

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

WAKE COUNTY

To: TPAC Members/Alternates & Stakeholders
From: Adam Howell, TPAC Administrator (via Subcommittee Co-Chairs & Tax District Staff)
Date: May 2, 2018
Re: Operating & Capital Agreements and Exhibits for FY 2019 Wake Transit Funds

This memorandum and its attachments detail the timing, expectations and other parameters for Wake Transit FY 2019 Operating and Capital Agreements.

Agreements are Required:

As directed by the Wake Transit Governance Interlocal Agreement (Governance ILA) and reaffirmed by the Wake Transit Participation Agreement (Participation Agreement), annual appropriations for operating and capital projects in the Wake Transit Work Plan require capital funding agreements and operating agreements. These agreements detail the expectations, roles and responsibilities of all parties. No Wake Transit Tax Revenue shall be spent prior to execution of an operating or capital agreement by all parties.

Logical Grouping of Implementation Elements and/or Projects:

The Governance ILA and the Participation Agreement allow for multiple implementation elements to be grouped under a single agreement. The Planning & Prioritization and Budget & Finance Subcommittees worked to categorize the implementation elements (projects) identified in the FY 2019 Wake Transit Work Plan by Operating or Capital Agreements, and then a specific type of operating or capital funding agreement. The page directly following this memo show the FY 2019 Wake Transit Work Plan projects and their agreement categories. A summary of the types of agreements for the FY 2019 Wake Transit Work Plan is below:

1. Operating Funding Agreements
 - a. Bus Operations Agreement
 - b. Transit Plan Administration Agreement
 - c. Tax District Administration Agreement
 - d. Special Operating Agreement
2. Capital Funding Agreements
 - a. Bus Infrastructure Agreement
 - b. Bus Acquisition Agreement

- c. Capital Planning Studies Agreement
- d. Special Capital Agreement

Content of Agreements:

The Governance ILA and the Participation Agreement state that the Operating and Capital Agreements are required to hold all parties accountable to specific actions and metrics. All agreements under development detail in the body of the agreement or in its attachments, the parties, the period of performance, terms and conditions, reporting requirements, billing, scope and deliverables, and breach provisions for the agreement and for the implementation elements covered.

The Governance ILA and the Participation Agreement state that regular progress reports and updates will be developed for all implementation elements funded. The language in the agreements includes requirements for performance reporting quarterly and annually. The agreements also charge the implementing party with proactively notifying the other parties and the TPAC of issues and concerns. The Planning & Prioritization Subcommittee will be continuously monitoring reporting of deliverables and review the reporting template as needed.

An Exhibit A was developed for each operating and capital agreement. These exhibits list parties to the agreement, amounts appropriated, project budgets, scope, projected implementation dates, and deliverables to be reported on a quarterly basis. An example of an Exhibit A is included just after the agreement grouping table. The content of all Exhibit A's for general/special operating and general capital agreements are included just after the example.

Timing of Agreements:

The Governance ILA anticipated that all agreements would be developed and recommended by TPAC when it recommended the annual Wake Transit Work Plan. Agreements would then be adopted as part of the Wake Transit Work Plan adoption process. The content of Exhibit A's as presented with this memorandum will be converted into final Exhibit A's that will be a part of the Wake Transit Work Plan adoption process. TPAC shall review, provide feedback and recommend the information presented with this memorandum during its May meeting. This will allow the Wake Transit governing boards to review and approve as a part of the Wake Transit Work Plan adoption process, which will occur prior to the end of the fiscal year.

FY 19 Wake Transit Work Plan Agreement Groupings DRAFT 4.25.18 (After P&P)

Key: Box = Agreement.
(1), (2), (3) etc. = Appropriations for Projects listed on Exhibit A attached to agreement.

General Operating Funding Agreements

GoCary General Operating Funding Agreement: Bus Operations		
1) Midday Frequency Increase	\$	444,362
2) Sunday Service All Routes, Expanded Paratransit & Holiday Hours	\$	575,285
3) Expansion Vehicles	\$	102,500
4) Weston Parkway	\$	402,399
	\$	1,524,546

GoRaleigh General Operating Funding Agreement: Bus Operations		
1) Increase Route 7 S. South Saunders Route Frequencies	\$	242,381
2) Sunday Service Expansion	\$	1,850,796
3) Southeast Raleigh Route Additions	\$	2,738,718
4) Northwest Raleigh Route Additions	\$	2,291,980
5) Lease Vehicles	\$	189,000
	\$	7,312,875

GoTriangle General Operating Funding Agreement: Bus Operations		
1) Route 100 Improvements	\$	495,144
2) Route 300 Improvements	\$	987,230
3) Fuquay-Varina Express Route	\$	272,191
4) Durham-Raleigh Express Frequency Improvements	\$	211,028
5) Chapel Hill-Raleigh Express Frequency Improvements	\$	52,896
6) KRX Continuity of Service	\$	52,930
7) Regional Information Center Operating Hours	\$	25,000
8) Park and Ride Leases	\$	90,000
	\$	2,186,419

Wendell General Operating Funding Agreement: Bus Operations		
1) ZWX Funding	\$	4,200

Zebulon General Operating Funding Agreement: Bus Operations		
1) ZWX Funding	\$	5,654

Wake County General Operating Funding Agreement: Bus Operations		
1) Rural General Public Trip Funding	\$	179,375
2) Elderly and Disabled	\$	70,000
3) Wake County Transportation Call Center	\$	33,905
	\$	283,280

CAMPO General Operating Funding Agreement: Transit Plan Administration		
3.0 FTEs (1.0 FTE: Transit Planning Support Staff and Admin (TPAC Administration); 1.0 FTE: Wake Transit Program/Project Manager; 1.0 FTE Transit Planner)		
1) Administration)	\$	453,750
2) Community Funding Area Technical Assistance	\$	100,000
	\$	553,750

GoCary General Operating Funding Agreement: Transit Plan Administration		
1) Outreach and Marketing	\$	60,875
2) 1.0 FTE Capital Projects Coordinator	\$	135,000
3) 1.0 FTE Transportation Analyst	\$	150,000
4) 1.0 FTE Transportation Program Coordinator	\$	150,000
5) 1.0 FTE Position Upgrade and Reorganization Deputy Transit Administrator	\$	80,875
6) NCDOT Apprentice Local Match	\$	20,629
	\$	597,379

GoRaleigh General Operating Funding Agreement: Transit Plan Administration		
1) 1.0 FTE Service Planning	\$	153,750
2) 1.0 FTE Transportation Analyst	\$	150,000
3) 1.0 FTE Transit Planner	\$	150,000
4) 1.0 FTE Transit Signal Timing Analyst	\$	150,000
5) 1.0 FTE Senior Engineer	\$	112,500
6) Marketing, Communications, and Public Relations	\$	250,000
	\$	966,250

GoTriangle General Operating Funding Agreement: Transit Plan Administration		
7.9 Positions FTE (1.0 FTE Multi-Year Bus Plan, 1.0 FTE Major Investment Study, 1.5 FTE Public Outreach and Communications, 1.0 FTE Paralegal, 1.0 FTE Wake Transit Director, 1.0 FTE Wake Administrative Coordinator, 1.0 FTE Public Engagement Specialist, 0.4 FTE Performance Data Analyst).		
1) Administrative Expenses (Travel, Training, Etc.), Outside Legal Counsel, Facilities Office	\$	1,027,978
2) Outreach/Marketing/Communications/Creative Design	\$	61,613
3) Consultant/Transit Surveys/Incidental Expenses for Systemwide Studies Public Engagement	\$	328,050
4) Property Maintenance, Repairs, Appraisals	\$	51,308
5) Customer Feedback Management System	\$	35,875
6) 1.0 FTE Project Manager Technology Integration	\$	97,200
7) Paratransit Office Space Lease	\$	127,959
8) Passenger Amenity Storage	\$	10,000
	\$	1,739,983

Tax District Administration General Operating Agreement		
2.5 Positions FTE (1.0 FTE Financial Oversight Position, 1.0 FTE Budget and Financial Manager, 0.5 FTE Tax District Administrative Assistant).		
1)	\$	295,094
2) Financial Consulting Work, Audits	\$	116,000
	\$	411,094

General Capital Funding Agreements

GoCary General Capital Funding Agreement: Bus Infrastructure		
1) Passenger Information Materials	\$	100,000
2) Weston Parkway Route	\$	1,016,000
	\$	1,116,000

GoTriangle Capital Funding Agreement: Bus Infrastructure		
1) Raleigh Union Station Bus Facility	\$	700,000
2) Long Term Park and Ride	\$	175,000
3) Bus Stop Improvements	\$	475,000
4) Passenger Amenity Fit-Up	\$	150,000
5) Long Term Park and Ride Feasibility Study	\$	500,000
	\$	1,900,000

GoRaleigh General Capital Funding Agreement: Bus Infrastructure		
1) Construction of Bus Stop Shelters	\$	1,205,000

GoRaleigh General Capital Funding Agreement: Bus Acquisition*		
1) Support Acquisition of Vehicles (23 buses - 10 expansion and 13 replacement)	\$	13,642,135

GoTriangle General Capital Funding Agreement: Bus Acquisition*		
1) Support Acquisition of Vehicles	\$	5,000,000

GoTriangle Capital Funding Agreement: Capital Planning		
1) Land Use and Affordability Studies	\$	139,000

Special Operating Funding Agreements

Youth GoPass		
1) GoRaleigh	\$	165,000
2) GoCary	\$	40,000
3) GoTriangle	\$	25,000
	\$	230,000

Amend 18 Agreement: GoCary Special Capital Funding Agreement: Bus Infrastructure		
1) Downtown International Center Feasibility Study	\$	200,000
	\$	200,000

GoCary Special Capital Funding Agreement: Bus Infrastructure		
1) Design and Land Acquisition	\$	2,000,000

GoRaleigh Special Capital Agreement: Bus Infrastructure		
1) East Raleigh Community Transit Center	\$	350,000
2) Coordinated ADA Facility	\$	350,000
	\$	700,000

GoRaleigh Special Capital Funding Agreement: Capital Planning		
1) Western Blvd Corridor Study	\$	350,000

GoTriangle Special Capital Funding Agreement: Commuter Rail		
1) Commuter Rail RTC Modeling	\$	333,333

GoTriangle Special Capital Funding Agreement: Bus Infrastructure		
1) Paratransit Upfit	\$	568,124
2) RTC Facility Feasibility Study	\$	312,500
3) Regional Technology Integration Study	\$	150,000
	\$	1,030,624

GoTriangle Special Capital Funding Agreement: Capital Planning		
1) ERP System	\$	458,333

Appropriations without Agreements at This Time (Reserve)		
1) Alternative Fuel Vehicles Acquisition Matching Grants	\$	1,200,000
2) Future Fixed Guideways Alternatives Refinement and Project Development (BRT)	\$	2,955,545
3) Future Fixed Guideways Alternatives Refinement and Project Development (Commuter Rail)	\$	1,363,038
	\$	5,518,583

GENERAL OPERATING AGREEMENT
FOR BUS OPERATIONS

WAKE TRANSIT FY 2019

This Operating Agreement ("Agreement") is made by and between Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") and _____ ("Implementing Party"). The foregoing may collectively be referred to as "Parties."

