

# FY 2024 Quarter 4 Requested Wake Transit Work Plan Amendments

## REQUESTED MAJOR AMENDMENT

Capital Budget Amendment Requests						
Project ID #	Agency	Project Title	Original Funding Allocation	Requested Funding Allocation	Funding Impact	Reason for Major/Minor Amendment Status
TBD	GoTriangle	Regional Transit Technology Plan Update	\$ -	\$ 200,000	\$ 200,000	<p><b>Major Amendment:</b> Amendment request involves project requested to be added to the Work Plan and funded using funds from a budgeted reserve.</p> <p><b>Major Amendment:</b> This amendment request is for funds to hire a consultant to complete an update to the 2019 Regional Transit Technology Plan. The cost for the update to the Plan will be split among Wake, Durham and Orange Counties, and the amendment request is a cost neutral impact to the Wake Transit Plan, as it is requesting funds from a budgeted reserve account.</p>
<b>Total Capital Funding Impact</b>					<b>\$ 200,000</b>	

Distributed for Public Comment on 03/08/2024  
 Public Comments Accepted Through 04/05/2024  
 Submit all comments to Ben Howell, Wake Transit Program Manager - ben.howell@campo-nc.us

Wake Transit Project ID #
TBD

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

FY START DATE
7/1/2024

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

**Minor Amendments:**

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

**Major Amendments are required when:**

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

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

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Regional Transit Technology Plan Update	GoTriangle	Austin Stanion	Base Year	\$ -
		<a href="mailto:astanion@gotriangle.org">astanion@gotriangle.org</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2024	6/30/2025	Amendment will be cost neutral based on utilizing previously adopted transit funds.	Base Year	\$ 200,000
			Cumulative	\$ -

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

GoTriangle is requesting funds from Wake Transit reserves (Project TC003M) to complete an update to the 2019 Regional Transit Technology Plan Update. The consultant, chosen from the Wake Transit On-Call consultant list, has provided a high level cost estimate to update the plan. Staff will continue to work with the consultant and partners to refine the cost estimate and scope of work. The high level costs are being used to develop this request. The consultant has estimated the plan update will cost between \$175k-\$200k. The full high side amount is being requested at this time to cover any overages and additional scope items that may come up during development and ensure funding is available for procurement purposes. If the plan costs come in higher than currently anticipated, additional requests will be put into Durham and Orange to cover the increase. The work will begin around July 1, 2024, once the amendment request has completed the Wake Transit process for adoption and the contract is executed. The Plan update will include participation from Wake, Durham and Orange Counties. The cost split for the project among the Counties will be 70/20/10. This amendment request is a cost neutral financial impact to the transit plan as it is requesting funds from reserves.

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

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TBD	Regional Technology Transit Technology Plan Update	Capital Funding	\$ 200,000	\$ -	Amendment will be cost neutral based on utilizing previously adopted transit funds.
<b>TOTAL</b>			<b>\$ 200,000</b>	<b>\$ -</b>	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC003M	Technology Initiatives - Reserve	Infrastructure	\$ (200,000)	\$ -	Amendment will be cost neutral based on utilizing previously adopted transit funds.
<b>TOTAL</b>			<b>\$ (200,000)</b>	<b>\$ -</b>	

**3. Impact on Transit Plan Project Costs**

<b>From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.</b>	<b>Estimated Operating Cost</b>	Current Year	\$ -
		Recurring	\$ -

	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

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

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

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

Full year

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

A updated regional technology plan to guide partners in a similar direction regarding improvements in transit.

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

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

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

a)	Date RFP/RFQ released for plan/study
b)	Date contract awarded for plan/study
c)	Estimation of percent completion of scope on quarterly basis
d)	Results and/or recommendations of plan/study

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

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

9. List any other relevant information not addressed.

This amendment will have zero financial impact to the Wake Transit Plan. The technology reserve funds requested have been adopted from previous workplans. This amendment will move the requested funds from reserve to GoTriangle as project sponsor.

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

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

Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

CAPITAL COSTS	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Planning	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Right of Way / Land Acquisition	-	-	-	-	-	-	-
Other	200,000	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

*Assumptions for Costs and Revenues Above:*

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

The consultant developed a high level cost estimate to complete the update to the Plan. The request includes an extra \$25k for inclusion in any additional scope items that may be incurred.