



Link Transit System
Public Transit Advisory Commission (PTAC)

Tuesday, February 14, 2023

5:30 P.M.

Meeting to be Held Virtually on Microsoft Teams Platform

[Click here to join the meeting](#)

Meeting ID: 279 286 468 857

Passcode: MyVDKV

and at

**425 S. Lexington Avenue, Burlington, NC 27215 in the Municipal Conference Room
(Lower Level)**

AGENDA

- 1) **Call to Order & Quorum** **Chairman**
 - Changes to Agenda / Add On Items
 - Speakers from the Floor – three (3) minutes per speaker

- 2) **Approval of the November 8, 2022 Meeting Minutes** **Page 2-3** **Chairman**

- 3) **Approval to Modify PTAC Meeting Schedule to Start at 5:00 p.m. in the months of January, March, May, July, September, and November on 2nd Mondays.** **John Andoh**

- 4) **Link Transit / System Update** **John Andoh**
 - Update on Bus Procurement
 - Update on New AVL Transition Pages 4-5
 - Discussion about ACTA/Link Transit Coordination
 - Update on Bus Shelter Project
 - Update on Transit Development Plan and Transit Facility Study Pages 6-30
 - Update on Proposed Expansion to Elon Page 31

- 5) **Link Transit Operations Report** **John Andoh**
 - Fixed Route & Paratransit Ridership Update Pages 32-33

- 6) **Other Business** **Chairman**
 - Upcoming Events
 - Other Items
 - Reports & Questions from PTAC Members
 - Other Items / Agenda Topics for Next Meeting

Next Meeting Scheduled for: **TBD**

**ACCESS TO INFORMATION: ALL DOCUMENTS AND DATA CAN BE PROVIDED IN
ALTERNATIVE FORMAT UPON REQUEST**

It is the policy of the Link Transit System to ensure that no person shall, on the ground of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities.

MINUTES

LINK TRANSIT PUBLIC TRANSIT ADVISORY COMMISSION

Tuesday, November 8, 2023

5:30 PM

Meeting held via Zoom and at 425 S. Lexington Avenue, Burlington, NC 27215 in the
Municipal Conference Room (Lower Level)

MEMBERS PRESENT

Mike Mills, Burlington (Chair)
Moses Corbett, Burlington
Steve Harrison, Gibsonville
Peter Murphy, ACTA
Roger Meisenbach, Burlington
Bonita Brown, Burlington
John Mathewson, Burlington

OTHERS PRESENT

John Andoh, Interim Transit Manager
Randolph Williams, Transdev
Francis Tran, MPO Transportation Planner
Dana Bullock, Transdev

MEMBERS ABSENT

Steve Carter, Alamance County
Tammy Williamson, Burlington
Joyce Harris, Gibsonville

Call to Order

Chairman Mills called the meeting to order at 5:35 p.m. and welcomed all members and guests.

Chairman Mills solicited public comments from the floor and requested comments to be limited to three (3) minutes per speaker. No public comments. The meeting agenda was reviewed. No changes were made to the agenda.

Approval of the September 13, 2022, Meeting Minutes

The September 13, 2022, meeting minutes were reviewed. Mr. Corbett made a motion to approve the meeting minutes. Mr. Meisenbach seconded the motion. All PTAC members voted in approval of the September 13, 2022, meeting minutes.

Introduction of New PTAC Members

Mr. Andoh introduced Mr. Mathewson representing Burlington and Mr. Murphy as an alternate representing Alamance County. The Commission welcomed Mr. Mathewson and Mr. Murphy to the Commission.

Mr. Mathewson provided an introduction of himself to the Commission. Mr. Murphy provided an introduction of himself to the Commission.

Link Transit/System Update

Mr. Andoh provided the following updates to the PTAC:

- Update on Bus Procurement
- Update on New AVL Transition
- New Transdev Interim General Manager
- Presentation From Alamance County Transportation Authority

Mr. Williams and Ms. Bullock introduced themselves from Transdev.

Mr. Murphy presented about the services provided by the Alamance County Transportation Authority (ACTA).

The Commission asked Mr. Murphy about ACTA services and coordination with Link Transit.

Link Transit Operations Report

Mr. Andoh presented the ridership update through November 2022 and discussed the performance of each route.

There was no upcoming events or other items for discussion. Mr. Andoh mentioned that the proposed next meeting would be in January.

Other Business

Mr. Andoh asked if the Commission would entertain an earlier start time. Chairman Mills polled the Commission and the members were in favor of changing the time. Mr. Andoh stated he will agendaize this for a future meeting.

Adjournment

Mr. Harrison made a motion to adjourn the meeting and Mr. Meisenbach seconded the motion. All PTAC members voted in approval. Chairman Mills adjourned the PTAC meeting at approximately 6:15 PM.



Our ADA-compliant **NEXT STOP ANNUNCIATOR** is programmed via a bilingual text-to-speech web interface. It is configured for immediate updates, such as detours or emergency announcements.

Using high speed data service, the **VEHICLE NETWORK GATEWAY** provides a secure, private network for vehicle technologies and a separate open Wi-Fi Network for passengers to use while a trip is underway.

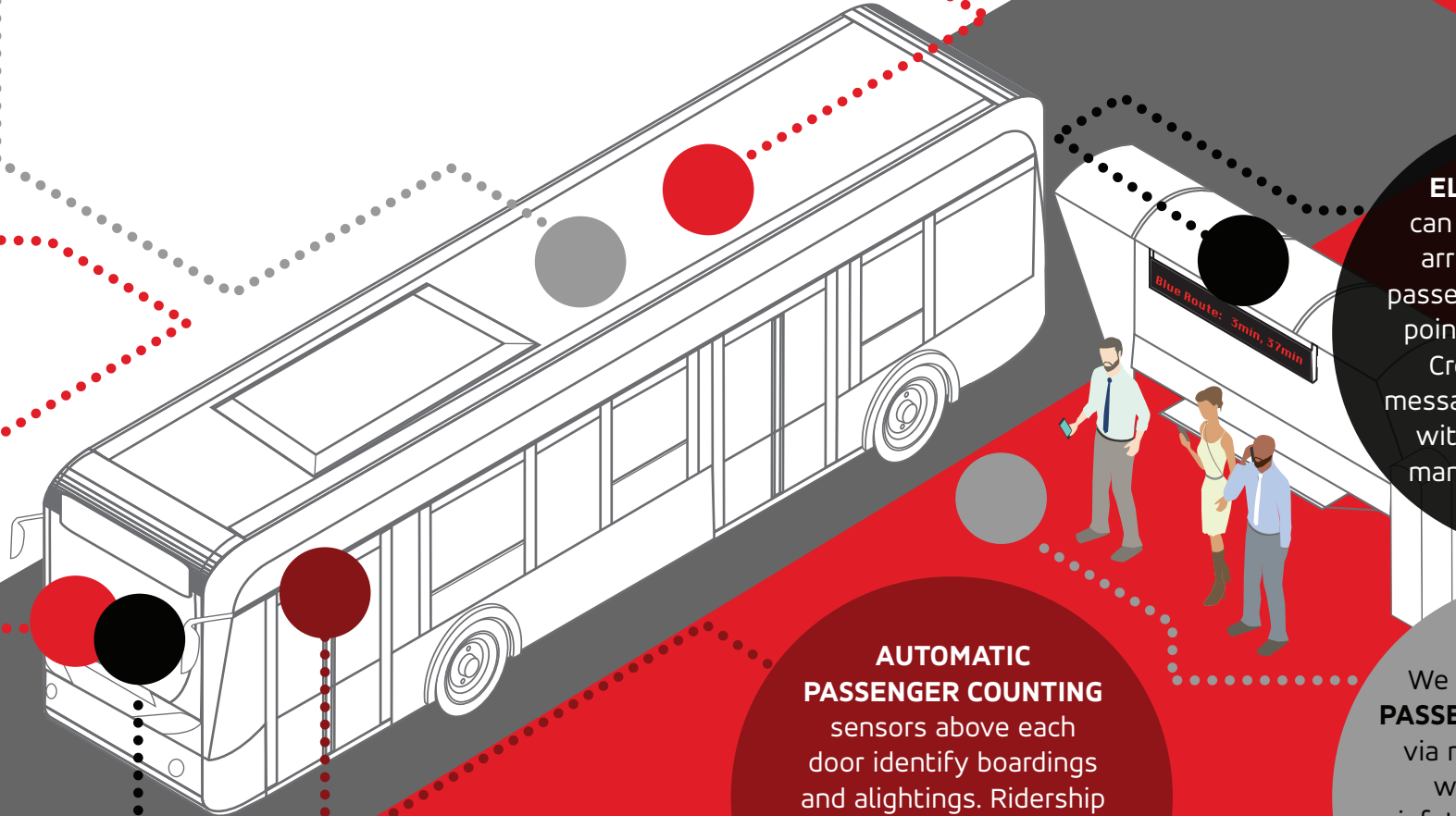
With a single login on the MDT, bus drivers are automatically signed in to other bus components using **HEADSIGN AND FAREBOX INTEGRATION**.

