisal Services Task Order 9	Appraisal review services at two sites. Services shall be completed by 11/22/2019. Fee for Task Order 9 - \$1,500	11/11/19	11/8/19
18-041E	On-Call Task Order 4 GoPass Program Evaluation	\$41,735	On-Call Task Order 4 GoPass Program Evaluation	Kimley-Horn GoPass Program Evaluation. Total project 16 weeks from notice to proceed. Negotiated compensation shall not exceed \$41,735 without written approval.	11/8/19	11/7/19
19-094	Duke Energy Lighting Incentive/Energy Saver Program at BOMF	\$55,860.83	Duke Energy Lighting Incentive/Energy Saver Program at BOMF	Duke Energy Lighting Incentive/Energy Saver Program at the BOMF. Lump sum contract of \$55,860.83.	10/25/19	10/24/19
19-097	Radco Construction	\$10,567	Gutter Replacement at BOMF	Gutter Replacement at the BOMF with Radco Construction. Lump sum contract of \$10,567.	11/27/19	11/27/19
19-095	Carolina Energy Heating Air Maintenance Agreement	\$5,550 Annually	Carolina Energy Heating Air Maintenance Agreement	HVAC the Maintenance Agreement. Annual sum \$5,550. The term be for one year with two one year options to extend.	11/27/19	11/25/19
19-098	Simon Roofing and Sheet Metal Corp	\$28,889.69	Roof Restoration at the BOMF	Roof Restoration at the BOMF with Simon Roofing and Sheet Metal Corp. Lump sum contract of \$28,889.69	11/28/19	11/27/19

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Capital Development  
**DATE:** December 6, 2019  
**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 24 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 [and second package of five stops](#) is complete. Construction of the third package of six stops is underway.

Upcoming Activities – Right-of-way acquisition is required for the fourth package of four stops prior to construction procurement; right-of-way acquisition activities for this package are underway by the City of Durham. The final stop of this group of 24, located at the Glenview Station Walmart in northern Durham (the third-busiest bus stop in the GoDurham system after Durham Station and the Village in east Durham), requires execution of a property agreement with Walmart prior to construction procurement. As of [November 30](#), the agreement is being circulated for signature with the City of Durham. Construction will be scheduled after the holiday season.

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

Cost Risks – The project is currently under budget. The total project budget is approximately \$1.5 million, and the current estimate-at-completion is \$1.31 million. The primary risk to completion on budget is construction market volatility. Bids for the most recent package of six stops (third package) were higher than expected, and other local government partners are reporting similar higher-than-expected costs, primarily due to significant shortages in the local and regional construction labor market. The current estimate-at-completion includes upward adjustments to estimated construction costs for the fourth and fifth packages to account for this.

#### [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 – [Wake Tech is completing the construction of the new parking lot, and GoTriangle is coordinating with Wake Tech to develop an agreement for the park-and-ride and confirm bus stop amenities to be installed.](#)

Upcoming Activities – [As Wake Tech’s construction of the parking lot is completed, GoTriangle will install amenities per agreement with Wake Tech, and will begin communicating with riders about the upcoming change to park-and-ride location.](#)

### Projects in Design

#### Southpoint Transit Center (18GOT\_CD2)

Description and Status – On a typical weekday, nearly 375 riders board the bus at the existing transfer point and park-and-ride at Southpoint, which is served by GoTriangle routes 800 and 800S and GoDurham routes 5 and 14. The Durham County Transit Plan includes funding for increased passenger amenities at this location. Southpoint has recently submitted a site plan to the City of Durham to move the stop from the current on-site location out to an on-street location by building a two-bay bus stop on the westbound side of Renaissance Parkway and shifting the park-and-ride spaces to be adjacent to the new location. For an on-street transfer center to function safely and efficiently, the westbound bay



