



GoTriangle
 Board of Trustees
 November 20, 2019
 12:00 pm-2:30 pm Eastern Time

I. Call to Order and Adoption of Agenda

(1 minute Michael Parker)

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. Presentation of Service Awards
(5 minutes Shelley Blake Curran)
- D. Oath of Office - Mike Fox
(3 minutes Vivian Jones)
- E. Board Member Recognition
(5 minutes Michael Parker)

III. Public Comment

(Michael Parker)

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

IV. Consent Agenda

(1 minute Michael Parker)

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

ACTION REQUESTED: Approve consent agenda.

- A. Minutes - October 23, 2019
- B. Minutes - October 23, 2019 (Closed)
- C. Minutes - October 30, 2019 (Work Session)
- D. Minutes - October 30, 2019 (Closed)
- E. FY20 Budget Amendment
O 2019 0026

V. Presentations

- A. **Durham County Transit Plan Update**
(40 minutes Katharine Eggleston)
- B. **Orange County Transit Plan Update**

(10 minutes Patrick McDonough)

- C. **Enterprise Resource Planning (ERP) System**
(15 minutes Mitchell Lodge)

VI. **General Business Agenda**

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

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

(1 minute Michael Parker)

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

- B. **RUS Bus Joint Development Project**

(10 minutes Shelley Blake Curran)

ACTION REQUESTED: Authorize the President/CEO to commence negotiations of agreements with Hoffman & Associates.

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

(5 minutes Nina Szlosberg-Landis)

VII. **Other Business**

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

(5 minutes Shelley Blake Curran)

Contracts

1. **Capital Projects Status Report**

(10 minutes Katharine Eggleston)

- B. **General Counsel's Report**

(5 minutes Thomas Henry)

- C. **Chair's Report**

(5 minutes Michael Parker)

- D. **Board Member Reports**

1. **CAMPO Executive Board Representative**

(5 minutes Will Allen III)

2. **DCHC MPO Board Representative**

(5 minutes Ellen Reckhow)

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

(5 minutes Will Allen III)

VIII. **Adjournment**

(Michael Parker)

**GoTriangle Board of Trustees
Meeting Minutes
October 23, 2019**

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

Board Members Present:

Will Allen III	Mark Marcoplos
Sig Hutchinson	Michael Parker, Chair
Wendy Jacobs	Ellen Reckhow
Vivian Jones	Steve Schewel
Valerie Jordan (arr. 12:28 p.m.)	Russ Stephenson

Board Members Absent:

Michael Fox (by telephone until 1:50 p.m.)	Nina Szlosberg-Landis (by telephone)
Jennifer Robinson (excused)	

Chair Michael Parker officially called the meeting to order at 12:04 p.m.

I. Adoption of Agenda

Action: On motion by Jones and second by Marcoplos the agenda was adopted, removing oath of office for Michael Fox. The motion was carried unanimously.

Chair Parker then expressed appreciation and thanks to outgoing officers Ellen Reckhow and Will Allen for their efforts, leadership and steadfast support of the organization. He also welcomed two new officers, Vivian Jones and Steve Schewel.

II. Recognition

A. Introduction of New Hires

President and CEO Curran announced the hiring of bus operators Gaye Stancil, Timothy Liles, Henry Keene, Katrina Kearns and Crystal Crews; paratransit operator Tashuia Williams; Scarlett Guerrero, customer information associate; Amy Pittman, administrative assistant finance and Chief Operating Officer Eric Bergstraesser.

B. Announcement of Promotions

Curran then announced the promotion of Cursena Boone-Warren from bus operator II to bus operator III and Rachelle Mbuangi from bus operator I to bus operator II.

C. Presentation of Service Awards

Curran then recognized Joseph Smith and Norman Elliott for 20 and 15 years of service, respectively.

