



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

phone (919) 969-4900 fax (919) 968-2840  
[www.townofchapelhill.org/transit](http://www.townofchapelhill.org/transit)

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE**  
**NOTICE OF COMMITTEE MEETING AND AGENDA**  
**FEBRUARY 25, 2020 – 11:00 A.M. to 1:00 P.M.**  
**CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

	<b>PAGE #</b>
1. Approval of January 28, 2020 Meeting Summary	1
2. Employee Recognition	
3. Consent Items	
A. January Financial Report	3
4. Discussion Items	
A. FY 2020-21 Chapel Hill Transit Budget Development	9
B. Short Range Transit Plan	23
i. Recommendation on Final Service Plan	
5. Information Items	
A. North South Corridor Bus Rapid Transit (BRT) Update	25
B. Project and Grant Update	28
6. Departmental Monthly Reports	
A. Operations	40
B. Director	44
7. Future Meeting Items	45
8. Next Meeting – March 24, 2020 (11:00 a.m. – 1:00 p.m.)	
9. Adjourn	

**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE  
CHAPEL HILL TRANSIT TRAINING ROOM**

**January 28, 2020 at 11:00 AM**

Present: Michael Parker, Chapel Hill Town Council  
Amy Ryan, Chapel Hill Town Council  
Ranee Haven-O'Donnell, Carrboro Town Council  
Anne-Marie Vanaman, Town of Carrboro Management Specialist  
Cheryl Stout, UNC Transportation & Parking  
Hongbin Gu, Chapel Hill Town Council  
Damon Seils, Carrboro Town Council  
Nathan Knuffman, UNC Vice Chancellor of Finance and Operations  
Cha'seem Anderson, UNC Associate Director of Transportation Planning

Absent:

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Nick Pittman, Transit Planning Manager, Tim Schwarzauser, Grants Coordinator, Matt Cecil, Transit Development Manager, Jeffrey Sullivan, Community Outreach Manager, Travis Parker, Interim Operations Manager, Flo Miller, Deputy Town Manager, Bergen Watterson, Transportation Planning Manager, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe, Molly DeMarco

1. The Meeting Summary of October 22, 2019 was received and approved.
2. **Employee Recognition** – Brian recognized Travis Parker as the Interim Operations Manager. The group thanked him for taking on this role.
3. **Consent Items**
  - A. December Financial Report – Rick reviewed the information.
4. **Discussion Items**
  - A. Short Range Transit Plan – Brian introduced the item and Nick gave the report. The project began in 2017. He reviewed the Short Range Transit Plan (SRTP) team and project goals. He also talked about the Public Outreach and the three scenarios created for public discussion. He presented the Preferred Alternative including improved weekend service. Included were the unfunded service improvements and the Next Steps. As requested by the Committee, staff will meet with the residents of Carolina Springs since they will be impacted by changes to the F route. The Partners were also asking about how the changes will affect the contributions from them. Brian said that with the changes, UNC will have a savings. The routes that are 100% UNC's will not change. UNC asked for an analysis of the financial changes that will occur. The Committee also talked about having a good marketing strategy.
5. **Information Items**
  - A. Legislative Update – Brian reviewed this item. He noted that SMAP funding was restored and thanked everyone who helped with getting it restored.

- B. North South Corridor Bus Rapid Transit Project Update – Matt reviewed the project. There will be a meeting with NCDOT officials on February 10<sup>th</sup>. He noted that things are on track for the SPOT 6 funding application. Construction could possible begin as early as 2023.
- C. Orange County Transit Plan Update – Brian reviewed the item and noted that there is a request to revise the Orange County Transit Plan. Staff should have an update for the Committee next month.
- D. NC 54 Pedestrian and Bicycle Corridor Safety Study Update – Brian reviewed the study and reported that improvements have been identified, but there is no funding at this time.
- E. Project Update – Tim reviewed the current projects underway including bus stop improvements. Enlarging the Employee parking lot will include an additional 25 parking spots and 8 additional handicapped spots will be added at the front of the building. He also noted that the Electric Bus purchase is in process.

**6. Departmental Monthly Reports**

- A. Operations – Provided for the Partners information.
- B. Directors Report – Brian highlighted the Art+ project which has bus shelters on Franklin Street with the art installed.

A request was made for possibly planting trees at bus stops. Brian noted that some bus stops are located at NCDOT right of ways and the Town would not be able to plant in those areas. A project like this would have to be done on a case by case basis. Staff will look into this.

Fred Lampe asked for a BRT station to be added to the Eastowne project. He would like to have a concept plan drawn up to show where this station could be in relation to UNC Healthcare.

**7. Future Meeting Items**

**8. Partner Items**

9. **Next Meeting** – February 25, 2020 at Chapel Hill Transit – Transit Training Room

10. Adjourn

The Partners set a next meeting date for February 25, 2020
--

**3A. January Financial Report**

Prepared by: Rick Shreve

---

**January 2020**

- Expenses for the month of January were \$1,884,042. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 63.29% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).

***Highlights***

- This aggregation of expenses and encumbrances for the first seven months of the fiscal year is consistent with years past, and is perfectly in line with what we would expect at this point in the year.
- The attached data exhibits the financial information by division within CHT, and should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
  - It is worth noting that the “Special Events” line is mostly comprised of Tar Heel Express expenses, and the line labeled “Other” is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

**National Transit Database Audit**

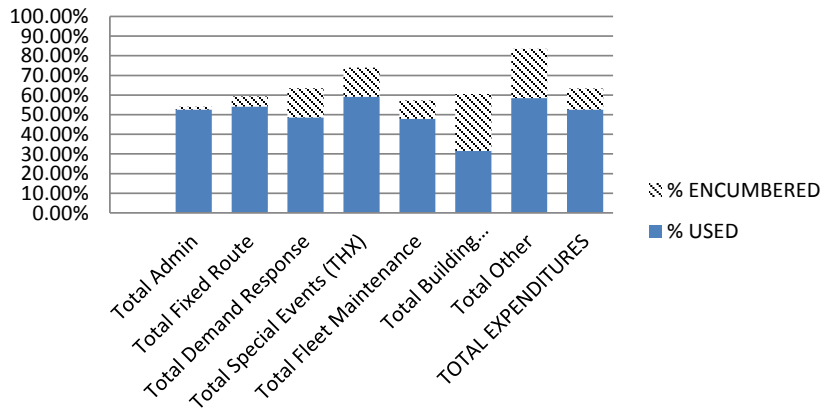
- Beginning with this past year, the FTA is now requiring an Independent Auditor’s Statement for Financial Data of all agencies, to evaluate our compliance as set forth in its applicable National Transit Database (NTD) Uniform System of Accounts (USOA). This assessment and attestation are required every ten years. CHT just completed this work with the auditors for the Town of Chapel Hill. No exceptions were found. The resultant Auditor’s Statement is attached to this document.