WHEREAS, the Parties to Agreement, who have or may have specific roles in the implementation of public transit and the support of public transit infrastructure in the Wake County area, have determined that it is in their best interest and the best interest of the constituents they represent to coordinate future public transit planning, funding, expansion and construction; and

WHEREAS, an extensive community driven process was used to develop a strategic transit vision document that set forth an enhanced public transit plan for Wake County, referred to as the "Wake County Transit Plan" ("Wake Transit Plan"), and this plan was unveiled on or about December 8, 2015, and adopted by the GoTriangle Board of Trustees on May 25, 2016, the Capital Area Metropolitan Planning Organization's ("CAMPO") Executive Board on May 18, 2016, and the Wake County Board of Commissioners on June 6, 2016; and

WHEREAS, in conjunction with the Wake Transit Plan, GoTriangle, Wake County, and CAMPO (collectively, "the Governance ILA Parties") adopted the Wake Transit Governance Interlocal Agreement ("Governance ILA") that creates a governance structure for the implementation of the Wake Transit Plan by and through the annual Wake Transit Work Plan; and

WHEREAS, the Governance ILA specifically created the Transportation Planning Advisory Committee ("TPAC") and charged the TPAC with coordinating and recommending the planning and implementation aspects of the Wake Transit Work Plan; and

WHEREAS, the Governance ILA Parties, together with the Implementing Party, numerous Wake County municipalities, and other entities, entered into a Master Participation Agreement ("Participation Agreement"), which, among other purposes, established standards that govern the Participation Agreement Parties' eligibility for inclusion of sponsored Implementation Elements in the Wake Transit Work Plan, receipt of funding allocations from Wake County Transit Tax Revenue, and confirmed the Participation Agreement Parties' roles in carrying out TPAC responsibilities; and

WHEREAS, the FY 2019 Wake Transit Work Plan was developed and recommended by the TPAC, presented for public comment, and adopted, as required, by the Boards of CAMPO and GoTriangle; and

WHEREAS, the FY 2019 Triangle Tax District Wake Operating Ordinance was adopted by the GoTriangle Board of Trustees on June ____, 2018; and

WHEREAS, the Parties desire to implement the components of the 2019 Wake Transit Work Plan as adopted by GoTriangle and CAMPO; and

WHEREAS, as stated in the Participation Agreement, all Implementation Elements contained in the Wake Transit Work Plan, whether partially or fully funded with Wake County Transit Tax Revenues, will not move forward until Implementation Agreements, which shall include a Capital Funding Agreement and an Operating Agreement, are executed by and between the Implementing Party; GoTriangle, as administrator of the Special District, and CAMPO, if the Implementing Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to, inter alia, N.C.G.S. §§ 160A-20.1; 160A-312; 160A-313; 160A-610; 153A-275; 153A-276; and 153A-449.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the Parties hereto agree as follows:

1. **Term:**

The Agreement shall become effective upon execution by all Parties (“Effective Date”). The term of this Agreement shall be from the Effective Date until December 31, 2019. The Parties may extend the term of this Agreement or may otherwise amend this Agreement as set forth in Section 7.

2. **Purpose:**

The purpose of this Agreement is to outline the details of how the Projects in the Wake County Transit Annual Work Plan and listed in Exhibit A, attached hereto and incorporated herein by reference, shall be implemented, in accordance with

the requirements of the Participation Agreement.

3. **Responsibilities:**

A. **Responsibilities of the Implementing Party.**

- (1) The Implementing Party shall provide the Projects listed in Exhibit A and fund the cost of the Projects on an up-front basis, except as provided herein. The Implementing Party is responsible for ensuring funds are available to pay for the Projects prior to requesting reimbursement from GoTriangle.
- (2) The Wake Transit Work Plan Reimbursement Request and Financial Report Template (“Reimbursement Request Template”) must be submitted by the Implementing Party at least quarterly but may be as often as is efficient and effective for the Implementing Party. The reimbursement request shall be emailed to waketransitreimbursement@gotriangle.org.

All Reimbursement Requests must be made using the Wake Transit Work Plan Reimbursement Request and Financial Report template agreed to by the Parties and must include a signed statement by the Implementing Party’s Finance Officer or designee stating that funds were spent in accordance with the Wake Transit Work Plan and with all applicable laws, rules, and regulations, and that the Reimbursement Request includes items due and payable. All Reimbursement Requests shall be based on actual expenses incurred as recorded in the financial system.

- (3) In special circumstances where an advance payment may be required, Reimbursement Requests must be submitted using the Reimbursement Request Template and with a justification for the advance payment request. Advance payments received by the Implementing Party must be disbursed within 72 hours of receipt from GoTriangle.
- (4) Reimbursement Requests for expenses incurred as of June 30, 2019 shall be submitted by August 10, 2019.
- (5) Further, the Implementing Party shall:
 - (a) Ensure that Wake Transit funds provided by GoTriangle are not misappropriated or misdirected to any other account, need, project, or line item, other than as listed in Exhibit A.
 - (b) Monitor award activities, to include sub-awards, to provide reasonable assurance that funds are spent in compliance with applicable requirements. Responsibilities include accounting for receipts and

- expenditures, cash management, maintaining adequate financial records, and refunding disallowed expenditures.
- (c) Maintain a financial management system adequate for monitoring the accumulation of costs.

B. Responsibilities of GoTriangle.

- (1) GoTriangle, as administrator of the Triangle Tax District, shall have the responsibilities and duties as set forth in the Governance ILA, including appropriating funds from the FY 2019 Triangle Tax District Wake Operating Ordinance in accordance with the Governance ILA. The specific appropriation and approved project budgets are further detailed in Exhibit A and in the FY 2019 Wake Transit Work Plan.
- (2) GoTriangle, upon receipt of a Reimbursement Request, shall verify within five business days whether the Reimbursement Request is complete; is within the approved budget; is within the annual work plan; and is in accordance with the Wake Transit Billing, Payment, and Reimbursement Policy and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017. Payment will be remitted within thirty (30) days of verification to the Implementing Party according to the payment instructions on file.

If GoTriangle is unable to verify the Reimbursement Request, GoTriangle shall, within two (2) business days, notify the Implementing Party in writing of the deficiencies in the Reimbursement Request. The Implementing Party may thereafter submit a revised Reimbursement Request (“Revised Reimbursement Request”), which shall be verified within five business days of receipt. If the Revised Reimbursement Request is denied, the Implementing Party may place the item on the next TPAC agenda for discussion and a recommendation to GoTriangle and the Implementing Party.

- (3) Where advance payments are requested, GoTriangle, after due consideration of the request, will remit funds via payment instructions on file.
- (4) All disbursements from GoTriangle shall be in accordance with North Carolina General Statute 159 Article 3, known as the North Carolina Budget and Fiscal Control Act, and the Wake Transit Financial Policies and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017.

4. Minimum Service Standards:

For the Projects listed in Exhibit A, the Implementing Party agrees to:

- A. Maintain all vehicles and facilities in accordance with a preventative maintenance program.
- B. Maintain all vehicles and facilities in a safe and dependable condition and clean all vehicles and facilities regularly.
- C. Monitor services and respond to incidents in a timely and professional manner.
- D. Conduct regular reviews of service including: safety, on-time performance, customer satisfaction, accessibility, cleanliness, security, and customer service training.
- E. Conduct public engagement activities in accordance with state and federal guidelines and agency and municipal policies and procedures, if applicable.

5. **Performance Reporting:**

Unless otherwise agreed in writing between Parties, the Implementing Party shall report operating statistics and ridership to the National Transit Database and to the North Carolina Department of Transportation Public Transportation Division.

The Implementing Agency also agrees to provide quarterly and annual reporting per the Master Participation Agreement for the Reported Deliverables as identified in Exhibit A using a Reporting Template agreed to by the Parties. The Implementing Agency shall include in its quarterly reports any details of issues that may impact delivery of the Projects identified in Exhibit A

The Annual Wake Transit Report prepared by GoTriangle shall provide information regarding how strategic public transit objectives have been met and shall include the performance achieved, the strategies being followed, and performance targets and key milestones for capital projects and operating services.

Quarterly Status Reports prepared by GoTriangle and/or CAMPO shall provide information regarding progress toward strategic objectives outlined in the Wake Transit Work Plan and include the performance achieved, the strategies being following, and performance targets and key milestones for Capital Projects and operating services identified in the Wake Transit Work Plan. GoTriangle shall include in its Quarterly Status Reports any details of issues that may impact delivery of funding for the Projects identified in Exhibit A.

The Parties agree to share supporting documentation, if requested, in addition to their quarterly and annual reporting, in a timely manner.

6. **Further Agreements:**

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Agreement.

7. **Amendment:**

Any extension of the term of this Agreement and/or change to the content of this Agreement shall be by written amendment signed by all Parties.

8. **Breach; Termination:**

In the event that (1) the Implementing Party is not able or fails to provide a Project(s) as required by the Agreement; or (2) GoTriangle is not able or fails to provide funding for a Project(s) as required by the Agreement; or (3) GoTriangle fails to fulfill its responsibilities and duties as set out in the Governance ILA; or (4) any Party fails to fulfill a responsibility or duty of this Agreement; or (5) any Party withdraws from the Master Participation Agreement (separately each a “breach”), any Party to this Agreement shall notify the Clerk to the TPAC Committee and the other Parties to this Agreement. The Non-Breaching party may place the item on a TPAC agenda for discussion and a non-binding recommendation to the Parties.