D. Oath of Office – Michael Fox
Removed from agenda.

III. Public Comment
No comments.

IV. Consent Agenda

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

The following consent agenda items were approved:

- August 28, 2019 – Regular Session minutes;
- September 25, 2019 – Retreat minutes;
- September 25, 2019 – Special Meeting minutes;
- Resolution 2019 0002 appointing interim president and CEO;
- Resolution 2019 0003 appointing interim General Counsel;
- 2020 meeting calendar; and
- 2020 health and ancillary benefits package (all current providers, no rate increases).

The resolutions and meeting calendar are attached and hereby made a part of these minutes.

V. Presentation

A. Update on Real Property Disposition and Utilization

Gary Tober’s presentation is attached and hereby made a part of these minutes. He reviewed all the real estate assets owned by GoTriangle and stated that FTA is requiring disposition or buy out of the Federal interest in these downtown Durham and Wake County properties owned from the Regional Rail Project:

Site 1 – Appraised value \$2,320,000

- 400 W. Chapel Hill St
- 410 W. Chapel Hill St.
- 300 S. Duke St.
- 303 S. Duke St.
- 404 W. Chapel Hill St.

Site 2 – Appraised value \$490,000

- 309 S. Alston Ave.
- 1304 E. Pettigrew St.
- 1311 Humphrey St.
- 1315 Humphrey St.
- CSX S-Line Corridor (Wake County)

Jacobs asked how GoTriangle's reimbursement to FTA is determined. Tober responded the Federal share was 55.7% of total purchase price. Curran added that FTA would be reimbursed the greater of their original contribution or 55.7% of the current appraised property value.

The Board discussed the ongoing commuter rail feasibility study and the value of retaining ownership of some of these properties and delaying the reimbursement until a decision is made regarding the commuter rail project. Staff assured the Board there had been conversations regarding this with FTA; however, because the properties were purchased over ten (10) years ago and had not been used for a transit purpose during that time, FTA is requiring reimbursement.

The Board directed staff to compose a letter on behalf of the Board to the FTA, with a request to Representative David Price and other partners and stakeholders in the commuter rail project, to also send letters in support of allowing GoTriangle to retain ownership of these properties pending the results of the commuter rail feasibility study.

There also was discussion about the CSX S-line corridor in Wake County, with an appraised value of \$27.22 million. Hutchinson noted that there are active discussions ongoing with the NCDOT rail division about acquiring this corridor. Curran stated that one option is to set up repayment structure for buying back this property. The funds would come from GoTriangle, the Wake Transit Plan and NCDOT.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

1. Regional Mobile Ticketing Purchase Authorization

Committee Chair Hutchinson explained regional mobile ticketing will allow passengers to purchase and activate passes on a mobile device or smart card and scan them onboard the bus without purchasing a paper ticket. The cost of the system is \$750,000. Brian Fahey added that passengers also will be able to add value to their smart cards in approximately 600 retail locations in the Triangle.

Action: On motion by Allen and second by Reckhow the Board authorized the president and CEO to negotiate and execute a contract with Delerrok, Inc. for a regional mobile ticketing solution, with a maximum dollar amount of \$750,000. The motion was carried unanimously.

2. Interlocal Agreement (ILA) for Mobile Ticketing

Action: On motion by Hutchinson and second by Reckhow the Board approved the ILA to enter into an agreement with the City of Durham, Town of Cary and City of Raleigh for the purchase of a mobile ticketing system. The motion was carried unanimously.

3. FY20 Proposed Budget Amendments

Hutchinson presented several budget amendments for GoTriangle and the three county transit plans.

Action: On motion by Schewel and second by Allen the Board approved the Wake Plan amendments and the seven related budget ordinances 2019 0019 - 2019 0025. The motion was carried unanimously.

4. Wake County Park-and-Ride Feasibility Study

Hutchinson stated that this amendment continues work on the Wake County park-and-ride feasibility study.

Action: On motion by Reckhow and second by Marcoplos the Board authorized the president/CEO to execute an amendment to the master agreement with Kimley-Horn and Associates, Inc. for On-Call Engineering and Architectural Consultant Services, to increase the not-to-exceed amount to \$275,000. The motion was carried unanimously.