would need to accommodate three buses (not two, as proposed by the developer). If appropriate on-street facilities are built, service on the GoDurham Route 5 could be doubled from 30 minutes to 15 minutes all day as proposed in the GoDurham Short Range Service Plan without adding new buses, due to the savings of eliminating the time-consuming routing within the mall property. [As of November 30, Southpoint is actively constructing a bus stop on Renaissance Parkway for two buses, which is not adequate for the service at this location. GoTriangle is obtaining a design to modify the bay to accommodate three buses and provide adequate passenger waiting amenities, and the City of Durham has asked that Southpoint modify its construction to include the larger bus bay. Further meetings with Southpoint, the City of Durham, and GoTriangle are scheduled for early December.](#)

Upcoming Activities – GoTriangle expects further meetings with the developer to negotiate the design and cost share.

Schedule Risks – The delivery schedule for this project will depend on the outcome of negotiations with Southpoint and City of Durham.

Cost Risks – The total budget for this project is approximately \$500k. Depending on the outcome of design negotiations, the total cost of the requested improvements may exceed this budget. Staff will weigh tradeoffs of deferring or eliminating elements of the requested improvements, and will bring a recommendation to the Board for a budget amendment if warranted.

#### **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 MacFarland Drive in Patterson Place, landscaping improvements, and a curb-radius improvement to allow buses to turn right from southbound Witherspoon Boulevard onto westbound MacFarland Drive to reduce bus travel time and serve additional 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.](#)

Upcoming Activities – Design completion and plan approval is expected in early 2020. Construction is scheduled for mid-2020.

Schedule Risks – [Engagement with the property owner to agree on a design for the passenger waiting amenities may take longer than anticipated and could affect the delivery schedule. GoTriangle staff is taking a proactive and accommodating approach to coordinate with the affected owner.](#)

#### **Hillsborough Park-and-Ride (18GOT\_CD8)**

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

Status – The design is currently advancing through the plan approval process with Orange County. Staff [and outside counsel are performing additional title research and](#) evaluating the potential 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.

Upcoming Activities – Plan approval is expected [within 60 days following resolution of the real estate question.](#) Orange County will schedule a Neighborhood Information Meeting this fall, to inform neighbors of the upcoming construction project.

Schedule Risks – As noted above, a potential need for additional real estate agreements was identified during site plan review. Coordination with Orange County and NCDOT staff to resolve this is ongoing. If



additional agreements are required, the schedule for plan approval and turnover of the project to Orange County for construction will be extended.

**GoTriangle Bus Stop Improvements in Orange County (18GOT\_CD12)**

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

Status – Design is underway.

Upcoming Activities – Design completion and plan approval is expected by early 2020.

**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 – Initial site selection is complete. Staff is performing field investigations at each location to confirm the scope and feasibility of improvements. [Design for an initial group of 10 stops is underway.](#)

Upcoming Activities – The remaining 40 stops will be divided into groups for design packaging, and design task order requests will be initiated with on-call consultants.

**GoTriangle Bus Stop Improvements In Wake County [Existing Stops] (TC002-Y)**

Description – The Wake Transit Plan includes funding for improvements at existing GoTriangle bus stops throughout Wake County. Planning and scoping is underway for improvements at a set of [six](#) stops, including [three](#) in Raleigh on or adjacent to the campus of North Carolina State University, two in Morrisville, and one in Cary, with additional potential stops under evaluation.

Status – Staff [has completed](#) existing conditions field reviews at each of the locations, [obtained input from local jurisdictions and stakeholders, and confirmed the scope of proposed improvements.](#)

Upcoming Activities – Staff [will](#) issue a task order to begin design in [December.](#)

**GoTriangle Bus Stop Improvements In Wake County [New Connections] (TC002-M)**

[Description](#) – The Wake Transit Plan includes funding for improvements at bus stops along new and realigned routes throughout Wake County.

[Status](#) – Design of two stops in Morrisville at Wake Tech is substantially complete.

