



CHAPEL HILL TRANSIT
Town of Chapel Hill
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
MARCH 23, 2021 – 11:00 A.M. to 1:00 P.M. (VIRTUAL MEETING)
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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9. Adjourn	

MEETING SUMMARY OF A VIRTUAL MEETING OF THE PUBLIC TRANSIT COMMITTEE

January 26, 2021 at 11:00 AM

Present: Michael Parker, Chapel Hill Town Council
Amy Ryan, Chapel Hill Town Council
Randee Haven-O'Donnell, Carrboro Town Council
Anne-Marie Vanaman, Town of Carrboro Management Specialist
Cheryl Stout, UNC Transportation & Parking
Cha'ssem Anderson, UNC Associate Director of Transportation Planning
Damon Seils, Carrboro Town Council
Hongbin Gu, Chapel Hill Town Council

Absent: Nathan Knuffman, UNC Vice Chancellor of Finance and Operations.

Staff present: Flo Miller, Deputy Town Manager, Bergen Watterson, Transportation Planning Manager
Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Nick Pittman, Transit Planning Manager,
Tim Schwarzauser, Grants Coordinator, Matt Cecil, Transit Development Manager, Nickie Adkins,
Administrative Assistant, Kathryn McMillan, Procurement Specialist, Jeffrey Sullivan, Community
Outreach Manager

Guests: Zachary Hallock, Carrboro Transportation Planner, Fred Lampe, Kristen Young, Alison Smith,

1. The Meeting Summary of November 17, 2020 was received and approved.
2. **Employee Recognition** – Brian presented Team members of the year for Fixed Route, Kim Monroe and Matthew Rahimzadeh, Team members of the year for Demand Response, George Coutinho and William Barnett, and Team member of the year for Maintenance, Henry Jaramillo and TY Edwards.
3. **Consent Items**
 - A. December Financial Report– Provided for the Partners information. A committee member asked if there had been any conversation with NCDOT about SMAP funding. Brian stated that there have been positive signals but we won't know anything until we see the budget. A committee member asked if the formula for allocation of CARES funding is done on a state or a federal level. Brian stated that the formula is driven at the state level and it is driven by the size of the community.
4. **Discussion Items**
 - A. Temporary Adjustment to Carolina Coffee Shop Bus Stop- information received and approved.

- B. Cost Sharing Request from Grubb Properties for Glen Lennox Transit Amenities - Brian reviewed this item and the committee supports the staff's recommendation.
- C. Orange County Transit Plan Update- Brian reviewed this item.
 A committee member asked how we would align the differences between the two systems. Brian stated that the difference between our fare-free system and Go Triangle's fare system would need to be discussed further on how we would handle that.
 A committee member asked how the footprint for Wegman's would affect transit systems between Chapel Hill Transit and Triangle Transit. Brian stated that Wegman's is installing a shelter soon for us to be able to service that area with the D route. Brian stated that there are safety challenges due to Wegman's being so close to 15-501. We are working on coordinating a way for both transit systems to be able to service this area.
 A committee member asked if the D route would serve both Patterson Place and New Hope Commons. A committee member asked if EZ Rider would come and service Patterson Place as well. Brian stated that EZ Rider is already servicing in that area. Brian stated that the D route would only be able to service Patterson Place and not New Hope Commons.
- D. Covid Response Update- Provided for Partners information.
 A committee member asked when transit employees would be eligible for the vaccine. Brian stated that employees 65 plus were eligible to receive the vaccine right now but was unsure on when it would be available for the remaining staff.
 A committee member stated that when the vaccine is more readily available, we could see a jump in ridership to vaccination sites. Brian stated that we are in discussion with how we will handle this situation when it arises.
 A committee member asked if there were higher priority categories within the general category for essential workers to receive that vaccine. Brian stated that we don't have the answer to that question at the moment and we will share that question with our emergency management staff that is working with the Health Department.
- a. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding- Brian reviewed this item.

5. **Information Items**

- A. Holiday Schedule Update- Juneteenth Service Level- Brian reviewed this item and stated that he will give the University time to consider how this will impact them. This will be brought back for further discussion in February or later in the year if necessary.
- B. North South Corridor Bus Rapid Transit Project Update – Brian reviewed this item.
- C. Regional Bus Procurement- Brian reviewed this item.
- D. EZRAC Priorities- Brian reviewed this item.
- E. Project Update- Brian reviewed this item.

6. **Departmental Monthly Reports**

- A. Operations Report - Provided for the Partners information.
- B. Director's Report – Provided for the Partners information.

7. **Future Meeting Items**

8. **Next Meeting** – February 23, 2021 at Chapel Hill Transit – Virtual Meeting

9. Adjourn

The Partners set a next meeting date for February 23, 2021.

CONSENT ITEM

March 23, 2021

3A. February Financial Report

Prepared by: Rick Shreve, Senior Management Analyst

February 2021

- The February Financial Report will be provided at the March 23, 2021, Partners Meeting.

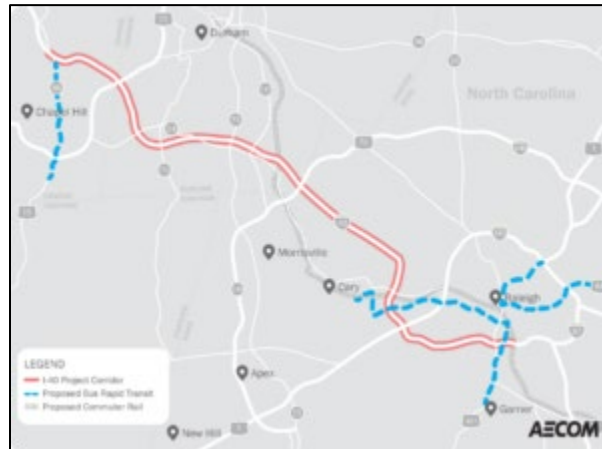
4A. I-40 Transit Priority Shoulder concept

1. Receive information and provide staff with feedback.

Staff Resource: Brian Litchfield, Transit Director

Overview

Joe Milazzo, Executive Director of the Regional Transportation Alliance (RTA) will provide a brief presentation on I-40 Transit Priority Shoulder concept that could improve the transit connections between the Chapel Hill/Orange County area to Durham and Research Triangle Park (RTP), southern Durham Raleigh-Durham International Airport and Wake County, as shown in the image below. The concept is to use a widened left shoulder, similar to bus on shoulder system, to provide transit vehicles priority during peak hours. The concept could connect the Bus Rapid Transit (BRT) projects that are under development in the region and perhaps a connection to the Triad area at the Eubanks Park and Ride in Chapel Hill or potential extending the concept area west toward Greensboro.



The I-40 transit shoulder priority concept is consistent with priorities staff have identified for the Orange County Transit Plan update, including: Identify high-capacity transit service options that connect Orange, Durham, Wake and RTP (short-term) and Identify high-capacity transit options for connections to RTP and Wake County rapid transit investments, in coordination with City of Durham and Durham County (medium-term).

Attachment

- I-40 Transit Priority Shoulder concept presentation.
- [The Chamber For a Greater Chapel Hill-Carrboro Blog Post.](#)

Recommendation

- That the Partners Committee receive the information and provide staff and RTA staff with feedback.

I-40 Transit Priority Shoulder concept

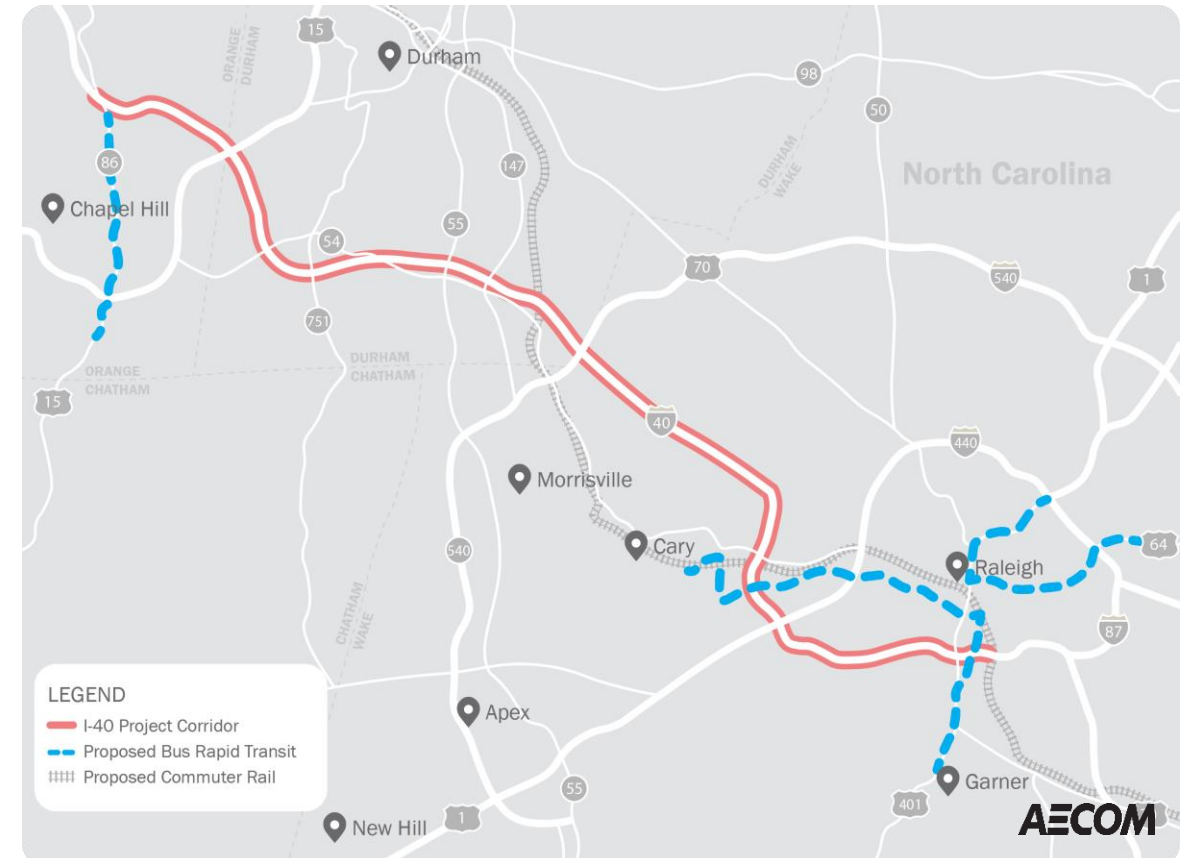


rev. February 25, 2021

I-40 Transit Priority Shoulder pre-feasibility study

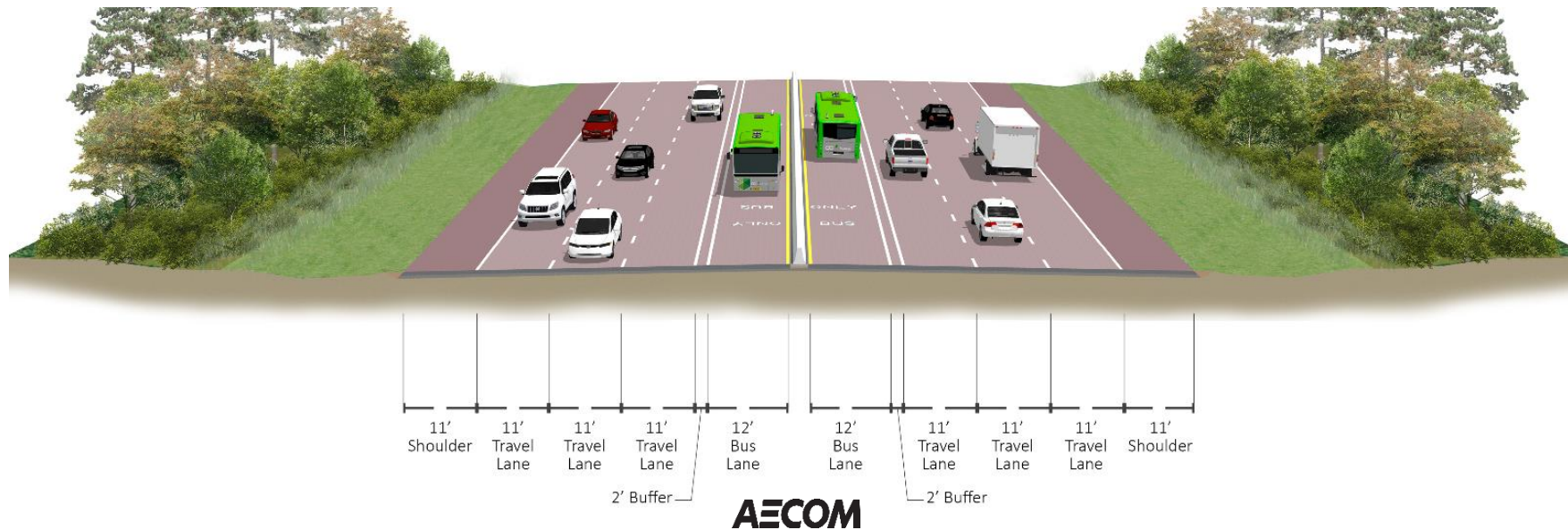
Purpose: Quickly create a lower-cost, enhanced transit opportunity along I-40

- Builds off of FAST study to create/leverage connections to regional BRT, commuter rail
- AECOM completing RTA study this winter



Transit Priority Shoulder (TPS) concept of operations

- 14' inside shoulder, next to median
- Max 45 mph adjacent to slower-moving traffic; max 35 mph when I-40 stopped
- More than current BOSS, much less than a new dedicated express lane

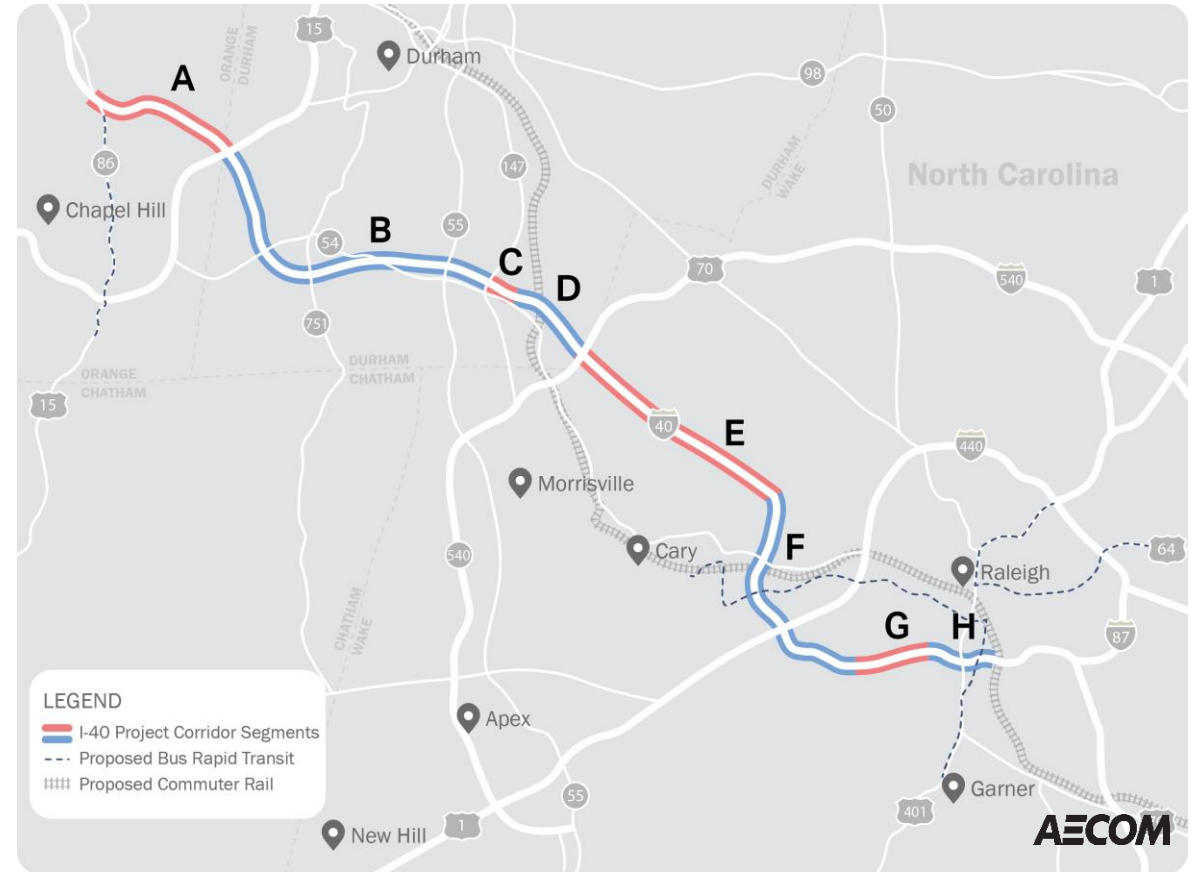


Transit Priority Shoulder (TPS) concept

Gist: Low-cost infrastructure improvement and practical transit operational treatment

TPS seeks to strike a balance of:

- Safety
- Travel speed
- Cost
- Speed of implementation
- “Viability” and opportunity



Comparison of TPS vs. BOSS

- Inside shoulder operation for TPS eliminates on-ramp and off-ramp conflicts at interchanges
- A 5 mile TPS segment could save 5+ mins vs. BOSS
- A 5 mile TPS saves 10+ mins vs. BOSS if I-40 stopped



Transit Priority Shoulder (TPS) concept

Issues, opportunities and next steps

- Create cost estimate for one or more TPS performance options
- Issues concerning pavement depth, superelevation, sight distance, etc.
- May be able to narrow through lanes to create wider shoulder
- Could be design/operational exceptions (e.g., intermittent 12' section, 35 MPH restrictions)

RTA and partners exploring opportunity; seeking low/moderate cost, scalable pilot

I-40 Transit Priority Shoulder concept



rev. February 25, 2021

Staff Resource: Nick Pittman, Transit Planning Manager
Rick Shreve, Senior Management Analyst
Brian Litchfield, Director

Overview

Chapel Hill Transit staff have begun work internally and with the Town's Business Management Department (BMD) towards developing our FY21-22 budget proposal. We are meeting over the next several weeks to go over preliminary expenditure numbers, and to hone in on revenue expectations for next year.

At this point in the typical budgeting process, major areas of identifiable increases or decreases are assessed (e.g. a large swing in the markets for fuel, a spike in employee medical insurance costs, a change in a major source of revenue), and we are beginning to hone in on the details in our key areas. We currently see only modest changes in key areas of operating expenditures – separate from any capital expenditures towards vehicle replacements.