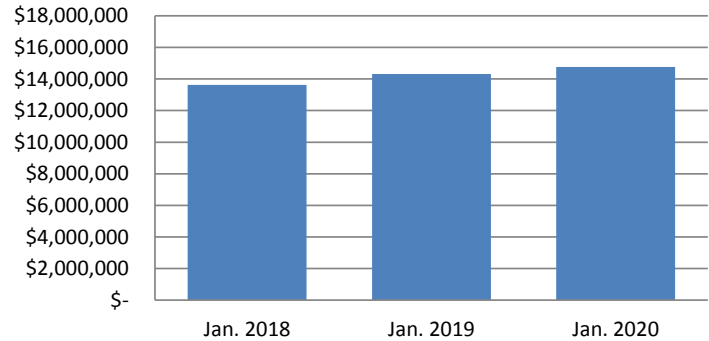
**Transit 640 Fund Budget to Actual at end of Jan. 2020**

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Jan. = 58.33%
Total Admin	1,925,656	1,975,336	149,022	1,038,736	29,271	907,330	54.07%
Total Fixed Route	12,313,207	12,599,461	833,022	6,828,763	644,798	5,125,900	59.32%
Total Demand Response	2,310,518	2,723,021	166,574	1,323,642	404,709	994,670	63.47%
Total Special Events (THX)	340,605	395,105	56,568	233,705	58,391	103,010	73.93%
Total Fleet Maintenance	4,788,402	4,797,253	366,235	2,299,930	441,426	2,055,898	57.14%
Total Building Maintenance	920,005	844,927	46,681	266,457	244,559	333,911	60.48%
Total Other	2,194,098	4,740,366	265,940	2,768,997	1,186,280	785,088	83.44%
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,792,491</b>	<b>\$ 28,075,469</b>	<b>\$ 1,884,042</b>	<b>\$ 14,760,229</b>	<b>\$ 3,009,433</b>	<b>\$ 10,305,807</b>	<b>63.29%</b>

**CHT Jan. 2020 YTD Expenses as % of Budget**



**CHT Total YTD Expenses - Previous Years Comparison**



# MARTIN STARNES & ASSOCIATES, CPAs, P.A.

*“A Professional Association of Certified Public Accountants and Management Consultants”*

## INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES

February 18, 2020

To the Council and Management of the Town of Chapel Hill, NC  
and the Federal Transit Administration

We have performed the procedures below on the application of the requirements of the Federal Transit Administration (FTA) as set forth in its applicable National Transit Database (NTD) Uniform System of Accounts (USOA) by the Town of Chapel Hill, NC for the fiscal year ended June 30, 2019. Such procedures, which were agreed to by the management of the Organization and the FTA, were performed to assist the Town of Chapel Hill and FTA in determining conformance with USOA requirements based on the following assertion by the Town of Chapel Hill’s management.

The accounting system from which the NTD reports for the year ended June 30, 2019 were derived, uses the accrual basis of accounting and is directly translated, using a clear audit trail to the accounting treatment and categories specified by the USOA.

The Town of Chapel Hill’s management is responsible for conformance with the requirements described above. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been required or for any other purpose.

### 1. Procedure: NTD Crosswalk

- a. Obtain the following NTD Reporting Forms prepared by management for the year ended *June 30, 2019*:
  - NTD Form F-10, Sources of Funds – Funds Expended and Funds Earned (USOA Section 2)
  - NTD Form F-20, Uses of Capital (USOA Section 3)
  - NTD Form F-30, Operating Expenses (USOA Section 4, 5, and 6 and Appendix A)
  - NTD Form F-40, Operating Expenses Summary
  - NTD Form F-60, Financial Statement
- b. Obtain the reconciliation documentation management prepares (referred to as “the crosswalk” throughout this report) to reconcile the chart of accounts, general ledger, and/or trial balance and other supporting documents such as Excel spreadsheets (collectively referred to as the accounting system) to the respective NTD Reporting Forms identified above.
- c. Inquire of management as to whether the crosswalk obtained in procedure 1.b is supported by the accounting system.

- d. For a transit agency that is part of a larger reporting entity, inquire of management as to whether the crosswalk includes the full cost of providing transit service, including costs incurred by the larger reporting entity to specifically support the agency's transit service.
- e. Inspect the crosswalk to determine that it incorporates NTD reporting using the applicable modes and types of service identified in the bulleted list below:
  - Sources of Funds, Form F-10 – Funding sources, passenger fares by mode and service type, passenger fares by passenger paid or by organization paid fares, revenue object class, and funds expended on operations and capital fund types
  - Uses of Capital, Form F-20 - Type of use, asset classifications, and modes and service types
  - Operating Expenses, Form F-30 - Modes, service types, object classes and functions
  - Operating Expenses Summary, Form F-40 - Expense reconciling items
  - Financial Statement, Form F-60 - Current assets, non-current assets, deferred outflows of resources, current liabilities, non-current liabilities, and deferred inflows of resources.

**Findings:**

No exceptions were found as a result of this procedure. The NTD does not require the Town to complete F-60. Procedures relating to F-60 are not applicable.

**2. Procedure: Accrual Accounting**

- a. Obtain the most recent audited financial statements that include the transit agency and inspect the notes to the financial statements to determine whether the accrual basis of accounting was used.
- b. Inquire of management as to whether the accrual basis of accounting has continued to be used since the last audited reporting period and that it is used for NTD reporting in the current period.
- c. If the notes to the financial statements indicate that an accrual basis of accounting is not being used, or the results of the inquiry to management in procedure 2.b indicate the accrual basis of accounting is not being used in the current period, inspect the crosswalk to determine that the transit agency made adjustments to convert to an accrual basis for NTD reporting.

**Findings:**

No exceptions were found as a result of this procedure.

**3. Procedure: Sources of Funds (Form F-10)**

- a. Trace and agree total sources of funds from Form F-10 to revenue reported in the accounting system using the crosswalk.
- b. Inspect the crosswalk for a written reconciliation between total revenues reported in the audited financial statements or the accounting system and the total revenues reported on Form F-10.
- c. Trace and agree the two largest directly generated fund passenger fare revenue modes (all service types) from Form F-10 to the accounting system.
- d. Trace and agree the largest revenue object class (other than passenger fares) in the following major categories of funds from Form F-10 to the accounting system: (1) Local Government; (2) State Government; (3) Federal Funds; and (4) Other Directly Generated Funds (i.e., 4100 and 4200 combined).

- e. Inspect the crosswalk to determine that it identifies, evaluates, and classifies financial transactions into categories of funds expended on operations and funds expended on capital (USOA Section 2) for the reporting year.

**Findings:**

No exceptions were found as a result of this procedure.

**4. Procedure: Uses of Capital (Form F-20)**

- a. Obtain accounting system documentation on capital asset additions for the reporting period.
- b. Trace and agree total uses of capital from Form F-20 to the crosswalk reconciliation of total capital asset additions.
- c. Trace and agree types of use (existing service and expansion of service) from Form F-20 to the crosswalk or other supporting documentation reflecting the nature of the uses of capital.
- d. Trace and agree asset classifications (guideway, revenue vehicles, etc.) from Form F-20 to the crosswalk or other documentation reflecting the assets classes of capital additions.
- e. For the largest mode/service type, trace and agree the type of use classification and asset classification from Form F-20 to the crosswalk or other documentation reflecting the uses of capital.
- f. If capital projects support multiple modes/types of services or and/or asset classifications, inquire of management as to whether management reported the use of capital considering the predominant use rules as described in the “Predominant Use” section of the 2018 NTD Policy Manual.
- g. If capital projects involve: 1) Rehabilitation/Reconstruction/Replacement/Improvement for Existing Service; and 2) Expansion of Service; inquire of management as to whether project costs were allocated between the two project purposes and whether such allocation was documented in the crosswalk or other supporting documentation.