5. On-Call Professional Services Task Order for the Regional Transit Center (RTC) Relocation Study

Hutchinson said that this contract amendment continues work on the relocation of the Regional Transit Center.

Fox asked how the on-call vendors were originally chosen. Curran responded that an RFP for on-call services was issued. McDonough stated that Kimley-Horn won the preferred position for engineering and architectural consultant services and these two amendments are not separate contracts, but two task orders under same on-call agreement. Eggleston said there are a number of other firms engaged in work through the on-call pool, such as the feasibility study for the maintenance facility, RUS Bus and bus stop design work. The Board requested a list of on-call vendors, noting the DBEs.

Action: On motion by Allen and second by Reckhow the Board authorized the president/CEO to execute an amendment to the master agreement with Kimley-Horn and Associates, Inc. for On-Call Engineering and Architectural Consultant Services, to increase the not-to-exceed amount to \$465,000. The motion was carried unanimously.

6. Recommended Service Changes for January 2020

Action: On motion by Allen and second by Marcoplos the Board approved the proposed service changes. The motion was carried unanimously.

C. President and CEO Search Committee Report

Committee Vice Chair Steve Schewel reported on behalf of the President and CEO Search Committee. He stated that KL2 is in the process of interviewing stakeholders about the desired qualities of the next president and CEO of GoTriangle. The responses will be used to compile a leadership profile for the position and along with the job description will be posted in mid-November. The schedule anticipates interviews of finalists mid to late January, with an offer being extended at that time.

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 highlighted the following items:

- The Raleigh City Council voted to approve the rezoning for RUS Bus. The agenda for the work session next week will include an in-depth presentation on the RUS Bus project and review of the responses received to the RFP.
- Wake Technical Community College will be joining GoTriangle's GoPass program in January.
- GoTriangle is providing buses to shuttle guests who will be attending NCDOT's groundbreaking for the final segment of I-540.
- The Board work session also will include a follow-up to identified action items from the Board's retreat in September.

1. Capital Projects Status Report

Katharine Eggleston's report is attached and hereby made a part of these minutes. She stated that the Board will receive more detail on the major capital projects at the work session. She also discussed the design work that has begun on the next 50 bus stops for GoDurham.

2. ENGAGEDurham Update

Patrick McDonough reported that listening and learning sessions will be in November for ENGAGEDurham. In addition to hearing with the public wants in the city's comprehensive plan, there will be specific questions about the transit system. The process is making an intentional effort to reach people that local governments have done poor job of engaging in the past and will offer child care and Spanish translation at all the sessions. The Durham Transit

team will compile the information received from these sessions into policy goals that will be presented to the policy boards to adopt.

Fox disconnected from the call.

3. Wake Transit Update

Steven Schlossberg stated that the Board will receive a more detailed presentation on the Wake Transit Vision Plan next month. Raleigh has taken delivery of its second batch of CNG buses, with 40 in their active fleet now. Early results of the first buses are positive with savings realized on fuel. GoRaleigh also has started the first transit service in Rolesville. GoCary is scheduled to start transit in Holly Springs in January, which will accomplish the goal of connecting all Wake County communities.

4. Communications Update

Mike Charbonneau shared the new “Your Better Way to Go” campaign, which is attached and hereby made a part of these minutes. He stated that the campaign was designed without specific agency colors or logos in hopes of using it across the region. GoRaleigh, GoCary and GoDurham have joined the initial effort with rider profiles is being pushed out on social media and also television, radio and paid digital advertisements. The key anchor messages are stress-free, reliable and affordable. The campaign will run for one year and will rotate the profiles and featured riders.

Jacobs suggested that the videos be shared with the local governments to run on their television channels and monitors in their facilities.

