

ATTACHMENT F

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

From: Evan Koff, Senior Wake Transit Planner, Capital Area MPO

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 1/17/2024

Re: Summary of Requested FY 2024, 3rd Quarter Work Plan Amendments

A total of two (2) amendments to the fiscal year (FY) 2024 or a prior year Wake Transit Work Plan have been requested by the City of Raleigh for consideration by the TPAC in the 3rd quarter of FY 2024. The amendment requests were reviewed by CAMPO staff to determine the appropriate amendment type classifications (major versus minor) as outlined in the Wake Transit Work Plan Amendment Policy. Both amendment requests were categorized as 'Major Amendments' for at least one of the following reasons:

- 1) Amendment request involves a significant change in scope;
- 2) Amendment request involves a financial impact requiring a change in fund balance; or
- 3) Amendment request involves a project requested to be removed from a Work Plan.

The amendment requests were released for public comment between December 8, 2023, and January 5, 2024. Thirty-five (35) public comments were received in response to the amendment requests.

Attached to this memorandum are the following:

- Proposed FY 2024 Q3 Amendment List (released for public comment) and Financial Disposition
- Completed Amendment Request Forms for Amendment Requests (released for public comment)
- Program Development Subcommittee Disposition Memo and Voting Record
- Engagement Summary for FY2024 Q3 Amendments

A scope and financial disposition for the amendment requests was developed by the Program Development Subcommittee and unanimously recommended to the TPAC at its meeting held on December 19th, with the following findings:

- The proposed frequency improvements to the Route 21: Caraleigh is appropriate for the continued implementation of the service in southern Raleigh. Upon further review, the City of Raleigh found that the current allocation for FY 2024 and future years is sufficient for funding these frequency improvements, limiting this major amendment to a significant change in scope;
- The proposed change in budget to add \$8,500,000 to the FY 2021 allocation in additional contingency is appropriate to award a construction bid during a time of pandemic related unprecedented market conditions and increased professional services and real-estate costs.

FY 2024, Quarter 3, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR/MINOR AMENDMENTS

Project ID #	Agency	Project Title	FY 23 Original Funding Allocation	FY 24 Original Funding Allocation	FY 24 Requested Funding Allocation	FY 24 Funding Impact	Reason for Major/Minor Amendment Status
Operating Budget Amendment Requests							
TO005-AL	City of Raleigh	Improvements to Route 21 - Caraleigh	\$ 506,172	\$ 627,779	\$ 789,535	\$ 161,756	<p>Major Amendment: Amendment request involves an increase of a project budget in the Work Plan, which requires a change in fund balance.</p> <p><u>Amendment Description:</u> This amendment request is to implement in FY24 Q4, the frequency improvements scheduled for FY26 in the Adopted FY25-FY30 Wake Bus Plan. Those improvements include increasing frequency from 30 minutes to 15 minutes on AM Peak, Midday, and PM Peak services on weekdays as well as daytime services on weekend services. The improvements also include increasing frequency from 60 minutes to 30 minutes on all evening services. The requested annualized impact for FY 2025 will be an additional \$664,355 over the currently programmed amount.</p>
Total Operating Funding Impact						\$ 161,756	
Capital Budget Amendment Requests							
Project ID #	Agency	Project Title	Original Funding Allocation	Requested Funding Allocation	Funding Impact	Reason for Major/Minor Amendment Status	
TC005-A1	City of Raleigh	New Bern Corridor Bus Rapid Transit Facility	Project Development and Final Design	\$ 1,953,000	\$ 1,953,000	\$ -	<p>Major Amendment: Amendment request involves an increase of a project budget in the Work Plan, which requires a change in fund balance.</p> <p><u>Amendment Description:</u> This amendment request is to add \$8.5M in additional contingency to the FY 2021 Wake Transit Work Plan allocation for the construction phase of the New Bern Avenue BRT. This request comes as the City prepares to bid out the project for construction. This request is to account for the current market conditions, which include increased professional services and real estate costs observed over the past couple years and to ensure enough contingency remains for construction award for the project.</p>
			Art Funding	\$ 500,000	\$ 500,000	\$ -	
			Right-of-Way	\$ 44,000	\$ 44,000	\$ -	
			Construction	\$ 35,849,000	\$ 44,349,000	\$ 8,500,000	
			Vehilces	\$ 4,024,000	\$ 4,024,000	\$ -	
Sub Total			\$ 42,370,000	\$ 50,870,000	\$ 8,500,000		
Total Capital Funding Impact						\$ 8,500,000	