**Findings:**

No exceptions were found as a result of this procedure.

**5. Procedure: Operating Expenses (Form F-30)**

- a. For the two largest modes/type of services, trace and agree functions (vehicle operations, vehicle maintenance, etc.) from Form F-30 to the crosswalk or other written documentation of functional expenses.
- b. For the two largest modes/type of services, trace and agree object classes (natural expenses) from Form F-30 to the crosswalk or other written documentation of object class categories.
- c. If management allocated shared operating expenses, inquire of management as to whether (1) the operating expenses are split between direct and shared costs; (2) shared costs were allocated across modes, services types and functions, (3) the allocation was documented in the crosswalk or other supporting documentation; and (4) the driving variables used are updated annually.

**Findings:**

No exceptions were found as a result of this procedure.

**6. Procedure: Operating Expenses Summary (Form F-40)**

- a. Obtain total expenses from the accounting system for the reporting period. Trace and agree total expenses from Form F-40 to the accounting system using the crosswalk.
- b. Trace and agree the reconciling items appearing on Form F-40 through the crosswalk to the accounting system.

**Findings:**

No exceptions were found as a result of this procedure.

**7. Procedure: Financial Statement (Form F-60)**

- a. Trace and agree (1) Current Assets; (2) Non-Current Assets; (3) Deferred Outflows of Resources; (4) Current Liabilities; (5) Non-Current Liabilities; and (6) Deferred Inflows of Resources appearing on Form F-60 to the crosswalk or other supporting documentation.

**Findings:**

Procedure is not applicable. The NTD does not require the Town to complete form F-60.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We are not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Town of Chapel Hill's conformance with the requirements described above, for the year ended June 30, 2019. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Town of Chapel Hill and the FTA, and is not intended to be, and should not be, used by anyone other than the specified parties.

Sincerely,

*Martin Starnes & Associates, CPAs, P.A.*

Martin Starnes & Associates, CPAs, P.A.  
Hickory, North Carolina

## 4A. FY 2020-21 Chapel Hill Transit Budget Development

Action: 1. Receive information and provide staff with feedback.

Staff Resource: Rick Shreve, Budget Manager  
 Brian Litchfield, Director

**FY 2020-21 Budget Overview**

This information will be provided to the Partners Committee on February 25, 2020.

**Transit Advertising Proposal**

Houck Transit Advertising has managed the Chapel Hill Transit program since July 1, 2019. Following discussions with customers and potential customers, Houck is recommending some additional advertising options that could be implemented in July 2020. The new options will increase the options available to customers and create new and greater revenue. Staff is supportive of the new options and would recommend including them in the Advertising Fee Schedule for FY 2020-21. The options are summarized Attachment 1.

The proposal also recommends adjusting the rate charged for interior advertising signs. Currently Chapel Hill Transit's rate is around \$2.15 per sign (does not include production or install cost), while the industry standard is between \$5 and \$10. For example, Durham charges \$20 per sign and Asheville charges \$18.50. Staff is supportive of adjusting the rate to \$10 per card/month, but would suggest keeping the current \$2.15 per card/month rate for non-profits and governmental entities. While the proposals would not increase the guarantee rate to Chapel Hill Transit, Houck estimates that increased sales could generate additional potential revenues around \$197,000 over the next four years.

Year	Houck Guarantee to CHT	Houck Projections for Revenue to CHT with New Ad Options
1	\$185,000.00	\$185,000
2	\$200,000.00	\$233,750
3	\$220,000.00	\$261,250
4 - Option	\$250,000.00	\$302,500
5 - Option	\$260,000.00	\$330,000
Total	<b>\$1,115,000.00</b>	<b>\$1,312,500</b>

If the Partners are supportive of Houck's proposal, the new advertising options could be included in the fee schedule as part of the FY2020-21 budget.

### **Next Steps**

- Staff will provide more in-depth updates on our projections for the FY2020-21 budget at the March Partners meeting.
- Staff will be working with Partners to establish meetings to review proposed contributions for FY2020-21.

### **Recommendation**

- Partners discuss the information provided and provide staff with feedback and direction.

### **Attachment**

- Houck Transit Advertising Proposal





# Houck Transit Advertising







## **Introduction to Houck Transit Advertising**

For 100 years Houck Transit Advertising's success has stemmed from its company values of taking care of our team members and partners first, always thinking long term and a passion for transit advertising.

We are determined to always provide the most value and service to Chapel Hill Transit as well as the businesses and organizations throughout the entire community.

In an effort to accomplish this we are happy to present new ideas and new opportunities for businesses and organizations to raise awareness of their products and services on CHT vehicles.

The new advertising opportunities we are proposing on the following pages will align the CHT advertising program with other major transit systems throughout the country and create new and greater revenue generating opportunities for many years to come!



# Houck Transit Advertising

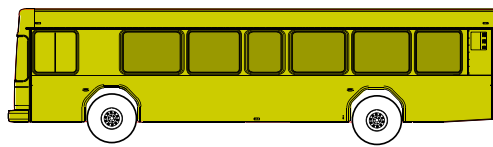
## HALF WRAP

Adding a half bus wrap to your marketing plans offers your campaign the high impact and high retention of a full wrap while cutting production costs. A half bus wrap is essentially a 35'-40' billboard that travels to the high concentration areas of the city and projects your message directly at eye level!



### Half Bus Wrap

#### Space Rate



1 period  
\$850

6 periods  
\$750

13 periods  
\$650

#### Production

1 Wrap  
\$3500

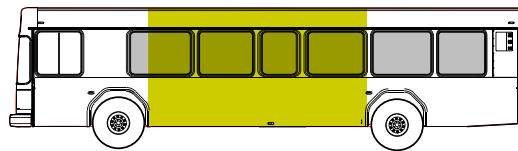


## KING KONG

King Kong wraps cover the entire center section of the bus giving you the ability to affordably keep your message top of mind. King Kong wraps are ideal at stretching your marketing dollars. For the cost of one billboard we could promote your message using King Kongs on 2-3 buses.



### King Kong Space Rate



1 period \$700	6 periods \$600	13 periods \$500
-------------------	--------------------	---------------------

### Production

1 Wrap  
\$1500



# Houck Transit Advertising

## SUPER KING

Super Kings utilize the entire area between the bus wheels and under the windows giving your campaign greater impact than the standard King sign. Streetside placement and a large sign area ensures maximum exposure for your marketing budget.



### Super King Space Rate

1 period \$400	6 periods \$350	13 periods \$300
-------------------	--------------------	---------------------

### Production

1 sign  
\$400

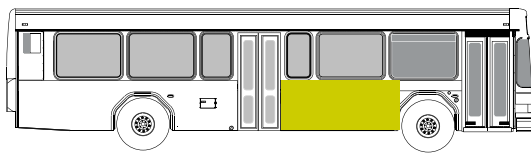




# Houck Transit Advertising

## SUPER QUEEN

Super Queens give your marketing campaign extra impact by expanding on traditional queen signs to take up a larger space on the curbside of some buses.



