LINK TRANSIT

FACILITY FEASIBILITY STUDY

PREPARED FOR:

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Raleigh, North Carolina

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Contents

Transit Facility Feasibility Study

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Link Transit staff would like to express their gratitude to the following organizations for their invaluable contributions, guidance, and support throughout the development of the Link Transit Development Plan and Facility Feasibility Study. Their input and assistance were crucial to the successful completion of the study and the development of impactful transit service recommendations that will improve access and mobility for the community.

MAJOR EMPLOYERS AND NON-PROFIT ORGANIZATIONS

- Alamance Chamber
- Alamance Community College
- Burlington-Graham Metropolitan Planning Organization (BGMPO)
- Cone Health
- Elon University
- Piedmont Triad Regional Council, Workforce and Economic Development

COMMUNITY-BASED ORGANIZATIONS

- Alamance County Community Services
- Alamance County Social Services (DSS)
- Alamance Elder Care
- Alamance Wellness Collaborative
- Piedmont Triad Regional Council Area Agency on Aging
- United Way of Alamance County

NEIGHBORING COMMUNITIES AND PARTNER AGENCIES

- Alamance County Transportation Authority
- City of Graham
- City of Mebane
- Orange County
- Piedmont Authority for Regional Transportation
- Town of Elon
- Town of Gibsonville
- Town of Green Level
- Town of Haw River
- Town of Whitsett
- Village of Alamance
- Town of Swepsonville

Special thanks to the Burlington City Council and the Link Transit Public Transit Advisory Commission for receiving presentations, project information, and progress updates over the course of the Study, providing guidance, and ultimately approving the recommendations documented through the Facility Feasibility Study.

TRANSIT FACILITY FEASIBILITY STUDY

Link Transit has developed a Transit Facility Feasibility Study (Study) in conjunction with a 5-year Transit Development Plan (TDP) to provide recommendations for the future, including potential system expansions and facility improvements.

To best coordinate with the identification of transit service improvements with transit-supportive capital needs, a parallel study was conducted by Link Transit to examine the potential for new transfer hubs, as well as locations for a new Operations and Maintenance (O&M) Facility and Link Transit Passenger Transfer Center with the goal of improving customer amenities and operational efficiency.

Programming and operational requirements for new service and operational facilities were documented in partnership with Link Transit planning and operations staff. They were used in the development of site search criteria for alternative site locations and satellite facilities. This combination of efforts focused on maximizing connection potential at high-demand stops and locations while supporting the efficient and effective operation of fixed route transit service in the City of Burlington (City).

Background and Overview of Current Facilities

O&M Facility

Figure 1: Current O&M Facility

Link Transit's current O&M Facility is a ~28,000 sq ft operational space, constructed in 2016, and leased by a third-party service provider. The size and lack of City ownership limits Link Transit's ability to perform necessary facility modifications, renovations, expansions, or adjustments without contract amendments and additional costs. The existing O&M Facility is too small and outdated for Link Transit's needs. There is not adequate space for storage, maintenance, administration, or vehicle parking. The majority of facility components and equipment are rated as "good" or "adequate." Additionally, the facility lease costs Link Transit approximately $80,000 a year, with planned increases to $90,000 over the next five years. More details are provided in the full Link Transit Asset Management Plan, attached in **Appendix A**, including the Transit Economic Requirements Model (TERM) scale conditions of the current facility components. The overall rating is 4, or "good."

Administration

Link Transit shares their administrative space with the City of Burlington Public Works located at 234 E Summit Avenue. The administrative facility is ~18,000 square feet, constructed in 1990, and shares parking and the larger site with the public works department maintenance garage and fleet vehicle storage. In the 2024 Link Transit Asset Management Plan, the value of replacing the administration building (or the portion utilized by Link Transit, recorded as less than 50% of the entire facility) is documented as $500,000. All equipment and facility components associated with the administrative facility are rated as in “good” condition or “adequate.” Presently, the Transit Manager and Transportation Technician are housed here.

Passenger Transfer Center (Hub)

Link Transit currently operates all fixed route bus routes from a Temporary Passenger Transfer Hub, curbside, in downtown Burlington. There are minimal customer and operator amenities/comfort facilities, with the facility providing only two bus shelters, four trash cans, and a bike rack. The two bus shelters are split by a driveway leading to an adjacent parking lot. Additionally, passengers transfer on the curb with little buffer from active traffic, increasing the risk of conflicts between pedestrians and vehicles. Only Link Transit routes operate from the Temporary Passenger Transfer Hub; there are currently no regional or intracity transit connections available. The Temporary Passenger Transfer Hub and the future Passenger Transfer Center will be within walking distance of the NC GO by Train station served by Piedmont and Carolinan trains.

Figure 2: Current Curbside Transfer Hub

A permanent Passenger Transfer Center and a new, city-owned O&M Facility are needed to support future system expansion and optimize operational efficiency and fleet storage and maintenance needs. During Phase I of the Study, the Study team developed a facility program, documenting site and space needs, conducted a site search and evaluation, and created an initial site concept development.

Transfer Hubs

The downtown Burlington Temporary Passenger Transfer Hub is the main transfer point for the Link Transit system. This is the only point where all routes currently converge,

providing the only opportunity for passengers to make crosstown connections in Burlington. With the implementation of TDP recommendations, the Study team made an intentional effort to identify where high-demand stops could facilitate crosstown connections and transfers with more than one Link Transit route—increasing mobility, access, and convenience of the local system. Adjustments to route alignments were proposed in coordination with the TDP in order to accommodate additional transfers where operationally feasible.

These transfer opportunities also assist in maximizing regional connections, providing connections to other transit providers like PART and GoTriangle. The transfer hubs were identified by the Study team based on existing ridership demand, logical termini of routes, and capacity at the location for additional staging of vehicles and the expansion of passenger amenities and pedestrian safety improvements.

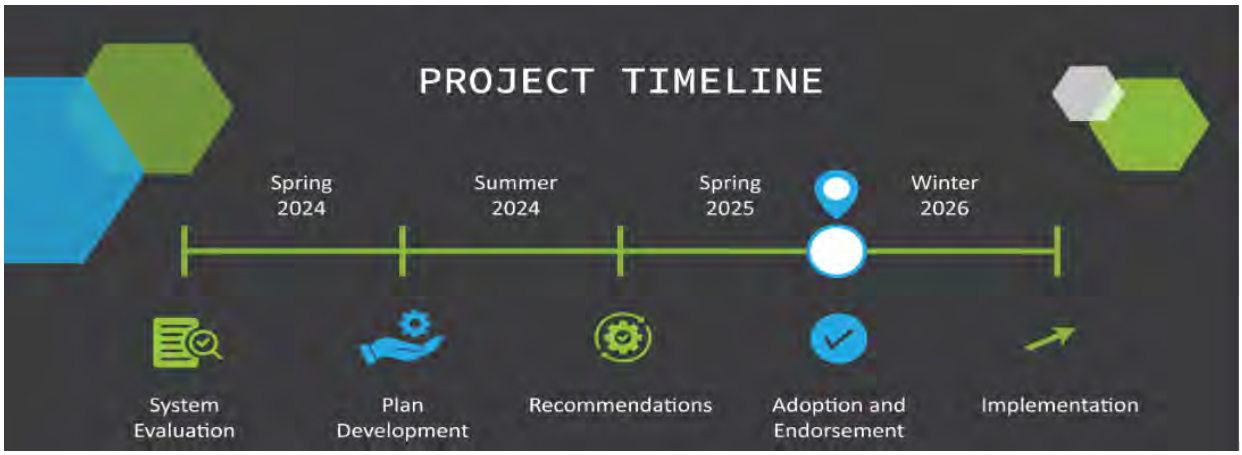
Facility Needs and Site Search

Potential new sites were evaluated to assess the feasibility of constructing a new Passenger Transfer Center and O&M Facility. Site search criteria were developed in partnership with staff through site programming exercises conducted to ensure a future space would be large enough to include all desired customer amenities (restrooms, seating, ticket sales, etc.), operational (maintenance, vehicle charging, fueling, etc.), and administrative needs (staff training, office space, etc.).

Initial site search requirements prioritized parcels that would be large enough to accommodate a joint O&M Facility and Passenger Transfer Center, as well as be within a certain distance of current facilities and downtown Burlington, in order to minimize disruptions to operations. However, due to the lack of adequate-sized parcels within the desired search area, the search area was expanded, and site search requirements were updated to consider separate parcels for each facility type.

Project Schedule and Outreach Program

A project schedule was developed to guide the data analysis process, maintain a cadence of consistent outreach and communication with elected officials and key stakeholders, and establish a timeline of final deliverables that would be necessary for the application for potential competitive federal funding awards.



Two phases of outreach were conducted throughout the project development process to gather input related to potential recommendations outlined in the TDP, as well as priorities for new facilities from current transit riders, the general public, key stakeholders, and elected officials. Questions related to facility locations, desired amenities, and the ability to facilitate connections with other service providers were posed to participants.

KEY STAKEHOLDERS AND STRATEGIES

Key Stakeholder Groups consulted through this process include:

Stakeholder Group	Methods and Strategies for Engagement
Current Transit Riders	Online survey, flyers, transit rider focus group, project website, pop-up engagement, on board surveying
Link Transit Public Transportation Advisory Commission (PTAC)	Focus group meetings, E-mail updates, presentations
Elected Officials	E-mail Updates, small group meetings, regular updates from consultant team and staff
Employers, Non-profit and Community-based Organizations	Online survey, project website, focus group meetings

Focus Groups - Employers, Non-Profit and Community-based Organizations

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- Village of Alamance

Process for Communication

Project Website – A webpage with project information was added to the Link Transit Website, including project overview, timeline, and relevant project information.

Public Survey – An online and paper public survey was used to propose service improvements and associated tradeoffs. The survey was hosted online and marketed in the community using Link Transit and partner agencies' social media channels, public service announcement e-mail blasts through partner agencies and key stakeholders, and flyers with scannable QR codes posted on Link Transit buses and at bus stops.

Pop-up Engagement – Project Team members used a "meet them where they are" approach to engage with transit riders and the general public. Locations for the pop-up events included: the Downtown Burlington Transfer Hub, Gibsonville Senior Center, Mebane St. Walmart, Elon University, Alamance Community College, and Garden Rd Walmart.

Focus Group Engagement – Target outreach conducted with key stakeholder groups who had a vested interest in the proposed recommendations and included local employers, non-profit and community-based organizations, and neighboring communities (who were not already part of the PTAC).

Project Update E-mails and Presentations – Project update e-mails and presentations were prepared at key milestones, and shared with key stakeholders, focus groups and project partners. Presentations on the proposed recommendations were developed and posted on the project website.

Feedback collected related to the Study is summarized below:

- The majority of transit riders begin their trip by walking to the nearest bus stop or transit center.
    - An investment in quality amenities and pedestrian infrastructure.
- Providing space for additional service providers at major transit hubs and transfer centers is a priority for stakeholders, passengers, and neighboring communities.
- Amenities like public restrooms, customer service/ticket counter, and passenger waiting rooms are high priorities for stakeholders and passengers alike.
- Maintaining a central location for a passenger transfer center is a high priority for stakeholders.

The full public involvement plans and survey results for Phases I and II of outreach can be found in the TDP and its appendices.

Collect Data and Assess Needs

The Study team performed extensive data collection, including transit system, market, and performance data, as well as stakeholder, transit rider, and general public survey data to establish needs and opportunities for operational improvements, adjustments, and expansions for facilities to serve current riders and non-riders. This information was also utilized in the identification of ideal site search/opportunity zones for transfer hubs, a new permanent Passenger Transfer Center, and a new O&M Facility.

By establishing the ideal market areas for transit service in the Burlington-Graham Urbanized area, the Study team was also able to establish the optimal general zone for the siting of facilities to minimize the disruption of transit service traveling to and from the start of the line. Below is a summary of major data evaluation results, a detailed analysis can be found in the TDP.

Transit Propensity

The transit propensity map shown in **Figure 3** represents the density of the total combined demographic and socioeconomic groups that would indicate a high likelihood of transit service usage and need, including employment and population density data. US Census data, American Community Survey Data, Longitudinal Employer Household Dynamic Data, and BGMPO employer data sets were utilized in this effort. The analysis results in a map that correlates to population density more closely than the density of any of the other demographics. This data was also used in the federally required Title VI analysis to verify whether a new facility would place a disproportionate burden on certain demographic and socioeconomic groups.

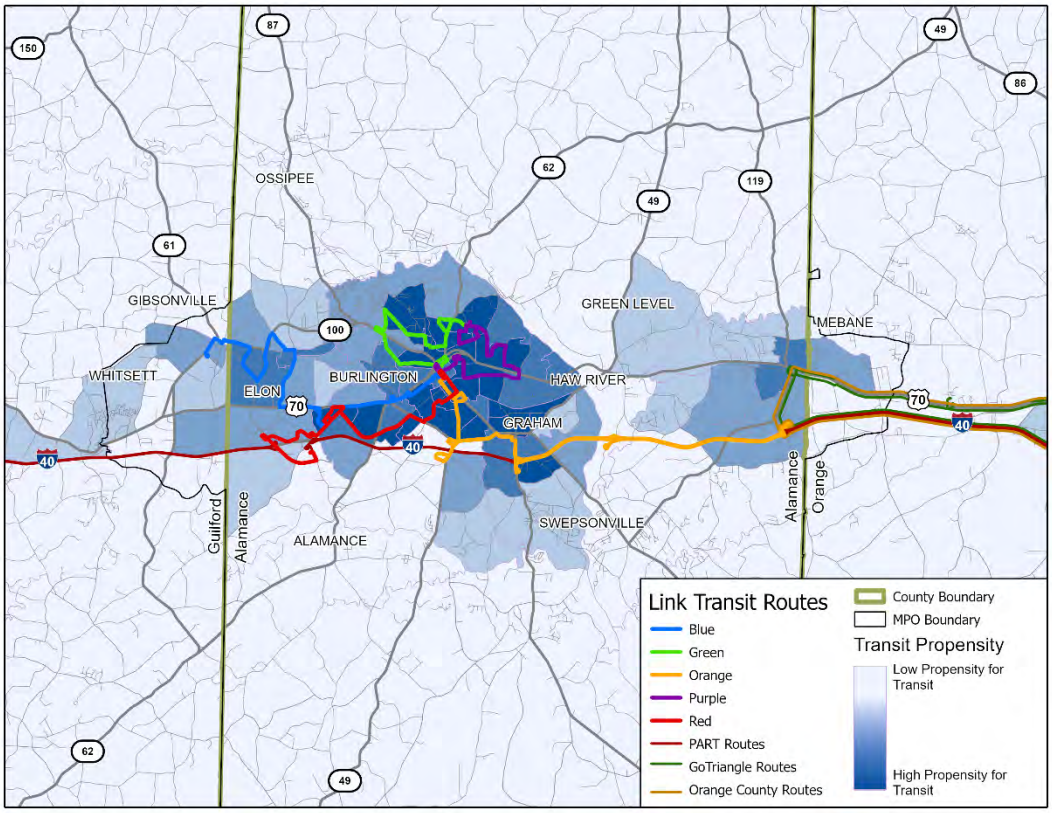


Figure 3: Transit Propensity Analysis

Travel Demand

In addition to documenting areas of potential need and demand based on demographics and socioeconomic data, the Study team assessed general travel demand data to evaluate where there may be unserved or underserved travel markets. Using Replica data—a third-party data platform that sources travel information from GPS-enabled devices—the Study team documented areas with a high concentration of trip destinations across all modes (biking, walking, personal vehicle, transit, etc.) across the study area.

Through this analysis, the Study team identified needs, gaps, and opportunities within the existing service network for service and facilities. **Figure 4** illustrates the high-demand destinations across the City of Burlington and the larger region.

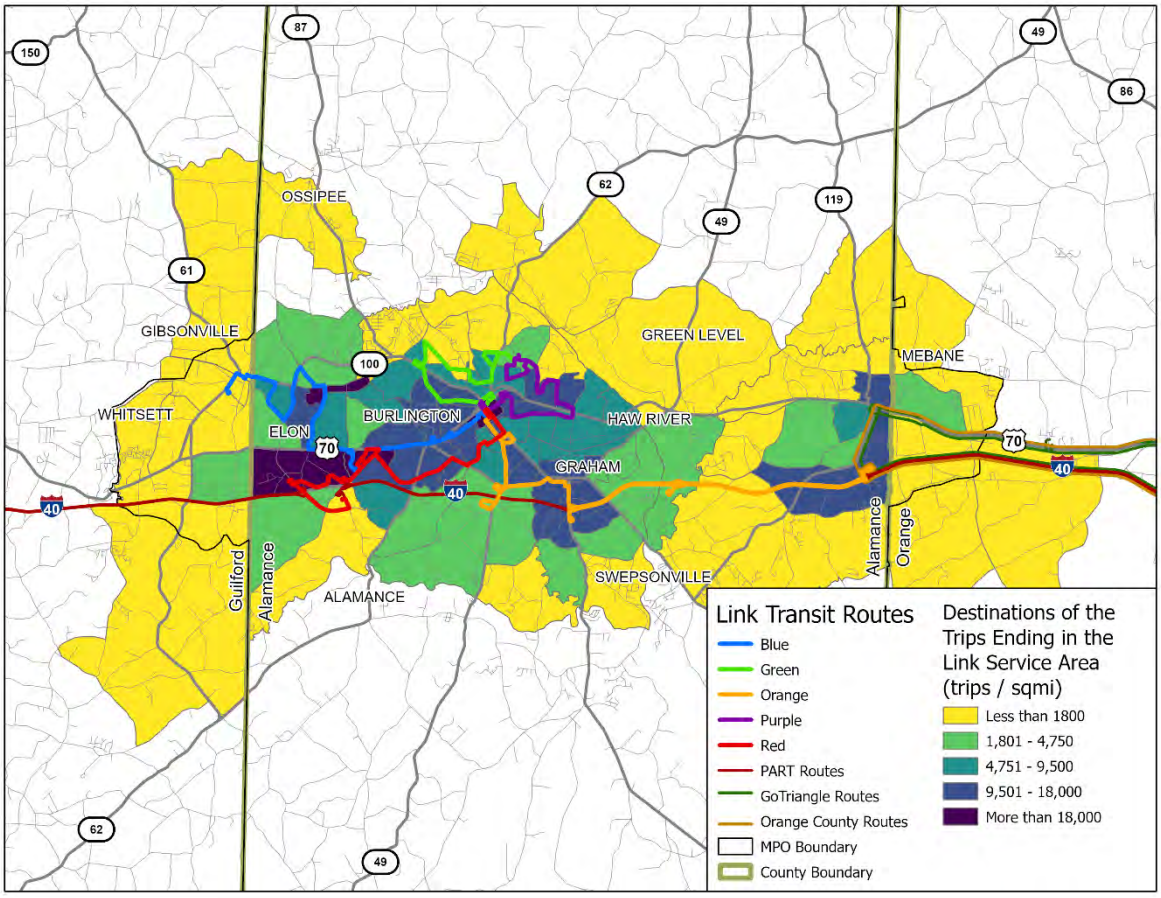


Figure 4: Travel Demand Analysis

This Replica travel demand analysis was combined with transit propensity evaluation results to help identify operationally beneficial placement of new facilities to support potential and current transit service travel markets.

