



GoTriangle  
Board of Trustees  
Wed, June 26, 2019 12:00 pm-2:30 pm

## I. Call to Order and Adoption of Agenda

**ACTION REQUESTED:** Adopt agenda with any changes requested.  
(1 minute *Ellen Reckhow*)

## II. Recognition

- A. Introduction of New Hires  
(1 minute *Jeff Mann*)
- B. Announcement of Promotions  
(1 minute *Jeff Mann*)
- C. Presentation of Service Awards  
(5 minutes *Christy Winstead*)

## III. Public Hearing - Proposed FY20 Budget

### IV. Public Comment

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.  
(*Ellen Reckhow*)

### V. Consent Agenda

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.  
(1 minute *Ellen Reckhow*)

#### A. Minutes

**ACTION REQUESTED:** Approve draft minutes.

[May 22, 2019 - Regular Session](#)

May 22, 2019 - Closed Session

[June 4, 2019 - Special Session](#)

June 4, 2019 - Closed Session

## VI. General Business Agenda

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

### A. Items Removed from the Consent Agenda

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

*(1 minute Ellen Reckhow)*

### B. Operations & Finance Committee Report

*(15 minutes Sig Hutchinson)*

#### 1. [Transit Operations Bus Repower Project Authorization](#)

[ACTION REQUESTED: Authorize the President/CEO to execute a contract for a bus repower project with Midwest Bus Corporation for repowering up to 30 fixed route buses with a maximum dollar amount of \\$4,500,000; \\$2,250,000 from the FY20 budget and the balance from FY21.](#)

#### 2. FY20 Budget Ordinances

ACTION REQUESTED: Approve the proposed FY20 Budget ordinances

### C. Planning & Legislative Committee Report

*(5 minutes Michael Parker)*

## VII. Other Business

### A. DCHC MPO Board Alternate Representative

ACTION REQUESTED: Appoint Mark Marcoplos as GoTriangle's alternate representative to the DCHC MPO Board.

*(2 minutes Ellen Reckhow)*

### B. [Amendment to HR&A Contract \(RUS Bus\)](#)

[ACTION REQUESTED: Authorize an amendment to the HR&A contract to increase the project budget an additional \\$70,000.00.](#)

*(15 minutes Shelley Blake)*

[HR&A Budget Request Letter - RUS Bus Implementation](#)

### C. FY19 Budget Ordinance Amendments

ACTION REQUESTED: Adopt FY19 budget ordinance amendments.

*(10 minutes Sandra Freeman)*

### D. President & CEO's Report

*(5 minutes Jeff Mann)*

#### [Contracts](#)

#### 1. Transit Operations Report

*(5 minutes Patrick Stephens)*

#### 2. Transportation Improvements & Projects Update

*(20 minutes Richard Major)*

#### 3. Wake Transit Update

[Major Investment Study for Commuter Rail Update](#)

*(20 minutes Patrick McDonough)*

Pre-Planning for Commuter Rail  
*(20 minutes Jeff Mann)*

4. Communications Update  
*(5 minutes Mike Charbonneau)*

E. General Counsel's Report  
*(5 minutes Shelley Blake)*

F. Chair's Report  
*(5 minutes Ellen Reckhow)*

G. 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)*

4. RTA Leadership Briefing & Tour  
*(15 minutes Will Allen, Sig Hutchinson, Vivian Jones, Mark Marcoplos, Ellen Reckhow)*

#### VIII. Closed Session - Employee Performance

ACTION REQUESTED: Move into Closed Session pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, or fitness of an employee.  
*(20 minutes Ellen Reckhow)*

IX. Adjournment  
*(Ellen Reckhow)*

## GoTriangle Board of Trustees

### Meeting Minutes

May 22, 2019

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

#### Board Members Present:

Will Allen III

Sig Hutchinson

Wendy Jacobs

Vivian Jones

Valerie Jordan (arr. 12:10 p.m.)

Mark Marcoplos

Michael Parker

Ellen Reckhow, Chair

Jennifer Robinson

Steve Schewel

Russ Stephenson (arr. 12:25 p.m., left 1:22 p.m.)