### Super Queen Space Rate

1 period \$400	6 periods \$350	13 periods \$300
-------------------	--------------------	---------------------

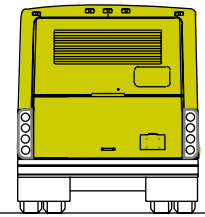
### Production

1 sign  
\$300



## TAIL WRAP

Tail Wraps are ideal for targeting drivers and passengers in cars. People are spending more and more time in their cars and our Tail Wraps offer your campaign an ideal way to grab their attention!



### Tail Wrap Space Rate

1 period \$550	6 periods \$450	13 periods \$350
-------------------	--------------------	---------------------

### Production

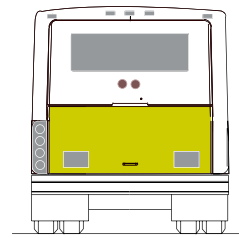
1 sign  
\$600



# Houck Transit Advertising

## SUPER TAIL

Advertising on the backs of city buses is a fantastic way to reach people traveling in their cars as well as pedestrians on busy downtown sidewalks. Placing your campaign on the backs of slow moving buses enables your audience time to read your message.



### Super Tail Space Rate

1 period \$350	6 periods \$300	13 periods \$250
-------------------	--------------------	---------------------

### Production

1 sign  
\$250





# Houck Transit Advertising

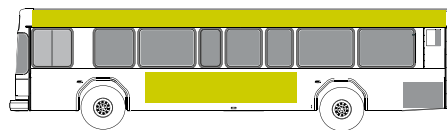
## HEADLINER ADD ON

Adding a Headliner to any King/Queen or Super King/Queen is a fantastic way to increase the impact of your campaign. Headliners are quickly becoming our most popular option because they offer impact for any size ad budget!



### Headliner Add On

#### Space Rate



1 period \$150	6 periods \$150	13 periods \$150
-------------------	--------------------	---------------------

#### Production

1 sign  
\$300

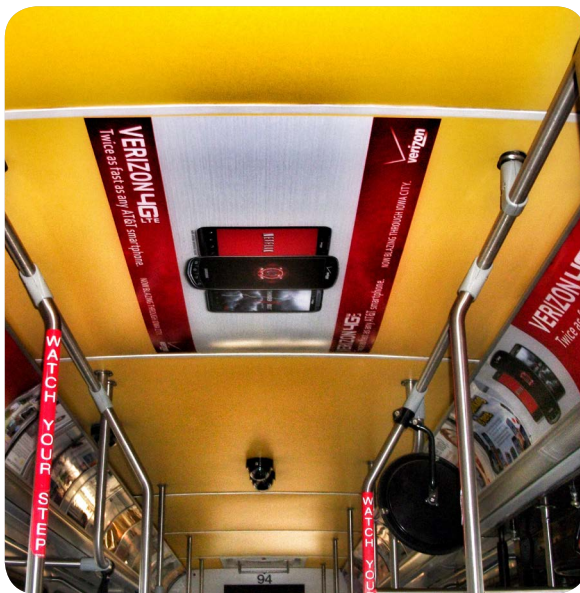




# Houck Transit Advertising

## INTERIOR SIGNS

Reach your audience when they are most receptive by advertising inside the city buses! Complement your interior cards with Ceiling Wraps or Handle Ads.



**Half Fleet** (50 Buses) - **11x28**  
Space Rate

1-6 months	7+ months
\$400	\$350

**Full Fleet** (95 Buses) - **11x28**  
Space Rate

1-6 months	7+ months
\$570	\$475

**Production**

1 sign  
\$15/ea

**Half Fleet** (50 Buses) - **11x56**  
Space Rate

1-6 months	7+ months
\$800	\$700

**Full Fleet** (95 Buses) - **11x56**  
Space Rate

1-6 months	7+ months
\$1140	\$950

**Production**

1 sign  
\$20/ea

**Ceiling Wraps 24x48**  
Space Rate

1 period	6 periods	13 periods
NA	\$75	\$50

**Production**

1 sign  
\$75/ea



## Interior Advertising Rate Structure

Along with adding new options and new opportunities that will help Houck generate more revenue for CHT we also feel that a change in the rate structure for interior advertising is important to address.

Currently based on purchasing one interior sign in each of the 90 buses the rate is \$194 per month or \$2.15 per sign per month.

The industry standard rate for interior space is between \$5 and \$10 per card per month.

**Table A** illustrates the monthly interior sign cost in other markets throughout the country. (based on 12 month rate)

Market	Ann Arbor, MI	Ames, IA	Grand Rapids, MI	Asheville, NC	Little Rock, AR
Price Per Card/Month	\$20	\$10	\$20	\$18.50	\$10

**Table B** illustrates the revenue potential of current pricing compared to the potential revenue CHT and Houck could realize with a minor rate adjustment. Figures based on gross revenue and 22 signs per bus. Table for illustrative purposes only.

	\$2.15/Card/Mo	\$5/Card/Mo	\$10/Card/Mo
<b>50% Sold</b>	\$25,542	\$59,400	\$118,800
<b>75% Sold</b>	\$38,313	\$89,100	\$178,200
<b>100% Sold</b>	\$51,084	\$118,800	\$237,000



# Houck Transit Advertising

## Revenue Proposal

**Exhibit A: Proposed Revenue with current options.**

Year	Guaranteed Net Annual Revenue To CHT	% to CHT	Est Gross Revenue	Estimated Net Annual Revenue to CHT
1	\$185,000	55%	\$300,000	<b>\$185,000</b>
2	\$200,000	55%	\$370,000	<b>\$203,500</b>
3	\$220,000	55%	\$425,000	<b>\$233,750</b>
4	\$250,000	55%	\$475,000	<b>\$261,250</b>
5	\$260,000	55%	\$505,000	<b>\$277,750</b>
Total	\$1,115,000	55%	\$2,075,000	<b>\$1,141,250</b>

**Exhibit B: Revenue Estimates based on including new options**

Year	Guaranteed Net Annual Revenue To CHT	% to CHT	Est Gross Revenue	Estimated Net Annual Revenue to CHT
1	\$185,000	55%	\$310,000	<b>\$185,000</b>
2	\$200,000	55%	\$425,000	<b>\$233,750</b>
3	\$220,000	55%	\$475,000	<b>\$261,250</b>
4	\$250,000	55%	\$550,000	<b>\$302,500</b>
5	\$260,000	55%	\$600,000	<b>\$330,000</b>
Total	\$1,115,000	55%	\$2,210,000	<b>\$1,312,500</b>

## 4B. Short Range Transit Plan Update

Action: 1. Receive information and provide staff with feedback.

Staff Resource: Nick Pittman, Transit Planning Manager

---

### Overview

Staff is continuing to work with the consultant team from Nelson\ Nygaard to refine the Final Report (Preferred Alternative) of the Short Range Transit Plan (<https://www.townofchapelhill.org/Home/ShowDocument?id=44713>). Staff presented the Preferred Alternative to the Carrboro Town Council on February 11, 2020 and the feedback was positive.

During this month's meeting, staff will provide additional updated information related to the Short Range Transit Plan's latest round of public involvement.