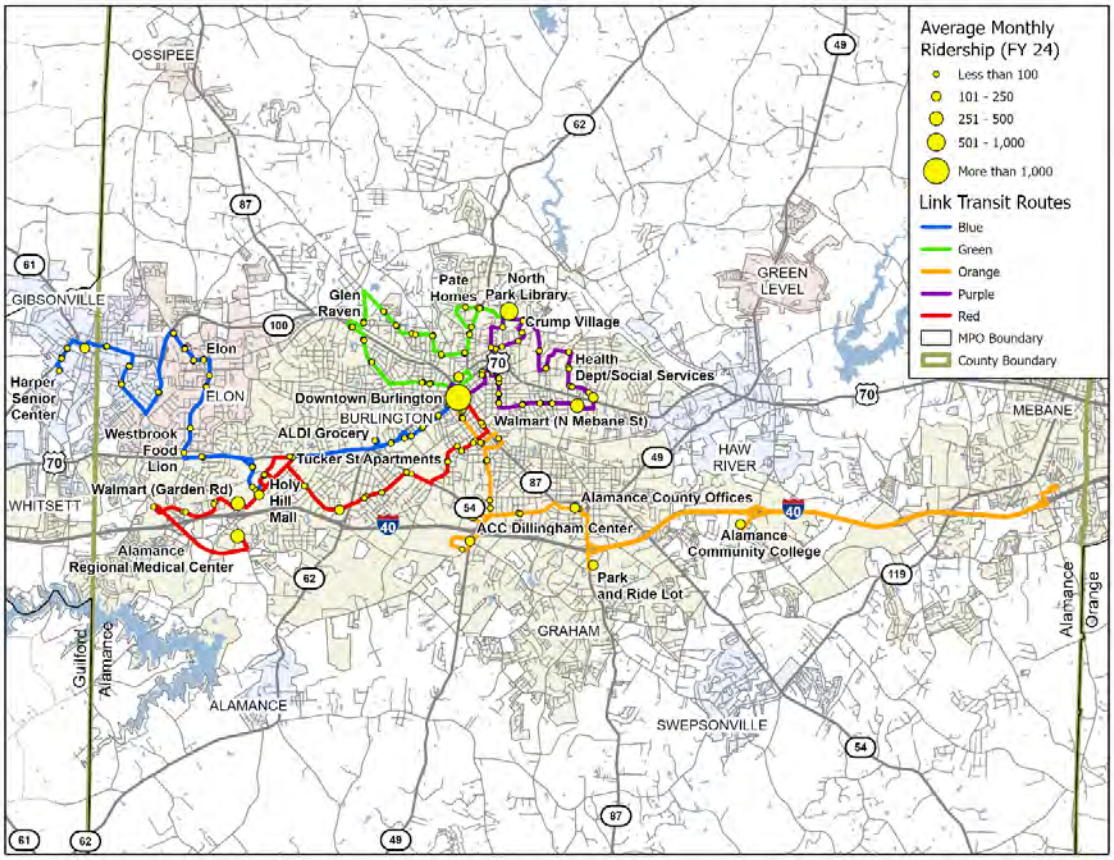


Figure 5: Ridership by Stop

Existing transit system demand was also evaluated to establish current system hubs and key destinations, as defined by current ridership. Note, boarding data was not yet available for the Orange Route extension to Mebane. **Figure 5** illustrates current demand across the Link Transit network, providing opportunities to adjust the transit system based on current and potential future and/or untapped needs. The Study team was also able to establish boundaries for an ideal site location for facilities to support those transit services, while optimizing operational efficiency by establishing a zone to minimize “deadhead” or the amount of time a route would spend out of service, traveling to and from the start of line.

Facility Feasibility Study Goal Development

Link Transit staff and the consultant team met on March 7th, 2024, in a kickoff meeting to confirm study goals and help frame the basis for alternative site selection within the defined search area. The following study goals were used when developing evaluation metrics for potential transfer and O&M sites.

1. **Operational Efficiency**
2. **Ease of Acquisition and Constructability**
3. **Accessibility**
4. **Community Benefits**

These goals were also used to identify key sites for potential transfer hubs. Goals were developed to support specific desired outcomes of a facility site search, while also aligning with the overarching goals developed by the TDP.

Peer Facility Comparison

Regional peer facilities were analyzed to provide cost, timeline, funding, and spatial context for Link Transit as the Study team evaluated the feasibility of new transit operational and passenger facilities. Peers were identified through coordination with Link Transit staff and based on regional industry knowledge of recent facility projects funded through federal, competitive grant opportunities. Below is a summary of peer facilities reviewed:

GoTriangle
Triangle Mobility Hub
Research Triangle, NC
$58.2 Million (M) Total Project Cost (Anticipated 2028 completion)

Figure 6: GoTriangle Regional Transfer Center Rendering

The US Department of Transportation awarded GoTriangle $25M in funds through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant. The Triangle Mobility Hub will include additional covered boarding bays with electric bus charging infrastructure, covered drop-off spaces for paratransit, microtransit and rideshare vehicles, and priority bus access to the facility, ensuring comfortable and reliable transfers for riders taking regional trips or making last mile connections.

Greenville Area Transit, Pitt Area Transit, and ECU Transit
Butterfield Transportation Center
Greenville, NC
$8M Total Project Cost (Completed in 2018)

Figure 7: Butterfield Transportation Center

The Butterfield Transportation Center is a centrally located transfer facility where all local and regional transportation services connect. The Greenville Area Transit system (GREAT bus system), Pitt Area Transit (PATS), ECU Transit, and Greyhound each utilize the facility for connections along with taxis and the Amtrak Connector. The Center provides a covered transfer facility with seating, restrooms, real-time arrival information, customer service window, vending, and more.

GoRaleigh, Operations and Maintenance Facility
Raleigh, NC
$24.5M Total Project Cost (Completed in 2011)

Figure 8: GoRaleigh Operations and Maintenance Facility

The City of Raleigh's Operations and Maintenance Facility was constructed as a LEED Platinum-rated facility, opening in May 2011. The facility houses bus maintenance, fueling, and washing stations for GoRaleigh's entire fleet, along with administrative office and training space.

Validation of Space Needs

Before the site search process began identifying potential new site locations for the operational facilities, the project team documented space and programming assumptions for both the Passenger Transfer Center and the O&M Facility.

Passenger Transfer Center Programming

Through programming exercises with planning, administrative, and operational staff, Passenger Transfer Center desired uses, number and type of staff to be accommodated, as well as activities to occur on site were identified for a new permanent passenger transfer center.

Interviews were conducted with partner transit agencies, Link Transit planning staff, and electric vehicle charging infrastructure contractors to establish the number of boarding bays, parking spaces, and additional electrical infrastructure necessary to accommodate local, regional, and intracity providers at a new transfer center. Operational staff were also consulted to assess parking and vehicle staging space requirements for supervisor vehicles and fleet vehicles. Focus group meetings were held to include staff from PART, ACTA, and Orange County Public Transit. Coordination with intra-city agencies like Greyhound, was also conducted. Square footage requirements for facilities, parking, boarding areas, stormwater retention, and landscaped buffers were calculated and, when combined with zoning code set back requirements, determined the minimum acreage necessary to accommodate the potential facility.

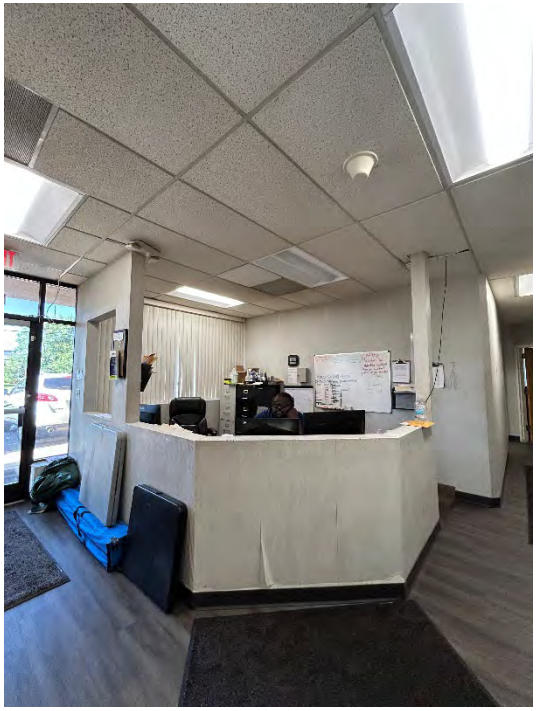
O&M Facility Programming

Questionnaires were also distributed to planning and operational staff in order to document specific deficiencies associated with the current O&M Facility and its ability to support traditional maintenance, storage, operational, and operator comfort activities. Through coordination with staff, a summary of current O&M Facility and site inadequacies was developed, **Table 1**.For reference, **Figure 9** through **Figure 11** show the existing O&M Facility.

Space	Function/Inadequacies
Dispatch	Operations Control Center, Customer Service Not enough space for supervisors and dispatchers
Maintenance Manager Office	Maintenance Management Office Not connected to the shop
General Manager Office	None
Operations Manager Office	None
Training Room	Open, not able to be closed during a class
Restroom	Only 1 for 20 employees – small, not ADA accessible
Kitchenette	Small, not functional for 20 employees
Vault Room	None
Maintenance Shop	Two maintenance bays Can only hold up to 30' buses, no dedicated parts room/area, tool room, welding area, no heating system, no exhaust ventilation, inadequate electrical access, manual roll-up doors, and an open shop with no space-use/activity delineation.
Entry Way	Entrance Small, no waiting chairs or area, can be congested
Bus Parking Area	Very small and congested with limited access
Bus Washing Area	None

Table 1: Current O&M Facility Inadequacies

Figure 9: Exterior of O&M Facility



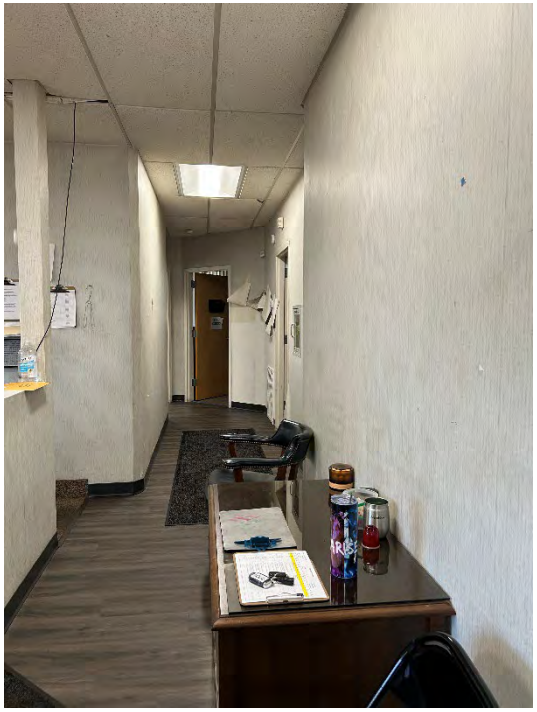


Figure 10: Administrative Space inside O&M Facility

Figure 11: Bus Maintenance Bay

Other preferences were included in the questionnaires to include requests for meeting, lounge, and training room space, in addition to special storage requirements for certain materials -- including materials and equipment that may currently be stored off-site, but staff would like to see stored on-site, with the implementation of a new facility. These desired site functions were then translated into square footage/space needs and site requirements to be used as baseline site search requirements for a new O&M Facility. Detailed programming questionnaires were distributed to note any specific spacing requirements for equipment, staff needs, operational requirements, etc. The ability to grow mechanic, dispatch, operational, and administrative staff was a major priority for both planning and operations teams. The completed questionnaires, along with a personnel count/summary (used to program space needs for individuals who will be on site at any given time), can be found in **Appendix B**.

Shared and Support Space Name	Number of people	Adjacency	Special Features/Furniture/Equipment
General Locker Room	20	Maintenance Bays and Drivers Area	Wash sinks, toilet, shower, lockers.
Conference/Training Room	20-30	Maintenance Bays	Meetings and training for mechanics and staff. No carpet.
Lounge	20-30	Maintenance Bays	Lunch and breaks.
Farebox Repair Room	2	Maintenance Bays	Counter space and cabinets
Tire Room	2	Maintenance Bays	Tire racks
Storage Room	5	Maintenance Bays	Storage racks, file cabinets.

Material/Item	Approximate Size	Storage Type	Security	Comments
Parts Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	With forklift access.
Tire Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	Enough room to store and work on tires.
Storage	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	Overflow garage/warehouse storage.
Battery Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	To store batteries in a cool environment with ventilation
Farebox Repair Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	To repair fareboxes in a cool environment
Janitor Closet	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	To store cleaning supplies
Utility Worker Cleaning Closet	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	

Figure 12: Programming Questionnaire Preferences for Storage and Meeting Spaces

Using the facility needs, site requirements, and operational priorities identified through coordination with planning and administrative staff, as well as programming questionnaires designed for identifying specific operational requirements, a facility program was developed. The program was used to establish a minimum site acreage, and test-fit concepts were developed for a permanent Passenger Transfer Center and new O&M Facility. These test-fit site concepts contain space allotments for all desired activities to be conducted and necessary equipment to be located on potential new sites.

While site acreage was a primary search requirement, site constraints like general shape and boundary location, site and surrounding land use, City of Burlington zoning code, environmental features, site grade, and location of utilities impact the total buildable area for any potential site. The test-fit concepts assisted the Study team in ensuring that any potential site would accommodate the desired program for each facility, regardless of site constraints, as pieces of the concept could be moved around on potential sites to test the compatibility of any site with the developed program.

The final result of the programming exercises resulted in the following minimum site acreage requirements to accommodate adequate space for all planned staff and activities:

Passenger Transfer Center: 1.2 acres

Operations and Maintenance Facility: 3 acres

TRANSFER CENTER

- **Boarding Area**
  - Up-to seven bus bays
  - Space for paratransit boarding
  - Space for multiple transit providers (including regional and intra-city)
  - Electric vehicle charging
- **Parking**
  - Ten spaces for guests and staff
  - Additional public parking
- **Customer Service**
  - Waiting room
  - Restrooms
  - Ticket sales window
- **Admin**
  - Link Transit (City of Burlington) staff offices

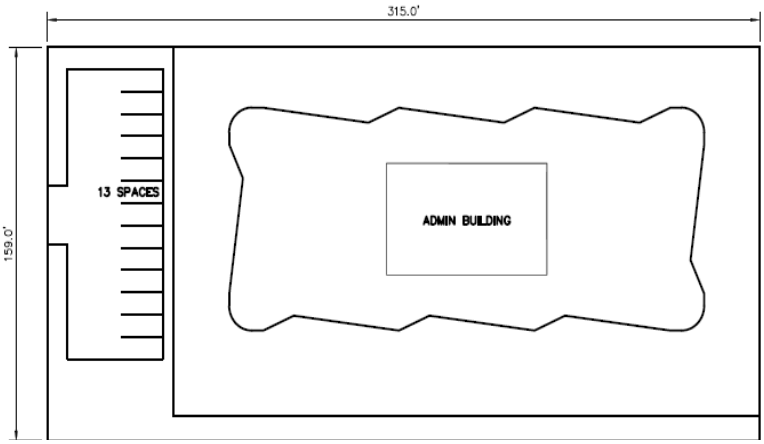


Figure 13: Transfer Hub Test-Fit Site Concept

O&M

- **Garage**
  - Four-five maintenance bays
  - Three bus lifts
  - Interior cleaning station
  - Electric charging station
  - Vault station for fare box
- **Parking**
  - Spaces for up-to-20 transit vehicles and 10 support vehicles
  - 30 parking spaces for employees and visitors
- **Bus Wash**
- **Fueling Station**
- **Admin Space**
  - Conference room
  - Locker room
  - Breakroom
  - Restrooms
  - Staff offices

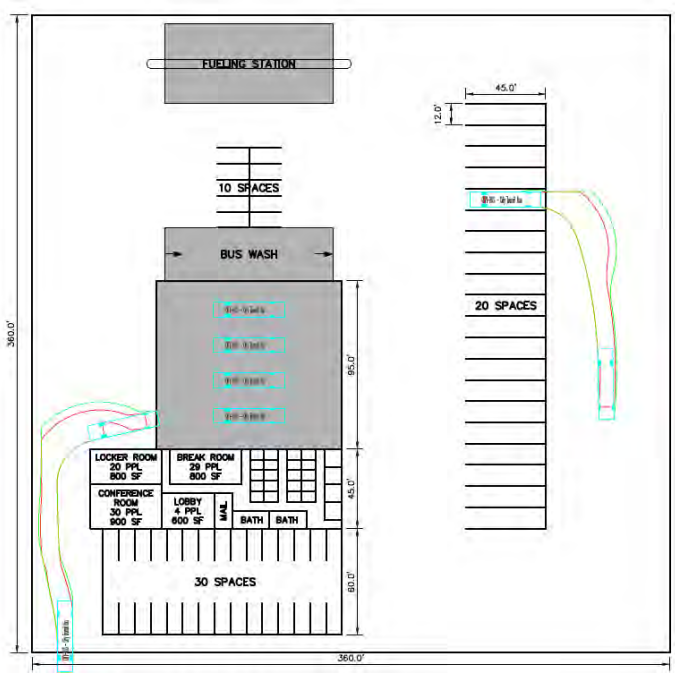


Figure 14: O&M Facility Test-Fit Concept

Site Search Process

To identify viable parcels as potential locations for the future Link Transit O&M Facility and Passenger Transfer Center, a methodological approach was established using GIS data and ArcGIS analysis tools. This process was completed with three rounds of analysis that further refined the search criteria in order to create a manageable pool of viable potential parcels to evaluate for the future Link Transit O&M Facility and Passenger Transfer Center.

Parcels were eliminated during three rounds of searches using Google Maps, GIS data, and local real estate data, as well as a manual review that assessed access to site via roadway network, potential costs of parcels, and abatement requirements due to current site usage.

Screening criteria included:

- Establishing no apparent active land use (using Google Maps, in-person site visits, and local real estate market knowledge)
- Confirming the size and layout of a potential site would accommodate the required operational elements
- Documenting the surrounding land uses and assessing whether transit facilities would complement current and planned uses (i.e., Passenger Transfer Center near key destinations, O&M Facility near other industrial uses)
- Assessing if the potential property was recently sold (using local real estate market knowledge)
- Establishing estimated costs and any potential environmental abatement efforts
- Utilizing Link Transit staff support and expertise

Round 1 – Initial Search Area

At the beginning of the site search process, there was a desire for a final preferred site to accommodate a joint O&M Facility and Passenger Transfer Center. Using GIS analysis, viable parcels were identified based on the following criteria:

- Applicable Zoning
- Within Burlington City Limits, 0.5 miles of I-40, and 0.5 miles of Alamance Crossing
- Acreage minimum: 5 acres

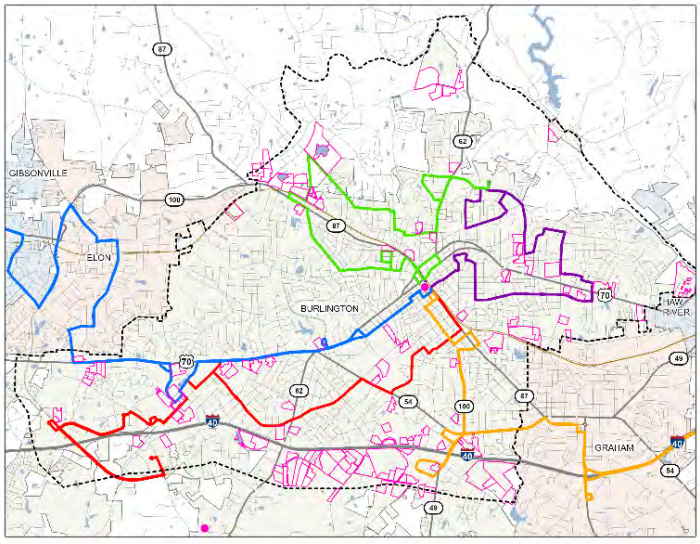


Figure 15: Round 1 Site Search Results

The initial site search resulted in 117 viable parcels; however, many were not within a reasonable distance from the existing Link Transit Transfer Center in downtown Burlington (212 N Worth Street), where the current routes converge.