Current Year Budget as an Approximation

Without major identifiable changes in our key expense areas, the current year budget serves as a reasonable approximation for our expenses for next year, *at current service levels*. The original Chapel Hill Transit budget for the current year was \$25,196,757. The following chart demonstrates the breakdown and relative percentages of our various expense categories:

Expense Category	FY20-21 Original Budget
Utilities	222,015
Tires	183,800
Technology	283,329
Personnel Expenses	15,488,112
Other	392,508
Medical Services	150,000
Maintenance: Vehicles and Build.	3,074,838
Lease Purchase Payments	716,110
Insurance	433,369
Gasoline	201,408
Diesel	1,301,029
Charges by General Fund	1,371,500
Capital	250,890
BRT	1,127,849
FY20-21 Original Budget	\$ 25,196,757

Using these expenses as a model will assume no changes in service or staffing levels from the current fiscal year. We anticipate being in full service for the upcoming fiscal year.

Note that this does not reflect:

- Adjustments to major expense categories including health insurance, wages and fuel (current contract prices were the lowest we have seen in decades and while some of this savings may extend into FY22, we expect increases in diesel and gasoline and we should certainly expect an increase in these areas as we move into FY23).
- Partners' capital investments beyond the debt-financing payment.
- No major service changes funded by Partner contributions or to University funded routes.
- New investments from Orange County Transit Plan.
- Allocating Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funding or American Rescue Plan Act Funding.

SMAP Update

We have heard from NCDOT that the General Assembly intends to restore State Maintenance Assistance Program (SMAP) funding for Transit in FY22. In conversations representatives from the House, Senate and Governor's Office have all indicated that SMAP will be part of their initial budgets. While we are anticipating that SMAP will be restored in FY22, we need to be prepared to adjustments and plan to reserve at least \$3M from our stimulus sources to cover this if needed.

Stimulus Funding

Thanks to federal stimulus grants we were able to cover the current year loss (\$3M) in SMAP and invest in COVID safety measures. Three stimulus grants have been provided by FTA:

- Coronavirus Aid, Relief, and Economic Security (CARES) Act - \$5.7M
 - Current Status: Grant adopted by Council in FY21.
 - Uses: Offset SMAP elimination and COVID expenses.
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) - \$5.3M
 - Current Status: Waiting for FTA grant and will need to be adopted by Council in FY22.
 - Suggested Uses: Reserve \$3M until a decision on SMAP is finalized. Allocate \$1.5M for small capital needs including UV systems and replacement bulbs, bus shelters and stops. Allocate \$500K to assist with Operator wage adjustments to \$16 per hour. If funding is not needed to cover SMAP, allocate remaining funds to bus capital purchases and bus simulator for training.
- American Rescue Plan Act Funding - \$8.25M (estimated)
 - Current Status: Waiting for award notice. FTA will need to develop a grant and it will need to be adopted by Council likely in FY22.
 - Suggested Uses: Reserve \$1.5M for NextBus Replacement, reserve \$1M for radio system replacement and reserve remaining funds for bus capital purchases.

Orange County Transit Plan Funds

We anticipate receiving our standard allocation from the Transit Plan which covers about 10% of our budget and the cost of the North South BRT work. As we shared previously, we submitted

three (3) projects for funding consideration in FY22, with an interest on improving service in the 15-501 Eastowne/Blue Hill area, making better connections with GoDurham and GoTriangle and customer safety:

- D – extended to Patterson Place and operate to 11pm on weekdays and 9pm on weekends. Estimated cost of \$594,495 assuming an August 2021 start date (90% covered by Durham Transit Plan and 10% - \$59,495 covered by Orange County Transit Plan).
- CL – add weekend service. Estimated cost of \$153,400 assuming an August 2021 start date.
- F – add weekend service. Estimated cost of \$277,536 assuming an August 2021 start date.

The Staff Working Group (SWG) has recommended tabling all service requests until after the Orange County Transit Plan Update is adopted.

Operating, Service and Capital Needs

- Operating: our continued request is to adjust the starting rate of Transit Operators to \$16 per hour and adjust current Transit Operators to avoid compression and equity issues. Note that Durham and Raleigh are starting at \$16.20-17.36 per hour and moving them to around \$24 per hour within four (4) years. Our current approved starting rate is \$14.90, or \$15.08 with a CDL. We need to adjust the starting rate to be reasonably competitive in the market and it is the right thing to do from an equity and living wage perspective. Our Operator vacancy rate is as high as it has ever been and senior operators are retiring at a faster rate due to concerns with COVID. If we are not able to address this, it will have impacts on our ability to provide service.

GoDurham	Effective 7/1/2018	Effective 7/1/2019	Effective 7/1/2020	Effective 7/1/2021
First 6 months	\$15.27	\$15.65	\$16.20	\$16.85
6 months to 1 year	\$16.36	\$16.77	\$17.36	\$18.05
After 1 year	\$17.45	\$17.89	\$18.51	\$19.25
After 2 years	\$19.63	\$20.12	\$20.82	\$21.66
After 3 years	\$21.81	\$22.36	\$23.14	\$24.06
4 years or more	\$23.27	\$23.85	\$24.69	\$25.67

- Fixed Route Service: we recommend the service improvements detailed under the Orange County Transit Plan section above. We also recommend that the Partners consider improving the service frequency in the 15-501 Eastowne/Blue Hill area to keep pace with the development in the area and further develop the transit market in this critical area. Staff, consistent with the Short Range Transit Plan, recommends 10-minute peak hour service on the D route. As the UNC Health develops in the Eastowne area, along with the former Blue Cross building, adding 10-minute service to the CL is also a necessary

investment. Implementing one or both of these may be a challenge without Orange County Transit Plan funds and/or grant resources as each is estimated at \$900,000 (weekday only) for a total of \$1.8M.

- Demand Response Service: using grant resources we are investing in software upgrades that will allow us to provide real-time trip notifications and application and web-based scheduling for customer. We also plan to explore reducing the 24 hour notice window and pilot same day trips/multiple trips with the same vehicle.
- Capital Needs: we need to replace six (6) buses in FY22 and seven (7) in FY23, which includes our 5 articulated buses. We have grant funds to purchase 6 electric buses and charging stations in FY22, leaving us to identify funding for six (6) buses: \$2.8M diesel or \$6M for electric. We would recommend the Partners continue to save surplus funds to be used toward bus capital purchases and make specific investments for capital, so when grant funds are not available the Partners are not facing large increases to purchase buses. We have significant needs for bus stop and shelter improvements and will use stimulus funding to assist with these efforts.

EZ Rider Advisory Committee Priorities

- Support ongoing updates to Trapeze (the Passenger Transportation Management software used by Chapel Hill Transit) that will improve the customer experience (examples: provide calls/emails/texts to customers about the location of their van; optimize vehicle routing to improve on-time performance, etc.).
 - This is funded with grant resources and underway. We anticipate testing and rolling out the service by mid-FY22.
- Conduct a survey of EZ Rider customers and use the input to recommend changes that move the agency forward. Evaluate the feasibility of new services of interest to customers (examples: same day trips, allowing for one stop during a trip, etc.).
 - Staff is currently working to develop a survey and it will be issued in FY21. Staff will use results to guide service/procedural adjustments and funding requests for FY23.
- Pay new Transit Operators a starting wage of at least \$16 per hour; increase existing Operators' wages to \$16 per hour; and, going forward, commit to pay Transit Operators wages that exceed or at least keep pace with the living wage.
 - Staff supports this request.
- Advocate for hiring more paratransit Operators as well as for new vehicle procurement in an effort to maintain high on-time performance standards, provide excellent customer service, and minimize preventable accidents.
 - Staff is not requesting any additional Demand Response positions at this point for FY22 and will analyze staffing needs for future years.
 - All EZ rider vehicles have been replaced in the last four (4) years. Staff will begin to plan for replacements, looking at electric options, as these vehicles reach their useful life over the next four to five years.

- Commit to expanding paratransit services to new people in the community that speak other languages, while continuing to support existing customers that speak other languages.
 - Staff will continue to support this effort. We are working with the Town to provide materials in multiple languages.

Areas for Guidance

- Operator wage adjustments.
- Fixed Route service investments.
- Capital investments.
 - Purchase diesel or electric buses while we test the 3-9 electric buses we currently have funded? This will also help guide us with decisions related to stimulus funding.
- Stimulus allocations.

Next Steps

- Chapel Hill Transit staff will provide more updates on our projections for the FY2021-22 budget at the April Partners meeting.
- The following is the Town of Chapel Hill's planned timeline for budget development and adoption:
 - March 31, 2021 – Chapel Hill Council Budget Work Session
 - April 14, 2021 – Chapel Hill Council Budget Work Session
 - April 27, 2021 – Transit Partners Committee Meeting
 - May 5, 2021 – Chapel Hill Town Manager's Recommended Budget Presentation
 - May 12, 2020 – Chapel Hill Council Budget Work Session
 - May 19, 2021 – Chapel Hill Council Public Hearing
 - May 25, 2021 – Transit Partners Committee Meeting
 - May 26, 2021 – Chapel Hill Council Budget Work Session (if needed)
 - June 2, 2021 – Chapel Hill Council Budget Work Session (if needed)
 - June 9, 2021 – Chapel Hill Council Consideration of Budget Adoption

Recommendation

- That the Partners Committee receive the information and provide staff with feedback.

4C. North-South Bus Rapid Transit**1. Action: Review drafts and authorize release to publication.**

Staff Resource: Matt Cecil, Transit Development Manager

Background

The current contract with AECOM for the North South BRT project covered 30% design and NEPA. As that work is nearing substantial completion and the Federal Transit Administration (FTA) has approved the project to move past 30% design, staff has developed a Request for Qualifications (RFQ) for 30-100% design to include all necessary engineering work and development of a bid package(s) for construction.

Chapel Hill Transit was also selected to receive a grant (\$592,500) to plan for transit supportive development around 16 North South BRT stations: <https://www.transit.dot.gov/about/news/us-department-transportation-announces-over-6-million-grant-awards-improve-transit>. This funding will allow us to build on the previous transit supportive development work our project team has completed. Staff has worked with Town Planning and the Land Use Management Ordinance Project Manager to develop a Request for Proposals (RFP) for this work. This work will be informed by the Town's recently adopted Future Land Use Map (FLUM) and conducted in coordination with the Town's Land Use Management Ordinance (LUMO) rewrite.

For both projects we will be looking for firms/teams with the technical experience necessary to be successful and with demonstrated experience in community engagement and education.

Scopes of Work**North-South Bus Rapid Transit Final Design – Professional, Design, Engineering and Community Engagement Services:**

Chapel Hill Transit staff have developed a RFQ for final design (30%-100%) to advance the North South BRT project consistent with FTA requirements and guidelines. The RFQ scope of work is attached and is compliant with all required local, state, and federal regulations.

Staff developed the RFQ in coordination with the Town of Chapel Hill representatives to the projects Technical Team and Procurement Staff. The draft is also being reviewed by the Technical and Policy Committees. We will provide the Transit Partners with a schedule when the RFQ is published.

Once we receive proposals, a committee of Transit/Town of Chapel Hill and Partners staff will review all submittals adhering to the requirements of the RFQ. The committee will make contract award recommendations to the Partners and Town.

North-South BRT Transit Oriented Development (TOD) – Professional Services:

Chapel Hill Transit staff have developed a Request for Proposal (RFP) for TOD professional services to complete TOD work made possible by the FTA Pilot Program for Transit-Oriented Development Planning Grant we were awarded earlier this year. The RFP scope of work is attached, and is compliant with all required local, state, and federal regulations. We will provide the Transit Partners with a schedule when the RFP is published.

Once we receive proposals, a committee of Transit/Town of Chapel Hill and Partners staff will review all submittals adhering to the requirements of the RFP. The committee will make contract award recommendations to the Partners and Town.

Fiscal Notes: It is estimated that the total cost for final design will be around \$6M and covered by the Orange County Transit Plan. It is estimated that the total cost for the TOD work will be \$795,00 and will be covered by the FTA grant and the necessary local match (Transit Budget).

Attachments

- North-South Bus Rapid Transit Final Design Scope of Work
- North-South BRT Transit Oriented Development (TOD) Scope of Work

Recommendation

- That the Partners Committee review the drafts and approve staff to release to publication.

CHAPEL HILL TRANSIT, FINAL DESIGN RFQ SCOPE OF WORK

PURPOSE AND BACKGROUND

The Town of Chapel Hill's Transit Department is seeking a qualified firm(s) with which to contract for North-South Bus Rapid Transit (NSBRT) final design (30%-100%) and design standards to include branding and customer experience that can be recycled in future BRT corridors, in conformance with Federal Transit Administration (FTA) Small Starts Project Development requirements and guidelines.

The Town of Chapel Hill is a vibrant community with a diverse environmentally minded population. This community is the home to the University of North Carolina at Chapel Hill, one of the largest higher education facilities in the state, and the UNC Health, which is one of the largest medical providers in the region.

Chapel Hill Transit (CHT) is the community public transportation provider, with 18 weekday routes, paratransit service, and transportation options provided 7 days a week, creating the 2nd most public transportation rides (6M annually) in the state of North Carolina.

In 2014 CHT conducted an Alternatives Analysis of the corridor extending from Eubanks P&R to Southern Village P&R traveling through Martin Luther King Jr. Blvd., South Columbia Street, Manning Drive, Mason Farm Road, and US 15-501. From the Alternatives Analysis, CHT moved forward with 30% and NEPA for the NSBRT project. The final LPA was selected for NSBRT in the summer of 2020, and the NEPA process began late fall 2020. The FTA has provided CHT with the opportunity to move towards 60% design during the environmental phase of the project. The completion of NSBRT will provide members and visitors to the Chapel Hill and Carrboro communities with a safe, reliable, and scalable solution to the current bus crowding they are experiencing in this corridor.

The goal is to implement revenue service for NSBRT by 2025. The successful consultant team will demonstrate that it has adequate experience and resources to assist the CHT in meeting these goals. The successful consultant must also demonstrate significant experience and capacity with developing BRT infrastructure (e.g. stations and dedicated lanes), design standards, branding, identifying user experience components, communications /marketing strategy, identifying and integrating functional art into BRT design and developing final design plans for BRT infrastructure and technology. The consultant will review and identify any recommendations from previously developed studies, or studies in development that are highly relevant to NSBRT and incorporate those recommendations when possible. A copy of these studies will be provided to the Consultant (in electronic format where possible). The consultant will be required to review all relevant studies and reports identified by the Project Management Team (PMT). Additional studies and plans might be identified during the course of this contract.

For more information please visit www.nsbrrt.org

STUDY MANAGEMENT

A study management team, headed by CHT, will manage the study in a collaborative effort. A Policy Committee and a Technical Committee have been created to provide technical and policy guidance to the consulting team selected to conduct the study. The project team will coordinate all study efforts with citizens, businesses, organizations, developers, media outlets, and local, state and federal officials.

The Policy Committee will be responsible for the overall direction of the study and will be comprised of elected, government and organizational officials from the study area. The committee members will provide policy guidance throughout the study process. The committee will meet at major milestones during the study to facilitate the analysis, community input and study deliverables. The Consultant is expected to attend committee meetings to update on the study progress and identify issues for resolution. The committee will meet approximately quarterly.

The Technical Committee will be responsible for advising the Consultant on technical issues during the study. The committee will be a cross-section of transportation, planning and development professionals from the public and private sectors, community and business leaders from the study area. The Consultant is expected to attend committee meetings and provide technical information for consideration. The committee will meet at least quarterly and more frequently as required by the study.

The makeup of the committees and their respective roles are not static, and will evolve as the study progresses.

SCOPE OF WORK

The purpose of this document is for the Town of Chapel Hill's Transit Department to secure professional architectural and engineering consultation for North-South BRT. This is the general scope of services that provides an outline of the work to be done. NSBRT final design (30%-100%) and design standards, including branding and customer experience that can be replicated in future BRT corridors. The town desires a principle designer to lead the consultant team, to also manage the design standards and customer experience portion of the scope of work. An engineering lead will be included and focus on advancing the corridor final design. It is CHT's objective to select and award a contract to a qualified Consultant or Consultant team to provide these services related to Project Development activities in accordance with the Federal Transit Administration's (FTA) Small Starts Program. The proposer shall refer to and follow requirements outlined in the Final Interim Policy Guidance, Federal Transit Administration Capital Investment Grant Program, dated June 2016,

(https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FAST_Updated_Interim_Policy_Guidance_June%20_2016.pdf)

The following Scope of Services is intended to be a general outline of the work and not an all-inclusive description of the professional and technical services that may be required to complete the project. Adjustments to the tasks and task sequencing, which will improve the effectiveness of the effort, while containing costs, are encouraged. Location-specific design challenges could be identified within certain portions of the corridor that might require immediate coordination with stakeholders. Additionally, the Town may choose to add other BRT related design elements to the final scope of services for this contract.

Significant coordination efforts will be included in the process and the consultant selected for this project will need to show capacity to meet deadlines identified by the Town of Chapel Hill. The scope of services includes two (2) sections:

1. NSBRT corridor final design
2. NSBRT customer experience and design standards

NSBRT Corridor Final Design

This section of the Scope of Work focused on advancing the NSBRT Corridor in design from 30% design to 100% design. A future task in this category may also include providing design services support during the construction phase of the project. This will include providing support during the bid phase.

Final Design

This Task involves completing Project Development as defined by FAST Act, including final design, and producing Construction design submittals, including plans, specifications, and engineer's estimate. CHT's is concerned about cost effectiveness and minimizing the risk of cost overruns, the Consultant will continually assess ways to optimize costs and reduce cost risk while still maintaining the project quality. Value and quality engineering will be expected, including a review of the plans at specified points through the process by external engineering professionals to suggest alternative approaches, materials, etc. This task includes the following design milestone deliverables: 60%, 90% and 100% design. The task will at a minimum include the following categories for final design consideration:

- Transit running way design
- Vehicle/station design compatibility
- Roadway design
 - Multiuse path design
 - Greenspace design
- Signal design
- Stormwater design
- Landscaping plans
- Crosswalk / Bicycle-Pedestrian design
- Structures, Canopy and other Vertical Elements
- Utility Coordination (including Fiber)
- Construction plan documents

Any other design components/elements that come up during advancement of corridor level design can/may be added to this scope.