#### Key Themes from Public Involvement:

- General Comments
  - Customers need for service to UNC Hospitals for 7 am start time
  - Positive reviews for increased Saturday and Sunday service
- FCX/S/HU Routes
  - Customers shared desire for express service from Friday Center
  - Frequency of FCX/S service
  - Need for direct service to North Campus (Student Union/Fetzer Gym)
- CL Route
  - Summerfield Crossing/Old Oxford Road
- F Route
  - Weekend service
  - Peak Weekday Frequency

#### Potential Changes to the Preferred Alternative for Partners Consideration:

**FCX/S Route** – in the preferred alternative the FCX and S routes were consolidated into a single route serving Friday Center Park and Ride and NC-54 during weekdays. There is an interest in maintaining the current FCX as an express service and using the current S to serve the NC-54 Park and Ride, NC-54 and North Campus. Some options to achieve these interests may include:

- Option #1:
  - Use current FCX Route (frequency, span, and routing) and add mid-day service.  
**Budget Impact: Mid-day service could be funded through plan saved UNC 100% hours.**

- Modify S Route to serve North Campus (Student Union/Fetzer Gym) during AM/PM peak hours.  
**Budget Impact: None**
- Option #2:
  - Use current FCX Route (frequency, span, and routing)  
**Budget Impact: None**
  - Modify S Route to serve North Campus (Student Union/Fetzer Gym) using current day span and frequency.  
**Budget Impact: Would require an additional eight (8) hours per weekday of Partner Share Hours or saved UNC 100% hours.**

**CL Route**— in the preferred alternative the CL uses Dobbins to reach East Franklin Street. There is an interest to extend service along Erwin Road to Old Oxford Road and Summerfield Crossing Road.

- Extend routing to Erwin Road, Old Oxford Road and Summerfield Crossing Road.  
**Budget Impact: Minimal**

**JFX Route**— in the preferred alternative the current JFX and CPX routes were consolidated to serve Jones Ferry Park and Ride, Old Fayetteville and West Poplar. There is an interest to remove the Old Fayetteville and West Poplar loop from the preferred alternative JFX.

- Remove Old Fayetteville and West Poplar Avenue and replace with CM.  
**Budget Impact: None**

**CM Route**— in the preferred alternative the CM serves Jones Ferry Road, NC-54 Bypass and Merritt Mill Road. If the Old Fayetteville and West Poplar loop is removed from the JFX, the CM would need to be rerouted to serve the loop.

- Add Old Fayetteville, W. Poplar Avenue.  
**Budget Impact: None**

**Next Steps for Preferred Alternative**

- Prepare final adjustments, if needed.
- Present to Carrboro Town Council on February 25 and to Chapel Hill Town Council on February 26 and March 4 (consider adoption).

**Recommendation**

That the Partners Committee receive the presentation and provide staff with feedback.

## 5A. North South Corridor Bus Rapid Transit (NSBRT) Update

Staff Resource: Matt Cecil, Transit Development Manager  
Brian Litchfield, Transit Director

---

**Small Starts Rating**

- NSBRT has received an overall medium rating in the Federal Transit Administration's (FTA) FY21 *Annual Report on Funding Recommendations*. Federal public transportation law (49 USC 5309) establishes various criteria on which proposed projects must be evaluated and specifies a five-point rating scale: *High, Medium-High, Medium, Medium-Low, and Low*. To advance in the federal process (Capital Investment Grants – CIG) toward a construction grant agreement, a project must be rated *Medium* or better overall. The FTA awards CIG Program funding only once the project sponsor can assure FTA that the proposed project scope, cost estimate, and budget are firm and reliable, all non-CIG funding commitments are in place, and all critical third-party agreements are completed.
- Ratings are point in time evaluations by FTA and may change as proposed projects proceed through planning and design when information concerning costs, benefits, financial plans, and impacts is refined. The following is a summary of NSBRT's ratings (detailed information is included in the links below):
  - **Local financial commitment rating 50% - medium**
    - Current financial conditions – 25%
      - Fleet age, Town of Chapel Hill (TOCH) bond rating, TOCH ratio of assets to liabilities, and service cutback or cash flow shortfalls in recent years.
        - Medium-high
    - Commitment of funds – 25%
      - Non-federal funding commitment (34%), amount of funding committed to operate the first full year of BRT service (24%).
        - Medium
    - Reasonableness of the financial plans rating – 50%
      - Assumed growth in capital revenues, optimism of capital cost, growth in operating revenue assumptions, reasonableness of operating cost estimates compared to recent experience, access to funds to cover unexpected cost increases or shortfalls.
        - Medium

- **Project Justification Rating 50% - medium**
  - Environmental benefits- 16.66%
    - The dollar value of the direct and indirect benefits to safety, energy, and air quality expected to result from the project compared to the annualized Federal share.
      - Medium-low
  - Mobility improvements - 16.66%
    - Total number of linked trips using the proposed project, with a weight of two given to trips that would be made on the project by transit dependent persons. NSBRT falls in 2.5M-4.9M which equates to the applied rating.
      - Medium-low
  - Congestion relief – 16.66%
    - Measured by the number of new weekday linked transit trips resulting from implementation of the new project. This is calculated by comparing total weekday linked transit trips for the no-build alternative with total weekday linked transit trips with the new project in place.
      - Medium-low
  - Cost effectiveness – 16.66%
    - Annualized federal share divided by annual trips on the project.
      - Medium-high
  - Economic development – 16.66%
    - Transit supportive plans and policies, performance and impact of policies, tools to maintain or increase share of affordable housing.
      - Medium
  - Land use – 16.66%
    - Population density, employment served, land use in station areas, pedestrian accessibility, parking supply and cost, ratio of affordable housing in the corridor vs the county.
      - Medium-low
- Attached are the annual report, land use and economic development report, and the current assessment. Staff will be working with our consultant team to identify areas where adjustments may be possible to improve the rating:

- <https://www.townofchapelhill.org/Home/ShowDocument?id=45081>
- <https://www.townofchapelhill.org/Home/ShowDocument?id=45079>
- <https://www.townofchapelhill.org/Home/ShowDocument?id=45083>

### **Traffic Analysis**

- NCDOT and congestion management officials have been presented with the results of the traffic analysis in northern portion of NSBRT corridor. NCDOT is evaluating the results and will provide their recommendation by the end of March.
- Traffic analysis to include mode shift is currently under way.

### **Next Step**

- Present Chapel Hill Town Council with additional analysis results and requests.
- Final LPA selection is necessary to complete any continued work on 30% design and Environmental Review.



## 5B. Project Updates

Staff Resource: Tim Schwarzauer, Grants Compliance Manager

---

**Bus Stop Improvements:** Construction has begun on the following bus stops:

- South Columbia Street at Mason Farm Road – Concrete curb repairs, new shelter, including solar powered LED lighting
- South Columbia Street at Westwood Drive – Concrete curb repairs
- South Columbia Street at Abernathy Hall – Concrete curb repairs, sidewalk extension, new shelter, including solar powered LED lighting
- South Columbia Street at Purefoy Road - Concrete curb repairs, new shelter, including solar powered LED lighting
- Martin Luther King Jr. Blvd at Adelaide Apartments - Concrete curb repairs, retaining wall, sidewalk extension and pad, new shelter, including solar powered LED lighting
- Willow Drive at Estes Drive - Concrete curb repairs, retaining wall, sidewalk extension and pad, new bench
- Franklin Hotel - new shelter, including solar powered LED lighting, installed (picture below)



**Employee Parking Lot Project:** Transit staff are working with our engineering firm to provide a “heritage tree survey” and an access easement agreement as requested by Town planning. Once completed, we expect the final plans for the parking lot expansion will be approved and we will

secure a construction firm to complete the work. Work is underway on the tree survey and we are finalizing stormwater plans with Orange County.