Nina Szlosberg-Landis

#### Board Members Absent:

Andy Perkins

Chair Ellen Reckhow officially called the meeting to order at 12:05 p.m.

#### I. Adoption of Agenda

**Action:** On motion by Parker and second by Hutchinson the agenda was adopted, adding a budget overview after the fare change recommendation. The motion was carried unanimously.

#### II. Recognition

##### A. Introduction of New Hires

President and CEO Mann announced the hiring of Rodney Perry and Jacorya Suggs, Service Attendants; Samuel Tatum, Tomira Brandon, Benita Griffin and Michael Best Jr, Bus Operators and Purshotam Khemraj, Facilities Technician.

##### B. Announcement of Promotions

Mann announced the promotion of Willie Noble from Project Engineer to Manager of Construction.

##### C. Presentation of Service Awards

None.

##### D. Recognition of Rodeo Awards

Mann announced that GoTriangle's paratransit team placed third in the light transit vehicle (LTV) competition at the statewide Rodeo. He recognized team members Sherry Moore, Felicia Martin and Laverne Taylor. He also congratulated Terrence

Miller, Miguel Benitez, and Ronald Bejarano for participating in the 35-foot bus category.

Jordan arrived.

**E. NCDOT Recognition of Hurricane Florence Relief Efforts**

Mann expressed appreciation and presented emergency response recovery pins on behalf of Transportation Secretary Jim Trogdon to Martin Bess, Charisse Corpening, Brett Hawkins and Keith Clark for operating the storm relief buses following Hurricane Florence.

Mann then announced the resignation of John Tallmadge, interim project director for the D-O LRT project and Director of Regional Services. Board members offered personal comments and thanks to Tallmadge.

**III. Public Hearing - Proposed FY20 Budget**

**Action:** Chair Reckhow opened the public hearing on the proposed FY20 budget at 12:16 p.m. There being no speakers, the hearing was closed at 12:16 p.m.

**IV. Public Comment**

Chair Reckhow recognized Kevin Primus who commented about the discontinuance of the D-O LRT project.

**V. Consent Agenda**

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

The following consent agenda items were approved:

- April 24, 2019 – Budget Work Session Minutes;
- April 24, 2019 – Regular Session Minutes (with the addition on page five of this statement by Jacobs after the 9 to 1 vote on the commuter rail pre-planning study: *Jacobs stated she could not support using Durham County funds for a purpose outside the adopted Durham County Transit Plan.*);
- April 24, 2019 – Closed Session A Minutes; and
- April 24, 2019 – Closed Session B Minutes.

**VI. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**B. Fare Change Recommendation**

Mary Kate Morookian's presentation is attached and hereby made a part of these minutes.

Russ Stephenson arrived.

Morookian reviewed the goals and process for the fare study, which was conducted as a task of the Wake Bus Plan, with participation by GoTriangle, GoRaleigh, GoCary, and GoDurham. The recommendations are based on the evaluation of ridership and revenue impacts as result of the changes.

Morookian then presented the revised proposed fare changes, based on Board feedback regarding the significant increase in the 7-day regional pass price. She noted that the biggest change is the elimination of an express fare distinction.

Current Fare Structure			Proposed Fare Structure	
Fares	Regional	Express	Fares	Regional
Single Ride	\$2.25	\$3.00	Single Ride	\$2.50
Day Pass	\$4.50	\$6.00	Day Pass	\$5.00
7-Day	\$16.50	\$22.00	*7-Day	\$20.00
31-Day	\$76.50	\$102.00	31-Day	\$80.00
Discount Single Ride	\$1.00	\$1.25	Discount Single Ride	\$1.25
Discount Day Pass	\$2.00	\$2.50	Discount Day Pass	\$2.50
Discount 7-Day	\$7.50	\$9.25	**Discount 7-Day	\$10.00
Discount 31-Day	\$34.00	\$42.50	Discount 31-Day	\$40.00

\*reduced from previously proposed \$24.00

\*\*reduced from previously proposed \$12.00

Morookian added that staff is recommending to revisit the potential of increasing the 7-day pass to \$24.00 in FY21 based on an analysis of pass usage and benefits realized after the implementation of fare capping.