Design Project Management Plan, Quality Control and Assurance Program (compliant with FTA requirements), Project Integration Program, and Contract and Project Administration

Design project management responsibility will begin from preliminary engineering phase. This discipline includes all of the administrative, management, integration, engineering management, coordination of third party design reviews and permitting, support for public outreach and third party agreements, reporting and quality control functions needed to coordinate the work of other Consultant team members and to ensure delivery of an integrated design.

The Consultant shall establish a Quality Control and Assurance Program of its own work and sub-consultants' work and perform Quality Reviews of Preliminary Engineering and Final Design documents, which include configuration management as a component of the Program. The Consultant shall:

- Prepare a project-specific Quality Control and Assurance Program Plan that addresses FTA quality elements for design, design control, configuration control, etc.
- Assure quality for all work when submitted as Draft for review
- Convene Quality Control audits as needed to assure compliance to the Quality Control and Assurance Program Plan for its work and sub-consultant work and document their findings.
- Provide document control filing structure and a site for storage of all documents in electronic form.

The Consultant shall identify, develop, implement, and systematically document active programs for Project Integration. Aspects of the Project Integration will include at a minimum:

- Interface Integration
- Civil/Systems checks
- Systems/Systems checks
- Arch/Civil checks
- Arch/Systems checks
- Vehicle/Facilities integration checks
- Vehicle/Systems integration checks
- Adjacent Private Property conformance checks
- Private and Publicly-owned Utilities integration
- Applicable Codes and Regulations compliance
- Technical interface with local agencies to identify design needs and issues
- Regulatory Agencies Integration
- Project Design Commitments Made in Third Party Agreements

- Private Utilities Master Agreements
- Federal and State Funding Agencies
- Identification and resolution for community concerns (to the extent feasible)
- Conformance with the CHT Financial Controls and Reporting
- Review Preliminary Mapping, ensure its quality and completeness for use in Preliminary Engineering and provide a plan for any required improvements to satisfy Preliminary Engineering requirements
- Integration of potential corridor enhancement projects to be completed by others
- Exhibits of urban design concepts will be provided for community review

Contract and project administration tasks shall include but not be limited to:

- Administering Sub-Consultant Contracts
- Submitting Progress Reports to the Project Manager, as needed, which include information identifying progress on contract deliverables and trending against contract budgets and identifying and addressing variances. Progress reports shall also include identification of potential risk factors, an assessment of their likelihood and potential consequences and recommendations for mitigating them.
- Establishing and controlling Baseline Documents per the Consultant's Quality Control Program developed specifically for this project
- Controlling uniformity in preparation of Preliminary Engineering Documents
- Tracking review comments, coordinate such comments, and respond in accordance with the Master Design Review Schedule
- Verifying and documenting that all concerns are addressed and, if required, included in the Preliminary Engineering Documents
- Maintaining and updating the master design schedule

Roadway Modifications

This task at a minimum will include additional planning and engineering for the dedicated curb bus lanes, bicycle facilities, roadway pavement rehabilitation and resurfacing, medians and curb bulb outs, drainage, utility relocations, traffic signals, on-street parking and street lighting along the NSBRT corridor. This shall include topographic surveys, utility surveys, mapping, site assessments, soils and pavement testing, right-of-way engineering in support of property acquisition or creation of easements, GIS administration, development of construction staging plans, support for third party agreements, utility and permit coordination, , and cost estimating during design, construction and commissioning of the NSBRT Transit way and Roadway Modifications.

Cost Estimates

This task involves developing capital cost estimates at each design level milestone

(60%, 90%, 100%) and for the final construction cost estimate. The cost estimating methodology shall be bottom-up and be performed using industry-standard cost estimating software.

Scheduling

This task involves developing an Integrated Program Master Schedule (IPMS) to be updated at each design level. Scheduling will be performed using industry-standard scheduling software.

Phasing and Implementation

This task requires identifying a phasing and implementation strategy for NSBRT. The phasing and implementation plan will focus on construction and maintenance of traffic solutions during construction, aimed at keeping the project on schedule for revenue service in 2025.

System Technology/Intelligent Transportation Systems (ITS)

The system technology task is vital to the functionality of NSBRT. This technology will incorporate three primary components: Station safety, station security, and traffic signal coordination including Transit Signal Priority (TSP). Additional coordination will be required to incorporate the existing Advanced Vehicle Location (AVL) technology into BRT vehicles, and display/announcement technology solutions into BRT Stations.

Agency Coordination

This task focuses on the need to have continued coordination with NEPA documentation, FTA regional and main offices, NCDOT, Town of Chapel Hill, and UNC representatives to ensure final design of the corridor is completed to meet respective standards of each authority. This task would include continued coordination with NEPA documentation to ensure design adjustments from 30-100% are communicated to and approved by the respective agencies. The selected consultant team will be responsible for documenting final approval from these agencies prior to construction.

Construction Management and Bid Phase Support

This task focuses on providing technical support through the bid phase, which may include but is not limited to preparing addenda to Invitation for Bid (IFB) plans/specifications, creating a conformed plan set, etc. The selected firm will prepare the bid documents for the construction portion of the project in a design bid build format. The Consultant may also be tasked with preparing bid documentation for a third party construction management firm.

Communications and Marketing

The corridor final design component will also include communications and marketing.

The strategy will be determined through the system-wide process and applied to corridor design public engagement and outreach activities. This task may also include development of a briefing book for NSBRT. The briefing book is envisioned to be a series of one-pager infographics providing pertinent project information and education including but not limited to: socio-economic demographics, highlighting public resources, activity centers, and destinations along the corridor, education information regarding BRT design, station design as well as other design components. The purpose of this document would be to provide resources for enhanced public engagement and to develop a template that can be utilized for future BRT corridors.

Public Outreach, Reaction, Education and Marketing for Designs

Public outreach, reaction and marketing services shall be provided to support all aspects of the project with specific tasks including policy and stakeholder engagement, meeting facilitation, public workshops, presentations to Town Councils (Chapel Hill and Carrboro), Chapel Hill Transit Partners, Technical and Policy Committees, Orange County Board of Commissioners, residents, businesses, multi-faceted marketing and promotional campaigns, marketing collateral, targeted promotional materials, other promotional materials, media campaigns, website development and design and reacting to public and media questions/concerns as they arise.

Customer Experience and Design Standards

CHT places high priority on ensuring that our customers needs are met in every aspect of the service we provide, and wants to ensure that the BRT experience is no different from our current services. The successful completion of the following categories will ensure the positive experience of our customers.

Station and Platform Design

The preliminary design outlines the features as informed by the public and refined through cooperation with BRT Stakeholder Committees. Design standards and considerations will also be utilized from Transit Oriented Development (TOD) work completed in the corridor. To the extent possible, these design characteristics shall be integrated into final design and shall create a coherent design framework across the NSBRT Corridor, while maintaining site specific neighborhood characteristics. Where possible, station amenities will be sustainable, using alternative energy sources. Consultant shall design with a strong focus on positive customer experience, crime prevention, maintenance, amenities, accessibility, and technology. Site amenity specifications and Design Plans as proposed include:

Bicycle Facilities

Final design should identify methods and opportunities to create positive spaces to store bicycles at BRT Stations. Emphasis shall be placed on bicycle maintenance/repair apparatus's at downtown and campus area stations, and taken into consideration at all stations where space allows. Station design elements will be incorporated to provide ease of access to, from and

around BRT Stations for cyclists, with future considerations for e-bikes and bike share programs. Options shall be included for bicycle storage on BRT vehicles, to include internal storage options.

Internet Accessibility for Customers

This option should be explored as a customer amenity to be provided at BRT stations. The consultant shall provide information from other transit systems that evaluates the technical requirements, costs, and security safeguards that should be considered in implementation. Any required hardware or station infrastructure should be identified and incorporated in final station design plans.

Customer Information

Customer information kiosks will accommodate changeable signage and include the ability to display system maps, neighborhood points of interest, real time arrival information, and BRT vehicle location in a graphic format. These kiosks shall also be accessible for those with visual impairment, and easily readable in all lighting scenarios. Customer information pertaining to real time arrival information will also be supplied in an audible format for visually impaired customers.

Benches, Trash Receptacles, and Amenities

Providing a clean and comfortable environment for all customers is essential. Benches shall be constructed as part of the station, matching in design, to accommodate as many customers as possible, while providing space for customers of differing mobility, and mobility devices. Consultant shall provide options that minimize the upkeep and maintenance of the station facilities, including the option for environmentally-friendly amenities such recycling options. Additionally, Consultant shall investigate options for cooling fans, to be automatically activated based on temperature.

Landscaping

Consultant shall propose both low-maintenance, preferably native and/or xeriscape design that is sufficiently set back from the curb to minimize sightline issues and interference with bus and other vehicular movements.

Decorative Paving, Detectable Warning Strips and other Hardscape Features

These features shall augment the overall design aesthetic and shall also provide ease of use for both pedestrians and those using mobility devices. Station design needs to consider mobility within the station, as well as around the station.

Station Lighting

A lighting plan will address both ambiance and safety, including automated lighting to signal operators to stop during low-light hours. Priority will be placed on lighting options powered by sustainable energy sources.

Utility Upgrades for Site Improvements

In addition to providing a plan for relocating utilities that may be affected by the location of a new station, utility upgrades may be necessary to support the amenities at the stations. A utility plan should include a holistic approach to integrating these upgrades as part of design and construction.

Station Identifier

Each station will also include a pylon or monument sign as an identifying marker that shall provide wayfinding for passengers to arrive at the station via different transportation modes. This sign should not only fit with the overall design aesthetic of the station and the area it serves, but will also fit within the branding of the BRT.

Bus Interface Improvements

Consultant shall prepare options for ease of docking for BRT vehicles, with a priority of maintaining a positive customer experience in various weather events.

Platform and Roadway Drainage

Station platform designs shall include any necessary modifications to storm drains to ensure proper storm water management, including potentially green stormwater infrastructure for the platform and adjacent roadway. The Consultant shall propose solutions to minimize vehicle road-spray for customers waiting at station platforms. Because BRT vehicles will operate in close proximity to (or come in contact with) the curb at stations, adjacent storm drains should be designed to minimize wear-and-tear on both the BRT vehicles and the roadway.

Introduction

The Town of Chapel Hill's North-South BRT (NSBRT) Project is currently in Small Starts project development. NSBRT is a proposed 8.2-mile BRT route with 16 planned station locations that will primarily operate in a curbside running dedicated guideway with transit signal priority along Martin Luther King Jr. Blvd, South Columbia Street, and US Highway 15-501 South in Chapel Hill, North Carolina. NSBRT will have special branding and stations with raised platforms, covered seating, real-time departure signs, and bicycle parking, and incorporate a multiuse path for cyclists and pedestrians. NSBRT will provide bidirectional service from early in the morning to late at night seven days a week, with service every 7-8 minutes all day on weekdays and every 10-20 minutes other times. NSBRT will operate in an existing highly used bus corridor serving a park and ride lot at each end, while providing connections to downtown Chapel Hill, Chapel Hill Town Hall, and multiple residential developments, as well as major employers including the University of North Carolina (UNC) at Chapel Hill and UNC Hospital, in addition to providing connections to regional service providers.

Chapel Hill Transit is one of 9 transit systems in the United States to receive Federal funding from the Pilot Program for Transit Oriented Development Grant opportunity.

With the NSBRT locally preferred alternative and station areas selected, the Town of Chapel Hill and its partners are poised to prepare for TOD in the corridor. Chapel Hill proposes TOD planning within a half-mile radius of the 16 stations in the NSBRT corridor to: increase ridership, multimodal connectivity, and access to transportation options for pedestrians and cyclists; maximize utilization of the NSBRT capital investment; and support economic development within the station areas. This work will build upon station area planning conducted in 2019 and corridor wide planning will bridge the Town's Future Land Use Map (FLUM) with station area TOD.

The firm will oversee and perform tasks that will address each of the following six identified goals and promote a holistic understanding of TOD to prospective partners and the community. The goals of the study are:

- 1) Engage stakeholders including the Town Council, neighborhood interest groups, general public, and private sector (business owners, real estate developers, etc.)
- 2) Create urban design along the NSBRT corridor that facilitates multimodal connectivity and accessibility, applies Complete Streets principles, and identifies infrastructure improvements to increase pedestrian and bicycle access to the station areas.
- 3) Identify the types of TOD (re)development opportunities within station areas including the Opportunity Zone.
- 4) Articulate corridor and TOD planning principles for integration within the Town's Land Use planning documents.
- 5) Establish a process to enable mixed-use development that enhances economic development, increases ridership and implements land use goals within the corridor.
- 6) Develop an implementation plan that assigns responsible parties and timeline to implement the accessibility and economic development strategies and station area plans.

The timing of this study is optimal as the NSBRT locally preferred alternative (LPA) has been selected and is currently undergoing the NEPA phase of the project and is at 30% design. In addition the Town of Chapel Hill's Future Land Use Map (FLUM) was adopted in December 2020, containing many aspects of BRT through the corridor. The Town of Chapel Hill has also kicked off redeveloping the Land Use Management Ordinance (LUMO) in early 2021. This study is poised to help develop the NSBRT corridor through utilization of the FLUM, while helping enhance and influence the LUMO to create new policies that are more transit oriented not just within the corridor, but throughout the Town of Chapel Hill.

Work Program

The selected firm will be furnished with the documents related to the 2019 TOD work to include the TOD Typology Framework, previous engagement practices, market study and Implementation plan. This data will be utilized as a jump off point for the continued TOD study. The firm will create a project management plan identifying necessary milestones and timelines for a successful completion of the work program.

Public and stakeholder engagement

The firm will create a public engagement (PE) plan that will specify when public input will be sought to develop the TOD vision and how engagement will be performed, to include the targeted audiences, input sought, and methods to engage and collect feedback with specific geographic and demographic relevance to the corridor/station areas. PE will utilize NSBRT's established communications and engagement practices, including its technical and policy advisory committees. Engagement activities will include input from the Town of Chapel Hill's Council, Planning Department, and advisory boards. The firm will engage stakeholders in the development of the TOD plan to provide transparency and develop consensus on the community's long-term vision. Firm is encouraged to participate in:

- Pop-up events at high-traffic locations such as businesses, libraries, or community events
- One-on-one interviews
- Presentations or solicitations for input at other organizations' meetings or in classrooms (presentation to neighborhood or other organization)
- Host focus group meetings
- Hosted informational open house meetings
- Post information online to targeted websites and social media
- Conduct electronic or in-person surveys

All PE activities will be prepared and executed in a safety conscious manner, adhering with CDC and Local Health officials to help prevent the spread of COVID-19.

Market Analysis

The firm will collect current uses, land availability, vacancy rates, land prices, rents, and price points will be evaluated. Focus groups and one-on-one interviews will be conducted with local real estate brokers, Town economic development staff, potential developers, and key property owners and used to assess

potential commercial, affordable and market-rate residential, and institutional (re)development opportunities in the short and long term. Potential gaps between feasible development and available resources will be identified and used to recommend tools to incent and facilitate development.

Existing Conditions Analysis

The Existing Conditions Analysis will be completed within one-half mile of the full corridor rather than around station locations, to collect information necessary to facilitate decision making on locations along the full length of the corridor. Mapping and information for existing and planned features will be developed for roadways; transit; bicycle infrastructure; sidewalks, trails, pedestrian subways and skyways; land use and business activity, (re)development potential; and community assets.

Accessibility Analysis

The accessibility analysis will build on a recent analysis of how NSBRT could improve walking and biking conditions in the corridor by expanding it beyond the immediate BRT guideway and platforms and into the station areas. The accessibility analysis will identify missing network links and impediments to an optimal walking, biking, or rolling experience and recommend improvements to increase accessibility for pedestrians, bicyclists, transit riders, and people with disabilities.

Station area concepts and development plans

Chapel Hill has developed a TOD Place Typology to differentiate the station areas by location, connectivity, land use, urban form and intensity. A station's typology reflects its existing conditions and future aspirational character. This typology along with the market and accessibility analyses will be applied towards the creation of station area concepts and development plans. These plans will document infrastructure features for each station area including pedestrian, bike, and transit rider connectivity and desired scale and types of (re)development. A list of metrics for each station will be developed to reflect each station area's existing condition and aspirational levels of development, affordable housing, accessibility improvements, and policy changes.

- Identify the current mix of housing types in the study area with attention to affordable housing (both legally income-restricted affordable housing and market-rate affordable housing)
 - Housing Market Review the most recent housing market analyses and, as part of the market analysis task, update the findings with current needs in the study area. Determine if feasible to develop targets for the preservation and addition of units that are affordable for a range of incomes below the Area Median Income (AMI). If deemed appropriate, establish metrics for evaluating progress toward meeting these needs and for how the information could guide future public and private housing investments for preservation of existing housing and construction of new housing. Prioritization will include coordination of Chapel Hill Town Council affordable housing policies and goals.
 - Transit-Oriented Housing Development Recommend strategies for expanding the supply of affordable and mixed-income housing. This may include the preservation of existing affordable housing, and promotion of mixed-income development at density levels supportive of transit service within the station areas. Recommend residential types and density levels supportive of transit service within the station areas. Identify mechanisms

- such as reduction in parking minimums or unbundling of parking costs to improve affordability housing for residents who do not own cars.
- A summary of existing conditions, both physical and policy/planning, should be created. The proposer should incorporate time into their budget and schedule to review all previous work with all participating agencies to further clarify previous studies. A Market Analysis report providing information about the entire corridor and each individual station area. Create a Housing Inventory and Analysis Report with associated maps and TOD Strategies.

Implementation Plan

The firm will prepare a phased implementation plan for encouraging and achieving TOD in the corridor. The implementation plan will identify responsible agencies, zoning, land use, and other policy actions, pedestrian and bike improvements, infrastructure needs, and (re)development sites. The implementation plan will be consistent with the metrics developed. These metrics will be monitored in the years following the TOD planning to assess the performance of the plan and the Town's progress toward implementation.

Schedule

The selected firm will identify an appropriate schedule to complete the aforementioned tasks, to include a detailed guideline for a robust Public Engagement creating opportunities for all members of the community to participate in.