The Non-breaching Party may provide the Breaching Party with a period of time to cure the breach to the reasonable satisfaction of the Non-breaching Party. If the breach is not timely cured, or cannot be cured, the Non-breaching Party may (1) elect to terminate this Agreement in full; or (2) elect to terminate this Agreement only as to one or more Projects listed in Exhibit A. In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

In the event the Agreement is terminated for any reason other than by the end of the Term of the Agreement:

- (a) The Implementing Party shall not be required to continue implementing the Projects, but may elect to continue implementing the Projects using funds

- from sources other than the Wake Transit Tax.
- (b) GoTriangle shall reimburse the Implementing Party for any expenses for the Projects that have been approved in the annual work plan and made in reliance on this Agreement, whether or not a Reimbursement Request has been made by Implementing Party at the time of termination. The Implementing Party shall have sixty (60) days after the date of termination to submit all Reimbursement Requests.
 - (c) The Implementing Party shall report the final status for its deliverable and GoTriangle shall do a final quarterly report and shall issue the annual report required by this Agreement.

9. **ADA and Paratransit Requirements:**

The Implementing Party shall provide paratransit service as required by law within the ADA-required radius of the all day fixed-route bus services implemented as Projects pursuant to this Agreement.

10. **Record Retention:**

All parties must adhere to record retention guidelines as set forth in North Carolina General Statutes or federal guidelines as appropriate

11. **Notices:**

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to GoTriangle:

Jeffrey Mann
General Manager
GoTriangle
P.O. Box 13787
Research Triangle Park, NC 27709

And with a copy to:

Shelley Blake
General Counsel
GoTriangle
P.O. Box 13787

Research Triangle Park, NC 27709

Clerk to the TPAC Committee

<insert other Parties' Notice Info.>

12. **Representations and Warranties:**

The Parties each represent, covenant and warrant for the other's benefit as follows:

- A. Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and the individuals signing this Agreement have the right and power to do so. This Agreement is a valid and binding obligation of each Party.
- B. To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which a Party is bound, or constitutes a default under any of the foregoing.
- C. To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.
- D. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Operating Agreement.

13. **Merger and Precedence:**

The provisions of this Agreement, including all Exhibits and attachments, constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof. Notwithstanding the foregoing, in the event of any inconsistency or conflict between this Agreement and the Participation Agreement or the Governance ILA, the terms of the Participation Agreement and Governance ILA have precedence.

14. **Dispute Resolution:**

In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction. Such disputes, or any other claims, disputes or other controversies arising out of, and between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Wake County, North Carolina.

15. **No Waiver of Non-Compliance with Agreement:**

No provision of this Agreement shall be deemed to have been waived by any Party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any Party hereto at any time to require strict performance by the other of any provision hereof shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party hereto of any breach of any provision hereof by another Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

16. **Governing Law:**

The Parties intend that this Agreement be governed by the law of the State of North Carolina. Proper venue for any action shall solely be Wake County.

17. **Assignment:**

No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties.

18. **Independence of the Parties:**

Nothing herein shall be construed to modify, abridge, or deny the authority or discretion of any Party to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from those in this Agreement.

19. **Execution in Counterparts/Electronic Version of Agreement:**

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same

instrument. Any Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

20. **No Waiver of Sovereign Immunity:**

Nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435 or purchase of insurance by any municipality pursuant to N.C.G.S. 160A-485; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

21. **No Waiver of Qualified Immunity:**

No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

22. **Verification of Work Authorization; Iran Divestment Act:**

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

23. **No third-Party Beneficiaries:**

There are no third-party beneficiaries to this Agreement.

SIGNATURE PAGES FOLLOW

<p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____</p> <p>Jeffrey G. Mann, General Manager</p> <p>This, the ___ day of _____.</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Sandra Freeman, Chief Financial Officer for GoTriangle</p> <p>This, the ___ day of _____.</p>
<p>[Seal]</p> <p>ATTEST:</p> <p>By _____</p> <p>Clerk</p>	<p>Reviewed and Approved as to legal form.</p> <p>_____</p> <p>Shelley Blake, General Counsel</p>

GENERAL CAPITAL FUNDING AGREEMENT

WAKE TRANSIT FY 2019

This Capital Funding Agreement ("Agreement") is made by and between Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") and _____ ("Implementing Party"). The foregoing may collectively be referred to as "Parties."

WHEREAS, the Parties to Agreement, who have or may have specific roles in the implementation of public transit and the support of public transit infrastructure in the Wake County area, have determined that it is in their best interest and the best interest of the constituents they represent to coordinate future public transit planning, funding, expansion and construction; and

WHEREAS, an extensive community driven process was used to develop a strategic transit vision document that set forth an enhanced public transit plan for Wake County, referred to as the "Wake County Transit Plan" ("Wake Transit Plan"), and this plan was unveiled on or about December 8, 2015, and adopted by the GoTriangle Board of Trustees on May 25, 2016, the Capital Area Metropolitan Planning Organization's ("CAMPO") Executive Board on May 18, 2016, and the Wake County Board of Commissioners on June 6, 2016; and

WHEREAS, in conjunction with the Wake Transit Plan, GoTriangle, Wake County, and CAMPO (collectively, "the Governance ILA Parties") adopted the Wake Transit Governance Interlocal Agreement ("Governance ILA") that creates a governance structure for the implementation of the Wake Transit Plan by and through the annual Wake Transit Work Plan; and

WHEREAS, the Governance ILA specifically created the Transportation Planning Advisory Committee ("TPAC") and charged the TPAC with coordinating and recommending the planning and implementation aspects of the Wake Transit Work Plan; and

WHEREAS, the Governance ILA Parties, together with the Implementing Party, numerous Wake County municipalities, and other entities, entered into a Master Participation Agreement ("Participation Agreement"), which, among other purposes, established standards that govern the Participation Agreement Parties' eligibility for inclusion of sponsored Implementation Elements in the Wake Transit Work Plan, receipt of funding allocations from Wake County Transit Tax Revenue, and confirmed the Participation Agreement Parties' roles in carrying out TPAC responsibilities; and

WHEREAS, the FY 2018 Wake Transit Work Plan was developed and recommended by the TPAC, presented for public comment, and adopted, as required, by the Boards of CAMPO and GoTriangle; and

WHEREAS, the FY 2018 Triangle Tax District Wake Operating Ordinance was adopted by the GoTriangle Board of Trustees on June 28, 2017; and

WHEREAS, the Parties desire to implement the components of the 2018 Wake Transit Work Plan as adopted by GoTriangle and CAMPO; and

WHEREAS, as stated in the Participation Agreement, all Implementation Elements contained in the Wake Transit Work Plan, whether partially or fully funded with Wake County Transit Tax Revenues, will not move forward until Implementation Agreements, which shall include Capital Funding Agreements and Operating Agreements are executed by and between the Implementing Party; GoTriangle, as administrator of the Special District, and CAMPO, if the Implementing Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to, inter alia, N.C.G.S. §§ 160A-20.1; 160A-312; 160A-313; 160A-610; 153A-275; 153A-276; and 153A-449.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the Parties hereto agree as follows:

1. **Term:**

The Agreement shall become effective upon execution by all Parties (“Effective Date”). The term of this Agreement shall be from the Effective Date until **December 31, 2019**. The Parties may extend the term of this Agreement or may otherwise amend this Agreement as set forth in Section 7.

2. **Purpose:**

The purpose of this Agreement is to outline the details of how the Project(s) listed in Exhibit A attached hereto and incorporated herein by reference, being an approved Project(s) in the Wake County Transit Annual Work Plan, shall be implemented, in accordance with the requirements of the Participation Agreement.

3. Responsibilities:

A. Responsibilities of the Implementing Party.

(1) The Implementing Party shall provide the Projects listed in Exhibit A and fund the cost of the Projects on an up-front basis, except as provided herein. The Implementing Party is responsible for ensuring local funds are available to pay for costs incurred related to Project phases, or invoices, prior to requesting reimbursement from GoTriangle, except in instances where advance payments are requested. Implementing parties may utilize pre-award authority for Capital projects requiring immediate implementation. Pre-award authority may not be exercised until the annual budget has been recommended by the TPAC and adopted by CAMPO and GoTriangle.

(2) The Wake Transit Work Plan Reimbursement Request and Financial Report Template (“Reimbursement Requests”) must be submitted by the Implementing Party at least quarterly but may be as often as it is efficient and effective for the Implementing Party. The reimbursement request shall be emailed to waketransitreimbursement@gotriangle.org.

All Reimbursement Requests must be made using the Wake Transit Work Plan Reimbursement Request and Financial Report Template agreed to by the Parties and must include a signed statement by the Implementing Party’s Finance Officer or designee stating that funds were spent in accordance with the Wake Transit Work Plan and with all applicable laws, rules, and regulations, and that the Reimbursement Request includes items due and payable. All Reimbursement Requests shall be based on actual expenses incurred as recorded in the financial system.

(3) In special circumstances where an advance payment may be required, Reimbursement Requests must be submitted using the Reimbursement Request Template and with a justification for the advance payment request. Advance payments received by the Implementing Party must be disbursed within 72 hours of receipt from GoTriangle.

(4) Reimbursement Requests for expenses incurred as of June 30, 2019 shall be submitted by August 10, 2019.

(5) Further, the Implementing Party shall:

- (a) Ensure that Wake Transit funds provided by GoTriangle are not misappropriated or misdirected to any other account, need, project, or line item, other than as listed in Exhibit A. The Implementing Party shall have an obligation to return any reimbursed or advanced payments that were misappropriated or expended outside the approved Project(s) listed in Exhibit A.
- (b) Monitor award activities, to include sub-awards, to provide reasonable assurance that funds are spent in compliance with applicable requirements. Responsibilities include accounting for receipts and expenditures, cash management, maintaining adequate financial records, and refunding disallowed expenditures.
- (c) Maintain a financial management system adequate for monitoring the accumulation of costs.