Reckhow suggested that this first increase should be in place longer than just a few months before consideration of a second increase. Robinson suggested staggering the increase over several years to the target price and getting the message of incremental increases out to the public early.

Morookian added that the stored value card will continue to be an option for customers to receive a discount without being locked into a set pass period. She said additional benefits will include fare capping, free boardings for seniors, mobile ticketing and making the passes available at retail locations.

Parker challenged the Board to consider how to raise the revenues, working with regional employers and universities, to get to a fare free system. He said this is the way to address issues of economic equity, access to jobs climate change and maximizing ridership. He noted there would be savings realized from not collecting fares. Robinson suggested that staff provide an assessment of the cost savings associated with not collecting fares and potential alternative funding sources.

Reckhow suggested a monthly fare free Friday to encourage people to try the bus.

Morookian pointed out that staff is recommending the implementation of the new fare structure, if approved, in early 2020, commensurate with the implementation of mobile ticketing and fare capping as a mitigation for the fare increases. Implementation of fare free boardings for seniors is recommended at the time of fall service changes on August 4<sup>th</sup> to be consistent with GoCary and GoRaleigh.

**Action:** On motion by Schewel and second by Parker the Board approved the fare change proposal to be implemented early 2020 commensurate with the implementation of mobile ticketing and free boardings for seniors effective August 4 with approved service changes. The motion was carried unanimously.

**Action:** It was the consensus of the Board to direct staff to research the potential for a fare free system and report back to the Operations & Finance Committee.

### C. FY20 Proposed Budget Presentation

Sandra Freeman reviewed recent changes to the proposed FY20 budget. This information is attached and hereby made a part of these minutes.

Reckhow suggested reaching out to the Research Triangle Foundation about partnering with us to fund the signs for the Transit Connect program. Morookian stated that the Foundation has been involved in the development of the Transit Connect program and they have been identified as a community funding area and plans to apply for funding for a portion of the Transit Connect program.

Jacobs asked for a list of the positions that remain in the Durham-Orange Transit Plan. Parker asked for the split between Durham and Orange counties in the proposed budget. Reckhow requested information on the new Enterprise Resource Planning (ERP) system. Parker asked that the presentation include information about GoTriangle's technology infrastructure and cyber security.

**Action:** On motion by Parker and second by Schewel the Board voted to excuse Stephenson. The motion was carried unanimously.

Stephenson left.

## 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.

Mann highlighted the following items:

- A meeting is planned with Jim Trogdon and the Turnpike Authority to discuss transit on I-540.
- Following the Board's request to seek contributions from other partners for the commuter rail study, NCRB has committed \$50,000, Johnston County will consider a request for \$75,000 on June 3<sup>rd</sup>, Orange County has approved a \$75,000 contribution and a meeting is scheduled with Alamance County.

Reckhow asked how to handle the Board's direction to form a joint committee with the NCRB Board. Mann stated that Scott Saylor is in favor of it. Reckhow suggested one GoTriangle representative from Wake County and one from Durham County. Allen and Jacobs volunteered.

Jacobs asked for the strategy around the decision points needed for commuter rail. Parker reiterated his previous request for the management structure. He requested a formal presentation at the next meeting.

#### 1. Wake Transit Update

Patrick McDonough stated the Major Investment Study (MIS) of Commuter Rail Transit Evaluation Results would be distributed within the week and would come to the Board next month.

#### 2. Transit Operations Report

Patrick Stephens reported that the new Proterra buses are on schedule to be in service in December and the Gilligs sometime in September.

#### 3. Communications Update

Mike Charbonneau's presentation is attached and hereby made a part of these minutes. He also shared videos about the Carolina Hurricanes mural wall on a GoTriangle-owned building in Raleigh and a video comparing commuting by car and the Piedmont train.



**B. General Counsel's Report**

General Counsel Shelley Blake reported that the rezoning application for RUS Bus has been filed and the RFP for the developer will be issued soon. A contract amendment with HR&A will be coming next month.

**C. Chair's Report**

Chair Reckhow noted the special meeting of the Board on Tuesday, June 4. She also stated that five Board members will be participating in the RTA Leadership Briefing and Tour to Richmond, Alexandria and Arlington, Virginia next month. Finally she stated that the officers had selected to work with APTA on the D-O LRT project review. She said the assessment is performed by volunteers from the industry and one APTA staff member. The cost is based on expenses for the on-site visit, estimated at \$15,000-25,000. The visit is anticipated in July.