Project Budget

Task	Total Cost
Public and stakeholder engagement	\$165,000
Market Analysis	\$132,000
Accessibility Analysis	\$66,000
Station area concepts and development plans	\$231,000
Implementation Plan	\$66,000
Total	\$660,000

5A. Chapel Hill Transit Holiday Schedule Update – Juneteenth Service Level

Staff Resource: Nick Pittman, Transit Planning Manager

Background

Each year Chapel Hill Transit staff works closely with our Partners to develop a holiday schedule that provides for adequate levels of service to our customers, is consistent with the Town's holiday policies, and allows our employees the opportunity to observe the holidays with their families. The Partners Committee adopted the following holiday schedule during the May 26, 2020 Meeting:

2020 Holiday Schedule:

- Day before Independence Day – Friday, July 3 – Saturday Routes (No U, NU and Safe Rides) and EZ Rider: 8:15a.m. – 6:52p.m.
- Independence Day – Saturday, July 4 – No service
- Labor Day – Monday, September 7 – No service
- Thanksgiving Day – Thursday, November 26 – No Service
- Day after Thanksgiving – Friday, November 27 – Sunday Routes (No U and Safe Rides) and EZ Rider: 8:15a.m. – 6:52p.m.

2021 Holiday Schedule:

- New Year's Day – Friday, January 1 – No Service
- Martin Luther King, Jr. Day – Monday, January 18 – Sunday Routes (No U) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Good Friday - Friday, April 2 – Sunday Routes (No U and Safe Rides); EZ Rider: 8:15a.m. – 6:52p.m.; 420 Route will operate
- Memorial Day - Monday, May 31 – No service

Since the adoption of the current schedule, the Town of Chapel Hill and many municipalities in the region have adopted Juneteenth (June 19th) as an observed holiday. This year the holiday will be Friday, June 18, 2021. Transit staff recommended operating Sunday level service on the holiday, consistent with Martin Luther King, Jr. and Good Friday holidays. After feedback from the University and UNC Health, we understand that they, along with many other employers will be operating on regular schedules on June 18, 2021. Based on this information, the Partners should consider operating a normal service level for June 18, 2021. We will reevaluate the service level for this holiday as part of the 2021-2022 holiday calendar discussion.

5B. COVID-19 Response Update

Staff Resource: Brian Litchfield, Director

This time a year ago we were announcing moving to Saturday only service on March 19, 2020 and doing something I have never done before in telling folks to not ride the bus, while trying to figure out the safest path forward with COVID. Every day since that time our Team Members have been doing all they can to safely provide service and support the communities we are fortunate to serve. Like you, they quickly adapted to new work and safety requirements, while also responding to significant changes in their personal lives. Thanks to their efforts and teamwork we continue to lead the region and state in our COVID response. I could not be prouder of their efforts and all they have done to support each other during this unprecedented time. I would especially like to recognize the Transit Emergency Response Team (copied above) – this all-star team has led our response efforts, while keeping up their day to day responsibilities, and continues to look for ways to keep our Team Members and customers as safe as possible.

I am also proud of and greatly appreciate the Transit Partners response to COVID – our efforts were possible thanks to the partnership and collaboration that has been a hallmark of Chapel Hill Transit for decades. Not only have you supported and encouraged our COVID safety efforts – you supported paying Team Members while we were in reduced service levels and covering their time when they need to be away from work due to COVID safety reasons. You also moved forward with implementing service improvements from the Short Range Transit Plan – including bringing Sunday service back to our service area for the first time in over 40 years, much needed improvements to many bus stops and grant applications for more electric buses. Your kind words along the way have also been appreciated by our Team Members – thank you for your continued support.

This week as we celebrate one year of our COVID response, we also celebrate our Partners and all you do for Chapel Hill Transit – thank you!

Please find below the message I shared with our Team last week. If you would like to share a thought or kind words with the Team, please send it my way and we will include it in the messages we have received from customers. In addition to a few COVID safe events this week (including a nice visit from RJ today – thanks to UNC Athletics) we are also working on a wrapped bus (attached) as a way to show further appreciation for the Transit/Town Team Members that have been on the front line during COVID.

#####

Transit Team - On March 18, 2021, we will reach our one year anniversary of our COVID-19 response. Sometimes it feels like we have been doing this for 10 years and sometimes it is hard to believe it has only been a year – I imagine that you have experienced similar feelings from time

to time. I am proud of our response as a team to COVID – we have adapted and continue to prioritize the safety of our team members and customers. We have also learned several things that will continue to keep us healthy even once we are past COVID. I am also so very proud of each of you for continuing to show up and do your job while also facing challenges outside of work that we could not have imagined a little more than a year ago (homeschooling, caring for aging parents and all the other things that COVID has thrown your way) – while also taking care of each other. Each of you are heroes and I look forward to not only celebrating our success next week, but also celebrating our success once we are through COVID (and we will get there).

I have heard many stories about team members getting vaccines and am glad to hear that is happening. I too am scheduled (and excited) for my first shot this coming Monday, after discussing my options with my medical doctor. While there may be different opinions on the vaccines – if you are unsure (that's ok and that's why I talked to my doctor), I would strongly encourage you to reach out to your doctor and get the advice about what is best for you and if you are able to get a vaccine to do so. Remember, we are also providing three hours of paid time for each COVID vaccine shot you need to take.

While there is a lot of hope around the vaccines and case #'s dropping – it is more important than ever to continuing doing all you can to keep yourself and those you love safe. Keep wearing your mask, follow the 3Ws and if you interact with someone that isn't living in your home, to wear a mask and stay 6' apart if possible.

Take care and I look forward to celebrating your success and awesomeness with you next week!

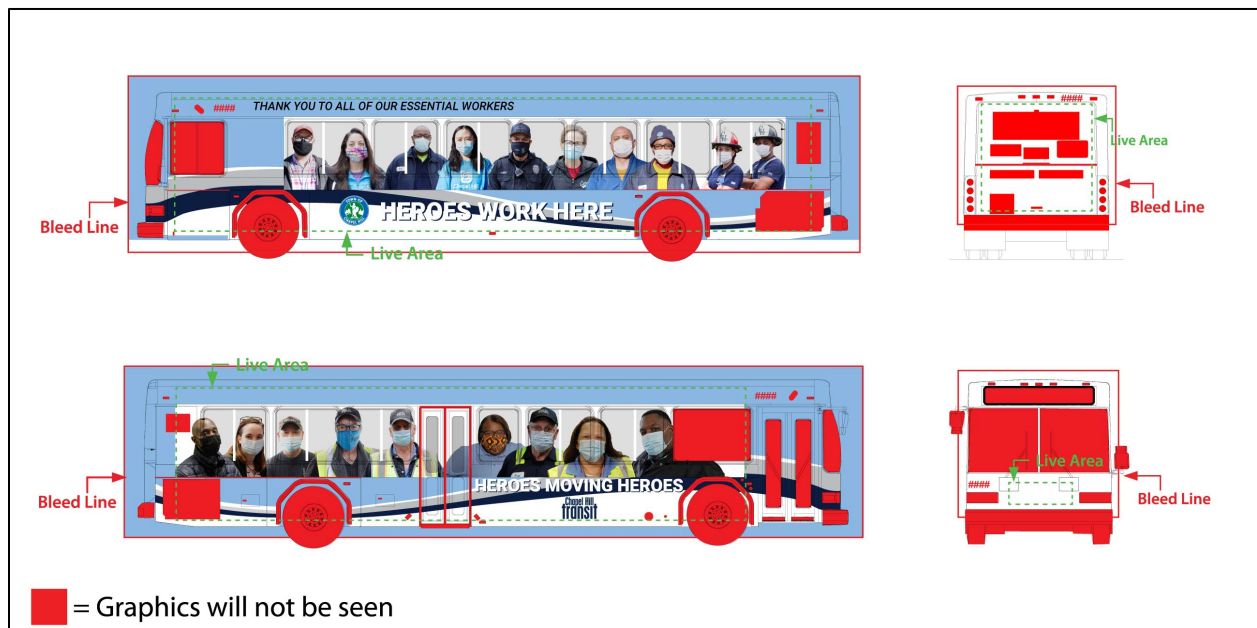
Heroes Wrapped Bus

As part of Transit Team Member Appreciation Week, we announced a new bus wrap design that will feature Transit Team Members as a way of showing additional appreciation for their good working during COVID. The wrap will also feature other Town of Chapel Hill Departments that have also been on the frontline – one side will be Transit and the other side will be fellow Town Team Members. The Transit Team representatives include:

- Katina Dixon
- Fred Sparrow
- Katy Fontaine
- Mark Rodgers
- Milo Carranza
- Paula Oxendine
- Reggie Mebane
- Tony Combs
- Janice Worth

Town of Chapel Hill representatives include:

- Mark Hicks (Parks)
- Demetrice Williams (Parks)
- Maureen Looby (Parks)
- Jenna Hambleton (Parks)
- Keith Smith (Public Works)
- Katy Thomas (Public Works)
- Craig Wortham (Public Works)
- David Felton (Library)
- Ji Nichol (Library)
- Paul Bell (PD)
- Taij Bond (FD)
- Eleni Terzis (FD)
- Roy Richardson (Housing)



Transit Access to Vaccination Sites in Chapel Hill and Carrboro

Chapel Hill Transit is committed to assisting with access to vaccination sites in Chapel Hill, Carrboro, and UNC Health in Hillsborough. We also understand that some seniors (or other residents) may not be EZ Rider customers so for trips to vaccination sites, we are waiving the EZ Rider certification process. We may need to make adjustments as future phases become eligible. Nick Pittman, Planning Manager, is serving as the Chapel Hill Transit's liaison to the County Vaccination Taskforce.

Service Details

Chapel Hill Transit provides service to two UNC Health Vaccination clinics and the Orange County Health Vaccination Clinic at the RR Lot.

Routes FCX, S, and N provide service to the UNC Friday Center. From Friday Center Drive, customers can walk to the back of the center to access the UNC Health Vaccine Clinic at the Friday Center. GoTriangle's routes 800, 800S, and 805 stops at the Friday Center along NC 54.

Chapel Hill Transit operates GoTriangle's 420 route, which provides service to the UNC Health Vaccine Clinic at Hillsborough.

Chapel Hill and Carrboro residents who are unable to access fixed route service or the RR Lot can use EZ Rider to travel to these vaccination points (you don't need to be an EZ Rider customer).

To book a trip, customers should:

- Call EZ-Rider Reservations (919) 969-4979 or complete our online form (<https://www.townofchapelhill.org/government/departments-services/transit/ez-rider/online-reservations>).
- Inform the representative that you want to reserve a trip to receive your COVID-19 vaccine.
- You may be required to show proof of your vaccination appointment.

Please note: UNC Health and Orange County Health vaccination clinics require appointments, and all are required to follow state and local processes to reserve an appointment.

Read more about how to register for your vaccine at: <https://vaccine.unchealthcare.org/>. For assistance via phone, call: (984) 215-5485. The hotline is answered from 8 a.m. to 5 p.m. Monday through Friday.

Chapel Hill Transit asks that customers do not ride the bus if they are sick or have been in contact with someone with COVID-19. Face coverings are required on Chapel Hill Transit vehicles.

5C. Orange County Transit Plan and Proposed Commuter Rail Updates

Staff Resource: Brian Litchfield, Transit Director
Nick Pittman, Transit Planning Manager

Background

The [Orange County Transit Plan <https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan_170424_app.pdf>](https://gotriangle.org/sites/default/files/publications/orange-county-transit-plan_170424_app.pdf) (the plan) was last updated and adopted in 2017. It contains a program of transit services and projects to be funded by local revenues for transit in Orange County through 2045. The plan needs to be updated due to the discontinuation of the Durham-Orange Light Rail Transit project and the Interlocal Implementation Agreement for the Plan requires it to be updated every four (4) years. The plan directs the spending of four dedicated revenue streams:

- Article 43: Half-Cent Sales and Use Tax
- Article 50: Five-Percent Vehicle Rental Tax for Regional Transit Authority
- Article 51: Three-Dollar increase to GoTriangle Regional Vehicle Registration Fee
- Article 52: Seven-Dollar County Vehicle Registration Fee

The revenue sources in the plan were expected to generate around \$8.5M in FY21 and \$8.9M in FY22.

Staff provided an update on the Plan and associated staff priorities at the [March 17, 2021, Chapel Hill Town Council Work Session](#) and GoTriangle staff provided an update on the proposed Commuter Rail Project.

Overview – Transit Plan

Orange County Transit Plan funding is critical to the annual operating budget of Chapel Hill Transit, providing around 10% of our annual operating budget (including the expansion of Sunday Service). It has helped meet vehicle replacement needs, fund bus stop improvements and provide the local match (\$14.1M) for the North South Bus Rapid Transit Project.

The Board of Orange County Commissioners approved a planning framework for updating the Transit Plan in 2019. They also developed a Policy Steering Committee to provide guidance on the vision and goals of the Transit Plan Update and help prioritize the types and quantities of service improvements and infrastructure investments that will best serve the communities they represent. The Committee includes:

- Barbara Foushee, Town of Carrboro Council Member
- Michael Parker, Town of Chapel Hill Mayor Pro Tem
- Mark Bell, Town of Hillsborough Commissioner

- Patty Philipps, City of Mebane Commissioner
- Mark Dorosin, Orange County Commissioner (Co-Chair)
- Sally Greene, Orange County Commissioner (Co-Chair)

The Policy Committee has met five (5) times. The agenda and some of the minutes are available at the following link: <https://octransit2020.com/learn-more/policy-steering-committee/>. The Committee is supported by Orange County staff and a Consultant Team. The County and the Consultant Team has released a Draft Regional Connections Opportunities Report (https://octransit2020.com/wp-content/uploads/2021/01/OC_RCO_review_draft.pdf) following the initial work of the committee and a public engagement effort that took place in October 2020.

Transit staff has provided the County with the following overall priorities - the Transit Plan Update is looking at the next 20 years. For staff planning purposes we assumed the following: short-term (1-4years); mid-term (5-9years) and long-term (10+years):

Regional Connectivity - Short Term:

- Maintain existing capital funding for NSBRT and identify options for transit plan investment in operating the route.
- Identify and prioritize investments in local and regional transit that increase connections and frequency between Orange County and Durham County along 15-501 (East-West BRT) and NC-54, providing convenient, safe and reliable service and crucial connectivity within and between jurisdictions.
- Identify and develop high-capacity transit service that connects Orange County and Durham County along 15-501, including service to UNC Health and UNC-Chapel Hill Campus, supporting regional economic well-being and higher-density development plans.
- Identify high-capacity transit service options that connect Orange, Durham, Wake and RTP.
- Evaluate options for improved coordination of regional demand response trips to improve service for customers and reduce the number of required transfers.

Regional Connectivity - Mid Term:

- Identify options for the development of transit/transfer hubs in key regional corridors and areas, including near UNC Health, Eastowne area, South Road near the Student Union and NC 86.
- Identify high-capacity transit options for extending NSBRT to Chatham County, including connections to Chatham Park.
- Identify high-capacity transit options for connections to RTP and Wake County rapid transit investments, in coordination with the City of Durham and Durham County. Well-

situated and well-designed transit hubs can significantly improve one of the most inconvenient parts of a transit trip for customers: the transfer experience. Transit hubs enable more connected transit route design and can more easily accommodate amenities for transit drivers and operations staff, help raise awareness of transit availability and may provide development opportunities.

Regional Connectivity - Mid Term:

- Identify corridors and key areas for the planning of new transit investments over the next 25 years and develop a long-range vision for transit connections in the Triangle and Triad.
- Identify opportunities for regional maintenance and training facilities.

Local Connectivity - Short Term:

- Identify Transit Plan funding for unfunded priorities in the adopted Chapel Hill Transit Short Range Transit Plan, priorities include improving frequency, strategically expanding weekend service and extending weekday hours of service - to improve access to jobs and community places and ensure transit is accessible, especially for those who depend on it the most.
- Continue to identify Transit Plan funding for bus shelters and bus improvements that prioritize transit customers, including curb-extensions at bus stops, bus shelters, walking routes and crossings, transit signal priority, dedicated bus lanes and queue jumps to ensure transit services are fully accessible to people of all ages and abilities. This also includes assistance with funding staff to better facilitate and implement these critical investments.
- Continue to identify Transit Plan funding for investments in replacement and expansion transit vehicles, with a priority on electric (non-diesel/gasoline) vehicles, consistent with Chapel Hill, Carrboro and University Sustainability Plans.
- Identify funding to assist with same-day demand response trips for EZ rider customers - improving access and mobility for those who depend on it the most.

Local Connectivity - Mid Term:

- Identify funding for solar power generation options currently under review by Chapel Hill Transit.
- Evaluate options for new park and ride facilities in the White Cross and Chatham County areas, consistent with the adopted Chapel Hill Transit Short Range Transit Plan.

Local Connectivity - Long Term:

- Identify key areas for the planning of new transit investments beyond 2030 and develop a long-range vision for local transit services in Orange County.

Overview – Commuter Rail

The Proposed Commuter Rail project, as originally included in the Wake and Durham county plans, would run 37 miles along the North Carolina Railroad Corridor between Garner and West Durham with stops at downtown Raleigh, N.C. State, Cary, Morrisville and Research Triangle Park. The original plans call for up to eight trips in each direction during peak hours with up to two trips each way during midday and evening hours, for a total of 20 weekday roundtrips. A project team that includes Durham County, Wake County, Orange County, Johnston County, CAMPO, DCHC, the North Carolina Railroad Company, NCDOT, the Research Triangle Foundation and GoTriangle is working together on preliminary feasibility studies.