B. Responsibilities of GoTriangle.

- (1) GoTriangle, as administrator of the Triangle Tax District, shall have the responsibilities and duties as set forth in the Governance ILA, including appropriating funds from the FY 2018 Triangle Tax District Capital Ordinance in accordance with the Governance ILA. The specific appropriation and approved project budgets are further detailed in Exhibit A and in the FY 2018 Wake Transit Work Plan.
- (2) GoTriangle, upon receipt of a Reimbursement Request, shall verify within five business days whether the Reimbursement Request is complete; is within the approved budget; is within the annual work plan; and is in accordance with the Wake Transit Billing, Payment, and Reimbursement Policy and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017. Payment will be remitted within thirty (30) days of verification to the Implementing Party according to the payment instructions on file.

If GoTriangle is unable to verify the Reimbursement Request, GoTriangle shall, within two (2) business days, notify the Implementing Party in writing of the deficiencies in the Reimbursement Request. The Implementing Party may thereafter submit a revised Reimbursement Request (“Revised Reimbursement Request”), which shall be verified within five (5) business days of receipt. If the Revised Reimbursement Request is denied, the Implementing Party may place the item on the next TPAC agenda for discussion and a recommendation to GoTriangle and the Implementing Party.

- (3) Where advance payments are requested, GoTriangle, after due consideration of the request, will remit funds via payment instructions on file.

(4) All disbursements from GoTriangle shall be in accordance with North Carolina General Statute 159 Article 3, known as the North Carolina Budget and Fiscal Control Act, and the Wake Transit Financial Policies and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017.

4. **Progress Reporting:**

Unless otherwise agreed in writing between Parties, the Implementing Agency agrees to provide quarterly and annual reporting per the Master Participation Agreement for the Reported Deliverables as identified in Exhibit A using a Reporting Template agreed to by the Parties. The Implementing Agency shall include in its quarterly reports any details of issues that may impact delivery of the Projects identified in Exhibit A. If the Implementing Party is allocating local funds towards Projects identified in Exhibit A, those expenditures shall be disclosed as part of its quarterly and annual reports.

The Annual Wake Transit Report prepared by GoTriangle shall provide information regarding how strategic public transit objectives have been met and shall include the progress achieved, the strategies being followed, and performance targets and key milestones for capital projects and operating services.

Quarterly Status Reports prepared by GoTriangle and/or CAMPO shall provide information regarding progress toward strategic objectives outlined in the Wake Transit Work Plan and include the performance achieved, the strategies being followed, and performance targets and key milestones for Capital Projects and operating services identified in the Wake Transit Work Plan. GoTriangle shall include in its Quarterly Status Reports any details of issues that may impact delivery of funding for the Projects identified in Exhibit A.

The Parties agree to share supporting documentation, if requested, in addition to their quarterly and annual reporting, in a timely manner.

5. **Further Agreements:**

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Agreement.

6. **Amendment:**

Any extension of the term of this Agreement and/or change to the content of this Agreement shall be by written amendment signed by all Parties.

7. **Breach; Termination:**

In the event that (1) the Implementing Party is not able or fails to provide a Project(s) as required by the Agreement; or (2) GoTriangle is not able or fails to provide funding for a Project(s) as required by the Agreement; or (3) GoTriangle fails to fulfill its responsibilities and duties as set out in the Governance ILA; or (4) any Party fails to fulfill a responsibility or duty of this Agreement; or (5) any Party withdraws from the Master Participation Agreement (separately each a “breach”), any Party to this Agreement shall notify the Clerk to the TPAC Committee and the other Parties to this Agreement. The Non-breaching Party may place the item on a TPAC agenda for discussion and a non-binding recommendation to the Parties.

The Non-breaching Party may provide the Breaching Party with a period of time to cure the breach to the reasonable satisfaction of the Non-breaching Party. If the breach is not timely cured, or cannot be cured, the Non-breaching Party may (1) elect to terminate this Agreement in full; or (2) elect to terminate this Agreement only as to one or more Projects listed in Exhibit A. In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

In the event the Agreement is terminated for any reason other than by the end of the term of the Agreement:

- (a) The Implementing Party shall not be required to continue implementing the Projects, but may elect to continue implementing the Projects using funds from sources other than the Wake Transit Tax.
- (b) GoTriangle shall reimburse the Implementing Party for any expenses for the Projects that have been approved in the annual work plan and made in reliance on this Agreement, whether or not a Reimbursement Request has been made by Implementing Party at the time of termination. The Implementing Party shall have sixty (60) days after the date of termination to submit all Reimbursement Requests.
- (c) The Implementing Party shall report the final status for its deliverable and GoTriangle shall do a final quarterly report and shall issue the annual report required by this Agreement.

8. **Record Retention:**

All parties must adhere to record retention guidelines as set forth in North Carolina General Statutes or federal guidelines as appropriate.

9. **Notices:**

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to GoTriangle:

GoTriangle
Attn: General Manager
P.O. Box 13787
Research Triangle Park, NC 27709

And with a copy to:

GoTriangle
Attn: General Counsel
P.O. Box 13787
Research Triangle Park, NC 27709

If to the Clerk to the TPAC Committee

CAMPO
Attn: Clerk to the TPAC Committee
One City Plaza
P.O. Box 590
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

If to CAMPO:

CAMPO
Attn: Executive Director
One City Plaza
P.O. Box 590
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

10. **Representations and Warranties:**

The Parties each represent, covenant and warrant for the other's benefit as follows:

A. Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and the individuals signing this Agreement have the right and power to do so. This Agreement is a valid and binding obligation of each Party.

B. To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which a Party is bound, or constitutes a default under any of the foregoing.

C. To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

D. Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Capital Funding Agreement.

E. The Project(s) listed in the attached Exhibit A are not debt funded.

11. **Merger and Precedence:**

The provisions of this Agreement, including all Exhibits and attachments, constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof.

Notwithstanding the foregoing, in the event of any inconsistency or conflict between this Agreement and the Participation Agreement or the Governance ILA, the terms of the Participation Agreement and Governance ILA have precedence.

12. **Dispute Resolution:**

In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction. Such disputes, or any other claims, disputes or other controversies arising out of, and between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Wake County, North Carolina.

13. **No Waiver of Non-Compliance with Agreement:**

No provision of this Agreement shall be deemed to have been waived by any Party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any Party hereto at any time to require strict performance by the other Party of any provision hereof shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party hereto of any breach of any provision hereof by another Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

14. **Governing Law:**

The Parties intend that this Agreement be governed by the law of the State of North Carolina. Proper venue for any action shall solely be Wake County.

15. **Assignment:**

No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties.

16. **Independence of the Parties:**

Nothing herein shall be construed to modify, abridge, or deny the authority or discretion of any Party to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from those in this Agreement.

17. **Execution in Counterparts/Electronic Version of Agreement:**

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same

instrument. Any Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

18. **No Waiver of Sovereign Immunity:**

Nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435 or purchase of insurance by any municipality pursuant to N.C.G.S. 160A-485; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

19. **No Waiver of Qualified Immunity:**

No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

20. **Verification of Work Authorization; Iran Divestment Act:**

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

21. **No Third-Party Beneficiaries:**

There are no third-party beneficiaries to this Agreement.

SIGNATURE PAGES FOLLOW

<p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____</p> <p>Jeffrey G. Mann, General Manager</p> <p>This, the ___ day of _____.</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Sandra Freeman, Chief Financial Officer for GoTriangle</p> <p>This, the ___ day of _____.</p>
<p>[Seal]</p> <p>ATTEST:</p> <p>By _____</p> <p>Clerk</p>	<p>Reviewed and Approved as to legal form.</p> <p>_____</p> <p>Shelley Blake, General Counsel</p>

<p>CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)</p> <p>By: _____</p> <p>Executive Director</p> <p>This, the ___ day of _____, 2018.</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Chief Financial Officer for CAMPO</p> <p>This, the ___ day of _____, 2018.</p>
<p>[Seal]</p> <p>ATTEST:</p> <p>By _____</p> <p>Clerk</p>	



Exhibit A

Implementing /Operating Agency	Town of Zebulon	Parties to Agreement:	Triangle Tax District(GoTriangle), Town of Zebulon
Total Bus Operations Appropriation	\$5,654		
Project	Continuity of Town's Contribution for Zebulon-Wendell Express Park-and-Ride Lease and Maintenance Costs		
Project ID from Work Plan	T0003-H		
FY 2019 Budget	\$5,654		
Scope	Lease and maintenance costs currently funded by the Town of Zebulon will transition to being funded by Wake Transit tax proceeds.		
Expected Implementation Date	7/1/2018		
Reported Deliverables	<ol style="list-style-type: none">1. Ridership at Stop2. Maintenance Performed (quarterly)		

CAMPO General Operating - Transit Plan Administration**TO002-L 1.0 FTE Transit Planning Support Staff and Admin (TPAC Administration)****\$153,750**

CAMPO will continue to employ one (1) full-time equivalent (FTE) staff position to provide ongoing administrative support for the Wake County Transit Planning Advisory Committee (TPAC) and its sub-committees. The position will be responsible for coordinating the TPAC's ongoing activities and proceedings, including leading the TPAC's decision-making processes and information dissemination. The position will also be responsible for compiling components of annual Wake Transit Work Plans, and certain initiatives associated with Wake Transit Plan implementation. Expenses also include accessory administrative expenses related to the function of the employee's work. Costs associated with this FTE included salary, benefits, professional development needs & supplies.

Deliverables

1. Date of Hire

TO002-V 1.0 FTE Wake Transit Program/Project Manager**\$150,000**

CAMPO will continue to employ one (1) full-time equivalent (FTE) staff position to augment its technical resources for adequately supporting its responsibilities related to Wake Transit Plan Implementation. The CAMPO Wake Transit Program Manager will be responsible:

- Overseeing the development, coordination and maintenance of annual work plan components under the responsibility of CAMPO,
- Managing ongoing planning and other related tasks and studies at the County/systemwide level and subsequent updates thereto,
- Serving as CAMPO's representative on the TPAC,
- Representing CAMPO's interests on TPAC subcommittees and study- of plan-specific core technical teams,
- Manages coordination and implementation of project-level decision making structures (concurrence check process), as developed by the TPAC via the Bus Plan and MIS,
- Managing development of the Multi-Year Vision Plan (10-year extension of the current horizon of the Wake County Transit Plan),
- Managing and proving ongoing maintenance of planning and professional services procurement and task development/deployment process.

Costs associated with this FTE included salary, benefits, professional development needs & supplies.