Round 2 – Refined Search Area

After Site Search Round 1, the search area was adjusted to include smaller parcels closer to the existing Passenger Transfer Hub. Acreage requirements were refined, and the site requirements were updated to consider separate properties for the Passenger Transfer Center and O&M Facility. Using GIS analysis, viable parcels were identified based on the following criteria:

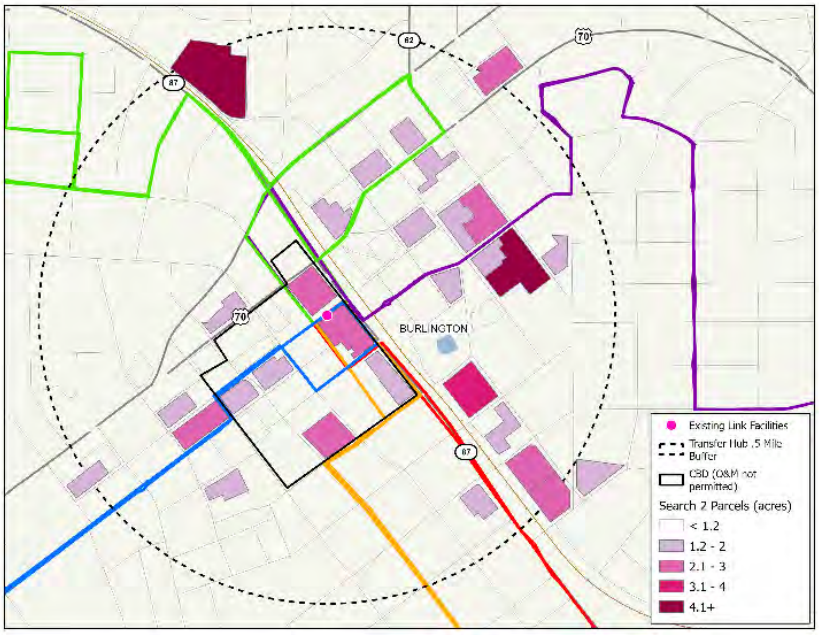


Figure 16: Round 2 Site Search Results

- Applicable Zoning
- Within .5 miles of existing Passenger Transfer Hub
- Acreage minimum
- Passenger Transfer Center only: 1.2 acres
- O&M Facility only: 3 acres
- Joint O&M Facility and Passenger Transfer Center: 4 acres

The refined site search significantly reduced the number of viable parcels, with 30 total parcels remaining – 27 Passenger Transfer Center only, 1 O&M Facility only, 2 joint Passenger Transfer Center and O&M Facility), but only three viable parcels for the O&M Facility.

Round 3 – Final Search Area

To increase the pool of viable O&M Facility sites, the Study team reevaluated acreage minimums for an O&M Facility (including assumptions of innovative stormwater retention, two-story administrative buildings, reduced vehicle storage and

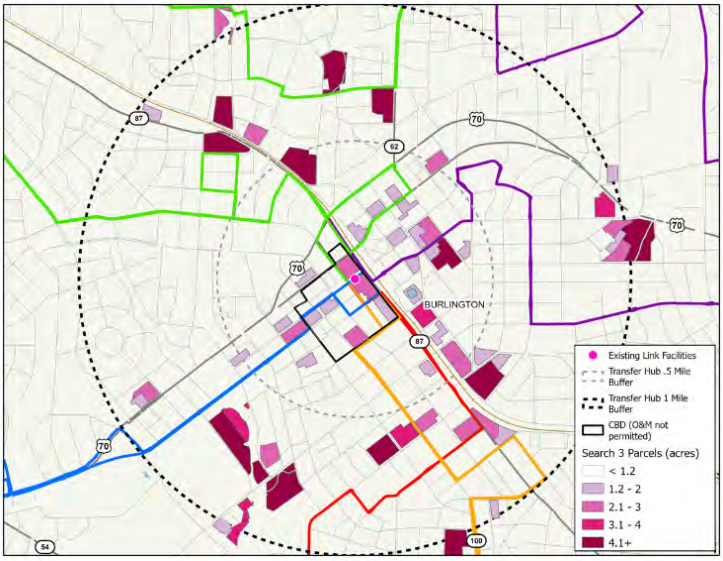


Figure 17: Round 3 Site Search Results

staging needs, etc.) and extended the search distance for the O&M Facility. Using GIS analysis, viable parcels were identified based on the following criteria:

- Applicable Zoning
- Passenger Transfer Center only: 1.2+ acres within ½ mile of existing Passenger Transfer Hub
- O&M Facility: 3+ acres within 1 mile of existing Passenger Transfer Hub

The final site search resulted in 26 viable parcels for a Passenger Transfer Center and 44 viable parcels for a O&M Facility or joint O&M Facility and Passenger Transfer Center. During the final search round, coordination meetings were also held with City Staff and local real estate partners to discuss the remaining parcels after Round 2 and document any additional market information on the sites.

During this final round, one potential site for the Passenger Transfer Center was eliminated along with one potential site for the O&M Facility and an additional site for the O&M Facility was re-added to the evaluation due to preference from Staff based on assumed ease of acquisition and constructability. The final round also included a manual review of remaining parcels to assess general access, potential issues associated with site layout, grading, current surrounding uses, and real estate data. This filtering exercise resulted in:

- Nine 1.2+ acre options for the Passenger Transfer Center
- One 3+ acre option for O&M Facility

Once a final pool of parcels was identified, the project team held coordination meetings with City staff, key stakeholders, and local commercial real estate partners to discuss the remaining parcels and document any additional site-specific information. During this process, several sites were eliminated due to development plans, potential required environmental mitigation, and overall ease of acquisition. The final pool of potential parcels to be evaluated included three potential sites for a new permanent Passenger Transfer Center and two potential sites for an O&M Facility.

Site Evaluation

In coordination with the Study goals, evaluation metrics were developed to compare potential sites and identify which were the most viable. An evaluation matrix was used to evaluate and score each potential site, allowing for a data-driven, quantifiable comparison between sites and a transparent process that could be communicated to the public and key stakeholders.

The indicators used to evaluate each of the goals are described below. Each indicator was given a score of 1 to 5, with 1 being the worst and 5 being the best. Indicators were not assigned weights to indicate relative importance over another category.

OPERATIONAL EFFICIENCY

Sites were evaluated based on their proximity to the existing temporary Passenger Transfer Hub at 212 North Worth Street – the current convergence point of all five routes. Closer proximity to the existing Passenger Transfer Hub would reduce the operational route revisions required to access the future Passenger Transfer Center as well as maintain its downtown location. Close proximity of the O&M Facility to a new Passenger Transfer Center reduces the time spent by buses traveling to-and-from the O&M to start service at the Passenger Transfer Center, increasing overall operational efficiency. Sites with a lower travel distance to the existing temporary Passenger Transfer Hub scored higher.

EASE OF ACQUISITION AND CONSTRUCTABILITY

Sites were evaluated based on the current market status of the property, redevelopment plans, whether there is an existing major structure on the site, and the estimated market cost. Sites that scored higher were listed for sale or publicly owned, planned for future redevelopment, undeveloped, and had a lower estimated market cost.

ACCESSIBILITY

Passenger Transfer Center sites were evaluated based on the surrounding population and jobs within a .5 mile radius of the site, as well as access to public facilities/key destinations. Sites located in a more populous and job-dense area with close proximity to public facilities/destinations scored higher. Both the Passenger Transfer Center and O&M Facility sites were evaluated based on access to sidewalks. Sites located in areas with a more complete sidewalk system scored higher.

COMMUNITY

Sites were evaluated based on surrounding land uses within a 1 mile radius of the site, with sites scoring higher for being located in mixed-use areas and lower for being located in primarily residential areas. Sites were also evaluated based on the densities of racial and ethnic minorities, low-income households, and zero-vehicle households within a .25 mile radius of the site, in accordance with Title VI guidelines (a full Title VI analysis was also conducted). The Passenger Transfer Center could increase transit mobility for surrounding populations and, therefore, sites scored higher for being located in areas with higher densities. Due to environmental justice considerations associated with noise, industrial uses, and environmental concerns, the O&M Facility scored lower for being located in areas with higher densities.

Table 2 shows the final results of the site evaluation matrix scoring process.

Matrix Framework		Parcels			
		Passenger Transfer Center		O&M Facility	
Goals	**Indicator**	**Municipal Lot 8**	**Parcel No. 4**	**1155 N Church St**	**Parcel No. 5**
Operational Efficiency	Proximity to existing Passenger Transfer Center	5	5	4	5
Ease of Acquisition and Constructability	Listed for sale or publicly owned	5	1	1	1
	Planned for redevelopment	1	1	1	1
	Existing structures	4	1	4	1
	Estimated market cost per acre	4	3	4	1[1]
Accessibility	Number of jobs within ½ mile	5	5	n/a	n/a
	Population within ½ mile	5	4	n/a	n/a
	Access to sidewalks	5	5	n/a	n/a
	Access to public facilities/key destinations	4	4	n/a	n/a
Community	Land use within 1 mile	5	5	5	5
	Proximity to potential future development	3	5	n/a	n/a
	Minority population within ¼ mile	5	4	1	5
	Hispanic/Latino Population within ¼ mile	4	1	1	1
	Low-income Households within ¼ mile	4	1	4	4
	Zero Vehicle Households within ¼ mile	5	4	4	1
	Final Score	65	50	29	25

Table 2: Site Evaluation Matrix

Title VI Analysis

This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B which requires Link Transit to ensure a location for any new transit facility is selected without regard to race, color, or national origin. The full Title VI Analysis can be found in **Appendix C**.

Benefits and Burdens Analysis

Link Transit reviewed the benefits and burdens of several potential sites to determine the potential impact of a new O&M Facility and Passenger Transfer Center. **Table 3** details the results of the analysis.

Parcels	Benefits/Positive Impacts	Burdens/Adverse Impacts
Parcel No. 1 *Passenger Transfer Center only*	• Would not require a rezoning. • Provide increased transit access and passenger amenities for surrounding residential areas and downtown. • Require minimal re-routing of existing routes. • Not require displacement.	• Site is occupied by satellite tower. Co-location may present issues. • Require a combination of parcels for the construction of a new Passenger Transfer Center. • Site shape and size is not ideal for facility siting.
704 S Spring St /Municipal Lot 8 *Passenger Transfer Center only*	• Property is publicly owned. • Would not require a rezoning. • Compatible with surrounding uses. • Provide increased transit access and passenger amenities for surrounding residential areas and downtown. • Not require displacement.	• May reduce available parking in downtown.
Parcel No. 3 *Passenger Transfer Center only*	• Not require a rezoning. • Compatible with surrounding uses. • Provide increased transit access and passenger amenities for surrounding residential areas and downtown. • Not require displacement.	• Require transit uses to cross under active rail and across 4 lanes of traffic to access downtown. • Require extensive site grading work. • Requires demolition of a small building.
1155 N Church St *O&M Facility only*	• Would not require a rezoning. • Compatible with surrounding uses.	• Potential brownfield site candidate.

	• Increases operational efficiency of system. Would not require displacement.	
Parcel No. 5 *O&M Facility only*	• Would not require a rezoning. • Compatible with surrounding uses. • Increases operational efficiency of system.	• Would require demolition of an existing 150,000 sq. ft. industrial facility. • Would displace existing leased tenants.

Table 3: Benefits and Burdens Analysis

Demographic Analysis

Table 4 provides a comparison of the demographics for the census block groups that the final preferred potential sites are located in, the census block groups the existing temporary Passenger Transfer Hub and O&M Facility sites are located in as well as the demographic characteristics for the City of Burlington as a whole. This federally required Title VI Analysis provides documentation that transit sites are not being sited in a way that disproportionately impacts minority and/or low-income communities, when compared with current site locations.

	Existing Temporary Transfer Hub and Municipal Lot 8 Block Group 4; Census Tract 201; Alamance County	Existing O&M Facility Block Group 3; Census Tract 217.03 Alamance County	1155 N Church St Block Group 2; Census Tract 202; Alamance County	Parcel 5 Block Group 3; Census Tract 202; Alamance County	City of Burlington	Burlington Metropolitan Statistical Area
Total Population	677	1,132	432	771	56,951	171,415
White alone, not Hispanic or Latino	426 (63%)	602 (53%)	86 (20%)	96 (12%)	27,334 (48%)	105,847 (62%)
Non-White alone	251 (37%)	530 (47%)	346 (80%)	675 (88%)	29,617 (52%)	65,568 (38%)
Population under Poverty Line	130 (19%)	42 (4%)	62 (14%)	323 (42%)	10,560 (19%)	26,010 (14%)
Median Household Income	$58,409	$68,846	$78,844 *2021$*	$22,500	$52,963	$65,966
Limited English Proficiency Households	0 (0%)	0 (0%)	0 (0%)	8 (3.2%)	780 (3%)	1,615 (2%)

Table 4: Site Demographic Analysis

PASSENGER TRANSFER CENTER SITES

Sites evaluated in the Title VI analysis as the future Passenger Transfer Center are located within the same census block group as the existing Passenger Transfer Hub. Compared to the City of Burlington as a whole, these parcels are located an area with a lower percentage of non-white individuals and limited English proficiency households. The percentage of population living below the poverty line is the same and the median household income is slightly higher than the city. The proposed use would not pose a disproportionate burden on minority or low-income populations and conversely could provide increased transit access and enhanced customer amenities to the surrounding area, including transit dependent populations within the immediate vicinity.

O&M SITES

The final sites evaluated for the future O&M Facility are both located in census block groups with higher percentages of non-white individuals compared to the city as well as the existing site. The site at 1155 N Church St is located in an area with a lower percentage of individuals below the poverty line compared to the city and a higher median household income compared to both the City and the existing site. Parcel 5 is located in an area with a higher percentage of individuals living below the poverty line and a lower median household income compared to the city and the existing site.

Site located at 1155 N Church St is currently zoned Commercial – General Business which permits the proposed use – Government Maintenance, Storage, Distribution. This site is cleared, but currently not developed. There are existing curb cuts and surrounding utilities located between US Highway 70 and N Main St both of which provide connections to downtown. There is no risk of displacements but there are some surrounding residential uses along with other commercial and industrial uses. The construction of an O&M Facility on this site would not pose noise, air, or traffic concerns, when compounded with other nearby uses, as the proposed use is compatible with surrounding land use. Therefore, the proposed use would not pose a disproportionate burden on minority or low-income populations.

Parcel No. 5 is currently zoned Heavy Industrial which also permits the proposed use. This site contains an existing 150,000 square foot industrial facility that is currently leased to multiple tenants and would need to be demolished for construction on the O&M Facility. The demolition of this property would displace existing tenants and may release a significant amount of dust, debris, and pollutants into the air or groundwater, posing a risk to air quality and public health for surrounding population, including a high percentage of minority and low-income people. The level of environmental mitigation necessary for the parcel is unknown and may be costly. Once in operation, the O&M

Facility would not pose additional noise, air, or traffic concerns, when compounded with other nearby uses, as the proposed us is compatible with surrounding land use.

Locally Preferred Alternative

On May 6, 2025, Burlington City Council members confirmed Municipal Lot #8 as the locally preferred alternative for the construction of a new Passenger Transfer Center and the site at 1155 N Church St as the locally preferred alternative for the construction of an O&M Facility. This meeting was a publicly advertised meeting in line with Link Transit's Title VI policy. No member of the public signed up to speak on the Study or the confirmation of the locally preferred alternatives for the transit facility sites.

PASSENGER TRANSFER CENTER PREFERRED ALTERNATIVE

Municipal Lot #8 is a publicly owned parking lot located on S Spring Street in downtown Burlington. The site is 1.45 acres and .5 miles from the current transfer point. **Figure 18** shows the current conditions of the site and **Figure 19** shows the site concept developed for the Passenger Transfer Center and illustrates how the site layout accommodates the established program for the proposed off-street passenger facility.

Figure 18: Current Conditions-Municipal Lot 8

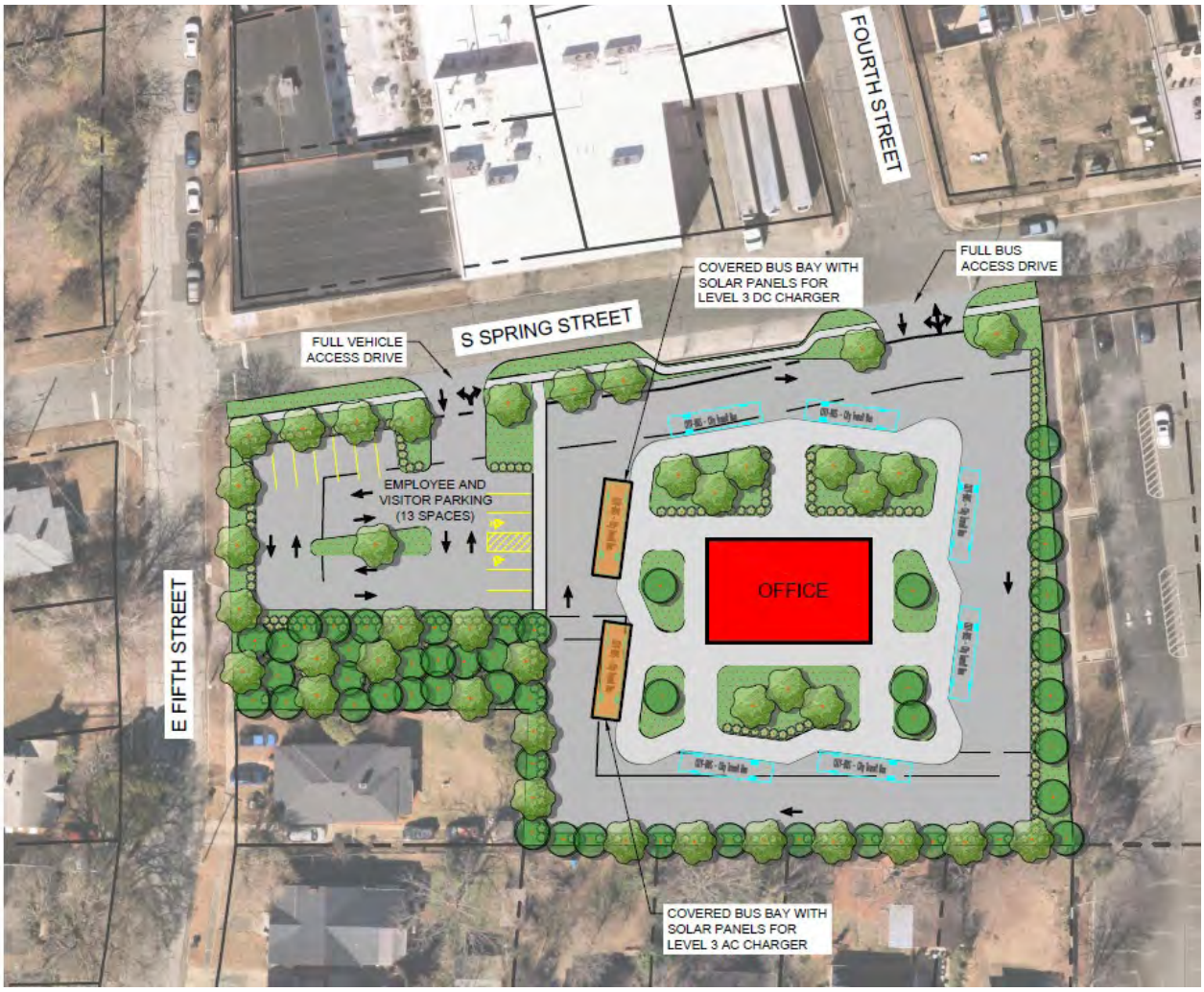


Figure 19: Municipal Lot 8 Passenger Transfer Center Concept Design

O&M FACILITY

The site at 1155 N Church St is a privately owned commercial site in the City of Burlington. The site is 3.4 acres and 1 mile from the current transfer point. **Figure 20** shows the current conditions of the site and **Figure 21** shows the site concept developed for the O&M Facility and illustrates how the site layout accommodates the established program.