[Upcoming Activities](#) – Plans will be submitted to NCDOT for review in December 2020. Additional stop prioritization is ongoing.

**Projects in the Planning Phase**

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

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

Status – The Raleigh City Council approved rezoning to allow up to 40 stories of by-right development on October 1. Procurement of a development partner to deliver the project is underway; three qualified development teams submitted proposals in August, and attended interviews at GoTriangle on October 8.

Upcoming Activities – With the rezoning commitments now confirmed, GoTriangle is working to refine the project definition and approach to prepare for negotiations with the selected developer.

[Negotiations are scheduled to begin in early December.](#) GoTriangle [anticipates submitting](#) grant paperwork documenting the refined scope, schedule, and budget for the publicly-funded components of the project to the Federal Transit Administration (FTA) [in December.](#)

Schedule Risks – The next major milestone for delivery of the project is obtaining an executed grant agreement with FTA by summer 2020, to meet the obligation deadline for federal BUILD grant funds. Key activities that must be completed prior to that milestone include engaging a development partner and negotiating the grant agreement with FTA and USDOT. The structure of the delivery approach for



the project is complex, and will require coordination and partnership with FTA region and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process with the development partner progresses. As such, a detailed schedule with realistic durations for each task will be developed and actively managed going forward.

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

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

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

**Status** – GoTriangle and the Town of Wake Forest have identified a new preferred site option.

**Upcoming Activities** – GoTriangle and Town of Wake Forest will engage with the property owner to pursue necessary agreements, and identify a preferred concept for improvements/amenities.

#### **New 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.

**Status** – Staff and the consulting team hosted an initial meeting with external stakeholders on November 12, and are working to finalize the existing conditions assessment in December.

**Upcoming Activities** – Staff and the consulting team will confirm operational requirements and site evaluation criteria, and develop community engagement plan.

#### **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 each municipality in the county.

**Status** – The Existing Park-and-Ride Current Conditions and Needs Assessment Report is complete.

**Upcoming Activities** – The consultant and GoTriangle staff will begin developing criteria for park-and-ride lots, which the consultant will use to screen potential new park –and-ride parcels. GoTriangle staff is developing a schedule for completing rider surveys in early 2020 to inform the criteria.

## **Bus Operations and Maintenance Facilities**

### **Projects Under Construction**

#### **Electric Bus Charging Infrastructure**

**Description** – GoTriangle is purchasing two electric buses from Proterra, which are scheduled to be delivered in January 2020. This project will install electric bus charging infrastructure at the BOMF to accommodate these buses.

**Status** – GoTriangle has engaged with Duke Energy and Proterra to install the required electrical service and charging stations. Construction is underway.

**Upcoming Activities** – Construction completion is expected in early January.



Schedule Risk – The schedule to install the charging stations prior to delivery of the electric buses is aggressive. GoTriangle is working directly with Duke Energy and Proterra to facilitate coordination and expedite construction.

Cost Risk – GoTriangle has agreed to a fixed price with Proterra to furnish and install the chargers, with a unit price item for rock excavation. The quantity of rock excavation that may be required to install underground components is uncertain, and encountering rock would increase the cost of installation.

### Projects in Design

#### Lane Street Building Renovations

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

Status – Staff has confirmed the scope of improvements and is finalizing design plans to prepare for construction procurement. GoTriangle is negotiating a [proposed license and fee](#) agreement with City of Raleigh.

Upcoming Activities – [Upon completion of the proposed license and fee agreement, construction is expected in early 2020.](#)

### Projects in the Planning Phase

#### BOMF Expansion Feasibility Study (TC002-B)

Description – The Nelson Road BOMF was originally constructed in 1998. In 2006, the facility was updated to add space for administrative functions. GoTriangle maintains a fleet of 97 fixed-route buses, which exceeds the capacity of the current site. The site does not have sufficient maintenance bays and administrative space and is unable to accommodate GoTriangle’s service vans fleet (66 vehicles). This feasibility study is evaluating options to expand the current facility to extend its useful service life.