Jacobs recommend that the Board consider exit interviews for employees leaving GoTriangle. Robinson suggested evaluating that in the coming year. Jacobs requested a copy of the scope of work.

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

Will Allen III reported that several updates and reports were received, including the Southwest Area Study, SPOT 6.0 and Federal rescission. He added that seven of the eight project applications received for the Section 5310 Program of Projects (enhanced mobility for seniors program) were funded, three at reduced levels. GoTriangle's request for four replacement vehicles for ADA paratransit service was reduced to three vehicles.

**2. DCHC MPO Board Representative**

Ellen Reckhow stated an update on the 15/501 corridor study was received and the potential for BRT has been added to the study. The group also received an update on an East Durham railroad safety project and money previously programmed for the D-O LRT project in the FY20-29 STIP was reprogrammed to support Morrisville to Clayton BRT.

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

Will Allen III reported on the TriMAP meeting, with the keynote by Bobby Lewis, NCDOT COO.

**4. Chatham/Orange Joint Planning Task Force Representative**

Mark Marcoplos reported on the meeting and stated that he would share a presentation on Orange County's 2040 Metropolitan Transportation Plan.

Jacobs requested that a regular update be added to the agenda beginning next month on the status of Durham bus stops.

**VIII. Closed Session - D-O LRT Project Office**

**Action:** On motion by Parker and second by Allen the Board entered into Closed Session at 2:26 p.m. pursuant to NCGS §143-318.11.(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. The motion was carried unanimously.

**Action:** The Board returned to regular session at 2:41 p.m.

**Action:** On motion by Parker and second by Schewel the Board voted to terminate the lease on the D-O LRT project office and authorized the payment of the unamortized improvements of \$160,000. The motion was carried unanimously.

**IX. Adjournment**

**Action:** Chair Reckhow adjourned the meeting at 2:43 p.m.

\_\_\_\_\_  
Ellen Reckhow, Chair

Attest:

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

## GoTriangle Board of Trustees

### Meeting Minutes

June 4, 2019

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

#### Board Members Present:

Will Allen III

Sig Hutchinson (left during closed session)

Wendy Jacobs

Vivian Jones

Mark Marcoplos

Michael Parker

Ellen Reckhow

Jennifer Robinson, Chair

Steve Schewel

Russ Stephenson (left during closed session)

Nina Szlosberg-Landis

#### Board Members Absent:

Valerie Jordan (excused)

Andy Perkins Jr.

Chair Ellen Reckhow officially called the meeting to order at 9:37 a.m.

#### I. Adoption of Agenda

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

#### II. Closed Session – Employee Performance Evaluations

**Action:** On motion by Parker and second by Hutchinson the Board adjourned into closed session at 9:38 a.m. pursuant to the General Statute and for the purposes listed below. The motion was carried unanimously.

Pursuant to NCGS §143-318.11 (i) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

- A. President & CEO Performance Evaluation
- B. General Counsel Performance Evaluation
- C. Clerk to the Board Performance Evaluation

**Action:** The Board returned to open session at 12:38 p.m.

Russ Stephenson and Sig Hutchinson were excused during the closed session.

**III. Evaluations**

**Action:** On motion by Allen and second by Schewel the Board voted to give the General Counsel a 3.5% merit increase. The motion was carried unanimously.

**Action:** On motion by Parker and second by Jones the Board voted to give the Clerk to the Board a 4% merit increase. The motion was carried unanimously.

**Action:** On motion by Allen and second by Parker the Board approved the submitted work plan for the General Counsel, with the possibility of an amendment during the fiscal year. The motion was carried unanimously.

**Action:** On motion by Parker and second by Jones the Board approved the work plans as submitted by the Clerk to the Board. The motion was carried unanimously.