ELECTRONIC SIGNS can quickly convey bus arrival information to passengers at key transfer points and bus shelters. Create and edit sign messages and their display with easy-to-use sign management software.

The brain of the system and driver interface, the **MOBILE DATA TERMINAL**, connects to satellites and cellular networks to report the bus position and communicate with cloud servers.

AUTOMATIC PASSENGER COUNTING sensors above each door identify boardings and alightings. Ridership data is available in real time, historical, and NTD reports through **SYNC** Dispatch software.

We provide **REAL TIME PASSENGER INFORMATION** via mobile apps, custom websites, on-board infotainment, SMS, social media, and voice response systems so everyone can be connected.



MAKING TRANSIT WORK

FOR EVERYONE

WAITING FOR THE BUS can be stressful, but with real time information via mobile apps, text messages, social media, and electronic signs, riders can relax until the next bus arrives.

DRIVING THE BUS is hard work. Our MDT streamlines logins, gives feedback on schedule adherence and provides dispatch messaging. Automated passenger counters and next stop annunciators help operators stay focused on safe driving.

TRANSIT DISPATCHING requires juggling lots of information in real time, so we provide live maps, configurable alerts, and remote vehicle assignments to keep the system running smoothly.

Wi-Fi makes **RIDING THE BUS** a productive, fun experience and attracts new bus riders. Real time arrival information helps riders plan ahead and avoid missed connections.

PLANNING AND EXECUTIVE MANAGEMENT demand accurate and reliable data about operations. Our reporting tools monitor on-time performance, ridership, and other key metrics to support continuous improvement.

GMV makes public transportation more comfortable and convenient for passengers. We help operators use technology to improve their efficiency and quality of service. We deploy Intelligent Transportation Systems hardware and software to make transit work.

CONTACT US
sales@gmvsync.com
310.728.6997



V. SCOPE OF WORK / TECHNICAL REQUIREMENTS

BACKGROUND

Link Transit started in June of 2016 and has operated for six years. Link Transit is a service of the City of Burlington with policy guidance from the Burlington City Council, supported by the Link Transit Public Transportation Advisory Commission (PTAC). Service is provided on five fixed routes radiating from downtown Burlington to Gibsonville, portions of Elon, Graham at the Alamance County Courthouse and Alamance Community College. Supplemental ADA paratransit service started in June of 2016. Services are contracted to Transdev Services, Inc which has operated the transit system since 2016. Routes operate every 90 minutes, Monday-Saturday. A reduced service span operates on Saturday. No services are provided on the six major Federal holidays. Services were implemented based on a study prepared in 2013 for the Burlington Graham Metropolitan Planning Organization studying the implementation of fixed route transit services to supplement general public demand response services of the Alamance County Transportation Authority (which was formed in 2000). Link Transit has an interlocal agreement with the Town of Gibsonville for service and receives contributions of funding from Alamance County and Alamance Community College. It previously had non-profit foundations funding the transit system. Link Transit needs a Transit Development Plan to evaluate the current transit system's performance and make recommendations for the future. Additionally, the Plan should evaluate ways to phase in expansion of transit services in a fiscal constrained manner.

Task 1. Prepare Transit Development Plan in accordance with the subtasks listed within this task.

1.1. Prepare Overview of Transit System

- A. Title Page and Acknowledgement Section
- B. Background Information
 - 1. Review the Link Transit System
 - 2. Review the Interlocal Agreement.
 - 3. Review the City of Burlington's State Maintenance Assistance Program claims from FY 2018-2023.
 - 4. Review the Short-Range Transit Plan Scope of Work.
 - 5. Review the City of Burlington Basic Financial Statements for FY 2018 - 2022 Conclusions and Recommendations.
 - 6. Review prior City of Burlington Triennial Performance Audits.
 - 7. Review BGMPO's Regional Transportation Plan, Transportation Improvement Program (TIP), Public Participation Plan, Title VI Program and Alamance County Transportation Authority Connectivity Plan.
 - 8. Review demographic projections (e.g., US Census, BGMPO, NCDOT, etc.).
- C. Brief History (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

- D. Governance.
- E. Organizational Structure (use graphic format).
- F. Transit Services Provided and Areas Served — Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
- G. Fare Structure — Describe fare structure for fixed route and demand responsive services, and for interconnection transfers.
- H. Revenue/Support Fleet — Provide a general description of the revenue vehicle fleet.
- I. Describe Existing Facilities — Describe individual or grouped facilities, according to the categories listed below.
 - 1. Administrative (locations, age, functions located within);
 - 2. Maintenance and Fueling (type, locations, age);
 - 3. Vehicle Storage/Staging (locations, age, capacity);
 - 4. Park-and-Ride Lots (locations, age, capacity);
 - 5. Stations/Transit Centers and Stops (type, locations, age, basic amenities);
 - 6. Bicycle Facilities.
- J. Describe public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.
- K. Update Alamance County, Burlington, Gibsonville census boundary maps to reflect the 2020 boundaries.

1.2. Review and Update Goals, Objectives, and Standards

- A. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of the City of Burlington’s activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the City of Burlington.
- B. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior Transit Development Plan.
- C. Use the goals and objectives from the Link Transit Development Plan, BGMPO Regional Transportation Plan and consolidate into one set of goals and objectives that reflect the current operating conditions.
- D. Create Performance Measures and incorporate into the Goals and Objectives and evaluate the current transit system (as of July 1, 2022) against those Performance Measures.

1.3. Service and System Evaluation

- A. Review data provided by the transit contractor and measure performance against standards.
- B. Data Collection
 - 1. Conduct boarding and alighting counts and incorporate into the Transit Development Plan.
 - 2. Conduct scheduled adherence checks at each scheduled Link Transit time point and incorporate into the Transit Development Plan.
- C. Transit Demand and Community Needs Assessment

1. Identify future service areas and corridors.
 2. Identify future equipment and infrastructure needs.
 3. Identify surrounding areas or residents that are likely to use Link Transit services.
 4. Identify social service agencies and organizations that will likely benefit from Link Transit services.
- D. Transit Operational Issues
1. Review bus routes, times, and frequencies to maximize the transit farebox recovery ratio and obtain maximum on-time performance and efficiency.
- E. Evaluate route-level and systemwide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available; however, a retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or Contraction. Use narrative, tables and other graphic formats as warranted.
1. Evaluate and discuss recent changes in patronage, operating costs, and operating revenue.
 2. Describe and discuss equipment and facility deficiencies and describe proposed remedies.
- F. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA or other paratransit, dial-a-ride or demand responsive services. Identify other paratransit services with which your services are coordinated, and any proposed revisions or improvements to fixed route services intended to enhance their usage by seniors and/or by persons with disabilities.
- G. Provide the date of City of Burlington's most recent federal Title VI Program and discuss any service deficiencies identified in the report. Generally, describe the process used for complying with FTA Circular C 4702.1. Attach the most recent triennial Title VI Program, plus any subsequent Title VI reports, to the Transit Development Plan in an appendix.
- H. Quantitative
1. Passengers per revenue hour
 2. Operating cost per mile
 3. Operating cost per passenger
 4. Subsidy per passenger
 5. Farebox recovery ratio
 6. On time performance
- I. Qualitative
1. Service Coverage
 2. Frequency
 3. Span of service
 4. Directness

5. Patron Convenience
 6. Speed
 7. Loading time
 8. Bus stops
 9. Dependability of service
 10. Passenger Comfort
 11. Waiting Shelters
 12. Bus stop signs
 13. Revenue equipment
 14. Information dissemination
 15. Demand Responsive
 16. Service coverage
 17. No-shows
 18. Trip cancellations
 19. On time performance/reliability
 20. Trip denials
 21. Reservation system
- J. Evaluate existing routes for metrics identified above
- K. Compare with contractual standards (if applicable)
- L. Compare with peer standard (or average for the Piedmont Triad region of similar sized transit systems)

1.4. Operations Plan, Marketing Plan and Financial Plan

A. Operations Plan

The operations plan sets forth the City of Burlington intentions to provide the appropriate level of transit services over the Transit Development Plan period within the Link Transit service area. From its base of current operations, as described under Section 2 above, the Plan incorporates the results of the City of Burlington ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to the City of Burlington's financial constraints. Accordingly, the Transit Development Plan shall:

1. Describe the modes and types of transit services to be operated over the period covered by the Transit Development Plan. Separately identify service provided in partnership with others:
2. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service).
3. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and older adults.
4. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.