B. General Counsel’s Report

General Counsel Tom Henry noted the following items:

- The legal department is involved on the Durham transit team to update the ILA from 2013.
- There is an upcoming public hearing on a rezoning on the ROMF property in Durham.
- The department is processing routine capital and operating agreements for the Wake County Transit Plan and GoTriangle GoPasses.

C. Chair’s Report

No report.

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

Will Allen III reported that the fiscal year 2020-29 TIP and air quality conformity report were approved unanimously.

2. DCHC MPO Board Representative

Ellen Reckhow stated that the MPO Board sent a letter and Statement of Principles on the Triangle Strategic Tolling Study. The principles includes income and economic equity, transit and multimodal transportation, environment, programming and regional cooperation. Regarding transit she shared these points, which will be used in the DCHC MPO's evaluation of express toll lanes:

- Permit bus transit providers free use of the toll lanes
- Dedicate a portion of toll revenues to improve transit service in the corridor
- Dedicate a portion of toll revenues to implement other transportation improvements within the corridor
- Coordinate toll facilities and adopted transit plans to incorporate features such as bus access points, park-and-ride lots and bus stations

Jacobs added that it was suggested to discuss the principles at the next joint MPO Board meeting.

3. Regional Transportation Alliance (RTA) Representative

Will Allen III stated that he attended the annual I-40 partnership meeting.

4. Chatham-Orange Joint Planning Task Force Representative

No report.

5. Rail~Volution Conference

Will Allen III, Sig Hutchinson, Wendy Jacobs and Ellen Reckhow's reports from Rail~Volution are attached and hereby made a part of these minutes. They each shared highlights from the conference.

VIII. Closed Session – Rail Operations Maintenance Facility (ROMF) Litigation Update

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 following cases will be discussed:

- GoTriangle v. Mary Hart
- GoTriangle v. Paula Sanders and Mary Hart
- GoTriangle v. Ella Day Turrentine

- GoTriangle v. Patterson’s Mill, LLC

Action: On motion by Reckhow and second by Jones the Board entered into closed session at 2:28 p.m. pursuant to the General Statutes and purpose listed above. The motion was carried unanimously.

IX. Adjournment

Action: Immediately following the Closed Session, Chair Parker adjourned the meeting at 2:44 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

Draft

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GoTriangle Board of Trustees
Meeting Minutes
October 30, 2019

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

Board Members Present:

Sig Hutchinson	Ellen Reckhow
Wendy Jacobs (arr. 12:07 p.m.)	Jennifer Robinson (left 2:30 p.m.)
Vivian Jones	Steve Schewel (left 3:03 p.m.)
Mark Marcoplos	Nina Szlosberg-Landis
Michael Parker, Chair	Russ Stephenson

Board Members Absent:

Will Allen III (by telephone)	Valerie Jordan (excused)
Michael Fox (excused)	

Chair Michael Parker officially called the meeting to order at 12:04 p.m.

I. Adoption of Agenda

Chair Parker stated that Wendy Jacobs has requested to move Retreat Follow-up and Next Steps up on the agenda, following the Review of Greater Triangle Commuter Rail Project.

Action: On motion by Robinson and second by Hutchinson the agenda was adopted as amended. The motion was carried unanimously.

II. Review of Greater Triangle Commuter Rail Project

Patrick McDonough's presentation is attached and hereby made a part of these minutes.

Jacobs arrived.

III. Retreat Follow-up and Next Steps

President/CEO Shelley Curran's presentation is attached and hereby made a part of these minutes. She presented these future items from the retreat:

- Clarify roles of the Board and staff
- Update Strategic plan – This should be an on-going process. Eric Bergstraesser, COO, will lead this effort. The P&L Committee also will be involved. Parker added that this process will involve the new CEO as well.
- Stakeholder engagement – Staff will be developing a general stakeholder engagement plan for GoTriangle. Parker added that there also will be a discussion with the new CEO about the need for a senior level position responsible for community affairs.
- Board membership – Curran reminded the Board that the composition of the GoTriangle Board is legislated and a change would require action by the General Assembly. Parker suggested consideration of other ways to achieve greater involvement by a more diverse and representative group in the short term. Curran

added that Board committee structure and governance were issues raised at the retreat. Parker suggested an ad hoc governance committee to look into these issues, including the by-laws.