Figure 20: Current Conditions - 1155 N Church Street

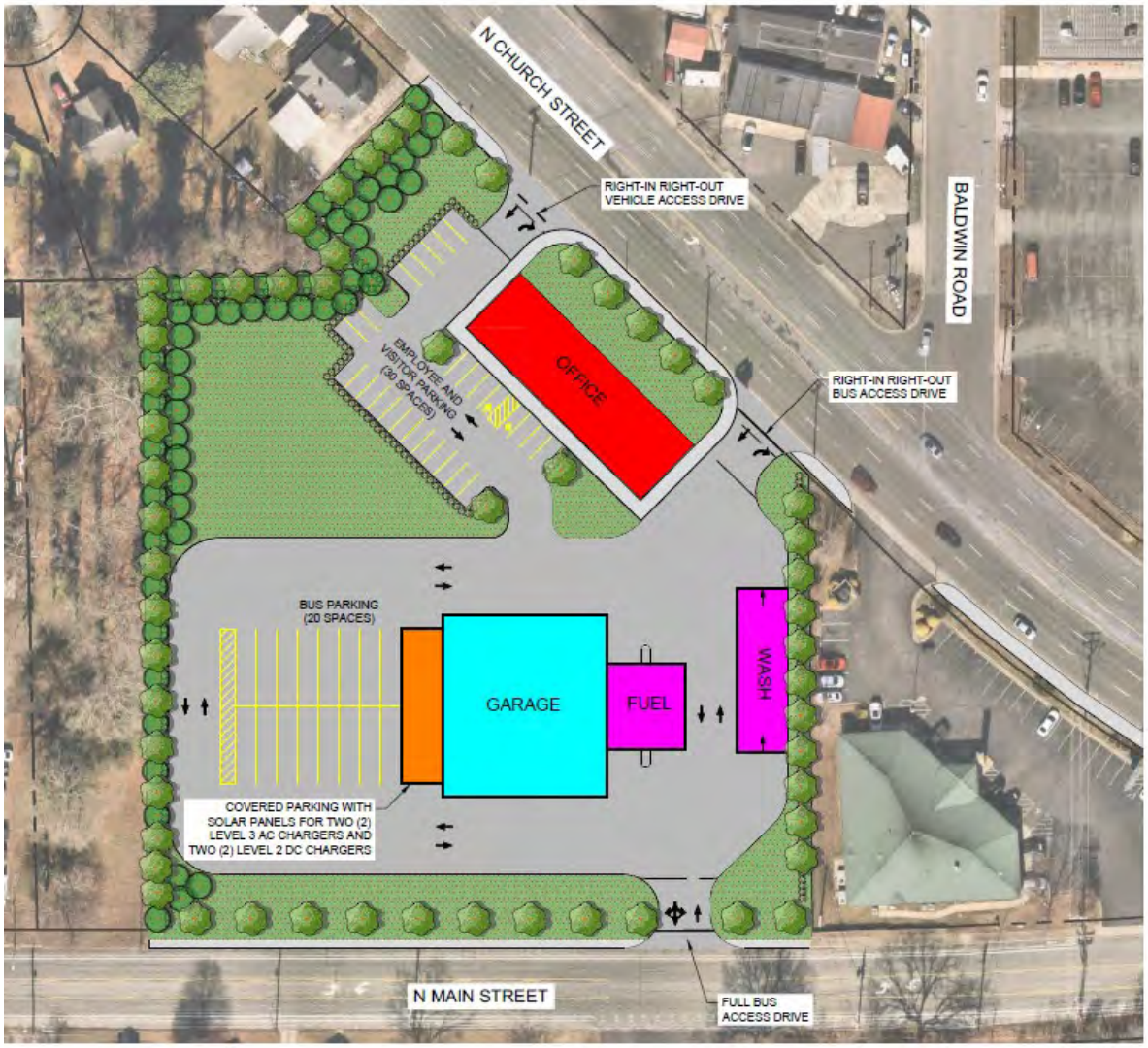


Figure 21: 1155 N Church Street O&M Facility Site Concept

Implementation Plan

Final Preferred Sites

The Title VI Analysis, site search, site evaluation matrix, as well as City Staff and key stakeholder coordination, provide support and justification for the parcel located at 1155 N Church Street as the preferred site for the O&M Facility. The project team recommends Municipal Lot 8 as the preferred site for the new Passenger Transfer Center due to its location, existing public ownership, and optimal site configuration. Initial site concepts have been developed for each of the sites to ensure all programmatic and operational needs can be met at both sites.

On May 5, 2025, the evaluation and site concepts were shared with the Burlington City Council. The Council agreed with the project team's recommendation and selected 1155 N Church Street and Municipal Lot 8 as the locally preferred alternatives. **Figure 22** shows the existing and proposed locations of both facilities in relation to the routes recommended in TDP.

Figure 22: Proposed and Existing Facilities

The final preferred site for a permanent transfer center shown in **Figure 23** exceeds the 1.2 acre minimum on a site of 1.45 acres and is 0.5 miles from the current Temporary Passenger Transfer Hub.

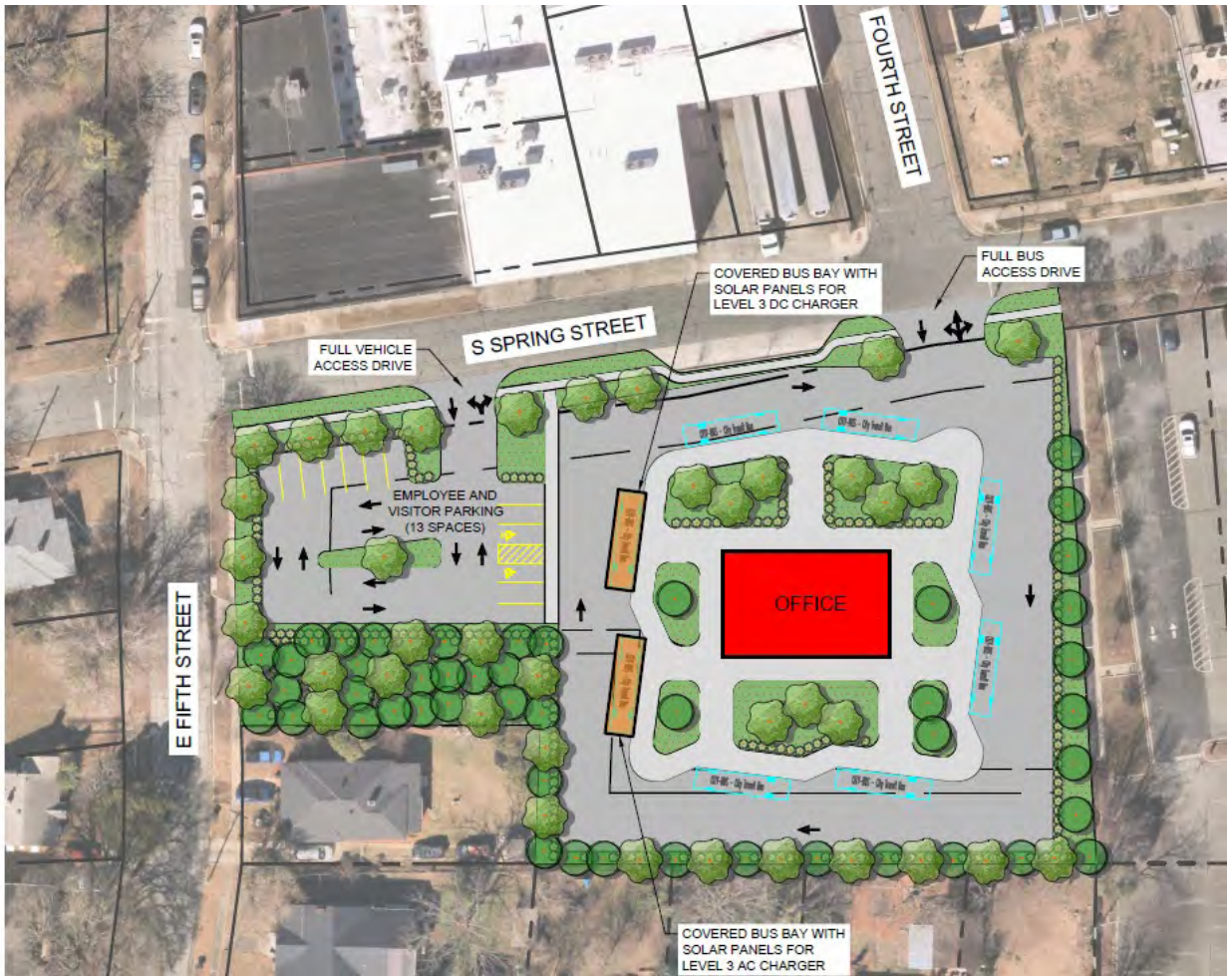


Figure 23: Passenger Transfer Center Final Concept Design

The final site concept for a new permanent Passenger Transfer Center includes eight bus boarding bays, space for additional transit providers (regional and intra-city), vehicle charging infrastructure, 13 parking spaces to include space for guests and staff, and an off-street, climate-controlled waiting room with a customer service window, and office space for two City administrative staff.

The recommended route realignments from the TDP will need to be modified to ensure connection to the proposed Passenger Transfer Center. **Figure 24** shows how the recommended routes converge at the existing Temporary Passenger Transfer Hub whereas, **Figure 25** shows how the recommend routes may be routed to connect with the proposed Passenger Transfer Center.

Figure 24: Recommended Routes at Temporary Transfer Hub

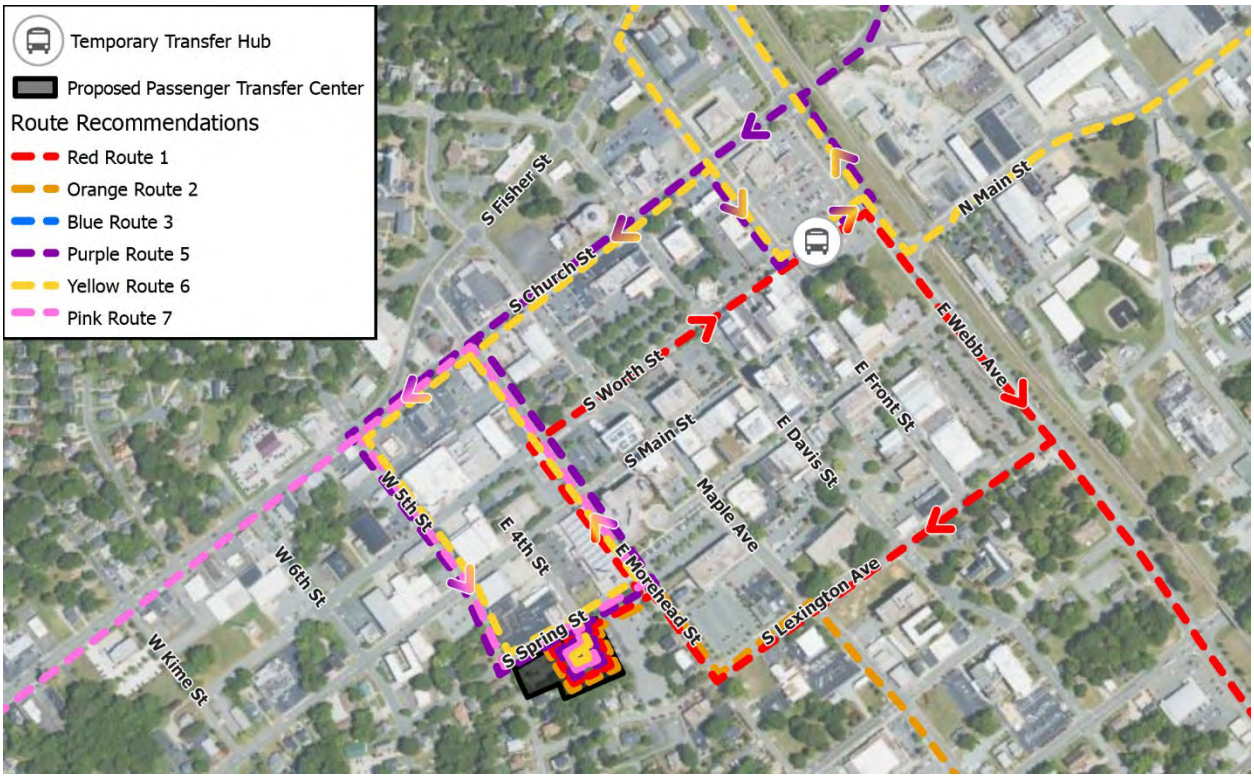


Figure 25: Recommended Routes at Proposed Passenger Transfer Center

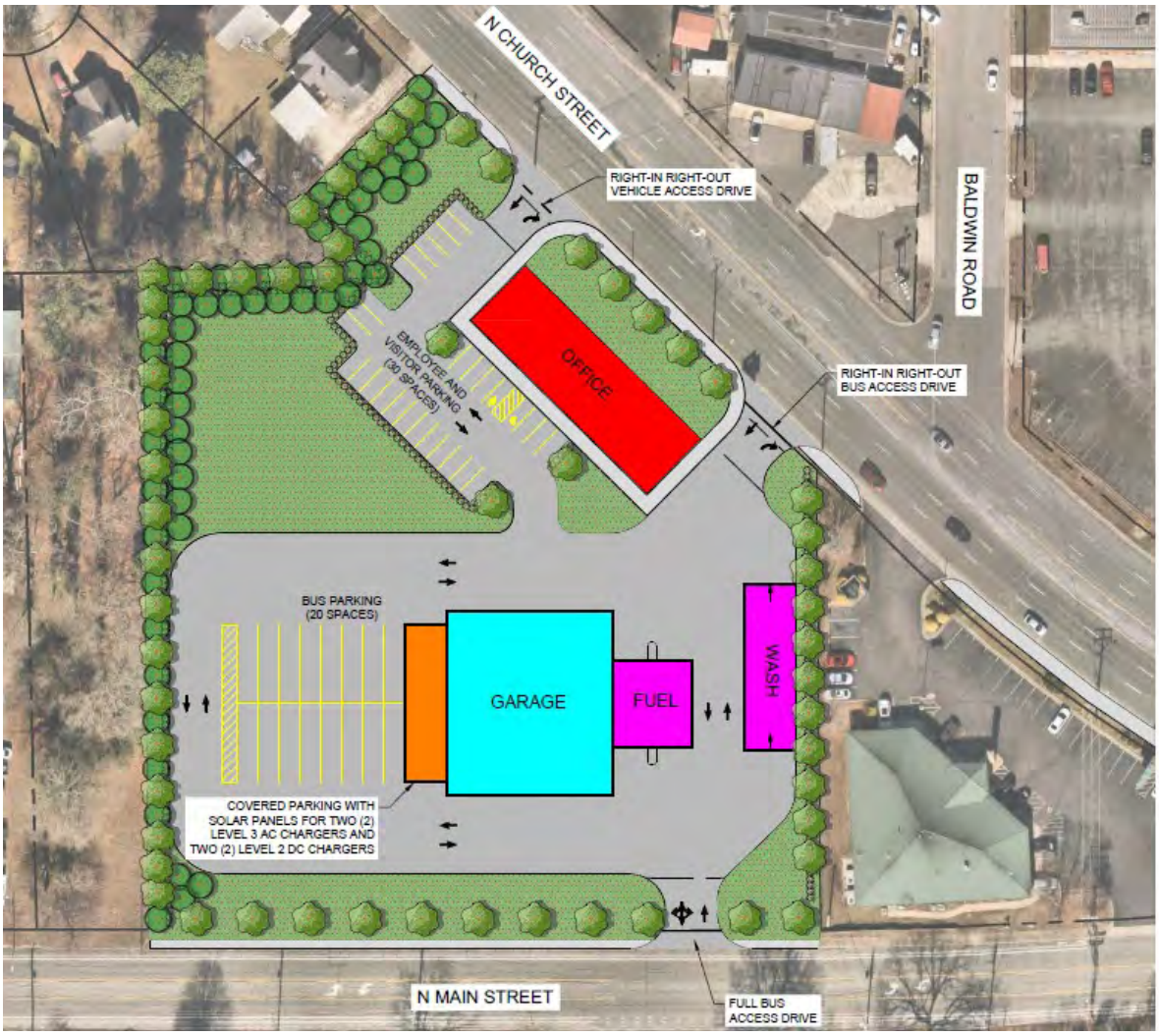


Figure 26: Final O&M Concept Design

The final preferred site for an O&M Facility shown in **Figure 26** exceeds the 3-acre minimum with a site of 3.4 acres and is 1 mile from the current Temporary Passenger Transfer Hub. The site includes four maintenance bays, three bus lifts, an interior cleaning station, electric charge space for four vehicles, and fare collection and money-counting room. It also provides space for parking of up-to 20 transit vehicles, 10 support vehicles, and up-to 30 parking spaces for guest and staff vehicles. The site can also accommodate a bus wash, fueling station, and administrative space for the transit contractor, to include a conference room, operator locker room, breakroom, restrooms, and offices.

Proposed Project Costs

Project costs were calculated using North Carolina Department of Transportation (NCDOT) unit costs and facility program components and square footage requirements.