REISSUED: January 4, 2023

CITY OF BURLINGTON
REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: Regional Transit Feasibility Study
ISSUE DATE: January 4, 2023
SUBMITTAL DEADLINE: February 3, 2023
ISSUING AGENCY: CITY OF BURLINGTON

SYNOPSIS**SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the “Department” or “NCDOT”). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines and meet all legal and insurance needs required by the Burlington – Graham Metropolitan Planning Organization (BGMPO) and City of Burlington.

The primary firm and/or subconsultant firm(s) shall be pre-qualified by the Department to perform any combination of the Discipline Codes listed below for the City of Burlington. Discipline Codes required are:

- (410) Multimodal Connectivity Planning
- (411) Transit System Consolidation Studies
- (413) Transit Support Feasibility and Implementation Studies
- (414) Other Special Transit Studies
- (423) Transit Multimodal Transportation Planning
- (427) Transit Feasibility Studies

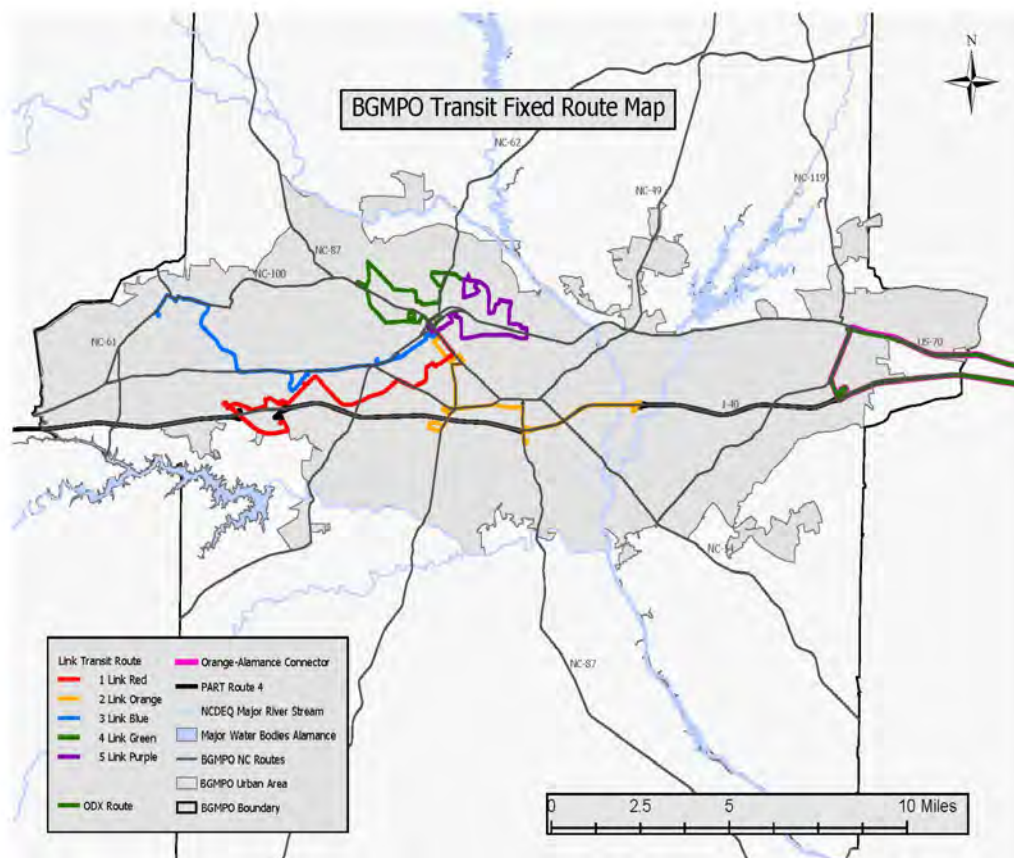
WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to prepare and complete a study of the BGMPO regional public transit system and propose recommendations to improve upon service delivery to determine the feasibility of establishing regional connectivity in the MPO area. The study will assess existing transit conditions and recommend systemwide improvements and funding options for long term growth and sustainability. The proposed project schedule is April 3, 2023 - October 6, 2023. The need for improved regional service has been identified by the MPO Transit Subcommittee as a critical element to respond to regional growth pressures and limited regional transit funding. The primary goal of this plan is to identify service needs and growth opportunities for transit across the MPO. Innovative transit solutions, including micro-transit and other first-last mile connection improvements will be considered in the analysis. The plan will examine service area system operations to reduce service duplication and determine future service expansions. The study will include an identification of cost-effective service enhancements, evaluation of safety performance targets and measures and

development of funding suballocation recommendations. The study will also include an assessment of multimodal transfer connection enhancements and opportunities to facilitate service integration between passenger rail and other modes. As a precursor to the Regional Transit Feasibility Study, one pilot bus stop safety assessment was conducted during the development of the BGMPO Transportation Safety Plan for use as a template for future transit stop safety audits.

The study area includes all of Alamance and portions of Guilford and Orange counties. The BGMPO planning area is served by five regional transit providers (Figure 1).

Figure 1. BGMPO Transit System Map



City of Burlington's Link Transit (Link Transit) system operates five (5) fixed routes and paratransit service in Burlington, Gibsonville, Elon and the unincorporated areas of Alamance County between the City of Graham and Alamance Community College. Link Transit connects to the Piedmont Authority for Regional Transportation (PART) Route #4 at the Alamance Regional Medical Center, Graham's Park and Ride lot and Alamance Community College's main campus.

Orange County Public Transportation (OCPT) provides public transportation provides both demand response service and fixed route service options to customers within county limits of Orange County. OCPT demand response service includes transportation provided by Rural Operating Assistance Program (ROAP), Non-Emergency Medical Transportation (Medicaid), and Americans with Disabilities Act. OCPT fixed route service is comprised of four routes. Service in the BGMPO area is provided by the Orange – Alamance Connector route.

GoTriangle operates regional commuter, paratransit, ridesharing, and an emergency ride home program connecting Durham to Raleigh, Chapel Hill, Apex, Hillsborough, and Wake Forest with express service to the BGMPO area provided by the Orange-Alamance Connector (ODX) route.

Piedmont Authority for Regional Transportation (PART) is a regional bus system connecting major cities of the Piedmont to outlying counties of the Triad and Triangle. PART express and shuttle routes offer weekday and weekend service. PART provides transfer service to local fixed routes via nineteen (19) park and ride lots scattered across the Triad. There are four park and ride lots located in the BGMPO area located at the Alamance Regional Medical Center, Alamance Community College, Graham and the Mebane Cone Health campus.

Alamance County Transportation Authority (ACTA) serves the transportation needs of the elderly, disabled, and general public by providing contracted and demand response transportation throughout Alamance County and to out-of-county locations for specific contractual trips. ACTA serves both the rural and urbanized areas, and overlaps service areas with Link Transit and OCPT in Alamance County. ACTA connects to the PART transit system when possible. ACTA utilizes vans and buses which are ADA equipped, with wheelchair lifts.

Electronic LOIs should be submitted in .pdf format using software such ADOBE Acrobat.