**IV. Adjournment**

**Action:** The meeting was adjourned at 12:42 a.m.

\_\_\_\_\_  
Ellen Reckhow, Chair

Attest:

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



Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Transit Operations  
**DATE:** June 13, 2019  
**SUBJECT:** Transit Operations Bus Repower Project Authorization

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Committee recommend Board authorization for the President/CEO to execute a contract for a bus repower project with Midwest Bus Corporation for repowering up to 30 fixed route buses with a maximum dollar amount of \$4,500,000. We are only requesting a maximum of \$2,250,000 be approved for fiscal year 2020. Staff will seek funding approval for the remaining 15 buses during the FY21 budget process.

#### Background and Purpose

Transit Operations is seeking approval to repower up to thirty (30) buses total through the end of fiscal year 2021. Repowering of our buses, combined with a level buying program, will enable GoTriangle to extend the life of older buses that have acquired high mileage and also allow us to implement a more level buying program. This helps create a more effective budgeting process for future bus purchases. Bus repowering consists of replacing major drivetrain and suspension components, which will improve the reliability of our buses. We anticipate the repowering process will extend the life of the bus an estimated 4-5 years.

#### Financial Impact

The total cost to repower up to fifteen (15) buses is \$2,250,000 with Federal grant contribution of \$480,000, a Wake Transit Plan contribution of \$900,000, and a GoTriangle contribution of \$870,000. The Bus Repower Project from GoTriangle will be funded through the approved Bus Capital Project Budget. The funding for the local match is from GoTriangle's General Fund.

#### Attachments

- None

#### Staff Contact(s)

- Brian Mclean, 919-485-7472, [bmclean@gotriangle.org](mailto:bmclean@gotriangle.org)
- David Moore, 919-485-7559, [dmoore@gotriangle.org](mailto:dmoore@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)



## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Shelley Blake, General Counsel  
**DATE:** June 11, 2019  
**SUBJECT:** Amendment to HR&A Contract (RUS Bus)

### 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 \$70,000.00.

### Background and Purpose

HR&A is the consultant assisting GoTriangle with the RUSBUS project.

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 \$70,000.

### Attachments

- Letter from HR&A

### Staff Contact(s)

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





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

May 18, 2019

Mr. Jeff Mann, General Manager  
Ms. Shelley Blake, General Counsel  
GoTriangle  
4600 Emperor Blvd  
Durham, NC 27703

Transmitted via email to [jmann@gotriangle.org](mailto:jmann@gotriangle.org) and [SBlake@gotriangle.org](mailto:SBlake@gotriangle.org)

Dear Jeff and Shelley:

Per our recent conversation, HR&A Advisors, Inc. (HR&A) would like to request an increase in the project budget to allow for spending up to \$70,000 to continue supporting GoTriangle on the rezoning of the RUS Bus site and its procurement of a developer. This additional budget will carry us through the final evaluation of the RFP responses, anticipated to occur by the end of August 2019. Below you will find a short summary of the progress of the procurement to date and a description of the anticipated uses of the requested budget.

#### **Development Partner Procurement Progress to Date**

The existing contract between HR&A and GoTriangle, based on our proposal from October 2018, included the affirmation of GoTriangle's goals for development at the RUS Bus site, a review the implementation roadmap, and the development of a set of clear evaluation criteria to evaluate development teams in the solicitation process. HR&A used these criteria to develop a high quality RFQ that summarized the project and key development considerations, defined GoTriangle's joint development goals and guidelines for the site such as preference for ground lease, as well as programming, affordable housing, historic preservation, and open space requirements.

Concurrently, HR&A crafted a coordinated approach to outreach, leveraging its robust network of relationships with qualified developers across the country to stoke interest in the project. This included the development of a comprehensive list of potential qualified developers, architects, and engineers for targeting, the submittal of blast emails and engagement in one-on-one conversations, in addition to the use of traditional and social media to publicize the opportunity.

As a result, the RFQ issuance was a success, and was followed by a well-attended pre-submittal meeting on February 12 and resulted in seven robust responses from qualified development teams later in April. HR&A led GoTriangle through a thorough evaluation process that applied established criteria to assist in determining a recommended shortlist of respondents to be presented to the GoTriangle Board for inclusion in the RFP phase of the solicitation. Four development teams advanced to this stage and will have the opportunity to respond to an RFP that is currently being developed by HR&A. HR&A completed and shared the first draft of the RFP document with GoTriangle Staff on May 10, 2019.