**Solar Power RFQ:** Transit staff have incorporated comments from Transit Partners into the RFQ (attached). We will be releasing the RFQ once we have a settled and approved design for the employee parking lot expansion so that we can include those plans in the solar review.

**Electric Bus Purchase:** Following Council approval a purchase order was issued to Gillig for three (3) electric buses. The current estimated delivery schedule is between December 2020 and March 2021. Town staff is working with Piedmont EMC to install a new transformer near the Transit facility to serve the charging stations. A schedule for the construction and installation is being developed.

**5339 (c) Low or No Emissions Discretionary 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. The FTA released its Notice of Funding Opportunity on January 17<sup>th</sup>. Transit staff are writing a grant application for the purchase of up to six all-electric buses and associated charging infrastructure.

**5339 (b) Grants for Buses and Bus Facilities Program:** The Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Transit staff are writing a grant application for the purchase of up to six all-electric buses and associated charging infrastructure.

#### **Attachment**

- RFQ: Solar Energy Development Evaluation at Chapel Hill Transit



**Notice of Request for Qualifications (RFQ)  
For a Solar Energy Development Evaluation at Chapel Hill Transit**

**BID:**

**TO: All Prospective Bidders**

**From: Zakia Alam, Purchasing and Contracts Manager**

**SUBJECT: RFQ for a Solar Energy Development Evaluation at Chapel Hill Transit**

**DATE:**

The Town of Chapel Hill seeks written statements of qualifications (SOQ) from professional engineering firms (Consultant) specializing in the evaluation of solar ~~power~~-energy technologies appropriate for building energy use and stand-alone electric power production and public-private energy collaborations to perform a feasibility study at Chapel Hill Transit, located at 6900 Millhouse Road, Chapel Hill, NC 27516.

The Town and the Consultant would negotiate a scope of work, deliverables, schedule, and budget.

The successful Consultant will demonstrate proficiency and experience in developing North Carolina-specific: cost–benefit analysis, energy return on energy invested (EROEI), legal and environmental research, utility interconnection, energy production, storage and use models, solar leasing options and engineering and construction design.

A pre-submittal conference will be held on **(INSERT DATE)** at 10:00 AM in the Second Floor Conference Room at Chapel Hill Transit, 6900 Millhouse Road Chapel Hill, NC 27516.

All submittals are due by **(INSERT TIME AND DATE)**, 2019 to the Purchasing and Contracts Manager, 405 Martin Luther King Jr. Blvd, Chapel Hill, NC 27514.

The Town of Chapel Hill reserves the right to reject any and all qualifications.

Any questions concerning the advertisement should be directed to Zakia Alam at [zalam@townofchapelhill.org](mailto:zalam@townofchapelhill.org) or by telephone at 919 969-5022.

Any questions concerning the project should be directed to Timothy Schwarzauer at [tschwarzauer@townofchapelhill.org](mailto:tschwarzauer@townofchapelhill.org) or by phone at (919) 968-2835.

## PROJECT BACKGROUND

The Town of Chapel Hill owns and maintains the property located at 6900 Millhouse Road Chapel Hill, NC and uses the property for operation of the Transit Department. The property, which includes an administration and maintenance building, bus-yard parking lot and employee/visitor parking lot, presents the Town with an untapped resource.

The parking lots and building offer an expansive, un-shaded and unobstructed space ideal for housing commercial-scale solar energy systems. With the growing energy demand expected from the inclusion of all-electric transit buses in the Chapel Hill Transit fleet, a solar PV parking lot is a possible solution to counteract the increase in energy demand and meet existing/future energy demands for the facility.

The Federal Transit Administration has awarded a federal grant to the Town of Chapel Hill to perform a feasibility and alternatives analysis study, reviewing the potential to convert the Chapel Hill Transit facility to solar power. This includes meeting the energy needs of operating the facility as well as charging the Town's electric bus fleet.

Chapel Hill Transit has been successful in securing a federal Low-No grants and funding from RESPC for the purchase of a total three (3) battery-electric buses (BEBs) and associated charging infrastructure. While Chapel Hill Transit will continue to pursue additional grants, these resources are likely not of a scale to address the bulk of the non-diesel conversion strategy. Chapel Hill Transit may also be able to further expand the use BEBs with an allocation of VW settlement funds.

As part of our greener fleet initiative, we are now reviewing the possibility of turning the entire energy supply chain into a renewable-based system.

## SCOPE OF SERVICES

The selected Consultant will perform the following services:

- 1. Phase 1: DEVELOP FEASIBILITY ANALYSIS – Identify Current and Future Needs, Research Alternatives and Develop Implementation Strategies and Plans**
  - A. Research and create a break-even analysis as part of a greater cost-benefit analysis related to converting the Chapel Hill Transit facility to solar-power by identifying all financial, legal, regulatory and environmental impacts and ramifications to any project designed to convert the facility to a self-sufficient energy producer, including, but not limited to maintenance schedules and requirements, replacement cycles and expected life cycle costs. This research shall include a comprehensive Energy Audit of the Transit facility (if one has not been done during the past 5 years). The analysis shall include all solar technologies appropriate for the energy needs of this site.

- B. Work with the Town to fully identify available grants, public-private partnerships, state-based programs, utility leasing options and any other financial or technical support that could be used to move toward construction.
  - C. Work with the Town to conceptualize the most cost-effective and pragmatic design that delivers the greatest EROEI. Including potential for use at Southern Village and Eubanks Park and Ride, in addition to the 6900 Millhouse Road Campus.
2. Phase 2: Finalize Implementation Plan (specifics to be determined by outcome of Phase 1)
- a. Identify all necessary steps to move from assessment to implementation.
    - i. Work with Transit and Town to develop scope of work for engineering and/or implementation.
    - ii. Complete RFP/RFQ processes as necessary
    - iii. Policy and procedure development
    - iv. Procurement of equipment and services
    - v. Installation/migration

The scope of services, as defined above, may be modified after final selection of the Consultant. The Town of Chapel Hill is open to creative suggestions from interested firms as part of the statement of qualifications.

## EVALUATION CRITERIA AND PROCESS

The Town follows **qualifications-based selection process (NCGS 143-64.31)** for procuring professional services. The Town may choose to interview firms or directly negotiate with the top ranked firm(s). The Town will seek to negotiate a contract, a general scope of services, fee schedule, etc. with the preferred firm(s). If unable to reach an agreement, the Town of Chapel Hill will terminate negotiations and commence negotiations with the next ranked firm(s). Each SOQ will be evaluated on the Consultant's responsiveness to the requirements of this SOQ. Evaluation Criteria will include, but are not limited to the following:

1. Qualifications of the firm and the key individuals proposed for this project, on relevant and recent (within the last 5 years) projects providing similar services:
  - Legal research
  - Financial projections and cost estimation
  - Energy production projections
  - Design Work and presentation to Town Staff and Board members
2. Qualifications of staff assigned to the Project.
3. Extent of the specialized experience of the Consultant firm as well as personnel proposed for this project, in this type of work.
4. Degree of familiarity of the Consultant with the particular project's requirements and their approach.

5. Past performance of the Consultant including performance related to budgets and schedules as well as feedback from references.