Distributed for Public Comment on 12/08/2023

Public Comments Accepted Through 01/5/2024

Submit all comments to Evan Koff, Senior Wake Transit Planner - evan.koff@campo-nc.us

Wake Transit Project ID #
TO005-AL

FY 2024
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2023

Type of Amendment **Minor** **Major**

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2023), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2023.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Improvements to Route 21 - Caraleigh	City of Raleigh/GoRaleigh	david.walker@raleighnc.gov logan.healy@raleighnc.gov	Base Year	\$ 789,535
			Recurring	\$ 8,356,438
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
April 2024	Recurring <input type="checkbox"/> <input type="checkbox"/>	Increasing existing project frequency	Base Year	\$ -
			Cumulative	\$ -

Project Description Enter below a summary of the project amendment and impact on approved plan.

GoRaleigh will improve service on Route 21-Caraleigh by adding frequency. The alignment will continue to operate in a clockwise loop. The original project in FY20 increased the peak frequency to 30 mins. In FY26 this project/route was scheduled for additional frequency improvements. This amendment request is to move the improvements programed in FY26 to FY24. The route is far exceeding ridership projections and on multiple occasion multiple buses are sent out to meet the demand. This amendment would increase the frequency to 15 mins daytime and 30 mins in evenings all days.

1. Enter Wake Transit Project ID(s) to Increase

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO005-AL	Improvements to Route 21 - Caraleigh	Operating	\$ 161,756	\$ 647,024	
TOTAL			\$ 161,756	\$ 647,024	

2. Wake Transit Project ID(s) to Reduce

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ 161,756
		Recurring	\$ 647,024
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? **Operating** **Capital** **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

The timeframe for this request is to be implemented in FY24 Q4. Therefore we are requesting a quarter year of funding, and annualized funding in the following fiscal years.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

If the request is funded, communities in South/Southwest Raleigh will be better served by fixed-route bus service. If not funded, the City would maintain service as provided today.

It should be noted that recent performance data for the services enhanced by this route package supports the need for expansion. See below for Weekday September 2023 data:

Boardings per Revenue Hours: 49
 Total Month Ridership: 21,156

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

- a)
- b)
- c)

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2025 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2025 and/or beyond, delete the calculation(s) in columns E-1.

Cost Break Down of Project Request							
OPERATING COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours	1,444	5,777	5,777	5,777	5,777	5,777	5,777
Cost per Hour	112	115	118	121	124	127	130
Estimated Operating Cost	161,756	664,355	681,686	699,017	716,348	733,679	751,010
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other	627,779	643,474	659,561	676,050	692,951	710,275	728,032
Subtotal: Bus Operations	789,535	1,307,829	1,341,247	1,375,067	1,409,299	1,443,954	1,479,042
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	\$ 789,535	\$ 1,307,829	\$ 1,341,247	\$ 1,375,067	\$ 1,409,299	\$ 1,443,954	\$ 1,479,042

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Right of Way / Land Acquisition	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL CONTRIBUTIONS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Grant Contribution	-	-	-	-	-	-	-
Project Sponsor Contribution	-	-	-	-	-	-	-
Wake Transit Requested	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Assumptions for Costs and Revenues Above:

12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

An hourly cost rate of \$112.06 was used for FY24. An hourly cost rate of \$115 was used for FY25, which represents a 2.5% increase over the hourly rate used in the previous annual work plan. Staff deemed this because of recent cost increases have stabilized and a new operations contract has yielded more predictable results. Staff anticipate a target start date for this project of April 2024, and therefore have requested a quarter year of funds in FY24, and full year funds in the out years. Net revenue hours were calculated using the Wake Bus Plan update Appendix C service investments. Line 85 "Other" represents the current costs associated with this project, which were taken from FY24 Base Budget, and FY24 Blanket Route Cost Adjustments.