Attachments:

- Orange County Transit Plan Update
- Commuter Rail Update – GoTriangle Staff



Orange County Transit Plan Update

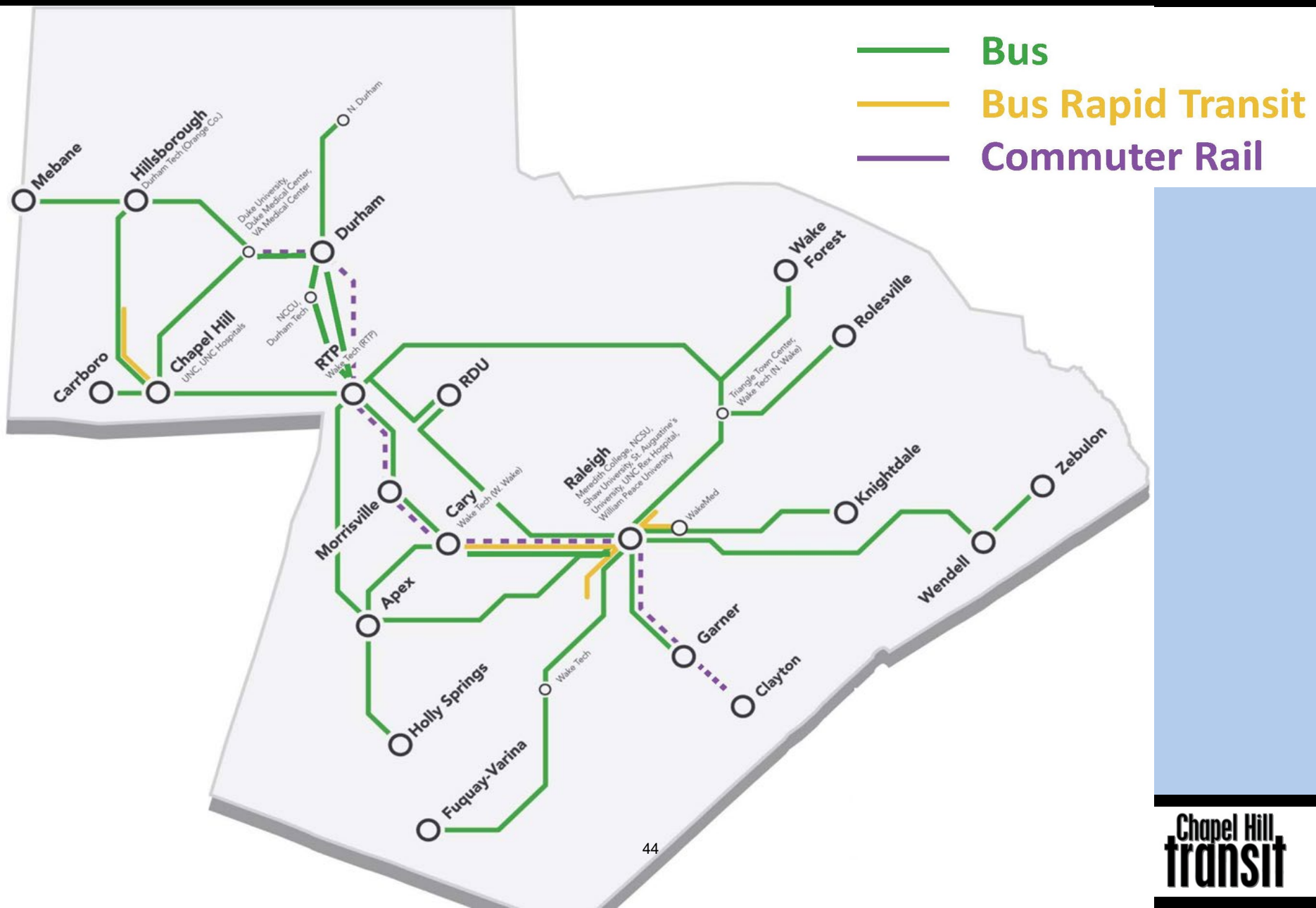
Chapel Hill Town Council
Work Session
March 17, 2021

Tonight's Agenda

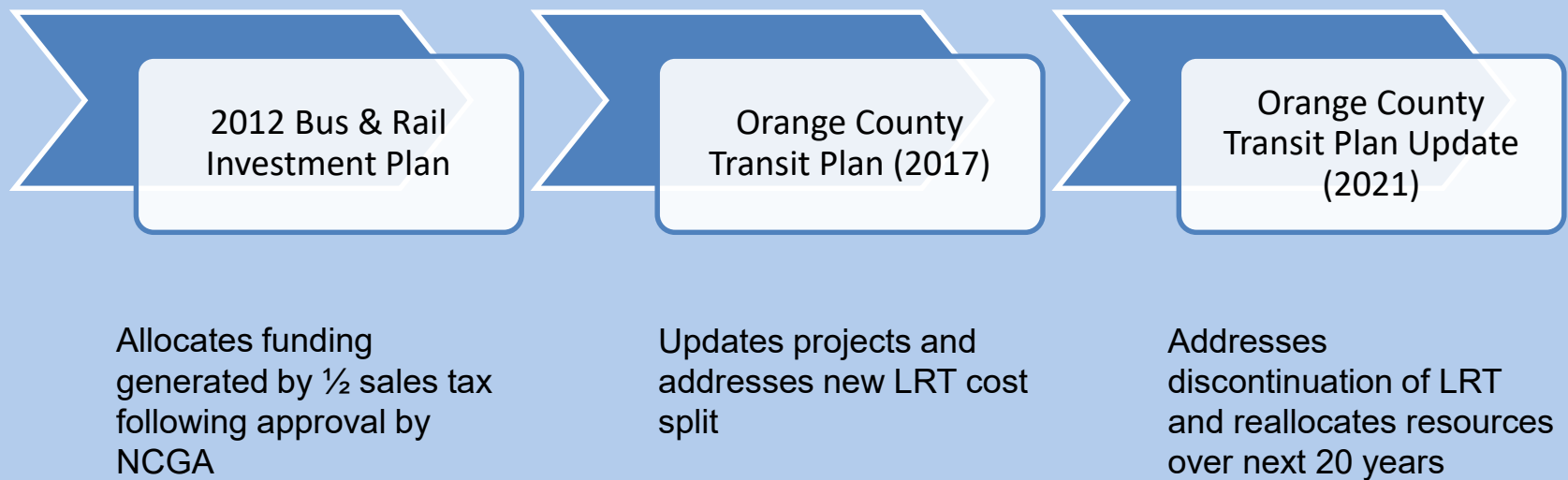
- Transit Plan Overview
 - Funding
 - Initiatives
 - Update Overview and Next Steps
 - Chapel Hill Transit Priorities
- Proposed Commuter Rail Overview
 - Current Study and Next Steps
- Questions and Feedback



Regional Context



Transit Plan History



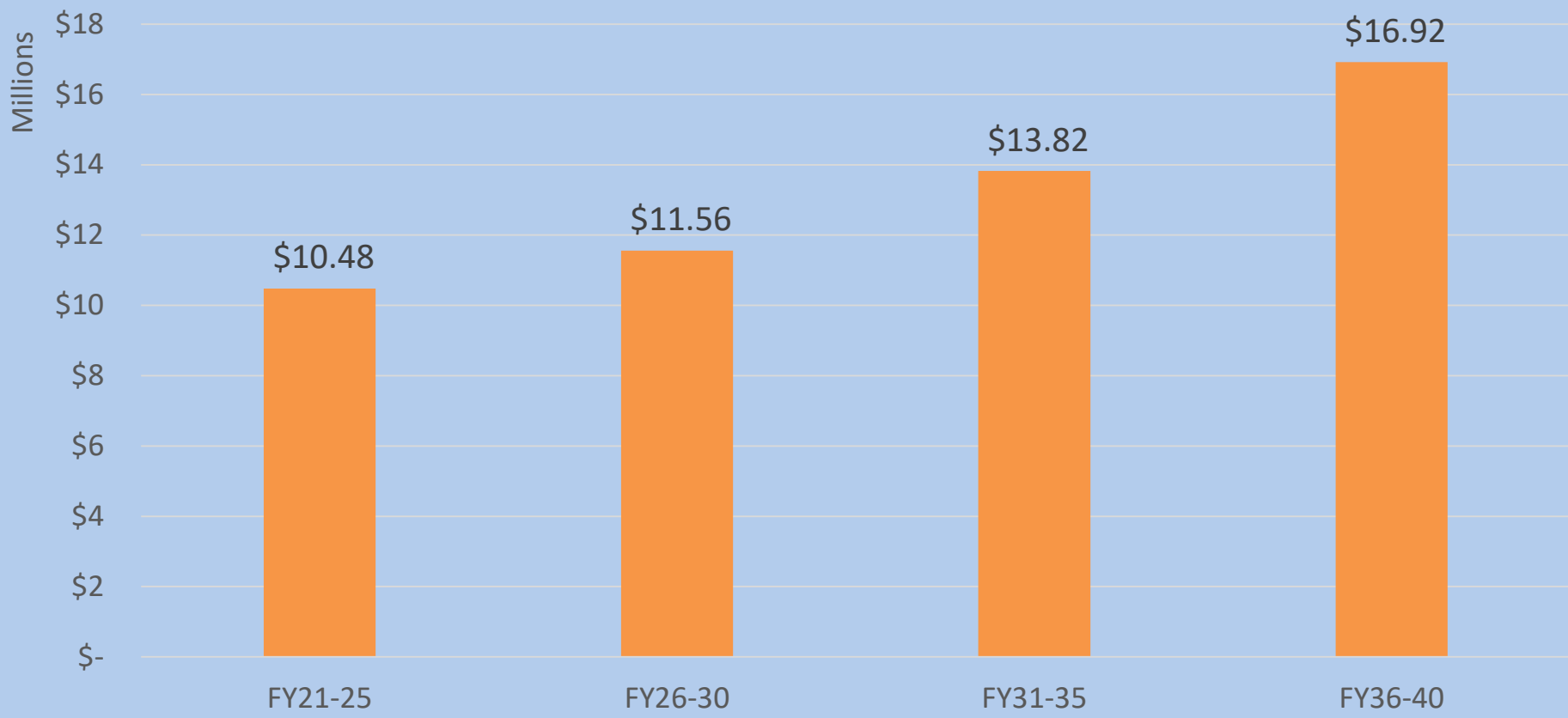
Core Investments: Transit service, buses and stop improvements, Hillsborough Train Station and North South BRT.

OCTP Funding and Investments

- Funding Sources:
 - Article 43: Half-Cent Sales and Use Tax
 - Article 50: Five-Percent Vehicle Rental Tax for Regional Transit Authority
 - Article 51: Three-Dollar Increase to GoTriangle Regional Vehicle Registration Fee
 - Article 52: Seven-Dollar County Vehicle Registration Fee
- Revenue FY14 – FY20 = ~\$63M
- Investments FY14 – FY20 = ~\$55M
 - DOLRT = \$27M
 - Transit Service = \$15M (Chapel Hill Transit, OPT and GoT)
 - Buses and Capital = \$6.7M (Chapel Hill Transit, OPT and GoT)
 - North South BRT = \$1.4M



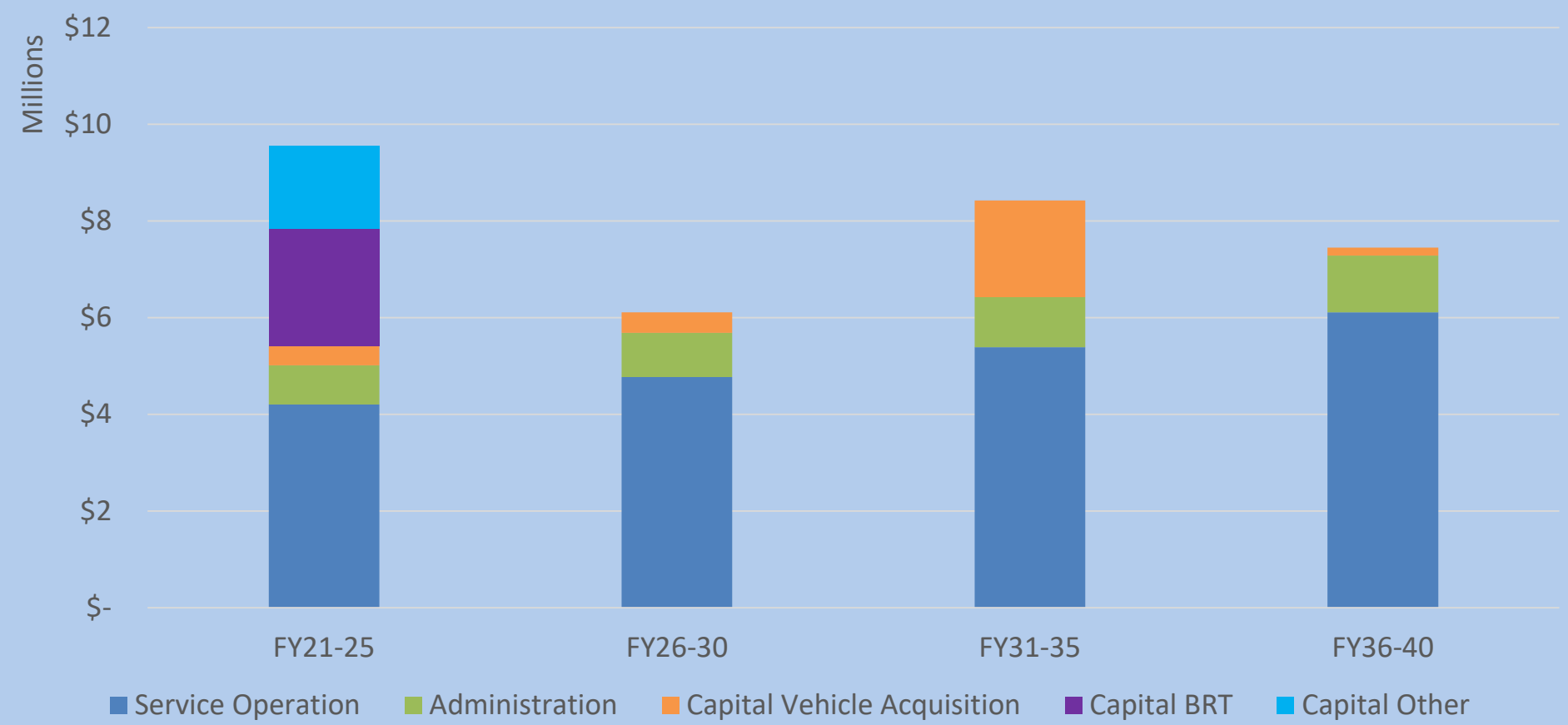
OCTP Avg. Annual Revenue



- Note: Not adjusted for inflation.

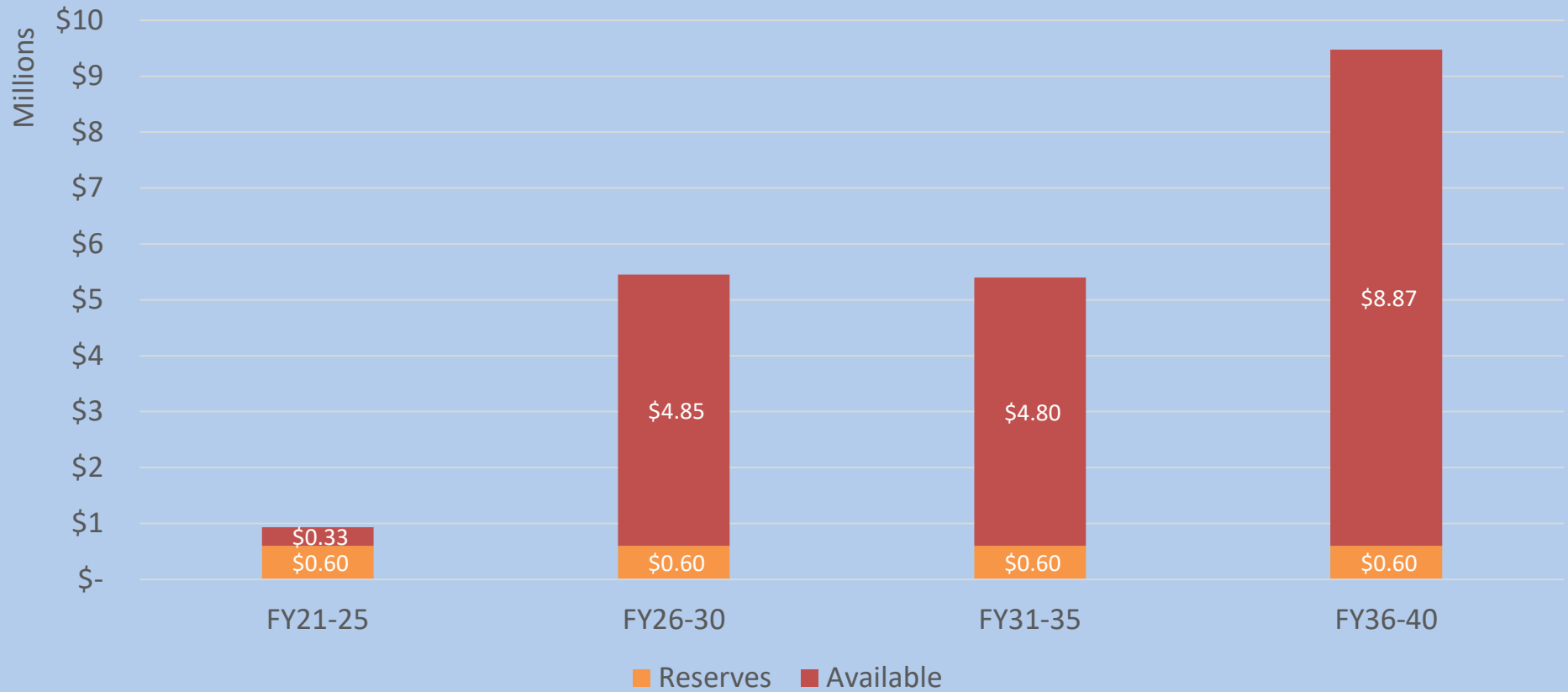


OCTP Avg. Annual Expenses





OCTP Unobligated Avg. Annual Funds





Chapel Hill Transit OCTP Investments

- Investments
 - Service Hours = 13,696
 - Buses = 5 fixed route buses (\$3.7M)
 - Bus Stops = 20-25 bus stops (\$400K)
 - NSBRT = \$14.1M allocated
- Priorities for Investments
 - Implement service improvements such as evening/nighttime and weekend service, that provide improved access to jobs with nontraditional work hours.
 - Expand access to retail, medical, recreational and educational destinations in Chapel Hill and Carrboro for lower-income and transit dependent residents.
 - Identified areas of interest including better serving Rogers Road community and other lower-income populations.
 - Meet peak-hour service demands (e.g. overcrowding, lack of service, etc.).
 - Cover cost of existing services.



OCTP Policy Committee

A Policy Steering Committee was developed by the County to provide guidance on the vision and goals of the Transit Plan Update. The Committee includes:

- Barbara Foushee, Town of Carrboro Council Member
- Michael Parker, Town of Chapel Hill Mayor Pro Tem
- Mark Bell, Town of Hillsborough Commissioner
- Patty Philipps, City of Mebane Commissioner
- Mark Dorosin, Orange County Commissioner (Co-Chair)
- Sally Greene, Orange County Commissioner (Co-Chair)



OCTP Update Scope Of Work

Tasks by Phase

Phase 1	T1	PSC Coordination
	T2	Transit Choices Brochure
	T2	Regional Connections Opportunities Report
	T3	Engagement Preparations
	T3	Engagement Wave 1
	T4	Conceptual Scenario Development
Phase 2	T5	Identify projects
	T5	Prioritization process development
	T5	Preferred Scenario
	T6	Engagement wave 2 prep
	T6	Engagement Wave 2
	T7	Revenue forecasting
	T7	Implementation Plan
	T8	Final Report

PHASE 1 Introduces key transit planning concepts and frames choices in terms of easy-to-understand values to generate alternative conceptual transit scenarios

PHASE 2 Identifies proposed projects, prioritization criteria, and available revenues to produce implementation recommendations through 2040.