VI. Update on RUS Bus Project

Shelley Curran’s presentation, which explained the history of the mixed-use, transit-oriented development project connecting to Raleigh Union Station, is attached and hereby made a part of these minutes. In addition to multi-modal connections, the project is envisioned to provide market-rate and affordable housing, office and retail and perhaps a hotel.

V. Closed Session - Review of RFPs for RUS Bus Developers

Action: On motion by Jones and second by Hutchinson the Board voted unanimously to enter into Closed Session at 2:09 p.m. pursuant to:

- NCGS §143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.
- NCGS §318.11(a)(1) To prevent the disclosure of information considered confidential under NCGS §143-129(h)(4) The details and deficiencies of an offeror's proposal may not be disclosed to other offerors during any period of negotiation or discussion.
- NCGS §143-129(h)(5) The contents of the proposals shall not be public records until 14 days before the award of the contract.

Robinson and Schewel left during the closed session.

VI. Adjournment

Action: The Board returned from closed session and the meeting was adjourned at 3:18 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

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MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Finance
DATE: November 7, 2019
SUBJECT: **FY20 Omitted Budget Amendment**

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the budget amendment for the Major Capital Project Ordinance be signed as of October 23, 2019.

Background and Purpose

Last month the Board approved budget amendments related to changes in the county transit plans. The budget ordinance amendment for the Major Capital Project Fund was omitted from the packet in error. We are requesting that this ordinance be signed to complete the process for the requested budget amendment.

Financial Impact

Attachments

- Budget Amendment – Major Capital Projects Ordinance

Staff Contact(s)

- Sandra Freeman, sfreeman@gotriangle.org, 919-485-7415
- Harriet Lyons, hlyons@gotriangle.org, 919-485-7466



2019 0026

**GOTRIANGLE
FISCAL YEAR 2020
MAJOR CAPITAL PROJECT FUND BUDGET ORDINANCE AMENDMENT**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

	Original	Amended
Rail rental income	\$ 160,000	\$ 160,000
Oper. Transfer from Major Transit Invest. Fund	<u>886,500</u>	<u>6,893,485</u>
Total	\$ 1,046,500	\$ 7,053,485

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

	Original	Amended
Other Capital Expenses	<u>\$ 1,046,500</u>	<u>\$ 7,053,485</u>
Total	\$ 1,046,500	\$ 7,053,485

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ADOPTED THIS 23RD DAY OF OCTOBER 2019.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Capital Development
DATE: November 6, 2019
SUBJECT: Durham County Transit Plan Update Framework

Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

Action Requested

None.

Background and Purpose

The Durham Transit Team is the staff working group advancing the update to the Durham County Transit Plan. This team includes staff from GoTriangle, Durham County, DCHC-MPO, City of Durham, and TJCOG.

The Durham Transit Team has collected existing conditions and pipeline project data to provide background context for future phases of the Durham County Transit Plan. Specifically, this information will be incorporated into the November Listening and Learning Sessions as part of the ENGAGEDurham Comprehensive Plan outreach.

Financial Impact

None.

Attachments

- None

Staff Contact(s)

- Katharine Eggleston, 919-485-7564, kegglestion@gotriangle.org
- Patrick McDonough, 919-485-7455, pmcdonough@gotriangle.org

Note: Portions of this item will be presented by Pat Young, Durham City-County Planning, and Aaron Cain, DCHC-MPO.

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Shelley Blake Curran, Interim President & CEO
DATE: November 14, 2019
SUBJECT: RUS Bus Joint Development Project

Strategic Objective or Initiative Supported

3.3 Pursue joint development opportunities

Action Requested

For the purpose of advancing the RUS Bus joint transit development project, staff seeks Board action authorizing the president & CEO to commence negotiations of agreements with the current top-ranked proposer, Hoffman & Associates.