Wake Transit Project ID #
TC005-A1

FY 2024
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2021

Type of Amendment Minor Major

Minor Amendments:

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

Major Amendments are required when:

- a. A project requested to be added to the Work Plan
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- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000

These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2023), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2023.

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake BRT: New Bern Avenue Bus Rapid Transit Facility	City of Raleigh	Het Patel, Transit Planning Supervisor	Base Year	\$ -
		het.patel@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 2019	June 2025		Base Year	\$ 8,500,000
			Cumulative	\$ 8,500,000
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This request is an additional contingency as the City prepares to bid the New Bern Avenue BRT project for construction. Due to the unprecedented market conditions during the pandemic and increased professional services and real-estate costs the City anticipates this need to award construction bid.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC005-A1	Wake BRT: New Bern Avenue		\$ 8,500,000		Agreement to include a clause that City of Raleigh must communicate to TPAC before spending funds identified for unallocated contingency.
TOTAL			\$ 8,500,000	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ 8,500,000
		Cumulative	\$ 8,500,000

Project Justification / Business Case Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? Operating Capital Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

Full year of funding to cover contingency for anticipated construction bid advertisement and responses.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

The City of Raleigh will communicate to TPAC once construction bid awards are recieved if these funds are needed in whole or partially. If not funded, it could delay the start of construction for the project.

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

a)	Date RFP/RFQ released for 30-100% design
b)	Date contract awarded for 30-100% design
c)	Date contract awarded for construction

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

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10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2024 and the estimated annualized cost in FY 2025 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2025 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2025 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Construction	8,500,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Right of Way / Land Acquisition	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	\$ 8,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL CONTRIBUTIONS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Grant Contribution	-	-	-	-	-	-	-
Project Sponsor Contribution	-	-	-	-	-	-	-
Wake Transit Requested	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Assumptions for Costs and Revenues Above:

12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

The above is based on recent engineers estimate for Final Design and upcoming anticipated construction bid advertisement for Wake BRT: New Bern Avenue project.

FY 2024 Quarter 3 Amendment Request Package

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Attachment G: Program Development Subcommittee Disposition Memo and Voting Record

Relevant Meeting: The meeting of the Program Development Subcommittee took place on December 19, 2023

Subcommittees' Disposition: The Program Development Subcommittee rendered the following findings for amendment requests:

- 1) The proposed frequency improvements to the Route 21: Caraleigh is appropriate for the continued implementation of the service in southern Raleigh. Upon further review, the City of Raleigh found that the current allocation for FY 2024 and future years is sufficient for funding these frequency improvements, limiting this major amendment to a significant change in scope;
- 2) The proposed change in budget to add \$8,500,000 to the FY 2021 allocation in additional contingency is appropriate to award a construction bid during a time of pandemic related unprecedented market conditions and increased professional services and real-estate costs.

Discussion: There was a vigorous subcommittee discussion on the amendment requests as follows:

- 1) It was appreciated that the City of Raleigh reassessed the funding required to deliver this frequent network service, ultimately saving the financial model from programming an additional \$4,405,481 through FY 2030.
- 2) The proposed change in budget of an additional \$8,500,000 to the New Bern BRT FY 2021 allocation was determined through discussion to be an imperative for keeping the project on schedule. It was agreed upon that if there is a shortfall in the model that results from this amendment being approved, that a choices and trade-off conversation, using the Wake Transit Plan Update (2030) Final Project Prioritization and Reprogramming Guidance to direct said discussion would take place during the development of the FY 2025 Recommended Wake Transit Work Plan.

Vote: The subcommittee voted unanimously to forward a disposition, as described above, to the TPAC for the requested amendments.

Voting Organizations:

CAMPO
GoTriangle
Wake County
Raleigh
Cary
NCSU
Apex
Fuquay-Varina
Knightdale
Wake Forest