OCTP Potential Priorities

Regional Connectivity – Short Term:

- Maintain existing capital funding for NSBRT and identify operating funding.
- Identify and prioritize investments in local and regional transit that increase connections and frequency between Orange County and Durham County along 15-501 (East-West BRT) and NC-54.
- Identify and develop high-capacity transit service that connects Orange County and Durham County along 15-501
- Identify high-capacity transit service options that connect Orange, Durham, Wake and RTP.
- Evaluate options for improved coordination of regional demand response trips to improve service for customers and reduce the number of required transfers.



OCTP Potential Priorities

Regional Connectivity – Mid Term:

- Identify options for the development of transit/transfer hubs in key regional corridors and areas, including near UNC Health, Eastowne area, South Road near Student Union and NC 86.
- Identify high-capacity transit options for extending NSBRT to Chatham County, including connections to Chatham Park.
- Identify high-capacity transit options for connections to RTP and Wake County rapid transit investments, in coordination with City of Durham and Durham County.

Regional Connectivity – Long Term:

- Identify corridors and key areas for the planning of new transit investments over the next 25 years and develop a long-range vision for transit connections in the Triangle and Triad.
- Identify opportunities for regional maintenance and training facilities.



OCTP Potential Priorities

Local Connectivity - Short Term:

- Identify Transit Plan funding for unfunded priorities in the adopted Chapel Hill Transit Short Range Transit Plan.
- Continue to identify Transit Plan funding for bus shelter and bus improvements that prioritize transit customers, including curb-extensions at bus stops, bus shelters, walking routes and crossings, transit signal priority, dedicated bus lanes and queue jumps .
- Continue to identify Transit Plan funding for investments in replacement and expansion transit vehicles, with a priority on electric (non-diesel/gasoline) vehicles.
- Identify funding to assist with same-day demand response trips for EZ rider customers – improving access and mobility for those who depend on it the most.



OCTP Potential Priorities

Local Connectivity - Mid Term:

- Identify funding for solar power generation options currently under review by Chapel Hill Transit.
- Evaluate options for new park and ride facilities in the White Cross and Chatham County areas, consistent with the adopted Chapel Hill Transit Short Range Transit Plan.

Local Connectivity – Long Term:

- Identify key areas for the planning of new transit investments beyond 2030 and develop a long-range vision for local transit services in Orange County.





Questions and Feedback





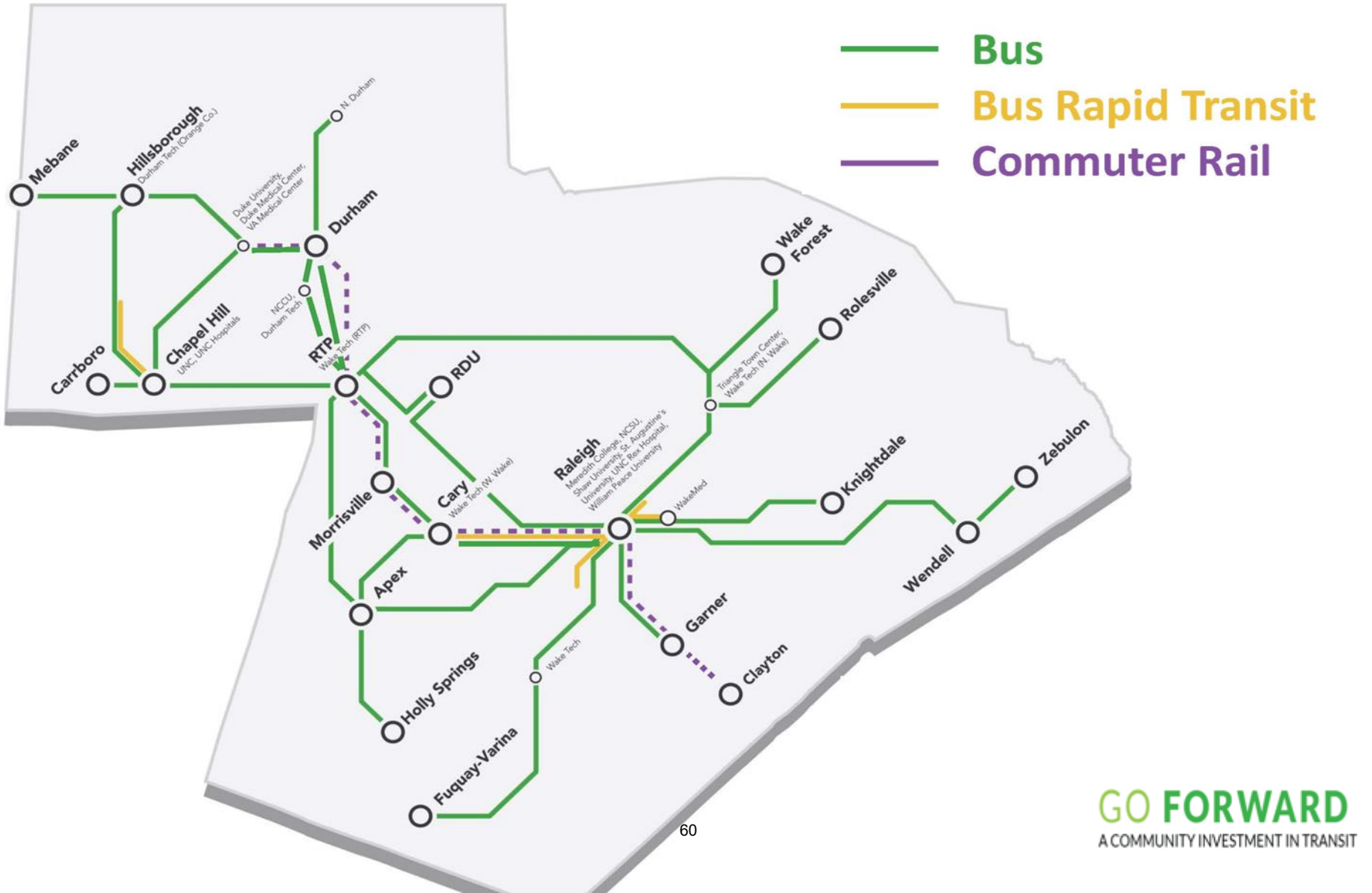
Greater Triangle Commuter Rail Feasibility Study Update

GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

March 17, 2021

Chapel Hill Town Council Work Session

County Transit Plan Investments



Goal of Rail Feasibility Study

On behalf of the Durham and Wake County Transit Plans, provide detailed information to the community and elected officials to help reach a decision on whether or not to proceed with a rail project, and if so, how, and when.



Phase 2 Feasibility Study Partners



Study funding partners

Oversee the Triangle's transportation planning and funding activities

Project sponsor

Sponsors intercity passenger rail on the corridor and has other rail-highway safety mandates

Owns and leases the rail corridor

What Do We Know Now About Rail?



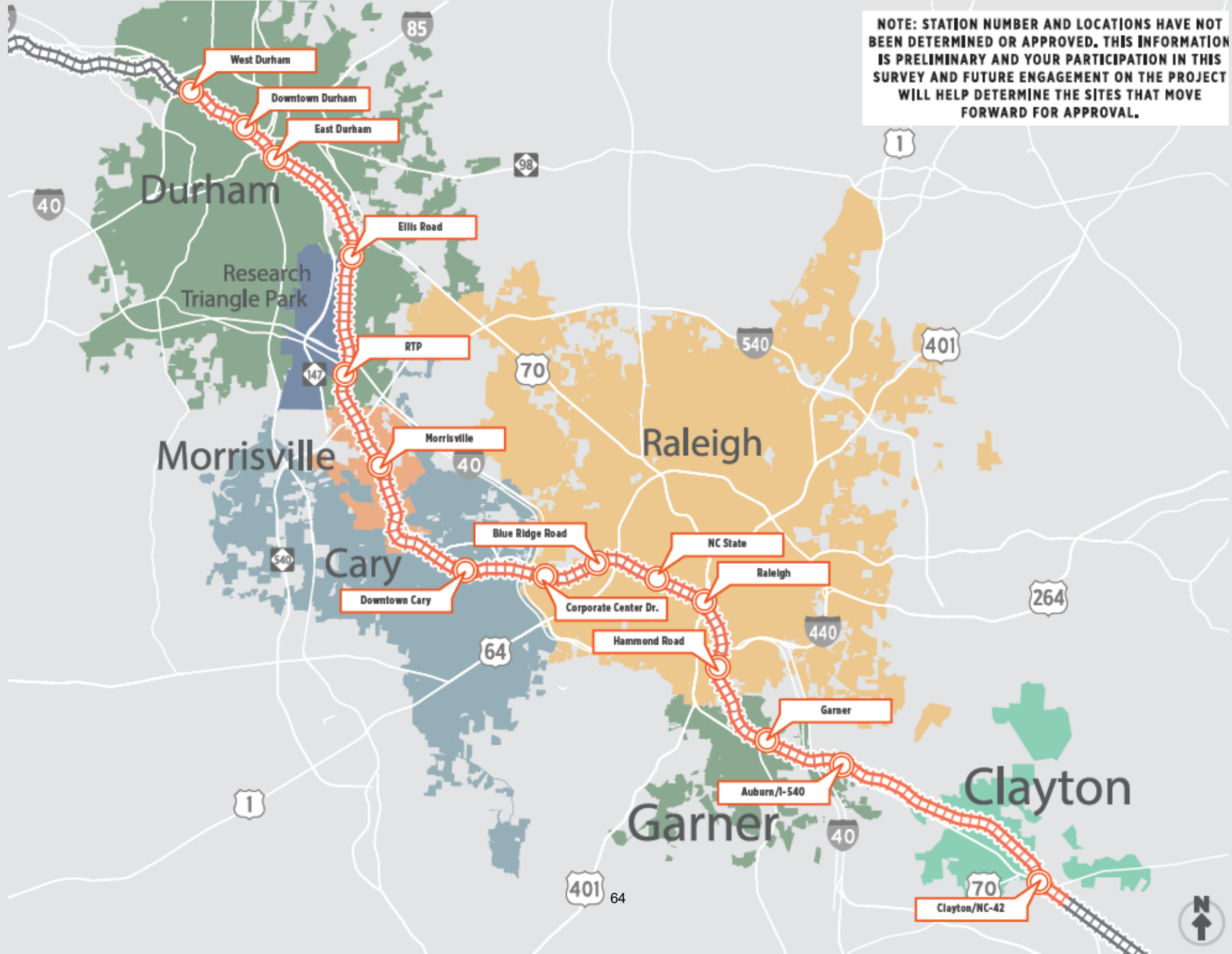
Initial Service (2030):
West Durham to Garner
currently assumed in
county transit plans.

Studying possible inclusion
of service to Clayton

8 round trips in morning
2 round trips midday
8 round trips in afternoon
2 round trips in evening

DRX = 18 round trips today

NOTE: STATION NUMBER AND LOCATIONS HAVE NOT BEEN DETERMINED OR APPROVED. THIS INFORMATION IS PRELIMINARY AND YOUR PARTICIPATION IN THIS SURVEY AND FUTURE ENGAGEMENT ON THE PROJECT WILL HELP DETERMINE THE SITES THAT MOVE FORWARD FOR APPROVAL.



What Did We Learn From Previous Studies?

High-level Planning Studies Completed to Date for Durham – Clayton CRT:

- Wake-Durham Commuter Rail Major Investment Study (2019)
- Greater Triangle Commuter Rail Phase 1 Feasibility Study (2020)
- All estimates preliminary and subject to change as additional studies completed

7.5 – 10K

Trips
(FTA average)

0:45 – 50

Durham to
Raleigh

\$1.8-2.1B

Capital Cost
(\$YOE)

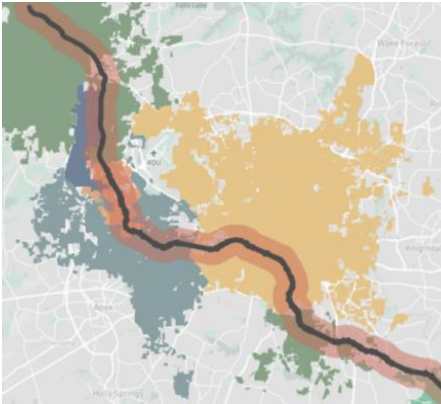
\$29-37M

Operating Cost
(\$2019)



What Are We Working on Now?

Rail Analysis



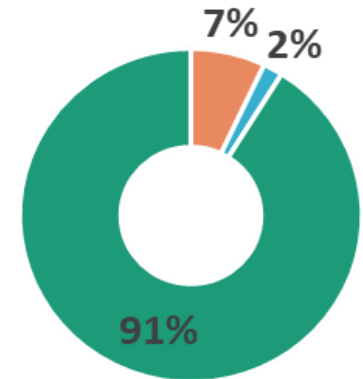
- Stop locations and schedules
- Rail infrastructure: track, bridges, vehicles
- Ridership and rail capacity modeling

Opportunity Analysis



- Affordable housing
- Travel Markets
- Land Use
- Job Creation Potential

Engagement



- Three rounds of public engagement
- Business + colleges
- Focus groups
- Local governments
- Railroads



Downtown Durham Engineering Analysis

- Environmental Screening
- Track design, station siting, roadway/traffic, utilities, stormwater
- Stakeholder and community engagement



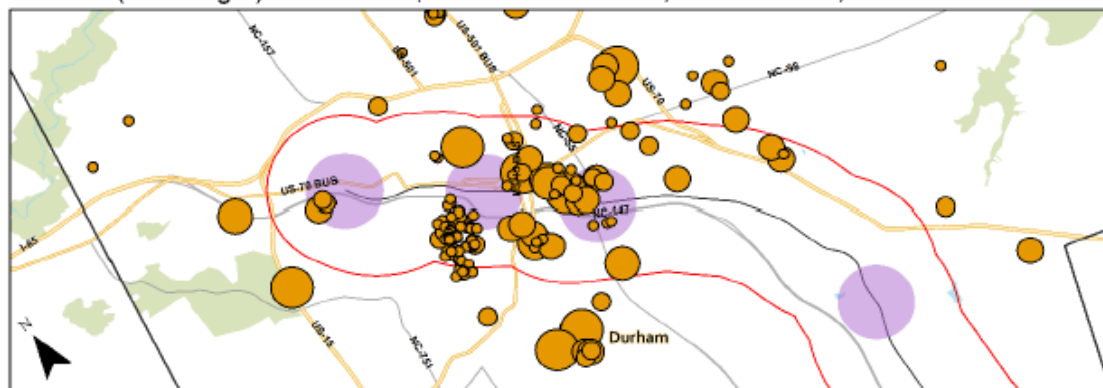
Affordable Housing Analysis (Draft)

- **Existing types and locations:**
 - legally-binding/affordable-restricted
 - naturally occurring affordable housing

County	LBAR Units CRT Corridor	% of County LBAR in Corridor
Durham	2,758	37% (of 7,425)
Johnston	98	4% (of 2,446)
Wake	3,321	25% (of 13,211)
TOTAL	6,177	27% (of 23,082)

- Rail corridor boundary
- ½ mile radius station study area
- LBAR housing developments

Stations (left-to-right): W. Durham, Downtown Durham, East Durham, Ellis Rd



Stations (left-to-right): Ellis Rd, RTP, Morrisville, Downtown Cary



Round I Engagement

Methods

- Email campaigns
- Social media and geo-targeting
- Paper surveys
- Pop-ups
- Drive-through events
- Virtual meetings
- Virtual presentations
- Virtual focus groups

Materials

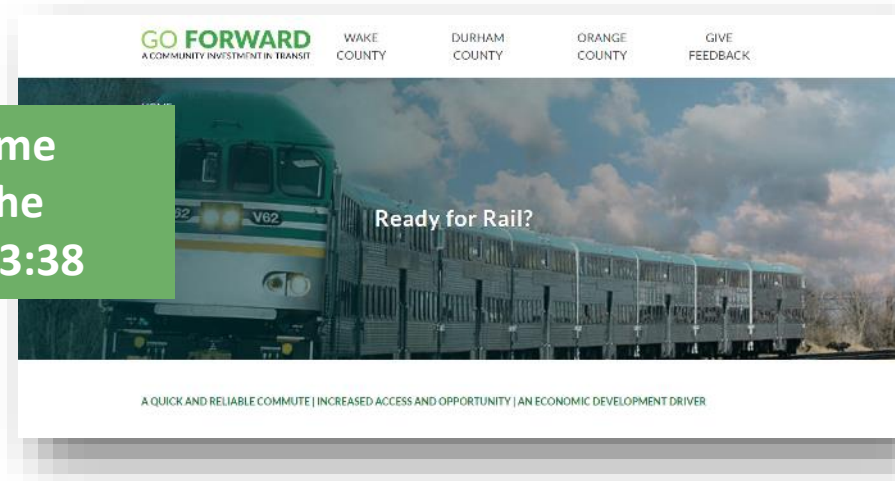
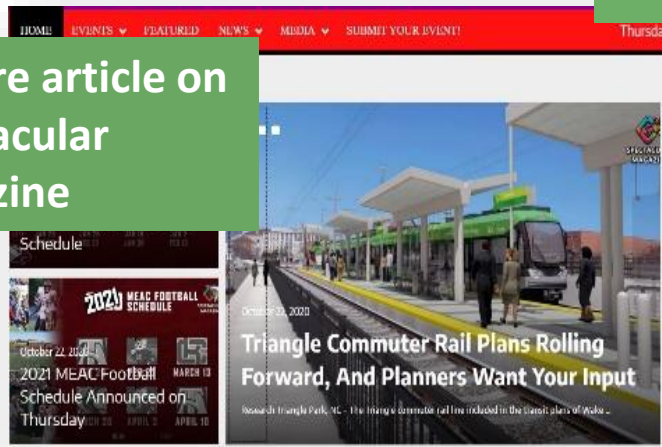
- Press Release
- Social Media
- Digital & Print
- Survey
- Video