Link O&M Facility Component Description	Unit	Quantity	Unit Price (2021$)	Total Amount
Site (Includes Parking Areas)	SF	148,112	$12.00	$1,777,344
Administration / Operations / Fleet Office	SF	6,390	$200.00	$1,278,000
Maintenance Building	SF	9,975	$185.00	$1,845,375
Best Management Practice (BMP) Detention Pond	LS	1	$350,000.00	$350,000
Canopy for Bus Parking	SF	2,160	$200.00	$432,000
Fuel Island (Including Equipment)	SF	2,250	$180.00	$405,000
Wash (Including Equipment)	SF	2,850	$138.70	$395,286
O&M Facility Equipment (Based on SF of Maint Bldg)	SF	9,975	$37.50	$374,063
Charging				
CONTINGENCY (35%)				$2,399,974
SUBTOTAL				$9,257,042
ENGINEERING (8%)				$740,563
CONSTRUCTION ADMINISTRATION (7%)				$647,993
PROGRAM ADMIN (8%)				$740,563
LEGAL (1%)				$92,570
SURVEYS (1%)				$92,570
LAND ACQUISITION				$544,000
			Link Transit (O&M + Admin) Facility Subtotal (FY21 $)	**$12,115,302**

Link Passenger Transfer Center Component Description	Unit	Quantity	Unit Price (2021$)	Total Amount
Site (Includes parking areas)	SF	63,785.00	$12.00	$765,420
Canopy	SF	1,008.00	$200.00	$201,600
Transit Operations / Public Waiting Areas	SF	3,195.00	$250.00	$798,750
Charging				
CONTINGENCY (35%)				$618,020
SUBTOTAL				$2,383,790
ENGINEERING (8%)				$190,703
CONSTRUCTION ADMINISTRATION (7%)				$166,865
PROGRAM ADMIN (8%)				$190,703
LEGAL (1%)				$23,838
SURVEYS (1%)				$23,838
Link Transit Passenger Transfer Center Subtotal (2021 $)				**$2,979,737**

Costs were escalated into current fiscal year (FY24) dollars using a 7% assumed escalation rate in the initial year and 3% year-over-year. The full detailed cost estimate with year-over-year escalation can be found in **Appendix D,** which also details peer facilities and their construction costs for comparison. The total, escalated project cost amounts are:

TOTAL ESTIMATED LINK TRANSIT FACILITY PROJECT COSTS:

Passenger Transfer Center - $3,382,487

Operations and Maintenance Facility - $13,752,843

Bus & Bus Facilities Grant

In July 2025, The City of Burlington submitted an application for FTA's grant for Buses and Bus Facilities to assist with the funding of the construction of the new Passenger Transfer Center and O&M Facility. There is a local match of $1,715,000 identified in the City's 10-year Capital Improvement Plan. Additionally, the Burlington City Council approved the donation of Municipal Lot 8 to Link Transit to support the development of the permanent downtown Passenger Transfer Center. The recent tax assessment of the land of Municipal Lot 8 values the lot at $177,615. While this is a significant investment, Link Transit is reliant on the FTA grant funding to pay for the $15,423,000 required to complete the project.

It is anticipated that the permanent Passenger Transfer Center will require a federal contribution of $3,045,000 and the O&M Facility will cost $12,378,000. These cost estimates were developed using rough order of magnitude costs, comparing similarly sized transfer center sites and O&M Facility sites and material unit costs escalated to FY25 dollars.

Each applicant is asked if the project is scalable. This question helps the FTA award portions of a project's requested funding if the full funding is not available to distribute. Link Transit identified that if sufficient federal funds were not available for both the permanent Passenger Transfer Center and the O&M Facility, the Passenger Transfer Center would be prioritized, as the Passenger Transfer Center has the potential to have a more direct impact on the passengers in the short term.

Facility Implementation Timeline

The timeline of construction is heavily dependent on the award of the grant, which will be announced in late 2025. If the full amount is awarded by FTA, the following timeline is anticipated:

- **January 2026** – Complete initial National Environmental Protection Act (NEPA) checklist (it is anticipated that this project would receive a documented categorial exclusion determination from FTA Region IV)
- **February 2026** – Complete NEPA Documented Categorical Exclusion Requirements and submit to FTA Region IV for review
- **March 2026** –Initiate Construction Manager At-Risk (CMAR) and Final Design Procurement
- **May 2026** – Obligation of grant in Transit Award Management System (TrAMS)
- **June 2026** – Acquisition of O&M Facility Site (1155 N Church St)
- **July 2026** – Completion of Preliminary Engineering from O&M and Passenger Transfer Center
- **August 2026** – Begin Final Design
- **August 2027** – Completion of Final Design, Groundbreaking
- **August 2029** – Substantial Completion of Construction
- **October 2029** – Facility Workforce Training Complete
- **November 2029** – Ribbon Cutting, Operations Start

If the City does not receive the funding requested in the Bus and Bus Facilities grant, the timeline will shift based on the ability to acquire funds from other sources. If partial funding is awarded, the construction of the permanent Passenger Transfer Center should continue on schedule while other funds are acquired to fill the funding gap for the O&M Facility.

Potential Funding Sources for Major Capital Projects and Purchases

FORMULA PROGRAMS

Formula programs provide allocations to North Carolina Department of Transportation (NCDOT) and Metropolitan Planning Organizations (MPOs) based on factors including population and land area. They are authorized by Congress through federal transportation legislation. Certain formula programs, such as the Carbon Reduction Program are managed by the MPO, which awards funds to projects on a competitive basis.

Carbon Reduction Program (CRP)

The Carbon Reduction Program (CRP) was established by the Infrastructure Investment and Jobs Act (IIJA) to reduce carbon dioxide emissions from various modes of transportation. Funding was authorized through 2026. The Federal Highway Administration (FHWA) apportions funding to each state, which can use the funding for projects that reduce transportation emissions. Eligible projects include public transportation, such as the Transfer Center and O&M Facility. The program requires that 65% of state CRP funds be obligated based on population while the remaining 35 percent can be used in any area of the state. CRP funds up to 80% of eligible project costs and there is a $100,000 minimum for construction projects.

Transportation Alternatives Program (TAP)

The Transportation Alternatives Program (TAP), managed by NCDOT, provides federal funding for projects that promote walking, biking, safe routes to school, and access to public transit. Eligible initiatives include constructing sidewalks, bike lanes, greenways, and improving pedestrian safety, often requiring a local match of at least 20% with federal funds covering up to 80% of project costs.

TAP funds are awarded competitively, with successful proposals demonstrating benefits like increased accessibility, safety, and environmental sustainability. By supporting these projects, NCDOT helps communities across North Carolina create more connected and livable environments through improved transportation alternatives.

GRANTS

In addition to funding through formula grants, federal and state discretionary grants provide other options for funding the Transfer Center and O&M Facility.

Better Utilizing Investments to Leverage Development (BUILD)

The USDOT BUILD grant program funds surface transportation projects with significant local or regional impact. This program was previously named Rebuilding American Infrastructure with Sustainability and Equity (RAISE).

BUILD grants are highly competitive and open to state, local, and tribal governments, territories, public agencies, or authorities. Federal agencies, nonprofits, private entities, and individuals are not eligible. The program was established in 2009 and has provided funding annually for the planning and construction of roadways, bridges, transit infrastructure, rail, ports, and pedestrian and bicycle facilities. Construction of the Passenger Transfer Center and O&M Facility would be eligible. In areas classified as "rural" for the purposes of the BUILD Grant Program with populations less than 200,000 such as Burlington, there is a $1 million minimum request for capital projects and the BUILD program can fund the project up to 100 percent. BUILD defines rural areas as areas located outside a Census-designated urban area that had a population greater than 200,000 in the 2020 census. Projects are evaluated based on eight (8) merit criteria: safety, environmental sustainability, quality of life, mobility and community connectivity, economic competitiveness and opportunity, state of good repair, partnership and collaboration, and innovation. An application with a project description, budget, funding commitment, merit criteria narrative, and quantified benefit-cost analysis (for capital projects) is required.

APPROPRIATIONS

State and federal appropriations could provide funding for constructing the Passenger Transfer Center and O&M Facility. Working closely with state and federal representatives and senators is key to securing appropriations.

State Appropriations

In North Carolina, local governments can work with their state representatives and senators to secure a Legislatively Directed Grant, which has a variety of funding sources and can be funded with recurring or non-recurring funds. There is not an application process for these appropriations. Rather, the North Carolina General Assembly awards these funds through an appropriations act. The Office of State Budget and Management (OSBM) provides additional information on Legislatively Directed Grants.

Federal Appropriations

Securing a federal appropriation, or earmark, for a transportation project involves working with the federal congressional delegation to obtain funds set aside for a specific public purpose. After a decade-long ban, congressional earmarks were reinstated in 2021, allowing lawmakers once again to direct federal funds to specific projects in their districts and states.

- Earmarks are allocated through a formal budget process, usually as part of annual budget bills or one-time legislative actions.
- The funding is designated to support targeted programs, projects, or initiatives—such as capital improvements, facility construction, or equipment purchases—outside of standard grant cycles.
- Local governments or agencies seeking earmark funds must collaborate with their federal representatives to advocate for their project's inclusion in appropriations legislation.
- Funds are awarded directly through legislative action rather than through a traditional application process, and are often used to supplement other funding sources or bridge gaps when grant or loan funding is insufficient.

Appendix A:
Asset Management Plan

General Instructions

Transportation Asset Management Inventory (TAM): Getting Started

General Overview
This Excel workbook collects asset information for each agency, for each fiscal year beginning July 1st and ending June 30th. The workbook is separated into 3 worksheets organized according to FTA asset categories.

Utilizing the Sharepoint Excel Workbook
Start by checking the name on your TAM Inventory. The file name should read: "*[Your System Name]*.TAM_Inventory.xlsm". Next, OPEN the file and complete the form following the step-by-step instructions. It is recommended that the file be saved frequently while updating information so as not to lose data if technical difficulties with hardware or software are experienced.

Worksheet Tabs and Line Numbers
Tabs for each worksheet are located at the bottom of the Excel program screen and are labeled. Begin with the first tab "1. Rolling Stock" to select your system's name. All lines formatted in or require a number or other information to be entered. Instructions are provided in this document for each cell in each row. A popup with directions will appear in any cell requiring a user entry.
In some lines and columns, the data is automatically calculated or information is copied from another section in the report. These autofill lines and columns are protected and the answers cannot be changed.

Effective Date
The Effective Date of this TAM Inventory requirement is July 1st, 2016, the start of the fiscal year. Any ACTIVE assets acquired after this date should be included in this asset inventory. All agency-owned Rolling Stock and all Facilities currently used in the provision of transportation must be reported in this inventory.

How to Report
Instructions for each tab are listed below:
1. Rolling Stock
-Make sure to update the **June 30th** vehicle odometer reading **each fiscal year**
Report only revenue vehicles for which NCDOT does not hold the title that are used in the provision of public transportation.

*THIS INCLUDES (but is not limited to):
-Agency owned vehicles
-FTA Direct-Recipient Vehicles
-Transportation Authority owned vehicles
-3rd Party-Leased vehicles
-County-owned vehicles

*DOES NOT INCLUDE:
-NCDOT-leased vehicles (these are tracked separately)
-Service and Support Vehicles (tracked in the Equipment tab)
-Brokered transportation vehicles
-Purchased-transportation vehicles

2. Equipment
-Report all *capital assets* used in the provision of transportation:
-With a PTD Claim ID AND
-*With a purchase price greater than $100 AND*
-*With a useful life greater than 1 year AND*
-*Purchased after July 1st, 2016 (start of FY17)*
-Report **ALL LOCALLY-OWNED SERVICE/SUPPORT VEHICLES,** and all assets with a replacement value *greater than $50,000,* regardless of purchase date/funding(No Claim ID required).
-This includes hydraulic lifts and high-value maintenance equipment
-Make sure to update the **June 30th** vehicle odometer reading **each fiscal year**

3. Facilities
Report all facilities used in the provision of transportation, whether they are owned, leased or rented.

*THIS INCLUDES (but is not limited to):
-Rented/leased office spaces
-Parking facilities (ex. Park and Ride Lots, Garages)
-Administrative and maintenance facilities (county or agency owned)

*DOES NOT INCLUDE:
-Private service stations (ex. Joe's Garage, Jiffy Lube, Meineke)

*Space Utilized field:

Space Utilized field:
Indicate the percentage of the facility space utilized by your transit agency as either:
50% or More OR *Less than 50%*. (Dropdown selection)

-Administrative Facilities: Determined by the number of offices/rooms utilized in the provision of transit. (Ex. 3 of 10 rooms = 30%: Select "*Less than 50%")*

-Maintenance Facilites: Determined by the number of transit vehicles serviced in the facility. (Ex. 7 of 10 county vehicles serviced in the maintenance facility are utilized in the provision of transit = 70%: Select "*50% or More*")

4. TERM Scale
Please use the attached TERM Scale Worksheet to assign a condition rating to facilities. Please save a copy of the TERM Scale Worksheet for each facility in your personal records.

NCDOT does not require copies of these worksheets to be submitted but they may be requested during a site visit.

5. Completion
The Accountable Executive must fill out and sign the Completion tab.

Submitting TAM Documentation
Systems should submit the signed Completion tab (as a .pdf document) to PTD via EBS Drop Box under the category "TAM Inventory", with the file name:
"*[Your System Name]*.TAM_Certification.FY[*YY*].[*Date Completed "YYYYMMDD"]*.pdf".
Example: ITRE.TAM_Certification.FY21.20210715.pdf
TAM Inventories will be downloaded from the Sharepoint file source after submission of the signed Completion tab (Certification). The Certification is the only documentation you need submit to EBS.

Report Deadlines
All updates to this inventory should be completed and the signed Completion tab submitted to EBS by July 15th of each fiscal year.

Where to Get Assistance
Contact Jonah Freedman with ITRE at jfreedm@ncsu.edu if there are any questions about completing this TAM Inventory and contact your IMD Planner with questions regarding EBS Claim IDs.

LoNo:

"A low or no emission bus is defined as a passenger vehicle used to provide public transportation that sufficiently reduces energy consumption or harmful emissions, including direct carbon emissions, when compared to a standard vehicle. The statutory definition includes zero emission transit buses, which are defined as buses that produce no direct carbon emissions and no particulate matter emissions under any and all possible operational modes and conditions. Examples of zero emission bus technologies include, but are not limited to, hydrogen fuel-cell buses, battery-electric buses, and rubber tire trolley buses powered by overhead catenaries."

Source: Federal Transit Administration - FY 2022 Competitive Funding Opportunity: Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program

BURLINGTON

ONLY ENTER REVENUE VEHICLES WITHOUT NCDOT HELD TITLES. (E.g. SERVICE/SUPPORT VEHICLES ARE RECORDED IN THE EQUIPMENT TAB

Agency Asset ID	Asset Class	Funding Source	Date of Purchase/Rental	VIN #	Model Year	Fuel Type
8008	BU - Bus	5307	5/1/2022	4B9KDLA44P2038030	2023	Electric battery
8009	BU - Bus	5307	5/1/2022	4B9KDLA46P2038031	2023	Electric battery
8010	BU - Bus	5307	11/1/2023	15GGE2715R3094536	2024	Diesel fuel
8011	BU - Bus	5307	11/1/2023	15GGE2717R3094537	2024	Diesel fuel
8012	BU - Bus	5307	11/1/2023	15GGE2719R3094538	2024	Diesel fuel
8013	BU - Bus	5339U-Urban	11/1/2023	15GGE2710R3094539	2024	Diesel fuel
8014	BU - Bus	5339U-Urban	11/1/2023	15GGE2717R3094540	2024	Diesel fuel
7004	CU - Cutaway Bus	5307	10/25/2023	3C7WRVLG1NE140078	2023	Gasoline
7005	CU - Cutaway Bus	5307	10/25/2023	3C7LWRVLG4NE142911	2023	Gasoline
7006	CU - Cutaway Bus	5307	10/25/2023	3CL7WRVLG7NE138514	2023	Gasoline
7007	VN - Van	5307	2/1/2025	3C6MRVJG3RE139194	2024	Electric battery
7008	VN - Van	5307	2/1/2025	3C6MRVJG2RE154866	2024	Electric battery

Locally owned/Urban Vehicles)

Make (Chassis)	Model	Ambulatory Seats	Non-Ambulatory Seats	June 30th Odometer	Asset Owner	Replacement Cost	Age (Years)	Acquisition Year	Seating
BYD	KY7M	29	2		Agency	$637,549.00	2	2022	29/2
BYD	KY7M	29	2		Agency	$637,549.00	2	2022	29/2
Gillig	LF	26	2		Agency	$575,476.00	1	2023	26/2
Gillig	LF	26	2		Agency	$575,476.00	1	2023	26/2
Gillig	LF	26	2		Agency	$575,476.00	1	2023	26/2
Gillig	LF	26	2		Agency	$575,476.00	1	2023	26/2
Gillig	LF	26	2		Agency	$575,476.00	1	2023	26/2
Dodge	New England Wheels Frontrunner	10	2		Agency	$186,933.00	2	2023	10/2
Dodge	New England Wheels Frontrunner	10	3		Agency	$186,933.00	2	2023	10/3
Dodge	New England Wheels Frontrunner	10	2		Agency	$186,933.00	2	2023	10/2
RAM	Promaster	9	2		Agency	$297,973.20	1	2025	9/2
RAM	Promaster	9	2		Agency	$297,973.20	1	2025	9/2

BURLINGTON

Document all equipment with a purchase price (>=) $100 and with a
COST (> =) $50,000 REGARDLESS OF WHEN THE ASSET WAS PURCHAS
Adr

Agency Asset ID	Asset Class	LoNo	Claim ID	Funding Source (dropdown)	Date of Purchase/Rental
Chevy-1564	Non Revenue/Service Automobile			5307	9/17/2019
Tacoma-1727	Non Revenue/Service Automobile			5307	12/1/2023
Ford-1210	Non Revenue/Service Automobile			None	1/1/2010
Truck	Non Revenue/Service Automobile			None	1/1/2019

a useful life greater than 1 year. ALSO DOCUMENT ANY ACTIVE ASSET WITH A REPLACEMENT
SED (EX. **Service/Support Vehicle**, Hydraulic Lift, Generator) DO NOT DOCUMENT: Cell Phones,
ministrative Marketing Items

Description/Model	Asset Owner	Replacement Cost	Useful Life Benchmark (years)
Chevy Traverse	Agency	$24,316.00	5
Toyota Tacoma	Agency	$36,200.00	5
Ford Fusion	Agency	$30,000.00	5
Ford F250	Contractor	$30,000.00	5

FOR SERVICE/SUPPORT VEHICLES

VIN #	Model Year	Fuel Type	Make (Chassis)	Ambulatory Seats	Non-Ambulatory Seats	June 30th Odometer	Age (Years)	Acquisition Year	Seating
1GNERFKW0LJ150504	2020	Gasoline	Chevrolet	7	0		5	2020	7
3FA6P0H73GR375159	2016	Gasoline	Toyota	4	0		9	2016	4
3FAHP0HA7AR311279	2010	Gasoline	Ford	4	0		15	2010	4
2019 Ford F-250	2019	Gasoline	Ford	4	0		6	2019	4

BURLINGTON

Agency Asset ID	Asset Class	Funding Source (dropdown)	Year Built	Date of Acquisition/Rental	Facility Address (Street, City, State, Zip)
1	Passenger Facilities	5307	2016	1/1/2016	100 Worth Street, Burlington, NC 27217 (112)
2	Passenger Facilities	5307	2016	1/1/2016	100 Worth Street, Burlington, NC 27217 (112)
3	Passenger Facilities	5307	2017	1/1/2017	1117 Chandler Court, Burlington, NC 27217 (172)
4	Passenger Facilities	5307	2017	1/1/2017	100 Lunsford Drive, Burlington, NC 27217 (127)
5	Passenger Facilities	5307	2019	1/1/2019	319 N. Graham Hopedale Rd Burlington, NC 27214
6	Passenger Facilities	5307	2019	1/1/2019	3141 Garden Road, Burlington, NC 27215 (194)
7	Passenger Facilities	5307	2020	1/1/2020	100 North Mebane Street, Burlington, NC 27217 (138)
8	Passenger Facilities	5307	2020	1/1/2020	100 Boone Station Drive, Burlington, NC 27215 (193)
Admin	Administration	Local	1990	1/1/1990	234 E Summit Ave, Burlington, NC 27215
Operations	Maintenance	5307	1996	7/1/2016	2801 Troxler Road, Burlington, NC 27215
9	Passenger Facilities	5307	2024	7/1/2024	1031-1025 State Rd 1301, Elon, NC 27244 (Williamson
10	Passenger Facilities	5307	2021	1/1/2021	101 Burke Street, Gibsonville, NC 27219 (211)
11	Passenger Facilities	5307	2023	1/1/2023	849 Sharpe Rd, Burlington, NC 27217 (132/168)
12	Passenger Facilities	5307	2024	1/1/2024	1346 S Main St, Burlington, NC 27215 (220)
13	Passenger Facilities	5307	2024	1/1/2024	1780 W Webb Ave, Burlington, NC 27215 (117)
14	Passenger Facilities	5307	2024	1/1/2024	1904 W Webb Ave, Burlington, NC 27217 (108)
15	Passenger Facilities	5307	2024	1/1/2024	2611 Maple Ave, Burlington, NC 27215 (302)
16	Passenger Facilities	5307	2024	1/1/2024	309 Huffman Mill Rd, Burlington, NC 27215 (197)
17	Passenger Facilities	5307	2024	4/17/2024	1002 Westmoreland Dr, Burlington, NC 27217 (100)
18	Passenger Facilities	5307	2024	4/18/2024	101 N Main St, Burlington, NC 27217 (150)
19	Passenger Facilities	5307	2024	5/17/2024	1519 Rauhut St, Burlington, NC 27217 (129)
20	Passenger Facilities	5307	2024	5/17/2024	International Dr @ Anne Elizabeth Dr (224)
21	Passenger Facilities	5307	2024	5/17/2024	Alamance Community College (377)
22	Passenger Facilities	5307	2024	1/1/2018	Plaza Dr @ ACC Dillingham Center (248)
23	Passenger Facilities	5307	2025	5/1/2025	Sellers Mill Rd @ Church St Plaza/Food Lion (160)
24	Passenger Facilities	5307	2025	5/1/2025	Sellers Mill Rd @ Across from Church St Plaza/Food
25	Passenger Facilities	5307	2025	6/30/2025	Tucker St @ Center Ct/Tucker St Apartments (177)
26	Passenger Facilities	5307	2024	10/1/2024	Elm St @ Spence St (121)
27	Passenger Facilities	5307	2024	10/1/2024	Elm St @ Church St (104)