LOIs SHALL BE RECEIVED ELECTRONICALLY OR BY MAIL NO LATER THAN 3:00 PM, February 3, 2023

The address for electronic deliveries is: wmallette@burlingtonnc.gov

The address for mailings is:

**Regional Transit Feasibility Study
c/o Ms. Wannetta Mallette, PTP
BGMPO Administrator
City of Burlington PO Box 1358
Burlington, NC 27215**

LOIs RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. Engineers performing the work must be registered Professional Engineers in the State of North Carolina and must have good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing

engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

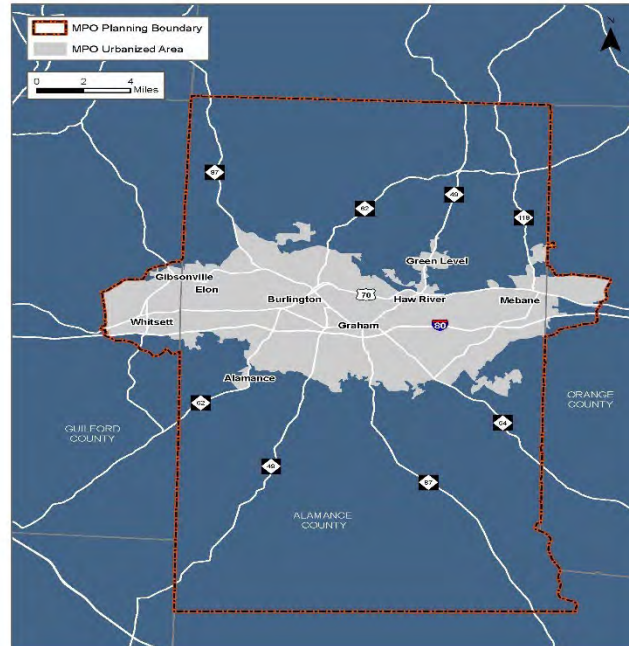
The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability and Umbrella Liability insurance coverages in the minimum amounts of \$1,000,000.00 and \$5,000,000.00, respectively. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

The qualified consultant will have considerable experience working with public entities (including their transportation providers), equal to or greater in size than the BGMPO planning area, experience in facilitating community engagement meetings, excellent communication and graphic skills, and extensive experience in transit planning.

PROJECT LOCATION

BGMPO is located in central North Carolina, approximately 60 miles west of Raleigh and 25 miles east of Greensboro and its member jurisdictions include the cities of Burlington, Graham, and Mebane, the towns of Elon, Gibsonville, Haw River, Whitsett, Green Level, the Village of Alamance, and portions of Alamance, Guilford and Orange counties. The major transportation facility within the study area is the I-85/40 corridor. The general project area is shown in Figure 2.

Figure 2 MPO Planning Boundary



SCOPE OF WORK

This RFLOI describes the scope of services to be performed that is intended to be representative of desired activities, products, and outcomes. Proposers are encouraged to suggest modifications to the tasks and products or to expand specific tasks that would enable a more effective regional transit system. Potential proposers should carefully review all requirements contained in this document for submittal and prepare a written proposal that is responsive to the

minimum task requirements.

The contract executed for this project will require that full copyrights to the data are assigned to Burlington, meaning that Burlington is free to redistribute the data to its member jurisdictions and agencies, stakeholders, and the general public. This includes the display and distributions of the data through its website to the world-wide-web.

This RFLOI does not commit the City of Burlington to award a contract or to pay any costs incurred in preparation of a response to this request. Burlington reserves the right to accept or reject any or all proposals received resulting from this request, to negotiate with qualified proposers, or to cancel in part or in its entirety this RFLOI, if such action is in the best interest of Burlington.

The tasks identified in this scope of services represent the extent of activities and products that Burlington requires to meet its regional transit feasibility study tasks and project funding. All work performed must comply with Federal Transit Administration, NCDOT, and local requirements associated with project funding and administration. The project will be guided by a Project Team comprised of consultant staff, BGMPO staff, and the BGMPO Transit Subcommittee. The BGMPO Administrator will serve as the main point of contact. The feasibility study will be subject to approval and adoption by the BGMPO Transportation Advisory Committee. The selected consultant will provide a proposal that details how their study will meet/exceed the scope of work, and that expands on their ability to complete all project tasks.

Task 1. Project Initiation

Upon the Notice to Proceed, project kickoff meetings will be held with the Project Team, TCC and TAC to confirm Scope of Work, project schedule, and deliverables. A data-sharing system will be established for the purpose of storing and sharing project files and documents. The consultant will develop process for disseminating to stakeholders and the public at regular intervals.

Task 2. Development of Goals, Objectives, Policies and System Performance Metrics

Clearly defined goals, objectives, performance measures/targets and supporting policies will be established based upon Transit Subcommittee, TCC, TAC and public input via electronic surveys. Previously identified long-range transit goals identified in the Metropolitan and Comprehensive Transportation Plans and regional transit agencies' plans will serve as a basis in which to evaluate, refine, and build upon.

Task 3. Existing Conditions Assessment

A comprehensive existing conditions assessment and evaluation including equity analysis (captive vs choice riders) will be conducted of the region's express, fixed route, paratransit, and on-demand transit system services. The assessment will include individual system on-demand origin and destination, bus routes, stops and park and ride lots mapping, system operational efficiency and performance analysis; regional ridership trends and commuting patterns, demographic and socio-economic conditions, landuse and population growth trends and funding allocations and suballocations. A matrix of transit agencies providing regional transit services (for profit and non-profit) eligible for Section 5307, 5310 and 5339 funding within the urbanized area (UZA) will be developed. The assessment will include an examination of individual transit agency governance, deficiencies, and evaluation of safety performance metrics (TAM and safety plans). The analysis will include the current and potential market demand for transit service within the BGMPO service area, based on relevant variables including

demographic changes, transit-dependent and choice-rider markets, fuel prices, commercial and residential development completed or planned. The results will be compared against transit agency short- and long-range planning recommendations occurring within the BGMPO area and available regional funding to determine opportunities and constraints.

When possible, the data collected should be aggregated annually across a timespan of five (5) years, from 2018 – 2022. As Title VI requires the BGMPO to evaluate social equity and disparate impacts of its policies and programs on marginalized and underrepresented communities relative to the population at large, data will be disaggregated by race, age, gender, income, car access, and ethnicity to identify any impacts related to service delivery and unmet needs.

Task 4. Operational Analysis

The operational analysis will assess three operational strategies: (1) restructuring transit operations to avoid duplication and overlaps in service; (2) consolidating demand response/paratransit services; and (3) recommending new and innovative mobility strategies to meet regional needs that are not currently accessed or cost-effectively addressed either by traditional fixed-route, express, or demand response services. The analysis will identify high and low-performing routes, opportunities for new service expansion and a regional transfer facility and recommendations for an effective and efficient dedicated transit system(s) that will provide overall system consistency and a single regional identity for the end user. All findings will be informed by a thorough analysis of operations, ridership data, stop inventory, safety and performance metrics evaluation, and public input.

The assessment will include a review of the correlation between transit agencies' performance-based planning and long-range planning recommendations and development of a metric to allow the BGMPO to assess annually whether the transit system (s) is meeting or are making significant progress toward meeting performance goals. The metric will also be used as a screening tool to evaluate and prioritize future regional transit improvements.

Task 5. Fiscal Impact Analysis

A full range of funding and likely funding measures (allowable under current state, county, and local legislation) will be evaluated to determine the available funds to support regional transit systems within the existing and to support future systemwide expansion. This analysis will include consideration of investment priorities tied to performance-based transit planning required by the FAST Act and review of the MPO's existing urbanized area funding and suballocation methodology. The Consultant will conduct interviews with key stakeholders identified by the Project Team to assess the feasibility of a dedicated source(s) of public funding. These meetings will be held either in-person, virtually, or by telephone as most convenient or cost effective at the time of scheduling and can be combined as appropriate. Based on this analysis, recommendations for restructuring transit services in the BGMPO region will be developed to provide greater operational efficiency and regional connectivity, including 5-, 10-, 20-year project phasing and funding plans. Conduct financial analysis of options to determine costs/savings, associated fare revenue gains/losses, potential alternatives for cost allocations, potential timing, and feasibility, and refine with BGMPO staff into an initial set of proposed future service alternatives

Task 6. Stakeholder and Public Meetings

The Consultant will develop and conduct a stakeholder meeting schedule concurrent with project milestone phases. The meetings will provide an effective and interactive means to involve the public in the decision-making process. The Project Team will facilitate discussions with key stakeholders. These interviews may be conducted in person (individually or in small groups) or by phone, or virtual as is most convenient and cost effective. The Consultant will coordinate with BGMPO staff when scheduling and publicizing meetings. BGMPO staff will offer staff support for these meetings and identify and reserve meeting locations (if needed). The Consultant will be responsible for meeting setup and breakdown, presentations, visuals, handout materials and meeting minutes when applicable.

- *Project Team Meetings (up to 5)* – The project team, consisting of the consulting team, BGMPO staff, and Transit Subcommittee members, will meet periodically as required (but no less than monthly). The project team meetings will be held remotely via a videoconference platform. The consultant will schedule meetings and prepare agendas; present action/milestone items accomplished during reporting periods; discuss challenges encountered/anticipated and offer potential solutions; present the action plan for the next reporting period and provide meeting summaries.
- *Stakeholder meetings (up to 10)* – Stakeholder meetings will be scheduled to disseminate project updates to internal and external stakeholders to gauge interest in plan objectives and funding goals and to obtain project buy-in. The meetings will include individual meetings with members of the Transit Subcommittee and elected officials and influential decisionmakers. Engagement will be designed to determine opinions, assess service preferences, community priorities, and level of commitment to regional transit system goals. During subsequent meetings, the consultant will present potential restructuring alternatives and obtain comment and feedback on draft service and funding recommendations.
- *Public Forums (2)* - Two public meeting (virtual or in-person) will be held after completion of the existing conditions analysis to solicit input for draft plan recommendations and after the development of the draft plan.