Results

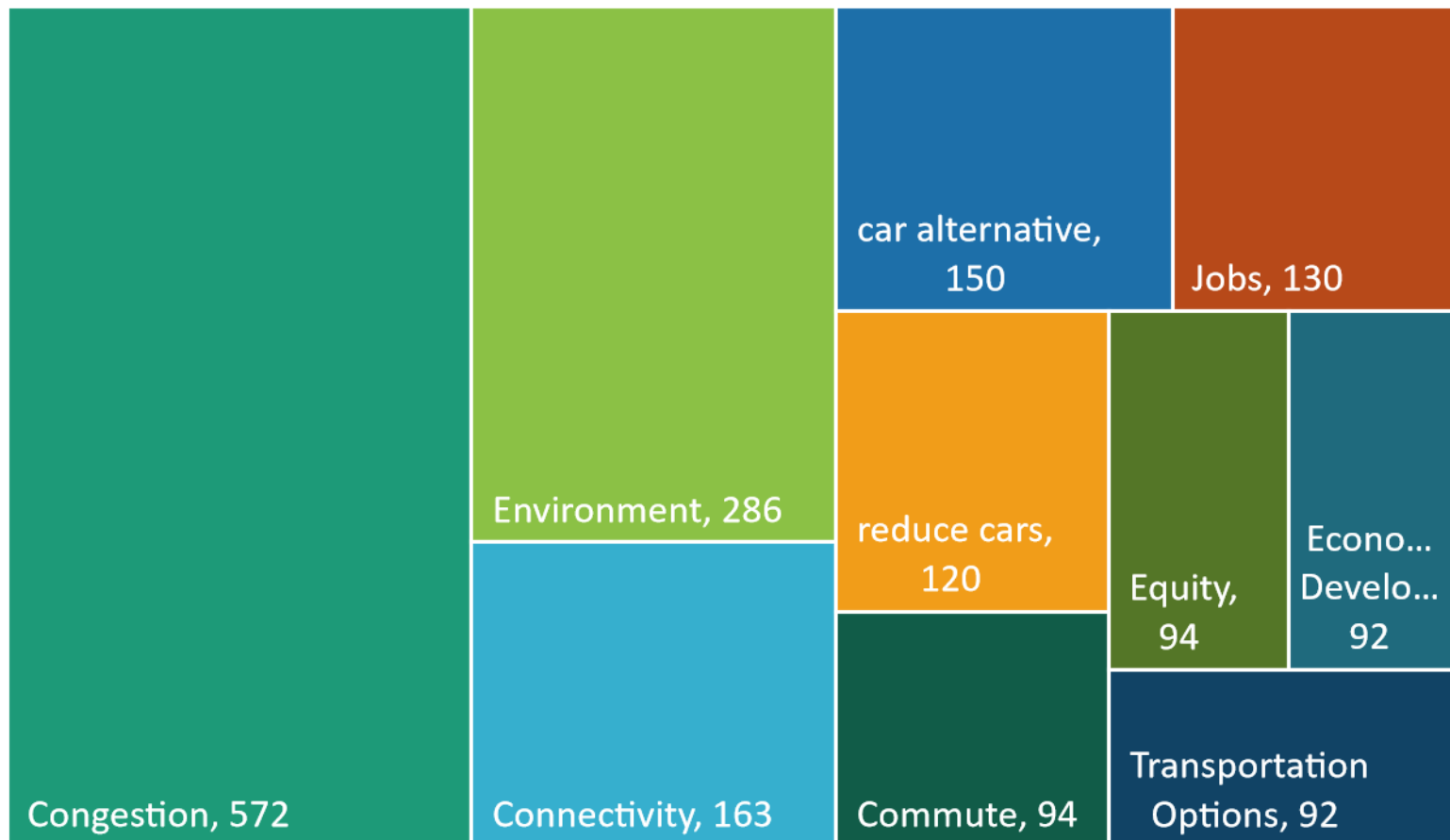
- 5,600 survey views
- 2,700 unique participants
- 500 participants in the first 3 days
- Nearly 5,000 project-related comments

Average time
spent on the
webpage: 3:38

Feature article on
Spectacular
Magazine



What do you see the commuter rail train doing for your community?



"Easing congestion and pollution. Providing opportunities for all people to travel without a car. Be able to go to downtown Raleigh without dealing with parking."

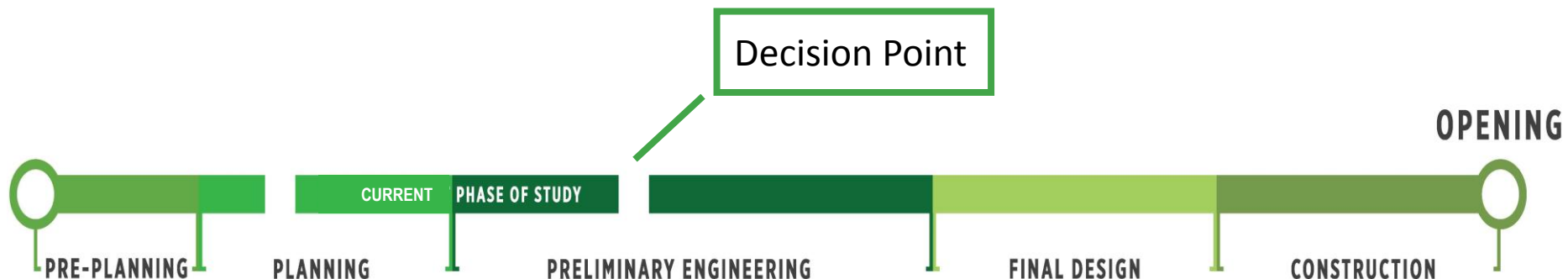


What Happens at the End of the Study?

Achieve Regional Consensus on the Following:

- Project Concept (stations, service, infrastructure, etc...)
- Cost Share
- Community support of the project
- Support from railroads, local governments, and 3rd Parties

Study Outcome: Decision to undertake Engineering, Final Design, and Construction, including FTA New Starts and NEPA processes.

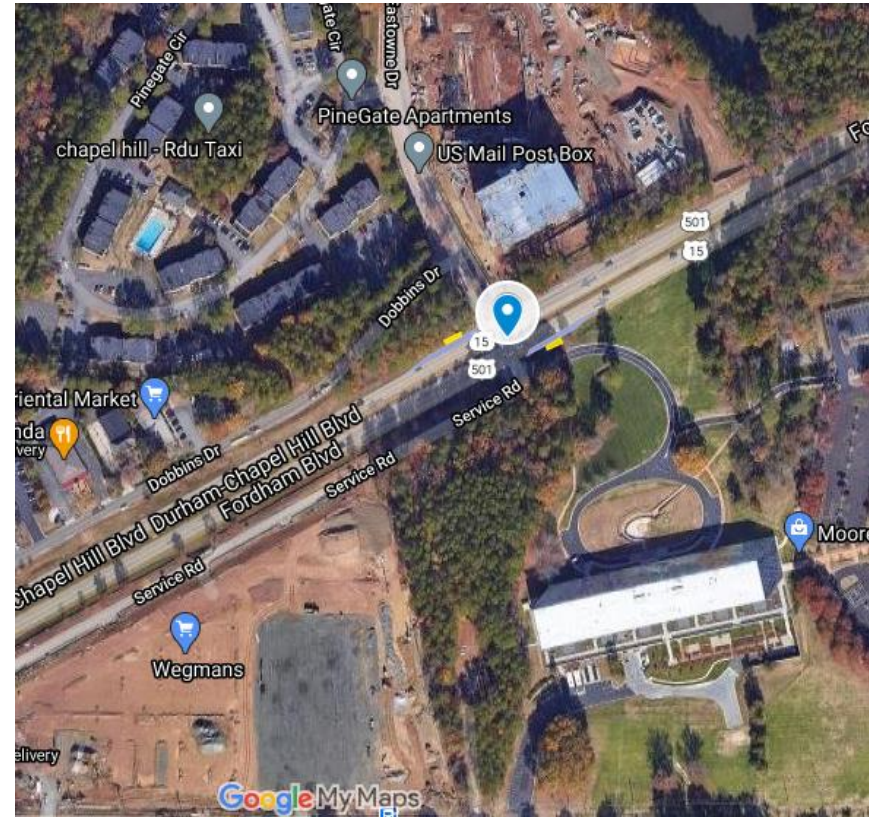


Shorter-Term Regional Transit Improvements

Extend D Route to Patterson Place;
Create 15-minute service on the 400/405

Construct ten bus stop improvements

Eastowne / Wegman's transit access
improvements for Routes 400/405



← Pilot I-40 Transit Priority
Shoulder for Route CRX



Questions

GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

Major Takeaways & Next Steps

Benefits

- Reducing congestion
- Environmental benefits
- Decreasing commute times
- Bringing the Triangle up to modern metropolitan standards
- Sense of connectivity throughout the Triangle

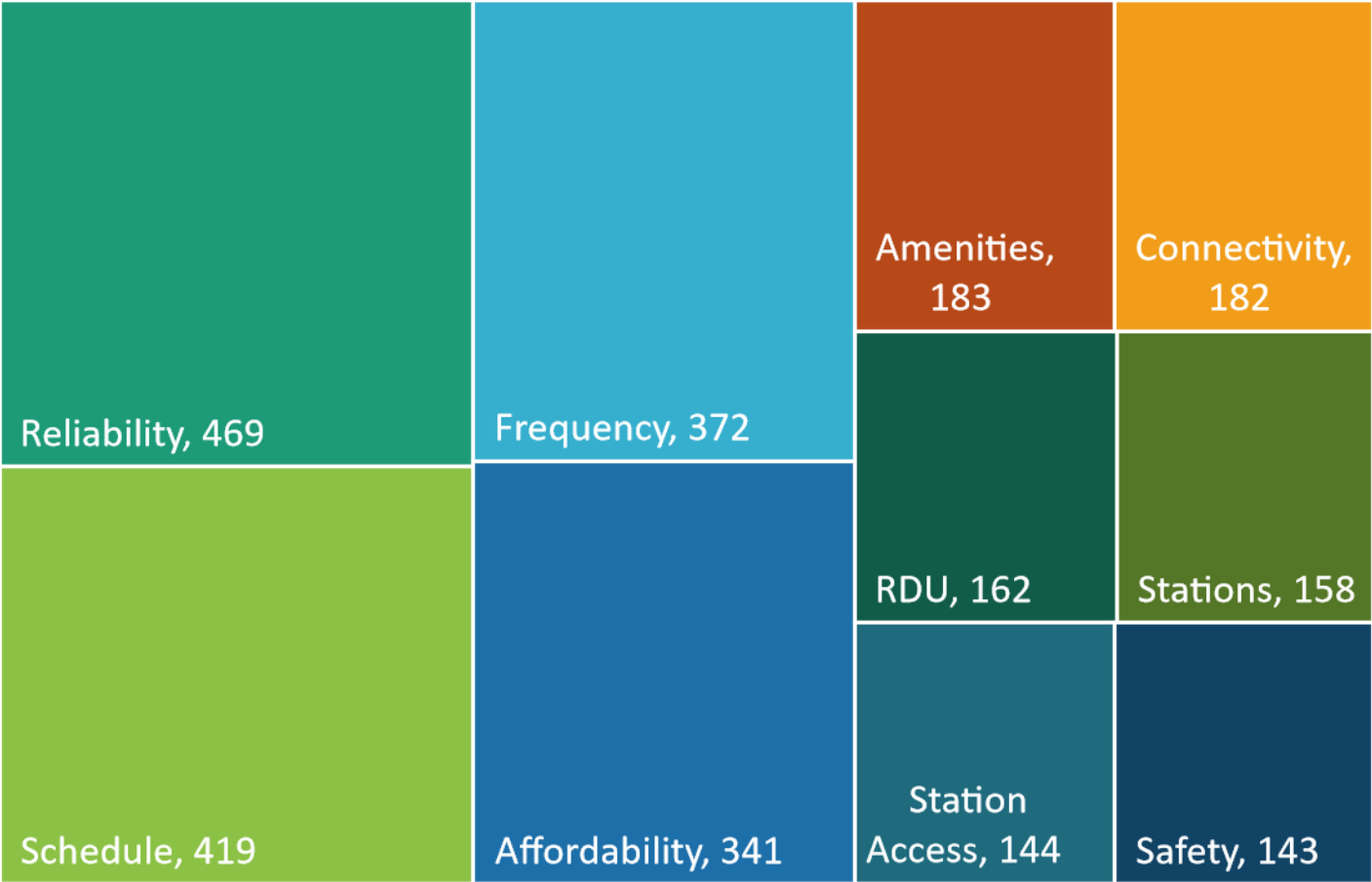
Concerns

- Project cost and funding allocation
- Would it be effective?
- Would it serve the community equitably?
 - Serves only commuters
 - Doesn't serve those most in need (not equitable)
 - Some geographic areas left out

Focus groups

- Investigate themes raised with survey respondents
- Reduce demographic gaps
 - Understanding of the project
 - Costs and Affordability
 - Connecting to the train/last mile connections
 - Service needs
- Ongoing education and awareness
- Additional public comment periods

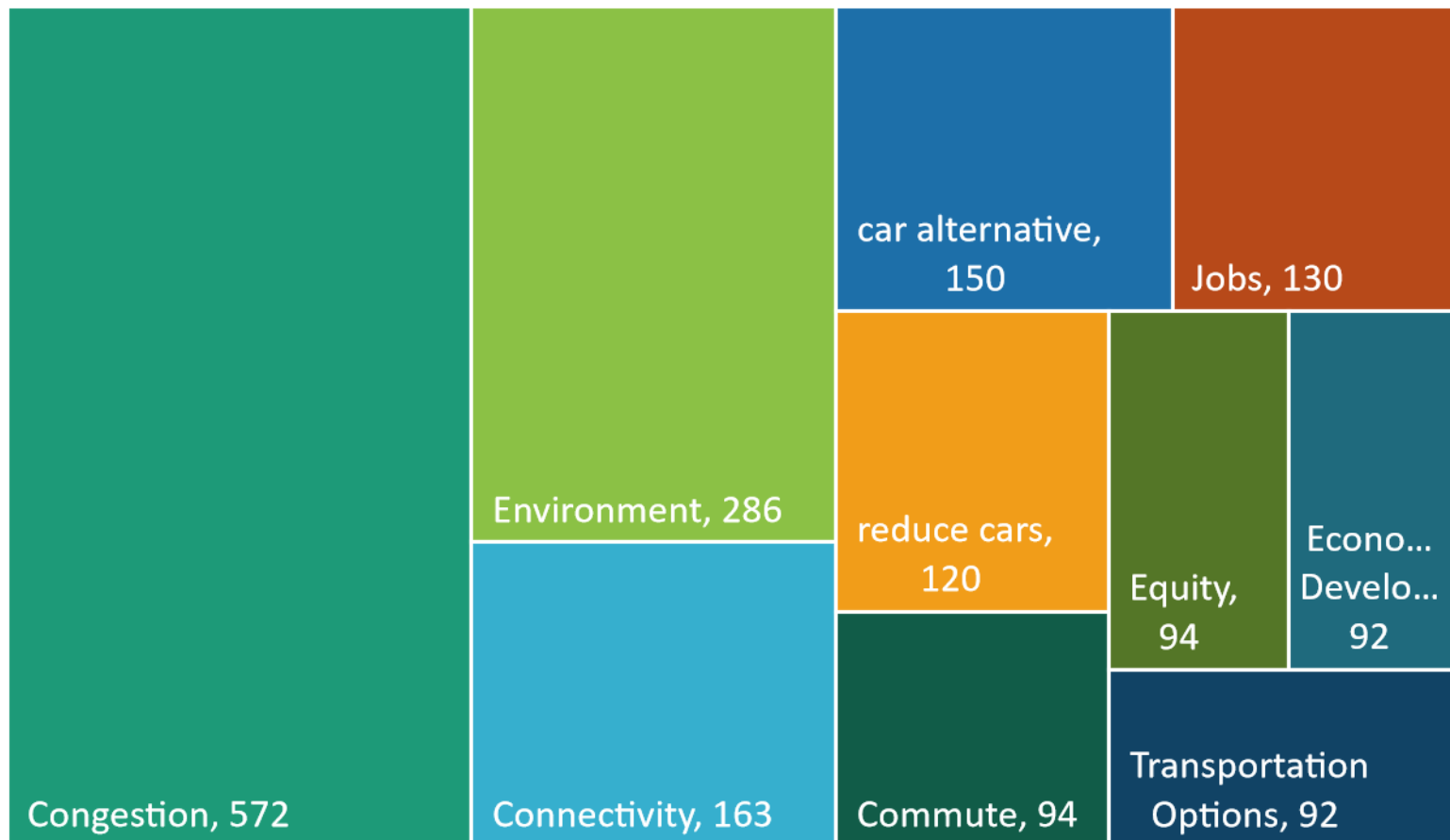
1. What would you like in a commuter rail train that connects Durham and Wake counties?



“Frequency, reliability, accessibility, and affordability”

192

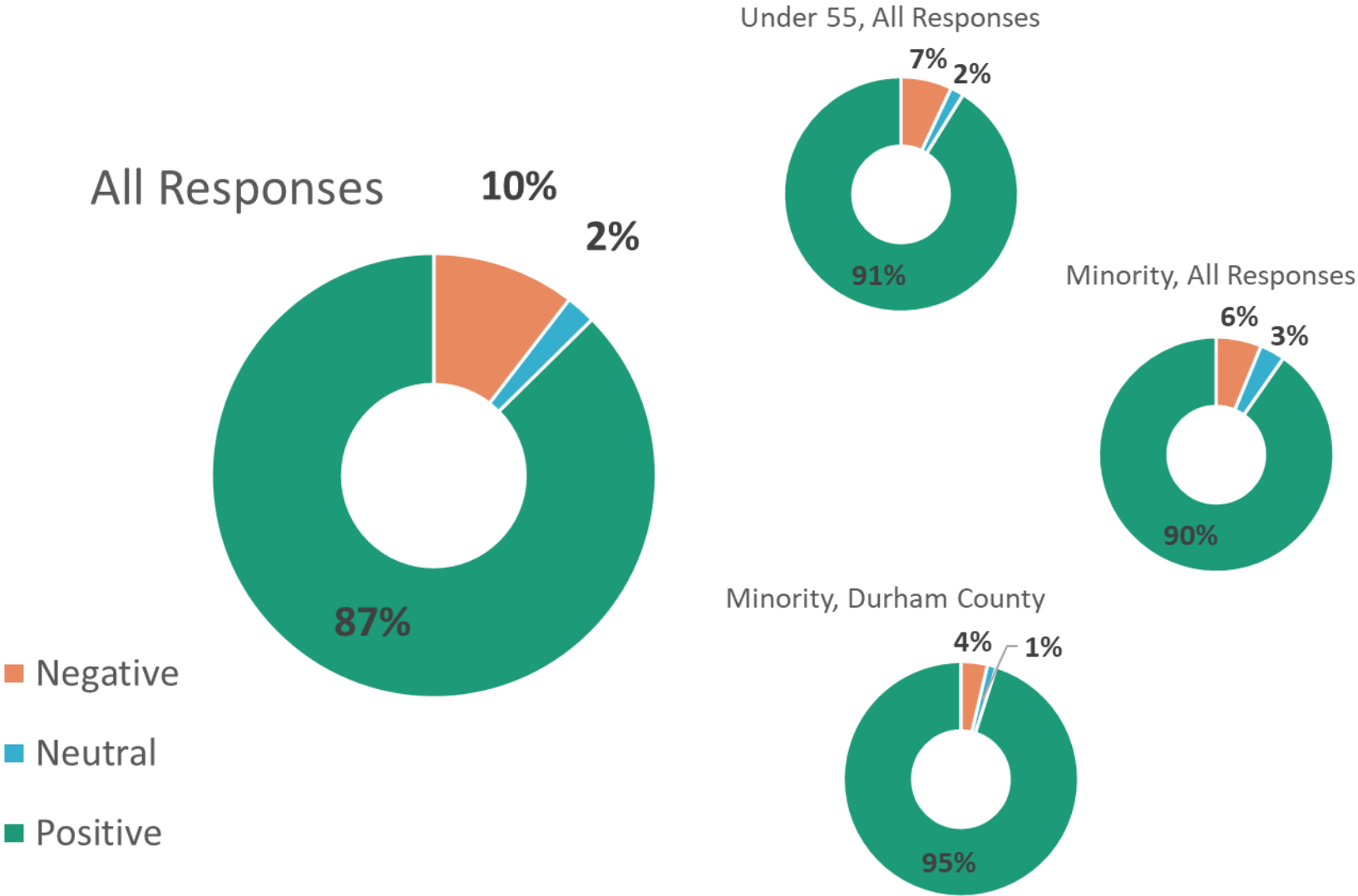
2. What do you see the commuter rail train doing for your community?