28	Passenger Facilities	5307	2025	5/1/2025	Elm St @ Across from Judge J.B. Allen Criminal
29	Passenger Facilities	5307	2025	5/1/2025	Elm St @ Judge J.B. Allen Criminal Courthouse (250)
			224		International Dr @ Anne Elizabeth Dr
			377		Alamance Community College
			248		Plaza Dr @ ACC Dillingham Center
			160		Sellers Mill Rd @ Church St Plaza/Food Lion
			137		Sellers Mill Rd @ Across from Church St Plaza/Food
			177		Tucker St @ Center Ct/Tucker St Apartments
			121		Elm St @ Spence St
			104		Elm St @ Church St
			255		Elm St @ Across from Judge J.B. Allen Criminal
			250		Elm St @ Judge J.B. Allen Criminal Courthouse

Square Footage (sq ft.)	Asset Owner	Space Utilized (dropdown)	TERM Scale Condition	Replacement Cost/Annual Rent	Age (Years)	Acquisition Year
50	Agency	50% or More	4	$8,500.00	9	2016
50	Agency	50% or More	4	$8,500.00	9	2016
50	Agency	50% or More	4	$9,500.00	8	2017
50	Agency	50% or More	4	$9,500.00	8	2017
50	Agency	50% or More	4	$9,500.00	6	2019
50	Agency	50% or More	4	$9,500.00	6	2019
50	Agency	50% or More	4	$9,500.00	5	2020
50	Agency	50% or More	4	$9,500.00	5	2020
17,800	Agency	Less Than 50%	4	$500,000.00	35	1990
28,350	3rd Party	Less Than 50%	3	$74,698.00	29	2016
50	Agency	50% or More	4	$5,000.00	1	2024
50	Agency	50% or More	4	$9,500.00	4	2021
50	Agency	50% or More	4	$12,000.00	2	2023
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2024
50	Agency	50% or More	4	$12,000.00	1	2018
50	Agency	50% or More	4	$12,000.00	0	2025
50	Agency	50% or More	4	$12,000.00	0	2025
50	Agency	50% or More	4	$12,000.00	0	2025
50	Agency	50% or More	4	$5,000.00	1	2024
50	Agency	50% or More	4	$5,000.00	1	2024

50	Agency	50% or More	4	$9,500.00	0	2025
50	Agency	50% or More	4	$9,500.00	0	2025
	Shelter				1801	
	Shelter				1648	
	Shelter				1777	
	Shelter				1865	
	Shelter				1888	
	Shelter				1848	
	Bench/Trash				1904	
	Bench/Trash				1921	
	Lily Pad				1770	
	Lily Pad				1775	

BURLINGTON

Administrative Facility

ID	Component	Asset Quantity	Overall Condition Rating
A	Roof	1	4
B	Building Ext.	1	4
C	Elevator/Lift	1	N/A
D	Plumbing	1	4
E	Heating/Cooling	1	4
F	Fire Protection	1	4
G	Electrical	1	4
H	Site (Park & Ride Lot, Plot)	1	N/A
I	Fueling Station	1	4
J	Paving/Sidewalks	1	4
K	Surveillance	1	3
L	Fencing/Lighting	1	3
	Value to enter into TERM Scale Condition =>		4

Key
5 Excellent
4 Good
3 Adequate
2 Marginal
1 Poor

* Determine median value across components. Calculate this by tabulating the number of components inspected at each condition rating, and use as the overall rating the lowest rating achieved by at least half of the components. For instance, if 10 components were inspected and the results were evenly distributed between ratings (2 components with each of the 5 rating values), the overall rating would be 3 as at least half of the ratings would have a value of 3 or less.

Maintenance Facility

ID	Component	Asset Quantity	Overall Condition Rating
A	Roof	1	3
B	Building Ext.	1	3
C	Elevator/Lift		N/A
D	Plumbing	1	3
E	Heating/Cooling	1	4
F	Fire Protection	1	4
G	Electrical	1	4
H	Site (Park & Ride Lot, Plot)	1	3
I	Fueling Station		N/A
J	Paving/Sidewalks	1	4
K	Surveillance	1	4
L	Fencing/Lighting	1	4
M	Maintenance Building - Equipment	1	3
Value to enter into TERM Scale Condition =>			4

* Determine median value across components. Calculate this by tabulating the number of components inspected at each condition rating, and use as the overall rating the lowest rating achieved by at least half of the components. For instance, if 10 components were inspected and the results were evenly distributed between ratings (2 components with each of the 5 rating values), the overall rating would be 3 as at least half of the ratings would have a value of 3 or less.

BURLINGTON

4. COMPLETION AND CERTIFICATION OF TAM INVENTORY

FY2025

Summary	Record Counts	Total Cost ($)	Average Age (Years)	
Rolling Stock Count	12	$5,309,223	1.4	Count of VIN #
Equipment Units Count	4	$120,516	8.8	Count of DATE PURCHASED
Facilities Count	31	$872,198	447.2	Count of TERM SCALE
Total Records	47	$6,301,937	152.5	

Accountable Executive Contact Information

Full Name:	John Andoh
Phone Number:	**336-222-7351**
Email Address:	jandoh@burlingtonnc.gov

I hereby certify that, to the best of my knowledge, the information in this TAM Inventory is accurate and complete.
I also affirm my participation in and approval of, the NCDOT Sponsored Group TAM Plan.

John Andoh	8-1-2025
Signature of Accountable Executive	**Date**

PTD/ITRE Comments about the data

Upload this original excel file and scanned .pdf version of this signed completion tab to Partner Connect.

Appendix B: Programming Information

Link Transit

Bus Operations and Maintenance Facility

Burlington, NC

Name: John Andoh

Dept.: Transportation

Phone: 336-222-7351

Email: jandoh@burlingtonnc.gov

Please provide as much information as possible for each section of this questionnaire. This information will be used in the programming effort for the Link Transit Operations and Maintenance Facility. Your Participation is greatly appreciated.

General Information

Function: Please describe the primary function and activities of your department or group.

Oversee public transit operations at Link Transit.

What is your vision for the project? (Describe your hopes, concerns, and needs)

A Garage that can hold a fleet of at least 20 transit vehicles and 10 support vehicles ranging from cars, trucks, vans, cutaways to 35 foot buses.

State of the art, but basic, use of lift for vehicles – small and large, bus wash, bus vacuum/interion cleaning station, fueling for diesel, gasoline (above ground tanks) and electric charging, vault station for probing buses, parking for at least 25 employees, parking for visitors, administrative offices to support City and Contractor employees, training room, conference room, restrooms, fencing with security cameras, automatic gate, security access control system, central to the bus network.

What are the biggest "pain point(s)" that you are currently experiencing with your facilities or operations?

Facility is small for current operations, does not have room for expansion, operations and administration separate. Facility is leased.

Operation: Please provide security concerns/ requirements, maximum number of simultaneous visitors and frequency of visitors to your department or group, and the necessity for after-hours access to the facility.

Security Issues:

Gate is not automatic, so it remains open throughout the day, access control not available on doors, no cameras throughout the facility, lighting is poor.

Simultaneous Visitors/Frequency: About 5 people a day.

After-hours access? Why? Not needed, if so, to clean or maintain buses on a Sunday.

Staffing

Please provide an organization chart of your department or group (or sketch one on the back of this sheet). The Planning Team wishes to determine existing staffing levels and project for the future. Please list staff in your group or department.

	Position	Staffing Projection [Enter total staff] Existing	+5 years	+10 years	+20 years	Shift Hours	Comments [Please note the beginning and end times for shift(s)]
1	Mechanic	1	1	2	4	☐ Day ☐ Swing ☐ F/T ☐ GY ☐ Other ☐ P/T ☐ GY ☐ Other ☐ P/T	
2	Parts Room Clerk	0	0	0	1	☐ Day ☐ Swing ☐ F/T ☐ GY ☐ Other ☐ P/T ☐ GY ☐ Other ☐ P/T	
3	Maintenance Manager	1	1	1	1	☐ Day ☐ Swing ☐ F/T ☐ GY ☐ Other ☐ P/T	
	Total	**2**	**2**	**3**	**6**		

Employee Vehicles and Parking

Please **provide a detailed vehicle inventory** and summarize below, by vehicle type, the vehicles or pieces of equipment used by your department/group. Be prepared to discuss size, quantity, preferred storage method, and growth through the year future.

Vehicle Type	Vehicle Quantities/Projections [Enter total vehicles] Existing	+5 years	+10 years	+20 years	Vehicle Size (Feet) [Enter quantity] XS 8x10	SM 9x18	MD 10x20	LG 12x30	XL 12x40	Parking Requirements [Check required]
Support Cars & Trucks.	*6*	6	10	10	9	1				☐ Uncovered ☐ Enclosed ☐ Covered

Paratransit Vans	*3*	4	6	8			8			☐ Uncovered ☐ Enclosed ☐ Covered
Transit Buses	*7*	7	14	15				15		☐ Uncovered ☐ Enclosed ☐ Covered
Total	**16**	**17**	**30**	**33**	**9**	**1**	**8**	**15**		

Fleet Vehicles Maintained/Parked

Please **provide a detailed vehicle inventory** and summarize below, by vehicle type, the vehicles or pieces of equipment used by your department/group. Be prepared to discuss size, quantity, preferred storage method, and growth through the year future. Please also identify and include all Non-Revenue Vehicles.

Vehicle Type	**Vehicle Quantities/Projections** [Enter total vehicles]				**Vehicle Size (Feet)** [Enter quantity]					**Parking Requirements** [Check required]	
	Existing	**+5 years**	**+10 years**	**+20 years**	**MD 10x20**	**LG 12x30**	**XL 12x40**	**XXL 12x45**	**XXXL 12x60**		
Gillig ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*5*	5	11	15		15				☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed
Promaster ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*0*	1	6	8	8					☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed
Front Runner ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*3*	3	0	0	0					☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed
BYD ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*2*	2	2	0						☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed
Car ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*2*	2	5	5	5					☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed
Truck ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*3*	3	3	3	3					☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed

Vehicle Type	Vehicle Quantities/Projections [Enter total vehicles]				Vehicle Size (Feet) [Enter quantity]					Parking Requirements [Check required]	
	Existing	+5 years	+10 years	+20 years	MD 10x20	LG 12x30	XL 12x40	XXL 12x45	XXXL 12x60		
SUV ☐ Gasoline ☐ Diesel ☐ CNG/LNG ☐ Electric ☐ Other	*1*	1	2	2	2					☐ Maintained ☐ Parked	☐ Uncovered ☐ Covered ☐ Enclosed
Total	**16**	**17**	**30**	**33**	**18**	**15**					

Existing Space

Briefly list all spaces utilized by your department/group and be prepared to discuss your current facilities, where they are located, and any current space inadequacies, etc. **Provide a floor plan or sketch if available.** Describe your existing space and its location (include existing and proposed spaces by function).

Space	Size (L x W)	Function/Inadequacies
Dispatch		Operations Control Center, Customer Service Not enough space for supervisors and dispatchers
Maintenance Manager Office		Maintenance Management Office Not connected to the shop
General Manager Office		General Management Office None
Operations Manager Office		Operations Management Office, with conference room table None

Space	Size (L x W)	Function/Inadequacies
Training Room		Training area Open, not able to be closed during a class
Restroom		Restroom Only 1 for 20 employees – small, not ADA accessible
Kitchenette		Kitchen with sink and cabinets Small, not functional for 20 employees
Vault Room		Money Counting Room None
Maintenance Shop		TWO bays Can only hold up to 30 feet, no dedicated parts room/area, NO TOOL ROOM, NO WELDING AREA open shop NO HEATING SYSTEM. MANUAL ROLL UP SHOP DOORS, NO EXHAUST VENTALATION, INADEQUATE ELECTRICAL ACCESS
Entry Way		Entrance Small, no waiting chairs or area, can be congested
BUS PARKING AREA		VERY SMALL AND CONGESTED LIMITED ACCESS
BUS WASHING AREA		NONE

Office Space

Please list any office requirements for your department/group. Please list the title of the office and if it is an open or closed office/workstation. Please briefly describe the filing/furniture needs, function and the amount of time each day spent in the office.

	Space	Approx. Size	Individual filing needs and furniture for the space	Space Adjacency
1	Title/Position: Mechanics workstation ☐ Office ☐ Workstation ☐ Shared Office	\	☐ Modular Form ☐ Desk ☐ Credenza ☐ Side Table ☐ Bookcase ☐ Desk Chair ☐ Side Chair ☐ File Cabinet ☐ Whiteboard	☐ Primary ☐ Secondary
2	Title/Position: Parts Clerk ☐ Office ☐ Workstation ☐ Shared Office		☐ Modular Form ☐ Desk ☐ Credenza ☐ Side Table ☐ Bookcase ☐ Desk Chair ☐ Side Chair ☐ Whiteboard ☐ File Cabinet	☐ Primary ☐ Secondary
3	Title/Position: Maintenance Manager ☐ Office ☐ Workstation ☐ Shared Office		☐ Modular Form ☐ Desk ☐ Credenza ☐ Side Table ☐ Bookcase ☐ Desk Chair ☐ Side Chair ☐ Whiteboard ☐ File Cabinet	☐ Primary ☐ Secondary

Shared and Support Spaces

Please list all spaces necessary for your department/group to function effectively and efficiently. Please list **any spaces** you feel are necessary for the effective, efficient function of your administrative department or group in the space provided below. Please provide your initial thoughts on features and furnishing needs for each space.

Shared and Support Space Name	Number of people	Adjacency	Special Features/Furniture/Equipment
General Locker Room	**20**	**Maintenance Bays and Drivers Area**	**Wash sinks, toilet, shower, lockers.**
Conference/Training Room	**20-30**	**Maintenance Bays**	**Meetings and training for mechanics and staff. No carpet.**
Lounge	**20-30**	**Maintenance Bays**	**Lunch and breaks.**
Farebox Repair Room	**2**	**Maintenance Bays**	**Counter space and cabinets**
Tire Room	**2**	**Maintenance Bays**	**Tire racks**
Storage Room	**5**	**Maintenance Bays**	**Storage racks, file cabinets.**

Storage

Please list any special storage requirements for your department/group. Please list types of materials, size of storage requirement, storage type, security requirements, and any special comments that you may have. Include all storage requirements that are currently off-site which you would like to move on-site and any storage on-site that could be stored off-site.

Material/Item	Approximate Size	Storage Type	Security	Comments
Parts Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	With forklift access.
Tire Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	Enough room to store and work on tires.
Storage	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	Overflow garage/warehouse storage.
Battery Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	To store batteries in a cool environment with ventilation
Farebox Repair Room	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	To repair fareboxes in a cool environment
Janitor Closet	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	To store cleaning supplies
Utility Worker Cleaning Closet	TBD	☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	
		☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	
		☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	
		☐ Uncovered ☐ Covered ☐ Enclosed	☐ Secure ☐ Open	

Emergency Event Requirements

Living Facilities: Please describe the type of living spaces required to accommodate your department or group for three days after an event. (e.g. Bunk areas, Kitchen, showers)

The training area is large enough to allow for cots and tables for people to sleep in an emergency situation.

Locker areas for men's and woman's large enough with toilets and a shower.

Kitchen area in the lounge which could include microwave oven, refrigerator, sink, dishwasher and cabinet space for food and other kitchen related items.

Where does the family of employees go? Will there only be enough room for the employees, employees families.

The above training area space should be large enough to accommodate the employees of the transit system and a little extra space for families of the employees if desired.

Emergency Facility Systems: Please describe the type of minimal functions/operations required to accommodate your department or group for three days after an event without outside assistance. (e.g. Water storage, Radio receiver, fuel)

Backup generator, fuel tank that are above ground for gasoline and diesel.

Other Data and Information

Alternative Fuels: Do you currently have any alternative fueled vehicles? If so, please specify the type of fuel used (CNG, LNG, propane, etc.).

Yes – 2 chargers for electric buses. There will be a need for additional chargers as additional electric buses, cars and vans are added to the fleet in the future, solar panels for electric charging.

Thank you for your time in completing this questionnaire!

Please return to Mary Kate Morookian at MaryKate.Morookian@kimley-horn.com via email by 2/14/2023.

Personnel Summary for Transdev at Burlington Link March 5, 2024

Project Staff:

General Manager: Rich Ticehurst

Operations and Training Manager: Dana Bullock

Maintenance Manager: Andrew Reichl

Support Staff:

Maintenance Tech/Mechanic: Joey Mitchell

Operations Road Supervisor: Fred Jennings

Operations Supervisor/Dispatcher: Rena Lawson

Operations Supervisor/Dispatcher: Kelly Lawson

Operations Dispatcher/Supervisor: Latosia Frett

AM Bus Operators:	**PM Bus Operators:**
Phyllis Wilson	Marvin Paylor
Claudia Warren	Robin Covington
Robert Moore	Robert Wilkinson
Margaret Fuller	Brandon Hines
	Howard Ingram

Part Time Bus Operators:

Bruce Treakle

Paratransit Operators:

Brandon Ashby

Angela Hill

Kristie Anderson

Appendix C:
Title VI Analysis

TITLE VI EQUITY ANALYSIS:

TRANSFER CENTER AND OPERATIONS AND MAINTENANCE FACILITY RELOCATION

Link Transit Facility Feasibility Study

PREPARED FOR:

City of Burlington, North Carolina

PREPARED BY:

Kimley»Horn

Raleigh, North Carolina

TITLE VI EQUITY ANALYSIS: TRANSFER CENTER AND OPERATIONS AND MAINTENANCE FACILITY RELOCATION

Background and Project Description

Link Transit operates five (5) fixed-route services, as well as paratransit service, in Alamance County and portions of Guilford County. Link Transit serves areas including Burlington, Elon, Gibsonville, Mebane, Alamance County Offices, Alamance Community College, and destinations in between. Riders can also connect directly to the Piedmont Authority for Regional Transportation (PART), GoTriangle, Orange County Public Transit, and the Elon Express. Service operates Monday through Friday, from 5:30 a.m. to 9:30 p.m., and Saturdays from 9:30 a.m. to 6:30 p.m., excluding major holidays. The current fleet includes five GILLIG buses and two standard size electric buses for fixed-route service as well as three vans for paratransit service. During FY 2022, Link Transit provided 101,401 fixed-route passenger trips and 6,051 paratransit trips. The City of Burlington has an estimated population of 56,951. Link Transit service extends beyond the City and serves a population of over 66,000 people over 35 square miles.