Task 7. Recommendations and Final Draft Plan

Project goals, operation analysis results and stakeholder feedback will provide the basis for development of the draft plan and project recommendations. Implementation strategies will include cost estimates, funding sources, governance, private/public partnership opportunities and options to fund the creation and operation of a regional transportation authority. All recommendations should consider and support other relevant plans, including but not limited to the Metropolitan Transportation Plan, Comprehensive Transportation Plan, transit agency connectivity plans, safety plans and TAM plans and a narrative summary of recommendations by project funding phases (if necessary). All recommended route service adjustments/changes should be mapped and delivered in GIS format shapefiles compatible with existing transit agencies network systems. The Consultant will present the final plan to the BGMPO TAC for approval and adoption consideration.

Task 8. Public Engagement

This task outlines public engagement strategies that may be utilized to raise awareness of project activities and increase public participation in the planning process. Public engagement will be on-

going throughout the plan development. The Consultant will develop and implement a cost effective public engagement process in accordance with current pandemic protocols, NCDOT and BGMPO Public Engagements Plans and Title VI Plan requirements to include, but not limited to, dissemination of electronic surveys, virtual and live streaming public meetings, presentations and project templates, e-newsletters, executive summaries, data visuals/infographics, GIS-based apps, stakeholder interviews and focus groups, comment cards, and public notices and press releases. The Consultant will develop a BGMPO Regional Transit Feasibility Study project logo/branding for use on all public project related materials.

Milestone Dates

Proposers will include a schedule of project milestones. Milestones should include the project initiation and completion of key project tasks.

PROPOSED CONTRACT TIME: April 3, 2023 – October 6, 2023

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet and shall be typed on 8-1/2” x 11” sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than fifteen (15) pages will not be considered.

One (1) copy of the LOI in fifteen (15) pages should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- Burlington’s Section Committee will review all qualifying LOI submittals
- Burlington’s Selection Committee MAY, at Burlington’s discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of the RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

Burlington in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair

5. Portray the levels of service planned — Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
 - a. Fixed route modes by type;
 - b. Demand responsive modes by type;
 - c. Expansion service (for instance, doubling the frequency, adding evening service on weekdays, Sunday services)
6. The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the “Service and System Evaluation” section of the Transit Development Plan.
7. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI Program.
8. Discuss expansion opportunities for providing Link Transit within the boundaries of the Burlington Graham Urbanized Areas including service delivery models that make sense for expansion areas.
9. Prepare an implementation schedule for delivery of recommendations in the Operations Plan.

B. Financial Plan

A principal objective of the Transit Development Plan is to demonstrate that the City of Burlington is planning a sustainable stated level of transit service over the planning period, including rehabilitation and replacement of capital assets. This portrayal takes into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, regional priorities and policies. The Transit Development Plan should reflect a “baseline” level of service, taking into consideration the existing level of service at the time of publication of the Transit Development Plan. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Then, a reviewer of the Transit Development Plan can evaluate costs of implementing the operating and capital plans and compare the total with anticipated revenues available during the Plan period.

This Transit Development Plan is a “fiscally constrained” document.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolates by year (e.g., through individual line items) the following:

- Change in fare revenue due to a fare increase or decrease.

- Change in fare revenue due to a change in the level of service.
- Change in expenses due to a change in the level of service.
- Change in expenses due to a labor or service Contract change.

All operations expense and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.

1. The operations budget must be sustainable and generally balanced each year over the period of the Transit Development Plan, using currently available or reasonably projected revenues.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
3. Fixed route and demand responsive services portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interconnection transfer arrangements and/or fares (this pertains to interconnection fares themselves. **Note:** fare and local discretionary revenue contributions are expected to keep pace with inflation).
5. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
6. Discuss funding strategies for asking municipalities in the Burlington-Graham Urbanized Area to contribute equitably to Link Transit for operational and capital needs. This should include appropriate cost allocation recommendations and the application of Federal funding to support operations.
7. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
8. The multi-year operating budget shall utilize BGMPO projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the Plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved.
9. In order to portray the operating budget:
 - a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service.

- b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours).
 - c. The forecast escalation rates (revenue and expenses) must be clearly portrayed.
 - d. Indicate reserves available for operations and changes to reserves over the period of the Transit Development Plan, including anticipated unallocated TDA reserves.
 - e. Budget levels must correlate with the changes in service identified in the “Operations Plan.”
 - f. Identify sources of operating revenue.
10. In addition to future year forecasts, the Transit Development Plan should include a three-year retrospective of audited (if available) operating expenses and revenue.

C. Marketing Plan

Discuss strategies, financial plan and implementation plan to market Link Transit services with a goal of increase ridership. All marketing materials presently used shall be assessed with recommendations provided on how to improve marketing of the transit system. Prepare an implementation schedule for delivery of recommendations in the Marketing Plan.

1.5. Capital Improvement Program

The Capital Improvement Program (CIP) describes and discusses the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and financial plan described in Section 1.4, above. The CIP provides the basis for requests for federal, state and regional funding for capital replacements, rehabilitation, and expansion projects. While the CIP does not have to be financially constrained to the extent that the operations budget does, it should reflect the City of Burlington’s reasonable expectation of funding, particularly as outlined in BGMPO’s Regional Transportation Plan.

A. Basis for Revenue & Non Revenue Vehicle Projects and/or Proposals, for Replacement, Rehabilitation, and Expansion.

1. Describe and discuss policies (or basis), and justification for vehicle replacement:
 - a. Life cycle considerations (current vehicles);
 - b. Passenger amenity considerations (vehicles to be acquired);
 - c. Mode of power and/or emissions considerations (vehicles to be acquired);
 - d. Other considerations (e.g., safety, lack of availability of service parts for current vehicles)
2. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit:
 - a. Life cycle considerations;
 - b. Passenger amenity considerations;
 - c. Emissions considerations;
 - d. Other considerations.

3. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction):
 - a. Relationship to fixed route or demand responsive operations plan;
 - b. Basis for type(s) of vehicles desired (expansion).
 - c. Number and type(s) of vehicles to be removed from service (Contraction), including intended disposition (e.g., sale, placed for lease, salvaged).
4. Current Revenue & Non-Revenue Vehicle Fleet Inventory: Identify items “a” through “k” below individually or by subfleet.
 - a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number (individual VIN or VIN sequence for subfleets);
 - d. Length of vehicle(s)(s);
 - e. Seating capacity of vehicle(s)(s);
 - f. Wheelchair capacity of vehicle(s)(s);
 - g. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
 - h. In fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen, fuel cell, hybrid gasoline-electric).
 - j. Has major rehabilitation of the vehicle(s)(s) been performed; if yes, how many years of service life were added;
 - k. Year the vehicle(s)(s) will be retired from service (even if this is beyond the time horizon of the Transit Development Plan);
5. Vehicle Replacement: Identify items “a” through “k” below individually or by subfleet, showing the number of replacement vehicles to be placed in service per year over the planning horizon of the Transit Development Plan.
 - a. Number of vehicles to be replaced;
 - b. Anticipated year of manufacture of replacement vehicle(s)(s);
 - c. Year vehicle(s)(s) will be placed in service;
 - d. Length of vehicle(s)(s);
 - e. Seating capacity of vehicle(s)(s);
 - f. Wheelchair capacity of vehicle(s)(s);
 - g. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric).
 - j. Estimated cost of replacement vehicle(s)(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for replacement vehicle(s)(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
6. Vehicle Rehabilitation (if applicable): Identify items “a” through “m” below individually or by subfleet, showing the number of vehicles to be

rehabilitated per year over the planning horizon of the Transit Development Plan.