Deliverables

1. Quarterly employee deliverables
2. Quarterly employee functions and accomplishments

TO002-W 1.0 FTE Transit Planner**\$150,000**

CAMPO will continue to employ one (1) full-time equivalent (FTE) staff position to augment its technical resources for adequately supporting its responsibilities related to Wake Transit Plan Implementation. This particular FTE will continue to serve as a transit planner that provides technical and administrative coordination for the Wake Transit Program Manager and the TPAC Administrator in their ongoing responsibilities. Costs associated with this FTE included salary, benefits, professional development needs & supplies.

Deliverables

1. Quarterly employee deliverables
2. Quarterly employee functions and accomplishments

TO002-AB Community Funding Area Technical Assistance**\$100,000**

CAMPO is allocated \$100,000 in anticipation of the completion of the Community Funding Area Program Management Plan. These dollars can be used towards technical planning support of transit within the defined Community Funding Areas.

Community Funding Areas are jurisdictions and/organizations identified by the Wake Transit Plan that do not provide any type of public transportation service prior the start of Plan Implementation. Planning services could be defined as, but not limited to, transit propensity analysis, localized short- and/or long-range transit plans, as well as capital needs assessments to complement any realized transit services from such planning exercises.

Deliverables

1. Quarterly Project/Study Updates from CAMPO/CFA Entities and/or consultants conducting the studies

GoCary General Operating - Bus Operations	GoCary General Operating - Transit Plan Administration	GoCary General Capital - Bus Infrastructure	GoCary Special
<p>TO004-B Midday Frequency Increase \$444,362</p> <p>GoCary will provide half-hourly service from 9 AM to 3 PM on its existing Routes 3, 4, 5 & 6 Monday through Saturday. GoCary provided hourly service during these times prior to the start of FY18. The start for the service changes in FY18 was 8/6/2017, and will continue on into FY19 on 7/1/2018</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Revenue Hours of Service 2. Ridership 3. Passengers per Hour 	<p>TO002-M Outreach & Marketing \$60,875</p> <p>The Town will be increasing its spending on initiatives related to public engagement and communication requirements, as well as an expanded marketing program. The Town of Cary/GoCary will continue to market GoCary services, in preparation for expansion of services in FY 2019 and beyond. GoCary will also incur expenses to public outreach associated with the expansion of Wake Transit Plan services within its service area. Marketing and public outreach expenses identified by GoCary include:</p> <ul style="list-style-type: none"> - Advertising - Printing - Supplies - Contracted services - Professional development and training - Public notices <p>In FY2018, the Town of Cary received funding to enhance its marketing efforts for the GoCary system. These initial costs, as a part of Wake Transit Plan Implementation, are indicated as 'FY2019 Base Project Cost.' Additional funding is being provided to continue to enhance marketing efforts for GoCary as the system grows with new service levels in FY2019.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Project Report 	<p>TC002-Q Passenger Information Materials \$100,000</p> <p>The adopted FY 2018 Wake Transit Work Plan includes funding for the replacement of system-wide C-Tran bus stop signs to the new GoCary signage (TC002-D). In addition to the bus stop designation signage, GoCary will procure design services for new individual route map and schedule signage at each stop location, as well as a redesign of the GoCary printed system map brochure. The allocated funding will cover the design and printing of the new signage, the purchase and installation of new sign holders at each stop location, and the redesign and printing of GoCary's system map brochure.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Contract awarded for design of materials 2. Printed materials delivered 3. Installation of new sign holders and signage 	<p>TC002-F Downtown Multimodal Center Feasibility Study \$200,000</p> <p>The Cary Depot has served local and regional transit since 2005, as well as Amtrak since 1996. The facility serves as GoCary's central transfer hub and as a secondary hub for GoTriangle services. During peak hours, the facility is at capacity. The Wake County Transit Plan outlines an expansion of local and regional service and the addition of Bus Rapid Transit (BRT) and Commuter Rail Transit (CRT) over the next ten years. A new downtown multimodal center is needed, as the existing facility is unable to support this increase in service.</p> <p>The adopted FY 2018 Wake Transit Work Plan includes \$300,000 for a Downtown Cary Multimodal Facility Feasibility Study and an additional \$200,000 will be applied to expand that study in FY 2019. This study will evaluate the provision of access among transit modes as well as circulation around and through a station serving the facility.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. RFQ/RFP released for Downtown Operations Feasibility Study 2. Contract Awarded for Downtown Operations Feasibility Study 3. Contract complete for Downtown Operations Feasibility Study
<p>TO004-A Sunday Service Expansion \$575,285</p> <p>GoCary will provide hourly service from 7 AM to 9 PM on all of its existing routes on Sundays. GoCary will also provide Sunday level of service on new holidays. GoCary did not provide Sunday service prior to the start of FY18. GoCary will also provide complementary Americans with Disabilities (ADA) service on Sunday within 3/4-mile of its routes. The start date for this service change began on 8/6/2017, and will continue at the start of FY19, 7/1/2018.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Revenue Hours of Service 2. Ridership 3. Passengers per Hour 4. Revenue hours/miles of service on holidays 5. Ridership on holidays 6. Net cost of providing holiday service 	<p>TO002-N 1.0 FTE Capital Projects Coordinator \$135,000</p> <p>The Town of Cary/GoCary will continue to employ one (1) full-time equivalent (FTE) staff position to function as its capital projects coordinator/transit project manager. Administrative expenses will also be incurred related to the function of the employee's work. The position will be responsible for (but not limited to):</p> <ul style="list-style-type: none"> - Capital project management - Request for proposals and bid development - Contract development and management - Development review - Coordination of capital projects with regional transit operators - Coordinating stakeholder meetings regarding capital projects - Developing and maintaining transit facility design guidelines <p>Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Date of Hire 	<p>TO002-R Weston Parkway Route \$1,016,000</p> <p>The Town of Cary will design, acquire right-of-way (ROW), and construct bus infrastructure improvements, including passenger access and waiting accommodations, for a new route serving Weston Parkway and Park West Village shopping area to provide new opportunities for residents, customers and businesses located along that route to use public transportation. Weston Parkway is a major employment corridor and Park West Village is a mixed-use development, drawing both commercial and residential customers. The new route is anticipated to start in January 2019. Design, ROW acquisition, and construction on necessary capital improvements is anticipated to begin in July of 2018.</p> <p>This project is linked with TO005-H for related bus operations.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Start Date of new Weston Parkway Route 2. Total Route Ridership by quarter 3. Total System Ridership by quarter 4. Number of bus stops constructed 	<p>TC002-F Downtown Multimodal Center - Design and Land Acquisit \$2,000,000</p> <p>The Cary Depot has served local and regional transit since 2005, as well as Amtrak since 1996. The facility serves as GoCary's central transfer hub and as a secondary hub for GoTriangle services. During peak hours, the facility is at capacity. The Wake County Transit Plan outlines an expansion of local and regional service and the addition of Bus Rapid Transit (BRT) and Commuter Rail Transit (CRT) over the next ten years. A new downtown multimodal center is needed, as the existing facility is unable to support this increase in service.</p> <p>The results of the feasibility study will determine the Land/Right of Way acquisition needs, as well as address some of the preliminary project development and planning requirements that lead into design. Based on the availability of parcels that can accommodate the needs of this facility, the Town anticipates Land/Right of Way acquisition costs of \$2.5 Million. At the same time, the initial design phase of the facility will begin. Design is expected to cost approximately \$1.5 Million and take approximately 12-14 months. The total estimated cost of Land/Right of Way acquisition and Design of \$4 Million will be supported by both Wake Transit Tax Proceeds (\$2 Million) and CAMPO's Locally Administered Projects Program (LAPP - \$2 Million).</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. ROW/Land Acquisition Purchase Date 2. Downtown Multimodal Center Contract for Design Awarded 3. Downtown Multimodal Center Design Completed

GoCary General Operating - Bus Operations	GoCary General Operating - Transit Plan Administration	GoCary General Capital - Bus Infrastructure	GoCary Special
<p>TO004-C Expansion Vehicles \$102,500</p> <p>The Town of Cary/GoCary will begin leasing two (2) new transit vehicles to be put into service in FY2018, and continue service provisions in FY2019. The Town of Cary leases its vehicles from its operations contractor, which charges the Town approximately \$50,000/vehicle (FY18 dollars). These vehicles are necessary for the Town of Cary to implement new services in FY18 and subsequent years of Wake Transit Plan implementation. Cost per vehicle in FY19 is estimated to be \$51,250.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Dates vehicles placed in service 2. Contractor invoice 	<p>TO002-AC 1.0 FTE Transportation Analyst \$150,000</p> <p>Town of Cary/GoCary will employ one (1) full-time equivalent (FTE) employee to function as its Transportation Analyst. This position will serve a vital role in conducting National Transit Database (NTD), grant and Wake Transit-required reporting, and budget/data/operational analysis, as well as aid in the review of Wake Transit documents & agreements. The Transportation Analyst will use data and performance analytics to enhance agency decision making capabilities, improve operational efficiency and effectiveness, as well as ensure compliance with regulations and documentation requirements. The cost represents salary, benefits, supplies and professional development opportunities for the position.</p> <p>Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Date of Hire 		
<p>TO005-H Weston Parkway \$402,399</p> <p>GoCary will provide a new route serving Weston Parkway and Park West Village shopping area. Weston Parkway is a major employment corridor and Park West Village is a mixed-use development, drawing both commercial and residential customers. As a part of this new service implementation, paratransit service will be implemented in accordance with Federal and Town of Cary service provision policies. This new service is anticipated to start on January 2019.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Start Date of new Weston Parkway Route 2. Total Route Ridership by quarter 3. Total System Ridership by quarter 4. Number of bus stops constructed 	<p>TO002-AD 1.0 FTE Transportation Program Coordinator \$150,000</p> <p>Town of Cary/GoCary will employ one (1) full-time equivalent (FTE) staff position to function as its Transportation Program Coordinator. Administrative expenses will also be incurred related to the function of the employee's work. This position will be responsible for the following, but should not be limited to:</p> <ul style="list-style-type: none"> • Coordination of Civil Rights Program Updates (ADA, DBE, Title VI, LEP, Environmental Justice, EEO) • Serve as the Title VI Coordinator • Serve as the DBE Liaison Officer • Serve as the ADA Program Coordinator • Conduct paratransit contract and service monitoring and compliance • Manage door to door eligibility, applications and policies <p>Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Date of Hire 		

TO002-AE 1.0 FTE Position Upgrade and Reorganization D **\$80,875**

The Town of Cary/GoCary will upgrade an existing position within its current administrative structure. This reorganization is needed due to the expansion of the GoCary system. The Deputy Transit Administrator will be responsible for:

- Long-range planning
- Grants management and reporting
- Overseeing federal compliance requirements
- Overseeing contract compliance
- Supervising the Transit Analyst, Civil Rights Program Coordinator, and Transit Planner (short-range) positions
- Directing overall department operations in the absence of the Transit Administrator

Costs associated with this FTE included salary, benefits, professional development needs & supplies.