Link Transit is looking to relocate its temporary Passenger Transfer Hub and provide new customer amenities as well as relocate its Operations and Maintenance Facility (O&M). The current temporary Passenger Transfer Hub, located at 212 N Worth St, Burlington, North Carolina, serves as the convergence point of all of its routes but is lacking customer amenities. With only curb space, the Passenger Transfer Hub only provides shelters, benches, and bike racks. Link Transit plans to relocate the temporary Passenger Transfer Hub and construct a new off-street Passenger Transfer Center with additional customer amenities such as customer service, bathrooms, and indoor waiting space. The current O&M Facility is leased by Transdev at 2801 Troxler Rd, Burlington, North Carolina and is a 5 mile drive from the existing Passenger Transfer Hub. The City of Burlington plans to purchase land to construct a new O&M Facility that improves operational efficiency and does not rely on leased property.

In order to properly identify the optimal site(s) for the new facilities, Link Transit began a feasibility study with the goal of identifying potential sites for a new Passenger Transfer Center and O&M Facility, either on the same or separate site, that meet operational requirements of existing Link Transit service and also provide adequate space for the future expansion of service.

Title VI Compliance

Per Federal Transit Administration (FTA) Circular 4702.1B, Title VI equity analysis for the location of facilities must be completed during the planning stage before the selection of the preferred site. Sites have been identified and evaluated as part of the Link Transit Five-Year Transit Development Plan and Transit Facility Feasibility Study process.

Title 49 CFR Section 21.9(b)(3) states, “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which the regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.” Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

This analysis was conducted in compliance with FTA Circular 4702.1B which requires The City of Burlington to ensure a location is selected without regard to race, color, or national origin.

Site Search Process

To identify viable parcels as potential locations for the future Link Transit O&M Facility and Passenger Transfer Center, a methodological approach was established using Geographic Information Systems (GIS) data and ArcGIS analysis tools. This process was completed with three rounds of data analysis, described below.

DEFINING SEARCH AREA PROCESS

Round 1 – Initial Search Area

At the beginning of the site search process, the preferred site would accommodate a joint O&M Facility and Passenger Transfer Center. Using GIS analysis, viable parcels were identified based on the following criteria:

- Applicable Zoning
- Within Burlington City Limits, .5 miles of I-40, and .5 miles of Alamance Crossing
- Acreage minimum: 5 acres

The initial site search resulted in 117 viable parcels; however, many were not within a reasonable distance from the existing temporary Passenger Transfer Hub in downtown Burlington (212 N Worth Street) where the current routes converge.

Round 2 – Refined Search Area

Based on staff feedback from the initial search area – interest in locating closer to the existing temporary Passenger Transfer Hub, refined acreage requirements, and the desire to consider separate properties for Passenger Transfer Center and O&M Facility use – the Study team identified a new search boundary and acreage requirements. Using GIS analysis, viable parcels were identified based on the following criteria:

- Applicable Zoning
- Within .5 miles of existing temporary Passenger Transfer Hub
- Acreage minimum
  - Passenger Transfer Center only: 1.2 acres
  - O&M Facility only: 3 acres
  - Joint O&M Facility and Passenger Transfer Center: 4 acres

The refined site search significantly reduced the number of viable parcels (30 parcels – 27 Passenger Transfer Center only, 1 O&M Facility only, 2 joint Passenger Transfer Center and O&M Facility); however, it left only three viable parcels for the O&M Facility.

Round 3 – Final Search Area

To increase the pool of viable O&M Facility sites, the Study team reevaluated the acreage minimum for a joint O&M Facility and Passenger Transfer Center and extended the search distance for the O&M Facility. Using GIS analysis, viable parcels were identified based on the following criteria:

- Applicable Zoning
- Passenger Transfer Center only: 1.2+ acres within ½ mile of existing temporary Passenger Transfer Hub
- O&M Facility or Joint Passenger Transfer Center and O&M Facility: 3+ acres within 1 mile of existing temporary Passenger Transfer hub

The final site search resulted in 26 viable parcels for a Passenger Transfer Center only and 44 viable parcels for a O&M Facility or joint O&M Facility and Passenger Transfer Center. Parcels were then eliminated using the process described below.

PARCEL SCREENING PROCESS

To create a manageable pool of potential parcels to evaluate for the future Link Transit O&M Facility and Passenger Transfer Center, parcels were filtered using criteria based on the criteria listed below. Parcels were eliminated during three rounds of searches through a manual review, and then evaluated using a number of resources including Google Maps, GIS data, and local real estate data.

Round 1

Parcels remained based on the following criteria:

- No apparent active use (using Google Maps)
- Size layout would accommodate required operational elements

Results

- Passenger Transfer Center only = 7 parcels
- O&M Facility only or Joint O&M Facility and Passenger Transfer Center = 7 parcels

Round 2

In addition to the criteria used in Round 1, the following criteria were added to the site search:

- No apparent active use (using in-person site visit and local real estate knowledge)
- Nearby land use complements planned use (i.e., Passenger Transfer Center near key destinations, O&M Facility near other industrial uses)
- Property was not recently sold (using local real estate knowledge)
- City of Burlington staff support

Results

- Passenger Transfer Center only = 4 parcels
- O&M Facility only or Joint O&M Facility and Passenger Transfer Center = 2 parcels

Round 3

The third round involved coordination meetings with City of Burlington Staff and local real estate partners to discuss the remaining parcels after Round 2 and document any additional intel on the sites. During this round, one potential site for the Passenger Transfer Center was eliminated along with one potential site for the O&M Facility. An additional site for the O&M Facility was re-added to the evaluation. Figure 1 shows the general area of parcel search and resulting compatible parcels.

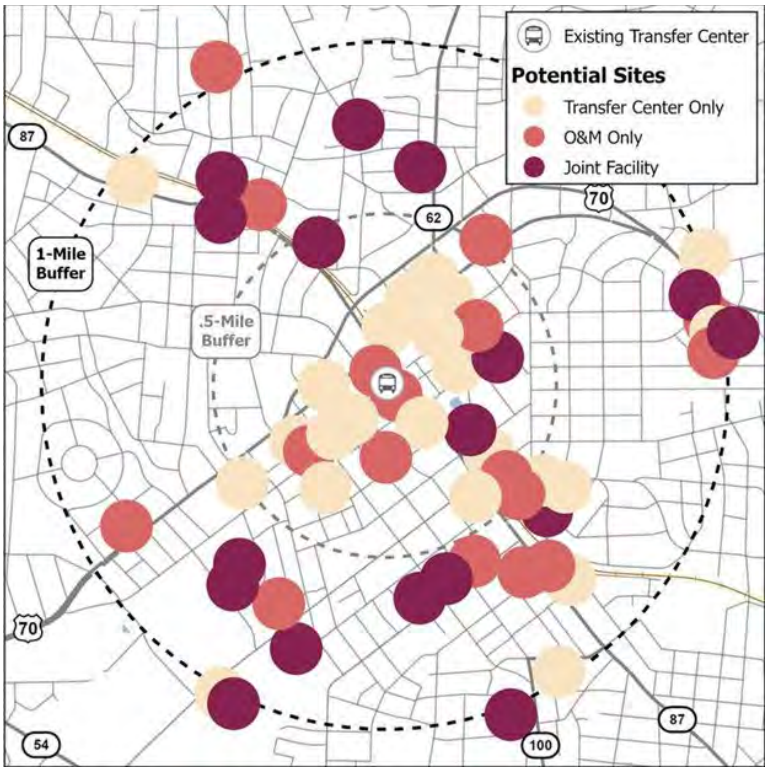


Figure 1: Potential Parcels – Passenger Transfer Center and O&M Facility

SITE EVALUATION PROCESS

Evaluation metrics for each goal area were developed to compare potential sites to one another and identify which are the most viable. The effort to evaluate and score each potential site allowed for a data-driven, quantifiable comparison between sites.

The indicators used to evaluate each of the goal areas are described below. Each indicator was given a score of 1 to 5, with 1 being the worst and 5 being the best. Indicators were not assigned weights to indicate relative importance over another category.

Operational Efficiency

Sites were evaluated based on their proximity to the existing Transfer Center at 212 N Worth St – the convergence point of all five routes. Closer proximity to the existing Transfer Center would reduce the route revisions required to access the future Transfer Center as well as maintain its' downtown location. Close proximity of the O&M reduces the time spent by buses traveling to-and-from the O&M to start service at the Transfer Center, increasing overall operational efficiency. Sites with a lower travel distance to the existing Transfer Center scored higher.

Ease of Acquisition and Constructability

Sites were evaluated based on the current market status of the property, redevelopment plans, whether there is an existing major structure on the site, and the estimated market cost. Sites that scored higher were listed for sale or publicly owned, planned for future redevelopment, undeveloped, and had a lower estimated market cost.

Accessibility

The Passenger Transfer Center only sites were evaluated based on the surrounding population and jobs within a .5 mile radius of the site as well as access to public facilities/key destinations. Sites located in a more population and job dense area with close proximity to public facilities/destinations scored higher. Both the Passenger Transfer Center and O&M Facility sites were evaluated based on access to sidewalks. Sites located in areas with a more complete sidewalk system scored higher.

Community

Sites were evaluated based on surrounding land uses within a 1 mile radius of the site, with sites scoring higher for being located in mixed-use areas and lower for being located in primarily residential areas. Sites were also evaluated based on the densities of racial and ethnical minorities, low-income households, and zero-vehicle households within a .25 mile radius of the site. The Passenger Transfer Center could increase transit mobility for the studied populations and therefore, sites scored higher for being located in areas with higher densities. Due to environmental justice considerations, the O&M Facility scored lower for being located in areas with higher densities.

While several sites were examined for a potential transit facility, based on analysis and market due diligence, two sites moved into the final evaluation and scoring phase. Table 1 shows the final results of the parcel scoring process.

Matrix Framework		Parcels			
		Passenger Transfer Center		O&M	
Goals	Indicator	Municipal Lot 8	Parcel No. 4	1155 N Church St	Parcel No. 5
Operational Efficiency	Proximity to existing temporary Passenger Transfer Hub	5	5	4	5
Ease of Acquisition and Constructability	Listed for sale or publicly owned	5	1	1	1
	Planned for redevelopment	1	1	1	1
	Existing structures	4	1	4	1
	Estimated market cost per acre	4	3	4	1[1]
Accessibility	Number of jobs within ½ mile	5	5	n/a	n/a
	Population within ½ mile	5	4	n/a	n/a
	Access to sidewalks	5	5	n/a	n/a
	Access to public facilities/key destinations	4	4	n/a	n/a
Community	Land use within 1 mile	5	5	5	5
	Proximity to potential future development	3	5	n/a	n/a
	Minority population within ¼ mile	5	4	1	5
	Hispanic/Latino Population within ¼ mile	4	1	1	1
	Low-income Households within ¼ mile	4	1	4	4
	Zero Vehicle Households within ¼ mile	5	4	4	1
	Final Score	**65**	50	**29**	25

Table 1: Link Transit Passenger Transfer Center and Operations and Maintenance Facility Evaluation Matrix

[1] This estimate includes demolition but does not include anticipated abatement

Community Outreach

Community outreach for the Link Transit Facility Feasibility Study was conducted in two phases. Phase I and Phase II involved a printed survey that was distributed at public facilities, on board Link Transit buses, as well as through an online survey link that was posted in bus stops, on board buses, and distributed on social media. The surveys provided information related to the facility study process and given the opportunities to provide input regarding desired amenities at a new passenger transfer hub and the search for a permanent operations and maintenance facility site.

Focus groups were also conducted with community stakeholders related to healthcare and social service provision, education, and major employment centers, as well as neighboring communities. Focus group participants were informed about the facility study, the overall process, and asked to provide input.

Public Outreach Phase I: November 17, 2023-January 19, 2024

Public Outreach Phase II: January 7, 2025 – May 28, 2025

Survey respondents in both phases expressed a preference for indoor customer comfort facilities and off-street boarding to be available at a new passenger transfer hub.

The results of the facility study and the proposed locally preferred alternative sites were shared with the public at a Burlington City Council meeting held on May 6, 2025. A meeting agenda and technical study materials were posted online ahead of the meeting and available for pubic review. There were no public comments regarding the facility study during the meeting. City Council confirmed a locally preferred alternative for the Passenger Transfer Center and O&M Facility sites.

PUBLIC INPUT RECEIVED

No public comments received related to the final, locally preferred Passenger Transfer Center and O&M Facility.

Benefits and Burdens Analysis

Link Transit reviewed the benefits and burdens of several potential sites to determine the potential impact of a new facility. There were various benefits and burdens to each location. None of the potential sites would involve the displacement of residences. Table 2 details the benefits and potential burdens that would result from site relocations to each of the potential site options.

Parcels	Benefits/Positive Impacts	Burdens/Adverse Impacts
Parcel No. 1 *Passenger Transfer Center only*	• Would not require a rezoning. • Would provide increased transit access and passenger amenities for surrounding residential areas and downtown. • Would require minimal re-routing of existing routes. • Would not require displacement.	• Site is occupied by satellite tower. Co-location may present issues. • Would require a combination of parcels for the construction of a new Transfer Center. • Site shape and size is not ideal for facility siting.
704 S Spring St /Municipal Lot 8 *Passenger Transfer Center only*	• Property is publicly owned. • Would not require a rezoning. • Compatible with surrounding uses. • Would provide increased transit access and passenger amenities for surrounding residential areas and downtown. • Would not require displacement.	• Would reduce available parking in downtown.
Parcel No. 3 *Passenger Transfer Center only*	• Would not require a rezoning. • Compatible with surrounding uses. • Would provide increased transit access and passenger amenities for surrounding residential areas and downtown. • Would not require displacement.	• Would require transit uses to cross under active rail and across 4 lanes of traffic to access downtown. • Would require extensive site grading work. • Requires demolition of a small building.
1155 N Church St *O&M Facility only*	• Would not require a rezoning. • Compatible with surrounding uses. • Increases operational efficiency of system. Would not require displacement.	• Potential brownfield site candidate.
Parcel No. 5 *O&M Facility only*	• Would not require a rezoning. • Compatible with surrounding uses. • Increases operational efficiency of system.	• Would require demolition of an existing 150,000 sq. ft. industrial facility. • Would displace existing leased tenants.

Table 2: Benefits and Burdens Analysis

Demographic Analysis

Table 3 provides a comparison of the demographics for the census block groups that the final preferred potential sites are located in, the census block groups the existing temporary Passenger Transfer Hub and O&M Facility sites are located in as well as the demographic characteristics for the City of Burlington as a whole.

	Existing Temporary Passenger Transfer Hub and Municpal Lot 8 Block Group 4; Census Tract 201; Alamance County	**Existing O&M Facility** Block Group 3; Census Tract 217.03 Alamance County	**1155 N Church St** Block Group 2; Census Tract 202; Alamance County	**Parcel 5** Block Group 3; Census Tract 202; Alamance County	**City of Burlington**	**Burlington Metropolitan Statistical Area**
Total Population	677	1,132	432	771	56,951	171,415
White alone, not Hispanic or Latino	426 (63%)	602 (53%)	86 (20%)	96 (12%)	27,334 (48%)	105,847 (62%)
Non-White alone	251 (37%)	530 (47%)	346 (80%)	675 (88%)	29,617 (52%)	65,568 (38%)
Population under Poverty Line	130 (19%)	42 (4%)	62 (14%)	323 (42%)	10,560 (19%)	26,010 (14%)
Median Household Income	$58,409	$68,846	$78,844 *2021$*	$22,500	$52,963	$65,966
Limited English Proficiency Households	0 (0%)	0 (0%)	0 (0%)	8 (3.2%)	780 (3%)	1,615 (2%)

Table 3: Demographic Comparison Analysis of Potential Sites (2022)

All locations identified and evaluated as potential sites for the future Passenger Transfer Center and O&M Facility were selected without regard to race, color, national origin, or other socio-demographic traits.

An evaluation of the poverty rate, non-white population, household median income, and households with limited English proficiency was performed for the five potential sites as well as for the existing site of the Passenger Transfer Center and O&M Facility. This was compared to the same demographics of the City of Burlington as a whole.

PASSENGER TRANSFER CENTER SITES

Sites being considered for the future Passenger Transfer Center are located within the same census block group as the existing temporary Passenger Transfer Hub. Compared to the city as a whole, these parcels are located an area with a lower percentage of non-white individuals and limited English proficiency households. The percentage of population living below the poverty line is the same, and the median household income is slightly higher than the city. The proposed use would not pose a disproportionate burden on minority or low-income populations and conversely, could provide increased transit access and enhanced customer amenities to the surrounding area, including transit-dependent populations within the immediate vicinity.

O&M FACILITY SITES

The final sites evaluated for the future O&M Facility are both located in census block groups with higher percentages of non-white individuals compared to the city as a whole as well as the existing site. The site at 1155 N Church St is located in an area with a lower percentage of individuals below the poverty line compared to the city and a higher median household income compared to both the city and the existing site. Parcel 5 is located in an area with a higher percentage of individuals living below the poverty line and a lower median household income compared to the city and the existing site.

The site at 1155 N Church St is currently zoned Commercial – General Business which permits the proposed use – Government Maintenance, Storage, Distribution. This site is cleared, but currently not developed. There are existing curb cuts and surrounding utilities located between US Highway 70 and N Main St both of which provide connections to downtown. There is no risk of displacements but there are some surrounding residential uses along with other commercial and industrial uses. The construction of an O&M Facility on this site would not pose noise, air, or traffic concerns, when compounded with other nearby uses, as the proposed use is compatible with surrounding land use. Therefore, the proposed use would not pose a disproportionate burden on minority or low-income populations.

Parcel No. 5 is currently zoned Heavy Industrial which also permits the proposed use. This site contains an existing 150,000 square foot industrial facility that is currently leased to multiple tenants and would need to be demolished for construction on the O&M Facility. The demolition of this property would displace existing tenants and may release a significant amount of dust, debris, and pollutants into the air or groundwater, posing a risk to air quality and public health for surrounding population, including a high percentage of minority and low-income people. The level of environmental mitigation necessary for the parcel is unknown and may be costly. Once in operation, the O&M

Facility would not pose additional noise, air, or traffic concerns, when compounded with other nearby uses, as the proposed us is compatible with surrounding land use.

Locally Preferred Alternative

On May 6, 2025, Burlington City Council members confirmed Municipal Lot #8 as the locally preferred alternative for the construction of a new Passenger Transfer Center and the site at 1155 N Church St as the locally preferred alternative for the construction of an O&M Facility. This meeting was a publicly advertised meeting in line with Link Transit's Title VI policy. No member of the public signed up to speak on the Study or the confirmation of the locally preferred alternatives for the transit facility sites.

PASSENGER TRANSFER CENTER

Municipal Lot #8 is a publicly owned parking lot located on S Spring Street in downtown Burlington. The site is 1.45 acres and .5 miles from the current transfer point. Figure 2 shows the current conditions of the site and Figure 3 shows the site concept developed for the Passenger Transfer Center and illustrates how the site layout accommodates the established program for the proposed off-street passenger facility.