"Easing congestion and pollution. Providing opportunities for all people to travel without a car. Be able to go to downtown Raleigh without dealing with parking."

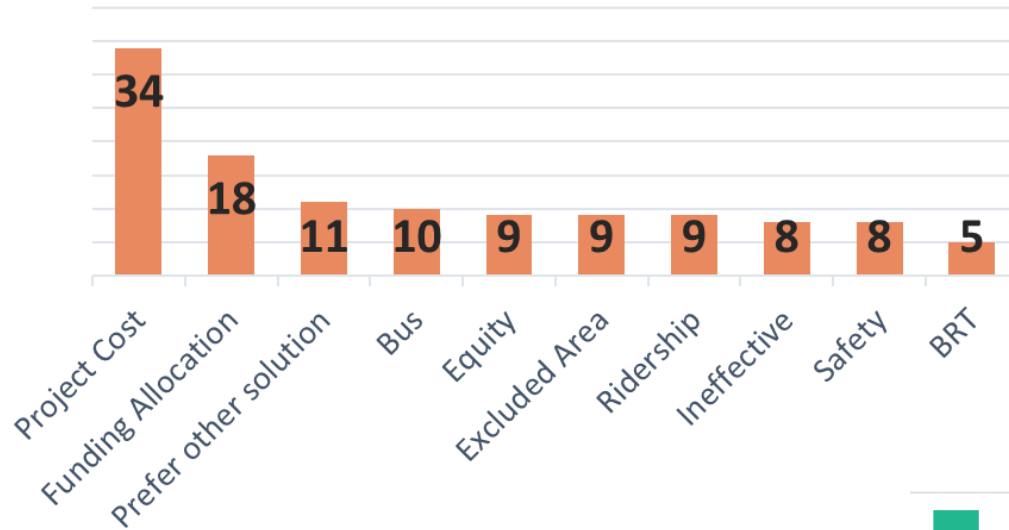
162

2. What do you see the commuter rail train doing for your community? : Comment Sentiment



What do you see the commuter rail train doing for your community? : Top Tags by Comment Sentiment

Negative Comments

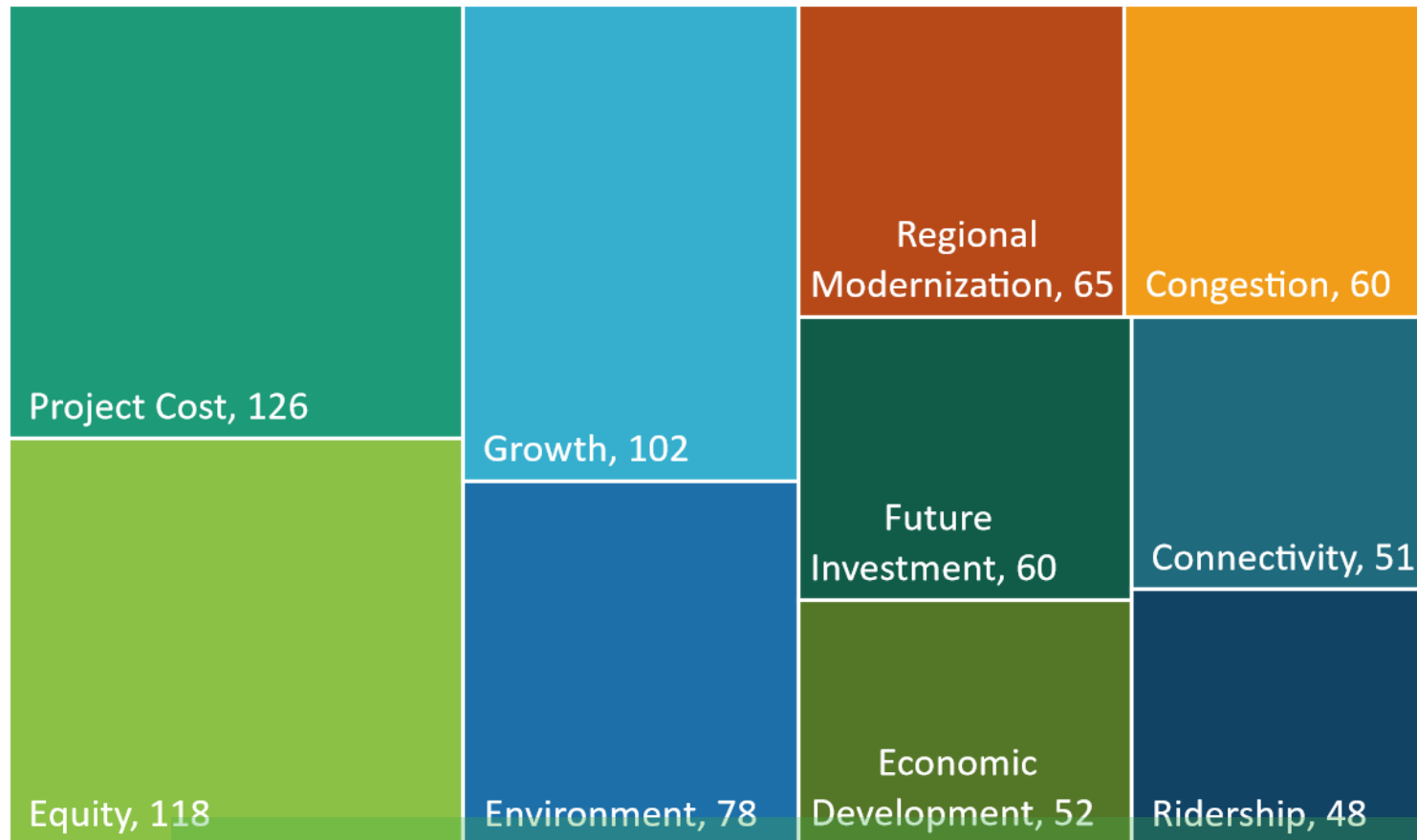


Positive Comments



GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

3. At the end of this study, local leaders will decide whether to move forward with the proposed commuter rail train. What else should they be considering to make that decision?



"We need to catch up with other regional metropolitan areas like Charlotte and Atlanta to stay relevant for industries and businesses considering relocating to the Mid-Atlantic or Southeast US. Mass transit will be the way of the future and if not now then when?"

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Background

The public's first impression of Chapel Hill Transit and its services is the bus stop. It is important that our bus stops are easily identifiable, safe, accessible, and a comfortable place to wait for the bus. Although, there will likely always be underdeveloped bus stops, we feel that it is important to begin taking steps to improve our bus stops and our customers' experience while waiting for the bus. We also feel that our bus stops and shelters in particular, in addition to providing a safe and attractive waiting place for our customers, should also make a positive contribution to the streetscapes in the communities we serve. Recently, we have expanded this program to include a collaboration with the Town's Community Art & Culture Division to bring more artistic vibrancy to the daily commute, provide more access to public art and showcase local and regional artists.

In 2018, Chapel Hill Transit assessed the quality and accessibility of its 527 bus stops in order to make sure each stop met ADA requirements. We discovered many stops did not meet those requirements because most were installed 20 to 25 years ago – before ADA requirements changed. This includes stops in Chapel Hill, Carrboro, and the University of North Carolina at Chapel Hill campus.

Chapel Hill Transit has recently completed construction on 11 bus stops, three (3) have been updated/installed by developers, eight (8) are under construction and another 74 in various stages of design. We are also coordinating with GoTriangle to improve seven (7) stops that are shared by both systems. Changes and improvements include shelter updates, solar-powered signs, altering the slope of the ramps, and adding landing pads, tactile warning strips, and sidewalks.

Funding for these improvements is provided by the Chapel Hill Transit budget, Orange County Transit Plan and Federal/State Grants. Some improvements are also funded by developers and NCDOT as part of road projects. The cost for each stop varies based on a number of factors including design work, real estate acquisition, infrastructure impacts (e.g. stormwater), construction and shelter size. The full cost to build a bus stop can range between \$15,000 and \$30,000 and can reach \$150,000-\$175,000 when there are significant infrastructure improvements.

We have also added a page to our website to track our progress and share more information with the public about our efforts related to bus stop improvements. You can find the website at <https://www.townofchapelhill.org/government/departments-services/transit/ada-bus-stop-upgrades>. The Daily Tar Heel also published a story about our recent efforts: <https://www.dailytarheel.com/article/2021/02/city-new-bus-coverings>.

Electric Bus Update: Chapel Hill Transit's first order is currently scheduled for delivery in June of 2021. Covid-19 related production shutdowns have pushed us out, but the buses are currently scheduled to be built starting June 9th with final delivery scheduled by June 29th. The chargers that will be installed in our Maintenance garage have arrived and will be installed this month. We are working with our engineer to coordinate with Piedmont to install a new transformer, followed by the installation of our bus charging stations.

Employee Parking Lot Project: Work is underway on the employee parking lot and accessible parking. We expect the work to be completed by April, weather permitting.

Solar Power Feasibility Study: We released our Request for Qualifications (RFQ) for the Solar Power Study in February. The request can be found at <https://www.townofchapelhill.org/Home/Components/RFP/RFP/394/1130>. We have received proposals from four (4) interested firms. A review team, consisting of Transit maintenance, Planning, and Town Sustainability staff will review prospective firms and select a qualified applicant.

Low-No Grant Application: We are applying to the Federal Transit Administration's Low or No Emission Vehicle Grant program. The Low or No Emission competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities. Staff is seeking funding to replace our five (5) 60' Articulated buses with battery electric buses.

MPO Grants: We are seeking \$231,000 for bus stop access/improvements from the MPO's STBG-DA Local Discretionary as part of our continuing effort to update the system's bus stops to meet Americans with Disabilities Act accessibility requirements and to provide all of our customers with safer and more convenient transit access. We are also discussing a joint project with a couple of partners, including NCDOT to seek funding for bus stop improvements identified in the NC54 Bicycle and Pedestrian Corridor Safety Study.

5F. March Performance Report - Ridership

Staff Resource: Matt Cecil, Transit Development Manager

Note COVID service reductions and capacity limits – along with most employers including schools in virtual environments.

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
WEEKDAY						
A	1,278	1,415	2,707	2,869	2,469	2,642
CL			5,570	5,195	5,119	5,335
CM	2,336	2,769	5,607	4,847	4,835	5,152
CW	2,692	2,621	5,749	4,295	5,620	5,633
D	4,368	4,993	9,331	7,539	7,384	7,467
FCX	11,467	12,776	21,318	19,542	19,329	18,190
HS	3,917	2,590	2,255	2,499	3,362	3,329
J	10,094	11,835	20,930	18,797	19,154	20,090
N			1,628	2,184	2,139	2,064
NS	19,689	20,478	34,538	32,415	29,005	31,242
NU	1,986	992	12,298	16,082	10,483	
RU	3,167	1,498	3,476	4,490	2,550	4,548
S	1,426	1,634	4,471	4,116	5,139	5,208
U	5,124	2,313	5,230	4,432	3,470	5,083

SATURDAY						
A	210	178	225	393	342	379
CM	197	163	395	337	306	392
CW	438	316	690	535	496	678
D	435	330	870	816	775	823
J	852	912	1,545	1,142	1,099	1,723
N			205	196	214	235
NS	716	700	810	1,379	1,289	1,823
NU	588	81	105	124		
U	1,087	215	440	315	716	938

SUNDAY						
A	188	130	238	250	310	335
CM	117	61	264	339	179	347
CW	296	285	220	383	409	534
D	339	273	112	673	515	621
J	531	483	920	1,172	863	1,085
N			148	221	238	356
NS	560	400	724	1,182	879	1,137
NU	646	46	52	47		
U	1,335	136	380	274	254	1,165

6A. Operations

Staff Resource: Peter Aube, Maintenance Manager
Joe McMiller, Assistant Operations Manager – Fixed Route
Tim Thorpe, Assistant Operations Manager – Fixed Route
Mark Rodgers, Interim Assistant Operations Manager - Demand Response
Mark Lowry, Safety Officer
Katy Fontaine, Training Coordinator

Tim Thorpe and Joe McMiller - Fixed Route Division

- On time Performance (OTP) – March 2021 = 78%
- Wegman's opening created fewer delays to service than expected.
- Scott Blacknell retired after 32 years of service on March 1st
- Operator and Team Member Appreciation Week (March 15-21).
 - Everyone is allowed to wear blue jeans/khakis and your favorite Chapel Hill Transit shirts. March 19-21, Operators can replace their Chapel Hill Transit shirt with one from their favorite team.
- A Run Bump is in process to fill open runs.
- Supervisors and Managers are participating in team building exercises with Reklis Coaching and Counseling.
- Challenges filling open work due to Operator vacancies. Three new operators have been hired since March 1st.
- Eight trainees currently in the training program.
- Processes under review with the Training Dept: Video Review & Promotion Criteria
- Severe Weather plan is in effect for March 18th

Mark Rodgers - Demand Response

- Update on Trapeze/TripSpark – Staff began testing updated hosting environment (TripSpark). The new hosting environment is expected to be more reliable and will allow for remote operation.
- Congratulations to Demand Response Operator Gerhard Konig. Please join me in congratulating Chapel Hill Transit Demand Response (EZ Rider) Operator Gerhard Konig on his retirement following 19 years of dedicated service to Chapel Hill Transit/Town of Chapel Hill.
- Congratulations to Dwight Bethea on becoming full time. Congratulations Dwight for becoming a full-time Demand Response Operator with Chapel Hill Transit/Town

of Chapel Hill. Dwight has been employed with us for 15 months and has become a reliable and dedicated Operator.

- Congratulations to Layton Leach on his retirement. Layton served Chapel Hill Transit/Town of Chapel Hill for 22 years.
- Numbers for the month of February
 - Total Scheduled – 3,490
 - Cancellations - 889
 - No-Shows - 99
 - Total Actual Trips – 2,502
 - On Time Performance - 96.65%

The Demand Response team will be celebrating achieving 513 days without a preventable accident on 3.29.21

Mark Lowry – Safety Officer

<u>DIVISION</u>	Jan-20	Jan-21	Year to Date
<u>FIXED ROUTE</u>			
Preventable	4	2	2
Non Preventable	4	2	2
<u>DEMAND RESPONSE</u>			
Preventable	0	1	1
Non Preventable	0	0	0
<u>MAINTENANCE</u>			
Preventable	0	0	0
Non Preventable	0	0	0
		TOTAL YTD	5

Katy Fontaine – Training

1. Training Classes
 - a. Eight (8) Operator Trainees currently in training
 - b. Next Class on March 29th
2. Projects
 - a. Transit Training Solutions Audit
 - b. Trainer Certification
 - c. Training Coordinator Recruitment

Peter Aube - Maintenance

February Maintenance Report:

- Demand response ran 25,418 miles in February.
- Non-revenue vehicles ran 22,024 miles in February.
- Fixed route ran 142,022 miles in February.
- Maintenance performed (61) Preventive Maintenance Inspections in February (100% on-time).
- Maintenance performed (5) road calls in February, 28,381 miles between road calls for fixed route.
- Maintenance performed (0) road calls in February, 102,813 miles between road calls for demand response.
- Maintenance continued twice daily deep cleaning (disinfecting) on all buses and LTV's in use and twice daily common area deep cleaning with CDC approved disinfectant.
- Maintenance collaborated with procurement to order 35 UV air purification units.
- Maintenance continues to install additional barriers to the interior of FR buses.

6B. Director

Staff Resource: Brian Litchfield, Transit Director

- The Director's Report will be provided at the meeting on March 23, 2021.



CHAPEL HILL TRANSIT
 Town of Chapel Hill
 6900 Millhouse Road
 Chapel Hill, NC 27514-2401

phone (919) 969-4900 fax (919) 968-2840
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

FUTURE MEETING ITEMS

MARCH 23, 2021

April 27, 2021	
Action Items	Informational Items
Orange County Transit Plan	NSBRT
FY22 Budget	Legislative Update
Solar Consultant Team Selection	
May 25, 2021	
Action Items	Informational Items
	FY22 Budget
	Legislative Update
Future Meeting Calendar	NSBRT
June 22, 2021	
Actions Items	Informational Items
	FY22 Budget
	NSBRT and TOD

Key Meetings/Dates

MPO Technical Committee Meeting March 24, 2021 9-11AM Committee Room, Durham City Hall

MPO Board Meeting
 April 14, 2021, 9-11AM
 Committee Room, Durham City Hall

MPO Technical Committee Meeting April 28, 2021 9-11AM
 Committee Room, Durham City Hall

MPO Board Meeting
 May 12, 2021, 9-11AM
 Committee Room, Durham City Hall

MPO Technical Committee Meeting
 May 26, 2021 9-11AM
 Committee Room, Durham City Hall