- a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number, (individual VIN);
 - d. Length of vehicle(s)(s);
 - e. Seating capacity of vehicle(s)(s);
 - f. Wheelchair capacity of vehicle(s)(s);
 - g. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
 - h. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric);
 - i. Year of planned rehabilitation (even if this falls outside the time horizon of the Transit Development Plan);
 - j. Years of service life to be added;
 - k. Rehabilitation to be performed in-house or contracted, if known;
 - l. Estimated cost of rehabilitation of vehicle(s) (unit cost or total by subfleet) with annual escalation rates clearly portrayed;
 - m. Sources and amounts of funding for rehabilitation of vehicle(s)(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
7. Vehicle Expansion (if applicable): Identify items “a” through “k” below individually or by subfleet
- a. The number of expansion vehicle(s)(s) to be placed in service per year over the planning horizon of the Transit Development Plan.
 - b. Anticipated year of manufacture;
 - c. Year vehicle(s)(s) will be placed in service;
 - d. Length of vehicle(s)(s);
 - e. Seating capacity of vehicle(s)(s);
 - f. Wheelchair capacity of vehicle(s)(s);
 - h. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric).
 - j. Estimated cost of expansion vehicle(s)(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for expansion vehicle(s)(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
8. Summary of Revenue Vehicle Fleet Inventory:
- a. Total number of fixed route vehicles in active fleet (identified by type; e.g., see item 7.g. above);
 - b. Total number of fixed route vehicles in reserve fleet;
 - c. Spare ratio of fixed route vehicles (at maximum pullout);
 - d. Total number of demand responsive vehicles in active fleet

- (identified by type; e.g., see item 7. g. above);
 - e. Total number of demand responsive vehicles in reserve fleet;
 - f. Spare ratio of demand responsive vehicles (at maximum pullout);
 - g. Useful life of revenue vehicles.
 - h. Next rehabilitation or replacement of vehicles, even if beyond the Transit Development Plan horizon.
- B. Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion projects of the types listed below. Identify the locations of new or expanded facilities. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs.
1. Administrative;
 2. Maintenance and Fueling;
 3. Vehicle Storage/Staging;
 4. Park-and-Ride Lots;
 5. Transit Center, Stations and Stops;
 6. Bicycle Facilities (e.g., lockers).
- C. Tools and Equipment: Replacement and/or Upgrade. Discuss current and/or proposed projects. Combine projects into a lump sum and indicate costs, sources of funds and amounts.
- D. Prepare an implementation schedule for delivery of recommendations in the CIP.
- E. Provide the following information on expansion projects:
1. Portray the project's current capital cost, providing explanation where costs differ.
 2. Capital Funding:
 - a. Discuss and describe secured funding, including fund programming and/or allocation actions, conditions imposed on the use of funds, fund sources and amounts;
 - b. Explain any changes in secured or anticipated funding, providing explanation;
 - c. Portray and discuss the project's cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
 3. Project Schedule. Provide the most current schedule for the project, showing key milestones completed, and anticipated milestone completion dates.
 4. Operating Costs. Provide operating expense and revenue projections (including sources of funds).
 5. Discuss any activities related to changes in land use planned or anticipated in association with the project, including:
 - a. Participation in the development of local land use policies;

- b. Policies and/or planning pertaining to, and/or development adjacent to transit stations;
 - c. Descriptions of land that the City of Burlington currently owns or controls adjacent to transit stop/stations (use a map if desired to show locations).
6. Discuss any current or anticipated policy, planning, funding or operating issues associated with the project, not reflected in responses to items 1 through 5, above.

1.6. Community Outreach Plan

Special Note: Consultants should expect a high degree to public engagement and public opinion from this Plan. It is recommend assigning staff who are well-versed in successful public engagement and mediation. This will help ensure all members of the public are respectfully heard and engaged throughout the Plan process.

In order to achieve the vision for Link Transit, it is imperative that residents, businesses, human service providers, and stakeholders be involved in the development of the Plan. Direct effort should be made to obtain broad-based support from the community. Consultants shall prepare a Community Outreach Plan that is consistent with the BGMPO Public Participation Plan and complies with Title VI of the Civil Rights Act of 1964 and the Executive Order on Environmental Justice of 1994. The following are the minimum public involvement activities the Proposer should include:

1. The Plan will have two (2) public involvement opportunities for the general public. Each public involvement opportunity will consist of two (2) meetings, one in Burlington, Gibsonville, Alamance Community College and Graham. The general public should include residents, businesses, and community stakeholders. Public involvement opportunities may be in-person, online, or hybrid. All input and attendance from the public input opportunities shall be recorded and all concerns and suggestions will be included and addressed in the Plan.
2. A website for the Plan that will be interesting, provide up-to-date information, and be easy to use by the public;
3. Five (5) final presentation meetings, with potential for each to be a public meeting. One meeting with each of the following entities: Burlington City Council and PTAC at the minimum.

Community Engagement:

Proposer are encouraged to reach out to the community at large and interested or affected community members. Consultants are encouraged to use novel means to inform the public and gather their opinions. Suggested ideas could include but are not limited to flyers; updates in city bulletins, radio or television PSAs; coordination with local public or commercial media outlets; presentation to community/ business groups, and public meetings.

Online Engagement:

Proposer shall create a website to keep the public informed and engaged regarding the Plan. The website should include regular updates, including pertinent Plan documentations, maps, online surveys, public involvement opportunities, and the drafts and final reports. The website should also track hits/visits to the site. In addition, there should be social media developed and maintained as well as other online engagement tools to enhance the public involvement process and encourage the public's participation.

Link Transit hosts a Facebook, Twitter and Instagram page which is intended to be a clearing house for all Link Transit related social media outreach. The Proposer would be given access to place posts on the website.

Newspaper Engagement:

Public meetings and final presentations will be advertised in the local newspaper(s). Proposer are responsible for preparing newspaper advertisements for public meetings and final presentations. Proposer reviews the ads, provides necessary modifications to language and formatting, and coordinates and pays for printing with the local newspaper(s).

Community Engagement and Surveys:

Identify community based organizations that represent the interests of the Link Transit service area such as local business representatives, community organizations, representatives from local schools, public officials, residents of the Link Transit service area and County agency staff to participate in the planning process. Develop survey to be used for website, on board buses and distribution asking stakeholder for partial assistance in distributing to their clientele. The survey should have All public notices will be in English and Spanish. Spanish translators are required to be present at all workshops, and sign language interpreters will be present at workshops if requested.

Execute community outreach campaign. Educate participants about the goals of the Transit Development Plan and process. Presentation of existing transit services and programs. Facilitate discussions with the goal of reaching consensus to prioritized transit gaps. Gather input from participants on strategies and solutions while being mindful of budget constraints but noting if funding becomes available. All public notices will be in English and Spanish. Spanish translators are required to be present at all workshops, and sign language interpreters will be present at workshops if requested.

Demographics and Analysis:

Provide a description of the jurisdictions in the Link Transit service area including residential demographics (auto ownership, race/ethnicity, gender, age, income status, etc.). Information should include the existing transportation network and information regarding recent or proposed economic or housing development as well as any future business such as dialysis, medical office etc. Identify transportation gaps.

Establish the criteria for evaluating the feasibility of proposed solutions. Facilitate consensus among stakeholders the potential solutions based on how well they meet the criteria. Document solutions that do not meet the criteria. Evaluate the implementation feasibility of the proposed viable solutions and present to stakeholders, PTAC and Burlington City Council for comments and direction before developing a complete implementation plan.

Task 2 Publish the Transit Development Plan in accordance with the subtasks listed within this scope of work.

2.1 Publish Transit Development Plan

- A. Develop Draft Transit Development Plan
 - Executive Summary
 - Overview of Transit System (Task 1.1)
 - Goals, Objectives and Standards (Task 1.2)
 - Service and System Evaluation (Task 1.3)
 - Operations Plan, Marketing Plan & Financial Plan (Task 1.4)
 - Capital Improvement Program (Task 1.5)
 - Community Outreach Plan (Task 1.6)
- B. PTAC and City Council Involvement
 - Provide at least two (2) presentations to the PTAC and Burlington City Council.
 - Provide City of Burlington staff copies of the Draft Transit Development Plan for review, comment, and approval.
- C. Publish Final Transit Development Plan
 - Prepare PowerPoint presentation for PTAC and Burlington City Council.
 - Provide City of Burlington staff copies of the Final Transit Development Plan for approval. Although City of Burlington staff will obtain approval from the City Council, the Proposer must be present at the City Council meeting to field questions.

Task 3 Publish the Transit Facility Study in accordance with the subtasks listed within this scope of work.

3.0 Background

The primary goal of the Transit Facility Study is to recommend the best location(s) and provide a conceptual layout for a new operations and maintenance facility, transfer plaza/hub in downtown Burlington, and the potential for additional transfer locations. Other Plan goals include:

- Recommendations on phasing to ensure that the facilities will serve the area's short-range and long-range needs as the population and transportation system grows and as new public transportation technologies are implemented.
- Provide estimated capital and operating costs for the administrative/maintenance facility, transfer plaza, and other transfer locations at full build-out, as well as costs associated with a phased approach to development.
- Altering current and proposed routes from the Transit Development Plan to make the best use of all Link Transit facilities and ensure that the routes and facilities are

passenger friendly.