Feedback on the RUS Bus site procurement thus far has been positive, and we are very excited about continuing supporting GoTriangle throughout the entire procurement process. The project remains on schedule according to the project timeline that HR&A submitted in the October 2018 proposal.

## Rationale for Budget Request

HR&A reached its budgetary limit a week ago, ahead of finalizing the RFP drafting and completing the selection of a preferred respondent because we have worked closely with GoTriangle to assist in advancing crucial ongoing predevelopment activities in parallel to our support of the procurement process. Despite their exclusion from the base budgeted tasks in our October 2018 proposal, these services have required significant time and effort. HR&A has supported GoTriangle's rezoning application by interpreting its implications for the procurement process and providing key input to the definition of terms and conditions in the application, such as the density and amount of affordable housing.

Specifically, in support of the rezoning process, HR&A has attended two in-person meetings and participated in regular coordination calls to discuss strategy for the approach to the rezoning with GoTriangle and its land use counsel, Parker Poe. HR&A has also provided two analyses, the first being a maximum program envelope analysis to inform a potential traffic impacts study and the second being the modeling of additional affordable housing scenarios to inform the affordable housing condition of the rezoning application. HR&A Director Ignacio Montojo prepared for and attended a pre-submittal meeting with Parker Poe and GoTriangle on Friday, March 15, and I attended with Principal Kyle Vangel the neighborhood rezoning meeting to discuss GoTriangle's application on April 10.

In addition to these activities, HR&A has been privileged to support closely many project management tasks on an ongoing basis. We have been available to provide materials and guidance to GoTriangle, including the fulfillment of requests from marketing, procurement, and legal departments at the transit agency.

Given the additional time and effort required for these additional activities that were excluded from our existing base contract and the desire to maintain the momentum of this project, HR&A requests an increase in its fixed fee of as much as \$70,000 for work between now and the end of August 2019 to complete the scope of work outlined below.

## Scope of Work

### Development Partner Procurement

In order to finalize drafting an RFP that ensures high-quality and competitive responses, it is crucial that clear guidance be provided to development teams regarding GoTriangle's goals for development, as determined in earlier tasks, and provide specific guidance in areas where GoTriangle has specific needs or desires. The RFP that HR&A will draft for GoTriangle will include:

- Clear development guidelines outlining GoTriangle's preferred financial structure and other goals for the RUS Bus site, providing clear direction to respondents, and ensuring an achievable and actionable development proposal;
- Submission requirements focused on development proposals that provide a development concept that meets GoTriangle's affordability requirements and also includes concept renderings, a phasing plan, a live financial pro forma, and a financial plan;
- Information on the selection process and key scoring criteria; and
- Other requirements and respondent instructions.

Given that GoTriangle will act as a joint-development partner in the redevelopment of the RUS Bus site, through a ground lease, it is important that a clear, well-structured pro forma and financial structure review process is set out in the RFP. Teams should be asked to provide development proposals through both narrative and design concepts, as well as submit project financials through a standardized pro forma template that allows for consistent comparison across proposals.



Once the RFP has been drafted and while it remains “on the street”, HR&A will work with GoTriangle to field questions from development teams and release responses to help inform developer submissions. When responses are received, HR&A will provide robust evaluation guidelines to the evaluation committee and will facilitate an evaluation session in anticipation of a final partner selection by the GoTriangle Board.

## Rezoning

HR&A will continue to support GoTriangle and Parker Poe in the rezoning process as it relates to interpreting its implications for the procurement, creating an economic and policy rationale and narrative in support of the rezoning, and participating in meetings and conversations with the City of Raleigh and the community.

\*\*\*

As envisioned in the October 2018 agreement, HR&A will be available to extend its support to GoTriangle past August 2019 on a time-and-materials basis to assist in final negotiations with a preferred development team, as well as with any other effort affecting the project, including the bus facility financing, the coordination with environmental studies, and stakeholder outreach.

## Project Team

I will continue to serve as Partner-in-Charge of the project, bringing to GoTriangle over 20 years of experience in real estate development and advisory services. Project management and analytical support will be led by Kyle Vangel, Principal, and Ignacio Montojo, Director, who will be supported by HR&A analytical staff. As always, the broader resources of the entire HR&A firm are available to support GoTriangle in all tasks.