Status – The consultant submitted an initial report in August. Staff is evaluating the recommendations.

Upcoming Activities – Staff will develop a plan for next steps aligned with the FY21 budget process.

## Rail Transit Infrastructure Development

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

Description – This study is evaluating operational requirements, infrastructure needs, capital and operating cost estimates, and ridership modeling for potential commuter rail service between Mebane and Selma within the existing North Carolina Railroad Company corridor. This study is intended to result in infrastructure recommendations for evaluation and validation by Norfolk Southern Railway (NSR) and CSX, to define a commuter rail infrastructure project that is viable and competitive for federal funding.

Status – The study is underway. The PMC has begun reviewing key consultant deliverables including initial ridership modeling runs, infrastructure recommendations, and cost estimating worksheets. The PMC and consultant initiated risk assessment activities in September, with an initial project-wide risk workshop and follow-up individual meetings with municipal and institutional stakeholders to identify localized risks.

Upcoming Activities – [The PMC team is performing technical review of the consultant deliverables and a draft Memorandum of Understanding documenting roles, responsibilities, and next steps. The team is targeting preparing for briefings for elected boards and votes to confirm next steps in January and February.](#)

Schedule Risks – There are limited risks to on-time completion of the technical analysis being performed for this study. However, it is unlikely that the overall project will continue to progress toward preliminary engineering and environmental review within this fiscal year as currently scheduled in the Wake Transit FY20 work plan. The team has identified three primary risks to timely project progression beyond 2019:

1. Railroad coordination and buy-in—as with any project within an existing railroad corridor, buy-in from the owner and operating railroads is critical and complex. GoTriangle has initiated monthly joint sessions with North Carolina Railroad Company including board members and staff from each organization to jointly develop and advance a framework for obtaining necessary agreements to advance and ultimately implement the project. NCCR, NSR, CSX, and NCDOT Rail Division staff are continuing to participate in regular project meetings. In October, GoTriangle met with North Carolina Railroad Company, NSR, and Wake County staff, and separately with CSX staff, to discuss the timeline and prerequisite submittals to initiate RTC modeling to confirm the proposed project infrastructure. Staff recommends planning for a one-year minimum duration for RTC modeling based on these meetings. Further, staff recommends preparing documentation of GoTriangle’s legal authority and financial capacity to undertake the project for submittal to North Carolina Railroad Company and NSR, and is working with local government partners to do so. [GoTriangle staff plans to submit a letter documenting GoTriangle’s legal authority to NSR in December.](#)
2. Funding—although the Wake Transit Plan and current Durham County Transit Plan include funding for project implementation, the timelines for those funds are not in alignment, and to date local funding for implementation of an expanded project into Orange and/or Johnston counties has not been identified. In addition, if the current study concludes that the project cost will likely exceed the amount assumed in the current transit plans, additional funds would need to be identified. GoTriangle and MPO staff are engaging partners to prepare for discussions about funding for further development and project implementation as soon as study output is available.
3. Project Definition—the current study is evaluating a 70-mile corridor from Mebane to Selma. To begin project implementation, we must have a clear definition of the physical project agreed upon by the funding partners, whether that is West Durham to Garner, Mebane to Selma, or some other set of limits. GoTriangle and MPO staff are engaging partners to prepare for discussions about defining the project and potential project phasing as soon as study output is available. [Meetings with municipal staff were held in November to obtain preliminary feedback on initial analysis, and the study team is updating analysis based on that feedback.](#)

Cost Risks – GoTriangle has a contract with STV for approximately \$850k to complete the current study, which has a well-defined and relatively limited scope as noted above. As the study team engages with additional stakeholders, more preliminary study efforts may be identified requiring additional budget capacity. Funds are available in the Wake Transit Plan, but a budget amendment may be required to apply the funds to expand this phase of study.