A committee selected by the Town of Chapel Hill will review the Requests for Qualifications, rank the submittals, and make the selection based on consensus with their review committee. Personal interviews are not anticipated but the Town reserves the right to shortlist up to (3) consultants and request an interview.

The resultant contract may be funded in part or in full with appropriations provided from federal and state funding sources. All Bidders must certify that they will follow all federal requirements identified in this SOQ (attached). All Bidders must provide signed certifications and assurance documentation with the Bids using the required attachments. Any updates and modifications to federal and/or state certifications and assurances not contained herein will be made available to all Bidders if such action occurs. The successful Bidder must comply with any and all modifications that are enacted by the federal, state, or local governments throughout the life of the Award and for any contract it executes with the Town.

All Bidders must certify they are not on the Comptroller General's list of ineligible contractors. The single successful Bidder shall be required to comply with all applicable Equal Employment Opportunity laws and regulations. Disadvantaged Business Enterprises will be afforded full opportunity to submit Bids and compete for subcontracting work and will not be discriminated against on the basis of race, color, religion, sex, national origin, or disability

#### **OPEN RECORDS**

Information submitted to the Town of Chapel Hill is public information and is available upon request in accordance with the North Carolina Public Information Act. As provided by North Carolina statute and rule, the Town will consider keeping confidential the trade secrets, which the Bidder does not wish to be disclosed. For such information, the Bidder must mark each page in boldface at the top and bottom as "CONFIDENTIAL". Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina General Statutes 132-1.2(1).

Once a final price is negotiated the cost information will not remain confidential.

#### **PREPARATION COSTS**

The Town of Chapel Hill will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any statements of qualification.

#### **ADDITIONAL TERMS AND CONDITIONS**

All proposals and other material submitted become the property of the Town of Chapel Hill. The Town of Chapel Hill reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the SOQ and will not affect the proposal evaluations.

The Town may elect not to execute a contract immediately but at the time requested services are first needed. The Town will use the standard Town of Chapel Hill contract for professional

services. The Town's standard contract document is attached. The terms and conditions of the contract are subject to change without notice.

**PROHIBITED CONTRACT TERMS:**

**Prohibited Contract Terms:** In no event shall there be any of the following unless Town's express prior written agreement is obtained: (1) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (2) any limitation of damages, including a limitation on consequential damages; (3) any requirement for arbitration or for mandatory mediation; (4) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town, unless the requirement for confidentiality meets the requirements of the Public Records Law.

**INSTRUCTIONS**

**QUESTIONS**

Any questions concerning this Request for Qualifications (RFQ) shall be referred to:

Timothy Schwarzauer  
Chapel Hill Transit  
Phone: (919) 969-4912  
Email: [tschwarzauer@townofchapelhill.org](mailto:tschwarzauer@townofchapelhill.org)

Written requests for clarifications to this RFQ will be accepted until 5:00 PM on February 18th, 2019. If necessary, the Town will issue a written addendum to clarify any issues raised. An Addendum will be published on the Town's website at [www.townofchapelhill.org](http://www.townofchapelhill.org) on February 22nd, 2019 by 5:00 PM. Any oral explanations or instructions given by Town staff will not be binding on the Town.



## SUBMITTAL REQUIREMENTS

In order for your submission to be considered responsive, the SOQ should consist of clear and concise responses to the items noted below. Consultants shall provide **2 originals**, and 1 CD, or USB thumb drive, with a PDF version of the SOQ to the Town. Limit the response to ten (10) numbered, two-sided, 8 ½"x11" pages. Covers, one-page cover letter, and dividers do not count towards the page limit. Please submit packages that are easily recyclable or reusable at the end of the evaluation process.

1. Identify the legal entity that will enter into contract with the Town.
2. Describe your experience with work requested, and experience with federally funded procurements
3. Describe your project understanding and approach for this project's scope of services.
4. Organizational Chart– Indicate the project manager, primary point of contact, and other key personnel.
5. Resumes – Provide resumes for Key Personnel and include, at a minimum, Professional Licensure, Proposed Role, Number of Years with Current Firm, list of at least 5 relevant projects
6. Identify any proposed sub-consultants and indicate if they are registered DBE firms.
7. Relevant Projects – provide at least 3 relevant projects and indicate: client, your Firm's role, and the ability of consultant to provide services in a timely and economical manner. Indicate what role the personnel listed on the Organization Chart performed on these projects.
8. References – Provide 3 references for Project Manager of the primary submitting consultant.

Two sets of hardcopy Qualification Statements must be submitted in a sealed envelope, by **(INSERT DATE)** with the RFQ title, **“Chapel Hill Transit Solar Power Feasibility RFQ”** marked on the envelope and addressed to:

Purchasing and Contracts Manager  
405 Martin Luther King Jr. Blvd  
Chapel Hill, NC 27514.



# SAMPLE CONTRACT

# CONTRACT FOR

## {DESCRIPTION OF SERVICES TO BE PROVIDED UNDER THIS CONTRACT}

This Contract is made and entered into by and between the “Town of Chapel Hill”, herein “Town”, and “{Contractor’s Full Legal Name}”, herein “Contractor”, for services hereinafter described for the Town of Chapel Hill. This Contract is for {Description of Services to be Provided Under This Contract}.

### WITNESSETH

That for and in consideration of the mutual promises and conditions set forth below, the Town and Contractor agree:

1. Duties of the Contractor: The Contractor agrees to perform those duties described in Exhibit A attached hereto and incorporated herein by reference.
2. Duties of the Town: The Town shall pay for the Contractor’s services as set forth in Exhibit A.
3. Fee Schedule and Maximum Sum: Contract amount is not to exceed {insert a not to exceed amount}. Payment shall be made according to Exhibit A.
4. Billing and Payment: The Contractor shall submit a bill to the Town for work performed under the terms of this Contract. The Contractor shall bill and the Town shall pay the rates set forth therein. Payment will be made by the Town within thirty (30) days of receipt of an accurate invoice, approved by the contact person or his/her designee.
5. Business License: The Contractor shall have a valid Business License with the Town of Chapel Hill before beginning work as required by Ordinance (if applicable).
6. Indemnification and Hold Harmless: The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys’ fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the Town.
7. Insurance Provisions: The Town requires evidence of Contractor’s current valid insurance (if applicable) during the duration of the named project and further requires that the Town be named as an additional insured. The required coverage limits are \$1,000,000 per occurrence for Comprehensive General Liability and Business Automobile. Workers’

Compensation coverage requirements are \$100,000 for both employer's liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit.