Deliverables

1. Date of Hire

TO02-AF NCDOT Apprentice Local Match **\$20,269**

Town of Cary/GoCary will employ one (1) full-time equivalent (FTE) for fiscal year 2019 through the NCDOT Apprentice Program. The funding is the local match required from a sponsoring agency hosting an apprentice. This program offers work experience and learning opportunities to individuals who have earned a Bachelor's degree and have the desire to work in the field of public transportation.

The Apprentice will work primarily with the Transit Planner and the Grants & Special Projects Planner, but will also spend time with the Transit Project Manager, Transit Marketing Specialist and Transit Services Administrator. Some of the major tasks will include, but will not be limited to:

1. Create a comprehensive bus stop inventory
2. Work with Grants & Special Projects Planner to create process for enhanced National Transit Database (NTD) reporting requirements
3. Work with the operations contractor to review existing technology and research options for potential upgrades/replacements
4. Assist transit staff and Major Investment Study/Wake Bus Plan Core Technical Teams with any data collection/implementation (based on timing) of service changes and major capital projects

Deliverables

1. Hire Date of Apprentice
2. Completion of Bus Stop Inventory (including coordinates, pictures, amenities (bench, shelter, solar light, trash can, etc.), condition, ADA accessibility, maintenance needs, signage needs, etc.)
3. Completion of operational review for on-time performance, ridership sampling and passenger miles traveled. This task will include concurrence from FTA on our methodology for tracking/calculation of passenger miles traveled.

GoTriangle General Operating - Bus Operations	GoTriangle General Operating - Transit Plan Administration	GoTriangle Tax District Administration	GoTriangle General Capital - Bus Infrastructure	GoTriangle General Capital - Bus Acquisition	GoTriangle General Capital - Capital Planning	GoTriangle Special
<p>TO003-B/TO005-A Route 100 Improvements \$495,144</p> <p>GoTriangle currently operates Route 100 on Sundays from 6:40 AM to 7:15 PM, with hourly frequencies during this span. GoTriangle will now extend this span by 2 hours, and operate the route until 9:15 PM. This will match GoRaleigh's local service span on Sundays, and match proposed span extensions for GoTriangle Routes 300, 400, 700 and 800. The anticipated start date for this new span of service on GoTriangle's Route 100 is early August 2018.</p> <p>This new level of service for GoTriangle's Route 100 builds off improvements made to the route initially in FY2018 (see Appendix, Base Project TO005-A). The costs associated with improvements made to Route 100 in FY2018 are listed as 'FY2019 Base' to demonstrate funding made available to support the initial investments.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Revenue Hours of Service Ridership Passengers per hour 	<p>TO002-A 3.5 Positions/FTE's (1.0 FTE Multi Year Bus Plan, 1.0 FTE Major Investment) \$551,578</p> <p>GoTriangle currently employs 3.5 full-time equivalent employees (FTEs) for transit planning services it provides in Wake County to implement the Wake County Transit Plan. This includes 1.5 FTEs for public outreach and communications, one (1) FTE to manage the Wake County Multi-Year Bus Service Implementation Plan, and one (1) FTE to manage the Wake County Fixed Guideway Corridors Major Investment Study. These employees are a carryover from FY2017 and FY2018. Expenses also include accessory administrative expenses related to the function of the employees in their work. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Report on outreach efforts Report study/plan milestones Hire date 	<p>TO001-A 1.0 FTE Financial Oversight Position \$157,594</p> <p>GoTriangle will continue to employ one (1) full-time equivalent (FTE) staff position to provide administrative support for financial oversight of the Triangle Tax District, Wake Operating Fund. The employee will be responsible for producing annual operating and capital budgets and ordinances, updating the Wake Transit financial plan/model, developing operating and capital funding agreements, and developing quarterly and annual financial reports. This is a carryover from FY2017 and FY2018. Costs also include accessory administrative expenses to the function of the employee's work. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Hire date 	<p>TC002-A Raleigh Union Station Bus Facility \$700,000</p> <p>GoTriangle and GoRaleigh are constructing a bus transit center adjacent to Raleigh Union Station in Downtown Raleigh's Warehouse District. The Raleigh Union Station bus facility will allow future bus services (including bus rapid transit) to connect directly with intercity rail service and future commuter rail service. The facility will have 6 to 8 bus bays. The facility will contain ground level retail spaces and accommodate mixed-use development on upper floors. The facility is projected to be in its design phase throughout FY's 2018 and 2019. Construction is anticipated to occur in FY 2020.</p> <p>This project is linked to and builds upon portions of a FY 2018 project that allocated \$2,700,000 for design of the facility. GoTriangle will allocate additional funding for the purpose of design work associated with the Raleigh Union Station Bus Facility.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Award contract to Design Firm Completed Design of Union Station Bus Facility 	<p>TC001-C/D Support Acquisition of Vehicles \$5,000,000</p> <p>GoTriangle will purchase ten (10) new vehicles to support new bus service anticipated to begin in FY 2019/FY 2020 such as new routes or frequency increases on existing routes. Replacement vehicles to support existing services will be purchased as well. The vehicles will be ordered in FY 2019 with an anticipated delivery timeframe between July and December 2019. The purchases will be finalized in conjunction with the Wake Bus Plan.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Request Quote and request Board Approval Order/Release PO for buses Receive, inspect and accept buses 	<p>TC003-C Land Use and Affordable Study \$139,000</p> <p>Triangle J Council of Governments (TJCOG) will inventory existing and planned land use and affordable housing in all bus rapid transit and commuter rail station areas; engage planning, housing and development professionals in assessing station area potential; depict and analyze effects of alternative station area land use scenarios; and track development and affordable housing changes over time. This evaluation will result in information to be used for land use and affordable housing requirements in applications for state and federal funding for fixed guideway projects and to refine estimates for transit ridership in transportation forecasts.</p> <p>This project is linked to and expands upon initial funding provided in FY 2018 of \$42,000</p> <p>Deliverables</p> <ol style="list-style-type: none"> Travel Choice Neighborhoods Analysis Housing Affordability Inventory, Tracking and Opportunity Site Analysis Local Plans, Policies, Programs and Practices Guide 	<p>TC004-B Commuer Rail RTC Modeling \$333,333</p> <p>This project, sponsored by GoTriangle, will be conducted through coordination of the North Carolina Railroad and Norfolk Southern to complete Rail Traffic Controller (RTC) modeling activities related to the Commuter Rail project in the Major Investment Study. Dollars are proportionally budgeted based on total track mileage of 37.4 miles between West Durham to Greenfield Parkway; two-thirds of the estimated cost of this project is budgeted in the Wake Major Capital Fund based on this track mileage. The remaining third of the estimated cost of this project is funded via the Durham County Transit Plan.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Completed RTC Modeling
<p>TO003-C/D/E/TO005-B Route 300 Improvements \$987,230</p> <p>PM. Sunday service operation was a new project implemented with Wake Transit Tax Proceeds in Fiscal Year 2018. Sunday service span of operations will now be 7:00 AM-9:00 PM. This would match the span of GoCar's local service on Sundays, and proposed span extensions for GoTriangle's Routes 100, 400, 700 and 800. This span change is planned to begin in early August 2018.</p> <p>This new level of service for GoTriangle's Route 300 builds off improvements made to the route initially in FY2018 (See Appendix, Base Project TO005-B). The costs associated with the improvements made to Route 300 in FY2018 are listed as 'FY2019 Base' to demonstrate funding made available to support the initial investments.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Revenue Hours of Service Ridership Passengers per hour 	<p>TO002-B/C/H Administrative Expenses (Mileage, Travel, Training, Etc...) Outside Legal Counsel; Satellite Office \$61,613</p> <p>GoTriangle will continue to incur administrative expenses in its role of implementing the Wake Transit Plan. These expenses include:</p> <ul style="list-style-type: none"> -Expenses for travel, training and mileage; -Outside legal counsel to prepare for debt issuance to support large capital projects, Federal Transit Administration (FTA) applications for the Raleigh Union Station Bus Facility (RUSBus), procurement of professional service related to RUSBus and structuring of joint development contracts; -Utilities for a new satellite office in Wake County to support staff allocated specifically to implementation and administration of the Wake Transit Plan. <p>Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Report on Misc. Administrative Expenses Report on Outside Legal Counsel Report on Utilities for satellite office 	<p>TO001-B/C Financial Consulting Work, Audits \$116,000</p> <p>Audits on the funds managed by GoTriangle as tax district administrator will be conducted. Financial consultants will be employed to update the Triangle Tax District, Wake County financial model to accommodate the Wake Transit Plan and to provide advisory services to prepare for debt issuance associated with large capital projects proposed in the Wake Transit Plan and applications for funding being sought from the Federal Transit Administration (FTA).</p> <p>Deliverables</p> <ol style="list-style-type: none"> Report on Debt Issuance Audit Progress 	<p>TC002-K Short Term Park and Ride \$75,000</p> <p>Multiple towns in Wake County have expressed interest in establishing new or replacing existing park and ride lots during the FY 2019 cycle. GoTriangle will allocate funds for four (4) potential park and ride lots. Three (3) of the four (4) lot locations still need to be determined (the fourth will be in Holly Springs). The Wake Bus Plan and Long-Term Park and Ride Feasibility Study (TC002-O) will help to inform GoTriangle as to preferred siting of these facilities.</p> <p>This specific project will allocate funds to support the construction of short-term park and ride lot infrastructure and/or associated bus passenger amenities at such lot facilities. Bus passenger amenities could be defined as, but not limited to, shelters, benches, trash receptacles and/or bike racks. This project is linked with FY19 project TO002-F.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Determining park and ride lot locations, lead by municipal staff. Securing lease agreements with property owners. Installing signage, amenities, etc. needed for transit users. 		<p>TC002-J Paratransit Upfit \$568,124</p> <p>GoTriangle will lease facility space for the purpose of housing paratransit operations, vehicles & maintenance. This lease will give GoTriangle time to develop a long-term operations facility strategy and design and plan for the Transit Operations Department. Wake Transit Tax Proceeds will fund 62% of costs based on total ACCESS trips performed in Raleigh.</p> <p>This project will support the up-fit of a leased facility for the purposes described above. This request is linked to lease costs as described in the FY 2019 Project TO002-AA.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Contract with a Real Estate agent to act as GoTriangle's representative in identifying possible locations that meets criteria for safe operation, accommodates space needs for personnel and maintenance operations, provides for effective fiscal operation of the paratransit operation and arrange Select a location that meets criteria for safe and cost effective operation of the service, negotiate terms of the contract, and seek final approval for the lease agreement. Develop a timeline for move-in and start of the operation from the new facility 	
<p>TO003-A Fuquay-Varina Express Route \$272,191</p> <p>GoTriangle will continue to provide peak-period express service between Fuquay-Varina and Downtown Raleigh. The route started out as a provision to mitigate congestion during North Carolina Department of Transportation's Fortify construction project on I-40 and was funded by the State. What started on July 1, 2017 and continuing on July 2, 2018, the service will be funded using Wake Transit tax proceeds. The frequency for the service will continue at every 60 minutes during peak periods (M-F, 6-9 AM; 4-6:45 PM) beginning July 1, 2018</p> <p>Deliverables</p> <ol style="list-style-type: none"> Revenue Hours of Service Ridership Passengers per hour 	<p>TO002-D Outreach/Marketing/Communications \$99,425</p> <p>GoTriangle will continue to incur direct costs in its role of providing public outreach, marketing and communications services for the implementation of the Wake Transit Plan. These costs include: advertising, printing, special events, promotional events, meeting materials & website hosting.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Report on outreach efforts Report on miscellaneous marketing efforts 	<p>TO001-D 1.0 FTE Budget and Financial Manager \$107,500</p> <p>GoTriangle will continue to employ one (1) full-time equivalent (FTE) staff position to manage the Wake Transit Plan budget development and financial reporting processes. This position will report to the Finance Department and will be tasked with coordinating proposed plans into the budget and monitoring spending to ensure the budget stays balanced through the quarterly reporting processes. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Hire date 	<p>TC002-L Wake Forest Downtown Stop \$50,000</p> <p>The Wake Forest park and ride lot will be replaced in FY 2019, possibly moving out of downtown. That move may result in the loss of connection between the Wake Forest Express route and the Wake Forest loop. A new bus stop in downtown Wake Forest would ensure these routes maintain that connection. GoTriangle will work with the Town of Wake Forest to locate and construct a bus stop in downtown Wake Forest to serve both routes in operation through Town.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Determination of new stop location Agreement between parties involved with new stop development Installation of new stop amenities and service of two Wake Forest routes at stop 		<p>TC002-N RTC Facility Feasibility Study \$312,500</p> <p>GoTriangle will conduct a feasibility study to determine the best location for a</p> <p>Deliverables</p> <ol style="list-style-type: none"> Recommendations for new RTC locations. Land acquisition costs. How a new RTC location will affect current route planning. 	
<p>TO005-C Durham-Raleigh Express Frequency Improvement \$211,028</p> <p>GoTriangle operates the Durham-Raleigh Express (DRX) between Downtown Durham, Duke University/VA Medical Centers and Downtown Raleigh as a limited stop express service. These funds will match both a previous and upcoming Durham County investment for Route DRX and allow for added frequencies on the route. The anticipated start of this enhanced service will be in August of 2018. Before this new investment, the DRX ran every 30-45 minutes, but now will run every 15-30 minutes.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Revenue Hours of Service Ridership Passengers per hour 	<p>TO002-E Incidental Expenses for Systemwide Studies Public Engagement \$20,500</p> <p>GoTriangle is anticipating incurring costs related to public engagement activities that will be planned to facilitate public input and communications related to systemwide studies. Anticipated expenses include: meeting space rental fees, printing, refreshments for the public, travel/mileage, and public notices.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Report on public engagement efforts 	<p>TO001-E 0.5 FTE Tax District Administrative Assistant \$30,000</p> <p>GoTriangle will continue to employ one-half (0.5) full-time equivalent (FTE) staff position to provide administrative support for the GoTriangle Finance Department's Wake Transit activities. This staff position will be tasked with scheduling meetings, assisting with the preparation of the budget development and financial reporting calendar, and other administrative functions. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Hire date 	<p>TC002-M Bus Stop Improvements \$425,000</p> <p>GoTriangle will install up to 30 bus stops for future service. Bus stop amenities could include the installation of concrete pads for safer and more comfortable boarding/alighting of buses, benches, bike racks, access ramps, sidewalks, and other associated amenities.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Determination of new stop locations. Professional services to design stops. Procuring right-of-way, ordering materials, and beginning construction. 		<p>TC002-P Regional Technology Integration Study \$150,000</p> <p>GoTriangle will conduct a study to assess existing technologies among all</p> <p>Deliverables</p> <ol style="list-style-type: none"> Regional Technology Integration consultant is contracted Regional Technology Integration Study Kicks-Off Regional Technology Integration Study Wraps Up 	
<p>TO005-D Chapel Hill-Raleigh Express Frequency Improve \$52,896</p> <p>GoTriangle operates the Chapel Hill-Raleigh Express (CRX) between Downtown Chapel Hill and Downtown Raleigh as a limited stop express service. Orange County and GoTriangle began investing a small amount of new service hours into the CRX in FY 2016. These funds will match Orange County and GoTriangle's previous investment for CRX operations and allow for improved schedule reliability. The anticipated start of this enhanced service would be in August of 2018.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Revenue Hours of Service Ridership Passengers per hour 	<p>TO002-F Transit Customer Surveys \$128,125</p> <p>GoTriangle & the Capital Area Metropolitan Planning Organization (CAMPO) will continue the development and implementation of ongoing transit customer surveys to continually evaluate user experiences as services are implemented over time.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Summary reports of completed surveys 		<p>TC002-U Passenger Amenity Up-Fit \$150,000</p> <p>GoTriangle will up-fit one of its facilities in Raleigh (324 Lane Street) for the purpose of storing and fabricating passenger amenities associated with Wake Transit Plan Implementation. Up-fit activities include replacement of doors and windows, installation of new plumbing and wiring, lighting, loading dock repairs and limited landscaping and access improvements.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Number of shelters, benches, and other transit-related amenities that are stored at the space Cost savings realized by not having to lease or purchase additional space to store and fabricate benches and shelters 		<p>TC003-D ERP System \$458,333</p> <p>In FY 17 the GoTriangle Board of Trustees approved implementation of a Best-of-Class Enterprise Resource Planning (ERP) system. The critical goal of the ERP project is to provide business process re-engineering opportunities to achieve more effective and efficient processes throughout the organization.</p> <p>Deliverables</p> <ol style="list-style-type: none"> Enter into a contract with the ERP developer contract. Develop the ERP System. Implement the ERP System. 	

