

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Wake Transit Work Plan Project Reporting Deliverables

Reporting Deliverables for Operating Projects:

Staffing:

1. Status of hire
2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff)

Transit Service:

1. Revenue hours of service
2. Ridership
3. Passenger boardings per revenue hour
4. Operating cost per passenger boarding
5. Farebox recovery
6. On-time performance

Fixed route and demand response service guidelines are found in the [Service Guidelines & Performance Measures](#) document (pg. 30-36)

Service guidelines for Community Funding Area Program projects are found in the [CFA Program Management Plan](#) (pg. 32-34)

Ongoing/Routine Contracted Services & Ongoing/Routine Administrative Expenses

Determined by project

Technology

Mobile Ticketing

1. Percentage of total trips using mobile ticketing (will be revisited by reconstituted fare work group)

Fare Capping (reported with the Hold Harmless project)

1. Number of instances fare capping was utilized as a benefit
2. Value/amount of fare revenue lost as a result of fare capping (methodology to be determined)

Bus Infrastructure Maintenance

1. General summary of quarterly maintenance and upkeep efforts

Site Leasing

1. Status of executed lease agreement
2. Utilization of facility (report what is known about utilization on a rolling quarterly basis); if available, measured at each site by applying drive-to access mode percentage to stop ridership based on percentages observed from rider surveys

Reporting Deliverables for Capital Projects:

Vehicle Acquisition

1. Date of order / release of purchase order, indicating number of vehicles
2. Date of receipt and date vehicles accepted, indicating number of vehicles

Smaller Facility Improvements (Bus Stops, Park-and-Ride Improvements, and Transfer Point Improvements)

For Existing Sites

1. Contract award date for site or program of sites
2. Number of sites with improvements completed/constructed per quarter (on a rolling quarterly basis for multiple sites wrapped into single Work Plan project; as a proportion of total site improvement budget when alternate funding sources apply). If none completed for a quarter, report on the phase (planning, design, right-of-way, etc.) of ongoing site improvements.

For New Bus Stop and Transfer Point Sites

1. Contract award date for program
2. Number of sites with improvements completed/constructed per quarter (on a rolling quarterly basis for multiple sites wrapped into single Work Plan project; as proportion of total site improvement budget, when alternate funding sources apply). If none completed for a quarter, report on the phase (planning, design, right-of-way, etc.) of ongoing site improvements.

Larger Facility Improvements (Maintenance Facilities, Transit Centers, and New Park-and-Ride Lots)

1. For each project phase (planning, design, land acquisition, construction, etc.):
 - a. Date RFP/RFQ released for professional services or construction
 - b. Date contract awarded for professional services or construction
 - c. Date of completion for each phase
 - d. If land acquisition, date of closing on property
2. If concurrence framework applies, date of concurrence for established concurrence points/milestones

Technology Upgrades

1. Name of project with brief description and objectives
2. Date project started
3. Date project completed

4. Ongoing improvements in service outcomes, including operational and/or cost improvements and efficiencies associated with the project objectives identified above

Plans/Studies

1. Date RFP/RFQ released for plan/study
2. Date contract awarded for plan/study
3. Estimation of percent completion of scope on quarterly basis
4. Results and/or recommendations of plan/study

BRT Project Development and Design

1. Date RFP/RFQ released for project development professional services
2. Date contract awarded for project development professional services
3. Date of concurrence for established concurrence points/milestones
4. Date of completion of 30% design and NEPA
5. Date of completion of final design