Figure 2: Current Conditions of Municipal Lot #8

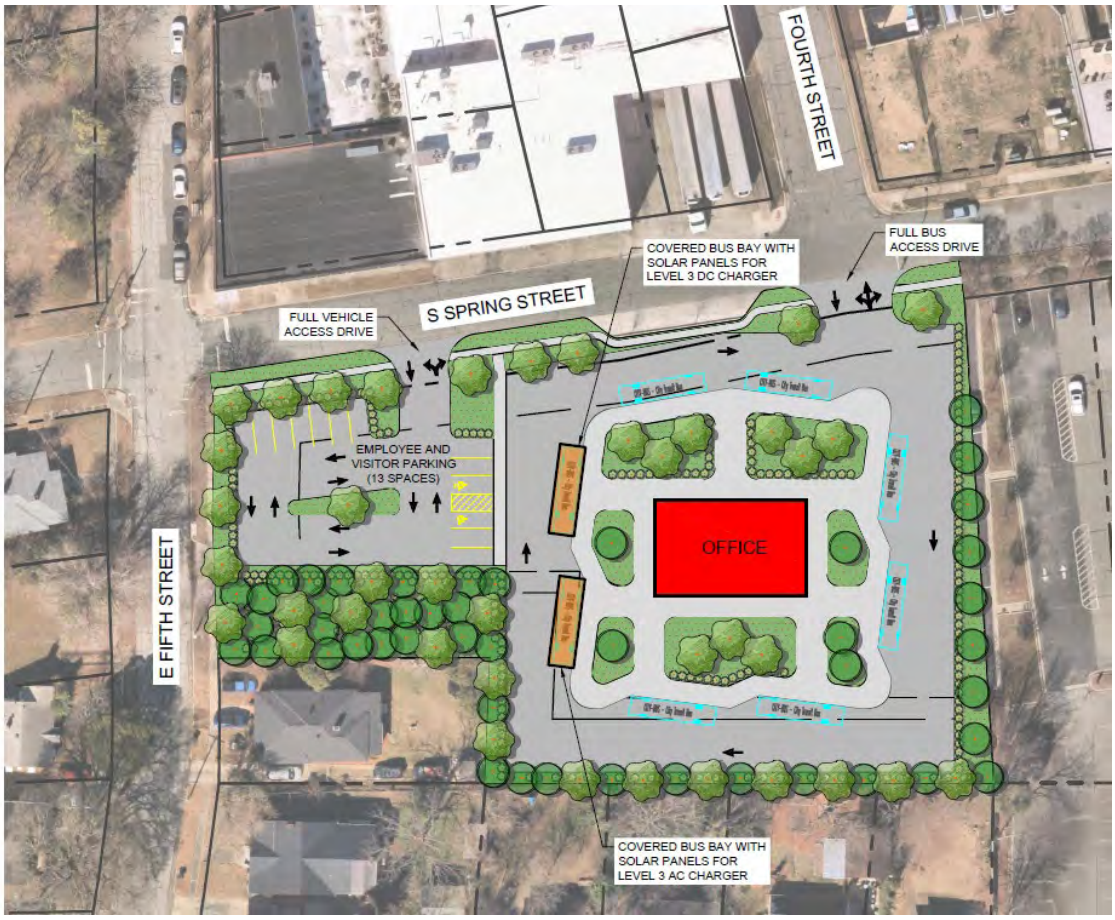


Figure 3: Site Concept for Passenger Transfer Center

The site concept shows the planned eight (8) bus bays, 13 public parking spaces, and the building large enough to accommodate customer service and administrative functions.

O&M FACILITY

The site at 1155 N Church St is a privately owned commercial site in the City of Burlington. The site is 3.4 acres and 1 mile from the current temporary Passenger Transfer Hub. Figure 4 shows the current conditions of the site and Figure 5 shows the site concept developed for the O&M Facility and illustrates how the site layout accommodates the established program.

Figure 4: Current Conditions at 1155 N Church St

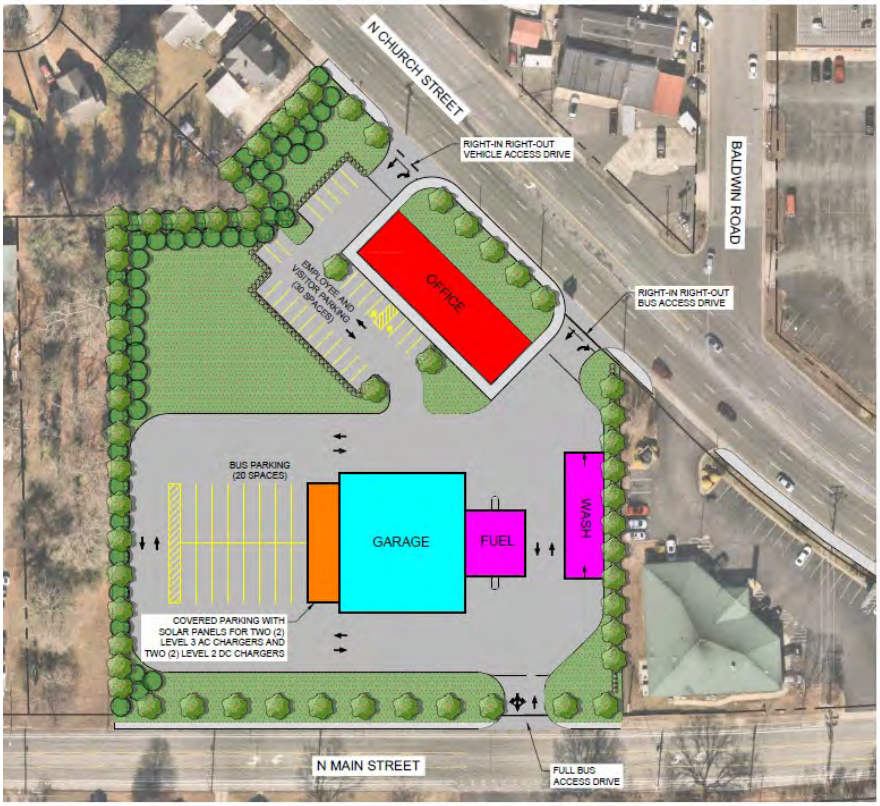


Figure 5: Site Concept for O&M Facility

The site concept shows the planned four (4) maintenance bays, three (3) bus lifts, transit vehicle storage and parking, and building to accommodate administrative, training, and operator comfort functions.

Conclusion

The current location of the temporary Passenger Transfer Hub has a lower percentage of non-white residents and a similar percentage of low-income households compared to the City of Burlington as a whole. All three potential sites for the future Passenger Transfer Center are located within close proximity the original facility and therefore are not anticipated to result in a disparate impact to minority and low-income residents. The Passenger Transfer Center is the convergence point of all five (5) Link Transit routes, so the proposed improvements to transit amenities would improve the transit experience of all Link Transit passengers.

Passenger Transfer Center

The site evaluation, benefit and burden analysis, and demographic analysis provide justification for Municipal Lot 8 to be considered as the final, locally preferred alternative for the construction of a new Passenger Transfer Center, pending City Council decision. The site is an existing municipal parking lot and would maintain the downtown Burlington transfer point while also providing an improved transit experience for surrounding residential uses and employment areas. The conversion of this parcel to a Passenger Transfer Center would not require any displacement, transfer of property, or a rezoning, and is not assumed to pose a disproportionate burden on minority or low-income households within the immediate vicinity of the proposed project.

O&M Facility

The site at 1155 N Church St and Parcel No. 5, the two remaining sites under consideration for the O&M Facility, both have higher percentages of non-white populations than the city as a whole and the site of the existing O&M Facility. Parcel No. 5 also has a significantly higher percentage of population living below the poverty line. Both were located in areas with compatible uses and would improve operational efficiency. However, the site located at 1155 N Church St scored higher in the site evaluation, presents fewer burdens, and shows a lower impact to minority and low-income populations, which provides justification for considering 1155 N Church St as the final, locally preferred alternative for the construction of a new O&M Facility, pending City Council approval. As potential mitigation for any potential perceived burden on minority, low-income, or LEP households, Link Transit is committed to converting significant portions of their fleet to low/no emission vehicles.

Appendix D:
Facility Cost Estimate

Peer Facility Comparisons

To determine rough order of magnitude costs for the Link Transit Passenger Transfer Center and Operations & Maintenance (O&M) Facility, peer facilities construction costs were analyzed. Costs at each peer facility were used to determine approximate unit costs and were increased by 3% for each year to account for inflation, allowing all costs to be in the same base year, 2021.

MURFREESBORO TRANSIT CENTER (MTC)

The Murfreesboro Transit System in Murfreesboro, TN began construction on a 10,000 square foot administration building, 2,800 square foot passenger pavilion and a bus maintenance facility in 2023. Renderings of the proposed project are shown in **Figure 1** and **Figure 2.** Costs for the project are detailed in **Table 1.**

Figure 1: Rendering of MTC

Figure 2: Rendering of MTC

Table 1: MTC Unit Costs

	QUANTITY	UNIT		UNIT COST
ADMININSTRATION (ADMIN) /OPERATIONS	10,446	Square Feet	$	276.95
MAINTENANCE	3,102	Square Feet	$	180.47
TRANSIT PAVILLION	2,375	Square Feet	$	271.41
CANOPIES	6,040	Square Feet	$	82.71
SITE WORK	245,678	Square Feet	$	10.68
CHARGER STATIONS	2	Each	$	432,722.00

DDOT COOLIDGE MAINTENANCE FACILITY

Detroit Department of Transportation (DDOT) Coolidge Terminal and Maintenance Facility was destroyed in a fire in 2011, and a project to replace the facility was delayed until 2023 due to the City of Detroit facing municipal bankruptcy. The new DDOT Coolidge Maintenance facility was designed to accommodate 24-hour operations and the capacity for 144 buses, with expansion capacity for 216 buses in the future. Renderings of the facility are shown in **Figure 3** and **Figure 4.** Costs for the project are detailed in **Table 2.**

Figure 3: Rendering of DDOT Coolidge Facility

Figure 4: Rendering of DDOT Coolidge Facility

Table 2: DDOT Coolidge Facility Unit Costs

	QUANTITY	UNIT	UNIT COST
BUS STORAGE	298,252	Square Feet	$ 115.34
BUS MAINTENANCE	125,298	Square Feet	$ 146.23
OFFICE/ ADMIN.	22,630	Square Feet	$ 146.27
O&M EQUIPMENT	125,298	Square Feet	$ 106.33
SITE WORK	853,803	Square Feet	$ 5.60

VIA PARATRANSIT O&M FACILITY

VIA, the San Antonio, Texas area transit provider was interested in consolidating their paratransit operations and maintenance facilities into one facility. The VIA Paratransit O&M Facility project achieved this by renovating a 90,000 square foot building on an 11.5 acre campus that was previously used as a nightclub. The project included administration offices, training space, paratransit wash systems, fueling systems, and maintenance bays. The facility opened in 2022. Photos of the facility are shown in **Figure 5** and **Figure 6**. Costs for the project are detailed in **Table 3.**

Figure 5: Photo of VIA Paratransit O&M Facility

Figure 6: Photo of VIA Paratransit O&M Facility (back)

Table 3: VIA Paratransit O&M Facility Unit Costs

	QUANTITY	UNIT	UNIT COST
SITE IMPROVEMENTS	1,577,110	Square Feet	$ 12.57
UTILITIES	1,577,110	Square Feet	$ 9.31
MAINTENANCE FACILITY	134,740	Square Feet	$ 184.11
ADMIN/OPERATIONS BUILDING	19,850	Square Feet	$ 225.65
TIRE SHOP/STORAGE	7,505	Square Feet	$ 183.58
NON-REVENUE SHOP	7,505	Square Feet	$ 183.58
SERVICE BUILDING	2,310	Square Feet	$ 151.62
CANOPY - SERVICE BUILDING	18,400	Square Feet	$ 69.25
FACILITIES MAINTENANCE SHOP	4,800	Square Feet	$ 174.25
BUS WASH BUILDING	6,650	Square Feet	$ 181.05
CANOPY - BUS PARKING	232,000	Square Feet	$ 40.00

BUTTE COUNTY O&M FACILITY

The Butte County Association of Governments (BCAG) developed a transit operations and maintenance center that dually served as the BCAG administrative offices and housed their B-Line Transit Fleet. The previous facilities were outdated and undersized, creating the need for a new facility. A rendering of the facility is shown in **Figure 7**. Costs for the project are detailed in **Table 4**.

Figure 7: Rendering of Butte County O&M Facility

Table 4: Butte County O&M Facility Unit Costs

	QUANTITY	UNIT	UNIT COST
ADMIN./OPERATIONS	15,200	Square Feet	$ 180.08
MAINTENANCE	16,800	Square Feet	$ 192.55
FUELING	5,222	Square Feet	$ 163.66
BUS WASH BUILDING	3,968	Square Feet	$ 96.35
O&M EQUIPMENT	14,500	Square Feet	$ 103.51
SITE WORK	357,500	Square Feet	$ 9.05

UTA DEPOT DISTRICT CLEAN FUELS TECHNOLOGY CENTER

Utah Transit Authority (UTA) developed the Depot District Clean Fuels Technology Center to replace the outdated Salt Lake Central Bus Garage. The Depot District Clean Fuels Technology Center was designed to accommodate 150 buses with the ability to expand to serve 250. This facility allowed UTA to increase public transportation service in Salt Lake and Davies County. The project was completed in 2021. Photos of the facility are shown in **Figure 8** and **Figure 9**. Costs for the diesel fueling aspect of the project are detailed in **Table 5**.

Figure 8: Photo of UTA Depot District Clean Fuels Technology Center

Figure 9: Photo of UTA Depot District Clean Fuels Technology Center (back)

Table 5: UTA Depot District Clean Fuels Technology Center Diesel Fueling Costs

	QUANITITY	UNIT	UNIT COST
DIESEL FUELING	17,106	Square Feet	$ 75.09

PORT OF HOUSTON FUEL ISLAND

The Port of Houston completed a fuel island expansion in 2021 at the Bayport Container Terminal. The project was launched to duplicate a fueling station adjacent to an existing facility to increase capacity. Costs for the expansion are detailed in **Table 6.** Renderings and construction documents are not publicly available for this project.

Table 6: Port of Houston Bayport Fuel Island Expansion Cost

	QUANITITY	UNIT	UNIT COST
FUEL ISLAND	3,610	Square Feet	$ 199.33

COAST RTA O&M FACILITY AND TRANSIT CENTER

Coast RTA's new Operations and Maintenance (O&M) Facility will be relocated 14 miles closer to the core service area, improving operational efficiency, and providing sufficient maintenance and operations and fleet storage capacity to serve the agency for the foreseeable future. The new Transit Center will address current safety issues, increase mobility options, and connect residents at a nearby workforce housing development with jobs in the Grand Strand. A rendering of the planned facility is shown in **Figure 10**.

Figure 10: Rendering of the planned Coast RTA O&M Facility and Transit Center in Myrtle Beach, SC

Cost estimates for this planned facility were not available at the time that a rough order of magnitude cost was being estimated for the Link Transit Passenger Transfer Center and Operations & Maintenance (O&M) Facility.

Cost Estimates

Using the unit costs determined by analyzing peer facilities, shown in **Table 7**, a rough order of magnitude cost was created for the construction of the Link Transit Passenger Transfer Center and O&M Facility, shown in **Table 8**.

Table 7: Peer Facility Unit Costs

	MTC	VIA	BUTTE CO	PORT OF HOUSTON	DDOT	AVERAGE	USE
SITE (INCLUDES PARKING AREAS)	$10.68	$12.57				$ 11.63	$12.00
CANOPY	$82.71	$69.25				$ 75.98	$75.00
TRANSIT OPERATIONS/ PUBLIC WAITING	$276.95	$225.65				$ 251.30	$250.00
EXISTING BUILDING DEMO							$6.00
ADMINISTRATION / OPERATIONS / FLEET OFFICE		$225.65	$180.08			$ 202.87	$200.00
FLEET MAINTENANCE, STORAGE, SERVICE		$184.11	$192.55			$ 188.33	$185.00
FUEL ISLAND			$163.66	$ 199.33		$ 181.49	$180.00
WASH		$181.05	$96.35			$ 138.70	$140.00
O&M EQUIPMENT			$103.51		$106.33	$ 104.92	$37.50

Table 8: Rough Order of Magnitude Costs for Link Transit Passenger Transfer Center and O&M Facility

TOTAL CONSTRUCTION COSTS FOR BURLINGTON PASSENGER TRANSFER CENTER O&M FACILITY

DESCRIPTION	Unit	Quantity	Unit Price (2021$)	Total Amount
LINK TRANSIT O&M FACILITY				
SITE (INCLUDES PARKING AREAS)	SF	148,112	$12.00	$1,777,344
ADMINISTRATION / OPERATIONS / FLEET OFFICE	SF	6,390	$200.00	$1,278,000
MAINTENANCE BUILDING	SF	9,975	$185.00	$1,845,375
BMP DETENTION POND	LS	1	$350,000.00	$350,000
CANOPY FOR BUS PARKING	SF	2,160	$200.00	$432,000
FUEL ISLAND (INCLUDING EQUIPMENT)	SF	2,250	$180.00	$405,000
WASH (INCLUDING EQUIPMENT)	SF	2,850	$138.70	$395,286

O&M EQUIPMENT (BASED ON SF OF MAINT BLDG)	SF	9,975	$37.50	$374,063
CHARGING				
			CONTINGENCY (35%)	$2,399,974
			SUBTOTAL	$9,257,042
			ENGINEERING (8%)	$740,563
			CONSTRUCTION ADMINISTRATION (7%)	$647,993
			PROGRAM ADMIN (8%)	$740,563
			LEGAL (1%)	$92,570
			SURVEYS (1%)	$92,570
			LAND ACQUISITION	$544,000
			LINK TRANSIT O&M FACILITY SUBTOTAL	**$12,115,302**
LINK TRANSIT PASSENGER TRANSFER CENTER				
SITE (INCLUDES PARKING AREAS)	SF	63,785.00	$12.00	$765,420
CANOPY	SF	1,008.00	$200.00	$201,600
TRANSIT OPERATIONS / PUBLIC WAITING AREAS	SF	3,195.00	$250.00	$798,750
CHARGING				
			CONTINGENCY (35%)	$618,020
			SUBTOTAL	$2,383,790
			ENGINEERING (8%)	$190,703
			CONSTRUCTION ADMINISTRATION (7%)	$166,865
			PROGRAM ADMIN (8%)	$190,703
			LEGAL (1%)	$23,838
			SURVEYS (1%)	$23,838
			PASSENGER TRANSFER FACILITY SUBTOTAL	**$2,979,737**
			BURLINGTON PROJECT TOTAL	**$15,095,039**

COST ESCALATION

Costs were escalated into current fiscal year (FY24) dollars using a 7% assumed escalation rate in the initial year and 3% year-over-year inflation thereafter.

DESCRIPTION	TOTAL COST (FY21)	TOTAL COST (FY22)	TOTAL COST (FY23)	TOTAL COST (FY24)
DOWNTOWN TRANSFER FACILITY	$ 2,979,737	$ 3,188,318	$ 3,283,968	$ 3,382,487
O&M FACILITY	$ 12,115,302	$ 12,963,373	$ 13,352,275	$ 13,752,843
COMBINED TOTAL	$ 15,095,039	$ 16,151,692	$ 16,636,243	$ 17,135,330