3.1 Develop Work Plan, Schedule, and Outreach Program

- Develop a work plan to guide and manage the project.
- Establish a schedule with milestones.
- Establish a process for communication with the sponsoring agencies.
- Develop a public involvement plan to conduct outreach for various tasks.

3.2 Collect Data and Assess Needs

- To develop an understanding of the current public transportation environment, it is necessary to complete the following tasks:
 - Review available public transportation survey findings, and conduct additional surveys as needed.
 - Review anticipated downtown developments and city growth, current and future public transportation operations plans and other information that could affect the project.
 - Research and review peer facilities.
 - Identify potential opportunities and issues.
 - Develop a demographic profile of the population in the Plan area to determine existing geographical concentration of transit dependency or need from existing BGMPO, census, and transit survey data sources;
 - Develop an employer profile from existing BGMPO and other employer-based data;
 - Identify existing major traffic generators and high traffic corridors including major transit attractors and generators;
 - Survey existing transit users within the community, (public and private) for assessing existing and future transit services; and
 - Identify opportunities for increased transit services to attract non-transit dependent trips.
 - In coordination with the Steering Committee, refine project goals and objectives.

3.3 Validation of Space Needs

Based on interviews with the system staff, the following information would be compiled on each functional area:

- Thoroughly review the current facilities and system to understand the needs at each facility, and for potential future facilities.
- Transit system(s) mission and function;
- Staff by type and number - current and historic;
- Current space allocations and unmet space needs;
- Equipment with significant impact on space needs;
- Degree of automation and communication;
- Data/record storage practices and requirements;
- Relationship to general public access and visitation; and
- Parking needs and traffic generation characteristics.

Average square foot space needs per employee, by individual component/personnel classification, will be defined, along with space needs for specialized equipment, meeting rooms, and other non-personnel space needs. The net square footage requirement for each component of the proposed facility will be determined. The total quantity of land required to accommodate the proposed facility will be determined by identifying the following:

- Total square footage required for structures such as administrative/operations facility, maintenance area, fueling bays, etc.;
- On-site vehicle and equipment storage;
- Employee and patron parking requirements;
- Vehicular access and maneuvering; and
- Future expansion requirements.

3.4 Identification of Sites

If possible, three potential choices for the location of the transit facility should be determined. Note that it may be helpful to initiate the assistance of a local commercial real estate broker to assist in compiling a list of potential sites. A profile of each potential site will be developed utilizing the following criteria:

- Review potential sites and associated property records
- Identify if best course of action is to have a new facility constructed or repurpose a current facility
- Review development plans that may affect sites
- Review sites for environmental issues that could present a fatal flaw
- Site location;
- Total acreage;
- Amount of usable space;
- Physical advantages/disadvantages;
- Geographical advantages/disadvantages;
- Environmental concerns including water and air quality impacts;
- Street access and traffic issues;
- Cost projections for land procurement, site preparation, and all other aspects of facility development;
- Potential constraints impacting development and/or facility operation;
- Compatibility with surrounding land uses;
- Local codes and zoning regulations;
- Work in conjunction with the City of Burlington updated Unified Development Code and Downtown Master Plan and make recommendations accordingly;
- Special requirements impacting site development and/or facility operations;
- Accessibility and convenience for other transportation providers/modes;
- Allowance for future growth and expansion; and
- Availability and ease of land acquisition.
- Recommend three (3) candidate sites for further analysis.

3.5 Title VI Equity Analysis

To comply with Title VI requirements as outlined in 49 CFR §21.5(b)(3) and as described in FTA Circular 4702.1B, a Title VI Facility Equity Analysis (often called a site equity analysis) must be completed early in the planning process for a maintenance facility (such as a bus garage) and **before a site is selected**. The purpose of the Title VI Equity Analysis is to determine whether the site or location of a facility will result in discrimination on the grounds of race, color, or national origin. Bus stops or transfer facilities generally do **not** require a site equity analysis, as those are covered during the NEPA process. Additional information and details may be found in [FTA Circular 4702.1B](#), Chapter III, Section 13.

3.6 Public Involvement

It is essential that public input be received during the site consideration process. This can be accomplished by:

- Establishing two-way communication with the local community in order to gather input on transit needs and to discuss transit service alternatives;
- Determining the approach to identify different constituent groups;
- Establishing a time schedule for conducting public meetings;
- Identifying the mechanism for including public comments into final recommendations;
- Meeting with constituencies that represent transportation disadvantaged individuals and transit access issues;
- Offer quality opportunities for public, rider, and business input into the Plan process to ensure that we fully understand their needs and issues. This may include some less-traditional approaches to obtaining input.
- Develop a public involvement plan that allows for face-to-face involvement as well as virtual options. The Plan must include ways to obtain virtual input, and not be limited to only gathering public input through in-person meetings.
- Surveying potential consumers and agencies; and
- Conducting a public hearing and recording the results.

3.7 Site Selection Criteria

Evaluation criteria and a ranking system for each potential site based upon those criteria would be developed. The focus of the selection criteria for determining the most viable transit facility site would concentrate on the following factors:

- Access - Highway/street system, traffic congestion;
- Physical/Geographic Features - Total site size, configuration (ratio of length to width), contiguity, soil bearing capacity, slope, drainage, flood plains, wetlands, easements, hazardous wastes, and zoning and land use;
- Availability of Utilities - Electricity, water, sewer;
- Availability and Cost - Publicly owned land, privately owned land, local

tax base impact, projected land cost; and

- Public Opinion - Determined through meetings and surveys.
- Adverse Impact on Minority or Low-Income Populations – Where effects are disproportionately high, site selection may only be carried out if further mitigation measures or alternatives that would reduce the disproportionately high and adverse effects are not practicable. In determining whether a mitigation measure or alternative is "practicable," the social, economic (including costs) and environmental effects of avoiding or mitigating adverse effects will be considered.
- Develop preliminary site layout for candidate sites based on conceptual layout
- Evaluate and rank candidate sites based on established criteria
- Recommend preferred site
- Note that it may be helpful to prepare a site evaluation matrix. A ranking system, based on local considerations and priorities, should be devised with weighted scores for each evaluation criteria due to some factors being more critical than others in the successful development of the proposed transit operations and maintenance facility and central transfer hub facilities. A site recommendation would be made using the evaluation criteria and ranking system.

3.8 Implementation Plan

Once a decision on the site has been made for the operations and maintenance facility and central transfer hub, the facility implementation Plan will be developed including the following:

- Proposed space plan;
- Adjacency diagrams indicating the spatial relationships between functional elements of the facility;
- Total facility and site size recommendations;
- Renovation and/or development costs, as appropriate;
- Recommended project budget, including A/E fees, impact fees and other costs;
- Estimate of operation costs and revenue sources;
- If applicable, develop a cost allocation methodology to establish an equitable distribution of costs commensurate with benefits;
- Possible funding partners;
- Preliminary assessment on the potential environmental determination request to be made by the project; and

Task 4 Publish the Transit Facilities Study in accordance to the subtasks listed within this scope of work.

4.1 Publish Transit Facilities Study

- Develop Work Plan, Schedule, and Outreach Program (Task 3.1)
- Collect Data and Assess Needs (Task 3.2)
- Validation of Space Needs (Task 3.3)
- Identification of Sites (Task 3.4)

Blue Route with Elon

32 views
Last edit was 4 days ago

[Add layer](#)
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[Preview](#)

Directions from Worth Street Tran...

- A** Worth Street Transfer Hub/B...
- B** 1801 N Church St, Burlington...
- C** Holly Hill Mall Blue/Red Line ...
- D** 1780 Westbrook Ave, Burling...
- E** Ball Park Avenue & South Wil...
- F** 400 West Steele Street, Gibs...

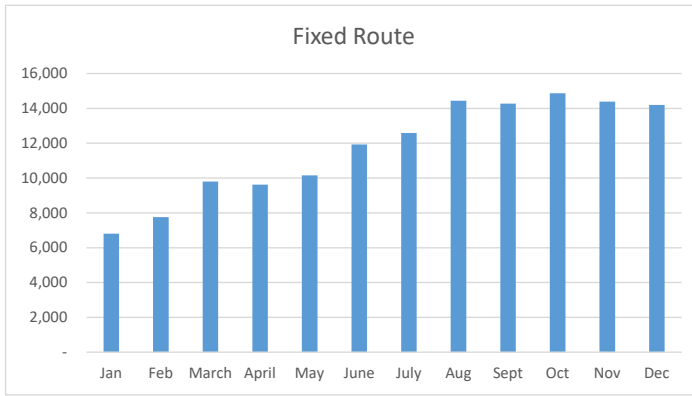
[Add Destination](#)

Directions from 400 West Steele ...