## Project Fee and Timing

HR&A proposes to complete the scope described above within a budget cap of \$70,000, assuming the evaluation of the RFP responses takes place by the end of August 2019. We will continue to bill monthly based on the level of effort incurred in the previous month, according to the billing rates for GoTriangle outlined below.

### HR&A Billing Rates for GoTriangle

Personnel	Hourly Rate
Partner	\$385
Principal	\$325
Director	\$295
Senior Analyst	\$215
Analyst	\$175
Research Analyst	\$140

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

Sincerely,



Stan Wall  
Partner

**CONTRACT WORK ORDERS – MAY 2019**  
 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President & CEO (Jeff Mann) Date Executed	General Counsel (Shelley Blake) Date Executed
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18-001	Oil Water Separator Replacement/ Modification #3	\$1,820.00		Serves to address cleaning of O/W Separator Lines.	5/18/19	5/18/19

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

Wake-Durham Commuter Rail:  
Major Investment Study Briefing  
June 26, 2019

## Today's Presentation

- Why the MIS was conducted
- What We Studied
- What We Learned
- What We Don't Know Yet
- Next Steps

# Commuter Rail: Part of 2 County Plans



**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

## Why Conduct a Major Investment Study?

- Begin commuter rail project refinement ahead of decision to enter Federal pipeline
- Study potential service scenarios
- Evaluate potential station location characteristics
- Conduct preliminary screening of human and natural environment along the corridor
- Inform next phase of study

## What We Studied

- Reviewed peer commuter rail systems
- Created evaluation framework
- Examined station candidate zones
- Tested service scenarios for ridership productivity



# What We Learned

- CRT would be faster than the bus, and competitive with auto commuting

Table 7 | CRT/Bus Travel Time Difference (without walk time)

CRT travel time - Bus time (without walk time)							
	West Durham	Downtown Durham	Downtown Cary	MetroCenter RTP	Downtown Cary	Raleigh Union Station	Downtown Garner
West Durham	-4	-34	-71	-24	-82		
Downtown Durham	-6	-23	-61	-15	-72		
MetroCenter RTP	-31	-17	-26	-15	-62		
Downtown Cary	-37	-23	-18	-9	-36		
Raleigh Union Station	-36	-18	-25				
Downtown Garner	-77	-42	-35	-14			

Example: from West Durham to Raleigh Union, CRT saves 24 minutes compared to the bus



# What We Learned

- Four station zones stand out for transit support

Table 31 | Station Candidate Zones Rating Matrix

Station	Connectivity (1/2-Mile Road Network Buffer)		Equity (1/2-Mile Road Network Buffer and 1-Mile Straight-Line Buffer)				Transit Supportive Land Use (1/2-Mile Road Network Buffer)		Parking Access		
	Transit Connectivity	Ease of Access	Minority Access		Low-Income Households		Transit Dependent Access	Total People + Jobs	Concentration of People + Jobs	Parking Opportunities	Parking Cost
			1/2-Mile Buffer	1-Mile Buffer	1/2-Mile Buffer	1-Mile Buffer					
West Durham	3	2	1	3	2	3	1	1	1	1	2
Downtown Durham	3	3	2	3	2	2	2	3	3	1	3
East Durham	2	3	3	3	3	2	2	3	2	1	1
Bethesda	1	1	1	3	1	1	1	1	1	3	1
North RTP	1	1	1	3	1	1	1	1	1	2	1
MetroCenter RTP	1	1	1	3	1	1	1	1	1	2	1
Morrisville	1	1	1	3	1	1	1	1	1	3	1
West Cary	1	1	1	2	1	1	1	1	1	1	1
Downtown Cary	1	3	2	2	1	1	1	2	1	1	1
West Raleigh	1	2	1	3	2	2	1	1	1	1	1
NC State West	1	1	1	2	2	2	1	3	1	1	1
NC State	3	2	1	1	2	2	3	3	3	1	3
Raleigh Union Station	3	3	2	2	3	2	1	3	3	1	3
South Raleigh	1	1	1	3	1	2	1	3	1	1	1
Garner	1	2	2	3	1	1	1	1	1	2	1
East Garner	1	1	1	3	1	1	1	1	1	3	1