GoTriangle General Operating - Bus Operations	GoTriangle General Operating - Transit Plan Administration	GoTriangle Tax District Administration	GoTriangle General Capital - Bus Infrastructure	GoTriangle General Capital - Bus Acquisition	GoTriangle General Capital - Capital Planning	GoTriangle Special
<p>TO003-F KRX Continuity of Service \$52,930</p> <p>GoTriangle, in cooperation with the Town of Knightdale, will continue to provide peak-period service between downtown Raleigh and Knightdale at an hourly frequency (Knightdale-Raleigh Express - KRX). The Town of Knightdale was contributing local funds to support the provision of this service, but after July 1, 2017, Wake Transit tax proceeds are now funding the service.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Revenue Hours of Service 2. Ridership 3. Passengers per hour 	<p>TO002-I Property Maintenance, Repairs, Appraisals \$51,308</p> <p>GoTriangle will provide ongoing maintenance and repairs to properties it owns in Wake County that are being maintained as future potential passenger-facing facilities to support services implemented as part of the Wake County Transit Plan. GoTriangle will also conduct property appraisals for these properties.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Summary of maintenance efforts 2. Report on appraisal activities 		<p>TC002-O Long Term Park and Ride Feasibility Study \$500,000</p> <p>GoTriangle will conduct a feasibility study in order to assess effective locations for Park & 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.</p> <p>It is anticipated that this study will be completed within FY 2019 in order to properly plan for the future and better prioritize funding. With the completion of the Wake Bus Plan, GoTriangle will better be able to work with the municipalities around the County to determine where these lots should begin construction so that service can be established.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Long-term park and ride lot locations 2. Cost estimates for land acquisition and development 			
<p>TO005-E Regional Information Center Operating Hours \$25,000</p> <p>The Regional Call Center, housed at GoTriangle, serves all transit agencies and their customers for a variety of customer service needs related to Regional and Local Transit Operations throughout the Triangle Area. Due to the weekend span increases implemented in FY 2018, as well as those proposed in FY 2019, the Regional Call Center service hours must be extended to accommodate the span expansion. The Regional Call Center will now operate until 10:00 PM on weekends.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Phone Call Report 2. Customer Satisfaction Survey (Annually) 	<p>TO002-J Customer Feedback Management System \$35,875</p> <p>GoTriangle will continue the use of a web-based customer feedback management system that is integrated into the existing regional call center's phone system and continue to significantly improve transit agency responsiveness and accountability to transit customers. The system will benefit GoRaleigh and GoCary, as well as GoTriangle. The system will capture customer communications that come through web forms, phone calls, emails and social media and route them to transit agency staff best suited to responding and resolving issues. The system will allow transit agencies to gain new insights into repeat issues and allot transit agency staff to better focus on what is most important to customers. The system will also provide greater transparency into the results of interactions with transit customers.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Response volume 2. "Themes" or common comments 					
<p>TO005-F Park and Ride Leases \$90,000</p> <p>Multiple towns in Wake County have expressed interest in establishing new or replacing existing park and ride lots during the FY19 cycle. GoTriangle will partner with public and/or private parking facilities and lease spaces for park and ride lots to current and future customers. GoTriangle will temporarily lease four (4) lots for the short term until the long-term park and ride study (refer to Project TC002-O in the FY2019 Work Plan for more details) is complete. Three of the four lot locations still need to be determined (the fourth will be in Holly Springs). The Wake Bus Plan and Long-Term Park and Ride Feasibility Study will help inform GoTriangle on preferred locations for these facilities.</p> <p>This specific project will allow GoTriangle to allocate funding for lease costs associated with park and ride lots. This project is linked with TC002-K, which will allow for the construction of passenger amenities at these sites.</p> <p>Deliverables</p> <p>Determining park and ride lot locations, lead by municipal staff. Securing lease agreements with property owners. Installing signage, amenities, etc. needed for transit users.</p>	<p>TO002-R 1.0 FTE Paralegal \$82,500</p> <p>GoTriangle will continue to employ one (1) full-time equivalent staff position to provide paralegal duties to facilitate the legal aspects of the Wake Transit Plan. This position will be tasked with facilitating the contract process for both Wake Transit Partners and GoTriangle's Wake-related projects. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Hire date 					
	<p>TO002-S 1.0 FTE Wake Transit Director \$150,000</p> <p>GoTriangle will continue to employ one (1) full-time equivalent (FTE) staff position to provide overall management of GoTriangle's Wake Transit program responsibilities and activities including Program planning, process development, and budget & finance activities. Specific tasks include but are not limited to oversight of project planning, budget development and monthly management, quarterly reporting, reimbursement request submittals from GoTriangle, processing reimbursement requests received from Wake Transit Partners, coordination over the Wake Transit web presence and all other administrative functions. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Hire date 					
	<p>TO002-T 1.0 FTE Administrative Coordinator \$67,500</p> <p>GoTriangle will continue to employ one (1) full-time equivalent (FTE) position to provide administrative support, including but not limited to scheduling, planning all TPAC and Wake Transit Plan activities, developing presentations, facilitating internal and external and correspondence related to the Plan implementation. Specific tasks include but are not limited to providing administrative coordination for project planning, budget development and monthly management, quarterly reporting, reimbursement request submittals from GoTriangle, processing reimbursement requests received from Wake partners to ensure timely completion. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Hire date 					
	<p>TO002-U 0.4 FTE Performance Data Analyst \$26,400</p> <p>GoTriangle will continue to employ 0.4 full-time equivalent (FTE) staff position to manage, track and monitor service quality metrics and standards, and make recommendations that enable strategic decision-making in support of the Wake Transit Plan implementation. This position will cultivate and coordinate the development of reports from Business Intelligence Systems and Project Management Software for standard performance reports and ad hoc analyses. Additionally, this position will work closely with the Marketing Team, IT and outside vendors on web enhancements and content audits as well as strategy development for web refresh products. Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Hire date 					