8. Non-Discrimination: The Contractor shall administer all functions without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
9. Federal and State Legal Compliance: The Contractor must be in full compliance with all federal and state laws, including those on immigration.
10. Amendment: This Contract may be amended in writing by mutual agreement of the Town and Contractor.
11. Termination: Either party may terminate this Contract at any time by giving the other party thirty (30) days written notice of termination prior to the end of the term as described herein.
12. Interpretation: This Contract shall be construed and enforced under the laws of North Carolina. In the event of any dispute between the parties, venue is properly laid in Orange County, North Carolina for any state court action and in the Middle District of North Carolina for any federal court action.
13. Preference: In the event that the terms of any exhibit attached hereto are not consistent with terms of this Contract, this Contract shall have preference; provided that where either any exhibit attached hereto or this Contract establishes higher standards for performance by either party, the higher standard, wherever located, shall apply.
14. Severability: The parties intend and agree that if any provision of this Contract or any portion thereof shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.
15. Assignment: This Contract shall not be assigned without the prior written consent of the parties.
16. Entire Agreement: This Contract shall constitute the entire agreement of the parties and no other warranties, inducements, considerations, promises, or interpretations shall be implied or impressed upon this Contract that are not expressly addressed herein. All prior agreements, understandings and discussions are hereby superseded by this Contract.
17. Non-Appropriation Clause: Contractor acknowledges that the Town is a governmental entity, and the Contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of Town's obligations under this Contract, then this Contract shall automatically expire

---

**RFQ for a Solar Energy Development Evaluation at Chapel Hill Transit** Town of Chapel Hill, NC

XXXXX

Page 8

without penalty to the Town, thirty (30) days after written notice to Contractor advising of the unavailability and non-appropriation of public funds. It is expressly agreed that the Town shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

18. Term: This Contract, unless amended as provided herein, shall be in effect until { \_\_\_\_\_ }, 20{\_\_\_\_\_}.

[SIGNATURES ON FOLLOWING PAGE.]

This Contract is between the Town of Chapel Hill and {Contractor's Full Legal Name} for {Description of Services to be Provided Under This Contract}.

IN WITNESS WHEREOF, the parties hereunto cause this agreement to be executed in their respective names.

**{CONTRACTOR'S FULL LEGAL NAME}**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME & TITLE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRINTED NAME & TITLE

**TOWN OF CHAPEL HILL**

\_\_\_\_\_  
DEPARTMENT HEAD OR DEPUTY/TOWN MANAGER

ATTEST BY TOWN CLERK:

\_\_\_\_\_  
TOWN CLERK

TOWN SEAL

**Town Clerk** attests date this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Approved as to Form and Authorization

\_\_\_\_\_  
TOWN LEGAL STAFF

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
FINANCE OFFICER

\_\_\_\_\_  
DATE

## 6A. Operations

Staff Resource: Peter Aube, Maintenance Manager  
Joe McMiller, Assistant Fixed Route Operations Manager  
Mark Lowry, Occupational Health and Safety Officer  
Mark Rodgers, Interim Assistant Operations Manager Demand Response  
Katy Fontaine, Training Coordinator

---

Catch us at our Best – January:

On January 16, 2020, Operator Roscoe Morrison- I would like to give a shout out to Ross Morrison, fixed-route operator, who got a compliment from one of his riders on the A bus.

“Ross is one of the kindest people I have met. He makes an effort to remember every single one of his regular bus riders and he makes everyone feel welcome. I looked forward to my ride home in the afternoon, because he would always put a smile on my face and brighten the ending to my day. I was sad to see him go when he switched routes.”

**Fixed Route Division – January 2020**

- Perfect Attendance – January 2020 – 54 or 44% of the Fixed Route Operators had perfect attendance for the month
- January Operations/Safety Meetings – Chapel Hill Transit 2020 Vision and Goals
- January 15<sup>th</sup> – Chapel Hill Transit recognized Years of Service/Anniversaries of Operators Jessie Cameron(15yrs), Thomas Austin, Sylvia Coppin and Michael Purdie (10yrs), Devin Sykes, Kim Porter (1yr) and Supervisor Cheonna Boyd (5yrs)
- January 20<sup>th</sup> – Chapel Hill Transit operated a Saturday Service for Martin Luther King Jr. Holiday
- January 30<sup>th</sup> – Chapel Hill Transit transported 60 additional passengers ( 30-4 year olds) from Christ Church Preschool, from Southern Village Park and Ride Lot to Morehead Planetarium

## Demand Response – Mark Rodgers

January 2020 Monthly Reports
• Total Trips - 7253
• On-Time Performance (OTP) – 83%
• Cancellations –11.76
• Missed Trips - 0
• Perfect Attendance – 75%

## EZRAC Agenda Items February 12<sup>th</sup>, 2020

### 1. EZRAC Initiatives

- a. On line reservations, coming soon!
- b. Updated (SOP's) Standard Operating Procedures.
- c. Restructured our safety meetings (They are now combined Operational Meetings) first meeting was a success with more operators in attendance
- d. Nick Pitman discussed short term transit plan
- e. Jeffrey Sullivan presented information about EZ rider reservations through e-mail.
- f. Report on ridership: OTP 83% for the month of January with a total of 7253 trips.
- g. No Show and cancellation Statistics recorded for the month of January were: 853 (11.76%) of 7253 transporting 6400.

## Katy Fontaine – Training Coordinator

### 1. Training Classes

- a. Fixed Route:
  - i. January 6<sup>th</sup>: Three trainees in behind the wheel training; One trainee in route training
  - ii. January 21<sup>st</sup>: Two trainees in behind the wheel training; One trainee in skills training
  - iii. February 3<sup>rd</sup>: One trainee in route training; Three trainees in skills training

- b. Future:
  - i. Next Training Class: February 3rd
- 2. Projects
  - a. Update policies and procedures
  - b. Hiring and Recruitment
  - c. Operator Trainer Training
  - d. Post-Training Evaluations

**Safety Officer – Mark Lowry**

- Accidents for January

<b><u>DIVISION</u></b>	Jan-20	Jan-19	Year to Date
<b><u>FIXED ROUTE</u></b>			
Preventable	4	3	4
Non Preventable	4	1	4
<b><u>DEMAND RESPONSE</u></b>			
Preventable	0	0	0
Non Preventable	0	1	0
<b><u>MAINTENANCE</u></b>			
Preventable	0	0	0
Non Preventable	0	0	0
		TOTAL YTD	8

**Maintenance Manager – Peter Aube**

February Maintenance Report

- Demand response ran 40,874 miles in January
- Non-revenue vehicles ran 25,526 miles in January.
- Fixed route ran 208,612 miles in January.
- Maintenance performed 52 Preventive Maintenance Inspections in December (100% on-time).
- Six (6) Maintenance Employees completed the month of January with Perfect attendance.

- Maintenance performed (11) road calls in January, (18,965) miles between road calls for fixed route.
- Maintenance performed (0) road calls in January, (218,929) miles between road calls for demand response.
- Completed disposition of two more Nova buses and one obsolete supervisor vehicle.
- All Technicians completed a (5) five hour Vanner equalizer/beltless Alternator training.



6B. Director

Staff Resource: Brian Litchfield, Transit Director

---

- The Director's Report will be provided at the meeting on February 25, 2020.



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

phone (919) 969-4900 fax (919) 968-2840  
[www.townofchapelhill.org/transit](http://www.townofchapelhill.org/transit)

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE  
 FUTURE MEETING ITEMS  
 FEBRUARY 25, 2020**

<b>March 24, 2020</b>	
Action Items	Informational Items
Orange County Transit Plan North South BRT	FY21 Budget Update
<b>April 28, 2020</b>	
Action Items	Informational Items
FY21 Budget	
<b>May 26, 2020</b>	
Actions Items	Informational Items
	FY21 Budget Update

<u><b>Key Meetings/Dates</b></u>
MPO Board Meeting – March 11, 2020 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting-March 25, 2020, 9-11AM Committee Room, Durham City Hall
APTA 2020 Legislative Conference – March 15-17, 2020, Washington DC
APTA Transit CEO’s Seminar, April 25-27, 2020, Albuquerque, NM