- A** 400 West Steele Street, Gibs...
- B** 104 S Williamson Ave, Elon, ...
- C** 1719 Westbrook Ave, Burling...
- D** Holly Hill Mall Blue/Red Line ...
- E** 1803 N Church St, Burlington...
- F** Worth Street Transfer Hub/B...

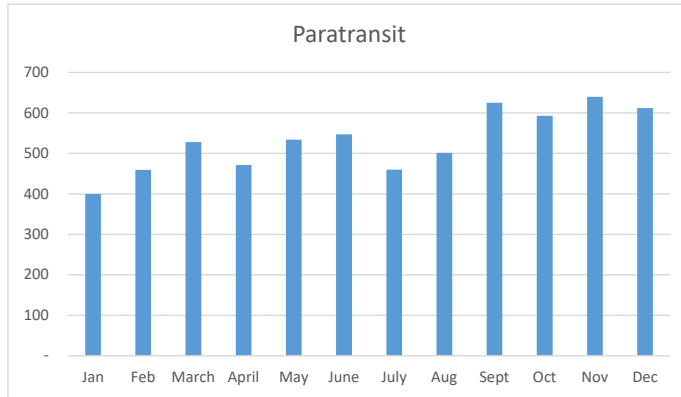
For a better printing experience, select "Print map" in the file menu in the left panel.

FR 2022	TOTAL
Jan	6,807
Feb	7,761
March	9,792
April	9,615
May	10,153
June	11,924
July	12,587
Aug	14,439
Sept	14,269
Oct	14,868
Nov	14,394
Dec	14,201
TOTAL	140,810



*April is estimated from UTA APCs

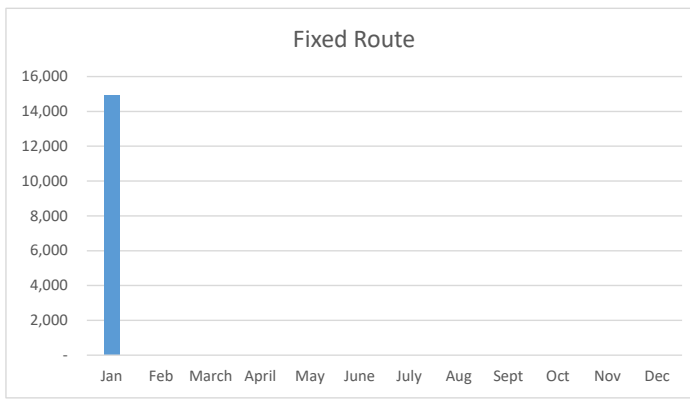
PARA 2022	TOTAL
Jan	400
Feb	459
March	528
April	471
May	534
June	547
July	460
Aug	501
Sept	625
Oct	593
Nov	640
Dec	612
TOTAL	6,370



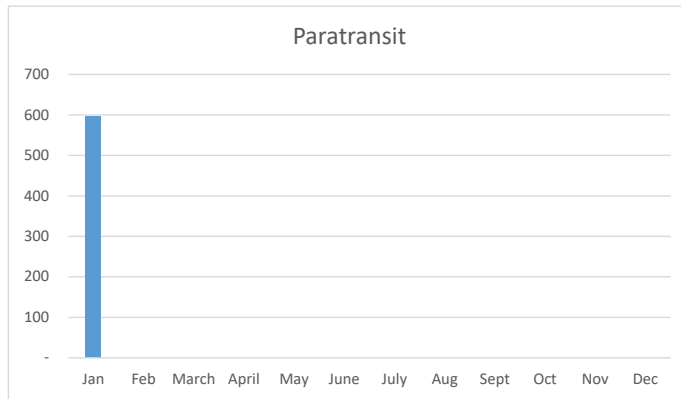
FY 16		LINK TRANSIT	2016	2017	2018	2019	2020	2021	2022
	9,377	FIXED ROUTE							
FY 17	79,498	January		6,643	5,992	8,285	7,027	4,243	6,807
FY 18	85,703	February		6,410	7,067	8,011	6,609	3,449	7,761
FY 19	104,551	March		6,528	6,343	7,809	6,315	4,605	9,792
FY 20	88,052	April		6,065	6,440	10,223	3,273	3,880	9,615
FY 21	50,093	May		6,734	7,105	12,476	5,150	4,669	10,153
FY 22	101,401	June	9,377	8,461	7,790	9,964	3,967	3,818	11,924
FY 23	84,755	July	5,145	6,833	7,869	9,484	3,958	4,660	12,587
		August	7,779	7,746	8,122	10,831	3,957	7,394	14,439
		September	5,961	7,854	7,352	7,678	5,033	7,294	14,269
		October	6,743	8,107	9,809	10,178	4,071	8,983	14,865
		November	6,479	7,661	8,523	8,891	4,021	8,563	14,394
		December	6,550	6,765	6,108	8,649	4,389	8,455	14,201
		TOTAL	48,034	85,807	88,520	112,479	57,770	70,013	140,807

FY 16		LINK	2016	2017	2018	2019	2020	2021	2022
	66	PARATRANSIT							
FY 17	2,414	January		200	285	485	498	368	400
FY 18	4,527	February		185	393	382	521	384	459
FY 19	5,091	March		246	414	425	439	492	528
FY 20	5,086	April		209	385	423	239	453	471
FY 21	4,946	May		235	464	438	237	414	534
FY 22	5,804	June	66	228	428	394	329	505	547
FY 23	3,431	July	110	255	379	422	277	440	460
		August	147	281	432	461	328	467	501
		September	183	410	381	440	480	497	625
		October	204	483	497	546	461	498	593
		November	229	407	519	496	366	513	640
		December	172	322	336	458	418	450	612
		TOTAL	1,111	3,461	4,913	5,370	4,593	5,481	6,370

FR 2023	TOTAL
Jan	14,896
Feb	
March	
April	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	
TOTAL	14,896



PARA 2023	TOTAL
Jan	596
Feb	
March	
April	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	
TOTAL	596



FY	Value	LINK TRANSIT	2016	2017	2018	2019	2020	2021	2022	2023
FY 16	9,377	FIXED ROUTE								
FY 17	79,498	January		6,643	5,992	8,285	7,027	4,243	6,807	14,896
FY 18	85,703	February		6,410	7,067	8,011	6,609	3,449	7,761	
FY 19	104,551	March		6,528	6,343	7,809	6,315	4,605	9,792	
FY 20	88,052	April		6,065	6,440	10,223	3,273	3,880	9,615	
FY 21	50,093	May		6,734	7,105	12,476	5,150	4,669	10,153	
FY 22	101,401	June	9,377	8,461	7,790	9,964	3,967	3,818	11,924	
FY 23	99,654	July	5,145	6,833	7,869	9,484	3,958	4,660	12,587	
		August	7,779	7,746	8,122	10,831	3,957	7,394	14,439	
		September	5,961	7,854	7,352	7,678	5,033	7,294	14,269	
		October	6,743	8,107	9,809	10,178	4,071	8,983	14,868	
		November	6,479	7,661	8,523	8,891	4,021	8,563	14,394	
		December	6,550	6,765	6,108	8,649	4,389	8,455	14,201	
		TOTAL	48,034	85,807	88,520	112,479	57,770	70,013	140,810	14,896

FY	Value	LINK	2016	2017	2018	2019	2020	2021	2022	2023
FY 16	66	PARATRANSIT								
FY 17	2,414	January		200	285	485	498	368	400	596
FY 18	4,527	February		185	393	382	521	384	459	
FY 19	5,091	March		246	414	425	439	492	528	
FY 20	5,086	April		209	385	423	239	453	471	
FY 21	4,946	May		235	464	438	237	414	534	
FY 22	5,804	June	66	228	428	394	329	505	547	
FY 23	4,027	July	110	255	379	422	277	440	460	
		August	147	281	432	461	328	467	501	
		September	183	410	381	440	480	497	625	
		October	204	483	497	546	461	498	593	
		November	229	407	519	496	366	513	640	
		December	172	322	336	458	418	450	612	
		TOTAL	1,111	3,461	4,913	5,370	4,593	5,481	6,370	596