Background

GoTriangle staff, with real estate advisory assistance from HR&A, have evaluated three development proposals for 1.76 acres of land (the Property) owned by GoTriangle in downtown Raleigh. The Property is adjacent to Raleigh Union Station in the Warehouse District. Upon re-development, GoTriangle's Property would include both a public transportation center and a private mixed-use development with residential and commercial aspects.

With funding assistance from the Federal Transit Administration (FTA), GoTriangle acquired the Property in the mid-2000s for a regional transit project. Although the intended transit project was discontinued, the federal interest in the Property remains, and proposed new uses of the Property are subject to FTA review.

One approach to using FTA-supported property is to pursue "joint development." Joint development is defined by FTA as a public transportation project that integrally relates to, and often co-locates with commercial, residential, mixed-use, or other non-transit development. According to FTA's Joint Development Circular, "[a]s a matter of policy, FTA encourages project sponsors to undertake joint development, and promotes the project sponsor's ability to work with the private sector and others to pursue joint development." Moreover, the Circular advises that "[p]roject sponsors can pursue joint development through new grants or with property previously acquired with FTA assistance."

Joint development activities are within the purview of GoTriangle’s mission. According to N.C.G.S. 160A-610(7a), GoTriangle is authorized “[t]o enhance mobility within the region and promote sound growth patterns through joint transit development projects.” GoTriangle is further authorized under this statute “to enter into development agreements with public, private, or nonprofit entities to undertake the planning, construction, and operation of joint transit development projects.” GoTriangle staff believe that utilization of the Property for joint development is supportive of both regional mobility and economic development goals.

The proposed project includes RUS Bus, which is a ground-level facility for public bus service, and a mixed-use private development constructed jointly with the bus facility (the Project). In 2018, GoTriangle was awarded a federal BUILD grant from the United States Department of Transportation to support development of RUS Bus. In addition to the BUILD grant, other public funds will be used for construction of the public transportation component of the Project. The mixed-used private components will be financed through private sources.

GoTriangle has used an open, competitive process to identify a development partner for this Project. On 1/24/19, GoTriangle issued a Request for Qualifications (RFQ). Respondents were evaluated based on criteria set forth in the RFQ. Following the evaluation, GoTriangle invited four respondents to respond to a Request for Proposals (RFP). GoTriangle issued the RFP on 6/5/19, and received three proposals.

The three proposals were evaluated based on criteria set forth in the RFP. GoTriangle has determined that the best and most advantageous is the proposal of Hoffman & Associates.

Having identified the best and most advantageous proposal, GoTriangle is now positioned to begin negotiating a development agreement and ancillary documents necessary to implement the Project. If this action is approved by the Board of Trustees, in the coming months GoTriangle will be working concurrently with the prospective development partner (on necessary legal documents related to delivery and long-term operation of the Project) and with the FTA (on approvals related to the BUILD grant and joint development review).

Financial Impact

Financial return for GoTriangle is a strategic goal of the overall Project. The financial impact of the Project will depend on the details of the final arrangement negotiated with the development partner. If negotiations are successful, the award of the development agreement will be subject to future Board review and will appear on a future Board agenda. To conduct the negotiations, GoTriangle will rely on consultant support and outside legal counsel. Funds for these professional services have been budgeted.

Staff Contact(s)

- Shelley Blake Curran, sblake@gotriangle.org, 919-485-7561
- Katharine Eggleston, keggleston@gotriangle.org, 919-485-7564
- Sandra Freeman, sfreeman@gotriangle.org, 919-485-7415
- Tom Henry, thentry@gotriangle.org, 919-485-7589