# Alternatives/Scenarios

Scenario	Description	Stations	AM/PM Peak Trips/Direction	Off Peak Trips/Direction	Total Daily Trips/Direction
1A	Minimum Service	16	4	N/A	8
1B	Minimum Service	12	4	N/A	8
2A	Medium Service	16	8	2	20
2B	Medium Service	12	8	2	20
2C	Medium Service	10	8	2	20
3A	Maximum Service	16	8	4	24
3B	Maximum Service	12	8	4	24

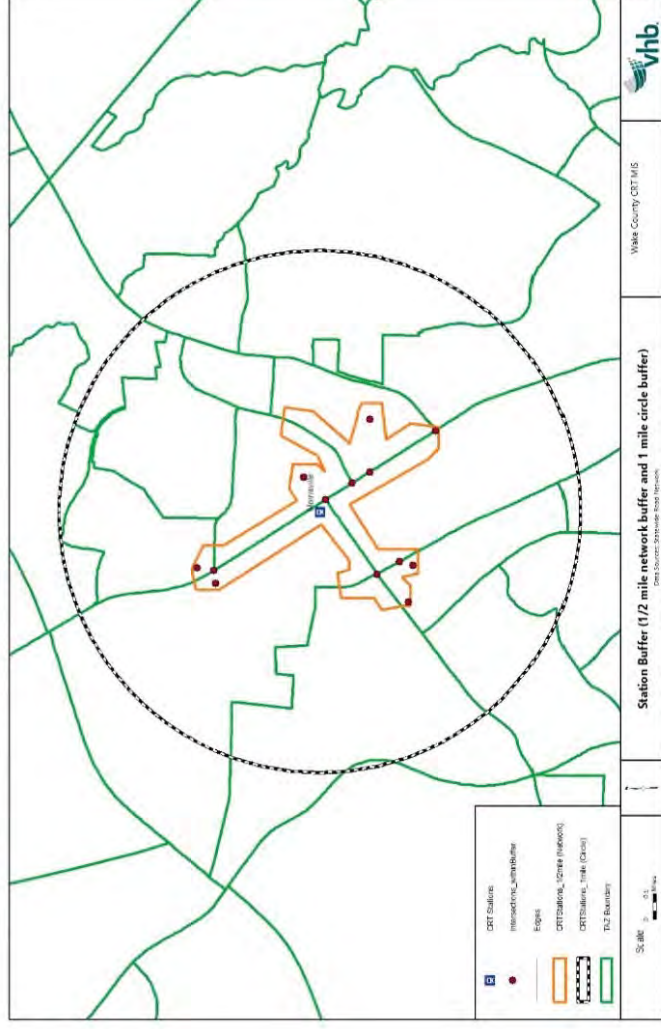
## What We Learned:Ridership

- Fewer stops and faster running times does not lead to higher ridership
- Of scenarios studied, 8-2-8-2 slightly more riders/hour than 8-4-8-4
- 4-0-4-0 has high riders per hour mostly due to significantly limiting departure time choices
- Light rail contributed to CRT transit transfer ridership, will not be in future runs
- Important to run both TRM and STOPS models in next phase

# What We Learned: Land Use

- Many station areas need significant connectivity improvements

Figure 2 | Station Candidate Zones Buffer



## What We Don't Know Yet

- Cost
  - Need specific RTC modeling results to recommend an infrastructure package, that can then be cost estimated
  - Need railroad cooperation/concurrence to agree on RTC modeling inputs and what outputs mean
- Rating
  - Have not evaluated project against full FTA criteria
  - Cost estimate and refined ridership estimates required to do this effectively
- Final Station locations, Downtown Durham RR requirements
- Agreements – no legal framework for agreements yet

## Next Steps

- Commuter Rail next phase of study underway, STV lead consultant
- Coordination among Counties, MPO, GoTriangle, Municipalities, RTP, Railroads, Universities, NCDOT
- Results of next study should inform whether or not to enter Project Development for FTA New Starts program