GoTriangle General Operating - Bus Operations	GoTriangle General Operating - Transit Plan Administration	GoTriangle Tax District Administration	GoTriangle General Capital - Bus Infrastructure	GoTriangle General Capital - Bus Acquisition	GoTriangle General Capital - Capital Planning	GoTriangle Special
	<p>TO002-X 1.0 FTE Public Engagement Specialist \$150,000</p> <p>GoTriangle will employ one (1) full-time equivalent (FTE) to meet the required public involvement tasks and responsibilities defined by the TPAC. This position will work on introducing and/or improving strategic public engagement activities for the Wake Transit Plan, which will include surveys, public meetings and other tasks.</p> <p>Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Hire the position. 2. Preparing advertising campaigns (at least quarterly). 3. Organizing community communication events (as needed). <p>TO002-Y 1.0 FTE Project Manager Technology Integration \$97,200</p> <p>GoTriangle will employ one (1) full-time equivalent (FTE) employee for the purposes of managing regional technology initiatives and integration of those technologies across multiple transit operating agencies. Initially, this position will be tasked with managing the Regional Technology Integration Study (TC002-P). Once that study is complete, this position will manage the implementation of the coordinated technology integration plan. The total cost of this position in FY 2019 is \$150,000, but due to the regional responsibilities of the position that will go beyond Wake County, 65% of the estimated cost will be allocated from Wake Transit Tax Proceeds (\$97,200)</p> <p>Costs associated with this FTE included salary, benefits, professional development needs & supplies.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Project Manager for Regional Technology Integration is hired 2. Regional Technology Integration Study Kicks-Off 3. Regional Technology Integration Study Wraps Up <p>TO002-Z Creative Design Contractor \$80,000</p> <p>GoTriangle is tasked to support the creation of Wake Transit Annual Reports, factsheets, signs, web graphics, advanced PowerPoints, dashboard graphics and more to help inform and educate numerous audiences about the implementation of the Wake Transit Plan. Contracting with a creative design consultant will allow GoTriangle to have regular and direct access to a creative design firm as an on-call contractor for the purposes of content design and print-ready materials.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Enter into contract with a creative design firm. 2. Production of the Annual Report. 3. Monthly production of outreach materials such as Factsheets, web graphics and signs. <p>TO002-AA Paratransit Office Space Lease \$127,959</p> <p>GoTriangle will lease facility space for the purpose of housing paratransit operations, vehicles & maintenance. This lease will give GoTriangle time to develop a long-term operations facility strategy, design and plan for paratransit operations. Wake Transit Tax Proceeds will fund 62% of costs based on total ACCESS trips performed in Raleigh.</p> <p>This leased facility will support the estimated annual lease costs for such a facility as described above. This project is linked to the FY 2019 Project TC002-J.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Contract with a Real Estate agent to act as GoTriangle's representative in identifying possible locations that meets criteria for safe operation, accommodates space needs for personnel and maintenance operations, provides for effective fiscal operation of the paratransit operation and arrange meetings with the property owner. 2. Select a location that meets criteria for safe and cost effective operation of the service, negotiate terms of the contract, and seek final approval for the lease agreement. 3. Develop a timeline for move-in and start of the operation from the new facility <p>TO002-AL Passenger Amenity Storage \$10,000</p> <p>GoTriangle will up-fit one of its facilities in Raleigh (324 Lane Street) for the purpose of storing and fabricating passenger amenities associated with Wake Transit Plan Implementation. Up-fit activities include replacement of doors and windows, installation of new plumbing and wiring, lighting, loading dock repairs and limited landscaping and access improvements.</p> <p>Funding for this project will be used to support on-going maintenance and operations of this facility.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Number of shelters, benches, and other transit-related amenities that are stored at the space 2. Cost savings realized by not having to lease or purchase additional space to store and fabricate benches and shelters 					

Wake County General Operating - Bus Operations**TO004-F Rural General Public Trip Funding \$179,375**

Wake County Coordinated Transportation Services (now being called GoWake Access), will provide additional demand-response trips for Wake County residents in rural areas of the county that are not served by existing fixed transit routes. These demand-response trips will complement the existing fixed-route system by linking rural residents currently without access to those transportation resources. Approximately 9,000 demand-response trips per year are anticipated to be provided.

Deliverables

1. Revenue Service/Hour
2. Unduplicated Customers Served
3. Trips

TO005-G1 Elderly and Disabled Trips Funding \$70,000

Wake County Coordinated Transportation Services (WCTS) will provide additional demand-response trips for Wake County residents who are eligible based on age and/or disability in areas of the County that are not served by existing fixed route transit services.

This will build on initial service expansion for WCTS (GoWake Access) implemented in FY 2018 for trips applicable to rural residents in the County (see Appendix, Base Project TO005-G1). The costs associated with improvements made to WCTS in FY2018 are listed as 'FY2019 Base' to demonstrate funding made available to support the initial investments.

Deliverables

1. Revenue Service/Hour
2. Ridership
3. Cash Fares

TO005-G2 Wake County Transportation Call Center \$33,905

Wake Coordinated Transportation System (WCTS) service (GoWake Access) across the county, will allocate funding to serve as a local match source to expand its call center resources. Wake County/WCTS is requesting additional call center staff to answer the more than 37,500 calls received monthly from residents attempting to schedule transportation, make transportation inquiries or file formal commendations/complaints.

Wake County will convert three temporary call center representatives to four full-time, permanent call center representatives to reduce the call wait time and increase service levels for clients utilizing WCTS. Wake Transit Funds are proposed to be matched with Wake County General Funds and State Funds to support the positions.

Deliverables

1. Calls Answered per CSR
2. Service Level
3. Average Queue Time

Wendell General Operating - Bus Operations**TO003-G ZWX Funding****\$4,200**

GoTriangle, in cooperation with the Towns of Wendell and Zebulon, will continue to provide peak-period service between downtown Raleigh, Wendell and Zebulon at an hourly frequency (Zebulon-Wendell Express - ZWX). A contribution toward park-and-ride maintenance costs are currently being provided by the Towns of Wendell and Zebulon. Beginning July 1, 2017, and continuing on July 1, 2018, this contribution will be supported by Wake Transit tax proceeds.

Deliverables

1. Ridership at Stop

Special**TO005-L Youth GoPass****\$230,000**

Beginning July 1, 2018, youth will be able to travel fare-free throughout Wake County if under the age of 19. For youth age 13-18, transit agencies in Wake County will offer a 'Youth GoPass' program. These fare passes will be issued by GoRaleigh, GoCary or GoTriangle with valid K-12 School ID Cards, or with transit agency issued identification cards.

GoRaleigh, GoCary, and GoTriangle will work to partner with schools along Wake County's frequent bus network to issue the passes. Passes will also be available to those with a valid ID at GoRaleigh Station, the Town of Cary Finance Department, and the GoTriangle Regional Transportation Center. A total of \$230,000, funded from the Wake Tax Revenues, will offset fares that would have been collected by the transit providers, in addition to purchasing the supplies needed for this program.

Deliverables

1. Youth Ridership (Younger than age 19 - 13) compared with prior year boardings per month
2. Number of Passes Provided by Transit Provider
3. Youth Boardings by Time Span

Zebulon General Operating - Bus Operations**TO003-H ZWX Funding****\$5,654**

GoTriangle, in cooperation with the Towns of Wendell and Zebulon, will continue to provide peak-period service between downtown Raleigh, Wendell and Zebulon at an hourly frequency (Zebulon-Wendell Express - ZWX). A contribution toward park-and-ride maintenance costs are currently being provided by the Towns of Wendell and Zebulon. Beginning July 1, 2017, and continuing on July 1, 2018, this contribution will be supported by Wake Transit tax proceeds.

Deliverables

1. Ridership at Stop
2. Maintenance Performed (quarterly)