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CONTRACT WORK ORDERS – OCTOBER, 2019 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Pres/CEO (S Blake) Date Executed	GC (T Henry) Date Executed
18-002	Cherry Bekaert LLP	\$3,500	Amendment One - Fee Increase	Contract amended to increase fee from \$59,000 to \$62,500 – total of \$3,500 increase for additional single audit program tested	10/21/19	10/18/19
18-041	WSP USA Inc.	N/A	Amendment One – A/E On-Call Master Agreement	Contract amended to remove the reference to Jeffrey Mann, General Manager and replace with “President and CEO” and replace the reference to Shelley Blake, General Counsel with “General Counsel” Exhibit E Travel and Business Related Expense Policy 3.8.1 is added to the Contract	10/11/19	10/9/19
18-073	City of Raleigh	N/A	Amendment No.1 to FY19 General Operating Agreement for Transit Plan Administration	Extend the term from 9/30/19 to 9/30/19 and carry over unused funds to Project TO002-AK	10/28/19	10/23/19

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Capital Development
DATE: November 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

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 is complete. Construction of the second package of five stops [and 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 October 31, 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.

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. GoTriangle and the City of Durham are currently engaged in negotiations with Southpoint with a goal of reaching agreement on a safe and efficient design and appropriate cost-share.

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

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.

Upcoming Activities – Design completion and plan approval is expected [in early 2020](#). Construction is scheduled for [mid-2020](#).

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 is 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 by November 2019, [although this may be delayed pending outcome 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.

Wake Forest Park-and-Ride

Description – 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 – The partners were not able to reach agreement for use of the previously identified site at the Northern Wake College and Career Academy due Wake County Public School System’s concerns with routing buses through the facility parking lot. GoTriangle and the Town of Wake Forest are researching additional alternative sites.

Upcoming Activities – After the site, bus routing and stop location are confirmed, the Town of Wake Forest will obtain permits/approval and install the amenities.

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. [A design task order for an initial group of 10 stops is pending.](#)

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 \(TCXXX-X\)](#)

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 seven stops, including four 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 seven locations, and is meeting with local jurisdictions and stakeholders (NCSU, Hillsborough Street Business Improvement District) for input to confirm the scope of improvements proposed for each stop.

Upcoming Activities – Staff expects to issue a task order to begin design in November.

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 – [Staff has evaluated the proposals, and will be bringing a request for authorization to begin negotiations with the top-ranked firm to the GoTriangle Board in November.](#) With the rezoning commitments now confirmed, GoTriangle is working to refine the project definition and approach to prepare for negotiations with the selected developer. GoTriangle is also working to submit grant paperwork documenting the refined scope, schedule, and budget for the publicly-funded components of the project to the Federal Transit Administration (FTA) this fall.

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.



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 – The consultant team has begun initial planning activities, and [the GoTriangle board provided](#) authorization for approval of the full consulting scope for the study at the October board meeting.

Upcoming Activities – Staff and the consulting team will host an initial meeting with external stakeholders [on November 12](#), and confirm operational requirements and site evaluation criteria.

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 GoTriangle board provided](#) authorization for approval of the full consulting scope for the study at the October board meeting. [GoTriangle staff has reviewed the completed existing conditions field survey and anticipates the consultant will finalize the Existing Park-and-Ride Current Conditions and Needs Assessment Report this month.](#)

Upcoming Activities – [Once the existing conditions report is complete, 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.](#)



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. Design is underway. Town of Cary is reviewing the design drawings.

Upcoming Activities – [GoTriangle authorized Proterra to begin construction on October 21. Site work is scheduled to begin in mid-November. 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 lease and cost-sharing agreement with City of Raleigh.

Upcoming Activities – [Permitting for the electrical work is planned for November.](#)

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 – Operations analysis will continue to be refined; infrastructure recommendations, updated cost estimates, and ridership modeling are expected later this fall. Risk assessment activities are also continuing, with a target to develop an initial formalized project risk register with mitigation plans by the end of 2019. [Meetings with municipal staff are scheduled in November to obtain preliminary feedback on initial analysis. 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. [NCR, 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.](#)
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 are scheduled in November to obtain preliminary feedback on initial analysis.](#)

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.

